

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ILMINSTER

Charity Number 1134398

Working name:

ST MARY'S, ILMINSTER PCC

REPORT AND ACCOUNTS

for the year ended

31 December 2020

ST MARY'S, ILMINSTER PCC

REPORT AND ACCOUNTS

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Contents

	Pages
Annual Report	1 - 5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8 - 14
Independent Examiner's Report	15

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

Aims

The Rev Jo Stobart is the Vicar of St Mary's Church, Iminster (The Minster). The PCC work to promote the worship of God and spread the good news of God's love. The PCC has responsibility for the upkeep of the Minster and of the Minster Rooms. The aim of the church is shared with Whitelackington, to be 'Beacons of Christ's light - sharing our love for God and our neighbours; Worshipping God – Serving others – Striving for fairness'.

Objectives

The PCC will achieve our vision by:

- worshipping God and growing in faith
- serving our local communities
- striving for a fairer and kinder world

The PCC is committed to working with the congregation and community to achieve and develop these aims within the restrictions of lockdown and despite the disruption caused by Covid-19.

The PCC has also considered the Charity Commission's guidance on public benefit when setting its objectives and, in particular, the supplementary guidance on charities for the advancement of religion.

The PCC

The PCC met 7 times during the year, including an away day in October, which is more than usual due to the disruption caused by the Covid-19 pandemic, and the Standing Committee met more frequently than usual to consider the implications of lockdown and assess the risks as we re-opened between lockdowns.

The appointment of PCC members is set out in the Church Representation Rules. The PCC consists of the incumbent, churchwardens, and members of the congregation who are on the electoral roll of the church. All members of the congregation are encouraged to register on the electoral roll and stand for PCC. PCC members also serve on committees and groups alongside other church members.

These committees and groups meet separately from the PCC, where possible, and regularly report back to the PCC.

The PCC had its first online meeting in June, although an Extended Standing Committee had met online several times prior this, to consider the impact of Covid-19. In June, it was confirmed that the Benefice Administrator had agreed to be furloughed. The Government Scheme was altered with short notice, which meant that this started earlier than originally expected. The PCC considered ways in which The Minster Church could re-open including no singing in the services, a booking scheme, social distancing, the time frames between using the seats vs cleaning, and online services. Recruitment for the CFLL role was paused until October 2020 due to lockdown and the closure of the schools.

We met in September via Zoom and the organ update advised that the repairs had slowed down due to lockdown. The Data Protection Report gave the PCC disappointing news that there had been 5 breaches, including 2 which were reported to the ICO, and separately a complaint regarding personal data. The PCC was reminded that we are not permitted to hold medical information and any information of this nature can only be shared with written agreement. Personal information such as email or address cannot be shared either. The PCC received a 6 monthly Data Protection update for PCC members and leaders.

The Foodbank and Foodshare used the Minster Rooms as a temporary base during lockdown. They have noticed an increase in use and support of the Foodbank, requiring more storage space. Space has been made in Minster Rooms.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

The PCC reviewed the report *Where we are now? A diocesan snapshot*. This considered 4 questions.

1. In your experience, what have churches done which has been good in the pandemic, so far? Our answers included: Online Services, Pewsheets with prayer, Foodbank into the community, Zoom coffee.
2. What opportunities do you think the church has missed during the pandemic? We said: At the start, the CofE taking a lead, link to voluntary groups and Covid 19, Easter due to the timing of lockdown, workloads and singing.
3. What has been lost from your own church experience that you would like back, and what has gone that you don't particularly miss? We missed: All Age Worship, Social Gatherings, Services but not the set time, Battle of Britain and cadets coming to church, Music community and fellowship, Children in church, Face to face PCC meetings, Fellowship, Rhythm of life and known services. Not Missed: Evening services, Formal services, Face to face PCC meetings.
4. What do you think the future might look like for the church, after Coronavirus? What are the opportunities and the challenges that we will have? We thought: Creativity, More flexible at local level but query at higher levels, Less formal but appreciate this involves more work/effort to create and workloads already high, A good time to look at church, what we are and could be, The online following. Covid has pushed our technology forward, which is a good thing, but we don't want 'online' to be a reason to close smaller churches, the rhythm of seasons and church year is important, we value of our Vicar who has worked very hard, Balance needed. Maintain new initiatives while not losing what we have. It will be difficult to re-engage young people after Covid.

The PCC had an 'Away Day' in the Minster Rooms/via Zoom in October, which started with a Bible Study on the Parable of the Wedding Banquet. The PCC's 2020 Vision is 6 years old and with the website review, the PCC considered whether our strapline is right for us now. As part of the process, we considered 'What it means to be an open and welcoming church', and 'Who are we welcoming and who is missing?'. We looked at images to consider what our logo could mean. This discussion led to us considering ideas for our strapline.

In November the meeting started with a DPA Refresher Training session. The Finance Report was much better than expected. We budgeted for a deficit of £13,700 but have a surplus of £20,700. However, this was due to legacies and grants received and because we hadn't received the invoices for the organ repairs. The PCC considered and then agreed a permanent move of the Foodbank to the Minster Rooms. To do this, PCC reviewed the Ilminster Foodbank Additional Health & Safety Policy, Ilminster Foodbank Procedures, COVID-19 Risk Assessment – Foodbank, and General Risk Assessment – Foodbank. Jo gave the PCC an update on the Deployment Report, which is looking to the future. Locally, we may have fewer clergy with larger areas for them to cover and more lay people assisting. COVID-19 has escalated these plans. It was also noted that online services are reaching more in the community. This was the first meeting after the delayed 2020 APCM and Peter Mackay was appointed as Vice-chair of the PCC.

In February 2021, the PCC considered the re-opening of church for in-person services and agreed to start slowly with two services; Wednesday morning and Sunday at 8am to reach those not online first. Live streaming of services has been important during the last year, and this is currently done with a mobile phone and tripod. Live streaming has meant that we are reaching those who have moved away or cannot attend church. We have had quotes for a live streaming service of around £12k but we could do ourselves for around £3k or £4k. There will be a camera at the back of church (high up) and it will be controlled with a joystick. It can be programmed to pre-set views – the Nave Altar, the Pulpit, the Font etc. The congregation will be able to sit in safe zones. Those presenting within the service will need to give permission. A list of policies and an approach to create/maintain them was circulated.

Most are employer responsibilities and include safeguarding recruitment for volunteers. We re-advertised the CFLL role in December 2020, as we were unable to recruit in October 2020, with a closing date in January 2021 but didn't receive any interest in the role. As there is no face-to-face children's work it was agreed to review this in Autumn 2021.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

We met via Zoom on 7 April to approve the Report & Accounts. During the year we received a Covid grant, legacy and the Foodbank also received money. Our unrestricted funds show a surplus of £10,125 whilst restricted funds show a deficit of £11,723. Planned giving was expected to drop due to Covid-19; however, there was a switch to Standing Orders which resulted in a small increase in giving.

