

St. John the Evangelist Church, Hedge End

Registered Charity: 1147617

## Annual Parochial Church Meeting



Sunday 23<sup>rd</sup> May, 2021

6:30pm Online, via Zoom

Everyone Welcome

(Only electoral roll members can vote at this meeting)

**ANNUAL PAROCHIAL CHURCH MEETING**

The meeting has been arranged for  
Sunday 23<sup>rd</sup> May, 2021 at 6:30pm  
Online, via Zoom

**Agenda**

**Meeting of Parishioners**

1. Appointment of Churchwardens

**Annual General Meeting**

2. Apologies
3. Minutes of 2020 Annual Parochial Church Meeting
4. Matters arising from the Meeting
5. Electoral Roll report and Appointment of Electoral Roll Officer
6. Election of Parochial Church Council
7. Approval of Annual Report
8. Adoption of all Accounts and Appointment of Independent Examiner
9. Proposed date of next Annual Parochial Church Meeting
10. Question Time
11. Concluding remarks and closing prayer.

**Please bring this Agenda, the Minutes and Reports with you to the annual Meeting.**

**St. John, the Evangelist Church**  
**St. John's Church, Hedge End, Southampton, SO30 4AF**



**Annual Report**

**Aims and Purposes**

The Parochial Church Council (PCC) of St. John the Evangelist, Hedge End, has the responsibility of co-operating with the Incumbent, the Revd. Christopher Rowberry, in promoting the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC also has oversight of the Underhill Centre Management Committee, which is specifically responsible for the maintenance and running of the Underhill Centre (UHC) attached to the Church, which is used for Church and community activities.

**Aims and Objectives**

The PCC is committed to enabling as many people as possible to worship at St. John's Hedge End and become part of the Parish community. The PCC maintain an overview of worship throughout the Parish and make suggestions on how our services can involve the many groups that live within our Parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament and are exercised in such a way that they are accessible to all.

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
- Developing a knowledge and trust in Jesus
- Provision of Pastoral care for people living within the Parish
- Missionary and outreach work

To facilitate this work it is important that we maintain the fabric of the Church and Centre but that this is not done at the expense of mission and growth.

**Administration**

St. John the Evangelist is situated on St. John's Road, Hedge End, it is part of the Eastleigh Deanery in the Diocese of Winchester. The correspondence address is the Parish Office, the Underhill Centre, 76 St. John's Road, Hedge End, Southampton, Hampshire, SO30 4AF.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with The Charity Commission (Charity No. 1147647).

**Structure Governance and Management**

The method of appointment to the PCC is set out in the Church Representation Rules. At St. John's the membership of the PCC consists of the Incumbent, other members of the Ministry Team, Churchwardens and members elected by those members of the Congregation who are on the electoral roll of the church. All those who attend our services and members of the congregation are encouraged to register on the electoral roll and stand for election to the PCC. The PCC members, as Charity Trustees, 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. New members receive initial guidance into the workings of the PCC and where necessary are provided with a Job Description.

The PCC had 6 meetings via zoom this year, with 78% attendance.

**PCC Membership 2020-2021**

<b>Position</b>	<b>Name (Re-Election Due)</b>	<b>Notes</b>
<b>Incumbent</b>	Revd. Chris Rowberry	From September 2010
<b>Assistant Priest</b>	Revd. Karen Rowberry	From April 2013
<b>Churchwardens (Renewed every year)</b>	Mr Tim James Mrs Yvonne Thornton	
<b>Deanery Synod Members (Renewed every 3 yrs)</b>	Mr David Dimmick (2023) Mrs Lyn Colman (2023)	
<b>PCC Members (Renewed every 3 yrs)</b>	Mrs Sheila Baynes (2022) Ms Marsha Hale (2021) Mrs Jane Judd (2021) Mrs Penny Motley (2022) Mr John Reynolds (2022) Mr Malcolm Thornton (2022) Mrs Carol Watson (2023) Mrs Susan Garvey (2023) Mr Keith Field (2023)	PCC Minute Secretary PCC Treasurer
<b>Other</b>	Mrs Christine Clevett	PCC Secretary

**PCC Appointments**

<b>Position</b>	<b>Name</b>	<b>Notes</b>
<b>Electoral Roll Officer</b>	Mr David Dimmick	From Oct 2020 (last APCM)
<b>Data Protection Officer</b>	Mr David Dimmick	From January 2013
<b>Safeguarding Officer</b>	Mrs Catherine Lynch	From September 2015
<b>Health &amp; Safety Officer</b>	Mr Malcolm Thornton	
<b>Stewardship Officer</b>	Revd. Chris Rowberry	From Oct 2020 (last APCM)
<b>Underhill Centre Manager</b>	Revd. Chris Rowberry	From May 2019
<b>Assistant Treasurer</b>	Ms Paula Guy	Until Dec 2020
<b>Gift Aid Officer</b>	Mrs Jane Judd	From Oct 2020 (last APCM)
<b>Payroll Officer</b>	Mr John Collings	From Oct 2020 (last APCM)
<b>200 Club Treasurer</b>	Mr Geoff Judd	From January 2017
<b>Banking Cashiers</b>	Mr Tom Cobley Mrs Sue Garvey Mrs Veronica Leahy Mrs Kathy Moore Mrs Jackie Murley Mr Malcolm Thornton Ms Viv Burden Mr Mike Furnell Mrs Penny Motley	

<b>Sunday Counters/ Assistant Cashiers</b>	Mr David Cheffy Mr Tom Cobley Mrs Victoria James Mr Geoff Judd Mrs Kathy Moore Mr Malcolm Thornton Mrs Gill Travers	
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### Committees

Given its wide range of responsibilities, the PCC has a number of Committees that report to the PCC. Each Committee is responsible for a different area of Parish life. These Committees meet between full PCC meetings.

#### ***Standing Committee:***

This is the only Committee required by law. It has the power to transact the business of the PCC between meetings, subject to any directions given by the council.

#### ***Finance Committee:***

Meets occasionally to discuss financial matters.

#### ***Underhill Centre Management Committee:***

To oversee and manage the running and activities of the Centre.

#### ***Works and Maintenance Committee:***

Attends to matters relating to the Church building and fabric and the churchyard.

#### ***Social Committee:***

Raises funds for the church fabric and maintenance and provides food and drink for the various events held throughout the year. The Social Committee runs three major events, namely, a Summer event, Harvest Supper and Christmas market.

### Professional Advisors

The Professional advisors for the period were as follows:

#### ***Bankers:***

National Westminster Bank, Hedge End and Romsey

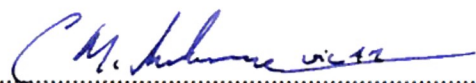
#### ***Legal:***

As advised by the Diocese


#### ***Independent Examiner:***

Clive Leonard was proposed as examiner at the last APCM but this was subsequently changed to Colin Moore.

Signed on behalf of St. John's PCC

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The Revd. Chris Rowberry

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Date

**St John the Evangelist Church, Hedge End  
Minutes of the Annual Parochial Church Meeting  
on 11 October 2020 @ 6.30pm Via Zoom**

**Meeting of the Parishioners**

**20/1 Welcome and Opening Prayers**

Rev C Rowberry welcomed everyone and opened the meeting with prayers.

**20/2 Appointment of Churchwardens**

Nominations for Churchwardens were received as follows:-

Tim James Proposed by V James Seconded by Sue Garvey

Yvonne Thornton Proposed by S Perry Seconded by S Lloyds

Agreed by all

**Annual General Meeting**

**20/03 Apologies**

Apologies had been received from the following

D & M Coates, D & S Lloyds, D Hawkins, S Perry and L Colman

**20/04 Minutes of 2019 Annual Parochial Church Meeting**

Rev C Rowberry proposed to agree the minutes of the 2019 APCM.

All agreed.

**20/05 Matters Arising from the Minutes**

M Thornton had requested a Churches together report to be included in the report.

Rev C Rowberry to ask Mrs D Dimmick to submit one for the next year.

**20/06 Electoral Roll report and Appointment of Electoral Roll Officer**

J Reynolds reported to the meeting that there are 123 on the electoral roll.

Rev C Rowberry proposed that D Dimmick became the new Electoral Roll Officer.

D Taylor seconded, all agreed.

**20/07 Election of Deanery Synod Officers**

L Colman and D Dimmick to continue, C Watson is to stand down.

**20/08 Election of Parochial Church Council**

P Lidstone and D Dimmick to stand down.

C Watson is to remain on the PCC..

S Garvey and K Field were co-opted last year but are willing to remain on the PCC.

The nomination form to be completed

**20/09 Approval of the Annual Report**

Rev C Rowberry proposed the approval of the Annual Report.

M Thornton seconded. All agreed

**20/10 Adoption of all the Accounts and Appointment of Independent Examiner**

Rev C Rowberry proposed the adoption of the accounts

V James seconded, all agreed.

