

THE PARISH OF ST MARTIN WITH ST PETER

In the Worcester Deanery of the Diocese of Worcester

Worcester South East Team Ministry

**ANNUAL REPORT  
&  
FINANCIAL STATEMENTS**

**of the**

**PAROCHIAL CHURCH COUNCIL**

**For the year ended 31<sup>st</sup> December 2023**

Incumbent:           Revd Peter Hart  
                          The Rectory  
                          6 St Catherine's Hill  
                          Worcester  
                          WR5 2EA

Bank:                 CAF Bank Ltd  
                          25 Kings Hill Avenue  
                          Kings Hill  
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Independent         Sally Bishop FCA  
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                          Chartered Accountants  
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                          Worcester  
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Registered Charity No: 1128519  
Parish National Church Code:420642141

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# The Parochial Church Council of St Martin with St Peter

## Annual Report for the year ending December 31<sup>st</sup> 2023

The PCC presents its annual report and the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Charities Act 2022 and 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 published in October 2019.

### Reference and Administration details

The Parochial Church Council of the Ecclesiastical Parish of St Martin with St Peter, Worcester (also known as St Martin with St Peter PCC, Worcester), St Martins Church, Parish Office, London Road, Worcester, WR5 2ED is registered with the Charity Commissioners (number 1128519).

### Current PCC members (until 2024 Annual Parochial Church Meeting)

#### Ex officio:

Rector:	Chair	Revd Peter Hart
Other Clergy:	Assistant Curate	Revd Richard Wood (from July 2023) Revd Mike Bunclark (from September 2023)
Churchwardens:	<i>(Elected annually by AVM)</i>	Elizabeth Yarker      Vacancy
Deputy Churchwardens:	<i>(Elected annually by AVM)</i>	Barbara Richards      Vacancy
Representatives on the Deanery Synod:	<i>(Elected by APCM for 3yrs to April 2026)</i>	Anthony Glossop Shirley Scott

#### Representatives of the laity

<i>(Four elected by APCM each year, for 3 years)</i>	<i>To 2024 APCM:</i>	Garth Williams
	<i>To 2025 APCM:</i>	Robin Walker      Vacancy Bill Simpson (Co-opted)
	<i>To 2026 APCM:</i>	Angela Dale      David Scott Christine Williams (Co-opted) *

*Maximum voting members: 23, actual: 16      A quorum is one third of voting members*

#### PCC Officers:

<i>(Elected annually By PCC)</i>	Lay Vice Chair	Elizabeth Yarker
	Secretary	Nick Harrison
	Hon. Treasurer	Garth Williams
	Hon. Deputy Treasurer	Bill Simpson
	Independent Examiner	Sally Bishop
	Planned Giving Recorder	Christine Williams
<i>(Appointed by APCM)</i>	Safeguarding Officer	Malcolm McMurray
	Electoral Roll Officer	Julia Glossop *

*AVM:- Annual Vestry Meeting.*

*The Lay Vice Chair must be a PCC member.      Appointments continue until changed by the APCM.*

*Deputy Churchwardens and PCC Officers are NOT PCC members unless otherwise elected or co-opted.*

*\*Trustees to whom responsibility has been delegated for the reporting of serious safeguarding and other incidents to the Charity Commission.*

## **Structure, Governance and Management**

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure in providing facilities for worship and religious observance for the people of Worcester and environs.

The method of appointment of PCC members 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.

## **Objectives and Activities for the Public Benefit**

The object of the charity is promoting in the ecclesiastical parish the whole mission of the church. The PCC confirms that in planning the activities for the year, they kept in mind the Charity Commission's guidance on public benefit at their trustee meetings.

The PCC carries out its activities via a number of committees and working parties, using a mixture of PCC members and co-opted members. It has a Standing Committee to undertake any urgent PCC business between PCC meetings, and to prepare agendas for the PCC meetings.

Other committees are:

- Community Care (Chair: Isobel Maher)
- Concerts (Chair: Shirley Scott)
- Finance & Management (Chair: Anthony Glossop)
- Magazine & Publicity (Chair: Jim Wheldon)
- Missionary (Chair: Elizabeth Yarker)
- Social (Chair: Alison Fraser)
- Children and Families (Chair: The Rector)

## Rector's Report

Parish life has returned with a swing now, and we are putting the depredations of the Covid pandemic behind us. We feel we can plan now, and organise ourselves the way we would wish to. That having been said, there were two major events of the year which we had not planned for, but which were utterly delightful. First, the ordination of Richard Wood as a deacon to begin his ministry in the parish. Secondly, the ordination of Mike Bunclark as a deacon, also to start his ministry in the parish. Robin Parry moved on to a new ministry at the Cathedral, but the Team gained two curates – alleluia!

It has been a year of consolidation rather than a year of expansion. We have settled into a regular pattern of worship, with Junior Church on the second and third Sundays of the month, All Together Worship on the fourth and Choral Evensong fully restored to the second Sunday evening of the month. The worship is rich and varied, challenging and comforting.

Mainly Music, Junior Church, Tunes and Chips all settled into a rhythm of activity and learning. Popins on a Thursday morning has become a fixture in many people's lives, and the local schools have restarted their regular visits to St Martin's, both for learning and for worship. Particularly gratifying was the visit of Stanley Road Primary School to St Martin's for their Christmas service during December – the school had not been to church for quite a few years.

Links with our local church school, Red Hill (CE) Primary have grown, as there are now three of us who regularly go into the school to lead collective worship, and the school has a full schedule of church visits through the year. The foundation governors – Mike Bunclark, Val Hall & Beverley Hart – have worked hard through the year supporting the new head, Jolanda Simmons, and it was a joy to have her give one of the readings at our service of 9 Lessons and Carols. The foundation governors also supported the staff and pupils through the successful OFSTED inspection, playing a full part in bringing to fruition a lot of hard work by the school leadership team. If you get a chance to visit Red Hill during the school day, take it. It is a thriving learning community, and you will be treated like royalty by the children as they show you round.

We successfully applied for shared funding from the Diocesan Health and Sustainability Fund for a Children and Family Worker to expand our mission across the Team and particularly at St Martin's. Unfortunately, we have not yet been able to recruit anyone to the post, but we are actively seeking the right person to do the job. Funding is for five years, and will enable us to reach out to new families who have arrived in the parish through many different ways.

The newly formed Children and Families Committee swung into action with gusto, organising a very successful Barn Dance in September and leading the way with new thinking about involving children and families in the life of the church. Forest Church continues to flourish, and is one of the areas for which Richard will have particular responsibility.

The magazine is now in colour, which has been a great step forward, and *The Churchmouse* provides a monthly magazine for the children of the parish, packed full of challenging quizzes and practical craft activities.

I would be lost without Rebecca Caskie, our parish administrator. Her skills, thoroughness and efficiency enable this parish and the whole team to function properly. I must also pay tribute to Elizabeth Yarker's work as Church Warden, Barbara Richard's work as Deputy Warden, and all the chairs of committees who have enabled worship, outreach, support and maintenance to continue across the parish.

In 2024, Richard and Mike should be ordained priest, and then their ministry will expand even further. If we can add to our staff a Children and Families Worker, then we will be fully resourced to reach out beyond ourselves into the parish, and make 2024 a year of growth, both spiritual and numerical, while we trust in the God who loves us and redeems us and draws us daily to himself in worship and service.,

*Fr Peter, Rector*

## **Churchwardens' Report**

Every year the Archdeacon admits the newly elected Churchwardens to office, saying "The office of church warden dates from the thirteenth century and, as such it is one of the earliest forms of recognised lay ministry. Churchwardens are the officers of the bishop." The Archdeacon then elaborates on the duties and responsibilities of the churchwarden. It is a privilege as well as a responsibility, a delight and a worry. In the thirteenth century churchwardens did not have to write a report to the PCC. There were no PCCs until the 1920s!

