



*Annual Report
And Financial Statements for*
**The Parochial Church Council of the
Ecclesiastical Parish of North Hinksey with Botley**

Registered Charity 117652

For the year end 31st December 2020



Incumbent

The Revd Clare Sykes, B.A. (Hons)
Osney Rectory, 81 West Way, Botley, Oxford, OX2 9JY

Bank

Barclays Bank plc, West Way, Botley, Oxford, OX2 9JY

Independent Examination

Peter J Stevenson, Chartered Accountant, 8 Harbord Road,
Oxford, OX2 8LJ

Aims and Purpose

The members of the Parochial Church Council (PCC) for the Ecclesiastical Parish of North Hinksey with Botley, (who are its trustees in law), has the responsibility of co-operating with the Incumbent, The Revd Clare Sykes to promote in the parish,

‘the whole mission of the church pastoral, evangelistic, social and ecumenical activities’.

The charity works in partnership with the parish of Oxford St. Frideswide with Binsey and together they form the Osney Benefice. The Parish of North Hinksey with Botley has two worship centres: The Church of St. Lawrence, North Hinksey and the Church of St. Peter and St. Paul, Botley and a Church Hall adjacent to the church of St. Peter and St. Paul, which is managed for the benefit of the wider community.

This report covers the calendar year ending 31st December 2020.

Objectives and Activities

In planning activities for the year the PCC considers the Commission’s guidance on public benefit and, in particular, the specific guidance regarding charities and the advancement of religion.

The main objective of the life of our parish is to provide good quality public worship in both churches that provides for the spiritual needs of the people of the parish. We do this through regular services on Sundays and during the week that give a range of opportunities for the worship of God alongside others. Both churches are open during the day for the people of the parish to use for quiet and prayer.

Through regular worship opportunities our congregations are equipped to go and live out the Gospel in their Monday to Saturday lives, at work, in the community and in their families. The ministry of the wider church is summarised in **The Five Marks of Mission:**

The mission of the Church is the mission of Christ:

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
5. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

Achievements and Performance

During this year, the normal activities of the church have been severely curtailed due to government measures introduced to curb the spread of the coronavirus Covid-19. This has turned into a worldwide pandemic.

Worship

The ministry team in 2020 was:

The Revd Clare Sykes	Stipendiary Rector FT
The Revd Jo Moffett-Levy	Self Supporting Minister PT
Mr. John Clements	Licensed Preacher
The Revd Richard Budgen	Licensed Preacher

Public worship was suspended in all church buildings by the Archbishop of Canterbury on 17th March 2020 and the Government introduced a national lockdown on 23rd March.

The lockdown was lifted by the Government on 4th July and PCC decided to resume in-person worship on Sunday 12th July at St Peter and St. Paul and at St. Lawrence on Sunday 19th July. All safety advice from the national church and Diocese were followed and arrangements for minimising risks worked well, resulting in smooth running services.

The second national lockdown happened between 5th November and 2nd December, where public worship was again suspended.

While it was not possible to have the churches open for worship, we took a number of steps to ensure that congregational members and others could find alternative ways to join others for worship:

- We signposted to the Diocesan *Church at Home* on-line services
- To services that could be accessed via the telephone
- Provided hard copies of a Service of Morning Prayer that could be used at home.
- Produced a regular notice sheet that was distributed to everyone on our worshipping community list, that detailed all alternative ways to worship as well as giving a short reflection on the Sunday readings.

During the first and second lock-down we were able to keep both churches open during the day for private prayer. This was deeply appreciated by the wider community.

Christmas Services were curtailed to Sunday and Christmas Eve/Day worship only and numbers were significantly down, especially at the midnight service at St. Lawrence.

We made more use of social media, especially FaceBook, posting weekly 'Thoughts for the Day' aimed at the wider community.

We managed Messy Church in January and February 2020. In lieu of our normal Christingle Service on Christmas Eve, we distributed 'Christingle in a Bag' to the KS1 pupils at North Hinksey CofE Primary School.

The following sides-people were elected at the APCM in March: Richard Brown, Kathryn Butler, John Chorlton, Susan Chorlton, Dianne Cockburn, Susannah Fleming, Muriel Halliday, Jacky Hicks, Dudley Hoddinott and June Hoddinott.

Ecumenical

The annual ecumenical service for the Week of Prayer for Christian Unity took place in January at St. Michael's, Cumnor.

Pastoral Care

This year provided us with ample opportunity to put into practice the three Diocesan priorities of becoming a more contemplative, compassionate and courageous church for the sake of God's world. The wider church family worked hard to maintain contact with each other and especially with those who felt especially isolated.

The Rector took sabbatical leave from 31st August to 2nd December and established a pastoral system to care for those within the congregation who were 'shielding' during that time.

We were sorry to record the deaths of: Roland Waymark in January, Ron Nightingale in April, Elsie Hinkes in May, Andrew Ivett and Diz Lawrence in July, Gordon Barker in October and Peter Ashwell in November. May they rest in peace and rise in glory.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules 2020. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. Additional trustees may be appointed by the Annual PCC Meeting.

The PCC sets the budget each year and is responsible for decisions on all matters of general concern and importance to the parish, including expenditure. *Please see the Financial Report for the year ended 31st December 2020.*

Members of the PCC

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

Ex-Officio members

Churchwardens are elected annually.

Deanery Synod representatives are elected for a three-year term.

