



# **ST. MARGARET'S**

## **R A I N H A M**

### **ANNUAL REPORT AND FINANCIAL STATEMENTS**

#### **of the**

### **PAROCHIAL CHURCH COUNCIL**

For the year ended 31 December 2020

#### **Incumbent**

Revd Nathan Ward

#### **St Margaret's Church Office**

The Millennium Centre  
Gatekeeper Chase  
Rainham ME8 9BH

#### **Bank**

National Westminster Bank plc  
70-74 High Street  
Rainham ME8 7JH

#### **Independent Examiner**

Natalie Harrison ACA FCCA CTA TEP  
Beak Kemmenoe Chartered Accountants  
1-3 Manor Road  
Chatham ME4 6AE

Registered Charity No. 1134849

# St Margaret of Antioch, Rainham

## Annual Report of the Parochial Church Council

### for the year ended 31 December 2020

#### Administrative information

St Margaret's Church is situated in the High Street, Rainham. It is part of the Diocese of Rochester, within the Church of England. It has a charitable status as a registered place of worship under Section 3 of the Charities Act 1993. Charity Number 1134849

<b>Church address</b>	St Margaret's Church High Street Rainham Kent ME8 8AN	
<b>Church office</b>	St Margaret's Millennium Centre Gatekeeper Chase Rainham Kent ME8 9BH	01634 362023

#### Parochial Church Council (PCC)

<b>Incumbent</b>	Revd Nathan Ward	<i>Chair</i>
<b>Assistant Priest</b>	Revd Jonathan Jennings	
<b>Associate Vicar</b>	Revd Christine Allen	<i>from July 2020</i>
<b>Parish Evangelist</b>	Mrs Jodie Ward	
<b>Licensed Lay Minister</b>	Mrs Ann Critchley	
<b>Churchwardens</b> from 2020 to 2021	Mrs Davina O'Brien Miss Lorna Dyer Mrs Janet Garnons-Williams	<i>Treasurer from Dec 2020</i> <i>Deputy Churchwarden &amp; Lay Chair</i>
<b>Deanery Synod</b> from APCM 2020 to 2023	Mrs Davina O'Brien Mrs Kayleigh Ward Mr Frank Pantony	
<b>Diocesan Synod</b>	Mr Terry Whittaker	
<b>Elected to PCC</b> From APCM 2017 to 2020	Mr John Gilkison Mrs Linda Randall	
from APCM 2018 to 2021	Mr David Ormiston Mrs Davina O'Brien	
from APCM 2019 to 2022	Mrs Heather Baker	

	Mr James Jackson Mrs Felicity Holton Mrs Kayleigh Ward	<i>Resigned APCM 2020, became Deanery Synod rep.</i>
from APCM 2020 to 2022	Mrs Janet Garnons-Williams Miss Charley Whittaker	
from APCM 2020 to 2023	Mr Alex Brewer Mr Nick Grief Mrs Linda Randall	<i>Treasurer - resigned Dec 2020</i>
<b>Co-opted to PCC</b> for a one-year period	Mr Nigel Barfoot Mr Owen Smith	<i>from October 2020</i> <i>from October 2020</i>
<b>In attendance</b>	Mrs Jo Whittaker	<i>PCC Minutes Secretary, from October 2020</i>

### **Bankers**

National Westminster Bank plc  
70-74 High Street  
Rainham  
Kent ME8 7JH

### **Independent Examiner**

Natalie Harrison (ACA FCCA CTA TEP)  
Beak Kemmenoe  
Chartered Accounts  
1-3 Manor Road  
Chatham  
Kent ME4 6AE

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body, established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is registered with the Charity Commission (no. 1134849).

The method of appointment of PCC members is set out in the Church Representation Rules. There is also provision for co-option of members to the PCC. The Incumbent, licensed assistant clergy, Churchwardens and elected members to Deanery, Diocesan and General Synod are all ex-officio members of the PCC. All those who attend our services as members of the congregation are encouraged to register on the Electoral Roll and are eligible to stand for election to the PCC.

PCC members are also Charity Trustees and are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:



- select suitable accounting policies and then apply them consistently.
- observe the method and principles of the Charity SORP.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements 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.

The full PCC met 12 times during the year.

### **Committees**

Given its wide responsibilities the PCC has a number of committees, each dealing with a particular aspect of Parish life. These include:

**The Standing Committee** - a statutory requirement and comprises the Vicar, Churchwardens, Treasurer and at least two, but not more than four, elected members from the PCC. This Committee meets, when required, and brings recommendations to PCC meetings on various matters, including those referred to it by the PCC. It has power to take decisions on behalf of the PCC when required.

**The Finance Committee** – this was formed to support the Treasurer and have a specific focus on the strategic use and management of the financial resources of the Church.

**The Operations Committee** – to oversee utility providers and maintenance of the Church Estate.

**The Safeguarding Group** – to support the Parish Safeguarding Officer and undertake any non-confidential work that promotes a safer church.

**Other committees or task groups** are formed and meet as required to consider various aspects of church life.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to work in our Church and to become part of our Parish community. It 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. Our services and worship put faith into practice through prayer, Scripture, music and sacrament.

In the planning of activities, the PCC has considered both the Charity Commission's guidance on public benefit, an example of this being our 'Just Say Hello' project providing food to those in need without requirement for justification, and the specific guidance on charities for the advancement of religion.

