

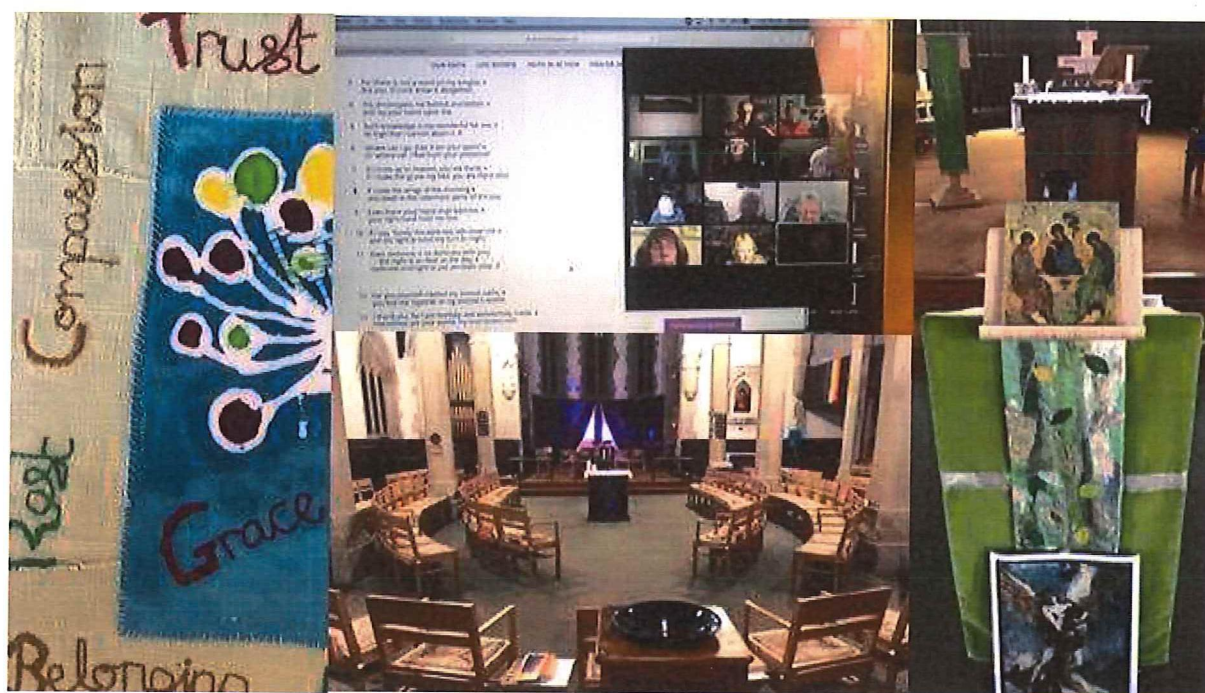
COTHAM PARISH CHURCH

(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

CONTENTS

	Page
Annual report	3
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the financial statements	10

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

28th April 2021

Cotham Parish Church
Year ended 31 December 2020

Reference Information

Charity number	1132307	
Trustees	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
Church administrator	Julia Wright highburypartnership@gmail.com	
Bankers	CAF Bank/Scottish Widows	
Independent examiner	A Cope FCA	
Websites	www.cothamparishchurch.org	
Social media	https://www.facebook.com/CothamParishChurch/ https://twitter.com/cothamparishch1	

**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 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

A Cope FCA
66 Hill View
Henleaze
Bristol BS9 4PU

30th 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 2020 £	total funds 2019 £
Incoming resources					
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
Total incoming resources		104,336	5,822	110,158	130,368
Resources used					
Charitable activities	3	130,667	19,702	150,369	142,821
Raising funds		0	0	0	0
Total resources used		130,667	19,702	150,369	142,821
Net incoming resources		-26,331	-13,880	-40,211	-12,453
Investment gains or losses	4	0	8,945	8,945	20,336
Transfers	8	2,692	-2,692		
Net Movement of Funds		-23,639	-7,627	-31,266	7,883
Total funds brought forward		1,251,436	144,678	1,396,114	1,388,231
Total Funds Carried Forward		1,227,797	137,051	1,364,848	1,396,114

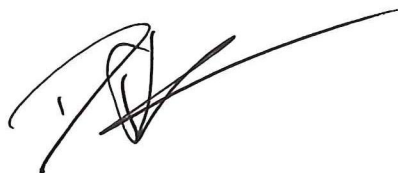
The notes on pages 9 to 14 form part of these accounts.

Cotham Parish Church
Year ended 31 December 2020

Balance Sheet as at 31 December 2020

	note	2020 £	2019 £
Fixed Assets			
Investments	4	598,659	589,714
Properties	5	<u>650,000</u>	<u>650,000</u>
		1,248,659	1,239,714
Current Assets and Liabilities			
Assets			
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
Liabilities:			
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
Net Current Assets		116,189	156,400
Net Assets		<u>1,364,848</u>	<u>1,396,114</u>
Represented by			
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
Total Charity Funds		<u>1,364,848</u>	<u>1,396,114</u>

Approved by the Parochial Church Council on 28th 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

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

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

b) Charitable activities

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

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

c) Income from investments

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

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

Cotham Parish Church
Year ended 31 December 2020

3. Resources Used

	2020	2019
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
Total expenses	<u>£150,369</u>	<u>£142,821</u>

4. Investments

	2020	2019
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
Market value carried forward	<u>£598,659</u>	<u>£589,714</u>

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 31st December 2017.

6. Current Assets

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

7. Current Liabilities

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

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

	31st December 2019	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Investment gains</i>	31st December 2020
Restricted						
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
	£144,678	£5,822	-£19,702	-£2,692	£8,945	£137,051
Unrestricted	£1,147,174	£101,922	-£128,336	-£790,121	£0	£330,639
Designated						
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
	£104,262	£2,414	-£2,331	£792,813	£0	£897,158
Total Funds	£1,396,114	£110,158	-£150,369	£0	£8,945	<u>£1,364,848</u>

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.
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:

Name of fund	Purpose
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".

