

# **The Parish of Tilehurst St Catherine and Calcot St Birinus**

## **Annual Report and Financial Statements of the Parochial Church Council**

(Registered Charity 1155524)

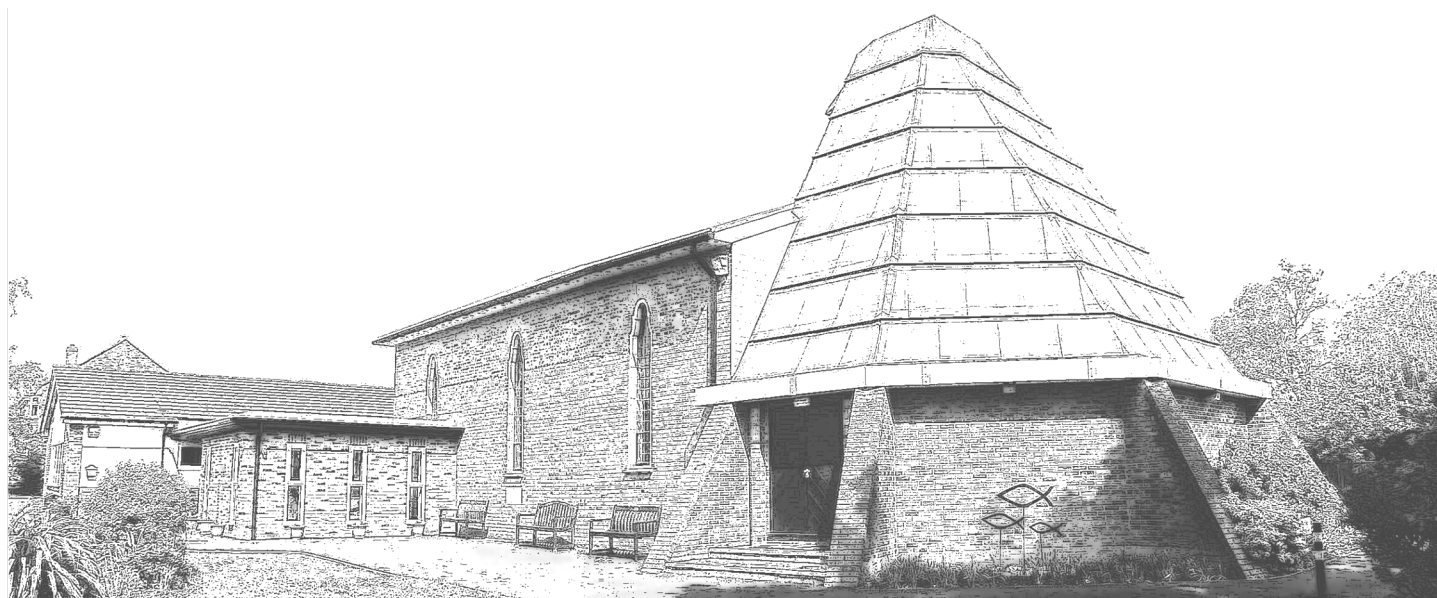
**for the year ended 31<sup>st</sup> December 2020**

**Vicar**

Rev Gill Rowell

**Curate**

Rev Phil Price



**Bank**

Nat West Reading Oracle

Unit L11, The Oracle Shopping Centre, Reading, RG1 2AG

**Independent Examiner**

Mr David Marett FCA CTA

5 Jennets Close, Tutts Clump, RG7 6JZ

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**And minutes**

Of the meeting of Parishioners held on 11<sup>th</sup> October 2020

Of the Annual Parochial Church Meeting held on 11<sup>th</sup> October 2020

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# **Parochial Church Council Tilehurst St Catherine and Calcot St Birinus**

## **Aims and purpose**

Our Parish purpose is “To worship God and show Jesus’ love makes a difference in reaching, serving and caring.”

The PCC is responsible, together with the vicar, for the vision and mission of our church, pastoral, evangelistic and social and ecumenical. To do this we seek God’s will, ensure we operate within a legal framework, and are responsible for the financial stability of the church too, all under the authority of God.

## **Objectives and Activities**

This year St Catherine’s entered its third year of Partnership in Missional Church (PMC) - a Church Mission Society and Oxford Diocese joint initiative - to realise God’s preferred and promised future for us, and seek to join in with what God is doing in our community. PMC is a process of becoming missional, that is, of changing the way we think about being and doing church in our community, with 6 spiritual practices which we are endeavouring to adopt. We have been blessed this year to have been given a Curate, Revd Phil Price, and are grateful for his impact on a variety of initiatives within the Parish.

St Catherine’s is fortunate in having the resources of a well maintained and equipped building from which to carry out many mid-week activities; although the Coronavirus pandemic restricted our physical activities considerably this year. However, when the building was used risk assessments and guidelines were implemented, and we are thankful to all those who helped with this. The church buildings are maintained to an excellent standard – and this year the hall was redecorated and the hall floor repolished. A defibrillator has also been installed on the outside wall of the South entrance.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Worship and Prayer**

Our 8.00, 9.15 and 11 am services continued until the first lockdown began on 26<sup>th</sup> March 2020. As we could not meet physically in the church building, we launched our first online service on Facebook, and encouraged our church congregations to engage with us in this way. At the end of the year our “Facebook followers” numbered 255; a considerable increase from before lockdown, when the number was around 122.

In addition to a 10.00 am ON-LINE Sunday service, we introduced daily mid-week Morning Prayer at 10.00 am too, which was a valuable way of both worshipping and connecting with one another during this time. Easter was celebrated on-line with a special Messy Church service on Good Friday, and a 6.00 am “Spiritual Communion” as well as a 10.00 am celebration service. On 4<sup>th</sup> July restrictions were lifted, and to mark this significant day we offered two informal communion services which were well attended.

We met in church for Sunday Worship from mid-July until November, with strict social distance guidelines in place, and in compliance with Covid-19 regulations (no singing, facemasks, signing in and washing hands on entry, seats at least 1 m apart). On line services continued for those who could not attend in person. Due to restrictions, Christmas worship services (Carols, Youth Nativity, Christmas Day) were offered on-line, although the MU did manage to have their readings and carols in the church building, and we held a physical service of Midnight Communion at 11.30pm on Christmas Eve.

