

**Annual Report and Financial  
Statements of the Parochial  
Church Council of Bradley  
St Martin**

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

*Charity registration number: 1185510*



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**The Parochial Church Council of Bradley St Martin**  
**Trustees' Annual Report for the year ended 31<sup>st</sup> December 2020**

*Charity registration number: 1185510*

## **Objectives and Activities**

The Parochial Church Council of Bradley St Martin (the PCC) has the responsibility of co-operating with the incumbent, the Reverend Kate Watson, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelical, social and ecumenical. The PCC is also spiritually responsible for the maintenance of the church.

The PCC is committed to enabling as many people as possible to worship at St Martin's Church and to become part of the parish community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. Also, beyond our gathered worship times, the PCC promotes and encourages activities of hospitality and fellowship, including practical and spiritual support as acts of loving kindness and outreach to the community of the parish.

### **Public Benefit**

The trustees of the PCC are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of Bradley St Martin it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.
- Much of the community outreach work of St Martin's Church is undertaken by volunteers from the church community and involving members of the wider community.

## **Achievements and Performance**

See Review of the Year

## **Financial Review**

Despite many months of not being able to worship in church as a congregation and to utilise the building for rental and regular meetings of The Tuesday Club, Hotch Potch and Ignite 5:14, we remain a focal point of our community and have been able to maintain contact with our parishioners, regular attendees of the groups and provide rental opportunities when the restrictions have been lifted and the building could be utilised.

We have received grants to assist with helping those in need within our community and have utilised the money from our 3% Giving to aid charities.

With the Parish Share being reduced for three months and the suspension of the roof loan for this financial period we have been able to reduce our outgoings and offset some of the losses incurred due to rental income being reduced.

We are in a financially stable position moving into 2021 and the PCC pray that the pandemic that has affected so many people and organisations will soon be over, and we can return to worship and use of building to its full potential for all within our community.

Income for 2020 - Unrestricted (including designated) income for the year totalled £49,406, this being down 30% from 2019 (£64,329) mainly due to the loss of income from rentals during periods of national lockdown due to the Covid-19 pandemic. £31,278 was through planned giving - either through our envelope scheme or monthly standing order, this only being a small reduction of about 4% from 2019 (£32,591). When comparing to 2019 this represents a marginal reduction in promised giving, however, it is very encouraging that envelopes have still been given during the many months that the church were unable to gather in person and promised giving has remained pretty much consistent over the last twelve months. The Diocese granted a reduction in Parish Share for three months and this has helped with our overall expenditure, but these are now returning to the full amount for 2021 and the PCC will encourage each person to prayerfully consider his/her stewardship commitment.

As detailed below, the roof loan was suspended for this financial year, this has helped greatly due to the reduction in rentals due to the building being closed for rental opportunities.

The PCC thanks Tony Dutfield for all the work he does behind the scenes as Stewardship Officer. The Stewardship Officer makes Gift Aid tax claims on behalf of the Trustees and plays a vital part in ensuring that stewardship remains a core commitment.

Gift Aid remains one of our key sources of income, totalling £7,233.25 for the last financial period, down just marginally as a reflection on the promised giving being a little lower for 2019. We are benefiting from extra Gift Aid due to the government allowing charities to claim gift aid on cash donations (maximum value of £30 single donation). Gift Aid is split between general funds or the designated building fund depending on whether funds are needed in general funds to support day-to-day church running.

We receive a rebate from OPUS Energy during the year for the energy we generate as a surplus to the National Grid. This year's rebate was £96.51.

Once again, rents contribute a large proportion of our Unrestricted and Designated income, totalling £4,629.00. This is a significant drop compared to 2019 figures (from £15,548) due to losing key users such as Weight Watchers and many Slimming World sessions being cancelled as restrictions were imposed on the use of community facilities. This drop in rental income will, for the next few years, limit the availability of extra income for the building fund as currently any rental income covers our roof loan commitments. (These have been suspended temporarily by the Diocese but will commence again in 2021. The outstanding balance being £73,709.57, with last year's payments totalling £8,901.29, paid in four instalments). The PCC is thankful for having such an amazing building that is utilised by so many people. The PCC is committed to searching for other key users of the building to improve rental incomes as and when restrictions are lifted, and the building can be used to serve our congregation and the wider community to its full potential.

With regards to expenditure, the biggest expense is the Parish Share totalling £29,124.00 for the year, this being down from last year's commitment as the Diocese granted a reduction in payments for three months in recognition of the financial difficulties arising from the pandemic.

The PCC continue to commit to donate to charities and other causes and facilitate fundraising by the congregation and others. Over the course of the year the PCC allocated over £1,583, which was a fantastic achievement considering the usual social events which would have raised funds were not able to happen. Donations were also made by individuals to the chosen charities directly when virtual fundraising events were held.

## Investments

We currently have investments with CCLA that accrue interest each year. The 31 December 2020 valuation is shown in note 4 to the accounts. (Copies of the end of year statements are attached to this report).

A total of £3,376.05 was accrued in the CCLA restricted fund over the last 12 months.

We also have an account with Shared Interest, this has a balance of £1,500.00. This has not been added to in the last 12 months.

### **Reserves Policy**

The PCC aims to keep approximately two months running costs in reserves. This equates to approximately £5,000. The reserves will be built up over a period of time as and when funds allow. It is at the discretion of the PCC when to utilise the reserve funds and in the instance of the fund being used, it will be voted upon and agreed by the PCC.

### **Investment Policy**

The charity is granted power to invest in suitable investments under the PCC Powers Measure 1956 and the Trustees Act 2000. As a charity, the Trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.

The charity's investment policies are based on two key principles: -

- Ethical Investment – this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders.
- Long-term responsibilities – the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs. The charity does not have a policy of generating income at excessive or high risk – known as “purchasing income”, where high returns are guaranteed at the expense of capital.

In summary, the charity has an overall policy to maximise income while preserving the real value of its funds. Due to the nature of the charity, an ethical investment policy is taken into consideration when investments are made:

The charity follows the Ethical Investment Advisory policy as recommended by the Lichfield Diocese which includes the following:

“We aim to invest in companies that:

- \* will develop their business in the interests of shareholders;
- \* demonstrate responsible employment practices;
- \* are conscientious concerning issues of corporate governance, the environment and human rights;
- \* are sensitive to the community in which they operate.”

Planned giving, collections and donations are the main sources of fund raising along with tax recoverable.

## **Safeguarding**

The PCC believe they have fulfilled their duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops’ guidance on safeguarding children and vulnerable adults).

## **Reporting Serious Incidents**

A Serious Incident is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity’s beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work, loss of the charity’s money or assets, damage to the charity’s property or harm to the charity’s work or reputation.