In particular, we try to enable people to live out their faith as part of our Parish community through:

- worship and prayer; learning about the Gospel and developing their knowledge and trust in Jesus
- provision of pastoral care for those living in the Parish
- missionary and outreach work

To facilitate this work it is important that we maintain the fabric of the Church of St Margaret and the Millennium Centre complex.

Members of the PCC act in a voluntary capacity and very much rely on the assistance outside of PCC. It has not been possible to quantify the value of volunteers.

## Achievements and Performance

### Church Membership

At the closing date of this year's revision of the Electoral Roll (2020), the total number of persons whose names are on the roll is 172 (195 for 2019), of which 122 persons live within the Parish and 50 outside the Parish.

Attendances	2019	2020 in person	2020 online
Average weekly attendance during October <i>(limited numbers due to social distancing)</i>	141	81	1,375
Easter Day <i>(church building closed)</i>	160	0	2,826
Christmas Day <i>(church building closed)</i>	163	4 <small>(clergy &amp; tech)</small>	1,476
Adult Baptisms	1	0	
Child Baptisms	39	8	
Confirmations	1	0	
Marriages	12	0	
Services of Thanksgiving for a Marriage	4	1	
Funerals in Church	6	16	
Funerals in Crematoria	32	32	
Interment of Ashes	14	9	

### A Year in the Life of St Margaret of Antioch, Rainham – 2020

2020 will long be remembered as an extraordinary year, but it started quite normally. Services took place, home groups and PCC met and we planned for an exciting year ahead.

In January, the Parish Administrator's office was moved into the Millennium Centre, primarily to deal with concerns about lone working, especially after the burglary, but also due to the need for the space as part of a project in church to provide better facilities. New computers were approved for Jane and Kate and they settled into the new working arrangements.

In February, we held a lunch to welcome newcomers to the Church and planned to make this a regular event, probably twice a year, depending on numbers. It gave folk an opportunity to sit and chat with



each other and us all to get to know each other better. Safeguarding training took place for PCC members.

In early March, Jodie and Kayleigh arranged and hosted a very popular event to celebrate International Women's Day. The Millennium Centre looked festive, wine and nibbles were on offer and we heard from some local women about the excellent work they were doing within our community. It proved a great draw for people who don't generally come to church and we all agreed it was a great success and should be a regular feature of our calendar – little did we know!

At this point too, we were planning a week of missional activities entitled 'Make a Meal of it', which was to run in Holy Week and included a men's curry night, pasta and prosecco for women and an afternoon tea to bring people in to hear the good news of Jesus.

After a great deal of planning, work had started in Church on renewing the lights and audio-visual system. This was a major project involving separate contractors and was planned to be finished for Easter. It was finally completed after the first lockdown and has enabled us to establish a good quality streamed presence.

### ***Covid-19***

As we know now, everything changed in mid-March, with the government announcement of a full lockdown to combat Coronavirus. Places of worship were closed but, far from stopping, we had to work quickly to create a provision for delivery of services to our congregations and beyond and had to address various matters in relation to our staff.

Morning and Evening Prayer were delivered online with bespoke supporting material and a daily thought piece, 'Word for the Day' was started. From that first Sunday after the Government announcement, services were streamed from the homes of our worship leaders and Facebook became a major tool for communication. Tuesday Night Live was delivered, a light-hearted time in which we all had chance to see Nathan, Jonathan and Jodie in a more relaxed mood. We invested in a licence from Study Gateway to provide Bible Study materials for anyone who wanted to join in. Nathan led the writing and production of a worship book which was printed and distributed to everyone on the electoral roll as well as anyone who asked for one; this formed the basis for our regular services as well as special events over Easter. A team of staff undertook to telephone church members, to keep them in contact with developments and offer practical help when needed and this has continued throughout the restrictions.

Decisions had to be made in respect of the Operations Manager and Parish Administrator. Standing Committee concluded that although some of the Operations Manager's role would be suspended, there was sufficient work left to justify Jane continuing in post, particularly as she had a new financial software package to learn, but of course she had to work from home. The situation for the Parish Administrator was very different because services could not take place in the usual way and Kate was furloughed with immediate effect.

In order to keep the staff team in touch and ensure all activities were covered, weekly meetings were instigated on Monday mornings. Fortunately all members of the PCC had access to a computer, so meetings moved online and business has been transacted as necessary with meetings being held at least monthly.

### ***Financial Impact***

It was clear early on that COVID-19 would have an impact not only on our finances but also the ministries we would be able to continue and those which would need to be developed to sustain the community during these challenging times.

The loss of income from the Millennium Centre had major implications and so a review of finance and function was undertaken, and specialist legal advice was sought. As a result of this, the Operations Manager and the Parish Administrator were formally placed "at risk". No change was made to the Operations Manager role but taking into account plans we had already made to use software to support the work of the Parish Administrator, that role was reduced to 10 hours per week. Through the consultation process, a settlement was reached, and Kate returned to work in August.

PCC also reviewed the payments to the organist and concluded that these should cease. Legal advice in relation to the organist was that he was a supplier of services and not an employee and so the process of being placed at risk and consultation did not apply. Barry Kemp did not accept the situation and is challenging it in an Employment Tribunal. The decision to stop paying an organist does not affect the commitment to having organ music and a choir in church when Covid regulations allow.

