

Ruscombe and Twyford Parochial Church Council

Charity registration number 1143142

Report and Accounts

For the year ended 31 December 2022

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Four churches, one family – following Christ

Ruscombe and Twyford Parochial Church Council

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Introduction

The Parochial Church Council (PCC) presents its annual report for the year ended 31st December 2022.

Reference and administrative information

The PCC is a registered charity:- registration number 1143142.

Trustees / members of the PCC who served from 1st January 2022 until the date this report was approved are:-

Ex Officio Members

<i>Vicar</i>	Revd Anna Harwood	<i>Until 06/2022</i>
<i>Wardens</i>	Maggie Barnes	<i>Until 04/2022</i>
	John Porter	<i>From 04/2022</i>
	Lucy Bowley (Lay Vice Chair)	
	Simon Farrar	<i>From 04/2022</i>

Elected Members, their expected term of appointment and (where appropriate) date of appointment /resignation

<i>Deanery Synod Representatives</i>	Rachel Leitch-Devlin	<i>2011-2023</i>
	Linda Jackson	<i>2022-2023</i>
<i>Other members</i>	Christine Ferris	<i>2017-2023 (secretary until 04/22)</i>
	Kevin Cowley	<i>2018-2024</i>
	Linda Jackson	<i>2019-2023</i>
	Keith Hay (Hon Treasurer)	<i>2015-2024</i>
	Claire Lawrence	<i>07/21-2023 (co-opted)</i>
	Karen Ricketts	<i>01/22-2025</i>
	Thanda Mhlanga	<i>01/22-2025</i>
	Chris Tennant	<i>01/22-2025</i>
	Hope Lawrence	<i>04/22-2025 (secretary from 04/22)</i>
	Cyndy Gray	<i>04/22-2024</i>
	Hans Gutmann	<i>04/22-2023</i>
	Katie Sabberton-Coe	<i>04/22-2023</i>
	Duncan Steele	<i>04/22-2023</i>

Other office holders (non-trustees)

Assistant Treasurer Karen Ricketts

Principal Address:- St Mary's Church Office, Station Road, Twyford, Reading, RG10 9NT

Independent Examiner:- Philip Dean. F.C.I.E
Independent Examiner
7 Stirling Close
Uxbridge
Middlesex
UB8 2BA

Bank:- Santander

Ruscombe and Twyford Parochial Church Council



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Structure, Governance and Management

The PCC is governed by the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules.

PCC members are recruited in a number of ways from the electoral roll and are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules, and in line with the Constitution of the Local Ecumenical Partnership (LEP) agreed in 2001 (see below).

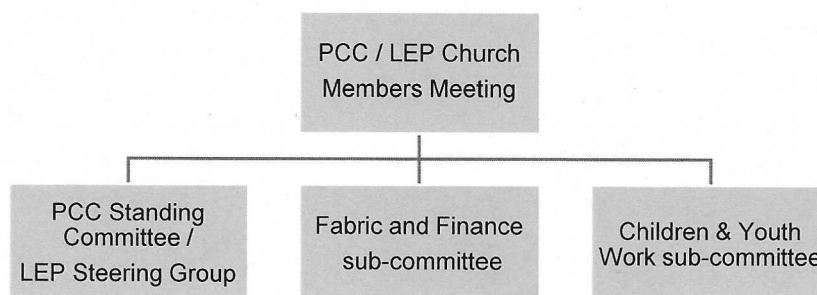
The PCC is responsible for all parish finance and its management and control, including the appointment of a Treasurer. Members of the PCC are responsible for keeping accounting records which disclose, with reasonable accuracy, the financial position of the PCC, and enable them both to ascertain the financial position of the PCC and to ensure that the financial statements comply with the Church Accounting Regulations 2006, the Charities Act 2011 and the Statement of Recommended Practice 'Accounting by Charities' 2015 (SORP - FRSE) Financial Reporting Standard for Smaller Entities. The PCC is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The PCC is also required to ensure that the financial statements are examined by an independent examiner or auditor prior to presentation to the APCM.