So, the churchwardens' delights in 2023? First, Mike Bunclark's ordination at Michaelmas. We were all delighted when we heard that he had been accepted on the Auxiliary Path to Ordination, and followed his progress through the various discernment panels anxiously, until we rejoiced to call him the Reverend Mike. Roll on his priesting at Petertide! Then we enjoyed meeting Gilly Maxim on her placement with us as part of her ordination training. In July our full time Curate Richard Wood arrived and we immediately felt at home with him. He is approachable, knowledgeable and full of ideas. We are blest.

We are still a friendly and sociable church with parties galore - from the Shrove Tuesday Pancake Party, the Lent Lunch, the Community Care Parties, the splendid Coronation 'Street' Party, the Mothers Union Strawberry Tea, the Picnic at the Countryside Centre, the Barn Dance and the Harvest Lunch. Thank you to the Social Committee and all the other organisers. The Autumn Fair drew in crowds of well-wishers and raised a good contribution to Church finances. The Choir's 'Come and Sing' Choral Evensong in August drew singers from far and near. More importantly, Mainly Music helps young families to get to know us, and our four local primary schools all visit us frequently to learn and to worship. Tunes and Chips, our junior choir, is working hard and having fun as well as chips, and Forest Church at Whittington flourishes across the team.

David and Shirley Scott stood down from their role as Concert Organisers at the end of the year after many successful years of music and fund-raising for countless charities, some very well known and some we had not heard of, as well as an income for church. David also stood down from his role as Concerts Manager. We thank them both for their hard work and dedication. We are very grateful to Matt Gardner for taking over the organising of Coffee Concerts, with help from Rebecca in the Office. (More detail is in Shirley's Concerts report).

However on the downside there has been a lot to worry about. We were unable to find anyone to take over as Churchwarden from Joy Grimwood when she retired in April. She was a tower of strength. We also need another Deputy to assist Barbara Richards. Bill Simpson has retired from his role as garden supervisor after thirty-seven years although he still has the RHS website at his fingertips. We owe him many thanks. Taking over from an expert is daunting. Who is up for the challenge?

We have found it hard to raise the money to “Widen our Welcome” and finish extending and improving the toilets. The grants we hoped for have not been available, and we have “no share monies.” The foundations and the stone are paid for, and we had hoped to finish the work by the summer. Watch this space and pray.

Another outreach project has proved difficult. After much deliberation and advice from the diocese we advertised for a Children’s and Families Worker to help us across the team and wider. We have the money to pay the right person, but nobody suitable has applied yet. We keep praying.

The underlying problem is an aging and diminished congregation. Numbers on Sundays have dropped by about one third and our income is not keeping up with inflation. We cannot afford to pay all that the diocese ask for the Ministry Share. It hurts our pride to say so, as we need our ministers across the team. We have been running a deficit for a long time and need to get our finances in better order. We shall pay what we can, and more when we can. We hope to. Without the skill of our excellent Treasurer Garth Williams and Christine’s skill in getting Gift Aid it would be a lot worse. The good news is that Cairen and Paul Stedman will take over this difficult job. We have been blest with a superb financial team thanks to Garth and Christine. We have been so fortunate. We thank Paul and Cairen for agreeing to undertake these demanding roles.

We thank God for all the people who have come and joined us in recent years, and wish God Speed to those who have moved away, like Jo and Jim Wheldon who have given many years service to God here. We thank all the many people who help where they can. Beverley Hart keeps the Magazine full of colour and interest, George Bushell keeps the delivery rounds going. Malcolm McMurray keeps us all up to date on Safeguarding regulations as well as looking after the Parish Centre and the electrics. David Hall has his eye on all the maintenance work – none better. John Swindells and Robin Walker keep the music and the choir to a high standard. Naomi Swindells, Rosie Venner and Sophie Kelleher look after Junior Church. Angela Dale puts her hand to almost everything. Nick Harrison the PCC Secretary keeps us informed, as well as keeping the clergy in order as Head (and only) Server. Other people wash altar linen, serve refreshments on Sunday and at all sorts of events, arrange flowers, clean brass, are sidespeople, act as vergers, operate the sound system and so on. It takes many people to run everything properly. We thank our excellent Parish Administrator, Rebecca Caskie for her unfailing patience and efficiency. We send our good wishes to Donna Vickers our cleaner who has been off sick for a long time. Above all we thank God for our clergy, for Mike Bunclark, Richard Wood and especially our Rector Peter Hart for keeping us all praying and learning. We thank God for all our blessings, and with God’s help we will try to do better this year.

*Elizabeth Yarker, Churchwarden*

## The Parochial Church Council of St Martin with St Peter

### PCC Decisions and Actions 2023

Mtg Date	Decisions and Actions	Notes
Jan 10 <sup>th</sup>	<p><i>Agreed:</i> To thank John Swindells for his hard work over Christmas.</p> <p><i>Agreed:</i> To increase salaries of employees by 10% in line with the 'Real living wage'.</p> <p><i>Agreed:</i> To promote Diocese Planned Giving Scheme (by Direct Debit).</p> <p><i>Agreed:</i> To surcharge winter funerals £50 to cover heating costs.</p>	<p>Health &amp; Sustainability Plan needs more consideration.</p> <p>Sara Hayward will paint the new crib figure.</p> <p>DBS checks to be renewed every three years.</p>
Feb 15 <sup>th</sup>	<p><i>Agreed:</i> to consider appointing a Children and Families worker.</p> <p><i>Agreed:</i> To form a Children and Families Committee.</p>	<p>Oak book-rails from the front of the Nave have been disposed of.</p> <p>Coronation Party May 7<sup>th</sup>.</p>
Mar 14 <sup>th</sup>	<p><i>Agreed:</i> Peace to be shared as before Covid.</p> <p><i>Agreed:</i> Shared Chalice to be resumed as well as intinction.</p>	<p>Gilly Maxim on placement as ordinand for 3-4 months.</p> <p>Richard Wood to start curacy in July.</p> <p>Mike Bunclark hopes to be ordained at Michaelmas.</p>
April 23 <sup>rd</sup> APCM	<p><b>Elected:</b></p> <p>Churchwardens: Elizabeth Yarker</p> <p>Deputy Warden: Barbara Richards</p> <p>Treasurer: Garth Williams</p> <p>Deputy Treasurer: Bill Simpson</p> <p>Planned Giving Recorder: Christine Williams</p> <p>Safeguarding Officer: Malcolm McMurray</p> <p>Electoral Roll Officer: Julia Glossop</p> <p>Deanery Synod Reps (to 2026): Mike Bunclark, Anthony Glossop, Shirley Scott</p> <p><b>Elected to PCC:</b> Angela Dale, David Scott</p>	<p><b>Reports Received:</b></p> <p>Electoral Roll Report</p> <p>Annual Report of the PCC</p> <p>Safeguarding Report</p> <p>Fabric Goods and Ornaments</p> <p>Deanery Synod Report</p>
May 9 <sup>th</sup>	<p><i>Agreed:</i> St Martin's Day to avoid Nov. 11<sup>th</sup>.</p> <p><i>Agreed:</i> To purchase 6 chairs with arms for those who need them. Cost expected to be covered by donations.</p> <p><i>Agreed:</i> To apply for a faculty to move the board recording St Martin's Rectors into the Nave.</p> <p><i>Agreed:</i> To hold a "Giving for Life" Appeal on Sun June 11<sup>th</sup>.</p>	<p>Archdeacon's Visitation asked if we are "healthy and sustainable".</p> <p>Concerns: financial state, cost of Parish Share, lack of people aged 30-50.</p>

