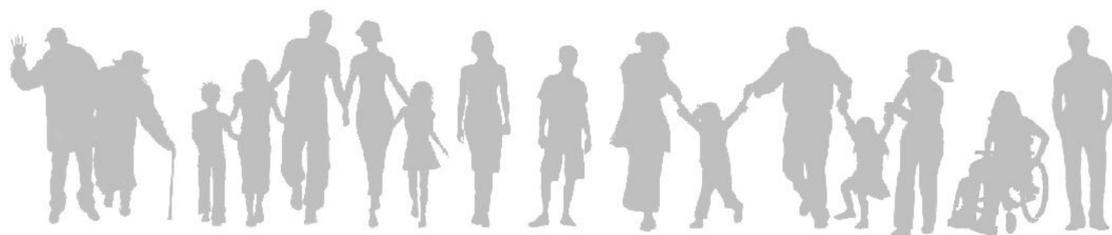


# **St John's Church Kenilworth**

## **Trustees' Annual Report**

### **Year Ended 31<sup>st</sup> December 2020**

**Charity No. 1126412**



***Here to bring real change***

This Trustees' Annual Report relates to activities for the year ended 31<sup>st</sup> December 2020 of St John's Church, Kenilworth, which is situated at 205 Warwick Road, Kenilworth, Warwickshire, CV8 1HY and is a parish within the Coventry Diocese of the Church of England.

St. John's was consecrated in 1854 so has been producing annual reports over many years. Since 2009 the Annual Reports have been filed with the Charity Commission and the most recent reports are available for download via the web site of the Charity Commission at <http://www.charitycommission.gov.uk/>.

If you wish to receive more information about St. John's we would encourage you to look at the church web site and/or to contact the PCC Secretary ([pcc@stjohn316.co.uk](mailto:pcc@stjohn316.co.uk)) or Churchwardens

The parish of St John's covers the southern half of the town of Kenilworth with the northern border defined approximately by Fishponds Road, Greville Road, Station Road, Whitemoor Road and Leyes Lane (see map at the end of the document). The northern part of the town lies in the parish of St. Nicholas, Kenilworth <http://www.stnicholaskenilworth.org.uk/> who are our close friends and who founded St. John's.

## Table of Contents

### Contents

1.	Letter from the Vicar.....	4
2.	Churchwardens' Report.....	5
3.	Implications of Covid-19 Pandemic on the Church.....	7
4.	PCC Reports.....	9
5.	Safeguarding Officer's Report.....	10
6.	Deanery Synod Business Summary.....	13
7.	Report from the Diocesan Synod.....	14
8.	Electoral Roll Report.....	15
9.	Financial Review.....	16
10.	Parish People.....	20
11.	Our Leadership and Organisation.....	22
12.	Charity Compliance.....	25
13.	Statement of Trustees' Responsibilities.....	27
14.	Approval.....	27
15.	Independent Examiner's Report to the Trustees of the PCC of St John Kenilworth.....	28
16.	Statement of Financial Activities for the year ending 31 December 2020.....	29
17.	Balance Sheet at 31 December 2020.....	30
18.	Notes to the financial statements for the year ending 31 December 2020.....	31
19.	Parish Map.....	40

# 1. Letter from the Vicar

Dear all,

Once again I'm writing under lockdown, as I did last year, still unable to have a face-to-face APCM. This has been an extraordinary 12 months. And yet now, as you read this, millions of people will have received the vaccine to protect us from Covid-19. Despite a number of serious hiccups early on, our Government has initiated a successful system of mass inoculation - this recent success deserves to be praised. Like everyone I am really looking forward to the return of freedoms and contact; to the joy of a hug or handshake, to the pleasure of a meal with friends. Yet I am not looking forward to the idea of absolutely everything returning back to how it was. If Almighty God allowed the world to experience a break in our sense of control, then I want to make sure that we have learned what he is teaching us. If God is Sovereign, he created space for this to happen, through the agency of wrong human behaviour. God always has a plan to bring greater good out of evil.

I remember as a young student (before coming to faith) regularly going out drinking with my Rotherham cousins and routinely suffering hangovers. I would tell myself "Never again"; and then do it all over again the following weekend. Human beings don't learn quickly, and I am nervous about how deeply we will learn what God is saying. The church is Christ's bride - his priority in the world. So he really wants us to learn whatever he has been trying to say to us during these highly unusual 12 months.

We have been prevented from doing church as normal.

We have had to adapt around new circumstances.

We have had to stop doing things that we enjoy and explore new ways of being church.

This learning curve has been compelled. We didn't choose it. We didn't ask God to completely turn our church life upside down. He unilaterally acted. Of course there are a wide range of positive actions and responses made over the last year - continued support to the vulnerable, use of online technology to facilitate meetings and relationships. Faithful callers keeping in touch with the isolated. All brilliant. I am so delighted and impressed.

Yet as we plan to come out of lockdown, what is it that God wants us to learn?

1. In the most glaring sense, God is re-writing his gospel out loud for all to see. There is a deep problem with the human race, like an inherited virus, that desperately needs to be cured, otherwise death will be the result. And like a jab in the arm, faith in the saving Son of God changes everything. This experience with Covid-19 will give the church a very clear shared experience by which we can tell our friends and neighbours what the good news of Jesus really means.

2. Additionally, God has called his church to new depths of prayer and obedience. Through the pressures of the last 12 months, or through the imposed silences and space of the year, many have heard Christ call them into a greater level of devotion. Have you heard this call?

3. And in the light of this call to go deeper, many are hearing God tell us something about church life generally. Many sense that we are not to simply return to church as normal. Many are hearing that God wants to bring change. A number are sensing a new call to being devoted as a community - close to Christ and ready to go wherever he sends us. Instead of picking up church where we left off - we now are aware of Christ holding the steering wheel in a clearer way.

So as we plan to come out of lockdown, and we look forward to many innocent and happy experiences of 'normal life', can I encourage you to not be like the young student Andrew - a slow learner, but to wait on God. To seriously wait on God; giving him room to change us deeply. Giving him room to change what we think church is all about. I recommend a season of prayer for the church as we meet again.

With love

Ax

## 2. Churchwardens' Report

As I sit to write this year's Wardens report the nation has stopped to take a moment to reflect on what has been a most extraordinary year and to light a candle in remembrance of all that has been lost but also as a symbol of hope, hope that there is light in the darkness. So I reflect on what has been a year like no other in the life of our church.

The APCM for 2020 was postponed from April to the Autumn and was held via zoom. Kim Matthews and Karen Mills were elected as Wardens, and were delighted to be joined on the Wardens team by Roger Homes.

We are thankful to all the PCC members who continue to work hard on our behalf supporting the mission and management of the church. We would particularly like to thank Kevin Dowle for his service as PCC secretary and we wish him and Fiona every blessing as they move north and to pastures new.

The church may have left the building but church life continues.

We would like to thank our staff who have been extremely versatile and adaptable rising to the challenge of working through a pandemic.

Thank you too, to all those working quietly in the back ground making sure that the things that need to be done, get done:- Looking after our site and our buildings; All those who have in various ways have taken care of each other. Keeping groups going as best you can; Becoming 'Zoom' experts over night; Phone calls and food parcels and countless acts of kindness; Finding creative ways to do church where ever you are.

Many of you I know have engaged in projects to support our local community, building links into community – thank you. And to those of you who have helped us all stay safe by staying safe yourself – thank you too!

We have been happy to support Molly's Meals, meals for those in need have been prepared in the church Kitchen. 'Fair Share' food stuffs have continued to be collected and distributed by a faithful band of volunteers.

As the country went into 'lock down' one of the first challenges to be met was how do we continue with church gathering when we cannot meet in person? And so we moved 'on line'. The 10.00am and 6.00pm services being streamed on You Tube throughout this year. The on line Wednesday Bible Studies have also proved popular.

As restrictions eased a little over the summer we were able to open the church for a short season for private prayer and were able to hold a few 8.00am and Wednesday Community services. A small number of funerals and Weddings have taken place some of which have been live screened with some success. In preparation for when we may be able to return to the building some work has been undertaken to upgrade our audio-visual equipment so that we may be able to live screen services in the future.

We do not know the full impact of the pandemic but of course it has meant that many of the activities that take place on our site have been severely curtailed, and we thank the various groups who use our halls for their patience as we have got to grips with government guidelines. Our hope is that we will be welcoming many of them back on site in the months to come.

For many of us the last year may have felt that we have been travelling through a wilderness, disorientated somewhat as the rhythms and securities of our normal day to day living have been disrupted and taken away. Much like the people of Israel who were at first joyful, singing to the Lord as He went before them as they crossed out of Egypt. But then the reality of living in a very different landscape set in and they began to grumble forgetting for a while the goodness of their God.

