



SEEK LOVE SERVE

# **ALL SAINTS' CHURCH BANSTEAD**

**Registered Charity Number 1133791**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2020**

*Parish Office*  
Church Institute  
High Street  
Banstead  
Surrey  
Tel: 01737 379289

**ALL SAINTS' CHURCH** is based in the High Street, Banstead, and is part of the Diocese of Guildford within the Church of England. It is registered as a charity with the Charity Commission (registration number 1133791), and its long history of service to the local community is manifest in its Grade II\* listed building. The Electoral Roll stood at 154 (81 resident in the parish and 73 non-resident) at the time of the APCM in October 2020.

## AIMS AND PURPOSES

Together with the incumbent, until 30th April 2020 the Reverend Maria Pallis, All Saints' Parochial Church Council (PCC) has the responsibility of promoting in the ecclesiastical parish of Banstead the whole mission of the Church of England, in all its pastoral, evangelistic, social and ecumenical dimensions.

## OBJECTIVES AND ACTIVITIES

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our community at All Saints', and to this end we built on our history of welcome by formally joining the Inclusive Church network at the start of 2020. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Through our worship we put faith into practice through prayer and scripture, music and sacrament. Our outreach work tries in various ways to support and help people outside our congregation - as far as was possible in 2020.

When planning our activities, the incumbent and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try whenever possible to support and enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work, supporting social action initiatives for people in many sorts of need.

At the end of March 2020 much of this was rendered more difficult or even impossible by the restrictions imposed by HM Government to limit the spread of coronavirus. Key people in the church learnt new skills in meeting remotely, and regularly discussed how best in these new circumstances to further our mission.

The church building was closed for four months but it remained important to maintain them and the other parts of the Church Complex, i.e. the churchyard and Orchard, the Church Institute (also closed in lockdown), and the curate's house at 14 Glenfield Road. When the Vicar was able to move at the start of June, care for the Vicarage became another responsibility.

## ACHIEVEMENTS AND PERFORMANCE

### STAFF AND VOLUNTEERS

Essential to everything we can achieve are our staff and volunteers, and it is therefore appropriate to mention them first.

At the beginning of the year Reverend Maria made public her intention to retire at the end of April. We remain grateful for her exemplary leadership for the last nine years, demonstrating the importance of teamwork in keeping all our many fields of work on track and developing a supportive structure that could hold the church together in a pandemic. From 1st May, however, All Saints' was in vacancy. All appointments processes were temporarily halted in the spring, so we were unable to advertise for Revd Maria's successor until October, and interviews in December failed to result in an appointment.

Revd Maria was assisted by the curate, Revd Ian Whitley, whose energy and enthusiasm contributed greatly and who helped to develop new ways to arrange pastoral support and on-line services. Though his curacy was complete in May, conditions meant he could not apply for a post of responsibility till the end of the year, but in December we could congratulate him on being appointed Vicar of Lingfield and Dormansland, a post he took up in February 2021.

Both our loyal and hard-working Licensed Lay Ministers, Rosemary Whipp and George Harcourt-Vernon, were of an age to be considered 'vulnerable' but achieved much by telephone and Zoom

meetings, and were able to conduct some outdoor ashes interments and other in-person duties. Our Pastoral Assistant Donna Taylor rose nobly to the challenge of establishing a network of telephone contact with parishioners (and others, where need be), as well as assisting in arranging volunteers to help with shopping, etc. for the housebound. Our 'church family' list provided details of about 180 people, with whom we tried to keep in contact. The other Pastoral Assistant, Dennis Brown, was a lead telephone contact for many.

Our employed staff include our Children's Worker, Sofia Welsby, normally responsible for the Sunday morning group (ASK), Big Teds at the Infant School, and liaison with the other schools - none of which could continue after March. She completed a diocesan course at Guildford which developed her skills but then agreed to go on furlough for two months. When she returned she began to set up a regular programme of children's stories and activities on the Facebook closed-group page, as well as taking a leading part in Sunday T Time (see below), and other Zoom events.

The busy nerve-centre of the Parish Office was silenced, but the Parish Administrator Janice Povey continued to deal from her home with everything from graves to weekly newsheets to answering numerous enquiries on every subject, while the work of Parish Clerk was done by George Harcourt-Vernon from his home.

Our Director of Music, Mr Jan Pringle, also agreed to be furloughed for April and May. When he returned to work his priority was to keep together a Choir which could no longer sing together. This he achieved by encouraging choir members to record at home, using lines he produced for them, which week by week he then painstakingly stitched into remarkably unified wholes - a very demanding process. These recordings could not only be used in services but also be saved on our website, establishing a 'library' of the choir's psalms and anthems.

