

## **7 Annual report of the PCC for the Year Ended 31 December 2020**

St Philip's Church is situated on Halifax Road, Birchcliffe, Huddersfield. St Philip's is part of the United Benefice of St Cuthbert, Birkby and St Philip the Apostle, Birchcliffe in the Deanery of Huddersfield and the Diocese of Leeds within the Church of England.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission. (In 2013 St Philips PCC became a registered Charity – number 1150600)

PCC members who have served since the last APCM are: -

Priest	Rev'd Joanne Hustwick	
Curate	Rev'd Ruth Fort	From 2020
Churchwardens	Mrs Valerie Lord	from 2019
	Mr Peter Mallinson	from 2019
Treasurer	Mr Chris Jones	
Deanery Synod Representatives	Mrs Jane Carter	(elected in 2020 for a further 3 years)
	Mr Chris Jones	(elected in 2019)
	Mrs Val Lord	Elected in 2020
Elected Members	Mrs Sarah Jones	from 2018
	Ms Wendy Jamieson	from 2018
	Mr Walter Pell	from 2018
	Mrs Ann Dyson	from 2019
	Mrs Denise Eaton	from 2019
	Miss Karen Haigh	from 2019 – PCC Secretary
	Mrs Audrey Shaw	from 2019 – co-opted ex officio member
	Ms Kathryn Sutcliffe	from 2020
	Mr Alan Dyson	from 2020
	Mrs Rachel Clegg	re-elected 2020 and has agreed to continue as our Safeguarding Officer

### Structure, Governance and Management

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### Objectives and Activities

The PCC of St Philip's has the responsibility of co-operating with the Church Wardens, Mrs Val Lord and Mr Peter Mallinson, and with the Incumbent, Rev'd Joanne Hustwick, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church building and St Philip's Community Centre.

### Committees

The Standing Committee - This is the only committee required by law. It has the power to transact the business of the PCC between its meetings subject to any directions given by the PCC.

The PCC also operates through the following subgroups which meet in addition to PCC meetings:

- Finance Committee
- Fundraising Group
- Church Magazine Production Team
- Community Centre Management
- Worship Planning Group

### **Church Attendance**

Average numbers attending Sunday services (excluding afternoon Baptisms):

1<sup>st</sup> January – 13<sup>th</sup> March

Adults: 28

Children: 0

4<sup>th</sup> October - 31<sup>st</sup> December (either in church or via zoom)

Adults: 21

Children:<1

Average Midweek attendance: 8 (January 1<sup>st</sup> – March 16<sup>th</sup> 2020)

Baptisms: 1

Weddings: 0

Funerals: 3 (1 in church, 2 at Huddersfield Crematorium)

Burial in St Philip's Churchyard 1

Interment of Ashes 2

<b>Electoral Roll Information</b>	<b>October 2020</b>	<b>April 2021</b>
Number resident within the parish	46	48
Number resident outside the parish	24	22
Total	70	70

### **Review of the Year to December 2020**

The PCC has met 6 times during the year, with 1 Extra Meeting as mentioned below. The PCC operates through a series of sub-committees (listed above) each of which report back to full PCC meetings. In addition to the finance and general business of the PCC, the following topics have been discussed:



1. The Safeguarding Policies were kept up to date and the 'A Safer Church' Policy was reviewed and adopted, and a notice is now on display in both Church and the Community Centre, which includes all the relevant contact details for anyone who may need them. Bishop Jonathan is now the Lead Bishop for the National Safeguarding Team.
2. From the start of the Coronavirus Pandemic early in the year a lot of the PCC discussions were to do with this and the impact it was having on church. Discussions included what to do about worship and how to communicate and keep in touch with both members of the congregation who were shielding and also with the wider community.
3. We followed the Government Advice and the Church of England Guidelines at all times when making decisions about both Church and the Community Centre.
4. We began holding our Sunday services via zoom but as and when the guidelines allowed we held services in Church with all the relevant risk assessments carried out first. We also opened church for Private Prayer for 1 hour on a Sunday afternoon when we could.
5. In October we held an extra PCC meeting to discuss St Philip's Church Vision – this was facilitated by Rev'd Ruth and was very productive with lots of ideas suggested, which are being worked through.
6. Our APCM was held via zoom in November, again following the Church of England guidelines.