And so the people of Israel came to the river Jordan and they camped before making the crossing.

As we tentatively look towards a new horizon it feels like we too are camping by the river Jordan, expectant but uncertain. Joshua tells the people to prepare themselves for "tomorrow God will work wonders amongst you". It seems no coincidence that church buildings have been closed for so long and we will all have changed as we emerge from this long Covid tunnel, so we would do well to pause and prepare ourselves as we emerge, like a butterfly from its chrysalis, into a new landscape with eyes open to see what wonders God is indeed doing. It is when God is expanding our horizons we are called to be faithful and obedient to His call. But God goes before us. Joshua sends the Covenant Chest, the presence of God, well out in front of the people so that all the people could see it. As we see God leading so we follow, though we may not have "travelled this way before" we can confidently step out keeping our eyes fixed on Him, more deeply rooted in our faith and stronger as a community working well together for the Kingdom and the Glory of God.

Every blessing,

*Karen.*

*On behalf of the Wardens team*

### **3. Implications of Covid-19 Pandemic on the Church**

The Standing Committee, with support from other members of the PCC (the Trustees) have continued to review the Risks in the light of Covid-19, and taken mitigating actions for the protection of staff, volunteers and beneficiaries of the Charity, as well as considering the impact on financial sustainability.

The pandemic continues to have a significant effect on the way we operate, but has not prevented the ongoing activity of the charity, and does not immediately threaten the charity as a going concern. The Trustees are aware that there remains uncertainty regarding the ability of supporters to continue the same level of financial support of the Charity. In particular, job losses or reduced income of the members could impact on the financial income of the charity. Furthermore, the engagement of the Church with the local community is hampered by Social Isolating and if this is prolonged, this may affect the charity's ongoing membership. The Trustees will keep this under review and monitor changes in income and membership as we return to a post-vaccine scenario over the coming months.

The loss of income (mainly from building hire, regular giving and plate collections) during 2020 has been more than compensated by reductions in expenditure, resulting in a net cash surplus for the year against a budget of a small deficit. This balance of income and expenditure can be expected to continue through the final months of Covid restrictions, excepting one-off items of expenditure for building maintenance for example.

To assess the possible impact of the pandemic the Trustees have carried out financial modelling based on various short term scenarios to assess the reduction in income from donor contributions, plate donations and income from rental for the use of halls. Whilst COVID restrictions are in effect there are savings resulting from the non-use of buildings (eg cleaning and utilities). The Trustees have sufficient liquid reserves to endure a 20% reduction in income budget levels over a 12-15 month period. In this circumstance liquid reserves would be depleted and the trustees would need to explore alternative options in order to meet longer term ongoing operating costs. At the time of writing (mid-March 2021) there has been no significant noticeable decline in monthly donor contributions, though hall income and plate donations have effectively dried up since the closure of the church building. Over the coming months the trustees will carefully monitor the evolution of income as our contributors respond to the varying financial consequences of the Covid situation. If the trustees observe a significant decline in recurring income appropriate action will be taken to ensure that we can continue to efficiently support our mission and safeguard liquidity.

#### ***Change in activities***

The Social Distancing measures have resulted in significant changes to the way in which the Church interacts with its members and other beneficiaries:

- Services, Bible studies and other meetings have moved online
- Pastoral care has become remote, but our monitoring leads us to believe that the vast majority of those who attend our services and meetings are being contacted by someone in the Church regularly.
- Several church members are serving the local community through the local Covid-19 support group which includes shopping, prescription collection, and telephone support for vulnerable residents of the town.

#### ***Effect on staff, volunteers and beneficiaries***

Staff and volunteers are working from home, and beneficiaries are receiving contact through social media, on-line meetings and telephone calls.

#### ***Likely impact on future aims and activities of the charity***

It is anticipated that in the longer term the incident will not impact on the long term vision of the Church, nevertheless the Lock-down period has given many the chance to reflect and consider

their own position in relation to faith and the church and this may, perhaps ironically, have lasting benefits.

### ***Consideration of specific risks***

The following risks have been identified specifically in relation to the Covid-19 pandemic:

#### ***Spreading the virus at services***

Mitigated by implementing government guidelines - closing down services and moving 'on-line'. We will not restart services until Diocesan guidance (which follows CofE, and therefore Government, advice) says it is safe to do so, and we are confident that we can deliver these safely.

#### ***Spreading the virus in the church (as a place of work)***

Mitigated by closing the church office / building (as a place of work). We will not open the office / building until Government advice says it is safe to do so.

#### ***Spreading the virus at other meetings***

No other meetings (PCC, committees, small groups, other ministries) are meeting. We will not restart these meetings / ministries until Diocesan guidance (which follows CofE, and therefore Government, advice) says it is safe to do so.

#### ***Damage to vacant property***

Insurance cover has been checked and the Church buildings are covered while empty. There is no urgent maintenance required on any church property/buildings. The site / buildings are being checked 1-2 times a week by two people alternately to minimise risk of an event such as a water leak resulting in major damage.

#### ***Associated Environmental Health risk***

Fridges and freezers have been emptied and defrosted. Bins have been emptied.

#### ***Safeguarding***

There is a risk that situations might go unnoticed and existing situations cannot be monitored. The Parish Safeguarding Officer has been consulted. Any increased safeguarding risks would, not be in the context of any church activities as these are not happening. If we are aware of situations that exist outside of church activities (in families for example) then they will have been passed on to the appropriate authorities.

#### ***Vulnerable people***

We have done everything we can to ensure that each of the church communities is caring for those within them, e.g. our Wednesday worshipping community (of generally older people) has a telephone list whereby everyone is contacted by someone else in the congregation; many members are networked through Mothers' Union.

#### ***GDPR***

Personal data may be shared during the current situation for the very best of reasons (i.e. checking up that people are well or have their prescribed medication). Our Data Privacy Notice covers this (and includes Special Category Data). We will record where this is being done and ensure that the data is destroyed when no longer relevant.

#### ***Risk at resumption of 'normal' church life***

When the lockdown begins to be lifted, we will resume activities carefully in line with national guidelines. At the moment we have guidelines that were in place before the lock down which could be used, but we expect updated guidelines from the CofE / Diocese when we get to that point. Trustees will be careful to manage the resumption of activities carefully, being mindful of vulnerable groups.

## 4. PCC Reports

### 4.1. **Summary of PCC business since March 2020**

At the completion of the 2019 APCM, the PCC had 15 members, of whom nine were elected as PCC members, two were Churchwardens, two were Deanery Synod members, one was a Diocesan Synod member and one was the Vicar.

The last APCM took place in October 2020 and was on Zoom due to the ongoing Covid-19 pandemic. The previous Annual Report only covered PCC activity until March 2020 when the APCM would normally have taken place. Therefore, this account is from March 2020 until March 2021. In that time the PCC has met virtually via Zoom in April, August, September, October, November 2020 and January and March 2021. Decisions during this period were also made by correspondence using email.

The business of the PCC has included:

- Kim Matthews (Warden) has predominantly chaired the meetings on Zoom.
- Approving the ongoing closure of the church building in line with government and Church of England guidance due to the pandemic.
- Revising the Statements of Faith for St. John's Church. This is ongoing.
- Inducting new PCC members. All PCC members were provided with a guide of responsibilities of Trustees.
- Reviewing and updating policies: listed in section 10.3
- Receiving regular reports from the various church communities through representatives on the PCC, particularly in relation to safeguarding and approving safeguarding policies and procedures.
- Ongoing support for the Eco Church Project and supporting a Climate Coalition initiative
- Supporting a number of Mission and outreach activities.
- Reviewing financial projections and budget preparation, especially in relation to reserves and initiatives to increase giving and reduce costs through tighter control of spending particularly on cleaning and insurance. Approval of staff salaries and agreeing expenditure on roof repairs.
- Kevin Broadbent replaced Kevin Dowle as PCC secretary on an interim basis in March 2021 until the APCM. Kevin Broadbent also continues as Electoral Roll Officer and has undertaken a role as a Strategic Advisor to the Wardens during the year.
- Approving the continuation of TWAM including renewal of planning permission for the Kabin.
- Supporting the vicar in developing the church vision and in approving training for staff.

*Kevin Dowle*  
*PCC Secretary*

## 5. Safeguarding Officer's Report

The purpose of the Safeguarding Officers report is to show that the Church's work with youth and vulnerable adults is compliant with Diocesan and National Church of England Policy. I have been the safeguarding officer since May 2017.

