

Charity Number: 1134073

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST MARK,  
PENSNETT**

**TRUSTEE'S REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**Reference and administrative details of the charity, its  
trustees and advisors**

<b>Trustees</b>	<b>Rev. Vanessa Tobin</b>	<b>Vicar</b>
	<b>Mrs. Christine While</b>	<b>Warden</b>
	<b>Mr. Robert Parsons</b>	<b>Warden &amp; Parish</b>
	<b>Administrator</b>	
	<b>Mr. David Greenaway</b>	<b>Parish Secretary</b>
	<b>Mr. Arthur Williams</b>	<b>Lay Chair</b>
	<b>Mr. Geoffrey Carter</b>	
	<b>Mrs. Sue Greenaway</b>	
	<b>Mrs. Hazel Hickman</b>	
	<b>Mrs. Georgina Lodge</b>	
	<b>Mrs. Marion Ovenall</b>	
	<b>Mrs. Sandra Parsons</b>	
	<b>Ms. Cindy Pfannenstiel</b>	
	<b>Ms. Sandra Shepherd</b>	
<b>Charity registered number</b>	<b>1134073</b>	
<b>Principal Office</b>	<b>St. Mark's Church</b>	
	<b>Vicarage Lane</b>	
	<b>Brierley Hill</b>	
	<b>DY5 4JH</b>	
<b>Independent examiner</b>	<b>Mr. Mark Bishop (BA)</b>	
	<b>23 Dorchester Road</b>	
	<b>Stourbridge</b>	
	<b>DY9 0XD</b>	
<b>Bankers</b>	<b>Barclays Bank Plc</b>	
	<b>47 High Street</b>	
	<b>Dudley</b>	
	<b>DY1 1PP</b>	

## **Trustees' Report**

The trustees present their annual report together with the accounts of the Parochial Church Council of the Ecclesiastical Parish of St. Mark, Pensnett (the charity) for the year ended 31 December 2021. The trustees confirm that the annual report and accounts of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", issued in March 2005.

### **1. Structure, Governance and Management**

#### **a. Constitution**

The Primary object of the Parochial Church Council (PCC) is the promotion of the Gospel of our Lord Jesus Christ according to the doctrine and practices of the Church of England. St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. There have been no changes in the objectives since the last annual report.

#### **b. Method of Appointment or Election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

#### **c. Organisational Structure and Decision Making**

The Standing Committee consists of the Vicar, Churchwardens, Secretary, and the Treasurer. Where necessary the Standing Committee may review the planning of any major campaign. The method of appointment of 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. There is no formal training offered to members of the PCC but guidance can be and is provided by colleagues and the Diocese as required. Allocation is based on their areas of interest and specialism. Currently the sub-committees, whose memberships consist of PCC members and co-opted representatives, are as follows:

- i. Fabric
- ii. Worship Group

iii. Mission Group

All members of the PCC give of their time freely and no remuneration was paid in the year.

Our Risk Management policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision, as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, its surrounding grounds and any associated buildings.

## **2.Objectives and Activities**

### **a. Health and Safety**

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in the Health & Safety Document currently in force. The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it is operated will be reviewed regularly and the appropriate changes made. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

### **b. Objectives**

The Primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrine and practices of the Church of England. St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC produced a 'statement of purpose' which is as follows:

- To be open to God through prayer and worship
- To recognise that we are part of Christ's worldwide church in a world where resources are not shared equally
- To become a community of mutual care and hospitality, growing in the love of Jesus Christ together
- To help people to discover faith in Jesus Christ and to enrich and deepen their faith
- To be alert to the needs of our local community and wider world and to respond to them in practical action
- To be a place of welcome for everyone, young and old alike

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mark's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish.

### **c. Volunteers**

We would like to thank the small band of volunteers who work so hard to reach the community. In particular we want to mention our church warden Christine While together with Robert Parsons who with Barry While has managed the church's finances during the past year; and all the other members of the PCC for their valuable contribution to our ministry.

