

**St. Peter's Church
Toton**

**Annual Report
and
Financial Statement**

Year ended 31st December 2020



St. Peter's Church

83 High Road, Toton, Nottingham, NG9 6EN

The Parish Church of St. Peter's Toton

Toton is situated on the Nottinghamshire and Derbyshire border, in the Diocese of Southwell and Nottingham. St. Peter's Church was built in 1954. The Parish of Toton was formed in 2001, St Peter's previously being part of the Parish of Attenborough.

Toton is a suburban, residential area of mixed housing which is mainly owner-occupied. The area has seen a considerable increase in housing in recent years and has therefore become a dormitory area where employment levels are high and most of the available employment lies outside Toton.

The population of Toton numbers towards 8000 individuals and is part of the Borough of Broxtowe (there being no parish council).

Charitable status and related trusts and charities

The PCC became a registered Charity in 2010, registration number 1136356.

Bankers, Legal Advisors and Independent Examiners

Bankers	NatWest 51 Market Place Long Eaton Nottingham NG10 1JP
Church Architect	Graeme Renton, trading as Graeme Renton Architecture 5 Barratt Lane Attenborough Nottingham NG9 5AD
Independent Examiner	Gary Stephenson 21 Gwenbrook Road Beeston Nottingham NG9 4AZ

Aim and Purposes

St Peter's Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent, Reverend Colin Bourne, in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC's purpose statement is "Seeing lives transformed through faith in Christ."

Objectives and Activities

At St Peter's Church, Toton we seek to:

- Meet with God
- Value People
- Share Jesus
- Grow spiritually
- Serve Others

In order to pursue these objectives, we offer a wide range of services within the community of Toton, both independently and through our partnership with Toton Methodist Church under a Churches Together agreement, known as "Toton Churches."

Wider Deanery and Diocesan links

St Peter's clergy and our 3 lay representatives are active on the Nottingham Deanery Synod and there are links with neighbouring parishes. Relationships are positive and supportive. The Vicar serves as an elected member in the House of Clergy on the Diocesan Synod, is an elected member of the Bishop's Council and Area Dean of Nottingham South Deanery.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Peter's the membership of the PCC consists of the Incumbent (our vicar), Churchwardens, the Reader, and lay members elected to the Deanery Synod and to the PCC by those members of the congregation who are on the electoral roll of the church. All members of our congregations are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

Given its wide responsibilities, the PCC appoints, in conjunction with Toton Methodist Church, a number of coordinators each leading a different aspect of the churches' life and mission. These coordinators are all responsible to the church councils and report back to them regularly with minutes of their decisions being received by the full PCC and discussed as necessary. The joint work with Toton Methodist Church is overseen by an Enabling Group comprising the ministers and nominated members of the Church Council.

PCC members and officers

Rev Colin Douglas Bourne	(Vicar and Chair)
Andrew Robert Pearson	(Churchwarden and Lay Vice-Chair)
James Phillip Briggs	(Churchwarden)
Michelle Jacqueline Greenberry	(Reader)
Pauline Newport	(PCC Secretary and Deanery Synod representative to 28 th October 2020)
Irene Elizabeth Smith	(PCC Secretary from November 2020)
Chris Elizabeth Bourne	(Deanery Synod representative)
Morag Ball	(Deanery Synod representative to October 2020)
George Brian Stanley	(Treasurer and Deanery Synod representative from October 2020)

Lay elected members:

George Brian Stanley	(Until election to Deanery Synod in October 2019)
Arthur Robert Mewes	(To October 2020)
Keith Murray	(To October 2020)
Lynne Pearson	(To October 2020)
Jane Butler	
Irene Elizabeth Smith	
Gillian Vera Dann	

Gillian Stone

Michael Cartwright

Ruth Kempson

Elizabeth Margaret McBrayne

Geraldine Lewis (From October 2020)

Hazel Treadway (From October 2020)

Peter Lowman (From October 2020)

Bruce Spencer (From October 2020)

Louise Spencer (From October 2020)

The Leadership Team meets twice a month and aims to provide spiritual and practical leadership for St Peter's Church. It consists of the Vicar and Churchwardens alongside four elected members:

Colin Bourne

James Briggs

Andrew Pearson

Irene Smith

Gill Dann

Lynne Pearson (to October 2020)

Gill Stone (to February 2020)

Lay people are involved in the ministry of Toton Churches in many roles including prayer ministry, pastoral work, working with children and youth, working with seniors, music and worship and supporting Sunday services. These groups are reviewed and supported by the Leadership Team and the PCC receives reports of their activities as required and at the Annual General Meeting.

