

*"And we know that in all things God works for the good of those who love him, who have been called according to his purpose."*      **Romans 8:28**



## **Annual Report and Financial Statements**

for the parish of Kingsclere



**For the year ended 31st December 2021**

## Introduction and statutory information

The parish of Kingsclere is one of two parishes which together make up the United Benefice of Kingsclere and Ashford Hill with Headley, within the Diocese of Winchester, within the Church of England. Rev Ben Read was the incumbent up until March 2022.

The parish church is St Mary's which is situated on Newbury Road, Kingsclere. The correspondence address is The Vicarage, Fox's Lane, Kingsclere, Newbury, RG20 5SL.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission, number 1164911.

## Objectives

The Parochial Church Council (PCC) has the responsibility of working with the incumbent in promoting the whole mission of the Church - pastoral, evangelistic, social and ecumenical - together with care of the church buildings and churchyard. Our benefice vision is defined as: "Follow Jesus, Love God's Family, Bless Others". Our Mission Action Plan was developed from this and the actions we plan to take are all focused on how we can improve the way we Follow Jesus, Love God's family and Bless others.

The membership of the PCC during 2021 was follows:

Vicar (Chair)	Rev Ben Read
Churchwardens	Sarah Mussett (from April 2017) Andrew Kitch (to May 2021)
Licenced Lay Minister	Steve Green
Deanery Synod Members	Janet Larkins (from June 2021) Sarah Mussett (from June 2021) Rob Shotliff (from June 2021 to Dec 2021)
PCC Members	Richard Parry (co-opted from April 2019, elected from Oct 2020) Lesh Stapley (co-opted from Nov 2020, elected May 2021) Kate Pink (from May 2021) Rupert Shelley (co-opted from May 2021) Janet Larkins (co-opted from May 2021)  Jo Macmillan (to May 2021) Tony Savin (to May 2021) John Price (to December 2021) Rob Shotliff (to December 2021)
Secretary	Emma Rivers

PCC members are elected for a three-year term according to the Church Representation Rules. At its APCM in 2005, Kingsclere passed a resolution to set a limit of 3 years for continuous service (unless elected in another capacity) after which an individual would be required to step down for a minimum of 1 year. This has been in operation since April 2006. All regular worshippers are encouraged to register on the electoral roll and stand for election to the PCC.

## Officers of the PCC

Chair: Rev Ben Read

Electoral Roll Officer: Les Wallace

Treasurer: Lesego Stapley

Safeguarding Officer: Emma Rivers

Secretary: Emma Rivers (non-voting)

## **Sub-Committees & Working Groups**

The PCC fulfils its responsibilities by delegating to various smaller groups.

The Standing Committee is a statutory sub-Committee and made up of the Vicar and Churchwardens (ex-officio) and at least two representatives of the PCC. During Jan – Mar 2021 the standing committee consisted of: Ben Read, Andrew Kitch, Sarah Mussett, Lesego Stapley and Emma Rivers. Following the APCM in May 2021, the standing committee consisted of Sarah Mussett, Rob Shottliff, Janet Larkins, John Price and Emma Rivers. The other groups were:

- **Tower Management Sub-Committee**
- **Ministry Team**
- **Finance Sub-Committee**

## **What has the PCC done during the year?**

The PCC met 7 times during the year. Three meetings took place via video-conferencing due to the covid-19 pandemic and the national regulations in place at the time, the remainder were in person. The average level of attendance was 81%.

During the year, the PCC:

- Supported Ben during a period of sick-leave and return to work
- Risk-Assessed and managed the return to gathered worship following lockdown
- Supported a Christianity Explored course (held on Zoom)
- Paid our Common Mission Fund in full for 2021
- Set up a finance committee
- Approved a budget for the year, reviewed regularly against it, and held a gift day in to increasing funds for general use, as well as the drainage project.
- Ensured contact with those “missing” from regular worship with targeted visits and phone calls.
- Supported a new Thursday Worship service for those uneasy about returning to Sunday Worship
- Supported a successful Fete which raised £9000 for church funds
- Continued to be part of ongoing discussions regarding the Benefice of the Future
- Were pleased to see 7 candidates confirmed by Bishop David in November 2021
- Supported the change of the food scheme which began in March 2020 into a Community Larder.
- Supported the re-introduction of some social events such as a soup lunch at Harvest and Wreath Making at Christmas.
- Supported another successful Holiday Club in the school summer holidays
- Reviewed the Administrator’s contract and pay, putting in place policies and regular management meetings.
- Reviewed the relationship with the Tower sub-committee which concluded with the Tower splitting away from the PCC and becoming an organisation in it’s own right.
- Reviewed the frequency of PCC meetings, moving to monthly meetings.

In addition reports were received from the Treasurer of the PCC accounts, the above mentioned groups, the Deanery representatives and others to ensure that the PCC were monitoring and supporting all the activities being undertaken in its name.

## **Risk**

The Council identifies risk in relation to the investments and take appropriate actions to minimise the financial effect of that risk. The Council endeavours to identify the risks relating to their activities and take such action to avoid or minimise such risks.

### **Statement of trustees' responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that year and of its financial position at the end of the year. In preparing those financial statements the trustees are required to:

- Set 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 operational existence.

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

### **Safeguarding**

Throughout the year the PCC have complied with their duty to have due regard to the House of Bishops' Safeguarding Policy and Practice Guidance.

