

## **The Parish of Bracknell**

### **Financial statements for the year ended 31 December 2020**

#### **Independent Examiner's Report to the PCC of the Parish of Bracknell**

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This report on the financial statements of Bracknell PCC, for the year ended 31 December 2020 which are set out in this Appendix 1 on pages 1 - 10, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 ('the Act').

#### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and s.43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

#### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.43(7)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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
  - (a) to keep accounting records in accordance with section 41 of the Act; and
  - (b) to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.



S K Douglas  
Chartered Management Accountant

62 Westmorland Drive  
Warfield

Date:

6th May 2021

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Statement of financial activities

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2020 Total £	2019 Total £
<b>Incoming resources</b>						
Voluntary income	3	89,360	-	24,313	113,673	189,894
Activities for generating funds	3	6,161		436	6,597	18,493
Income from Church Activities	3	2,782			2,782	7,993
Investment income	3	3,826	1,132	-	4,958	8,680
<b>Total incoming resources</b>		<b>102,129</b>	<b>1,132</b>	<b>24,749</b>	<b>128,010</b>	<b>225,059</b>
<b>Resources expended</b>						
<b>Church Activities:</b>						
Parish Share	4	46,075		5,119	51,194	85,900
Staffing and Clergy expenses	4	20,624		12,841	33,465	31,883
Church running expenses	4	15,563		4,426	19,989	44,798
Hall running expenses	4	11,419			11,419	15,339
Mission Giving and donations		1,066		15,024	16,090	12,301
Repairs & Building work	4			250	250	3,499
<b>Sub total Church Activities</b>		<b>94,747</b>		<b>37,660</b>	<b>132,407</b>	<b>193,720</b>
<b>Costs of generating funds</b>	4	<b>1,013</b>		<b>45</b>	<b>1,058</b>	<b>962</b>
<b>Investment costs</b>	4	<b>60</b>			<b>60</b>	<b>60</b>
<b>Governance costs</b>	4	<b>90</b>			<b>90</b>	<b>90</b>
<b>Adjustment to accounts</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total resources expended</b>		<b>95,910</b>		<b>37,705</b>	<b>133,615</b>	<b>194,832</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>6,219</b>	<b>1,132</b>	<b>(12,956)</b>	<b>(5,605)</b>	<b>30,227</b>
<b>Gross transfers between funds</b>		<b>6,551</b>	<b>(6,170)</b>	<b>(381)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>12,770</b>	<b>(5,038)</b>	<b>(13,337)</b>	<b>(5,605)</b>	<b>30,227</b>
<b>Total funds brought forward</b>		<b>194,336</b>	<b>106,809</b>	<b>110,643</b>	<b>411,788</b>	<b>381,561</b>
<b>Total funds carried forward</b>		<b>207,106</b>	<b>101,771</b>	<b>97,306</b>	<b>406,183</b>	<b>411,788</b>

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Balance sheet as at 31 December 2020

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Fixed assets</b>						
Tangible assets	12	-	-	663	663	884
<b>Total fixed assets</b>		<u>0</u>	<u>-</u>	<u>663</u>	<u>663</u>	<u>884</u>
<b>Current assets</b>						
Investments	13	93,191	-	-	93,191	90,863
Debtors	14	7,531	-	1,116	8,647	9,495
Accrued Income	14	40	-	20	60	20
Prepayments	14	-	-	-	-	(150)
Cash in hand and at bank		108,701	101,771	95,507	305,979	315,373
<b>Total current assets</b>		<u>209,463</u>	<u>101,771</u>	<u>96,643</u>	<u>407,877</u>	<u>415,601</u>
<b>Liabilities</b>						
	15	2,357	-	-	2,357	4,697
<b>Net current assets</b>		<u>207,106</u>	<u>101,771</u>	<u>96,643</u>	<u>405,520</u>	<u>410,904</u>
<b>Net assets</b>		<u>207,106</u>	<u>101,771</u>	<u>97,306</u>	<u>406,183</u>	<u>411,788</u>
<b>Funds of the church</b>						
<b>Unrestricted funds</b>						
General fund		207,106	-	-	207,106	194,336
Designated fund	17	-	101,771	-	101,771	106,809
		<u>207,106</u>	<u>101,771</u>	<u>-</u>	<u>308,877</u>	<u>301,145</u>
<b>Restricted funds</b>	16	-	-	97,306	97,306	110,643
<b>Total funds of the church</b>	18	<u>207,106</u>	<u>101,771</u>	<u>97,306</u>	<u>406,183</u>	<u>411,788</u>

Approved by the Parochial Church Council on June 2021 and signed on its behalf by:



Angela Evans  
Parish Warden



Malcolm Chalmers  
Associate Priest

## **The Parish of Bracknell**

### **Financial statements for the year ended 31 December 2020**

#### **Notes to the accounts**

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##### **1 Basis of preparation**

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 to 2001, the Charities Act 1993, applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005).

The accounts are drawn up under the historical cost convention as modified by the inclusion of investment assets at market value. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. These accounts 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.

The accounts have been prepared on an accruals accounting basis.

##### **2 Accounting policies**

###### **Funds**

Unrestricted funds are general funds available for the general objectives of the church, not subject to any restrictions regarding their use.

Designated funds are unrestricted funds that have been set aside by the PCC for particular purposes. Details of designated funds can be found in Note 17.

Restricted funds can only be used for the purposes for which they have been given, within the objectives of the church. The cost of raising and administering such funds are charged against those specific funds. Details of restricted funds held can be found in Note 16.

Endowment funds are restricted funds which must be held permanently and the capital maintained while the income is restricted. Bracknell PCC do not hold any Endowment Funds.

###### **Incoming resources**

All incoming resources are included in the SOFA when the church becomes legally entitled to the income and when the amount can be quantified with reasonable certainty.

Collections are recognised when received by or on behalf of the PCC. Planned giving is recognised only when received. Grants and legacies are recognised as soon as the PCC becomes aware of its legal entitlement and the amount due is quantifiable with reasonable certainty.

Income tax recoverable on gift aid donations is accounted for when the gift is received, not when the tax refund is received.

When incoming resources have related expenditure (as with fundraising income) the incoming resources and the related resources expended are accounted for gross in the SOFA where possible.

Rental income from letting the Langley Hall is accounted for when it falls due.

Dividends and interest are accounted for when receivable and includes any recoverable tax.

Realised gains on assets held for the church's own use are taken into account at the time of sale.

###### **Resources expended**

Expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for goods or services.

All costs have been directly attributed to the various categories within the SOFA.

## **The Parish of Bracknell**

### **Financial statements for the year ended 31 December 2020**

#### **Notes to the accounts**

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##### **Resources expended continued**

Any general support costs have been allocated across activity cost categories on a basis consistent with the use of resources based on an allocation of actual costs.

As the church is not registered for VAT, all expenditure is shown inclusive of VAT.

Governance costs include the cost of the preparation of the annual accounts, the cost of PCC meetings and the legal cost of advice on governance or constitutional matters.

Grants and charitable giving are accounted for when paid over or when awarded, if the award creates a binding obligation on the PCC, provided that there are no conditions to be met relating to the grant which remain in the control of the church.

Parish Share is accounted for when due except that any Parish Share unpaid at the end of the financial year is provided for in the accounts as a constructive obligation, although not a liability, and is included in the balance sheet as a liability.

##### **Fixed assets**

All capital expenditure in excess of £250, for a single item or a group of similar items, is capitalised.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost evenly over the expected useful economic life of assets. Accordingly, furniture, fittings and equipment are depreciated over 5 years.

##### **Buildings:**

Bracknell PCC is the beneficial owner of properties held in trust for us by the Diocese of Oxford.

Holy Trinity Church is consecrated and therefore dedicated to God, being set aside solely for sacred purposes.

Consecrated property is excluded from the financial statements by s.96(2)(a) of the Charities Act 1993.

Maintenance costs on consecrated property are written off in the year they are incurred.

The PCC have a beneficial interest in the land and buildings of Langley Hall.

Langley Hall was built over 30 years ago. The costs were written off at the time of completion. The Statement of Recommended Practice for accounting and reporting (SORP) 2005 requires that these buildings should be capitalised. However there are insufficient records of the original costs, and no values have been included in the Balance Sheet.

Our insurance policy, with Ecclesiastical Insurance Group, for both Holy Trinity Church and Langley Hall has changed to a combined policy, Parish Plus. Details of which are available in the Parish Office. Building and content values for both church and church hall have not been included in the balance sheet in 2020 (or since 2006), as to do so would distort the overall view of our finances.

