

**Parish of West Cheltenham
Parochial Church Council
(formerly West Cheltenham Team Ministry Parochial Church
Council)**

Annual Report and Unaudited Financial Statements

for the year ended 31 December 2020

Registered Charity Number: 1133887

Parish of West Cheltenham Parochial Church Council
Annual Report For the year ended 31 December 2020

Contents	Page
Legal and administrative information	1 to 2
Statement of Council members responsibilities	3 to 7
Independent Examiner's report to the Council members	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 to 23

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2020 (continued)

Legal and administrative information

Rector and PCC Chairman	Rev'd Rod Paterson
Parish Vicars	Rev'd Bob Hurley (to Aug 2020) Rev'd Sharon Walker (from Feb 2019)
Parish Wardens	Pauline Carter Hannah McClelland (to October 2020) Pippa O'Connell (co-opted from PCC to July 2021) Philip Southam (from October 2020) (Lay vice chair)
Deanery Synod	Sharon Arbuckle (to October 2020) Colin Binks (to October 2020) David Lawlor (to April 2020) Phil Southam (to October 2020) Wendy Binks (from October 2020) Patricia Bowen (from October 2020) Josh Denley (from October 2020) (PCC Secretary from Sept 2020) Alan Ewins (from October 2020)
Treasurer	Ralph Catto
PCC Members	Patricia Bowen (to October 2020) Chris Chiswell (PCC Secretary to July 2020) Paul Ewins (to October 2020) Rob Goldsmith (to October 2020) Mike Horne (to July 2021) Kathryn Martin Pippa O'Connell (to July 2021) Suzanna Pinless (from October 2020) Helen Sexton (to July 2021) Judy Sibley Thomas Wynn (from October 2020) Elizabeth Joyce (from July 2021) Susan Denley (from July 2021) Rhys Topping (from July 2021) Lloyd Kilford (from October 2020) Mick Potter (from July 2021)

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2020 (continued)

Administrative office	Parish Office The Oasis Centre Cassin Drive Cheltenham GL51 7SY
Independent Examiners	Randall & Payne LLP Chartered Accountants Chargrove House Shurdington Cheltenham GL51 4GA
Bankers	Lloyds Bank plc Lloyds Business Banking PO Box 1000 BX1 1LT HSBC Bank plc 2 The Promenade Cheltenham GL50 1LS CCLA Investment Management Ltd The CBF Church of England Funds 80 Cheapside London EC2V 6DZ
Solicitors	Veale Wasbrough Vizards Narrow Quay House Narrow Quay Bristol BS1 4QA

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2020 (continued)

Statement of Council members responsibilities

Structure, Governance, and Management

The method of appointment of Parochial Church Council ('PCC') members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Vision and Priorities

West Cheltenham PCC have the responsibility of co-operating with the incumbent, the Revd Rod Paterson, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the St Barnabas and St Mark's church buildings and associated property.

The parish vision statement is '*Communities and places buzzing with the extraordinary presence of Jesus*' and the four priorities that underpin by our regular pattern of worship and ministry are:

1. Prayer: The aim is to normalise prayer in all that we do, so it is part of our character, what we are known for. A particular focus was the two 24/7 prayer rooms at the Oasis Centre in September and St Barnabas Church in December/January.
2. Operations and Communications: The approach is to be one continuous improvement. A new visual identity for the parish was launched and a new parish website established. The job description for the appointment of a 'Senior Operations Administrator agreed'. Josh Denley was subsequently appointed.
3. Small groups: Recognised as vital for a healthy church and a life of committed discipleship. We are looking to significantly strengthen our offering in this way, and to provide a flexible model for future expansion and growth across West Cheltenham.
4. Mission and Outreach: There are two main strands to this. Firstly we want to encourage every member of our congregations to intentionally see themselves as a witness to the Good News of Jesus wherever they go. The 'Frontline' sermon series and small group material in September provided a focus for this. Secondly it is about how the church, as the body of Christ, intentionally connects with the various communities we live and work amongst, and in these communities to engaging in 'pioneer ministry' with an expectation to develop new worshipping communities. 'Monday Club' and 'Café, Life and Pizza' have developed along these lines.

Church Attendance

There are 208 parishioners on the Church Electoral Roll. As the church buildings were closed due to Covid19 Lockdown measures figures for average physical weekly attendance in October, and for Christmas and Easter Day are not applicable.