But it is largely on volunteers that all kinds of duties from church bells and flowers to hospitality and outreach depend. Special mention must be made of the Head Server and Premises lead, Alan Clarke, who has worked tirelessly to enable services to continue when permitted and to keep the buildings in good condition, in lockdown and after. Many other activities undertaken by our volunteers were thwarted or hindered by the pandemic but All Saints' members continued quietly to demonstrate the love of God and neighbour in keeping in touch with, helping and caring for people in any sort of need.

Also dependent on volunteers are the vital and demanding financial responsibilities which enable all the rest. Our Treasurer, Roger Fairhead, undertook the several financial projections requested by the Diocese; our Gift Aid and payroll officer, Michael Dunford, dealt with the requirements of furlough; our accounts officer, Dennis Fox, kept us on track with payments and receipts; and we developed online access to our bank accounts.

## **WORSHIP AND PRAYER DEVELOPMENTS IN 2020**

Normally everyone is welcome to attend the wide range of services on offer at All Saints'.

Until March 2020 on Sunday mornings we were accustomed to celebrate together at 8.00am and 9.30am using the modern Common Worship Communion services, with the service according to the Book of Common Prayer used at 8.00am once a month, and additional services for young families. From 23rd March 2020, however, the church building was closed until 2nd August. Before August risk assessments and rigorous cleaning became the order of the day. Benches were moved to reflect a safely-spaced capacity, estimated at 52, though before the pandemic our regular congregations numbered 90-100 people. Singing was banned, whether choral or congregational. Face-masks became obligatory. The kitchenette was closed and barred by out-of-use benches. Quarantine periods allowed only one service a week, so we retained an attenuated form of the 9.30am Sunday service, with communion in one kind only, no choir and no exchange of the Peace, but on Sunday afternoons and on Wednesdays we kept the church open for private prayer. Much effort was directed to making worship accessible but safe. Though many of our congregation were classified as vulnerable, numbers at the Sunday service averaged 40-45 until resurgence of the virus in the autumn persuaded us to cut congregations to a maximum of 20.

For people with internet access opportunities to watch services at home were steadily developed. Our curate, Revd Ian Whitley, led the way, developing first two Facebook pages, private and public, and then a base on YouTube. On Sundays during lockdown he led an online 'Contemplative Eucharist' from his home, which attracted 20-30 loyal followers. In the autumn we were able (thanks to Alan

Clarke) to install a camera in the church which could live-stream services to YouTube, via the wifi developed in 2019.

Morning and evening prayer moved out of church and onto Zoom, and Morning Prayer in particular developed a regular congregation of 10-12, about double the usual number in church.

Sunday T Time, a monthly afternoon service for young families, with tea, was in abeyance for some time, then redeveloped on Zoom and streamed to the Facebook group page, a closed group to ensure adequate Safeguarding provisions. The format was much more limited but Dan the Puppet continued to contribute.

Lost from March onwards was our beautiful traditional Choral Evensong, which had attracted interest from visitors as well as our own congregation. But from August the organ and the Choir's recordings brought back the extra dimension of music to our slimmed-down services.

The aim remained to provide opportunities for worship, understanding that one style cannot fulfil every one's needs, but the possibilities were sadly curtailed in 2020. Our prayer space, with a votive stand and 'prayer tree' had previously been well used out of service times, but the church's closure frustrated this chance of private devotion in a specially designed space.

Until March House groups meeting regularly included a Celtic Spirituality Group, an 'Exploring the Faith' discussion group, Bible Study group, Meditation, and a relatively new discussion group called 'Tranquility Base'. After March loyal members of the Bible Study and Celtic Spirituality groups continued to meet remotely; other groups fell into abeyance, though their members kept in touch with each other.

As well as our regular services All Saints' practice has been to enable our community to celebrate and thank God at the milestones through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services family and friends express their grief, give thanks, and commend the person into God's keeping. But in 2020 we were able to celebrate only 6 baptisms, with no confirmations and only one wedding. Several other couples had made plans but had to postpone them. We also supported families with 11 funerals in church and in addition 22 crematoria funerals, as well as numerous burials of ashes in the churchyard conducted by All Saints' ministry team.

## **MISSION, PASTORAL CARE AND OUTREACH DEVELOPMENTS IN 2020**

The PCC keeps constant oversight of our provision for children, families and teenagers at All Saints, though opportunities were severely curtailed in 2020.

As detailed above, the Children's Worker developed new ways to work in the conditions possible in 2020 and continued to reach children and families online as far as possible.

But 'Big Teds', a free after-school club at Banstead Infant School which encouraged children to learn more about Jesus, through story, craft and song was closed, and school precautions prevented its return throughout 2020. Visits to some local schools by Clergy and the Children's Worker to lead Collective Worship were stopped, though the Children's Worker managed occasionally to record a message for assemblies. But her monthly film show with films suitable for little ones was necessarily ended.