### ***New Staff Members***

In March, PCC had invited Terry Whittaker to join its number. Terry holds a Bishop's Licence in relation to a Diocesan initiative called Reach at Gillingham Pier and, with his family, had become a regular member of our Church family. Terry joined the Staff Team and Conor and Charley Whittaker joined the worship team at the 6:30 service. Just to complete the picture, Jo Whittaker started 252 Kids in January, a form of Sunday School for primary age children which took place on Sunday mornings in the Millennium Centre at the same time as the 10:30 service in Church.

A little later, we received more good news in that the Bishop had agreed that Revd Christine Allen, a Self-Supporting Priest, who had just finished her curacy in South Gillingham, would join us on a half-time basis. Christine was licenced in July, via Zoom.

Despite the challenges of getting to know each other during the Covid-19 restrictions, we have been so grateful to have their input to Church life.

Through our increased online presence, a survey was carried out to try and find out what would help and support local people during the first lock-down. One clear message was the very local news was missing and so in July, a Parish Journalist was appointed to provide coverage of local activity, both community and church based. The stories posted on Facebook and online were very well received and extended the reach of St Margaret's to thousands of people. We were sorry when Ava decided that she wanted to return to her family in Derbyshire at the start of the second lock-down in November and resigned. As you know, we now have in place an alternative provision in this regard.

### ***Activities***

Another early action taken by the Church was to source and have delivered to Medway Maritime Hospital 4,500 tubes of hand cream, one for every member of staff. This was supported financially by other churches in the Deanery as well as individuals within and outside the Parish.

After undertaking a full risk assessment, we opened the Church again in July, but with all appropriate precautions in place. Services were live-streamed, so those with a computer who did not or could not come in person still had access to worship. Private prayer was barely used, but a new service for those who were clinically vulnerable was more popular. Families at 4 transferred online in March and has



continued to be delivered online only. The figures for online viewing, especially for the 6:30 service on Sundays have been encouragingly high and it seems we have a new online family growing.

A new worship book was produced and posted out in November in time for Remembrance Day and Christmas. Remembrance Day was marked in Church, but with none of the usual ceremony outside and the only wreath being formally laid by our clergy. A Memorial Service was streamed from Church to remember everyone who had died in the previous year but also the losses experienced by the whole community. A searchlight shone into the night sky above the Church tower as a reminder that even in the darkest times, the church is a constant beacon for everyone.

Christmas was different for almost everyone, but Jodie hosted an online escape room for families, Jo Whittaker led a team which put together 'Christmas in a Box' for every child at St Margaret's school and others with whom we have contact. This included craft and Bible-based activities. Many of our musicians performed in a series of Christmas Concerts online. These were very professional and reached a wide audience. Our services included 'The Longest Night' for those who find Christmas hard.

Of course, our usual social gatherings have not been possible, but Thursday Coffee Morning has continued online and St Margaret's Day was marked with a virtual afternoon tea, with people moving between break-out rooms on Zoom, giving the opportunity for chat with our cake.

Another notable activity has been the running of Alpha courses for people exploring faith and asking questions. It is a structured programme which would usually involve having a meal together beforehand and a retreat type day. One course was able to be delivered in this way with 10 people attending and two more courses followed online with a further 15 people participating. Messy Church took place until March. When we opened in the summer, activity bags were available for collection every week to support the families with whom we have contact.

During the summer when limited movement was allowed, we had contact with the licensee of the Concorde pub in Wakeley Road and a relationship was developing which included plans to run the lunch club, which had previously taken place in the Millennium Centre. The second lockdown stopped that from happening, but the dialogue has continued, and we hope to revisit this when regulations allow.

The Concorde has also helped in relation to the 'Just Say Hello' project which was started in October in response to the need for food and support for a number of local people. The public were quick to support this with gifts of money and a small team organised purchase, packing and delivery of food when people asked. These contacts have been followed up to signpost to other help where necessary, but also to offer friendship and a listening ear. Marks and Spencer also supported us by delivering excess food that is at its best before date to the Vicarage, from where people can collect it, again without needing to justify or explain why they are doing so.

### ***Ecumenical partnerships***

There have been no meetings of Churches Together in Rainham during 2020. No joint activities took place to mark the week for Christian Unity and it was not possible to hold our usual activities for Lent or Harvest.

### ***In conclusion***

This year has presented challenges that we could not have imagined or planned for. It has not been easy, but everyone involved in running the Church has adapted to giving service in new ways, getting to grips with technology and doing all we can to keep people informed and involved whilst observing all guidance and regulations to keep people safe.



The restrictions necessary to stop the spread of Covid-19 have been particularly challenging to those taking funerals and providing pastoral support, where meeting in person seems so important, but has not been possible. Despite this, love and care have continued to be shown to many folk in our community. Thanks are due to everyone who has contributed to keeping St Margaret's alive and even thriving in extraordinary times, through prayer, through giving and through service.

## **Deanery Synod Report**

The Deanery Synod met twice in 2020 due to the pandemic; in February at St Mary Magdalene Church, Gillingham Green, and in December on Zoom.

The February meeting was the first chaired by Revd Brian Senior as Area Dean. The host Church presented an update on their reordering work and used their hosting of the Synod as an opportunity to demonstrate the flexibility of their space. There was a presentation on Growth Enablers from Revd Dylan Turner on behalf of Rochester Diocese and a presentation on SDF funding by Claire Boxall and Vanessa Curtis. There was a robust discussion amongst participants. There was a round-up of news from around the parishes and an update on the Medway Deanery Consultation.

