

# PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST SAVIOUR WITH ST MARY COTHAM

England & Wales · Charity number 1132307

## Details

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Other names	COTHAM PCC
Status	Registered
Legal form	Previously excepted
Registered	2009-10-23
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Cotham Parish Church Cotham Road Bristol BS6 6DR
Phone	01179733395
Email	<a href="mailto:administrator@cothamparishchurch.org">administrator@cothamparishchurch.org</a>
Website	<a href="http://cothamparishchurch.org/">http://cothamparishchurch.org/</a>

## Activities

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**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** Parish Church (Anglican)

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, The Prevention Or Relief Of Poverty, Overseas Aid/famine Relief, Religious Activities, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Bristol City

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£234,489	£202,920	-	-
2023-12-31	£354,576	£681,353	-	-
2022-12-31	£181,809	£189,404	-	-
2021-12-31	£148,659	£256,823	-	-
2020-12-31	£110,158	£150,369	-	-

## Trustees

Name	Role	Appointed
<b>Rev David John Stephenson</b>	Chair	2018-09-06
DAVID RICHARD ESAM		2025-05-20
Helen Frances Heath		2023-07-12
Jennifer Mary Leggat-Green		2020-09-27
Karen Lee Jacoby		2024-05-12
Katherine Mary Staples		2025-05-20
Kirill Babeev		2025-05-20
Lorna Robinson		2018-04-30
Maria Josephine Fenner		2024-05-12
Nathan John Schaefer		2023-04-23
PAULINE SHAW		
Rev Adrian Howkins		2023-07-02
Rev Rebecca Charlotte James		2024-07-03
SALLY SEAMAN		2012-01-07
SUE HAWKINS		2012-01-07
Sally Ann Eaton		2026-04-19



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# Accounts

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**Cotham Parish Church  
Year Ended 31 December 2024**

**St Saviour with St Mary Cotham  
(also known as Cotham Parish Church)  
Cotham Road, Bristol BS6 6DR**

**ANNUAL REPORT and FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2024**

**Registered Charity number    1132307**

**Cotham Parish Church**  
**Year Ended 31 December 2024**

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## **Annual Report of the Parochial Church Council of St Saviour with St Mary Cotham**

**Year ended December 2024**

### **Background**

This document contains the annual report for the year ended 31 December 2024 together with the financial accounts for the same year. Our church, more usually known as Cotham Parish Church, is a registered charity (number 1132307) whose charitable purpose is to promote the whole mission of the church within our parish. Our activities, offered for public benefit and to which all (regardless of marital and social status, age, gender, sexuality, and level of church commitment) are welcome, include provision of:

- religious services, prayer gatherings, retreats and faith formation;
- teaching and social events for children and young people;
- a wide variety of groups and activities with a creative and community building emphasis;
- pastoral care, especially for those who are vulnerable;
- action and outreach in support of social and environmental justice;
- space for community activities;
- and care for a listed building which is open to the public on some weekdays, and for a growing range of events.

As an Inclusive (<https://www.inclusive-church.org/>) and multi-generational community, we seek to serve a broad cross-section of our local community; and as a parish church have a commitment to all who live, work and study within the parish.

### **Direction**

The PCC continues to pursue its development plan for the Church.

To summarise this plan: Cotham Parish Church's values of contemplation, inclusivity, creativity, and justice give the church a distinct identity and calling in Bristol. It is the PCC's intention to express these values and respond to this call by developing our spiritual life, our buildings, our community and our capacity:

- to be a place of inclusive hospitality;
- to be a place for the celebration, promotion and reimagination of faith and life;
- to offer a range of creative-contemplative prayer and worship gatherings;
- to offer opportunities for reflective faith formation;
- to be a hub for activities that promote and build diverse community, well-being, resilience and justice;
- to strengthen relationships and collaboration with our neighbours;
- to be anchored by spiritual practices with a praying community at our heart.

## Cotham Parish Church Year Ended 31 December 2024

### Review of the Year

In 2023 the Church completed a major building project to fulfil our vision to make the building more noticeable, welcoming, inspiring, hospitable and sustainable. This brought increased income from donations specifically for the project and planned increased expenditure. In 2024 we benefitted from the improved space.

A significant amount of our income comes from our hard work and sympathetic care of our Church Halls and meeting rooms, which are let to a range of community groups and church missions. We have seen a significant increase of regular lets throughout the week. The Buildings Group also manages the ongoing upkeep, repairs and refurbishment of 182 St Michael's Hill. The house's accommodation was reconfigured in 2024, to increase the tenants to five in the house (from four), with two further tenants in the basement flat. Further improvements are planned for 2025, with a replacement bathroom, plus an additional shower room to be installed.

The following areas of our ministry and mission have continued to be significant during 2024.

- **Foundation:** our Sunday evening community continues to grow in numbers, commitment and depth of engagement. Our core values - 'Contemplative, Creative, Inclusive and Socially Engaged' – serve as a clear and well-founded basis for our range of gatherings. At the end of 2023 we recruited Andy Thornton to lead this community.
- **Early/Earthly Foundations:** The Early Foundations monthly service was launched in 2022 in recognition that we needed to find new ways to connect with families with children. Taking the core values of Foundation we launched a new monthly Sunday morning gathering, focussing on 'early years' and creating a space that is both social and spiritual for the children and their families in a safe, friendly and inclusive setting. In 2024 the offering for children and parents was increased with the addition of the mid-week Earthly Foundations meetings.
- **Green Cotham:** our eco-commitments have found wonderful local expression through the creation of this outreach project led by a member of our congregation who is a professional gardener with strong local connections. It is good to see the intentions of the project to promote personal, social and ecological wellbeing now being realised, and growing engagement from a range of local people of broad ranges of age and background. Grants awarded 2023 from the National Lottery's Awards for All scheme, the Co-op Community Fund and the West of England Combined Authority have supported the work of Green Cotham this year.
- **Cotham Club:** following our Community Consultation in 2021 a group was established to develop a project to create Community through Music, with a particular emphasis on building community across the segregations of our city. The steering group has done fabulous work in taking this vision and turning it into the successful and vibrant reality of a monthly gig, with a growing audience, reach and reputation.
- **Lay leadership:** Much of the above is led, developed and sustained through the initiative, skill and strong leadership of a small group of highly committed lay officers. We recognise that we can do more to encourage our lay capacity; not least because of our broadening membership base and the connections new projects are creating with people beyond the congregation who wish to be actively involved. We are pleased that some of our capacity is built through the active engagement of people who are not part of the worshipping community but wish to contribute to our life and mission.

We believe that the creative and adaptive expression, strong inclusive ethos, lively faith, growing diversity and strengthened strategy and governance put us in a good position to continue to grow

## **Cotham Parish Church Year Ended 31 December 2024**

our distinctive social and spiritual resource in our part of Bristol. We continue to “tend”, with time, investment, strategic planning and prayer, areas identified in 2023 as important to our goals practice to further strengthen the life of Cotham Parish Church, making the development more vital (i.e. life giving) and sustainable. Areas that were identified as priorities include Foundation and Early Foundations, Green Cotham and other expressions of eco-mission, and Communications and Participation.

### **Governance**

Cotham Parish Church is governed by its PCC which met five times in 2024 and which made some decisions by email. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity.

At the Annual Parochial Church Meeting our independent examiner indicated that he wished to step down. Dave Patterson volunteered to perform the task for the 2024 year end accounts. Dave was a qualified chartered accountant and has the required skills under the charity regulations.

The PCC is grateful for the voluntary time and commitment of the many active members of the church community. Together we are continuing to shape plans and build partnerships to express and live out the distinctive identity and mission of Cotham Parish Church.

Signed on behalf of the Trustees

**Cotham Parish Church**  
**Year Ended 31 December 2024**

**Reference Information**

<b>Charity number</b>	<b>1132307</b>	
<b>Trustees</b>	Incumbent and Chair	Revd David Stephenson
	Curate	Revd Adrian Howkins Revd Becky James
	Licensed Lay Minister	Pauline Shaw
	Wardens	Sally Seaman Lorna Robinson
	Treasurer	Helen Heath
	PCC Secretary	Jeni Leggat-Green
	Deanery Synod Representatives	Janet Mayo Sally Seaman
	Other Trustees	Matthew Carr Maria Fenner Sue Hawkins Karen Jacoby Nat Schaefer
<b>Church administrator</b>	Julia Wright: highburypartnership@gmail.com	
<b>Bankers</b>	CAF Bank Nationwide	
<b>Independent examiner</b>	Dave Patterson FCT	
<b>Websites</b>	<a href="http://www.cothamparishchurch.org">www.cothamparishchurch.org</a> <a href="http://www.foundationbristol.org">www.foundationbristol.org</a>	
<b>Social media</b>	<a href="https://www.facebook.com/CothamParishChurch/">https://www.facebook.com/CothamParishChurch/</a>	

**Independent Examiner's report  
to the members and trustees  
of the Parochial Church Council of Cotham Parish Church**

I report on the accounts for the year ended 31 December 2024 which are set out on pages 8-15.

**Respective responsibilities of the Trustees and of the Independent Examiner and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Church's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

\_\_\_\_\_  
David Patterson

Date:

25 Upper Belmont Road  
Bristol BS7 9DG

**Cotham Parish Church**  
**Year Ended 31 December 2024**

**Statement of Financial Activities**  
**for the year ended 31 December 2024**

		Unrestricted & Designated	Restricted	Total Funds 2024	Total 2023
	note				
<b>Incoming resources</b>					
Donations and legacies	2a	£96,929	£15,254	£112,183	£248,147
Charitable activities	2b	£59,657	£0	£59,657	£41,212
Income from investments	2c	£62,649	£0	£62,649	£65,217
Trading activities		£0	£0	£0	£0
<b>Total incoming resources</b>		<b>£219,235</b>	<b>£15,254</b>	<b>£234,489</b>	<b>£354,576</b>
<b>Resources used</b>					
Charitable activities	3	£191,491	£11,429	£202,920	£681,353
Fundraising		£0	£0	£0	£0
<b>Total resources used</b>		<b>£191,491</b>	<b>£11,429</b>	<b>£202,920</b>	<b>£681,353</b>
<b>Net incoming resources</b>		<b>£27,744</b>	<b>£3,825</b>	<b>£31,569</b>	<b>-£326,777</b>
Investment gains or losses		£3,510	£0	£3,510	£13,188
<b>Net movement of funds</b>	8	<b>£31,254</b>	<b>£3,825</b>	<b>£35,079</b>	<b>-£313,589</b>
Total funds brought forward		£929,973	£6,682	£936,655	£1,250,243
Funds transferred		£0	£0	£0	£0
<b>Total funds carried forward</b>		<b>£961,227</b>	<b>£10,507</b>	<b>£971,734</b>	<b>£936,655</b>

*The notes on pages 10 to 15 form part of these accounts.*

**Cotham Parish Church**  
**Year Ended 31 December 2024**

**Balance Sheet**  
**as at 31 December 2024**

		2024		2023
	note			
<b>Fixed Assets</b>				
Investments	4	£227,045		£223,535
Properties	5	£650,000		£650,000
		<b><u>£877,045</u></b>		<b><u>£873,535</u></b>
<b>Current Assets and Liabilities</b>				
<b>Assets</b>				
Cash at bank and in hand		£102,597		£83,797
Debtors and prepayments	6	£9,867		£16,475
		<b><u>£112,464</u></b>		<b><u>£100,272</u></b>
<b>Liabilities:</b>				
Falling due within one year	7	£17,775		£37,152
		<b><u>£17,775</u></b>		<b><u>£37,152</u></b>
<b>Net Current Assets</b>		<b><u>£94,689</u></b>		<b><u>£63,120</u></b>
<b>Net Assets</b>		<b><u><u>£971,734</u></u></b>		<b><u><u>£936,655</u></u></b>
<b>Represented by</b>				
Restricted funds	8	<b><u>£10,507</u></b>		<b><u>£6,682</u></b>
Designated funds	8	£773,590		£773,309
Undesignated unrestricted	8	£187,637		£156,664
		<b><u>£961,227</u></b>		<b><u>£929,973</u></b>
<b>Total Charity Funds</b>		<b><u><u>£971,734</u></u></b>		<b><u><u>£936,655</u></u></b>

Approved by the Parochial Church Council on date and signed on its behalf by

David Stephenson  
Vicar and Chair of Trustees

Helen Heath  
Treasurer

**Notes to the financial statements**  
**for the year ended 31 December 2024**

**1. Accounting Policies**

**a) Basis of preparation**

The financial statements have been prepared on a historical cost basis except for financial investments which are shown at fair value on the balance sheet date.

The financial statements are prepared on a going concern basis. There are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements have been prepared on an accruals basis to follow the 'matching' principle.

**b) Funds**

**Restricted funds** are only used for the purpose imposed by the donor or contained in the terms of the grant. Expenditure which meets this purpose is charged to the fund.

**Unrestricted reserves** are for use at the discretion of the Trustees in pursuit of the objectives of the Charity. The Charity's policy for use of these funds is shown in note 8.

**Designated funds** form part of unrestricted reserves and have been designated for particular purposes by the Trustees. They can be undesignated at the discretion of the Trustees. Material designations are explained in note 8.

**c) Income and related accruals**

Income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, when the amount is known and when receipt is probable. Donations and legacies are recognised when received, and the associated Gift Aid is recognised at the same time, as accrued income.

**d) Expenditure**

Expenses are recognised in the Statement of Financial Activities in the year when the relevant activity was undertaken - using the accruals basis.

**e) Foreign currency**

The Charity makes occasional foreign currency donations to overseas charities. These amounts are shown at the sterling cost to the church on the date of donation.

**f) Tangible fixed assets and depreciation**

Consecrated property is not included in the accounts nor are moveable church furnishings which require a faculty for disposal.

The Charity's freehold residential property at 182 St Michael's Hill is included at a valuation carried out in December 2017.

All expenditure to maintain and invest in the Charity's property is expensed. No items are capitalised and no depreciation is charged.

**g) Investment valuations**

The Charity is the beneficial owner of shares in the CBF Church of England Investment Fund. These are stated at market value on the balance sheet date. Net gains and losses arising from revaluations and disposals during the year are shown in the Statement of Financial Activities.