### Progress with Safeguarding in the Parish

Highlights and successes of the past 12 months have included:

- With face to face activity severely constrained due to Covid there have been no DBS checks completed since May 2020.
- On-line Parish Safeguarding Dashboard keeps us up to date with requirements.
- Ongoing updating of the db's and training database has been curtailed this year.
- Jeremy Bryans has acted as PCC link for safeguarding this year. Many thanks to him. In the future, PSO accountability to the PCC will be assisted by 6 monthly meetings with the Standing Committee.
- Good progress has been made with on-line training and C0 and C1 courses are now available in this format. C2 courses have not been available during 2020 due to covid.

### Some details

- A number of DBS checks will need renewing as face to face activity resumes this year. While 71 church members were engaged in relevant activity before the pandemic, we do not know how many will return.
- We will therefore need to assess the safeguarding status of all volunteers (DBS check and Training) as activity resumes.
- We will also need to ensure we follow safer recruitment procedures where we recruit new volunteers to church activities.
- We are well supported by the Diocesan Safeguarding Officer when casework issues arise.
- Key document reference library, church notices, safeguarding jobs and website info kept up to date.
- Online work with children and young people has continued this year by Michelle and her team, and those checks and training are being kept up to date.

### Training Courses

- All church members involved in ministry with young or vulnerable people need to be aware of the need for three-yearly Diocesan training. Dates and venues available on the Diocesan webpage (<http://www.dioceseofcoventry.org/Safeguarding/SafeguardingTraining> ).
- There are three courses:
  - C0 online basic course to be completed before C1
  - C1 course for all those working with Children or Vul Adults
  - C2 course for those in leadership roles including: clergy, readers, Church Wardens, Parish Safeguarding Officers and other lay leaders

## Compliance with House of Bishop's Policy

As is standard practice each year, church wardens will be formally reminded of their safeguarding responsibilities (email from Safeguarding Officer to Wardens due April 21).

The Parish Safeguarding Dashboard is up to date (March 21). Red items (urgent), currently comprise:

- PCC approval of the safeguarding action plan
- Completion of C0 Basic Awareness Training by PCC members
- Safeguarding report to PCC every 6 months
- Review list of Church and Non-church activities

There are three yellow (for action items):

- Confirm arrangements for storing Safeguarding records during an interregnum
- PCC assurance around the need for management and monitoring of known offenders
- Compliance with Data Protection requirements (more information awaited)

Since July 2019, it is a requirement that all PCC members complete C0 (basic training for safeguarding). Previously this was a recommendation rather than a requirement. Similarly, while in the past all PCC members were eligible for a DBS check, the Diocese required only Wardens and the PCC safeguarding lead to be checked

([http://www.dioceseofcoventry.org/images/document\\_library/UDR02101.pdf](http://www.dioceseofcoventry.org/images/document_library/UDR02101.pdf)). A number of PCC members have raised the contrast with other charitable work where all governing body members were required to be DBS checked. Now therefore seems the right moment to extend the DBS check to all members of the PCC.

All church members are encouraged to look at the National Church of England Policy for Safeguarding which can be found at: <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf>

The Parish Safeguarding Handbook states that known offenders, and others who may pose a risk to children or vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser. PCC need to be assured that the PSO and Vicar are aware of this requirement.

The Parish Safeguarding Handbook also requires that the PCC must, working with the church wardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his/her new role.

Page 47 of the [Parish Safeguarding Handbook](#) states that the PCC must approve the use of social media and mobile phones by the church.

## Plans for the next 12 months include:

- The resumption of face to face activity to include DBS check, Safeguarding training and safer recruitment.
- Maintain the On-line Parish Safeguarding Dashboard.
- Ensure Parish Data Privacy Notice includes a section on Use of Social Media PCC approval for Safeguarding Action Plan.
- PCC approval for Social Media Policy and Policy for Live Streaming church services and incorporation of both into Data Privacy Notice

More detail is included in the Safeguarding Action Plan.

## Recommendations

1. All PCC members are DBS checked following the APCM in 2021.
2. All PCC members are asked to complete the C0 online Safeguarding Awareness course ([http://www.dioceseofcoventry.org/?page\\_ref=1291](http://www.dioceseofcoventry.org/?page_ref=1291) ).
3. PCC confirms arrangements for storage of safeguarding records during an interregnum.
4. PCC notes that the Vicar and PSO are aware of the need for management and monitoring of known offenders.
5. PCC endorses further work on the social media and live streaming policy.

Finally, many thanks to everyone in the parish for their help with this important work.

*Charlie Palmer* ([safeguarding@stjohn316.co.uk](mailto:safeguarding@stjohn316.co.uk))

*Safeguarding Officer*

*14th March 2021*

## **6. Deanery Synod Business Summary**

In 2020 the Kenilworth and Coventry South Deanery Synods met jointly three times. In February, at St Barnabas Church in Kenilworth, Stella Bailey described a focus on children and families during her 3 years as vicar. Barry Dugmore (the new Archdeacon Missioner) described the diocese's aim to support the establishment of another 150 worshipping communities (or 'church plants') over the next decade. Due to Covid, we did not meet in May.

In September we met by zoom and heard how St Christopher's, Allesley Park, had adjusted to lockdown. Then we thought about how groups cope with collective trauma. In November, again by zoom, we heard how Christ Church, Cheylesmore, have been coping during lockdown. Then Jim Perryman (Leek Wootton) explained the synodical structure of the Church of England, which is designed to pass ideas up and down. Elections to the General Synod have been postponed from 2020 until later in 2021. Then we told others in a group of about 8 some positive experience from this time of Covid.

A team from Kenilworth Deanery has been considering possible adjustments to its pattern of churches and clergy to fit with the current population; we hope to hear soon their ideas on this.

Felicity Hawke, Anthony Manning and Phil Swards go to this Synod from St Johns and others are welcome to come with us, either as representatives elected at our 2021 APCM or just occasionally.

## 7. Report from the Diocesan Synod

Only two meetings were held in 2020. The March meeting was scheduled for around the time of the first Covid-19 Lockdown, so was cancelled. The two subsequent meetings in June and November were held via Zoom, and had the advantage that it was easier to access for those members who live in the farthest corners of the Diocese.

During the year, a new Chair (voluntary role) of the Diocesan Board of Finance has been appointed and a new Director (salaried role) of the Diocesan Board of Education. The Diocesan Chancellor has also retired after 11 years' service. There was a presentation on the Diocesan Mission and Growth Strategy, which includes the Healthy Churches initiative, a vision to plant 150 new worshipping communities by 2030, and work in new housing developments. There are also plans to create more Resourcing Churches like St Mark's in Coventry, to build capacity and leadership.

There was discussion and formal acceptance of the Covenant for Clergy Care and Wellbeing. Bishop Christopher presented the resources on Living in Love and Faith, which he has been heavily involved with for 3 years, and which aims to help the Church find a better way to handle discussions and disagreements about identity, sexuality, relationships, and marriage.

The Parish Share Scheme, which has existed in its present form, is to be reviewed over the next year, partly in response to difficulties that parishes have experienced with their finances during the year. It is hoped that church activity will be back to normal by 2022. There was also some debate about the use of reserves to prop up parishes or invest in new missional activities. Historic reserves are being released to help finances over 2020 and 2021.

At the November synod there was an interesting presentation by two chaplains, one at Coventry Hospital and the other at Rye Hill Prison, both talking about the impact of Covid-19 on their work.

A new diocesan scheme for quinquennial inspections is to include the Energy Footprint Tool.

2021 is an election year for Diocesan Synod and Kenilworth deanery has an allocation of 3 clergy and 5 lay people, which we have never filled, so far as I can remember.