At the December meeting, Caroline Clarke presented on 'Hope in Action', the housing the homeless initiative. There were elections for a number of offices within the Synod and a round-up of news from around the parishes.

## **Fabric, Goods and Ornaments**

### ***Church***

At the end of 2019, the Church suffered a burglary and although there was limited damage to the church building, repairs were required to the stained-glass window (where the burglars entered), the office door, stonework and church doors. New CCTV and an intruder alarm was installed. This work was completed in 2020.

A major project started in early 2020 to replace the lighting inside and outside of the Church building, as well as the installation of sound and audio-visual technology to improve the delivery of services and events both in church and streamed online. The project began with the preparation work and planning, including surveys of the beams and walls by a Heritage Architect, who provided professional comments on the installation for the Faculty approval. As part of the prework, it was necessary to reroute a heating pipe in the old children's corner, and an Asbestos Refurbishment & Demolition survey was required. Asbestos was identified and removed by an approved builder.

In preparation for the disruption of the project and to address lone-working concerns, the Church office was moved to the Millennium Centre, sharing the office space with the Operations Manager.

On March 24<sup>th</sup>, the Church building was closed in line with government restrictions to address the global Covid-19 pandemic.

The work on the lighting, sound and AV project was delayed due to supply and shipping problems related to global business shutdowns but was eventually completed in June.

Preparations were made to reopen the Church building which included a deep clean of the space, implementation of a restricted seating plan, a test and trace process, banners, one-way direction

barriers, hand sanitiser stands and PPE, all in line with Church of England and UK Government requirements for Places of Worship.

The Church building reopened on 24<sup>th</sup> July for regular services and private prayer. All processes were followed to maintain the cleanliness and organisation of the space to keep visitors and the congregation safe. A Venue Manager's Checklist was implemented to maintain the correct level of cleaning, signage and management of participants.

The remaining repairs to the stained-glass window and office door, damaged in the burglary were completed in August and September respectively.

A revisit for the Asbestos Management Plan was carried out in October and all items were signed-off. One item was added to the plan and this was addressed within the target date set.

In October, the organ was tuned after the sound work had been completed.

In December, the second wave of the pandemic meant that the Medway towns were placed into Tier 4 restrictions and a decision was taken to close the Church building once again. The building remained closed for the rest of the year.

### ***Churchyard***

Work in the Churchyard was subject to restrictions on volunteer workers and the maintenance of the area was carried out by a professional garden service during this year. Restrictions on volunteer workers was considered regularly as part of the Covid-19 Risk Assessment.

Some members of the Churchyard Gang (who were part of a domestic bubble) returned in the summer and continue to do an excellent job in maintaining the graveyard and keeping it tidy. A Health & Safety Risk Assessment of work in the Churchyard was carried out in late 2020, to provide good practice for the return of the Churchyard Gang; actions from the Risk Assessment will be implemented in 2021.

### ***Clergy Housing***

All properties were subject to the restrictions implemented during the Covid-19 global pandemic.

A new central heating boiler was installed in the in The Vicarage. No other significant maintenance was carried out.

There was no significant maintenance carried out at the property in Childscroft Road.

The property at 123 Station Road continued to be rented through an agent. A new tenant moved in at the end of January and a number of maintenance items have been completed during the year.

### ***The Millennium Centre***

Until the global pandemic lockdown started on 24<sup>th</sup> March, St Margaret's Millennium Centre continued to provide an important service for the local community and Church. The Church Office was relocated to the Millennium Centre at the end of January.

From March onwards, the Centre was closed in line with UK Government restrictions and no bookings were allowed until the easing of some restrictions later in the year.

In preparation for the Centre to open for the Pre-school Autumn term in September, a Covid-19 Risk Assessment was agreed and published for hirers. Work in preparation for reopening included a deep clean of the building, PPE and signage changes, Track & Trace processes and hand sanitiser made available.



As part of the ongoing management of the building, a new cleaning contractor was secured in August.

Whilst the Centre was closed to hirers a project was started to carry out a refurbishment of the building including new ventilation provision, changes to the kitchen downstairs, a new bar area in the upper hall and a drinks station in the lower hall. Architects were engaged and after a number of iterations, a plan to carry out the design and planning phase of the project was agreed at PCC in September. This phase included M&E, acoustics, building and utility surveys. The work continued until December when the funding of the project was reviewed, and a decision was taken to pause the project.

## **Safeguarding Report**

At Margaret's we are committed to the safeguarding, care and nurture of everyone within our community. During the last year we've had a number of referrals about vulnerable adults that are in need of support, and these have been resolved with the help of the Diocesan Safeguarding Team.

Abuse never stops not during a pandemic and especially not during a lockdown. During this time when we are living more 'on top of each other' life may become more tense and difficult for those living in close proximity, particularly if the home is not a happy one to start with, and there were additional pressures and strains around everyday living.

Safeguarding encompasses a wide range of behaviours or neglect of children and adults. It includes controlling behaviour, financial, physical, sexual, and even spiritual abuse. Adults may be particularly vulnerable because of mental illness, dementia, learning disability or substance abuse and even those who may ordinarily not be considered vulnerable may be in that category at some point in their lives.

Usually, children and vulnerable adults see a number of different adults everyday – relatives, teachers, neighbours or work colleagues who may be able to support those in need of assistance. But during a time when we are self-isolating, social distancing and spending so much more time in our homes, there are few opportunities for others to spot the signs of abuse and neglect and therefore fewer opportunities to report and protect children and adults.