Mtg Date	Decisions and Actions	Notes
June 13 <sup>th</sup>	<p><i>Agreed:</i> To rent the Lower Vestry to Amanda Ballard's choir for rehearsals on Sundays pm at a 20% discount for regular bookings.</p> <p><i>Agreed:</i> St Martin's Day to be celebrated on June 25<sup>th</sup>.</p>	<p>Richard Wood's ordination would be on July 2<sup>nd</sup>. His first Sunday at St Martins' on July 9<sup>th</sup>.</p> <p>A Collectin card reader has been bought.</p> <p>A Legacy of £1,000 from Roger Waters Duke has been credited to the Music Fund.</p> <p>The final £15,000 of Margaret Benson's Legacy has been received.</p>
July 11 <sup>th</sup>	<p><i>Agreed:</i> To continue to offer communion in two kinds.</p> <p><i>Agreed:</i> The Diocese to arrange the advertisement for the Children and Families Worker after further clarification from Ronkswood and St Barnabas. Peter to meet Simon Hill to discuss this. St Martin's will pay £50,000 from the Margaret Benson Memorial Fund.</p>	<p>Matt Gardner has agreed to take over the organisation of Coffee Concerts.</p> <p>Joy Grimwood has resigned as Verger for Weddings and Funerals.</p> <p>The Faculty for church improvements has been extended to 2025.</p> <p>The archaeological survey for the toilet extension should be completed in July.</p>
Sept 12 <sup>th</sup>	<p><i>Agreed:</i> As Donna Vickers is on Sick Leave she must be paid her Statutory Sick Pay. Her son Harlan Vickers cleans the Parish Centre. Volunteers clean the church.</p>	<p>Bill Simpson retired as Garden organiser after 37 years.</p> <p>Mike Bunclark's ordination is on September 24<sup>th</sup>.</p>
Oct 10 <sup>th</sup>	<p><i>Agreed:</i> To submit revised Health and Sustainability Plan to the Diocese.</p>	<p>Groundwork for the toilet extension has been completed.</p>
Nov 14 <sup>th</sup>	<p><i>Agreed:</i> To set up a designated Hardship Fund seeded with £700 from Alms giving (General Fund).</p> <p><i>Agreed:</i> To try out a responsorial psalm.</p>	

## Church Statistics

	2023	2022	2021	2020	2019
Number on the electoral roll (31 December)	115	120	116	123	118 <sup>(1)</sup>
Average attendance at Sunday services (adults/children)	60/5	62/5	[2]	[2]	92/4
Total attending services on Easter eve/day	125	140	69	[2]	131
Total attending services on Christmas Eve/Day	130	101	164	[2]	272
Total "worshipping community"	96	119	101	165	189
<b>Safeguarding</b>					
Persons registered as working with children	11	9	12	16	9
Persons registered as working with vulnerable adults	11	8	8	16	16
Safeguarding Dashboard Audit compliance	82%	70%	66%	N/A	N/A
Number of weddings/blessings at St. Martin's	2	6	3	3	7
Number of baptisms	10	9	9	2	15
Number of church funerals/burial of ashes/ crem. funerals	18	6	19	13	20
Planned Giving (including PG gift aid)	£95,308	£98,447	£96,840	£109,376	£110,518
No. of Planned Givers (S.O.'s and envelopes)	70	85	85	92	96
Average giving per planned giver	£1,362	£1,158	£1,139	£1,189	£1,151
Parish Share (to Diocese)	£107,989	£105,914	£105,914	£105,914	£103,837
Total expenditure	£209,378	£223,709	£228,537	£173,784	£179,499
Surplus / (Deficit)	£4,234	(£9,579)	£52,151	(£4,611)	(£3,820)
Current Assets less Liabilities (liquid assets)	£236,804	£232,571	£242,149	£189,998	£195,254
Total funds c/f	£438,742	£417,028	£451,389	£372,775	£369,493

NOTES: [1] New Electoral Roll.

[2] Due to COVID19, Services were held in church on 11 Sundays only in 2020 and much reduced in 2021. Easter and Christmas attendance was much reduced

## Safeguarding

The Parochial Church Council and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. The incumbent and the PCC have implemented The House of Bishops' Safeguarding Policy 'Promoting a Safer Church', and we are compliant with our duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC agenda includes a standing item for a Safeguarding Report, and the PCC has recently reviewed all of our safeguarding policies, procedures and guidance. It also regularly reviews action plans generated by the Safeguard Dashboard.

Our compliance with all safeguarding requirements is monitored by use of the online Safeguarding Dashboard. The Dashboard generates an Action Plan for the PCC to consider, and identifies specific actions that need to be addressed in order to achieve greater compliance. At the end of 2023, we were 82% compliant (70% in 2022 & 66% in 2021).

During 2023, DBS accreditation was renewed for one person and a second person received accreditation for the first time, but has not yet been formally appointed into a role. Two people withdrew from safeguarding roles. At the end of the year, we had 14 people with appropriate DBS accreditation to carry out "regulated activities", and work with children and adults. Three of the 14 are accredited to work with children, three with adults and eight (including three clergy) with both.

All appointees to roles which include regulated Activities will, in future, be appointed in accordance with the "Safer Recruitment & People Management" process. This goes beyond simply obtaining DBS accreditation because people who have abused or will abuse in positions of trust may not have a criminal record.

The Diocesan Safeguarding Officer (DSA) was consulted about a single incident. There was no harm to any member of the church, but the incident was referred to the police. There were no serious incidents requiring a report to the Charity Commission. There are no current safeguarding agreements in place.

There are currently four activities involving children: Junior Church, Forest Church, Tunes & Chips (all monthly) and Mainly Music (weekly). We also have two activities involving adults: Pastoral Visiting and Community Care lunches.

The Safeguarding Learning and Development Framework sets out the levels of learning required according to the roles and responsibilities of all those engaged with safeguarding or regulated activities. Dependant on their safeguarding role, this may include *Basic Awareness, Foundation, Leadership, Safer Recruitment & People Management, and Domestic Abuse Training*. All those in St Martin's who are involved with regulated activities have received appropriate training, and ten of them are due to renew their Foundation Training during 2024. Also, some PCC members and church officers need to undertake training/further training.

It is now over eight years since I became involved with safeguarding matters, and I have now decided it is time to stand down. During that time, safeguarding systems have evolved from being paper based, with face to face training, to an almost entirely online activity. My thanks to all who have engaged with the changing safeguarding processes over that time, and especially to those who fulfil safeguarding roles in the church – we cannot function without you!

*Malcolm McMurray, Parish Safeguarding Officer*

## **Church Fabric, Goods and Ornaments**

I am pleased to report that there are no major concerns about the fabric of St Martin's Church, although as usual there have been minor repairs and small improvements to be done. An electrical inspection revealed one or two changes needed to keep up with latest requirements, and various minor plumbing jobs were necessary.

The oak rails from the front of the Nave are no longer used and were disposed of to remove clutter. The new Storage Area displaced two Stations of the Cross, so all of them had to be moved slightly to fit them into the main body of the Nave and the Lady Chapel. The new crib figure of baby Jesus was painted for us by Sara Hayward, in good time for Christmas.

Progress on the improved toilets has proceeded cautiously, as fund-raising has proved more difficult than expected. However before we could start an archaeological survey had to be done which showed clearly that there was nothing of significance on the site before the church was built, as we expected. We were then able to prepare the foundations and the drainage for the new toilets. The work has been covered to protect it until we can afford to continue with the main alterations. The necessary stone has been bought from a quarry in Cumbria. It arrived in February 2024 and is an excellent match.

We thank David Hall for his great skill at finding the right contractors and the right materials at an affordable price at the right time. Malcolm McMurray has dealt efficiently with the electricians. Anthony Glossop has kept the whole Fabric under constant review. We owe them all a great debt.

*Elizabeth Yarker, Church Warden*

## **Wednesday Bible Studies**

We continue to meet on a Wednesday morning at 11.00am in the Undercroft to study the passages set for the forthcoming Sunday – Old Testament, Epistle and Gospel. These studies are challenging, wide-ranging and a very good preparation for our worship together on Sunday morning. Everyone is very welcome to attend – we have plenty of room!