St Paul's Church belongs to the URC, and Bracknell PCC paid a donation for use of the building of £450 for January to March 2020, after which, COVID lockdown meant we no longer needed the space. (2019 - £2,295).

##### **Investments**

Investments are included at market value.

Both realised and unrealised gains are shown under 'other recognised gains/(losses)' section of the SOFA.

##### **Current assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors.

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

3 Analysis of incoming resources	Notes	2020			Total funds	2019
		Unrestricted £	Designated £	Restricted £		Total funds £
<b>Voluntary income</b>						
Recurring income:						
Envelope giving (excl. tax)		4,268	-	-	4,268	13,612
Collections of loose cash at services		1,038	-	-	1,038	4,638
Other planned giving (bankers orders)		58,917	-	8,940	67,857	72,640
Coffee mornings		58	-	68	126	730
		<u>64,281</u>	<u>0</u>	<u>9,008</u>	<u>73,289</u>	<u>91,620</u>
Non-recurring income:						
Legacies		-	-	-	-	-
Grants	5	-	-	6,000	6,000	4,000
One Off Donations		7,273	-	6,178	13,451	65,976
Donation - cashless		96	-	-	96	-
- less fee taken		(3)	-	-	(3)	-
Gifts for individuals		985	-	-	985	388
Collections for Charities		285	-	-	285	1,319
		<u>8,636</u>	<u>0</u>	<u>12,178</u>	<u>20,814</u>	<u>71,683</u>
Gift Aid - Tax recovered		16,443	-	3,127	19,570	25,870
VAT refunded		-	-	-	-	720
		<u>89,360</u>	<u>0</u>	<u>24,313</u>	<u>113,673</u>	<u>189,894</u>
<b>Activities for generating funds</b>						
Fund raising activities	6	-	-	436	436	459
Langley Hall/Car Park letting		6,161	-	-	6,161	17,121
Parish Magazine advertising		-	-	-	-	153
Church social event		-	-	-	-	760
		<u>6,161</u>	<u>0</u>	<u>436</u>	<u>6,597</u>	<u>18,493</u>
<b>Income from Church Activities</b>						
Fees - weddings, funerals etc		2,654	-	-	2,654	7,312
Church magazine sales		29	-	-	29	72
Let's Go		-	-	-	-	526
Bible Reading Fellowship Income		99	-	-	99	83
		<u>2,782</u>	<u>0</u>	<u>0</u>	<u>2,782</u>	<u>7,993</u>
<b>Investment income</b>						
CBF deposit accounts		1,315	-	-	1,315	1,482
CBF Trust Funds		-	-	-	-	-
Investment movement		2,328	-	-	2,328	5,503
Bank interest		183	1,132	-	1,315	1,695
		<u>3,826</u>	<u>1,132</u>	<u>-</u>	<u>4,958</u>	<u>8,680</u>
<b>Total Incoming resources</b>		<u>102,129</u>	<u>1,132</u>	<u>24,749</u>	<u>128,010</u>	<u>225,059</u>

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

		2020			2019
	Notes	Unrestricted £	Designated £	Restricted £	Total funds £
4 Analysis of resources expended					
Church Activities					
Parish Share		46,075	-	5,119	51,194
Rebate			-	-	(1,793)
		46,075		5,119	85,900
Staffing and Clergy expenses					
Salaries		19,071	-	6,103	25,174
Clergy expenses	7	1,533		-	1,533
Consultancy/Pioneer roles/Staff exp	8	20		6,738	6,758
		20,624		12,841	33,465
Church running expenses					
Cost of weddings and funerals etc		2,066	-	-	2,066
Verger and organist fees		320	-	-	320
St Paul's rent		450	-	-	450
Mosaic expenses		-	-	714	714
Let's Go & Childrens work		-	-	-	250
Insurance		4,558	-	-	4,558
Outreach & Training		38	-	58	96
Licences/Permits/Subscriptions		687	-	662	1,349
Organ repair/tuning & Music		107	-	75	182
Utilities		1,645	-	-	1,645
Telephone & Internet		797	-	-	797
Church Maintenance		2,600	-	-	2,600
Church supplies		588	-	22	610
Magazine Costs		-	-	2,000	2,000
Equipment		553	-	191	744
Books and publications		187	-	-	187
Stationery, Printing & Office supplies		967	-	704	1,671
		15,563		4,426	19,989
Hall running expenses					
Cleaning		3,683	-	-	3,683
Maintenance		4,022			4,022
Utilities		2,662	-	-	2,662
Insurance		1,052	-	-	1,052
		11,419			11,419
Mission Giving and donations	9	1,066	-	15,024	16,090
Repairs & Building work					
Church	10	-	-	250	250
Insurance Claim	10	-	-	-	-
		-	-	250	250
Cost of Church Activities		94,747	0	37,660	132,408
Costs of generating funds					
Fundraising costs		-	-	-	-
Coffee Morning/Refreshments		13	-		13
Gifts		1,000	-	45	1,045
		1,013		45	1,058
Investment costs					
Bank charges		60			60
Governance costs					
Audit fee	11	90			90
Resources used total		95,910	0	37,705	133,616

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

#### 5 Grants

Two grants were given to Bracknell PCC for £6,000 (2019- £24,000). One grant was from Oxford Diocese Board of Finance for the Feasibility study for a New Town Centre Mission project and the other was from Berkshire Community for Hardship COVID financial support in the community.

#### 6 Fund raising activities

	2020	2019
	£	£
Easy Fundraising	36	15
Sponsored Slim	400	-
BBQ	-	304
Ride & Stride	-	65
Card Sales/Tea towels	-	75
	<u>436</u>	<u>459</u>

#### 7 Clergy Expenses

No members of the PCC received any remuneration for their work for the PCC. The clergy, who are ex officio members do receive a stipend but are not remunerated for their service on the PCC. No PCC members claimed expenses although they would have been entitled to claim travel costs for attending meetings. The clergy received expenses in their role as parish priests of £1,533 (2019 - £2,983).

#### 8 Consultancy and Staff Expenses

Pioneer roles for the New Town Centre amounted to £10,700 of which £6,920 was paid on a Consultancy basis (2019: £11,609). This also includes an offset of monies received from HMRC for furloughed members of staff during COVID lockdown. All monies were taken from the New Town Centre restricted fund. £118 was spent on New Town Centre staff expenses (2019: £0).

#### 9 Mission Giving and donations

	2020	2019
	£	£
Charitable Donations were made to the following institutions:		
Children's Society	210	-
Age UK	25	-
Food Bank	50	163
Royal British Legion	-	345
Christian Aid	-	637
Red Nose Day	-	18
SANDS	-	40
International Christian Consulate	-	44
Bishop's Outreach Fund	-	72
Sub Total	<u>285</u>	<u>1,319</u>
Nightshelter expenses	134	379
COVID Hardship grants	7,507	-
New Town Centre expenditure	<u>7,285</u>	<u>9,673</u>
	<u>14,926</u>	<u>10,052</u>
Mission Giving:		
pwsa	293	879
A Rocha UK	293	930
Bethany Orphanage Uganda	293	
Total	<u>16,090</u>	<u>12,301</u>
Donations		
Hardship Donations including Gift Aid	6,602	-
Night Shelter including Gift Aid	150	536
New Town Centre Development given in donations	<u>275</u>	<u>49,337</u>
Total	<u>7,027</u>	<u>49,873</u>

As a result of the 2020 COVID pandemic, 26 grants, from restricted funds, were given to 20 individuals to assist with day to day living expenses due to a reduction in their income or other factors resulting in hardship, totalling £7,507.

#### 10 Repairs & Building work

A repair was carried out to the church roof of £250 (£2019: £3,499). No other buiding works were undertaken other than regular maintenance.



# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

#### 11 Audit Fee

	2020	2019
	£	£
Auditor	90	90

#### 12 Tangible fixed assets

	Fixtures fittings & £	Musical Instruments £	Langley Hall Kitchen £	Total £
<b>Net book value</b>				
At 1 January 2020	-	300	584	884
Depreciation		(75)	(146)	(221)
At 31 December 2020	-	225	438	663

#### 13 Investment assets

CBF Trust Funds		£
Value on 1 January 2020	90,864	85,360
Net gain/(loss) on revaluation for 2020	2,328	5,504
Value on 31 December 2020	93,191	90,864

There were no additions or disposals during the year.