In preparing the financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Follow applicable accounting standards and statements or recommended best practice, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will remain in operation.

The PCC makes all decisions corporately except that the Standing Committee has delegated powers to make decisions between PCC meetings, subject to keeping the PCC informed as fully as necessary.

In 2001 a Local Ecumenical Partnership (LEP) was entered into between the PCC and the United Reformed Church, Twyford. The ongoing purpose of the LEP is to develop a closer relationship between the Anglican and URC congregations of Ruscombe and Twyford, and to work to a common purpose. The PCC consequently organises and discharges its business through the following governance structure:



Since 1st March 2012, the Parish of Ruscombe and Twyford has also been part of the Benefice of Ruscombe & Twyford with Hurst. This does not directly impact on the governance structure described above since both PCCs (Ruscombe & Twyford and St Nicholas' Hurst) retain their distinct legal identities.

PCC / LEP Church Members Meetings. Under the LEP constitution, PCC meetings take place concurrently with Church Members Meetings. Where legally required, PCC members may vote separately on specific agenda items, subject to a valid quorum. During 2022, the LEP Church Members Meeting met on four occasions including the AGM held on 27th April. The PCC also met separately five times in the year to discuss and decide on issues relating solely to the Anglican churches and held two joint meetings with St Nicholas' Hurst PCC regarding the Vacancy.

Ruscombe and Twyford Parochial Church Council



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We have continued to pay particular attention to Safeguarding and to Data Protection during the year.

In line with the policy agreed by the PCC in 2016, revised pay rates for our paid staff were implemented on 1st April 2022. These apply to our regular employees such as Youth Workers, Children & Families Worker, Office Team and cleaners. The PCC policy links our pay rates to the Real Living Wage which is published each November by the Living Wage Foundation.

To meet our legal duties under the Government's Workplace Pensions legislation, an employee pension scheme was introduced on 1st April 2017. At the end of 2022, the scheme had three members.

Quinquennial inspections for both St James; and St Mary's, last held in 2016, were due to take place in 2021 but, due to Covid-driven delays in availability of suitably qualified architects, these were delayed until February 2023. The PCC has continued to add to our Designated Building Reserve as a precaution.

Standing policies such as health and safety, risk assessment and safeguarding were reviewed during the year, amended where necessary and approved.

Vision Team. An informal team with representatives from all four Benefice & LEP churches is responsible for the general oversight and monitoring of the implementation of our Vision. The team reports regularly to the Church Members meeting and the LEP AGM.

PCC Standing Committee. Meets as part of the LEP Steering Group which comprises representatives of the PCC and the URC Elders. The Steering Group is charged with carrying out the work of the PCC between PCC meetings. In 2022 the LEP Steering Group met on three occasions. In addition, the Ministry Team members, Churchwardens and other key staff members meet weekly to keep track of day-to-day activities and any issues requiring attention.

The Finance and Fabric Sub Committee. Ensures that the finances of the PCC are conducted in a safe and efficient manner and guides the PCC on all financial matters. It ensures that the PCC's obligation to ensure that the fabric of the churches is well maintained and suitably developed is properly discharged. The Committee is chaired by the Treasurer, with the day to day work carried out by the Treasurer, the Assistant Treasurer and the Churchwardens. The committee met on four occasions in 2022.

The Children's and Youth Work Sub Committee. The purpose of this committee is to ensure that our children's, families and youth work within the LEP & Benefice is carried out for the benefit of all young people and children in our villages. The committee ensures that all our work with children and young people is rooted in Christ as the Cornerstone. The committee also provides assurance that appropriate governance arrangements are in place and are effective; it focuses on quality and safety in our activities and is accountable to the two Benefice PCCs. The committee normally meets once a term and is chaired by the Benefice Leader of our Children and Young People's work. Three full meetings were held during 2022, with additional ad hoc meetings regarding the appointment of our new Children & Families Worker.