The PCC is not aware of any Serious Incidents in the last year.

## **Fundraising**

The PCC takes its fundraising responsibilities seriously and is very grateful to all donors – whether regular or occasional – for their support of the church and church events. Supporters are never taken for granted and the PCC recognise with thanks the gifts of time and expertise which are also offered, as gifts-in-kind which reduce its financial expenditure, for example the skills of those on the maintenance team who undertake maintenance and refurbishment works voluntarily. The PCC take full responsibility for fundraising and do not use commercial organisations or professional fundraisers. All money raised is either by donations, grants, fundraising events, special appeals or legacies for which the PCC are most grateful.

Despite the difficult conditions during the Covid-19 pandemic and restrictions on gathered worship and fundraising community events and activities, the PCC is encouraged by the ongoing financial commitments made by the congregation, many of whom give a regular weekly or monthly sum via direct debit/standing order or by the ‘envelope’ scheme.

The PCC is grateful for the support of local grant making organisations, in particular an annual sum from the Emma Bussey Trust for work supporting the most vulnerable, particularly the elderly, in the Bradley area. An anonymous donor gave £750 towards a new initiative to support

parents and babies and this was supplemented by £500 from Wolverhampton City Council Ward Funds.

## **Volunteers**

The members of the PCC would like to thank all the volunteers who work so hard to make our church a lively and vibrant community. Our especial thanks go to our church wardens, Rosemary Preston and Ian Grennan, who have worked so tirelessly on our behalf, and lay reader Matthew Aldridge for leading and coordinating the worship activities during the vacancy. Further thanks go to the outgoing treasurer Bryan Preston, who has helped us all understand the church's accounts and its finances, and to Suzanne Clarke-Flavell who took on the treasurer role mid-way through 2020.

## **Review of the Year**

2020 was dominated by the effects of the Coronavirus pandemic, imposing significant restrictions on all of society and many of the activities as the parish church of Bradley St Martin, including restrictions on worship gatherings and pastoral offices such as weddings and funerals as well as fundraising and other community events planned during the year. The PCC have remained positive throughout to support the community as well as the fabric of our church and community building.

Previous to the first lockdown in mid-March 2020, while the church was still in interregnum, the activities of the church on Sundays and in the week continued as usual, with the commitment and dedication of a team of volunteers and for which the PCC is very grateful. Groups such as Sunshine Corner (stay and play), Ignite 5:14, the Hotchpotch Café, The Tuesday Club, the K2Togs knitting group and St Martin's Walking Group and hire of facilities by community groups and businesses.

Notwithstanding the limitations on gathered worship since March 2020, St Martin's Church maintained a weekly Sunday worship service, livestreaming via social media both pre-recorded and 'live' elements. When in-person gatherings were permitted, the worship times continued to be live streamed. The livestream services have attracted people from beyond our normal congregation, including as far afield as Malta. For those without internet access, the weekly worship time is recorded onto DVDs and delivered to homes (adopting Covid-secure practices). Post-service fellowship time has continued through Zoom Coffee and Chat on Sundays after the livestream.



In addition to regular weekly worship times, there were several 'special' services, including a reflection as part of Baby Loss Awareness week in October (a gathered and livestreamed event), and pre-recorded livestreamed Advent and Christmas worship.

Since July 2020, a mid-week small group 'Connect' has met via Zoom for discipleship, fellowship and support; subjects have included 'The Prayer Course' and Advent Reflections. The bi-monthly 'Saturday First' bible study continued via Zoom and Ignite 5:14 children and young people's group met monthly via Zoom too, enjoying games and activities and times of worship. It was a great sadness that the annual Ignite 5:14 holiday to Brixham had to be cancelled due to the pandemic. Thanks to the venue, Grenville House Outdoor Education Centre, the payments already made were not lost but transferred to 2021.

The PCC recognise that the restrictions have been challenging for many, particularly those without internet connectivity and who have spent many months in isolation and shielding. The PCC has been greatly encouraged by the efforts of the congregation to support not only each at this time, but also the wider community. For example, there has been extensive phone support to check on people's wellbeing. People have done shopping and errands for those unable to leave their homes.

At Christmas, St Martin's Church became a distribution hub for the Christmas Lunch Project charity and volunteers coordinated the distribution of food hampers and gifts to families in need to enable them to have a traditional Christmas Day dinner and presents. The 'Tuesday Club' members each received Christmas-themed food and treats in a St Martin's Church re-useable Fairtrade cotton bag. Members from the congregation distributed Christmas Cards to two primary schools and several hundred homes in the parish, letting people know about the Christmas carol and nativity services and offering pastoral support to anyone in need.

It has been a privilege for the PCC to support families referred by our linked church primary school, who were experiencing hardship, for example by arranging and delivering a Food Bank parcel, supplemented with some fresh produce, and the purchase of a week's shopping for another family. The PCC values the links the church has to its community through the three primary schools within the parish and the incumbent has been able to contribute to the schools' Collective Worship through pre-recorded videos.

Rental income has dropped by some 75% due to Covid-19 restrictions. However, the PCC is greatly encouraged by the ongoing financial commitment of the congregation. More people moved their planned giving to direct debit at the start of the pandemic which has helped maintain planned giving income at close to budgeted levels. The Diocese offered to waive the Parish Share for the equivalent of 1½ months payment which was most welcome and a payment holiday for the roof loan is also helping in budgetary management.

The Revd Kate Watson was licensed as the new vicar of Bradley St Martin on 3 June 2020. Her experience of ministry in the parish has been entirely under the limitations of the pandemic but she is grateful for the welcome and support she has received.

## **Future Plans**

The PCC is cautiously hopeful that gathered worship without virus restrictions will be able to recommence by Summer 2021 and is beginning plans for post-Covid recovery, including times of celebration and fellowship for church and non-church, recommencing community activities and hire of the community facilities. A goal for 2021 and beyond will be to promote the church's community facilities and increase rental income, which previously has been an important income stream to enable the PCC to keep the building in good repair and contribute to its charitable objectives.

Consideration will also be given to supporting health and wellbeing within the community as part of the recovery plans, recognising the difficulties of the pandemic and the potential for longer term effects. While restrictions continue and possibly beyond, the PCC is supporting the launch of an online 'coffee morning' via Zoom in partnership with Bringing People Together, part of Transforming Communities Together, for the people of Bradley and with the aim of countering loneliness and isolation as the restrictions continue.

Recognising the values of livestreaming and internet conferencing (Zoom) to fostering greater accessibility and participation in worship times, fellowship and discipleship groups, and other social events, the PCC will consider retaining these communication options beyond the restrictions, although they do in themselves pose some challenges regarding sourcing material which can be used in livestream broadcast without infringing copyright licenses.