*Felicity Hawke*

*Diocesan Synod Representative*

*March 2021*

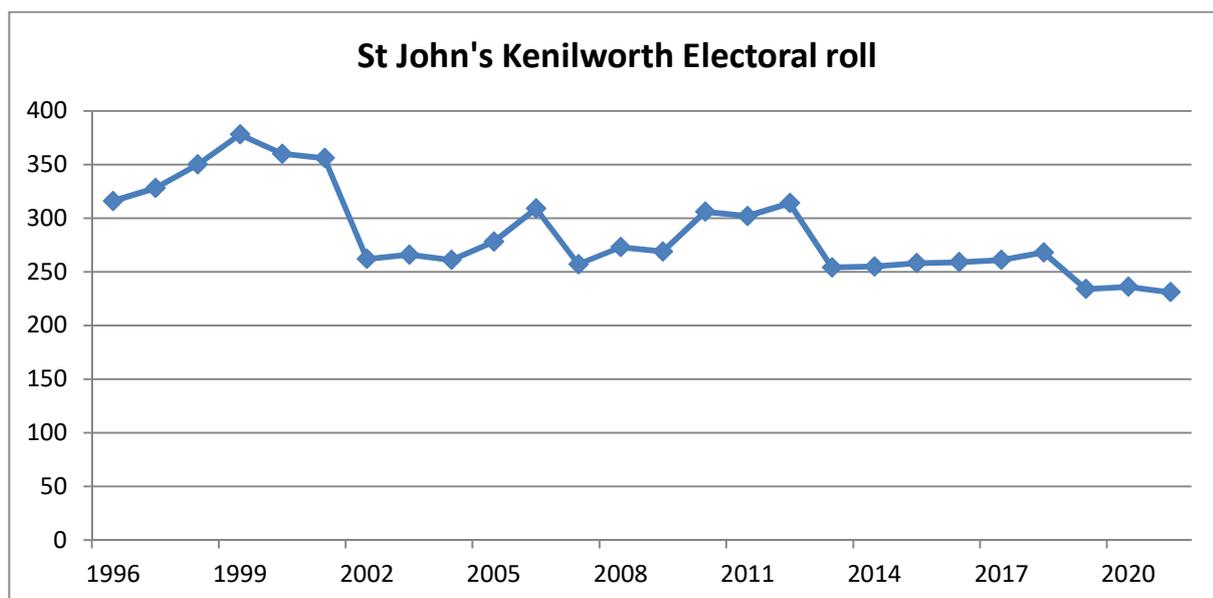
## 8. Electoral Roll Report

Every six years each parish is required to create a new electoral roll and this was completed in 2019. This year the roll has been revised to include any new applicants and remove any people who have asked to be removed, have died, or are known to have moved away from the parish and no longer worship at St John's.

The roll was revised twice in 2020, once for the annual report in April when it stood at 236 and then again before the APCM in October when it was revised to 233. Since then, there have been 0 new names added and 2 names removed, so the new roll consists of **231** names.

The numbers on the roll for this and previous years are as follows:

1996	316	2006	309	2016	259
1997	328	2007	257 (Revision Year)	2017	261
1998	350	2008		2018	268
1999	378	2009	269	2019	234 (Revision Year)
2000	360	2010	306	2020	236
2001	356	2011	302	2021	<b>231</b>
2002	262 (Revision Year)	2012	314		
2003	266	2013	254 (Revision Year)		
2004	261	2014	255		
2005	278	2015	258		



*Kevin Broadbent, Electoral Roll Officer*

*7 April 2021*

## 9. Financial Review

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011.

### Finance Committee

During the year the Finance Committee met as necessary to assist the Treasurer in the execution of his duties. The current membership of the committee is Steve Coomber, Phil Sowards, Paul Lewis, Peter Jackson and Andy Garsed. One of the major focusses during the year was to review certain costs and seek savings where appropriate

### Incoming Resources

During 2020 voluntary giving (and associated tax recovery, but excluding legacies received) declined by £37.2k (12%). This is primarily due to a reduction in Gift Aid donations of 8% (leavers), a reduction in collections of 59% (reduced services due to COVID) and a 19% reduction in tax recoverable (reduction in giving and retrospective claims in 2019). Hall letting income was significantly lower, reflecting lower usage due to COVID restrictions in the year. Rental income was higher than in 2019 due to 100% occupancy during 2020, and other income (including Ground Sourced Heat Pump income) was higher than 2019.

### Resources Expended

Excluding Missionary and charitable giving and depreciation Unrestricted Resources expended decreased by £38k (16%) from 2019 levels, This reduction is due to lower costs attributable to reduced activity due to COVID (eg Cleaning, Utilities) of approximately £30k and approximately £10k from cost reduction activities (eg Insurance, Service Contracts). A detailed expense comparison is provided in note 3a.

### Leyes Lane

During 2018 the PCC received two loans totalling £36k (repayable during 2022) to cover the costs associated with the refurbishment of freehold property at 23 Leyes Lane. Since completion of the refurbishment the property has been rented on a commercial basis.

We are required (under FRS102) to adjust the value of the property to reflect the current value as an investment property. Following a valuation by Loveitts the 2019 accounts reflect a gain on revaluation of fixed assets of £305,000.

### Volunteers

The charity makes use of volunteers. These contributions cannot be economically quantified and these services are therefore not recognised in the financial statements.

## Free Cash

The following table gives an indication of Free Cash at the end of 2020 compared to the same metric at the end of 2019. This simulation provides a measure of the number of month's expenses, excluding depreciation, that could be sustained assuming no cash income. At the end of 2020 this is 4.3 months compared to 2.2 months at the end of 2019. Note that the total value of loans repayable between 2022 and 2027 amounts to £31k.

<b><u>Free Cash (£'000)</u></b>	<b>2020</b>	<b>2019</b>
Closing Cash Balance	135	60
Add Debtors	28	60
Deduct Current Liabilities	(29)	(45)
Deduct Mission and Tithe Balance	(27)	(24)
Deduct "current restricted funds"	(8)	(6)
Deduct Q1 2021 Roof Repairs	(20)	-
<b>Free Cash</b>	<b>79</b>	<b>45</b>
Average Monthly Expenditure	18.2	20.5
Number of months cash available	4.3	2.2

## Reserves Policy

During the year the Trustees agreed a reserves policy with the aim that the charity keeps free reserves (not fixed assets or restricted funds) of between 6 - 7 months of a single month's expenditure.

## Employees

The PCC had three employees at 31 December 2020 (2019 3). These were the Parish Administrator (Denise Coomber), the youth worker (Michelle Harris) and the Finance Assistant (Neetha Paul).

## Short Term Deposits

The Charity has a small amount of funds invested with CCLA Investment Management Ltd in The CBF Church of England Deposit Fund. Surplus cash is deposited with this organisation, and moved to the current account in order to satisfy working capital requirements. The PCC takes a low risk approach to managing cash reserves.

**Budget for 2021**

The following is a summary of the final budget approved by the PCC on 17 March 2021.

The budget presented below shows both the income and expenditure for the year and shows the resulting cash position of the PCC after adjusting for non cash items rather than on income and expenditure. The budgeted cash deficit of £19k compares to a budgeted cash surplus of £55k for 2020.

2021 Budget - summary (£k)

<b>Expenditure</b>	<b>£</b>	<b>Income</b>	<b>£</b>
Parish Share	105	Giving & Collections	191
Ministry (net)	3	Tax Recovery	40
Mission + Outreach	27	Hall Income	8
Children & Youth	24	Leyes Lane Rentals	15
Insurance & Utilities	22	Interest	0
Maintenance & Cleaning	45	Other Income	10
Depreciation	4		
Leyes Lane Expenses	5		
Other Expenses	30		
<b>Total Expenditure</b>	<b>265</b>		<b>264</b>
<b>Excess of Income over Expenditure</b>			<b>(1)</b>
Depreciation			4
Reduction in Deferred Income			(5)
Net Loan Repayments			(17)
Capital Items			(-)
<b>Net cash surplus</b>			<b>(19)</b>

The Treasurer, Finance sub-committee and PCC will need to continue to ensure that the resources needed in future years are available by careful management of costs. Importantly, church members where possible need to continue to give at or above their current level of giving if the church is to fulfil its stated aims and purposes. The PCC, with guidance from the Finance Committee, will need to consider the sustainability of the current level of costs and will continue to review where savings can be made during 2021.

Please refer to the note relating to the 2021 outlook in the Coronavirus section of the Trustees Report.

## **Summary**

Our responsibility for 2021 will be to continue to properly resource the mission of this Parish.

I would like to express my thanks to everyone who has supported me in various ways as I have transitioned into the role of treasurer.

If anyone wishes to ask any questions about the figures or Considered Giving please contact me.

*Peter Jackson*

*PCC Treasurer*

## 10. Parish People

The section lists clergy and readers currently licensed to the parish, Churchwardens and other key people. It also lists PCC members, Policies, and Employees.

