



ANNUAL REPORT AND ACCOUNTS

FOR THE ECCLESIASTICAL PARISH OF ST. ANDREW,
GORLESTON-ON-SEA

FOR THE YEAR ENDED 31ST DECEMBER 2020

Ecclesiastical Parish of St Andrew, Gorleston-on-Sea

Annual Report and Accounts for the year ended 31st December 2020

Aim and Purposes

St. Andrew's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Rev'd Brian Hall, in promoting in the ecclesiastical parish the pastoral, evangelistic, social and ecumenical mission of the Church. In conjunction with the Gorleston Baptist Church, it set up in 1999 a church plant, Cliff Park Community Church, which is situated to the south of the parish based upon the Cliff Park area, and which meets in the Cliff Park Middle School. The Associate Minister, the Rev'd Mike Simm led the church until his departure in April 2021. St. Andrew's PCC also has maintenance responsibility for the Church and Chapter House in Church Road, Gorleston.

Structure, Governance and Management

The Parish of St. Andrew is part of the Diocese of Norwich within the Church of England. The PCC is a body corporate established by the Church of England and is Governed by the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules 2006. The PCC is a Registered Charity, Registration Number 1135444. The administrative addresses are: St. Andrew's Church - Church Road, Gorleston, Great Yarmouth NR31 6LR; Cliff Park Community Church - 283 Lowestoft Road, Gorleston, Great Yarmouth NR31 6JW.

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The Churchwardens, other officers and all other members are elected by the Annual Parochial Church Meeting. Members so elected hold office for three years or the balance of the term if elected to fill a casual vacancy. The PCC also has the authority to co-opt church members to serve on the PCC.

The PCC appoints sub committees for certain aspects of church life. The Standing Committee has the authority to transact the business of the PCC between its meetings. Other sub-committees are The Ministry Team and the Chapter House Development Committee. Proposals, reports and minutes of these meetings are circulated and approved by the PCC.

The PCC receives regular reports from the Deanery Synod member which provides the PCC with an important link between the parish and wider structures of the church.

The PCC has approved policies for the safeguarding of children and vulnerable adults and has appointed two specific people to handle any such concerns.

St. Andrew's Parochial Church Council Membership 2020

Clergy - Incumbent	The Rev'd Brian Hall - Chair of Council
Lay Minister (Reader)	Wendy Bircham (Ex officio)
Churchwardens	Mike Cassidy - Vice Chair of Council (from 2017)
	Brian Bircham (from 2017)
Deanery Synod Members	Brian Humphrey (from 2017); Carole Morris (from 2017);
	Tony Mallion (from 2017 – 2020 CPCC); Hilary Buckle
	(from 2019); John Stephens (from 2020 CPCC)
PCC Secretary	Beverley Brown (from 2018)
Treasurer	Jeremy Bowden (from 2017)
PCC Elected Members	Stephanie Gostick (from April 2019)
	Jeff Leak (from April 2019)

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	Derek Bryant (from April 2018)
	Ann Humphrey (from 2017)
	Janet Bowden (from 2017)
	Rajan Jesudason (from 2017)
PCC Casual Vacancy	Jill McIntyre (from May 2019)
Standing Committee Members	Rev'd Brian Hall, Hilary Buckle, Jeremy Bowden, Brian Bircham, Mike Cassidy, Carole Morris

Cliff Park Community Church Leadership Team 2020

Minister	The Rev'd Mike Simm (until April 2021)
Leadership Team	Anthony Eka, George Wilding, Melody Stephens, Tony Mallion (until October 2020), John Stephens, Myra Tabora (Treasurer), Sarah Simm (Pastoral Care Co-ordinator until April 2021), Tracy Mayne (Administrator)

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our community in the parish. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can best serve the needs of our community. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary 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 people living in the parish.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Church and Chapter House of St. Andrew's.

Achievements and Performance

Strategic direction

A principal aim of the Vicar has been to put a significant emphasis and personal investment on strategic leadership. In response to that a document was produced on "Building a Strategic Church". It was introduced to both the Ministry Team (Churchwardens, Readers and Authorised Worship Assistants) and the Parochial Church Council. It led to a wider consultation with the whole church and led to a new "Growth Plan" for St. Andrew's in 2018. This Plan identifies specific undertakings intended to lead a growth in discipleship, service and numbers.