## **Risk Management**

The Church Wardens carry out regular Health and Safety Reviews and regularly inspect premises for potential hazards. We have safeguarding policies in place for child protection and for work with vulnerable adults, including rigorous DBS checking of staff and volunteers. Our insurances are reviewed annually to ensure adequate cover. An informal review of any new risks which may impact the work of the Church in the Parish is ongoing and Covid-specific risk assessments are undertaken as appropriate.

Continued loss of rental income and the loss of fundraising from other events will have an impact during 2021, however close monitoring of income and careful stewardship of expenditure will continue. The PCC will continue to seek grants and financial donations to support its charitable aims.

## **Structure, Governance and Management**

The PCC is a Body Corporate established by the Church of England and is a Charity with the Charity Commission. The PCC is governed by the Parochial Church Council Powers Measure (1956) as amended that came into effect on 2<sup>nd</sup> January 1957, and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

The method of appointment of the PCC members is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, a representative of the Readers, those elected to the Deanery Synod, and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. The PCC members receive training from courses run by the Diocese. Members of the congregation are always urged to join the Electoral Roll, and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The PCC met 8 times during 2020. The Standing Committee comprising the incumbent, church wardens, treasurer, lay reader and PCC secretary meet prior to each PCC and minutes of their meeting are presented to the PCC.

PCC members are DBS checked and safeguarding is a standing item on PCC and Standing Committee agendas.

The Church Vestry Meeting and Annual Parochial Council Meeting were held on 11 October 2020 and the minutes are included in this report at Appendix 1.

## **Related Parties**

### **Donations from Related Parties**

Many of the regular donors are related in some way to Trustees or are Trustees themselves however, all donations, regular and one-off, were received without conditions.

### **Remuneration paid to Trustees**

None of the trustees have been paid any remuneration or received any other benefits from employment with the PCC.

### **Expenses paid to Trustees**

Trustee expenses during the year have been minor and incurred in relation to the travel costs associated with the incumbent fulfilling her parochial duties, principally funerals. No other Trustee expenses have been incurred during the year.

## **Reference and Administrative details**

The Church is situated in Slater Street, Bradley, Bilston WV14 8PF and is part of the Deanery of Central Wolverhampton, in the Diocese of Lichfield. The correspondence address is St Martin's Vicarage, 7 King Street, Bradley, Bilston, WV14 8PQ. Registered charity number 1185510. Our website address is: [www.stmartinsbradley.com](http://www.stmartinsbradley.com).

PCC members who have served from 1<sup>st</sup> January 2020 (or date as stated below) until the date this report was approved were:

### **Ex Officio Members**

<b>The Incumbent</b>	The Reverend Kate Watson (from 03 06 2020) (Chairperson)
<b>Reader</b>	Matthew Aldridge (Vice Chairperson)
<b>Churchwardens</b>	Rosemary Preston Ian Grennan
<b>Deanery Synod Reps</b>	Matthew Aldridge Stephen Robinson Rebecca Edkins (PCC Secretary)

<b>Elected Members</b>	(re-elected at the APCM 11 October 2020, no break in service) Elizabeth Thomas Suzanne Clarke-Flavell (Treasurer) Tony Dutfield Carene Spooner Alison Grennan (co-opted by PCC decision November 2020)
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### **Names and addresses of advisers.**

<b>Bank:</b>	The Cooperative Bank Business Banking, PO Box 250 Skelmersdale WN8 6WT
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**Investment  
Managers**

CCLA

**Independent  
Examiner**

Finance Department  
Diocese of Lichfield WS13 7LD

Approved by the PCC, subject to IE examination, on 22/03/2021 and signed on its behalf by:

.....  .....

Reverend Kate Watson (Chairperson)



Matthew Aldridge (vice-chairperson)

*(signed hard copy held at St Martin's Church and approval noted in PCC minutes)*

## **Appendix 1**

### **Minutes of Church Vestry Meeting and Annual Parochial Church Meeting for the period 1 January to 31 December 2019**

## **St. Martin's Church Bradley**

### **Church Vestry and Annual Parochial Church Meeting Minutes**

#### **Minutes of the St. Martin's Church Bradley, Church Vestry Meeting held on Sunday 11<sup>th</sup> October 2020 at 11:20 a.m. in the Church Centre and via Zoom**

**Present in the Church Centre:** Karen Aldridge, Matt Aldridge, Margaret Burgess, Pauline Calloway, Terry Calloway, Kath Camm, Suzanne Clarke-Flavell, Cynthia Dodd, Tony Dutfeld, Allan Edkins, Christine Edkins, Rebecca Edkins (PCC Secretary), Joanne Gough, John Green, Alison Grennan, Ian Grennan, Adam Preston, Percy Preston, Rosemary Preston, Jackie Robinson, Stephen Robinson, Carene Spooner, Ian Spooner, Elizabeth Thomas, Andy Watson, Rev. Kate Watson (Chair), Gill Williamson and Julia Wilson.

**Present via Zoom:** Lilian Hill, Anthony Yates and Freda Yates

The meeting opened with a Bible reading from Paul's letter to the Ephesians and prayer, led by Rev. Kate Watson.

1. **Apologies for absence:** No apologies for absence received.
2. **Approval of Vestry Meeting Minutes held on 7<sup>th</sup> April 2019:** Christine Edkins proposed that the minutes were accepted. Ian Grennan seconded acceptance of minutes. This was carried forward unanimously.
3. **Election of two church wardens for two years:** Rev. Kate Watson is hoping to move towards a rolling election of church wardens, whereby an established and experienced church warden will stand alongside a new/less experienced church warden. Therefore, the following persons may not be in role for two years as specified on today's agenda. Ian Grennan and Rosemary Preston were nominated for the role of church warden for the forthcoming period of time until the APCM in 2021. Rev. Kate Watson proposed that both Ian and Rosemary are appointed as church wardens. This was carried forward unanimously.
4. **Any other business:** None.

The meeting closed in prayer, led by Rev. Kate Watson.

**Minutes of St Martin's Church Bradley, Annual Parochial Church Meeting  
held on Sunday 11<sup>th</sup> October 2020 at 11:30 a.m.**

**Present in the Church Centre:** Karen Aldridge, Matt Aldridge, Margaret Burgess, Pauline Calloway, Terry Calloway, Kath Camm, Suzanne Clarke-Flavell, Cynthia Dodd, Tony Dutfeld, Allan Edkins, Christine Edkins, Rebecca Edkins (PCC Secretary), Joanne Gough, John Green, Alison Grennan, Ian Grennan, Adam Preston, Percy Preston, Rosemary Preston, Jackie Robinson, Stephen Robinson, Carene Spooner, Ian Spooner, Elizabeth Thomas, Andy Watson, Rev. Kate Watson (Chair), Gill Williamson and Julia Wilson.

