

THE PARISH OF CENTRAL EXETER

CHURCHES OF ST MARY ARCHES, ST OLAVE, ST PANCRAŚ, 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 2023.

Introduction to 2024 Annual Report

This last year has seen significant change to the area adjoining St Stephen's church with the redevelopment of the House of Fraser department store into Hotel Indigo – a luxury boutique hotel. The former store has still managed to retain some retail units on the ground floor together with bars and eateries associated with the hotel. This could be said to make up in some way for the loss of the Royal Clarence Hotel, which although its exterior may be retained seems now destined to morph into domestic accommodation.

As a parish we are acutely aware of the ever-changing pattern of activity within the city centre and try to provide some sense of long-term continuity through the continuing presence of our medieval churches – which are themselves important features of the city landscape.

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, 3, Blackthorn Way, Cullompton EX15 1QH.

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 9AY

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 2023 until the date that this report was approved are:

Ministry Team: Revd Sheila Swarbrick

Chair Keith Walton until April 2023 then Revd Sheila Swarbrick

The Churchwardens: Keith Walton, Betsy Allen

Representatives of Deanery Synod: Jessica Claridge, Celia Smith

The Elected Members from 2022: Don Branton(resigned September 2023), Richard Skinner, Viv Asher,

The Elected Members from 2023 Helen Evans, Claire Mayer

(There were no elections in 2021)

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 for ordinary meetings four times during the year, all being face to face, and for one extraordinary meeting online. The average attendance (ordinary meetings) was 75%.

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'.

(Continues)

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

We have been able to keep all our churches open on weekdays and for the now established pattern of services at St Stephen's on the first, third and fifth Sunday of each month, St Pancras on the second, and St Olave on the fourth. We continued to provide an online service sheet as an alternative to the 8.00 am service in St Pancras, which is also used as a basis for discussion in the ensuing zoom meeting.

The lunchtime service of Communion in St Pancras has been maintained monthly on Thursdays at 12.00.

Voluntary organisations are able 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 as outlined above.
- Lent Groups
- Summer concerts and other music activities
- Exhibitions
- 'Inner Room' poetry workshops

(Continues)

- Use of the parish website to communicate with and provide support to the parish members and the general public.
- Jewish Circle Dancing
- Prayers round the Cross bi-monthly
- Seeking Silence
- Book Club

Achievements and Performance

Church Attendance

There are 35 Parishioners on the church electoral roll of which 33 are not resident within the Parish. Average Sunday attendance in-church is about 19, supplemented by others who used online worship sheets. Attendance in-church at Easter 2023 was 22 plus 6 at home communions and 19 on Christmas Day.

Community use of Churches

St Stephen's continues to be the main church for community use. During the late autumn of 2022 a new venture started in this building – Safe Space, open three nights a week, Wednesday, Friday and Saturday, from 11 pm to 3.30 am., and this use continued for most of 2023. Since Autumn 2023 this venture had been on hold as they try to obtain new sources of long-term funding.

Safe Space serves three main purposes - light medical treatment like cuts, sprains, recovery, blisters; welfare support like counselling, phone charging, water, safety alarms, bottle tops, change of clothes and a safe and warm place to wait for transport home.

We have also seen a continued steady use of St Stephen's by the Armed Forces Veterans' Support Group, Exeter Network Church and of St Stephen's and St Pancras by the Russian and Romanian Orthodox churches. In total in St Stephen's we hosted over 270 separate events including worship services, Bible study, prayer meetings, support groups, concerts and coffee mornings.

St Petrock's continues to host support group meetings, the Exeter Guild of Bell-ringers plus their library, and we have developed a regular programme of exhibitions. With the main body of the Quire in Exeter Cathedral being out of use for renovation and excavation, the Dean and Chapter have been using St Petrock's for daily morning prayer and eucharist and St Pancras for a weekly communion service lunchtime on Wednesdays.

St Pancras is on the register of Small Pilgrim Places and is open daily for private prayer, with monthly BCP Communion and monthly shortened lunchtime Communion services. Seeking Silence continues as a monthly time of meditation on the first Wednesday of the month.

