

THE PARISH OF CENTRAL EXETER
CHURCHES OF ST MARY ARCHES, ST OLAVE, ST PANCRAS, ST PETROCK, ST STEPHEN
GIVING BREATHING SPACE; LIVING THE VALUES; ENGAGING WITH THE CITY

**The Parochial Church Council of the Ecclesiastical Parish of
Central Exeter**

**Annual Report and Unaudited Financial Statements for the year
ended 31 December 2020.**

Introduction to 2020 Annual Report

This has been a year like no other, as any contemporary readers of this report will be well aware. For any readers in the more distant future, a world-wide pandemic involving a flu virus known as Covid-19 affected the entire country. Part of the government's response to this situation was to order the closure of many shops, places of entertainment, pubs, clubs, and restaurants, also between late March and the beginning of July - all churches. When churches were allowed to reopen again (for worship or private prayer only), it was still with many restrictions, including the mandatory wearing of face-masks, sitting an approved distance apart, no communal singing, and the administration of bread alone in the communion service.

Churches learnt to adapt to this new situation surprisingly quickly, using online technology to enable worship and pastoral care to continue without being physically present in church. The actions of this parish will be recorded in the appropriate sections of the report.

One major outcome of the restrictions, which continued with changing degrees of severity throughout the year, was substantial loss of income from lettings of the church buildings and donations by visitors.

Social restrictions have had a major impact on the city centre shops, as well as the entertainment and tourist industry, leading to significant changes in the way people buy goods and services, and it is still hard to predict the extent or speed with which the city centre will recover its vitality.

Despite everything the parish has continued to exercise its ministry, and will, by God's grace, continue so to do.

Administrative Information

The Parish of Central Exeter is a charity which is registered with the Charity Commissioners, number 1134851. It is part of the Diocese of Exeter within the Church of England. The correspondence address is Parish Administrator, 1, Fairview Terrace, Pinhoe, Exeter, EX1 3SQ.

Parish Churches

St Stephen, High Street, Exeter EX4 3LN

St Olave, Fore Street, Exeter EX4 3AT

Daughter Churches

St Mary Arches, Mary Arches Street,
Exeter EX4 3BA

St Pancras, Guildhall Centre,
Exeter EX4 3HW

St Petrock, High Street, Exeter EX4 3DT

Team Rector

Revd Sheila Swarbrick

Ministry Team

Revd Sheila Swarbrick, 7 Lower Kings Avenue, Exeter EX4 6JT

Bank

Lloyds Bank, High Street, Exeter, EX4 3NL

Independent Examiner

Simon Gay, 14a Church Road, St Thomas, Exeter EX2 9AX

Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation rules.

PCC members who have served from 1st January 2020 until the date that this report was approved are:

Ministry Team: Revd Sheila Swarbrick

Chair Keith Walton

The Churchwardens: Keith Walton, Betsy Allen

Representatives of Deanery Synod: Jessica Claridge, Celia Smith

The Elected members from 2018: (none)

The Elected Members from 2019: Don Branton, Richard Skinner, Viv Asher,

The Elected Members in 2020 Sue Blow (re-elected); Helen Evans, Claire Mayer

The following officers were appointed:

Treasurer: Sean Swarbrick

Secretary: Mary Keaney

Structure, Governance and Management**Committees**

The Planning Committee (Clergy, Churchwardens) meets in between full PCC meetings. Other ad hoc committees and working groups are created and terminated as needed.

The full PCC met 5 times during the year, just once as a face-to-face meeting, twice by email correspondence only, and twice by email and zoom. The average attendance was 79%.

(Continues)

Aim and Purposes

Statement

'The PCC is required, as stated in the Parochial Church Councils (Powers) Measure 1966, to co-operate with the Parish Priest, in promoting in the Parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'.

Objectives and Activities

The Parish's vision, goals and actions are stated in full in the Mission Action Plan.

Vision

Being part of God's mission of love and reconciliation in and through Jesus Christ, we are committed to:

- Giving breathing space
- Living the values
- Engaging with the City

Objectives (goals)

We will achieve our vision by working together with others as we pursue the following goals:

- To attract more people to enter and use our churches and find it a positive experience;
- To encourage visitors, church members and church users on their spiritual journey, challenging towards deeper levels of Christian commitment;
- To meet our on-going parish commitments, seeking efficient and effective use of our resources with other Anglican or Ecumenical colleagues.

In carrying out their work the Trustees take due regard to the Charity Commission's guidance on public benefit.