**h) Valuations of inter-fund transfers**

When appropriate, money spent during the year is charged against the relevant restricted fund at the year end. In the cases where the restricted fund holds shares rather than cash, the shares are transferred from the fund at the mid-market value at close of business on the day the transfer is booked.

**i) Pension costs**

The Charity contributes to a defined contribution pension plan on behalf of its eligible employees. These expenses are recognised at the same time as the associated salary.

**Cotham Parish Church**  
**Year Ended 31 December 2024**

**2. Incoming Resources**

a) Donations and legacies

<b>Year ended December 2024</b>	Unrestricted	Restricted	Total
Planned giving and donations	£80,864	£14,918	£95,782
Gift Aid	£16,065	£336	£16,401
<b>Total</b>	<b><u>£96,929</u></b>	<b><u>£15,254</u></b>	<b><u>£112,183</u></b>
<b>Year ended December 2023</b>	Unrestricted	Restricted	Total
Planned giving and donations	£59,232	£164,229	£223,531
Gift Aid	£13,158	£11,458	£13,158
<b>Total</b>	<b><u>£72,390</u></b>	<b><u>£175,757</u></b>	<b><u>£248,147</u></b>

In 2023 the church raised £166,232 in grants and donations to support a building project to make the building and site more noticeable, welcoming, inspiring, hospitable and sustainable.

b) Charitable activities

<b>Year ended December 2024</b>	Unrestricted	Restricted	Total
Rent on halls	£27,524	£0	£27,524
Other charitable activities	£32,133	£0	£32,133
<b>Total</b>	<b><u>£59,657</u></b>	<b><u>£0</u></b>	<b><u>£59,657</u></b>
<b>Year ended December 2023</b>	Unrestricted	Restricted	Total
Rent on halls	£22,171	£0	£22,171
Other charitable activities	£19,041	£0	£19,041
<b>Total</b>	<b><u>£41,212</u></b>	<b><u>£0</u></b>	<b><u>£41,212</u></b>

c) Income from investments

<b>Year ended December 2024</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£9,548	£0	£9,548
Rent on property owned by church	£53,101	£0	£53,101
<b>Total</b>	<b><u>£62,649</u></b>	<b><u>£0</u></b>	<b><u>£62,649</u></b>
<b>Year ended December 2023</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£16,319	£898	£17,217
Rent on property owned by church	£48,000	£0	£48,000
<b>Total</b>	<b><u>£65,217</u></b>	<b><u>£0</u></b>	<b><u>£65,217</u></b>

**Cotham Parish Church**  
**Year Ended 31 December 2024**

**3. Resources Used**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
Mission and charitable giving	£25,974	£11,429	£37,403	£34,749
Parish share	£49,293	£0	£49,293	£47,464
Ministry and worship	£18,599	£0	£18,599	£18,780
Maintenance/investment in buildings	£49,921	£0	£49,921	£530,126
Management and administration	£47,703	£0	£47,703	£50,234
Fundraising	£0	£0	£0	£0
<b>Total</b>	<b><u>£191,490</u></b>	<b><u>£11,429</u></b>	<b><u>£202,919</u></b>	<b><u>£681,353</u></b>

In 2023 the church spent £473,101 on a building project to make the building and site more noticeable, welcoming, inspiring, hospitable and sustainable.

**4. Investments**

	<b>2024</b>	<b>2023</b>
Market value brought forward	£223,535	£510,346
Gains/(Losses) in the year	£3,510	£13,189
(Disposals)	£0	(£300,000)
<b>Market value carried forward</b>	<b><u>£227,045</u></b>	<b><u>£223,535</u></b>

The church's investment funds are invested in the CBF Deposit Fund and the CBF Investment Fund. The ethical principles for these funds are set by the Church of England's Advisory Group.

**5. Freehold Properties**

Freehold properties comprise the Church Halls (£100,000) and the investment property at 182 St Michael's Hill, Bristol (£550,000) which are included at a valuation as at 31<sup>st</sup> December 2017.

**6. Debtors and Prepayments**

	<b>2024</b>	<b>2023</b>
Other debtors	£6,303	£12,437
Gift Aid tax reclaims	£3,564	£4,038
<b>Total</b>	<b><u>£9,867</u></b>	<b><u>£16,475</u></b>

**7. Liabilities**

	<b>2024</b>	<b>2023</b>
Accruals and deferred income	£17,775	£37,152
<b>Total</b>	<b><u>£17,775</u></b>	<b><u>£37,152</u></b>

**Cotham Parish Church**  
**Year Ended 31 December 2024**

Accruals and deferred income include a retention of £9,942 in respect of the 2023 building project. This was paid to the building contractors in January 2025.

**8. Movement in Funds**

	31 December 2023	Income	Expenditure	Fund Transfers	Investment Gains (Losses)	31 December 2024
Green Cotham	£5,665	£10,527	£6,920	£0	£0	£9,272
Chernobyl Children's Lifeline	£1,017	£2,226	£3,000	£0	£0	£244
Cotham Club	£0	£2,500	£1,509	£0	£0	£991
<b>Total Restricted</b>	<b><u>£6,683</u></b>	<b><u>£15,253</u></b>	<b><u>£11,429</u></b>	<b><u>£0</u></b>	<b><u>£0</u></b>	<b><u>£10,507</u></b>
Property	£650,000	£0	£0	£0	£0	£650,000
Improvements	£54,259	£506	£0	£0	£0	£54,765
Charity Emergency Giving	£1,389	£1,672	£1,648	£0	£0	£1,413
Mission and Outreach	£67,412	£0	£0	£0	£0	£67,413
Kumyul's Fund	£249	£0	£249	£0	£0	£0
<b>Total designated</b>	<b><u>£773,309</u></b>	<b><u>£2,177</u></b>	<b><u>£1,897</u></b>	<b><u>£0</u></b>	<b><u>£0</u></b>	<b><u>£773,590</u></b>
<b>Unrestricted and undesignated</b>	<b><u>£156,663</u></b>	<b><u>£217,058</u></b>	<b><u>£189,594</u></b>	<b><u>£0</u></b>	<b><u>£3,510</u></b>	<b><u>£187,637</u></b>
<b>TOTAL</b>	<b><u>£936,655</u></b>	<b><u>£234,488</u></b>	<b><u>£202,920</u></b>	<b><u>£0</u></b>	<b><u>£3,510</u></b>	<b><u>£971,734</u></b>

The use of restricted funds is determined by the intentions of the original donor or grant.

<b>Name of fund</b>	<b>Purpose</b>
Green Cotham	This project, which is run in partnership with High Kingsdown Community Association, invites people to a weekly drop-in session at which they garden local, publicly accessible, green spaces for the benefit of people and wildlife. In 2023 the PCC transferred £5,685 into this fund to demonstrate commitment to the Green Cotham project.
Chernobyl Children	To directly support families in Ukraine and Belarus that continue to suffer from the radioactive fallout of the 1986 Chernobyl nuclear power station explosion.
Cotham Club	Funds specifically donated to support the Cotham Club Music through Community initiative.

**Designated Funds**

The use of these funds has been designated by the trustees as follows:

<b>Name of fund</b>	<b>Purpose</b>
---------------------	----------------

## **Cotham Parish Church Year Ended 31 December 2024**

Property	The fund represents the historic valuations of the church halls and of 182 St Michael's Hill, which the trustees intend the charity to continue to own and use in pursuit of the objectives of the charity.
Improvements and Maintenance	In 2023 the trustees designated £315,000 to invest in the church building and grounds and a further £100,000 to underwrite the future maintenance of a grade 2* listed, heritage building and its halls. The majority of this was spent in the major building improvements in 2023.
Emergency Giving	The trustees transfer and designate a percentage of income to enable gifts to emergency situations. The Emergency Giving Committee oversees the spend from this fund.
Mission/Outreach	The trustees have increased their commitment to the launch and continued support of mission projects. The trustees prioritise projects that meet local needs for community, space for community activities, better relationships between students and non-students, and local green spaces. This fund supports the development and growth of an evening congregation, a monthly congregation for families with young children, a weekly gardening drop-in, and a monthly community concert.
Kumyul's Fund	A much-loved member of our congregation died suddenly in November 2021. A fund was collected in her honour and used to support the church's and other charities' work with the homeless. A small proportion of the amount raised remained unspent at the end of 2023 and this has now been donated. This fund will be closed.

### **Unrestricted and Undesignated Funds**

These funds represent the unrestricted and undesignated reserves of the Charity. The trustees have decided that, to be prudent, this church will hold 6-12 months of unrestricted running costs to protect the church should future events lead to a reduction in income. This policy and the levels of reserves maintained will be reviewed at least every 12 months.

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# Accounts

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**Cotham Parish Church**  
**Year ended 31 December 2023**

**St Saviour with St Mary Cotham**  
**(also known as COTHAM PARISH CHURCH)**  
**Cotham Road, Bristol BS6 6DR**

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2023**

**Registered Charity number    1132307**

**Cotham Parish Church**  
**Year ended 31 December 2023**

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## **Annual Report of the Parochial Church Council of St Saviour with St Mary Cotham**

**Year ended December 2023**

### **Background**

This document contains the annual report for the year ended 31 December 2023 together with the financial accounts for the same year. Our church, more usually known as Cotham Parish Church, is a registered charity (number 1132307) whose charitable purpose is to promote the whole mission of the church within our parish. Our activities, offered for public benefit and to which all (regardless of marital and social status, age, gender, sexuality, and level of church commitment) are welcome, include provision of:

- religious services, prayer gatherings, retreats and faith formation;
- teaching and social events for children and young people;
- a wide variety of groups and activities with a creative and community building emphasis;
- pastoral care, especially for those who are vulnerable;
- action and outreach in support of social and environmental justice;
- space for community activities;
- and care for a listed building which is open to the public on some weekdays, and for a growing range of events

As an Inclusive (<https://www.inclusive-church.org/>) and multi-generational community, we seek to serve a broad cross-section of our local community; and as a Parish Church have a commitment to all who live, work and study within the parish.

### **Direction**

The PCC continues to pursue its development plan for the Church.

To summarise this plan: Cotham Parish Church's values of contemplation, inclusivity, creativity, and justice give the church a distinct identity and calling in Bristol. It is the PCC's intention to express these values and respond to this call by developing our spiritual life, our buildings, our community and our capacity:

- to be a place of inclusive hospitality;
- to be a place for the celebration, promotion and reimagination of faith and life;
- to offer a range of creative-contemplative prayer and worship gatherings;
- to offer opportunities for reflective faith formation;
- to be a hub for activities that promote and build diverse community, well-being, resilience and justice;
- to strengthen relationships and collaboration with our neighbours;
- to be anchored by spiritual practices with a praying community at our heart.

# Cotham Parish Church

## Year ended 31 December 2023

### Review of the year

2023 was our first 'ordinary' year since 2019, enabling us to build on the manner in which the Covid pandemic had made us more attuned to the needs of our wider community, and further develop the ways we'd begun to strengthen and grow the congregations and communities of Cotham Parish Church. We have continued to experiment and open ourselves to new opportunities, new people and new practices as a community.

The Reordering scheme was a principle focus during the year, enabling us to fulfil our vision to make the building more noticeable, welcoming, inspiring, hospitable and sustainable.

The building work began in May and was (mostly) completed in November. During the period of the building work the life of Cotham Parish Church continued, with most of our activities taking place in the Church Halls. This period of transition, and our return to the renewed Church in November allowed us to experience further what it means to be a community of faithful change open to the future.

In particular the following areas of our ministry and mission have continued to be significant points of growth during 2023.

- **Foundation:** our Sunday evening community continues to grow in numbers, commitment and depth of engagement. Our core values - 'Contemplative, Creative, Inclusive and Socially Engaged' – serve as a clear and well founded basis for our range of gatherings. Foundation was ably and creatively led by Simon Rotheram, until August 2023 when he left us to begin training for ordained ministry. Simon's leadership provided significant capacity for continued growth and broader connection, and we ended the year recruiting Andy Thornton as Simon's successor.
- **Early Foundations:** This monthly service was launched in 2022 in recognition that we needed to find new ways to connect with families with children. Taking the core values of Foundation we launched a new monthly Sunday morning gathering, focussing on 'early years' and creating a space that is both social and spiritual for the children and their families. This new congregation of Cotham has continued to grow in attendance numbers, and is enabling growing confidence amongst children, and mutual support amongst the parents in a safe, friendly and inclusive setting.
- **Green Cotham:** our eco-commitments have found wonderful local expression through the creation of this outreach project led by a member of our congregation who is a professional gardener with strong local connections. It is good to see the intentions of the project to promote personal, social and ecological wellbeing now being realised, and growing engagement from a range of local people of broad ranges of age and background. We are grateful to the National Lottery's Awards for All scheme, the Co-op Community Fund and the West of England Combined Authority for their grants in support of this project. These funds have enabled us to extend the reach of Green Cotham and recruit a project assistant.
- **Cotham Club:** following our Community Consultation in 2021 a group was established to develop a project to create Community through Music, with a particular emphasis on building community across the segregations of our city. The steering group has done fabulous work in taking this vision and turning it into the successful and vibrant reality of a monthly gig, with a growing audience, reach and reputation.
- **Reordering:** Following the granting of a Faculty in 2022 for the Reordering of the Church we were able to put the scheme out for a tendering process. As a result of the submitted tenders the Reordering group appointed Emery as our chosen contractors. The Reordering group worked hard with our architect Tim Gough to consider the final details of the building programme. Chaired by Alice Chapman the Reordering group has worked hard to enable the core needs of the project to be achieved within a carefully considered budget.

## Cotham Parish Church Year ended 31 December 2023

We are grateful to our members and to Gloucester Historic Churches Trust, Benefact Trust, Awards for All, Redland and Cotham Amenities Society and the Listed Places of Worship Grant Scheme for their generous donations and grants in support of this project.

Meanwhile a programme of ongoing repairs and necessary modernisation of our buildings continues to be well managed, to ensure that the facilities remain safe, comfortable and sustainable, and we are pleased that we are realising some of our potential to develop and use our buildings as an asset commercially and missionally.

- **Lay leadership:** Much of the above is led, developed and sustained through the initiative, skill and strong leadership of a small group of highly committed lay officers. We recognise that we can do more to encourage our lay capacity; not least because of our broadening membership base and the connections new projects are creating with people beyond the congregation who wish to be actively involved. We are pleased that some of our capacity is built through the active engagement of people who are not part of the worshipping community but wish to contribute to our life and mission.