**Present via Zoom:** Lilian Hill, Anthony Yates and Freda Yates

1. **Apologies for absence:** None received.
2. **Approval of the Electoral Roll:** Rev. Kate Watson reminded all present that the electoral roll was reviewed completely last year. This year, four people have been removed from the roll; three persons due to moving away from the parish and one person sadly passed away. One person has been added to the electoral roll meaning that the new total for the electoral roll is 64 people. Rev. Kate Watson proposed that these revisions of the electoral roll are accepted. This was approved unanimously. The electoral roll is displayed on the board in the entrance of the church. Rev. Kate Watson thanked Christine Edkins in her role as electoral roll officer for her hard work in updating the electoral roll.
3. **Approval of minutes of the APCM held on Sunday 7<sup>th</sup> April 2019:** Stephen Robinson proposed that the minutes be approved, seconded by Terry Calloway. This was approved unanimously.
4. **Matters arising from the minutes of the last APCM:** Rebecca Edkins explained that the Church Representation Rules have been revised this year. The Church Representation Rules state that only Deanery Synod Representatives and members of the PCC need to be voted for at the APCM. The PCC then appoint a PCC Secretary, treasurer and sidespeople. In July, the PCC voted for Suzanne Clarke-Flavell to be our Treasurer for the remainder of this year until the next APCM in 2021. At the PCC meeting in November, the PCC will decide on a PCC secretary and sidespeople to stand until the APCM 2021.
5. **Approval of the Annual Report and Accounts for the year ending 31<sup>st</sup> December 2019:** Rev. Kate Watson thanked Bryan Preston for his commitment and hard work in keeping our finances in good order for many years in his role as treasurer, and for preparing the 2019 Annual Report. Rev. Kate Watson also thanked Suzanne Clarke-Flavell in becoming treasurer and the work she has carried out so far in her role.



Rev. Kate Watson thanked all those involved in the various ministries within the Church and the church community for their support and encouragement. Thanks were given to the various community groups which are able to run, and to the community itself who support the Church in so many ways.

No questions were received on the annual report and/or the accounts.

Matt Aldridge proposed that the annual report for 2019 and annual accounts for 2019 be approved, seconded by Elizabeth Thomas. This was approved unanimously.

6. **Appointment of the Auditor for 2020:** Rev. Kate Watson proposed that we continue with the Diocese as our auditor. Everyone present voted in favour.
7. **Election of Deanery Synod members for 3 years:** Rebecca Edkins explained that the new Church Representation Rules state:

A person who is elected in 2020 or subsequently to serve as a lay member of a deanery synod is limited to two successive terms of office. Having served two successive terms, the person is ineligible for election for the next three-year term before becoming eligible again. But the annual meeting may pass a resolution disapplying the limit on the number of terms which may be served by lay members elected by the parish to the deanery synod. The term limit does not apply to any term of office which began before 2020 and will therefore not become material until the deanery synod elections in 2026. see [Rule M8\(5\) to \(7\)](#).

Rebecca Edkins explained that when the PCC discussed this earlier in the year, the PCC felt that this rule should be disappplied and brought to the APCM to vote on the resolution. Therefore, we propose that today, we pass a resolution that we disapply the limit on the number of terms which may be served by lay members of St. Martin's Church Bradley elected by the parish to the deanery synod. Rev. Kate Watson moved the meeting to accept the resolution. All voted in favour.

8. **Election of the Parochial Church Council (12 members) for 1 year:** Rev. Kate Watson declared that the following names, which had been proposed and seconded by Church members on the electoral roll and posted on the Church noticeboard in accordance with Canon Law, were duly elected to the Parochial Church Council. They are: Tony Dutfield, Carene Spooner, Elizabeth Thomas. Rev. Kate Watson thanked all who had served on the previous year's PCC. In addition to the forementioned names, ex-officio members who also serve on the PCC are the Church Wardens, Treasurer, Deanery Synod representatives and the Vicar. All in favour.
9. **Discussion of written reports:** Rev. Kate Watson thanked the church family for pulling together so well during the interregnum. Rev. Kate Watson recognised that

the Church remained community focussed during this time of vacancy and also ensured that members within the church family were supported well.

Rev. Kate Watson thanked those who has been involved in leading worship throughout the interregnum. Rev. Kate Watson in particular thanked Rosemary Preston in her work contacting minsters to lead worship and preparing liturgy for services and Matt Aldridge in his role of leading the worship team and leading the Church in worship throughout the interregnum.

10. **Any other business:** None.

The meeting closed in prayer, led by Matt Aldridge.

**Appendix 2**  
**Independent Examiners Report**  
**and**  
**Financial Statements**  
**for the period**  
**1 January to 31 December 2020**

## **Independent Examiner's report to the trustees/members of The PCC of Bradley St Martin**

Registered charity number: 1185510

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

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

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the with the accounting records

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

Signed: St Schultz

Date: 12.5.2021

For and on behalf of Lichfield Diocesan Board of Finance

St Mary's House, The Close, Lichfield WS13 7LD

## **The Parochial Church Council of Bradley St Martin**

### **Financial Statements for the Year Ended 31<sup>st</sup> December 2020**

#### **1. Accounting Policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

There may be minor discrepancies in the totals as the pence are not being shown.

#### **Fixed Assets**

Consecrated and benefice property is not included in the accounts by s.10(2)(a)&(C) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

#### **Description of Funds**

**Unrestricted funds** are income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

**Restricted funds** comprise of two elements:

a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest

b) donations or grants received for a specific object or invited by the PCC for a specific object.