### **Financial review**

Total receipts on ordinary unrestricted funds were **£29,866** and are detailed in the financial statements. In addition receipts on restricted Community Centre funds were **£41,919**

**£30,245** was spent to provide the Christian ministry from St Philip's Church, including 50% of our contribution to the Diocesan Parish Share (DPS), which largely provides the stipends and housing for the clergy. The sum that churches in the Diocese have to find is shared according to a formula that takes account of the size of congregations and income received by PCCs. **£17,783** was expended on running the Community Centre.

The net result for the year was a deficit of payments over receipts of **£23,759**.

A more detailed review of the PCC's finances is contained in the Treasurer's report.

### **Reserves Policy**

The balance of **£11,657** in the designated Fabric Fund, inclusive of the Unit shareholding valuation, is held to help fund improvements/repairs to the Church's fabric which may be necessary from time to time in the future.

The balance of **£35,598** in the Community Centre Fund relates to the 'sinking fund' which is being held to fund future major repairs to the Community Centre. The PCC has agreed that 10% of annual Community Centre income will be placed into this fund in future years. This amount was also inflated in 2020, due to the unused portion of a £25,000 grant from Kirklees to help us deal with the impacts of COVID-



19. It is expected that much of this amount will be expended in 2021. £147 of the overall amount is specifically for use in maintaining the Community Defibrillator.

The balance of £2,051 in the Barlow Bequest Fund is held to help fund both the maintenance of the Church graveyard/grounds and the equipment required for any such maintenance.

## **2020 REPORTS**

### **8 Treasurer's report: Chris Jones**

As with all aspects of our lives, both individual and in the life of the Church, the Coronavirus pandemic has had a significant impact upon the finances of the church.

From a "technical" point of view, the accounts show a surplus of receipts over payments of £23,759. However this is misleading from a number of angles as I shall explain.

Looking at the General fund (which excludes anything to do with the Community Centre) the year ended 31<sup>st</sup> December 2020 saw a deficit of payments over receipts of £1,968. However, this masks a significant reduction in the amount we were able to send to the Diocese as our Parish Share, which reduced from £23,500 in 2019 to £16,250 in 2020 (against a share request of £32,262).

Pleasingly voluntary receipts (in effect planned giving, collections, donations along with associated Gift Aid) only reduced by £1,100. The level of planned giving only reduced slightly with many donors moving from envelopes to Standing Order, to cover them not being in church – whilst others have been sending cheques and cash on a regular basis. This has really been most appreciated. Also worthy of great thanksgiving has been the level of one-off donations that have been made, both adhoc and in response to the Christmas appeal.

Where the pandemic has really hit has been in the area of fundraising, where the restrictions around meeting in person have had a significant impact. This has made the efforts in carrying out the online Christmas Raffle all the more impressive. It will be great when we can all meet together again, both in fellowship and also to help raise some funds.

Prior to lockdown hitting, we were able to hold the pantomime run by the Cliffites which led to £2,000 being donated, again being split between the church and the community centre. The amount of hard work being put in by Steph Potts and the whole Cliffites team in creating such a professional production cannot be underestimated,

As previously stated we were unable to meet our Parish Share commitments in full, and our payment of £16,250 was only just over half of our assessed amount. The parish share is the most important payment the PCC makes, being our commitment to the wider



church and without this the diocese would not be able to support its parishes through the provision of Parish Priests and other resources.

Costs incurred in running the church were reduced from £42,305 to £30,118, (£7,250 of this reduction was in the shape of reduced Parish Share payments and a further £2,000 was due to costs related to the 2019 Amanda Owen evenings not being repeated). Along with parish share payments the main expenditure related to utilities and insurance for the church.