Review of the Period Since Last Report

Since the last APCM, the PCC has adapted well to meeting online because of the ongoing pandemic.

Immediately following the 2020 APCM, Ralph Catto was re-appointed as Treasurer, Josh Denley as Secretary and Phil Southam was appointed as Lay Vice Chair.

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2020 (continued)

The proposal to begin considering how the land which previously housed St Aidan's Church should be utilised was met with support, with ongoing updates provided to PCC throughout the year. An initial proposition for a building blending church, community and commerce was presented and met with unanimous support. A financial feasibility study and community engagement piece were enacted and ongoing.

In addition to this conversation, it was agreed that the parish should look to take over the running of the Oasis centre from the Diocese. Conversations are ongoing with the diocese, as well as with the YMCA and the owners Gloucestershire County Council.

In late 2020 the PCC agreed a parish profile and job description for the recruitment of a new Community Pioneer Minister. Three representatives were appointed to be on the interview panel, proceeding to the successful appointment of Rev. Janice Hamilton to the role, who will be licenced on the 11th August 2021. This appointment represents our substantial commitment to pioneer ministry in the Hester's Way and Springbank areas of West Cheltenham.

PCC received a revised draft proposal for the reordering of St Mark's and agreed a draft Statement of Significance and Statement of Needs. These were submitted to the Diocesan Advisory Committee for initial feedback. The feedback was generally positive and more detailed planning is underway. PCC were kept abreast of the ongoing discussion with architects and tradespeople to ensure the financial spend is in line with budgets.

With regards to safeguarding, Sarah Avery was appointed as PSO (Parish Safeguarding Officer) and continues to work in this role supported by Josh Denley to ensure compliance across the parish.

The relationship between the Parish and Family Space has grown ever deeper, with a new toddler group partnership given the go ahead by PCC. With the ongoing use of St Barnabas buildings by Family Space, a fantastic community hub is forming.

The relationship with St Mark's School is ongoing, with PCC recommending the appointment of two school governors at the start of the year.

PCC were able to approve a new finance policy to enable more efficient operational running of the parish buildings.

Various grants were looked at and applied for, following discussion of the Deanery Synod meeting held in March 2021.

As Chris and Katie Chiswell saw their time heading up the youth group come to an end, PCC oversaw the handover of the group firstly to Lydia from Psalms, and more recently to YFC who continue to run the group.

PCC discussed becoming a Hong Kong Ready church, positioning ourselves to welcome people fleeing from Hong Kong, as and when needed.

Throughout all of this, PCC continually reviewed the parish finances, and particularly the drop in regular giving. They also continually looked at new ways to ensure everyone across the parish was looked after throughout the pandemic and had key input into how and when physical worship resumed across different sites.

Revd Rod Paterson, Rector

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2020 (continued)

Deanery Synod Report

Since the last APCM, Deanery Synod has met on Zoom just once – in February 2021. In person meetings are planned from the end of June onwards.

Deanery synod reported that parish share payments for 2021 have been frozen, and it is expected that this will also be so for 2022, and that there is a COVID recovery fund which can be applied for.

The heart of Deanery planning has been looking at how to respond to being in a community during the pandemic, watching online and to our need to meet with others. Should we be bold, or go back to where we were? Deanery encouraged to use resources fruitfully.

Deanery planning, an exercise to challenge to work together more effectively on shared mission and ministry, is happening across all 9 Diocesan Deaneries and the aim is to discern how deaneries can work together more effectively to reduce our reliance on stipendiary ministers and have a greater laity involvement.

Ecumenically, only 5% of the population of Cheltenham is currently being impacted by the church. The challenge is how we reach out to the other 95% so they too can hear the Good News of Jesus Christ. There are several pages of comments which Gary Grady asked members to look at.

The next step is for the steering group to look at the replies. They hope to meet face-to-face very soon to discuss them. These results should be shared with PCCs.

A new Diocesan Synod will be elected this year (2021), with members from both clergy and laity.

Deanery Synod was made aware of the work of CARE (Cheltenham Alliance for Race Equality; a new group looking at the 40 or 50 diverse communities across Cheltenham.

St Mark's Fabric Report

Re-tiling the South Aisle Roof began in October 2020 and by the beginning of November the roof work was completed. The bill for re-tiling the south aisle roof and replacing some iron gutters was £10,587.