The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

**Endowment funds** are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

**Bradley St Martin**  
**Statement of Financial Activities for the year ended 31 December 2020**

	Unrestricted funds	Designated funds	Restricted] funds	Endowment funds	Total	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	40,955	750	1,580	—	43,285	47,002
Church Activities	2,742	4,864	10,838	—	18,443	39,147
Investments	—	—	3,390	—	3,390	3,469
Other income	—	97	—	—	97	1,217
<b>Total income</b>	<b>43,697</b>	<b>5,710</b>	<b>15,807</b>	<b>—</b>	<b>65,214</b>	<b>90,835</b>
<b>Expenditure on:</b>						
Costs of generating funds	107	—	—	—	107	66
Expenditure on charitable activities	75	—	—	—	75	361
Mission giving & charity donations	699	—	—	—	699	3,128
Other expenditure	—	—	—	—	—	8,901
Church activities	37,517	9,257	12,019	—	58,794	82,895
Major capital expenditure	—	—	—	—	—	5,064
<b>Total expenditure</b>	<b>38,398</b>	<b>9,257</b>	<b>12,019</b>	<b>—</b>	<b>59,675</b>	<b>100,416</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>5,298</b>	<b>(3,547)</b>	<b>3,788</b>	<b>—</b>	<b>5,539</b>	<b>(9,581)</b>
<b>Transfers</b>						
Gross transfers between funds - in	1,275	2,900	333	—	4,508	3,779
Gross transfers between funds - out	(554)	(2,400)	(1,554)	—	(4,508)	(3,779)
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	—	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
<b>Net movement in funds</b>	<b>6,019</b>	<b>(3,047)</b>	<b>2,568</b>	<b>—</b>	<b>5,539</b>	<b>(9,581)</b>
<b>Total funds brought forward</b>	<b>2,061</b>	<b>9,063</b>	<b>28,751</b>	<b>—</b>	<b>39,876</b>	<b>49,457</b>
<b>Total funds carried forward</b>	<b>8,080</b>	<b>6,016</b>	<b>31,319</b>	<b>—</b>	<b>45,415</b>	<b>39,876</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	7,642	—	—	—	7,642	2,061
<b>Designated</b>						
Building Fund	—	3,447	—	—	3,447	6,163
Contributing 3rd Party Payments	—	1,250	—	—	1,250	—
Energy Fund	—	1,108	—	—	1,108	2,844
Fellowship Lunch	—	211	—	—	211	56
Holiday Kitchen	—	—	—	—	—	—
In Memory of...	—	—	—	—	—	—
Worship Platform	—	—	—	—	—	—
<b>Restricted</b>						
Alpha	—	—	—	—	—	—
BISHOP CAND ORD FUND	—	—	—	—	—	—
Bible Society	—	—	—	—	—	—
Bradley Families	—	—	—	—	—	—
CCLA Investments	—	—	25,184	—	25,184	21,794
Chapel	—	—	—	—	—	—
Childrens Society	—	—	141	—	141	—
Christian Aid	—	—	—	—	—	—
Christmas Card Appeal	—	—	31	—	31	—
Church Gardens	—	—	—	—	—	—
Church Urban Fund	—	—	—	—	—	—
Computer Project	—	—	—	—	—	—
Crosslinks	—	—	—	—	—	—
D1 Fund	—	—	1,423	—	1,423	1,423
DVD	—	—	—	—	—	—
Diocesan Fees	—	—	1,077	—	1,077	—
Diocese Growth Fund	—	—	—	—	—	—
Emma Bussey Grant	—	—	1,251	—	1,251	1,131
Fairtrade	—	—	1,073	—	1,073	1,041
Good Shepherd Ministry	—	—	1	—	1	—
Help For Heroes	—	—	—	—	—	—
Holiday Kitchen	—	—	—	—	—	—
Hotch Potch	—	—	300	—	300	354
Ignite 5:14	—	—	473	—	473	385
Ignite 5:14 Camp	—	—	(1,676)	—	(1,676)	1,309
Internet	—	—	—	—	—	—
Knitting Group	—	—	402	—	402	766

Legacies	—	—	—	—	—	—
Lent Appeal	—	—	88	—	88	—
MacMillan Coffee Morning	—	—	—	—	—	—
Open Doors	—	—	—	—	—	—
Refundable Deposits	—	—	—	—	—	—
Roof	—	—	—	—	—	—
Samaritans Purse	—	—	15	—	15	—
Small Trusts	—	—	—	—	—	—
Solar Panels	—	—	—	—	—	—
Sound Loop	—	—	—	—	—	—
Sound Recording	—	—	—	—	—	—
Sunshine Corner	—	—	1,792	—	1,792	266
Tuesday Club	—	—	184	—	184	282
Upper Room Project	—	—	—	—	—	—
Worship Platform	—	—	—	—	—	—

**Bradley St Martin**  
**Balance sheet as at 31 December 2020**

Description		This year	Last year
<b>Current assets</b>			
510005	Cash in Hand	—	—
510006	Cooperative Bank 65138001	20,226	18,002
510007	Cooperative Bank 65138441	5	80
510008	CCLA Fund	25,184	21,794
<b>Total Current assets</b>		<b>45,415</b>	<b>39,876</b>
<b>Reserves</b>			
	Excess / (deficit) to date	5,539	24,433
Z01	Starting balances	39,876	15,443
<b>Total Reserves</b>		<b>45,415</b>	<b>39,876</b>
<b>Represented by funds</b>			
	Unrestricted	7,642	2,061
	Designated	6,016	9,063
	Restricted	31,757	28,751
	Endowment	—	—
<b>Total</b>		<b>45,415</b>	<b>39,876</b>

**Statement of assets and liabilities as at 31 December 2020**

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Cash at bank and in hand</b>						
Cash in Hand -	2,835	(5,344)	2,646	—	136	136
Cash in Hand -	—	25	(161)	—	(136)	(136)
Cooperative Bank 65138001 -	4,802	11,360	3,928	—	20,090	17,866
Cooperative Bank 65138001 -	—	(25)	161	—	136	136
Cooperative Bank 65138441 -	5	—	—	—	5	80
<b>Totals</b>	<b>7,642</b>	<b>6,016</b>	<b>6,574</b>	<b>—</b>	<b>20,231</b>	<b>18,082</b>
<b>Current assets - Investments</b>						
CCLA Fund – deposit account	—	—	25,184	—	25,184	21,794
<b>Totals</b>	<b>—</b>	<b>—</b>	<b>25,184</b>	<b>—</b>	<b>25,184</b>	<b>21,794</b>
<b>Grand total</b>	<b>7,642</b>	<b>6,016</b>	<b>31,757</b>	<b>—</b>	<b>45,415</b>	<b>39,876</b>

