

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

28th March 2023

Cotham Parish Church
Year ended 31 December 2022

Reference Information

Charity number	1132307	
Trustees	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	Jeni Leggat-Green
	PCC Secretary	Janet Mayo
	Deanery Synod Representatives	Sally Seaman
		Esther Crawley (resigned 30/11/22)
	Other Trustees	Sue Dibdin
		Catherine Feeny
		Joe Goodlad (appointed 8/5/22)
		Mary Ingram
		Dave Patterson
Church administrator	Julia Wright: highburypartnership@gmail.com	
Bankers	CAF Bank	
	Nationwide	
Independent examiner	A Cope FCA	
Websites	www.cothamparishchurch.org	
	www.foundationbristol.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 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

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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 £
Incoming resources					
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
Total incoming resources		176,925	4,884	181,809	148,659
Resources used					
Charitable activities	3	173,106	16,013	189,119	256,823
Fundraising		285	0	285	0
Total resources used		173,391	16,013	189,404	256,823
Net incoming resources		3,534	-11,129	-7,595	-108,164
Investment gains or losses		-17,748	-928	-18,676	19,831
Net movement of funds	8	-14,214	-12,057	-26,271	-88,333
Total funds brought forward		1,260,027	16,488	1,276,515	1,364,848
Total funds carried forward		1,245,813	4,431	1,250,244	1,276,515


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

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Year ended 31 December 2022

Balance Sheet
as at 31 December 2022

	note	2022 £	2021 £
Fixed Assets			
Investments	4	510,346	529,022
Properties	5	<u>650,000</u>	<u>650,000</u>
		1,160,346	1,179,022
Current Assets and Liabilities			
Assets			
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
Liabilities:			
falling due within one year	7	<u>17,246</u>	<u>14,239</u>
		17,246	14,239
Net Current Assets		89,898	97,493
Net Assets		<u>1,250,244</u>	<u>1,276,515</u>
Represented by			
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
Total Charity Funds		<u>1,250,244</u>	<u>1,276,515</u>

Approved by the Parochial Church Council on 28th 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.

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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.

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2. Incoming Resources

a) Donations and legacies

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

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

b) Charitable activities

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

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

c) Income from investments

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

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

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3. Resources Used

	2022	2021
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
Total	<u>£189,404</u>	<u>£256,823</u>

4. Investments

	2022	2021
Market value brought forward	£529,022	£598,659
Gains/(Losses) in the year	-£18,676	£19,832
Market value carried forward	<u>£510,346</u>	<u>£529,022</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 (£550,000) which are included at a valuation as at 31st December 2017.

6. Debtors and Prepayments

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

7. Liabilities

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

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8. Movement in Funds

	31 st December 2021	Income	Expenditure	Transfers	Gains	31 st 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
Total Restricted	£16,488	£4,884	£16,013	£0	£-928	£4,431
Unrestricted and Undesignated	£390,661	£171,957	£161,140	-£272,862	-£17,748	£110,868
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
Total Designated	£869,366	£4,968	£12,251	£272,862	£0	£1,134,945
All funds	<u>£1,276,515</u>	<u>£181,809</u>	<u>£189,404</u>	<u>£0</u>	<u>-£18,676</u>	<u>£1,250,244</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.
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.

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Designated Funds

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

Name of fund	Purpose
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.