

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 2021



PAROCHIAL CHURCH COUNCIL OF
ST MICHAEL THE ARCHANGEL ALCOMBE
Trustees Annual Report to year end 2021

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 2021 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>	Mr Lyn Edwards & Mrs Jane Jones.		
<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		
	Mrs Katrina Midgley		
	Mrs Pat Watkins		From May 2021
	Mr Mike Lee		From May 2021

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 January 2021 - December 2021 the covid-19 pandemic continued to restrict and impinge on everyone's lives including the community of St Michael the Archangel, Alcombe. This Review reflects that position.

As at 31st December 2021 there were 96 parishioners on the Church Electoral Roll. Sunday Church services were resumed as Government guidelines allowed at the discretion of the incumbent and the PCC and risk assessments were undertaken prior to services. The average Sunday attendance was 45. Midweek services commenced as allowed and the average attendance was 14. However, efforts were maintained to keep in contact with all those who remained isolated and could not attend.

Review of the year

During the year the full PCC met 7 times. These meetings were conducted face to face and through zoom, adhering to what ever guidelines were advised, the situation was reviewed 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. Revd Cross took a long overdue sabbatical during the year. The church was then supported by its lay readers and retired priests for which the PCC were extremely grateful.

SMA is committed to the Exmoor Youth Project and is supportive of the Youth workers. Unfortunately the EYP activities were curtailed during the year, but hopefully normal services will be resumed as soon as possible. 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 maintained 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. The Sunday Service, when allowed, was regularly broadcast via 'You Tube', and continues to be so. Everyone was continually encouraged to connect as much as possible in whatever way they could with others. The pastoral work of the parish continues. Visits to the Residential Homes were resumed when allowed. The Thursday coffee mornings resumed but the lunch club remains suspended. As rules allowed groups who used the Narthex for their meetings convened again, following risk assessments and advice regarding social distancing, hygiene and masks.

Demands on the Food Cupboard fluctuated but generally remained high. In 2021 1,305 boxes were distributed; 16,705 since the project began in 2007. A team of volunteers continues to support this project. During the year Ann Gibbs resigned her post as co-ordinator, to take up clerical duties in Porlock. A temporary co-ordinator, Ali Sanderson was appointed. A study to review the work and role of the FC was commissioned. As a result of this, options for the way forward were highlighted. Other aspects of offering assistance to those in food poverty were considered. To that end investigations to the setting up a Food Pantry supported by Somerset County Council were instigated. Also, proposals to create a separate charity were discussed by the PCC. It was subsequently resolved and agreed that application should be made to the Charity Commissioners to create a new charity, in 2022, to be known as The West Somerset Food Cupboard. As this report is being prepared the outcome of both those actions are awaited. All supporters of the FC are being kept informed.

Work continued caring for the fabric of the church with repairs, repainting and enhancement as was possible. The young church continue to take advantage of the new more user friendly space created for them, this space also being used for other purposes. The re-organised space for the Food Cupboard worked

well. Further enhancements to the building for better disabled access and storage space was proposed, faculties applied for and granted and will be taken forward to 2022.

No specific fund raising activities were held but contributions, although reduced, continued through the envelope scheme and regular giving by standing order, thus this parish continued to meet its Parish Share commitment. SMA continued its wider missionary work in supporting Local, National and International charities. In 2021 it supported the Exmoor Youth Project, Church Homeless Trust, UNESCO [refugees projects] and our congregation was encouraged to support Christian Aid Week on an individual basis as they felt able to do.

The PCC remains grateful for 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, and help it to thrive.

Sadly at the beginning of 2021 one of our Churchwardens, Martin Spink, died. The PCC were grateful for his faithfulness. The work and devotion of Churchwarden Sue Smith and her deputies in keeping the church safe, compliant and welcoming during testing times is, as always recognized and much appreciated.

FINANCIAL REVIEW

Total incoming resources on ordinary unrestricted funds were £51,001 and are detailed in the Financial Statements. Including restricted fund income of £51,441 the total incoming resources amounted to £102,442

Total resources used in the year were £60,959. The largest item of expenditure 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 £55,644.

The net result for the year was an excess of income over expenditure of £41,483.

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 2021, 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

14 March 2021

The Parochial Church Council of St Michael the Archangel Alcombe
Income and expenditure account for the year ended 31 December 2021

<u>Income</u>	<u>Note</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>2021</u>	<u>2020</u>
Tax efficient planned giving		28,215		28,215	32,033
Other planned giving		2,320		2,320	2,855
Collections at services		1,541		1,541	1,169
Other recurring giving (includes Gift days, fetes)		521		521	3,163
Non-recurring giving/donations (includes special appeals)		1,907		1,907	4,319
Charitable income			1,268	1,268	705
Other restricted income			173	173	691
Tax recovered through Gift Aid		7,306		7,306	8,546
Legacies received			50,000	50,000	
Interest/dividends received		1,100		1,100	1,136
Statutory fees retained by the PCC		4,398		4,398	2,431
Hall lettings		693		693	526
West Somerset Food Cupboard contribution		3,000		3,000	3,000
Other receipts					394
Total income		<u>51,001</u>	<u>51,441</u>	<u>102,442</u>	<u>60,968</u>

The Parochial Church Council of St Michael the Archangel Alcombe

Income and expenditure account for the year ended 31 December 2021 (continued)