**Fund movement by type – 2020**

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Alpha - Alpha</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Alpha</b>	—	—	—	—	—	—
<b>CUF - Church Urban Fund</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for CUF</b>	—	—	—	—	—	—
<b>Chapel - Chapel</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Chapel</b>	—	—	—	—	—	—
<b>D1 - D1 Fund</b>							
Restricted		1,423	—	—	—	—	1,423
	<b>Sub-total for D1</b>	<b>1,423</b>	—	—	—	—	<b>1,423</b>
<b>Fees - Diocesan Fees</b>							
Restricted		—	1,479	402	—	—	1,077
	<b>Sub-total for Fees</b>	—	<b>1,479</b>	<b>402</b>	—	—	<b>1,077</b>
<b>FellLunch - Fellowship Lunch</b>							
Designated		56	257	102	—	—	211
	<b>Sub-total for FellLunch</b>	<b>56</b>	<b>257</b>	<b>102</b>	—	—	<b>211</b>
<b>Gardens - Church Gardens</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Gardens</b>	—	—	—	—	—	—
<b>Knit - Knitting Group</b>							
Restricted		766	61	425	—	—	402
	<b>Sub-total for Knit</b>	<b>766</b>	<b>61</b>	<b>425</b>	—	—	<b>402</b>
<b>Legacies - Legacies</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Legacies</b>	—	—	—	—	—	—
<b>Lent - Lent Appeal</b>							
Restricted		—	88	—	—	—	88
	<b>Sub-total for Lent</b>	—	<b>88</b>	—	—	—	<b>88</b>
<b>MacMillan - MacMillan Coffee Mor</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for MacMillan</b>	—	—	—	—	—	—
<b>Roof - Roof</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Roof</b>	—	—	—	—	—	—
<b>Shepherd - Good Shepherd Minist</b>							
Restricted		—	439	—	(438)	—	1
	<b>Sub-total for Shepherd</b>	—	<b>439</b>	—	<b>(438)</b>	—	<b>1</b>
<b>Solar - Solar Panels</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Solar</b>	—	—	—	—	—	—
<b>Sunshine - Sunshine Corner</b>							
Restricted		266	6,031	4,505	—	—	1,792
	<b>Sub-total for Sunshine</b>	<b>266</b>	<b>6,031</b>	<b>4,505</b>	—	—	<b>1,792</b>
<b>Building - Building Fund</b>							
Designated		6,163	4,607	4,923	(2,400)	—	3,447
	<b>Sub-total for Building</b>	<b>6,163</b>	<b>4,607</b>	<b>4,923</b>	<b>(2,400)</b>	—	<b>3,447</b>
<b>Bible - Bible Society</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Bible</b>	—	—	—	—	—	—
<b>Heroes - Help For Heroes</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Heroes</b>	—	—	—	—	—	—
<b>IgniteCamp - Ignite 5:14 Camp</b>							
Restricted		1,309	1,290	4,275	—	—	(1,676)
	<b>Sub-total for IgniteCamp</b>	<b>1,309</b>	<b>1,290</b>	<b>4,275</b>	—	—	<b>(1,676)</b>
<b>Internet - Internet</b>							
Restricted		—	—	—	—	—	—
	<b>Sub-total for Internet</b>	—	—	—	—	—	—



<b>Energy - Energy Fund</b>						
Designated	2,844	97	4,233	2,400	—	1,108
<b>Sub-total for Energy</b>	<b>2,844</b>	<b>97</b>	<b>4,233</b>	<b>2,400</b>	<b>—</b>	<b>1,108</b>
<b>Upper - Upper Room Project</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Upper</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Sound - Sound Recording</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Sound</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Loop - Sound Loop</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Loop</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CPP - Contributing 3rd Par</b>						
Designated	—	750	—	500	—	1,250
<b>Sub-total for CPP</b>	<b>—</b>	<b>750</b>	<b>—</b>	<b>500</b>	<b>—</b>	<b>1,250</b>
<b>Families - Bradley Families</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Families</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Hol - Holiday Kitchen</b>						
Designated	—	—	—	—	—	—
Restricted	—	—	—	—	—	—
<b>Sub-total for Hol</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Computer - Computer Project</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Computer</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CCLA - CCLA Investments</b>						
Restricted	21,794	3,390	—	—	—	25,184
<b>Sub-total for CCLA</b>	<b>21,794</b>	<b>3,390</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>25,184</b>
<b>LDBF - Diocese Growth Fund</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for LDBF</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>General - General fund</b>						
Unrestricted	2,061	43,697	38,398	282	—	7,642
<b>Sub-total for General</b>	<b>2,061</b>	<b>43,697</b>	<b>38,398</b>	<b>282</b>	<b>—</b>	<b>7,642</b>
<b>CardAppeal - Christmas Card Appea</b>						
Restricted	—	31	—	—	—	31
<b>Sub-total for CardAppeal</b>	<b>—</b>	<b>31</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>31</b>
<b>In Memory - In Memory of...</b>						
Designated	—	—	—	—	—	—
<b>Sub-total for In Memory</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CAid - Christian Aid</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for CAid</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>ChildSoc - Childrens Society</b>						
Restricted	—	141	—	—	—	141
<b>Sub-total for ChildSoc</b>	<b>—</b>	<b>141</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>141</b>
<b>Crosslinks - Crosslinks</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Crosslinks</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>DVD - DVD</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for DVD</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Gift - Small Trusts</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Gift</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Spurse - Samaritans Purse</b>						
Restricted	—	15	—	—	—	15
<b>Sub-total for Spurse</b>	<b>—</b>	<b>15</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>15</b>
<b>Bishop - BISHOP CAND ORD FUND</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Bishop</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

<b>Open - Open Doors</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Open</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Fairtrade - Fairtrade</b>						
Restricted	1,041	458	425	—	—	1,073
<b>Sub-total for Fairtrade</b>	<b>1,041</b>	<b>458</b>	<b>425</b>	<b>—</b>	<b>—</b>	<b>1,073</b>
<b>Deposit - Refundable Deposits</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Deposit</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>HotchPotch - Hotch Potch</b>						
Restricted	354	105	160	—	—	300
<b>Sub-total for HotchPotch</b>	<b>354</b>	<b>105</b>	<b>160</b>	<b>—</b>	<b>—</b>	<b>300</b>
<b>TueClub - Tuesday Club</b>						
Restricted	282	730	1,107	279	—	184
<b>Sub-total for TueClub</b>	<b>282</b>	<b>730</b>	<b>1,107</b>	<b>279</b>	<b>—</b>	<b>184</b>
<b>Ignite - Ignite 5:14</b>						
Restricted	385	551	463	—	—	473
<b>Sub-total for Ignite</b>	<b>385</b>	<b>551</b>	<b>463</b>	<b>—</b>	<b>—</b>	<b>473</b>
<b>EmmaBussey - Emma Bussey Grant</b>						
Restricted	1,131	1,000	256	(623)	—	1,251
<b>Sub-total for EmmaBussey</b>	<b>1,131</b>	<b>1,000</b>	<b>256</b>	<b>(623)</b>	<b>—</b>	<b>1,251</b>
<b>Platform - Worship Platform</b>						
Designated	—	—	—	—	—	—
Restricted	—	—	—	—	—	—
<b>Sub-total for Platform</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand total</b>	<b>39,876</b>	<b>65,214</b>	<b>59,675</b>	<b>—</b>	<b>—</b>	<b>45,415</b>