Jen presented a suggested approach & timetable to complete the PCC policies, which was agreed. The timetable reflects the pattern of the PCC meeting with the aim of reviewing & maintaining existing policies and creating new PCC policies.

The PCC amended its previous resolution on SIR reporting to delegate the responsibility of reporting Safeguarding SIRs to the Diocesan Safeguarding team and changed all references in this resolution from named individuals to the title of the relevant office holder.

The APCM for 2020 to 2021 will be held on 23 May 2021. As this report needs to be displayed for 2 weeks before the APCM, it means that the final PCC meeting on 10 May 2021 will be included in next year's Annual Report.

Standing Committee This is the only committee required by law. It has delegated power to transact the business of the PCC between its meetings and prepares the agenda for the PCC. This year the Standing Committee has considered plans and risk assessments for the Church to open safely and within the restrictions of Covid-19.

Fabric Committee is concerned with the maintenance and improvement of church buildings and fabric, and of the churchyard. During this year, the organ has been a priority. Some funds have been pledged to us by the Gooch Trust, and we have been fundraising although this has been difficult due to Covid-19. The repairs are on track to be completed at the end of February 2021, which means we can use the grant scheme that allows us to claim VAT paid on fabric costs. In 2019, we were able to repair the boiler, but we need to plan for a replacement and it is aimed to consider a replacement for 2022.

World Community aims to link the Minster to the local and wider community.

Hospitality Committee is on hand to cater for our social functions and church events.

Minster Rooms Management Committee ensures the availability of rooms for parish and community use. It has separate finances and would normally attract regular use by both the church and the community. The team provide regular updates to the PCC.

Finance Committee has been focusing on navigating the church funds on an ongoing basis, particularly as Covid-19 has significantly impacted on our income.

Communication Team is a joint team with Whitelackington's PCC and its aim is to ensure that all communication activities fulfil our vision to be 'Beacons of Christ's light'. In the past year, lockdown has forced a review of traditional methods of communication, with greater emphasis placed on the use of social media, including the use of Facebook Live to livestream services.

Children and Family Life Leader Support Team is a small group who give support to the post holder, as that person reaches out into the local community, leads our children's groups and encourages volunteers working with children within the Minster. This is to ensure that they are not working in isolation and have the encouragement and guidance needed. During 2020 we have had a vacancy and this role will be reviewed in the Autumn of 2021.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

Deanery Synod The Deanery Synod has needed to respond to Covid, and has been considering the Deployment Report, which is looking at future changes. Whilst this was part of the Deanery Synod's long-term plans, Covid-19 has brought it forward.

Financial Review

Our budget for 2020 was set in November 2019 before Covid-19 became an issue. It predicted a deficit of almost £35,000 as we knew that the organ renovation would take place in the year. The budgeted deficit did not relate all to the organ; we had been expecting a deficit for general activities as well. Although normal Church life was completely disrupted by the effects of the pandemic, planned giving actually increased and we managed to claim Covid grants towards salaries and general Church running, and the final position was much better than expected due to these unexpected income sources, the generous giving towards Foodbank, a reduction in some Church running costs and legacies received during the year. The final overall position showed a small deficit of almost £1,600. Adding in the increase in the value of investments over the year resulted in an increase in funds of nearly £24,400 although much of this increase is attributable to endowment assets, from which only income is available for use by the PCC. We cannot use the capital. A provision had been made in the 2019 accounts for an expected claim for clergy expenses in 2020, but this did not materialise. This has resulted in a negative expense which can be seen at note 4b to the accounts.

Because of Covid we have been unable to concentrate on fundraising for the organ renovation and, as a result, the final project costs will result in a deficit of £21,777. The decision has been made to cover the bulk of this deficit by way of a drawdown from investments held for this purpose. The remainder of the restricted deficit will be financed by funds given for fabric purposes in previous years.

A cautious budget for 2021 was set in November 2020 to allow for the possibility that Church would not return to normal for some time. The budget predicts a deficit of almost £30,000, although since the budget was set we have been fortunate to receive a legacy of £25,000 which will cover the expected deficit on general funds. As Church returns to normal, we will once again need to focus on ensuring that our general income is sufficient to cover day to day running costs, as we cannot rely on legacies as a continuing source of funds.

Reserves Policy

It is PCC policy to try to maintain a sufficient reserve of unrestricted liquid funds equivalent to approximately six months of general expenditure, in order to smooth out fluctuations in cash flow and deal with unexpected costs. This reserve has been set at £60,000 and, at the end of 2020, our liquid unrestricted reserves amounted to £88,500. Due to the legacy received in 2021, this position should be held.

Part of the reserves amount includes an investment held with CCLA and the PCC recognises that these funds are only accessible if the investment is sold, and the value of that investment fluctuates over time.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have the due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). Jim Webb was appointed as Safeguarding Office at the PCC meeting on 20 January 2020. The PCC have agreed to adopt the Diocese Safeguarding policy, follow Safer Recruitment processes and adopted Youth Policies.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

Administration information

The Minster Church is situated in Court Barton, Ilminster. It is part of the Diocese of Bath & Wells within the Church of England. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006). The full name of the PCC is The Parochial Church Council of the Ecclesiastical Parish of Ilminster and its working name is St Marys Ilminster PCC. The PCC became a registered charity in England and Wales, number 1134398, on 18 February 2010. Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During 2020 the following served as PCC members:

Ex Officio members:

- Incumbent: The Rev Jo Stobart
- Wardens: Rebecca Beggs and Lydia Munday

Elected members:

- Sarah Wright representative on Deanery Synod
- Lydia Munday representative on Deanery Synod
- Jim Webb representative on Deanery Synod
- Lucy Gibbs (until 2021)
- Natalie Wainwright (until 2021)
- Elizabeth Ferris (until 2021)
- Alison Brown (until April 2022)
- Peter MacKay (Vice Chair) (until April 2022)
- Julian Gibbs (until April 2023)
- Liz Coleman (co-opted Treasurer until 31 December 2020. Vacancy from 1 January 2021)
- Patricia Lindley (co-opted Secretary)

The PCC's bankers are NatWest plc, 10 East Street, Ilminster TA19 0AA.

The independent examiner of this report and accounts is Mrs Alison Fielder, c/o Old Bank Building, East Street, Ilminster TA19 0AJ.