Clergy

The Revd. Clare Sykes, Rector, Chairperson ex-officio

Churchwardens

Joy Brown, Ss Peter & Paul

Lucy Mangua St. Lawrence

Officers of the PCC

John Clements, Hon. Treasurer n/a

Dudley Hoddinott, Hon. Secretary n/a

Deanery Synod members

Bob Johnston (1) from April 2020

Richard Budgen (2) from April 2020

Deanery Synod rep (3) vacant

Elected members

Under the Church Representation rules a parish with an electoral roll of between 51 and 100 persons can elect 9 members to the PCC. All members have to be re-elected each year.

The following 6 members were elected unanimously to the PCC at the APCM in March: Roger Dalrymple, Anne Davies, Karin Dawe, June Hoddinott, Stephen Kinsey and Hugh Manson.

Doreen Barker, Paul Cockburn and Janet Farrow stepped down from the PCC at the APCM.

Richard Budgen and Bob Johnston were elected to the Deanery Synod for the next three-year period.

Due to the coronavirus Covid-19 restrictions, the PCC was not able to meet its statutory obligation to have a minimum of four meetings during the year. We had an in-person meeting on 24th February and an in-person APCM on 15th March.

For the remainder of the year the PCC's business was transacted via email communication and was ratified at our first

Zoom PCC meeting on 10th February 2021. Below is a table of business transacted by this method:

Date	Subject of Business	Method
1 March 2020	Draft minutes of PCC meeting held on 24 February sent to the PCC	Email
15 Mar	Agenda and meeting papers for Annual Parochial Church Meeting Annual Parish Meeting in St Peter & Paul Church Followed by APCM and PCC to appoint Treasurer and Secretary	In person In person In person In person
17 Mar	Suggestion that we could use Zoom for spoken Church services from Bob Johnston and Anne Davies forwarded to the PCC	Email
21 Mar	Diocesan email on APCMs forwarded to the PCC	Email
30 Mar	Draft minutes of the APCM held on 15 March sent to PCC for any comments	Email
7 April	Updated minutes of APCM held on 15 March sent to PCC	Email
7 April	Decision that the next PCC meeting, planned to take place on 21 April, had been cancelled, but subsequent meetings might take place	Email
9 th June	Standing committee meeting	In-person
4 July	Memo on the resumption of public worship in our churches, starting on Sunday 12 July, forwarded to the PCC	Email
14 July	Email from Diocese 'Diocesan and parish finance – an update' forwarded to PCC	Email
28 Aug	A memo to the PCC on arrangements made in preparation for the sabbatical leave of Revd Clare Sykes, Rector forwarded to the PCC	Email
28 Aug	The approved accounts for the North Hinksey School Trust sent to the PCC	Email
9 Sept	PCC Secretary informed Members of PCC of his new email address	Email
26 Sept	Report 'Virtual Safeguarding Area Meeting held on 24 September 2020' by June and Dudley Hoddinott was sent to the PCC	Email
13 Oct	Draft document 'Template to write a role description for a volunteer working with children' sent to PCC Agreement with comments received from the PCC Final draft agreed by PCC Noted at PCC meeting on 10 February 2021	Email Email Email In person
14 Oct	'Notes of Standing Committee Meeting held on 9 October' sent to PCC	Email
1 Nov	'Safeguarding report to the PCC' sent to the PCC	Email
2 Nov	Pastoral letter and 'Notice of Church Closure' following notice of second lockdown forwarded to the PCC	Email
4 Nov	Draft document 'Parish Statement on Domestic Abuse' sent to PCC for any comments	Email

5 Nov	'Finance Report to PCC November 2020' and 'Accounts to end October 2020 for PCC' were forwarded to the PCC; these had been updated to reflect the new lockdown restrictions	Email
5 Nov	Letter from Charity Commission asking the PCC to read Charity Commission News Issue 65 forwarded to the PCC	Email
10 Nov	'Consultation on Parish Share' forwarded to the PCC for comments and agreement. 10 members of PCC agreed that the Parish Share should be paid in full, so agreed	Email Email
10 Nov	'Draft Budget for 2021' sent to PCC for agreement 10 members of PCC agreed, so agreed	Email Email
16 Nov	Final version of 'Parish Statement on Domestic Abuse' sent to PCC Agreed by PCC	Email Email
21 Nov	Final version of 'Safe Practice for Lone working in the Community' sent to PCC Agreed by PCC	Email Email
1 Dec	Update on safeguarding policies sent to the PCC Final draft policy 'The Recruitment of an Ex-Offender into a Volunteer Role' was sent to the PCC for comment and agreement. Agreed by the PCC	Email Email Email
10 Dec	'Budget 2021 paper' and 'Budget Figures 2021' sent to the PCC Approved by the PCC	Email Email
10 Dec 2020	The email from the Diocesan Safeguarding Team titled 'A safer Church for all' was sent to the PCC, together with additional information on safeguarding and essential training. The Diocesan email has links to the safeguarding reviews relating to Revd Tim Davis and the events in the parishes of Stowe and Maids Moreton	Email
	Prepared by: Dr Dudley Hoddinott Secretary to the PCC North Hinksey with Botley Parish, Oxford	

Safeguarding

June Hoddinott, Parish Safeguarding Officer from 2nd December 2019 Tel: 01865 863030 Mob: 07767 853436
Richard Woodley, Diocesan Safeguarding Advisor
Tel: 01865 208290 richard.woodley@oxford.anglican.org
A full safeguarding report included later in this report.

