



TRUSTEES 2023 ANNUAL REPORT

Parochial Church Council of the Ecclesiastical Parish of Emmanuel Church, Woodley



For the year ended 31 December 2023
Registered Charity Number: 1175550

INTRODUCTION

2023 was a year of significant change for Emmanuel church. In April, the church said goodbye to Sean and Helen Riordan after 15 years of service and in November, we joined as your new vicars. Transitions are never easy, and this one was bumpier than most – but we are so glad to be serving here amongst you, and joining in with the incredible work God is doing in and through Emmanuel.

In this report you will find evidence of that incredible work in abundance – from serving the community by feeding the hungry and welcoming refugees, raising the next generation through our vibrant youth and children's ministries, and placing prayer and worship right at the heart of it all on Sundays and beyond. This is a church that loves God, loves one another, and loves its neighbours.

So as we look back on 2023 let's celebrate the wonderful things God has done, place into his loving hands the memories which are painful, and look forward with hope, joy and excitement to see what God will do next.

Rose and Claire Jones

MINISTRY AND MISSION

Looking back

- **Drop-In** : Throughout 2023 our Monday afternoon community Drop-In has continued to run alongside SHARE. This now looks like a family room where parents and children can talk, play games and do crafts whilst they wait to collect food. Each week, we see the same families allowing our team to establish meaningful connections with them and provide support to meet their needs.
- **SHARE**: Emmanuel has partnered with a charity called SHARE Wokingham to offer weekly fresh food distribution. This occurs in tandem with the above-mentioned community drop-in and has grown from an average of 38 households per week in 2021 to over 100 households per week coming to Emmanuel to make use of this service.
- **Minecraft Church**: Minecraft Church continues to run monthly in-person on a Saturday morning and is designed to allow people of all ages, but especially young people, to explore faith and Bible stories through the medium of Minecraft.
- **Community Garden**: our Community Garden continues to run. Volunteers from church and the local community grew lots of fruit, vegetables and flowers which were widely shared.

- **Foodbank and Lunch Bunch:** We continue our partnership with Woodley Foodbank and Lunch Bunch in providing them premises for their key operations and storage and collaborating wherever possible in serving the local community.
- **Away Weekend:** During the summer, the church had a camping weekend away at Rushall Farm with around 60 people in attendance. This was a wonderful way to welcome new church members as well as to renew existing relationships.
- **Community Café:** we have opened a new community café in the church foyer in conjunction with Wokingham Borough Council. This is open a few hours a week and gives an opportunity for people in the local community to have space to socialise and connect.
- **Refugee Outreach:** We have run several afternoon events throughout the year for those refugees primarily living at a local hotel, to eat and socialise in a safe environment. These have been for a time of fun and sharing between established communities and people more recently arriving in the area.

Children's and Community Pastor

Our children's' and community pastors facilitated a variety of vibrant activities in 2023. Our weekly toddler group, Little Gems, continues to welcome around 100 people, from different backgrounds, into the church on a weekly basis. We ran a busy summer fun-day in August, with crafts, activities and a bouncy castle. In addition, we partnered with St James Church to bring the story of the nativity to life for our community at a Nativity fun day in December. Crafts, a treasure hunt, Minecraft sessions and a puppet performance with a children's talk all helped to share the good news of Christmas. Both fun days welcomed over 200 people into the church.

Our children's (LIGHT groups) team of volunteer leaders and helpers continues to be a major focus for us as a church and a big draw for parents wanting their children to have fun and friendship whilst learning about how to follow Jesus. We were able to build fellowship and have lots of fun by taking the children on a trip to a local climbing centre as an end-of-term treat in July.

Youthwork

Our youth pastor and volunteer team persist in providing impactful ministry and support to the young people in our church and broader community. Our young people have stayed actively engaged, participating in various groups, services, and volunteering opportunities. Our youth pastor nurtures relationships within a local secondary school by overseeing the Christian Union and supporting occasional RE classes.