K Field proposed we continue with the current independent examiner

Clive Leonard.

All agreed.

**20/11 Proposed date for the  
Next Annual Parochial Church Meeting**

25 April 2021

**20/12 Concluding remarks and closing prayer**

Rev C Rowberry thanked his wife Rev K Rowberry for her continuing support. He also thanked everyone for all the good things that had come out of this difficult time.

Streaming services, Tim and Yvonne for helping in the office, volunteers stewarding in church for the private prayer. Tim also thanked Yvonne and Malcolm for cleaning the church so this could take place and D Dimmick for gardening.

R Hogben and D Taylor thanked everyone for keeping in touch with the congregation, especially those who are not on the internet. Different levels of support but they are all important for staying in touch

Rev C Rowberry thanked everyone for attending and closed the meeting with the grace.

**Meeting closed at 7.15pm**

VICARS'S REPORT TO THE PCC OF ST JOHN THE EVANGELIST CHURCH :

I think that for many of us there will now always be a time before COVID, The Pandemic, Lockdown and any other ways of delineating this time against what was before and what comes next; The New Normal, Post-COVID times. I am sure that this is such a significant event in our world that many will talk about being born before, during or after the pandemic. It is a life defining moment. This is, indeed, proving to be not just within our church of St John's but the whole of the national church across the Anglican Communion.

The experience of most has been some form of isolation and being cut-off from the rest of the congregation, the body of Christ; Paul's beautiful image of the church has been torn from each other. In wider society this has brought with it the need to deal with how we say goodbye to people we love, delaying how we welcome new Christians and an almost decimation of the numbers of people who want to be married in the church. It may be no surprise that there have been no baptisms and only one wedding (early on in the pandemic) this year. I remember saying to people that we will need to do a short funeral and then in October (2020) be able to do a bigger memorial service. Writing this in early March that may be possible this year (2021) but everything still seems provisional and that is something we have all come to live with. Whilst no one wants this pandemic, we may be able to draw some thoughts out of the experience. The early church out of which Paul writes is one that understands provisionality. It was a church that, theologically, understood that Christ would be coming again and very soon, life was provisional, and living under persecution of its members, death was a very real possibility. The young church utilised its resources on a daily basis because it may not be there tomorrow, its evangelism was urgent and unrest because there was no time to delay the kingdom was coming like a thief in the night. They did not waste energy on the things they did not need. We have now an opportunity to become a more dynamic church (locally and nationally) if we can discern how God is calling us to be that. We are learning many new ways of being together/apart and in some ways the value of that. We have an abundance of assets in that whilst lettings and physical church are non-existent like the early church we really have nothing to lose. The greatest gift that we have is to know what we want. This will I believe be the task of the immediate post pandemic world. We will need courage (which means to be big hearted!) vision, discernment and that most powerful tool that we have prayer.

I do want to offer my very profound thanks to Tim for his 6 years of being churchwarden, sadly he will not be able to stand again this year. I have seen in his time a growth in confidence that has always been to the benefit and growth of St John's church. Tim (along with others) has worked in the background doing so very much. My thanks to Yvonne complimenting much of what Tim has done. I want to note that, it was this year that Shan retired with Mark to Dorset and whilst wishing them every blessing I think we all miss her.

Whilst the pandemic has been difficult, some good things have grown out of it. The third Sunday team with its innovation and growing leadership of worship. It all looks so simple but the work that goes on behind the bits that you see. I have been delighted with the confidence and spiritual depth that continues to emerge from the group. I might say similar things from the stable of the commissioned pioneer ministers Lyn and Carol. Finding a space outside of the church was brilliant and I for one await to see what will develop further. The online presences has brought us into contact with a wider world and a growing national and international congregation. I think in the beginning that I saw this as a light hearted flippancy but having now spoken to some of those people who come from far flung places I realise that this is for them "Church" and that there is a connection. The link with The Grange, old and established for sure has flourished during this time, the single registered "watch" on Face Book hide the 14 people who are actually watching. The greatest joy is perhaps that we have always 'given' to them but that during the year Nicki has enabled three very regular watchers to become contributors. There is something here about community building.

I should mention that we have been very fortunate in that the church has been blessed with two legacies this year. Katie Reed (nee Smith) died and left the church a legacy of £100,000 from her estate. The PCC and ministry team are in the process of making decisions as to how we can best utilise this; the feeling is that it gives an opportunity to do some missional activity. The second, which is slightly more provisional at the time of writing, comes from the estate of Muriel Pardoe.



There is excitement about where we find ourselves and the possibilities we might reach for. As we come out of the restrictions I hope that we might truly seek together to find a New Normal.

Very much yours in Christ

**Rev Chris Rowberry**

### CHURCHWARDENS REPORT:

Well, this past year has been quite different for us as churchwardens, with Covid 19 rearing its head early in the year, a lot of changes had to happen. Both the Church and the Underhill Centre had to be closed, with all lettings suspended. The Parish office was closed and Chris our administrator has spent most of the last year on furlough. Just after lockdown both buildings were deep-cleaned and sanitised in the hope that they would soon be able to open, however this was not to be as the virus continued.

Since the start of the first lockdown, Chris and Karen have streamed services from the vicarage each Sunday and Wednesday and we are grateful to both of them for all their efforts in producing these. We would also like to say a special 'thank you' to the 3<sup>rd</sup> Sunday team, which has worked tirelessly each month to put together thought-provoking services with something for everyone. We are especially grateful to Jennie and Victoria, who agreed to lead streamed services when Chris and Karen took a break. We are also grateful to everyone else that has supported the live streams by pre-recording themselves reading from the bible or leading prayers. All these services have been well-received by the members of the congregation and people further afield, and the Grange Nursing home have also been able to watch our services each week as well as taking part by supplying several readings over the year.

Before the church building could be re-opened, risk assessments had to be carried out and written up and then kept under review in line with Government and Church of England guidelines in order to keep everyone safe. These included working out how safe-distancing could be achieved and ensuring there were hand sanitising stations by all entrances, etc.

Midway through the year we were able to open the church for Private Prayer, providing an important service for the local community and church members, putting into practice safety measures to keep stewards and visitors as safe as possible. We were well-supported by volunteers from St John's with the stewarding at the two sessions held every week and for this we were extremely grateful. This carried on for six months until our area was put into Tier 4, when it was decided to stop in order to keep everyone as safe as we could.

8:00 Communion services resumed in September and again these were able to continue through to the start of 2021, when it was decided to re-close the church in response to rising infection rates across the country. Whilst very different to what we were, perhaps, used to, it was wonderful to be able to greet people, both familiar faces and new ones, back into church once again, even if only for a limited time.

Building on the success of several services led by Di Hawkins in the back car park during the summer months, our Pioneer Ministers, Lyn Colman & Carol Watson, ably assisted by David, Helen, Fiona and Phil, came up with the idea of a stable in the church grounds for Christmas as the focal point for a number of outdoor services. These were carried out and very well attended. The stable was also enjoyed by a local pre-school that was able to use it as part of their Christmas activities.

Although Covid dominated 2020, it was not all about coronavirus. During 2020, the wheels were set in motion to have the effects of consecration lifted from the ground under the Underhill Centre, a process that should probably have happened when the centre was built. Once this process has been completed, the centre will no longer fall under faculty jurisdiction. This application is still on-going and we await further news from the Diocese.

During a routine inspection of the centre lift it was found that, due to normal wear and tear, it was no longer safe to use. As a result, the lift has had to be replaced. This will be reported in more detail by the Works and Maintenance, as will the decorating that has been carried out during lockdown.

With the exception of the lift, the church and centre are generally in a good condition so thankfully it has not been necessary for any other major work to be carried out over the last year. This is in no small part due to the efforts of the Works and Maintenance committee and, as always, we would like to thank Malcolm and the other members of this group for all the time and effort they put into keeping the buildings well-maintained.

**Tim James & Yvonne Thornton**

**Churchwardens**

### DEANERY SYNOD REPORT:

#### 1 Meetings

2 Meetings were held; one at Chandlers Ford in February and 1 via Zoom video conferencing in November.

#### 2 Appointments

Following the resignation of the Rev. Fiona Gibbs, Richard Wise (Bishopstoke) was appointed Area Dean and Sarah McClelland (Valley Park) was appointed Assistant Area Dean.

#### 3 Common Mission Fund (Parish Share)

The returns to the Diocese had progressed through the year with 75% of Parishes' making 100% contribution. However at the end of 2020 there was a shortfall of £28,413.00

#### 4 Interregnum

Currently there are 4 Parishes St Luke's, Hedge End –Hound & Netley-Fair Oak and Boyatt Wood. At the present time there are no firm dates when these positions will be filled.

