

**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**

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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: 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>	
	<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	Income	Expenditure	Transfers	Gains	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.

Name of fund	Purpose
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.