

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 2021**

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

Bank:                   CAF Bank Ltd  
                              25 Kings Hill Avenue  
                              Kings Hill  
                              West Malling  
                              Kent  
                              ME19 4JQ

Independent           Sally Bishop FCA  
Examiner:             Bishop's Accountancy Ltd  
                              Chartered Accountants  
                              Unit 3 Elgar Business Centre  
                              Moseley Road,  
                              Hallow  
                              Worcester  
                              WR2 6NJ

Parish No. W6.08a

Registered Charity No. 1128519

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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> 2021

The PCC presents its annual report and the financial statements of the charity for the year ended 31 December 2021. 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 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 2022 Annual Parochial Church Meeting)

#### Ex officio:

Rector:	Chair	Revd Peter Hart	
Other Clergy:	Assistant Curate	Revd Dr Robin Parry	
Licensed Reader:	<i>(Appointed by APCM)</i>	Mike Bunclark	
Churchwardens:	<i>(Elected annually by AVM)</i>	Elizabeth Yarker	Joy Grimwood
Deputy Churchwardens:	<i>(Elected annually by AVM)</i>	Barbara Richards	Vacancy
Representatives on the Deanery Synod:	<i>(Elected by APCM for 3yrs to 31<sup>st</sup> May 2023)</i>	Michael Bunclark	
		Anthony Glossop	
		Shirley Scott	

#### Representatives of the laity

*(Four elected by APCM each year, for 3 years)*

<i>To 2022 APCM:</i>	Julia Glossop*	
	Vacancy	
<i>To 2023 APCM:</i>	Sheila Farthing	David Scott
	Bill Simpson	Christine Williams*
<i>To 2024 APCM:</i>	Mark Farthing	David Hall
	Alison Fraser *	Garth Williams

**Co-opted: ( Max'm of 2 )** *(Elected annually by PCC)*

*Maximum voting members: 23, actual: 19 A quorum is one third of voting members*

#### PCC Officers:

*(Elected annually By PCC)*

*(Appointed by APCM)*

Lay Vice Chair	Elizabeth Yarker
Secretary	Nick Harrison
Hon. Treasurer	Garth Williams
Hon. Deputy Treasurer	Bill Simpson
Planned Giving Recorder	Christine Williams
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)

## **Rector's Report**

This has been a year of cautious re-openings. Slowly but surely, we have emerged from lockdowns and restrictions into what might pass for a fully-functioning parish. I am extremely grateful to everyone for their patience and forbearance through what have been difficult times for us all. The pandemic is not over, so vigilance and true care of each other while we are in church or about parish business still need to be exercised. Having come so far, we don't want to lose the gains we have made.

Some new ventures have begun, which is extremely pleasing. Mainly Music, a session for parents or grandparents and their children/grandchildren on a Wednesday morning has seen steady growth in numbers and good congregational support as we make new friends. Junior Church has started on the second Sunday of the month, with as many as 12 children attending, which has been very encouraging. Tunes and Chips, a choir for younger children, has also been meeting regularly this year. They sang at the Crib Service, which was a treat, and it has been good to see growth in this age group through John Swindell's commitment to quality music at St Martin's.

Other features of parish life have quietly returned, be they PopIns on a Thursday morning, or the Mother's Union and the Flower Club. The Wednesday Bible Study continues to provide a challenge for reading and understanding Scripture ahead of Sunday's service, and the prayer groups provide a solid, prayer-filled foundation to the spiritual and social life of our parish. We had a wonderful Harvest Supper in the autumn, which was one of the first indoor social events since the pandemic began, and many more are planned for this year. We need to get to know each other again, in safe and loving ways.

I remain ever grateful to all those that support the work of the parish, directly and indirectly. For the wardens, Elizabeth and Joy, whose work is frequently unseen but essential, for Barbara, whose work rate is phenomenal, for Mike Bunclark, who is a constant help and wise adviser in the parish, and for Rebecca, whose work in the office is ever more complex – the wedding rules changed drastically this last year, and she has coped with those with aplomb – and she has to put up with the Rector’s sudden bright ideas or unhelpful suggestions. Garth has been terrific this year in dealing with the parish and Team’s finances, especially when faced with the new arrangements for Ministry Share across the diocese. I am most grateful to him for all his hard work. To the many chairs of committees and their hardworking members, I extend my thanks.

There is more work to be done. Our access to local schools began in October and was shut down almost immediately. Work with children and families will only really take off when we have full access to our local schools, although it was good to have Nunnery Wood Primary and Red Hill Primary in church for Christmas services. Pray for good contacts through our return to leading school worship. There are a large number of new houses still being built close to St Martin’s, and we have not yet fully worked out a strategy to reach out to these new families. That has to be on our agenda for the year ahead. There is space for engaging with the community through the local hub at the Horizon Community Centre. Nursing homes are once again welcoming clergy to take services for their residents, so there are options to be pursued there too.