#### 5 Deanery Mission Action Plan

Discussions took place on the Plan and the progress through the year. There were a number of events that had to be cancelled due to Covid-19

**David Dimmick (Deanery Synod Member)**

### UNDERHILL CENTRE REPORT:

There has been a revamp of the Centre Management team now consisting of Myself, Malcom T, Jennie and John C, Amanda H and Chris C.

It has, as will be imagined, been a troublesome year with the Underhill centre; being partly in lockdown and partly out at other times. The centre was fairly quickly shut down and whilst the hope was always to have user groups quickly return, further restrictions prevented that. Again, fairly early on the decision was taken to furlough Chris C in the office. She has remained largely as such, with a brief term back in the office. I can

hopefully report that she is back again one day a week and that as things pick up we will be able to utilise her for the four half days as before. I am very grateful for her help and understanding.

We now, however, have no user groups, although Table Tennis and Art are both chomping at the bit to come back. Sadly, it appears that Slimming World has, for commercial reasons, decided not to come back; this was a mainstream of income to the centre. In essence there is a blank sheet to be built on with lettings.

The lockdown has given some opportunity for some bits of maintenance to be done. The downstairs area (coffee bar) has been decorated, thanks to Malcolm and the community payback team. The lift has been completely replaced and a new one installed. The office door is now a 'stable' door cut in half to enhance the safety of those working in the office. St John's is now the centre for the diocesan pick-ups for Godly Play materials and whilst this reduces the area in one of the upstairs partitions it will in time bring in some finance and provide a resource that would have stopped if we had not picked it up.

Due to the legacy money, there has been an idea floated that it may be possible to do some work that would utilise the undercroft this year and we await further developments.

Whilst it has been a difficult year, we have been lucky that the finances of the centre have held up, they have eaten deeply into the reserves and the centre will undoubtedly need the help of the church this year.

Into the future, I still believe that we need to utilise the centre more and develop several major income streams that are in addition to reliance on the lettings. We have a very good usable space and the legacy allows us to develop new work; in this we are very lucky.

**Rev. Chris Rowberry, Centre Manager (temporary)**

#### WORKS AND MAINTENANCE COMMITTEE:

It has been a very strange year as I am sure you all feel however maintenance is ongoing. The major item this year was the decision to replace the lift in the UHC following its failure at a service and being considered uneconomical to repair. This will actually be completed early in 2021.

The usual servicing of alarms, boilers, fire extinguishers, portable appliance testing goes on as usual.

The other unplanned expenditure was the replacement of PCBS in the UHC boilers both of which failed within a week of each other. They are now 18 years old so have not done badly. They will at some point require replacement and the one quote I obtained estimated £5000.

We have continued the upgrade of the lighting in the UHC to LED which hopefully will lead to savings in the long term. We carry out a few fittings each year so as to spread the cost and hopefully avoid them all needing replacement at the same time!!

This year we will need to ensure the stonework repairs required, noted in the quinquennial are dealt with.

Due to Covid the Community Payback team were unable to attend for most of the year. In the period between September and November when they could we did catch up on most of the grounds maintenance and had the stairwells and meeting room area in the UHC decorated. They have made no charge for the visits and the cost of materials was less than £200.

We were able to replace the inoperable globe lamp in the car park with two LED spotlights. These operate on a PIR so will only come on when someone walks by. In the future when finances allow the other pole lights in the car park can be converted saving electricity.

My thanks go to all those who in any way contribute to the maintenance of the church, UHC and grounds. In particular I thank John Reynolds, Geoff Judd, David Cheffy and John Collings for their assistance.

Date	Nature of work	By Whom	Church	UHC	Notes
			528.00	1,748.00	
22/12/2020	Two new PIR LED Spotlights fitted to pole in Carpark Fused switch in bottom of pole	Moore JR	174	174	
20/12/2020	GF meeting room decorating			200.00	
10/12/2020	Lift Removal			1,200.00	
29/11/2020	Continuing west and east stairwells	CP			
24/11/2020	PCB fitted to Ideal Classic Boiler No 2			319.00	
22/11/2020	Commenced decorating west stairwell	CP			
20/11/2020	PCB fitted to Ideal Classic Boiler no 1	R Wilson Services		319.00	OTHER BOILER ALSO FAULTY SAME PROBLEM
10/11/2020	Testing of Lightning Conductor	Wallbridge	174.00		
11/10/2020	Grounds work	CP/MJT			
10/10/2020	Emergency lights in GF meeting room checked and wiring mistakes rectified new PIR installed in Ladies toilet	MJT/JR			All OK
04/10/2020	Grounds work	CP MJT			
27/09/2020	Gutter and drain check at church CLEAR BRAMBLES AND other areas in Wildlife AREA	MJT GJ. CP			Drains blocked by side door and two on north side high level gutters on UHC need clearing.
13/09/2020	Wildlife areas strimmed car park hedges cut car park swept	CP MJT			
28/08/2020	1st floor corridor and toilet deep clean. Ladies and gents ground floor deep clean and repair to one leaking urinal all traps cleaned batteries changed in auto flush in gents	MJT YT			
25/08/2020	New light switches for all lights church by organ vestry	Moore JR	264.00		
25/08/2020	Matthew Mark Luke Deep/High clean	MJT YMT			7 hrs total
25/08/2020	Emergency light test switches installed in disabled toilets UHC	Moore JR		108.00	
20/08/2020	West Stairwell deep clean	MJT			3hrs
17/08/2020	East Stairwell Deep High Clean	MJT YMT			2hrs

Date	Nature of work	By Whom	Church	UHC	Notes
03/08/2020	Kitchen High/Deep clean started Completed over 3 sessions	MJT YMT			18 hrs total
28/07/2020	Vicars office and porch cleaned	YT			
28/07/2020	Two repaired LED Emergency panels fitted kitchen and GF lift lobby	MJT			
28/07/2020	Boilers serviced, gas safety check on Cookers	R Wilson Sertices		270.00	
28/07/2020	NW Corner UHC exterior light replaced with spare from Store	MJT			
25/07/2020	UHC Meeting Area cleaned	YT			
21/07/2010	Parish Office cleaned	YT			
18/07/2020	Commissioning of Church LED Pendants	JR ,Commercial Lighting			
13/07/2020	Cleaned Church	YT			
15/07/2020	4 Hand sanitiser dispensers Put in place	MJT		75.00	
03/07/2020	Wildlife Haven tidy up	JC JM KF			
30/06/2020	6 remaining pendant lights in nave converted to LED	Moore's JR			
27/06/2020	Peace garden tidy up	Jane and Geoff Judd			
25/06/2020	4 new emergency & 2 ordinary LED lights fitted to ground Floor Meeting Room two round light fittings kept as spares of the four removed emergency light fittings one place in choir room one in office two other taken by JR for repair as not working	Suppliers Commercial Lighting Fitted by MJT & JR		588.00	
22/06/2020	2 pendant lights west end of church converted to LED	Supplier Commercial lighting Fitted by Moore's electrical JR			
18/06/2020	Lift Service put out of use due to worn screw drive	Platform Lifts			
01/06/2020	Emerg LED panels in Office ,Choir room, 2 in Meeting room removed for test and repair	MT JR			ended with two replace meeting room and a ordinary LED panel to Kitchen awaiting purchase of further LED panels and Emerg backup
11/05/2020	Alarm Service	Croma			

Date	Nature of work	By Whom	Church	UHC	Notes
02/03/2020	Emergency exits signs replaced with LED front door, lobby door, corridor top west stairs, basement west stairs	MJT			
02/03/2020	Batteries replaced in emergency lights upstairs corridor east end fluro fitting, Choir room LED panel	MJT			
02/03/2020	Annual Portable appliance, Fire Alarm and fire Extinguisher servicing and testing carried out	Solent Fire and Electrical		363.00	
18/01/2020	Grounds maintenance &	Comm Payback	90.00		Laurel hedge cutback now complete Hedge St Johns Road Cleared
18/01/2020	Chipper Hire	Phil Moore		25.00	

**Malcolm Thornton****SOCIAL COMMITTEE REPORT:**

Nothing to report

**Jackie Murley**

**ST JOHN'S MONTHLY WHIST DRIVE & TEA:**

Nothing to report

**Diane Hawkins**

**200 CLUB:**

The number of subscribers reduced from 58 in January to 53 in December. In 2020 the club contributed £1,650 towards the Underhill Centre Fabric maintenance.

Despite the pandemic the draw was able to continue by holding it on the Sunday morning zoom calls.

The Fund Raising Committee would like to thank all the subscribers for their continuing support and would welcome any newcomers to join us. If you want any further information regarding the 200 Club please speak to myself and I will happily supply it.

**Geoff Judd**

**SPIRE REPORT:**

Unfortunately, due to the pandemic, the last monthly edition of the Spire was March 2020, a Christmas edition was produced for December. It is hoped that the magazine will be produced again later in the year when the church and centre are re-opened, the monies paid in by advertisers and subscribers for the year 2020 will be carried forward.