#### Analysis of investments

Grange Road Trust Fund - (for any ecclesiastical purposes in the Parish.) represented by CBF C of E Deposit Fund		31.12.20 £ 55,938
Leaves Green Trust Fund and income to be applied as part of the general income of the Bracknell represented by CBF Investment Fund represented by Income Shares	£ 25,448 11,805	37,253 93,191

#### 14 Debtors and prepayments

(Amounts falling due within one year)	2020	2019
	£	£
Debtors	8,647	9,495
Prepayments	0	(150)
Accrued income	60	20
	8,707	9,365

#### 15 Creditors and accruals

(Amounts falling due within one year apart from Hall and Key deposits)	2020	2019
	£	£
Creditors	715	3,208
Money held - Hall & Key Deposits	500	650
Money held - Wedding and Funerals	1,142	839
Money held - other payments	0	0
	2,357	4,697

£500 hall hire and key deposit money has been held for over one year.

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

#### 16 Restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Holy Trinity Roof Fund	1,854	569	(250)		2,173
Holy Trinity Fabric Fund	1,000				1,000
Holy Trinity Hymn / Service Books	389				389
Holy Trinity Music Fund	1,623		(75)		1,548
Holy Trinity Music Director	7,494	38	(2,237)		5,295
Holy Trinity Seating Fund	1,652				1,652
Hardship Grants	0	9,602	(7,552)		2,050
Special Services	28				28
Training	200				200
Clergy Expenses	1,278				1,278
Youth Bibles	65			32	97
Mosaic	34,715	11,115	(8,174)		37,656
Mission	32			(32)	0
New Town Centre Mission	57,596	3,275	(19,093)		41,778
Night Shelter	2,717	150	(324)	(381)	2,162
	<u>110,643</u>	<u>24,749</u>	<u>(37,705)</u>	<u>(381)</u>	<u>97,306</u>

#### 17 Designated fund

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
For Ecclesiastical matters and charitable purposes within Bracknell parish					
Hardship Grants	-			10,000	10,000
Car Park compensation	18,050			(6,000)	12,050
Roof	80,791	1,132		(10,000)	71,923
History Project	768				768
Organ/Music	3			80	83
Let's Go	250			(250)	-
Legacy	6,947				6,947
CBF Leaves Green Fund	-				-
Total	<u>106,809</u>	<u>1,132</u>	<u>0</u>	<u>(6,170)</u>	<u>101,771</u>

#### 18 Summary of funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Net assets at 1 January 2020	194,336	106,809	110,643	411,788
Income in 2020	102,129	1,132	24,749	128,010
Expenditure in 2020	(95,910)	0	(37,705)	(133,615)
Transfers between funds	6,551	(6,170)	(381)	0
Net assets at 31 December 2020	<u>207,106</u>	<u>101,771</u>	<u>97,306</u>	<u>406,183</u>

*Called together to make Christ known*

# **The Parish of Bracknell**

*Formerly the Bracknell Team Ministry until 30 November 2020*

## **Annual Report and Accounts for the Year ended 31 December 2020**



**HOLY TRINITY**



**MOSAIC**



**TOWN CENTRE MISSION**

Note from the Rev M Chalmers (Associate Priest)

It came as something of a surprise to find that I had been in Bracknell for two years on Tuesday 25 May. A few weeks later it was also the second anniversary of my having been licensed in the then Bracknell Team Ministry on Sunday 16 June 2019.

The phrase that kept springing to mind was, where have two years gone? In fact, what I should have been thinking was, why have they gone so quickly? People say that the year moves quickly when one is very busy. Well, that has indeed been true of the Parish, even though we have spent the bulk of 2020 either under lockdown, or working within strict government guidelines due to the Coronavirus pandemic. My sincere thanks must go to our Church Wardens, Russell Goodburn, Angela Evans and Paul Byron, who along with the PCC and our sub committees, made sure that we were able to continue operating as best as possible within these safety guidelines and the government legislation.

It has been an honour and a privilege to serve in this parish through what has been a huge challenge for us all. The pandemic has been described as one of those “once in a lifetime” experiences, and not a pleasant one at that. The parish leadership team rose to the challenge of pastoral work by telephone and the livestreaming of services via Zoom and the Parish Facebook page. I must pay tribute to Jim Barlow for being the driving force behind this initially, and thank both Jim and Harriet for their hard work in sharing the services on a roster with Janet and me, up until he left us to become the Team Rector of Totnes at the end of June 2020.

Although our Parish has had its share of sadness and faced many challenges, I feel there is still a great deal about which we can rejoice. Both Holy Trinity and Mosaic have had large numbers of regular virtual congregants attending services online since the start of the lockdown towards the end of March 2020. The majority of those viewers have remained faithful and still join us, not only from within our Bracknell community but from all over the world. On the pastoral front, the weekly phone calls from the pastoral team members have been greatly appreciated and we have managed to keep in touch with well over seventy members of the parish, over the age of seventy, who were shielded in their homes and often on their own.

Sadly, the night shelter at Holy Trinity, which had started running for the fifth season in Advent of 2019 with a wonderful team, had to close earlier than was planned because of the virus, but up until then had flourished for three months and two weeks, thanks to the support of those involved. The Town Centre Mission was kept active thanks to the work of our two part-time Pioneers, Lynn Davidson and Beth Quainton, albeit that a number of shops were closed for much of the year.

So, as we can see, there have been many blessings, for which we thank the Lord.

God bless and keep you.

Malcolm Chalmers    June 2021

## **Contents**

Aim and Purposes - Objectives and Activities.  
 Achievements and Performance Summary  
 Mission and Outreach, including Mosaic  
 Worship and Prayer at Holy Trinity  
 Buildings and Fabric  
 Financial review  
 Structure, Governance & Management  
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## **Aims and Purposes**

The Parochial Church Council of the Parish of Bracknell (PCC) has the responsibility of co-operating with the Area Dean as Acting Priest in Charge and associate clergy, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish. The PCC is also wholly responsible for the maintenance of Langley Hall and carpark which is situated adjacent to Holy Trinity Church.

## **Objectives and Activities**

‘Called together to make Christ known’ is the mission statement of the Parish of Bracknell (Bracknell Team Ministry until 30 November 2020.) Our overall objectives are: to proclaim the Good News of the Kingdom; to teach, baptise and nurture new believers; to respond to human need by loving service; to transform unjust structures of society; to challenge violence of every kind and to pursue peace and reconciliation and to strive to safeguard the integrity of creation, and sustain and renew the life of the earth. Worship in a variety of styles is offered regularly at Holy Trinity and the Parks Community Centre (Mosaic). Until March 2020, services were also held at the St Paul’s URC building in Harmans Water. Opportunities for prayer, bible study, outreach and social activities are part of the regular pattern of church and community life.

## **Achievements and Performance**

In 2020, albeit building operations were halted for a number of months, we continued to see growth in the new town centre, with new residents moving into the area (including converted office blocks adjacent to Holy Trinity) and into the large block of flats (Winchester House) opposite Waitrose.

Some highlights over the 12-month period have been:

- Mrs Janet Chalmers was appointed Director of Music at Holy Trinity Church as of 1 February, having carried out this role on a temporary basis since September 2019.
- A visit to Holy Trinity Church by the Year 11 RE Group from Garth College.
- A visit to Holy Trinity Church by the 2<sup>nd</sup> Sandhurst Beaver Colony.
- On Ash Wednesday, 26 February, Holy Trinity Church hosted the Ranelagh School Eucharist, at which the Fr Malcolm Chalmers Celebrated and the Fr Jim Barlow preached. Assisting clergy were the Area Dean of Sonning, Fr Richard Lamey, and the warden of Ascot Priory, Fr Paul McLaren-Cook.
- Providing on-line Sunday worship for the Holy Trinity and Mosaic congregations, as well as on-line daily worship and a 10am Eucharist on Thursdays for many weeks since March 2020.

