

**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 2021**

**Registered Charity Number: 1133887**

*Parish of West Cheltenham Parochial Church Council*  
**Annual Report For the year ended 31 December 2021**

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*Parish of West Cheltenham Parochial Church Council*  
**Annual Report For the year ended 31 December 2021 (continued)**

***Legal and administrative information***

Rector and PCC Chairman	Rev'd Rod Paterson
Parish Vicars	Rev'd Sharon Walker Rev'd Janice Hamilton (from August 2021)
Parish Wardens	Pauline Carter Philip Southam (Lay vice chair)
Deanery Synod	Wendy Binks Patricia Bowen Josh Denley (PCC Secretary) Alan Ewins
Treasurer	Ralph Catto
PCC Members	Susan Denley (from July 2021) Mike Horne (from May 2022) Elizabeth Joyce (from July 2021)) Lloyd Kilford Kathryn Martin Pippa O'Connell (to July 2021) Suzanna Pinless Mick Potter (from July 2021) Helen Sexton (to July 2021) Judy Sibley (to May 2022) Rhys Topping (from July 2021) Thomas Wynn

*Parish of West Cheltenham Parochial Church Council*

**Annual Report For the year ended 31 December 2021 (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 2021 (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.
2. Operations and Communications: The approach is to be one continuous improvement.
3. Small groups: Recognised as vital for a healthy church and a life of committed discipleship.
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. 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'.

##### ***Church Attendance***

There are 202 parishioners on the Church Electoral Roll. Because of the disruption caused by the COVID-19 pandemic, churches were not asked to report their Usual Sunday attendance for 2020 or 2021. Easter Sunday 2021 saw 76 people attend services across the parish, with 188 at Christmas (Christmas Eve & Christmas Day). The average weekly attendance in October 2021 for the whole parish was 144.

##### ***Review of the Period Since Last Report***

Throughout the year PCC spent much time considering how to respond to the changing COVID rules and guidance, in particular managing the return to worship in the various parish venues. The resumption of worship was decided on parish wide basis taking into account each venue's suitability, in light of the ever changing Covid-19 restrictions.

PCC took into account the layout of each building and the requirements to both physically distance and create a one way flow of people, and to adequately ventilate the space. Consideration was also made to the various requirements relating to wearing masks, giving communion, guidance on singing and the serving of refreshments.

A gradual approach was adopted to returning to physical worship and initially numbers attending were low. At the same time the online services continued throughout (and are ongoing). The resulting pattern of services emerged, re-opening in the following order:

## *Parish of West Cheltenham Parochial Church Council*

### **Annual Report For the year ended 31 December 2021 (continued)**

- Sunday 10.30am at St B's
- Wednesday 10am Communion at St Mark's
- Sunday 10.30am at St Mark's (also broadcast online)
- Monthly Messy Church 3.30pm, the 1<sup>st</sup> Sunday at St Mark's
- Monthly 10.30am Communion, the 2<sup>nd</sup> Sunday at St Aidan & St Silas (at Oasis)

In the first half of the year the PCC oversaw the process of recruiting for the Pioneer Minister vacancy. This involved creating a parish profile and appointing three representatives (Phil Southam, Pauline Carter and Pippa O'Connell) to interview the shortlisted candidates. The interview panel were delighted to appoint Revd. Janice Hamilton to the post. Janice was licensed by Bishop Robert at the service at St Barnabas on 11<sup>th</sup> August.

The venue at St Barnabas emerged during COVID as a key community focal point with our ongoing partnership with Family Space Playgroup creating continuous activity on the site when so much else was closed down. This partnership was further extended after the summer when Sharon Walker and Family Space also took over the running of the Wednesday stay and play toddler group. The idea is to run the group at St B's with a clear Christian message. The vision is to also provide basic café facilities in the church building for parents to be able to drop their kids and pop in for a drink during the week. For this to happen a new coffee servery and toilet will need to be added to the church building. These facilities will also benefit the existing congregation and especially those less mobile.