**Marsha Hale, Editor**

**MOTHERS' UNION:**

There has been very little activity within Mothers' Union this past year due to Covid-19. However, the branch has stayed together through monthly emails, Zoom meetings and the regular delivery to members of the *Archway* magazine. Cards have also been sent to members who have suffered illness or bereavement.

St John's branch led the Mothers' Union Winchester Cathedral prayers in October 2020. This prayer service was very different in that it had to be done remotely with the readings and prayers being pre-recorded by four members of our branch. We used Prisons' Week as our theme since this is always in October.

We currently have twenty members having lost two members this year, one who has moved to another parish, and very sadly, our dear friend and valued member, Pearl Furnell, who sadly passed away. One other member has decided to put her membership renewal on hold for a while due to personal circumstances. However, we are very pleased that John Reynolds has become a joint member with his wife, Marion. John has always given us tremendous technical support in the past and we are delighted to be able to welcome him to our monthly meetings once they resume.

We are hoping that once restrictions are lifted that we will be able to start our monthly meetings again and resume our fund-raising activities.

**Sally Lloyds - Branch Leader**

**WEBSITE AND ONLINE PRESENCE:**

Being able to connect and stay in touch with people online has, for many of us, been an important part of our lives over the last 12 months. On several occasions since March, I have wondered what this past year would have been like if the pandemic had struck even a few years ago, before fast broadband was commonplace and when Zoom, Teams and other video calling technologies were not so readily accessible. It also makes you realise how fortunate many of us are and reminds us not to forget those that are less fortunate and don't have a computer or laptop or access to the internet and have perhaps found the last year a lonely one.

I take my hat off to Chris for not only presenting to camera each week on the St John's Facebook page, which he maintains, but also pushing all the buttons whilst doing it too; I enjoyed streaming a couple of services to YouTube from home over the summer and again from the church in October when Chris and Karen were away but I am eternally grateful for Victoria and Jennie for agreeing to let me stay behind the camera on those occasions. The music that has been shared by the Church of England through their A Church Near You website over the past year (the majority of which has been provided by the Choral Scholars of St Martin in the Fields and St Martin's Voices) has been really appreciated and so we are extremely grateful for the time and effort they have put into providing these resources.

Whilst most of the streamed services have been direct to Facebook, we have also managed to share the Sunday service on St John's YouTube channel each week. As well as the services, we have also been able to add additional videos to our channel over the course of the year, so I am thankful for people like Jane and

David for agreeing to share their clips with us and I look forward to perhaps sharing more of your videos over the coming months. I would also like to thank Jennie and Emily for compiling a number of YouTube playlists containing selections of great music. Eventually we will be able to return to the church building for worship and I am sure this is something that we all look forward to. Nevertheless, the past year has demonstrated that online platforms like Facebook and YouTube are great ways to connect with people that are either unable to attend or who are further away. Therefore, we should perhaps consider how we might choose to continue maintaining an online presence beyond our main website. To do this will require a team of people to share the load so, as always, volunteers welcome.

With the onset of lockdown, virtually all regular church activity ceased and, as a consequence, large parts of the website became irrelevant and have been removed (trying to keep the homepage and key information pages up to date has been enough to keep me busy). The website hasn't had a major review of update for several years now and is perhaps overdue an overhaul. If anyone is up to the challenge and would like to help or lead this then let me know.

As well as our own website, our church, like all Church of England churches, has a page on A Church Near You (<https://www.achurchnearyou.com/church/18453/>). This has been updated each week with our Sunday service once it is available on YouTube and I have tried to keep the list of services up to date too. If anyone would like to help maintain these pages, please speak to Chris.

We still use Google G Suite for our church email addresses and groups, including the 'everyone' email group. As always, if you have a need for a St John's email address or email list or would simply like to help administer our G Suite account or help maintain our YouTube channel or our Google My Business entry please let me know.

**Tim James**

#### **SAFEGUARDING REPORT:**

This year has been fairly quiet given that we haven't been very active within the church, but I have managed to maintain the DBS checks to date so that we are ready for when that wonderful day comes when we can return to 'normal'.

The frustrating thing for me has been that any safeguard training that we were going to embark on has been postponed and probably by the time we are able to reconvene I will be required for review and possibly audit all our practises and procedures again.

However, like everyone, I will endeavour to keep things ticking over until the time comes for proper activity.

Whilst we have been able to deal with certain things that may have arisen in the early part of the year, there is now a limited amount of work that I can address with the church closed. However, this is probably a blessing, in some ways, since having some domestic matters to deal with in 2020 made my time quite sparse.

Looking forward to seeing you all again in the near future!

**Catherine Lynch – Safeguarding Officer**

#### **CHURCHES TOGETHER:**

Nothing to report

**Daphne Dimmick**



St. John the Evangelist Church, Hedge End

Registered Charity: 1147617



Finance Report and Annual Accounts  
for the Year Ending 31st December 2020

### Treasurer's Report for Year Ending 31st December, 2020

We started year 2020 thankful that we had succeeded paying the final payment to the Diocese for the Common Mission Fund for the year ending the 31st. December 2019, the targeted figure being £43231. 36 for that period. There were certain reservations reviewing the new target of £ 46217. 91 for the year 2020.

We made arrangements to pay a standing order of £2000 per month throughout 2020, and for the first three months were only able to pay an additional £1500 for the CMF, we were then faced with the problems caused by the lockdown and difficulties caused by the Covid 19 pandemic which suddenly came about. The complete closure of St. John's was a traumatic experience for everyone with conditions lasting throughout 2020, and great effort was made by many people, both PCC members and from the community of the Church to adapt to the enforced conditions to provide a limited service and communication, "Zoom" was discovered and used with success, and the telephone bills for everyone over the period must have greatly increased due to the amount of keeping in touch was made, in all respects the good that came despite the restrictions was vast.

However, the financial position was far from good in the beginning, and we were very fortunate that the regular standing orders, PGS, and other planned giving continued, and thanks and appreciation must be expressed to everyone who continued with their considerable support despite the inability to come to Church for communion services and other events.

We were also extremely fortunate in April to be in receipt of the legacy of £100,000 from the will of Kate Reed, it is impossible to give full appreciation for this gift, it was necessary to take advantage of it to make the final payment to the Diocese for the CMF. In addition, we have been able to fund the necessary replacement of the old lift in the Underhill Centre from the legacy, this will cost for the full installation plus ancillary works the total of about £24,500, we are anticipating that the benefits of full, safe access to each floor of the building will also increase the marketable value of the Centre. We have also funded from the legacy a sum for local schools to be used for the purchase of computers for furthering the education of children at the schools, this was carried out at the beginning of this year and will appear in the 2021 accounts.

The income and expenditure totals shown at the end of December 2020 show the problems trying to "pay your way" during the shutdown period. The figures for the Church actually show that the income has a surplus over expenditure of nearly £79000, but removing the £100,000 legacy out of the reckoning, there appears a deficit of just over £ 22,000 for the year, similarly the end figure for the Underhill Centre shows a deficit at the end of the year.

It is obvious that very good housekeeping must be made to succeed in, at least, balancing income and expenditure, we are hopeful that the Centre can be now used to full capacity and profitable once it can be re-opened again after the removal of the Covid restrictions, we also wish for an early return to the Church being open for worship and gathering together once more.

Lastly, we had a change in the book-keeping personnel at the end of the year, Paula Guy departed, because of her employment challenges, after 18 months of excellent work for us, to be replaced, thankfully, by Geoff Judd, who will, I am certain, also be a great asset to us, and to me particularly.

**Keith Field**

**PCC Treasurer**

### **Underhill Centre Treasurer's Report for 2020**

The standing finances appertaining to the Underhill Centre for the twelve-month period from January to December 2020 have been substantially reduced due entirely to the impact of the Coronavirus Pandemic.

For the period January to the end of March the income and expenditure figures were as expected since the Centre had a stable number of commercial and church hirers which equated to a near balance of the finances. From April onwards the effect of the Pandemic and the ensuing lockdowns led to the total withdrawal of hirers. The consequence being a rapid decline in income funds whilst essential and contractual expenditure remained outstanding. On average this loss has equated to £800-£900 per month.

Since April all non-essential expenditure has been frozen and monthly running costs restricted to a bare minimum, however utility bills (standing charges and usage), staff salaries, broadband, etc remained payable on a monthly basis. In addition, essential electrical and safety maintenance for the Centre and the car park together with major repairs to the central heating boiler were necessary. Notably, a substantial saving by Malcolm enabled the Centre, whilst being empty, to be re-decorated at minimal cost. The electricity, gas and broadband contracts fell due and were renewed with improved terms.

Welcome income during this period has been a monthly contribution from the PCC towards utility bills and also a payment from the 200 Club scheme. In addition, whenever possible a claim for Furlough support payments related to staff has been undertaken. In December, a successful claim was made for a Government Local Restrictions Support Grant which was payable in January 2021.