Throughout the year occasional online services focussed on some of the organisations we support: Leprosy Mission, Christian Aid, Novi Most International, the Shoebox Appeal (Samaritan’s Purse), the Children’s Society – and encouragement was given to give directly through online giving. In between lockdowns, church services were offered in the building, and during the second phase of easing of restrictions we were able to have ‘live’ musicians and singers, although the congregation were still not allowed to sing. Although restricted, these were encouraging times of worship together.

## **Parochial Church Council Tilehurst St Catherine and Calcot St Birinus**

Sunday on-line worship services have continued throughout the year, delivered by different people every week and we are hugely thankful for the preachers, leaders, intercessors, readers, musicians and the technical team who have made it all happen. Morning midweek prayer has been a new feature of our worshipping life together, an anchor to sustain and strengthen us during the pandemic.

Although community prayer groups could not continue physically, individuals faithfully and regularly prayed in their homes at set times. A joint midweek prayer service alternating with St Joseph's Roman Catholic church ceased when the first lockdown began.

At the end of 2020 there were 109 parishioners on the Church Electoral Roll.

Attendance figures for Sunday services are non-representative of our worshipping community – generally when the church was open, between 20-30 attended; viewing figures for our online services was usually around 30 “live” with around 60+ watching afterwards. Some online services had between 100-500+ views.

The Sunday figures of attendance submitted to the annual membership return gave averages for October as follows: for 63 adults and 6 children under 16.

The mid-week online morning prayer has a committed core of between 12-20 attenders “live”, and many more afterwards (50+)

There were no marriage services, or baptisms this year.

One funeral service has taken place at St Catherine's and 11 cremation services have been conducted by our vicar and LLM.

Our work with children and young people was greatly affected by the lockdown, although in the first quarter of the year Tots Praise, Cornwell 0-5s and the Youth Group were still meeting.

St Catherine's Mother's Union met, in small groups and gardens, when guidelines allowed, and the prayer chain for (requested) emergency prayers continued, but regular meetings were cancelled until December when a Carols and Readings service was held in church.

The Parish participated in Thy Kingdom Come prayer, (between Ascension and Pentecost) online. The Lent Course began in church, on Thursday afternoons and Sunday evenings, with around 13-15 attending each time, the theme of which were the 6 PMC spiritual practices – we called it “Dwelling Well” - but after 3 sessions was discontinued due to the lockdown. The course was completed in Advent, when the 3 remaining sessions were delivered online.

### **Church Hall**

St Catherine's Pre-school (which is run independently of the church) usually hire the church hall for 30 hours Monday-Friday; but during the first lockdown they were not able to meet. During the second lockdown they stopped meeting on Fridays, and hours were reduced to 27. The After-School club also met when guidelines allowed. Some groups were able to continue using the hall in line with guidance such as exercise classes, yoga, Alcoholics Anonymous and Karate, although other groups such as the WI (two groups), and Brownies, could not. Risk assessments were required from active groups and rigorous attention was paid to cleaning between use.

After a decade of taking Hall Bookings, Sheila Drew our bookings clerk stood down; we are grateful for her many years of sterling service. During the interim period the churchwardens, and the new Centre Manager, handled booking enquiries, which were complicated due to the pandemic and our desire to adopt best practice with regard to the guidelines which evolved during this time. We are very pleased to announce a new bookings clerk has been appointed, Eve Combes.

### **Pastoral Care**

As lockdown loomed, everyone on the electoral roll was placed in a Lifegroup (those already existing remained so, the others we called “Virtual Lifegroups”) with two leaders appointed to oversee pastoral care.

## **Parochial Church Council Tilehurst St Catherine and Calcot St Birinus**

The PCC appreciates the effort and care leaders invested in contacting those in their groups; and they were effective in keeping in touch with one another; nonetheless some groups worked much better than others. Weekly lockdown packs with printed material including reflections, prayers and activities were created to encourage those without internet.

A volunteer network was established to help with shopping and collecting prescriptions; and our thanks to Sonia Ludford who oversaw this, and to those who helped. At the start of lockdown food and provisions were gathered and delivered by Birch Copse School as a joint project with St Catherine's Church. Pastoral care has been limited by the lockdown but continues through telephone calls, prayer, and many acts of kindness, which have kept spirits up during a challenging year.

### **MISSION AND EVANGELISM**

#### **Café Siena**

The café is a flagship ministry of St Catherine's Church, serving the local community, with the aims of providing a space of hope, a Christ-centred meeting place, a friendly, safe and welcoming, opportunity, and a bridge between the church and the community. It is a ministry of the church, and runs with the help of a large band of willing volunteers, who bake cakes, wait on tables, assist with cooking, washing up, and cleaning. It is usually open on Thursday and Fridays for light refreshments and lunches, and during the first part of the year, it was open on Wednesday mornings too. We are grateful to have a highly committed professional Café Manager.

The Café was opened after the first lockdown was eased, in compliance with regulations, and much appreciated by those who attended, as it enabled a space for some much-needed camaraderie and socialising, but was closed during the second lockdown. A "Friday Delivery" initiative meant we could deliver lunches to those who ordered them (20+) during this time, facilitated by a willing band of helpful volunteers, delivering not just food but love and care on the doorstep too.

#### **Partnership for Missional Church (PMC)**

Partnership for Missional Church (PMC) is gradually permeating church thinking, but this is a process, not a programme. During lockdown the Steering Team still attended PMC Cluster days to be encouraged, envisioned and equipped, and they met frequently to consider missional activity – working with people in the community, rather than doing things for them.

#### **Social Media**

The St Catherine's website, and our Facebook page have been crucial for keeping in touch with one another during the pandemic, and facilitating worship when we could not meet, and we are grateful to Stuart Poore for maintaining these.