*Fr Peter, Rector*

## **Prayers for Peace and Justice**

At 4 o'clock every Saturday afternoon, a small number of people meet on our screens, via the wonders of Zoom, hosted by Joan Hazzard from her sitting room. We see each other, say 'hi' and one of us leads our thoughts and offers up one or two subjects to commend to God's love, care and attention. We don't pray for ourselves, nor our own team of Churches, not for those on the ill or troubled list. There are countless Christians in many many countries doing the same as us, and often in small groups too, underneath trees for shade, in straw huts, and some in refugee camps, all believing in the power of prayer. We would love some others to join us.

God made the world, it was wonderful till we stepped in. Now, as we know, there is so much trouble, change, and need for peace and justice. When we pray, we collaborate with God, and know that the suffering, and broken, starving and persecuted, feel it, and many are encouraged and comforted. Change and transformation does happen. The media never tells us this.

*Ruth Kirwan*

## Compline

Compline is on Zoom, Monday to Friday at 8.30 pm, hosted by Mike and Anne Bunclark. Compline means 'completion'. It's a very short service, about 20 minutes, one of quiet and reflection before night time rest at the end of the day. It's peaceful, and the prayers and short intercessions are a brief reminder of other's needs.

*Ruth Kirwan*

## Forest Church

*Robin & Carol Parry are no longer available to the Worcester South East Team Forest Church, with Robin's move from Curacy to Worcester Cathedral as an Associate Priest, responsible for eco-spirituality and the Cathedral's environmental mission.*

Forest Church in 2023 continued in the church yard of Whittington St Philip with St James, following the success of the previous year and the competence built around the site, including risk awareness. For the first half of the year, the team was led by Robin and Carol Parry with Chris Stand. Worcester South East Team Curate Richard Wood joined the team from September 2023 with the need for a transitional team, owing to Robin's move. Sophie Kelleher began to attend at the same time and joined the team in late 2023 to aid this transition.

Numbers fluctuated throughout the year but generally ranged from 10 – 25 people (including adult parents and helpers). Hospitality was provided through refreshments served from the Elizabeth Room by a small number of volunteers, including Marion May.

The format of the services followed the same tried and tested formula of light liturgical worship and activities designed to be age appropriate for the known community of 3-11 year olds, centred around God's creation and human stewardship. The worship structured worship, prayers, readings and a short message around the activity section. The activities aimed to develop one of several objectives, including:

- Awareness of natural surroundings and the changing seasons.
- Fascination with life and it's abundance; wonder at creation.
- Noticing variety, colour, number and form in natural objects.
- Utilising natural objects (from leaves for art to fruit paints and much else).
- Expression of gratitude and beauty through art.

Notably, December's service repeated the special Advent service of the previous year, at dusk around the Cathedral grounds with a singing Angel (Sarah). Lights, candles, a fire-pit and hot chocolate made this a memorable event. It was good to end Robin and Carol's pioneering period on such a high note.

2024 planning was conducted with a handover session from Robin and Carol to Chris, Sophie and Richard for a restart in February 2024.

*Richard Wood, Assistant Curate*

## **Community Care Committee**

Popins continues to flourish, we often have 22 people, and new friendships are being made. All are welcome at 10am on a Thursday morning. We held our Lunch Party in February once again, and in September we hosted an Afternoon Tea; sandwiches, cakes, scones and jellies. There is so much joy at these events, with people meeting up with old friends face-to-face; personal meetings are so special. Our Harvest gifts were distributed to Maggs, St. Paul's, the Food bank, and one small hostel. In December we delivered 32 Poinsettias to people who had been bereaved, as well as to elderly and housebound parishioners. These plants are much appreciated by the recipients, who are heartened to know that someone is thinking about them on their first Christmas after bereavement. We continue to visit people who are sick, deliver flowers and bring people to church each week.

*Isobel Maher, Community Care Chair*

## **Social Committee**

The Social Committee started the year with the Pancake Party on 21st February in the Parish Centre. Judging by the noise level a great time was had by one and all. Delicious pancakes with a variety of fillings and games involving balloons, pancakes and some old favourites like pass the parcel.

On May 7th 100 friends and family of St. Martin's church gathered together to celebrate the Coronation of King Charles III. It was a joyous occasion with a sumptuous afternoon tea, quizzes and singing.

The annual Harvest Lunch was held on October 8th and 70 people enjoyed a three course home made meal.

Throughout the year members of the Social Committee have helped to serve refreshments at various concerts.

*Alison Fraser, Social Committee Chair*

## **Missionary Committee**

The Missionary Committee is dedicated to fund-raising for some of the world's neediest people and to supporting the work of the Church world-wide in the mission to show the love of God to those who need it most. We try to support a range of organisations, international, national and local. We aim to make our donations as efficient as possible by restricting our giving to eight or nine charities which we know well. In 2023 the Lent Appeal for Embrace the Middle East raised £645 to help young people with disabilities to get a better education, and the Advent Appeal helped Church Army work in very deprived areas of the UK and Eire to show them God's love with practical help. Christian Aid Week saw an encouraging total of £2,146, thanks to many willing helpers. The main fundraisers, the Plant Sale in May and the Produce Sale at Harvest made over £1000 of the £1500 we distributed in January 2024.

Open Church brings a small but steady income, and this year we split September's money between Mission and the Ride & Stride Appeal for Worcestershire Historic Churches Trust, thinking of the many local country churches which cannot afford to repair ancient buildings. We enjoyed the exploration and plan to repeat it again.

We were grateful to Embrace The Middle East's church Engagement officer, Rowena Worthington for her visit in September, postponed from the Lent Lunch in March. She told us more about the different projects they support; in Iraq job creation, in Lebanon a safe and comfortable refuge from the squalor of one of the oldest and most crowded refugee camps and in Israel / Palestine a group which brings Israeli and Palestinian women together to become friends. She linked all this to the Gospel for the day "How often should I forgive?"

Thank you for your support.

*Elizabeth Yarker, Missionary Committee Chair*

## **Mother's Union**

We sold Easter eggs and raised £60. In June we had our strawberry tea which was well attended and we raised £200. This was split between two charities: AFIA (Away From It All for underprivileged children) and a Mothers Union project to support the children of fathers in prison. We highlighted the anti-slavery project again this year by displaying knitted chains in church. For the 16 days of activism we had a theme of "souls of our shoes" for which the children drew shoes which was displayed on our notice board, the main displays being in Worcester Cathedral. Our Christmas lunch was enjoyed by all at the March Hare.

We meet on the first Wednesday of the month except January and August. We have an exciting program for this year and speakers that you know so please come and join us.

*Barbara Richards, Deputy Churchwarden*

## **Flower Club**

We meet on a Monday each month except January and August. Dates are arranged with our demonstrator when she is available; anyone can come and join us and we had 3 new members in 2023. There is a small group of volunteers who do the flowers in church. If anyone wants to help please let me know. Funds need to be kept up in order to continue flowers in church so contributions are always gratefully received.

*Barbara Richards, Deputy Churchwarden*

## **Mainly Music**

Mainly Music is our midweek work with young children and whoever is looking after them – parents, grandparents, childminders – all are welcome. We start on the mats at the foot of the chancel steps with about 30 minutes of singing, action songs, bashing musical instruments and waving scarves around, as well as using a big sheet to pretend to be worms. After simple prayer, we get the toys out and play and drink copious amounts of tea and eat cake. Barbara does sterling work, Richard is mastering the songs well and new families come and join us. Quite a few of our children moved on to Nursery back in September, but there are always more ready to attend. If you know someone with a young child who would value getting out on a Wednesday morning, send them along!

*Fr Peter. Rector*

## Music Director's Report

It has been a year that has flown by and at the end of Epiphany, we put back the last piece of the pre-covid musical jigsaw with the return of the final sung elements into the 10am Eucharist Service. We have also trialled the use of responsorial psalms once a month in the morning and positive comments by the congregation have been made in terms of singability. In the summer, we hosted a second Come and Sing Evensong, promoted jointly by the Worcester Festival, the RSCM and Music at St Martins which was attended by around 40 singers. The music, chosen by director Paul Treppe, was that celebrating the anniversaries of William Byrd and Thomas Tomkins.