There are still the obvious challenges of attracting back hirers and other uncertainties when regarding the financial outlook for the Underhill Centre in 2021, however with the support of the PCC and all the congregation I am sure these can be effectively met.

**John Collings**

**UHC Treasurer and Payroll**

## Accounting Policies

### **Basis of the Financial Statements**

The Statements have been prepared under the Church Accounting Regulations 2007 in accordance with applicable accounting standards and the Statement of Recommended Practice (SORP 2015) for charities as well as FRS102.

The Accounts are produced on a Receipts and Payments basis as allowed, following consideration of the necessary considerations under Charity Commission Regulation CC16a, and with due respect to the following:

- None of the consolidated organisations (Church and Underhill Centre) being a registered Company
- The Charities 'gross income' being less than £250,000
- No related activities require additional detail, a 'true and fair view' or have specified that accruals accounts are required.

The statements include all transactions, assets and liabilities for which the PCC and Underhill Centre Committee is responsible in law.

They do not include the accounts of church groups (such as the Mother's Union) that owe their affiliation to another body, nor those that are informal gatherings of church members.

### **Fund Accounting**

*Unrestricted Funds* Funds that are held/spent on the PCC's general purposes.

*Designated Funds* Funds set aside by the PCC for a specific use in the future. Project funds are designated for specific projects for administration purposes only. Designated funds remain unrestricted and the PCC may move any surplus to other funds.

*Restricted Funds* Donations or grants received for a specific purpose. To distinguish from designated funds, the use of these funds is specified by the donors at the point of giving.

*Endowment Funds* The Isabella Blennerhasset fund is the only endowment currently held by the PCC which is from an historic legacy. Under the terms of the Will, the income from this endowment is held in a restricted fund and can be used to benefit the poor and needy of the parish.

### **Incoming Resources**

- Planned giving, collections and similar donations are recognised when received.
- Tax refunds recognised when the incoming resources to which they relate are received and it is tax refunds which make up the Accounts Receivable in the Balance Sheet.
- Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable.
- Dividends are accounted for when declared receivable,
- Interest as and when accrued by the payer (being informed of future receipt is taken as intention to pay).
- All incoming resources are accounted for gross (before reclaim of tax or the impact of associated expenditure).

### **Outgoing Resources**

- Grants and donations are accounted for when paid over, or when awarded, if the award creates a binding or constructive obligation on the PCC.
- All expenditure is generally recognised when it is incurred and accounted for gross.

### **Investments**

Investments are valued at market value at 31 December 2020.

### **Reserves**

St John the Evangelist, Hedge End is a medium sized church in a reasonably affluent area. However, the demographic of the parish which St John's serves compromises a significant number of retired individuals and the congregation of St John's mirrors this demographic. This has an impact therefore upon the income through regular giving especially in the current financial climate. It is worthy of note however that there are the beginnings of change with more young families and couples attending church services. It does however take time for giving practices to develop where there is a new and growing faith. Work is underway to improve stewardship practices and to bring talk of money and generous giving to be a routine part of parish life and for a giving response to be seen as part of our discipleship.

The annual income of St John's is approximately £100,000 - £110,000, which is generated by church activities as well as the hire of the Underhill Centre attached to the church. The Church and Underhill Centre have separate reserves and this policy relates only to the Church funds.

A strong underlying principle of this policy is that money should only be kept in reserve for specific reasons – whilst the Bible clearly indicates that we should not hoard, it is also clear that sensible planning for known events and responsibility for others (including employees) is important. The role of the church in the wider parish and serving that community as fully and effectively as possible should also be considered.

In arriving at the reserves policy, the PCC discussed the following factors:

- A wish to have three months running costs in cash reserves in case of major difficulties (£25K);
- In addition to the running costs, to keep at least three month's salaries in reserve (£2,500);
- The quinquennial inspection (September 2018) did not highlight major works and the general condition of the church is good, but there will be minor works to the church. It is also prudent to hold some monies in reserve for unexpected major fabric expenditure
- There was a general wish that more should be spent on outreach into the parish and community and it was considered important that the PCC and church as a whole gives consideration to the formal mission of our church and how that mission is to be achieved. This will be done in line with the deanery plan. It is therefore planned for there to be a mission day(s) to consider this important issue but that the balance of reserves (currently £8,500) should be held for this purpose.

**POLICY:** It is the policy of this church to hold in reserves the equivalent of three months general running costs and three months salaries. It is also our policy to hold an amount for likely building and maintenance work contained within the forthcoming quinquennial report.

This policy will be reviewed annually at the budget meeting but also after the mission day(s). In addition, the PCC will consider at the budget and reserve policy review how reserve levels will be maintained.

Any increase in investment assets will be added to the PCC running and contingency reserve.

### **Employees**

The church employs two part time members of staff, whose current annual salaries are approximately £6,000, and £2800. The cost of the administrator (£6000) is shared equally between the Church and Underhill Centre. As an employer the PCC has responsibilities to provide a Pension which is done through NEST.

### **Agency Elements of Income and Expenditure**

These are items of income and expenditure which do not form part of the PCC income, ie, those elements which were always due to be paid to a third party. These include:

- Special Collections for charities
- Fees to WDBF (and retired clergy where applicable)
- Fees to Vergers
- Organist fees for weddings and funerals

**Summary of Accounts**  
**Year Ending 31st December 2020**

	Unrestricted	Designated	Restricted	2020 Total	2019 Total	Annual Variance
<b>Income &amp; Endowments</b>						
1 - Donations and Legacies	40,470.48	105,911.49	3,914.60	150,296.57	68,076.10	82,220.47
2 - Income from charitable activities	4,216.39	150.00		4,366.39	10,697.77	(6,331.38)
3 - Income from trading activities	7,854.92	2,296.25	1,699.40	11,850.57	29,964.19	(18,113.62)
4 - Investments	---	4,812.20	248.87	5,061.07	3,077.62	1,983.45
5 - Other income	552.68			552.68	437.61	115.07
<b>TOTAL INCOME</b>	<b>53,094.47</b>	<b>113,169.94</b>	<b>5,862.87</b>	<b>172,127.28</b>	<b>112,253.29</b>	<b>59,873.99</b>
<b>Expenditure</b>						
6 - Costs of raising funds				Nil	3,532.20	(3,532.20)
7 - Expenditure of charitable activities	75,990.19	1,084.20	3,533.06	80,607.45	99,943.03	(19,335.58)
8 - Other expenditure	11,969.07			11,969.07	2,322.84	9,646.23
<b>TOTAL EXPENDITURE</b>	<b>87,959.07</b>	<b>1,084.20</b>	<b>3,533.06</b>	<b>92,576.52</b>	<b>105,798.07</b>	<b>(13,221.55)</b>

