

**St. Peter's Church
Toton**

**Annual Report
and
Financial Statement**

Year ended 31st December 2021



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 is a registered Charity, 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

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

Following the retirement of Reverend Colin Bourne at the end of May 2021, there is presently no Incumbent and the PCC is solely responsible, with the support of the wider Diocese, for promoting the mission of the Church in Toton.

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 has 3 lay representatives who are active on the Nottingham Deanery Synod, and there are links with neighbouring parishes. Relationships are positive and supportive.

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) until May 2021, 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.

The PCC delegates responsibility for the day to day running of the Church to an elected Leadership Team, comprising the Incumbent, Churchwardens, and four elected members of the church. The Leadership Team is responsible to the PCC and reports back to them regularly.

The PCC also appoints, in conjunction with Toton Methodist Church, a number of coordinators each leading a different aspect of the churches' life and mission. This pattern of joint working with Toton Methodist Church is overseen by an Enabling Group comprising the ministers and nominated members of each church.

PCC members and officers

Rev Colin Douglas Bourne	(Vicar and Chair to May 2021)
Andrew Robert Pearson	(Churchwarden and Lay Vice-Chair)
James Phillip Briggs	(Churchwarden)
Michelle Jacqueline Greenberry	(Reader; Deanery Synod Representative from May 2021)
Irene Elizabeth Smith	(PCC Secretary)
Chris Elizabeth Bourne	(Deanery Synod representative to May 2021)
George Brian Stanley	(Treasurer and Deanery Synod representative)
Christine Margaret Drewry	(Deanery Synod Representative from May 2021)

Lay elected members:

Jane Butler
Michael Cartwright
Elizabeth Margaret McBrayne
Geraldine Lewis
Gillian Vera Dann
Hazel Treadway

Peter Lowman

Bruce Spencer

Louise Spencer

Arthur Robert Mewes (from May 2021)

Keith Murray (from May 2021)

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 (although there is currently one unfilled vacancy):

Colin Bourne (to May 2021)

James Briggs

Andrew Pearson

Irene Smith

Michelle Greenberry (from June 2021)

Jane Butler (from June 2021)

Gill Dann (to July 2021)

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 100 members on the electoral roll at the end of 2021, down by 3 from the previous figure of 103 at the end of 2020.

Finance

We are grateful to Brian Stanley our Treasurer, and to Jamie Briggs our Assistant Treasurer. The 2021 Financial Statement and notes form part of this Report.

As the country began to emerge from the COVID-19 pandemic in 2021, we were gradually able to restart lettings and cash donations – significant sources of income

which the PCC had been without in 2020. Our members continued to support the church with generous levels of regular giving and additional, occasional giving in response to the difficulties we were facing.

The PCC has paid its allocated Parish Share in full (our contribution towards the ministry costs and other support costs of the Church of England in our diocese). However, in order to do so, the PCC had to take the decision to reduce its level of support for other charities from the previous level – which was 10% of the Church's voluntary income – to 7.5%. As in previous years, this was divided 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. Recent years have required the PCC to draw significantly on its reserves, and we started 2020 with £8,000 available; thanks to the continued faithful support of our congregation, we ended 2021 with just over £7,000 of reserves intact. The PCC is optimistic that, with regular giving noticeably increased and the end of legal restrictions arising from the pandemic, it will be possible to build up the level of reserves again in 2022.

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. Under Church of England requirements the building is formally inspected every 5 years (the "Quinquennial Report"), and this took place in October 2021. The report included very positive feedback on how well-maintained the building was and there were no serious issues identified.

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 2021

The major change in the life of the church this year was the retirement of the Reverend Colin Bourne at the end of May 2021. The PCC was saddened to say farewell to our long-standing friend and Incumbent; and this was made all the more poignant by the reality that the restrictions necessitated by the pandemic meant Colin's final services had to be delivered online.

Moving into a time of vacancy meant that a number of lay volunteers have had to take on greater levels of responsibility, and the PCC is grateful to all within the parish who have risen to the occasion – as well as to the support of visiting ministers who have enabled us to continue offering services.