## **3. Achievements and Performance**

### **a. Going Concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the accounts. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

### **b. Review of the Year**

Since last Easter 2021 we have cautiously emerged from the pandemic and have slowly begun to return to our Eucharistic services. We are now at the point of walking up to the altar table to receive communion and we are now able to sing hymns once again. It is also good to see each other on Wednesdays when we meet to do administration or to clean, and I feel that people are very glad to have that companionship again.

Christmas at St. Mark's went well with good attendance for our extra Christmas services. The Christmas eve pantomime went particularly well with a lot of good humour and joining in.

This Easter was the first one since my being here that we were able to run a full list of services including Maundy Thursday, Good Friday 'Hour before the Cross', Easter vigil, as well as Easter Day. These were all highly enjoyable to lead and felt very special. Those who attended got a great deal out of them.

Our children's work has gone extremely well with an excellent community picnic in the summer. Our mission enabler Amy Stokes then left to have a baby and was replaced by Emma Cartwright who has worked to develop

children's activities with ourselves and St John's. Whilst our children's attendance is not good on Sundays, our contact with children outside Sundays has gone well with children from St. Mark's school, under Emma's guidance, attending not only the school services but also an Easter trail, a Shrove Tuesday session and a Mother's Day gift session at St. Johns, Brockmoor. All of these events went well but the Easter trail was particularly enjoyable. Emma will soon be leaving us but Pauline Broadhead has volunteered to do regular art and craft sessions with St. Mark's school children, on a biblical theme, so we are looking forward to seeing this develop.

Every church has been affected by the pandemic. Although St. Mark's has welcomed a couple of lovely new families we have seen a reduction in numbers with many of our regulars suffering from illness and some of them moving into long time care. The low attendance has meant a drastic difference in our income and we are struggling to make ends meet. Combined with this, has been a lack of energy and an unwillingness from some to help, leaving the few that do help, overwhelmed. I thank those who help, warmly. However, in order to sustain the church we need not only income, but also volunteer help, as a few people cannot do everything. Dealing constantly with administration tasks means there is little energy left to engage with the community, which is what church should be about. I don't know what the future for St. Mark's is, but it is not going to be possible long term for the church to provide in the way it has in the past. I hope our members will embrace doing things in different ways as it is not feasible for it to stay the same.

To end, I would like to remember our late members Pat Harper, John Lodge, Doug Earnshaw and Bob Parsons. Bob was both warden and parish administrator and did so much for this church. But he was also a friend whose support and wisdom were second to none. My deepest thanks go to Bob.

Reverend Ness Tobin

#### **4. Reserves Policy**

It has long been our policy to invest our funds balances with the CBF Church of England Deposit Fund and the CBF Church of England Investment Fund, and we shall continue to follow this strategy.

#### **5. Plans for the Future**

##### **a. Future Developments**

- i. Strengthen faith and discipleship by focusing on prayer, worship and Bible study for the good of all and developing lay leadership by with training for our worship group.

- ii. Continue the work in the parish communities, particularly with St Marks school via acts of worship and craft, at community events, and with Russell's Hall Hospital.
- iii. Encourage church growth through the new service format, a focus on publicity and outreach and an all age service.

## **6.Trustees Responsibility Statement**

The Trustees are responsible for preparing the Trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and signed 29<sup>th</sup> March 2022 on their behalf by:

**Mrs. Christine While**  
**Trustee**  
**[verified electronically]**

**Mr. Robert Parsons**  
**Trustee**  
**[verified electronically]**



**Independent Examiner's report**

I report to the trustees on my examination of the accounts of the St Mark's Pensnett for the year ended 31 December 2021

**Independent Examiner's Report**

**Independent examiner's statement**

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

- (1) The accounting records were not kept in respect of the Trust as required by section 130 of the Act or
- (2) The accounts do not accord with those records; or
- (3) The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the 'Charities (Accounts and Reports) Regulations 2008 other than any requirements 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.