**Net Difference Income / Expenditure £79,550.76 surplus**

**Church and Underhill Centre Consolidated Income & Expenditure Analysis**  
**Year Ending 31st December 2020**

Income and Endowments	Unrestricted	Designated	Restricted	Endowments	2020 Total	2019 Total
<b>a) CHURCH</b>						
<b>1) Donations and Legacies</b>						
0101 - Gift Aid - Standing Orders	5,376.00				5,376.00	5,660.00
0102 - Gift Aid - Weekly envelopes	833.00				833.00	2,264.75
0103 - Gift Aid – PGS	22,205.74				22,205.74	20,746.41
0201 - Other planned giving - Standing orders	360.00				360.00	230.00
0201 - Other planned giving - Weekly envelopes	495.00				495.00	720.20
0202 - Other planned giving – PGS	768.48				768.48	893.46
0301 - Loose plate collections	991.90				991.90	3,593.49
0302 - One-off Gift Aid gifts	1,638.31				1,638.31	3,709.01
0410 - Giving through Church boxes			27.71		27.71	137.01
0550 - Donations, appeals etc	79.07		2,556.73		2,635.80	6,573.76
0601 - Tax recoverable on Gift Aid and GASDS	5,703.12		1,330.16		7,033.28	11,272.40
0701 - Legacies		105,911.49			105,911.49	8,748.25
0801 - Recurring Grants (including DWP)	1,883.10				1,883.10	2,771.00
08A1 - Non-recurring one-off grants	-----				-----	-----
0901 - Other funds generated	136.76				136.76	756.36
<b>Donations and Legacies total</b>	<b>40,470.48</b>	<b>105,911.49</b>	<b>3,914.60</b>		<b>150,296.57</b>	<b>68,076.10</b>
<b>2) Income from Charitable Activities</b>						
1101 - PCC fees for weddings and funerals	1,506.00	50.00			1,556.00	2,642.65
<b>Income charitable activities – Total</b>	<b>1,506.00</b>	<b>50.00</b>			<b>1,556.00</b>	<b>2,642.65</b>
<b>b) UNDERHILL CENTRE</b>						
1230 - Centre lettings-Church related	1,207.60	100.00			1,307.60	6,026.11
1231 - Cafe and refreshments	302.79				302.79	1,444.61
1232 - Parish breakfasts	-----				-----	139.40
1233 - Church contribution-and light	1,200.00				1,200.00	-----
1234 - Table tennis membership	-----				-----	45.00
1235 - Underhill Ale contribution	-----				-----	400.00
<b>Income charitable activities – Total</b>	<b>2,710.39</b>	<b>100.00</b>			<b>2,810.39</b>	<b>8,055.12</b>
<b>3) Other trading activities</b>						
<b>a) CHURCH</b>						
0910 - Fetes and markets	-----				-----	2,881.95
0911 - Social events- fund raising	922.40				922.40	1,641.42
1220 - Bookstall sales- fund raising	-----				-----	379.39
1230 - Crafty Club			49.40		49.40	162.06
1250 - Magazine income		1,041.00			1,041.00	2,058.12
1251 - Parish magazine sales		1,255.25			1,255.25	1,649.28
<b>Other trading activities – Total</b>	<b>922.40</b>	<b>2,296.00</b>	<b>49.40</b>		<b>3,268.05</b>	<b>8,772.22</b>
<b>b) UNDERHILL CENTRE</b>						
1240 - Non church related lettings	6,932.52				6,932.52	16,154.47
1242 - Private photocopying	-----				-----	2.50
1243 - 200 Club operating income			1,650.00		1,650.00	5,035.00
<b>Other trading activities – Total</b>	<b>6,932.52</b>		<b>1,650.00</b>		<b>8,582.52</b>	<b>21,191.97</b>
<b>4) Investment totals</b>						
1001 - Dividends			35.26		35.26	34.56
1002 - Increase in share value/holding	4,812.20		213.61		5,025.81	3,043.06
<b>Investment Total</b>	<b>4,812.20</b>		<b>248.87</b>		<b>5,061.07</b>	<b>3,077.62</b>
<b>5) Other Income</b>						
1244 - Other income	552.68				552.68	437.61
<b>TOTAL Charity Income</b>	<b>57,906.67</b>	<b>108,357.74</b>	<b>5,862.87</b>		<b>172,127.28</b>	<b>112,253.29</b>

Expenditure	Unrestricted	Designated	Restricted	Endowment	2020 Total	2019 Total
<b>6) Raising Funds.</b>						
<b>a) Church</b>						
1720 - Costs of Stewardship campaign					----	
1730 - Costs of fetes and other fund raising events					nil	137.20
<b>b) Underhill Centre</b>						
2600 - 200 Club operating costs & prizes					---	3,395.00
<b>Raising Funds totals</b>					<b>nil</b>	<b>3,532.20</b>
<b>7) Expenditure on charitable activities</b>						
<b>a) Church</b>						
1830 - Giving- relief and development agencies					----	185.98
1850 - Home mission					----	----
1901 - Parish Share	46,217.91				46,217.91	43,231.36
2101 - Working expenses of incumbent	851.75	104.95			956.70	2,223.56
2201 - Parish training and mission	16.59				16.59	215.28
2202 - Childrens work			67.29		67.29	224.38
2203 - Pastoral care		93.55	91.65		185.20	277.83
2302 - Heating and light contribution	1,200.00				1,200.00	1,200.00
2320 - Organ/piano tuning	247.68				247.68	405.36
2330 - Church maintenance, safety checks			551.74		551.74	1,379.04
2331 - Cleaning	477.18				477.18	429.59
2340 - Upkeep of services	376.67				376.67	966.14
2341 - Church flowers			41.18		41.18	415.84
2342 - Organist, Pianist, Choirmaster	307.00				307.00	1,245.00
2350 - Upkeep of churchyard, peace garden			140.00		140.00	227.00
2360 - Administration	1,758.96				1,758.96	1,520.67
2361 - Dyslexia support	3,070.36				3,070.36	2,845.60
2370 - Visiting speakers/locums	-----				-----	616.65
2501 - Magazine expenses		885.70			885.70	2,764.22
2710 - Church major repairs-installation			2,641.20		2,641.20	5,888.00
<b>b) Underhill Centre</b>						
1524 - Table tennis running costs	-----				-----	----
2310 - Church office- telephone, internet	464.73				464.73	719.91
2331 - Centre cleaning and materials	1,432.38				1,432.38	3,674.57
2361 - Computer and software	-----				----	----
2362 - Stationery	300.44				300.44	392.26
2363 - Photocopier	379.64				379.64	304.51
2520 - Letting refunds	159.00				159.00	50.00
2521 - Refuse collection	810.46				810.46	977.70
2522 - Victuals	328.97				328.97	1,162.01
2523 - Window cleaning	240.00				240.00	120.00
2530 - Hall running - electricity	2,684.32				2,684.32	6441.13}
2540 - Hall running – gas	3,204.06				3,204.06	}
2560 - Hall running - maintenance	3,213.06				3,213.06	8,227.83
832580 - Hall running – water	347.47				347.47	875.54
2590 - Fixtures and fittings	----				-----	958.62
<b>c) Shared</b>						
1721 - Bank charges	----				-----	-----
2050 - Salary of administrator	3,789.57				3,789.57	6,111.04
2052 - Pension contribution	502.05				502.05	369.20
2301 - Building insurance	2,727.94				2,727.94	2,763.63
2361 - 2- Website and computer software	582.00				582.00	233.58
2601 - Governance costs examination fees	300.00				300.00	300.00
<b>Expenditure on Charitable activities</b>	<b>75,990.19</b>	<b>1,084.20</b>	<b>3,533.06</b>		<b>80,607.45</b>	<b>99,943.03</b>
<b>8) Other expenditure</b>						
<b>a) Church</b>						
1600 - Transfers out of UHC	-----				-----	
2730 - Other PCC expenditure	1,600.71				1,600.71	1,537.92
<b>b) Underhill Centre</b>						
2840 - Other Underhill expenditure	523.56				523.56	784.92
2820 - Hall & major repairs	9,844.80				9,844.80	
2841 - Transfers to PCC	-----				-----	
<b>Other Expenditure Totals</b>	<b>11,969.07</b>				<b>11,969.07</b>	<b>2,322.84</b>
<b>EXPENDITURE GRAND TOTALS</b>	<b>87,959.26</b>	<b>1,084.20</b>	<b>3,533.06</b>		<b>92,576.52</b>	<b>105,798.07</b>
<b>DIFFERENCE COMBINED INCOME/ EXPENDITURE £79,550.76 surplus</b>						
{NB – 2530/40- Hall Running – electricity and gas show a combined figure for 2019 analysis}						



## Church &amp; Underhill Centre Combined Balance Sheet Year Ending 31st December 2020

<b>Current Assets</b>	<b>As at 31.12.2020</b>	<b>As at 31.12.2019</b>
6501 - Current account	109,179.58	29,618.36
6510 - CCLA (CBF) Spire Deposit	2.65	2.65
6515 - CCLA (CBF) Fundraising Deposit	1.10	1.10
5550 - Spire Investments CCLA Income Shares	53,919.15	50,546.48
6551 - Spire Long Term CCLA (CBF) Income Shares	16,040.44	14,600.91
6552 - CCLA Income Shares (COIF) IBH	1,137.78	924.17
6501 - Underhill Current account	13,905.47	19,659.34
6502 - 200 Club Current account	427.00	227.00
Z05 - Accounts receivable (Gift Aid)	----	1,525.96
Prior year adjustment	557.88	
<b>TOTAL Current Assets</b>	<b>195,171.05</b>	<b>117,105.97</b>
<b>Liabilities</b>		
6699 - Agency collections	-----	(770.68)
Z04 - Accounts payable	130.00	2,386.36
<b>TOTAL Liabilities</b>	<b>130.00</b>	<b>1,615.68</b>
<b>NET ASSET</b>	<b>195,041.05</b>	<b>115,490.29</b>
<b>TOTAL of Funds</b>		
<b>Unrestricted</b>		
PCC General Fund	5,255.67	6,328.56
Underhill General Fund	(1,135.08)	5,630.79
<b>Total of Unrestricted</b>	<b>4,120.59</b>	<b>11,959.35</b>
<b>Designated</b>		
Spire Magazine	2,774.00	3,363.64
Legacies	94,343.00	11,494.68
In memoriam	518.50	518.50
Building Contingency	8,309.00	7,600.00
Salary contingency	4,087.40	3,706.08
AV System contingency	4,312.00	3,914.33
PCC Contingency	42,586.50	38,795.72
Mission	10,664.00	9,830.00
UHC Designated funds	9,212.77	9,212.77
<b>Total of Designated</b>	<b>176,807.17</b>	<b>88,435.72</b>
<b>Restricted</b>		
Churchwardens fund	27.00	----
Craft Club	211.00	162.06
Issabella Blennerhasset	316.17	281.17
Flowers	902.00	230.86
Church Fabric	4,323.00	7,078.91
Children work	-----	361.64
Nicuragua	-----	0.89
Library	42.74	42.74
Bequests	1,125.00	1,125.00
UHC restricted funds	6,344.77	4,887.78
<b>Total of Restricted funds</b>	<b>13,291.68</b>	<b>14,171.05</b>
<b>Endowment Funds</b>		
Issabella Blennerhasset	821.61	924.17
<b>Total of Endowment Funds</b>	<b>821.61</b>	<b>924.17</b>
<b>TOTALS</b>	<b>195,041.05</b>	<b>115,490.29</b>