Safeguarding is everybody's responsibility, so if you feel that someone you know may be at risk of being hurt or if you want to discuss anything related to safeguarding in confidence, please contact:

Linda Randall, Parish Safeguarding Officer

on 01634 362023

or

[safeguarding@rainhamchurch.co.uk](mailto:safeguarding@rainhamchurch.co.uk)

If you have information about a safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention called the emergency services on 999. Do not delay.

## **Financial Review**

The impact of the global pandemic affected both income and expenditure in the year for all activities in the Church, Millennium Centre and Sunburst Bookshop.

When the Church was closed due to lockdown and tiered restrictions, no cash collections were possible. Every effort was made to collect Planned Giving envelopes and a request was made for

donations to be made electronically or by cheque. Equipment, software and licences were purchased to create a digital presence and maintain services, daily prayers and other faith-based activities online.

To comply with the Government Covid-19 restrictions, a number of items were purchased including PPE, cleaning supplies, shields and hand sanitiser stands, banners, barriers and paper items (track & trace forms, booklets, etc.).

Churchyard maintenance by the Churchyard Gang was limited due to the restrictions on using volunteers aged over 70. This resulted in expenditure on a professional gardening service.

A major project to replace the lighting, sound and audio-visual equipment in the Church was approved in late 2019, and a significant part of the expenditure in 2020 was due to this work.

Total receipts on unrestricted funds were £299,216 of which £62,390 was unrestricted planned voluntary donations and a further £15,208 was claimed as Gift Aid.

The Millennium Centre was opened only in line with government guidelines which impacted the income from hirers (both regular and one-off) significantly. After depreciation, the Centre made a small profit of £396 for the year.

The Sunburst Bookshop was closed for the periods of lockdown and tiering, in line with government restrictions. It was agreed at PCC in October 2020 that the Bookshop would close at the end of November due to repair liabilities etc. For the time it was open, the takings were £8,338.

£399,676 was spent from unrestricted funds on Church activities during the year, including a contribution of £82,000 to the Diocesan Parish Share.

Net movement in unrestricted funds was a deficit of £161,665 for the year, and a deficit of £11,754 in the restricted funds. During the year, the total fund balances decreased from £856,124 to £682,698 of which £92,238 is unrestricted.

At the beginning of 2020, the financial accounts were transferred to the Finance Coordinator software package which was recommended by the Diocese and opening balances were provided from the 2019 closing accounts. As a result, some reporting formats will have changed.

## **Reserves Policy**

It is PCC policy to retain a balance on free reserves (net current assets) which equates to three months planned regular expenditure based on the last reported 12 months. This policy was reviewed twice in 2020, once as part of the Financial Review in June and once as part of the budgeting process for 2021.

This is equivalent to £36,000 and held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at 31<sup>st</sup> December 2020 was £111,983.

## **Risk Management**

The PCC confirms that an Organisation Structure Review and a Financial Review was carried out to manage the risk to the church activities and address the impact of the governments Covid-19 restrictions. As a result of the review in June, a revised budget was agreed.

All other risks have been identified and reviewed with systems or procedures being established to manage those risks.



# **St Margaret of Antioch, Rainham**

## **Independent Examiner's Report to the Parochial Church Council**

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

I report on accounts for the year ended 31 December 2020, which are set out on pages 14 to 23.

#### **Respective Responsibilities of the Trustees and the Independent Examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 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 the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention.

(1) which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Natalie Harrison ACA FCCA CTA TEP  
Independent Examiner  
Beak Kemmenoe Chartered Accountants  
1-3 Manor Road  
Chatham  
Kent ME4 6AE

27 May 2021

# STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 DECEMBER 2020

	Unrestricted	Designated	Restricted	Endowment	Total	Prior Year
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
<b>INCOME AND ENDOWMENTS</b>						
Donations and legacies	216,689	-	-	-	216,689	128,398
Income from charitable activities	12,127	918	-	-	12,127	27,156
Other trading activities	52,339	-	13	-	53,257	114,207
Investments	7,382	-	-	-	7,395	12,492
Other income	10,679	-	-	-	10,679	-
<b>Total Income</b>	<b>299,216</b>	<b>918</b>	<b>13</b>	<b>-</b>	<b>300,147</b>	<b>282,253</b>
<b>EXPENDITURE ON</b>						
Raising funds	43,756	-	-	-	43,756	56,473
Expenditure on charitable activities	399,676	18,367	11,767	-	429,810	242,445
<b>Total Expenditure</b>	<b>443,432</b>	<b>18,367</b>	<b>11,767</b>	<b>-</b>	<b>473,566</b>	<b>298,918</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(144,216)</b>	<b>(17,449)</b>	<b>(11,754)</b>	<b>-</b>	<b>(173,419)</b>	<b>(16,665)</b>
<b>Transfers</b>						
Gross transfers between funds - in	93,170	158,786	-	-	251,956	-
Gross transfers between funds - out	(158,786)	(93,170)	-	-	(251,956)	-
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	(7)	-	-	-	(7)	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-	-
<b>Net movement in funds</b>	<b>(209,839)</b>	<b>48,167</b>	<b>(11,754)</b>	<b>-</b>	<b>(173,426)</b>	<b>(16,665)</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>	<b>302,077</b>	<b>165,267</b>	<b>388,780</b>	<b>-</b>	<b>856,124</b>	<b>872,789</b>
<b>Total funds carried forward</b>	<b>92,238</b>	<b>213,434</b>	<b>377,026</b>	<b>-</b>	<b>682,698</b>	<b>856,124</b>