Finance

There is a full financial report included later in this report and our grateful thanks go to **John Clements** our Honorary

Treasurer who has done a brilliant job, as always, at keeping the PCC informed about our current financial situation.

During 2019 John informed the PCC that he wished to resign from this post. The PCC recognized that finding another person with all the time and competencies that John has would be difficult, so has divided the Treasury role up so that others can assist with this important task. We are grateful to Hugh Manson who has volunteered to do the book-keeping element of the role and to Douglas Wilks who does the banking. A full hand-over to Hugh has not been possible due to the corona virus restrictions. The PCC is still looking for someone with the level of professional competence to:

- hold the overall Treasurer's brief,
- lead the Treasury team
- oversee the finances of the PCC,
- produce regular financial statements throughout the year for the PCC to use
- produce the annual accounts,
- to liaise with the Charity Commission

Electoral Roll

The number of names on the Electoral Roll for the Parish of North Hinksey with Botley on 26 April 2021 was 65 (2020 figure: 65). One name has been added to the roll during the last year, but sadly, one person died. It is possible to correct omissions from the roll or other errors up to and including the date of the APCM.

Stephen Kinsey (Electoral Roll Officer)

Church Attendance

Average in-person attendance in October 2020

St Lawrence	9 adults	1 child
St. Peter & St. Paul	23 adults	0 children

Christmas 2020 Communicants and attendance

(2019 figures in brackets)

St. Lawrence	10 (43)	18 (54)
St. Peter & St. Paul	27 (43)	39 (201)

Occasional Offices

Baptisms	0
Weddings	0
Funerals	8

Worshipping Community for St. Peter and St. Paul

Total	61
Children (Age 0-10)	3
Young People (Age 11-17)	0
Adults (Age 18-69)	18
Adults (Age 70+)	40

Worshipping Community for St. Lawrence

Total	19
Children (Age 0-10)	1
Young People (Age 11-17)	0
Adults (Age 18-69)	5
Adults (Age 70+)	13

Church Hall

Staff:

Ms. Gwenllian Davies	Church Hall management and bookings
Mrs. Barbara Pavlov	Cleaner

Safeguarding

The PCC has fully complied with the duty under section five of the *Safeguarding and Clergy Discipline Measure 2016* (*duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults*)

Safeguarding is at the heart of our Christian Faith and therefore part of the mission of the Church. The parish complies with the House of Bishop's guidance on safeguarding and the procedures for safe working practice. Our parish is committed to the establishment and maintenance of a safe and healthy environment for vulnerable people, church volunteers and the wider church community. It promotes a culture of inclusiveness and openness where there is vigilance by everybody to the dangers of abuse and where there is confidence to challenge unacceptable behaviour, any abuse of power and to report any suspicions of a safeguarding nature.

- **Children's Activities.** Before the lockdown in March 2020 there were weekly services in St Lawrence Church for North Hinksey School with teachers present throughout the service.

St Peter and St Paul Church ran the "Messy Church" activity for ten months of the year. The activity is led by Revd Clare Sykes who has been DBS checked and all children attending are accompanied by at least one of their parents for the duration of the activity. An outstanding shortfall which will be addressed before the resumption of the activity in September is a written risk assessment for the activity. Within the assessment, there will be a section on monitoring the use of social media and the taking of images of children. All volunteers will have a role description and be expected to complete the relevant training module for that role.

- **Training.** Everyone in the parish who has an essential requirement for safeguarding has training which is up to date. The module "Safer Recruitment" is still under revision by the House of Bishops. Anyone recruited into the parish

follows the procedures for safer recruitment including any necessary DBS checks. There is a proposal later in the year to again offer the online module “Basic Awareness for Safeguarding” to parishioners who would like to become more knowledgeable about safeguarding.

- **Newly created parish policies and statements.** Progress was made during the lockdown with the creation of five new policy statements initiated by the PSO and with the invaluable support of members of the PCC. The new policies are: (1) “A Template Role Description for Volunteers Working with Children” (October 2020). (2) “A Parish Statement on Domestic Abuse” (November 2020). (3) “A Policy for Lone Working in the Community” (November 2020). (4) “The Recruitment of an Ex-Offender into a Volunteer Role” (December 2020). (5) “Lone Working in Church Buildings and the Environs” (February 2021). All policies and statements will be reviewed and revised (if necessary) annually.
- **Communication.** There is good communication between the Diocesan Safeguarding Team and the parish by way of regular newsletters from the Diocese. The PSO has an opportunity to attend the Diocesan Area Safeguarding Meetings for Dorchester and Oxford where there is discussion and the raising of concerns at “ground level”. The Diocesan Safeguarding Training Officer is responsive to any queries raised and any clarification needed concerning training. All Safeguarding information is displayed in the designated safeguarding section of the church notice boards. The plan is to introduce safeguarding folders into each church by the end of the year. These folders will contain copies of all the parish policies and any relevant helpline leaflets. Safeguarding is an agenda item for every PCC meeting with a written report provided by the PSO.
- **Hire of the hall.** The Benefice Administrator (Gwenllian Davies) in her role as Hall Manager is conscientious with regard to safeguarding and the hire of the hall. Every group must have their own safeguarding policy in place and also to sign the church safeguarding policy at the time of the hire

agreement. It was agreed by the PCC that organisers of church related activities taking place in the hall or in church must either sign a contract which includes safeguarding or have the activity approved by the PCC and formally recorded in the minutes.