In addition to worship, a variety of other videos produced in-house was offered: some to encourage spiritual growth, others for outreach, and others for fun, such as: Messy Church, Tots Praise, Cats Cartoon Club, Saturday Funday, Soul Music, Evening Prayer, BCP evening prayer, Bible readings (Mark's Gospel), Book at Bedtime. Facebook and Zoom have enabled us to easily produce these at very little cost, apart from the effort and time investment by all.

#### **Midweek Activities**

Friday Friends provides a weekly varied programme of activities for 25-30 older citizens, many of whom live alone; unable to meet since the first lockdown was imposed in March.

Tuesday Get Together, was launched for those who live locally to have coffee and a chat, and met for a few weeks in between lockdowns, but ceased due to restrictions.

Book Club meets monthly and met in Café Siena when it was open, and latterly by Zoom.

Ecumenical "Prayer on the Streets" was thwarted by the lockdown; in the first quarter of the year they met for prayer and preparation twice monthly. This ceased during lockdown.

## **Parochial Church Council Tilehurst St Catherine and Calcot St Birinus**

Similarly, visits to Boxgrove House, for adults with special needs was necessarily curtailed this year.

Cornwell 0-5s, held in the Cornwell Centre, offers a secure place for pre-school children and their parents and carers two mornings a week, Tuesdays and Thursdays, after March this ceased.

Youth Group met fortnightly before lockdown, and was reinstated in the second half of the year, meeting outside when possible, and on Zoom when it was not.

Relationships with Birch Copse and Springfield Primary Schools and Little Heath School are still good but restrictions have limited interaction.

A free taxi service for those in Calcot to join St Catherine's Church on a Sunday was reinstated when services were in the church; but a monthly communion to York House, Calcot ceased due to restrictions.

Calcot Cuppa, part of our commitment to the PMC process, continued on Wednesday mornings at Highview, Calcot in order to meet people living in Calcot, but this ceased when the first lockdown was imposed.

RG31 the Parish magazine, used to be published monthly and distributed to many in the Parish. This year the publication was complicated by the lockdown as guidelines regarding paper handling meant we couldn't deliver; the magazine was reviewed and it was decided to publish quarterly magazines in full colour.

Special events are occasionally leafleted in the community – this Christmas we delivered 1600 Christmas cards in the Parish which also had invitations to attend the online "Carols under the Virtual Oak Tree".

### **Volunteers**

The PCC would like to take this opportunity to thank all of the many volunteers in the church who generously give of their time and talents to make things happen: including all those who serve on various church committees, who contribute in any way to our worshipful life, the church cleaners, the flower arrangers, those who help in the Café, the Lifegroup leaders, and all our mid-week activities. We appreciate all those who keep St Catherine's garden looking beautiful, and who ensure the church is well maintained, and appreciate and value our hard working and highly committed churchwardens.

### **Structure, Governance and Management**

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Council Power Measure. It is a registered charity – No. 1155524. The method of appointment of PCC members is set out in the Church Representation Rules. Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM). All those who attend the services and are members of the congregation are encouraged to register on the electoral roll and if they feel so called, to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the Parish, including how the funds of the PCC are to be spent. We are thankful for the services of our PCC Treasurer, who infuses our financial considerations with vision and pastoral care.

The PCC met 5 times during the year; the first two meetings were in church, the other three were on Zoom. In addition to discussing matters relating to the life and vision of the Parish, it seeks to ensure that best practice policies are adopted especially relating to health and safety, safeguarding, general data protection regulations (known as GDPR), employment practice and other legal requirements. A number of Action Groups, with particular responsibility for specific aspects of Parish life, are responsible to the PCC and report to it. In addition, there is a Standing Committee.

This year we appointed a Centre Manager to oversee and develop the use and hire of the building, liaise with users, and facilitate communication. We also appointed a Parish Administrator to help with the smooth running of the office, communications and publicity – social media as well as leaflets, posters and publications.

## Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

Our Bookings Clerk handles hire of church space. These positions are voluntary, but a small monthly honorarium is paid to each to respect the essential nature of the roles in the effective running of the church centre. We employ a cleaner to ensure that the centre is offered to users in a clean and pleasant state.

### Safeguarding

The Parish takes safeguarding seriously, and in compliance with Bishop's Council requirements, has published our Safeguarding Policy, and the Safeguarding Handbook, on our website, and is implementing best safeguarding practice throughout the life the church.

### General Data Protection Regulation (GDPR)

The Parish is committed to ensuring that we maintain and follow GDPR guidance.

### PCC Members

The names of the members of the Council who have served since the commencement of the 2020 financial year and until the date this report was approved are:

#### Ex officio members

Incumbent	Rev Gill Rowell
Curate	Rev Phil Price
LLM's	Mr Tony Bartlett (also elected to Deanery Synod & elected as PCC secretary) Mr Mike Heather
Churchwardens	Mr Richard Canning (Subsequent to the meeting co-opted to Deanery Synod) Mr Stuart Poore (until APCM 2020) Mrs Caroline Heron (from APCM 2020)

#### Elected Members

Mrs Joanne Freeman (appointed as Treasurer by PCC)  
Mrs Evelyn Bartlett  
Mrs Ella Robles Canning (Subsequent to the meeting co-opted to Deanery Synod)  
Mrs Jo Day (until APCM 2020)  
Mrs Sheila Firth  
Mrs Shirley Horsnell (until APCM 2020)  
Mrs Sonia Ludford (appointed Centre Manager from APCM 2020)  
Mr Stuart Poore (appointed Parish Administrator from APCM 2020)  
Mrs Val Poore (until APCM 2020)  
Mr Stephen Priter  
Mrs Lorraine Roberts  
Mrs Lynn Stevens (from APCM 2020)  
Mrs Katrina Yates (from APCM 2020)  
Mr Richard Yates (from APCM 2020)

#### Minute taker to the PCC

Mrs Jean Almond (until APCM 2020)  
Mr Tony Bartlett (from APCM 2020)

#### Bankers

Nat West Reading Oracle Branch, Unit L11, The Oracle Shopping Centre,  
Reading, RG1 2AG

#### On the behalf of the PCC

Rev Gill Rowell  
Vicar



Mr Richard Canning  
Church Warden



# **Parochial Church Council Tilehurst St Catherine and Calcot St Birinus**

## **Financial Review for 2020**

The year 2020 was a strange one with normal life until mid-March, then everything changed, everything stopped. From mid-March, the only income that the PCC was receiving was from online donations – a mixture of the Parish Giving Scheme (PGS) and Standing Orders. It was fortunate that we had already decided to end the use of the envelope scheme, as even when church services resumed collections were not deemed safe. However, there was still some money leaving the account for regular items like the Parish Share, Insurance and Utilities.

