



Heathcote Parish Church

Parochial Church Council
of the Ecclesiastical Parish of Heathcote



Annual Report and Financial Statements of the Parochial Church Council for the Year Ended 31 December 2020



Vicar: Rev Rob Budd, Vicarage, 72 Banquo Approach, Heathcote, Warwick, CV34 6GB

Bank: Unity Trust Bank, Four Brindleyplace, Birmingham, B1 2JB

Independent Examiner: Martyn Jackson, The Nottage, Evesham Road, Broadway, WR12 7PA

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Heathcote Parish Church – Annual Report

HPC's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Rev Rob Budd, in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Our prayer is that the people of the parish will come to know the fullness of life, that a life with Christ promises.

22 April 2021

PCC Membership, from 22 October 2020

Parish Offices	Name	Committees and Groups*
Chair (Vicar) vicar.hpc@gmail.com	Rev Rob Budd	SC, DS, SG
Churchwarden and Vice-chair amy@synapticpotential.com	Amy Brann	SC
Churchwarden warden2.hpc@gmail.com	Daniel Gallacher	SC
Treasurer pcctreasurer.hpc@gmail.com	Henry Jerwood	SC, DS, SG
Secretary and Electoral Roll Officer pccsec.hpc@gmail.com	Sheila Verrier	SC
Safeguarding Officer safeguarding.hpc@gmail.com	Sarah Shirley	
Other PCC Members	Iris Day; Jill Groves; Christine Mort (SG)	

*Committees and Groups Key

Standing Committee – SC. The Standing Committee, required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the council.

Deanery Synod – DS. The deanery synod is an assembly of clergy and elected lay members convened by the Area Dean for the Warwick and Leamington Deanery of the Diocese of Coventry.

Building Steering Group – SG. This group is aiming to progress changes to the Heathcote Parish Church/Warwick Gates Community Centre building to improve its effectiveness to its end-users.

Staff

Warwick Gates Community Centre Manager	Jeni Brierley
Caretaker/cleaner	Kieran Patterson

Heathcote Parish Church is a Registered Charity, No. 1189550.

We do not know what to do, but our eyes are on you. (2 Chronicles 20:12)

This was the Bible text of my first talk for the first Covid lockdown, hastily pre-recorded for 21 March 2020. It was originally a great prayer from King Jehoshaphat – in the face of an advancing and overwhelming vast army. 'We do not know what to do, but our eyes are on you' became my constant prayer on week 1 of lockdown and my regular 'go to' prayer for the next months: as new situations and decisions needed to be made, as we sought to get to grips with so many unknowns and sought to adapt to new ways of 'being' and 'doing' church.

It's an honest and simple prayer. It's a prayer that acknowledges desperation and powerlessness. It's a prayer of faith in the face of fear. It's a prayer of submission, but not resignation. It's a sufficient and powerful prayer.

Despite our building being closed and the disruption and changes to our patterns of worship, fellowship, discipleship, pastoral care, evangelism and outreach, I'm pleased and grateful that HPC has been very much alive and active in 2020 and in many different ways. Whilst we have made some mistakes along the way, I am very encouraged by the way the church adapted and persevered, showing commitment to Jesus, one another and our community. It has also been encouraging to see that others have also connected with our services online and some have, for the first time, attended our public services of worship in the building.

I outline below a snapshot of some of the things that we pursued, and that God seemed to bless and enable as our eyes remained on him:

Worship at HPC

- In the very early days of the Covid-19 outbreak, pre-recorded talks and worship suggestions were emailed to the church family, including signposting for children and families.
- Holy Week reflections were pre-recorded and on Easter Sunday we dipped our toe into the 'new world' of live Zoom worship.
- These Zoom services seemed to offer the best available means of connecting 'live' with other members of the church family and it has been a joy to see how so many people chose to worship together in this way on a weekly basis. Thanks go especially to Dan Gallacher and Amy Brann for facilitating and enabling our smooth transition to online gatherings.
- It was a great encouragement that so many of the church family were willing not just to watch, but to participate and serve in this new mode of services, whether that be through the Bible reading, leading the prayers, or sharing their own experience of life in lockdown or choosing a favourite song.
- Our return to worship in our Church building took place in September following excellent work by a PCC sub-group engaging with all the necessary risk assessments. Thanks go to Jill Groves, Amy Brann and Rachel Butt for their input, wisdom and expertise to enable this.
- The church family has demonstrated huge adaptability and commitment to gathering together to worship, including switching back to Zoom in November for the second national lockdown, returning to the building for Advent, and then reverting to Zoom for Christmas and beyond.