Electoral Roll figures

There were 103 members on the electoral roll at the end of 2020, down by 10 from the previous figure of 113 at the end of 2019.

Finance

We are grateful to Brian Stanley our Treasurer, and to Jamie Briggs our Assistant Treasurer. The 2020 Financial Statement and notes form part of this Report.

Our income in 2020 was significantly impacted by the COVID-19 pandemic, with no lettings income and very few opportunities to take cash donations during services. However, the majority of our donors were already supporting the Church through Standing Orders, and this aspect of our income actually increased in 2020, signalling a remarkable commitment through this difficult time.

Despite these difficulties, we were still able to pay our Parish Share in full (our contribution towards the ministry costs and other support costs of the Church of England in our diocese). We were also able to continue with our previous policy of tithing 10% of the Church's voluntary income, which is shared equally between the Church Pastoral Aid Society, Church Mission Society and HOPE Nottingham.

It is the PCC's policy in ordinary times to maintain, as a reserve, a balance of unrestricted funds equal to at least 3 months unrestricted payments, equivalent to circa £21,000, to cover emergency situations. For reasons outlined in last year's report, we ended 2019 with our reserves reduced to £13,500; and the pandemic made it necessary to draw further on our reserves, leaving just £8,000 at the end of 2020. The PCC is grateful for the faithful support of our congregation, including a number of one-off donations above and beyond the members' planned giving, for enabling us to end the year with some reserves intact; but careful budgeting and prayerful action will be needed in 2021.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.

Premises

A group meets quarterly, primarily to organise the maintenance and upkeep of the church and centre buildings. There is a rolling five-year plan to maintain and repair the church and centre. Records of fabric and fixtures have been examined and all accounted for.

Review of 2020

2020 was a year of remarkable challenge, with the COVID-19 pandemic causing dramatic upheaval for all of our lives from March onwards. The closure of all religious buildings for lengthy periods in 2020 necessitated a fundamental change in our approach to gathered worship; we have introduced a weekly online church service through the Zoom platform, and have worked with our congregations to ensure everyone who wants to do so is able to join in that service.

This has been supplemented, in those times when it was safe and appropriate to offer it, with services in person in the church; these were open (subject to restrictions on numbers) to anyone who wished, but particularly targeted at those unable to join the services online. Other aspects of our ministry – including our "Connect Groups" providing fellowship and opportunities for Bible study in small groups, and our "Zone"

work with children and families – also moved online or outdoors as the needs of the group and the social distancing restrictions at any given time made appropriate.

While the pandemic meant that many of the community outreach activities we might have offered could not take place, or had to be substantially changed, it has also provided an impetus and opportunity to embrace new ways of serving the community. Under the direction of the PCC, St Peter's Church has partnered with the Nottinghamshire Coronavirus Community Support Hub to offer support and assistance to those in Toton and beyond who needed help at this time, in particular by collecting shopping and prescriptions for those who are self-isolating.

The church continued to give hope and encouragement in the community throughout a difficult time. One example of this was our "Advent Windows" community outreach event, where households throughout Toton were encouraged to decorate a window in their homes with a specific Christmas theme each weekend in Advent. The level of community engagement here was inspiring, with many people who would not consider themselves members of the church putting together a window and joining in.

The PCC remains absolutely committed to Safeguarding Children and Vulnerable Adults in line with Church of England and Diocesan policies and procedures, including Safer Recruitment and Training. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

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

Rev'd Colin Bourne (PCC Chairperson) 