Approved by the PCC on 7 April 2021 and signed on its behalf by The Rev Jo Stobart (PCC Chair)

ST MARY'S, ILMINSTER PCC

Statement of Financial Activities

For the Year Ended 31 December 2020

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowment Funds</u>	<u>TOTAL FUNDS</u>	
					<u>2020</u>	<u>2019</u>
<u>Income and Endowments</u>						
Voluntary income	3a	90,884	50,299	-	141,183	92,578
Income from Church activities	3b	3,250	973	-	4,223	11,743
Activities for generating funds	3c	136	1,423	-	1,559	4,691
Income from investments	3d	8,389	3,421	-	11,810	11,617
<u>Total Income and Endowments</u>		102,659	56,116	-	158,775	120,629
<u>Expenditure</u>						
Raising funds	4a	-	-	-	-	362
Charitable activities	4b	92,324	67,839	-	160,163	111,255
Other	4c	210	-	-	210	40
<u>Total Expenditure</u>		92,534	67,839	-	160,373	111,657
<u>Net Income/(Expenditure)</u>		10,125	(11,723)	-	(1,598)	8,972
Transfers between funds	10b	-	-	-	-	-
		10,125	(11,723)	-	(1,598)	8,972
Unrealised gains on investments	6b	3,607	5,170	17,213	25,990	59,278
<u>Net Movement in Funds</u>		13,732	(6,553)	17,213	24,392	68,250
<u>Reconciliation of Funds:</u>						
Total funds brought forward 1st January 2020 (2019)		193,263	137,615	253,046	583,924	515,674
Total funds carried forward 31st December 2020 (2019)		£206,995	£131,062	£270,259	£608,316	£583,924

ST MARY'S, ILMINSTER PCC

Balance Sheet

As at 31 December 2020

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowment Funds</u>	<u>TOTAL FUNDS 2020</u>	<u>2019</u>
<u>Fixed Assets</u>						
Tangible fixed assets	6a	118,478	-	-	118,478	118,708
Investment assets	6b	56,164	80,051	270,259	406,474	378,936
		174,642	80,051	270,259	524,952	497,644
<u>Current Assets</u>						
Debtors and prepayments	8	4,716	-	-	4,716	6,871
Short-term deposits	7	11,700	42,315	-	54,015	53,810
Cash at bank and in hand		20,900	34,983	-	55,883	33,007
		37,316	77,298	-	114,614	93,688
<u>Current Liabilities</u>						
Creditors falling due within one year	9	(4,963)	(26,287)	-	(31,250)	(7,408)
<u>Net Current Assets</u>						
		32,353	51,011	-	83,364	86,280
<u>Net Assets</u>						
		£206,995	£131,062	£270,259	£608,316	£583,924
Represented by Funds:						
Unrestricted		206,995	-	-	206,995	193,263
Restricted		-	131,062	-	131,062	137,615
Endowment		-	-	270,259	270,259	253,046
		£206,995	£131,062	£270,259	£608,316	£583,924

Approved by the Parochial Church Council on 7 April 2021 and signed on its behalf by:

.....
Rev J Stobart

.....
R Beggs

The notes on pages 8 to 14 form part of these Accounts.

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements

For the Year Ended 31 December 2020

1 Accounting Policies

a) Basis of Preparation

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, together with FRS102 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 historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Minor liabilities and consumable stocks under £500 have been ignored.

b) Funds Structure

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

c) Income Recognition

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, an inflow of economic benefit is probable and the amounts due are reliably quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross, ie before any related costs that may have been incurred.

d) Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, as soon as an outflow of economic benefit is probable. The diocesan parish share expected to be paid over is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements

For the Year Ended 31 December 2020

1 Cont'd

e) Irrecoverable VAT

The PCC is not registered for VAT and so all irrecoverable VAT is included with the expenditure on which it was incurred. The PCC is able to reclaim a grant under the Listed Places of Worship Scheme representing VAT incurred on specific expenditure on fabric of the building, and if the claims are successful the refunds are set against the expenditure category to which the original expenditure was allocated.

f) Tangible Fixed Assets and Depreciation

The freehold land and buildings are entirely the Minster Rooms and are included at cost. An assessment has been carried out of whether there is any indication that the freehold land and buildings should be written down at the reporting date, and it has been decided that there was no indication and so no depreciation has been provided for. A revaluation policy has not been adopted.

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected at any reasonable time.

The equipment at 1st January 2020 comprised of furnishings in the Minster Rooms, computer, printing equipment, fire extinguishers, Sunday School equipment and an electric piano. It has been included at cost and depreciated at 25% per annum on a reducing balance basis.

g) Fixed Asset Investments

Investments are initially recognised at their transaction value and subsequently measured at their market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

h) Realised and Unrealised Gains and Losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value, if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end, and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

2 Related Party Transactions

The trustees all give freely of their time and expertise without any form of remuneration or other benefit or cash in kind.

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

3 Analysis of Income and Endowments

	<i><u>Unrestricted Funds</u></i>	<i><u>Restricted Funds</u></i>	<i><u>Endowment Funds</u></i>	<i><u>TOTAL FUNDS 2020</u></i>	<i><u>2019</u></i>
3a <u>Voluntary Income</u>					
Planned giving	50,668	-	-	50,668	47,879
Income tax recoverable on Gift-Aided donations	14,759	439	-	15,198	13,353
Open plate service collections	2,854	-	-	2,854	7,766
Special collections	-	1,533	-	1,533	5,279
Donations (unrestricted)	6,872	-	-	6,872	5,264
Donations (restricted)	-	37,777	-	37,777	8,037
Grants	11,731	550	-	12,281	-
Legacies	4,000	10,000	-	14,000	5,000
	<u>90,884</u>	<u>50,299</u>	<u>-</u>	<u>141,183</u>	<u>92,578</u>
3b <u>Income from Church Activities</u>					
Minster Rooms lettings and refreshments	-	973	-	973	6,538
Fees for weddings and funerals	1,604	-	-	1,604	2,617
Meditation and wedding courses	-	-	-	-	75
Repayments for services	1,646	-	-	1,646	2,513
	<u>3,250</u>	<u>973</u>	<u>-</u>	<u>4,223</u>	<u>11,743</u>
3c <u>Activities for Generating Funds</u>					
Magazine advertising, Narthex Box etc.	136	-	-	136	605
Fund-raising	-	1,423	-	1,423	4,086
	<u>136</u>	<u>1,423</u>	<u>-</u>	<u>1,559</u>	<u>4,691</u>
3d <u>Income from Investments</u>					
Dividends	8,080	3,367	-	11,447	11,094
Interest	309	54	-	363	523
	<u>8,389</u>	<u>3,421</u>	<u>-</u>	<u>11,810</u>	<u>11,617</u>
Total Income and Endowments	<u>£102,659</u>	<u>£56,116</u>	<u>£-</u>	<u>£158,775</u>	<u>£120,629</u>

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

4 Analysis of Expenditure

	<i><u>Unrestricted Funds</u></i>	<i><u>Restricted Funds</u></i>	<i><u>Endowment Funds</u></i>	<i>TOTAL FUNDS</i>	
				<i>2020</i>	<i>2019</i>
4a <u>Raising Funds</u>					
Fund-raising expenses	-	-	-	-	362
	-	-	-	-	362
4b <u>Church Activities</u>					
Diocesan parish share	66,486	-	-	66,486	69,897
Clergy expenses	(234)	-	-	(234)	43
Church running expenses	9,574	4,898	-	14,472	12,123
Printing and stationery	336	-	-	336	663
Church maintenance	-	57,554	-	57,554	1,974
Minster Rooms running costs	-	3,854	-	3,854	4,708
Salaries (note 5)	13,932	-	-	13,932	14,262
Depreciation and loss on disposal	230	-	-	230	306
Distribution of special collections:					
Missionary societies and charitable giving	-	349	-	349	2,251
Home missions and other Church societies	-	-	-	-	-
Other charitable societies	-	1,184	-	1,184	3,028
Donations from Church funds	2,000	-	-	2,000	2,000
Donations from fund-raising activities	-	-	-	-	-
	92,324	67,839	-	160,163	111,255
4c <u>Other</u>					
Training costs	210	-	-	210	40
	210	-	-	210	40
<u>Total Expenditure</u>	£92,534	£67,839	£-	£160,373	£111,657