Objectives and activities

The Ruscombe and Twyford Parochial Church Council (PCC) is a corporate body whose objectives are defined by the Parochial Church Council (Powers) Measure 1956 as 'to co-operate with the minister in promoting in the ecclesiastical parish the whole mission of the Church; pastoral, evangelistic, social and ecumenical'. The PCC also has the responsibility for the maintenance of the Church and Graveyards of St James the Great, Ruscombe, and the Church, Graveyards and Church Centre complex of St Mary the Virgin, Twyford.

In carrying out its duties, the PCC pays due regard to Charity Commission Public Benefit guidance when exercising any powers or duties to which the guidance is relevant.

In its oversight of church activities, the PCC complies with the duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults, Section 5 of the Safeguarding and Clergy Discipline Measure 2016. This includes ensuring that our Safeguarding Policy is regularly reviewed and updated, that compliance with the policy is appropriately monitored, and that all relevant employees and volunteers are subject to DBS checking and appropriate safeguarding training.

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Achievements and Performance

A year of changes within the ministry team. Revd Anna Harwood left us to accept a position in the Diocese of Llandaff and Ele Buckley, our Children's & Families Worker, moved with her family to her native Cornwall. So we have had a few changes to manage this year.

The work load has been heavy but we have been held and supported greatly by Revd Helen Charlton & Revd Graham Theobald, who both give extremely generously to us all.

Due to being in vacancy the decision was made in September for each church to drop a morning service. There has however been a service each week in Twyford as we have teamed up with our URC Church Family for LEP worship.

Numbers have remained constant this year, which is encouraging. The community has come together for celebration and remembrance. The Queen's Platinum Jubilee was celebrated with an open-air service in Stanlake Meadow. A Commemoration Service for the life of The Queen, following her death in September, was an opportunity for the community to come together. This service, along with our Annual Service of Remembrance was ecumenically led. Except for the commemoration service for The Queen, we have now stopped live streaming services. All our Christmas Services were very well attended and a joint LEP service on Christmas Day at 10am saw our numbers reach over 100.

On the technical side we have temporarily installed tv screens into St Mary's. These screens were donated and have enhanced our worship significantly, giving the opportunity to reach every corner of the church. They will be permanently secured when we receive the faculty to carry out the work. Having screens of this size sits very comfortably within our vision of inclusion, particularly as we are committed to being a sight-loss friendly church. Grateful of course to John Bowley and Duncan Steele for working on this project.

Delighted that the schools were able to come back into church for their Christmas celebrations. Despite us not having a Children's and Families worker this term, our links remained strong, thanks to the support and enthusiasm of Lizzy Steele. We still have strong representation on the governing bodies of the local church schools.

Tots on Tuesdays carried on while we were waiting to appoint a new Children and families Worker. We were extremely grateful to a small band of willing volunteers who kept this going. Revd Geoff Pugh was one of the volunteers who supported ToTs from the onset. Revd Geoff died on 6th March this year. The whole church family and community are sad but so grateful for his strength of faith, good humour and commitment to our church.

Our youth Worker, Connor Heath, continues to inspire our young people with his energy and enthusiasm. Despite the current low numbers on Sunday mornings, Connor is engaging with them at school, in youth group and of course via social media. Connor will be leaving us to train for ordination this summer and we pray that God blesses him on the next stage of his vocational journey and give thanks for his ministry with us.

Breathe, our bi-monthly, mid-week worship service, is a blessing and tends to feed those who are in leadership positions. Home groups continue to flourish and are an excellent way to study and pray together. All our homegroups are supported by Hans and Gabi Gutmann.

Friendship, support, faith and prayer is shared across many gathering Over 60's, Tots on Tuesday, Rise Youth service, SOCTs to name but a few.