ASY (All Saints Youth) which had been developing an energetic range of interests under the dynamic and inspiring leadership of Revd Ian, our curate, now had to depend on online meetings, though a few in-person meetings were possible from August with a reduced range of activity which could not enable the wider participation which had been nascent.

Children are also active members of the Choir which, as well as providing a musical education, functions as a pastoral and social support for them, but again conditions did not favour this, and solitary recording was not socially helpful.

**Safeguarding** is always a high priority and all personnel in relevant roles undergo DBS checks and training as required. We pay due regard to the guidance issued by the House of Bishops. Our Safeguarding Officer, Mrs Tina Douglas, regularly checks procedures and training needs as recommended by the Diocese, and is in constant touch with the Diocesan leaders on current needs. She kept an overview of the changes to activities.

We aim to continue to support the local community as well as the church congregation, and in particular to find additional ways of engaging those who are on the fringes of church. But the events of 2020 closed down from March many of the channels we had previously used.

A volunteer team had run 'Sing for Joy' on the 3rd Wednesday of each month since 2015, and in January and February 2020 flourished. At this a selection of songs designed to 'stir the memories' were sung by all-comers, with linking talk and refreshments; it appealed particularly to people developing dementia and their friends, and developed a wide and loyal following of people who do not come to services. But its attenders were very vulnerable, singing and refreshments regarded as very risky, and gatherings prohibited, so no meetings could be held for the rest of the year.

After three years Banstead Friends, designed to provide support and social engagement for older people, mainly via tea and chat, also had to close, as did another monthly initiative, 'Beer & Banter' (evening discussion sessions at the local pub).

Since 2015 we have operated a Foodbank, a branch of the Epsom & Ewell Foodbank under the Trussell Trust umbrella. Our Foodbank sessions were held weekly in the Church Institute, manned by volunteers from All Saints and other churches, but had to close. The Foodbank group moved to a delivery model, with volunteers taking consignments from the Ruxley base to clients in their homes. Donated food was collected on doorsteps and delivered to Ruxley.

In many areas pastoral care overlaps considerably with the activities described above, when people needing extra care may be identified and this can be provided. We are also very fortunate to have an active Mothers' Union, and MU members were central to the telephone network established to support individuals and families, backing up our Pastoral Assistants' work and providing care for the anxious and bereaved as far as possible in the circumstances. In addition to their local work members continued to contribute to the MU's international work for literacy and women's projects.

A team from All Saints' used to visit the seven local Care Homes regularly, taking time to get to know residents and staff; this too became impossible from March. Nor was it possible for the Pastoral Assistants and lay ministers to visit the housebound and sick in person, and they were forced to rely on the telephone.

We continued, however, to provide regular financial support for a hospital in Lesotho, in addition to occasional charitable fund-raising, for example for Seafarers' charities, the Royal Marsden Hospital, and Christian Aid, though most fund-raising events were unfeasible.

Communications need constant effort. Our website [www.bansteadallsaints.com](http://www.bansteadallsaints.com) is our shop-window for the world and regularly updated, while our long-established magazine *The Steeple* continues to be delivered to about 200 subscribers in the local community, though casual sales in the church and the Open Door Coffee Shop were discontinued to avoid excess handling. A new development was mailings of a PDF version where doorstep delivery was not possible. But the most significant communications development in 2020 was All Saints' move on to social media with the development of Facebook and YouTube accounts. Also invaluable was our discovery of Zoom, the video-link adaptable to all internet-linked devices, which enabled remote meetings of every sort.

Dependence on the internet risked dividing those with access from those without, and we relied on telephone calls to avoid this.

## THE CHURCH COMPLEX

Despite all the upheaval the church building saw two significant enhancements: a camera was fitted to enable live-streaming via wifi; and a new boiler was installed and the whole heating apparatus overhauled. Despite our eco-hopes the fuel had to remain gas, which proved the only viable and cost-efficient fuel for our building.

In 2020 a Quinquennial Inspection was undertaken by our Church Architect, Mr John Bailey. We were delighted that he found no major problems, and commended our care for the building, though in the churchyard some chest tombs now cause concern.

The Church Complex provides a valuable resource for the community, both inside the buildings and in the surrounding grounds. But in 2020 no longer was the church open every day for private prayer, and to enable visitors to enjoy the heritage it represents, though from August we kept it open on Sunday afternoons and all day Wednesdays.

The Church Institute had provided facilities for the Open Door Café, a friendly place where everyone was welcome and could sit and chat with the volunteers from Banstead Five Churches who run it; but in March the Open Door closed, and despite a brief, careful reopening in August, had to close again in autumn. A Pre-School based in the Institute was able to operate within the 'Early Years' government guidance. But the many community groups and meetings which previously used the Institute, now could not. It had also been the venue for the Foodbank and other agencies serving demonstrable local need; these had to change their ways of operating, or go into abeyance.