St Olave's is the church used least by the community, largely because of its fixed pews, but was used during Lent for a weekly service of compline.

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

As outlined earlier the pattern of our church services was changed for 2022. We have re-introduced lunches for the Summer Concerts, and restarted Prayers around the Cross at St Pancras,

We supported the Fore Street Flea Market with St Olave's taking part in this event. The Christmas St Nic's Fayre was also able to take place as a parish fundraiser,

The Inner Room, launched in 2020 as a parish outreach project has continued to flourish with a mixture of face to face and zoom activities. The Room to Write events which give participants prompts to write poetry is now self-contained without needing regular input from Helen Evans – the project champion. We are delighted to have been able to run live events in St Stephens and St Olaves, giving opportunity to create poems using visual prompts including the use of the paintings hanging in St Olaves.

Our Facebook page is continually updated along with the website.

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.

The churchwardens have continued to meet informally with their counterparts at St Davids to explore ways in which we can work more closely together. With the retirement of the St David's rector there is now a vacancy in that parish, and we need to wait until this is filled before exploring in any depth how future co-operation might work.

(Continues)

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.

The quinquennial surveys of St Stephens and St Olaves have taken place with the report from St Stephen's now available and that from St Olaves expected shortly.

Links with other churches/organisations

The Parish continues to be involved with the Exeter City Centre Chaplaincy. 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.

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

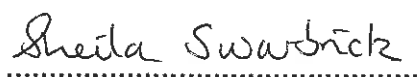
The total income for the Parish in 2023 was £73,588, of which £5,000 was restricted funding for specific projects. This means that £68,538 represents income derived from 'normal' parish activities. Expenditure of £53,215 gave us an excess of total income by £20,373. This is largely because of increased use of the churches by outside bodies especially the Cathedral. However this can only be seen as a one-off.

The target parish (unrestricted) income budget for 2024 has been agreed by the PCC at £52,500.

Reserves Policy

In 2013 the PCC agreed to a reserves policy of 4 times the monthly average expenditure, which equates to £17,500 for 2024

Approved by the PCC on Date and signed on their behalf by:


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Sheila Swarbrick 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 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prev Year £
INCOMING RESOURCES					
Voluntary Income	2(a)	32,278	5,000	37,278	40,757
Activities for generating funds	2(b)	1,888	-	1,888	3,479
Income from savings	2(c)	579	-	579	105
Church Activities	2(d)	33,843	-	33,843	9,948
TOTAL INCOMING RESOURCES		68,588	5,000	73,588	54,289
RESOURCES EXPENDED					
Church Activities	3(a)	52,486	729	53,215	64,426
Fund-raising trading costs	3(b)	-	-	-	367
Governance Costs	3(c)	-	-	-	200
TOTAL RESOURCES EXPENDED		52,486	729	53,215	64,993
NET INCOMING RESOURCES		16,102	4,271	20,373	-10,704
Transfers between funds			-		
NET MOVEMENT IN FUNDS		16,102	4,271	20,373	-10,704
BALANCES B/FWD start of year		49,395	4,456	53,851	77,005
BALANCES C/FWD end of period		65,497	8,727	74,224	66,301

(Continues)

The Parochial Church Council of the Parish of Central Exeter

Balance Sheet as at 31 December 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds Prev Year £
FIXED ASSETS					
Tangible assets	5	-	-	-	9,889
CURRENT ASSETS					
Debtors	6	1,650	-	1,650	1,756
Deposit account		18,450	-	18,450	17,036
Shared Interest Account		5,042		5,042	
Cash at bank		40,355	8,727	49,082	58,221
		<u>65,497</u>	<u>8,727</u>	<u>74,224</u>	<u>86,902</u>
LIABILITIES					
Creditors: all amounts falling due in one year	7	-	-	-	20,601
<i>Total assets less current liabilities</i>		<u>65,497</u>	<u>8,727</u>	<u>74,224</u>	<u>66,301</u>
TOTAL NET ASSETS		<u>65,497</u>	<u>8,727</u>	<u>74,224</u>	<u>66,301</u>
REPRESENTED BY					
Unrestricted Funds		65,497	-	65,497	30,569
Restricted Funds	8		8,727	8,727	35,732
		<u>65,497</u>	<u>8,727</u>	<u>74,224</u>	<u>66,301</u>

(Continues)

The Parochial Church Council of the Parish of Central Exeter
Notes to the Financial Statements for the Year Ending 31 December 2023,
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.