Our Vision has remained on our minds despite being in vacancy. Under the "Inclusive" heading we held a Living in Love and Faith course in the spring. This enabled us to listen to each other regarding the Christian teaching of identity, sexuality, relationships and marriage.

Socially, THRU-Meets has entertained us with a huge variety of gatherings. From walks, to sing-along, to quizzes and meals. Celebrating being together socially has drawn us closer to each other and enabled time for fun and refreshment. Massive thanks to Kev & Jo Cowley, Julie & Steve Phillippo and Duncan Steele.

Ruscombe and Twyford Parochial Church Council



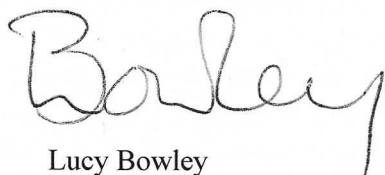
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Many of us are looking forward to the Parish Weekend in March which will another opportunity to grow closer to God and each other.

Our administration continues to be managed by Fiona Archer-Lock. A sterling job when no two days are ever the same.

This past year has shown what an amazing church family we are. Jesus is very much at the centre as we build up in our relationship with God, ourselves and each other, and build out into our community and beyond.

Approved by the PCC on 20th March 2023 and signed on its behalf by:



Lucy Bowley
Lay Vice Chair
Ruscombe & Twyford PCC

Ruscombe and Twyford Parochial Church Council



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Independent Examiner's Report to the Parochial Church Council of Ruscombe and Twyford

This report on the financial statements of the PCC for the year ended 31 December 2022, which are set out on pages 8-13, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and examiner

The charity's trustees, the PCC, are responsible for the preparation of the financial statements. The PCC consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145 of the Act. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(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 Act; and to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations have not been met;

or

(2) : to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Philip Dean. F.C.I.E
Independent Examiner
7 Stirling Close
Uxbridge
Middlesex
UB8 2BA

Date:-

6 April 2023

Ruscombe and Twyford Parochial Church Council

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Receipts and Payments Account

2021		Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total
£			£	£	£	£
CASH RECEIPTS						
146,715	Voluntary income	2a	126,562	-	11,710	138,272
15,815	Activities for generating funds	2b	15,430	-	12,400	27,830
257	Investment income	2c	1,705	-	-	1,705
-	Other cash receipts	2d	-	-	-	-
162,787	Total cash receipts		143,697	-	24,110	167,807
CASH PAYMENTS						
-	Cost of generating voluntary income	3a	-	-	-	-
736	Fundraising costs	3b	1,500	-	500	2,000
117,441	Church activities	3c	102,483	-	15,573	118,056
7,485	Charitable donations	3d	7,409	-	-	7,409
22,295	Church management \ administration	3e	22,189	-	616	22,805
147,957	Total cash payments		133,581	-	16,689	150,270
14,830	NET RECEIPTS / (PAYMENTS)		10,116	-	7,421	17,537
-	Transfers between funds		(10,000)	10,000	-	-
14,830	NET RECEIPTS / (PAYMENTS) after transfers		116	10,000	7,421	17,537
142,199	Cash bals at start of year		40,086	92,596	24,347	157,029
157,029	Cash bals end of year		40,202	102,596	31,768	174,566

Ruscombe and Twyford Parochial Church Council
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Statement of assets and liabilities as at 31 December 2022

2021		Unrestricted Funds	Designated Funds	Restricted Funds	Total
£	Notes	£	£	£	£
Monetary Assets					
157,029	Cash at Bank & CBF	40,202	102,596	31,768	174,566
157,029		40,202	102,596	31,768	174,566
Other Monetary Assets					
23,000	Tax Reclaim Due	21,750			21,750
23,000		21,750	-	-	21,750
Liabilities					
1,000	Independent Examiners Fee	500			500
7,200	Mission Payments	7,200			7,200
8,200		7,700	-	-	7,700

Under s.133 of the Act, there is no requirement to place a value on fixed assets. It is in any case deemed that as St. James's, Ruscombe is a Grade I listed building and St. Mary's, Twyford a Grade II listed building, it would be almost impossible to attribute a valuation. As the Church Centre is attached to St. Mary's and insures with St. Mary's, no valuation of the Church Centre can be ascertained. Consecrated and beneficed property is excluded from the accounts by s.10(2)(c) of the Charities Act 2011. No value is placed on movable church furnishings held by the churchwardens on special trusts for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. There were no contingent liabilities.