In addition, throughout most of 2023, we hosted a monthly community group where young people gathered for shared meals and socializing. Our youth pastor has also provided invaluable one-on-one mentoring support, offering a safe space for individuals to be heard and supported.

Moreover, our youth work has forged a strong partnership with another local CofE Church. In the summer of 2023, we jointly attended a Youth Festival, with 20 young people. Their return was marked by a renewed sense of enthusiasm and strengthened faith.

Worship and Prayer

Our attendance has varied this year, as we have been through a period of change. We currently average between 60 – 70 people attending on a Sunday morning and have been delighted recently to welcome some new members.

Our Sunday morning services are livestreamed to our [Emmanuel You Tube Channel](#), which enable a wider participation than only those attending in person.

Sunday service:

10.30 main service – Holy Communion once a month and an All-Age service once a month. Very informal style, band-led worship. We have three different groups for children and young people groups running during the main service.

Safeguarding

We are committed to promoting a safe environment and culture for children, young people and vulnerable adults. Liz Willcocks has been the church's safeguarding officer since early 2023, managing safeguarding concerns and overseeing the safeguarding process. Sally Kerry supports the administrative aspects, maintains training records, and ensures that DBS checks are current. Dave Mansfield remains the church's DBS verifier.

Church members are reminded to complete the necessary training for their roles. It is imperative that any outstanding training is completed promptly, and certificates are forwarded to Sally Kerry.

New volunteers are recruited following the safer recruitment procedures established by the Church of England, which includes obtaining references and completing DBS checks. Efforts have been made to streamline this process through online forms following our move to Churchsuite last year.

Charlotte Wilmshurst is the Diocese contact, offering advice on safeguarding concerns that require escalation. Liz and Sally participate in regular network

meetings with the Diocese, which are instrumental in staying informed of tasks and updates.

The Parish Dashboard is provided by the Diocese and provides an audit of our safeguarding processes. This includes keeping policies and risk assessments up to date, monitoring recruitment and training and guides future actions.

Safeguarding is a standing item at each PCC meeting and the team reports back to the PCC twice a year on progress using the Safeguarding Dashboard. The PCC approves the list of all activities which involve children and vulnerable adults which are included in the Dashboard.

The upcoming year will see a continued effort to refine the volunteer recruitment process. This includes ensuring that all volunteers, including those working with vulnerable adults, have clear role descriptions, access to necessary training, and ongoing support.

This report highlights the ongoing commitment to safeguarding within the parish, reflecting the dedication to creating a safe and supportive environment for everyone. The structured approach to training, recruitment, and administration underscores the importance placed on safeguarding and the proactive measures taken to maintain and improve these processes.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is.

FINANCE

Financial Review

Total receipts on unrestricted funds in 2023 were £125,664 (including £16,013 from Gift Aid). Restricted income of £14,599 was also received.

Unrestricted planned giving through standing orders decreased by 16% to £59,735 (2022: £70,820).

£108,843 was spent from unrestricted funds to provide the Christian ministry from Emmanuel Church, including the £54,971 contribution to the diocesan parish share. The parish share largely provides the stipends and housing for the clergy. The sum that the churches in the deanery must find is shared between the

churches according to a formula that is based mainly on a head count of the congregation.

£7,500 was given to support local projects and mission partners.

A new accounting category has been created for the Building Project. Now the building is complete, the fund has been capitalised will be depreciated over the next 50 years.

The capitalisation this year, did not match the expected amount from last year, hence the difference in Restricted funds. At the end of 2022, there was provision for the building project of £331,762, but in reality it was capitalised at £361,793, hence the transfer of £30,900 between the funds

The net result for the year after fund transfers was a surplus of £16,821 on unrestricted funds. The net result for restricted funds was a deficit of £1,124.

Including balances brought forward at the beginning of the year, the balances carried forward at 31st December 2023 on unrestricted funds totalled £49,103, with a further £4,000 in Designated funds.