Between the church building and the High Street lies a green area called the Church Orchard, belonging to the church and treated as a village green by local people. In 2020 the usual village events (May Fair, Village Day, Christmas Community Event, ecumenical carol-singing) could not take place here. Nevertheless the Orchard proved a godsend to local people, who could sit here to drink their take-away coffee, and when possible meet a friend or two.

Local people have a keen interest in the extensive churchyard, as a place to remember loved ones, to find peace in green tranquillity, or, since it is criss-crossed by well used public footpaths, to use as a through route to the High Street. Maintenance work continued to be well supported by a local voluntary organisation, Banstead Village in Bloom, who generously provided regular and very beneficial gardening help (including litter collection). In early 2020 we commissioned a full Tree Survey, which marked and described the 100+ churchyard trees with details of their condition and this should help future planning.

## DEANERY SYNOD

The two members of Deanery Synod elected from this church provided the PCC with an important link between the parish and the activities and wider structures of the Church.

## ECUMENICAL RELATIONSHIPS

We are fully committed to our Covenant as a member of the Banstead Five Churches (our Local Ecumenical Partnership), which calls for increasing fellowship, joint worship and prayer, and development of Christian education for both children and adults. In 2020, however, the impact of Covid restrictions resulted in few possibilities of joint services or events. The bright spot was the annual Pantomime early in the year when a production of *Aladdin* brought adults and children together on a common and very enjoyable footing.

## FUTURE DEVELOPMENTS

All Saints' has been a busy parish where many and varied activities are undertaken. But to our constant awareness that we must respond to new needs and adapt our efforts to our resources of people and money we must now add the need to rebuild after Covid. Our church membership is still made up mainly of the older generations, but one of our post-Covid aims must be to revitalise our earlier efforts to better reflect the age balance of the wider community, and to find more ways to engage with and support that wider community. We hope to find a new Vicar who will lead us in these endeavours.

We very much hope that in the coming year we will continue to provide support to our local community in many and varied ways, being open and flexible to needs as they arise.

## INVESTMENT POLICY

Funds are deposited with the CBF Church of England Deposit Fund and various deposit takers. Endowment and other longer-term funds are invested with the CBF Church of England Investment fund.

## RESERVES POLICY

The PCC aims to hold in reserves sufficient funds for the ongoing maintenance on the Church, to cover the cyclical highs and lows historically experienced in planned giving levels and to undertake improvements in the Church buildings that are considered desirable.



## FINANCIAL REVIEW

The results for the year are summarised in the Statement of Financial Activities on page 8. Total income amounted to £247,817 (2019: £175,389) an increase on the previous year, mostly due to generous legacies and a reclaim of VAT through the Listed Places of Worship Grant Scheme.

Total resources expended amounted to £198,902 (2019: £223,167) reflecting reduced expenditure due to periods of church closure due to Covid in 2020.

As a result, net income movement before unrealised gains was £48,915 inflow (2019: £47,778 outflow).

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The powers and duties of PCCs are laid down by the Parochial Church Councils (Powers) Measure 1956. Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. Members can be co-opted to the Council when occasional vacancies arise.

The PCC operates through a number of committees, which convene between full meetings of the PCC. These committees which include worship, premises, outreach and finance, are all responsible to the PCC and report back to it regularly.

The PCC has a programme of identifying major risks to which it is exposed. The PCC has a safeguarding policy in place that follows the Diocesan safeguarding procedures. Financial procedures, mainly comprising segregation of duties and budgetary controls, have been reviewed and are considered sufficient.

<i>Incumbent</i>	Reverend Maria Pallis ( <i>until 30 April 2020</i> )	Chairman ( <i>in vacancy from 1 May 2020</i> )
<i>Churchwardens</i>	Susan Major Geoff Chant	Lay Vice-Chairman
<i>Elected Members</i>	Philip Batten ( <i>until July 2020</i> ) Alan Clarke Tina Douglas ( <i>from October 2020</i> ) Lin Dunford Roger Fairhead ( <i>from October 2020</i> ) Dennis Fox Roy Gordon ( <i>until October 2020</i> ) Robert Harris Susan Hassanein Emma Jobson Hazel Richardson Vail Sale ( <i>until October 2020</i> ) Margaret Thomas ( <i>from October 2020</i> ) Natalie Thomas Rosemary Whipp	
<i>Ex-Officio Members</i>	Patricia Clarke ( <i>until October 2020</i> ) Elizabeth Samuels ( <i>until October 2020</i> ) Reverend Ian Whitley	Deanery Synod Deanery Synod Curate
<i>PCC Secretary</i>	Jennifer Batten ( <i>until September 2020</i> ) Alan Lansdown ( <i>from September 2020</i> )	

The Annual Vestry Meeting 2020 and the Annual Parochial Church Meeting (APCM) were delayed by Covid restrictions. The Bishop granted an extension and the Meetings were held on 18th October 2020, partly in person and partly by Zoom video-link.