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

5 Staff costs

	<u>Total Funds</u>	
	<u>2020</u>	<u>2019</u>
Wages and salaries	13,753	14,205
Pension contributions	179	57
	<u>13,932</u>	<u>14,262</u>

The PCC employed a Benefice Administrator for the whole year. During the Covid-19 pandemic the PCC made the difficult decision to furlough the Administrator as required, and made claims to the government under the Coronavirus Job Retention Scheme. These claims are included in grants and are not netted off against wages and salaries. Holiday pay in respect of holiday accrued but not taken at the year end has not been recorded as it is an insignificant amount. Although the PCC is liable for employer's National Insurance on salaries, this expense was subsidised by the HMRC employer's allowance and so as a result there was no cost to the PCC. The PCC offers a workplace pension in accordance with the rules for autoenrolment.

The average number of employees during the year was 1 (2019: 1).

6 Fixed Assets

6a Tangible Fixed Assets

	<u>Land & Buildings</u>	<u>Equipment</u>	<u>Total</u>
Gross cost at 1 January 2020	117,789	20,455	138,244
Additions	-	-	-
Disposals	-	-	-
At 31 December 2020	<u>117,789</u>	<u>20,455</u>	<u>138,244</u>
Depreciation at 1 January 2020	-	19,536	19,536
Charge for year at 25%	-	230	230
On disposals	-	-	-
At 31 December 2020	<u>-</u>	<u>19,766</u>	<u>19,766</u>
Net book value at 31 December 2020	<u>£117,789</u>	<u>£689</u>	<u>£118,478</u>
Net book value at 31 December 2019	<u>£117,789</u>	<u>£919</u>	<u>£118,708</u>

6b Investments

These consist of shares in the CCLA CBF Church of England Investment Fund and the COIF Charities Investment Fund, split as shown between the following funds:-

CBF Church of England Investment Fund:

St. Marys PCC - 2746.86 units; Emms Bequest (Restoration Fund) - 1716.00 units; LM Taylor Bequest - 3915.13 units; Dr K Hall Bequest - 198.00 units; Paul Bequest - 8484.00 units

COIF Charities Investment Fund:

Reverend Stoodley - 3207.34 units

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

6b Continued

Analysis of Investments Held

			<i>Valuation at</i>	<i>Transfer of</i>	<i>Dividends</i>	<i>Unrealised</i>	<i>Valuation at</i>
			<i>01/01/20</i>	<i>funds in year</i>	<i>reinvested</i>	<i>Gains on</i>	<i>31/12/20</i>
				<i>(note 10b)</i>		<i>Investments</i>	
L.M. Taylor Bequest	601008001S	Restric.	74,881	-	-	5,170	80,051
Emms Bequest	601008002S	Endow.	32,820	-	-	2,266	35,086
St Marys Fund	601008004S	Unrestric.	51,009	-	1,548	3,607	56,164
Paull Bequest	101001546S	Endow.	162,265	-	-	11,205	173,470
Stoodley Bequest	266070002T	Endow.	54,174	-	-	3,480	57,654
Hall Bequest	101001281S	Endow.	3,787	-	-	262	4,049
			£378,936	£-	£1,548	£25,990	£406,474
Unrestricted Funds			51,009	-	1,548	3,607	56,164
Restricted Funds			74,881	-	-	5,170	80,051
Endowment Funds			253,046	-	-	17,213	270,259
			£378,936	£-	£1,548	£25,990	£406,474

7 Short-Term Deposits Held

Held with CCLA in the CBF Church of England Deposit Fund:

		<i>As at</i>	<i>As at</i>
		<i>01/01/20</i>	<i>31/12/20</i>
L M Taylor Bequest	Restricted	5,457	5,457
St Marys Fund:	Restricted	48,167	36,858
	Unrestricted	186	11,700
		£53,810	£54,015

8 Debtors and Prepayments

	<i>2020</i>	<i>2019</i>
Income tax recoverable on gift aided donations	2,976	2,830
Fees for weddings and funerals	-	1,537
Photocopier rental prepayment	178	178
Minster Rooms income received in 2021	-	981
Repayment for services and share of expenses	845	334
Bike ride fund raising	-	143
Electricity direct debits on account	717	868
	£4,716	£6,871

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

9 Liabilities (amounts falling due within one year)

	<u>2020</u>	<u>2019</u>
Church maintenance	24,964	4,661
Donations	2,000	-
Fees and collections to be paid out	2,221	862
Clergy expenses	-	199
Church running costs	641	611
Minster Rooms running costs	144	488
Church administration costs	25	77
Organist fees	725	510
Wedding fees received in advance	530	-
	<u>£31,250</u>	<u>£7,408</u>

10 Funds

10a Analysis of Restricted Funds

The following restricted funds are included within net current assets:

	<u>2020</u>	<u>2019</u>
Bells	1,717	1,537
Children and Families Life Leader	12,047	11,367
Community Outreach	683	738
Foodbank	7,802	-
Homework Club	1,499	1,499
Ilminster Parish Emergency Fund	300	100
LM Taylor Bequest deposit	5,457	5,457
Maintenance of the fabric of the Church	20,013	10,708
Meditation	1,881	1,878
Memory Café	1,347	1,727
Minster Rooms upkeep and maintenance	12,654	15,491
Music and audio-visual	305	309
Organ renovation (see note 10b)	(21,777)	5,340
Small project donations	5,400	5,000
Simpson	313	313
Youth	1,370	1,270
	<u>£51,011</u>	<u>£62,734</u>

10b Analysis of Transfers Between Funds

No transfers took place during the year but, due to the Covid-19 pandemic, fund raising for the organ renovation project was impossible and so the decision has been taken to draw £20,000 from investments at CCLA to help cover the costs. This withdrawal will take place in 2021.

11 Independent Examiner's Remuneration

No fee was payable to the independent examiner for their work examining these accounts.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ILMINSTER

Charity Number 1134398

Working name:

ST MARY'S, ILMINSTER PCC

REPORT AND ACCOUNTS

for the year ended

31 December 2020

ST MARY'S, ILMINSTER PCC

REPORT AND ACCOUNTS

for the year ended

31 December 2020

Contents

	Pages
Annual Report	1 - 5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8 - 14
Independent Examiner's Report	15

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

Aims

The Rev Jo Stobart is the Vicar of St Mary's Church, Iminster (The Minster). The PCC work to promote the worship of God and spread the good news of God's love. The PCC has responsibility for the upkeep of the Minster and of the Minster Rooms. The aim of the church is shared with Whitelackington, to be 'Beacons of Christ's light - sharing our love for God and our neighbours; Worshipping God – Serving others – Striving for fairness'.