Evangelism and Outreach

- In response to the growing needs and pressures on certain families in the parish, we established a 'Serving Heathcote' initiative. In partnership with Heathcote Primary School and Warwick Gates Family Health Centre we identified families and individuals who may particularly benefit from receiving practical support. Over 100 food parcels and hampers have been distributed around the parish. It is a practical way to demonstrate our love for our neighbours. Thanks go to Rachel Budd for co-ordinating the initiative and the many different church members who have helped with assembling and delivering food parcels.
- Restrictions imposed by the pandemic meant we have had to creatively adapt the opportunities we have to share the good news. This has included work on our website, live-streaming and social media to encourage access and availability. Assemblies at Heathcote Primary have been delivered online, as well as the Genexis course (with Simon Davies and myself).
- We ran a Covid-compliant Christmas trail around the estate in Advent (thanks to Lindsay D'Alessandro and Rachel Budd for this), but unfortunately our planned Christmas outreach event (Carols in the cold) had to be cancelled.

Discipleship

- Once again, the Church needed to adapt to strengthen and encourage each other to grow in faith.
- Our Church small groups made a successful transition to meeting on Zoom. The groups adjusted well to online Bible study and the continued prayer support was invaluable to many. With special thanks to the leaders of these groups (Alister and Christine Mort, Sheila Verrier and Rachel Budd) for enabling this change and support of their members.
- Spearheaded by Dan Gallacher and Pippa Glover, the Youth Team increased the frequency of youth cell meetings to once a week during lockdown #1. This provided our youth members an important outlet to meet, connect, have fun, share and grow in faith. Once able to gather safely again in person, the youth met fortnightly in the building (or reverted to online, according to national guidelines).
- The Junior Church team have also displayed great creativity and love for our junior church members in various ways, including a personalised video message, half-termly events (mainly via Zoom and with one socially distanced service in the building) and signposting families to other resources for worship together. Every school holiday, each child has also received a personalised 'faith-at-home' bag – packed with goodies, activities and crafts with relevant Biblical themes and prayer ideas.

Pastoral Support

- It was fantastic to see how the church shared the responsibility of supporting one another in 2020. Regular phone calls and garden visits became part of the new rhythm of life. Church members did one another's shopping, collected prescriptions, swapped books and jigsaw puzzles. Cards were created, cakes were baked, phone calls made – all tangible signs of people caring for one another.
- Support was also offered to others in our local community. HPC joined the Covid-19 Mutual Aid Support Group and we received referrals from Warwickshire County Council for certain people in acute need. In each referral we were able to respond positively and offer practical help.

This year I am thankful for how so many in the church have exhibited continued faith, perseverance, adaptability and creativity to enable worship, fellowship and service to our community in the face of pressure, loss and adversity. Many questions and uncertainties abound in 2021. There are decisions where we find ourselves unsure what to do but join me as we keep our eyes on Jesus, trusting him and prayerfully seeking his guidance and strength as we share with others.

We are grateful to those who are responsible for looking after our Church and Community Centre, to Jeni Brierley and Christine Mort, our Centre Managers present and past, who have ensured the functioning and upkeep of the building across the last 12 months. We are grateful too, to Kieran Patterson and Rob and all involved in ensuring our Church and Centre have been safe places to gather, on the occasions the Centre has been in use this past year. Thanks go out to the many church members who have supported the maintenance of the Centre and its exterior.

The Church Wi-Fi was upgraded just before lockdown, introducing much needed benefits to support Church and Centre work, but was perfectly timed to allow for live-streamed services from the building. The solar panels have been fully operational since March, with thanks to Rachel Butt in her efforts in achieving this. Over the last year, they have produced considerably more electricity than we have used, and we can be proud of the investment and environmental benefit.

Despite restrictions, the building project has progressed and following the hard work of Amy Brann, Rachel Budd and Rob, and the prayers of many, we have achieved sufficient funds to give the green light to the planned works. The building plans have been put out to tender, and we await quotes from construction firms. We are thankful to the efforts of Henry Jerwood and Peter Cheng, without whom the project would not be where it is now.