Fortunately, there are many generous people at St Catherine's and as well as one-off donations many joined either the PGS or Standing Order scheme, whilst others managed to get cheques to the treasurer for donations that they would have normally placed in the plate at church. Contracts that we weren't using were stopped until they were needed again. The government started the Coronavirus Job Retention Scheme (CJRS) that meant that whilst the hall cleaner and café manager were unable to work this funded 80% of their wages.

During lockdown the centre was split into two separate areas enabling the church and church hall to be used independently of each other. Items such as a digital thermometer and hand sanitizers were bought in order for the site to be made a COVID-19 safe area. Preschool were able to restart in June 2020 after the first lockdown, which provided some unexpected but welcome income. In September 2020 Preschool, Afterschool Club and other hall users who could legally and safely operate returned – plus a socially distanced version of the café returned with a reduced menu - providing even more unexpected but very welcome income.

After the second lockdown in November 2020 only Preschool, Afterschool Club and Alcoholics Anonymous were able to reopen. The café was also closed but did provide Friday Deliveries on pre-order. During the periods in 2020 when Sunday Services in the church building were held, from July to October plus December, there were no collections – so since mid-March most church related income has continued to be from online donations.

During the year, due to some generous donations from individuals in the church, we were able to buy a defibrillator, a monitor for the sanctuary so that the musicians and service leaders can see what the congregation is looking at and the materials for the outdoor Nativity Figure and also redecorate the hall and refurbish the hall floor.

We were blessed by Reading Deanery who decided to give us a Parish Share rebate for the previous year's Parish Share worth £2,800, and by the CJRS money from the government of £5,500 (to date) which helped us pay our two staff's wages.

I was delighted that despite everything we managed to pay our full Parish Share and though we did end up with an annual deficit of £600, without the help of the Reading Deanery and the CJRS it would have been more like a deficit of £9,000.

I would like to take this opportunity to thank all of those who have helped me manage the church accounts; Steph with Gift Aid and the Parish Giving Scheme, Jean, Sheila D and Eve with the hall and magazine invoicing, the members of the Finance Action Group and those who used to help with the counting and banking of the weekly moneys (when there was some)

### **Reserves policy**

Oxford Diocesan Board of Finance (ODBF) recommend that the PCC's reserves should be an amount equal to three months average spend. For us this would equate to £23,000. The current figure held is £13,500 – which equates to less than two months cover.

If you have any questions on this report please get in touch with the Treasurer, preferably a couple of days before the APCM.



# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## The following will help you understand Pages 9 to 13

**Unrestricted funds** contain money that the PCC can use for its general purposes.

**Designated funds** contain money from unrestricted funds that the PCC has chosen to put aside for a particular purpose. The PCC can also decide to return any or all of this money to unrestricted funds.

**Restricted funds** contain money that is received for a specific use such as donations to named charities.

**Endowment funds** contain money that is a special form of restricted funds; in our case it refers to the money the PCC received after St Birinus was sold and is expendable and can be used to fund activities relating to mission in Calcot such as the weekly taxi service to and from the 9.15/10.00 am service at St Catherine's and any expenses relating to Calcot Cuppa.

**The totals from the 2019 report are there for comparison purposes. The figures in the report are required to be shown to the nearest pound. Pages 9 & 10 are a legal requirement, all the other pages are provided to give more details.**

### Page 9 – Financial Statements for the Year Ended 31 December 2020

This page lists the receipts and payments for the year under categories that are required in the annual report to the Church of England. The fees for wedding and funerals, though they are not reported in this annual return do go through the PCC's bank account, hence the need for a separate line on this page so that the bank balances at the start and the end of the year balance correctly.

### Page 10 – Statements of Assets and Liabilities

**Cash funds** shows how the total funds of the PCC were split between the current bank accounts and the deposit account (which was closed at the end of 2019).

**Other monetary assets** is money due to the PCC from activities in 2020 but not received / banked until 2021.

**Liabilities** this is money in the PCC bank account for either services they received in 2020 (such as gas) but will not pay for until 2021 or money they received for other organisations such as charities, that will not be paid until 2021.

**Note 2** shows the movements in the Designated Maintenance Reserves and the various categories of restricted funds during the year.

### Page 11 – Note 3 Further Analysis of Receipts and Payments Accounts

#### Payments – note 3 d)

Church & Centre utility bills comprise of Electricity, Gas, Waste disposal and Wi-Fi bills.

Mission and evangelism consist of Children's Education, Tots Praise, Messy Church, Youth Club, Holiday Club, DBS checks, 0 – 5 Toddlers, Adult Education, Training and Outreach.

### Page 13– Note 3 Further Analysis of Receipts and Payments Accounts

#### Mission Giving – note 3 f)

In 2019 only the amount relating to the first six months was paid out. The amount relating to the final six months in 2019 was paid out in 2020. Due to financial uncertainties re COVID-19, in 2020 no mission money from planned giving was paid out for 2020. In 2021 the PCC agreed that £3,000 should be paid out at the start of 2021 as planned giving for 2020.