The PCC has also spent considerable time – with the welcome guidance of Archdeacon Phil Williams – in honest reflection on the areas where the PCC has been less effective in fulfilling its charitable purposes and furthering the kingdom of God in Toton. While celebrating the ways in which the PCC's work is flourishing – such as its work with children and families and with seniors – the PCC has acknowledged that there are gaps in its provision and that numerical growth has plateaued in recent years. The PCC has identified that the next Incumbent needs to drive change in these key areas, and has ended 2021 with a vision and excitement for a period of transformation and growth.

While the PCC has grappled with these issues, it has continued to serve the people of Toton in a range of ways. While we began the year with church services offered exclusively via Zoom, the gradual lifting of coronavirus restrictions meant that face-to-face services could resume – although the PCC has had to retain the flexibility to cancel or change plans at short notice in response to local COVID-19 numbers. We also continue to stream church services via Zoom for those unable to attend in person. The PCC has begun to offer a "Renew Wellbeing" café, providing a space particularly for those experiencing difficulties with their mental health to find a welcome and an opportunity for prayer where desired. The "Toton Helpful Hub" offered practical support to individuals, in particular by shopping for those whose mobility is reduced; an area of practical ministry which the PCC seeks to develop further in the future.

The PCC has had regard to the Charity Commission guidance on the public benefit requirement.

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 16th March 2022 and signed on its behalf by
Andrew Robert Pearson (lay chair in vacancy)

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AR Pearson

**FINANCIAL STATEMENT
FOR THE YEAR ENDED
31st DECEMBER 2021**

**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 2021

Receipts and Payments Accounts	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Receipts					
Voluntary Income	4a	73,111.59	3,832.33	76,943.92	79,199.43
Income from Church Activities	4b	1,241.34	-	1,241.34	2,754.88
Investment Income	4c	0.42	-	0.42	9.37
Other Income	4d	115.53	2,846.12	2,961.65	3,779.19
Total Receipts		74,468.88	6,678.45	81,147.33	85,742.87
Payments					
Diocesan Parish Share		52,140.00	-	52,140.00	56,256.00
Church Activities	5a	13,330.14	101.00	13,431.14	18,882.68
Church Management & Administration	5b	9,774.01	959.26	10,733.27	11,915.75
Other	5c	418.00	2,711.22	3,129.22	4,224.03
Total Payments		75,662.15	3,771.48	79,433.63	91,278.46
Receipts less payments		(1,193.27)	2,906.97	1,721.69	(5,535.59)
Cash at hand & in bank 01 Jan 2021		8,456.84	2,913.28	11,370.12	16,905.69
Cash at hand & in bank 31 Dec 2021		7,263.57	5,820.25	13,083.82	11,370.10
Difference		(1,193.27)	2,906.97	1,713.70	(5,535.59)

Statement of Assets and Liabilities	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 (amended) £
Cash Funds					
Petty Cash		50.68	-	50.68	50.68
Bank Current Account		7,205.43	141.71	7,347.14	8,815.86
Bank Reserve Account 1		-	5678.54	5,678.54	2,496.12
Bank Reserve Account 2		7.46	-	7.46	7.46
		7,263.57	5,820.25	13,083.82	11,370.12

The attached notes form part of these financial statements.

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	0.00	959.26	959.26	0.00
Network	884.40	0.00	50.00	834.40
Toton Churches Weekend	513.76	0.00	0.00	513.76
Toton Helpful Hub	910.17	242.62	377.69	775.10
Holiday Zone	342.75	0.00	0.00	342.75
COVID-19 Community Support Fund	262.20	2603.50	2208.00	657.70
Renew Wellbeing Café	0.00	1150.00	125.53	1024.47
Children and Families fund	0.00	723.07	51.00	672.07
Tesco Bags of Help Scheme (Grant for catering facilities)	0.00	1000.00	0.00	1000.00