Having obtained a faculty from the diocese, work on the Trace Heating was completed to prevent water ingress from melting snow in the gutters on the north and south transepts at a cost of £5,558.

During November a leak was repaired in the Bell Tower and the organ was inspected and tuned, these two jobs cost £345. The latter will require more extensive work in the near future.

In January 2021 the 15 drains around the church building were inspected; there was no information about any previous drain work in the Log Book which goes back to 1959. Ten gullies needed work, this included cutting through invasive yew tree roots and re-lining pipes. The cost of the work and report was £5,406.

In April and May 2021 the coffee counter was moved to a different position to give the South Transept a new look. The North Transept corridor and toilets were also painted. In June 2021 the moss on the Hall Roof was treated and the drains cleared at a cost of £1,654.

Inspection and maintenance of the heating system was carried out at a cost of £1,597. They also discussed possible modernisation connected to re-ordering the interior of the building. We are also exploring other heating options.

St Barnabas Fabric Report

Since the last APCM, St Barnabas has had a large tidy up and de-clutter to make the space more usable through the pandemic and beyond.

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2020 (continued)

In December 2020, the front door was replaced to upgrade the security, access and aesthetics of the front of the building. It also ensured the safeguarding the children in St Barnabas Playgroup by allowing access through the front of the building. This was at a cost of £3,333.

In April 2021, the high-level windows in the large hall were replaced with new. This will greatly improve the warmth and efficiency of the hall, as well as making it watertight. The cost for the replacement was £9,382.

In May, the boiler for the large hall was discovered to have a leak, and upon inspection also the cooker in the hall kitchen. The cooker was inspected and reported as being unable to be repaired and therefore capped for removal in the future. The boiler was replaced and back in use within a few days, at a cost of £421.

The old curtains in the main church building were replaced with more user-friendly blinds in June 2021. For the replacement of all blinds, a local company was used and cost £1,400.

Financial Review 2020

There was a £21,267 deficit for the period compared to a surplus of £42,223 in 2019.

Total income in 2020 was £291,796 compared to £390,872 in 2019. The 2020 income was made up of £241,054 unrestricted and £50,742 restricted. The major sources of 2020 income were from:

- regular giving and collections, 7% down on the prior year at £164,707 (2019: £177,800), and
- legacies £36,000 (2019: £70,000)

In 2020 costs totalled £313,063 (2019: £348,649); major contributors to costs were Parish Share, up 6% to £162,464 (2019: £153,739), major repairs to St Mark and St Barnabas churches £27,436 (2019: £27,646), church running expenses £17,115 (2019: £15,618) and office administration £27,432 (2019: £17,018).

Income and operating costs associated with the St Barnabas playgroup were nil, it having transferred to Family Space (the parish's primary community charity partner) with effect on 1st January 2020.

As a ministry across three physical church buildings advice was sought from the diocese concerning classification of reserves given to a particular church albeit not for a particular purpose. This has given rise to a review of the reserve policy and reserves themselves. The reserve policy remains unchanged however a clarification in reserves notes [16 & 17] has been added to point out where a reserve has been restricted to a particular church but designated by the PCC for a purpose.

Reserves for at the end of the period were:

- Unrestricted
 - General £6,107 (2019: £11,119)
 - Designated £251,530 (2019 as restated: £270,532) albeit £270,104 relate to the fixed assets of church buildings and investment property, so net designated funds are £19,196 in deficit.
- Restricted £530,724 (2019: £527,977). £348,651 of the restricted reserves are for work on the St Mark building, leaving £182,073 after this.

Reserves and Policy: It is not the intention of the PCC to build up large reserves in the General Fund but rather to use donated monies to meet the mission of our church. Unless restricted in their use, legacies are currently set-aside in designated funds to finance a programme of upgrades and repairs to church and parish buildings.

Legal and administrative information: Legal and administrative information is set out on Pages 1-2

Statement of Council Members Responsibilities: Charity law requires the Council members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the

Parish of West Cheltenham Parochial Church Council

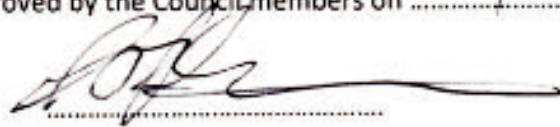
Annual Report For the year ended 31 December 2020 (continued)

Parochial Church Council at the year end and of its incoming resources and resources expended during that year. In preparing those financial statements, the Council members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Parochial Church Council will continue to function.