Alongside this, we have also received a Deed of Variation which has meant that the terms of our lease now stipulate that should Warwick District Council wish us to surrender management of the Community Centre they must give 25 years notice. This is a great vote of support and confidence and makes clear that the Church will see a good return on any financial investment made by the Church into the building and its facilities.

Looking ahead, the PCC have approved plans for significant improvements to be made to the Church and Centre, notably CCTV and building access, improving safety for all users and local residents. This is in addition to the fencing installed at the back and side of the building, and the fencing installed at the end of the car park.

The Church has invested in IT equipment to support the streaming of services and the youth work. An inspection of the Church's fabric, fixtures, and fittings revealed no untoward issues.

Daniel Gallacher, on behalf of the churchwardens

Secretary's Report

Sheila Verrier

Like the rest of the world our usual way of doing things has been disrupted by the Covid pandemic, however PCC business has continued with HM Government restrictions, *Church Representation Rules* and diocesan directives from Bishop Christopher guiding our conduct and processes. Our remote meetings have been facilitated by Zoom videoconferencing software, supported by 'business by correspondence' emails to confirm decisions made by the PCC or the Standing Committee.

Two examples of the bishop's directives were the extension of the date to hold our Annual Parochial Church Meeting, the deadline was extended from 31 May 2020 to 31 October 2020, and permission was granted for the use of videoconferencing software. The APCM was held on 22 October 2020.

In 2020 there were 9 PCC meetings - in January one was held in the Vicarage, one in early March was in the Church and in mid-March, the last in-person one, we were already practising social distancing, so this was in the Community Centre; the remaining ones were all Zoom meetings.

We started the year with ten members on the PCC. In October, prior to the APCM at the Annual Meeting of Parishioners for the Election of Churchwardens, Rachel Butt stepped down from her role as churchwarden and from the PCC, and we thank her for all her years of committed service in various leadership roles, firstly at Warwick Gates Community Church and latterly with Heathcote Parish Church. Amy Brann and Daniel Gallacher were elected at that same meeting as our new churchwardens and regularly consult on church matters with Rob. As vicar, he is the PCC's Chair and has chaired all the meetings, the eight lay people who are members of the PCC are listed on page 2 of this report.

PCC members are a diverse group with a wide range of skills and experience. Please feel free to approach us about issues that have been discussed, or if you feel something needs to be addressed at a future meeting.

On the agenda for every regular meeting, we receive an update on recent church events from Rob, as well as updates on the church's finances and safeguarding matters, from Henry Jerwood and Sarah Shirley, respectively. There have also been regular reports about the proposed HPC/WGCC building work and its funding. Unsurprisingly, Covid guidelines and restrictions have featured heavily in our meetings as we have had to make decisions to respond to the various directives that have ranged from the Government banning public worship in the first lockdown to opening up for gathered worship again in September, albeit with limited numbers because of social distancing, face coverings, no congregational singing, and the consequent introduction of pre-booked tickets and video live streaming. Decisions to resume Zoom for our worship time were considered and made as the country returned to lockdown.

Please continue to hold the PCC in your prayers, collectively as a body, that the decisions we make for the life of our church will honour God and promote the desire to seek Jesus and share Jesus, within the church family and in our wider community and that we will maintain a cooperative spirit in all our dealings. Please also pray for each one of us (p2), that we may receive God's grace to do His will and have discernment in our decision making.

I continue as the church's data protection lead, following data privacy legislation. I gather personal contact information from new members of the church family; maintain the contact database and as permitted by the individual, I regularly share this information with Rob. This year, data has been received through email correspondence rather than personal contact and, as we went into the first lockdown, I produced a revision of the Church directory to enable us to be in touch with one another while face-to-face contact was so restricted. To enable contact data to be current, please send me any changes to your details, thanks.

Electoral Roll Officer's Report

Sheila Verrier

The electoral roll for the parish was revised this year, the requirement for a new roll only takes place every six years and this was last done in 2019. The closing date for applications was 15 April 2021, there are now 48 people on the roll, of these 23 live in the parish, and 25 live outside the parish.