Joanne Freeman - Treasurer

## **Independent Examiner's Report to the Trustees of Tilehurst St Catherine and Calcot St Birinus Church, Tilehurst, Parochial Church Council**

I report on the accounts for the year ended 31<sup>st</sup> December 2020 which are set out on pages 6 to 10

### **Respective responsibilities of the Trustees and Independent Examiner**

The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011(the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

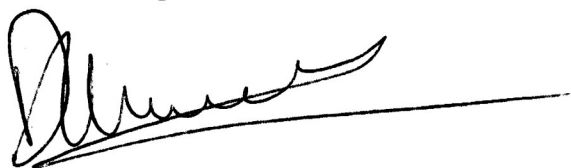
My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s. 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records have not been met;or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



David Marett, FCA CTA  
5 Jennets Close,  
Tutts Clump,  
RG7 6JZ  
29<sup>th</sup> March 2021

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## Financial Statements for the Period Ended 31 December 2020

### Receipts and Payment Accounts

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2020 £	TOTAL 2019 £
<b>RECEIPTS</b>						
<b>Voluntary receipts:</b>						
Planned giving		42,256			42,256	42,216
Collections at services		599			599	3,158
All other giving/voluntary receipts	3 a)	7,556	11,058	75	18,689	5,883
Gift Aid recovered		10,045			10,045	8,980
		<u>60,456</u>	<u>11,058</u>	<u>75</u>	<u>71,589</u>	<u>60,237</u>
Activities for generating funds	3 b)	1,227			1,227	5,421
Investment income				15	15	208
Church activities	3 c)	30,385	306		30,691	45,653
Government Grant - CJRS			5,536		5,536	0
<b>Total receipts</b>		<b>92,068</b>	<b>16,900</b>	<b>90</b>	<b>109,058</b>	<b>111,519</b>

### PAYMENTS

<b>Church activities</b>						
Diocesan parish share		59,966			59,966	57,111
Clergy and staffing costs		1,130	4		1,134	1,164
Church running expenses	3 d)	16,739	2,600	590	19,929	24,110
Hall running costs		5,429	6,564		11,993	13,441
Café running costs		7,742	1,221		8,963	12,831
Mission giving and donations	3 f)	1,679	1,921		3,600	4,247
Costs of generating funds		8	0		8	73
Government Grant - CJRS			5,694		5,694	0
<b>Total payments</b>		<b>92,693</b>	<b>18,004</b>	<b>590</b>	<b>111,287</b>	<b>112,977</b>

Cash at bank and in hand at 1 January		17,158	5,138	4,654	26,950	28,655
Funds transfers	2	12	-12		0	0
Excess of receipts over payments as above		-625	-1,104	-500	-2,229	-1,458
Fees - funerals and locums - surplus/deficit						
	3 e)		-173		-173	-247
<b>Cash at bank and in hand at 31 December</b>		<b>16,545</b>	<b>3,849</b>	<b>4,154</b>	<b>24,548</b>	<b>26,950</b>

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## Statements of Assets and Liabilities

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2020 £	TOTAL 2019 £
<b>Cash Funds</b>					
Bank Current account	16,545	3,849	4,154	24,548	14,995
Deposit funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,955</u>
	<u>16,545</u>	<u>3,849</u>	<u>4,154</u>	<u>24,548</u>	<u>26,950</u>
<b>Other monetary assets</b>					
Parish Share rebate for previous year	3,100			3,100	2,831
Gift Aid recoverable for previous year	325	1,083		1,408	1,391
Hall rent due for previous year	<u>1,565</u>			<u>1,565</u>	<u>5,191</u>
	<u>4,990</u>	<u>1,083</u>		<u>6,073</u>	<u>9,413</u>
<b>Liabilities</b>					
Electricity and Gas	1,063			1,063	1,578
Kitchen refurbishment				0	1,941
Photocopying				0	460
Coffee money - Sharon Nordley				0	300
Mission giving due for previous year	3,000			3,000	1,550
FAITH Christmas envelopes				0	283
Send a Cow		<u>175</u>		<u>175</u>	<u>694</u>
	<u>4,063</u>	<u>175</u>	<u>0</u>	<u>4,238</u>	<u>6,806</u>

### Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis
- The movements in designated and restricted funds during the year were:-

	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
	01/01/2020				31/12/202
<b>Designated</b>					
Maintenance Reserves	9,602	2,830			12,432
<b>Restricted</b>					
Maintenance Reserves	900	300			1,200
Café	385	1,850	1,221		1,014
Cornwell 0 to 5 s	1,561		80		1,481
Donations to charities	1,340	817	1,921		236
Specials	555	8,397	9,088	-12	-148
CJRS	0	5,536	5,694		-158
Totals without ODBF funds	<u>4,742</u>	<u>16,900</u>	<u>18,004</u>	<u>-12</u>	<u>3,625</u>
ODBF balancing figure <b>Note 3 e)</b>	<u>397</u>	<u>2,355</u>	<u>2,528</u>		<u>224</u>
	<u>5,139</u>	<u>19,255</u>	<u>20,532</u>	<u>-12</u>	<u>3,849</u>
ODBF - Oxford Diocesan Board of Finance					

The donations to charities and specials funds are the result of donations given to specific appeals

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## Note 3 Further Analysis of Receipts and Payments Accounts

	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2020 £	TOTAL 2019 £
<b>Receipts</b>					
<b>a) All other giving/voluntary receipts</b>					
Donations	7,556	11,058	75	18,689	4883
Legacy	0			0	1000
	<u>7,556</u>	<u>11,058</u>	<u>75</u>	<u>18,689</u>	<u>5,883</u>
<b>b) Activities for generating funds</b>					
Parish magazine - advertising	510			510	1,205
Summer and Christmas fetes	0			0	3,102
Jumble sales	0			0	757
Special events/pop up shops	717			717	357
	<u>1,227</u>	<u>0</u>	<u>0</u>	<u>1,227</u>	<u>5,421</u>
<b>c) Church activities</b>					
Fees for weddings and funerals	460			460	1,536
Parish magazine - sales	570			570	815
Church Hall lettings	19,138			19,138	20,070
Café income	5,899			5,899	13,653
Friday Friends	425			425	1,344
Cornwell 0 - 5 s	970			970	3,034
Holiday Club	0			0	928
Youth Group	74			74	332
Bookstall	19			19	36
Parish Share rebate	2,830			2,830	2,828
Misc refunds	0	306		306	1,077
	<u>30,385</u>	<u>306</u>		<u>30,691</u>	<u>45,653</u>
<b>Payments</b>					
<b>d) Church running expenses</b>					
Church & Centre utility bills	5,767			5,767	5,692
Insurance	2,387			2,387	2,327
Cornwell Rent	0			0	1,066
Calcot Rent	0		202	202	98
Hospitality	47			47	562
Equipment	1,009	2,103		3,112	222
Bookstall	0	0		0	28
Parish magazine printing	1,408			1,408	1,919
Printing and stationery	1,161			1,161	2,031
Church & Centre maintenance	2,196			2,196	2,756
Upkeep of church grounds	188	80		268	562
Upkeep of services	692			692	1,007
Mission and evangelism costs	1,443	417	388	2,248	5,675
Administration	321			321	45
Independent Examiner	120			120	120
	<u>16,739</u>	<u>2,600</u>	<u>590</u>	<u>19,929</u>	<u>24,110</u>