Objectives

The PCC will achieve our vision by:

- worshipping God and growing in faith
- serving our local communities
- striving for a fairer and kinder world

The PCC is committed to working with the congregation and community to achieve and develop these aims within the restrictions of lockdown and despite the disruption caused by Covid-19.

The PCC has also considered the Charity Commission's guidance on public benefit when setting its objectives and, in particular, the supplementary guidance on charities for the advancement of religion.

The PCC

The PCC met 7 times during the year, including an away day in October, which is more than usual due to the disruption caused by the Covid-19 pandemic, and the Standing Committee met more frequently than usual to consider the implications of lockdown and assess the risks as we re-opened between lockdowns.

The appointment of PCC members is set out in the Church Representation Rules. The PCC consists of the incumbent, churchwardens, and members of the congregation who are on the electoral roll of the church. All members of the congregation are encouraged to register on the electoral roll and stand for PCC. PCC members also serve on committees and groups alongside other church members.

These committees and groups meet separately from the PCC, where possible, and regularly report back to the PCC.

The PCC had its first online meeting in June, although an Extended Standing Committee had met online several times prior this, to consider the impact of Covid-19. In June, it was confirmed that the Benefice Administrator had agreed to be furloughed. The Government Scheme was altered with short notice, which meant that this started earlier than originally expected. The PCC considered ways in which The Minster Church could re-open including no singing in the services, a booking scheme, social distancing, the time frames between using the seats vs cleaning, and online services. Recruitment for the CFLL role was paused until October 2020 due to lockdown and the closure of the schools.

We met in September via Zoom and the organ update advised that the repairs had slowed down due to lockdown. The Data Protection Report gave the PCC disappointing news that there had been 5 breaches, including 2 which were reported to the ICO, and separately a complaint regarding personal data. The PCC was reminded that we are not permitted to hold medical information and any information of this nature can only be shared with written agreement. Personal information such as email or address cannot be shared either. The PCC received a 6 monthly Data Protection update for PCC members and leaders.

The Foodbank and Foodshare used the Minster Rooms as a temporary base during lockdown. They have noticed an increase in use and support of the Foodbank, requiring more storage space. Space has been made in Minster Rooms.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

The PCC reviewed the report *Where we are now? A diocesan snapshot*. This considered 4 questions.

1. In your experience, what have churches done which has been good in the pandemic, so far? Our answers included: Online Services, Pewsheets with prayer, Foodbank into the community, Zoom coffee.
2. What opportunities do you think the church has missed during the pandemic? We said: At the start, the CofE taking a lead, link to voluntary groups and Covid 19, Easter due to the timing of lockdown, workloads and singing.
3. What has been lost from your own church experience that you would like back, and what has gone that you don't particularly miss? We missed: All Age Worship, Social Gatherings, Services but not the set time, Battle of Britain and cadets coming to church, Music community and fellowship, Children in church, Face to face PCC meetings, Fellowship, Rhythm of life and known services. Not Missed: Evening services, Formal services, Face to face PCC meetings.
4. What do you think the future might look like for the church, after Coronavirus? What are the opportunities and the challenges that we will have? We thought: Creativity, More flexible at local level but query at higher levels, Less formal but appreciate this involves more work/effort to create and workloads already high, A good time to look at church, what we are and could be, The online following. Covid has pushed our technology forward, which is a good thing, but we don't want 'online' to be a reason to close smaller churches, the rhythm of seasons and church year is important, we value of our Vicar who has worked very hard, Balance needed. Maintain new initiatives while not losing what we have. It will be difficult to re-engage young people after Covid.

The PCC had an 'Away Day' in the Minster Rooms/via Zoom in October, which started with a Bible Study on the Parable of the Wedding Banquet. The PCC's 2020 Vision is 6 years old and with the website review, the PCC considered whether our strapline is right for us now. As part of the process, we considered 'What it means to be an open and welcoming church', and 'Who are we welcoming and who is missing?'. We looked at images to consider what our logo could mean. This discussion led to us considering ideas for our strapline.

In November the meeting started with a DPA Refresher Training session. The Finance Report was much better than expected. We budgeted for a deficit of £13,700 but have a surplus of £20,700. However, this was due to legacies and grants received and because we hadn't received the invoices for the organ repairs. The PCC considered and then agreed a permanent move of the Foodbank to the Minster Rooms. To do this, PCC reviewed the Ilminster Foodbank Additional Health & Safety Policy, Ilminster Foodbank Procedures, COVID-19 Risk Assessment – Foodbank, and General Risk Assessment – Foodbank. Jo gave the PCC an update on the Deployment Report, which is looking to the future. Locally, we may have fewer clergy with larger areas for them to cover and more lay people assisting. COVID-19 has escalated these plans. It was also noted that online services are reaching more in the community. This was the first meeting after the delayed 2020 APCM and Peter Mackay was appointed as Vice-chair of the PCC.

In February 2021, the PCC considered the re-opening of church for in-person services and agreed to start slowly with two services; Wednesday morning and Sunday at 8am to reach those not online first. Live streaming of services has been important during the last year, and this is currently done with a mobile phone and tripod. Live streaming has meant that we are reaching those who have moved away or cannot attend church. We have had quotes for a live streaming service of around £12k but we could do ourselves for around £3k or £4k. There will be a camera at the back of church (high up) and it will be controlled with a joystick. It can be programmed to pre-set views – the Nave Altar, the Pulpit, the Font etc. The congregation will be able to sit in safe zones. Those presenting within the service will need to give permission. A list of policies and an approach to create/maintain them was circulated.

Most are employer responsibilities and include safeguarding recruitment for volunteers. We re-advertised the CFLL role in December 2020, as we were unable to recruit in October 2020, with a closing date in January 2021 but didn't receive any interest in the role. As there is no face-to-face children's work it was agreed to review this in Autumn 2021.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

We met via Zoom on 7 April to approve the Report & Accounts. During the year we received a Covid grant, legacy and the Foodbank also received money. Our unrestricted funds show a surplus of £10,125 whilst restricted funds show a deficit of £11,723. Planned giving was expected to drop due to Covid-19; however, there was a switch to Standing Orders which resulted in a small increase in giving.

Jen presented a suggested approach & timetable to complete the PCC policies, which was agreed. The timetable reflects the pattern of the PCC meeting with the aim of reviewing & maintaining existing policies and creating new PCC policies.

The PCC amended its previous resolution on SIR reporting to delegate the responsibility of reporting Safeguarding SIRs to the Diocesan Safeguarding team and changed all references in this resolution from named individuals to the title of the relevant office holder.

The APCM for 2020 to 2021 will be held on 23 May 2021. As this report needs to be displayed for 2 weeks before the APCM, it means that the final PCC meeting on 10 May 2021 will be included in next year's Annual Report.