Safeguarding Officer's Report

Sarah Shirley

Heathcote Parish Church PCC has adopted the Safer Church policy, named 'Promoting a Safer Church Safeguarding Policy Statement for Children, Young People and Adults.' This policy statement is clearly visible within the Church building and attached Community Centre. It is also available on the Heathcote Parish Church website.

All volunteers involved in working with children and vulnerable adults have been recruited via the 'safer recruitment' procedure, which includes an application form, reference check and enhanced DBS check. This is coordinated by the Parish Safeguarding Officer and stored in line with GDPR. All volunteers have received relevant training, namely Basic Safeguarding Awareness and Foundation Safeguarding training, provided by Coventry Diocese. The Volunteer Policy and application form has been updated this year. A Social Media Policy is currently being written.

I maintain regular contact with Rachel Budd in her role as Junior and Youth Church Coordinator, to discuss any matters in relation to safeguarding our young people, and for any matters the Junior and Youth Church leaders need to be made aware of. All leaders are aware of how to report any incidents that cause concern.

As Parish Safeguarding Officer, I have regular contact with Rob to ensure there are open lines of communication between us in relation to safeguarding. We share best practice for safeguarding, compliance, and ensure our policies are kept up to date. There is a clear process between Rob and myself working with children and vulnerable adults, in terms of reporting any incidents that cause concern.

In my role, I have access to an online Safeguarding Dashboard, which has a live action plan showing what is outstanding in terms of actions. This is a useful tool to keep track of all safeguarding across the life of the church; on this I hold risk assessments for all activities that take place with young people or vulnerable adults. This action plan is being brought to every PCC meeting and PCC members are updated on key actions and information.

I am pleased to report there have been no safeguarding concerns reported within the last year, April 2020-March 2021. I am particularly keen to stress that safeguarding at Heathcote Parish Church is everyone's responsibility, and if anyone has any concerns at all then please speak to either myself or Rob, in the first instance, at any time. Many thanks for your support in keeping our church safe.

Deanery Synod Report

Rob Budd

In March 2020, Rev Richard Suffern was appointed the new Area Dean for the Warwick and Leamington Deanery. At the same time, Rev Jonathan Jee was appointed Assistant Area Dean. However, on account of the disruption of Covid-19 and the delay in hosting 2020 APCMs, the Deanery Synod met only once in 2020.

The Deanery Synod is made up of clergy and lay members, providing an opportunity to hear and share what is going on in the seventeen churches and Myton Hospice, which make up the total deanery membership.

Henry Jerwood and I have represented Heathcote PCC at the meetings, although there is now a vacancy for a new deanery synod representative to be elected.

In November Archdeacon Barry Dugmore gave a presentation to the Synod outlining the Coventry Diocesan Strategy for growth for the next ten years. Planting new churches is a key component of this vision.

A vote was also taken to reduce the size of the DMPC (Deanery Mission and Pastoral Committee) and to encourage broader representation from clergy and laity.

The Building Steering Group was established in 2018, consisting of Christine Mort, Henry Jerwood, Peter Cheng, and Rob Budd, to prayerfully consider how the Church and Community Centre facilities could be improved to enable more people to be able to access and benefit from a wider range of activities.

By March 2020, the group presented the planned proposals to the PCC for their approval. Robothams Architects were commissioned to draw up formal plans and engage with a quantity surveyor (Starkey Button) for the project. Following this, the building alteration plans were submitted for planning permission to Warwick District Council and were approved on 15 June 2020. The total cost of the project was calculated at £366,000, and so the Building Steering Group agreed that the focus for the next stage of the process was to be on fundraising.

We are grateful to Amy Brann, Jeni Brierley, and Rachel Budd for offering their help in the process of fundraising and writing bid applications.

In March 2020, the PCC agreed to set up a designated fund for the new building project and initially pledged £38,700 to this project. This figure was reviewed in August and the Standing Committee agreed to raise that figure to £74,400. This pledge from the Church provided helpful leverage to encourage other grants and organisations to contribute funds to the project.

Initial grants were awarded by four other charitable bodies (All Churches Trust, Coventry Diocese, King Henry VIII Endowed Trust, 29th May 1969 Charitable Trust) bringing the total raised to £154,650 by the end of December.

In November, an application was sent to Warwick District Council for £150,000 from their community infrastructure levy fund. The final decision will be communicated on 14 April 2021.

