

St Mark's Church, Teddington

Registered Charity No 1132262

Annual Report for the year ended 31 December 2020

St Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelical, social and ecumenical. It has responsibilities for the church building, grounds and hall of St Mark's, Teddington.

Reference and Administrative Information

The Parochial Church Council of the Ecclesiastical Parish of St Mark Teddington is a charity registered with the Charity Commission for England and Wales, Registered Charity No 1132262.

The church is located on St Marks Road, Teddington. The parish is part of the Diocese of Kensington and its official correspondence address is:

The Vicarage, St Mark's Church, St Mark's Road, Teddington TW11 9DE

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year 2020 the following served as members of the PCC:

Ex officio members:

Chair (Priest-in-charge)	Rev Karen Wellman
Vice Chairman	Dr Peter Butterworth, also treasurer
Church Wardens	Mrs Sally Maxwell and Mrs Rachel Bide, also
safeguarding	
Church Warden Emerita	Mrs Sylvia Wild
Deanery Synod Representative	Mrs Rachel Bide
Lay Reader	Mr Gareth Lawrence

Elected Members: Mrs Maureen Harris, Mrs Mary Johnson, Mrs Gill Telfer, Mr Matthew Carter (did not seek re-election in October 2020), Mrs Maggie Dennies, Mr John Bazalgette, Mrs Susan Saunders

Bankers	Barclays Bank Ltd, Teddington branch
Parish Accountant	Mrs Jane Hale (from March 1 st 2020)
Independent financial examiner	A replacement for Mrs Jane Hale needs to be appointed

Structure and Governance

The method of appointment of PCC members is set out in the Church Representation Rules.

All Church attenders are encouraged to register on the Electoral Roll and to stand for election to the PCC.

The PCC operates through a number of Committees which meet approximately every other month, alternating with the PCC. The Committees are:

Worship Committee: Revd Karen Wellman, Mr Gareth Lawrence (reader), Dr Peter Butterworth (choir), Mr Ian Anderson (server), and Mrs Susan Saunders (rota). Met on zoom during lockdown

Parish Fellowship Committee: Mrs Maureen Harris (chair), Mrs Christine Withey.

PCC Meetings

The PCC met 7 times during the year. Due to lockdown in 2020 the PCC met on Zoom 5 times and papers for those unable to access the technology were circulated beforehand and their views canvassed. The committees met between those meetings and reports of their meetings were received by the full PCC and discussed as necessary.

Standing Committee

The Standing Committee has the delegated authority to transact the business of the PCC between meetings, subject to directions given by the PCC. Membership is:

Parish priest, Church wardens, Treasurer and PCC secretary (Revd Karen Wellman, Dr Peter Butterworth, Mrs Sally Maxwell, Mrs Rachel Bide, Mrs Sylvia Wild and Mrs Susan Saunders)

Trusts

There are no trusts managed by the PCC.

Employees

There are no employees of the PCC. The PCC is very grateful for the volunteering of so many people that enables the church life to run smoothly.

Financial Risk

Annual budget setting is now an important part of our financial regime.

Stewards, who count the collections, are appointed by the PCC after the APCM.

The treasurer worked with the former accountant, Mr Ogilvie, on a reserves policy. As the parish has the number 2 account which was a reserve for buildings there is an implied reserves policy. This needs to be reviewed in 2021 as reserves have now been spent.

Compliance with Law and Regulation

Risk assessments have been written and updated at regular intervals for the use of church and hall. We are grateful to the national church for supplying template risk assessments for use during the restrictions of 2020.

A new fire risk assessment was commissioned in late 2020 in preparation of the use of the new kitchen.

A new licence agreement is in progress for the use of the hall by Sheddington.