**St Martin's Church**  
**Fund movement summary**  
**Selected period: 01 January 2019 to 31 December 2019**

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances Carried forward
D1 - D1 Fund	—	953	300	769	—	1,422
Fees - Diocesan Fees	53	1,223	1,223	(53)	—	—
FelLunch - Fellowship Lunch	128	774	846	—	—	56
Shepherd - Good Shepherd Ministry	—	322	322	—	—	—
Knit - Knitting Group	292	1,271	497	(300)	—	766
Lent - Lent Appeal	77	151	228	—	—	—
Sunshine - Sunshine Corner	—	477	211	—	—	266
Building - Building Fund	16,365	18,231	26,033	(2,400)	—	6,163
IgniteCamp - Ignite 5:14 Camp	2,110	6,743	7,544	—	—	1,309
Energy - Energy Fund	1,791	1,216	2,564	2,400	—	2,843
Computer - Computer Project	6,360	2,085	8,300	(145)	—	—
CCLA - CCLA Investments	18,325	3,468	—	—	—	21,793
General - General fund	949	44,107	43,148	152	—	2,061
CAid - Christian Aid	—	402	402	—	—	—
ChildSoc - Childrens Society	27	823	850	—	—	—
Spurse - Samaritans Purse	—	358	358	—	—	—
Fairtrade - Fairtrade	944	1,022	1,131	205	—	1,041
HotchPotch - Hotch Potch	479	475	92	(509)	—	354
TueClub - Tuesday Club	64	2,431	2,213	—	—	282
Ignite - Ignite 5:14	170	2,294	1,960	(119)	—	384
EmmaBussey - Emma Bussey Grant	1,316	2,000	2,186	—	—	1,130
<b>Totals</b>	<b>49,457</b>	<b>90,834</b>	<b>100,415</b>	<b>—</b>	<b>—</b>	<b>39,875</b>

## Analysis of income and expenditure for the year ended 31 December 2020

	Unrestricted funds	Designated funds	Restricted] funds	Endowment funds	Total	Prior year total funds
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Planned Giving	31,278	—	—	—	31,278	32,592
Collections	575	—	157	—	732	786
Sundry Donations	1,110	—	—	—	1,110	140
Refreshments	209	—	33	—	242	876
Charity Donations	500	750	390	—	1,640	694
Tax Recovered - Gift Aid	7,233	—	—	—	7,233	7,579
Legacies	50	—	—	—	50	—
Recurring Grants	—	—	1,000	—	1,000	695
One off Grants	—	—	—	—	—	3,640
Total	40,955	750	1,579	—	43,284	47,002
<b>Donations and legacies - Church Activities</b>						
Income - Weddings	—	—	—	—	—	531
Income - Banns	—	—	—	—	—	89
Income - Funerals	189	—	1,479	—	1,668	1,506
Church Centre Rents	23	4,607	—	—	4,629	15,549
Mission & Charity Events	100	—	288	—	388	1,843
Ignite 5:14 - Subs	—	—	363	—	363	1,607
Ignite 5:14 - Tuck	—	—	308	—	308	1,295
Ignite 5:14 - Camp	—	—	1,170	—	1,170	5,886
Hotch Potch	—	—	134	—	134	476
Tuesday Club - Subs	—	—	730	—	730	2,431
Fellowship Lunch	—	257	—	—	257	774
Fairtrade	—	—	275	—	275	897
Other Income	2,430	—	—	—	2,430	4,515
Knitting Group	—	—	61	—	61	1,271
Sunshine Corner	—	—	6,031	—	6,031	478
Total	2,741	4,863	10,838	—	18,443	39,146
<b>Investments</b>						
CCLA Investments	—	—	3,389	—	3,389	3,468
Total	—	—	3,389	—	3,389	3,468
<b>Other income</b>						
Opus Energy - Solar Rebate	—	96	—	—	96	1,216
Total	—	96	—	—	96	1,216
<b>INCOME TOTAL</b>	<b>43,696</b>	<b>5,710</b>	<b>15,807</b>	<b>—</b>	<b>65,214</b>	<b>90,834</b>

## EXPENDITURE

### Costs of generating funds

Stewardship Envelopes	107	—	—	—	107	66
Total	107	—	—	—	107	66

### Mission giving & charity donations

3% Giving	—	—	—	—	—	1,187
Charity Donations	699	—	—	—	699	1,941
Auditors Fees	75	—	—	—	75	75

PCC Away Day	—	—	—	—	—	286
Total	774	—	—	—	774	3,489

### Other expenditure

Roof Loan	—	—	—	—	—	8,901
Total	—	—	—	—	—	8,901

### Church activities

Parish Share	29,124	—	—	—	29,124	32,082
Weddings	—	—	—	—	—	207
Funerals	—	—	402	—	402	1,056
Clergy Expenses - Telephone	388	—	—	—	388	444
Clergy Expenses - Transport	41	—	—	—	41	31
Visiting Clergy Expenses	120	—	—	—	120	120
Vicarage Decoration Scheme	1,895	250	—	—	2,145	250
Sunday Children's Provision	—	—	—	—	—	77
Sunshine Corner	—	—	4,505	—	4,505	212
Ignite 5:14	—	—	463	—	463	1,961
Ignite 5:14 - Camp	—	—	4,275	—	4,275	7,544
Baptism Ministry	—	—	—	—	—	33
School Bibles	68	—	—	—	68	155
Tuesday Club	—	—	1,107	—	1,107	2,929
Hotch Potch	—	—	43	—	43	92
Adult Provision	—	—	—	—	—	28
Mission & Outreach Events	813	—	—	—	813	702
Knitting Group	—	—	425	—	425	497
Churches Together in Bilston & Bradley	50	—	—	—	50	50
Cleaning & Housekeeping	38	539	—	—	577	3,096
Refreshments	32	—	—	—	32	306
Catering	139	—	41	—	180	606
Fellowship Lunch	—	102	—	—	102	825
Fairtrade	—	—	425	—	425	1,132
Provision of Services	550	—	—	—	550	378
Routine Maintenance & Minor Repairs	—	1,210	—	—	1,210	140
Security & Safety	—	975	—	—	975	1,837
Heating & Plumbing	—	343	117	—	460	305
Electrical Works	—	—	—	—	—	3
Kitchen Equipment	17	—	215	—	232	1,498
Care of Church Grounds	33	—	—	—	33	5,074
Stationary & Postage	16	—	—	—	16	41
Technology Expenses	194	—	—	—	194	8,932
Printing	244	—	—	—	244	217
Telephone & Internet	792	72	—	—	864	993
Insurance	460	932	—	—	1,391	1,385
Licences	1,270	—	—	—	1,270	1,066
Transport Costs	—	72	—	—	72	—
Quinquennial Reports & Surveys	—	—	—	—	—	—
Other Expenditure	749	—	—	—	749	1,386
Utilities - Electricity	183	1,039	—	—	1,222	1,531
Utilities - Gas	206	3,194	—	—	3,400	3,157
Utilities - Water	95	529	—	—	625	519
Total	37,517	9,257	12,019	—	58,793	82,895