**FINANCIAL STATEMENT
FOR THE YEAR ENDED
31st DECEMBER 2020**

**PAROCHIAL CHURCH COUNCIL
of
ST. PETER'S
TOTON**

registered charity 1136356

Parochial Church Council of St Peter's, Toton

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

Receipts and Payments Accounts	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Receipts					
Voluntary Income	4a	76,705.58	2,493.85	79,199.43	93,657.59
Income from Church Activities	4b	2,754.88	-	2,754.88	5,211.04
Investment Income	4c	9.37	-	9.37	21.79
Other Income	4d	1,083.77	2,695.42	3,779.19	1,893.87
Total Receipts		80,553.60	5,189.27	85,742.87	100,784.29
Payments					
Diocesan Parish Share		56,256.00	-	56,256.00	60,000.00
Church Activities	5a	18,866.43	16.25	18,882.68	18,278.98
Church Management & Administration	5b	10,438.37	1,477.38	11,915.75	12,917.46
Other	5c	215.99	4,008.04	4,224.03	26,601.49
Total Payments		85,776.79	5,501.67	91,278.46	117,797.93
Receipts less payments		(5,223.19)	(312.40)	(5,535.59)	(17,013.64)
Cash at hand & in bank 01 Jan 2020		13,680.01	3,225.68	16,905.69	33,919.33
Cash at hand & in bank 31 Dec 2020		8,456.82	2,913.28	11,370.10	16,905.69
Difference		(5,223.19)	(312.40)	(5,535.59)	(17,013.64)

Statement of Assets and Liabilities	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Cash Funds					
Petty Cash		50.68	-	50.68	22.64
Bank Current Account		8,406.14	409.72	8,815.86	5,966.86
Bank Reserve Account 1		0	2,496.12	2,496.12	10,908.75
Bank Reserve Account 2		0	7.44	7.44	7.44
		8,456.82	2,913.28	11,370.10	16,905.69

The attached notes form part of these financial statements.

Parochial Church Council of St Peter's, Toton

Notes to the Financial Statements

1. General

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, using the Receipts & Payments basis.

2. Funds

Restricted Funds represent funds given to the PCC for a specific purpose, including grants received for a specific object. These funds may only be expended for the specific purpose for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

3. Movement in Restricted Funds

The balance brought forward has been calculated on the Receipts & Payments basis.

		Balance b/f £	Receipts £	Payments £	Balance c/f £
TM for Staff Salaries		0	1,477.38	1,477.38	0.00
Network		900.65	0.00	16.25	884.40
Toton Churches Weekend		513.76	0.00	0.00	513.76
Toton Concern		910.17	0.00	0.00	910.17
Holiday Zone		356.57	0.00	13.82	342.75
Children and Youth Clubs	(i)	544.53	0	544.53	0.00
Kitchen Fund		0	16.47	16.47	0.00
COVID-19 Community Support Fund	(ii)	0	3,695.42	3,433.22	262.20

Notes:

- (i) As noted in last year's accounts, all new receipts to the Children and Youth Clubs fund are now unrestricted following a change in policy regarding subscriptions notified to members in early 2019. These were previously operated on the basis that all subscriptions received were restricted to the work of these two clubs. The residual balance from previous years' subscriptions has now been spent, so that going forward these clubs will finance, and in turn be financed from, the church's general funds. It should also be noted that the Children and Youth Clubs fund opening balance incorporates £5.00 of cash in hand, this being the clubs' cash float; that £5 is not shown in the closing balance but is included in the unrestricted cash in hand figure, in line with the above change in policy.
- (ii) In response to the extraordinary impact of the COVID-19 pandemic, St Peter's Church established a community support initiative, primarily existing to help those who are self-isolating or otherwise unable to shop for food or collect prescriptions. This has been financed by a £1,000 grant from Nottinghamshire County Council. Where possible service users are asked to reimburse the Church for the expenses incurred in shopping on their behalf; not all users have been able to do so, however.

Parochial Church Council of St Peter's, Toton

4 Receipts Analysis	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
4a Voluntary Income					
Planned Giving:					
Gift Aid Donations		43,945.00	-	43,945.00	51,515.00
Income Tax Recovered		13,145.08	-	13,145.08	13,859.23
Non Gift Aided Donations		14,060.53	16.47	14,077.00	18,682.20
Plate		591.01	-	591.01	2,234.60
Grants		-	1,000.00	1,000.00	2,500.00
Toton Methodist Staff Contributions		-	1,477.38	1,477.38	2,221.76
Sundry Donations		4,963.96	-	4,963.96	2,644.80
		76,705.58	2,493.85	79,199.43	93,657.59
4b Income from Church Activities					
Room Hire		2,041.42	-	2,041.42	4,493.94
Photocopying		103.46	-	103.46	174.09
Banns, Weddings and Funerals		610.00	-	610.00	297.00
Church Event Receipts		-	-	-	246.01
		2,754.88	-	2,754.88	5,211.04
4c Investment Income					
Income from Bank Accounts		9.37	-	9.37	21.79
		9.37	-	9.37	21.79
4d Other Income					
Toton Concern		-	-	-	155.00
COVID-19 Community Support		-	2,695.42	2,695.42	-
Children and Young Peoples Clubs		623.70	-	623.70	1,583.42
Other		460.07	-	460.07	155.45
		1,083.77	2,695.42	3,779.19	1,893.87
Gross Receipts		80,553.60	5,189.27	85,742.87	100,784.29