We believe that the creative and adaptive expression, strong inclusive ethos, lively faith, growing diversity and strengthened strategy and governance put us in a good position to continue to grow our distinctive social and spiritual resource in our part of Bristol.

During 2023 we spent time re-examining our strategic goals and organisational practice to further strengthen the life of Cotham Parish Church, making the development more vital (i.e. life giving) and sustainable. This included us identifying areas of church life that we believe we need to especially 'tend' with time, investment, strategic planning and prayer. These areas include Foundation and Early Foundations, Green Cotham and other expressions of eco-mission, and Communications and Participation.

### **Financial Review**

The key financial event of the year was our Reordering Project. The 2023 cost of this project was £473,101 and this was funded by generous donations from our congregations, gift aid and grants, which together totalled £166,232; plus an investment from reserves (resulting from a property disposal in 2016) of £306,869. The reordering project is substantially complete and we do not anticipate significant further expenditure in 2024.

The PCC has 3 main sources of unrestricted income: giving from members of our congregations, rent on a property, and income received from the community use of our halls. Unrestricted funds show a year on year deficit of £1,771 which is stated after spending £51,376 on unanticipated emergency repairs, the need for which was uncovered during the Reordering Project.

Our balance sheet remains reasonably strong with no debt and there are no material concerns about the PCC's ability to maintain the church as a going concern.

**Reserves policy:** Reserves are held by the Church to provide for future activities and initiatives which cannot be funded from income in a single year. Reserves are also required to cover unforeseen expenditure. Details of our reserves policies are shown in note 8.

Alice Chapman has been acting treasurer since January 2020 and has strengthened our systems, controls, and policies whilst raising grants and ensuring our financial activities enable mission and outreach. Alice is standing down from this role at our 2024 APCM. Our thanks to her.

**Cotham Parish Church**  
**Year ended 31 December 2023**

**Governance**

Cotham Parish Church is governed by its PCC which met five times in 2023 and which made some decisions by email. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity.

A resolution proposing that Anthony Cope be reappointed as Independent Examiner will be put to the Annual Parochial Church Meeting.

The PCC is grateful for the voluntary time and commitment of the many active members of the church community. Together we are continuing to shape plans and build partnerships to express and live out the distinctive identity and mission of Cotham Parish Church.

Signed on behalf of the Trustees



**David Stephenson**  
**Vicar and Chair of Trustees**

**Cotham Parish Church**  
**Year ended 31 December 2023**

**Reference Information**

<b>Charity number</b>	<b>1132307</b>
<b>Trustees</b>	Incumbent and Chair           Revd David Stephenson
	Curate                               Adrian Howkins
	Licensed Lay Minister       Pauline Shaw
	Wardens                           Sue Hawkins
	Lorna Robinson
	Acting Treasurer           Alice Chapman
	PCC Secretary               Jeni Leggat-Green
	Deanery Synod Representatives Janet Mayo
	Sally Seaman
	Other Trustees               Matt Carr (appointed 23/4/23)
	Sue Dibdin
	Catherine Feeny
	Joe Goodlad (resigned 12/9/23)
	Helen Heath (appointed 12/7/23)
	Dave Patterson
	Nat Schaefer (appointed 23/4/23)
<b>Church administrator</b>	Julia Wright: highburypartnership@gmail.com
<b>Bankers</b>	CAF Bank
	Nationwide
<b>Independent examiner</b>	A Cope FCA
<b>Websites</b>	<a href="http://www.cothamparishchurch.org">www.cothamparishchurch.org</a>
	<a href="http://www.foundationbristol.org">www.foundationbristol.org</a>
<b>Social media</b>	<a href="https://www.facebook.com/CothamParishChurch/">https://www.facebook.com/CothamParishChurch/</a>
	<a href="https://twitter.com/cothamparishch1">https://twitter.com/cothamparishch1</a>

**Independent Examiner's report  
to the members and trustees  
of the Parochial Church Council of Cotham Parish Church**

I report on the accounts for the year ended 31 December 2023 which are set out on pages 9-16.

**Respective responsibilities of the Trustees and of the Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under S144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under S145 of the 2011 Act
2. follow the procedures laid down in the General Directions given by the Charity Commissioners S145(5b) of the 2011 Act
3. state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

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 these records. It also includes consideration of any unusual items of disclosures in the accounts and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connections with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with S130 of the 2011 Act and
  - to prepare accounts which accord with these accounting recordshave not been met.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Cope FCA  
66 Hill View  
Henleaze  
Bristol BS9 4PU

*1 May*

2024

**Cotham Parish Church**  
**Year ended 31 December 2023**

**Statement of Financial Activities**  
**for the year ended 31 December 2023**

	note	unrestricted & designated	restricted	total funds <b>2023</b> £	total funds <b>2022</b> £
<b>Incoming resources</b>					
Donations and legacies	2a	72,390	175,757	248,147	86,764
Charitable activities	2b	41,212	0	41,212	42,809
Income from investments	2c	65,217	0	65,217	52,236
<b>Total incoming resources</b>		<b>178,819</b>	<b>175,757</b>	<b>354,576</b>	<b>181,809</b>
<b>Resources used</b>					
Charitable activities	3	193,124	488,229	681,353	189,119
Fundraising		0	0	0	285
<b>Total resources used</b>		<b>193,124</b>	<b>488,229</b>	<b>681,353</b>	<b>189,404</b>
<b>Net incoming resources</b>		<b>-14,305</b>	<b>-312,472</b>	<b>-326,777</b>	<b>-7,595</b>
Investment gains or losses		12,534	654	13,188	-18,676
<b>Net movement of funds</b>		<b>-1,771</b>	<b>-313,589</b>	<b>-313,589</b>	<b>-26,271</b>
Total funds brought forward		1,245,813	4,431	1,250,244	1,276,515
Fund Transfers		-314,070	314,070	0	0
<b>Total funds carried forward</b>		<b>929,972</b>	<b>6,683</b>	<b>936,655</b>	<b>1,250,244</b>

*The notes on pages 10 to 15 form part of these accounts.*

**Cotham Parish Church**  
**Year ended 31 December 2023**

**Balance Sheet as at 31 December 2023**

	note		2023 £	2022 £
<b>Fixed Assets</b>				
Investments	4	223,535	510,346	
Properties	5	650,000	650,000	
			<b>873,535</b>	<b>1,160,346</b>
 <b>Current Assets and Liabilities</b>				
<b>Assets</b>				
Cash at bank and in hand		83,797	96,558	
Debtors and prepayments	6	16,475	10,586	
			<b>100,272</b>	<b>107,144</b>
 <b>Liabilities:</b>				
Falling due within one year	7	37,152	37,152	<b>17,246</b>
<b>Net Current Assets</b>			<b>63,120</b>	<b>89,898</b>
<b>Net Assets</b>			<b>936,655</b>	<b>1,250,244</b>
 <b>Represented by</b>				
Restricted funds	8		6,683	4,431
Designated funds	8	773,309	1,134,945	
Undesignated unrestricted	8	156,663	110,868	
			<b>929,972</b>	<b>1,245,813</b>
 <b>Total Charity Funds</b>			<b>936,655</b>	<b>1,250,244</b>

Approved by the Parochial Church Council on 13<sup>th</sup> April 2024 and signed on its behalf by



**David Stephenson**  
Vicar and Chair of Trustees



**Alice Chapman**  
Acting Treasurer

**Notes to the financial statements for the year ended 31 December 2023**

**1. Accounting Policies**

**a) Basis of preparation**

The financial statements have been prepared on a historical cost basis except for financial investments which are shown at fair value on the balance sheet date. The financial statements are prepared on a going concern basis. There are no material uncertainties about the charity's ability to continue as a going concern.

**b) Funds**

**Restricted funds** are only used for the purpose imposed by the donor or contained in the terms of the grant. Expenditure which meets this purpose is charged to the fund.

**Unrestricted reserves** are for use at the discretion of the Trustees in pursuit of the objectives of the Charity. The Charity's policy for use of these funds is shown in note 8.

**Designated funds** form part of unrestricted reserves and have been designated for particular purposes by the Trustees. They can be undesignated at the discretion of the Trustees. Material designations are explained in note 8.

**c) Income**

Income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, when the amount is known and when receipt is probable. Donations and legacies are recognised when received, and the associated Gift Aid is recognised at the same time.

**d) Expenditure**

Expenses are recognised where a legal obligation has arisen before year end. This is prudent and conforms to the matching principle. Prior year figures are not restated being immaterial.

**e) Foreign currency**

The Charity makes occasional foreign currency donations to overseas charities. These amounts are shown at the sterling cost to the church on the date of donation.

**f) Tangible fixed assets and depreciation**

Consecrated property is not included in the accounts nor are moveable church furnishings which require a faculty for disposal.

The Charity's freehold property at 182 St Michael's Hill is included at a valuation carried out in December 2017.

All expenditure to maintain and invest in the Charity's property is expensed. No items are capitalised and no depreciation is charged.

**g) Investment valuations**

The Charity is the beneficial owner of shares in the CBF Church of England Investment Fund. These are stated at market value on the balance sheet date. Net gains and losses arising from revaluations and disposals during the year are shown in the Statement of Financial Activities.

**h) Valuations of inter-fund transfers**

When appropriate, money spent during the year is charged against the relevant restricted fund at the year end. In the cases where the restricted fund holds shares rather than cash, the shares are transferred from the fund at the mid-market value at close of business on the day the transfer is booked.

**i) Pension costs**

The Charity contributes to a defined contribution pension plan on behalf of its eligible employees. These expenses are recognised at the same time as the associated salary.

**Cotham Parish Church**  
**Year ended 31 December 2023**

**2. Incoming Resources**

a) Donations and legacies

<b>Year ended December 2023</b>	Unrestricted	Restricted	Total
Planned giving and donations	£59,232	£164,229	£223,531
Gift Aid	£13,158	£11,458	£24,616
<b>Total</b>	<b><u>£72,390</u></b>	<b><u>£175,757</u></b>	<b><u>£248,147</u></b>

<b>Year ended December 2022</b>	Unrestricted	Restricted	Total
Planned giving and donations	£67,518	£4,315	£71,833
Gift Aid	£14,362	£569	£14,931
<b>Total</b>	<b><u>£81,880</u></b>	<b><u>£4,884</u></b>	<b><u>£86,764</u></b>

In 2023 the church raised £166,232 in grants and donations (including gift aid) to support a building project to make its building and site more noticeable, welcoming, inspiring, hospitable and sustainable.

b) Charitable activities

<b>Year ended December 2023</b>	Unrestricted	Restricted	Total
Rent on halls	£22,171	£0	£22,171
Other charitable activities	£19,041	£0	£19,041
<b>Total</b>	<b><u>£41,212</u></b>	<b><u>£0</u></b>	<b><u>£41,212</u></b>

<b>Year ended December 2022</b>	Unrestricted	Restricted	Total
Rent on halls and church	£25,884	£0	£25,884
Other charitable activities	£16,925	£0	£16,925
<b>Total</b>	<b><u>£42,809</u></b>	<b><u>£0</u></b>	<b><u>£42,809</u></b>

c) Income from investments

<b>Year ended December 2023</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£16,319	£898	£17,217
Rent on property owned by church	£48,000	£0	£48,000
<b>Total</b>	<b><u>£65,217</u></b>	<b><u>£0</u></b>	<b><u>£65,217</u></b>

<b>Year ended December 2022</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£8,110	£5	£8,115
Rent on property owned by church	£44,121	£0	£44,121
<b>Total</b>	<b><u>£52,231</u></b>	<b><u>£5</u></b>	<b><u>£52,236</u></b>

**Cotham Parish Church**  
**Year ended 31 December 2023**

**3. Resources Used**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2023</b>	<b>Total 2022</b>
Mission and charitable giving	£22,775	£11,974	£34,749	£36,327
Parish share	£47,464	£0	£47,464	£42,250
Ministry and worship	£18,780	£0	£18,780	£21,539
Maintenance/investment in buildings	£53,871	£476,255	£530,126	£41,300
Management and administration	50,234	£0	£50,234	£47,703
Fundraising	£0	£0	£0	£285
<b>Total</b>	<b><u>£193,124</u></b>	<b><u>£488,229</u></b>	<b><u>£681,353</u></b>	<b><u>£189,404</u></b>

In 2023 the PCC spent £473,101 on a building project to make its building and site more noticeable, welcoming, inspiring, hospitable and sustainable. In the course of these works the PCC discovered a need for emergency maintenance which cost an additional £51,376.

**4. Investments**

	<b>2023</b>	<b>2022</b>
Market value brought forward	<b>£510,346</b>	<b>£529,022</b>
Gains/(Losses) in the year	£13,189	-£18,676
Disposals	£300,000	£0
<b>Market value carried forward</b>	<b><u>£223,535</u></b>	<b><u>£510,346</u></b>

The church's investment funds are invested in the CBF Deposit Fund and the CBF Investment Fund. The ethical principles for these funds are set by the Church of England's Advisory Group.

**5. Freehold Properties**

Freehold properties comprise the Church Halls (£100,000) and the investment property at 182 St Michael's Hill, Bristol (£550,000) which are included at a valuation as at 31<sup>st</sup> December 2017.

**6. Debtors and Prepayments**

	<b>2023</b>	<b>2022</b>
Other debtors	£12,437	£5,989
Gift Aid	£4,038	£4,497
Prepayments	£0	£100
<b>Total</b>	<b><u>£16,475</u></b>	<b><u>£10,586</u></b>

**7. Liabilities**

	<b>2023</b>	<b>2022</b>
Accruals and deferred income	£37,152	£17,246
Other creditors falling due within 1 year	£0	£0
<b>Total</b>	<b><u>£37,152</u></b>	<b><u>£17,246</u></b>

Accruals and deferred income include a retention of £9,943 in respect of the 2023 building project. This will be paid to the building contractors in November 2024.