Peter Sibley introduced the PCC to the history of Hong Kong's relationship with China, and an impending clampdown on BNO's (British Nationals Overseas). With a possible exit of 300,000 BNO's, churches are being asked to be 'Hong Kong Ready' to receive, help, guide and church people coming to the UK from Hong Kong. PCC was unanimous in its decision to sign up to be a Hong Kong Ready church.

PCC have continued to consider various ways of developing the St Aidan site. One avenue explored during the year was the possibility that a team made up from West Cheltenham Parish, YMCA Cheltenham, Family Space and local business leaders might raise the money for a building that draws on The Seven Sacred Spaces model - from the monastic tradition - summarised as a place to work, rest and pray. The challenge was to raise the substantial amount of money to fund a project like this. This has not yet been possible and the current focus is to start a smaller scale project to generate some initial momentum.

Trevor Cooling, Chair of St Mark's (C of E) Junior School gave a presentation to PCC about what a voluntary aided C of E school is, what the PCC's responsibility is, and an overview of what governors do - particularly foundation governors. Foundation governors are identified and nominated by PCC. It was made clear the importance of the relationship between the school and the church and PCC was encouraged to pay for and encourage the foundation governors.

PCC received a report on mission giving across the parish. This was produced by a working party from across the churches, and it described the difference approaches each church took. The report formed the basis for a discussion about how we can encourage greater engagement with our mission partners (and the specific individuals who we directly support) with the hope that this will result in greater generosity in financial giving. The principles of encouraging prayer support and direct financial giving were agreed by PCC. The implementation was then passed back to the various mission support teams.

Sarah Avery updated PCC on the merger between Family Space and YMCA Cheltenham – a mark of great progress over the last 25 years, which will allow both parties to do more in the communities across Gloucestershire. It is written into the merger agreement that Family Space will retain a presence in West Cheltenham, and all Family Space trustees were to be given the opportunity to

## *Parish of West Cheltenham Parochial Church Council*

### **Annual Report For the year ended 31 December 2021 (continued)**

transition to YMCA board. Particular recognition and thanks were given to Ralph Cato for his work as chair of trustees.

PCC have a particular responsibility for all health and safety requirements. As such Josh Denley is producing a full health, safety and fire policy to cover all buildings. As part of this, a Fire Risk Assessment was carried out at St Barnabas & St Mark's halls.

*Revd Rod Paterson, Rector*

#### ***Deanery Synod Report***

Deanery Synod has now met 4 times: February 2021 (Zoom), June 2021 (Zoom), October 2021 and February 2022.

Over the year, Deanery Synod has encouraged us to consider environmental changes in our churches, to explore the C of E program on Living in Love and Faith, for individuals to join Diocesan Synod, to connect with the University of Gloucestershire and to voice our thoughts on Deanery Planning (amongst other things)!

Deanery Synod took a stance to look at Cheltenham as a wider ministry and work on ways to form closer relationships. They considered the questions; What is God calling us to do? What can we do better together? How can we reduce our dependency on stipendiary ministry?

The report back suggested; Be people of God, Have a more flexible approach, Bring people in with activities, The importance of Lay training within the Church, Praying for God to give direction, Consider different types of Service and different timings, Get to know people and make all welcome, Everyone should be prepared to talk about their faith, Be prepared to take risks, Use 'us' more - consider more things which can be done together, More communication on what is going on, Understand what we are trying to do and to Have a Laity Meeting, similar to the Deanery Chapter.

Since this, a "Laity Chapter" is taking place, with the first meeting scheduled for June.

Following October's Deanery Synod, a small steering group of both laity and clergy was drawn together to discuss and take forward the initial planning for more cohesive working

They had a good day looking at what unites us in the Deanery and what our future working together might look like. They will resume the discussion in March and thereafter will produce a hypothesis about vision and strategy, which they will share within the Deanery in a way which is genuinely open to feedback (and the wisdom of others) as we seek to discern together to what God is calling us.