### Major capital expenditure

Interior Decoration	—	—	—	—	—	28
Exterior Decoration	—	—	—	—	—	5,036
Major Repairs	—	—	—	—	—	—
Boiler Loan	—	—	—	—	—	—
Total	—	—	—	—	—	5,063

<b>EXPENDITURE TOTAL</b>	<b>38,398</b>	<b>9,257</b>	<b>12,019</b>	<b>—</b>	<b>59,674</b>	<b>100,415</b>
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<b>GRAND TOTAL</b>	<b>5,298</b>	<b>(3,547)</b>	<b>3,788</b>	<b>—</b>	<b>5,539</b>	<b>(9,581)</b>
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## 2. Fund Description

Below is a description of the funds that have been utilised over the last 12 months. Some funds on Finance Coordinator are dormant.

### D1 Fund – Restricted

Monies raised for Ignite 5:14 leaders to complete the D1 driving license for when the group use a mini bus.

### Diocesan Fee – Restricted

Income from funerals and other fees incurred payable to the Diocese.

### Fellowship Lunch - Designated

Income from fellowship lunch that was held every second Sunday, expenditure to pay for provisions.

### Knitting Group – Restricted

K2Togs knitting group subs.

### Lent Appeal – Restricted

Monies raised for Lent Appeal

### Good Shepherd Ministry – Restricted

Used when raising funds for the Good Shepherd Ministry, typically at Harvest.

### Sunshine Corner – Restricted

Used for the Sunshine Group that met on a Friday morning to support parents with young children.

### Building Fund - Designated

Used for income from rents and expenditure for associated building projects. Money transferred from Building Fund to Energy fund throughout the year (generally £200 per month).

### Ignite 5:14 Camp – Restricted

Payments received from members for the annual trip to Brixham.

### Energy Fund - Designated

Funds from the Building Fund used to maintain income in this account that is used to pay for utilities.

Contributing 3<sup>rd</sup> Party Payments – Designated

Has been used for two donations received for use with the new project for Babies and Toddlers Group.

CCLA Investments – Restricted

CCLA Investment funds.

General Fund - Unrestricted

Income and expenditure for everyday running of church.

Christmas Card Appeal – Restricted

Monies collected at Christmas in church and donated to a charity.

Children's Society – Restricted

Monies raised from fund raising events and then donated to The Children's Society – typically Christingle Service.

Samaritan's Purse – Restricted

Monies raised from fund raising events and then donated to Samaritan's Purse, typically The Shoebox Appeal.

Fairtrade – Restricted

Income from the sale of Fairtrade products.

Hotch Potch – Restricted

Monies raised from the sale of food and drinks from the group of people that attend Hotch Potch on a Friday morning.

Tuesday Club – Restricted

Monies raised from subs and for lunch that is provided to the patrons of The Tuesday Club that met weekly at lunch time for a hot meal, bingo and fellowship.

Ignite 5:14 – Restricted

Monies raised from subs and the sale of "tuck" for the children and young adults that attend Ignite 5:14 on a Friday evening.

Emma Bussey Grant – Restricted

Grant received annually (after completing an application form). The money is used to subsidise the lunches for The Tuesday Club and has been used to buy kitchen equipment and upgrade the kitchen facilities in the past.

### **3. Analysis of Transfer between Funds**

#### Building Fund to Energy Fund

Transfers from Building fund (income from Rents) to Energy Fund (to pay for utilities), allow £200 / month for transfer between funds per month.

One off at £1,600 + one off at £800 = Total for 12 months of £2,400.00

#### Good Shepherd Ministry

Monies paid in from fund raising of £491.72. Money moved into General fund when donation was made to The Good Shepherd Ministry.

Fee from Rev Carter taken from General and paid into Good Shepherd Ministry as his donation at Harvest.

#### Emma Bussey

£279.00 from Emma Bussey fund moved to Tuesday Club to pay for goods purchased for Christmas Hampers for Tuesday Club members.

£344.37 taken from General Fund based on donations received for the late Harold Humphries and contributed towards the Tuesday Club Christmas Hampers.

#### CPP

£500 was received into the General Fund from Wolverhampton Council, this was designated for the Babies and Toddlers Fund and moved to CPP for use on this specific project.

## 4. Fixed Assets

*LDT holds Property fund and Investment fund shares - values at 31.12.2020 were:*

		<i>No. of units</i>	<i>£</i>
120002010P	CBF investment	11263.80	14,576.48
120001085S	CBF investment	4455.18	91,274.61
			<b><u>105,851.09</u></b>

## 5. Liabilities

	2020 £	2019 £
Parish share	0	0
Other creditors	0	50
Roof Loan	73,710	0
3% Giving (see below)	962	0
<b>Total</b>	<b>74,672</b>	<b>50</b>

3% Giving payments made to charities usually by end of year, however, final three payments made 14.02.21 to the following, including monies raised through fund raising events.

Samaritan's Purse - £15 from fund, £100 donations and then 3% Giving of £225.60  
Total donated £340.00 (Whole amount online).

Children's Society - £171.75 from Christmas Cards and 3% Giving £225.62.  
Total donated £397.00 (Whole amount online).

The Christmas Lunch Project – Donated 3% Giving only of £225.62



## **Appendix 3**

# **Agenda for Church Vestry Meeting and Annual Parochial Church Meeting for the period 1 January to 31 December 2020 To be held on Sunday 23 May 2021 at 11.45am**

# **Church Vestry and Annual Parochial Church Meeting Agenda**

*The St Martin's Church Vestry and Annual Parochial Church Meeting will be held  
on Sunday 23 May 2021 at 11:45 a.m.*

**The meeting will open with Bible Reading and Prayer**

## **Church Vestry Meeting**

- 1) Apologies for absence
- 2) Approval of Vestry Meeting Minutes held on Sunday 11 October 2020
- 3) Election of two Church Wardens
- 4) Any other business

Close of Vestry Meeting

Prayer

## **Annual Parochial Church Meeting**

- 1) Apologies for Absence
- 2) Approval of the Electoral Roll
- 3) Approval of minutes of the APCM held on Sunday 11 October 2020
- 4) Matters arising from the minutes of the last APCM
- 5) Approval of the Annual Report and Accounts for the year ending 31st December 2020
- 6) Appointment of the Auditor for 2021
- 8) Election of the Parochial Church Council (9 members) for 1 year
- 9) Discussion of written reports
- 10) Any other business

Prayer

Close of Annual Parochial Church Meeting