

**PAROCHIAL CHURCH COUNCIL OF
ST MICHAEL'S CHURCH SHOTWICK**

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

31 DECEMBER 2020

PHILLIP BATES & CO LIMITED

Chartered Accountants
1 - 3 Chester Road
Neston
South Wirral
CH64 9PA

PAROCHIALCHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

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PAROCHIAL CHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

THE REPORT OF THE TRUSTEES YEAR ENDED 31 DECEMBER 2020

ADMINISTRATIVE INFORMATION

St Michael's Church is situated in Shotwick Village. It is part of the Diocese of Chester within the Church of England. The correspondence address is The Vicarage, Vicarage Lane, Burton CH64 5TJ.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

PCC trustees who have served from 1 January 2020 until the date that this report was approved are:

Incumbent: Revd Cathy Helm

Wardens: Mrs J Pickard, 5 Chase Way, Great Sutton, Ellesmere Port, CH66 4TZ
Mrs J Brookes, Mill Cottage North, Parkgate Road, Saughall. CH1 6EY
Resigned Oct 2021
Dr Jenny Sneddon, 1 Hall Lane Cottages, Shotwick, Chester. CH1 6JB
Appointed Oct. 2021

Representatives on the
Deanery Synod: Mrs Ruth Abbott. Mr Basil Keys

Elected members: Mrs A Allen (Secretary), Dr J Sneddon, Miss S Costello, Miss V Stevens,
Mrs J Jones, F Parry, Mrs C Ellison (Treasurer) , Mr WG Makin
Appointed October 2021
Mrs R. Taylor, Mrs. C Rainford.

Readers: Mr B Keys 12 Hampton Crescent, Little Neston. CH64 0TP
Mr J Morris-Best Leaswood, New Hey Lane, Willaston, CH64 2UU
Ms R Abbott 2 Tower Road North, Heswall CH60 6RZ

STRUCTURE GOVERNANCE AND MANAGEMENT

The method of appointment of PCC trustees is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC trustees are responsible for making decisions on all matters of general concern and importance to the Parish including on how the funds of the PCC are spent.

STANDING COMMITTEE

Revd Cathy Helm, Mrs J Brookes (resigned Oct.21), Dr J Sneddon (appointed Oct.21)
Mrs J Pickard, Mrs A Allen, Mrs C Ellison.

ARCHITECT

The church's architect is Mr G Holland.

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THE REPORT OF THE TRUSTEES YEAR ENDED 31 DECEMBER 2020

AIMS AND PURPOSES

St Michael's Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent the Reverend Cathy Helm in promoting the ecclesiastical Parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Our mission statement is: -*"Welcoming and active at the heart of the Parish"*.

REVIEW OF THE YEAR

The Electoral Roll

The number of Church attendees on the Electoral Roll is 51 of which 15 are resident in the Parish.

Covid-19

Throughout 2020 church services were subject to changes and interruption due to issues arising from the Coronavirus pandemic. During this time services were either replaced, supplemented or augmented by meetings delivered online or by post.

Services

A service is held every Sunday at 11.30am. The normal pattern is

- First Sunday All Age Worship
- Second Sunday Holy Communion (common worship)
- Third Sunday Matins (1662 Book of Common Prayer)
- Fourth Sunday Holy Communion (1662 Book of Common Prayer)
- Fifth Sunday Holy Communion (1662 Book of Common Prayer)

Due to Covid the services when held in church have been a shortened service of Morning prayer with the music played on cd's. We were able to have a Communion service on Christmas day within strict Covid guidelines.

We are very grateful that Joanna Brookes and June Pickard have continued as Church Wardens until the October APCM Joanna Brookes did not stand for re-election and she was thanked for her invaluable contribution and commitment to the church and was presented with a gift. We are indebted to Jenny Sneddon who stood in as Warden when needed and was elected as Church Warden at the October APCM.

We are also indebted to June Pickard for playing the organ at many services prior to Covid, in addition to her role as Church Warden. Sadly, John Lewis who has played the organ on a monthly basis, died last July and will be greatly missed.

Visitors

Normally the Church is open during the daylight hours. We would also like to thank Carolyn Williams for making it possible by opening and closing the Church each day pre-Lockdown. From July 2020

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

THE REPORT OF THE TRUSTEES YEAR ENDED 31 DECEMBER 2020

we were able to open the church twice a week for private prayer and thanks to the Wardens and Vanessa Stevens who enabled that to be available for those wishing to come into the church for a quiet time.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at the Church and become part of our Parish Community at St Michael's. The role of the PCC is to make suggestions on how our services can involve the various groups that live and work within our parish together with the wider community. To this end we continue with the objectives of our **Growth Action Plan** and to reflect on our mission statement which is *"Welcoming and Active at the Heart of the Parish"*.