The PCC supported mission through a number of grants, the main beneficiaries being The Huddersfield Mission, Project Ecuador, Children's Society, along with others detailed in the accounts. As in previous years a number of other collections specifically for other causes were facilitated through the PCC.

The financial position of the Community Centre has been significantly distorted by receipt of a Corona Virus support grant of £25,000. Whilst this has removed pressure relating to a reduced ability to generate letting income, and covered additional COVID related costs, it has also led to a significant surplus in 2020, albeit with the expectation that a deficit will be incurred in 2021.

As such, the Community Centre showed a surplus of just over £24,000 for the year. Excluding the impact of the grant, income would have been £13,500 lower than in 2019 at £15,395. However the absence of major works (in 2019 the floor was refurbished boiler repairs were required and remedial electrical works were carried out) and reduced expenditure during the lockdown period (e.g. gas, electricity and cleaning) saw expenditure reduce by £17,500 to £17,783.

Whilst income will remain lower than previously seen, costs in 2021 are expected to increase largely as a result of enhanced COVID cleaning requirements, and as such a deficit is expected, albeit one that the Grant received in 2020 will be able to cover.

Reserves are held in order to assist the PCC in meeting unexpected costs. It remains a concern that our General Reserve Fund only has a nominal amount within it. However given the current inability to make parish share payments in full, it would not be appropriate to start building this up at the current time. The Fabric Fund now stands at £11,657, which should allow us to meet the costs arising from the weather related damage this winter, whilst the Community Centre sinking fund stands at £35,598 (including £20,000 from the Corona-virus support grant).

Looking forward, 2021 is likely to be a challenging year financially as we emerge from the impact of COVID 19 with the consequential impact on our ability to generate the funds to cover all of our costs. In addition there remains the continuing disparity between our income and the level of our Parish Share assessment, which now stands at £32,262.

As the church is funded by its members (we have no other form of financial support) it is important that we respond appropriately. If we want to be a growing and forward-looking church, we have to remember that we have to pay for it. Whilst our primary focus should be on looking to see how we can grow membership and faith, I would encourage everyone to consider the level of financial support that they can provide.

I should like to finish by thanking all those who have made my job as Treasurer easier over the last year. In particular, the team of counters for their help every Sunday morning,

our churchwardens Val & Peter, along with Ken and Audrey for their stewardship of the Community Centre, Kim and Val for their work on "Digital" fund-raising activities and Charles Ingle our Independent Examiner for his assistance in producing these accounts and, last but by no means least, everyone within the parish for your generous giving both of money and time, without which the parish would not be able to function.



# **Independent Examiner's Report to the Parochial Church Council of St Philip's Church, Birchenccliffe**

I report on the accounts of the St Philip's Church 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. The 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.

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



Name: Mr C F Ingle FCA  
Address: 1 The Park  
Park Lane  
Sowood  
Halifax  
Date: 9th February 2021