Restricted funds (*which is predominantly the current value of the building extension*) ended the year with a balance of £357,762 giving total funds of £410,865 at 31st December 2023.

There was a loss of income from regular giving due to members of the congregation leaving towards the end of the year, following the change of vicars at the church, which has had a knock-on effect for Emmanuel's finances moving towards 2024.

In December 2023, the PCC approved a budget for 2024 which included a projected deficit of £32,998.

In conversations with the diocese, we have agreed to pay a reduced amount of parish share for 2024 to offset the impact of the new clergy appointment on our finances. This reduced the projected budget deficit by £22,800 to a more manageable £10,198, which is expected to come from the church's reserves.

Reserves policy

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies.

BUILDING AND FABRIC

The church is very privileged to be the only indoor community space for the local community around Drovers Way. We hire out the room spaces on a not-for-profit basis to a number of local groups and societies (dance groups, exercise groups, dog training club, etc), as well as to private individuals for children's parties. We often allow local charities to use the space free of charge. We estimate that currently around 400-500 people enter the church building each week, about 50% of whom do not attend church services.

In late 2021 we completed a major extension to our church building, creating a second hall, meeting rooms, a welcoming lobby area, and improved kitchen facilities. These new spaces have made Emmanuel Church centre even more of a community hub for the local area. They have enabled us to provide a base for Woodley Foodbank, to partner with SHARE fresh food distribution and to offer a community drop-in, which combined have provided a vital service to our local community during the cost-of-living crisis. Our desire is to partner more with the community, building on the relationships already established with those who use the centre. We are in an ideal position and have a real passion to help address the challenges currently faced by our local neighbourhood.

In 2023, to welcome our new vicars, the vicarage had a major upgrade with a complete refit of the kitchen and bathrooms, and repainting throughout. We have also put some finishing touches to the new build Emmanuel church centre, such as tree planting and putting up new signage that lets people know we are Emmanuel church, and that all are welcome and can 'come just as you are.'

Towards the end of 2023, the Pentecostal Church of East Africa - which for around two years used our buildings on Sunday afternoons - moved to new premises, which has opened up greater opportunities for alternative use of the Emmanuel Church Centre on Sundays.

We have a great team of individuals in an active WhatsApp group, who help to maintain the church when anything needs fixing. Minor maintenance tasks were carried out throughout the year by these volunteers from Emmanuel, to whom we are deeply thankful. As a church community, we hold regular 'spruce up' days to keep our church buildings feeling welcoming: to repaint, touch up, repair whatever is needed and to clear out the clutter.

In December 2023, the PCC created a fabric sub-committee for the management of Emmanuel's building and property. The members from the PCC are Reverend Claire Jones (chair), David Woolnough (churchwarden), Harry Collins, Sally

Kerry and Katie Rhodes. Three other members of the church congregation sit on the committee.

STRUCTURE, GOVERNANCE & MANAGEMENT

Parish Church Council

The Parish Church Council are the legal trustees of the church and cooperate with the vicars in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical throughout the parish. The PCC is responsible for the maintenance of the Emmanuel Church Centre building, employing staff and ensuring good governance of the church and stewardship of its resources. Membership of the PCC consists of the clergy, the churchwardens, and up to 9 individuals elected by members of the congregation who are on the electoral roll of the church.

It is important that our PCC is a diverse representation of our congregation and parish. We encourage all members of our congregation to prayerfully consider whether God is calling them to stand for the PCC.

In 2023, the full PCC met 13 times during the year with an average level of attendance of 80%.