**Cotham Parish Church**  
**Year ended 31 December 2023**

**8. Movement in Funds**

	<b>31st December 2022</b>	<i>Income</i>	<i>Expenditure</i>	<i>Fund Transfers</i>	<i>Investment Gains</i>	<b>31st December 2023</b>
Reordering project	£0	£166,232	£473,101	£306,869	0	£0
Cotham & Redland	£1,175	£208	£1,383	£0	£0	£0
Green Cotham	£0	£6,571	£6,591	£5,685	£0	£5,665
Chernobyl Children	£2,271	£2,746	£4,000	£0	£0	£1,017
#182 SMH	£985	£0	£3,155	£1,516	£654	£0
<b>Total restricted</b>	<b>£4,431</b>	<b>£175,575</b>	<b>£488,299</b>	<b>£314,070</b>	<b>£654</b>	<b>£6,683</b>
Property	£650,000	£0	£0	£0	£0	£650,000
Maintenance	£415,000	£0	£53,872	-£306,869	£0	£54,259
Emergency giving	£1,835	£0	£1,800	£1,354	£0	£1,389
Mission & outreach	£67,861	£12,983	£13,432	£0	£0	£67,412
Kumyul's Fund	£249	£0	£0	£0	£0	£249
<b>Total designated</b>	<b>£1,134,945</b>	<b>£12,983</b>	<b>£69,104</b>	<b>-£305,515</b>	<b>£0</b>	<b>£773,309</b>
<b>Unrestricted and undesignated</b>	<b>£110,868</b>	<b>£165,836</b>	<b>£124,020</b>	<b>-£8,555</b>	<b>£12,534</b>	<b>£156,663</b>
<b>TOTAL</b>	<b>£1,250,244</b>	<b>£354,576</b>	<b>£681,353</b>	<b>£0</b>	<b>£13,188</b>	<b>£936,655</b>

**Restricted Funds**

The use of restricted funds is determined by the intentions of the original donor or grant.

<b>Name of fund</b>	<b>Purpose</b>
Reordering	In 2023 the PCC undertook a building project to make the church buildings and site more noticeable, welcoming, inspiring, hospitable and sustainable. £166,232 was raised in grants, donations from members, and gift aid. The total cost of the project in 2023 was £473,101 and a transfer was made from the designated Maintenance Fund to support this spend.
Green Cotham	In 2021 the PCC set up a project called Green Cotham. This project, which is run in partnership with High Kingsdown Community Association, invites people to a weekly drop-in session at which they garden local, publicly accessible, green spaces for the benefit of people and wildlife. Green Cotham has raised funds from Awards for All, WECA, and the Co-op and, to make these commitments clear, the trustees have thus established a restricted fund. The 2023 transfer of £5,685 into this fund represents the PCC's commitment to the Green Cotham project.
Cotham & Redland	This fund was established to enable the resettlement and support of a refugee family. Financial arrangements for this project are now handled outside of the church and this fund has therefore been closed.

**Cotham Parish Church**  
**Year ended 31 December 2023**

Chernobyl Children	To directly support families in Ukraine and Belarus that continue to suffer from the radioactive fallout of the 1986 Chernobyl nuclear power station explosion.
182 SMH	This fund was established to fund the maintenance and development of the church's property at 182 St Michael's Hill. Following a few years of investment in this property, including the change of use of its basement from an office into a flat, this fund has now been fully utilised and has therefore been closed.

**Designated Funds**

The use of these funds has been designated by the trustees as follows:

<b>Name of fund</b>	<b>Purpose</b>
Property	The fund represents the historic valuations of the church halls and of 182 St Michael's Hill, which the trustees intend the charity to continue to own and use in pursuit of the objectives of the charity.
Maintenance	The trustees have designated £54,259 towards the future maintenance and improvements of a grade 2* listed, heritage building and its halls.
Emergency giving	The trustees transfer and designate a percentage of income to enable gifts to emergency situations. The Emergency Giving Committee oversees the spend from this fund.
Mission/outreach	The trustees have designated £67,412 to the launch and continued support of mission projects. The trustees prioritise projects that meet local needs for community, space for community activities, better relationships between students and non-students, and local green spaces. This fund has supported, and will continue to support, the development and growth of an evening congregation, our monthly congregation for families with young children, our weekly gardening drop-in, and a monthly community concert.
Kumyul's Fund	A much-loved member of our congregation died suddenly in November 2021. A fund was collected in her honour and used to support the church's and other charities' work with the homeless. A small proportion of the amount raised remained unspent at the end of 2023.

**Unrestricted and Undesignated Funds**

These funds represent the unrestricted and undesignated reserves of the Charity. The trustees have decided that, to be prudent, this church will hold 6-12 months' of unrestricted running costs to protect the church should future events lead to a reduction in income. This policy and the levels of reserves maintained will be reviewed at least every 12 months.

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# Accounts

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**Cotham Parish Church  
Year ended 31 December 2022**

**St Saviour with St Mary Cotham  
(also known as COTHAM PARISH CHURCH)  
Cotham Road, Bristol BS6 6DR**

**ANNUAL REPORT and FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2022**

**Registered Charity number    1132307**

**Cotham Parish Church  
Year ended 31 December 2022**

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## **Annual Report of the Parochial Church Council of St Saviour with St Mary Cotham**

**Year ended December 2022**

### **Background**

This document contains the annual report for the year ended 31 December 2022 together with the financial accounts for the same year. Our church, more usually known as Cotham Parish Church, is a registered charity (number 1132307) whose charitable purpose is to promote the whole mission of the church within our parish. Our activities, offered for public benefit and to which all (regardless of marital and social status, age, gender, sexuality, and level of church commitment) are welcome, include provision of:

- religious services, prayer gatherings, retreats and faith formation;
- teaching and social events for children and young people;
- a wide variety of groups and activities with a creative and community building emphasis;
- pastoral care, especially for those who are vulnerable;
- action and outreach in support of social and environmental justice;
- space for community activities;
- and care for a listed building which, following the pandemic, is now open to the public on some weekdays, and for a growing range of events

As an Inclusive (<https://www.inclusive-church.org/>) and multi-generational community, we seek to serve a broad cross-section of our local community; and as a Parish Church have a commitment to all who live, work and study within the parish.

### **Direction**

Our PCC continues to pursue its development plan for the Church.

To summarise this plan: Cotham Parish Church's values of contemplation, inclusivity, creativity, and justice give the church a distinct identity and calling in Bristol. It is the PCC's intention to express these values and respond to this call by developing our spiritual life, our buildings, our community and our capacity:

- to be a place of inclusive hospitality;
- to be a place for the celebration, promotion and reimagination of faith and life;
- to offer a range of creative-contemplative prayer and worship gatherings;
- to offer opportunities for reflective faith formation;
- to be a hub for activities that promote diverse community, well-being, resilience and justice;
- to strengthen relationships and collaboration with our neighbours;
- to be anchored by spiritual practices with a praying community at our heart.

### **Review of the year**

It was good during 2022 to begin to emerge from the challenges and restrictions of the Covid pandemic. The impact of lockdowns and the necessary changes have been far-reaching; but we celebrate the ways in which our church life proved to be resilient, adaptive and rooted in prayer and our core values. We also recognise that our responses to the challenges of the pandemic have made us more attuned with the needs of our wider community and the ways in which we can connect with those who live, work and study locally.

The interruptions of the pandemic created a space where we have been able to experiment and open ourselves to new opportunities, new people and new practices as a community. In particular the following areas of our ministry and mission have been significant points of growth during 2022.

- **Foundation:** our Sunday evening community continues to grow in numbers, commitment and depth of engagement. Our core values - 'Contemplative, Creative, Inclusive and Socially Engaged' – serve as a clear and well founded basis for our range of gatherings. Foundation is ably and creatively led by Simon Rotheram, recruited in 2021, and his leadership has provided significant capacity for continued growth and broader connection.
- **Early Foundations:** recognising that our regular connection with a small group of children and young people through Junior Church was interrupted through the pandemic we looked for new ways to connect with families with children. Taking the core values of Foundation we launched a new monthly Sunday morning gathering, focussing on 'early years' and creating a space that is both social and spiritual for the children and their families. This new congregation of Cotham has doubled in attendance numbers in the first year of its life, and is enabling growing confidence amongst children, and mutual support amongst the parents in a safe, friendly and inclusive setting.
- **Welcome to Belonging:** following our welcoming of a number of new attenders and members during the pandemic we recognised that we needed to strengthen the pathway from 'welcome to belonging' and Simon Rotheram has designed and is leading a relationally grounded consultation exercise to enable this development.
- **Green Cotham:** our eco-commitments have found wonderful local expression through the creation of this outreach project led by a member of our congregation who is a professional gardener with strong local connections. It is good to see the intentions of the project to promote personal, social and ecological wellbeing now being realised, and growing engagement from a range of local people of broad ranges of age and background. We are grateful to the National Lottery's Awards for All scheme for its grant in support of this project.
- **Cotham Club:** following our Community Consultation in 2021 a group was established to work with Bristol based musician and music champion David Mowatt to develop a project to create Community through music, especially across some of the segregations of the city. The steering group have done fabulous work in taking this vision and turning it into the successful and vibrant reality of a monthly gig, with a growing audience, reach and reputation. The costs of the development of Cotham Club has been underwritten by the PCC, but in 2021 it managed to break even.
- **Reordering progress:** Following the significant setback in 2021 when the Diocesan Advisory Committee rejected some key aspects of our design submission the re-ordering group worked hard with our architect Tim Gough to develop a revised scheme. During 2022 this

## Cotham Parish Church Year ended 31 December 2022

successfully went through the approvals process and gained the all important Faculty that will allow the re-ordering scheme to be completed in 2023. The re-ordering group has worked hard to enable the core needs of the project to be achieved within a carefully considered budget and we are grateful to Gloucester Historic Churches Trust for its grant in support of this project. A programme of ongoing repairs and necessary modernisation of our buildings continues to be well managed, to ensure that the facilities remain safe, comfortable and sustainable, with the potential to grow as an asset commercially and missionally.

- **Lay leadership:** Much of the above is led, developed and sustained through the initiative, skill and strong leadership of a small group of highly committed lay officers. We recognise that we can do more to encourage our lay capacity; not least because of our broadening membership base and the connections new projects are creating with people beyond the congregation who wish to be actively involved.

We believe that the creative and adaptive expression, strong inclusive ethos, lively faith, growing diversity and strengthened strategy and governance put us in a good position to continue to grow our distinctive social and spiritual resource in our part of Bristol. We are now re-examining our strategic goals and organisational practice to further strengthen the life of Cotham Parish Church, making the development more resilient and sustainable.

### Governance

Cotham Parish Church is governed by its PCC which met 5 times in 2022 and which made some decisions by email. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity.

A resolution proposing that Anthony Cope be reappointed as Independent Examiner will be put to the Annual Parochial Church Meeting.

The PCC is grateful for the voluntary time and commitment of the many active members of the church community. Together we are continuing to shape plans and build partnerships to express and live out the distinctive identity and mission of Cotham Parish Church.

Signed on behalf of the Trustees



Revd David Stephenson  
Vicar and Chair of Trustees

28<sup>th</sup> March 2023

**Cotham Parish Church**  
**Year ended 31 December 2022**

**Reference Information**

<b>Charity number</b>	<b>1132307</b>	
<b>Trustees</b>	Incumbent and Chair	Revd David Stephenson
	Associate Priest	Revd Dr Ginny Royston
	Curate	Revd Pippa White
	Licensed Lay Minister	Pauline Shaw
	Wardens	Sue Hawkins
		Lorna Robinson
		Alice Chapman
	Acting Treasurer	Alice Chapman
	PCC Secretary	Jeni Leggat-Green
	Deanery Synod Representatives	Janet Mayo
		Sally Seaman
		Esther Crawley (resigned 30/11/22)
	Other Trustees	Sue Dibdin
Catherine Feeny		
Joe Goodlad (appointed 8/5/22)		
Mary Ingram		
	Dave Patterson	
<b>Church administrator</b>	Julia Wright: highburypartnership@gmail.com	
<b>Bankers</b>	CAF Bank	
	Nationwide	
<b>Independent examiner</b>	A Cope FCA	
<b>Websites</b>	<a href="http://www.cothamparishchurch.org">www.cothamparishchurch.org</a>	
	<a href="http://www.foundationbristol.org">www.foundationbristol.org</a>	
<b>Social media</b>	<a href="https://www.facebook.com/CothamParishChurch/">https://www.facebook.com/CothamParishChurch/</a>	
	<a href="https://twitter.com/cothamparishch1">https://twitter.com/cothamparishch1</a>	

**Independent Examiner's report  
to the members and trustees  
of the Parochial Church Council of Cotham Parish Church**

I report on the accounts for the year ended 31 December 2022 which are set out on pages 8-15.