Standing Committee This is the only committee required by law. It has delegated power to transact the business of the PCC between its meetings and prepares the agenda for the PCC. This year the Standing Committee has considered plans and risk assessments for the Church to open safely and within the restrictions of Covid-19.

Fabric Committee is concerned with the maintenance and improvement of church buildings and fabric, and of the churchyard. During this year, the organ has been a priority. Some funds have been pledged to us by the Gooch Trust, and we have been fundraising although this has been difficult due to Covid-19. The repairs are on track to be completed at the end of February 2021, which means we can use the grant scheme that allows us to claim VAT paid on fabric costs. In 2019, we were able to repair the boiler, but we need to plan for a replacement and it is aimed to consider a replacement for 2022.

World Community aims to link the Minster to the local and wider community.

Hospitality Committee is on hand to cater for our social functions and church events.

Minster Rooms Management Committee ensures the availability of rooms for parish and community use. It has separate finances and would normally attract regular use by both the church and the community. The team provide regular updates to the PCC.

Finance Committee has been focusing on navigating the church funds on an ongoing basis, particularly as Covid-19 has significantly impacted on our income.

Communication Team is a joint team with Whitelackington's PCC and its aim is to ensure that all communication activities fulfil our vision to be 'Beacons of Christ's light'. In the past year, lockdown has forced a review of traditional methods of communication, with greater emphasis placed on the use of social media, including the use of Facebook Live to livestream services.

Children and Family Life Leader Support Team is a small group who give support to the post holder, as that person reaches out into the local community, leads our children's groups and encourages volunteers working with children within the Minster. This is to ensure that they are not working in isolation and have the encouragement and guidance needed. During 2020 we have had a vacancy and this role will be reviewed in the Autumn of 2021.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

Deanery Synod The Deanery Synod has needed to respond to Covid, and has been considering the Deployment Report, which is looking at future changes. Whilst this was part of the Deanery Synod's long-term plans, Covid-19 has brought it forward.

Financial Review

Our budget for 2020 was set in November 2019 before Covid-19 became an issue. It predicted a deficit of almost £35,000 as we knew that the organ renovation would take place in the year. The budgeted deficit did not relate all to the organ; we had been expecting a deficit for general activities as well. Although normal Church life was completely disrupted by the effects of the pandemic, planned giving actually increased and we managed to claim Covid grants towards salaries and general Church running, and the final position was much better than expected due to these unexpected income sources, the generous giving towards Foodbank, a reduction in some Church running costs and legacies received during the year. The final overall position showed a small deficit of almost £1,600. Adding in the increase in the value of investments over the year resulted in an increase in funds of nearly £24,400 although much of this increase is attributable to endowment assets, from which only income is available for use by the PCC. We cannot use the capital. A provision had been made in the 2019 accounts for an expected claim for clergy expenses in 2020, but this did not materialise. This has resulted in a negative expense which can be seen at note 4b to the accounts.

Because of Covid we have been unable to concentrate on fundraising for the organ renovation and, as a result, the final project costs will result in a deficit of £21,777. The decision has been made to cover the bulk of this deficit by way of a drawdown from investments held for this purpose. The remainder of the restricted deficit will be financed by funds given for fabric purposes in previous years.

A cautious budget for 2021 was set in November 2020 to allow for the possibility that Church would not return to normal for some time. The budget predicts a deficit of almost £30,000, although since the budget was set we have been fortunate to receive a legacy of £25,000 which will cover the expected deficit on general funds. As Church returns to normal, we will once again need to focus on ensuring that our general income is sufficient to cover day to day running costs, as we cannot rely on legacies as a continuing source of funds.

Reserves Policy

It is PCC policy to try to maintain a sufficient reserve of unrestricted liquid funds equivalent to approximately six months of general expenditure, in order to smooth out fluctuations in cash flow and deal with unexpected costs. This reserve has been set at £60,000 and, at the end of 2020, our liquid unrestricted reserves amounted to £88,500. Due to the legacy received in 2021, this position should be held.

Part of the reserves amount includes an investment held with CCLA and the PCC recognises that these funds are only accessible if the investment is sold, and the value of that investment fluctuates over time.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have the due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). Jim Webb was appointed as Safeguarding Office at the PCC meeting on 20 January 2020. The PCC have agreed to adopt the Diocese Safeguarding policy, follow Safer Recruitment processes and adopted Youth Policies.

ST MARY'S, ILMINSTER PCC

Annual Report for 2020/21

Administration information

The Minster Church is situated in Court Barton, Ilminster. It is part of the Diocese of Bath & Wells within the Church of England. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006). The full name of the PCC is The Parochial Church Council of the Ecclesiastical Parish of Ilminster and its working name is St Marys Ilminster PCC. The PCC became a registered charity in England and Wales, number 1134398, on 18 February 2010. Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During 2020 the following served as PCC members:

Ex Officio members:

- Incumbent: The Rev Jo Stobart
- Wardens: Rebecca Beggs and Lydia Munday

Elected members:

- Sarah Wright representative on Deanery Synod
- Lydia Munday representative on Deanery Synod
- Jim Webb representative on Deanery Synod
- Lucy Gibbs (until 2021)
- Natalie Wainwright (until 2021)
- Elizabeth Ferris (until 2021)
- Alison Brown (until April 2022)
- Peter MacKay (Vice Chair) (until April 2022)
- Julian Gibbs (until April 2023)
- Liz Coleman (co-opted Treasurer until 31 December 2020. Vacancy from 1 January 2021)
- Patricia Lindley (co-opted Secretary)

The PCC's bankers are NatWest plc, 10 East Street, Ilminster TA19 0AA.

The independent examiner of this report and accounts is Mrs Alison Fielder, c/o Old Bank Building, East Street, Ilminster TA19 0AJ.

Approved by the PCC on 7 April 2021 and signed on its behalf by The Rev Jo Stobart (PCC Chair)

ST MARY'S, ILMINSTER PCC

Statement of Financial Activities

For the Year Ended 31 December 2020

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowment Funds</u>	<u>TOTAL FUNDS</u>	
					<u>2020</u>	<u>2019</u>
<u>Income and Endowments</u>						
Voluntary income	3a	90,884	50,299	-	141,183	92,578
Income from Church activities	3b	3,250	973	-	4,223	11,743
Activities for generating funds	3c	136	1,423	-	1,559	4,691
Income from investments	3d	8,389	3,421	-	11,810	11,617
<u>Total Income and Endowments</u>		102,659	56,116	-	158,775	120,629
<u>Expenditure</u>						
Raising funds	4a	-	-	-	-	362
Charitable activities	4b	92,324	67,839	-	160,163	111,255
Other	4c	210	-	-	210	40
<u>Total Expenditure</u>		92,534	67,839	-	160,373	111,657
<u>Net Income/(Expenditure)</u>		10,125	(11,723)	-	(1,598)	8,972
Transfers between funds	10b	-	-	-	-	-
		10,125	(11,723)	-	(1,598)	8,972
Unrealised gains on investments	6b	3,607	5,170	17,213	25,990	59,278
<u>Net Movement in Funds</u>		13,732	(6,553)	17,213	24,392	68,250
<u>Reconciliation of Funds:</u>						
Total funds brought forward 1st January 2020 (2019)		193,263	137,615	253,046	583,924	515,674
Total funds carried forward 31st December 2020 (2019)		£206,995	£131,062	£270,259	£608,316	£583,924