PCC members who have served at any time from 1st January 2023 until 31st December are:

Ex Officio members

Incumbent: The Reverend Sean Riordan (Chair) - *resigned April 2023*

Incumbent: The Reverend Rose Jones (Chair) - *joined November 2023*

Associate vicar: The Reverend Claire Jones - *joined November 2023*

Wardens: Mrs Lyn Rhodes and Mr David Woolnough

Elected members

1. Mr Harry Collins
2. Mrs Rachel Hogg
3. Mrs Sally Kerry (PCC Safeguarding Lead)
4. Mr Dave Mansfield – *resigned March 2023*
5. Mr Ian Mullens
6. Mrs Busayo Odunsi – *resigned March 2023*

7. Mr Kieran Pearson (Secretary)
8. Ms Katie Rhodes
9. Mrs Annette Grieve - *resigned March 2023*
10. Mrs Kelly Lambert - *joined March 2023 / resigned October 2023*
11. Mr Mike Saxton – *resigned November 2023*
12. Ms Sam Holmes – *joined March 2023*
13. Mrs Linda Stevens – *joined March 2023 / resigned October 2023*

Co-opted members

- Mr Shane Stevens (Treasurer) - *joined May 2023*

Deanery Synod

Emmanuel has had little involvement with the Deanery Synod in 2023, but Claire Jones attended in December, connecting with other Anglican churches in the Reading Deanery, and engaging with diocesan racial justice initiatives.

Electoral Roll

Our revised electoral roll was completed in March 2023. There are 81 parishioners on the Church Electoral Roll, 53 of whom are not resident within the parish. 4 names were added during the year and 8 were removed, the majority because they moved away from the parish or had stopped attending church for over 6 months.

Since the revision, which was completed in March, there were a number of further changes to the roll. These will be reflected in the 2024 annual report.

Administrative information

Emmanuel Church is situated in Southlake Crescent, Woodley. It is part of the Diocese of Oxford within the Church of England.

The correspondence address is Emmanuel Church, Southlake Crescent, Woodley RG5 3QW | office@emmanuelwoodley.org.uk | www.emmanuelwoodley.org.uk

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission with charity number 1175550 registered on 3rd November 2017.

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS/TRUSTEES OF EMMANUEL CHURCH PCC

I report to the PCC members on the accounts of The Parochial Church Council of the Ecclesiastical Parish of Emmanuel Church, Woodley for the year ended 31 December 2023.

Respective responsibilities of the Trustees and the Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 the 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 matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 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.

Signed by Tony White



on 28th August 2024

STATEMENT OF FINANCE ACTIVITIES

for the year ended 31 December 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	2022 Total £
Incoming Resources					
Donations & legacies	96,777	0	14,599	111,376	111,410
Charitable activities	28,887	0	0	28,887	29,682
Total Incoming Resources	125,664	0	14,599	140,263	141,092
Resources Used					
Charitable activities	108,843	0	15,723	124,566	125,325
Total Resources Used	108,843	0	15,723	124,566	125,325
Net incoming / outgoing resources	16,821	0	(1,124)	15,697	15,767
Transfer between funds	-30,900	2,000	25,094	(3,807)	3,200
Net movement in funds	-14,079	2,000	23,970	11,890	18,967
Reconciliation of funds					
Total funds brought forward	63,183	2,000	333,792	398,975	380,008
Net movement in funds	-14,079	2,000	23,970	11,890	18,967
Total funds carried forward	49,103	4,000	357,762	410,865	398,975

BALANCE SHEET

or the year ended 31 December 2023

	2023 £	2022 £
Fixed Assets		
Tangible assets	354,557	361,793
Current Assets		
Debtors	17,244	19,572
Cash at bank and in hand	64,744	54,339
Total current assets	<u>436,545</u>	<u>435,704</u>
Liabilities		
Creditors due within 1 year	5,079	8,929
Creditors more than 1 year	20,600	27,800
Total Liabilities	<u>25,679</u>	<u>36,729</u>
Total assets	<u>410,865</u>	<u>398,975</u>
Represented by		
Unrestricted funds	49,103	63,183
Designated funds	4,000	2,000
Restricted funds	357,762	333,792
Total charity funds	<u>410,865</u>	<u>398,975</u>

The financial statements were approved by the PCC on 16 September 2024

Revd Rose Jones (Chair of Trustees)

1 | ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 together with applicable accounting standards and the Charities SORP.