<u>Expenditure</u>	<u>Note</u>	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>2021</u>	<u>2020</u>
Church Activities					
Mission giving and donations		100	1,918	2,018	790
Diocesan Parish Share		45,144		45,144	41,217
Salaries and honoraria		3,037		3,037	1,863
Clergy expenses		24		24	
Church expenses					
Mission and Evangelism, outreach, courses		798		798	823
Routine repairs and maintenance		620		620	556
Insurance		833		833	811
Miscellaneous: Printing, stationary, cleaning materials, telephone		2,057		2,057	2,541
Churchyards		1,332		1,332	784
Upkeep of services, organ tuning, worship materials choir robes		612		612	1,303
Young Church					
Church utility bills, electricity, gas, water		2,083		2,083	1,799
Fees - payments to Diocese		1,791		1,791	2,081
Miscellaneous expenditure		310		310	5
Major church repairs, including decoration					911
New Building Work, major alterations, inc fees					957
Governance					
Annual report		300		300	300
Total expenditure		<u>59,041</u>	<u>1,918</u>	<u>60,959</u>	<u>56,741</u>
Net surplus for year		-8,040	49,523	41,483	4,227
Food Cupboard Movement	2		-6,326	-6,326	10,246
Unrealised surplus on investments	3	<u>5,339</u>		<u>5,339</u>	<u>2,398</u>
Total surplus for year		-2,701	43,197	40,496	16,871
Add funds brought forward		<u>78,553</u>	<u>68,413</u>	<u>146,966</u>	<u>130,095</u>
Total funds carried forward		<u>75,852</u>	<u>111,610</u>	<u>187,462</u>	<u>146,966</u>

Parochial Church Council of St Michael the Archangel Alcombe

Balance Sheet as at 31 December 2021

	<u>Note</u>	<u>2021</u>	<u>2020</u>
<u>Fixed assets</u>			
Investment Assets	3	42,468	37,129
<u>Current Assets</u>			
Debtors and prepayments	4	3,500	4,000
Loan		1,000	1,000
West Somerset Food Cupboard		55,644	61,970
Cash funds	5	<u>85,150</u>	<u>43,167</u>
		145,294	110,137
<u>Creditors</u>			
Amounts falling due within one year			
Creditors and Accruals	6	300	300
<u>Net Current Assets</u>		<u>144,994</u>	<u>109,837</u>
<u>Total Assets less current Liabilities</u>		<u>187,462</u>	<u>146,966</u>
<u>Funds of the Charity</u>			
	7		
Music fund - restricted		4,418	4,418
West Somerset Food Cupboard		55,644	61,970
Other restricted funds		51,548	2,025
Reserves		30,000	30,000
Unrestricted General Fund		<u>45,852</u>	<u>48,553</u>
		<u>187,462</u>	<u>146,966</u>

Parochial Church Council of St Michael the Archangel Alcombe

Notes to the Financial Statements for the year to 31 December 2021

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 2021 (continued)

2. West Somerset Food Cupboard 2021 2020

2a. Income and Expenditure account

Receipts

Donations and collections	13,560	24,836
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Expenditure

Food/packaging	3,597	3,394
Equipment/maintenance	1,030	134
Salaries	10,393	7,364
Use of premises - PCC	3,000	3,000
Payroll operation	40	40
Travelling/expenses	387	242
Bank and credit card charges	33	32
Exmoor Youth project	150	
Allotment	500	
Post, stationery and telephone	<u>756</u>	<u>384</u>
	<u>19,886</u>	<u>14,590</u>
Surplus for the year	<u>-6,326</u>	<u>10,246</u>

2b. Assets and liabilities

Bank balance	55,164	62,003
Cash	472	<u>311</u>
Credit card	<u>8</u>	
Total assets	55,644	62,314
Liabilities: PAYE		<u>344</u>

Net funds	<u>55,644</u>	<u>61,970</u>
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2c. Funds

Storage area fund	5,323	5,323
Unrestricted funds brought forward	56,647	46,401
Surplus for the year	<u>-6,326</u>	<u>10,246</u>
	<u>50,321</u>	<u>56,647</u>
Total funds carried forward	<u>55,644</u>	<u>61,970</u>

Parochial Church Council of St Michael the Archangel Alcombe

Notes to the Financial Statements for the year to 31 December 2021 (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 2021</u>	<u>31 December 2020</u>
COE Investment fund	<u>21,559</u>	<u>5,339</u>	<u>42,468</u>	<u>37,129</u>

<u>4. Debtors and prepayments</u>	<u>31 December 2021</u>	<u>31 December 2020</u>
Income Tax recoverable	<u>3,500</u>	<u>4,000</u>

<u>5. Cash funds</u>	<u>31 December 2021</u>	<u>31 December 2020</u>
Current account - Nat West	24,745	18,857
Central Board of Finance	<u>60,405</u>	<u>24,310</u>
	<u>85,150</u>	<u>43,167</u>

<u>6. Liabilities</u>	<u>31 December 2021</u>	<u>31 December 2020</u>
Accruals	<u>300</u>	<u>300</u>

<u>7. Funds</u>	<u>General</u>	<u>Reserves</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>		<u>Funds</u>	
Fund Balances at 1 January 2021	48,553	30,000	68,413	146,966
Food Cupboard movement			-6,326	-6,326
Incoming resources	51,001		51,441	102,442
Unrealised investment gains	<u>5,339</u>			<u>5,339</u>
	104,893		113,528	248,421
Resources used	<u>59,041</u>		<u>1,918</u>	<u>60,959</u>
Fund balances at 31 December 2021	<u>45,852</u>	<u>30,000</u>	<u>111,610</u>	<u>187,462</u>