The parish has a high degree of compliance with the recommendations of “The Church of England’s Model Action Plan for Promoting a Safer Church”. Any shortfalls will be addressed during this coming year.

June Hoddinott (Parish Safeguarding Officer)

Finance

**The Parochial Church Council of the Ecclesiastical Parish
of North Hinksey with Botley
*Registered Charity 1175652***

Financial Report for the year ended 31 December 2020

The attached accounts are presented in the recommended standard format for charities (the Charities Act 2011) and the Statement of Recommended Practice for Charities 2015. The Statements of Financial Activities and of Assets and Liabilities show a full picture of the PCC's financial activities, which are further explained in the detailed notes and in the report below.

Financial governance

Oversight of the parish's finances is exercised by the Parochial Church Council (PCC), which is a corporate body operating under the Parochial Church Council Powers Measure of the Church of England. The PCC is also a registered charity and is regulated by the Charity Commission.

Charity law requires the Trustees (the members of the PCC) to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the receipts and payments of the charity for that period. In

preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC sets the budget for each year and receives detailed financial reports and forecasts at its meetings.

Basis of preparation

The accounts are prepared on a receipts and payments basis, as allowed for PCC's with an income under £250,000. This takes account of all monies received and paid, but not of any amounts owed or owing at the year-end.

Overview of the accounts

2020 has been a very unusual year for the PCC as well as everybody else. The accounts show the impact of the Covid pandemic which caused the closure of our church buildings for communal worship for several months, and also the receipt in the very last week of 2020 of a substantial legacy. The detailed notes below seek to explain the effect of both these events on our financial position.

Page 1 shows income and expenditure for the year across all the PCC's accounts; unrestricted, designated and restricted. Total income across all accounts for the year was £146,000 which includes the legacy of £66,000 (2019 – 92,000), and total expenditure was £80,000 (2019 - £104,000), creating a net cash surplus of £66,000 (2018 - £7,000). The increase in the value of the investments forming the capital of the Curtis Bequest of £2,800 brings the total surplus for the year to ££68,800, which is almost exactly equal to the legacy and the

revaluation. Thus, looking at normal operations without these items, we broadly broke even across all accounts, with a small deficit on unrestricted funds, and a small surplus on restricted funds.

Page 2 shows the assets of the PCC which are cash (£108,000) and the Curtis Fund investment (£68,000). Of these sums, £16,000 forms the unrestricted reserve on which the PCC can call in emergency; the remainder being restricted to a greater or lesser degree.

Page 3 sets out the accounting policies adopted by the PCC in formulating the accounts. These are standard charity policies.

Page 4 and 5 set out more detail of the income and expenditure summarised on Page 1.

Pages 6, 7 and 8 set out more detail of the investment, designated and restricted funds, including the income and expenditure that has passed through each fund during the year.

Page 9 has a table showing how the assets are divided between the funds (this is required by the accounting standards to which we have to report), and also further explanatory notes required by law.

Page 10 is a copy of the equivalent data on Page 1 from the previous year's accounts (2019) so that they can be compared in more detail.

1. Unrestricted Funds (the General Fund)

(a) Out-turn

The accounts on page 1 show a deficit where payments exceeded receipts by £2,571 (compared to a deficit of 8,411 in 2019). The 2019 deficit was due to necessary repairs to the hall roof; the deficit this year (2020) was due to the pandemic. Further detail of how this impacted on the PCC's finances is given below under each heading.

(b) Income (note 2 to the accounts on page 4)

Total unrestricted income amounted to £70,000, a reduction of c£6,000 on 2019, but £13,000 less than our income budget for the year. The main factor in this was the closure of the hall for several months which meant that hall hire income was only £10,400 as against £20,200 the previous year and an income target of £25,000. Other areas where income fell below 2019, such as collections, and fees for weddings and funerals, also resulted from the churches being closed.

However, it was not all bad news. An appeal to the congregation to help by making one-off donations, increasing their regular giving and moving from cash to standing order was very successful and brought in over £7,000 in one-off donations and an increase in regular monthly giving by standing order. We also benefited by the receipt of Gift Aid on most of those contributions. Without the appeal, our deficit would have been much larger.

(c) Expenditure (note 3 to the accounts on page 5)

Expenditure from unrestricted funds also decreased, from £78,000 in 2019 to £72,000 in 2020. During the lock down we were able to make some savings on energy and running costs but much of our expenditure is unavoidable. The largest element is the parish share, which funds clergy stipends and diocesan and national church costs. This increased by 3% and represented 64% of the costs met from unrestricted funds in this unusual year.

The main saving was in energy costs which reduced from £10,000 in 2019 to £4,300. The costs of services and ministry were also reduced by nearly £2,000.

There was a further increase in the cost of the benefice office paid by this parish from £7,800 to £9,000 due to increased demands on the office, especially on the management of the hall, during this difficult time. We have

also had to improve the phone and internet service to cope with more usage.

The resultant deficit described above has further reduced our unrestricted reserve from £18,400 to £15,800.

