

**Trustees Annual Report and Financial Statements  
of the Parochial Church Council of St Bartholomew's Church,  
Arborfield**

**for the year ended 31 December 2020**

## Trustees Annual Report

The Parochial Church Council (PCC) presents its Annual Report for the year ended 31 December 2020.

### Reference and administrative information

The PCC is registered with the Charity Commission as The Parochial Church Council of the Ecclesiastical Parish of St Bartholomew's, Arborfield, registration number 1146779.

The correspondence address of the Church is The Rectory, Church Lane, Arborfield, Berkshire RG2 9HZ.

The Trustees, members of the PCC who have served from 1 January 2020 until the date this report was approved are:

Minister	Rev Piers Bickersteth (Chair)
Assoc. Minister	Rev Andrew Kearns
Churchwardens	Joseph Brown Adedayo Ajibola (from Nov 15th)
Deanery Synod reps	Gillian Kaiser Poppy Brown Anthony Pollock (from Nov 15th)
Elected members	Amy Dawson (stepped down Nov 15th) Alison Caldwell Patricia Fryer (Warden until Nov 15th) Ian Hollamby Mark McDonnell Hannah Schuster Felicity Singh Thomas Auden (stepped down Nov 15th) Jocelyn Austen (stepped down Nov 15th)

Bankers	Barclays Bank PLC
Independent Examiner	Jacob Farley ACA Stewardship 1 Lamb's Passage London EC1Y 8AB

## **Structure, governance and management**

The charity is registered with the Charity Commission and operates under the Charities Act 2011. The governing documents for the charity are the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules 2011.

The appointment of PCC members is governed by, and set out in, the Church Representation Rules. The PCC comprises ex-officio members (which includes clergy and churchwardens), elected members and co-opted members. The PCC organises elections annually before the Annual Parochial Church Meeting (APCM) to fill vacancies. The members of the PCC are the charity's trustees for the purposes of charity law.

Responsibility for setting policy and for determining the parameters within which the charity should operate rests with the PCC which meets regularly to monitor the activities of the charity.

## **Objectives and activities**

The principal purpose of St Bartholomew's Church, Arborfield is the promotion of the Gospel of our Lord Jesus Christ, according to the doctrines and practices of the Church of England. The objectives of the PCC 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 trustees confirm that they have given due consideration to the Charity Commission's published guidance on the operation of public benefit.

## **Achievements and performance**

Our aim as a Church is to honour the Lord Jesus Christ in all that we do. By his grace we are seeking to grow in our knowledge of him, our love for him and our obedience to him. We are also seeking to proclaim the gospel of Jesus Christ to others as well, both by reaching out to others ourselves and by supporting mission partners in the UK and overseas. During 2020 we supported the following: Universities & Colleges Christian Fellowship (UCCF), OMF, Crosslinks with Abuja Bible College (Nigeria) and the Algeo Family with SOW, (The Gambia), Christian Community Action (CCA), and Open Doors.

Our Sunday services are the focus for our life as a Church as we gather to listen to the Word of God being read and preached, and as we respond to him in prayer and praise. This is also a vital time for us to grow as a fellowship and refreshments after the service provide the opportunity for relationships to build. It is our assumption, however, that our life as a Church should overflow into our daily lives and our growth groups continue to provide a natural context for relationships to develop whereby people can serve and encourage one another further.

Much of the year has inevitably been affected by the prevalence of Covid-19 and the subsequent restrictions both locally and nationally. This has meant that the church building has been closed for some of the year with our Sunday services moving to an online platform. Despite the restrictions and the disruption they bring to "normal" church life, we are thankful for the way we have been able to gather virtually during those times and the Lord's ongoing provision and protection.

Church at the Green marked its third birthday in March 2020 and continues to give thanks to God for all that He continues to do in establishing and keeping the church family. Piers Bickersteth continues in his role as rector of the benefice as well as leading the ministry at CTG.

Phil Rowlandson entered in to his third year in his role on the staff team as a Ministry trainee, based at CTG, and has begun the selection process for ordination in the Church of England.

Andy Kearns continues his role as Associate minister, based at Arborfield.