February 2022's synod meeting was hosted at St Barnabas, where our own Pioneer Minister Janice Hamilton presented what pioneer ministry is all about and what each of us can do; starting with a blank sheet of paper with prayer, people and practical ministry central to the task. She was supported by James White, Pioneer Minister in Whaddon & Lynworth.

Jennifer Fellows updated Deanery Synod on the conversations at General Synod, with some very positive takeaways, including the commitment for the Church of England to be carbon neutral by 2030.

#### ***St Mark's Fabric Report***

## *Parish of West Cheltenham Parochial Church Council*

### **Annual Report For the year ended 31 December 2021 (continued)**

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

In April and May the coffee counter was moved to a different position in order to give the South Transept a new look. As it is near the side entrance, it encourages people to take drinks outside and to facilitate social distancing. The North Transept corridor and toilets were also painted.

In June 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 with re-ordering the interior of the building; other heating options are also being explored.

In September new downpipes were installed and painted cream on both sides of the South Porch.

In December the dance company which now hires the Hall arranged for and paid for a much-needed repainting and reflooring. This expenditure will be reflected in the initial hall rental charge.

#### ***St Barnabas Fabric Report***

We have been in the process of planning a major upgrade to our church building. Lots has happened already, some much needed tidying up, new signage, new blinds and a designated area for prayer. On a technical note, we have a new screen and two monitors at the side, ceiling mounted projector, and a new computer and operating system, which enabled us to have our first ever live-streamed service last Sunday.

The largest part of the upgrade is an easy-access toilet, kitchen/servery and store cupboards all within this building. Why are we doing this?

Covid brought many challenges and churches had to operate in a safe and socially distanced way. What emerged was that within West Cheltenham Parish, St Barnabas building was found to be the most suitable to meet the criteria and so became the first of the three churches to reopen. Family Space Contact Centre also relocated to St B's halls, initially because of Covid safety considerations, but many other advantages have become clear since, and they will remain. We are delighted that the church and halls are being used most days of the week, and much of this by local families, including a blossoming Mums and Toddler group on Wednesdays, run by Family Space and St B's volunteers.

However, as much as we are delighted to have so much outreach activity going on in the halls, it does mean that we have limited access to the toilets. There is also a need to have a church building that is multi-functional and provides easy access to all. A place that is welcoming and hospitable whether for a Sunday morning service or a midweek coffee and chat. A place where the needs of the elderly and the less mobile, or the very young and active, are cared about and catered for.

St Barnabas has never been about 'buildings' but we recognise that to offer hospitality to all, we need to be equipped with some basic necessities.

Now all we need is the money to put these plans into action!

We have to acknowledge that our buildings are old and constantly need repairs. Covid also presented us with problems in getting professional contractors to keep the premises up together but in general the buildings are in reasonable repair.



## *Parish of West Cheltenham Parochial Church Council*

### **Annual Report For the year ended 31 December 2021 (continued)**

#### **Financial Review 2021**

There was a £51,287 surplus for the period compared to a deficit of £21,267 in 2020.

Total income in 2021 was £374,354 compared to £291,796 in 2020. The 2021 income was made up of £249,571 unrestricted and £124,783 restricted. The major sources of 2021 income were from:

- regular giving and collections, 12% up on the prior year at £184,748 (2020: £164,707), and
- legacies £13,486 (2020: £36,000)
- Heritage Trust grants £71,900

In 2021 costs totalled £323,067 (2020: £313,063); major contributors to costs were Parish Share £162,464 (2020: £162,464), major repairs to St Mark and St Barnabas churches £18,631 (2020: £27,436), church running expenses £15,156 (2020 £17,115) and office administration £34,055 (2020: £27,432).

Reserves for at the end of the period were:

- Unrestricted
  - General £815 (2020: £6,107)
  - Designated £266,150 (2020: £251,530) of which £266,150 (2021: £270,104) relate to the fixed assets of church buildings and investment property.
- Restricted £572,683 (2020: £530,724). £430,160 of the restricted reserves are earmarked for work on the St Mark building, leaving £142,523 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 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 6/9/22 and signed on their behalf by



Rev Rod Paterson

**PARISH OF WEST CHELTENHAM PCC  
INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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 2021.