**Respective responsibilities of the Trustees and of the Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under S144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under S145 of the 2011 Act
2. follow the procedures laid down in the General Directions given by the Charity Commissioners S145(5b) of the 2011 Act
3. state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

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 these records. It also includes consideration of any unusual items of disclosures in the accounts and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connections with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with S130 of the 2011 Act and
  - to prepare accounts which accord with these accounting records have not been met.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Cope FCA  
66 Hill View  
Henleaze  
Bristol BS9 4PU

14th April 2023

**Cotham Parish Church**  
**Year ended 31 December 2022**

**Statement of Financial Activities**  
**for the year ended 31 December 2022**

	note	unrestricted & designated	restricted	total funds 2022 £	total funds 2021 £
<b>Incoming resources</b>					
Donations and legacies	2a	81,880	4,884	86,764	89,811
Charitable activities	2b	42,809	0	42,809	19,007
Income from investments	2c	52,231	5	52,236	39,841
Trading activities		0	0	0	0
<b>Total incoming resources</b>		<b>176,925</b>	<b>4,884</b>	<b>181,809</b>	<b>148,659</b>
<b>Resources used</b>					
Charitable activities	3	173,106	16,013	189,119	256,823
Fundraising		285	0	285	0
<b>Total resources used</b>		<b>173,391</b>	<b>16,013</b>	<b>189,404</b>	<b>256,823</b>
<b>Net incoming resources</b>		<b>3,534</b>	<b>-11,129</b>	<b>-7,595</b>	<b>-108,164</b>
Investment gains or losses		-17,748	-928	-18,676	19,831
<b>Net movement of funds</b>	<b>8</b>	<b>-14,214</b>	<b>-12,057</b>	<b>-26,271</b>	<b>-88,333</b>
Total funds brought forward		1,260,027	16,488	1,276,515	<b>1,364,848</b>
<b>Total funds carried forward</b>		<b>1,245,813</b>	<b>4,431</b>	<b>1,250,244</b>	<b>1,276,515</b>


*The notes on pages 10 to 14 form part of these accounts.*

**Cotham Parish Church**  
**Year ended 31 December 2022**

**Balance Sheet**  
**as at 31 December 2022**

			2022		2021
	note		£		£
<b>Fixed Assets</b>					
Investments	4	510,346		529,022	
Properties	5	<u>650,000</u>		<u>650,000</u>	
			<b>1,160,346</b>		<b>1,179,022</b>
 <b>Current Assets and Liabilities</b>					
<b>Assets</b>					
Cash at bank and in hand		96,558		97,550	
Debtors and prepayments	6	<u>10,586</u>		<u>14,182</u>	
			107,144		111,732
<b>Liabilities:</b>					
falling due within one year	7	<u>17,246</u>		<u>14,239</u>	
			17,246		14,239
<b>Net Current Assets</b>			<b>89,898</b>		<b>97,493</b>
<b>Net Assets</b>			<u><b>1,250,244</b></u>		<u><b>1,276,515</b></u>
 <b>Represented by</b>					
Restricted funds	8		4,431		16,488
Designated funds	8	1,134,945		869,366	
Undesignated unrestricted	8	<u>110,868</u>		<u>390,661</u>	
			1,245,813		1,260,027
<b>Total Charity Funds</b>			<u><b>1,250,244</b></u>		<u><b>1,276,515</b></u>

Approved by the Parochial Church Council on 28<sup>th</sup> March 2023 and signed on its behalf by

  
**David Stephenson**  
Vicar and Chair of Trustees

**Alice Chapman**  
Acting Treasurer

**Notes to the financial statements**  
**for the year ended 31 December 2022**

**1. Accounting Policies**

**a) Basis of preparation**

The financial statements have been prepared on a historical cost basis except for financial investments which are shown at fair value on the balance sheet date. The financial statements are prepared on a going concern basis. There are no material uncertainties about the charity's ability to continue as a going concern.

**b) Funds**

**Restricted funds** are only used for the purpose imposed by the donor or contained in the terms of the grant. Expenditure which meets this purpose is charged to the fund.

**Unrestricted reserves** are for use at the discretion of the Trustees in pursuit of the objectives of the Charity. The Charity's policy for use of these funds is shown in note 8.

**Designated funds** form part of unrestricted reserves and have been designated for particular purposes by the Trustees. They can be undesignated at the discretion of the Trustees. Material designations are explained in note 8.

**c) Income**

Income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, when the amount is known and when receipt is probable. Donations and legacies are recognised when received, and the associated Gift Aid is recognised at the same time.

**d) Expenditure**

Expenses are recognised where a legal obligation has arisen before year end. This is prudent and conforms to the matching principle. This is prudent and conforms to the matching principle. Prior year figures are not restated being immaterial.

**e) Foreign currency**

The Charity makes occasional foreign currency donations to overseas charities. These amounts are shown at the sterling cost to the church on the date of donation.

**Cotham Parish Church**  
**Year ended 31 December 2022**

**f) Tangible fixed assets and depreciation**

Consecrated property is not included in the accounts nor are moveable church furnishings which require a faculty for disposal.

The Charity's freehold property at 182 St Michael's Hill is included at a valuation carried out in December 2017.

All expenditure to maintain and invest in the Charity's property is expensed. No items are capitalised and no depreciation is charged.

**g) Investment valuations**

The Charity is the beneficial owner of shares in the CBF Church of England Investment Fund. These are stated at market value on the balance sheet date. Net gains and losses arising from revaluations and disposals during the year are shown in the Statement of Financial Activities.

**h) Valuations of inter-fund transfers**

When appropriate, money spent during the year is charged against the relevant restricted fund at the year end. In the cases where the restricted fund holds shares rather than cash, the shares are transferred from the fund at the mid-market value at close of business on the day the transfer is booked.

**i) Pension costs**

The Charity contributes to a defined contribution pension plan on behalf of its eligible employees. These expenses are recognised at the same time as the associated salary.

**Cotham Parish Church**  
**Year ended 31 December 2022**

**2. Incoming Resources**

a) Donations and legacies

<b>Year ended December 2022</b>	Unrestricted	Restricted	Total
Planned giving and donations	£67,518	£4,315	£71,833
Gift Aid	£14,362	£569	£14,931
<b>Total</b>	<b><u>£81,880</u></b>	<b><u>£4,884</u></b>	<b><u>£86,764</u></b>

<b>Year ended December 2021</b>	Unrestricted	Restricted	Total
Planned giving and donations	£57,311	£19,763	£77,074
Gift Aid	£12,343	£394	£12,737
<b>Total</b>	<b><u>£69,654</u></b>	<b><u>£20,157</u></b>	<b><u>£89,811</u></b>

b) Charitable activities

<b>Year ended December 2022</b>	Unrestricted	Restricted	Total
Rent on halls and church	£25,885	£0	£25,885
Other charitable activities	£16,925	£0	£16,925
<b>Total</b>	<b><u>£42,809</u></b>	<b><u>£0</u></b>	<b><u>£42,809</u></b>

<b>Year ended December 2021</b>	Unrestricted	Restricted	Total
Rent on halls	£12,373	£0	£12,373
Other charitable activities	£6,634	£0	£6,634
<b>Total</b>	<b><u>£19,007</u></b>	<b><u>£0</u></b>	<b><u>£19,007</u></b>

c) Income from investments

<b>Year ended December 2022</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£8,110	£5	£8,115
Rent on property owned by church	£44,121	£0	£44,121
<b>Total</b>	<b><u>£52,231</u></b>	<b><u>£5</u></b>	<b><u>£52,236</u></b>

<b>Year ended December 2021</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£815	£3,826	£4,641
Rent on property owned by church	£35,200	£0	£35,200
<b>Total</b>	<b><u>£36,015</u></b>	<b><u>£3,826</u></b>	<b><u>£39,841</u></b>

**Cotham Parish Church**  
**Year ended 31 December 2022**

**3. Resources Used**

	<b>2022</b>	<b>2021</b>
Mission and charitable giving	£36,327	£32,484
Parish share	£42,250	£40,000
Ministry and worship	£21,539	£14,040
Maintenance/investment in buildings	£41,300	£132,416
Management and administration	£47,703	£37,883
Fundraising	£285	£0
<b>Total</b>	<b><u>£189,404</u></b>	<b><u>£256,823</u></b>

**4. Investments**

	<b>2022</b>	<b>2021</b>
Market value brought forward	<b>£529,022</b>	£598,659
Gains/(Losses) in the year	-£18,676	£19,832
<b>Market value carried forward</b>	<b><u>£510,346</u></b>	<b><u>£529,022</u></b>

The church's investment funds are invested in the CBF Deposit Fund and the CBF Investment Fund. The ethical principles for these funds are set by the Church of England's Advisory Group.

**5. Freehold Properties**

Freehold properties comprise the Church Halls (£100,000) and the investment property at 182 St Michael's Hill, Bristol (£550,000) which are included at a valuation as at 31<sup>st</sup> December 2017.

**6. Debtors and Prepayments**

	<b>2022</b>	<b>2021</b>
Other debtors	£5,989	£2,271
Gift Aid tax reclaims	£4,497	£4,171
Prepayments	£100	£7,740
<b>Total</b>	<b><u>£10,586</u></b>	<b><u>£14,182</u></b>

**7. Liabilities**

	<b>2022</b>	<b>2021</b>
Accruals and deferred income	£17,246	£14,239
Other creditors falling due within 1 year	£0	£0
<b>Total</b>	<b><u>£17,246</u></b>	<b><u>£14,239</u></b>

**Cotham Parish Church**  
**Year ended 31 December 2022**

**8. Movement in Funds**

	31 <sup>st</sup> December 2021	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Gains</i>	31 <sup>st</sup> December 2022
Cotham & Redland	£5,881	£1,930	£6,636	£0	£0	£1,175
Chernobyl Children	£2,732	£2,954	£3,415	£0	£0	£2,271
182 SMH	£7,875	£0	£5,962	£0	-£928	£985
<b>Total Restricted</b>	<b>£16,488</b>	<b>£4,884</b>	<b>£16,013</b>	<b>£0</b>	<b>£-928</b>	<b>£4,431</b>
<b>Unrestricted and Undesignated</b>	<b>£390,661</b>	<b>£171,957</b>	<b>£161,140</b>	<b>-£272,862</b>	<b>-£17,748</b>	<b>£110,868</b>
Property	£650,000	£0	£0	£0	£0	£650,000
Improvements	£210,000	£0	£0	£205,000	£0	£415,000
Emergency Giving	£1,302	£1,333	£800	£0	£0	£1,835
Mission/Outreach	£5,314	£2,980	£8,295	£67,862	£0	£67,861
Kumyul's Fund	£2,750	£655	£3,156	£0	£0	£249
<b>Total Designated</b>	<b>£869,366</b>	<b>£4,968</b>	<b>£12,251</b>	<b>£272,862</b>	<b>£0</b>	<b>£1,134,945</b>
<b>All funds</b>	<b><u>£1,276,515</u></b>	<b><u>£181,809</u></b>	<b><u>£189,404</u></b>	<b><u>£0</u></b>	<b><u>-£18,676</u></b>	<b><u>£1,250,244</u></b>

**Restricted Funds**

The use of restricted funds is determined by the intentions of the original donor or grant.

Name of fund	Purpose
Cotham & Redland	To enable the resettlement and support of a refugee family.
Chernobyl Children	To directly support families in Ukraine and Belarus that continue to suffer from the radioactive fallout of the 1986 Chernobyl nuclear power station explosion.
182 SMH	To fund the maintenance of the church's property at 182 St Michael's Hill. In 2021, this fund paid for the successful change of use of the property's basement from an office into a flat. The office had not been used for some years and the trustees felt that for reasons of both mission and investment, a flat would be a better use of church funds and property. Since completion, the flat has been successfully let.

**Unrestricted and Undesignated Funds**

These funds represent the unrestricted and undesignated reserves of the Charity. The trustees have decided that, to be prudent, this church will hold 6-12 months' of unrestricted running costs to protect the church should future events lead to a reduction in income. This policy and the levels of reserves maintained will be reviewed at least every 12 months.

**Cotham Parish Church**  
**Year ended 31 December 2022**

**Designated Funds**

The use of these funds has been designated by the trustees as follows:

<b>Name of fund</b>	<b>Purpose</b>
Property	The fund represents the historic valuations of the church halls and of 182 St Michael's Hill, which the trustees intend the charity to continue to own and use in pursuit of the objectives of the charity.
Improvements	The trustees have designated £315,000 to invest in the church building and grounds and a further £100,000 to underwrite the future maintenance of a grade 2* listed, heritage building and its halls.
Emergency Giving	The trustees designate a percentage of income to enable gifts to emergency situations. The Emergency Giving Committee oversees the spend from this fund.
Mission/outreach	The trustees have increased their commitment to the launch and continued support of mission projects. The trustees prioritise projects that meet local needs for community, space for community activities, better relationships between students and non-students, and local green spaces. This fund has supported, and will continue to support, the development and growth of an evening congregation, our new monthly congregation for families with young children, our weekly gardening drop-in, and a monthly community concert.
Kumyul's Fund	A much-loved member of our congregation died suddenly in November 2021. A fund was collected in her honour and used to support the church's and other charities' work with the homeless. A small proportion of the amount raised remained unspent at the end of 2022.

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# Accounts

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**Cotham Parish Church  
Year ended 31 December 2021**

**St Saviour with St Mary Cotham  
(also known as COTHAM PARISH CHURCH)  
Cotham Road, Bristol BS6 6DR**

**ANNUAL REPORT and FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2021**

**Registered Charity number    1132307**

**Cotham Parish Church**  
**Year ended 31 December 2021**

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## **Annual Report of the Parochial Church Council of St Saviour with St Mary Cotham**

**Year ended December 2021**

### **Background**

This document contains the annual report for the year ended 31 December 2021 together with the financial accounts for the same year. Our church, more usually known as Cotham Parish Church, is a registered charity (number 1132307) whose charitable purpose is to promote the whole mission of the church within our parish. Our activities, offered for public benefit and to which all (regardless of marital and social status, age, gender, sexuality, and level of church commitment) are welcome, include provision of:

- religious services, prayer gatherings, retreats and faith formation;
- teaching and social events for children and young people;
- a wide variety of groups and activities with a creative emphasis;
- pastoral care, especially for those who are vulnerable;
- action and outreach in support of social and environmental justice;
- space for community activities;
- and care for a listed building which, until lockdown, was open to the public every weekday.

As an Inclusive (<https://www.inclusive-church.org/>) and multi-generational community, we can serve a broad cross-section of our local community.

### **Direction**

Our PCC continues to pursue its development plan for the Church.

To summarise this plan: Cotham Parish Church's values of contemplation, inclusivity, creativity, and justice give the church a distinct identity and calling in Bristol. It is the PCC's intention to express these values and respond to this call by developing our spiritual life, our buildings, our community and our capacity:

- to be a place of inclusive hospitality;
- to be a place for the celebration, promotion and reimagination of faith and life;
- to offer a range of creative-contemplative prayer and worship gatherings;
- to offer opportunities for reflective faith formation;
- to be a hub for activities that promote well-being, resilience and justice;
- to strengthen relationships and collaboration with our neighbours;
- to be anchored by spiritual practices with a praying (including, in time, residential) community at our heart.

In other words we are trying to be and to create "gracious spaces for community in Christ."

## Cotham Parish Church Year ended 31 December 2021

### Review of the year

As for most organisations 2021 continued to be shaped by ongoing waves of the Covid pandemic.

The impact of this has continued to affect every aspect of our life and mission but our congregations continue to grow and show themselves to be resilient, adaptive and prayerful communities.

The interruptions of the pandemic have created a space where we have been able to experiment and open ourselves to new opportunities, new people and new practices as a community. In particular the following areas of our ministry and mission have been significant points of growth during 2021.