During the year the Electoral Roll was revised in accordance with Church of England practice and the number currently on the Roll is 113.

Most of the charity's activities are undertaken by volunteers and the charity could not operate effectively without their efforts. In planning the activities, the PCC has applied the guidance on public benefit issued by the Charity Commission.

## **Financial review**

Despite the COVID pandemic our Lord has been very kind to us with Andy Kearns our Associate minister continuing to lead us with support from Piers and Phil Rowlandson. We have been delighted to continue to support Church at the Green (CTG) alongside Barkham PCC. We have also supported our mission partners as they seek to serve across the globe. We have continued to repay our loans for the Church Hall Extension.

During the year the Church total income increased by £12,292, to £161,554 and expenditure increased by £6,714, to £158,032. The increase in expenditure is mostly related to the opportunity provided by School House and was funded by the restricted account.

### **Reserves**

The trustees have agreed change of policy in the amount of cash reserves we should hold and have reduced it from 3 months income to 2 months. Despite still have ongoing loan repayments we have increased the amount held in our reserves. The cash held in the unrestricted fund has increased to £28,732 (2019: £16,720). The cash available in the restricted funds has reduced by £8,491 to £2,879 (2019: £11,369).

### **School House**

We are the Managing Trustees of School House which the Coombes School has used to house their caretaker. The caretaker retired this year and the rent and maintenance for School House has been a burden to the school. As the trustees for the property, we have agreed with the school, that the lease should be surrendered. This will give us the opportunity to house a member of staff, providing this continues to benefit the school. School House is in a state of disrepair and requires renovating and extending before it can be used to provide suitable accommodation. The funds in the restricted account have been used to facilitate this change in status and start to clear the grounds and get planning approval. A mortgage will be required to renovate and extend the property and we are in the process of securing the appropriate permissions and funding.

### **Quinquennial Inspection**

The quinquennial inspection was carried out in August 2020 and the report was received in October, immediate work has been recommended. Of this work we have carried out the electrical inspection, (£900 for report and £984.13 for repairs) and have agreed a quote to repair the lightning conductor of £1,840 + VAT. We are awaiting quotes for the outstanding items so cannot give an estimate.

### **Going concern**

The Charity is reliant on the support of voluntary donations to enable it to continue operating. The trustees believe that support will continue and that the Charity will continue to operate.

## **Responsibilities of trustees**

Charity law requires the PCC to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

With regard to the PCC's obligations to safeguard children and vulnerable adults, the members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

Approved by the Parochial Church Council on 14 March 2021, and signed on its behalf by:

Piers Bickersteth  
Chairman

Patricia Fryer  
Treasurer

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST. BARTHOLOMEW'S, ARBORFIELD**

I report to the trustees on my examination of the accounts of the PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW'S, ARBORFIELD ('the charity') for the year ended 31 December 2020 on pages 6 to 10 following.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

Jacob Farley ACA

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 16 March 2021

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW'S, ARBORFIELD**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

		2020	2020	2020	2019
	Note	Unrestricted funds	Restricted funds	Total	Total
		£	£	£	£
<b>Income receipts</b>	2				
Voluntary receipts		158,627	-	158,627	139,835
Church activities		2,753	163	2,916	4,884
Investment income		5	6	11	9
Other receipts		-	-	-	4,534
<b>Total receipts</b>		<b>161,385</b>	<b>169</b>	<b>161,554</b>	<b>149,262</b>
<b>Payments</b>	3				
Church activities		69,676	8,659	78,335	69,560
Ministry		65,698	-	65,698	67,408
Mission and charitable gifts		14,000	-	14,000	14,350
		<b>149,373</b>	<b>8,659</b>	<b>158,032</b>	<b>151,318</b>
<b>Net of receipts / (payments) before transfers</b>		<b>12,012</b>	<b>(8,491)</b>	<b>3,522</b>	<b>(2,056)</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>	4	<b>12,012</b>	<b>(8,491)</b>	<b>3,522</b>	<b>(2,056)</b>
Cash funds as at last year end		16,720	11,369	28,089	30,145
<b>Cash funds at this year end</b>		<b>28,732</b>	<b>2,879</b>	<b>31,611</b>	<b>28,089</b>