*J P Hester  
24 April 2021*



# FINANCIAL STATEMENTS

## For the year ending 31st December 2020

### Receipts and Payments Accounts

	Note	General Fund	Unrestricted Funds Designated Fund Church Fabric	Designated Fund Barlow Bequest	Restricted Fund Community Centre	Restricted Fund Community Centre Sinking	TOTAL 2020	TOTAL 2019
<b>RECEIPTS</b>								
<b>Voluntary Receipts:</b>								
Planned giving		18,922	-	-	-	-	18,922	20,137
Collections at services		743	-	-	-	-	743	1,544
All other giving/voluntary receipts	5 (a)	2,763	-	-	1,000	-	3,763	2,676
Gift Aid recovered		5,097	-	-	-	-	5,097	5,268
		27,525	-	-	1,000	-	28,525	29,625
Activities for generating funds	5 (b)	1,442	-	-	418	-	1,860	14,515
Investment income	5 (c)	11	125	9	-	107	252	354
Church Activities	5 (d)	755	-	-	40,395	-	41,150	31,290
<b>Total Receipts</b>		<b>29,733</b>	<b>125</b>	<b>9</b>	<b>41,813</b>	<b>107</b>	<b>71,787</b>	<b>75,784</b>
<b>PAYMENTS</b>								
<b>Church Activities:</b>								
Diocesan parish contribution		16,250	-	-	-	-	16,250	23,500
Clergy and staffing costs		348	-	-	-	-	348	693
Church running expenses	5 (e)	11,350	-	-	-	-	11,350	13,883
Community centre running costs		-	-	-	17,783	-	17,783	35,446
Mission giving and donations	5 (f)	2,170	-	-	-	-	2,170	2,138
		30,118	-	-	17,783	0	47,901	75,660
Cost of generating funds		127	-	-	-	-	127	2,091
<b>Total Payments</b>		<b>30,245</b>	<b>0</b>	<b>0</b>	<b>17,783</b>	<b>0</b>	<b>48,028</b>	<b>77,752</b>
Excess of receipts over payments		(512)	125	9	24,030	107	23,759	(1,968)
Transfers between funds	3	0	0		(20,000)	20,000	-	-
<b>Cash at bank and in hand at 1 Jan</b>		<b>8,443</b>	<b>8,364</b>	<b>2,042</b>	<b>1,717</b>	<b>15,491</b>	<b>36,058</b>	<b>38,026</b>
<b>Cash at bank and in hand at 31 Dec</b>		<b>7,931</b>	<b>8,489</b>	<b>2,051</b>	<b>5,747</b>	<b>35,598</b>	<b>59,816</b>	<b>36,058</b>

# FINANCIAL STATEMENTS

## For the year ending 31st December 2020

### Statement of Assets and Liabilities

	Note	Unrestricted Funds				Restricted Fund	Restricted Fund	TOTAL 2020	TOTAL 2019
		General Fund	Designated Fund Church Fabric	Designated Fund Barlow Bequest	Community Centre	Community Centre - sinking			
<b>Cash Funds</b>									
Bank Current Account		7,743	-	-	5,571	-		13,314	9,353
Cash in Hand	111		-	-	176	-		287	732
Deposit Funds	77		8,489	2,051	-	35,598		46,215	25,974
		<u>7,931</u>	<u>8,489</u>	<u>2,051</u>	<u>5,747</u>	<u>35,598</u>		<u>59,816</u>	<u>36,058</u>
<b>Other Monetary Assets</b>									
Gift Aid Recoverable		5,000	-	-	-	-		5,000	5,000
<b>Investment Assets</b>									
Investment fund shares at Market Value		41	3,168	-	-	-		3,210	3,009
<b>Assets retained for Church Use</b>									
		-	-	-	-	588,015		588,015	588,015
<b>Liabilities</b>									
Gas -Uninvoiced at the end of 2020		338			550			888	1,150



## Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis
2. Fixed assets retained for church use is the Community Centre in Briarlyn Road, constructed in 2008, at cost.
3. The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
<b>Designated</b>					
Fabric Fund	8,364	125	-	-	8,489
Barlow Bequest	2,042	9	-	-	2,051
	<u>10,406</u>	<u>134</u>	<u>-</u>	<u>-</u>	<u>10,540</u>
<b>Restricted</b>					
Community Centre General	1,717	41,813	- 17,783	- 20,000	5,747
Community Centre Sinking	15,491	107	-	20,000	35,598
	<u>17,208</u>	<u>41,920</u>	<u>- 17,783</u>	<u>-</u>	<u>41,345</u>

No net transfers were made to or from the fabric fund in 2020, which remains available to fund works arising from the Quinquennial inspection held in December 2017.

The Barlow Bequest consists of funds left to the PCC many years ago and designated by the PCC for use specifically in maintaining the Graveyard.

All income arising from the Community Centre is set aside to be used solely for the running costs of the centre, rather than providing a source of income for the parish as a whole.