Coda: Further pledges were received in early 2021, so in March the PCC instructed the architect to begin the tender process. The planned projections are that work can commence towards the end of 2021.

Warwick Gates Community Centre Manager's Report

Jeni Brierley

2020 began with full bookings for Warwick Gates Community Centre. New groups were interested in hiring space and meetings were planned to find out more. A programme of maintenance was carried out, including repairs to the solar panels and an upgrade of the inverters, gas and electricity inspections and fire safety equipment checks.

By March 2020, the Government had introduced guidelines which meant the Centre had to close. Christine Mort, the Centre Manager, and Kieran Patterson, our caretaker, were furloughed and arrangements were made to cancel bookings, return deposits and replace the entrance door keys. Christine shared her plans to retire, and in July 2020, I was appointed Centre Manager and Christine retired. A huge thank-you to Christine for all she achieved during her appointment and her grace and commitment to hand over in such unusual circumstances.

During July and August, Government guidelines meant the Centre remained closed. Reopening would be possible in September, subject to strict safety and hygiene measures. A comprehensive risk assessment was completed, and new procedures put in place. The carpets and windows were professionally cleaned, appropriate products purchased and schedules for cleaning and sanitising agreed.

We have been actively involved in the Community Hubs forums and are part of the Warwick Recovery plan, which looks at how communities, volunteers and other sectors can work together to provide joined-up support to people and businesses as we come out of lockdown. The Hubs met several times during the year and identified key workstreams to aid recovery.

In September 2020, the Centre was able to reopen safely to a small number of existing and new groups, which were permitted to meet. Where regular users, such as the uniform groups, could not meet, space was let on a temporary basis - offering new groups the opportunity to try the facilities and provide a small income. Guidance changed again in November and the Centre closed and remained closed for the rest of the year.

Whilst we were unable to open, several projects were completed:

- The terms and conditions of hire were updated and a specific section on Covid-19 arrangements included. These were issued to the few groups able to meet.
- A review into governance was carried out and documented. The review provided clarity on how the Centre and Church are run separately, in accordance with the lease with Warwick District Council, whilst HPC has overall control. The governance structure was shared with Warwickshire CAVA (Community and Voluntary Action) which has endorsed the arrangements and confirmed they are fit for receiving funding, including local authority funding. This was particularly relevant in light of fundraising for the building project.
- The Terms of Reference of the Community Centre Management Committee were updated and approved by the PCC in November.
- Training on the Expense Plus finance software package was completed and the system was set up ready to go live in 2021.
- Quotes were received from three suppliers for CCTV and a door access system to strengthen safety and security.
- Our programme of services and activities was considered and the focus for reopening agreed on services and activities which can best support the community as we come out of lockdown. New contacts with Social Prescribers and Citizens Advice were made.

Coda - April 2021

Since the year-end, our projects have taken shape and we begin to see the benefits:

- The Management Committee has met twice in its new form.
- Expense Plus was populated in January 2021. Some teething problems are in the process of being overcome to enable it to be fully rolled out.
- The preferred supplier for the CCTV and door access systems was approved by the PCC in March and installation is taking place at the date of this report.
- We have many new contacts to develop our programme of services and activities.

Current Government guidelines allow us to open the Community Centre from 12 April 2021. As this date falls within Easter, we agreed to reopen from Monday, 19 April. We have some secured bookings for April and many more secured bookings for the next stage of easing from 17 May 2021.

**Amy Brann compiled this Treasurer's Report using Henry Jerwood's 2020 notes.*

This report contains financial results and notes for the financial year 1 January 2020 to 31 December 2020. It also includes confirmation and notes from the Independent Examiner, as well as my report. This was approved at the meeting of the Parochial Church Council on 22 April 2021.

The accounts are recorded as receipts and payments, in accordance with statutory regulations for organisations with an annual turnover less than £250,000.

The records have been held on a shared spreadsheet with paper copies of invoices, etc. maintained in files in the Warwick Gates Community Centre office (the Centre). I would like to thank all of those involved in the maintenance of the accounts and in particular, Christine Mort, our Centre Manager for part of 2020, and then Jeni Brierley who took over this role.