To comply with copyright legislation St Mark's Church is registered with CCLI and PRS.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). This means that all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs are not free to disregard it but are required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

The required policies have been adopted and discussed by the PCC. All hirers of the church and hall have to sign up to the church safeguarding policy or provide one of their own. Safeguarding posters are displayed in church. The website is compliant. Both licensed members of the church are up to date with training and DBS checks (Revd Karen and Mr Lawrence.) In reviewing the guidance for churches on safeguarding the decision was made to ask the Diocesan Safeguarding Officer to lead training for the whole church on safeguarding as not all those who needed to undergo training had access to the online materials. This will happen in the autumn of 2021 when in person training is possible.

Revd Karen Wellman and Mrs Rachel Bide May 2021

St Mark's Teddington

Financial Statements

Year ending 31st December 2020

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total fund	Prior year total funds
Income and endowments from:						
Donations and legacies	41,668	18,000	—	—	59,668	45,040
Income from charitable activities	—	210	—	—	210	842
Activities for generating funds	7,233	—	—	—	7,233	10,856
Investments	—	680	—	—	6	1,706
					80	
Total income	48,901	18,890	—	—	67,791	58,444
Expenditure on:						
Cost of raising funds	75	—	—	—	75	74
Common Fund contribution	30,000	—	—	—	30,000	36,500
Clergy and staffing costs	2,676	—	—	—	2,676	3,115
Church running expenses	10,879	254,430	—	—	265,309	53,342
Hall running costs	1,237	—	—	—	1,237	2,996
Expenditure on charitable activities	—	230	—	—	230	929
Total expenditure	44,867	254,660	—	—	299,527	96,956
Net income / (expenditure) resources before transfer	4,034	(235,770)	—	—	(231,736)	(38,512)
Transfers						
Gross transfers between funds - in	11,708	37,600	—	—	49,308	—
Gross transfers between funds - out	—	(11,708)	(37,600)	—	(49,308)	—
Net movement in funds	15,742	(209,878)	(37,600)	—	(231,736)	(38,512)
Total funds brought forward	(10,517)	229,073	37,600	—	256,156	294,668
Total funds carried forward	5,225	19,195	—	—	24,420	256,156
Represented by						
Unrestricted						
General fund	5,225	—	—	—	5,225	(10,517)
Designated						
Building for Mission Fund	—	18,483	—	—	18,483	228,341
Charity Collections	—	712	—	—	7	732
					12	
Restricted						
New Hall Fund	—	—	—	—	—	37,600
Total funds carried forward	5,225	19,195	—	—	24,420	256,156

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
Bank current account No1 -	5,225	712	—	—	5,937	1,387
Bank Current Account No2 -	—	18,483	—	—	18,483	27,019
CCLA (CBF) deposit account -	—	—	—	—	—	228,690
Totals	5,225	19,195	—	—	24,420	257,096
Liabilities - Agency accounts						

Agency collections	—	—	—	—	—	940
Totals	—	—	—	—	—	940
Grand total	5,225	19,195	—	—	24,420	256,156

Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Charity - Charity Collections						
Designated	732	210	(230)	—	—	712
Sub-total for Charity	732	210	(230)	—	—	712
Hall - New Hall Fund						
Restricted	37,600	—	—	(37,600)	—	—
Sub-total for Hall	37,600	—	—	(37,600)	—	—
Mission - Building for Mission						
Designated	228,341	18,680	(254,430)	25,892	—	18,483
Sub-total for Mission	228,341	18,680	(254,430)	25,892	—	18,483
General - General fund						
Unrestricted	(10,517)	48,901	(44,867)	11,708	—	5,225
Sub-total for General	(10,517)	48,901	(44,867)	11,708	—	5,225
Grand total	256,156	67,791	(299,527)	—	—	24,420

Analysis of income and expenditure

	<u>Unrestricted</u>		<u>Designated</u>		<u>Total</u>	
	<u>Endowment</u>		<u>This year</u>	<u>Last year</u>	<u>Restricted</u>	
INCOME AND ENDOWMENTS						
Donations and legacies						
Planned Giving – standing orders	19,635	—	—	—	19,635	19,917
Panned Giving GA Envelopes	5,991	—	—	—	5,991	6,606
Loose plate collections	980	—	—	—	980	9,620
One-off donations	4,444	—	—	—	4,444	1,332
Donations – roof fund	—	9,000	—	—	9,000	—
Tax recoverable on Gift Aid	10,618	—	—	—	10,618	7,540
Non-recurring one-off grants	—	9,000	—	—	9,000	—
Other funds generated	—	—	—	—	—	25
Total	41,668	18,000	—	—	59,668	45,040
Income from charitable activities						
Retiring Collections	—	210	—	—	210	842
Total	—	210	—	—	210	842