- **Foundation:** our Sunday evening service and community ended 2020 with a consultation exercise that affirmed our core values: 'Contemplative, Creative, Inclusive and Socially Engaged'. These values served as the basis for the recruitment of a 'Foundation Community Minister' and we were delighted to appoint Simon Rotheram to the post in May. Simon has brought significant leadership to the community enabling us to grow in the ways we express and integrate the core values. The community itself has grown, regularly welcoming new members and deepening the engagement and participation of the 'regulars'.
- **Early Foundations:** recognising that our regular connection with a small group of children and young people through Junior Church was interrupted through the pandemic we looked for new ways to connect with families with children. Taking the core values of Foundation we launched a new monthly Sunday morning gathering, focussing on 'early years' and creating a space that is both social and spiritual for the children and their families. We are offering this for families that we have connection with through Cotham and St Pauls (our benefice partner), and it has already begun to attract new members through wider networks.
- **Growth in all congregations:** the interruptions of the pandemic have clearly led many to re-evaluate life and faith and it has been wonderful to welcome new people to many of our services. We regularly hear from them that our open and inclusive ethos has been the initial attraction and it is wonderful that a good number of these newcomers are moving from being welcomed to a sense of belonging and participation. Creating ways to strengthen the pathway from 'welcome to belonging' has become a core missional strategy priority for us.
- **Green Cotham:** our eco-commitments have found wonderful local expression through the creation of this new outreach project led by a member of our congregation who is a professional gardener with strong local connections. Although the project launch was delayed because of the pandemic the foundations were put in place that enabled a successful beginning early in 2022. It is good to see the intentions of the project to promote personal, social and ecological wellbeing now being realised.
- **Zoom and 'real' life:** during 2021 our 'blended' offering of online and 'in room' worship became our 'new normal' and we have continued to find people connecting with our services remotely. One consequence of this has been continued wider connections as well as ongoing support for more vulnerable members of our congregations.
- **Welcoming the Syrian Family:** Having established Cotham and Redland Welcome with the support of CitizensUK at the beginning of 2019 after the delays of the pandemic we were able to welcome a Syrian family in February 2021. A wonderful and committed group made up of some church members and many from the wider community has worked to support the whole range of resettlement needs for the two parents and their five school age daughters – including health, education, ESOL, benefits and finances.

## Cotham Parish Church Year ended 31 December 2021

- **182 Basement:** Following the successful upgrading of our neighbouring property '182' a small group have forged ahead with the seemingly impossible project of turning the basement back into a habitable space. The outcome is a wonderful new two-bedroom flat that is now happily occupied by two students and a strengthened income stream from this key asset. We enjoy strong relationships with all our tenants and see being good landlords as part of our witness.
- **Reordering progress:** Although we received a significant setback when the Diocesan Advisory Committee rejected some key aspects of our design submission the re-ordering group have worked hard with our architect Tim Gough to work on a new scheme that we all believe is a more successful expression of our statement of need and better placed to meet our missional priorities given further clarity by the Community Audit we carried out in June and July. We now look forward to the successful completion of our reordering scheme in 2022.

Although the environment has remained challenging, we believe that the creative and adaptive resilience, strong inclusive ethos, lively faith, growing diversity and strengthened strategy and governance put us in a good position to continue to 'build back better' our offer of a distinctive social and spiritual resource in our part of Bristol.

### Governance

Cotham Parish Church is governed by its PCC which met 5 times in 2021 and which made some decisions by email. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity.

During the year the PCC was pleased to welcome two new trustees: Prof. Esther Crawley and Catherine Feeny. A resolution proposing that Anthony Cope be reappointed as Independent Examiner will be put to the Annual Parochial Church Meeting.

The PCC is grateful for the voluntary time and commitment of the many active members of the church community. Together we are continuing to shape plans and build partnerships to express and live out the distinctive identity and mission of Cotham Parish Church.

Signed on behalf of the Trustees



Revd David Stephenson  
Vicar and Chair of Trustees

21<sup>st</sup> April 2022

**Cotham Parish Church**  
**Year ended 31 December 2021**

**Reference Information**

<b>Charity number</b>	<b>1132307</b>
<b>Trustees</b>	Incumbent and Chair                      Revd David Stephenson
	Associate Priest                                Revd Dr Ginny Royston
	Curate    Revd Pippa White
	Licensed Lay Ministers                      Nigel Gibbons
	Pauline Shaw
	Warden/Acting Treasurer                  Alice Chapman
	Warden    Sue Hawkins
	Safeguarding Officer                        Olive Gascoigne
	PCC Secretary                                 Sue Dibdin
	Deanery Synod Representatives Lydia Barry
	Sally Seaman
	Other Trustees                                 Esther Crawley (appointed 9/5/21)
	Catherine Feeny (appointed 9/5/21)
	Joe Goodlad (resigned 8/9/21)
	Mary Ingram
	Jeni Leggat-Green
	Dave Patterson
	Lorna Robinson
<b>Church administrator</b>	Julia Wright: <a href="mailto:highburypartnership@gmail.com">highburypartnership@gmail.com</a>
<b>Bankers</b>	CAF Bank/Scottish Widows
<b>Independent examiner</b>	A Cope FCA
<b>Websites</b>	<a href="http://www.cothamparishchurch.org">www.cothamparishchurch.org</a>
	<a href="http://www.foundationbristol.org">www.foundationbristol.org</a>
<b>Social media</b>	<a href="https://www.facebook.com/CothamParishChurch/">https://www.facebook.com/CothamParishChurch/</a>
	<a href="https://twitter.com/cothamparishch1">https://twitter.com/cothamparishch1</a>

**Independent Examiner's report  
to the members and trustees  
of the Parochial Church Council of Cotham Parish Church**

I report on the accounts for the year ended 31 December 2021 which are set out on pages 7-14.

**Respective responsibilities of the Trustees and of the Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under S144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under S145 of the 2011 Act
2. follow the procedures laid down in the General Directions given by the Charity Commissioners S145(5b) of the 2011 Act
3. state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

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 these records. It also includes consideration of any unusual items of disclosures in the accounts and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connections with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with S130 of the 2011 Act and
  - to prepare accounts which accord with these accounting recordshave not been met.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Cope FCA  
66 Hill View  
Henleaze  
Bristol BS9 4PU

21st April 2022

**Cotham Parish Church**  
**Year ended 31 December 2021**

**Statement of Financial Activities**  
**for the year ended 31 December 2021**

	note	unrestricted & designated	restricted	total funds 2021 £	total funds 2020 £
<b>Incoming resources</b>					
Donations and legacies	2a	69,654	20,157	89,811	70,778
Charitable activities	2b	19,007	0	19,007	15,290
Investments	2c	36,015	3,826	39,841	24,090
Trading activities		0	0	0	0
<b>Total incoming resources</b>		<b>124,676</b>	<b>23,983</b>	<b>148,659</b>	<b>110,158</b>
<b>Resources used</b>					
Charitable activities	3	149,591	107,232	256,823	150,369
Raising funds		0	0	0	0
<b>Total resources used</b>		<b>149,591</b>	<b>107,232</b>	<b>256,823</b>	<b>150,369</b>
<b>Net incoming resources</b>		<b>-24,915</b>	<b>-83,249</b>	<b>-108,164</b>	<b>-40,211</b>
Investment gains or losses	4	2,380	17,451	19,831	8,945
Transfers	8	54,765	-54,765	0	0
<b>Net movement of funds</b>		<b>32,230</b>	<b>-120,563</b>	<b>-88,333</b>	<b>-31,266</b>
Total funds brought forward		<b>1,227,797</b>	<b>137,051</b>	<b>1,364,848</b>	1,396,114
<b>Total funds carried forward</b>		<b>1,260,027</b>	<b>16,488</b>	<b>1,276,515</b>	<b>1,364,848</b>

*The notes on pages 9 to 14 form part of these accounts.*

**Cotham Parish Church**  
**Year ended 31 December 2021**

**Balance Sheet**  
**as at 31 December 2021**

	note	2021 £	2020 £
<b>Fixed Assets</b>			
Investments	4	529,022	598,659
Properties	5	<u>650,000</u>	<u>650,000</u>
		<b>1,179,022</b>	<b>1,248,659</b>
<b>Current Assets and Liabilities</b>			
<b>Assets</b>			
Cash at bank and in hand		97,550	118,669
Debtors and prepayments	6	<u>14,182</u>	<u>9,121</u>
		111,732	127,790
<b>Liabilities:</b>			
falling due within one year	7	14,239	8,134
falling due after one year		<u>0</u>	<u>3,467</u>
		14,239	11,601
<b>Net Current Assets</b>		<b>97,493</b>	<b>116,189</b>
<b>Net Assets</b>		<b><u>1,276,515</u></b>	<b><u>1,364,848</u></b>
 <b>Represented by</b>			
Restricted funds	8	16,488	137,051
Designated funds	8	869,366	897,158
Unrestricted reserves	8	<u>390,661</u>	<u>330,639</u>
		1,260,027	1,227,797
<b>Total Charity Funds</b>		<b><u>1,276,515</u></b>	<b><u>1,364,848</u></b>

Approved by the Parochial Church Council on 21st April 2022 and signed on its behalf by



**David Stephenson**  
Vicar and Chair of Trustees



**Alice Chapman**  
Churchwarden and Acting Treasurer

**Notes to the financial statements  
for the year ended 31 December 2021**

**1. Accounting Policies**

**a) Basis of preparation**

The financial statements have been prepared on a historical cost basis except for financial investments which are shown at fair value on the balance sheet date.

The financial statements are prepared on a going concern basis. Despite the significant impact of Covid, there are no material uncertainties about the charity's ability to continue as a going concern.

**b) Funds**

**Restricted funds** are only used for the purpose imposed by the donor or contained in the terms of the grant. Expenditure which meets this purpose is charged to the fund.

**Unrestricted reserves** are for use at the discretion of the Trustees in pursuit of the objectives of the Charity. The Charity's policy for use of these funds is shown in note 8.

**Designated funds** form part of unrestricted reserves and have been designated for particular purposes by the Trustees. They can be transferred to Unrestricted reserves at the discretion of the Trustees. Material designations are explained in note 8.

**c) Income**

Income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, when the amount is known and when receipt is probable. Donations and legacies are recognised when received, and the associated Gift Aid is recognised at the same time.

**d) Expenditure**

From 1<sup>st</sup> January 2020 the accounting policy changed to accrue expenses where a legal obligation has arisen, this is prudent and conforms to the matching principle. Prior year figures are not restated being immaterial.

**e) Foreign currency**

The Charity makes occasional foreign currency donations to overseas charities. These amounts are shown at the sterling cost to the church on the date of donation.

**f) Tangible fixed assets and depreciation**

Consecrated property is not included in the accounts nor are moveable church furnishings which require a faculty for disposal.

The Charity's freehold property at 182 St Michael's Hill is included at a valuation carried out in December 2017.

All expenditure to maintain and invest in the Charity's property is expensed. No items are capitalised and no depreciation is charged.

**g) Investment valuations**

The Charity is the beneficial owner of shares in the CBF Church of England Investment Fund. These are stated at market value on the balance sheet date. Net gains and losses arising from revaluations and disposals during the year are shown in the Statement of Financial Activities.

**h) Valuations of inter-fund transfers**

When appropriate, money spent during the year is charged against the relevant restricted fund after at the year end. In the cases where the restricted fund holds shares rather than cash, the shares are transferred from the fund at the mid-market value at close of business on the day the transfer is booked.

**i) Pension costs**

The Charity contributes to a defined contribution pension plan on behalf of its eligible employees. These expenses are recognised at the same time as the associated salary.

**Cotham Parish Church**  
**Year ended 31 December 2021**

**2. Incoming Resources**

a) Donations and legacies

<b>Year ended December 2021</b>	Unrestricted	Restricted	Total
Planned giving and donations	£57,311	£19,763	£77,074
Gift Aid	£12,343	£394	£12,737
<b>Total</b>	<b><u>£69,654</u></b>	<b><u>£20,157</u></b>	<b><u>£89,811</u></b>

<b>Year ended December 2020</b>	Unrestricted	Restricted	Total
Planned giving and donations	£56,279	£1,729	£58,008
Gift Aid	£12,570	£200	£12,770
<b>Total</b>	<b><u>£68,849</u></b>	<b><u>£1,929</u></b>	<b><u>£70,778</u></b>

b) Charitable activities

<b>Year ended December 2021</b>	Unrestricted	Restricted	Total
Rent on halls	£12,373	£0	£12,373
Other charitable activities	£6,634	£0	£6,634
<b>Total</b>	<b><u>£19,007</u></b>	<b><u>£0</u></b>	<b><u>£19,007</u></b>

<b>Year ended December 2020</b>	Unrestricted	Restricted	Total
Rent on halls	£12,060	£0	£12,060
Other charitable activities	£3,230	£0	£3,230
<b>Total</b>	<b><u>£15,290</u></b>	<b><u>£0</u></b>	<b><u>£15,290</u></b>

c) Income from investments

<b>Year ended December 2021</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£815	£3,826	£4,641
Rent on 182 SMH	£35,200	£0	£35,200
<b>Total</b>	<b><u>£36,015</u></b>	<b><u>£3,826</u></b>	<b><u>£39,841</u></b>

<b>Year ended December 2020</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£2,721	£3,893	£6,614
Rent on 182 SMH	£17,476	£0	£17,476
<b>Total</b>	<b><u>£20,197</u></b>	<b><u>£3,893</u></b>	<b><u>£24,090</u></b>

**Cotham Parish Church**  
**Year ended 31 December 2021**

**3. Resources Used**

	<b>2021</b>	<b>2020</b>
Mission and charitable giving	£32,484	£18,672
Parish share	£40,000	£47,050
Ministry and worship	£14,040	£7,355
Maintenance/investment in buildings	£132,416	£42,634
Management and administration	£37,883	£34,658
<b>Total expenses</b>	<b><u>£256,823</u></b>	<b><u>£150,369</u></b>

**4. Investments**

	<b>2021</b>	<b>2020</b>
Market value brought forward	£598,659	£589,714
Acquisitions at cost	£0	£0
Proceeds on disposal	£89,468	£0
Gains/(Losses) in the year	£19,831	£8,945
<b>Market value carried forward</b>	<b><u>£529,022</u></b>	<b><u>£598,659</u></b>

The church's investment funds are invested in the CBF Deposit Fund and the CBF Investment Fund. The ethical principles for these funds are set by the Church of England's Advisory Group.