Heathcote Parish Church shares its building with the Centre and manages the accounts and activities of both, adhering to the Management Committee Terms of Reference. The accounts have been split between the Church and the Centre. Where there is no clear division, receipts and payments are split 30 per cent to the Church and 70 per cent to the Centre. Examples include wages, pension, tax and utilities. The contribution of the Vicar, Centre Manager, and other volunteer support provided for the Centre, is recorded as an internal cost transfer, as is the use of the Centre for church activities. These policies were agreed by the PCC.

2020 saw the effects from the global pandemic of Covid-19. In March 2020, the Centre was instructed to close, as were all similar establishments. Following Government guidance, we were able to open again in September, we then closed again in November, for the rest of the year. This had a marked effect on the income of the Centre.

The Church and Centre had a combined surplus for the year of £68,104.97. We invested around £9,000 in repairing the solar panels, which are now generating good clean energy for us.

We have benefited from a number of support initiatives. The Centre Manager and cleaner were furloughed with the Government's scheme when necessary; £25,000 was received from central government for the loss of income due to Covid-19; £5,000 was received from the Bishop's Mission Fund to support our parish share contributions and funds to improve the building's security by erecting a fence at the back and side of the site were also received. Warwick District Council provided a grant of £3,000 to cover costs of the cleaning and reordering of the Church and Centre for post-Covid activities.

As a parish, we make a contribution to the Diocese of Coventry, known as the parish share. This covers the costs of ministry and housing as well as a contribution to other areas of diocesan activities. This was £27,000 for 2020 and is expected to rise to £33,000 for 2021.

Finally, I am pleased to report that we were able to support work in our area and beyond, through the Church's tithing. A total of £6,000 was given - £1,000 to each of our chosen charities. There were also numerous food parcels delivered by church members to local people in need.

We are all so grateful for Henry's faithful and attentive work during 2020 and continue to pray for him.

Independent Examiner's Report to the Trustees of Heathcote PCC

Martyn Jackson

I report on the accounts of the Heathcote PCC for the year ended 31 December 2020, which are set out on this document.

Respective Responsibilities of Trustees and 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Report

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 you as 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 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Martyn Jackson
The Nottage,
Evesham Road,
Broadway,
WR12 7PA
April 2021

Statement of Financial Activities - 1 January to 31 December 2020, with Comparative Figures for the Year Ended 31 December 2019

2020	Note	Undesignated General Church £	Undesignated General Centre £	Designated Refurbishment Project £	Designated Serving Heathcote £	Designated Vicar and Wardens' Hardship Fund £	Total Funds £
RECEIPTS							
Voluntary income	2	72,933	0	0	1,496	0	74,429
Fee, premises and other income	2	9,418	39,162	20,250	0	0	68,830
Interest		24	56	0	0	0	80
Total receipts		82,375	39,218	20,250	1,496	0	143,339
PAYMENTS							
Church activities	3	46,916	15,861	4,267	1,147	0	68,191
Mission and charitable giving	5	6,000	0	0	0	0	6,000
Total payments		52,916	15,861	4,267	1,147	0	74,191
NET RECEIPTS/PAYMENTS		29,459	23,357	15,983	349	0	69,148
Total funds brought fwd at 01/01/20		58,569	0	0	0	0	58,569
Transfers between funds		(46,343)	(23,357)	68,700	0	1,000	0
Total funds carried fwd at 31/12/20		41,685	0	84,683	349	1,000	127,717

2019	Note	Unrestricted General £	Restricted £	Total Funds £
RECEIPTS				
Voluntary income	2	55,624	0	55,624
Fee, premises and other income	2	60,586	0	60,586
Interest		124	0	124
Total receipts		116,334	0	116,334
PAYMENTS				
Church activities	3	81,226	2,604	83,830
Mission and charitable giving	5	1,525	3,665	5,190
Total payments		82,751	6,269	89,020
NET RECEIPTS/PAYMENTS		33,583	-6,269	27,314
Total funds brought forward at 01/01/19		24,986	6,269	31,255
Total funds carried forward at 31/12/19		58,569	0	58,569

Notes to the Financial Statements for the Period to 31 December 2020

1. Accounting Policies

Basis

The financial statements have been prepared in accordance with the Church Accounting Regulations, together with applicable accounting standards and the Charities SORP 2005. The financial statements have been prepared under the historical cost convention.