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## Note 3 Further Analysis of Receipts and Payments Accounts

	2020	2019
	£	£
<b>e) Oxford Diocesan Board of Finance (ODBF) fee workings</b>		
<b>Receipts</b>		
Funeral fees received by PCC due to others	<u>2,355</u>	<u>2,532</u>
	2,355	2,532
<b>Payments</b>		
funeral fees paid to ODBF	2,278	2,449
funeral expenses	250	305
refund of fees due to other PCCs	<u>0</u>	<u>25</u>
	2,528	2,779
surplus/deficit	-173	-247

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## Note 3 Further Analysis of Receipts and Payments Accounts

### f) Mission Giving

	2020 planned £	2020 extra £	2019 planned £	2019 extra £
<b>Overseas Mission Societies</b>				
Agape			100	
Leprosy Mission	387	146		262
Novi Most		13	320	111
USPG			320	
Wycliffe Bible Translators	4	431	102	288
	<u>391</u>	<u>590</u>	<u>842</u>	<u>661</u>
<b>Relief &amp; Development Agencies</b>				
Christian Aid				278
Send a Cow	386	694	10	790
Shoe boxes			20	
Tear Fund		275		265
	<u>386</u>	<u>969</u>	<u>30</u>	<u>1,333</u>
<b>Home Missions</b>				
Berkshire Churches Trust	25		25	
CCA			320	
Faith	389	362		251
Helen & Douglas House			3	312
Livability	388			
Readifood			150	
	<u>802</u>	<u>362</u>	<u>498</u>	<u>563</u>
<b>Secular Charities</b>				
Duchess of Kent hospice			320	
I Deacon	50			
L Stevens	50			
	<u>100</u>	<u>0</u>	<u>320</u>	<u>0</u>
<b>TOTAL</b>	<b>1,679</b>	<b>1,921</b>	<b>1,690</b>	<b>2,557</b>

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## BUDGET AT 31 DECEMBER 2020 -52 WEEKS

	ACTUALS 2020 £	BUDGET 2020 £	VARIANCE 2020 £	BUDGET 2021 £
<b>RECEIPTS</b>				
<b>Voluntary receipts</b>				
Parish Giving Scheme Gift Aided	29,721	28,000	1,721	32,400
Parish Giving Scheme Non Gift Aided	7,273	3,500	3,773	8,400
Standing Orders Gift Aided	3,175	4,400	-1,225	2,950
Standing Orders non Gift Aided	1,170	550	620	1,750
Envelopes Gift Aided	617	4,000	-3,383	0
Envelopes Non Gift Aided	300	2,000	-1,700	0
Plate	525	3,000	-2,475	50
Gift Aid recovered	10,045	9,500	545	9,300
Messy Church	30	100	-70	0
Tots Praise	44	150	-106	50
General Donations	2,881	600	2,281	1,550
Corona special donations	4,675	0	4,675	1,800
General Donations Gift Aided	0	200	-200	50
<b>Total</b>	<b>60,456</b>	<b>56,000</b>	<b>4,456</b>	<b>58,300</b>
<b>Other receipts</b>				
Magazine Advertising	510	900	-390	480
Fetes	0	3,000	-3,000	2,000
Special Events/Pop up shops	717	800	-83	1,000
Net Fees	460	1,000	-540	120
0-5 s Toddlers	970	3,000	-2,030	100
Holiday Club	0	1,000	-1,000	100
Youth Group	74	300	-226	50
Friday Friends	425	1,500	-1,075	100
Bookstall	19	50	-31	0
Magazine Sales	570	800	-230	600
Hall Lettings	19,138	24,000	-4,862	26,700
Café Sales	5,899	13,450	-7,551	10,500
Misc. refunds		0		50
<b>Total</b>	<b>28,782</b>	<b>49,800</b>	<b>-21,018</b>	<b>41,800</b>
<b>TOTAL RECEIPTS</b>	<b>89,238</b>	<b>105,800</b>	<b>-16,562</b>	<b>100,100</b>
<b>Excess of receipts over payments</b>				
Church activities	-16,529	-24,005		-20,220
Other activities	13,074	24,005		20,220
<b>All activities</b>	<b>-3,455</b>	<b>0</b>		<b>0</b>
Hall	13,709	17,130		19,000
Café	-1,843	0		-1,800



# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## BUDGET AT 31 DECEMBER 2020 - 52 WEEKS

	ACTUALS 2020 £	BUDGET 2020 £	VARIANCE 2020 £	BUDGET 2021 £
<b>PAYMENTS</b>				
<b>Church running expenses</b>				
Parish Share	59,966	60,000	34	60,000
Minister expenses	1,130	900	-230	1,150
LLM expenses	0	200	200	150
Visiting clergy	0	50	50	0
Children's Education	0	30	30	50
Messy Church	0	30	30	0
Tots Praise	0	30	30	50
Adult Education	15	60	45	50
Training Outreach	299	500	201	100
Mission Giving	1,679	4,000	2,321	3,000
Giving envelopes	0	75	75	0
Insurance	2,387	2,500	113	2,450
Rent	0	0	0	0
Church maintenance	2,196	2,400	204	2,250
Equipment	1,009	100	-909	170
Upkeep of services	592	800	208	600
Church flowers	100	100	0	100
Hospitality	47	300	253	100
Upkeep of church grounds	188	100	-88	100
Stationery	1,161	2,200	1,039	1,310
Administration	321	100	-221	1,300
Cost of fetes	8	0	-8	0
Independent Examination	120	120	0	120
Electricity	2,405	2,000	-405	2,300
Gas	2,576	2,500	-76	2,190
Waste Disposal	536	650	114	720
Wifi	250	260	10	260
<b>Total</b>	<b>76,985</b>	<b>80,005</b>	<b>3,020</b>	<b>78,520</b>
<b>Other costs</b>				
0 - 5 Toddlers	970	2,355	1,385	100
Holiday Club	104	800	696	100
Youth Group	55	200	145	50
DBS checks	0	80	80	50
Magazine	1,408	2,000	592	1,280
Bookstall	0	40	40	0
Hall running costs	5,429	6,870	1,441	7,700
Café running costs	7,742	13,450	5,708	12,300
<b>Total</b>	<b>15,708</b>	<b>25,795</b>	<b>10,087</b>	<b>21,580</b>
<b>TOTAL PAYMENTS</b>	<b>92,693</b>	<b>105,800</b>	<b>13,107</b>	<b>100,100</b>