**5. Freehold Properties**

Freehold properties comprise the Church Halls (£100,000) and the investment property at 182 St Michael's Hill, Bristol (£550,000) which are included at a valuation as at 31<sup>st</sup> December 2017.

**6. Current Assets**

	<b>2021</b>	<b>2020</b>
Other debtors	£2,271	£73
Gift Aid tax reclaims	£4,171	£4,343
Prepayments	£7,740	£4,705
	<b><u>£14,182</u></b>	<b><u>£9,121</u></b>

**7. Liabilities**

	<b>2021</b>	<b>2020</b>
Accruals and deferred income	£14,239	£8,134
Other creditors falling due within 1 year	£0	£0
Other creditors falling due after 1 year	£0	£3,467
	<b><u>£14,239</u></b>	<b><u>£11,601</u></b>

From year end 2020 the accounting policy changed to accrue expenses where a legal obligation has arisen, this is prudent and conforms to the matching principle. Prior year figures were not restated being immaterial.

**Cotham Parish Church**  
**Year ended 31 December 2021**

**8. Movement in Funds**

	31 <sup>st</sup> December 2020	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Gains</i>	31 <sup>st</sup> December 2021
Cotham & Redland	£11,081	£17,425	£23,010	£385	£0	£5,881
Chernobyl Children	£0	£2,732	£0	£0	£0	£2,732
182 SMH	£78,827	£2,391	£84,222	£0	£10,879	£7,875
General Parochial	£47,143	£1,435	£0	-£55,150	£6,572	£0
<b>Total Restricted</b>	<b>£137,051</b>	<b>£23,983</b>	<b>£107,232</b>	<b>-£54,765</b>	<b>£17,451</b>	<b>£16,488</b>
<b>Unrestricted</b>	<b>£330,639</b>	<b>£123,256</b>	<b>£139,907</b>	<b>£74,293</b>	<b>£2,380</b>	<b>£390,661</b>
Property	£650,000	£0	£0	£0	£0	£650,000
Improvements	£232,781	£0	£0	-£22,781	£0	£210,000
Emergency Giving	£1,877	£0	£996	£421	£0	£1,302
Mission/Outreach	£12,500	£1,420	£8,688	£82	£0	£5,314
Kumyul's Fund	£0	£0	£0	£2,750	£0	£2,750
<b>Total Designated</b>	<b>£897,158</b>	<b>£1,420</b>	<b>£9,684</b>	<b>-£19,528</b>	<b>£0</b>	<b>£869,366</b>
<b>All funds</b>	<b><u>£1,364,848</u></b>	<b><u>£148,659</u></b>	<b><u>£256,823</u></b>	<b><u>£0</u></b>	<b><u>£19,831</u></b>	<b><u>£1,276,515</u></b>

**Restricted Funds**

The use of restricted funds is determined by the intentions of the original donor or grant.

<b>Name of fund</b>	<b>Purpose</b>
Cotham & Redland	To enable the resettlement and support of a refugee family.
Chernobyl Children	To directly support families in Belarus that continue to suffer from the radioactive fallout of the 1986 Chernobyl nuclear power station explosion.
182 SMH	To fund the maintenance of the church's property at 182 St Michael's Hill. In 2021, this fund paid for the successful change of use of the property's basement from an office into a flat. The office had not been used for some years and the trustees felt that for reasons of both mission and investment, a flat would be a better use of church funds and property.
General Parochial	For the use of the objectives of the charity. This fund was fully used in 2021 for general parochial purposes in line with our charitable objectives so this fund is now terminated.

**Unrestricted Funds**

These funds represent the unrestricted and undesignated reserves of the Charity. The trustees have decided that, to be prudent, this church will hold 6-12 months' of general running costs to protect the church should future events lead to a reduction in income, plus reserves to fund the future maintenance of our Grade 2\* listed building, plus reserves for future mission and outreach. This policy and the levels of reserves maintained will be reviewed at least every 12 months.

**Cotham Parish Church**  
**Year ended 31 December 2021**

**Designated Funds**

The use of these funds has been designated by the trustees as follows:

<b>Name of fund</b>	<b>Purpose</b>
Property	The fund represents the historic valuations of the church halls and of 182 St Michael's Hill, which the trustees intend the charity to continue to own and use in pursuit of the objectives of the charity.
Improvements	The trustees intend to invest in the church, halls and in 182 St Michael's Hill to make these buildings more welcoming and accessible. The trustees had designated £22,781 to support investment in 182 in 2021 but were able to complete their plans without drawing on this amount. So this designation has been released.
Emergency Giving	In addition to the church's "charity of the month" scheme, the trustees designate a percentage of income to enable gifts to emergency situations. The Emergency Giving Committee oversees the spend from this fund.
Mission/outreach	The trustees have committed to support the launch of mission projects. Amongst other things, in 2021 this fund was used to support the growth of our evening congregation and to establish a weekly gardening drop-in.
Kumyul's Fund	A much-loved member of our congregation died suddenly in November 2021. A fund has been collected in her honour and will be used to support the church's and other charities' work with the homeless.

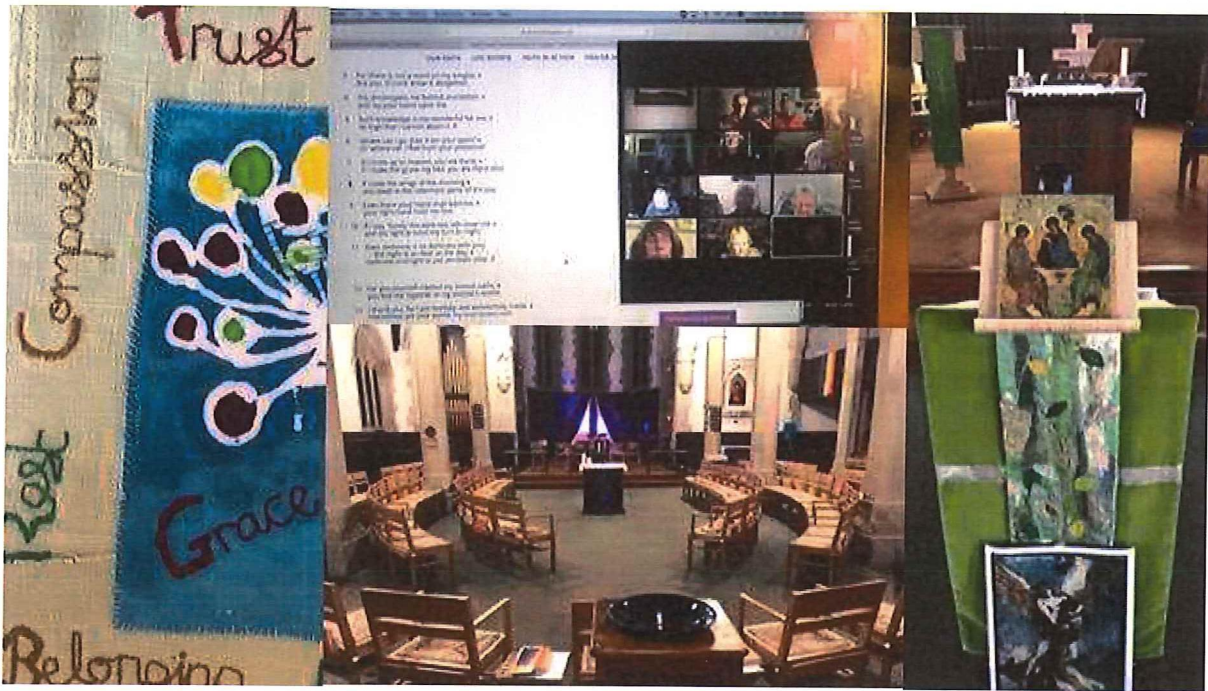
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# Accounts

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**COTHAM PARISH CHURCH**  
(also known as St Saviour with St Mary Cotham)  
Cotham Road, Bristol BS6 6DR

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2020**



Registered Charity number 1132307

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## **Annual Report of the Parochial Church Council of St Saviour with St Mary Cotham**

**Year ended December 2020**

### **Background**

This document contains the annual report for the year ended 31 December 2020 together with the financial accounts for the same year. Our church, more usually known as Cotham Parish Church, is a registered charity (number 1132307) whose charitable purpose is to promote the whole mission of the church within our parish. Our activities, offered for public benefit and to which all (regardless of marital and social status, age, gender, sexuality, and level of church commitment) are welcome, include provision of:

- religious services, prayer gatherings, retreats and faith formation;
- teaching and social events for children and young people;
- a wide variety of groups and activities with a creative emphasis;
- pastoral care, especially for those who are vulnerable;
- action and outreach in support of social and environmental justice;
- space for community activities;
- and care for a listed building which, until lockdown, was open to the public every weekday.

As an Inclusive (<https://www.inclusive-church.org/>) and multi-generational community, we can serve a broad cross-section of our local community.

### **Direction**

Despite the challenges of Covid, our PCC continues to pursue its development plan for the Church.

To summarise this plan: Cotham Parish Church's values of contemplation, inclusivity, creativity, and justice give the church a distinct identity and calling in Bristol. It is the PCC's intention to express these values and respond to this call by developing our spiritual life, our buildings, our community and our capacity:

- to be a place of inclusive hospitality;
- to be a place for the celebration, promotion and reimagination of faith and life;
- to offer a range of creative-contemplative prayer and worship gatherings;
- to offer opportunities for reflective faith formation;
- to be a hub for activities that promote well-being, resilience and justice;
- to strengthen relationships and collaboration with our neighbours;
- to be anchored by spiritual practices with a praying (including, in time, residential) community at our heart.

## Cotham Parish Church Year ended 31 December 2020

### Review of the year

As for most organisations 2020 was dominated by the Covid pandemic. The unprecedented total lockdown meant that places of worship were closed in England for the first time since the days of Oliver Cromwell.

The impact of this has touched every aspect of our life and mission. The most significant negative impacts on our mission were:

- not being able to be a visibly open and outward facing community;
- a significant slow-down in the development of our partnerships in our parish;
- the loss of income and community connection from our halls lettings;
- the impact of isolation on the wellbeing of our more vulnerable members; and
- the stalling of our re-ordering and other development plans, especially because of the difficulty of carrying out consultation.

More positively the congregations of Cotham have shown themselves to be resilient and adaptive communities and we have grown in some unexpected ways.

- The development of an online worshipping community has given the opportunity to give fresh and distinctive creative expression to our contemplative expression of faith.
- We have had the opportunity to grow in relationship and partnership with St Paul's Clifton, our Benefice partner.
- Our online community has grown with people joining us for the first time, including from further afield. We have also used the new opportunities of digital engagement to invite contributions from beyond Bristol and to grow in engagement with new networks.
- We have also been adaptive in taking the opportunities of the easing of lockdowns, ensuring Covid safe gatherings when possible with significant attention to risk assessment. When our services have returned to the building we have continued to offer online services too, usually finding ways to connect simultaneously with on-site and online community.
- The organised work of our pastoral care team supporting vulnerable members has been impressively adaptive with a phone tree established to keep in regular contact with all, a weekly mailing to those with access to online church, and monthly deliveries of cards and cake / flowers with doorstep conversations.
- Foundation - our Sunday evening congregation - has grown significantly through 2020 with highly creative online engagement.
- In August Foundation organised a bank holiday weekend mini-festival: 'A Better World is Possible'. The festival ran a range of events, services, workshops and conversations with onsite and online participation and contribution. The events focussed on growing in creative and radical faith connecting with issues of justice and celebrating artistic expression.
- The teenage members of Cotham, along with young people from St Paul's have been engaged and supported through a fortnightly zoom meeting and through a range of family online craft sessions.
- Our Charity of the Month and Emergency appeal fund has continued to engage members of the congregation, channelling financial support and building awareness.
- A number of the congregation remained involved in Cotham and Redland Welcome, a Community Sponsorship group founded through the church to prepare to welcome and support a refugee family. The pandemic caused the Home Office VPRS scheme to be put on hold until November. At this point the group were invited to consider welcoming a family in the early part of 2021. Despite the clear challenges of welcoming and supporting a vulnerable family in the midst of Covid restrictions the group unanimously agreed to receive a family, who arrived in February '21.

## Cotham Parish Church Year ended 31 December 2020

Other work carried out in the year included:

- our plans for the re-ordering of our buildings developed more slowly than planned but we managed to consult with the congregation in the autumn and the plans were modified accordingly;
- improvements continued to be made to our residential property, 182 Cotham Hill, strengthening one key element of our revenue income.

A significant change in our governance this year has been the appointment of Alice Chapman as our acting treasurer. Alice has reviewed and restructured our financial procedures, policies and controls, and enabled the development of a financial strategy for our future development and growth. We are grateful to Alice for all the time and expertise involved.

It has also been good to elect a new fellow church warden for Alice - Sue Hawkins. Working as a highly effective team Sue has worked especially hard in enabling a systematic buildings maintenance programme to be planned with works now in full swing.

Although the past year has been challenging we believe that the creative and adaptive resilience, strong inclusive ethos, lively faith, growing diversity and strengthened strategy and governance put us in a good position to 'build back better' and to emerge as a distinctive social and spiritual resource in our part of Bristol.

### Governance

Cotham Parish Church is governed by its PCC which met 6 times in 2020. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity.

During the year the PCC was pleased to welcome new churchwarden Dr Sue Hawkins and to appoint Alice Chapman as acting treasurer. A resolution proposing that Anthony Cope be reappointed as Independent Examiner will be put to the Annual Parochial Church Meeting.

The PCC is grateful for the voluntary time and commitment of the many active members of the church community. Together we are continuing to shape plans and build partnerships to express and live out the distinctive identity and mission of Cotham Parish Church.

