

ST MICHAEL THE ARCHANGEL, ALCOMBE

Registered Charity No: 1132449

The Parochial Church Council of
St Michael the Archangel, Alcombe

[Annual Report and Financial Statements](#)

Year ended 31 December 2020



PAROCHIAL CHURCH COUNCIL OF
ST MICHAEL THE ARCHANGEL ALCOMBE
Trustees Annual Report to Year end 2020

ADMINISTRATIVE INFORMATION

St Michael the Archangel Church is situated in Church Street, Alcombe, Minehead. It is part of the Diocese of Bath and Wells within the Church of England. The correspondence address is St Michael the Archangel Church, Church Street, Alcombe, Minehead, Somerset. TA24 6BL

The Parochial Church Council (PCC) of St Michael the Archangel, Alcombe was entered in the Register of Charities on 4 November 2009: the registration Number being 1132449

PCC members who have served from 1st January 2020 until the date this report was approved are:

	<i>Name</i>	<i>Post</i>	<i>Dates if part year:</i>
<i>Incumbent:</i>	Revd. Kenneth Cross	Chairman	
<i>Readers:</i>	Lesley Edwards		
	Mike Lee		
<i>Wardens:</i>	Mrs Sue Smith	Vice Chairman	
	Mr Martin Spink		Until January 2021
<i>Deputy Wardens</i>	Mrs Roz Padfield		Until October 2020
<i>Deanery Synod:</i>	Mrs Jane Jones		
	Mr Lyn Edwards		
	Mrs Lesley Edwards		
<i>Elected Members</i>	Mrs Audrey Bateman	Treasurer	
	Mrs Pauline Bennett	Secretary	
	Mr Terry Chivers		
	Mrs Ruth Gasperini		
	Mrs Julia Harper		
	Mrs Jane Jones		
	Mrs Lesley Edwards		From October 2020
	Mrs Katrina Midgley		
	Mr Nigel Padfield		Until May 2020
	Mrs Helen Tyson-Banks		Until May 2020
	Mrs Juliet Voller		

STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment of PCC members is set out in the Church Representation Rules. There is no formal induction or training of new PCC members, they are however advised and aware of their responsibilities as Trustees. PCC members are not remunerated. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The National Westminster Bank, Minehead, is the PCC bank. The West Somerset Food Cupboard funds are held in a separate account with HSBC Bank in Minehead. Mr Nick Shattock of Overstream, Porlock, is the appointed Independent Examiner.

OBJECTIVES AND ACTIVITIES

St Michael The Archangel PCC has the responsibility of co-operating with the incumbent, The Rev'd Kenneth Cross in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church of St Michael The Archangel and has completed a three phase building development programme.

RISK REVIEW

The PCC makes every endeavour to maintain a safe environment for all its activities, worship, church and buildings. A review of the parish property has been undertaken during the year.

The PCC and clergy endeavour to maintain the highest standards of care when dealing with the public, church members and vulnerable people.

MISSION AIMS

1. We remain committed to discerning the vocation of every member of the church community.
2. We seek to build an all-age community of Christians to serve the Parish of Alcombe and ensure that young families are welcomed.
3. We strive to foster Christian witness and devotion through high standards of worship and music in the Church.
4. We intend to support the ministry of Christian Pastoral Care and respond to the needs of the people we serve.
5. We will develop opportunities to nurture Christian discipleship and provide for those who seek to know more of our faith.
6. We continue to provide sufficient resources to fund the mission of the Church in Alcombe and beyond.
7. We rejoice in developing closer links with our Local Ministry Group partners in the Parish of Minehead and the opportunities that this will present.

ACHIEVEMENTS AND PERFORMANCE

Church Attendance

From March 2020 - December 2020 the covid-19 pandemic seriously restricted everyone's lives including the community of St Michael the Archangel, Alcombe. This Review reflects that position.

As at 31st December 2020 there were 101 parishioners on the Church Electoral Roll. Church services were suspended but when allowed were offered in strict accordance with Government guidelines, at the discretion of the incumbent and the PCC and risk assessments were undertaken prior to services. The average attendance was 67. During lockdown services and worship resources were offered by Zoom, email, telephone and post. Every effort was made in this and other ways to maintain connection with all our community.

Review of the year

During the year the full PCC met 7 times. These meetings were conducted through zoom, when face to face meetings were not possible. The PCC continued to review the situation regularly. The PCC operated through the following committees: Standing, Finance, and Food Cupboard which met as and when required: The ministerial team included, Revd Kenneth Cross an extended pastoral team and support from retired priests.

SMA is committed to the Exmoor Youth Project and is supportive of the Youth workers. The EYP offered zoom activities during the year, particularly for Christmas and Christingle. Whilst activities with other churches in the area were cancelled, strong links were maintained with the neighbouring parish of Minehead, and with others in the Exmoor Deanery.