As a PCC we have been exploring the following objectives:

- **Mission** - Whilst maintaining the current objectives it agreed that a major priority is to reach out to areas which we have not reached before, part of this has been to further develop the pet service.
- **Community** - Links with the local agricultural community will be maintained.
- **Safeguarding Policy** - The PCC has complied with the duty to have "due regard" to the Diocesan Safeguarding Policy & Practice Guidance.

Fabric, Goods and Ornaments of the Church

We have a proactive buildings committee who monitor and maintain the structure, calling on specialist advice and resources when necessary. During Covid Lockdown, the roof has been inspected for a potential leak and surrounding grounds checked to ensure no major damage has occurred.

The Church tower's essential repairs to the external stonework and window shutters has been put on hold.

A grant was received from the Headley Trust towards the costs and an application had been submitted to the Lottery funding. This was being considered and then Covid closed down any applications and funds were diverted to combat the Covid pandemic. Lockdown also meant that any potential fund raising has not been possible or appropriate.

Continuing stewardship and maintenance of the fabric will be necessary to prevent future problems.

Achievements and performance

When planning our activities for the year the Incumbent and the PCC have considered the Charity Commission's guidance on 'public benefit' and in particular the specific guidance to charities for the advancement of religion.

The PCC met twice during 2020, in January in the Vicarage and in December following the morning service in church and also accessed via Zoom.

Throughout the year the PCC responded to the advice and regulations issued by the government and the Church of England regarding the impact of the Covid-19 pandemic.

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

THE REPORT OF THE TRUSTEES YEAR ENDED 31 DECEMBER 2020

Adherence to the regulations had a major impact on church life. Risk analysis for the opening of the church for services or private prayer was carried out by the Churchwardens and the Vicar. Appropriate safety measures were proposed by the Standing Committee and approved by the PCC prior to implementation.

No safeguarding issues were reported to the Safeguarding Officer or other members of the PCC during the year.

We were able to hold an outdoor Harvest service to which the Archdeacon, Venerable Dr. Mike Gilbertson came to speak and although there was no Harvest supper we still had a good number attend. We also held an outdoor service of Remembrance on Remembrance Sunday for members of both churches. Knitted poppies were displayed again in and around the Church in memory of those who gave their lives for us.

The Church website has been completely renewed and is still being repopulated with photographs. The newsletter is produced quarterly under the direction of Jenny Sneddon with a considerable input from Geoff Pickard in regard to the layout and production. Friends of Shotwick can receive this by post, but the majority are now sent direct to email inboxes, saving printing and postage costs. Information on our events and special services are regularly sent via this mailing list. Copies of the newsletter are also made available at the back of the Church for visitors.

Volunteers

We would like to record our thanks to all the volunteers who work so hard to make our Church the lively and vibrant community it is. From members of the PCC, the Churchwardens, the Bellringers, our Readers, flower arrangers, members of our subcommittees and particularly the many people who just turn up to help with the many tasks that are needed to make our Church function.

Deanery Synod

Two members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structure of the Church. A summary report of Synod meetings appears in our newsletter.

Pastoral care

During the Lockdowns and intervening times, members of the congregation have been kept in touch via email, phone calls or post and more recently through Zoom. We sought to ensure all members had someone to undertake shopping and the wider community also played a vital part in this. Those living on their own especially, were contacted regularly.

The Church continues to be a member of the Prayer Book Society.

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YEAR ENDED 31 DECEMBER 2020**

Financial review

The continuing low interest rate on the reserve fund has proved a challenge to the church finances. The challenge has been met largely by the generosity and dedicated hard work of all those involved. Funds were raised by:

1. Planned and other giving.
2. Fundraising activities.
3. The continued support of The Friends of St Michael's Church.

The PCC would like to record its thanks to all concerned.

The PCC have continued to assess the Parish Share as charged by the Diocese. A decision was taken to restrict payment to the Standard Parish Share in view of the maintenance costs of the church. This resulted in an underpayment of £2,962. This amount is not shown as a liability in the financial statements.

At the year end the excess of Unrestricted payments over receipts amounted to £8,668.

We are indebted to Mr Phillip Bates for having prepared the accounts and acting as Independent Examiner for many years without charge. His firm has agreed to charge one half of normal charges for this year.

Reserves policy

It is the PCC policy to maintain a balance on unrestricted funds to cover emergency situations and to help meet expenses until such times as voluntary giving and funds from church activities are sufficient in themselves to meet these. The balance of unrestricted funds at the year end is £43,911.

It is our policy to invest our fund balances with the CBF Church of England Deposit Fund.

Approved by the PCC on and signed on its behalf:

.....
Reverend C Helm
Chair

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

YEAR ENDED 31 DECEMBER 2020

I report on the accounts of The Parochial Church Council of St Michael's Church Shotwick for the year ended 31 December 2020 which are set out on pages 8 to 11.

Respective responsibilities of Trustees and Examiner

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 Trustee's accounts carried out under section 145 of the 2011 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 2011 Act.