ST MARY'S, ILMINSTER PCC

Balance Sheet

As at 31 December 2020

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowment Funds</u>	<u>TOTAL FUNDS 2020</u>	<u>2019</u>
<u>Fixed Assets</u>						
Tangible fixed assets	6a	118,478	-	-	118,478	118,708
Investment assets	6b	56,164	80,051	270,259	406,474	378,936
		174,642	80,051	270,259	524,952	497,644
<u>Current Assets</u>						
Debtors and prepayments	8	4,716	-	-	4,716	6,871
Short-term deposits	7	11,700	42,315	-	54,015	53,810
Cash at bank and in hand		20,900	34,983	-	55,883	33,007
		37,316	77,298	-	114,614	93,688
<u>Current Liabilities</u>						
Creditors falling due within one year	9	(4,963)	(26,287)	-	(31,250)	(7,408)
<u>Net Current Assets</u>						
		32,353	51,011	-	83,364	86,280
<u>Net Assets</u>						
		£206,995	£131,062	£270,259	£608,316	£583,924
Represented by Funds:						
Unrestricted		206,995	-	-	206,995	193,263
Restricted		-	131,062	-	131,062	137,615
Endowment		-	-	270,259	270,259	253,046
		£206,995	£131,062	£270,259	£608,316	£583,924

Approved by the Parochial Church Council on 7 April 2021 and signed on its behalf by:

.....
Rev J Stobart

.....
R Beggs

The notes on pages 8 to 14 form part of these Accounts.

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements

For the Year Ended 31 December 2020

1 Accounting Policies

a) Basis of Preparation

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, together with FRS102 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 historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Minor liabilities and consumable stocks under £500 have been ignored.

b) Funds Structure

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

c) Income Recognition

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, an inflow of economic benefit is probable and the amounts due are reliably quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross, ie before any related costs that may have been incurred.

d) Expenditure Recognition

Grants and donations are accounted for when paid over, or when awarded, as soon as an outflow of economic benefit is probable. The diocesan parish share expected to be paid over is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements

For the Year Ended 31 December 2020

1 Cont'd

e) Irrecoverable VAT

The PCC is not registered for VAT and so all irrecoverable VAT is included with the expenditure on which it was incurred. The PCC is able to reclaim a grant under the Listed Places of Worship Scheme representing VAT incurred on specific expenditure on fabric of the building, and if the claims are successful the refunds are set against the expenditure category to which the original expenditure was allocated.

f) Tangible Fixed Assets and Depreciation

The freehold land and buildings are entirely the Minster Rooms and are included at cost. An assessment has been carried out of whether there is any indication that the freehold land and buildings should be written down at the reporting date, and it has been decided that there was no indication and so no depreciation has been provided for. A revaluation policy has not been adopted.

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected at any reasonable time.

The equipment at 1st January 2020 comprised of furnishings in the Minster Rooms, computer, printing equipment, fire extinguishers, Sunday School equipment and an electric piano. It has been included at cost and depreciated at 25% per annum on a reducing balance basis.

g) Fixed Asset Investments

Investments are initially recognised at their transaction value and subsequently measured at their market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

h) Realised and Unrealised Gains and Losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value, if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end, and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

2 Related Party Transactions

The trustees all give freely of their time and expertise without any form of remuneration or other benefit or cash in kind.

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

3 Analysis of Income and Endowments

	<i><u>Unrestricted Funds</u></i>	<i><u>Restricted Funds</u></i>	<i><u>Endowment Funds</u></i>	<i><u>TOTAL FUNDS 2020</u></i>	<i><u>2019</u></i>
3a <u>Voluntary Income</u>					
Planned giving	50,668	-	-	50,668	47,879
Income tax recoverable on Gift-Aided donations	14,759	439	-	15,198	13,353
Open plate service collections	2,854	-	-	2,854	7,766
Special collections	-	1,533	-	1,533	5,279
Donations (unrestricted)	6,872	-	-	6,872	5,264
Donations (restricted)	-	37,777	-	37,777	8,037
Grants	11,731	550	-	12,281	-
Legacies	4,000	10,000	-	14,000	5,000
	<u>90,884</u>	<u>50,299</u>	<u>-</u>	<u>141,183</u>	<u>92,578</u>
3b <u>Income from Church Activities</u>					
Minster Rooms lettings and refreshments	-	973	-	973	6,538
Fees for weddings and funerals	1,604	-	-	1,604	2,617
Meditation and wedding courses	-	-	-	-	75
Repayments for services	1,646	-	-	1,646	2,513
	<u>3,250</u>	<u>973</u>	<u>-</u>	<u>4,223</u>	<u>11,743</u>
3c <u>Activities for Generating Funds</u>					
Magazine advertising, Narthex Box etc.	136	-	-	136	605
Fund-raising	-	1,423	-	1,423	4,086
	<u>136</u>	<u>1,423</u>	<u>-</u>	<u>1,559</u>	<u>4,691</u>
3d <u>Income from Investments</u>					
Dividends	8,080	3,367	-	11,447	11,094
Interest	309	54	-	363	523
	<u>8,389</u>	<u>3,421</u>	<u>-</u>	<u>11,810</u>	<u>11,617</u>
Total Income and Endowments	<u>£102,659</u>	<u>£56,116</u>	<u>£-</u>	<u>£158,775</u>	<u>£120,629</u>

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

4 Analysis of Expenditure

	<i><u>Unrestricted Funds</u></i>	<i><u>Restricted Funds</u></i>	<i><u>Endowment Funds</u></i>	<i>TOTAL FUNDS</i>	
				<i><u>2020</u></i>	<i><u>2019</u></i>
4a <u>Raising Funds</u>					
Fund-raising expenses	-	-	-	-	362
	-	-	-	-	362
4b <u>Church Activities</u>					
Diocesan parish share	66,486	-	-	66,486	69,897
Clergy expenses	(234)	-	-	(234)	43
Church running expenses	9,574	4,898	-	14,472	12,123
Printing and stationery	336	-	-	336	663
Church maintenance	-	57,554	-	57,554	1,974
Minster Rooms running costs	-	3,854	-	3,854	4,708
Salaries (note 5)	13,932	-	-	13,932	14,262
Depreciation and loss on disposal	230	-	-	230	306
Distribution of special collections:					
Missionary societies and charitable giving	-	349	-	349	2,251
Home missions and other Church societies	-	-	-	-	-
Other charitable societies	-	1,184	-	1,184	3,028
Donations from Church funds	2,000	-	-	2,000	2,000
Donations from fund-raising activities	-	-	-	-	-
	92,324	67,839	-	160,163	111,255
4c <u>Other</u>					
Training costs	210	-	-	210	40
	210	-	-	210	40
<u>Total Expenditure</u>	£92,534	£67,839	£-	£160,373	£111,657

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

5 Staff costs

	<i>Total Funds</i>	
	<u>2020</u>	<u>2019</u>
Wages and salaries	13,753	14,205
Pension contributions	179	57
	<u>13,932</u>	<u>14,262</u>

The PCC employed a Benefice Administrator for the whole year. During the Covid-19 pandemic the PCC made the difficult decision to furlough the Administrator as required, and made claims to the government under the Coronavirus Job Retention Scheme. These claims are included in grants and are not netted off against wages and salaries. Holiday pay in respect of holiday accrued but not taken at the year end has not been recorded as it is an insignificant amount. Although the PCC is liable for employer's National Insurance on salaries, this expense was subsidised by the HMRC employer's allowance and so as a result there was no cost to the PCC. The PCC offers a workplace pension in accordance with the rules for autoenrolment.