On behalf of the Parochial Church Council

**Lay Vice-Chairman**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF PAROCHIAL CHURCH COUNCIL OF  
ALL SAINTS' CHURCH, BANSTEAD**

I report to the charity trustees, being the Parochial Church Council, on my examination of the accounts, set out on pages 8 to 16, of the Parochial Church Council of All Saints' Church, Banstead (the Trust) for the year ended 31 December 2020.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Timothy Slater ACA, CTA

Harmer Slater Limited  
Curzon House  
2nd Floor  
24 High Street  
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Surrey  
SM7 2LJ

Date:



**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 DECEMBER 2020**

	Note	Unrestricted funds	Restricted funds	Endowment funds	2020	2019
<b>INCOME AND ENDOWMENTS</b>						
Donations and legacies	2a	165,970	1,484	-	167,454	110,198
Charitable activities	2b	75,436	-	-	75,436	58,657
Investments	2c	3,142	1,785	-	4,927	6,534
		<u>244,548</u>	<u>3,269</u>	<u>-</u>	<u>247,817</u>	<u>175,389</u>
<b>TOTAL RESOURCES EXPENDED</b>	<b>3</b>	<u>172,708</u>	<u>26,194</u>	<u>-</u>	<u>198,902</u>	<u>223,167</u>
Net income movement		71,840	(22,925)	-	48,915	(47,778)
Unrealised gains on investments	11	3,448	-	3,974	7,422	17,544
Transfers between funds		<u>(29,136)</u>	<u>29,136</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		46,152	6,211	3,974	56,337	(30,234)
Total Funds at 1 January	8	384,745	225,845	59,615	670,205	700,439
Total Funds at 31 December	8	<u><b>£ 430,897</b></u>	<u><b>£ 232,056</b></u>	<u><b>£ 63,589</b></u>	<u><b>£ 726,542</b></u>	<u><b>£ 670,205</b></u>

**BALANCE SHEET  
AT 31 DECEMBER 2020**

	Note	2020	2019
<b>FIXED ASSETS</b>			
Tangible assets	10	244,867	239,171
Investments	11	118,762	111,340
		<b>£ 363,629</b>	<b>£ 350,511</b>
<b>CURRENT ASSETS</b>			
Debtors	12	24,584	22,930
Cash at bank and deposits	13	341,009	297,364
		365,593	320,294
<b>LIABILITIES</b>			
Amounts falling due within one year	14	(2,680)	(600)
<b>NET CURRENT ASSETS</b>		<b>£ 362,913</b>	<b>£ 319,694</b>
<b>TOTAL NET ASSETS</b>	9	<b>£ 726,542</b>	<b>£ 670,205</b>
 <b>PARISH FUNDS</b>			
Undesignated		135,175	91,731
Designated		295,722	293,014
Unrestricted		430,897	384,745
Restricted		232,056	225,845
Endowment		63,589	59,615
Total Funds	8	<b>£ 726,542</b>	<b>£ 670,205</b>

Approved by the Parochial Church Council on 5<sup>th</sup> May 2021 and signed on its behalf:

\_\_\_\_\_  
Susan Major  
*Lay Vice-Chairman and  
Churchwarden*

\_\_\_\_\_  
Geoff Chant  
*Churchwarden*

**NOTE 1 – ACCOUNTING POLICIES****Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), FRS 102 and the Charities Act 2011. The financial statements have been prepared under the historical cost convention except for investment assets shown at market value.

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

**Funds**

Charity funds are required to be analysed under the following specific headings:

- Unrestricted funds - available for the general purposes of the PCC.
- Designated funds - earmarked by the PCC for a particular purpose but there are no legally binding restrictions and the PCC is free to redesignate the funds if appropriate.
- Restricted funds - subject to specific binding conditions imposed by the donor upon the PCC. Such funds are earmarked by the donor or by the terms of an appeal for a particular project.
- Endowment funds - funds given to the PCC subject to the restriction that they are to be held as capital and that the income be used for a specific purpose.

**Incoming resources and resources used**

Income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

**Government grants**

Income from government grants is credited to the Statement of Financial Activities so as to match it with the expenditure to which it relates.

**Fixed assets**

Consecrated and beneficed property is excluded from the financial statements by the Charities Act 2011. Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are classified as inalienable property and capitalised as such unless consecrated. They are listed in the church's inventory. For inalienable property acquired prior to 1 January 2001, there is insufficient cost information available and such assets are not valued in the accounts. Items acquired since 1 January 2001 have been capitalised and depreciated over their currently anticipated useful economic life (between 5 and 10 years) on a straight line basis.

Major building work on the Church Institute, resulting in improvement to the property, is capitalised and depreciated over 50 years. The land component of this property, together with the building's pre-improvement value are included at zero value in these accounts in the absence of reliable cost information when acquired by way of gift.