- Saying farewell to Fr Jim Barlow, who after serving as Interim Priest-in-Charge and Priest Missioner for five years, was appointed as Team Rector of Totnes in the Diocese of Exeter in Devon. Due to the lockdown being in place in June, saying farewell to Jim and Harriet took the form of our third Zoom service with different parishioners being involved with the livestreaming. (Having previously only livestreamed services on Facebook, the first Zoom service took place on Trinity Sunday, 7 June.) The farewell service was well attended, virtually speaking, and took place on Jim's last Sunday in the parish, namely 21 June, which was also Fathers' Day.
- Parishioners were able to watch the virtual Licensing of Jim Barlow as Team Rector of Totnes on YouTube on Wednesday 8 July. (Angela Evans was asked to be the "programme controller" for the occasion.)
- Opening the church for private prayer each Wednesday as of 22 July onwards until 23 December.
- Holding in-person services at the 8am said Eucharist from Sunday 6 September until Christmas Day (with a break in November); the 10am Thursday Eucharist was restarted in Langley hall on 9 December and continued until 24 December.
- The new service pattern on Sunday mornings, as introduced at Holy Trinity in 2019, were maintained throughout the course of 2020, albeit most services being livestreamed.

### **Mission and Outreach**

The church does not exist only as a gathered community but as a people who are sent into the world, to share in God's mission. Mission has two components, proclaiming the love of God in Christ Jesus and demonstrating this in acts of practical love and service. BTM / Parish of Bracknell expressed this outward mission in various ways in 2020, but mostly through charitable support (food parcels through the Food Bank and the Food Hub and clothing donations via the Clothing Bank and the Parish Hardship Fund).

### **Building faith and community on the Parks**

#### **Mosaic**

Mosaic Bracknell is intentionally focussed on seeker friendly activities and positioned as a church for people who don't do church and who either have no church experience or have been away from church for a long time. We place a strong emphasis on belonging to a community and a church family. Our services are informal and café style, for the whole family, with the minimum elements of a Service of the Word, including a short (typically 12 minute) talk and an aim to engage people in dialogue and response. Typically we start with the issue of the day, in a secular context, and then apply Bible readings and practical applications.

During the COVID lock down we have used this model for our services, typically hosted live on screen by a service leader and a speaker using StreamYard live studio software, streaming to Facebook. Our worship is either from live musicians, or pre-recorded by our own musicians, or (quite frequently) using YouTube videos for which we have the relevant licences. The full archive of our streamed services can be viewed at <https://www.facebook.com/MosaicBracknell/videos>

In more normal times we meet face to face as a church family on Sunday mornings in The Parks Community Centre, 8 – 10 Nicholson Park, Bracknell, RG12 9QN. This location gives us a particular interest in outreach to The Parks Estate. We have run various community events with card drop invitations. Generally anything with free food works fairly well, but results have been mixed and we recognise that we do not have the natural annual flow of new community that is typical of a primary school.

We have always been a lay led congregation with a shared lay team of leaders under the supervision of the incumbent or an associate vicar. When we are meeting face to face, we aim to have someone ordained present once a month to lead us in a service of Holy Communion held after our main service and open to all. We have a small team of authorised speakers and a wider range of occasional speakers and activity leaders. We are active in the overall governance of the Parish of Bracknell and are currently (June 2021) represented by three PCC members including the Treasurer. We also actively support the Parish wide weekly prayer meeting on Saturday mornings, which has continued on Zoom during COVID lockdown.

Looking to the future, we are open to change as we “build back better” and find new ways to connect with our local community, in all age groups, while consolidating the many online relationships that have developed.

### **Supporting projects concerned with social justice**

We continued to support the **Food Bank** and **Food Hub** through the year. We also worked with the **Clothes Bank**, to collect specific items of clothing and also gifts for lone parents. Volunteers from BTM / Parish of Bracknell continue to help out at distribution events and also as drivers.

**The Parish Hardship Fund** was set up in March 2020 to provide support to individuals and families in financial difficulties because of the pandemic, initially to those living in the parish, but broadened to those living in the Bracknell area, particularly if they were recommended by clergy in the area.

We continued to be one of the seven host churches for the **Winter Night Shelter**, run in conjunction with Pilgrim Hearts, and operating at Langley Hall on Monday evening from December to mid-March, when the shelter was forced to close because of the pandemic. In 2019/20 we provided food and overnight accommodation for about forty individuals, some every week, some for only a couple of nights. The maximum number on any one night was 17. Night Shelter brings together volunteers from the parish and other churches but also people without church affiliation and is a great expression of common purpose. The new MP for Bracknell, namely James Sunderland, visited the shelter at Langley Hall early in the New Year. We thank all our volunteers but especially Grant Cunningham (evening shift team leader), Angela Evans (morning shift leader) and Charlie Wall (admin and rotas).

Support to **external charities** – during the year the PCC agreed to support the following charities:

- PWSA (Prada-Willi Syndrome Association)

- A Rocha
- Bethany Orphanage

Details of amounts raised are given in the annual accounts.

### **Town Centre Mission (One Step Closer)**

Initially in 2020, the town centre mission continued with the core team as established in 2019, with Jim Barlow continuing to lead the mission. The team consisted of Lynn Davidson, in the pioneer role, with her wealth of organizational skills and passion for the gospel, assisted by Dan Baxendale as a pioneer explorer and Daniel Ravenhill with a brief to help us develop immersive drama in the public square.

Regrettably, the lockdown brought all the good work in the town centre to an absolute halt. All the plans for a visually dramatic Good Friday walk of witness and worship as well as a Passion play had to be put on hold, and our team members were furloughed.

The Bull Pub continued to serve as a venue for prayer meetings twice a month in the first three months of the year, and the monthly music sessions and the weekly Thursday morning meetings of 'Babies and Bumps' continued in Coffee Barker. Regrettably, the remainder of the year, like the rest of the country, saw the town centre almost become something like the scene of a ghost town in a classic western movie, with all activity being halted.

When the restrictions were relaxed in the latter part of the year, Lynn Davidson and Beth Quainton continued with the Town Centre work, where possible, as Pioneers under the management of the Parish Steering Group. This proved very successful, in that it not only helped us source where we could be of assistance, but also, in the words of one dear lady, "It's reassuring to see you around again."

### **Schools and Youth Organisations**

In 2020, Ranelagh Church of England Secondary School and Harman's Water Primary School (HWPS) continued to be the focus of our attention, albeit that all of our operations school-wise went online in late March. Fr. Malcolm Chalmers continued as a Foundation Governor at Ranelagh and was also responsible for coordinating our input into HWPS. The number of regular assemblies at HWPS had decreased due to changes in the school's assembly pattern in 2019, but we were due to visit at least twice a term, but this did not happen because of the lockdown.

The 2019 changes we introduced in the way that we process applications for places at Ranelagh (and at church primary schools), asking parents to self-identify and issuing them with a card to record attendance as a safeguard against loss of continuity between clergy etc, worked well until just before the end of the second term. Fortunately the schools and Borough Council worked together in putting procedures in place whereby more flexibility regarding decisions towards admissions could be adopted in light of services being livestreamed.



Fr Malcolm, as an experienced Head Teacher and a Foundation Governor, was a member of the selection panel in the appointment of Mr Tim Griffith as the new Head Teacher at Ranelagh, with effect from 1 September 2020. He also served on the selection panel for the appointment of the Chaplaincy Team Leader to Ranelagh and Sandhurst Schools, which saw Mr Adrian Laws being appointed from January of 2021.

### **Mothers Union**

Regrettably, due to the Covid19 restrictions, the members of the Mothers Union were unable to operate in their usual capacity.

### **Pastoral**

The parish is blessed in having a very supportive pastoral team. At the start of lockdown the Pastoral Team was expanded so that contact could be made with as many members of the Holy Trinity congregation as possible. Letters and devotional materials were delivered on several occasions to those who do not have access to email and social media, and it was possible to deliver flowers provided by the Food Hub to many people between July and December. As most of our pastoral work was done by phone and through socially distanced chats at garden front gates, and the like, we managed to keep in touch with the seventy or so parishioners who had been isolated through lockdown.

Our pastoral work not only results in contacts with parishioners in hospital and in homes; we have also continued our good relationship with Clement House and Farningham House Retirement Homes, and now also have an association with Bickerton House in Warfield Road as well.

### **Worship, Prayer & Music at Holy Trinity and Midweek Services**

The start of the year saw us continuing with the new service pattern at Holy Trinity which had been put in place in 2019 as follows:

EVERY SUNDAY:

8am said Communion Service.

FIRST AND SECOND SUNDAYS OF THE MONTH: Pattern A

9.30am Sung Choral Eucharist (Children's Church and Youth Brunch in the Langley Hall.)

THIRD SUNDAY OF THE MONTH: Pattern B

9.30am Family Eucharist (Monthly Choir Practice in the Langley Hall Committee Room.)