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(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.

Moveable church furnishings held by the Incumbent 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.

	Unrestricted Funds £	Restricted Funds £	Total Funds £
2 INCOMING RESOURCES			
2(a) Voluntary Income			
Tax efficient planned giving	10,032	-	10,032
Collections (open plate)	710	-	710
Recurring donations	3,492	-	3,492
Non recurring donations	3,935	-	3,935
Tax recoverable on planned & non recurring donations	3,152	-	3,152
Recurring grants	10,957		10,957
Other grants		5,000	5000
	<u>32,278</u>	<u>5,000</u>	<u>37,278</u>
2(b) Activities for Generating funds			
Fund-raising	1,888	-	1,888
	<u>1,888</u>	<u>-</u>	<u>1,888</u>
2(c) Income from savings			
Interest from deposit account	573	-	573
Interest from Shared Interest Acc	5		5
	<u>578</u>		<u>578</u>
2(d) Income from church activities			
Use of church buildings - local community	31,618	-	31,618
Other	2,122		2,122
Fees retained	104		104
	<u>33,844</u>	<u>-</u>	<u>33,844</u>
2(e) Other incoming resources			
Miscellaneous			-
	<u></u>	<u></u>	<u>-</u>
Total Incoming Resources	68,588	5,000	73,588

3 RESOURCES EXPENDED

3(a) Church Activities

Missionary and charitable giving

Overseas mission/aid	635	-	635
Local charities	1,290	-	1,290
UK & International charities	470	-	470
	<u>2,395</u>	<u>-</u>	<u>2,395</u>

Ministry: Diocesan parish share	9,469		9,469
Clergy expenses	107		107
Cost of services	95	-	95
Church upkeep & maintenance	19,223	729	19,952
Utilities	12,471	-	12,471
Administration	7,328	-	7,328
Miscellaneous	1,398	-	1,398
Furniture & fittings		-	-
Depreciation		-	-
	<u>52,486</u>	<u>729</u>	<u>53,215</u>

3(b) Fund-raising trading costs

	<u>-</u>	<u>-</u>	<u>-</u>
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3(c) Governance costs

	<u>-</u>	<u>-</u>	<u>-</u>
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TOTAL RESOURCES EXPENDED	<u>52,486</u>	<u>729</u>	<u>53,215</u>
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4 The PCC does not employ any staff and has not made any payments to PCC members for remuneration.

5 TANGIBLE FIXED ASSETS N/A

	Unrestricted Funds £	Restricted Funds £	Total Funds £
6 DEBTORS			
Tax recoverable	1,650	-	1,650
Other debtors	-	-	-
Prepayments and accrued income	-	-	-
	<u>1,650</u>	<u>-</u>	<u>1,650</u>

7 LIABILITIES

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

8 RESTRICTED FUNDS

Fund Movements	Churches Upkeep Fund		Total funds
	£	£	£
Balance at 1st January	4,456	-	4,456
Incoming Resources	5,000	-	5,000
Resources Expended	-728	-	-728
Funds Transfer			-
Balance at 31st December	8,728	-	8,728
Net assets of restricted funds			
Tangible fixed assets			-
Tax recoverable	-	-	-
Accrued Income	-	-	-
Deposit account		-	-
current account	8,728	-	8,728
liabilities (all within one year)	-	-	-
	8,728	-	8,728

9 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.

Approved by the PCC on 6th March 24

Sheila Swarbrick

Sheila Swarbrick (Chairman)

and signed on its behalf by

S. J. Swarbrick

Sean Swarbrick (Treasurer)

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 / 2023

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:

12 / 3 / 24

Name:

SIMON GAY.

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

ACCT ACCOUNTING TECHNICIAN (NVQ4)

Address:

14A CHARLTON ROAD, ST THOMAS, EXETER
EX2 9AX