2. Designated Funds (note 5(a) to the accounts on pages 6 and 7)

(designated funds are funds set aside by the PCC for specific purposes)

The accounts include three designated funds; the Fabric Fund, the Benefice Account and the Flora Baber Bequest, the latter being newly established in 2020.

The Fabric Fund normally contains money set aside by the PCC from its General Fund for repairs to both churches which cannot be met from the existing restricted funds. The Fund had been entirely spent in 2019 and no costs were set against it in 2020. It therefore has a current balance of zero.

The Benefice Account holds that share of income and expenditure relating to administration and projects spanning the whole benefice which is payable by St Frideswide PCC. Net costs are shared 67% to North Hinksey PCC and 33% to St Frideswide PCC, after some costs are paid by the Rector for the administrator's time. There has been a change in practice in 2020, as previously all the costs paid were charged to this Fund and then recharged at the end of the year to the two PCC's. Now, only the 33% payable by St Frideswide is passed through this account, which has simplified the accounting and explains why some figures in the table on p7 do not have comparators. The balance in the Fund at 31 December reflects the cash balance of payments and receipts at that date and is not significant.

The Flora Baber Bequest is the sum received to date from a legacy in Flora's will. This arrived late in the year and was a complete (and welcome) surprise. It is being held in a separate account whilst its use is discussed. As a

one-off receipt, it is not appropriate nor prudent to use any of this sum to meet recurrent costs which should be met from sustainable income.

3. Restricted Funds (note 5(b) to the accounts on page 8)

The total of restricted funds increased during the year by £1,500 (2019 – increased by £3,100) due to a legacy and donations for both churches.

The restricted fund with most activity is that through which we account for monies given to us to be passed on to others, which includes the diocesan share of church fees and collections for other charities. The former totalled £900 and the latter £350. Our fund-raising for external charities was substantially reduced this year due to the pandemic restrictions. In part, this was because donors were asked to give directly to the charities we support (Christian Aid and The Children's Society) so that we were unable to record their contributions.

4. Endowment Fund (see note 4 on page 6 and 5(c) on page 8 to the accounts)

The Curtis bequest was given for the benefit of St Lawrence. As explained in the detailed note, it consists of two parts; the capital which is invested and the accumulated income which may be spent. During the year the capital increased in value by £2,844 (2019 - £6,724) to £45,516 and accumulated income increased by £1,277 to £22,151. The latter is available to spend on the re-ordering project at St Lawrence.

Looking into the future

Following the deficit suffered in 2019, the PCC set a budget for 2020 which sought to produce a surplus of £3,250 and a return to financial sustainability. This was derailed by the pandemic and our unrestricted reserve has been further reduced to £15,800. This is a very slim margin of safety for an organisation of our size and is less

than recommended by both the Church and Charity Commission.

The continuation of lock down restrictions into 2021 has meant that the PCC has been unable to set a budget for the new year, as there is no secure basis on which to estimate income and expenditure. The recent plan for re-opening the lock down gives us some hints and, on the assumption that we stay on track, and re-open the hall partially from April and fully from June, with services moving in parallel, we might be able to keep the deficit close to the same figure as 2020 - c£3,000. This has been greatly helped by the receipt of a government Covid business support grant of £3,000, a zero increase in parish share and agreement with St Frideswide PCC to take on £2,000 of 'our' share.

A deficit of that size would further reduce our unrestricted reserve to £12-13,000. The PCC would need to set a budget for 2022 that saw a return to surplus and sustainability, and the Baber bequest could provide investment funds to make some necessary improvements to our physical environment. Provided that there are no further financial shocks to our situation, the PCC is confident that the parish remains solvent and can continue as a going concern for the foreseeable future.

John Clements Treasurer

Fabric and Churchyard Reports

These reports cover work and acquisitions at the churches of North Hinksey with Botley

- **St Lawrence, North Hinksey**

The Church has had limited use due to the pandemic. Nevertheless, all routine maintenance work has been undertaken.

An upgrade of the electrical system has been carried out, taking into consideration future re-ordering.

A small roof leak has been identified as a result of loose slates and is due to be repaired.

The gardens have been maintained to a good standard but some work by a tree surgeon to cut back branches slightly overhanging the road, has yet to be carried out.

The fabric of the church is in good condition.

Lucy Mangua (Churchwarden)

- **St. Peter and St Paul, Botley**

Due to the pandemic, neither the Church nor Hall have had much use with access restricted. Nevertheless, all routine maintenance work has been carried out.

In addition, further roof repairs above the vestry have been done after leadwork was blown off in high winds.

Barge board on the hall was also blown off but rescued, undamaged and replaced.

Although this is not directly part of church fabric, it is the responsibility of the PCC and, therefore, the churchwardens.

The gardens have been maintained to a high standard.

Bicycle racks have been installed.

The fabric of the church is in good condition.

Joy Brown (Churchwarden)

Deanery Synod

Initial online meeting on 8 December 2020

The main function of the meeting was to note Deanery Synod membership: arrivals, continuation and departures. The Area Dean thanked parishes for their generous responses to this year's Parish Share requests, and noted that the diocese was pleased with the response from the Oxford Deanery overall.

The meeting also provided opportunities for breakout room sessions where parishes shared what they had done while pandemic restrictions were in place and discussed hopes and fears for the coming year.

It was announced that the election of Deanery Officers would be conducted by postal ballot in the New Year. This would make it easier to ensure that the elections would be quorate.