**Church Income Analysis**  
**Year Ending 31st December 2020**

<b>Income and Endowments</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>2020 Total</b>	<b>2019 Total</b>
<b>a) Donations &amp; Legacies</b>						
0101 - Gift Aid – standing orders	5,376.00				5,376.00	5,660.00
0102 - Gift Aid – weekly envelopes	833.00				833.00	2,264.75
0103 - Gift Aid – PGS	22,205.74				22,205.74	20,746.41
0201 - Other planned giving-standing orders	360.00				360.00	230.00
0202 - Other planned giving-weekly envelopes	495.00				495.00	720.20
0203 - Other planned giving – PGS	768.48				768.48	893.46
0301 - Loose plate collections	991.90				991.90	3,593.49
0302 - one-off Gift Aid gifts	1,638.31				1,638.31	3,709.01
0410 - Giving through church boxes	----		27.71		27.71	137.01
0550 - Donations, appeals etc	79.07		2,556.73		2,635.80	6,573.76
0601 - Tax recoverable on Gift Aid & GASDS	5,703.12		1,330.16		7,033.28	11,272.40
0701 - Legacies		105,911.49			105,911.49	8,748.25
0801 - Recurring Grants (incl DWP)	1883. 10				1,883.10	2,771.00
08A1 - Non-recurring one-off grants	----				----	----
0901 - Other funds generated	136.76				136.76	756.36
<b>Donations and Legacies totals</b>	<b>40,470.48</b>	<b>105,911.49</b>	<b>3,914.60</b>		<b>150,296.57</b>	<b>68,076.10</b>
<b>b) Income from charitable activities</b>						
1101 - PCC fees for weddings funerals	1,506.00	50.00			1,556.00	2,642.65
<b>Income from charitable activities totals</b>	<b>1,506.00</b>	<b>50.00</b>			<b>1,556.00</b>	<b>2,642.65</b>
<b>c) Other trading activities</b>						
0901 - Fetes and markets	----				----	2,881.95
0911 - Social events- fundraising	922.40				922.40	1,641.42
1220 - Bookstall sales- fundraising	----				----	379.39
1230 - Crafty Club			49.40		49.40	162.06
1250 - Magazine income- advertising		1,041.00			1,041.00	2,058.12
1251 - Parish magazine sales		1,255.25			1,255.25	1,649.26
<b>Other trading activities totals</b>	<b>922.40</b>	<b>2,296.25</b>	<b>49.40</b>		<b>3,268.05</b>	<b>8,772.22</b>
<b>d) Investments</b>						
1001 - dividends		35.26			35.26	34.56
1002 - increase in share-value holding		4,812.20	213.61		5,025.81	3,043.06
<b>Investment totals</b>		<b>4,847.46</b>	<b>213.61</b>		<b>5,061.07</b>	<b>3,077.62</b>
<b>e) Other income</b>						
0902 - Transfer from UHC	4,477.89				4,477.89	4,392.35
<b>Other income total</b>	<b>4,477.89</b>				<b>4,477.89</b>	<b>4,392.35</b>
<b>TOTAL PCC INCOME</b>	<b>47,376.77</b>	<b>113,105.20</b>	<b>4,177.61</b>		<b>164,659.58</b>	<b>86,960.94</b>

### Church Expenditure Analysis Year Ending 31st December 2020

<b>Raising Funds</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>2020 Total</b>	<b>2019 Total</b>
1720 - Costs of Stewardship campaign					----	
1721 - Bank charges					----	
1730 - Costs of fetes and development agencies						137.20
<b>Raising funds total</b>					<b>nil</b>	<b>137.20</b>
<b>Expenditure on charitable activities</b>						
1830 - Giving - relief and development agencies	----				----	185.98
1850 - Home mission	----				----	----
1901 - Parish share	46,217.91				46,217.91	43,231.36
2050 - Salary of Parish administrator	3,789.57				3,789.57	6,111.04
2052 - Pension contribution	502.05				502.05	369.20
2101 - Working expenses of Incumbent	851.75	104.95			956.70	2,223.56
2201 - Parish training and mission	16.59				16.59	215.28
2202 - Children's work			67.29		67.29	224.38
2203 - Pastoral care		93.55	91.65		185.20	227.83
2301 - Church running - insurance	2,727.94				2,727.94	2,763.63
2302 - Heating and light contribution	1,200.00				1,200.00	1,200.00
2320 - Organ/ piano tuning	247.68				247.68	405.36
2330 - Church maintenance and safety checks			551.74		551.74	1,379.04
2331 - Cleaning	477.18				477.18	429.59
2340 - Upkeep of services	376.67				376.67	966.14
2341 - Church flowers			41.18		41.18	415.84
2342 - Organist, Pianist, Choirmaster	307.00				307.00	1,245.00
2350 - Upkeep of churchyard and peace garden			140.00		140.00	227.00
2360 - Administration	1,758.96				1,758.96	1,520.67
2361 - Dyslexia support	3,070.36				3,070.36	2,845.60
2362 - Website and computer software	582.00				582.00	223.58
2370 - Visiting speaker/ locums					----	616.65
2501 - Magazine expenses		885.70			885.70	2,764.22
2601 - Governance costs, examiners fee	300.00				300.00	300.00
2710 - Church major repairs- installation			2,641.20		2,641.20	5,888.00
<b>Expenditure on charitable activities total</b>	<b>62,425.66</b>	<b>1,084.20</b>	<b>3,533.06</b>		<b>67,042.92</b>	<b>76,038.95</b>
<b>Other Expenditure</b>						
1600 - Transfers out to UHC	866.52		9,844.80		10,711.32	----
2711 - AV system installations	----				----	---
2730 - Other expenditure	1,600.71				1,600.71	1,537.92
<b>Other expenditure total</b>	<b>2,467.23</b>				<b>12,312.03</b>	<b>1,537.92</b>
<b>Total expenditure St John's Church</b>	<b>64,892.89</b>	<b>1,084.20</b>	<b>13,377.86</b>		<b>79,354.95</b>	<b>77,714.07</b>
<b>Net surplus income/expenditure £85,304.63 surplus</b>						

## Church Balance Sheet Year Ending 31st December 2020

<b>Current assets</b>	<b>as at 31.12.20</b>	<b>as at 31.12.2019</b>
6511 - PCC Current Account	109,179.58	29,618.36
6510 - CCLA (CBF) Spire deposit	2.65	2.65
6515 - CCLA (CBF) Fundraising deposit	1.10	1.10
6550 - Spire Investments CCLA (CBF) Income Shares	53,919.15	50,546.48
6551 - Spire Long Term CCLA (CBF) Income Shares	16,040.44	14,600.91
6552 - CCLA Income Units (COIF) IBH	1,137.78	924.17
ZO5 - Accounts receivable (Gift Aid)	----	1,525.96
Prior year adjustments	782.88	
<b>Total current asset</b>	<b>181,063.58</b>	<b>97,219.63</b>
<b>Liabilities</b>		
6699 - Agency collections	----	(770.68)
ZO4 - Accounts payable	----	2,231.36
<b>Total liabilities</b>	<b>----</b>	<b>1,460.68</b>
<b>Net Asset (surplus)</b>	<b>181,063.58</b>	<b>95,758.95</b>
<b>Represented by Funds</b>		
Unrestricted	5,255.67	6,328.56
Designated	167,593.90	79,222.95
Restricted	7,386.01	9,283.27
Endowment	828.00	924.17
<b>Total of Funds</b>	<b>181,063.58</b>	<b>95,758.95</b>
<b>Fund totals</b>		
<b>Unrestricted</b>		
PCC general fund	5,255.67	6,328.56
<b>Total Unrestricted</b>	<b>5,255.67</b>	<b>6,328.56</b>
<b>Designated</b>		
Spire Magazine	2,774.00	3,363.64
Donated organist/Verger fees	0.00	0.00
Pastoral care	0.00	0.00
Legacies	94,343.00	11,494.68
in Memoriam	518.50	518.50
Salary Contingency	4,087.40	3,706.08
Building Contingency	8,309.00	7,600.00
AV System Contingency	4,312.00	3,914.33
PCC Contingency	42,586.00	9,830.00
Mission	10,664.00	9,212.77
<b>Total Designated</b>	<b>167,593.90</b>	<b>79,222.95</b>
<b>Restricted</b>		
Action Aid	0.00	0.00
Churchwarden's fund	27.00	0.00
Peace Garden	447.01	0.00
Craft Club	211.00	162.06
Issabella Blennerhasset	309.00	281.17
Flowers	902.00	230.86
Fabric	4,323.00	7,078.91
Children Work	0.00	361.64
Library	42.00	42.74
Bequests	1,125.00	1,125.00
<b>Total Restricted</b>	<b>7,386.01</b>	<b>9,283.38</b>
<b>Endowment Funds</b>		
Isabella Blennerhasset	828.00	924.17
<b>Total Endowment Funds</b>	<b>828.00</b>	<b>924.17</b>
<b>TOTALS</b>	<b>181,063.58</b>	<b>95,758.06</b>