Tunes and Chips remains popular with between 5 and 8 families. They expanded their contribution to the Crib service massively with the staged production of "A Midwife Crisis" being supported by our Mainly Music families also. A huge thanks to Sophie, Rosie, Angela, Barbara and Naomi who added vital support to this event. The staging (generously provided by Red Hill School) made a marked improvement of both their visibility and audibility and consideration might be given to having similar staging of our own. It was a little disappointing that the new, earlier and more convenient start time of 4pm for our sessions did not attract a great number of new children but those who do attend regularly keep coming and seem to enjoy it greatly. They also sang at the Harvest Festival and at an Altogether Worship service in April. At Harvest, they sang with the adult choir for the first time, and we have new volunteers for baking the chips and stewarding which gives greater potential for growth. At the end of the academic year in July, we hosted an end of term party for Mainly Music families to join us for free chips and fun and some singing and we hope to do this again.

We also continue to resume and strengthen our musical relationships with Red Hill School and finally held an organ workshop morning with two classes of children. This was really successful and a number of the children who played the piano were able to have a go on the church organ and similar such workshops are planned for this year. We also hope to be able to host a local primary schools' singing festival and continue to exhibit art work from Red Hill. We await the appointment of a Team Youth Worker; there is so much good groundwork laid by many Individuals at St Martins for the right person to transform that into a metaphorical BIG BANG!

The church choir membership is stable over the year. We have had a good deal of illness in our ranks and some of it is serious and not only of choir members but also their relatives. Most Sundays we have had a quorum and planning helps to make sure we marry repertoire with the people available and a few workload adjustments have been made so that what we do is sustainable. We have represented St Martins at the RSCM annual service in the cathedral and at Pershore Abbey.

We had a social evening at the start of the New Year in the undercroft. Continued thanks to our associate organist Robin Walker and Matt Gardner. Robin and Matt have and will be playing a little more as John has agreed with The Rector that one Sunday a month will be played by a deputy, with his remuneration adjusted accordingly.

Plans for 2024 will be to develop ways of recruiting to the main church choir and further develop our relationships with the immediate areas' Primary Schools. Also to try and get more punch to our social media presence and build on our core Tunes and Chips membership.

*John Swindells, Organist & Director of Music*

## Concerts

*Music at St Martin's* had a successful year, with our own monthly series of **Coffee Concerts** and **Tiny Tunes**, and ten ad hoc concerts promoted by outside hirers. *Worcestershire Symphony Orchestra* continued to enjoy rehearsing (and performing) in the church, and we took on a regular booking of Amanda Ballard's women's choir, *Les Filles Sauvages*, to rehearse twice a month in the Lower Vestry. The profit in the Concerts Account, which was passed on to the General Account at the end of the year, was £7,350.

Early in the year we co-opted two more members onto the Concerts Committee, and we met to discuss the future of *Music at St Martin's*. David and I have been running concerts since the beginning of the Millennium, and were keen to put in place a succession plan. In June we announced that, at the end of the year, we wished to pass on the planning and management of **Coffee Concerts** and **Tiny Tunes**, and David would retire from all concert manager duties.

Our **Coffee Concerts** for charity have been running since September 2012 (with a 16-month break during the Covid pandemic) and benefit from a loyal, regular following. Through the generosity of a wide range of musicians who give their services free, and donations from members of the audience, money raised for charity since the start has amounted to £28,500, including £2,479 in 2023. We are delighted that Matt Gardner agreed to take on the organising of the series from the beginning of 2024, and a small number of volunteers offered to help with furniture moving and running the café. We know that our legacy is in very good hands.

**Tiny Tunes** began in 2016 as a joint venture between *Music at St Martin's* and the Elgar School of Music. From the beginning of 2020 (just before we had to suspend activities during the pandemic), it had been entirely managed by *Music at St Martin's*. At the end of 2023 the series was passed back to the Elgar School of Music, who planned to run the series from their own premises.

John Swindells, Matt Gardner and Robin Walker each shadowed David at a number of concerts and we now have a team of experienced concert duty managers to cover the ad hoc concerts between them. I had intended to continue with administration of these for the time being, but for health reasons had to step down at the end of the year for at least six months. Happily, Rebecca Caskie was able and well qualified to take over this role, with help from Matt Gardner.

*Shirley Scott, Concerts Committee Chair*

## Deanery Synod

The Worcester Area Deanery Synod has been established for three years. In 2023 there were three formal meetings of the Deanery Synod and one gathering of members for the Ascension Day Service (18th May) at Hallow.

The first meeting was at the parish church of St Philip and St James in Hallow in March. Area Dean, Revd Diane Cooksey, asked the outgoing Archdeacon, Robert Jones to lead us in worship. Revd Kalantha Brewis the Vicar at Hallow gave an overview of the four churches of the West Worcester Beacon Group of churches, Hallow being the largest, but also including Grimley, Holt, and Lower Broadheath. The (then) Lay Chair, Robert Pearce, gave an update on vacancies – particularly the Saltway Team which is to be provided with an extra 50% diocesan post to make it up to a full-time post, and the position of retired, Revd David Sherwin's position to be filled as a 'House for Duty'. A question from the floor was why we did not 'as a Deanery' discuss the 'Living in Love and Faith'. Revd. Diane Cooksey explained that it had not been a matter for Synods except General Synod although people were encouraged to engage with the Living in Love and Faith (LLF) process. There had been extensive advertising of Diocesan LLF Courses and also as a Deanery we too had provided an online course so that people could discuss the issues. Diane Cooksey spoke about the vision for doubling the number of children and young people attending with the intention to fund 'at least' two children/youth workers per Deanery. Regarding 'New Housing Communities' we were told that money may be available for new building development. Mention was also made of 'Faith at Work'.

Synod Members attended the 1st Session of the 2nd Worcester Area Deanery Synod at Broadwas Village Hall in July. The Area Dean said that our Deanery has 42 church buildings not including the Cathedral; 12 Benefices; 31 Parishes; 14 stipendiary Clergy; 6 stipendiary Curates; an unknown amount of PTO's (as some live within or without the Deanery...); 2 self-supporting Curates; 13 LLM's (and some in training); 27 ALM's (last year!) of differing vocations. Synod Representatives were asked to consider what Joys and Challenges that we thought our individual Parishes represented. Diane explained that following the retirement of Revd David Sherwin 18 months ago, it had been agreed that the Northwest parishes of Clifton, The Shelsleys and Harpley will be transferred to the Kidderminster and Stourport Deanery where they will form part of what will be a 'Rural Mission Area' with three priests sharing a responsibility for them all. It was hoped that the Rev'd Julia Curtis will be licensed to these parishes in the Autumn. Sarah Northall spoke on Mainly Music. Anne Potter spoke about 'Forest Church', Lyndsey Coulthard told us of a 'Sunday Stars'. Money is available (up to £1000 initially) to 'kickstart' a project from the Kingdom People fund. Diane declared Sue Rowlands – Lay Chair; Paul Fulbrook – Secretary; Robert Pearce – Treasurer. Diane appointed Revd's Paul Wilcox and Anne Potter to the Deanery Leadership Team.

The final meeting took place on Tuesday 14th November 2023 at St Helen's, Worcester. Rev'd Dr Rich Johnson described the restoration of St Helen's Church, including a brief history of St Helen, the mother of Emperor Constantine. The meeting was told about the long-term plan for installing a door in the church directly onto the High Street. Sue Rowlands, the Lay Chair, gave a brief introduction to herself and said that she would like to be invited to parishes to come and find out more about them. She introduced the three priorities that should be the focus over the next 3 years of this current synod. They are: Praying for one another, Communicating more effectively, Working more Collaboratively where appropriate. The date of future meetings was given including the intention to hold the November 2024 one on a Saturday morning saving the need to travel on a dark night and to allow for a more innovative discussion platform.