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## Minutes of Meeting of Parishioners – 11<sup>th</sup> October 2020

The meeting was held at 11.15 am via Zoom with a group of 6 watching in St Catherine's

Present: The Wardens, and 52 adult parishioners.

1. Rev Gill Rowell opened the meeting with prayer for the Church Wardens, giving thanks for their contribution to the Parish, especially during the current testing time. She gave thanks for Richard Canning as he continues in his role and for Stuart Poore for his huge contribution to the life of the Parish, as he steps down as Church Warden to work in other ways. Gill prayed for wisdom, strength, boldness and courage for the future of the Parish.
2. There was 1 apology for absence from June Page.
3. Election of Churchwardens for the Parish

There were 2 nominations:

Name	Proposed	Seconded
Richard Canning	Joanne Freeman	Valerie Poore
Caroline Heron	Jo Day	Jean Almond

All were in favour and the Wardens duly elected.

4. Gill offered prayer for both Richard and Caroline praying that they would work well together and with her. She gave thanks for the blessing that they are already to the parish and that they all would be diligent and compassionate in the year ahead. She prayed for Stuart too as he works in new ways and thanked God that both Richard and Stuart had fulfilled their Church Warden positions so faithfully and willingly over the past year.

Richard welcomed Caroline and looks forward to another year in office.

Caroline Heron asked for prayer and shared her hope that together we might grow as a church.

Gill thanked both for their willingness to stand.

# Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

## Minutes of the Annual Parochial Church Meeting held on 11<sup>th</sup> October 2020 by zoom immediately after the Annual Meeting for Parishioners.

Only members of the Electoral Roll were eligible to vote at the meeting.

Gill requested any items for any other business.

Stuart, as Electoral Roll Officer, confirmed that there are 110 on roll with 23 non- resident.

David and Barbara Evans were welcomed as new roll members.

It was confirmed that Jane Stokes and Eve Combes are on Electoral Roll.

1. The meeting was opened with prayer led by Rev Phil Price: Thanks were offered to God for all He has done for us and prayer that He would be revealed to us through this meeting. We were all asked to hold before God the things we are struggling with and pray that God will help us work through them.
2. There was one apology for absence from June Page.
3. **Acceptance of the Minutes of the previous meeting and matters arising** The Minutes of the meeting held on 7<sup>th</sup> April 2019 had been circulated prior to the start of the meeting. They were accepted as a true record.
4. There were no matters arising.

### 5. 2019 Parish Review

The reports in the Parish review had been incorporated in a booklet and circulated in advance. There were no questions on any of the reports.

Gill reminded us of our parish purpose: “to worship God and to show that Jesus’ love makes a difference in reaching, serving and caring.”

She said that 2019 was a very memorable year with Cornwell Community Church moving to St. Catherine’s for worship. There had been a period of adjustment and some challenges. It was also the second year of the Partners in Missional Church initiative which we were reminded was not about goals and targets but rather how we adapt to change and see where God is working in the world, not just the Church.

Other highlights for Gill were the Café coming into its own, the SHAPE course, the Community Harvest Festival Celebration and Carols under the old Oak tree. new groups like Tuesday Together and the Calcot Cuppa began as well as established groups and activities continuing to flourish.

Gill perceived a sea change, at the end of 2019, in how St Catherine’s was viewed by the community as relationships were extended and deepened.

She expressed her gratitude for all our efforts, whatever role or service we performed, in showing how Jesus changes lives for good. God is working in you and through you.

### 6. Presentation of Annual Report and Financial Statements.

This report had also been circulated in advance of the meeting and Joanne Freeman gave a short summary.

## Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

In 2019 planned giving rose by about 3% and hall income increased due to new hirers, including After School Club for four days a week.

In addition to normal opening, the Café hosted a Bistro evening and two Christmas lunches for the WI and Church/café customers. In total, together with normal café sales, the café made a surplus of £1,000 during 2019.

Joanne thanked Karen and all the hardworking volunteers.

In 2019 the same Parish Share was paid but this will rise by £3,000 in 2020.

Other expenditure in 2019 included:

New red external noticeboards, Attended Card Reader, new table for café, refurbishment of hall kitchen which was largely funded by 2 legacies and contributions from church members towards mugs, glasses etc. The Children's Corner and 2 disabled parking signs had been funded through donations by groups and individuals.

The Calcot Fund had been used to pay for the hire of the Calcot Centre and the Calcot taxi service.

Joanne thanked everyone for their help.

Hilary Smee asked: What are the plans for Mission Giving this year?

Due to the present situation and Lockdown in March 2020, it was decided to pay our Parish Share in full and put "on hold" our Missions giving; planning to give a percentage of any surplus left at the end of the year. Individual giving had still continued through special services, with monies going direct to the charities we support including Christian Aid, Leprosy Mission, Send a Cow and Novi Most.

Gill said that the PCC had agreed to increase Missions Giving by 1% each year but Covid 19 had meant this was not possible. The Church of England recommends that 5% of person's income be given to Church and 5% to other charities.

Sheila Bryant asked: What is happening regarding Operation Christmas Child Shoeboxes this year?