**Underhill Centre Income & Expenditure Analysis**  
**Year Ending 31st December 2020**

<b>1 Income and Endowments</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>2020 Total</b>	<b>2019 Total</b>
<b>A) Income from charitable activities</b>					
1230 - Centre lettings - church related	1,207.60	100.00		1,307.60	6,026.11
1231 - Café and refreshments	302.79			302.79	1,444.61
1232 - Parish breakfasts	-----			-----	139.40
1233 - Church contribution - heat and light	1,200.00			1,200.00	1,200.00
1234 - Table tennis membership	-----			-----	45.00
1235 - Underhill Ale contribution	-----			-----	400.00
<b>Total income from charitable activities</b>	<b>2,710.39</b>	<b>100.00</b>		<b>2,810.39</b>	<b>9,255.12</b>
<b>B) Other trading activities</b>					
1240 - Non - church related lettings	6,932.52			6,932.52	16,154.47
1242 - Private photocopying	-----			-----	2.50
1243 - 200 Club nett operating income			1,650.00	1,650.00	5,035.00
<b>Total income from other trading activities</b>	<b>6932. 52</b>		<b>1,650.00</b>	<b>8,582.52</b>	<b>21,191.97</b>
<b>C) Other Income and total</b>					
1244 - Other income	552.68			552.68	
Transfers from PCC	10,711.32			10,711.32	
<b>Total of Other income</b>	<b>11,264.00</b>			<b>11,264.00</b>	
<b>Total Underhill Centre Income</b>	<b>20,906.91</b>	<b>100.00</b>	<b>1,650.00</b>	<b>22,656.91</b>	<b>30,884.70</b>
<b>2) Expenditure</b>					
<b>A) Expenditure on charitable activities</b>					
200 Club operating costs and prizes					3,395.00
2050 - Contribution to salaries	3222- 20			3,222.20	3,192.35
2310 - Church office-telephone, internet	464.73			464.73	719.91
2331 - Centre cleaning and materials	1,432.38			1,432.38	3,674.57
2361 - Computer and software	-----			-----	159.38
2362 - Stationery	300.44			300.44	392.26
2363 - Photocopier	379.64			379.64	304.51
2520 - Letting refunds	159.00			159.00	50.00
2521 - Refuse collection	810.46			810.46	977.70
2522 - Victuals	328.97			328.97	1,162.01
2523 - Window cleaning	240.00			240.00	120.00
2530 - Hall running electricity	2,684.32			2,684.32	3,390.04
2540 - Hall running - gas	3,204.06			3,204.06	4,251.09
2550 - Hall running - insurance contribution	1,200.00			1,200.00	1,200.00
2560 - Hall running - maintenance	3,213.06			3,213.06	8,227.83
2580 - Hall running - water	347.47			347.47	875.54
2590 - Fixtures and fittings	-----			-----	958.62
<b>Expenditure on charitable activities</b>	<b>17,986.73</b>			<b>17,986.73</b>	<b>33,050.81</b>
<b>B) - Other expenditure</b>					
2820 - Hall and major repairs	9,844.80			9,844.80	-----
2840 - Other expenditure	523.56			523.56	784.92
2841 - Transfers to PCC	55.69			55.69	220.76
<b>Other expenditure totals</b>	<b>10,424.05</b>			<b>10,424.05</b>	<b>1,005.68</b>
<b>Total expenditure Underhill Centre</b>	<b>28,410.78</b>			<b>28,410.78</b>	<b>34,056.49</b>
<b>Net Deficit</b>	<b>5,753.87</b>				
<b>NB Difference £1650</b>					

**Underhill Centre Balance Sheet**  
**Year Ending 31st December 2020**

<b>Current Assets</b>	<b>As at 31.12.2020</b>	<b>As at 31.12.2019</b>
6501 - Underhill Centre Current account	13,905.47	19,659.34
6502 - 200 Club current account	427.00	227.00
Z05 - Accounts receivable	----	----
Prior year adjustment	(225.00)	----
<b>Total Current Assets</b>	<b>14,107.47</b>	<b>19,886.34</b>
<b>Liabilities</b>		
Z04 - Accounts payable	130.00	155.00
<b>Total Liabilities</b>	<b>130.00</b>	<b>155.00</b>
<b>Net Asset</b>	<b>13,977.47</b>	<b>19,731.34</b>
<b>Total Deficit from 2019</b>	<b>5,753.87</b>	
<b>Represented by Funds</b>		
Unrestricted	(1,873.08)	5,630.79
Designated	9,312.77	9,212.77
Restricted	6,537.78	4,887.78
Endowment	----	----
<b>Fund Total</b>	<b>13,977.47</b>	<b>19,731.34</b>

**Independent Examiner's report to the trustees of****St John the Evangelist Church, Hedge End**

I report to the trustees on my examination of the accounts for ST John the Evangelist Church (the Trust) for the year ended 31<sup>st</sup> December 2020.

**Responsibilities and basis of report**

As the Charity trustees of the Trust, 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**

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 respect of the Trust as required by section 130 of the Act
- Or
2. The accounts do not accord with those records.

Attention should be drawn in this report to the following, in order to enable a proper understanding of the accounts to be reached.

Whilst I am happy that the items of income & expenditure recorded are correct, as confirmed by my inspection, to produce the overall surplus figures shown, this does not produce a balance for the year. There are two outstanding issues, both historic in nature, which make last year's balance sheets incorrect.

- a. On the Underhill Centre balance sheet @ 31/12/2019, the 200 Club bank balance was understated by a net £225.
- b. On the PCC balance sheet, there has been a liability amount under Agency Collections, shown as a negative figure, which should not be the case by nature of what this code is used for, but has been repeated over the last three years at a different amount each year. Having checked the records, this figure should be NIL. It seems that entries on this code have not been cleared properly. The result is that the 2019 balance sheet was incorrect.

In order to correct these issues for the 2020 year, entries have been made into this year's balance sheets under heading "Prior Year Adjustments" to ensure a balance is achieved for the year.

Signed:  Date: 27th APRIL 2021

*Independent examiner*

St John the Evangelist Church, Hedge End

Independent Examiner's Report to the members/trustees of St Johns Parochial Church Council

References:

- A. Section 144 (2) – The Charities Act (2011)
- B. Section 145 – The Charities Act (2011)
- C. Section 130 – The Charities Act (2011)

Item 1.

In accordance with Reference A, the charity's trustees have deemed that a full audit of the 2020 accounts is not required.

Therefore as requested, I report to the trustees on my examination of the accounts and accounting statement on which I have conducted an independent Examination as detailed in Reference B.

Item 2.

A summary of the accounts for the year ending 31 December 2020 is detailed separately.

As well as confirming that these are summaries of the transactions taking place in the period in question, I have conducted a detailed examination of the income and expenditure reports of the subsidiary accounts and consolidated accounts.

Name expenditure, against the income and expenditure accounted for.

Item 3.

In connection with my examination, I can confirm that there were no matters:

- a. Which gave me reasonable cause to believe that any, in any material respect, the requirements have not been met to:
  - i. to keep proper accounting records in accordance with reference C.
  - ii. to prepare accounts which accord with these accounting records.

Item 4. Whilst I am happy that the items of income and expenditure recorded are correct, as confirmed by my inspection, to produce the overall surplus figures shown, this does not produce a balance for the year. There are two outstanding issues, both historic in nature, which make last year's balance sheets incorrect.

- a. On the Underhill Centre balance sheet @ 31/12/2019, the 200 Club bank balance was understated by a net £225.
- b. On the PCC balance sheet, there has been a liability amount under Agency Collections, shown as a negative figure which should not be possible by nature of what this code is used for, but has been repeated over the last three years at a different amount each year. Having checked the records, this figure should be NIL. It seems that entries on this code have not been cleared properly. The result is that the 2019 balance sheet was incorrect.

In order to correct these issues for the 2020 year, entries are made into this year's balance sheets under heading "Prior Year Adjustments" to ensure a balance is achieved for the year.

Signed:  Date: 27th April 2021

Independent Examiner



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