The Council members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Parochial Church Council and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Parochial Church Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Council members on 20/09/21 and signed on their behalf by



Rev Rod Paterson

**PARISH OF WEST CHELTENHAM PCC
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

I report to the charity Trustees, and council members, on my examination of the financial statements of the Parish of West Cheltenham Parochial Church Council ("the charity") for the year ended 31 December 2020.

Responsibilities and Basis of Report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair view' and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accounts of Scotland, which is one of the listed bodies.

I have completed my examination. I can confirm that no 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 charity as required by section 130 of the 2011 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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Randall & Payne LLP

Ryan Moore CA

Randall & Payne LLP
Chargrove House
Shurdington Road
Cheltenham
Gloucestershire
GL51 4GA

Date **23 September 2021**

Parish of West Cheltenham Parochial Church Council
Statement of financial activities
For the year ended 31 December 2020

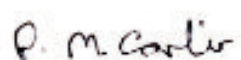
		Unrestricted funds	Restricted funds	2020 Total	2019 Total
	Note	£	£	£	£
Income from:					
Voluntary income	2	150,125	50,582	200,707	248,190
Church activities	3	41,957	-	41,957	33,133
Other trading activities	4	4,153	160	4,313	65,536
Investments	5	44,819	-	44,819	44,013
		<hr/>	<hr/>	<hr/>	<hr/>
Total		241,054	50,742	291,796	390,872
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on:					
Raising funds	6	15,427	61	15,488	60,336
Church activities	7	249,641	47,934	297,575	288,313
		<hr/>	<hr/>	<hr/>	<hr/>
Total		265,068	47,995	313,063	348,649
		<hr/>	<hr/>	<hr/>	<hr/>
Net income/(expenditure)		(24,014)	2,747	(21,267)	42,223
Transfers between funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		(24,014)	2,747	(21,267)	42,223
Total funds brought forward		281,651	527,977	809,628	767,405
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward	13,14	257,637	530,724	788,361	809,628
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Parish of West Cheltenham Parochial Church Council
Balance sheet at 31 December 2020

			2020	2019
				As restated
	Note	£	£	£
Fixed assets				
Tangible assets	10		270,104	274,058
Current assets				
Debtors	11	281,239		302,910
Cash at bank and in hand		275,198		266,398
		556,437		569,308
Creditors: amounts falling due within one year	12	(38,180)		(33,738)
Net current assets			518,257	535,570
Total assets less current liabilities	13		788,361	809,628
Funds				
Unrestricted funds	14	257,637		281,651
Restricted funds	15	530,724		527,977
			788,361	809,628

The financial statements were approved by the Parochial Church Council of the Parish of West Cheltenham on 20 September 2021 and signed on its behalf by


RALPH CATTO
 Treasurer

PAULINE CARTER
 Churchwarden


Parish of West Cheltenham Parochial Church Council
Notes to the financial statements
for the year ended 31 December 2020

1. Accounting policies

1.1. Accounting convention

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations “true and fair” provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations “true and fair” provisions. The financial statements have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair” view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has now been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated within the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011

The Parish of West Cheltenham PCC meets the definition of a Public Benefit entity under FRS102.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2. Funds

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the church for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

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.

1.3. Incoming resources

All income is recognised once the charity has entitlement to that income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount can be measured reliably.

Voluntary income is recognised by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale are included as income when they are sold. Donated assets are included at the value to the PCC where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Collections are recognised when received by or on behalf of the PCC.
Planned giving receivable under Gift Aid is recognised only when received.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

Income Tax recoverable on Gift Aid conditions is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Interest is accounted for when receivable. Any tax recoverable on such income is recognised in the same accounting year.

The PCC is not registered for VAT.

Rental income from the letting of church premises is recognised when the rental is due.

1.4. Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the financial categories of resources used in the statement of financial activities with the exception of governance costs which have been split with 20% attributable to fund raising activities and 80% to church activities.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Grants and donations, including the diocesan parish share, are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

1.5. Fixed assets

Consecrated and beneficed property of any kind is excluded from the financial statements by s10(2) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 1999 there is insufficient cost information available and therefore such assets are not included in the financial statements. There were no acquisitions of inalienable property in this financial year.