### 10.1. *Parish Officers and Advisers*

Vicar:	Revd. Andrew Attwood (inducted 20 <sup>th</sup> April 2010)
Curate:	
Non-Stipendiary Minister:	Revd. Mary Rai
Retired clergy:	Revd. Arthur Ash Revd. Canon Lambert Maudsley Revd. Jane Mullaney Revd. Canon Roger Turner Revd. Rob Latham
Readers:	Anthony Manning Ken Pollard Phil Swards Chris Thomas (retired) Val Whiteman
Youth Worker:	Michelle Harris (started 12 <sup>th</sup> September 2016)
Parish Administrator:	Denise Coomber (not a PCC member) St John's Church, 205 Warwick Road, Kenilworth CV81HY Tel 01926 853203 Email: <a href="mailto:admin@stjohn316.co.uk">admin@stjohn316.co.uk</a>
Churchwardens:	Karen Mills (from 2017 Annual Meeting of Parishioners) Kimberley Matthews (from 2018 Annual Meeting of Parishioners)
PCC Treasurer:	Peter Jackson
PCC Secretary:	Kevin Dowle (until 17 <sup>th</sup> March 2021)
PCC Standing Committee:	The Vicar, Churchwardens, PCC Treasurer, PCC Secretary
Bank:	CAF Bank Limited, 25 King's Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
Independent Examiner:	Flemons & Co Limited, 70 Priory Road, Kenilworth, CV8 1LQ
Electoral Roll Officer:	Kevin Broadbent
Safeguarding Officer:	Charles Palmer
Cathedral Liaison Officer:	John Radford
Churches Together in Kenilworth and District Reps:	John Radford and Val Whiteman
Parish Information Officer	Vacant
Charity Correspondent <sup>1</sup>	Tim Horne
Website	<a href="http://www.stjohn316.co.uk/">http://www.stjohn316.co.uk/</a>
Charity Commission Link	<a href="http://www.charitycommission.gov.uk/find-charities/">http://www.charitycommission.gov.uk/find-charities/</a> (enter 1126412 in the box "search for a charity")

<sup>1</sup> The person authorised to make changes to the online filed details for the PCC and to give and receive correspondence on behalf of the PCC from the Charity Commission including web and email instructions

## 10.2. **Parochial Church Council (PCC)**

	<b>The Trustees:</b>
PCC Chairman	Legal position held by Revd. Andrew Attwood
PCC Chair for meetings	Kimberley Matthews
PCC Secretary	Kevin Dowle
PCC Treasurer	Peter Jackson
Retired in 2020	Jeremy Bryans, Luke Coomber, Steve Cox, Sue Davies, Kevin Dowle
Co-opted in 2020	Luke Coomber, Naomi Grew
Retire in 2021	Allen Busby, Andrew Garsed, Julie Swards
Retire in 2022	Peter Jackson
Retire in 2023	Jeremy Bryans, Steve Coomber, Kevin Dowle (resigned on 17/03/21), Roger Homes
Churchwardens	Karen Mills, Kimberley Matthews (subject to annual election)
Deanery Synod Members	Anthony Manning, Phil Swards, Felicity Hawke
Diocesan Synod Members	Felicity Hawke
General Synod Members	Andrew Attwood

## 10.3. **PCC Policies**

The PCC has developed or has in place the following policies (available on our website at <https://www.stjohn316.co.uk/pcc-public>)

- Safeguarding Policy
- Policy Statement on the Recruitment of Ex-Offenders
- Conflict of Interests Policy
- HR Policy
- Finance Policy, including Mission Giving and Support
- Church Premises Policy (under review)
- Garden of Remembrance Policy and procedures
- Health & Safety Policy
- Data Protection Policy
- Risk Management Policy
- Complaints Policy
- Infant Baptism Policy
- Access and Disability Policy (under development)

## 10.4. **PCC Employees:**

Parish Administrator:	Denise Coomber (part-time, 22 hours per week)
Youth Worker:	Michelle Harris
Bookkeeper:	Neetha Paul

## 11. Our Leadership and Organisation

The Vicar (Andrew Attwood) is the person commissioned by the Bishop to share with him in the 'cure of souls', within the parish. In simple terms this asks Andrew to exercise mission and ministry for the benefit of 11,000+ people. Our agreed three Purposes are used as our compass towards this broad task, and Andrew, with the PCC, oversees the work of the collective church as we move forward as a missional community in Kenilworth.

The Vicar is the primary 'keeper of this vision' - and carries responsibility to ensure that everything we do is in line with our Purposes and our Five Year Vision.

### 11.1. *Our purposes:*

We want to see:

1. Everyone becoming like Jesus by knowing and following Him, through the Holy Spirit.
2. A welcoming, loving community that encourages use of our gifts and abilities to serve God and each other.
3. Society transformed by the love of Jesus as we engage with Kenilworth and the world around us.

(Formally agreed by the PCC on 2<sup>nd</sup> May 2017)

### 11.2. *Five Year Vision:*

In May 2017, the PCC reviewed the vision and Purposes and introduced a new single sentence summary of them:

PARISH PHRASE: Becoming like Jesus, Making disciples, Bringing real change

There was an extended period of listening by the whole church during early 2016 to prayerfully seek God about the future direction for St John's. Following that period of listening, a number of new ideas are being progressed and St John's is exploring the use of Mission Shaped Communities (MSCs) as a tool to help live out the Purposes more effectively.

### 11.3. *PCC:*

The PCC meets regularly to assess ongoing ministry across all areas of parish life and makes decisions on future proposals and plans, all on the basis that we move steadily towards our Purposes and Vision.

The PCC agenda will be focused on the responsibilities listed under Parochial Church Councils (Powers) Measure 1956 (see below) and the PCC will have the roles of:

- Governance, including compliance, legal, financial, health & safety and employment
- Reviewing vision
- Reviewing strategy as recommended by the Leadership Teams and Staff Team
- Parish wide policies
- Parish Budget, financial accounts, ensuring accounts are audited
- Coherence across parish purposes, plans and activities
- Keeping boundaries between the respective teams

The PCC will operate using sub-committees, where appropriate, to conduct the necessary due diligence and development of plans and execution of governance. Such sub-committees will develop detailed recommendations for the PCC to approve and be responsible for carrying out the decisions of the PCC and working with the rest of the parish organisations, including the Leadership Teams. In addition, the Standing Committee of the PCC (see below) is empowered to make decisions on behalf of the PCC at its discretion and report back to the PCC.

PCC responsibilities according to Parochial Church Councils (Powers) Measure 1956 include:

- To care for, maintain, preserve and take out adequate insurance cover for the fabric, goods and ornaments of the Church
- To agree a budget and to be responsible for the income and expenditure of the parish
- To maintain proper financial records and accounting procedures
- To prepare annual financial statements and an annual report and present them to the Annual Parochial Church Meeting (APCM). In particular SORP 2005 requires the following to be provided:
  - Reference and administrative details of the charity, its trustees and advisers
  - Structure governance and management
  - Objectives and activities
  - Achievements and performance
  - Financial review
  - Plans for future periods
  - Funds held as custodian trustee for others
  - Risk management, governance, operational, financial, external and compliance with laws
- To arrange for independent examination or audit of the financial statements
- To care for and maintain the Churchyard
- To consult with the incumbent on matters of general concern and importance to the parish
- To co-operate with the incumbent in promoting the mission of the Church
- To make representations to the Bishop about any matter affecting the welfare of the parish
- PCC as employer:
  - Compliance with legislation (12 separate Acts listed)
  - Wages and salaries, reviews and increases, National minimum wage, NI and tax
  - Job descriptions
  - Contract or statement of conditions of employment
  - Expenses policy
  - Induction, grievance and discipline
  - Policies for equal opportunities, health & safety and child protection, protection of the vulnerable
  - Use of volunteers

#### 11.4. ***Churchwardens and Standing Committee***

Our present Churchwardens are Karen Mills, Kimberley Matthews who play a key role with the Vicar (Andrew), regularly communicating with him (and the PCC Standing Committee) either in meetings or via email, to check the direction and oversight of St John's. They offer wisdom and support to Andrew in implementing the Purpose and Vision, and bring important matters to his attention when the need arises.

The Churchwardens operate as a communication link between the Vicar and the PCC, and between the Vicar and the various congregations. They offer counsel and advice, make plans with him regarding issues of governance, major strategies or projects, and discuss and agree matters in preparation for PCC meetings and the APCM.

Along with the Standing Committee (which comprises the Churchwardens, Treasurer and PCC Secretary), the Churchwardens are increasingly playing a strategic role, being involved in discussions, reviews and decisions regarding the future.

### 11.5. **Staff Team (Operational Ministry)**

Presently the Staff Team consists of Andrew Attwood (Vicar), Denise Coomber, and Michelle Harris.

The function of the Staff Team is to

- Support the Vicar in implementing our Purposes and Vision
- Provide the Vicar with information and updates on ministry development
- Dialogue as a team on arising matters which need consultation
- Dialogue as a team on new initiatives in the light of our Purposes and Vision.

The Staff Team provide the main resourcing group for St John's, bringing their specific expertise and gifts, reminiscent of Ephesians 4 (apostles, prophets, teachers, pastors, evangelists), all working together to equip and enrich the various communities. One of their briefs is to provide input to Leadership Teams and on request to their communities, according to need and current vision development.

### 11.6. **Leadership Teams: their goal, support and accountability**

Several Leadership Teams exist to deliver the mission and ministry of St John's, overseeing different communities and areas of ministry. This delegating model empowers others to be the key implementers on behalf of the Vicar and PCC.

With the help of the Vicar, the Staff Team and other resources, the Leadership Teams guide individuals and groups to fulfil the agreed Purposes and Vision.