**THE PARISH CHURCH OF St MARGARET, RAINHAM**  
Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

**BALANCE SHEET at 31 December 2020**

	Description	This year	Last year
<b>Fixed assets</b>			
	Tangible	558,861	522,429
	Investment	7	14
	<b>Total Fixed assets</b>	<b>558,868</b>	<b>522,443</b>
<b>Current assets</b>			
	Debtors & Prepayments	6,911	16,449
	Short term Deposits	96,166	195,766
	Cash at bank & in hand	34,117	137,405
	<b>Total Current assets</b>	<b>137,194</b>	<b>349,620</b>
<b>Liabilities</b>			
	Creditors - amounts falling due in one year	13,364	15,939
	<b>Total Liabilities</b>	<b>13,364</b>	<b>15,939</b>
	<b>Net Asset surplus(deficit)</b>	<b>682,698</b>	<b>856,124</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(173,419)	-
	Starting balances	856,124	856,125
	Gains/(losses) on investment assets	(7)	(1)
	<b>Total Reserves</b>	<b>682,698</b>	<b>856,124</b>
<b>Represented by funds</b>			
	Unrestricted	92,238	302,077
	Designated	213,434	165,266
	Restricted	377,026	388,780
	Endowment	-	-
	<b>Total</b>	<b>682,698</b>	<b>856,124</b>



Approved by the PCC on 12 May 2021 and signed on their behalf by Revd Nathan Ward (PCC chairman)

**THE PARISH CHURCH OF St MARGARET, RAINHAM**  
Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

**NOTES TO THE FINANCIAL STATEMENTS**

**1. ACCOUNTING POLICIES**

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, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS102)).

**Assets**

***Consecrated and benefice property***

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

***Moveable church furnishings***

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

***Tangible fixed assets***

These are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

No cost information is available for the curates' houses, so they are included at a cost that was considered to be representative of the fair market value when they were valued at 31 December 2001 to comply with the Charities Act. The Millennium Centre is valued at historical cost. All of the PCC's properties are being depreciated over an expected useful life of 50 years with effect from 2002.

Equipment used within the church premises is depreciated on a straight-line basis over their useful economic lives. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

***Investments***

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end.

***Short term deposits***

These are cash held on deposit either with the CCLA or at the bank.

**Fund accounting**

***Endowment funds*** are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted 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 general purposes of the PCC.



**THE PARISH CHURCH OF St MARGARET, RAINHAM**  
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**Designated funds** are general funds set aside by the PCC for use on future projects, and which are therefore not included in its "free reserves" as disclosed in the trustees' report.

**Incoming Resources**

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, their ultimate receipt is considered reasonably certain, and the amounts are readily quantifiable.

Dividends are accounted for when declared receivable, interest as and when accrued by the payer.

All incoming resources are accounted for gross.

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

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on the revaluation of investments at 31 December.

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

**Resources expended**

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

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.

# THE PARISH CHURCH OF St MARGARET, RAINHAM

Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

## Analysis of income and expenditure

### Donations and Legacies

	Unrestricted	Designated	Restricted	Endowment	This Year	Last Year
Gift Aid Donations	58,469	-	-	-	58,469	53,680
Other Planned Giving	1,929	-	-	-	1,929	6,795
Collections	1,952	-	-	-	1,952	9,422
Donations	49,262	-	-	-	49,262	16,425
Gift Aid Recovered	15,208	-	-	-	15,208	16,350
Legacies	37,945	-	-	-	37,945	500
Grants	28,782	-	-	-	28,782	25,226
VAT Recovered	23,142	-	-	-	23,142	-
<b>Total</b>	<b>216,689</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>216,689</b>	<b>128,398</b>

### Income from Church Activities

Income from Bazaar	-	-	-	-	-	2,140
Income from other activities	47	-	-	-	47	4,853
PCC Fees	12,080	-	-	-	12,080	12,177
DBF Fees	-	-	-	-	-	7,986
<b>Total</b>	<b>12,127</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,127</b>	<b>27,156</b>

### Other Trading Activities

Parish magazine advertising	-	-	-	-	-	-
Parish magazine sales	-	-	-	-	-	-
Sunburst Bookshop sales	8,338	-	-	-	8,338	18,610
Millennium Centre Lettings	44,001	918	-	-	44,919	95,597
<b>Total</b>	<b>52,339</b>	<b>918</b>	<b>-</b>	<b>-</b>	<b>53,257</b>	<b>114,207</b>

### Investments

Dividends & interest.	419	-	13	-	432	1,447
Rent – letting of curates housing	6,963	-	-	-	6,963	11,045
<b>Total</b>	<b>7,382</b>	<b>-</b>	<b>13</b>	<b>-</b>	<b>7,395</b>	<b>12,492</b>

### Other Income

Insurance receipts	10,679	-	-	-	10,679	-
Gain on sale of fixed assets	-	-	-	-	-	-
<b>Total</b>	<b>10,679</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,679</b>	<b>-</b>