Online meeting on 9 February 2021

The results of the elections for new Synod officers were announced; vacancies on the Standing Committee remain. The details of the parish shares for the coming year were accepted unanimously

The new Archdeacon, Jonathan Chaffey, was introduced and he gave a brief description of his career, a substantial portion of which he spent as an RAF chaplain. His special responsibilities will include ministering to those who are working as chaplains, new congregations & inter-faith dialogue. He then gave a presentation on the theme of bridge-building – between various communities in the diocese – and later answered questions.

In breakout rooms churches were invited to describe how they were responding to the current third lockdown.

There was a final announcement that the Chaplain of Brookes University is to become Chaplain to the Oxford BAME community.

Volunteers

In October The Revd Jo Moffett-Levy retired from her voluntary role as an Associate Priest in the benefice. Jo's ministry was mainly focussed on our sister church of St. Frideswide, but she also regularly led Holy Communion at Field House and took assemblies for North Hinksey Primary School at St. Lawrence. We thank Jo very sincerely for all she has contributed to the life of the Benefice. Thankfully, after a well-deserved break, Jo will apply to the Bishop of Oxford for Permission to Officiate within the Benefice.

Our thanks go to The Revd John Chorlton, The Revd Phillip Nixon and The Revd Philip Budd, also all retired, who help us out from time to time and gave particular support to the parish during the Rector's sabbatical leave.

The life of the church is maintained by volunteers in all sorts of roles, both visible and often unseen. For all that you all do, 'thank you'.

*We are the Body of Christ
in the one Spirit we were all baptized into one body.
Let us then pursue all that makes for peace
and builds up our common life.*

Rev Clare Sykes

North Hinksey Church of England Primary School

The parish continues to have a close relationship with North Hinksey Primary School. The normal practice of clergy conducting school worship at St. Lawrence every Wednesday morning and hosting school worship for major festivals for the whole school at St. Peter & St. Paul had to be cancelled this year.

The Rector is an ex-officio Foundation Governor on the Local Governing Body. Foundation Governors have a primary focus in ensuring the school remains true to the Christian ethos and values that underpin its work with children and their families. The school has 209 pupils on roll and continues to be a happy

and thriving community under the able leadership of Mrs Amy Pearce.

Revd Clare Sykes

North Hinksey Schools Trust

The Trust funds are comprised of the proceeds from selling the old school house. The Trust is to benefit North Hinksey Primary School pupils for things that the Local Education Authority cannot provide. The Trustees are: Revd Clare Sykes, ex-officio Chair; Dudley Hoddinott, Governor's Trustee and Janet Farrow, PCC Trustee.

The Trustees meet twice a year and provide accounts that are lodged with the Charity Commission and the school Local Governing Body.

Our thanks go to The Revd Graham Sykes who validates the account and completes the Charity Commission submission.

Revd Clare Sykes

Mission and Evangelism

Our outreach activities have been curtailed this year. However, we have been pleased to continue our support for the Botley Community Fridge which we host in the porch of St. Peter and St. Paul and is open daily from 10am to 4pm.

In addition, the Church Hall became home to the weekly Botley Community Larder in September and a subsidised rent is offered to ensure that they can continue to provide this vital community service.

The Church Hall was used by a local group to pack up and distribute Christmas boxes to disadvantaged families in our community.

During the first lockdown we were a gathering place for the local 'clap for carers', particularly for residents from Field House next door.

The Christian Aid campaign went on-line in 2020 as house to house visiting was not possible.

Revd Clare Sykes

Objectives for the next calendar year

It has obviously been hard to plan for 2021, given that we do not know how the pandemic and its effects will work out. However, the following items are under consideration:

- Restarting public worship
- Reviewing all activities in the light of the experience of the past year.
- Reaching out to new residents in West Way Place
- Replacing the heating at St. Peter and St. Paul
- Next steps in the reordering project at St. Lawrence

Rector's Signature:

C Sykes

Please Print Name: CLARE SYKES

Date: 7th May 2021

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
Registered charity 1175652

Statement of Financial Activities

For the year ending 31 December 2020

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
Incoming resources							
Voluntary income	2 (a)	50,720	65,896	1,404	0	118,020	52,602
Activities for generating funds	(b)	0	0	0	0	0	1,481
Income from investments	(c)	193	0	10	1,277	1,480	1,591
Church activities	(d)	11,644	0	983	0	12,627	24,927
Other incoming resources	(e)	7,032	4,487	2,745	0	14,264	11,785
Total incoming resources		69,588	70,383	5,143	1,277	146,391	92,386
Resources expended							
Church activities	3 (a)	72,160	4,644	3,651	0	80,455	89,011
Major works	(b)	0	0	0	0	0	15,196
Total resources expended		72,160	4,644	3,651	0	80,455	104,207
Net incoming resources before other recognised gains and losses		-2,571	65,739	1,491	1,277	65,936	-11,821
Gains on investment assets: on revaluation	4	0	0	0	2,844	2,844	6,724
Net movement in funds		-2,571	65,739	1,491	4,121	68,780	-5,097
Transfers between funds		0	0	0	0	0	0
Balances brought forward 1 January		18,396	-295	25,606	63,545	107,253	112,350
Balances carried forward 31 December		15,825	65,444	27,098	67,666	176,033	107,253