The property at 14 Glenfield Road, held by the Diocese as custodian trustees on behalf of the PCC, is included in the financial statements at historic cost less depreciation.

Major improvements are capitalised and written off over 10 years - subject to annual review for impairment and reassessment of the property's anticipated useful economic life.

Equipment, fixtures and fittings are depreciated over 5 years. Individual items of equipment or fixtures and fittings with a purchase price of less than £1,000 are usually written-off when the asset is acquired.

**Investments**

Investments are classified as fixed assets. All investment assets are stated in the balance sheet at fair value and both realised and unrealised gains or losses are recognised in the statement of financial activities. The fair value of listed investments is taken as the market price of the asset as at the year end date.

**Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Currency**

The Church's functional and presentational currency is Pounds Sterling (GBP).

**Taxation**

The charity is exempt from tax on its charitable activities. The charity is not registered for VAT and as such expenditure is shown inclusive of irrecoverable VAT.

**Going concern**

There are no material uncertainties about the charity's ability to continue operating as a going concern.

**NOTE 2 – INCOME AND ENDOWMENTS**

	Unrestricted funds	Restricted funds	Endowment funds	2020	2019
<b>2a DONATIONS AND LEGACIES</b>					
Planned Giving					
- Regular giving by banker's order	50,124			50,124	47,270
- Envelope Scheme	7,723			7,723	12,650
	57,847	-	-	57,847	59,920
Single donations	4,605	1,484		6,089	18,008
Income tax recoverable	15,464			15,464	18,404
Collections for general purposes	3,562			3,562	12,011
Legacies	83,776			83,776	-
Votive stand	716			716	1,575
Fabric Fund	-			-	280
	<b>£ 165,970</b>	<b>£ 1,484</b>	<b>-</b>	<b>£ 167,454</b>	<b>£ 110,198</b>
<b>2b CHARITABLE ACTIVITIES</b>					
Church Institute	21,556			21,556	38,684
Open door	2,624			2,624	7,168
Magazine	1,664			1,664	1,561
Fees	11,991			11,991	5,693
Ground maintenance subsidy	4,500			4,500	4,500
Listed Places of Worship Grant Scheme	30,974			30,974	-
Income from government grants	1,692			1,692	-
Other	435			435	1,051
	<b>£ 75,436</b>	<b>-</b>	<b>-</b>	<b>£ 75,436</b>	<b>£ 58,657</b>
<b>2c INVESTMENTS</b>					
Dividend income	1,548	1,785		3,333	3,236
Interest income	1,594			1,594	3,298
	<b>£ 3,142</b>	<b>£ 1,785</b>	<b>-</b>	<b>£ 4,927</b>	<b>£ 6,534</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>£ 244,548</b>	<b>£3,269</b>	<b>-</b>	<b>£ 247,817</b>	<b>£ 175,389</b>

**NOTE 3 – RESOURCES EXPENDED**

	Unrestricted funds	Restricted funds	Endowment funds	2020	2019
<b>CHARITABLE ACTIVITIES</b>					
Clergy travel, training, meetings, resources	1,615			1,615	3,621
Curate housing and repairs	2,005	725		2,730	911
	3,620	725		4,345	4,532
Church heating, insurance, repairs	8,535			8,535	15,948
Services, music, salaries, candles	10,517			10,517	14,304
Admin salaries and office costs	16,198			16,198	15,818
Depreciation of fixed assets	228	21,310		21,538	18,625
Churchyard maintenance	9,165			9,165	16,287
Other costs	-			-	257
Youth work salaries, resources	5,449			5,449	5,564
Parish magazine	1,464			1,464	1,980
Fabric repairs	4,369			4,369	-
	<b>£ 59,545</b>	<b>£ 22,035</b>	<b>-</b>	<b>£ 81,580</b>	<b>£ 93,315</b>
<b>DONATIONS</b>					
St James Hospital, Lesotho		1,500		1,500	1,650
Charities	447			447	1,388
	<b>£ 447</b>	<b>£ 1,500</b>	<b>-</b>	<b>£ 1,947</b>	<b>£ 3,038</b>
<b>CHURCH INSTITUTE</b>					
Depreciation of improvements		2,659		2,659	2,659
Depreciation of fixtures and fittings	2,627			2,627	1,766
Redecoration and maintenance	2,798			2,798	8,839
Lighting and heating	1,840			1,840	2,864
Insurance	1,655			1,655	1,609
Rates	920			920	1,946
Cleaning	8,331			8,331	9,178
Licences	464			464	-
Sundry expenses	213			213	149
	<b>£ 18,848</b>	<b>£ 2,659</b>	<b>-</b>	<b>£ 21,507</b>	<b>£ 29,010</b>
<b>PARISH SHARE / (DIOCESAN QUOTA)</b>	<b>£ 93,868</b>	<b>-</b>	<b>-</b>	<b>£ 93,868</b>	<b>£ 97,804</b>
<b>TOTAL EXPENDED</b>	<b>£ 172,708</b>	<b>£ 26,194</b>	<b>-</b>	<b>£ 198,902</b>	<b>£ 223,167</b>

**NOTE 4 – RELATED PARTY TRANSACTIONS**

The vicar is remunerated by the Diocese.