Continuing Activities

Many activities have had to cease or operate in different ways because of the Covid 19 restrictions. All churches were closed from late March to early July and afterwards when they could be opened for private prayer and public worship, we decided that the opening of our churches during the working day would be limited, primarily to times and occasions when we could check that anyone entering observed all the health protocols. Services were limited to only one on a Sunday, with a fortnightly mid-week service.

Between July and December when the second lockdown began, we were able to open St Stephen's and occasionally St Pancras for up to three hours on 60 separate days. During these times we recorded 222 visitors, over half of these being people who were not members of the parish. It is clear that the opening was valued and played a purpose.

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Depending on the restrictions in place it was possible in certain instances for voluntary organisations to continue to use the churches for approved purposes on request and subject to terms and conditions.

Continuing activities (maintained in various formats throughout the year) include:

- Variety of worship services when and as permitted during the course of the month.
- Use of music and the arts within worship activities when and as permitted.
- Use of the parish website to communicate with and provide support to the parish members and the general public.
- Online prayer groups
- Book Club online

Achievements and Performance

Church Attendance

There are 36 Parishioners on the church electoral roll of which 34 are not resident within the Parish. Average Sunday attendance cannot be calculated meaningfully this year. All members of the Parish receive the online worship service each Sunday. The church was closed at Easter 2020, but open on Christmas Day when 22 people attended.

Community use of Churches

When possible, St Stephen's continues to be the main church for community use. In 2020 the church could only be fully used between January and March, and even then, concerns about the virus meant that booked events did not always take place. By the year end we had still been able to host 35 events with only four coffee mornings, and three Stay and Play sessions, but twelve services for worship by other churches and three music and meditation sessions.

St Petrock's is now in its third year after remodelling and refurbishment and has proved a good venue for confidential small group meetings and small-scale exhibitions, as well as being a centre for promoting and teaching bell-ringing. The Guild of Devonshire Ringers maintain their library in St Petrock's church.

St Pancras is on the register of Small Pilgrim Places and is the venue for weekday specific services of prayer and reflection. When possible, we have continued with a monthly Book of Common Prayer on Sunday morning and a short midday communion service midweek for the benefit of city workers. Both these have attracted and maintained a clear group of regular attenders.

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St Mary Arches is now leased to Unlimited Church – the Diocesan youth church and holds a number of activities to attract young people.

Parish Activities

Our ability to enable and support community use of our churches has been severely curtailed this year.

However, we have been able when permitted to enable other groups to make use of our churches for worship and certain types of support groups. We have been able to welcome Orthodox communities and Exeter Network Church, as well as the Veteran's Support Group.

We have been able when restrictions allowed to create special meditative worship services involving music and poetry.

Our Facebook page is continually updated along with the website.

Before we entered lockdown, we were able to enjoy a parish visit to the Cathedral Library to see the restored St Petrock's Pall, and to hear more about the restoration process.

We were able to start face to face Lent groups, but this subsequently had to stop.

In 2020 we launched Inner Room as a Parish Outreach project. The main aim was to help people to be creative acknowledging that we are all co-creators of God's kingdom. The main vehicle to be used for this creative process is poetry. Originally conceived as involving small group meetings/events, the restrictions meant that the process had to happen on-line through 'zoom' meetings. This has worked far better than we could have anticipated (not least because of the skills of Helen Evans as the facilitator) with (mainly) small groups meeting regularly to learn how to understand and interpret poetry, to develop their own poetry writing skills, and to read poems on specific subjects (eg Christmas).

During the restrictions and 'lockdown' another service was introduced using the language skill of Claire Mayer to provide French conversation classes via 'zoom'. Two classes meet regularly at beginner and advanced levels. C'est magnifique!

Because almost all our parishioners are online it has been possible to use technology to communicate, and provide regular services of worship, as well as pastoral support. We are conscious that 'almost all' means that some can become left out, and we have checks by phone when physical visits are not possible and worship material posted to ensure that every member of the parish can feel assured of our care. **(Continues)**

The main vehicle for worship this year has not been the physical church service, but the production of worship services with written text, links to music and embedded art work, sent out by email or post, and added to the parish website. The morning service includes an act of spiritual communion, using text provided by the diocese. A shorter service of night prayer aims to create a more contemplative atmosphere.

Between the two is a coffee break where members of the parish are encouraged to provide material, so that all who wish can have a chance to become involved.

Each week has seen the production by Keith Walton of different material taken from a variety of sources, with intercessions and reflections on scriptural readings provided by the clergy team and other members of the parish. These sheets have developed in technical sophistication over the months. The services are supplemented by a weekly parish zoom meeting on Sunday mornings which gives the opportunity to discuss the service material. It could certainly be argued that there is greater level of involvement by participants than can normally be the case in a conventional church service.