Independent examiner's statement

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) the accounting records were not kept in respect of the Parochial Church Council as required by section 130 of the Act;
- (2) the accounts do not accord with those records.

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.

.....
Phillip Bates
Chartered Accountant
1/3 Chester Road
Neston
CH64 9PA

Date:

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2020

	Unrestricted Funds	Restricted funds	Endowment funds	Total Funds 2020 £	Last Year 2019 £
Receipts	£	£	£		
<i>Voluntary receipts</i>					
Planned giving	3,972			3,972	3,788
Collections and other giving	1,877			1,877	4,035
Church box giving	147			147	394
Donations	3,237			3,237	1,165
Friends of St Michael's	1,500			1,500	1,695
Bequests	-			-	1,050
Grant	-			-	6,500
COVID Grant from Diocese	2,000			2,000	-
Tower		505		505	640
War graves commission	54			54	54
Income tax recovered	-			-	3,039
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	12,787	505	-	13,292	22,360
<i>Activities for generating funds</i>					
Burton fete	-			-	238
Harvest Supper	113			113	515
Talks	-			-	448
Art exhibition	-			-	843
Quiz	-			-	271
Cookery book sales	37			37	10
Calendar sales	-			-	23
Other	90			90	48
<i>Receipts from church activities</i>					
Church fees	396			396	1,810
Water aid	103			103	105
Coach trip	-			-	45
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	739	-	-	739	4,356
<i>Investment income</i>					
Bank and CBF deposit fund	215	-	118	333	612
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	13,741	505	118	14,364	27,328
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2020

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2020	Last Year 2019
	£	£	£	£	£
Payments					
<i>Church activities</i>					
Diocesan parish share	15,353			15,353	15,396
<i>Grants and donations</i>					
Charitable donations	180			180	597
 <i>Church running expenses</i>					
Deanery Quota	75			75	60
Incumbent expenses	1,680			1,680	1,600
Incumbent fees	134			134	-
Churchyard maintenance	1,850			1,850	2,330
Church maintenance	128			128	738
Heat light & water	396			396	952
Insurance	2,000			2,000	1,982
Locum Vicars/organist	153			153	790
Website	430			430	-
Printing stationery & sundries	30			30	447
Payment to Artist	-			-	234
Fraudulent bank transaction					728
Copyright fine					210
Architect's fees	-	3,022		3,022	-
 Total Payments	<u>22,409</u>	<u>3,022</u>	<u>-</u>	<u>25,431</u>	<u>26,064</u>
 Excess of (Payments over Receipts)/ Receipts over Payments	(8,668)	(2,517)	118	(11,067)	1,264
 Cash at bank and on deposit at 1 January 2020	52,579	7,245	27,859	87,683	86,419
Cash at bank and on deposit at 31 December 2020	<u>43,911</u>	<u>4,728</u>	<u>27,977</u>	<u>76,616</u>	<u>87,683</u>

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STATEMENT OF ASSETS & LIABILITIES AS AT 31 DECEMBER 2020

	Unrestricted funds	Restricted funds	Endowment funds	Total Funds 2020	Last Year 2019
	£	£	£	£	£
<i>Cash funds</i>					
Bank current account	10			10	10
Bank deposit account	2,369			2,369	8,762
CBF deposit account general fund	41,532	4,728		46,260	51,052
CBF deposit funds			27,977	27,977	27,859
	<u>43,911</u>	<u>4,728</u>	<u>27,977</u>	<u>76,616</u>	<u>87,683</u>
	<u><u>43,911</u></u>	<u><u>4,728</u></u>	<u><u>27,977</u></u>	<u><u>76,616</u></u>	<u><u>87,683</u></u>
 <i>Assets retained for the charity's own use</i>					
Sound system at cost	3,000			3,000	3,000
Kitchen	3,570			3,570	3,570
	<u>6,570</u>	<u>-</u>	<u>-</u>	<u>6,570</u>	<u>6,570</u>
	<u><u>6,570</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>6,570</u></u>	<u><u>6,570</u></u>

Approved by the PCC on and signed on its behalf:

Mrs C Ellison
Hon. Treasurer

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL'S CHURCH SHOTWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

ACCOUNTING POLICIES

1. The financial statements for the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. All funds have been included in the statement of assets and liabilities.

NOTES TO THE ACCOUNTS

1. The Bryce Smith Endowment is held by the Chester Diocesan Board of Finance. The original capital of £19,413 has accrued interest to date of £11,564. Interest of £3,000 has been withdrawn to date.
2. The rate of interest earned on the CBF funds varied throughout the year but averaged 0.42 %.
3. No PCC trustees have received any remuneration or expenses during the year although trustees received reimbursement of fees and costs expended by them.
4. The under payment of Parish Share in respect of the 2020 year amounted to £2,962. This has not been provided for in the accounts.