Activities for generating funds

Fund Raising	110	—	—	—	110	914
Games Room Hire	3,980	—	—	—	3,980	5,959
Hire of Church	—	—	—	—	—	959
Fees for weddings and funerals	2,851	—	—	—	2,851	1,734
Lottery	200	—	—	—	200	1,060
Coffee money	92	—	—	—	92	230
Wednesday coffee	—	—	—	—	—	—
Total	7,233	—	—	—	7,233	10,856
	33					

Investments

Bank and building society interest	—	680	—	—	680	1,706
Total	—	680	—	—	680	1,706
		80				

INCOME TOTAL	48,901	18,890	—	—	67,791	58,444
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EXPENDITURE**Cost of raising funds**

Costs of stewardship	75	—	—	—	75	74
Total	75	—	—	—	75	74

Common Fund contributions

Common fund	30,000	—	—	—	30,000	36,500
Total	30,000	—	—	—	30,000	36,500

Clergy and staffing costs

Assistant staff costs	221	—	—	—	221	618
Working expenses of incumbent	2,134	—	—	—	2,134	1,975
Water rates - vicarage	321	—	—	—	321	22
Education	—	—	—	—	—	—
Parish training and mission	—	—	—	—	—	460
Visiting speakers / locums	—	—	—	—	—	40
Total	2,676	—	—	—	2,676	3,115

Church running expenses

Insurance	4,578	—	—	—	4,578	4,578
Organ / piano tuning	246	—	—	—	246	654
Organist	540	—	—	—	5	300
					40	

Church maintenance	1,211	—	—	—	1,211	5,544
Upkeep of services	307	—	—	—	307	1,416
Upkeep of churchyard	9	—	—	—	947	1,420
	47					
Church running - electric	636	—	—	—	636	1,555
Church running - gas	1,816	—	—	—	1,816	3,137
Church running - water	—	—	—	—	—	308
Church major repairs - structure	—	249,758	—	—	249,758	22,764
Church major repairs - installation	—	—	—	—	—	6,868
Church major repairs - architect fees	—	4,672	—	—	4,672	1,260
Bookkeeping Service	333	—	—	—	333	2,000
Administration	265	—	—	—	265	1,538
		—	—	—		—
Total	10,879	254,430	—	—	265,309	53,342
Hall running costs						
Hall running - electricity	948	—	—	—	948	155
Hall running - gas	238	—	—	—	238	432
Hall running - maintenance	—	—	—	—	—	1,964
Hall running - water	51	—	—	—	51	156
Hall repairs	—	—	—	—	—	222
Scout Hall - Electricity	—	—	—	—	—	67
Hall + major repairs - structure	—	—	—	—	—	—
Total	1,237	—	—	—	1,237	2,996
Expenditure on charitable activities						
Giving to missionary societies	—	—	—	—	—	212
Giving - relief and development agencies	—	—	—	—	—	65
Home mission	—	—	—	—	—	496
Secular charities	—	230	—	—	230	156
Total						
		230			230	929
EXPENDITURE TOTAL	44,867	254,660	—	—	299,527	96,956
GRAND TOTAL						
	4,034	(235,770)	—	—	(231,736)	(38,512)

Independent Examiner's Report to the Trustees of St Mark Teddington.

I report on the accounts of the church for the year ended 31st December 2020 which are set out on finance pages of the Annual Report.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act **2011** (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kevin Ogilvie
Signed
Charity Bookkeeping and Examination Services
13 Evelyns Close,
Hillingdon,
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UB8 3LR

Date 21st June 2021