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Coronavirus pandemic

The church closed for a temporary period at the end of March 2020 in compliance with Government instructions. It reopened for services at the end of July until the end of the year, observing social distancing and other restrictions. The Chapter House was closed from the end of March throughout the period, with all associated groups and meetings suspended. The Church Office has also been closed since the end of March. The church invested in technology during the year to maintain connections with the congregation, to allow communal worship to continue and to make our operations safer. In particular we installed live streaming technology to allow the broadcast of services and daily devotions on Zoom and YouTube. We also introduced on-line giving and contactless giving in the church.

Discipleship & House Groups

Discipleship groups at St Andrew's Church were unable to meet during the year, but one continued on Zoom, looking in depth at the Psalms and the letters of St Paul.

House Groups play an important role in the life of CPCC, with seven active groups continuing to meet on-line throughout the year. An eighth group (Melody and Tracy's) was started late in the year to cater for members who were not member of the other groups.

Worship and prayer

From April, a joint service of worship at 10.00 was offered at St Andrews on-line and also in church from July until the end of the year. This replaced the three services on a Sunday offered until the end of March - BCP Holy Communion, Common Worship Morning Prayer and Communion and Informal Worship and Communion. The Thursday mid-week Communion service was suspended but will restart in 2021.

Throughout lockdown, the Vicar published Daily Devotions on Facebook and YouTube. At CPCC, services were also available on Zoom, with the Worship Team gathering in the school when permitted to broadcast the service.

Saturday and midweek prayer meetings have continued on Zoom at CPCC. The Prayer Ministry Team continued their work, although it has been difficult with the lack of face to face meetings. There are 120 members on the electoral roll, 9 having died or moved away since the last APCM.

Children and youth

The St. Andrew's once a month Messy Church attracted a faithful and growing group of children and families. From April it ceased to meet, but Messy Church bags were distributed at Christmas to tell the Christmas story and keep families in touch.

Little Stars is a baby and toddler group that met on Monday mornings during term time until April. There are about 25 families registered.

The St Andrew's Youth Club met every Friday at the Chapter House until April with on average 15 attenders.

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The CPCC Q3 group has continued to be a part of the Identity programme (see below), although it has not been able to meet since March.

At CPCC Kidzchurch has not been able to meet, but connections have been kept by writing letters and putting materials on-line for children and parents to do at home.

The Identity Youth Project is supported by both churches in the Parish, in partnership with several other local churches in Gorleston. During the pandemic, the whole youth programme was moved on-line, and some of the core groups met more frequently to give additional support during the crisis. Central (inter-church fellowship) and Zip (Bible study) took place weekly. LYN (Love your neighbour) was able to run a few sessions in the Summer holidays. Video elements have been important at this time – the youth worker, Matt Ashpole, has produced over 200 videos, now viewed about 13,000 times.

Outreach and pastoral

St Andrew's Open Church provided a safe and welcoming place for all on Friday and Sunday afternoons between 2-4pm (1.30- 3.30 in winter) and ran alongside Great Yarmouth & Gorleston Foodbank until April. After lockdown, contact has been maintained as far as possible by telephone. It is planned to reopen the ministry in summer 2021 in the Chapter House. On a very sad note, one of our readers, Ed Ellis, who had a particular interest in Open Church, died in June. He was greatly valued and will be much missed.

The Mary Magdalene branch of the Foodbank was supported by members of both congregations. It received funding from DEFRA during the year and after generous donations a new large shed was bought. It has been an important lifeline to many during these hard times.

Open the Book is a project that offers school children an opportunity to hear stories from the Bible. There are 2 teams from St Andrew's that visit 3 local schools. Again, this ministry had to be suspended in April.

Rafiki Creative Ministry offers Christian puppet shows, storytelling and fun at community fetes, fundays and school events.

During the pandemic it has been important to retain contact with our congregation, especially elderly and vulnerable members who may have felt isolated in these unprecedented times. A telephone rota was set up early in the lockdown, followed by the establishment of virtual coffee mornings later in the year. Some of our members have joined a telephone befriending service called "Two's Company", an initiative set up in co-operation with other churches.