The spiritual, pastoral, ecumenical and social fellowship of St Michael the Archangel (SMA) still thrives and with the pastoral vulnerability of many people all efforts were made to keep everyone connected during the year. Revd. Kenneth Cross, the retired Priests, readers, and others contributed to the prayers and liturgy that accompanied the correspondence which was distributed in person and via email and post to our church community. Everyone was encouraged to connect as much as possible in whatever way they could with others.

Work continued on caring for the fabric of the church with repairs, repainting and enhancement as was possible. With the Narthex being closed for community activities the space was used constantly by the West Somerset Food Cupboard to enable the response to the many extra demands that were placed upon it. In 2020 nearly 2000 boxes were distributed. The co-ordinator and one other volunteer worked tirelessly until the normal team of volunteers could again safely join. The WSFC was well supported by the wider community with many donations being offered.

Opportunity was also taken to re-organise the internal spaces in the Narthex area and choir vestry to create a more user friendly space for the young church, giving them a quiet room, which could also be used for other purposes. The Food Cupboards were re-organised to use vacated space in the choir vestry, all is now working well.

The pastoral work of the parish was increased in as much as connecting with the community. Visits to the Residential Homes could not, unfortunately, take place. The Thursday coffee mornings and lunch club were suspended but all are hopeful and certain of resuming these activities at the right time.

No specific fund raising activities were held but contributions continued through the envelope scheme and regular giving by standing order and other donations enabling SMA to continue its wider missionary work in supporting Local, National and International charities. This year supporting the *Church Housing Trust* and *The Church of England's Children's Society*. Lent giving went to *Medicine Sans Frontier* with Harvest giving being contributed to *Send a Cow*.

The PCC remains extremely grateful and appreciative of Revd. Kenneth Cross and his wife Sarah - Jane, the retired Priests, readers, and all others who contributed to maintain the connectivity within our church community.

The work and devotion that Churchwardens, Sue Smith, and Martin Spink dedicated in ensuring every facet of our church continued to flourish as much as possible under the circumstances and in keeping the church a safe environment is much appreciated. Sadly Martin, after a short illness at the end of the year, died at the beginning of 2021. The PCC is grateful for his faithfulness and their thoughts are with his wife and family.

FINANCIAL REVIEW

Total incoming resources on ordinary unrestricted funds £59,572 and are detailed in the Financial Statements. Including restricted fund income of £1,396 the total incoming resources amounted to £60,968.

Total resources used in the year were £56,741. The largest item of expenditure £41,217 was the Parish Share which is a payment to the Bath and Wells Diocesan Board of Finance to enable it to provide the parish with clergy and support services.

The Food Cupboard Funds, which are held in a separate account are currently £61,970

The net result for the year was an excess of income over expenditure of £4,227.

RESERVES POLICY

Following a review the PCC has a policy to hold £30,000 in reserve.

Funds for the food cupboard are held in a separate account.

Approved by the PCC at their meeting on

and signed on their behalf by

Revd. Kenneth Cross

Chairman

PAROCHIAL CHURCH COUNCIL OF
ST MICHAEL THE ARCHANGEL ALCOMBE
Independent Examiners Report

I report on the accounts for the year ended 31 December 2020, which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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 connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; or
- to prepare accounts which accord with the accounting records

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nick Shattock
Overstream Tax and Accounting
Parsons Street
Porlock
Somerset
TA24 8QJ

31 March 2021

The Parochial Church Council of St Michael the Archangel Alcombe

Income and expenditure account for the year ended 31 December 2020

<u>Income</u>	<u>Note</u>	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>2020</u>	<u>2019</u>
Tax efficient planned giving		32,033		32,033	30,135
Other planned giving		2,855		2,855	2,575
Collections at services		1,169		1,169	2,046
Other recurring giving (includes Gift days, fetes)		3,163		3,163	2,695
Non-recurring giving/donations (includes special appeals)		4,319		4,319	3,115
Charitable income			705	705	1,248
Other restricted income			691	691	500
Tax recovered through Gift Aid		8,546		8,546	7,329
Fund raising (sponsored activities, jumble sales)					882
Interest/dividends received		1,136		1,136	1,171
Statutory fees retained by the PCC		2,431		2,431	3,899
Parish magazine/book stall					89
Hall lettings		526		526	2,442
West Somerset Food Cupboard contribution		3,000		3,000	3,000
Other receipts		394		394	161
Total income		<u>59,572</u>	<u>1,396</u>	<u>60,968</u>	<u>61,287</u>