**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 18 September 2022

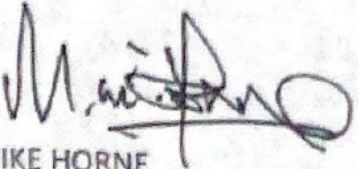
**Parish of West Cheltenham Parochial Church Council**  
**Statement of financial activities**  
**For the year ended 31 December 2021**

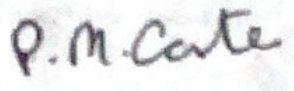
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total</b>	<b>2020 Total</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>					
Voluntary income	2	145,844	124,290	270,134	200,707
Church activities	3	46,248	-	46,248	41,957
Other trading activities	4	6,634	493	7,127	4,313
Investments	5	45,689	-	45,689	44,819
Other Income		5,156	-	5,156	-
		_____	_____	_____	_____
<b>Total</b>		<b>249,571</b>	<b>124,783</b>	<b>374,354</b>	<b>291,796</b>
		_____	_____	_____	_____
<b>Expenditure on:</b>					
Raising funds	6	479	7,010	7,489	15,488
Church activities	7	239,804	75,774	315,578	297,575
		_____	_____	_____	_____
<b>Total</b>		<b>240,283</b>	<b>82,784</b>	<b>323,067</b>	<b>313,063</b>
		_____	_____	_____	_____
<b>Net income/(expenditure)</b>		<b>9,288</b>	<b>41,999</b>	<b>51,287</b>	<b>(21,267)</b>
Transfers between funds		40	(40)	-	-
		_____	_____	_____	_____
<b>Net movement in funds</b>		<b>9,328</b>	<b>41,959</b>	<b>51,287</b>	<b>(21,267)</b>
Total funds brought forward		257,637	530,724	788,361	809,628
		_____	_____	_____	_____
<b>Total funds carried forward</b>	<b>13,14</b>	<b>266,965</b>	<b>572,683</b>	<b>839,648</b>	<b>788,361</b>
		=====	=====	=====	=====

**Parish of West Cheltenham Parochial Church Council**  
**Balance sheet at 31 December 2021**

			2021	2020
				As restated
	Note	£	£	£
<b>Fixed assets</b>				
Tangible assets	10		266,150	270,104
<b>Current assets</b>				
Debtors	11	281,079		281,239
Cash at bank and in hand		310,072		275,198
		591,151		556,437
<b>Creditors: amounts falling due within one year</b>	12	(17,653)		(38,180)
Net current assets			573,498	518,257
<b>Total assets less current liabilities</b>	13		839,648	788,361
<b>Funds</b>				
Unrestricted funds	14	266,965		257,637
Restricted funds	15	572,683		530,724
			839,648	788,361

The financial statements were approved by the Parochial Church Council of the Parish of West Cheltenham  
on 6 September 2022 and signed on its behalf by

  
**MIKE HORNE**  
Treasurer

  
**PAULINE CARTER**  
Churchwarden

**Parish of West Cheltenham Parochial Church Council**  
**Notes to the financial statements**  
**for the year ended 31 December 2021**

**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 2021**

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**

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. This has been performed on the basis that the Dulverton property is 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 2021**

**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 2021**

**2. Voluntary income**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total</b>	<b>2020 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Planned income				
Gift Aid donations	92,755	-	92,755	107,861
Other	7,157	-	7,157	8,869
Tax recoverable	23,570	1,086	24,656	27,856
Collections and other giving	22,362	32,006	54,368	14,598
Gift Days and appeals	-	5,812	5,812	5,523
Legacies	-	13,486	13,486	36,000
Grants receivable – Note 8	-	71,900	71,900	-
	<hr/>	<hr/>	<hr/>	<hr/>
	145,844	124,290	270,134	200,707
	<hr/>	<hr/>	<hr/>	<hr/>

In 2020, of the voluntary income, £150,125 was in relation to unrestricted funds and £50,582 to restricted funds.