Parochial Church Council of St Peter's, Toton

4 Receipts Analysis	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
4a Voluntary Income					
Planned Giving:					
Gift Aid Donations		47,341.00	1,130.07	48,471.07	43,945.00
Income Tax Recovered		8,385.39	18.00	8,403.39	13,145.08
Non Gift Aided Donations		12,333.00	75.00	12,408.00	14,077.00
Plate		644.93	-	644.93	591.01
Grants		-	1,650.00	1,650.00	1,000.00
Toton Methodist Staff Contributions			959.26	959.26	1,477.38
Sundry Donations		4,407.27		4,407.27	4,963.96
		73,111.59	3,832.33	76,943.92	79,199.43
4b Income from Church Activities					
Room Hire		672.72	-	672.72	2,041.42
Photocopying		178.08	-	178.08	103.46
Banns, Weddings and Funerals		292.00	-	292.00	610.00
Church Event Receipts		98.54	-	98.54	-
		1,241.34	-	1,241.34	2,754.88
4c Investment Income					
Income from Bank Accounts		0.42	-	0.42	9.37
		0.42	-	0.42	9.37
4d Other Income					
Toton Helpful Hub		-	242.62	242.62	-
COVID-19 Community Support		-	2,603.50	2,603.50	2,695.42
Children and Young Peoples Clubs		-	-	-	623.70
Other		115.53		115.53	460.07
		115.53	2,846.12	2,961.65	3,779.19
Gross Receipts		74,468.88	6,678.45	81,147.33	85,742.87

Parochial Church Council of St Peter's, Toton

5 Payments Analysis	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
5a Church Activities					
Missionary & Charitable Giving	(a)	5,220.00	-	5,220.00	7,200.00
Utilities		1,458.88	-	1,458.88	1,906.82
Insurances		1,098.03	-	1,098.03	1,075.86
Licences		605.58	-	605.58	761.78
Maintenance & Repair		3,235.88	-	3,235.88	5,599.78
Services & Ministry Costs		425.49	-	425.49	338.74
Clergy Expenses		325.16	-	325.16	410.19
Children and Youth Work		249.99	51.00	300.99	889.75
Discipleship		219.30	-	219.30	118.01
Network		-	50.00	50.00	16.25
Publicity		171.42	-	171.42	203.75
Church Event Costs		320.41	-	320.41	242.95
Sundry		-	-	-	118.80
		13,330.14	101.00	13,431.14	18,882.68
5b Church Management/Administration					
Staff Costs		5,863.14	959.26	6,822.40	7,312.05
Office Costs		3,765.97	-	3,765.97	4,483.55
Cleaning Products		144.90	-	144.90	120.15
		9,774.01	959.26	10,733.27	11,915.75
5c Other					
Toton Helpful Hub		-	377.69	377.69	-
Renew Wellbeing Café		-	117.54	117.54	-
COVID-19 Community Support		-	2,208.00	2,208.00	3,433.22
Other		418.00	-	418.00	790.81
		418.00	2,703.23	3,121.23	4,224.03
Gross Payments (not including Parish Share)		23,715.69	3,763.49	27,479.18	35,022.46

- (a) St Peter's PCC policy has historically been to pay a tithe equivalent to 10% of unrestricted donations received to Christian charitable causes. In 2021, due to financial pressures resulting from the coronavirus pandemic, it was necessary to temporarily reduce this to 7.5%. As in previous years, this tithe has been 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.

Largely as a result of the coronavirus pandemic and the increasing move away from cash, the opening and closing balances of office petty cash were both £45.68 with no movements during the year.

7. Toton Methodist Staff Contributions & Staff Salaries/Costs

£959.26 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.

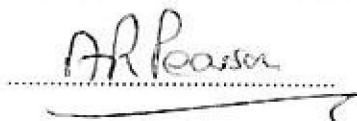
Leaving collections

The vicar Colin Bourne having retired during the year, a collection was made towards a leaving gift on his behalf. While the PCC facilitated the collection and held the monies, these do not form part of the PCC's charitable purposes and are excluded from the figures presented in these accounts.

Collections on behalf of charities

Unlike in previous years, no collections for charities were administered through the PCC's account. While some collections were organised for other charities by the PCC – including Unicef's Vaccinaid campaign and the Children's Society – these were set up in such a way that the payments went directly to the receiving charity rather than passing through the PCC accounts.

Approved by the PCC on 16th March 2022 and signed on its behalf by
Andrew Robert Pearson (PCC Chairperson)

A handwritten signature in dark ink, appearing to read 'AR Pearson', is written over a horizontal dotted line. A long, sweeping horizontal line extends from the end of the signature to the right.

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 2021.

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
23 March 2021

21 Gwenbrook Road, Beeston
Nottingham, NG9 4AZ