Apart from their individual voluntary giving and reimbursement to them of specific expenditure directly attributable to the activities of the PCC there were no related party transactions between PCC members and the PCC. No PCC member was reimbursed any personal expenses incurred by them or remunerated for services to the PCC (2019: £Nil).

**NOTE 5 – POST BALANCE SHEET EVENTS**

The impact and timeline of Covid restrictions on church opening and activities remains uncertain. Planned Giving donations are expected to remain broadly constant in 2021, and discretionary spend on Charitable Activities will be managed accordingly. Since the year-end, the PCC is not anticipating significant further expenditure during 2021 on church assets or improvements.



**NOTE 6 – INDEPENDENT EXAMINER'S FEE**

The Independent Examiner was paid £600 including VAT for their services (2019: £600 including VAT).

**NOTE 7 – SALARIES**

	2020	2019
Salaries	26,039	30,790
Social security and pension costs	-	-
	<b>£ 26,039</b>	<b>£ 30,790</b>
Average number of staff employed	5	5
Number of employees with emoluments in excess of £60,000	Nil	Nil

**NOTE 8 – FUNDS**

	At 1-Jan-20	Incoming	Outgoing	Unrealised gain/(loss)	Transfers	At 31-Dec-20
<b>UNRESTRICTED</b>						
General	91,731	222,992	(153,860)	3,448	(29,136)	135,175
Fabric Fund	77,037	-	-	-	-	77,037
Pat Hiscutt Scholarship Fund	4,230	-	-	-	-	4,230
Holyman Fund	183,327	-	-	-	-	183,327
Church Institute Fund	28,420	21,556	(18,848)	-	-	31,128
	<b>£ 384,745</b>	<b>£ 244,548</b>	<b>£ (172,708)</b>	<b>£ 3,448</b>	<b>£ (29,136)</b>	<b>£ 430,897</b>
<b>RESTRICTED</b>						
Mission and charities	1,563	1,484	(1,500)	-	-	1,547
Organ Fund	2,095	-	-	-	-	2,095
Church Institute improvements	56,597	-	(2,659)	-	-	53,938
Inalienable assets	163,857	-	(21,310)	-	29,136	171,683
Wheeler Trust income	1,733	1,785	(725)	-	-	2,793
	<b>£ 225,845</b>	<b>£ 3,269</b>	<b>£ (26,194)</b>	<b>-</b>	<b>£ 29,136</b>	<b>£ 232,056</b>
<b>ENDOWMENT</b>						
Wheeler Trust Fund	<b>£ 59,615</b>	-	-	<b>£ 3,974</b>	-	<b>£ 63,589</b>
<b>TOTAL FUNDS</b>	<b>£ 670,205</b>	<b>£ 247,817</b>	<b>£ (198,902)</b>	<b>£ 7,422</b>	<b>-</b>	<b>£ 726,542</b>

*Fabric Fund:* represents funds set aside by the Trustees to provide for the repairs and renovation of the church and its associated buildings. It will be spent in line with the repairs and maintenance programme over the next few years.

*Pat Hiscutt Scholarship Fund:* the amounts set aside are to cover the expenses of an organ scholar.

*Holyman Fund:* represents amounts set aside to meet costs of the choir, organ and bells and the fabric of the church.

*Church Institute Fund:* these are amounts set aside to provide working capital for the Institute.

*Missions and charities:* represent donations collected for a specific purpose and donated to specific charities.

*Organ Fund:* represents amounts set aside towards the cost of replacing the organ in due course.

*Church Institute improvements:* represent previous amounts of capital expenditure being amortised over their useful economic lives.

*Inalienable assets:* represent previous amounts of capital expenditure being amortised over their useful economic lives.

*Wheeler Trust income:* the income generated from the endowed assets to fund the Curate's expenditure.