Depreciation is provided using the straight-line basis using the following rates:

Fixtures, fittings and equipment	- 4 years
Freehold property	- 50 years

All assets costing more than £2,000 are capitalised.

Property held for the purpose of social housing

In the prior year, the Trustees reviewed the criteria for Investment Property in light of the amendments to FRS 102 from the 2019 Triennial Review. Having re-reviewed the criteria and confirmed the underlying use of the properties in question, the Trustees have reclassified the investment property to Property, Plant and Equipment and have included a prior period adjustment. This has been performed on the basis that both the Dulverton and the St. Silas properties, are considered to be operated for the sole purpose of social housing. Under FRS 102, where the property meets this criteria, it should be classified as Property Plant and Equipment and is stated at cost less accumulated depreciation.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

1.6 Leasing

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term. The title of the lease remains with the lessor and the equipment is replaced every 3 years whilst the economic life of such equipment is normally 10 years.

1.7 Financial instruments

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

1.8 Going concern

The council members have reviewed the ongoing future of the PCC and consider that there are plans in place to continue the PCC's operation. There are no material uncertainties that may cast significant doubt on the PCC's ability to continue as a going concern.

1.9 Pensions

The PCC made contributions for the benefit of employees to the auto-enrolment pension scheme.

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of settlement can be estimated reliably. Liabilities are recognised at the amount the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for goods and services it must provide.

Provisions are set up only where it is probable that a present obligation exists as a result of an event prior to the balance sheet date and that a payment will be required in settlement that can be estimated reliably. Where material, provisions are calculated on a discounted basis.

1.11 Debtors

Debtors are recognised at the settlement amount after any discount offered.

1.12 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

2. Voluntary income

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
Planned income				
Gift Aid donations	107,861	-	107,861	108,010
Other	8,869	-	8,869	12,667
Tax recoverable	26,250	1,606	27,856	28,915
Collections and other giving	7,145	7,453	14,598	18,502
Gift Days and appeals	-	5,523	5,523	9,706
Legacies	-	36,000	36,000	70,000
Grants receivable – Note 9	-	-	-	390
	<u>150,125</u>	<u>50,582</u>	<u>200,707</u>	<u>248,190</u>

In 2019, of the voluntary income, £157,531 was in relation to unrestricted funds and £90,659 to restricted funds.

3. Church activities
Unrestricted funds

	2020 Total	2019 Total
	£	£
Gloucester Diocese Funding	37,689	25,000
Fees for weddings and funerals	3,845	6,289
Mums and Toddlers	423	1,844
	<u>41,957</u>	<u>33,133</u>

4. Other trading activities

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
Church hall lettings	3,835	-	3,835	8,629
St Barnabas' Playgroup	-	-	-	54,265
Other trading activities	318	160	478	2,642
	<u>4,153</u>	<u>160</u>	<u>4,313</u>	<u>65,536</u>

In 2019 £65,052 of other trading activities was in relation to unrestricted funds.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

5. Investments

Unrestricted funds	2020 Total £	2019 Total £
Rental income	43,825	42,698
Interest received	994	1,315
	<u>44,819</u>	<u>44,013</u>

6. Raising funds

	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Costs of stewardship			-	67
St Barnabas' Playgroup	14,948	61	15,009	59,790
Governance costs:				
Accountancy and				
Independent Examination	479	-	479	479
	<u>15,427</u>	<u>61</u>	<u>15,488</u>	<u>60,336</u>

In 2019 £60,336 of raising funds was in relation to unrestricted funds.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