Signed on behalf of the Trustees



Revd David Stephenson  
Vicar and Chair of Trustees

28<sup>th</sup> April 2021

**Cotham Parish Church**  
**Year ended 31 December 2020**

**Reference Information**

<b>Charity number</b>	<b>1132307</b>
<b>Trustees</b>	Incumbent and Chair of PCC    Revd David Stephenson
	Associated Priest                    Revd Dr Ginny Royston
	Curate                                    Revd Pippa White
	Licensed Lay Ministers            Nigel Gibbons Pauline Shaw
	Warden and Acting Treasurer    Alice Chapman
	Warden                                  Sue Hawkins
	Safeguarding Officer                Olive Gascoigne
	PCC Secretary                         Sue Dibdin
	Other Trustees                        Lydia Barry Joe Goodlad Mary Ingram Jeni Leggat-Green Dave Patterson Lorna Robinson Sally Seaman
<b>Church administrator</b>	Julia Wright highburypartnership@gmail.com
<b>Bankers</b>	CAF Bank/Scottish Widows
<b>Independent examiner</b>	A Cope FCA
<b>Websites</b>	<a href="http://www.cothamparishchurch.org">www.cothamparishchurch.org</a>
<b>Social media</b>	<a href="https://www.facebook.com/CothamParishChurch/">https://www.facebook.com/CothamParishChurch/</a> <a href="https://twitter.com/cothamparishch1">https://twitter.com/cothamparishch1</a>

**Independent Examiner's report  
to the members and trustees  
of the Parochial Church Council of Cotham Parish Church**

I report on the accounts for the year ended 31 December 2020 which are set out on pages ~~7-14~~ 8-15

**Respective responsibilities of the Trustees and of the Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under S144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under S145 of the 2011 Act
2. follow the procedures laid down in the General Directions given by the Charity Commissioners S145(5b) of the 2011 Act
3. state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

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 these records. It also includes consideration of any unusual items of disclosures in the accounts and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connections with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with S130 of the 2011 Act and
  - to prepare accounts which accord with these accounting records have not been met.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*A Cope*

A Cope FCA  
66 Hill View  
Henleaze  
Bristol BS9 4PU

30<sup>th</sup> April 2021

**Cotham Parish Church**  
**Year ended 31 December 2020**

**Statement of Financial Activities**  
**for the year ended 31 December 2020**

	note	Unrestricted	Restricted	total funds <b>2020</b> £	total funds <b>2019</b> £
<b>Incoming resources</b>					
Donations and legacies	2a	68,849	1,929	70,778	80,767
Charitable activities	2b	15,290	0	15,290	26,903
Investments	2c	20,197	3,893	24,090	22,698
Trading activities		0	0	0	0
<b>Total incoming resources</b>		<b>104,336</b>	<b>5,822</b>	<b>110,158</b>	<b>130,368</b>
<b>Resources used</b>					
Charitable activities	3	130,667	19,702	150,369	142,821
Raising funds		0	0	0	0
<b>Total resources used</b>		<b>130,667</b>	<b>19,702</b>	<b>150,369</b>	<b>142,821</b>
<b>Net incoming resources</b>		<b>-26,331</b>	<b>-13,880</b>	<b>-40,211</b>	<b>-12,453</b>
Investment gains or losses	4	0	8,945	8,945	20,336
Transfers	8	2,692	-2,692		
<b>Net Movement of Funds</b>		<b>-23,639</b>	<b>-7,627</b>	<b>-31,266</b>	<b>7,883</b>
Total funds brought forward		1,251,436	144,678	1,396,114	1,388,231
<b>Total Funds Carried Forward</b>		<b>1,227,797</b>	<b>137,051</b>	<b>1,364,848</b>	<b>1,396,114</b>

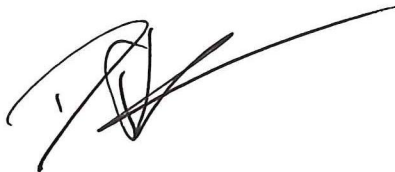
*The notes on pages 9 to 14 form part of these accounts.*

**Cotham Parish Church**  
**Year ended 31 December 2020**

**Balance Sheet as at 31 December 2020**

		2020		2019
	note	£		£
<b>Fixed Assets</b>				
Investments	4	598,659	589,714	
Properties	5	<u>650,000</u>	<u>650,000</u>	
		<b>1,248,659</b>		<b>1,239,714</b>
<b>Current Assets and Liabilities</b>				
<b>Assets</b>				
Cash at bank and in hand		118,669	136,094	
Debtors and prepayments	6	<u>9,121</u>	<u>23,773</u>	
		127,790	159,867	
<b>Liabilities:</b>				
falling due within one year	7	8,134	0	
falling due after one year		<u>3,467</u>	<u>3,467</u>	
		11,601	3,467	
<b>Net Current Assets</b>		<b>116,189</b>		<b>156,400</b>
<b>Net Assets</b>		<u><b>1,364,848</b></u>		<u><b>1,396,114</b></u>
 <b>Represented by</b>				
Restricted funds	8	137,051		144,678
Designated funds	8	897,158	104,262	
Unrestricted reserves	8	<u>330,639</u>	<u>1,147,174</u>	
		1,227,797		1,251,436
<b>Total Charity Funds</b>		<u><b>1,364,848</b></u>		<u><b>1,396,114</b></u>

Approved by the Parochial Church Council on 28<sup>th</sup> April 2021 and signed on its behalf by



David Stephenson  
Vicar and Chair of Trustees



Alice Chapman  
Churchwarden and Acting Treasurer

**Notes to the financial statements  
for the year ended 31 December 2020**

**1. Accounting Policies**

**a) Basis of preparation**

The financial statements have been prepared on a historical cost basis except for financial investments which are shown at fair value on the balance sheet date. The financial statements are prepared on a going concern basis. Despite the significant impact of Covid, there are no material uncertainties about the charity's ability to continue as a going concern.

**b) Funds**

**Restricted funds** are only used for the purpose imposed by the donor or contained in the terms of the grant. Expenditure which meets this purpose is charged to the fund.

**Unrestricted reserves** are for use at the discretion of the Trustees in pursuit of the objectives of the Charity. The Charity's policy for use of these funds is shown in note 8.

**Designated funds** form part of unrestricted reserves and have been designated for particular purposes by the Trustees. They can be transferred to Unrestricted reserves at the discretion of the Trustees. Material designations are explained in note 8.

**c) Income**

Income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, when the amount is known and when receipt is probable. Donations and legacies are recognised when received, and the associated Gift Aid is recognised at the same time.

**d) Expenditure**

From year end 2020 the accounting policy has changed to accrue expenses where a legal obligation has arisen, this is prudent and conforms to the matching principle. Prior year figures are not restated being immaterial.

**e) Foreign currency**

The Charity makes occasional foreign currency donations to overseas charities. These amounts are shown at the sterling cost to the church on the date of donation.

**f) Tangible fixed assets and depreciation**

Consecrated property is not included in the accounts nor are moveable church furnishings which require a faculty for disposal.

The Charity's freehold property at 182 St Michael's Hill is included at a valuation carried out in December 2017.

All expenditure to maintain and invest in the Charity's property is expensed. No items are capitalised and no depreciation is charged.

**g) Investment valuations**

The Charity is the beneficial owner of shares in the CBF Church of England Investment Fund. These are stated at market value on the balance sheet date. Net gains and losses arising from revaluations and disposals during the year are shown in the Statement of Financial Activities.

**h) Valuations of inter-fund transfers**

When appropriate, money spent during the year is charged against the relevant restricted fund at the year end. In the cases where the restricted fund holds shares rather than cash, the shares are transferred from the fund at the mid-market value on the day the transfer is booked.

**i) Pension costs**

The Charity contributes to a defined contribution pension plan on behalf of its eligible employees. These expenses are recognised at the same time as the associated salary.

**Cotham Parish Church**  
**Year ended 31 December 2020**

**2. Incoming Resources**

a) Donations and legacies

<b>Year ended December 2020</b>	Unrestricted	Restricted	Total
Planned giving and donations	£56,279	£1,729	£58,008
Gift Aid	£12,570	£200	£12,770
<b>Total</b>	<b><u>£68,849</u></b>	<b><u>£1,929</u></b>	<b><u>£70,778</u></b>

<b>Year ended December 2019</b>	Unrestricted	Restricted	Total
Planned giving and donations	£55,088	£10,918	£66,006
Gift Aid	£13,773	£988	£14,761
<b>Total</b>	<b><u>£68,861</u></b>	<b><u>£11,906</u></b>	<b><u>£80,767</u></b>

b) Charitable activities

<b>Year ended December 2020</b>	Unrestricted	Restricted	Total
Rent on halls	£12,060	£0	£12,060
Other charitable activities	£3,230	£0	£3,230
<b>Total</b>	<b><u>£15,290</u></b>	<b><u>£0</u></b>	<b><u>£15,290</u></b>

<b>Year ended December 2019</b>	Unrestricted	Restricted	Total
Rent on halls	£21,660	£0	£21,660
Other charitable activities	£5,243	£0	£5,243
<b>Total</b>	<b><u>£26,903</u></b>	<b><u>£0</u></b>	<b><u>£26,903</u></b>

c) Income from investments

<b>Year ended December 2020</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£2,721	£3,893	£6,614
Rent on 182 SMH	£17,476	£0	£17,476
<b>Total</b>	<b><u>£20,197</u></b>	<b><u>£3,893</u></b>	<b><u>£24,090</u></b>

<b>Year ended December 2019</b>	Unrestricted	Restricted	Total
Bank interest and investment dividends	£3,680	£3,778	£7,458
Rent on 182 SMH	£15,240	£0	£15,240
<b>Total</b>	<b><u>£18,920</u></b>	<b><u>£3,778</u></b>	<b><u>£22,698</u></b>

**Cotham Parish Church**  
**Year ended 31 December 2020**

**3. Resources Used**

	<b>2020</b>	<b>2019</b>
Mission and charitable giving	£18,672	£8,194
Parish share	£47,050	£55,350
Ministry and worship	£7,355	£7,925
Maintenance/investment in buildings	£42,634	£51,219
Management and administration	£34,658	£20,133
<b>Total expenses</b>	<b><u>£150,369</u></b>	<b><u>£142,821</u></b>

**4. Investments**

	<b>2020</b>	<b>2019</b>
Market value brought forward	£589,714	£569,378
Acquisitions at cost	£0	£0
Proceeds on disposal	£0	£0
Gains/(Losses) in the year	£8,945	£20,336
<b>Market value carried forward</b>	<b><u>£598,659</u></b>	<b><u>£589,714</u></b>

The church's investment funds are invested in the CBF Deposit Fund and the CBF Investment Fund. The ethical principles for these funds are set by the Church of England's Advisory Group.

**5. Freehold Properties**

Freehold properties comprise the Church Halls (£100,000 and the investment property at 182 St Michael's Hill, Bristol which are included at a valuation as at 31<sup>st</sup> December 2017.

**6. Current Assets**

	<b>2020</b>	<b>2019</b>
Other debtors	£73	£10,000
Gift Aid tax reclaims	£4,343	£13,773
Prepayments	£4,705	£0
	<b><u>£9,121</u></b>	<b><u>£23,773</u></b>

**7. Current Liabilities**

	<b>2020</b>	<b>2019</b>
Other creditors	£4,329	£3,467
Taxation and social security	£0	£0
Accruals and deferred income	£7,272	£0
	<b><u>£11,601</u></b>	<b><u>£3,467</u></b>

From year end 2020 the accounting policy has changed to accrue expenses where a legal obligation has arisen, this is prudent and conforms to the matching principle. Prior year figures are not restated being immaterial.

**Cotham Parish Church**  
**Year ended 31 December 2020**

**8. Movement in Funds**

	<b>31st December 2019</b>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Investment gains</i>	<b>31st December 2020</b>
<b>Restricted</b>						
Cotham & Redland	£11,143	£1,929	-£2,978	£987	£0	£11,081
Horace Gummer	£11,885	£356			£817	£13,058
182 SMH	£78,747	£2,252	-£16,724	-£3,679	£5,173	£65,769
General Parochial	£42,903	£1,285			£2,955	£47,143
	<b>£144,678</b>	<b>£5,822</b>	<b>-£19,702</b>	<b>-£2,692</b>	<b>£8,945</b>	<b>£137,051</b>
<b>Unrestricted</b>	<b>£1,147,174</b>	<b>£101,922</b>	<b>-£128,336</b>	<b>-£790,121</b>	<b>£0</b>	<b>£330,639</b>
<b>Designated</b>						
Property	£0	£0	£0	£650,000		£650,000
Improvements	£100,000	£0	-£0	£132,781		£232,781
Emergency Giving	£1,662		-£1,101	£1,316		£1,877
Mission/outreach	£2,600	£2,414	-£1,230	£8,716		£12,500
	<b>£104,262</b>	<b>£2,414</b>	<b>-£2,331</b>	<b>£792,813</b>	<b>£0</b>	<b>£897,158</b>
<b>Total Funds</b>	<b>£1,396,114</b>	<b>£110,158</b>	<b>-£150,369</b>	<b>£0</b>	<b>£8,945</b>	<b><u>£1,364,848</u></b>

**Restricted Funds**

The use of restricted funds is determined by the intentions of the original donor or grant.

<b>Name of fund</b>	<b>Purpose</b>
Cotham & Redland	To enable the resettlement and support of a refugee family.
Horace Gummer	To fund the maintenance of the church's investment property at 182 St Michael's Hill.
182 SMH	To fund the maintenance of the church's investment property at 182 St Michael's Hill.
General Parochial	For the use of the objectives of the charity.

**Unrestricted funds**

These funds represent the unrestricted and undesignated reserves of the Charity. The trustees have decided that, to be prudent, this church will hold 6-12 months' of general running costs to protect the church should future events lead to a reduction in income, plus reserves to fund the future maintenance of our Grade 2\* listed building, plus reserves for future mission and outreach. This policy and the levels of reserves maintained will be reviewed at least every 12 months.

**Cotham Parish Church**  
**Year ended 31 December 2020**

**Designated Funds**

The use of these funds has been designated by the trustees as follows:

<b>Name of fund</b>	<b>Purpose</b>
Investment Property	The fund represents the historic valuations of the church halls and of 182 St Michael's Hill, which the trustees intend the charity to continue to own and use in pursuit of the objectives of the charity.
Building Improvements	The trustees intend to invest in the church, halls and in 182 St Michael's Hill to make these buildings more welcoming and accessible.
Emergency Giving	In addition to the Charity's "charity of the month" scheme, the trustees designate a percentage of income to enable gifts to emergency situations. The Emergency Giving Committee oversees the spend from this fund.
Mission/outreach	The trustees have committed to support the launch of mission projects. At year end 2020 this has been expanded from the previously titled "vicar's discretionary fund".