Each team is supported in this task and given tailored help over time to fit each stage of the community's development. Each Leadership Team is directly accountable to the Vicar and PCC, and provides regular updates to PCC summarising progress and plans for the future. The Vicar meets with each Leadership Team regularly.

This genuinely delegated and empowered leadership, overseen but not run by the Vicar, is supported with input from the Staff Team (and other resources) to move the existing communities towards our Purposes and Vision.

The Leadership Teams of each of our distinctive communities are:

#### **Warwick Road (8am) Leadership Team**

Andrew Attwood, Mary Rai, Ian Macdonald

#### **Warwick Road (10am) Leadership Team**

Andrew Attwood (presently forming new leadership)

#### **Knights Meadow Leadership Team**

Andrew Attwood, Carol Robinson

#### **Midweek Community**

Catherine Pennington, Steve and Jackie Prestwich, Jane Mullaney, Rob Latham, Mary Rai, and Geoff Whiteman.

#### **6pm Service**

Rob Cheetham, Ann Gibbons, Felicity Hawke, Lynda Howells, Anthony Manning

#### **Youth Strategy Team**

Andrew Attwood, Michelle Harris

## 12. Charity Compliance

### 12.1. *Name*

The full legal name of the PCC as a charity is "The Parochial Church Council of the Ecclesiastical Parish of St. John the Evangelist, Kenilworth" and it has a working name of St. John's PCC, Kenilworth.

### 12.2. *Registered Number*

St. John's PCC, Kenilworth was registered as a charity on the 23<sup>rd</sup> October 2008 under registered number 1126412.

### 12.3. *Address*

St. John's Church  
205 Warwick Road  
KENILWORTH  
Warwickshire  
CV8 1HY

### 12.4. *Governing Documents*

The Parochial Church Councils (Powers) Measure 1956 as amended and The Church Representation Rules (contained in Schedule 3 to the Synodical Measure 1969 as amended).

The type of governing documents at the time of registration were treated as "excepted", are the approved governing documents issued by the Church of England and were adopted 2<sup>nd</sup> January 1957. The objects clause has not been changed. Readers of this Annual Report who would like to find out more about the governing documents are recommended to visit the web site [www.parishresources.org.uk/pccs/governing-documents/](http://www.parishresources.org.uk/pccs/governing-documents/) (link last checked 07Feb17).

The PCC is governed by charity law which is administered by the Charity Commission. Registration for previously exempt charities like the PCC was made compulsory for charities with income in excess of £100k p.a. under the Charities Act 2006. St. John's PCC was one of the first parishes to register, as Coventry and York acted as pilot dioceses in the Church of England.

### 12.5. *Trustees*

Please refer to the section in this Annual Report on "Parish People" for the names of the trustees. Some PCC members are elected at each Annual Parochial Church Meeting in accordance with the Church Representation Rules to serve for three years. As well as elected members, there are also other people on the PCC, such as the Vicar and Churchwardens, and all PCC members are trustees of the charity.

Trustees' full details are known to the Charity Commission but only their names and other trusteeships are made public. The Charity Commission is able to contact individual trustees directly although it rarely does so. Although trustees usually have to be aged 18 or older, in the case of PCCs the charity commission accepts that PCC members can be legally elected aged 16 years or above and so the commission accepts such PCC members as trustees. One of the duties of the Charity Correspondent is to keep the details filed with the Commission up to date, so as PCC members change the details are updated with the Commission. Compliance statistics are now published for all charities on the Charity Commission web site.

It is important that all PCC members understand their individual legal responsibilities as trustees. Parish Resources [www.parishresources.org.uk](http://www.parishresources.org.uk) has produced jointly with the Charity Commission a booklet "Trusteeship: An Introduction for PCC Members" and the Charity Commission regularly update their publication "The Essential Trustee" which is required reading for all trustees. These booklets have been provided to all existing PCC members and will be made available to new PCC members. Further resources for PCC members can be found on the "Parish Resources" web site maintained by the Church of England to assist PCCs with their obligations.

The definition of Trustees extends to all PCC members and not just those elected at the Annual Meetings so Deanery Synod, Diocesan Synod and Co-Opted members, ex-officio members and all other members have to be registered with the Charity Commission and their details kept up to date by the Charity Correspondent.

Legal responsibilities continue to grow and so all PCC members need to be familiar with the Charity Commission web site which is the main source of advice and statutory requirements established by the Charity Commission. The web site of Parish Resources mentioned above is a specific source of advice to PCCs.

## 12.6. **Web site and internet**

Web site: <https://www.stjohn316.co.uk/>

Email contact: [admin@stjohn316.co.uk](mailto:admin@stjohn316.co.uk)

## 12.7. **Charity Correspondent**

Tim Horne is the Charity Correspondent. This means that he is the contact on the public record and is the person through whom the Charity Commission communicates with the trustees. He submits the statutory filing requirements including the Annual Report and Accounts (this report) and also an Annual Return which has to be submitted, although this is relatively straightforward as it can be submitted online. Compliance statistics appear against the PCC's charity records on the Charity Commission website: enter its charity number 1126412 in the search for a charity facility at <http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>.

## 12.8. **Public Benefit Statement**

A requirement of charity law is the reporting of public benefit, i.e. the charity must show that its activities are of benefit to the public. This is addressed below.

Under the Act it is a legal obligation for trustees of a charity to report the extent to which the activities for the year have met the public benefit requirements that any charity must meet. The Charity Commission has issued specific guidance to charities advancing religion. This is available on their web site if you wish to understand this in more detail. Please follow the link to

<http://forms.charitycommission.gov.uk/media/95013/advancement-of-religion-for-the-public-benefit.pdf>

It is accepted by the Charity Commission that the purpose and activities of the Church of England meet fully the definition of charitable purposes in charity law but of course the PCC should have regard to, and are required to report that they have had regard to, assessing the public benefit activities of St. John's parish.

The PCC has done so by considering and assessing the activities of the parish for the last year as covered in this report. To assist readers of this report we list below the activities for which the PCC has registered as a charity.

The activities under which the PCC registered as a charity are broadly the same as for any Church of England parish:

1. Regular public worship open to all.
2. The provision of sacred space for personal prayer and contemplation.
3. Pastoral work, including visiting the sick and bereaved.
4. Teaching of Christianity through sermons, courses, and small groups.
5. Taking of religious assemblies and other religious activities in schools.
6. Provision of youth clubs and other youth activities with a Christian ethos.
7. Promotion of Christianity through the staging of events and meetings, and distribution of literature and other media, including web site.
8. Promoting the whole mission of the church through provision of activities for senior citizens, parents and toddlers, children and youth, and other special need groups.
9. Supporting other charities in the UK and overseas.

The PCC considers that the activities for the last year have fully met the public benefit requirements and it is hoped that public benefit will increase in future as we continue to put our vision for future mission into practice.

### **12.9. Charity Commission**

The Charity Commission for England and Wales <http://www.charitycommission.gov.uk> is established by law as the regulator and registrar of charities in England and Wales. Its aim is to provide the best possible regulation of charities in order to increase charities' efficiency and effectiveness, and public confidence and trust in them.

The webpage [http://www.charitycommission.gov.uk/About\\_us/About\\_the\\_Commission/default.aspx](http://www.charitycommission.gov.uk/About_us/About_the_Commission/default.aspx) describes in more detail the values of the Charity Commission and how it operates as a regulator.

## **13. Statement of Trustees' Responsibilities**

Law applicable to charities in England & Wales requires the PCC as trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing financial statements giving a true and fair view, the PCC as trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC as trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Church Accounting Regulations and the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **14. Approval**

This report, as set out on pages 4 to 39, was approved by the Parochial Church Council on 11th April 2021 and signed on its behalf by

Kimberley Matthews (Warden)

## **15. Independent Examiner's Report to the Trustees of the PCC of St John Kenilworth**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 29 to 39