Parochial Church Council of St Peter's, Toton

5 Payments Analysis	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 (Corrected)
5a Church Activities					
Missionary & Charitable	(a)				8,465.94
Giving		7,200.00	-	7,200.00	
Utilities		1,906.82	-	1,906.82	2,380.94
Insurances		1,075.86	-	1,075.86	1,096.90
Licences		761.78	-	761.78	563.73
Maintenance & Repair		5,599.78	-	5,599.78	1,126.93
Services & Ministry Costs		338.74	-	338.74	574.14
Clergy Expenses		410.19	-	410.19	1,345.86
Children and Youth Work		889.75	-	889.75	741.41
Discipleship		118.01	-	118.01	50
Network		-	16.25	16.25	662.2
Publicity		203.75	-	203.75	218.65
Church Event Costs		242.95	-	242.95	1,052.28
Sundry		118.80	-	118.80	8,465.94
		18,866.43	16.25	18,882.68	18,278.98
5b Church Management/Administration					
Staff Costs		5,834.67	1,477.38	7,312.05	9,448.47
Office Costs		4,483.55	-	4,483.55	3,389.61
Cleaning Products		120.15	-	120.15	79.38
		10,438.37	1,477.38	11,915.75	12,917.46
5c Other					
Toton Concern		-	-	-	70.41
Holiday Zone		-	13.82	13.82	1,631.41
Youth Clubs		-	544.53	544.53	2,301.86
COVID-19 Community Support		-	3,433.22	3,433.22	-
Kitchen Refurbishment		-	16.47	16.47	22,565.35
Other		215.99	-	215.99	32.46
		215.99	4,008.04	4,224.03	26,601.49
Gross Payments		29,520.79	5,501.67	34,904.45	57,577.93
(not including Parish Share)					

- (a) St Peter's PCC policy is to pay a tithe equivalent to 10% of unrestricted donations received to Christian charitable causes. Currently this tithe is divided equally between three charities: Hope Nottingham, the Church Pastoral Aid Society and the Church Mission Society.

Parochial Church Council of St Peter's, Toton

6. Petty Cash

This figure comprises the closing balance of petty cash held in the church office, and a £5 float held by the children and young people's groups.

The opening balance of office petty cash was £17.64. During the year payments totalling £50 were drawn from the church's accounts to replenish this sum, and petty cash payments totalling £21.96 were made during the year, leaving a closing balance of £45.68.

7. Toton Methodist Staff Contributions & Staff Salaries/Costs

£1,477.38 was received towards the cost of the shared administrator employed by St. Peter's PCC on behalf of Toton Churches. These monies have been placed in separate restricted funds as these monies may not be used for general expenditure.

8. Banns, Weddings and Funerals

This relates to the amount of fees received by the PCC after the removal of fees payable towards the Diocesan Board of Finance and disbursements.

9. Funds outside the responsibility of the PCC

Funds are handled related to the activities of St Peter's Church, but outside the direct responsibility of the PCC. These include fees payable towards the Diocesan Board of Finance for the payment of stipends.

Fees Payable towards the Diocesan Board of Finance

The PCC acts as agent in respect of some fees, arising from marriages (including Banns of Marriage) and funerals, which are payable towards the Diocesan Board of Finance for the payment of stipends.

Collections on behalf of charities

In early 2020, the Church held a charity fundraising evening on behalf of Tear Fund, raising the sum of £328.50. Later in the year, as events were held almost exclusively online, there was no need for the Church to act as an intermediary as donors could be referred directly to the charity's website – as happened, for example, with collections for the Children's Society during the Christmas period.

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

Rev'd Colin Bourne (PCC Chairperson)



Independent examiner's report to the PCC of Toton St Peter's (regd charity 1136356)

I report to the trustees on my examination of the accounts of Toton St Peter's (the Charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the Charity 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 Charity'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

I confirm that I am qualified to undertake the examination because the Charity's gross income did not exceed £250,000 and I hold a Diploma in Charity Accounting.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting 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.



Gary Stephenson, DChA, MSc
22 March 2020

21 Gwenbrook Road, Beeston
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