Funds

- General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These may include funds designated for a particular purpose by the PCC.
- Designated funds, these are funds designated for specific purposes by the PCC.
- Restricted funds represent monies or assets raised or given for specific purposes. These may not be used for any other reason without express permission of the Charity Commissioners or reverting to the original donors or their representatives.

Income and Expenditure Recognition

The accounts include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body, nor those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

Collections are recognised when made. Amounts receivable under Gift Aid are recognised only when honoured by the donor. All income tax recovered on Gift Aid donations is included in the accounts. The Gift Aid Small Donations top-up payment is also claimed on all qualifying cash collections and donations.

Other Ordinary Income

Rental income from the letting of Church and Community Centre premises is accounted for when earned. Parochial fees due to the PCC for weddings, funerals, etc. are accounted for on an event-by-event basis.

Income from Investment

Interest/dividends are accounted for when due.

Application of Resources

Costs Directly Related to Work of the Church

The diocesan parish share is accounted for when payable. The rate payable in 2020 was £27,000 p.a. and has been agreed to increase to £33,000 in 2021. The expected full amount for a parish is currently £59,035 p.a.

Fixed Assets: Church and Community Centre

As part of the development of the Warwick Gates estate, the contractors, J J Gallagher Ltd, agreed to build the Church and Community Centre in 2001. The Church section was part funded by a grant from the Diocese of Coventry of £60,000. This was paid to the St Margaret's PCC and passed onto J J Gallagher. It was agreed that the freehold of the building would be passed onto Warwick District Council and that the use of it would be granted on a 999-year lease at a peppercorn rent of £1 per year. The contract had the Diocese of Coventry as the trustees, Warwick District Council as the landlord and St Margaret's PCC as the tenant. It has since been amended to transfer the tenancy to Heathcote Parish Church. The lease contains break clauses, particularly in respect of the sports hall, and these are the subject of negotiations to amend

them to give Heathcote PCC more certainty of ongoing tenancy. Heathcote PCC has buildings capital insurance through Warwick District Council for £2.5million. We have Public and Employers Liability cover of £10million.

Church Assets

No value is placed on movable church furnishings held by the churchwarden on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property.

2. Incoming Resources – from 1 January 2020 all funds are unrestricted

2020	Undesignated General Church £	Undesignated General Centre £	Designated Refurbishment Project £	Designated Serving Heathcote £	Designated Vicar and Wardens' Hardship Fund £	Total Funds £
RECEIPTS						
Voluntary receipts planned						
Cheque collections	3,334	0	0		0	3,334
Gift Aided STOs	52,608	0	0	1,137	0	53,745
Other STOs	2,139	0	0	75	0	2,214
Tax recoverable	13,857	0	0	284	0	14,141
Total planned receipts	71,938	0	0	1,496	0	73,434
Other donations						
Open plate	995	0	0	0	0	995
Total voluntary receipts	72,933	0	0	1,496	0	74,429
Other receipts						
Fees and miscellaneous	45					45
Grants	5,900	29,100	20,250	0	0	55,250
Premises letting	3,473	10,062	0	0	0	13,535
Total other receipts	9,418	39,162	20,250	0	0	68,830
Interest	24	56	0	0	0	80
Total incoming resources	82,375	39,218	20,250	1,496	0	143,339

2019	Unrestricted General Church £	Unrestricted General Centre £	Unrestricted General Total £	Restricted £	Total Funds £
RECEIPTS					
Voluntary receipts planned					
Cheque collections	1,277	0	1,277	0	1,277
Gift Aided STOs	38,311	0	38,311	0	38,311
Other STOs	1,202	0	1,202	0	1,202
Tax recoverable	11,033	0	11,033	0	11,033
Total planned receipts	51,823	0	51,823	0	51,823

Other donations					
Open plate	3,801	0	3,801	0	3,801
Total voluntary receipts	55,624	0	55,624	0	55,624
Other receipts					
Fees and miscellaneous	941	921	1,862	0	1,862
Grant	17,100	0	17,100	0	17,100
Premises letting	8,345	33,279	41,624	0	41,624
Total other receipts	26,386	34,200	60,586	0	60,586
Interest	37	87	124	0	124
Total incoming resources	82,047	34,287	116,334	0	116,334