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

J. D. Groves ACA, CTA  
For and on Behalf of Flemons & Co Limited.  
70 Priory Rd  
Kenilworth  
CV8 1LQ

## 16. Statement of Financial Activities for the year ending 31 December 2020

### Parochial Church Council of St John Kenilworth: Statement of Financial Activities for the year ending 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOMING RESOURCES</b>					
Voluntary income	2a	268,666	2,487	271,153	311,156
Activities for generating funds	2b	5,113	-	5,113	17,952
Income from investments	2c	87	-	87	117
Income from charitable activities	2d	1,826	-	1,826	4,590
Other incoming resources	2e	30,623	-	30,623	21,975
<b>TOTAL INCOMING RESOURCES</b>		<b>306,315</b>	<b>2,487</b>	<b>308,802</b>	<b>355,790</b>
<b>RESOURCES EXPENDED</b>					
Church activities	3a	252,644	-	252,644	294,281
Governance costs	3b	1,914	-	1,914	3,328
<b>TOTAL RESOURCES EXPENDED</b>		<b>254,558</b>	<b>-</b>	<b>254,558</b>	<b>297,609</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>51,757</b>	<b>2,487</b>	<b>54,244</b>	<b>58,181</b>
<b>OTHER RECOGNISED GAINS AND LOSSES</b>					
Gain on revaluation of fixed assets		-	-	-	305,000
<b>NET MOVEMENT IN FUNDS</b>		<b>51,757</b>	<b>2,487</b>	<b>54,244</b>	<b>363,181</b>
<b>BALANCES B/FWD 1 JANUARY 2020</b>		<b>495,356</b>	<b>5,926</b>	<b>501,282</b>	<b>138,101</b>
<b>BALANCE C/FWD 31 DECEMBER 2020</b>		<b>547,113</b>	<b>8,413</b>	<b>555,526</b>	<b>501,282</b>

The notes on pages 31 to 39 form part of these accounts

## 17. Balance Sheet at 31 December 2020

### Parochial Church Council of St. John, Kenilworth Balance Sheet at 31 December 2020

		2020	2019
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	5	<u>458,309</u>	<u>485,135</u>
<b>CURRENT ASSETS</b>			
Debtors	6	27,959	60,354
Short Term Deposits		9,973	9,937
Cash at bank and in hand		<u>125,246</u>	<u>50,369</u>
		163,178	120,660
Creditors - amounts falling due within one year	7	<u>(28,970)</u>	<u>(45,845)</u>
<b>NET CURRENT ASSETS</b>		<u>134,208</u>	<u>74,815</u>
<b>Total assets less current liabilities</b>		592,517	559,950
Creditors - amounts falling due after one year	8	<u>(36,991)</u>	<u>(58,668)</u>
<b>TOTAL NET ASSETS</b>		<u>555,526</u>	<u>501,282</u>
<b>PARISH FUNDS</b>			
Unrestricted	9	547,113	495,356
Restricted	9	<u>8,413</u>	<u>5,926</u>
		<u>555,526</u>	<u>501,282</u>

The notes on pages 31 to 39 form part of these accounts.

Approved by the Parochial Church Council on 11 April 2021 and signed on its behalf by

Mr Kimberley Matthews (Chairman)

Mr Peter Jackson (Treasurer)

## 18. Notes to the financial statements for the year ending 31 December 2020

### Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

#### Note 1 ACCOUNTING POLICIES

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

These financial statements have been prepared on a going concern basis in GBP which is the functional currency of the charity and are rounded to the nearest pound.

#### Funds

*Restricted funds* represent (a) income from trusts or endowments which may be expended only on those restricted objectives provided in the terms of the trust or bequest, and (b) donations or gifts 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.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### Incoming Resources

Planned giving, collections and donations are recognised when received. Rental income is recognised for the period which it relates to. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to amounts due. Dividends are accounted for when receivable, interest is accrued when due. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### Resources Expended

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme for employees. Contributions are payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## **Parochial Church Council of St. John, Kenilworth**

### **Notes to the financial statements for the year ending 31 December 2020**

#### **Note 1 ACCOUNTING POLICIES (continued)**

##### **Fixed Assets**

Consecrated and beneficed property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

*Moveable church furnishings* held by the Vicar and Churchwardens on special trust for the P.C.C. and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed on the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 1998 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1st January 1998 have been capitalized and depreciated in the accounts over their anticipated useful economic life. All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of moveable church furnishings is written off.

*Land and residential buildings* are not depreciated. Other buildings are depreciated on a straight line basis over 40 years.

*Other fixtures, fittings and equipment* Individual items with a purchase price of less than £1,000 are written off when the asset is acquired (unless these are acquired as part of a programme).

Other fixtures, fittings and equipment acquired after 1 January 2005 are depreciated as follows: Computer equipment over a period of 3 years, with the first year bearing a full years charge, other equipment over a period of 5 years with the first year bearing a full years charge.

##### **Current Assets**

Amounts owing to the P.C.C. in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Amounts owed by the P.C.C. in respect of services provided or goods received are shown as creditors. Short-term deposits include cash held on deposit with the C.B.F. Church of England Funds.

##### **Concessionary loans**

Concessionary loans include those payable to third parties which are interest free and are made to advance charitable purposes. All loans are measured initially at the amount received.

##### **Related Party Transactions**

Owing to the anonymous nature of some of the donations received, it is not possible to fully disclose the aggregate value of donations made by the trustees and related parties.

## Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

Note 2 INCOMING RESOURCES	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
<b>2a Voluntary income</b>				
Planned Giving				
Gift Aid Donations	218,638	-	218,638	238,862
Tax Recoverable	44,884	-	44,884	55,279
Collections	4,099	-	4,099	9,956
Donations, appeals, etc.	45	2,487	2,532	7,059
Legacies	1,000	-	1,000	-
Other Donations	-	-	-	-
	<u>268,666</u>	<u>2,487</u>	<u>271,153</u>	<u>311,156</u>
<b>2b Activities for generating funds</b>				
Hall lettings	<u>5,113</u>	<u>-</u>	<u>5,113</u>	<u>17,952</u>
<b>2c Investment income</b>				
Interest income	<u>87</u>	<u>-</u>	<u>87</u>	<u>117</u>
<b>2d Income resources from charitable activities</b>				
Wedding and Funeral fees	<u>1,826</u>	<u>-</u>	<u>1,826</u>	<u>4,590</u>
	<u>1,826</u>	<u>-</u>	<u>1,826</u>	<u>4,590</u>
<b>2e Other incoming resources</b>				
Rental income	16,800	-	16,800	12,681
Income from GSHP	<u>13,823</u>	<u>-</u>	<u>13,823</u>	<u>9,294</u>
	<u>30,623</u>	<u>-</u>	<u>30,623</u>	<u>21,975</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>306,315</b></u>	<u><b>2,487</b></u>	<u><b>308,802</b></u>	<u><b>355,790</b></u>

## Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
<b>Note 3 RESOURCES EXPENDED</b>				
<b>3a Church activities</b>				
Missionary and charitable giving				
<b>Overseas:</b>				
Bethlehem School	2,300	-	2,300	2,300
Bible Society	1,500	-	1,500	1,500
CMS	2,500	-	2,500	2,500
Crosslinks	2,500	-	2,500	2,500
Uyogo	2,000	-	2,000	2,000
<b>Home:</b>				
Kenilworth Youth for Christ	2,800	-	2,800	2,800
Church Army	1,600	-	1,600	1,600
Crossteach	1,600	-	1,600	1,600
Spring Playgroup	2,300	-	2,300	2,300
Dave & Kay Stoker	2,500	-	2,500	2,500
Foodbank*	1,000	-	1,000	1,250
Flourish	1,600	-	1,600	1,600
Hope Coventry (Refuge)	-	-	-	100
Taste Life	350	-	350	150
Days For Girls	350	-	350	150
Carried forward	24,900	-	24,900	24,850

- Foodbank donation in 2019 included £250 allocated by the Mission and Outreach team, the remaining £1,000 in 2019 and the £1,000 in 2020 is in addition to amounts allocated by the Mission and Outreach team.

## Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
<b>Note 3 RESOURCES EXPENDED</b>				
<b>3a Church activities (continued)</b>				
Brought forward	24,900	-	24,900	24,850
Ministry: diocesan quota	103,000	-	103,000	104,000
Ministry: vicar and curate expenses	2,537	-	2,537	3,740
Ministry: Community and family worker's salary and expenses	-	-	-	-
Ministry: youth worker's salary and exps	22,597	-	22,597	22,645
Junior Church and youth work	829	-	829	3,274
Adult training courses and materials	340	-	340	710
Funeral and Wedding fees (Diocese)	1,717	-	1,717	2,890
Funeral and Wedding fees (St Johns)	858	-	858	1,820
Outreach (including Alpha)	315	-	315	1,001
Knights Meadow rent	429	-	429	3,775
Insurance	5,826	-	5,826	10,456
Utilities	7,402	-	7,402	15,132
Cleaning, caretaking and waste disposal	8,632	-	8,632	18,298
Maintenance – Warwick Road Church	7,666	-	7,666	12,159
Maintenance – Hall and car park	9,411	-	9,411	-
Maintenance – 23 Leyes Lane	2,965	-	2,965	5,507
Depreciation – Church Hall building	526	-	526	526
Depreciation – Equipment	26,300	-	26,300	27,063
Church music costs	2,361	-	2,361	2,670
Other	1,019	-	1,019	6,915
Parish office salaries and expenses	13,134	-	13,134	12,968
Finance salaries	2,179	-	2,179	2,039
PCC pension costs	1,447	-	1,447	2,828
Stationery, postage and copying	4,585	-	4,585	6,736
Computer and other office equipment	227	-	227	679
Legal and Professional Fees	1,302	-	1,302	1,482
Bank charges	140	-	140	118
<b>Total Church activities</b>	<b>252,644</b>	<b>-</b>	<b>252,644</b>	<b>294,281</b>
<b>3b Governance costs (Independent examiner's remuneration)</b>	<b>1,914</b>	<b>-</b>	<b>1,914</b>	<b>3,328</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>254,558</b>	<b>-</b>	<b>254,558</b>	<b>297,609</b>

## Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

#### Note 4 STAFF COSTS

	2020	2019
	£	£
<b>4a Wages and salaries</b>		
Wages and salaries	37,722	36,594
Social security costs	0	0
Pension costs	1,447	2,828
	<u>39,169</u>	<u>39,422</u>

4b The P.C.C. employed three persons at the end of the year, the Youth worker (full time post) and the part-time roles of parish administrator and finance assistant. The average monthly number of employees during the year was 3 (2019: 3).