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
Registered charity 1175652

Statement of Financial Activities

For the year ending 31 December 2020

The notes on pages 2 to 9 form part of this account

Parochial Church Council of North Hinksey with Botley

Statement of Assets & Liabilities as at 31 December 2020

		2020	2019
	Notes		
Fixed Assets			
Investments	4	67,666	63,545
Current assets			
Short term deposits			30,772
Cash at bank and in hand		108,367	12,935
		<u>108,367</u>	<u>43,709</u>
Liabilities			
Creditors - amounts falling due within one year	7	0	0
Net current assets		<u>108,367</u>	<u>43,709</u>
Total assets less current liabilities		176,033	107,253
Creditors - amounts falling due after one year		0	0
Total net assets		<u><u>176,033</u></u>	<u><u>107,253</u></u>
Parish funds			
Unrestricted		15,825	18,396
Designated	5 (a)	65,444	-295
Restricted	5 (b)	27,098	25,606
Endowment	5 (c)	67,666	63,545
		<u><u>176,033</u></u>	<u><u>107,253</u></u>

Note:

As at 31 December 2020, the PCC was owed £2,100 in Gift Aid repayments and c£1,000 in respect of hall hire fees. The comparable amounts at 31 December 2019 were £2,600 for Gift Aid and £2,900 in hall hire fees.

As at 31 December 2020, the PCC had incurred commitments of £1,866 in respect of electrical work at St Lawrence. These will be funded from restricted funds. (2019 - Nil)

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
Registered charity 1175652

Statement of Financial Activities

For the year ending 31 December 2020

Notes to the financial statements

For the year ended 31 December 2020

1 Accounting policies

- (a) The financial statements have been prepared on a receipts and payments basis in accordance with the Church Accounting Regulations 2006 and are presented in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and with the Charities Act 2011. The statements have been prepared on the historic cost convention, with the exception of the valuation of investment assets which are shown at market value.
- (b) Endowment funds are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used in accordance with the purpose for which the endowment was established.
- (c) Restricted funds represent income, donations or grants received for a specific object. The funds may only be expended on the specific object for which they were given and any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.
- (d) Designated funds are funds set aside by the PCC for specific purposes but which can be used for other purposes by decision of the PCC.
- (e) Fixed assets over £500 are capitalised and written down over an appropriate life time:

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley

Registered charity 1175652

Statement of Financial Activities

For the year ending 31 December 2020

2 Incoming resources		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
(a) Voluntary income							
Planned giving							
	Gift aid donations	28,758		50		28,808	28,024
	Tax recoverable	9,996				9,996	8,965
	Other	1,880				1,880	2,342
Collections		1,529				1,529	3,011
Coffee, wall safes		122				122	747
Grants					0	0	419
Legacies			65,896	1,000		66,896	0
Donations, appeals, etc		8,435		354		8,789	9,094
		<u>50,720</u>	<u>65,896</u>	<u>1,404</u>	<u>0</u>	<u>118,020</u>	<u>52,602</u>
(b) Activities for generating funds							
Fund-raising events		0				0	1,481
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,481</u>
(c) Income from investments		193	0	10	1,277	1,480	1,591
(d) Income from church activities							
Church hall lettings		10,384		50		10,434	20,226
Fees for occasional services		1,260		933		2,193	4,701
		<u>11,644</u>	<u>0</u>	<u>983</u>	<u>0</u>	<u>12,627</u>	<u>24,927</u>
(e) Other income							
Contributions towards cost of benefice office			4,487	2,745		7,232	5,727
Rental income		6,850				6,850	6,008
Miscellaneous		182				182	50
		<u>7,032</u>	<u>4,487</u>	<u>2,745</u>	<u>0</u>	<u>14,264</u>	<u>11,785</u>
Total incoming resources		<u>69,588</u>	<u>70,383</u>	<u>5,143</u>	<u>1,277</u>	<u>146,391</u>	<u>92,386</u>

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
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Statement of Financial Activities

For the year ending 31 December 2020

3 Resources expended	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
(a) Church activities						
Charitable giving	150				150	1,238
Ministry	46,041				46,041	44,650
diocesan parish share						
other ministry costs	455	176			631	1,191
Church running and maintenance						
Heat & light	4,262				4,262	9,859
Insurance	3,875				3,875	3,842
Cleaning and minor works	1,466				1,466	2,042
Cost of services inc. music	2,396				3,757	8,110
	11,999					
Church hall running costs	3,563		50		3,613	3,548
Administration, printing & stationery	9,952	4,368	2,340		16,660	14,531
	72,160	4,644	3,651	0	80,455	89,011
(b) Major works						
<i>St Peter & Paul</i>						
Survey & repairs to electrical systems					0	900
Roof repair					0	9,396
Redecoration					0	4,900
	0	0	0	0	0	15,196
Total resources expended	72,160	4,644	3,651	0	80,455	104,207

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
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Statement of Financial Activities

For the year ending 31 December 2020

4 Fixed assets

	2020	2019
Investments		
Market value of investments at 1 January 2020	42,672	35,948
Accumulated interest account	20,874	19,634
	<u>63,545</u>	<u>55,581</u>
Revaluation surplus/-loss	2,844	6,724
Income received and retained	1,277	1,240
Market value 31 December 2020	<u>67,666</u>	<u>63,545</u>

5 Funds

(a) The designated funds held during the year have comprised the following:

	2020	2019
Fabric Fund		
Balance at 1 January 2020	0	6,601
Transfer from unrestricted funds	0	0
Expenditure on projects	0	-14,196
Costs funded from unrestricted funds	0	7,595
Balance at 31 December 2020	<u>0</u>	<u>0</u>

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
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Statement of Financial Activities

For the year ending 31 December 2020

Benefice Fund	2020	2019
Balance at 1 January 2020	-293	885
Received from St Frideswide PCC	4,487	3,219
Paid by incumbent for PA services	0	2,508
	<u>4,487</u>	<u>5,727</u>
Expenditure	-4,644	-15,842
Less proportion met by North Hinksey PCC from unrestricted funds	0	8,937
Balance at 31 December 2020	<u>-450</u>	<u>-293</u>

The benefice fund is used to account for the proportion of common benefice costs to be met by St Frideswide PCC. Costs are divided one-third to St Frideswide and two-thirds to North Hinksey. In 2019, all costs were passed through this account, but a change was made in 2020 such that only the proportion due from St Frideswide is charged against the benefice account. This accounts for the difference between the two years.

Flora Baber Bequest	2020
Income from bequest	65,896
Balance at 31 December 2020	<u>65,896</u>

The above sum, representing an interim payment from the estate of Flora Baber, was received on 29 December. The legacy has been given for general purposes.

Total designated funds	2020	2019
Balance at 1 January 2019	-293	11,354
Income	70,383	4,061
Transfers from other funds	0	8,000
Expenditure	<u>-4,644</u>	<u>-15,928</u>
Total designated funds	<u>65,444</u>	<u>7,486</u>

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
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Statement of Financial Activities

For the year ending 31 December 2020

(b) The restricted funds held during the year have comprised the following:

Funds movements:	Balance 1 January	Incoming Resources	Resources Expended	Transfers to Unrestricted	Balance 31 December
	£	£	£	£	£
St Lawrence bells	532	0	0	0	532
St Lawrence organ	150	0	0	0	150
St Lawrence restoration fund	1,705	50	0	0	1,755
Friends of St Lawrence	7,124	60	0	0	7,184
Rental reserve account	12,900	10	0	0	12,910
Ss Peter & Paul restoration fund	1,068	1,000	0	0	2,068
Hope ffennel Trust	29	0	0	0	29
Legal costs fund	500	0	0	0	500
Monies collected for others	1,597	4,023	3,651	0	1,969
Totals per receipts & payments account	25,606	5,144	3,651	0	27,098

(c) Endowment Fund

The endowment fund is the Curtis Bequest, which requires income to be spent on the decoration and maintenance of the fabric of St Lawrence. The investments are held by the Oxford Diocesan Board of Finance and invested in the CBF Church of England Investment Funds

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley

Registered charity 1175652

Statement of Financial Activities

For the year ending 31 December 2020

6 Analysis of Net Assets by fund

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2019	Total 2018
Investment fixed assets	0	0	0	63,545	63,545	55,581
Current assets	18,396	-295	25,606	0	43,707	56,769
Current liabilities	0	0	0	0	0	0
	<u>18,396</u>	<u>-295</u>	<u>25,606</u>	<u>63,545</u>	<u>107,252</u>	<u>112,350</u>

7 Related Party Transactions

Related party transactions are monies received from, or payments made to, individuals who are also members of the PCC, or are related to them. These are not re-imbursable expenses such as travel but instances where the individual has provided goods or services to the PCC. Accounting standards now require that these are disclosed within the accounts.

There were no related party transactions in 2019 or 2020.

8 Employees

Number of employees 0 (2019 - 0)

The benefice administrator was self-employed during the period covered by the accounts but was treated as an employee in terms of holiday and sick pay entitlement.

The Parochial Church Council of the Ecclesiastical Parish of North Hinksey with Botley
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Statement of Financial Activities

For the year ending 31 December 2020

9

Comparative figures for 2019

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2019
Receipts					
Voluntary income	47,487	0	5,115	0	52,602
Activities for generating funds	0	0	1,481	0	1,481
Income from investments	325	0	26	1,240	1,591
Church activities	22,637	0	2,290	0	24,927
Other incoming resources	6,008	5,727	50	0	11,785
Total receipts	76,456	5,727	8,962	1,240	92,386
Payments					
Church activities	78,624	6,907	3,480	0	89,011
Major works	0	14,196	1,000	0	15,196
Total payments	78,624	21,103	4,480	0	104,207
Net surplus/-deficit before other recognised gains and losses	-2,167	-15,376	4,482	1,240	-11,821
Gains/-losses on investment assets: on revaluation	0	0	0	6,724	6,724
Net movement in funds	-2,167	-15,376	4,482	7,964	-5,097
Transfers between funds	-6,244	7,595	-1,351	0	0
Balances brought forward 1 January	26,807	7,486	22,475	55,581	112,350
Balances carried forward 31 December	18,396	-295	25,606	63,544	107,253

Independent Examiner's Report to the PCC of the Ecclesiastical Parish of North Hinksey with Botley (Registered Charity No. 1175652)

This report on the financial statements of the PCC for the year ended 31 December 2020, which are set out on pages 1 to 10, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of the PCC and Examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 145 (5) (b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanation from you as members of the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

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 section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

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.

Peter J. Stevenson

Peter J. Stevenson
Chartered Accountant

8 Harbord
Road Oxford
OX2 8LJ

Date: 22nd March 2021