7. Church activities

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
Missionary and charitable giving				
Missionary Societies	825	11,022	11,847	21,800
Relief and Development agencies	-	1,729	1,729	1,416
Home Mission, Other Church societies	957	6,188	7,145	3,618
Secular charities	-	-	-	90
	<hr/>	<hr/>	<hr/>	<hr/>
	1,782	18,939	20,721	26,924
	<hr/>	<hr/>	<hr/>	<hr/>
Ministry				
Parish share	162,464	-	162,464	153,739
Clergy expenses	3,938	-	3,938	4,797
Church running expenses	17,115	-	17,115	15,618
Oasis Centre running expenses	2,787	-	2,787	2,143
Church maintenance	9,907	2,181	12,088	13,746
Upkeep of services	5,150	83	5,233	4,626
Upkeep of churchyard	465	-	465	515
Office administration	27,432	-	27,432	17,018
Audio/visual expenses	2,241	-	2,241	5,214
Training, pastoral and outreach	1,128	625	1,753	3,154
Costs of church activities	2,198	-	2,198	3,447
Major repairs – structure	1,330	26,106	27,436	27,646
Contribution to St Mark's Church of England (VA) Junior School capital projects	2,000	-	2,000	2,000
Legal costs Playgroup Handover	3,041	-	3,041	-
Governance costs: Accountancy and Independent Examination	2,709	-	2,709	2,114
Depreciation	3,954	-	3,954	5,612
	<hr/>	<hr/>	<hr/>	<hr/>
	247,859	28,995	276,854	261,389
	<hr/>	<hr/>	<hr/>	<hr/>
	249,641	47,934	297,575	288,313
	<hr/>	<hr/>	<hr/>	<hr/>

The PCC received parochial fees totalling £6,349 (£9,682 – 2019) in the year. Of this, £2,504 (£3,393 – 2019) was made up of statutory fees due to the PCC as prepared by the Archbishops' Council under the Ecclesiastical Fees Measure 1966. The statutory fees have been passed on in full to the Gloucester Diocesan Board of Finance and do not appear in the above financial statements.

In 2019, of the expenditure on church activities, £257,601 was in relation to unrestricted funds and £30,712 to restricted funds.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

8. Grants receivable

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
Ecclesiastical Insurance	-	-	-	390
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	390
	<hr/>	<hr/>	<hr/>	<hr/>

9. Staff costs

Number of employees

The average number of staff, excluding PCC members, in the period was

	2020	2019
	Number	Number
Administration	2	1
Maintenance	4	3
Playgroup supervisors	0	7
	<hr/>	<hr/>
	6	11
	<hr/>	<hr/>

No employee earned more than £60,000 in the year (2019 – NIL).

	2020	2019
	£	£
Employment costs		
Gross wages and salaries	25,516	61,120
Social security costs	-	-
Pension costs	365	441
	<hr/>	<hr/>
	27,326	63,005
	<hr/>	<hr/>

Remuneration was paid during the year to two of the PCC members who comprise the key management personnel. David Lawlor was paid £1,548(net) (2019 - £1,498) as a cleaner for St Mark's Church and Josh Denley was paid £12,757 (net) as office administrator (2019 – nil).

Travel, phone, conference and internet expenses, and stationery costs were paid to 3 clergy members amounting to £3,938 (2019 - £4,798(3)).

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

10. Tangible fixed assets

	Freehold land and property £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 January 2020			
And 31 December 2020	333,381	84,554	417,935
	_____	_____	_____
Depreciation			
At 1 January 2020	59,323	84,554	143,877
Charge for the year	3,954	-	3,954
	_____	_____	_____
At 31 December 2020	63,277	84,554	147,831
	_____	_____	_____
Net book value			
At 31 December 2020	270,104	-	270,104
	=====	=====	=====
At 31 December 2019	274,058	-	274,058
	=====	=====	=====

Included within freehold land and property is land with a cost value of £30,662. This is not depreciated.

11. Debtors

	2020	2019
	£	£
Income Tax recoverable	543	2,865
Other debtors	1181	1,530
Sale of property proceeds held under a Declaration of Trust	278,515	278,515
Accrued income	1,000	20,000
	_____	_____
	281,239	302,910
	=====	=====

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

12. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals	38,180	33,589
Deferred Income	-	149
	<hr/>	<hr/>
	38,180	33,738
	<hr/> <hr/>	<hr/> <hr/>

13. Analysis of net assets between funds
Year ended 31 December 2020

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	270,104	-	270,104
Current assets	14,651	541,786	556,437
Current liabilities	(27,118)	(11,062)	(38,180)
	<hr/>	<hr/>	<hr/>
	257,637	530,724	788,361
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Analysis of net assets between funds
Year ended 31 December 2019

	Unrestricted funds	Restricted funds	Total funds
	as restated		
	£	£	£
Tangible fixed assets	274,058	-	274,058
Current assets	41,331	527,977	569,308
Current liabilities	(33,738)	-	(33,738)
	<hr/>	<hr/>	<hr/>
	281,651	527,977	809,628
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Parish of West Cheltenham Parochial Church Council