3. Resources Expended

2020	Undesignated General Church £	Undesignated General Centre £	Designated Refurbishment Project £	Designated Serving Heathcote £	Designated Vicar and Wardens' Hardship Fund £	Total Funds £
PAYMENTS						
Parish share	27,000	0	0	0	0	27,000
Salaries	3,149	7,345	0	0	0	10,494
Outreach & evangelism	961	0	0	1,147	0	2,108
Clergy expenses	628	0	0	0	0	628
Services & Sunday school	2,050	0	0	0	0	2,050
Administration	1,099	1,284	0	0	0	2,383
Property	12,029	7,232	4,267	0	0	23,528
	46,916	15,861	4,267	1,147	0	68,191

2019	Unrestricted General Church £	Unrestricted General Centre £	Unrestricted General Total £	Restricted £	Total Funds £
PAYMENTS					
Parish share	23,000	0	23,000	0	23,000
Salaries	4,706	10,981	15,687	0	15,687
Outreach & evangelism	281	77	358	2,604	2,962
Clergy expenses	823	0	823	0	823
Services & Sunday school	1,964	0	1,964	0	1,964
Administration	2,345	2,111	4,456	0	4,456
Property	13,518	21,420	34,938	0	34,938
	46,637	34,589	81,226	2,604	83,830

4. Staff Costs and Reimbursed Expenses

During the year, £880.46 was paid to 3 trustees to reimburse expenses including youth expenses, and software. Receipts were received and filed for all of these items. Details are as follows:

D Gallacher	£685.38
H Jerwood	£122.40
C Mort	£72.67

Salary and pension contributions were made to the Centre Manager and caretaker and are included in the payments section above.

The salary and pension payments to the Centre Manager totalled £5,959.81.

5. Mission and Charitable Giving in 2020

	Unrestricted General Church £
Care for the Family	1,000
Tearfund	1,000
Christians Against Poverty	1,000
Education Saves Lives	1,000
Warwick Foodbank	1,000
Thrive Ministries	1,000
	6,000

£6,000 - Mission and charitable giving was all from unrestricted general funds.

Conflicts of Interest

Christine Mort is a member of the PCC and was also paid a salary as the Centre Manager until her retirement on 31 July 2020. She was not in attendance at the PCC when discussions were made about remuneration.

Rachel Butt was a churchwarden and a PCC member until October 2020. She is Chief Executive of the charity Education Saves Lives, which is one of the organisations supported financially by Heathcote PCC. The inclusion of Education Saves Lives in the list of charities supported was agreed by a vote open to all church members.

6. Receipts and Payments Allocated Between the Church and Centre

In order to monitor the financial performance of the Church and Centre, notional cost transfers are made to reflect the Church's use of the Centre and the administration support provided by the Church to the Centre.

	Note	Church £	Centre £	Total £
Total incoming resources	2	82,375	39,218	121,593
Resources expended	3	46,916	15,861	62,777
Mission & charitable giving	5	6,000	0	6,000
Net income before transfers		29,459	23,357	52,816
Cost transfers				
Church use of Centre – B'ton/Kurling		(420)	420	0
Church use of Centre		(1,050)	1,050	0
Church hirers' use of Centre		(510)	510	0
Church admin. support to Centre		8,496	(8,496)	0
Net after transfers		35,975	16,841	52,816

Statement of Assets and Liabilities at 31 December 2020

Funds Reconciliation – all funds are unrestricted

	Undesignated Funds £	Designated Refurbishment Project £	Designated Serving Heathcote £	Designated Vicar and Wardens' Hardship Fund £	Total Funds £
Cash at bank 1 January 2020	58,569	0	0	0	58,569
Transfer between funds	(69,700)	68,700	0	1,000	0
Surplus/(deficit) this year-end	52,816	15,983	349	0	69,148
Cash at bank 31 December 2020	41,685	84,683	349	1,000	127,717

Users of the Church and Community Centre are invoiced in advance for their usage fees, with payment terms being 21 days. As at the 31 December 2020, there were no amounts owing to the PCC of fees, rents, or other income.

Other Assets and Liabilities (Unrestricted Fund)

The building is referenced earlier in the Notes to the Financial Statements – Fixed Assets.

Assets recognised but not valued in the statement of assets and liabilities include chairs and tables in the Church and Centre, office equipment including computers, storage, catering equipment and other items owned for the everyday use of the facilities.