4c Apart from the above no other members of the P.C.C. or connected persons received any reimbursement of expenses or remuneration other than to reimburse for miscellaneous disbursements made on behalf of the P.C.C.

4d No employees received emoluments in excess of £60,000.

#### Note 5 TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Church and other equipment £	Total £
<b>COST and REVALUATION</b>			
At 1 January 2020	501,294	178,187	679,481
Additions	-	-	-
Revaluation of investment property	-	-	-
Disposals	-	-	-
<b>At 31 December 2020</b>	<u><b>501,294</b></u>	<u><b>178,187</b></u>	<u><b>679,481</b></u>
<b>DEPRECIATION</b>			
At 1 January 2020	45,287	149,059	194,346
Charge for the year	526	26,300	26,826
Disposals	-	-	-
<b>At 31 December 2020</b>	<u><b>45,813</b></u>	<u><b>175,359</b></u>	<u><b>221,172</b></u>
<b>NET BOOK VALUE</b>			
At 1 January 2020	<u>456,007</u>	<u>29,128</u>	<u>485,135</u>
<b>At 31 December 2020</b>	<u><b>455,481</b></u>	<u><b>2,828</b></u>	<u><b>458,309</b></u>

The freehold land and buildings comprise:

The church hall complex in Warwick Road, Kenilworth.

The house at 23 Leyes Lane, Kenilworth (cost £145,000) was subject to a mortgage repaid in 2018. During 2019 the trustees sought professional advice regarding the value of the investment property and subsequently revalued the property to £450,000.

#### Note 6 DEBTORS (UNRESTRICTED FUNDS)

	2020	2019
	£	£
Tax recoverable	22,500	55,279
Other debtors and prepayments	5,459	5,075
	<u>27,959</u>	<u>60,354</u>

## Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

#### Note 7 CURRENT LIABILITIES (UNRESTRICTED FUNDS)

	2020	2019
	£	£
Capital repayments on loan for purchase of 23 Leyes Lane	-	-
Other creditors	11,760	15,103
Concessionary Loans Repayable – due for repayment within one year	17,210	30,742
	<u>28,970</u>	<u>45,845</u>

#### Note 8 LIABILITIES FALLING DUE BEYOND ONE YEAR

	2020	2019
	£	£
Concessionary Loan Repayable – due for repayment in 1-2 years	14,611	36,518
Other creditors due in 1 - 2 years	5,980	10,550
Concessionary Loan Repayable – due for repayment in 3-5 years	14,400	11,600
Concessionary Loan Repayable – due for repayment after 5 years	2,000	-
	<u>36,991</u>	<u>58,668</u>

Of the Concessionary Loans Repayable a balance £30,800 relates to interest free loans received for the reordering project completed in 2017. These loans are repayable in equal instalments until 2026. The remaining Concessionary Loans totalling £17,422 relate to the balance on loans made to fund the refurbishment of 23 Leyes Lane in 2019. These loans pay interest at 3% p.a. and will be fully repaid in 2022.

#### Note 9a FUNDS 2020

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted Funds					
General Funds	(693)	306,315	(230,658)	(66,000)	8,964
Designated Funds					
General Maintenance (note 11)	18,500	-	-	40,000	58,500
Hall building	24,882	-	-	-	24,882
Mission & charities (Tithe balance)	25,150	-	(23,900)	26,000	27,250
Contingency reserve (note 11)	25,000	-	-	-	25,000
Leyes Lane Property	402,517	-	-	-	402,517
Total Designated Funds	<u>496,049</u>	<u>-</u>	<u>(23,900)</u>	<u>66,000</u>	<u>538,149</u>
Total Unrestricted Funds	<u>495,356</u>	<u>306,315</u>	<u>(254,558)</u>	<u>-</u>	<u>547,113</u>
Restricted Funds					
Kenilworth – Dresden link	2,694	-	-	-	2,694
Fun & Food	2,121	-	-	-	2,121
Other	1,111	2,487	-	-	3,598
Total restricted funds	<u>5,926</u>	<u>2,487</u>	<u>-</u>	<u>-</u>	<u>8,413</u>
Total All Funds	<u>501,282</u>	<u>308,802</u>	<u>(254,558)</u>	<u>-</u>	<u>555,526</u>

## Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

#### Note 9b FUNDS 2019

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2019 £
Unrestricted Funds					
General Funds	(56,613)	350,574	(269,654)	(25,000)	(693)
Designated Funds					
General Maintenance (note 11)	18,500	-	-	-	18,500
Hall building	24,882	-	-	-	24,882
Mission & charities (Tithe balance)	24,000	-	(23,850)	25,000	25,150
Contingency reserve (note 11)	25,000	-	-	-	25,000
Leyes Lane Property	97,517	305,000	-	-	402,517
Total Designated Funds	189,899	305,000	(23,850)	25,000	496,049
Total Unrestricted Funds	133,286	655,574	(293,504)	-	495,356
Restricted Funds					
Kenilworth – Dresden link	2,694	-	-	-	2,694
Fun & Food	2,121	-	-	-	2,121
Other	-	5,216	(4,105)	-	1,111
Total restricted funds	4,815	5,216	(4,105)	-	5,926
Total All Funds	138,101	660,790	(297,609)	-	501,282

#### Note 9c FUNDS 2019-2020 Total

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted Funds					
General Funds	(56,613)	656,889	(500,312)	(91,000)	8,964
Designated Funds					
General Maintenance (note 11)	18,500	-	-	40,000	58,500
Hall building	24,882	-	-	-	24,882
Mission & charities (Tithe balance)	24,000	-	(47,750)	51,000	27,250
Contingency reserve (note 11)	25,000	-	-	-	25,000
Leyes Lane Property	97,517	305,000	-	-	402,517
Total Designated Funds	189,899	305,000	(47,750)	91,000	538,149
Total Unrestricted Funds	133,286	961,889	(548,062)	-	547,113
Restricted Funds					
Kenilworth – Dresden link	2,694	-	-	-	2,694
Fun & Food	2,121	-	-	-	2,121
Other	-	7,703	(4,105)	-	3,598
Total restricted funds	4,815	7,703	(4,105)	-	8,413
Total All Funds	138,101	969,592	(552,167)	-	555,526

## Parochial Church Council of St. John, Kenilworth

### Notes to the financial statements for the year ending 31 December 2020

#### Note 10 ANALYSIS OF NET ASSETS (BY FUND)

	General Funds £	Designated Funds £	Total Unrestricted £	Total Restricted £	Total Funds £
Tangible fixed assets (note 5)	458,309	-	458,309	-	458,309
Current assets	154,765	-	154,765	8,413	163,178
Liabilities					
Amounts falling due in one year	(28,970)	-	(28,970)	-	(28,970)
Amounts falling due after one year	(36,991)	-	(36,991)	-	(36,991)
Total Funds	<u>547,113</u>	<u>0</u>	<u>547,113</u>	<u>8,413</u>	<u>555,526</u>

#### Note 11 FUND BALANCES

Fund balances at 31 December 2020 include the following:

	£
<b>General Maintenance Fund</b>	
Bell frame	2,500
Grand piano – major overhaul	1,500
Church roof	40,000
Car park maintenance	1,500
DDA measures	3,000
Other quinquennial work	8,000
Provision for replacement equipment	2,000
	<u>58,500</u>
<b>Contingency Reserve Fund</b>	
The PCC has considered it prudent to set aside a sum of money as an emergency fund. It is the equivalent of approximately one month's budgeted expenditure for 2020.	<u>25,000</u>

## **19. Parish Map**

Copyright: apply to Parish Office for copyright holder.