The Notes on Pages 10-13 form part of these accounts

These financial statements were approved by the PCC on 20th March 2023 and signed on its behalf by:

Lucy Bowley

PCC Lay Vice Chair

Ruscombe and Twyford Parochial Church Council



Trustees Report & Accounts for the year ended 31st December 2022

Notes to Financial Statements

1. Accounting Policies

The financial statements have been prepared in accordance with section 133 of the Charities Act 2011 using the receipts and payments basis and in accordance with the Church Accounting Regulations 2006.

Receipts are taken into account when cash or cheques are received by the PCC. Payments are recognised when cash is physically handed over or a cheque is written and released.

2. Analysis of incoming resources

2021		Notes	Unrestricted	Designated	Restricted	Total
£			£	£	£	£
2(a) Voluntary income						
<u>Recurring income:</u>						
90,235	Tax efficient planned giving (ex. Tax)		82,595	-	-	82,595
1,822	Collections of loose cash at services		2,969	-	-	2,969
14,456	Other planned giving		15,179	-	-	15,179
4,725	Other individual donations	8	1,417	-	4,016	5,433
22,734	Tax recovered on planned giving		22,616	-	-	22,616
927	Tax recovered on unplanned giving, donations and collections		590	-	-	590
<u>134,899</u>			<u>125,366</u>	<u>-</u>	<u>4,016</u>	<u>129,382</u>
<u>Non-recurring income:</u>						
-	Legacies	8	-	-	1,000	1,000
11,816	Special appeals	8	1,196	-	6,694	7,890
<u>146,715</u>			<u>126,562</u>	<u>-</u>	<u>11,710</u>	<u>138,272</u>
2(b) Activities for generating funds						
3,560	Courses and Events	8	1,498	-	6,534	8,032
1,696	Church Centre letting		5,206	-	-	5,206
10,559	Fees - weddings, funerals etc	8	8,726	-	5,866	14,592
<u>15,815</u>			<u>15,430</u>	<u>-</u>	<u>12,400</u>	<u>27,830</u>
2(c) Investment income						
257	Interest		1,705	-	-	1,705
<u>257</u>			<u>1,705</u>	<u>-</u>	<u>-</u>	<u>1,705</u>
2(d) Other incoming resources						
-	Sundries		-	-	-	-
<u>-</u>			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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Notes to Financial Statements

3. Analysis of resources expended

2021		Notes	Unrestricted	Designated	Restricted	Total
£			£	£	£	£
3(a) Costs of generating voluntary income						
-	Cost of raising funds		-	-	-	-
-			-	-	-	-
3(b) Fundraising costs						
736	Courses and events	8	1,500	-	500	2,000
736			1,500	-	500	2,000
3(c) Church activities						
59,442	Parish Share		59,865	-		59,865
15,440	Heat, Light, Water, Insurance & Cleaning	8	14,600	-	1,536	16,136
7,817	Church Property		7,854	-	-	7,854
1,482	Fees due to Oxford Diocese	8	-	-	1,580	1,580
2,010	Wedding Expenses (Verger etc.)	8	-	-	3,670	3,670
1,946	Clergy & Curate expenses		3,162	-		3,162
27,521	Youth Work	8	15,196	-	8,787	23,983
54	Training		-	-	-	-
1,729	Cost of church services		1,806	-		1,806
117,441			102,483	-	15,573	118,056
3(d) Charitable donations						
7,485	Charitable donations	5	7,409	-	-	7,409
7,485			7,409	-	-	7,409
3(e) Church Management \ Administration						
3,312	Print, stationery and telephone		2,449	-		2,449
17,874	Administrative Salaries	8	18,394	-	616	19,010
149	Sundries		871	-	-	871
960	Independent Examiner's fee		475	-	-	475
22,295			22,189	-	616	22,805