**3. Church activities**  
**Unrestricted funds**

	<b>2021 Total</b>	<b>2020 Total</b>
	<b>£</b>	<b>£</b>
Gloucester Diocese Funding	41,390	37,689
Grants		-
Fees for weddings and funerals	4,281	3,845
Mums and Toddlers	577	423
	<hr/>	<hr/>
	46,248	41,957
	<hr/>	<hr/>

**4. Other trading activities**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total</b>	<b>2020 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Church hall lettings	6,469	-	6,469	3,835
Other trading activities	165	493	658	478
	<hr/>	<hr/>	<hr/>	<hr/>
	6,634	493	7,127	4,313
	<hr/>	<hr/>	<hr/>	<hr/>

In 2020 £4,153 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 2021**

**5. Investments**

<b>Unrestricted funds</b>	<b>2021 Total £</b>	<b>2020 Total £</b>
Rental income	45,575	43,825
Interest received	114	994
	<u>45,689</u>	<u>44,819</u>

**6. Raising funds**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2021 Total £</b>	<b>2020 Total £</b>
Costs of stewardship	-	7,010	7,010	-
St Barnabas' Playgroup	-	-	-	15,009
Governance costs:				
Accountancy and				
Independent Examination	479	-	479	479
	<u>479</u>	<u>7,010</u>	<u>7,489</u>	<u>15,488</u>

In 2020 £15,427 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 2021**

**7. Church activities**

	Unrestricted funds	Restricted funds	2021 Total	2020 Total
	£	£	£	£
<b>Missionary and charitable giving</b>				
Missionary Societies	4,375	16,699	21,074	11,847
Relief and Development agencies	-	1,898	1,898	1,729
Home Mission, Other Church societies	2,360	3,365	5,725	7,145
Secular charities	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	6,735	21,962	28,697	20,721
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Ministry</b>				
Parish share	162,464	-	162,464	162,464
Clergy expenses	1,046	104	1,150	3,938
Church running expenses	7,158	7,998	15,156	17,115
Oasis Centre running expenses	2,921	-	2,921	2,787
Church maintenance	8,463	5,634	14,097	12,088
Upkeep of services	3,470	4,874	8,344	5,233
Upkeep of churchyard	340	584	924	465
Office administration	26,778	7,277	34,055	27,432
Audio/visual expenses	2,856	3,729	6,585	2,241
Training, pastoral and outreach	2,346	9,866	12,212	1,753
Costs of church activities	2,061	-	2,061	2,198
Major repairs – structure	4,885	13,746	18,631	27,436
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
Governance costs: Accountancy and Independent Examination	2,327	-	2,327	2,709
Depreciation	3,954	-	3,954	3,954
	<hr/>	<hr/>	<hr/>	<hr/>
	233,069	53,812	286,881	276,854
	<hr/>	<hr/>	<hr/>	<hr/>
	239,804	75,774	315,578	297,575
	<hr/>	<hr/>	<hr/>	<hr/>

The PCC received parochial fees totalling £8,650 (£6,349 – 2020) in the year. Of this, £4,369 (£2,504 – 2020) 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 2020, of the expenditure on church activities, £249,641 was in relation to unrestricted funds and £47,934 to restricted funds.

**Parish of West Cheltenham Parochial Church Council**  
**Notes to the financial statements (continued)**  
**for the year ended 31 December 2021**

**8. Grants receivable**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total</b>	<b>2020 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
National Heritage Grant	-	71,900	71,900	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	71,900	71,900	-
	<hr/>	<hr/>	<hr/>	<hr/>

**9. Staff costs**

**Number of employees**

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

	<b>2021 Number</b>	<b>2020 Number</b>
Administration	2	2
Maintenance	3	4
	<hr/>	<hr/>
	5	6
	<hr/>	<hr/>

No employee earned more than £60,000 in the year (2020 – NIL).

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Employment costs</b>		
Gross wages and salaries	32,558	25,516
Social security costs	-	-
Pension costs	563	365
	<hr/>	<hr/>
	35,353	27,326
	<hr/>	<hr/>

Remuneration was paid during the year to one of the PCC members who comprise the key management personnel. Josh Denley was paid £19,455 (net) as office administrator (2020 – £12,757).