Notes to the financial statements (continued)

for the year ended 31 December 2020

14. Unrestricted funds	01 January	Incoming	Resources		31 December
Year ended 31 December 2020	2020	resources	expended	Transfers	2020
	£	£	£	£	£
General	11,119	241,002	(246,014)	-	6,107
Designated fixed asset fund	274,058	-	(3,954)	-	270,104
Oasis	(20,000)	-	-	-	(20,000)
St Barnabas Playgroup	15,000	-	(15,000)	-	-
Minor designated funds - District Church Councils	1,474	52	(100)	-	1,426
	<u>281,651</u>	<u>241,054</u>	<u>(265,068)</u>	<u>-</u>	<u>257,637</u>

General fund

Balance of funds that is not restricted or designated for any purposes.

Designated fixed asset fund

Balance comprises Investment Property £105,000, Freehold Buildings £134,442 and Freehold Land £30,662.

Oasis

Costs associated with running the Oasis centre since 01 July 2016. The PCC has agreed to underwrite £20,000 of the operating losses incurred by the Gloucester Diocesan Board of Finance who have managed the activities of the Oasis Centre since 01 July 2016. The £20,000 limit was reached in 2018.

Minor Designated funds – District Church Councils

Mainly money collected for various charitable purposes by St Barnabas Women's Fellowship.

Unrestricted funds (continued)	01 January	Incoming	Resources		31 December
Year ended 31 December 2019	2019	resources	expended	Transfers	2019
	£	£	£	£	£
General	27,499	244,953	(253,427)	(7,906)	11,119
Designated fixed asset fund	279,670	-	(5,612)	-	274,058
Oasis	(20,000)	-	-	-	(20,000)
St Aidan and St Silas Development fund	14,134	-	-	(14,134)	-
St Barnabas Playgroup	11,388	54,278	(58,648)	7,982	15,000
St Mark's Development fund	70,136	-	-	(70,136)	-
St Mark's Reordering	20,000	-	-	(20,000)	-
St Mark's Parents and Toddlers	431	20	-	(451)	-
Minor designated funds - District Church Councils	1,246	478	(250)	-	1,474
	<u>404,504</u>	<u>299,729</u>	<u>(317,937)</u>	<u>(104,645)</u>	<u>281,651</u>

Parish of West Cheltenham Parochial Church Council

Notes to the financial statements (continued)

for the year ended 31 December 2020

15. Restricted funds	01 January	Incoming	Resources		31 December
Year ended 31 December 2020	2020	resources	expended	Transfers	2020
	£	£	£	£	£
Parish					
Friends International	1,844	810	-	-	2,654
New Life Band	4,185	4,093	(6,580)	-	1,698
St Barnabas Community Outreach	1,305	-	-	-	1,305
St Barnabas Interior fund	110	-	-	-	110
St Barnabas Gift Day	-	6,464	(6,464)	-	-
St Mark's Bill Curran Mission Tithe	5,700	-	(5,700)	-	-
St Mark's Counselling fund	2,396	-	-	-	2,396
District Church Councils					
St Aidan and St Silas Development	14,134	-	-	-	14,134
St Mark's Reordering	53,879	-	(10,587)	-	43,292
St Mark's Extension Fund	278,515	-	-	-	278,515
St Mark's Care fund	2,348	-	-	-	2,348
St Mark's Open the Book Club	1,126	-	-	-	1,126
Minor restricted funds - District Church Councils	1,848	875	(964)	-	1,759
Restricted to St Barnabas & designated to the purpose					
St Barnabas Reordering	25,000	-	-	-	25,000
Legacy received	-	18,000	(7,531)	-	10,469
Restricted to St Mark's & designated to purpose					
St Mark's Development	70,136	-	-	-	70,136
St Mark's Reordering	45,000	2,500	(5,559)	-	41,941
St Mark's Parents & Toddlers	451	-	-	-	451
Legacy received	-	18,000	(4,610)	-	13,390
Restricted to St Aidan & designated to purpose					
Legacy received	20,000	-	-	-	20,000
	<u>527,977</u>	<u>50,742</u>	<u>(47,995)</u>	<u>-</u>	<u>530,724</u>

Friends International and New Life Band

Balance of donations received but not yet paid out to Friends International and New Life Band.

St Mark's Bill Curran Mission Tithe

Balance of legacy money donated for unspecified St Mark use.