**NOTE 9 – ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed assets	Invest- ments	Net current assets	2020	2019
<b>UNRESTRICTED</b>					
General	5,458	55,173	74,544	135,175	91,731
Fabric Fund	-	-	77,037	77,037	77,037
Pat Hiscutt Scholarship Fund	-	-	4,230	4,230	4,230
Holyman Fund	-	-	183,327	183,327	183,327
Church Institute Fund	13,788	-	17,340	31,128	28,420
	<b>£ 19,336</b>	<b>£ 55,173</b>	<b>£ 356,478</b>	<b>£ 430,897</b>	<b>£ 384,745</b>
<b>RESTRICTED</b>					
Missions and Charities	-	-	1,547	1,547	1,563
Organ Fund	-	-	2,095	2,095	2,095
Church Institute improvements	53,938	-	-	53,938	56,597
Inalienable assets	171,683	-	-	171,683	163,857
Wheeler Trust income	-	-	2,793	2,793	1,733
	<b>£ 225,621</b>	<b>-</b>	<b>£ 6,435</b>	<b>£ 232,056</b>	<b>£ 225,845</b>
<b>ENDOWMENT</b>					
Wheeler Trust Fund	-	<b>£ 63,589</b>	-	<b>£ 63,589</b>	<b>£ 59,615</b>
<b>TOTAL FUNDS</b>	<b>£ 244,867</b>	<b>£ 118,762</b>	<b>£ 362,913</b>	<b>£ 726,542</b>	<b>£ 670,205</b>

**NOTE 10 – FIXED ASSETS**

	14 Glenfield Road	Parish office fixtures & fittings	Church Institute fixtures & fittings	Church Institute improve- ments	Inalienable assets	Total
<b>COST</b>						
At 1 January 2020	<b>26,354</b>	<b>3,910</b>	<b>65,395</b>	<b>132,952</b>	<b>226,794</b>	<b>455,405</b>
Additions	-	-	4,295	-	29,136	33,431
Disposals	-	-	-	-	-	-
At 31 December 2020	<b>£ 26,354</b>	<b>£ 3,910</b>	<b>£ 69,690</b>	<b>£ 132,952</b>	<b>£ 255,930</b>	<b>£ 488,836</b>
<b>DEPRECIATION</b>						
At 1 January 2020	<b>19,985</b>	<b>3,682</b>	<b>53,275</b>	<b>76,355</b>	<b>62,937</b>	<b>216,234</b>
Charge for the year	911	228	2,627	2,659	21,310	27,735
Disposals	-	-	-	-	-	-
At 31 December 2020	<b>£ 20,896</b>	<b>£ 3,910</b>	<b>£ 55,902</b>	<b>£ 79,014</b>	<b>£ 84,247</b>	<b>£ 243,969</b>
<b>NET BOOK VALUE</b>						
At 1 January 2020	<b>£ 6,369</b>	<b>£ 228</b>	<b>£ 12,120</b>	<b>£ 56,597</b>	<b>£ 163,857</b>	<b>£ 239,171</b>
At 31 December 2020	<b>£ 5,458</b>	<b>-</b>	<b>£ 13,788</b>	<b>£ 53,938</b>	<b>£ 171,683</b>	<b>£ 244,867</b>

**NOTE 11 – INVESTMENTS**

	General fund	Wheeler Trust	2020	2019
<b>The CBF Church of England Investment Fund</b>				
Market value at 1 January	51,725	59,615	111,340	93,796
Additions	-	-	-	-
Fair value adjustment	3,448	3,974	7,422	17,544
Market value at 31 December	<b>£ 55,173</b>	<b>£ 63,589</b>	<b>£ 118,762</b>	<b>£ 111,340</b>
Units	2,698	3,110	5,808	5,808
Historic cost			£36,802	£36,802

**NOTE 12 – DEBTORS**

	2020	2019
Income tax recoverable	15,464	18,404
Sundry debtors and prepayments	9,120	4,526
	<b>£ 24,584</b>	<b>£ 22,930</b>

**NOTE 13 – CASH AT BANK AND DEPOSITS**

	2020	2019
The CBF Church of England Deposit Fund	40,500	20,500
Cash at bank and on deposit	300,509	276,864
	<b>£ 341,009</b>	<b>£ 297,364</b>

**NOTE 14 – LIABILITIES**

	2020	2019
Sundry creditors	<b>£ 2,680</b>	<b>£ 600</b>

**NOTE 15 – COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR PRIOR YEAR**

	Unrestricted funds	Restricted funds	Endowment funds	2019	2018 (restated)
<b>INCOME AND ENDOWMENTS</b>					
Donations and legacies	108,466	1,732	-	110,198	125,495
Charitable activities	58,657	-	-	58,657	62,142
Investments	4,801	1,733	-	6,534	5,544
	171,924	3,465	-	175,389	193,181
<b>TOTAL RESOURCES EXPENDED</b>	200,461	22,706	-	223,167	194,356
Net income movement	(28,537)	(19,241)	-	(47,778)	(1,175)
Unrealised gains on investments	8,151	-	9,393	17,544	(1,191)
Transfers between funds	(180,756)	180,756	-	-	-
Net movement in funds	(201,142)	161,515	9,393	(30,234)	(2,366)
Total Funds at 1 January	585,887	64,330	50,222	700,439	702,805
Total Funds at 31 December	<b>£ 384,745</b>	<b>£ 225,845</b>	<b>£ 59,615</b>	<b>£ 670,205</b>	<b>£ 700,439</b>