The notes on pages 8 -10 form part of these accounts.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW'S, ARBORFIELD**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Totals 2020 £</b>	<b>Totals 2019 £</b>
<b>Investment assets at market value</b>					
CBF Investment Fund - Ditchfield Prize		-	328	328	307
		-	328	328	307
<b>Assets retained for charity's own use</b>					
Church Hall sliding partitions		11,034	-	11,034	11,034
Church equipment		2,050	-	2,050	2,734
		13,084	-	13,084	13,768
<b>Cash funds</b>					
Cash at bank with immediate access		28,732	2,879	31,611	28,089
		28,732	2,879	31,611	28,089
<b>Other monetary assets</b>					
Gift aid due to charity	6	1,751	-	1,751	3,745
Other debtors	6	500	-	500	500
		2,251	-	2,251	4,245
<b>Liabilities</b>					
Creditors	7	(3,730)	-	(3,730)	(1,271)
Accruals	7	(1,260)	-	(1,260)	(1,020)
Loans	7, 8	(8,500)	-	(8,500)	(17,000)
		(13,490)	-	(13,490)	(19,291)

Consecrated property, beneficed property and moveable church furnishings which require a special faculty for disposal are excluded from the above list of charity assets.

Except where indicated from the statement of receipts and payments or above, all the assets and liabilities are in respect of the charity's unrestricted funds.

The accounts were approved by the trustees and signed on their behalf on 14 March 2021 by

Piers Bickersteth  
Chairman

Patricia Fryer  
Treasurer

The notes on pages 8 -10 form part of these accounts.



**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW'S, ARBORFIELD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Note 1: Accounting Policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

**Note 2: Receipts**

	<b>2020</b>			<b>2019</b>
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Voluntary income</b>				
Regular donations under gift aid	89,393	-	89,393	88,157
Other regular donations	9,630	-	9,630	9,450
Gift aid reclaimed	26,903	-	26,903	26,301
Regular receipts	125,926	-	125,926	123,908
One-off donations under gift aid	23,300	-	23,300	5,300
Other one-off donations	5,600	-	5,600	6,680
Gift aid reclaimed on one-off donations	3,200	-	3,200	1,325
Collections	592	-	592	2,503
Gift aid reclaimed on collections	10	-	10	119
Receipts from one-off donations	32,702	-	32,702	15,927
<b>Total</b>	<b>158,627</b>	<b>-</b>	<b>158,627</b>	<b>139,835</b>
<b>Receipts from investments</b>				
Dividends	5	6	11	9
<b>Total</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>9</b>
<b>Receipts from church activities</b>				
Clergy fees	2,432	-	2,432	4,438
Women's ministry events	-	163	163	171
Other activities and fees	321	-	321	275
<b>Total</b>	<b>2,753</b>	<b>163</b>	<b>2,916</b>	<b>4,884</b>
<b>Other receipts</b>				
Rent (see note 9)	-	-	-	4,500
Other receipts	-	-	-	34
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,534</b>
<b>Total receipts</b>	<b>161,385</b>	<b>169</b>	<b>161,554</b>	<b>149,262</b>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW'S, ARBORFIELD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Note 3: Payments**