St Aidan and St Silas Development fund

Fund for development of St Aidan and St Silas property.

St Mark Reordering

Money received for the specific purpose of St Mark Reordering.

Parish of West Cheltenham Parochial Church Council

Notes to the financial statements (continued)

for the year ended 31 December 2020

St Mark's Extension Fund

St Mark's Extension Fund was created from the sale of 21 Brooklyn Road, Cheltenham, a property purchased and held under Declaration of Trust by the Martyrs' Memorial Church of England Trust for the Assistant Curate of St Mark's Parochial Church Council. The terms state that if there is no requirement for the fund, the sales proceeds may be applied to St Mark's Extension Fund. The sale proceeds are immediately available following an assurance to the Trust that the money will be spent in accordance with the covenant. They recommend commendation from an Archdeacon to that effect.

Restricted funds Year ended 31 December 2019	01 January 2019 £	Incoming resources £	Resources expended £	Transfers £	31 December 2019 £
Parish					
Friends International	3,245	1,020	(2,421)	-	1,844
New Life Band	5,951	12,216	(13,982)	-	4,185
St Barnabas Community Outreach	1,305	-	-	-	1,305
St Barnabas Interior fund	110	-	-	-	110
St Mark's Bill Curran Mission Tithe	5,700	-	-	-	5,700
St Mark's Counselling fund	2,396	-	-	-	2,396
Minor restricted funds - Parish	2,147	346	(1,925)	(568)	-
District Church Councils					
St Aidan and St Silas Development	-	-	-	14,134	14,134
St Barnabas Comfort Davis	-	100	(100)	-	-
St Mark's Reordering	54,322	6,210	(6,653)	-	53,879
St Mark's Extension Fund	278,515	-	-	-	278,515
St Mark's Care fund	2,348	-	-	-	2,348
St Mark's Open the Book Club	1,126	-	-	-	1,126
St Mark's AV/Sound appeal	2,818	-	(2,818)	-	-
Minor restricted funds - District Church Councils	2,918	1,251	(2,813)	492	1,848
Restricted to St Barnabas & designated to the purpose					
St Barnabas Reordering	-	25,000	-	-	25,000
Restricted to St Mark's & designated to purpose					
St Mark's Development	-	-	-	70,136	70,136
St Mark's Reordering	-	25,000	-	20,000	45,000
St Mark's Parents & Toddlers	-	-	-	451	451
Restricted to St Aidan & designation to purpose					
Legacy received	-	20,000	-	-	20,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	362,901	91,143	(30,712)	104,645	527,977
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2020

16. Operating leases

The total lease payments recognised within expenses for the year ended 31 December 2020 were £1,043.

At 31 December 2020 the group had annual commitments under non-cancellable operating leases as follows:

Amounts payable	2020	2019
	£	£
Within one year	1,050	1,154
Between 2 and 5 years	2,843	4,308
	<u> </u>	<u> </u>

17. Capital commitments

There were no capital commitments at 31 December 2020 (2019 – NIL).

18. Financial commitments

The PCC has a commitment to support St Mark's Church of England (VA) Junior School by contributing to capital project they undertake. For the year ended 31 December 2020 the amount was £2,000 (2019 - £2,000), and going forward a commitment has been made of £2,000 per annum to 2024.

19. Related Party Transactions

Identifiable donations were made by PCC members in the year ended 31 December 2020 of £47,654 (2019 – £41,451). The amount of anonymous donations which would include further amounts have not been assessed for 2020 (nor 2019).

1 PCC member was paid a total of £40 for incidental vergers duties. (2019 (1) – £200).

Mike Horne, a PCC member, was reimbursed £394 for various church expenses during the year (2019 – £277). There were no amounts owing to her at the year end.

Pauline Carter, a Parish Warden, was reimbursed £160 for various church expenses during the year (2019 – £1,537). There were no amounts owing to her at the year end.

Ralph Catto, a Parish Warden, was reimbursed £1,018 for IT equipment during the year (2019 – £389). There were no amounts owing to him at the year end.

Paul Ewins, a PCC, member, was reimbursed £118 for general maintenance during the year. There were no amount owing to him at the year end (2019– £163).

20. Independent Examiner's Remuneration

The Independent Examiner's remuneration amounts to an Independent Examination fee of £2,395 (2019 – £2,395) and fees for other services of £0 (2019– £0).