The financial statements have been prepared under the historical cost convention.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, **Construction** and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Other income

Rental income from the letting of church premises is recognised when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

Gains and losses on investments

Realised gains and losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

Resources used

Grants and donations

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (although not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by section 96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Team Rector and churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's Inventory, which can be inspected (at any reasonable time). For inalienable property acquired prior to 1st January 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. There have been no items acquired since 1st January 2000, any future items acquired will be capitalised and depreciated in the accounts over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred during the year on consecrated or beneficed buildings, individual items under £1,000 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over four years.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown in debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

2 | DONATIONS & LEGACIES

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	2022 Total £
Donations & Legacies					
Donations & gifts	96,777	0	4,599	101,376	97,487
Grants received	0	0	10,000	10,000	13,923
Total	96,777	0	14,599	111,376	111,410

3 | CHARITABLE ACTIVITIES

	Income £	Designated Funds £	Restricted Funds £	Total Funds £	2022 Total £
Charitable Activities					
Hall Lettings	28,887	0	0	28,887	29,020
Funerals	0	0	0	0	656
Interest Income	0	0	0	0	6
Total	28,887	0	0	28,887	29,682

4 | STAFF COSTS

	Expenditure £	Designated Funds £	Restricted Funds £	Total Funds £	2022 Total £
Staff Costs					
Wages & Salary	21,176	0	10,000	31,176	25,697
Pension Contributions	1,234	0	0	1,234	299
Total	22,410	0	10,000	32,410	25,997

5 | FIXED ASSETS

Fixed Assets**Building Extension**

	£
As 31st December 2022	361,793
Additions	<u>-7,236</u>
As 31st December 2023	<u>354,558</u>

6 | DEBTORS

Debtors

	2023 Total	2022 Total
	£	£
Gift Aid tax recoverable	15,833	17,825
Other accounts receivable	<u>1,410</u>	<u>1,747</u>
	<u>17,244</u>	<u>19,572</u>

7 | CREDITORS

Creditors

Amounts due within one year	2023 Total	2022 Total
	£	£
Trade creditors	0	2,846
Other creditors	5,079	150
Prepayments	<u>0</u>	<u>5,933</u>
	<u>5,079</u>	<u>8,929</u>

Creditors

Amounts due more than one year	2023 Total	2022 Total
	£	£
Loan	<u>20,600</u>	<u>27,800</u>
	<u>20,600</u>	<u>27,800</u>

8 | RESTRICTED FUNDS

Restricted funds represent assets given to the Parochial Church Council for a particular purpose and the funds cannot, except by agreement with the donors, be used for any other purpose. The Parochial Church Council has several restricted funds; their balances and movement in the year are:

Restricted Funds	2022 Balance £	Incoming Resources £	Resources Used £	Transfers £	2023 Balance £
Community Building	330,782	0	0	23,775	354,557
Helping Hands	2,764	0	(376)		2,388
Little Gems	191	1,549	(519)	(459)	762
Special Collections	55	3,050	(4,829)	1,779	55
Youth Work	0	10,000	(10,000)		0
	<u>333,792</u>	<u>14,599</u>	<u>(15,723)</u>	<u>25,094</u>	<u>357,762</u>

Community Building is the fund for the Emmanuel Neighbourhood Centre project. Helping hands is a fund set up during the pandemic to help provide financial support to members of the church. Little Gems is a parent and toddler group run by the church. Special collections represents giving for KKV (a specific mission project). Youth work represents the grant and other funding for our youth pastor and youth work projects, including grant funding from the Henry Smith Charity.

9 | DESIGNATED FUNDS

Designated Funds	2022 Balance £	Incoming Resources £	Resources Used £	Transfers £	2023 £
Building Maintenance	2,000		0	2,000	4,000
	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>4,000</u>

The Building Maintenance fund is for the large building maintenance projects that will be required in the future, e.g., replacement of boilers and roof.