The St Andrews Memory Club met on a Tuesday morning to welcome older members of the community. The once a month Men's Breakfast and the Ladies Club have both temporarily been suspended because of the pandemic.

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Community

The Gorleston Community Magazine was launched in 2018 by members of the congregation at St Andrew's and goes from strength to strength. This is a very attractive and high-quality glossy magazine with a print-run of 3,600, delivered in Gorleston free of charge. This continued during the pandemic although the May to July issues were only available on-line.

Major repairs

2020 saw the completion of the roofing and window works in the Chapter House. Plans were put in place for the new inner wall lining, insulation and flooring, which will be completed in 2021. New signs were installed in the car park and churchyard.

Financial Review

For the first time this year, consolidated accounts for both churches in the Parish have been produced. In accordance with Diocesan advice, CPCC activities have been recorded under Restricted Funds.

The first thing to mention is the extraordinary effect the Coronavirus pandemic has had on the operations of the churches. The congregations were unable to meet for some time after the end of March, and then social distancing and other restrictions had to be observed. The office at St Andrew's was closed from the end of March and all other activities ceased till the end of the year. This had a significant effect on income and expenditure.

Income was down by 11% compared with 2019, but we were protected by a large degree by the generosity of our congregations who continued to give regularly despite the effects of the lockdowns. Planned giving actually saw an increase of £4.9k (3.7%). However, as expected, this was balanced by a corresponding fall in collections and other voluntary receipts. In the end, voluntary receipts were virtually on a par with 2019.

Income from fundraising activities fell sharply – by £14.8k (48%). Income from church activities (mainly from weddings and funerals) fared even worse and were £11.8k (51%) less. These latter sources of income are almost exclusively at St Andrew's Church, where we received some protection from the Coronavirus Job Retention Scheme grants (£7.2k), without which the result would have been worse.

As we would expect, expenditure also fell owing to the closure of most church activities. St. Andrew's Church was hit by loss of income harder than CPCC, and was not able to pay its full allocation of Parish Share, but was at least able to pay an agreed reduced amount regularly throughout the year (36k). CPCC managed to pay an increased amount of Parish Share in 2020 – up £1.1k to £65.6k. the total contribution of Share from the Parish was £101.6k, a fall of 14% compared with 2019, but still a substantial contribution.

St Andrew's Church was able at least to make savings on other costs– Clergy and Staffing costs were down by £5.3k. We continued to pay our staff but all staff were on furlough or flexi-furlough for 9 months of the year. Church running expenses were down £21.5k from £63.8k in 2019 to £42.3k in 2020 with particular savings on office and building costs (such as heat & light). Magazine expenses

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were also down by £7.9k. There were also savings in Church running expenses at CPCC – down £9.2k from £22.9k to £13.7k.

During the lockdown, we continued to invest in church improvements, using restricted and designated funds. We completed work to the Chapter House roof and windows (£23.5k) from a designated fund. We also invested £8.6k from designated funds to install cameras and other equipment, allowing us to live-stream services. Not only was this of great benefit when the church was partially open, but it is also going to be an important facility in the future. As a response to the pandemic, we also set up an on-line giving facility and the ability to take contactless collections. The cost of these latter improvements was minimal, but they will be an important source of revenue in the future, as well as reducing cash handling at the church.

The result on unrestricted funds, where the day to day income and expenditure is recorded, is the most important indicator of how the church fared financially. In the end it was a small deficit of £0.7k, which compares favourably with the unsustainable deficit of £15.7k we had in 2019. CPCC (restricted fund) made a surplus of £3.0k. Although income fell significantly over the year, expenditure fell proportionately more. The significant factor was that the congregation continued to support the churches by regular giving by standing order. Our gratitude to all those who have continued their support in this way in very difficult circumstances.

Overall, cash reserves in the Parish reduce from £195.5k in 2019 to £174.3k at the end of 2020. The fall was mainly owing to the Chapter House works funded from designated funds.

Reserves Policy

The PCC aims to maintain a balance on unrestricted funds that equates to at least three months of unrestricted payments to cover cash commitments and to meet emergencies. In our current operations this approximates to £30k.

At the end of 2020 the balance on unrestricted funds had been reduced to £28.2k. The PCC will consider designating any surplus free funds to provide matched funding for any future funding applications. Following the receipt of a major legacy in 2015, a Development Fund was designated to fund refurbishment works to the Chapter House. This fund stood at £49.4k on 31st December 2020.