Joanne referred to her article in RG31- due to difficulties of collection and delivery of boxes during Covid 19, everyone should be encouraged to buy a box online.

### **The Annual Report was accepted by the meeting.**

Joanne was warmly thanked for all the hard work that she puts into maintaining the accounts so efficiently.

## **7. Vicar's Address 2020**

Gill thanked Sheila Drew for her faithful service as Hall Hire Bookings Clerk over the last ten years, and welcomed Eve Combes, who has offered to take up the role.

There has been one application for the post of Centre Manager and one for the post of Parish Administrator. The process of appointment is still on-going but she hopes both these roles will begin in November. Both roles will really help the smooth operation of hall and church use, the café, and develop our publicity within and outside the church, and hopefully enable better communications all round. The PCC had agreed a monthly honorarium for those appointed.

Gill drew our attention again to the verse from Joshua on our Notices each week.

*Joshua 1:9 "Have I not commanded you? Be strong and courageous. Do not be afraid, do not be discouraged, for the Lord your God will be with you wherever you go."*

## Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

Gill felt that this verse was hugely important when she chose it but especially so as 2020 has developed. She felt there had been a real sense of momentum within the parish and the calendar was already filling up with events e.g. Holiday Club, Tilehurst Garden Festival, a Body and Soul day, Bistro Nights and another SHAPE course, just to name some of them.

However, the impact of Covid 19 and the Lockdown meant that our physical meetings and worship stopped. So online worship and services were launched, as well as virtual Lifegroups and a volunteer scheme. Some things have restarted: it is fantastic to be able to worship "live" together once more masks and all and equally fantastic to have the Café open once more, albeit with a reduced menu, but still open. So important after months of not being able to meet. It was great that Tuesday get Together began but with the new rule of 6 it has had to stop. We don't know what the next few months will bring but we do know that the next few months will be challenging for us.

Gill asked us all to consider how we should respond or prepare in terms of our life as a church. She shared a picture of a very high wall which she saw in prayer, a wall which was reaching to the sky with characters climbing up. A verse from Psalm 18 v29 "with my God I can scale a wall" came to mind.

None of us know what the future holds and we are uncertain about what we may have lost: we don't know what might return - so we are in a "liminal space", a transitional time where all we can be sure of is that "we are here now". She asked everyone to consider, " **Where is God at work?**" because we know that He is always working for good in the world. Gill asked for people to respond to that question e.g. via e-mail. Once people can get into that way of thinking it will be easier to recognise people who would love to be part of the care and healing of the world.

Summing up and referring to Psalm 18 v29 once more, Gill said that we need not fear the future; but we do need to be willing to adapt, to be flexible, to acknowledge that things may never get back to the way they were before. Things will be different but it is all going to be OK. God is working for good in the world.

Bishop Stephen of Oxford has suggested we consider, following the governments Rule of 6; 6 things, but Gill wanted to focus on just 3.

7.1. We should now focus on 6 MONTHS TIME - Easter, rather than Christmas. Spring will bring better news after a difficult winter and this is good advice.

7.2. However, plans for Christmas are already happening, bearing in mind the limitations we are working within:

- Musicians and singers have begun rehearsing and recording lots of Christmas carols
- We are planning an online virtual Carols under the Old Oak tree for 20th December
- With the other Tilehurst churches we are planning THE BIG TILEHURST CAROL SINGALONG - Celebrating Christmas Together!
- Rev Liz Ratcliffe from St Michael's and St Catherine's are planning a Christmas Story Trail from St Catherine's to St Michael's,
- Phil has written a Nativity Play, and we are planning an online Christingle Service.
- We are going to have Christmas events but Christmas this year will be rather different! Gill asked us to focus on Bishop Stephen's wish to focus on Easter, a time of Resurrection and New Life.

7.3. To find 6 people to journey with, which Gill believes is the most significant suggestion of the 6. The Christian faith began with a small group of disciples.

## Parochial Church Council Tilehurst St Catherine and Calcot St Birinus

This is a time for us all to rediscover Church as a small group of six people who support one another; pray together (online or in one place); care for each other, serve together and explore everyday faith together. +Stephen points out that many seasons of renewal in the church have begun with the renewal of small communities: stories in Acts, early Franciscans; early Methodism; or the underground churches behind the Iron Curtain.

We already have Lifegroups/Virtual Lifegroups but they are not quite the same as a SPECIFIC SIX PEOPLE meeting regularly. Consideration would be given to see if it is feasible to see if we might facilitate groups of six **meeting together throughout the winter months.**

### 8. Election of Parochial Church Council Members

Gill thanked outgoing PCC members, Valerie Poore, Jo Day and Shirley Horsnell for their committed service.

And also for Shirley for her work as Electoral Roll Officer.

There were four new nominations for the PCC

Lynn Stevens    **Proposed** Ella Canning    **Seconded** Joanne Freeman

Stuart Poore    **Proposed** Caroline O'Sullivan    **Seconded** Mary Hudson

Katrina Yates    **Proposed** Richard Canning    **Seconded** Ella Canning

Richard Yates    **Proposed** Ella Canning    **Seconded** Richard Canning

As there were five vacancies, no election was necessary.

Katrina, Richard and Lynn introduced themselves on Zoom.

The Wardens and PCC members will be commissioned for service, on Sunday 18<sup>th</sup> October, at both the "live" service at St Catherine's and during our on-line worship.

### 9. Election of Deanery Synod Members

Tony Bartlett    Proposed Stuart Poore    Seconded Valerie Poore

Tony Bartlett was elected and will serve as a representative for a further year.

Two places remain unfilled: Synod is interesting as it is an opportunity to meet members of other churches and hear and input into what is going on in the Deanery. (Subsequent to this meeting Ella and Richard Canning have been co-opted to serve as Deanery Synod members in addition to Tony.)

### 10. Appointment of Independent Examiner

David Marett, who has been the Independent Examiner for 2019, is prepared to continue for the coming year.

### 11. Gill hoped that everyone felt the meeting was worthwhile and was encouraged.

Phil said a closing prayer and the meeting finished at 12.25pm