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Notes to Financial Statements

4. Statement of Disclosure of Trustee and Employee remuneration, expenses and Related Party Transactions

The Vicar, Associate Priests and Licensed Lay Ministers ('the Clergy'), who are ex officio members of the PCC, are not employed by the PCC. They are not remunerated for their services on the PCC, but were paid expenses in their respective roles for the church as detailed above (Note 3(c))

During 2022 no member of the PCC received remuneration or other benefit for their work on the PCC, nor claimed travel expenses, although they may have been entitled to do so for attending meetings.

There have been no Related Party transactions.

The PCC employed 6 part time employees during 2022, who between them worked an average of 60 hours per week with total costs of £43,800. This includes £1,481 of pension costs. There were no NI costs.

5. Charitable Donations

In 2022 the following donations were made based on 2021 Unrestricted Income.

2021 £		2022 £
	<i>Home missions and church societies</i>	
1,690	Christians Against Poverty	2,064
1,690	Wycliffe Bible Translators	500
1,690	Church Army	2,064
725	Berkshire Clergy Charity	717
	<i>Secular charities</i>	
1,690	Yeldall Christian Centres	2,064
7,485		7,409

During 2022 the PCC and congregation nominated various services and events for a selection of charitable causes at which a total of £4087 was raised. The charitable causes included Christian Aid, DEC Ukraine, Readifood, RBL Poppy Fund, Berks Historic Churches (Ride and Stride) and others. Giving at 2022 Christmas Services raised £1,846 for Crisis at Christmas. As this included online giving, proceeds were not received and remitted until early 2023.

6. General Fund Analysis

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General Funds	40,086	143,697	(133,581)	(10,000)	40,202
	40,086	143,697	(133,581)	(10,000)	40,202

All general funds are held in cash.

Ruscombe and Twyford Parochial Church Council

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Notes to Financial Statements

7. Designated Fund Analysis

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Income Reserve	40,602	-	-	-	40,602
Buildings Reserve	51,994	-	-	10,000	61,994
	92,596	-	-	10,000	102,596

The income reserve, reflecting approximately ¼ of unrestricted annual income, exists to protect the PCC from unexpected increases in expenditure, decreases in income and any cash shortfalls arising from delays in receipt of cash income (particularly Gift Aid). The building maintenance reserve reflects the PCC's responsibility for two listed buildings and the increasing probability of significant future expenditure on the buildings. The amount of the income and building reserves are reviewed annually.

All designated funds are held in cash.

8. Restricted Fund Analysis

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Twyford Bells	1,658	420	-	-	2,078
Fees to Oxford Diocese	-	1,580	(1,580)	-	-
Wedding & Funeral fees	-	3,670	(3,670)	-	-
Admin Assist and Printing	-	616	(616)	-	-
Youth Work from St Nic Hurst & URC	-	7,274	(7,274)	-	-
Tots on Tuesday	1,695	1,794	(1,513)	-	1,976
St James Building Project	14,614	-	-	-	14,614
Oxford Diocese re Quinquennial and Heating	1,824	1,536	(1,536)	-	1,824
St James Churchyard	2,656	1,000	-	-	3,656
St Mary's roof grant	1,500	-	-	-	1,500
Weekend Away	-	4,740	-500	-	4,240
Deposits	-	-	-	-	-
Donations to TV Screens at St Mary's	-	1,480	-	-	1,480
Ruscombe Memorial	400	-	-	-	400
	24,347	24,110	(16,689)	-	31,768

All restricted funds are held in cash.