	<b>2020</b>			<b>2019</b>
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Church activities</b>				
Church @ the Green	39,492	-	39,492	37,332
Church running costs	5,721	-	5,721	8,623
Office cost and central costs	8,750	-	8,750	7,587
Insurance	3,515	-	3,515	3,554
Independent examination	1,140	-	1,140	990
Other charitable activities	128	49	177	-
Other costs	1,953	15	1,968	724
Assigned fees	477	-	477	1,436
School House refurbishment project (see note 9)	-	8,595	8,595	314
Church extension (loan repayments)	8,500	-	8,500	9,000
<b>Total</b>	<b>69,676</b>	<b>8,659</b>	<b>78,335</b>	<b>69,560</b>
<b>Ministry</b>				
Associate Minister	55,452	-	55,452	55,092
Ministry trainees	5,528	-	5,528	8,184
Youth worker	4,056	-	4,056	3,888
Other ministry expenses	662	-	662	244
<b>Total</b>	<b>65,698</b>	<b>-</b>	<b>65,698</b>	<b>67,408</b>
<b>Mission and charitable gifts</b>				
Christian Community Action	1,500	-	1,500	1,350
Crosslinks	4,500	-	4,500	5,000
OMF International	2,500	-	2,500	2,500
Open Doors	2,500	-	2,500	2,500
UCCF	2,500	-	2,500	2,500
Others	500	-	500	500
<b>Total</b>	<b>14,000</b>	<b>-</b>	<b>14,000</b>	<b>14,350</b>
<b>Total payments</b>	<b>149,373</b>	<b>8,659</b>	<b>158,032</b>	<b>151,318</b>

**Note 4: Movement on restricted funds**

	<b>Balance at 1.1.20</b>	<b>Receipts</b>	<b>Payments</b>	<b>Balance at 31.12.20</b>
	£	£	£	£
Bell fund	1,197	-	(15)	1,182
School House fund	9,275	-	(8,595)	680
Ditchfield prize fund	187	6	-	193
Other nominated gifts	710	163	(49)	823
	<b>11,369</b>	<b>169</b>	<b>(8,659)</b>	<b>2,879</b>

The Bell fund was set up during 2010 by the Arborfield Bell Ringers in order to secure funds specifically for the purpose of maintaining the bells at St Bartholomew's Church.

Until 2019, the School House fund collected rental income on a property which was then solely expendable by the Coombes CE Primary School for activities or equipment at their behest. Note 9 explains the recent developments in relation to this fund.

The Ditchfield Prize Fund represents interest gained on the fixed asset investment noted below and is set aside to reward the best RE student at the Coombes CE Primary School. This investment is held by the CCLA Investment Management Ltd on behalf of the Church and has a market value of £328 (2019: £307).

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW'S, ARBORFIELD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Note 5: Staff and Trustees**

The church has no direct employees. Its activities are carried out by volunteers and by staff employed by an independent charity (The Arborfield and Barkham Parish Churches Trust). Grants paid to that trust to meet these costs are shown in the ministry section of note 3 above.

Included in the staff employed by that independent charity is Rev Andrew Kearns, who is a member of the PCC of Arborfield Church and hence a trustee. The Associate Minister costs shown in note 3 above represent the amounts paid to The Arborfield and Barkham Parish Churches Trust for provision of the services of Rev Kearns by that trust.

No person connected with the PCC has been paid remuneration or other benefits from the funds of the PCC.

**Note 6: Debtors**

	<b>2020</b>		<b>2019</b>	
	Unrestricted	Restricted	Total	Total
	£	£	£	£
HMRC - Gift Aid outstanding	1,751	-	1,751	3,745
Other debtors	500	-	500	500
	<b>2,251</b>	<b>-</b>	<b>2,251</b>	<b>4,245</b>

**Note 7: Creditors due within one year**

	<b>2020</b>		<b>2019</b>	
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Creditors	3,730	-	3,730	1,271
Accruals	1,260	-	1,260	1,020
Loans	8,500	-	8,500	8,500
<b>Total</b>	<b>13,490</b>	<b>-</b>	<b>13,490</b>	<b>10,791</b>

**Note 8: Creditors due in more than one year**

	<b>2020</b>		<b>2019</b>	
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Loans	-	-	-	8,500
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,500</b>

Loans have been provided by members of the congregation in order to fully fund the Church Hall Building Programme. These loans are repayable within the next year and standing orders have been put in place to ensure repayment is made in full by annual instalments.

**Note 9: Management of separate trust**

Arborfield PCC is the Managing Trustee of a trust which owns a house in the grounds of the Coombes CE Primary School. This "School House" has been leased by the trust to the school for many years, and the rent paid was placed in the School Fund (see note 4) and used for additional school activities.

The lease for school house has still not been surrendered but is planned to be any moment and the PCC plans to refurbish the house for use as clergy accommodation, while providing ongoing benefits to the school.