FOURTH SUNDAY OF THE MONTH: Pattern C

9.30am Blended Worship Eucharist

These 2019 changes have resulted in the positive opportunity to worship as one church family, and our resources in terms of having only one priest, as well as limited assistants in running services being less thinly stretched. With the appointment of a Director of Music, the operational side to the Music department is now all under one umbrella. The plans to grow the choir and develop the music opportunities particularly for the Family Eucharist were scuppered by the arrival of Covid19 in late March. However, music

continued to play a large part in the online services, reflecting the liturgical styles being used on each Sunday of the month. Our livestreamed services certainly allowed greater opportunities to involve more readers and intercessors, especially younger people and families.

We continued with regular Sunday Evening Prayer (Vespers), which attracts a small but loyal following of 8-12 people each Sunday. This service, along with the daily offices has been offered throughout the year online from the end of March onwards.

Special services such as Education Sunday, Battle of Britain Sunday and Remembrance Sunday were all livestreamed, as were the Crib Service, the Festival of Nine Lessons and Carols, Midnight Mass and the Family Eucharist on Christmas Day.

We are very grateful for the supportive teams of Servers, Readers, Sides people, Flower arrangers, Cleaners, Sacristan and musicians who enable the services to run smoothly, when we were able to have the 8am service in church, as well as those helping online.

Midweek Communion services have been held for many years on Wednesdays at St Paul's URC in Harmans Water; the congregation took the decision to join the Thursday congregation and the last service in Harmans Water was held on Wednesday 12 March. We are very grateful to St Paul's for having agreed to us being able to continue having the Wednesday Eucharist in the years since we stopped services there on Sundays. Thanks must go to all the crew who assisted with running the services over the years, with a particular thank you to Angela Evans who was the "captain of the crew" in this regard, assisted by Margaret Latham and Ray Hobbs.

Thursdays at Langley Hall, have a regular and loyal group of worshippers, who enjoy the service and social time, which follows on with refreshments and conversations. As well as the benefit of the spiritual fellowship, they provide a friendly and supportive group who look out for one another. We are grateful to Shirley Taylor and Graham Dives for their regular help in setting up and clearing following the Thursday services. It was thus extremely sad for these parishioners who really look forward to midweek services when the pandemic forced us to close. The Thursday 10am Eucharist was restarted in December 2020.

There were 2 baptisms and 2 confirmations (in 2019 the figures were 9 and 9 respectively). No children were admitted to First Holy Communion during the year. The clergy also conducted 10 funerals, all but one at the Easthampstead Park Crematorium; 0 weddings and 0 renewal of vows, at Holy Trinity Church.

Attendance at the Easter and Christmas services could not be accurately accounted for with the services having been livestreamed.

### **Children, Youth Ministry and Youth Brunch**

From January to the end of March, Children's Church ran on the 1st and 2nd Sundays of the month during term time. The pandemic obviously caused the cancellation of all

activities for young people, and so we relied on the monthly family Eucharist in order to stay in touch with our Junior Church and Youth Brunch membership.

The Children have taken an active role in the form of reading during the livestreamed services, especially during the family and blended worship serviced. They also did a fabulous job in the Zoom Crib Service at Christmas.

We are very grateful to Lyn Watson and Elaine White for continuing with leadership responsibility this past year when operational, and for all our helpers, without whom running Children's church would be impossible.

Also, many thanks must go to Charlie Wall and Lynn Page, for having run Youth Brunch when operational at the start of the year.

### **Social**

The monthly Tuesday Coffee morning has a regular number of church members and local friends attending. Although the first three months of the year had normal in-person gatherings, the remaining gatherings were held weekly on Zoom from April onwards. A big thank you must go to Angela Evans for hosting these wonderful online get-togethers.

### **Bracknell Deanery Report**

The Deanery of Bracknell has been operational through the thick of the pandemic with the meetings of Officers, the Pastoral and Standing Committees and the Synod all continuing on Zoom.

There were four meetings of the Standing and Pastoral Committees held on 22 January, 13 May, 9 September and 1 November.

The three Synod meetings took place as follows:

- 18 February (Meeting in-person). The guest speaker was Matthew Caminer who spoke about "Living as a Clergy Spouse."
- 9 June. This was a Zoom discussion with Bishop Olivia about the work of Deaneries.
- 1 December. The guest speaker was the Archdeacon, Stephen Pullin, who spoke about the challenge facing Deaneries in a post pandemic world and how the influence of Parish Video and Zoom services might well remain as a central part of worship planning for the future.

The Deanery Gathering Day took place on Zoom as a Quiet Morning with Bishop Olivia on Saturday 17 October 2020. The theme was: *Love in a pandemic - The wisdom of Julian of Norwich*.

Lesley Johnson (Parish of Bracknell Deanery Representative)

### **Buildings and Fabric**

The Buildings Committee consists of 4 members. We have not met during 2020 due to the Covid 19 restrictions, and so we have communicated by email. We were unable to carry out maintenance work in the church and hall, due to Covid restrictions. The

servicing and testing of the winch, electrical items, gas heating, and lightening conductor, have been completed.

The EICR (Electrical Installation Condition Report) previously known as 5 Year Electrical Inspection was carried out, and the church passed the inspection. In the Langley Hall, a new RCD was fitted. Some stonework has eroded on an existing coping stone on the Chancel roof and fallen to the ground. A new liner has been inserted in the drain run from the Langley Hall toilets

The York stone footpath along the North side of the church has been chemically cleaned. The gutters, valleys, gullies to the church roof have had their annual clean by the Roofing Contractor, who has also had to fit 12 new slates to replace the existing slates that had slipped on the South Nave roof, the slipped slates have made an indent in the lead gutter, which could leak in the future. We continue to patch up the existing slates on the Chancel and South Nave roofs. The boiler has been serviced, and a new hose had to be fitted to one of the radiators in the trench.

Some of the main items on the Quinquennial Report were:

- Incorrect materials have been used inside on the plastered walls, and outside to repoint the flint work. This is causing damp. The correct materials should be sand and lime mix. There is still a lot of the flint repointing to be carried out, some of which have deteriorated further.
- The Bell frame: fixing to the structure needs to be inspected by a qualified engineer, where access will need to be provided, in the meantime the rope to the bell has been tied up to prevent it being used.
- In the Langley Hall, a new transformer and light has been replaced.
- New Urinals and pipework have been installed.
- The roofer has also cleaned the Langley Hall roof and outlets.

The Team Maintenance mornings continue with a few volunteers once a month and we are very grateful for their time. We need more help if we are to make some progress with outstanding items on the Quinquennial report and regular maintenance.

The building committee have drawn up a list of jobs from the Quinquennial report to be done in order of priority, at present we can only carry out items that effect health and safety due to lack of funds.

Malcolm Taylor (Chairman)

### **Financial Review**

This financial year the Bracknell Team Ministry (Parish of Bracknell) had an income of £128,010 with £113,673 being of voluntary income, this being a decrease of £97,049 from 2019. We had expenditure of £133,615. The large reduction in income in 2020 compared to 2019 is attributed to a large reduction in one off income from grants and donations, a large fall in Langley Hall Income and a small reduction in regular giving.

The total funds of the church are now £406,183 which £207,016 is made up of unrestricted funds, £101,711 designated funds and £97,306 of restricted funds.

Our Parish Share contribution was £51,194, which we met fully. This Share was down from £85,900 in 2019, this reduction is attributable to the reduction to one funded Stipendiary post within the Parish.

The PCC set aside a Hardship fund (£10,000) with additional funds received via a Grant due to the 2020 COVID pandemic. Twenty-Six grants, from this restricted fund, were given to 20 individuals to assist with day-to-day living expenses due to a reduction in their income or other factors resulting in hardship, totalling £7,507.

Looking at Church income and expenditure from an unrestricted perspective in 2020 our Income was £102,129 and our Expenditure £95,910. The lower expenditure occurred due to the impact of COVID, only £250 spent on Church Maintenance, Church activities were suspended and all expenditure closely monitored.

Income generation will therefore continue to be a focus in the coming year to ensure we balance the fixed overheads of the church and ensure the PCC is able to deliver its outreach and charitable works.

The Finance & Administration Committee of the PCC continues to focus on close management of our expenditure and as lockdown eases maximising our income from the Langley Hall. The positive side of this is that the PCC has a clear view of all expenditure, much of which is Non-discretionary (Utility Bills) and increasing every year, therefore to continue to be able to achieve our outreach goals we need to focus on increasing our Income through Giving.