<b>TOTAL INCOME</b>	<b>299,216</b>	<b>918</b>	<b>13</b>	<b>-</b>	<b>300,147</b>	<b>282,253</b>
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# THE PARISH CHURCH OF St MARGARET, RAINHAM

Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

## Analysis of income and expenditure (continued)

### Expenditure on:

#### Raising funds

	Unrestricted	Designated	Restricted	Endowment	This Year	Last Year
Cost of bazaar & fund-raising events	4,900	-	-	-	4,900	1,476
Millennium Centre running costs	32,756	-	-	-	32,756	48,070
Sunburst Bookshop running costs	6,100	-	-	-	6,100	6,927
<b>Total</b>	<b>43,756</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,756</b>	<b>56,473</b>

#### Church activities

	Unrestricted	Designated	Restricted	Endowment	This Year	Last Year
Missionary & charitable giving:						
Overseas missionary societies	-	-	-	-	-	-
Tafara Link (Harare Diocese)	-	-	-	-	-	1,005
Relief & development agencies	-	-	-	-	-	-
Home missions & other church societies	108	-	-	-	108	331
<b>Sub-total</b>	<b>108</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>108</b>	<b>1,336</b>

Parish share of diocesan costs	82,000	-	-	-	82,000	72,000
Salaries & wages of parish staff	36,808	-	-	-	36,808	34,229
Working expenses of clergy	1,053	-	-	-	1,053	1,363
Clergy housing expenses	8,013	-	-	-	8,013	9,585
Parish training & evangelism	28,331	-	-	-	28,331	49,178
Church insurance	4,180	-	-	-	4,180	4,767
Other church running expenses	40,268	(5472)	-	-	34,796	7,573
Depreciation of properties & equipment	-	31,003	11,767	-	42,770	26,313
Church repairs & maintenance	132,959	(7164)	-	-	125,795	11,413
Upkeep of services	7,995	-	-	-	7,995	7,901
Administration costs	11,440	-	-	-	11,440	8,232
Upkeep of churchyard	6,886	-	-	-	6,886	1,143
Church utility expense	6,870	-	-	-	6,870	3,963
Sunburst Bookshop expenses	2,519	-	-	-	2,519	3,449
Parish magazine expenses	-	-	-	-	-	-
Church fabric repairs	30,246	-	-	-	30,246	-
<b>Total</b>	<b>399,676</b>	<b>18,367</b>	<b>11,767</b>	<b>-</b>	<b>429,810</b>	<b>242,445</b>
<b>TOTAL EXPENDITURE</b>	<b>443,432</b>	<b>18,367</b>	<b>11,767</b>	<b>-</b>	<b>473,566</b>	<b>298,918</b>

# THE PARISH CHURCH OF St MARGARET, RAINHAM

Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

## Statement of Assets & Liabilities

### Fixed Assets – Tangible Assets

	General	Designated	Restricted	Endowment	This Year	Last Year
Designated Freehold Property		180,000	-	-	180,000	180,000
accumulated depreciation	-	(100,942)	-	-	(100,942)	(73,660)
Investment assets	7	-	-	-	7	14
Designated furniture, fixtures & fittings	-	89,004	-	-	89,004	22,815
Designated office furniture	-	20,319	-	-	20,319	7,307
Millennium Centre – Freehold property	-	32,230	601,604	-	633,834	633,834
Millennium Centre – accumulated depreciation	--	(27,907)	(235,447)	-	(263,354)	(247,867)
<b>Total</b>	<b>7</b>	<b>192,704</b>	<b>366,157</b>	<b>-</b>	<b>558,868</b>	<b>522,443</b>

### Current assets – Cash at bank & in hand

	General	Designated	Restricted	Endowment	This Year	Last Year
CBF Account	72,350	-	-	-	72,350	171,931
Church Repair Fund – church	-	11,221	-	-	11,221	12,110
Church Repair Fund – 60 Childscroft Road	-	6,452	-	-	6,452	5,912
Church Repair Fund – 123 Station Road	-	3,058	-	-	3,058	2,740
Heritage Fund CBF Account	-	-	3,085	-	3,085	3,072
Operating Account	(1355)	-	7,431	-	6,076	22,890
Petty Cash	22	-	-	-	22	150
Heritage Fund Account	-	-	7,784	-	7,784	7,784
Sunburst Bookshop Operating Account	7,256	-	-	-	7,256	5,994
Sunburst Bookshop Petty Cash	-	-	-	-	-	66
Millennium Centre Current Account	11,932	-	-	-	11,932	98,868
Millennium Centre Deposit Account	1,034	-	-	-	1,034	1,509
Millennium Centre Petty Cash	13	-	-	-	13	146
<b>Total</b>	<b>91,252</b>	<b>20,731</b>	<b>18,300</b>	<b>-</b>	<b>130,283</b>	<b>333,172</b>

### Current assets – Debtors

	General	Designated	Restricted	Endowment	This Year	Last Year
Income Tax Recoverable	5,111	-	-	-	5,111	7,052
General Fund Prepayments	-	-	-	-	-	1,218
General Fund Accrued Income	1,800	-	-	-	1,800	-
Millennium Centre – Hire debtors	-	-	-	-	-	6,719
Millennium Centre - Prepayments	-	-	-	-	-	523
Sunburst Bookshop - Prepayments	-	-	-	-	-	936
<b>Total</b>	<b>6,911</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,911</b>	<b>16,448</b>