10% of Community Centre income is set aside each year to build a "sinking fund" from which major repairs and renewals to the centre can be funded. No such transfer was made in 2020 due to the impact of the COVID-19 pandemic. However, a Coronavirus support grant of £25,000 was received due in respect of the centre, and £20,000 of this was transferred to the Sinking fund to cover reduced income and increased cleaning costs in 2021.

All receipts into the designated funds in 2019 consisted of interest and income from holdings in the CBF Investment Accounts.

4. Amounts are held in CBF Investment Accounts as follows:

	Bal b/fwd	Gain/Loss on Revaluation	Receipts/ Payments	Bal c/fwd
General Fund (Unrestricted)	39	3	-	41
Fabric Fund (Designated)	2,970	198	-	3,168
	<u>3,009</u>	<u>201</u>	<u>-</u>	<u>3,210</u>

Investment Holdings at 31/12/2020 are

General Reserve Fund: 2.01 Units in the CBF Church of England Investment Fund  
Church Fabric Fund: 154.96 Units in the CBF Church of England Investment Fund  
Unit price at 31/12/2020= £20.4467

## 5. Further Analysis of Receipts and Payments

	Note	General Fund	Unrestricted Funds Designated Fund Church Fabric	Designated Fund Barlow Bequest	Restricted Fund Community Centre	Restricted Fund Community Centre	TOTAL 2020	TOTAL 2019
RECEIPTS								
(a)	All other giving/voluntary receipts							
	Donation from Dramatic Society	1,000	-	-	1,000	-	2,000	2,000
	Other Donations	1,758	-	-	-	-	1,758	615
	Copper Collection	5	-	-	-	-	5	61
		2,763	-	-	1,000	-	3,763	2,676
(b)	Activities for Generating Funds							
	Fund-raising Events	660	-	-	-	-	660	7,465
	Tea Dance	417	-	-	418	-	835	4,721
	Photocopier Income	83	-	-	-	-	83	1,626
	Magazine Income	282	-	-	-	-	282	704
		1,442	-	-	418	-	1,860	14,515
(c)	Investment Income							
	Dividends on CCLA Investment Funds	1	89	-	-	-	90	87
	Bank and CCLA Deposit fund Interest	10	36	9	-	107	162	266
		12	125	9	-	107	253	354
(d)	Church Activities							
	Fees for Weddings and Funerals	755	-	-	-	-	755	2,466
	Community Centre Letting Income	-	-	-	15,395	-	15,395	28,823
	Community Centre CoronaVirus Support Grant	-	-	-	25,000	-	25,000	-
		755	-	-	40,395	-	41,150	31,290
PAYMENTS								
(e)	Church Running Expenses							
	Costs of Services	681	-	-	-	-	681	971
	Heating, Lighting and Insurance	4,726	-	-	-	-	4,726	5,120
	Photocopier	3,998	-	-	-	-	3,998	2,817
	Church Repairs and Maintenance	1,111	-	-	-	-	1,111	4,512
	Administration and Sundry expenditure	834	-	-	-	-	834	463
		11,350	-	-	-	-	11,350	13,883
(f)	Mission giving and donations							
	Huddersfield Mission	450	-	-	-	-	450	472
	The Children's Society	250	-	-	-	-	250	250
	Project Ecuador	250	-	-	-	-	250	250
	Mother's Union	200	-	-	-	-	200	200
	Mission Aviation Fellowship	200	-	-	-	-	200	200
	Church Army	200	-	-	-	-	200	200
	Tear Fund	200	-	-	-	-	200	200
	Bible Society	200	-	-	-	-	200	200
	The Forget-Me-Not Trust*	100	-	-	-	-	100	134
	Yorkshire Cancer Research	120	-	-	-	-	120	32
		2,170	-	-	-	-	2,170	2,138

In addition various collections were facilitated through church, totalling £563 to 3 different beneficiaries

In addition various charitable causes received the benefit of subsidised hall hire

\* £100 in lieu of Independent Examination Fee