Neil Dove (PCC Treasurer)

### **Gift Aid and Stewardship**

We are able to reclaim the tax from the HMRC on regular donations and on cash donations (up to £8,000 limit). In 2020 we successfully reclaimed tax of £16 443. We are grateful to all who financially support the life and work of the church to the best of their ability. It remains the case, however, that we are critically dependent on a small number of people (12-15) who give most of our income. We need to encourage more of our regular members to increase their weekly or monthly giving since this impacts on parish share and hence on the number of full time clergy we can sustain (see PCC section below).

### **Reserves Policy**

Our financial reserves policy, approved by Bracknell PCC at its meeting on 6<sup>th</sup> September 2012, is that "our reserves should not fall below the total of: two months expenditure over 3 year average", plus £30,000 contingency, plus any amounts in restricted funds which we are forbidden to use for general revenue spending. As at 31st December 2019 our two-month average expenditure was £38,027 and the Restricted Funds were

£110,643, giving a Reserve figure of £178,670 as at the end of 2019. At no stage during 2019 did our total funds fall below this Reserve figure.

## **Structure, Governance and Management**

### **Safeguarding Report**

Although face-to-face activities in the parish have been limited during the pandemic, the work of safeguarding has continued. It has been possible to carry out some DBS checks on-line, including renewals, and the Diocese has provided a programme of safeguarding training via Zoom since June 2020, while basic and foundation levels of safeguarding have been provided on-line by the Church of England. The PCC renewed its safeguarding Policy in September 2020.

Angela Evans (Parish Safeguarding Officer)

### **Electoral Roll**

There has been very little change in the electoral roll membership for this revision. At last year's APCM, we had 237 members; since then, we have had 4 new members join the roll, and sadly, 2 members have died. Therefore, the current membership as at the 2021 APCM is **239**.

Approximately two thirds of the members are female, and one third is male.

The breakdown of the membership by residential parish is...

Bracknell: 54%

Warfield: 23%

Easthampstead: 17%

Other parishes: 6%

... where the 'other parishes' comprise:

All Saints, Ascot Heath

Binfield

Finchampstead & California

Maidenhead St Andrew and St Mary Magdalene

St. Sebastian, Wokingham

Winkfield, Cranbourne & Chavey Down

Tim Dorrington (Electoral Roll Officer)

### **PCC**

Membership of the PCC consists of the clergy (ex-officio), churchwardens, deanery synod representatives and members elected by members of the congregation who are on the electoral roll of the church. All who regularly attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. The appointments are made as set out in the Church representation rules. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent.

The PCC has a Standing Committee, which consists of the Parish clergy, the two Parish Wardens, the Treasurer and the Secretary (and representatives from the Mosaic congregation if not otherwise represented). The Standing Committee is authorised to transact the business of the PCC between PCC meetings, reporting to the full PCC.

The full PCC met 10 times in 2020.

Given its wide responsibilities the PCC has a number of committees, each of which deals with a particular aspect of parish life. These committees, which include Finance and Administration, Buildings & Fabric, are all responsible to the PCC and report back to it as appropriate with notes of their meetings and decisions.

The full PCC discusses and ratifies any decisions as necessary.

Examples of PCC actions in 2020

- Agreed on the setting up of the Hardship Fund.
- Decided on the three charities to be supported in 2020.
- Discussed plans for the lockdown of Holy Trinity Church and Langley Hall.
- Discussed the reopening of Holy Trinity and restarting worship, in accordance with government and church guidance.
- Noted reports circulated by the Diocese about significant safeguarding cases, and renewed the Parish Safeguarding Policy.
- Noted the appointment of Janet Chalmers as Director of Music.
- Agreed to the Parish Budget for 2021.

The PCC employs on behalf of the parish (part-time), 1 Parish Administrator, (Linda Edwards), and 1 Finance Administrator, (Sally Evans). We are extremely grateful for their dedicated work during the past year, and their willingness to work flexibly in challenging times.

### **Administrative information**

The address of the church office is Langley Hall, The Ring, Bracknell, RG12 1HD.

Bracknell PCC is registered under charity registration number 1133886.

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

### **Ex Officio Members:**

#### **Clergy**

Revd Jim Barlow – Interim minister (Sept. 2015) and Interim Priest in Charge (Sept. 2018) until 30 June 2020.

Revd Malcolm Chalmers – Associate Priest (June 2019)

#### **Wardens**

Mr Russell Goodburn

Miss Angela Evans – Elected April 2019

Mr Paul Byron – Elected October 2020

**Deanery Synod Representatives**

Mrs Lesley Johnson

Mr Allan Wilson

There were 4 vacancies for Parish of Bracknell representatives on Deanery Synod as at 31 December 2020.

**Elected members**

Mr Paul Copping

Mr Neil Dove (Treasurer)

Mr David Foster

Mrs Barbara Kinsella (elected April 2019)

Mr Ade Odofin

Mr Paul Page (elected April 2019)

Mr Simon Sellick (Secretary from September 2019)

Mrs Shirley Taylor (elected April 2019)

There were 6 vacancies on PCC as at December 31 2020

Approved by the PCC and signed on their behalf by the Chair of the PCC:

Rev'd Malcolm Chalmers



## **The Parish of Bracknell**

### **Financial statements for the year ended 31 December 2020**

#### **Independent Examiner's Report to the PCC of the Parish of Bracknell**

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This report on the financial statements of Bracknell PCC, for the year ended 31 December 2020 which are set out in this Appendix 1 on pages 1 - 10, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 ('the Act').

#### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and s.43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

#### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.43(7)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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
  - (a) to keep accounting records in accordance with section 41 of the Act; and
  - (b) to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.



S K Douglas  
Chartered Management Accountant

62 Westmorland Drive  
Warfield

Date:

6th May 2021

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Statement of financial activities

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2020 Total £	2019 Total £
<b>Incoming resources</b>						
Voluntary income	3	89,360	-	24,313	113,673	189,894
Activities for generating funds	3	6,161		436	6,597	18,493
Income from Church Activities	3	2,782			2,782	7,993
Investment income	3	3,826	1,132	-	4,958	8,680
<b>Total incoming resources</b>		<b>102,129</b>	<b>1,132</b>	<b>24,749</b>	<b>128,010</b>	<b>225,059</b>
<b>Resources expended</b>						
<b>Church Activities:</b>						
Parish Share	4	46,075		5,119	51,194	85,900
Staffing and Clergy expenses	4	20,624		12,841	33,465	31,883
Church running expenses	4	15,563		4,426	19,989	44,798
Hall running expenses	4	11,419			11,419	15,339
Mission Giving and donations		1,066		15,024	16,090	12,301
Repairs & Building work	4			250	250	3,499
<b>Sub total Church Activities</b>		<b>94,747</b>		<b>37,660</b>	<b>132,407</b>	<b>193,720</b>
<b>Costs of generating funds</b>	4	<b>1,013</b>		<b>45</b>	<b>1,058</b>	<b>962</b>
<b>Investment costs</b>	4	<b>60</b>			<b>60</b>	<b>60</b>
<b>Governance costs</b>	4	<b>90</b>			<b>90</b>	<b>90</b>
<b>Adjustment to accounts</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total resources expended</b>		<b>95,910</b>		<b>37,705</b>	<b>133,615</b>	<b>194,832</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>6,219</b>	<b>1,132</b>	<b>(12,956)</b>	<b>(5,605)</b>	<b>30,227</b>
<b>Gross transfers between funds</b>		<b>6,551</b>	<b>(6,170)</b>	<b>(381)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>12,770</b>	<b>(5,038)</b>	<b>(13,337)</b>	<b>(5,605)</b>	<b>30,227</b>
<b>Total funds brought forward</b>		<b>194,336</b>	<b>106,809</b>	<b>110,643</b>	<b>411,788</b>	<b>381,561</b>
<b>Total funds carried forward</b>		<b>207,106</b>	<b>101,771</b>	<b>97,306</b>	<b>406,183</b>	<b>411,788</b>

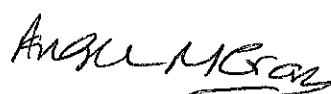
# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Balance sheet as at 31 December 2020