Travel, phone, training, software, and stationery expenses were paid to 2 clergy members amounting to (2020 - £3,938(3)).

**Parish of West Cheltenham Parochial Church Council**  
**Notes to the financial statements (continued)**  
**for the year ended 31 December 2021**

**10. Tangible fixed assets**

	<b>Freehold land and property £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 January 2021			
And 31 December 2021	333,381	84,554	417,935
	_____	_____	_____
<b>Depreciation</b>			
At 1 January 2021	63,277	84,554	147,831
Charge for the year	3,954	-	3,954
	_____	_____	_____
At 31 December 2021	67,231	84,554	151,785
	_____	_____	_____
<b>Net book value</b>			
At 31 December 2021	266,150	-	266,150
	=====	=====	=====
At 31 December 2020	270,104	-	270,104
	=====	=====	=====

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

**11. Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Income Tax recoverable	2,563	543
Other debtors	1	1,181
Sale of property proceeds held under a Declaration of Trust	278,515	278,515
Accrued income	-	1,000
	_____	_____
	281,079	281,239
	=====	=====

**Parish of West Cheltenham Parochial Church Council**  
**Notes to the financial statements (continued)**  
**for the year ended 31 December 2021**

**12. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals	17,653	38,180
Deferred Income	-	-
	<hr/>	<hr/>
	<b>17,653</b>	<b>38,180</b>
	<hr/> <hr/>	<hr/> <hr/>

**13. Analysis of net assets between funds**  
**Year ended 31 December 2021**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	266,150	-	266,150
Current assets	7,433	583,718	591,151
Current liabilities	(6,618)	(11,035)	(17,653)
	<hr/>	<hr/>	<hr/>
	<b>266,965</b>	<b>572,683</b>	<b>839,648</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Analysis of net assets between funds**  
**Year ended 31 December 2020**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
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/>
	<b>257,637</b>	<b>530,724</b>	<b>788,361</b>
	<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 2021**

<b>14. Unrestricted funds</b>	<b>01 January</b>	<b>Incoming</b>	<b>Resources</b>		<b>31 December</b>
<b>Year ended 31 December 2020</b>	<b>2021</b>	<b>resources</b>	<b>expended</b>	<b>Transfers</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General	6,107	249,571	(236,329)	(18,534)	815
Designated fixed asset fund	270,104	-	(3,954)	-	266,150
Oasis	(20,000)	-	-	20,000	-
Minor designated funds - District Church Councils	1,426	-	-	(1,426)	-
	<u>257,637</u>	<u>249,571</u>	<u>(240,283)</u>	<u>40</u>	<u>266,965</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 £130,488 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 and paid to Gloucester Diocese in 2021.

**Minor Designated funds – District Church Councils**

Money collected by St Barnabas Women's Fellowship which now no longer operates. This balance has now been transferred to General reserves.

<b>Unrestricted funds</b>	<b>01 January</b>	<b>Incoming</b>	<b>Resources</b>		<b>31 December</b>
<b>Year ended 31 December 2020</b>	<b>2020</b>	<b>resources</b>	<b>expended</b>	<b>Transfers</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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>

**Parish of West Cheltenham Parochial Church Council**  
**Notes to the financial statements (continued)**  
**for the year ended 31 December 2021**