Continued on next page



# THE PARISH CHURCH OF St MARGARET, RAINHAM

Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

## Statement of Assets & Liabilities (continued)

### Liabilities – Agency Accounts

	General	Designated	Restricted	Endowment	This Year	Last Year
Agency collections	-	-	7,431	-	7,431	-
<b>Total</b>	-	-	<b>7,431</b>	-	<b>7,431</b>	-

### Liabilities – Creditors: Amounts falling due in one year

	General	Designated	Restricted	Endowment	This Year	Last Year
General fund accruals	900	-	-	-	900	3,543
Deferred income	-	-	-	-	-	1,925
Creditors for goods & services	4,223	-	-	-	4,223	233
NatWest Business Card	800	-	-	-	800	482
MC – Accruals	-	-	-	-	-	394
MC – Deferred income	-	-	-	-	-	7,637
MC – Creditors – Goods/services	-	-	-	-	-	890
MC Security deposits repayable	-	-	-	-	-	650
Sunburst Bookshop – Creditors – Goods/services	-	-	-	-	-	185
<b>Total</b>	<b>5,933</b>	-	-	-	<b>5,933</b>	<b>15,939</b>
<b>Grand Total</b>	<b>92,237</b>	<b>213,435</b>	<b>377,026</b>	-	<b>682,698</b>	<b>856,124</b>

# THE PARISH CHURCH OF St MARGARET, RAINHAM

Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

## Fund Movement

	Opening Balance	Incoming resources	Outgoing resources	Transfers	Gain/Loss	Closing Balance
Church Repair Fund (Designated)	20,762	-	-	(32)	-	20,730
Designated Fixed Assets (Designated)	136,432	-	14,647	66,566	-	188,381
Heritage Fund (Restricted)	10,854	13	-	-	-	10,869
St Margaret's Millennium Centre (Designated)	8,042	918	3,720	(918)	-	4,322
St Margaret's Millennium Centre (Restricted)	377,925	-	11,767	-	-	366,157
General Fund (Unrestricted)	302,077	299,216	443,432	(65,616)	(7)	92,238
<b>Grand Total</b>	<b>856,124</b>	<b>300,147</b>	<b>473,566</b>	<b>-</b>	<b>(7)</b>	<b>682,698</b>

## Notes

### 1. Property Assets

St Margaret's Millennium Centre is a restricted freehold property, whilst the designated properties comprise the curates' houses, located at 60 Childscroft Road and 123 Station Road. The PCC holds a 40% interest in Childscroft Road, the balance being held by the Rochester Diocesan Society and Board of Finance.

The Millennium Centre is valued at historical cost, whilst the curates' houses are included at valuations provided by the PCC of £60,000 (at 40%) for 60 Childscroft Road, and £120,000 for 123 Station Road. These were considered to be representative of the fair market values when they were valued at 31 December 2001 to comply with the Charities Act.

The property at 123 Station Road was let for the entire year, realising a gross annual rental of £6,963.

### 2. Grants received

Grants totalling £8,809.50 were received from the Rochester Diocesan Children and Young People Fund, and grants totalling £18,097.29 were received from the Medway Council Business Interruption Fund.

### 3. Independent Examiner's Remuneration

Provision is included in the accounts for remuneration of the independent examiner. In 2019 the Independent Examiner's fee was £900 and in 2020, the fee was £900.



## THE PARISH CHURCH OF St MARGARET, RAINHAM

Annual Report and Financial Statements of the PCC for the year ended 31<sup>st</sup> December 2020

### 4. Related Trusts and Charities

The PCC has connections with the following registered charities:

The Friends of St Margaret is a charity whose sole purpose is to raise funds for the upkeep of the church fabric.

The Rainham Church Estate is a Vicar and Churchwardens' trust, the income from which is available for the maintenance of the church and the churchyard.

### 5. Prior Period Comparative SOFA

#### STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 DECEMBER 2019

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds £
Donations and legacies	96,767	-	26,903	-	123,670
Other trading activities	117,375	-	3,825	-	121,200
Investments	12,408	61	23	-	12,492
Church activities	20,163	-	-	-	20,163
<b>Total Income and Endowments</b>	<b>246,713</b>	<b>61</b>	<b>30,751</b>	<b>-</b>	<b>277,525</b>
<b>EXPENDITURE ON</b>					
Church activities	171,612	14,546	52,837	-	238,995
Raising funds	59,794	-	-	-	59,794
<b>Total Expenditure</b>	<b>231,406</b>	<b>14,546</b>	<b>52,837</b>	<b>-</b>	<b>298,789</b>
<b>Net gains/(losses) on investments</b>					
On revaluation	(2)	-	-	-	(2)
<b>Net income /(expenditure)</b>	<b>15,305</b>	<b>(14,485)</b>	<b>(22,086)</b>	<b>-</b>	<b>(21,266)</b>
Transfers between funds	(23,835)	16,338	10,436	(2,939)	-
<b>NET MOVEMENT IN FUNDS</b>	<b>(8,530)</b>	<b>1853</b>	<b>(11,650)</b>	<b>(2,939)</b>	<b>(21,266)</b>
<b>Balances brought 1 January 2019</b>	<b>310,608</b>	<b>163,413</b>	<b>400,431</b>	<b>2,939</b>	<b>877,391</b>
<b>Balances carried forward 31 December 2019</b>	<b>302,078</b>	<b>165,266</b>	<b>388,781</b>	<b>-</b>	<b>856,125</b>