THE ECCLESIASTICAL PARISH
OF ST. ANDREW, GORLESTON-ON-SEA

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2020

REGISTERED CHARITY NO: 1135444

Independent Examiners Certificate

Report to the trustees/ members of:

ST ANDREWS GORLESTON

On accounts for the year ended:

31st DECEMBER 2020

Charity no (if any):

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended / / .

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of []]. Delete [] if not applicable.~~


I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:



Date:

21/4/21

Name:

BRIAN PHILPOT

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

N/A

Address:

220 BRADSHAW AVE
GORENSTON
NA 31 7ED

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here
brief
details of
any items
that the
examiner
wishes to
disclose

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Consolidated Financial Statements for the Year ended 31st December 2020

Receipts and Payments Accounts

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Receipts							
Voluntary receipts							
Planned giving		44,169	-	92,615	-	136,784	131,860
Collections at services		2,586	2,000	1,360	-	5,946	17,421
All other voluntary receipts	5a	9,714	5,000	9,642	-	24,356	15,067
Gift Aid recovered		11,070	-	21,062	-	32,132	34,907
		67,539	7,000	124,679	-	199,218	199,255
Activities for generating funds	5b	359	15,754	122	-	16,235	31,007
Investment income		181	-	162	-	343	1,992
Church activities	5c	11,078	-	133	-	11,211	23,026
Total receipts		79,157	22,754	125,096	-	227,007	255,280
Payments							
Church activities							
Parish share		36,000	-	65,629	-	101,629	117,497
Clergy and staffing costs		13,433	-	21,726	-	35,159	41,174
Church running expenses	5d	24,848	15,714	15,367	-	55,929	86,662
Chapter House running costs		2,545	-	-	-	2,545	4,882
Church repairs & maintenance		2,479	8,580	-	-	11,059	2,864
Major works - Chapter House		-	23,540	-	-	23,540	46,402
Mission giving and donations		30	-	17,416	-	17,446	21,747
		79,335	47,834	120,138	-	247,307	321,228
Cost of generating funds		553	-	370	-	923	4,059
Total payments		79,888	47,834	120,508	-	248,230	325,287
Surplus/(deficit) before transfers		(731)	(25,080)	4,588	-	(21,223)	(70,007)
Transfers		-	-	-	-	-	-
		(731)	(25,080)	4,588	-	(21,223)	(70,007)
Cash at bank and in hand 1st January		28,959	79,674	85,931	915	195,479	265,486
Cash at bank and in hand 31st December		28,228	54,594	90,519	915	174,256	195,479

Ecclesiastical Parish of St. Andrew's Gorleston

Consolidated Financial Statements for the Year ended 31st December 2020

Statement of Assets and Liabilities

Note	Unrestricted Funds £	Designated Funds	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Cash Funds						
Cash	100	-	-	-	100	100
Bank Current Accounts	7,603	3,769	30,357	-	41,729	40,906
Bank Deposit Accounts	20,525	50,825	60,162	915	132,427	154,473
Fixed Term Bond	-	-	-	-	-	-
	<u>28,228</u>	<u>54,594</u>	<u>90,519</u>	<u>915</u>	<u>174,256</u>	<u>195,479</u>
Other Monetary Assets						
Gift Aid tax recoverable	5,012	-	-	-	5,012	5,529
Electricity refund	140	-	-	-	140	-
	<u>5,152</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,152</u>	<u>5,529</u>
Investment assets						
Investment property	-	-	195,739	-	195,739	195,739
	<u>-</u>	<u>-</u>	<u>195,739</u>	<u>-</u>	<u>195,739</u>	<u>195,739</u>
Liabilities						
Parochial fees due	1,750	-	-	-	1,750	567
Heating repairs	-	-	-	-	-	324
Electrical repairs	158	-	-	-	158	-
Charitable donations	-	-	-	-	-	215
Payroll services	235	-	-	-	235	-
Telephone	65	-	-	-	65	106
Clergy expenses	123	-	-	-	123	301
Others under £100	175	-	-	-	175	31
	<u>2,506</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,506</u>	<u>1,544</u>