We continue to support the Exeter Community Initiative, St Petrock's Centre for the Homeless, and the Exeter City Centre Chaplaincy, as well as a programme of monthly giving to selected local, national, and international charities.

We are ensuring that members of the PCC receive appropriate Safeguarding clearances and training to their level of involvement in the Parish.

Church Buildings.

The PCC has continued to undertake all the necessary repair and maintenance of the churches in the Parish, mostly resulting from normal wear and tear, pests and occasional abuse or vandalism.

Some major repair work was required at St Petrock's when part of the drainage system failed.

Despite the restrictions the reordering project for St Olave's has been able to go ahead although some elements have not yet been completed. The conservation work on the banner was completed and it was possible for parishioners to hear from the conservator about how the work had been undertaken.

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Links with other churches/organisations

The Parish continues to be involved with the Exeter City Centre Chaplaincy which has faced exceptional challenges to its work this year. The Revd Sheila Swarbrick has continued to provide a vital link between the parish and other churches in the centre of Exeter and Diocese at all levels both formally and informally. We were involved in the annual pulpit exchange in January and the annual homelessness joint service in St Petrock's (both before lockdown.)

Policy

The PCC is kept abreast of Parish responsibilities under the Safeguarding legislation by our designated representative. We have taken due regard to the guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults. The churchwardens and PCC members have completed their required Safeguarding Training. A Safeguarding policy document is in place. We have a Health and Safety Officer and our H&S policy is reviewed as necessary. We introduced a Data Security policy and have issued appropriate privacy notices and received and recorded consents for use of data as required by the General Personal Data Regulations.

Financial Review

The total income for the Parish in 2020 was £56,186, of which £17,434 was restricted funding for specific projects. This means that £38,752 represents income derived from 'normal' parish activities. Expenditure of £61,324 was in excess of total income by £5,139. Given the problems this year, this could have been much worse. Overall this will be accommodated within our finances.

The target parish income budget for 2021 has been agreed by the PCC at £50,825

Reserves Policy

In 2013 the PCC agreed to a reserves policy of 4 times the monthly average expenditure, which equates to £16,000 for 2021

Approved by the PCC on 17th March 2021 and signed on their behalf by:


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Keith Walton
PCC Chair

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The Parochial Church Council of the Parish of Central Exeter

Statement of Financial Activities for the Year Ended 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total 2019 £
INCOMING RESOURCES					
Voluntary Income	2(a)	35,914	17,435	58,349	37,105
Activities					
for generating funds	2(b)	80	-	80	2,151
Income from savings	2(c)	86	-	86	131
Church Activities	2(d)	2,671	-	2,671	7,348
TOTAL INCOMING RESOURCES		38,751	17,435	56,186	46,735
RESOURCES EXPENDED					
Church Activities	3(a)	48,896	12,428	61,324	47,301
Fund-raising					
trading costs	3(b)	-	-	-	0
Governance Costs	3(c)	-	-	-	0
TOTAL RESOURCES EXPENDED		48,896	12,428	61,324	47,301
NET INCOMING RESOURCES		-10,145	5,006	-5,138	-566
Transfers between funds					
NET MOVEMENT IN FUNDS		-10,145	5,006	-5,138	-566
BALANCES B/FWD start of year		56,507	10,505	67,012	67,577
BALANCES C/FWD end of year		46,362	15,511	61,874	67,012

(Continues)

The Parochial Church Council of the Parish of Central Exeter

Balance Sheet as at 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	(Total 2019) £
FIXED ASSETS					
Tangible assets	5	-	-	-	
CURRENT ASSETS					
Debtors	6	1,507	-	1,507	1,493
Deposit account		17,636	-	17,636	17,561
Shared Interest account		5,011		5,011	5,000
Cash at bank		22,208	15,511	37,719	42,958
Total		46,362	15,511	61,873	67,012
LIABILITIES					
Creditors: all amounts falling due in one year	7	-	-	-	-
Total assets less current liabilities		46,362	15,511	61,873	67,012
TOTAL NET ASSETS		46,362	15,511	61,873	67,012
REPRESENTED BY:					
Unrestricted Funds		46,362	-	46,362	56,507
Restricted Funds	8		15,511	15,511	10,505
Total		46,362	15,511	61,873	67,012

Approved by the PCC on 17 March 2021 and signed on its behalf by:


 Keith Walton (PCC Chair)


 Sean Swarbrick. (Treasurer)

(Continues)

The Parochial Church Council of the Parish of Central Exeter
Notes to the Financial Statements for the Year Ending 31 December 2020;
and forming an integral part of the statements.