*Paul Fulbrook, Deanery Synod Secretary*

## Donations to Charity

St Martin's aims to donate at least 5% of the church's income to good causes, and the Missionary Committee fundraise through the year. Donations to local, national and international charities are made from these sources and from other income. The following gifts are included in the church accounts.

Worcester Foodbank	£1,275	Christian Aid	£492
USPG	£998	Christians Against Poverty	£400
Church Army	£900	Church Mission Society	£300
Embrace the Middle East	£880	Childrens Society	£300
Maggs Day Centre	£575	Worcester Home for the Deaf	£200
St Pauls Hostel	£575	Mission Aviation Fellowship	£75
Mothers Union	£500	Bible Society	£75
Acorns Childrens Hospice	£500	TOTAL	£8,045

The PCC also created a Hardship Fund in 2023 to support individuals and families in dire need in the parish. £700 to kickstart the Fund was taken from the 5% of church income for donations to charity.

St Martin's sponsors Coffee Concerts featuring local artists who choose a charity to benefit from a collection during the performance. The proceeds are paid directly to the charity and are not included in the church accounts. The table below shows the amounts raised net of gift-aid as this is claimed by the charity concerned.

Brain Charity	£505	St Richards Hospice	£175
Maggs Day Centre	£370	Cancer Research UK	£170
Yeldall Christian Centres	£200	Apollo Music Projects	£166
World Wide Fund for nature	£200	Help Musicians	£148
Sight Concern	£200		
Beat Charity	£180	TOTAL	£2,314

St Martin's also organises collections for many charities (including for Christian Aid Week and the Disasters Emergency Committee) and facilitates charitable donations at funerals and other events which are not included in the church accounts. For example, the Harvest Festival food collection was donated to Worcester Foodbank.

*Garth Williams, Treasurer*

## Treasurer's Report

At first glance the church finances at the end of 2023 are encouraging, especially after the very challenging years of the pandemic. The total funds of the church have grown by over £20,000 during the year. The capital value of the John Carter Endowment Fund has increased by almost £20,000, but the endowment restriction doesn't allow St Martin's to spend any of the capital, although the income from this of over £5,000 is most welcome. Also in 2023 the estate of the late Margaret Benson was wound up and around £25,000 was donated to St Martin's Church as a final instalment, but the bequest comes with restrictions so has been deposited in a restricted memorial fund. Both of these bequests show that if you remember your local church in your will, good use of your generosity can be made in years to come.

The headline figures mask the true picture, however. The income from the unrestricted funds that the PCC uses to pay essential bills, such as energy costs, insurance, maintenance, staff salaries and the Parish/Ministry Share (which supports the parish clergy) was about £20,000 less than expenditure, a trend which has continued from 2022. St Martin's is in the middle of a

project to “Widen or Welcome” which includes the provision of extra storage, and the refurbishment of our existing toilets which don’t meet current standards. We have been successful in obtaining some grants and donations toward these essential improvements, but meeting the total cost has dented the church reserve funds. In 2024 the PCC has to make very difficult decisions about expenditure priorities as clearly the gap between income and expenditure is unsustainable. St Martin’s tries very hard to support the local (and wider) community in many ways, and even if you only visit your local church occasionally, there would be a big gap in the parish life if it wasn’t there anymore!

Everyone can help to plug the gap and continue to support the church’s mission by thinking about joining one of the church financial support schemes. For example, St Martin’s has joined the *Church of England Parish Giving Scheme* which enables our supporters to give regularly by Direct Debit. Further information and application forms are available from the church treasurer or the planned giving co-ordinator, or from the PGS website ([www.parishgiving.org.uk](http://www.parishgiving.org.uk)).

Finally, after over 16 years of being treasurer, and a similar length of time for my wife Christine being in post as planned giving co-ordinator, we have decided that it’s about time for younger fresher brains to take up the challenge, so we will be stepping down at the annual meeting in April. Many thanks to all who have helped us during this time, particularly the PCC and the Finance and Management Committee.

*Garth Williams, Treasurer*

# The Parochial Church Council of St Martin with St Peter

## Financial Review

### Statement of the PCC members responsibilities regarding financial matters

The PCC members are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the PCC members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC incoming resources and application of resources for that period. In preparing these financial statements, the PCC members are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP 2019
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the PCC on 13/3/2024 and signed on their behalf by

A handwritten signature in black ink, appearing to be 'Paul East', written over a horizontal line.

## **Independent Examiner's Report to the Trustees of The Parish of St Martin with St Peter, Worcester**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023 which are set out on pages 21 to 29.

### **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**

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.

Signed:

Sally Bishop FCA  
Bishops Accountancy Ltd  
Chartered Accountants  
Unit 3 Elgar Business Centre  
Moseley Road  
Hallow  
Worcester  
WR2 6NJ

Date: 28/03/2024

The Parochial Church Council of St Martin with St Peter

Balance sheet (Separate funds)

As at: 31 December 2023

	Note	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2023 £	At 31/12/2022 £
<b>Fixed assets</b>							
Investments	4(b)	703	—	—	201,234	201,937	184,458
<b>Fixed assets</b>		<b>703</b>	<b>—</b>	<b>—</b>	<b>201,234</b>	<b>201,937</b>	<b>184,458</b>
<b>Current assets</b>							
Debtors	5	3,556	323	433	—	4,312	5,265
Cash at bank and in hand		9,377	113,417	114,871	—	237,665	237,034
<b>Current assets</b>		<b>12,932</b>	<b>113,741</b>	<b>115,304</b>	<b>—</b>	<b>241,977</b>	<b>242,299</b>
<b>Liabilities</b>							
Creditors: Amounts falling due in one year	6	3,636	583	953	—	5,172	9,728
<b>Net current assets less current liabilities</b>		<b>9,297</b>	<b>113,157</b>	<b>114,351</b>	<b>—</b>	<b>236,804</b>	<b>232,571</b>
<b>Total assets less current liabilities</b>		<b>10,000</b>	<b>113,157</b>	<b>114,351</b>	<b>201,234</b>	<b>438,742</b>	<b>417,028</b>
<b>Total net assets less liabilities</b>	10	<b>10,000</b>	<b>113,157</b>	<b>114,351</b>	<b>201,234</b>	<b>438,742</b>	<b>417,028</b>
<b>Represented by</b>							
<b>Unrestricted</b>							
Unrestricted - General fund	2(b)	10,000	—	—	—	10,000	10,000
<b>Designated</b>							
Designated - Concerts Fund	2(c)	—	1,500	—	—	1,500	1,500
Designated - Hardship Fund	2(d)	—	700	—	—	700	—
Designated - Parish Centre Fund	2(e)	—	2,000	—	—	2,000	2,000
Designated - Reserve Fund	2(b)	—	108,957	—	—	108,957	128,791
<b>Restricted</b>							
Restricted - Biliki Fund	3	—	—	286	—	286	182
Restricted - Community Care Fund		—	—	725	—	725	536
Restricted - Flower Fund		—	—	57	—	57	10
Restricted - Margaret Benson Memorial Fund	2(g)	—	—	89,225	—	89,225	70,740
Restricted - Missionary Appeals Fund		—	—	1,608	—	1,608	1,564
Restricted - Organ and Church Music Fund		—	—	4,724	—	4,724	5,613
Restricted - Projects Fund	2(h)	—	—	10,881	—	10,881	5,426
Restricted - Youth Fund		—	—	6,844	—	6,844	6,874
<b>Endowment</b>							
Endowment - John Frederick Carter Bequest	2(f)	—	—	—	201,234	201,234	183,791
<b>Funds of the church</b>		<b>10,000</b>	<b>113,157</b>	<b>114,351</b>	<b>201,234</b>	<b>438,742</b>	<b>417,028</b>