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Fixed assets</b>						
Tangible assets	12	-	-	663	663	884
<b>Total fixed assets</b>		<u>0</u>	<u>-</u>	<u>663</u>	<u>663</u>	<u>884</u>
<b>Current assets</b>						
Investments	13	93,191	-	-	93,191	90,863
Debtors	14	7,531	-	1,116	8,647	9,495
Accrued Income	14	40	-	20	60	20
Prepayments	14	-	-	-	-	(150)
Cash in hand and at bank		108,701	101,771	95,507	305,979	315,373
<b>Total current assets</b>		<u>209,463</u>	<u>101,771</u>	<u>96,643</u>	<u>407,877</u>	<u>415,601</u>
<b>Liabilities</b>						
	15	2,357	-	-	2,357	4,697
<b>Net current assets</b>		<u>207,106</u>	<u>101,771</u>	<u>96,643</u>	<u>405,520</u>	<u>410,904</u>
<b>Net assets</b>		<u>207,106</u>	<u>101,771</u>	<u>97,306</u>	<u>406,183</u>	<u>411,788</u>
<b>Funds of the church</b>						
<b>Unrestricted funds</b>						
General fund		207,106	-	-	207,106	194,336
Designated fund	17	-	101,771	-	101,771	106,809
		<u>207,106</u>	<u>101,771</u>	<u>-</u>	<u>308,877</u>	<u>301,145</u>
<b>Restricted funds</b>	16	-	-	97,306	97,306	110,643
<b>Total funds of the church</b>	18	<u>207,106</u>	<u>101,771</u>	<u>97,306</u>	<u>406,183</u>	<u>411,788</u>

Approved by the Parochial Church Council on June 2021 and signed on its behalf by:



Angela Evans  
Parish Warden



Malcolm Chalmers  
Associate Priest

## **The Parish of Bracknell**

### **Financial statements for the year ended 31 December 2020**

#### **Notes to the accounts**

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##### **1 Basis of preparation**

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 to 2001, the Charities Act 1993, applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005).

The accounts are drawn up under the historical cost convention as modified by the inclusion of investment assets at market value. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. These accounts 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.

The accounts have been prepared on an accruals accounting basis.

##### **2 Accounting policies**

###### **Funds**

Unrestricted funds are general funds available for the general objectives of the church, not subject to any restrictions regarding their use.

Designated funds are unrestricted funds that have been set aside by the PCC for particular purposes. Details of designated funds can be found in Note 17.

Restricted funds can only be used for the purposes for which they have been given, within the objectives of the church. The cost of raising and administering such funds are charged against those specific funds. Details of restricted funds held can be found in Note 16.

Endowment funds are restricted funds which must be held permanently and the capital maintained while the income is restricted. Bracknell PCC do not hold any Endowment Funds.

###### **Incoming resources**

All incoming resources are included in the SOFA when the church becomes legally entitled to the income and when the amount can be quantified with reasonable certainty.

Collections are recognised when received by or on behalf of the PCC. Planned giving is recognised only when received. Grants and legacies are recognised as soon as the PCC becomes aware of its legal entitlement and the amount due is quantifiable with reasonable certainty.

Income tax recoverable on gift aid donations is accounted for when the gift is received, not when the tax refund is received.

When incoming resources have related expenditure (as with fundraising income) the incoming resources and the related resources expended are accounted for gross in the SOFA where possible.

Rental income from letting the Langley Hall is accounted for when it falls due.

Dividends and interest are accounted for when receivable and includes any recoverable tax.

Realised gains on assets held for the church's own use are taken into account at the time of sale.

###### **Resources expended**

Expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for goods or services.

All costs have been directly attributed to the various categories within the SOFA.

## **The Parish of Bracknell**

### **Financial statements for the year ended 31 December 2020**

#### **Notes to the accounts**

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##### **Resources expended continued**

Any general support costs have been allocated across activity cost categories on a basis consistent with the use of resources based on an allocation of actual costs.

As the church is not registered for VAT, all expenditure is shown inclusive of VAT.

Governance costs include the cost of the preparation of the annual accounts, the cost of PCC meetings and the legal cost of advice on governance or constitutional matters.

Grants and charitable giving are accounted for when paid over or when awarded, if the award creates a binding obligation on the PCC, provided that there are no conditions to be met relating to the grant which remain in the control of the church.

Parish Share is accounted for when due except that any Parish Share unpaid at the end of the financial year is provided for in the accounts as a constructive obligation, although not a liability, and is included in the balance sheet as a liability.

##### **Fixed assets**

All capital expenditure in excess of £250, for a single item or a group of similar items, is capitalised.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost evenly over the expected useful economic life of assets. Accordingly, furniture, fittings and equipment are depreciated over 5 years.

##### **Buildings:**

Bracknell PCC is the beneficial owner of properties held in trust for us by the Diocese of Oxford.

Holy Trinity Church is consecrated and therefore dedicated to God, being set aside solely for sacred purposes.

Consecrated property is excluded from the financial statements by s.96(2)(a) of the Charities Act 1993.

Maintenance costs on consecrated property are written off in the year they are incurred.

The PCC have a beneficial interest in the land and buildings of Langley Hall.

Langley Hall was built over 30 years ago. The costs were written off at the time of completion. The Statement of Recommended Practice for accounting and reporting (SORP) 2005 requires that these buildings should be capitalised. However there are insufficient records of the original costs, and no values have been included in the Balance Sheet.

Our insurance policy, with Ecclesiastical Insurance Group, for both Holy Trinity Church and Langley Hall has changed to a combined policy, Parish Plus. Details of which are available in the Parish Office. Building and content values for both church and church hall have not been included in the balance sheet in 2020 (or since 2006), as to do so would distort the overall view of our finances.

St Paul's Church belongs to the URC, and Bracknell PCC paid a donation for use of the building of £450 for January to March 2020, after which, COVID lockdown meant we no longer needed the space. (2019 - £2,295).

##### **Investments**

Investments are included at market value.

Both realised and unrealised gains are shown under 'other recognised gains/(losses)' section of the SOFA.

##### **Current assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors.

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

3 Analysis of incoming resources	Notes	2020			Total funds	2019
		Unrestricted £	Designated £	Restricted £		Total funds £
<b>Voluntary income</b>						
Recurring income:						
Envelope giving (excl. tax)		4,268	-	-	4,268	13,612
Collections of loose cash at services		1,038	-	-	1,038	4,638
Other planned giving (bankers orders)		58,917	-	8,940	67,857	72,640
Coffee mornings		58	-	68	126	730
		<u>64,281</u>	<u>0</u>	<u>9,008</u>	<u>73,289</u>	<u>91,620</u>
Non-recurring income:						
Legacies		-	-	-	-	-
Grants	5	-	-	6,000	6,000	4,000
One Off Donations		7,273	-	6,178	13,451	65,976
Donation - cashless		96	-	-	96	-
- less fee taken		(3)	-	-	(3)	-
Gifts for individuals		985	-	-	985	388
Collections for Charities		285	-	-	285	1,319
		<u>8,636</u>	<u>0</u>	<u>12,178</u>	<u>20,814</u>	<u>71,683</u>
Gift Aid - Tax recovered		16,443	-	3,127	19,570	25,870
VAT refunded		-	-	-	-	720
		<u>89,360</u>	<u>0</u>	<u>24,313</u>	<u>113,673</u>	<u>189,894</u>
<b>Activities for generating funds</b>						
Fund raising activities	6	-	-	436	436	459
Langley Hall/Car Park letting		6,161	-	-	6,161	17,121
Parish Magazine advertising		-	-	-	-	153
Church social event		-	-	-	-	760
		<u>6,161</u>	<u>0</u>	<u>436</u>	<u>6,597</u>	<u>18,493</u>
<b>Income from Church Activities</b>						
Fees - weddings, funerals etc		2,654	-	-	2,654	7,312
Church magazine sales		29	-	-	29	72
Let's Go		-	-	-	-	526
Bible Reading Fellowship Income		99	-	-	99	83
		<u>2,782</u>	<u>0</u>	<u>0</u>	<u>2,782</u>	<u>7,993</u>
<b>Investment income</b>						
CBF deposit accounts		1,315	-	-	1,315	1,482
CBF Trust Funds		-	-	-	-	-
Investment movement		2,328	-	-	2,328	5,503
Bank interest		183	1,132	-	1,315	1,695
		<u>3,826</u>	<u>1,132</u>	<u>-</u>	<u>4,958</u>	<u>8,680</u>
<b>Total Incoming resources</b>		<u>102,129</u>	<u>1,132</u>	<u>24,749</u>	<u>128,010</u>	<u>225,059</u>