<b>15. Restricted funds</b>	<b>01 January</b>	<b>Incoming</b>	<b>Resources</b>		<b>31 December</b>
<b>Year ended 31 December 2021</b>	<b>2021</b>	<b>resources</b>	<b>expended</b>	<b>Transfers</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Parish</b>					
Friends International	2,654	660	(2,654)	-	660
New Life Band	1,698	10,697	(12,395)	-	-
Parish Outreach	-	20,000	(15,526)	-	4,474
St Barnabas Community Outreach	1,305	-	-	-	1,305
St Barnabas Interior fund	110	-	(110)	-	-
St Barnabas Gift Day	-	6,599	(6,599)	-	-
St Mark's Counselling fund	2,396	-	-	-	2,396
<b>District Church Councils</b>					
St Aidan and St Silas Development	14,134	-	-	-	14,134
St Mark's Reordering	43,292	-	(3,974)	-	39,318
St Mark's Extension Fund	278,515	-	-	-	278,515
St Mark's Heritage Fund	-	12,200	(9,896)	-	2,304
St Mark's Care fund	2,348	-	(400)	-	1,948
St Mark's Open the Book Club	1,126	-	(306)	-	820
Minor restricted funds - District Church Councils	1,759	1,148	(1,691)	(40)	1,176
<b>Restricted to St Barnabas &amp; designated to the purpose</b>					
St Barnabas Reordering	25,000	-	-	-	25,000
Legacy received	10,469	4,730	(10,672)	-	4,527
<b>Restricted to St Mark's &amp; designated to purpose</b>					
St Mark's Development	70,136	-	-	-	70,136
St Mark's Reordering	41,941	493	(243)	-	42,191
St Mark's General Reserves	-	59,700	-	-	59,700
St Mark's Parents & Toddlers	451	-	(199)	-	252
Legacy received	13,390	4,729	(18,119)	-	-
<b>Restricted to St Aidan &amp; designated to purpose</b>					
Legacy received	20,000	3,827	-	-	23,827
	<u>530,724</u>	<u>124,783</u>	<u>(82,784)</u>	<u>(40)</u>	<u>572,683</u>

**Friends International and New Life Band**

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

**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 2021**

**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.

<b>Restricted funds</b> <b>Year ended 31 December 2020</b>	<b>01 January</b> <b>2020</b> <b>£</b>	<b>Incoming</b> <b>resources</b> <b>£</b>	<b>Resources</b> <b>expended</b> <b>£</b>	<b>Transfers</b> <b>£</b>	<b>31 December</b> <b>2020</b> <b>£</b>
<b>Parish</b>					
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
<b>District Church Councils</b>					
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
<b>Restricted to St Barnabas &amp; designated to the purpose</b>					
St Barnabas Reordering	25,000	-	-	-	25,000
Legacy received	-	18,000	(7,531)	-	10,469
<b>Restricted to St Mark's &amp; designated to purpose</b>					
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
<b>Restricted to St Aidan &amp; designated to purpose</b>					
Legacy received	20,000	-	-	-	20,000
	<u>527,977</u>	<u>50,742</u>	<u>(47,995)</u>	<u>-</u>	<u>530,724</u>



**Parish of West Cheltenham Parochial Church Council**

**Notes to the financial statements (continued)**

**for the year ended 31 December 2021**

**16. Operating leases**

The total lease payments recognised within expenses for the year ended 31 December 2021 were £1,068..

At 31 December 2021 the group had annual commitments under non-cancellable operating leases as follows:

<b>Amounts payable</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Within one year	1,080	1,050
Between 2 and 5 years	3,586	2,843
	<u>          </u>	<u>          </u>

**17. Capital commitments**

There were no capital commitments at 31 December 2021 (2020 – 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 2021 the amount was £2,000 (2020 - £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 2021 of £66,705 (2020 – £47,654). The amount of anonymous donations which would include further amounts have not been assessed for 2021 (nor 2020).

Mike Horne, a PCC member, was reimbursed £203 for various church expenses during the year (2020 – £394). There were no amounts owing to him at the year end.

Pauline Carter, a Parish Warden, was reimbursed £230 for various church expenses during the year (2020 – £160). There were no amounts owing to her at the year end.

Kathryn Martin, a PCC member, was reimbursed £380 for banners and posters during the year (2020 – £nil). There were no amounts owing to her at the year end.

Suzanna Pinless, a PCC, member, was reimbursed £65 for candles during the year (2020– £37). There were no amount owing to her at the year end.

**20. Independent Examiner's Remuneration**

The Independent Examiner's remuneration amounts to an Independent Examination fee of £2,395 (2020 – £2,395) and fees for other services of £0 (2020– £0).