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

Approved by the Trustees on 13/03/2024 and signed on their behalf by Revd Peter Hart (Rector)

**The Parochial Church Council of St Martin with St Peter**  
**Statement of Financial Activities**  
**For the period from 01 January 2023 to 31 December 2023**

	Note	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>							
Donations and legacies	8(b)	103,380	—	33,694	—	137,074	142,556
Income from charitable activities	8(c)	9,740	27,953	1,617	—	39,309	39,602
Investments	8(d)	11,279	4,001	2,516	—	17,795	14,082
Other income		16,171	2,780	483	—	19,434	17,891
<b>Total Income</b>		<b>140,570</b>	<b>34,733</b>	<b>38,309</b>	<b>—</b>	<b>213,612</b>	<b>214,130</b>
<b>Expenditure on:</b>							
Raising funds	8(e)	—	200	—	—	200	318
Expenditure on charitable activities	8(f)	172,939	21,335	14,904	—	209,178	223,391
<b>Total expenditure</b>		<b>172,939</b>	<b>21,535</b>	<b>14,904</b>	<b>—</b>	<b>209,378</b>	<b>223,709</b>
Gains / losses on investment assets	4(b)	37	—	—	17,443	17,480	(24,782)
<b>Net income / (expenditure) resources before transfer</b>		<b>(32,332)</b>	<b>13,198</b>	<b>23,405</b>	<b>17,443</b>	<b>21,714</b>	<b>(34,361)</b>
<b>Transfers</b>							
Gross transfers between funds - in	8(g)	36,716	4,642	10,000	—	51,358	62,990
Gross transfers between funds - out		(4,384)	(36,974)	(10,000)	—	(51,358)	(62,990)
<b>Other recognised gains / losses</b>							
<b>Net movement in funds</b>		<b>—</b>	<b>(19,134)</b>	<b>23,405</b>	<b>17,443</b>	<b>21,714</b>	<b>(34,361)</b>
<b>Reconciliation of funds</b>							
<b>Total funds brought forward</b>	<b>9</b>	<b>10,000</b>	<b>132,291</b>	<b>90,946</b>	<b>183,791</b>	<b>417,028</b>	<b>451,389</b>
<b>Total funds carried forward</b>	<b>10</b>	<b>10,000</b>	<b>113,157</b>	<b>114,351</b>	<b>201,234</b>	<b>438,742</b>	<b>417,028</b>

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

# The Parochial Church Council of St Martin with St Peter

## Summary of income and expenditure From January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023

	2023 (£)			2022 (£)		
	Income	Expenditure	Difference	Income	Expenditure	Difference
Planned giving	77,440			79,136		
Plate collections	4,076			4,272		
Gift Aid received	18,874			20,271		
Legacies	25,969			30,002		
Donations	2,855			778		
Coronavirus Grants	0			1,000		
Bank/Building Society interest	6,954			2,240		
John Carter Bequest	5,501			5,470		
Parish Share		107,989			105,914	
Alms from St Martin's		5,298			6,600	
Church & P.Centre Insurance		7,035			7,492	
Church maintenance & repairs		5,894			4,006	
Church cleaning		2,216			1,985	
Parish Centre cleaning		9,012			6,473	
<b>Sub-total</b>	<b>141,669</b>	<b>137,444</b>	<b>4,225</b>	<b>143,169</b>	<b>132,470</b>	<b>10,699</b>
Church utility bills	8,280	11,842	(3,562)	7,370	8,332	(963)
Parish Centre utility bills	2,780	6,838	(4,059)	793	4,681	(3,888)
All other Parish Centre	19,502	3,319	16,183	17,867	12,450	5,417
All other salaries	2,000	21,989	(19,989)	2,000	21,928	(19,928)
Missionary Fund	2,792	2,747	45	2,440	2,890	(450)
Biliki Fund	286	182	104	182	0	182
Projects Fund	2,630	7,608	(4,978)	1,830	21,275	(19,445)
Young People	852	882	(30)	3,269	1,053	2,216
Organ and Church Music	1,102	1,990	(888)	913	3,608	(2,695)
Garages	5,341	0	5,341	6,372	50	6,322
Concerts	8,139	1,101	7,038	9,425	2,661	6,763
Mag printing cost (actual)	0	1,604	(1,604)	0	527	(527)
Magazine Income/expenditure	4,115	0	4,115	3,611	48	3,563
Other income and expenditure	14,124	11,832	2,292	14,891	11,736	3,155
<b>Total</b>	<b>213,612</b>	<b>209,378</b>	<b>4,234</b>	<b>214,130</b>	<b>223,709</b>	<b>(9,579)</b>

*There may be minor discrepancies in the figures above as the pence are not being shown*

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023

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### 1 Summary of significant accounting policies

#### (a) General information and basis of preparation

The charity (St Martin with St Peter PCC) 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Charities Act 2022 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### (b) Funds

Unrestricted general funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Unrestricted designated funds are used by the trustees for particular projects and purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. These funds cannot be used by the trustees for any other purposes unless determined by the Courts or the Charity Commissioners. The aim and use of each restricted fund is set out in note 3 in the financial statements. Specific fund policies are detailed in note 2.

Endowment funds are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Details of the single St Martin's endowment fund is shown in note 2(h).

#### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023

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For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met, or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity when it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Dividends and interest are accounted for when receivable.

Gift Aid received from donations is recognised during the financial year in which the donation is received.

Rental income from the letting of church premises, income from church magazine adverts and any other income is recognised when received.

### **(d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which the expenditure arose.

Costs of raising funds comprise those costs directly attributable to fund raising events.

### **(e) Tangible fixed assets**

Expenditure on equipment used within the church is depreciated on a straight line basis over 4 years. Individual items of equipment costing £1,500 or less are written off when the asset is acquired.

### **(f) Fixed asset investments**

Investments are quoted on a recognised stock exchange and the value that derives from them is valued at market value at the year end.

### **g) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

### **(h) Pensions**

Contributions to defined contribution plans are expended in the period to which they relate.

### **(i) Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023

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### 2 Specific fund policies

#### (a) Free Reserves

The PCC will try to maintain a balance on Free Reserves equivalent to at least six months Unrestricted Funds expenditure. This is held to smooth out fluctuations in cash flow and to meet emergencies. If the reserves fall below this level, the PCC will plan to reduce expenditure and increase income so that this balance can be achieved. Free Reserves comprise the General Fund and the Designated Funds. Refer to note 11 for a compliance check.

This policy will be reviewed and revised in 2024 following ongoing research into current practice.

#### (b) General Fund

This must be maintained at a higher level than the total of the other unrestricted funds (except the Reserve Fund). If needed, the Treasurer can transfer money from the Reserve Fund to the General Fund. A balance of £10,000 in this fund is maintained at year-end by transfer to or from the Reserve Fund.

#### (c) Concerts Fund

This generates profits received from church musical events. A balance of £1,500 in this fund is maintained at year-end, with the surplus being transferred to the General Fund.

#### (d) Hardship Fund

The Hardship Fund was created in November 2023 to support individuals and families in dire need in the parish. It is administered by the Rector and Churchwardens and was initiated by a transfer of £700 from the church General Fund (Allocation of Alms). The Hardship Fund can be closed down in the future by the Rector and Churchwardens with reference to the PCC, with any residue to be transferred to the General Fund (Allocation of Alms).

#### (e) Parish Centre Fund

This fund is used to financially manage the Parish Centre and any profit is used for the church general purposes as decided by the PCC. A balance of £2,000 in the Parish Centre Fund is maintained at year end by transfer to or from the General Fund.

#### (f) Endowment Fund - John Frederick Carter Bequest

St Martin's Church received a bequest of £99,500 in 2008 from the estate of John Frederick Carter. The capital is invested in the CBF Church of England Investment Fund administered by CCLA. The church receives the dividend from the investment but was originally not allowed to spend the capital. The Charities Act (2022) changed some aspects of charity law, including the possibility of spending the capital in some circumstances. This is currently being researched.