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

		2020			2019
	Notes	Unrestricted £	Designated £	Restricted £	Total funds £
4 Analysis of resources expended					
Church Activities					
Parish Share		46,075	-	5,119	51,194
Rebate			-	-	(1,793)
		46,075		5,119	85,900
Staffing and Clergy expenses					
Salaries		19,071	-	6,103	25,174
Clergy expenses	7	1,533		-	1,533
Consultancy/Pioneer roles/Staff exp	8	20		6,738	6,758
		20,624		12,841	33,465
Church running expenses					
Cost of weddings and funerals etc		2,066	-	-	2,066
Verger and organist fees		320	-	-	320
St Paul's rent		450	-	-	450
Mosaic expenses		-	-	714	714
Let's Go & Childrens work		-	-	-	250
Insurance		4,558	-	-	4,558
Outreach & Training		38	-	58	96
Licences/Permits/Subscriptions		687	-	662	1,349
Organ repair/tuning & Music		107	-	75	182
Utilities		1,645	-	-	1,645
Telephone & Internet		797	-	-	797
Church Maintenance		2,600	-	-	2,600
Church supplies		588	-	22	610
Magazine Costs		-	-	2,000	2,000
Equipment		553	-	191	744
Books and publications		187	-	-	187
Stationery, Printing & Office supplies		967	-	704	1,671
		15,563		4,426	19,989
Hall running expenses					
Cleaning		3,683	-	-	3,683
Maintenance		4,022	-	-	4,022
Utilities		2,662	-	-	2,662
Insurance		1,052	-	-	1,052
		11,419		-	11,419
Mission Giving and donations	9	1,066	-	15,024	16,090
Repairs & Building work					
Church	10	-	-	250	250
Insurance Claim	10	-	-	-	-
		-	-	250	250
Cost of Church Activities		94,747	0	37,660	132,408
Costs of generating funds					
Fundraising costs		-	-	-	-
Coffee Morning/Refreshments		13	-	-	13
Gifts		1,000	-	45	1,045
		1,013		45	1,058
Investment costs					
Bank charges		60			60
Governance costs					
Audit fee	11	90			90
Resources used total		95,910	0	37,705	133,616

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

#### 5 Grants

Two grants were given to Bracknell PCC for £6,000 (2019- £24,000). One grant was from Oxford Diocese Board of Finance for the Feasibility study for a New Town Centre Mission project and the other was from Berkshire Community for Hardship COVID financial support in the community.

#### 6 Fund raising activities

	2020	2019
	£	£
Easy Fundraising	36	15
Sponsored Slim	400	-
BBQ	-	304
Ride & Stride	-	65
Card Sales/Tea towels	-	75
	<u>436</u>	<u>459</u>

#### 7 Clergy Expenses

No members of the PCC received any remuneration for their work for the PCC. The clergy, who are ex officio members do receive a stipend but are not remunerated for their service on the PCC. No PCC members claimed expenses although they would have been entitled to claim travel costs for attending meetings. The clergy received expenses in their role as parish priests of £1,533 (2019 - £2,983).

#### 8 Consultancy and Staff Expenses

Pioneer roles for the New Town Centre amounted to £10,700 of which £6,920 was paid on a Consultancy basis (2019: £11,609). This also includes an offset of monies received from HMRC for furloughed members of staff during COVID lockdown. All monies were taken from the New Town Centre restricted fund. £118 was spent on New Town Centre staff expenses (2019: £0).

#### 9 Mission Giving and donations

	2020	2019
	£	£
Charitable Donations were made to the following institutions:		
Children's Society	210	-
Age UK	25	-
Food Bank	50	163
Royal British Legion	-	345
Christian Aid	-	637
Red Nose Day	-	18
SANDS	-	40
International Christian Consulate	-	44
Bishop's Outreach Fund	-	72
Sub Total	<u>285</u>	<u>1,319</u>
Nightshelter expenses	134	379
COVID Hardship grants	7,507	-
New Town Centre expenditure	<u>7,285</u>	<u>9,673</u>
	<u>14,926</u>	<u>10,052</u>
Mission Giving:		
pwsa	293	879
A Rocha UK	293	930
Bethany Orphanage Uganda	293	
Total	<u>16,090</u>	<u>12,301</u>
Donations		
Hardship Donations including Gift Aid	6,602	-
Night Shelter including Gift Aid	150	536
New Town Centre Development given in donations	<u>275</u>	<u>49,337</u>
Total	<u>7,027</u>	<u>49,873</u>

As a result of the 2020 COVID pandemic, 26 grants, from restricted funds, were given to 20 individuals to assist with day to day living expenses due to a reduction in their income or other factors resulting in hardship, totalling £7,507.

#### 10 Repairs & Building work

A repair was carried out to the church roof of £250 (£2019: £3,499). No other buiding works were undertaken other than regular maintenance.



# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

#### 11 Audit Fee

	2020	2019
	£	£
Auditor	90	90

#### 12 Tangible fixed assets

	Fixtures fittings & £	Musical Instruments £	Langley Hall Kitchen £	Total £
<b>Net book value</b>				
At 1 January 2020	-	300	584	884
Depreciation		(75)	(146)	(221)
At 31 December 2020	-	225	438	663

#### 13 Investment assets

<b>CBF Trust Funds</b>		£
Value on 1 January 2020	90,864	85,360
Net gain/(loss) on revaluation for 2020	2,328	5,504
Value on 31 December 2020	93,191	90,864

There were no additions or disposals during the year.

#### Analysis of investments

Grange Road Trust Fund - (for any ecclesiastical purposes in the Parish.) represented by CBF C of E Deposit Fund		31.12.20 £ 55,938
Leaves Green Trust Fund and income to be applied as part of the general income of the Bracknell represented by CBF Investment Fund represented by Income Shares	£ 25,448 11,805	37,253 93,191

#### 14 Debtors and prepayments

(Amounts falling due within one year)	2020	2019
	£	£
Debtors	8,647	9,495
Prepayments	0	(150)
Accrued income	60	20
	8,707	9,365

#### 15 Creditors and accruals

(Amounts falling due within one year apart from Hall and Key deposits)	2020	2019
	£	£
Creditors	715	3,208
Money held - Hall & Key Deposits	500	650
Money held - Wedding and Funerals	1,142	839
Money held - other payments	0	0
	2,357	4,697

£500 hall hire and key deposit money has been held for over one year.

# The Parish of Bracknell

## Financial statements for the year ended 31 December 2020

### Notes to the accounts

#### 16 Restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Holy Trinity Roof Fund	1,854	569	(250)		2,173
Holy Trinity Fabric Fund	1,000				1,000
Holy Trinity Hymn / Service Books	389				389
Holy Trinity Music Fund	1,623		(75)		1,548
Holy Trinity Music Director	7,494	38	(2,237)		5,295
Holy Trinity Seating Fund	1,652				1,652
Hardship Grants	0	9,602	(7,552)		2,050
Special Services	28				28
Training	200				200
Clergy Expenses	1,278				1,278
Youth Bibles	65			32	97
Mosaic	34,715	11,115	(8,174)		37,656
Mission	32			(32)	0
New Town Centre Mission	57,596	3,275	(19,093)		41,778
Night Shelter	2,717	150	(324)	(381)	2,162
	<u>110,643</u>	<u>24,749</u>	<u>(37,705)</u>	<u>(381)</u>	<u>97,306</u>

#### 17 Designated fund

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
For Ecclesiastical matters and charitable purposes within Bracknell parish					
Hardship Grants	-			10,000	10,000
Car Park compensation	18,050			(6,000)	12,050
Roof	80,791	1,132		(10,000)	71,923
History Project	768				768
Organ/Music	3			80	83
Let's Go	250			(250)	-
Legacy	6,947				6,947
CBF Leaves Green Fund	-				-
Total	<u>106,809</u>	<u>1,132</u>	<u>0</u>	<u>(6,170)</u>	<u>101,771</u>

#### 18 Summary of funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Net assets at 1 January 2020	194,336	106,809	110,643	411,788
Income in 2020	102,129	1,132	24,749	128,010
Expenditure in 2020	(95,910)	0	(37,705)	(133,615)
Transfers between funds	6,551	(6,170)	(381)	0
Net assets at 31 December 2020	<u>207,106</u>	<u>101,771</u>	<u>97,306</u>	<u>406,183</u>