1 Accounting policies

Basis of financial statements

The financial statements have been prepared under the Church Accounting regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention and the financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

(a) Funds

The General Fund represents the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Designated are general funds set aside by the PCC for use in the future and remain unrestricted. Restricted funds are those donated for use in a particular area or for a specific purpose, the use of which is restricted to that area or purpose.

(b) Incoming resources

Planned giving, collections and donations are recognised when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by fundraising events are accounted for gross. Income received from use of PCC property is on a voluntary basis dependent on the ability to pay and therefore accounted for only when received.

(c) Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. The Common Fund contribution is accounted for when paid.

(d) Fixed Assets

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

(Continues)

Moveable church furnishings held by the Priest in Charge and Churchwardens on special trust for the PCC and require a faculty for disposal are inalienable property, listed in the church's inventory which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost over £2,000 so all such expenditure has been written off when incurred. Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Equipment with a purchase price of £2,000 or less is written off when acquired.

2 INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
2(a) Voluntary Income			
Tax efficient planned giving	12,573	-	12,573
Collections (open plate)	284	-	284
Recurring donations	4,587	-	4,587
Non recurring donations	2,338	-	2,338
Tax recoverable on planned & non-recurring donations	3,172	-	3,172
Recurring grants	12,960		12,960
Other grants		17,434	17,434
2(a) totals	35,914	17,434	53,348
2(b) Activities for Generating funds			
Fund-raising	80	-	80
2(c) Income from savings			
Interest from deposit account	75	-	75
Interest from Shared Interest Acc	11	-	11
Total 2(c)	86		86
2(d) Income from church activities			
Use of church buildings			
- local community	1,830	-	1,830
Other	535		535
Fees retained	306		306
Total 2(d)	2,671	-	2,671
Total Incoming Resources	38,751	17,434	56,185

(Continues)

3 RESOURCES EXPENDED

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
3(a) Church Activities			
Missionary and charitable giving			
Overseas mission/aid	635	-	635
Local charities	1,370	-	1,370
UK & International charities	470	-	470
Ministry: Diocesan parish share	10,811		10,811
Clergy expenses	70		70
Cost of services	360	-	360
Church upkeep & maintenance	19,888	12,429	32,317
Utilities	6,601	-	6,601
Administration	5,799	-	5,799
Miscellaneous	2,891	-	2,891
Furniture & fittings	-	-	-
Depreciation	-	-	-
Total (3a)	48,895	12,429	61,324
3(b) Fund-raising trading costs	-	-	-
3(c) Governance costs	-	-	-
TOTAL RESOURCES EXPENDED	48,895	12,429	61,324

4 The PCC does not employ any staff and has made no payments to PCC members for remuneration.

5 TANGIBLE FIXED ASSETS (N/A)

6 DEBTORS

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tax recoverable	1,507	-	1,507
Other debtors	-	-	-
Prepayments and accrued income			
Totals	1,507		1,507

(Continues)

7 LIABILITIES

Payments held on trust for charities	-	-	-
Creditors	-	-	-
Other creditors	-	-	-
Accruals	-	-	-

8 RESTRICTED FUNDS

Fund Movements

	Churches Upkeep Fund £	S Stephens Project Fund £	Total Funds 2020 £
Balance at 1st January	2,321	8,183	10,504
Incoming Resources	17,434	-	17,434
Resources Expended	11,834	594	12,428
Funds Transfer			
Balance at 31st December	7,921	7,589	15,510
Net assets of restricted funds			
Tangible fixed assets		-	
Tax recoverable	-	-	
Accrued Income	-	-	-
Deposit account	-	-	
current account	7,921	7,589	15,510
Total net assets	7,921	7,589	15,510

8 Explanation of Restricted Funds

The Churches Upkeep Fund is a restricted fund for donations and grants given to the Parish specifically for the upkeep of the churches for which the PCC is responsible, and would include running costs and repair and maintenance.

The St Stephen's Project Fund is a restricted fund for the St Stephen's Project which has been set up to enable essential repairs to St Stephen's church in Exeter High Street to be carried out and also internal refurbishment for shared community use.



Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of:

CENTRAL EXETER

Parochial Church Council

On accounts for the year ended:

31/12/2020

Charity Number (if applicable):

1134851

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. 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 needed.

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 and 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 (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

7/4/21

Name:

SIMON GRAY

Relevant professional
qualification(s) or body (if
any)

ACC. NVQ Level 4 in Accounting, (Accounting Technician)

Address:

11A CHURCH ROAD, ST THOMAS, EXETER, EX2 9AX