The average number of employees during the year was 1 (2019: 1).

6 Fixed Assets

6a Tangible Fixed Assets

	<i>Land & Buildings</i>	<i>Equipment</i>	<i>Total</i>
Gross cost at 1 January 2020	117,789	20,455	138,244
Additions	-	-	-
Disposals	-	-	-
At 31 December 2020	<u>117,789</u>	<u>20,455</u>	<u>138,244</u>
Depreciation at 1 January 2020	-	19,536	19,536
Charge for year at 25%	-	230	230
On disposals	-	-	-
At 31 December 2020	<u>-</u>	<u>19,766</u>	<u>19,766</u>
Net book value at 31 December 2020	<u>£117,789</u>	<u>£689</u>	<u>£118,478</u>
Net book value at 31 December 2019	<u>£117,789</u>	<u>£919</u>	<u>£118,708</u>

6b Investments

These consist of shares in the CCLA CBF Church of England Investment Fund and the COIF Charities Investment Fund, split as shown between the following funds:-

CBF Church of England Investment Fund:

St. Marys PCC - 2746.86 units; Emms Bequest (Restoration Fund) - 1716.00 units; LM Taylor Bequest - 3915.13 units; Dr K Hall Bequest - 198.00 units; Paul Bequest - 8484.00 units

COIF Charities Investment Fund:

Reverend Stoodley - 3207.34 units

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

6b Continued

Analysis of Investments Held

			<i>Valuation at</i>	<i>Transfer of</i>	<i>Dividends</i>	<i>Unrealised</i>	<i>Valuation at</i>
			<i>01/01/20</i>	<i>funds in year</i>	<i>reinvested</i>	<i>Gains on</i>	<i>31/12/20</i>
				<i>(note 10b)</i>		<i>Investments</i>	
L.M. Taylor Bequest	601008001S	Restric.	74,881	-	-	5,170	80,051
Emms Bequest	601008002S	Endow.	32,820	-	-	2,266	35,086
St Marys Fund	601008004S	Unrestric.	51,009	-	1,548	3,607	56,164
Paull Bequest	101001546S	Endow.	162,265	-	-	11,205	173,470
Stoodley Bequest	266070002T	Endow.	54,174	-	-	3,480	57,654
Hall Bequest	101001281S	Endow.	3,787	-	-	262	4,049
			£378,936	£-	£1,548	£25,990	£406,474
Unrestricted Funds			51,009	-	1,548	3,607	56,164
Restricted Funds			74,881	-	-	5,170	80,051
Endowment Funds			253,046	-	-	17,213	270,259
			£378,936	£-	£1,548	£25,990	£406,474

7 Short-Term Deposits Held

Held with CCLA in the CBF Church of England Deposit Fund:

		<i>As at</i>	<i>As at</i>
		<i>01/01/20</i>	<i>31/12/20</i>
L M Taylor Bequest	Restricted	5,457	5,457
St Marys Fund:	Restricted	48,167	36,858
	Unrestricted	186	11,700
		£53,810	£54,015

8 Debtors and Prepayments

	<i>2020</i>	<i>2019</i>
Income tax recoverable on gift aided donations	2,976	2,830
Fees for weddings and funerals	-	1,537
Photocopier rental prepayment	178	178
Minster Rooms income received in 2021	-	981
Repayment for services and share of expenses	845	334
Bike ride fund raising	-	143
Electricity direct debits on account	717	868
	£4,716	£6,871

ST MARY'S, ILMINSTER PCC

Notes to the Financial Statements (Continued)

For the Year Ended 31 December 2020

9 Liabilities (amounts falling due within one year)

	<u>2020</u>	<u>2019</u>
Church maintenance	24,964	4,661
Donations	2,000	-
Fees and collections to be paid out	2,221	862
Clergy expenses	-	199
Church running costs	641	611
Minster Rooms running costs	144	488
Church administration costs	25	77
Organist fees	725	510
Wedding fees received in advance	530	-
	<u>£31,250</u>	<u>£7,408</u>

10 Funds

10a Analysis of Restricted Funds

The following restricted funds are included within net current assets:

	<u>2020</u>	<u>2019</u>
Bells	1,717	1,537
Children and Families Life Leader	12,047	11,367
Community Outreach	683	738
Foodbank	7,802	-
Homework Club	1,499	1,499
Ilminster Parish Emergency Fund	300	100
LM Taylor Bequest deposit	5,457	5,457
Maintenance of the fabric of the Church	20,013	10,708
Meditation	1,881	1,878
Memory Café	1,347	1,727
Minster Rooms upkeep and maintenance	12,654	15,491
Music and audio-visual	305	309
Organ renovation (see note 10b)	(21,777)	5,340
Small project donations	5,400	5,000
Simpson	313	313
Youth	1,370	1,270
	<u>£51,011</u>	<u>£62,734</u>

10b Analysis of Transfers Between Funds

No transfers took place during the year but, due to the Covid-19 pandemic, fund raising for the organ renovation project was impossible and so the decision has been taken to draw £20,000 from investments at CCLA to help cover the costs. This withdrawal will take place in 2021.

11 Independent Examiner's Remuneration

No fee was payable to the independent examiner for their work examining these accounts.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ILMINSTER

Charity Number 1134398

Independent Examiner's Report

This report on the Accounts is to the Trustees and Members of the Parochial Church Council of The Ecclesiastical Parish of Iminster for the year ended 31 December 2020 as set out on Pages 6 to 14.

Respective responsibilities of the Trustees and the Examiner:

The Charity's Trustees are responsible for the preparation of the Accounts. I understand that the Charity's Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (The Charities Act) and that an independent examination is required.

It is my responsibility to:-

- Examine the Accounts under Section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement:

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from the Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Accounts present a "true and fair" view. The scope of the report is limited to those matters set out in the statement below.

Independent Examiner's Statement:

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect:

- accounting records were not kept in accordance with Section 130 of the Charities Act; or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

No fee has been charged for this Examination.

Signed 

Name Alison Fielder ACMA

Address

c/o Old Bank Building
East Street
Iminster
TA19 0AJ

Date

22/5/2021