Signed: *my Bishop*

date: 15 March 2022

MICHAEL BISHOP (BA)

23 DORCHESTER ROAD

STOURBRIDGE

DY9 0XD

### **Profit and Loss Account**

#### **Income**

Interest Received	36.65
Dividends Received	3,797.23
Open Plate	2,160.27
Gift Aid	6,399.14
Non Gift Aid	1,433.52
Candles	40.23
Donations	4,613.00
Flower Club	40.00
Wedding Fees	1,680.00
Funeral/Baptism Fees	2,179.96
War Graves	13.50
HMRC	2,237.26
Fund Raising	1,705.69
Shares Revaluation	-8,636.88
Prize Donations	100.00
Smartie Tubes	616.00

#### **Total Income**

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18,415.57

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST  
MARK, PENSNETT

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**Expenditure**

Parish Share	17,476.00
Assigned Fees	827.59
Vicar Expenses	47.26
Electricity/Gas	5,462.27
Insurance	6,319.34
Phone	596.54
Water rates	187.91
Rubbish bins	450.77
Hygiene/Cleaning	930.55
Organ Fees/Repairs	2,847.50
Candles Cost	31.80
Funeral/Wedding Expenses	1,229.74
Repairs	6,395.32
Photocopier	2,145.60

Service Expenses Link	486.20
Subscriptions	57.00
Postage/Stationery	582.94
Event Expenses	654.07
Sundry Expenses	560.00
Books/Booklets	908.20
Refreshments	250.00
Liturgical Supplies	144.56
Donations	100.00
Computer	112.21
New Lighting	-365.43
Advertising Costs	126.00
Licenses	20.00
Memorial Stone Flavell	995.00

<b>Total Expenditure</b>	<u>49,578.94</u>
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<b>Total Excess Income</b>	<u>-31,163.37</u>
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**Balance Sheet**

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARK, PENSNETT

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## **Unrestricted Funds**

Edna Geary 9004	381.60
Slade 4763	1,738.28
Main <u>account 5216</u>	255,941.69
Sunday School 0176	1,651.59
Flower Club 7367	1,637.45
	<u>261,350.61</u>

## **Restricted Funds**

Bell Fund 9001D	2,756.32
Restoration <u>Fund 9002D</u>	22,911.45
Organ Fund 9003D	13,407.48
Morris <u>Maint 9006D</u>	23,953.53
Sunday School 4083	36,607.86
Sunday School 2840	255.13
	<u>99,891.77</u>

## **Endowment Funds**

Meredith 1415F	68,039.94
Bryce 1443S	2,058.03
Gibbons 1442S	1,122.56
Palmer 1441S	1,496.75
Morris 9001F	62,554.58
	<u>135,271.86</u>

Total Net Worth	<u>496,514.24</u>
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Asset Value as at 31.12.2021	527,677.61
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Net Income for Year	<u>-31,163.37</u>
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<u>496,514.24</u>
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The accounts were approved by the Trustees on 29<sup>th</sup> March 2022 and signed on their behalf by:

**Reverend Vanessa Tobin**  
**[verified electronically]**

## **Accounting Policies**

### **a. Basis of Preparation of Accounts**

The accounts have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). The accounts have been prepared in accordance with the Statement of Recommended Practice (Charities SORP (FRS 102)).

### **b. Fund Accounting**

General funds are unrestricted funds which are available for use at the direction of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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

Investment income, gains and losses are allocated to the appropriate fund.

### **c. Incoming Resources**

All incoming resources are included in the accounts of activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognized where there is no financial cost borne by a third party.

Income tax recoverable in relations to donations received under Gift Aid or deeds of covenant is recognized at the time of the donation.

Income tax recoverable in relation to investment income is recognized at the time the investment income is recoverable.

### **d. Resources Expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributable to particular activities, they have been allocated on a basis consistent with the use of the resources.

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

charitable activities. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

**e. Investments**

Fixed Asset investments are a form of financial instrument and are initially recognized at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realized or unrealized, are combined and shown in a separate heading in the statement of financial activities.

**f. Interest Receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.