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- The endowment fund's origin was in the Gorleston St Andrew Chancel Trust, and arose from compensation paid by owners of former rectorial land to extinguish them from any liability to meet the cost of repairing the church chancel.
- Investment assets comprise an investment property purchased by a legacy to house members of Cliff Park Community Church who are in financial difficulties.
- The movements in restricted funds during the year were:

	Balance b/fwd £	Receipts £	Payments £	Transfers £	Balance C/fwd £
Restricted Funds					
Fabric	343	122	-	-	465
Children and Family Worker	5,628	-	(314)	-	5,314
Organ	7,258	5	-	-	7,263
Week-end Away	604	-	-	-	604
Special Appeals	215	30	(245)	-	-
Hospitality Fund	670	-	-	-	670
Open Church Fund	924	1,057	(1,399)	-	582
Cliff Park Community Church	70,289	123,882	(118,550)	-	75,621
	<u>85,931</u>	<u>125,096</u>	<u>(120,508)</u>	<u>-</u>	<u>90,519</u>

Notes (cont'd)

The funds are comprised of accumulated donations and fundraising income to be spent on the following purposes:

Fabric	for expenditure on the church fabric
Children and Family Worker	for expenditure on children and youth services and activities
Organ	for expenditure on the organ
Week-end Away	for the parish week-end away
Special Appeals	for charitable appeals, collections and donations
Hospitality Fund	for creating a hospitality area within the church
Open Church Fund	for supporting the work of Open Church
Cliff Park Community Church	for supporting the work of Cliff Park Community Church

- 5 The movements in designated funds during the year were:

	Balance b/fwd	Receipts	Payments	Transfers	Balance C/fwd
	£	£	£	£	£
Designated Funds					
Development	76,478	5,000	(23,540)	(8,580)	49,358
Piano	-	2,000	-	-	2,000
Live Streaming	-	-	(8,580)	8,580	-
Community Magazine	3,196	15,754	(15,714)	-	3,236
	<u>79,674</u>	<u>22,754</u>	<u>(47,834)</u>	<u>-</u>	<u>54,594</u>

The purposes of the designated funds are:

Development	for the reconstruction and development of the Chapter House
Piano	for the purchase of a new piano - 2019 Gift Day
Live Streaming	for setting up live streaming facilities in the church
Community Magazine	for the production and distribution of the Gorleston Community Magazine

- 6 Further Analysis of Receipts and Payments

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
Receipts					
a All other voluntary receipts					
Donations	2,248	5,000	4,566	11,814	9,397
Coronavirus Job Retention Scheme Grants	7,199	-	-	7,199	-
Rent and bank interest	-	-	5,076	5,076	5,204
Other grants	267	-	-	267	466
	<u>9,714</u>	<u>5,000</u>	<u>9,642</u>	<u>24,356</u>	<u>15,067</u>
b Activities for generating funds					
Fundraising events	354	-	122	476	6,143
Community Magazine	-	15,754	-	15,754	24,779
Photocopier charges	5	-	-	5	85
	<u>359</u>	<u>15,754</u>	<u>122</u>	<u>16,235</u>	<u>31,007</u>
c Church activities					
Fees for weddings and funerals	10,037	-	-	10,037	16,636
Chapter House lettings	826	-	-	826	5,744
Other	215	-	133	348	646
	<u>11,078</u>	<u>-</u>	<u>133</u>	<u>11,211</u>	<u>23,026</u>

Notes (cont'd)

6 Further Analysis of Receipts and Payments (cont'd)

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Payments					
d Church running expenses					
Church building running expenses	11,955	-	-	11,955	14,135
School hire	-	-	2,147	2,147	5,371
Weddings and funerals	1,000	-	-	1,000	4,028
Parochial fees	5,478	-	-	5,478	9,263
Worship and services	1,461	-	166	1,627	3,108
Music and organ	654	-	737	1,391	5,028
Mission and pastoral	218	-	5,062	5,280	7,057
Training	-	-	1,420	1,420	2,816
Magazine costs	-	15,610	-	15,610	23,530
Administrative costs	4,082	104	5,835	10,021	12,326
	<u>24,848</u>	<u>15,714</u>	<u>15,367</u>	<u>55,929</u>	<u>86,662</u>