Income and expenditure account for the year ended 31 December 2020 (continued)7

Parochial Church Council of St Michael the Archangel Alcombe

Balance Sheet as at 31 December 2020

	<u>Note</u>	<u>2020</u>	<u>2019</u>
<u>Fixed assets</u>			
Investment Assets	3	37,129	34,731
<u>Current Assets</u>			
Debtors and prepayments	4	4,000	6,500
Loan		1,000	1,000
West Somerset Food Cupboard		61,970	51,724
Cash funds	5	<u>43,167</u>	<u>36,440</u>
		110,137	95,664
<u>Creditors</u>			
Amounts falling due within one year			
Creditors and Accruals	6	300	300
<u>Net Current Assets</u>		<u>109,837</u>	<u>95,364</u>
<u>Total Assets less current Liabilities</u>		<u>146,966</u>	<u>130,095</u>
<u>Funds of the Charity</u>	7		
Music fund - restricted		4,418	4,418
West Somerset Food Cupboard		61,970	51,724
Other restricted funds		2,025	1,334
Reserves		30,000	30,000
Unrestricted General Fund		<u>48,553</u>	<u>42,619</u>
		<u>146,966</u>	<u>130,095</u>

Parochial Church Council of St Michael the Archangel Alcombe

Notes to the Financial Statements for the year to 31 December 2020

1. Accounting policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2015 together with applicable accounting standards and the Charities SORP 2015.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at the market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Incoming resources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Fund raising events are accounted for net as the amount of the expenses are not considered material in these events.

Sales of books and magazines from the church bookstall are accounted for gross.

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold.

Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

Investments

Investments are valued at market value at 31 December.

Parochial Church Council of St Michael the Archangel Alcombe

Notes to the Financial Statements for the year to 31 December 2020 (continued)

2. West Somerset Food Cupboard 2020 2019

2a. Income and Expenditure account

Receipts

Donations and collections	24,836	17,535
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Expenditure

Food	1,990	1,795
Boxes	1,404	160
Repairs and renewals	134	
Salaries	7,364	6,740
Use of premises - PCC	3,000	3,000
Payroll operation	40	40
Travelling	242	390
Bank and credit card charges	32	32
Post, stationery and telephone	384	274
	<u>14,590</u>	<u>12,431</u>
Surplus for the year	<u>10,246</u>	<u>5,104</u>

2b. Assets and liabilities

Bank balance	62,003	54,878
Cash	311	216
Total assets	62,314	55,094
Liabilities:		
Use of premises - PCC	0	3,000
PAYE	344	329
Credit card	0	41
	<u>344</u>	<u>3,370</u>
Net funds	<u>61,970</u>	<u>51,724</u>

2c. Funds at as 31 December 2020

Storage area fund	5,323	5,323
Unrestricted funds brought forward	46,401	41,297
Surplus for the year	<u>10,246</u>	<u>5,104</u>
	<u>56,647</u>	<u>46,401</u>
Total funds carried forward	<u>61,970</u>	<u>51,724</u>

Parochial Church Council of St Michael the Archangel Alcombe

Notes to the Financial Statements for the year to 31 December 2020 (continued)

<u>3. Investment Assets</u>	<u>cost</u>	<u>Increase</u>	<u>value</u>	<u>value</u>
		<u>in value</u>	<u>31 December 2020</u>	<u>31 December 2019</u>
COE Investment fund	<u>21,559</u>	<u>2,398</u>	<u>37,129</u>	<u>34,731</u>

<u>4. Debtors and prepayments</u>	<u>31 December 2020</u>	<u>31 December 2019</u>
Food Cupboard		3,000
Income Tax recoverable	<u>4,000</u>	<u>3,500</u>
	<u>4,000</u>	<u>6,500</u>

<u>5. Cash funds</u>	<u>31 December 2019</u>	<u>31 December 2018</u>
Current account - Nat West	18,857	19,093
Central Board of Finance	<u>24,310</u>	<u>2,166</u>
	<u>43,167</u>	<u>21,259</u>

<u>6. Liabilities</u>	<u>31 December 2020</u>	<u>31 December 2019</u>
Accruals	<u>300</u>	<u>300</u>

<u>7. Funds</u>	<u>General Funds</u>	<u>Reserves</u>	<u>Restricted Funds</u>	<u>Total</u>
Fund Balances at 1 January 2020	42,619	30,000	57,476	130,095
Food Cupboard movement			10,246	10,246
Incoming resources	59,572		1,396	60,968
Unrealised investment gains	<u>2,398</u>			<u>2,398</u>
	104,589		69,118	203,707
Resources used	<u>56,036</u>		<u>705</u>	<u>56,741</u>
Fund balances at 31 December 2020	<u>48,553</u>	<u>30,000</u>	<u>68,413</u>	<u>146,966</u>