#### (g) Margaret Benson Memorial Fund

St Martin's Church received a substantial legacy in 2021-3 from the estate of the late Margaret Benson. The legacy was donated to the Vicar and Churchwardens of St Martin's Church "for such religious purposes in the said Parish as the said Vicar and Churchwardens shall in their absolute discretion think fit". Accordingly the legacy was deposited in the restricted Margaret Benson Memorial Fund.

#### (h) Projects Fund

This was set up by the PCC in January 2021 to financially manage major church projects. The PCC reserves the right to close the Projects Fund and transfer any money to the General Fund.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023

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### 3 St Martin's Restricted Funds

These funds contain donations for particular purposes specified by the donor. By law these funds cannot be used by the PCC for any other purpose. The groups managing these funds have to give notice to the PCC for any substantial expenditure, and the PCC has the authority to veto such expenditure if it was to cause financial hardship to St Martin's Church.

- **Biliki Fund** – to support charitable activity in Biliki, Georgia. Donations to this fund are from specific appeals, and the donations are distributed by the Missionary Committee.
- **Community Care Fund** – to support charitable activity in the parish. This is administered by the Community Care Committee. Fundraising is mainly from donations at the weekly Pop-ins café in St Martin's Church lower vestry.
- **Flower Fund** – to fund the cost of flowers in St Martin's Church. Supported by donations and administered by the church Flower group.
- **Margaret Benson Memorial Fund** – a bequest from a late member of St Martin's Church to support religious activities in the parish, at the discretion of the Rector and Churchwardens.
- **Missionary Appeals Fund** – to support local, national and international charities. Donations through regular appeals, coffee mornings, plant sales etc, and administered by the Missionary Committee.
- **Projects Fund** – to financially manage current and future planned projects. The Fund is administered by the PCC.
- **Organ and Church Music Fund** – for the maintenance of the St Martin's pipe organ, together with funding for replacement of printed church music and support for the church choir. The Fund is administered by the church Director of Music.
- **Youth Fund** – to support young people's activities in church and in the community. Fundraising by specific appeals and events.

### 4 Fixed Assets (Capital value)

- (a) **Church Furniture, Office Fittings and Equipment, etc.**  
Assets have been written off in the year of purchase or depreciated to Nil.
- (b) **Investment assets**
  - (i) **CBF Church of England Short Duration Bond Fund – 486 shares**  
The income from this is paid into the General Fund. No shares were added or sold during the year. During 2023 the name was changed from *The CBF Church of England Fixed Interest Securities Fund*.
  - (ii) **CBF Church of England Investment Fund – 8,902.07 shares**  
The income is paid into the General Fund and can be used for any ecclesiastical purpose but the capital (received from a 2008 bequest) cannot be spent. No shares were added or sold during the year.

*Note: The following tables show specific financial data, but there may be minor discrepancies in the figures as the pence are not being shown.*

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023

Fixed Asset	Valuation 31/12/23	Change in value in 2023	Valuation 31/12/22
CBF Short Duration Bond Fund	£703	£37	£666
CBF Investment Fund (capital)	£201,234	£17,443	£183,791
<b>Total</b>	<b>£201,937</b>	<b>£17,480</b>	<b>£184,457</b>

5 Debtors	2023	2022
Gift Aid rebate	£1,309	£2,323
Listed Places of Worship VAT re-claim	£1,286	£0
Other debtors	£1,717	£2,942
<b>Total</b>	<b>£4,312</b>	<b>£5,265</b>

6 Liabilities: Amounts falling due within one year	2023	2022
Creditors for goods and services (no long term creditors)	£5,172	£9,728

7 Staff Costs	2023	2022
Mrs Rebecca Caskie (Team Administrator) - gross		
St Martin's PCC contribution :	£12,777	£11,214
Worcester South East Team contribution:	£2,000	£2,000
Mrs Donna Vickers (cleaner) – gross including sick pay	£6,178	£8,458
John Swindells (Director of Music) - gross	£7,502	£7,568
Organist holiday cover	£420	£325
Gross wages, salaries and benefits in kind	£28,877	£29,565
Employer's national insurance costs	£0	£0
Pension costs	£451	£821
<b>Total staff costs</b>	<b>£29,328</b>	<b>£30,386</b>
No employees received total employee benefits (excluding employer pension costs) of more than £60,000.		

## 8 Statement of Financial Activities

In this statement:

- (a) *Unrestricted Funds* includes Unrestricted and Designated Funds
- (b) *Donations and Legacies* includes Planned Giving and Gift Aid
- (c) *Income from charitable activities* includes Parish Centre rents, magazine income, fees from weddings and funerals etc.
- (d) *Income from Investments* includes the dividend from the church investment assets (see note 4) and garage rents.
- (e) *Expenditure on raising funds* includes Planned Giving and Concerts expenses
- (f) All other expenditure is classed as *charitable activities*, including Parish Share, insurance, energy costs, salaries etc.
- (g) The *transfers between funds* are predominantly the transfers of income from the Concerts and Parish Centre Funds to the General Fund, and from the transfers of funds between the General Fund and the Reserve Fund.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023

### 9 Fund Reconciliation

FUNDS	At 1.1.2023 £	Transfers £	Income £	Outgoings £	Gains/ (Losses) £	At 31.12.2023 £
Unrestricted	142,291	0	175,303	194,474	37	123,157
Restricted	90,946	0	38,309	14,904	0	114,351
Endowment	183,791	0	0	0	17,443	201,234
<b>Totals</b>	<b>417,028</b>	<b>0</b>	<b>213,612</b>	<b>209,378</b>	<b>17,480</b>	<b>438,742</b>
FUNDS	At 1.1.2022 £	Transfers £	Income £	Outgoings £	Gains/ (Losses) £	At 31.12.2022 £
Unrestricted	161,983	51	173,802	193,441	(103)	142,291
Restricted	80,936	(51)	40,329	30,268	0	90,946
Endowment	208,470	0	0	0	(24,678)	183,791
<b>Totals</b>	<b>451,389</b>	<b>0</b>	<b>214,130</b>	<b>223,709</b>	<b>(24,782)</b>	<b>417,028</b>

### 10 Analysis of net assets by fund

2023	Unrestricted Funds (£)	Restricted Funds (£)	Endowment Funds (£)	Total (£)
Fixed assets	703	0	201,234	<b>201,937</b>
Current assets	126,673	115,304	0	<b>241,977</b>
Current liabilities	(4,219)	(953)	0	<b>(5,172)</b>
<b>Net total assets</b>	<b>123,157</b>	<b>114,351</b>	<b>201,234</b>	<b>438,742</b>
2022	Unrestricted Funds (£)	Restricted Funds (£)	Endowment Funds (£)	Total (£)
Fixed assets	666	0	183,791	<b>184,457</b>
Current assets	148,535	93,764	0	<b>242,299</b>
Current liabilities	(6,910)	(2,819)	0	<b>(9,729)</b>
<b>Net total assets</b>	<b>142,291</b>	<b>90,946</b>	<b>183,791</b>	<b>417,028</b>

### 11 Check for compliance to Reserves Policy

Year-end Unrestricted Funds total (£123,157) less 6 months expenditure (£97,237) = £25,920. Therefore Free Reserves are £25,920 and St Martins Church conforms to the PCC Reserves Policy (see note 2a).

### 12 Independent examiner's remuneration

The independent examiner's remuneration for the 2023 accounts amounts to an independent examination fee of approximately £500. (2022: £480)

### 13 Related party transaction

In 2023 St Martin's received donations of £39,963 (2022:£41,953) from PCC members.

### 14 Trustees' and key management personnel remuneration and expenses

St Martin's considers its key management personnel are the members of the PCC. PCC members neither received nor waived any remuneration during 2023 (2022: £nil). The members of the PCC did not have any expenses reimbursed during 2023 (2022: £nil).