The above report was adopted by PCC at its meeting on 21<sup>st</sup> March 2022

Sarah Mussett (Churchwarden)

St Mary's Church, Kingsclere  
Financial Report – Year ending 31<sup>st</sup> December 2021

**At the time of printing (25<sup>th</sup> April 2022) the accounts have not yet been signed off by the independent examiner. We are working on this, and will advise when we receive the final report. We will then hold a "Special Parochial Church Council Meeting" at which the sole item of business will be to receive the examined accounts.**

## Financial Statements for the Year Ended 31 December 2021

### Receipts and Payments Accounts

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>RECEIPTS</b>					
<b>Voluntary receipts:</b>					
1. Planned giving		£41,212	£0	£41,212	£40,267
2. Collections		£4,214	£0	£4,214	£3,681
3. All other giving/voluntary receipts	4a	£30,885	£99,218	£130,103	£39,056
4. Tax and Gift Aid recovered		£9,165	£0	£9,165	£12,175
		<u>£85,475</u>	<u>£99,218</u>	<u>£184,693</u>	<u>£95,178</u>
<b>5. Activities for generating funds</b>	4b	£15,592	£0	£15,592	£11,495
<b>6. Investment income</b>		£16,604	£0	£16,604	£8,642
<b>7. Church activities</b>	4c	£7,862	£0	£7,862	£8,566
<b>Total receipts</b>		<u>£125,533</u>	<u>£99,218</u>	<u>£224,751</u>	<u>£123,882</u>
<b>PAYMENTS</b>					
<b>Church activities:</b>					
8. Diocesan parish contribution		£47,978	£0	£47,978	£50,596
9. Clergy and staffing costs		£37,925	£212	£38,136	£19,958
10. Church running expenses	4d	£16,272	£107,633	£123,905	£36,692
		<u>£102,174</u>	<u>£107,845</u>	<u>£210,019</u>	<u>£107,246</u>
<b>11. Cost of generating funds</b>		£17,440	£0	£17,440	£10,108
<b>Total payments</b>		<u>£119,614</u>	<u>£107,845</u>	<u>£227,459</u>	<u>£117,354</u>
<b>Surplus/(deficit) of receipts over payments</b>		£5,919	-£8,627	-£2,708	£6,528
Transfers between funds		£0	£0	£0	£0
		<u>£5,919</u>	<u>-£8,627</u>	<u>-£2,708</u>	<u>£6,528</u>
Cash at bank and in hand at 1 January including liabilities as at 2019 year end		£126,323	£18,078	£144,401	£137,873
<b>Cash at bank and in hand at 31 December</b>		<u>£132,242</u>	<u>£9,452</u>	<u>£141,693</u>	<u>£144,401</u>

## Financial Statements for the Year Ended 31 December 2021

### Statement of Assets and Liabilities

	<i>Note</i>	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Cash funds</b>					
Bank current account		£34,186	£9,452	£43,638	£49,949
Petty Cash		£300	£0	£300	£300
		£34,486	£9,452	£43,938	£50,249
<b>Investment assets</b>					
Investment funds held at market value	2	£97,756	£0	£97,756	£94,152
		£132,242	£9,452	£141,693	£144,401
<b>Cash at bank and in hand at 31 December</b>					
		£0	£0	£0	-£743
<b>Liabilities at year end</b>					
		£132,242	£9,452	£141,693	£143,658
<b>Assets retained for church use after liabilities</b>					

### Notes

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

2. Funds are held in the CCLA CBF Church of England Investment Fund. Returns are used for ordinary church purposes.

3. The movements in restricted funds and liabilities during the year were:

	b/fwd	Transfers	Receipts	Payments	c/fwd
Flower fund	£100		£112	£212	£0
Mission fund	£1,491				£1,491
Children & Family Fund	£6,182		£3,783	£3,309	£6,655
Kingsclere Sunday School Fund	£1,306				£1,306
Drainage Project Fund	£9,000		£95,324	£104,324	£0
	£18,078	£0	£99,218	£107,845	£9,452

The Flower fund to be spent on flowers at the Church.

The Mission fund to be spent on evangelism.

The Children & Family Fund to be spent on children and family activities.

The Kingsclere Sunday School Fund to be spent on childrens' activities

The Drainage Project Fund to be spent repairing the church's drainage.

## Financial Statements for the Year Ended 31 December 2021

### 4. Further Analysis of Receipts and Payments Accounts

<i>Note</i>	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>RECEIPTS</b>				
a) All other giving/voluntary receipts				
Donations	£15,229	£3,894	£19,123	£25,239
Fabric projects (incl Drainage) grants and fund raising	£1,088	£95,324	£96,412	£4,178
From Ashford Hill/Headley + Benefice of Future	£14,568	£0	£14,568	£9,639
	<u>£30,885</u>	<u>£99,218</u>	<u>£130,103</u>	<u>£39,056</u>
b) Activities for generating funds				
Fete	£10,658	£0	£10,658	£0
Tower Parish magazine	£4,138	£0	£4,138	£10,645
Lights, Coffee Mornings and other	£796	£0	£796	£850
	<u>£15,592</u>	<u>£0</u>	<u>£15,592</u>	<u>£11,495</u>
c) Church activities				
Fees for weddings and funerals	£7,800	£0	£7,800	£8,566
Room hire	£62	£0	£62	£0
	<u>£7,862</u>	<u>£0</u>	<u>£7,862</u>	<u>£8,566</u>
<b>PAYMENTS</b>				
d) Church running expenses				
Donations	£1,667	£0	£1,667	£1,020
Utilities	£2,235	£0	£2,235	£2,488
School Bibles and Youth Mission	£0	£3,309	£3,309	£632
Cost of services	£5,545	£0	£5,545	£6,781
Repairs and maintenance	£1,497	£104,324	£105,821	£20,698
AV and music upgrade	£468	£0	£468	£290
Insurance	£4,860	£0	£4,860	£4,783
	<u>£16,272</u>	<u>£107,633</u>	<u>£123,905</u>	<u>£36,692</u>