My prayer is that we shall emerge from this pandemic stronger spiritually and corporately, with a shared vision of serving God with boldness and imagination, of worshipping with joy and of striving for quality and warmth in all we do to commend the love of God to all those in our parish.

*Revd Peter Hart, Team Rector and St Martin’s Church Parish Priest*

## **Churchwardens’ Report**

2021. The year of the Jab?

We celebrated Christmas thankfully, but with caution as the coronavirus pandemic continued to threaten. Lockdown returned in the New Year, and we were back on Zoom. Soon word went round. “I’ve had my jab!” People asked “Pfizer or AstraZeneca?” comparing notes. The Churchwarden ticked them off on the Electoral Roll, noting how quickly the older members of the congregation took up the offer. Soon they were reporting second jabs, and we began to feel cautiously optimistic. By Palm Sunday we were back in Church, masked, hand sanitised, temperature checked and socially distant. Easter Eggs were devoured outside.

During Lockdown, David Hall and his expert band of craftsmen completely updated and improved the Lower Vestry. On first look the response was, “Oh, WOW!” and our Widen Our Welcome campaign was well under way.

Throughout the summer, as Restrictions were slowly lifted, church life recovered. Lent Lunches were delivered to order, so were Cream Teas in Christian Aid Week. The Plant Sale in May saw people out in strength at the pop-up Cake Shop in the South Porch, replacing the locked-down Coffee Morning. The wonderful array of plants, enhanced by a spectacular gift of specimen geraniums, soon found buyers, and our Good Causes have all had more generous donations as a result. Thank you, everyone. Christian Aid Week saw a successful trial of “Delivery-only” envelopes, and relief among people who hated knocking on doors.

During the summer a new Disabled Toilet was installed in the Boiler Room. Our expert craftsmen were back to do the woodwork, plumbing and wiring. Drains were dug and the path to Victoria Avenue made fit for wheelchairs and pushchairs. The altar frontal chest was moved to the Lady Chapel.

At the same time, amid unpredictable changes in Lock-down restrictions, David and Shirley Scott were organising our WOW Fund-raising Open Day, and planning for a full programme of Three Choirs Concerts at St Martin's, if permitted, when we were asked at short notice by the BBC to host Any Questions? as the planned venue was Covid-infested. All three were successful. Any Questions? socially distanced, WOW Open Day rather more restricted than usual, but the Three Choirs able to sing in full voice and our organ shown off to the full.

During the autumn we were able to be more adventurous, and looked ahead. John Swindells asked us about our music preferences. The Choir grew in strength. We held a Generosity Week to try to improve our financial position. Garth's Financial Quiz highlighted what we do and don't know about the Church Finances. We all know that we are spending more than we get in, but hope in time to address the situation.

Harvest Festival was early this year, at the end of September. The Harvest Supper on Saturday night was enlivened by a fiendish Quiz from Jim Wheldon, and delicious food from the Social Committee. The Harvest Produce Sale raised a good sum. The Community Care Committee distributed Harvest gifts to most of our usual local charities such as Maggs Day Centre and the Foodbank.

By October we were ready to resume our Sunday 8.00am Said Eucharist and Choral Evensong or Evening Prayer at 6.00pm. Children began to return to church, and church activities started up again. We were still masked, hand sanitised, and to some extent socially distanced, but we could sing and we could enjoy refreshments. And by now many of us were bragging about our booster jabs, or asking where the queues were shortest. It was very encouraging.

A lot of people help keep St Martin's going. We said goodbye to Martin and Gail Rowley who moved away. They ran Sunday Club and Messy Church for years and years. We owe them a huge amount. Philip Penfold also moved away after ten years as Head Server. We miss his quiet efficiency and dedication. We thank Nick Harrison for editing the Magazine with Hannah Parry, compiler. Nick takes over as Head Server. Jo Wheldon has stepped down as the Children's Society Box Collector after fifteen years.

Rebecca Caskie has juggled with restrictions working from home (WFH) and in the Office and is a fount of knowledge. I am grateful for my fellow Warden Joy Grimwood and Deputy, Barbara Richards for all their help. We rely on Mike Bunclark for keeping us praying morning and evening on Zoom. Isobel Maher and Community Care look after us. Malcolm McMurray keeps us all safe. Everyone else keeps us worshipping. Thank you all.

We miss our friends Margaret Benson and Fred Allan, who have both left us legacies, Margaret a very generous one. Roger Waters-Duke has been our Independent Examiner for many years. As a result of these generous legacies we have had to find someone with different qualifications, and we are sad not to be able to ask Roger to help us this year. We send Roger our very grateful thanks for all his help.

Our debt to Garth and Christine Williams, Treasurer and Planned Giving Recorder is huge, as is our debt to all our Committees.

Finally, we thank God for our Rector, Peter Hart for keeping us praying, worshipping and learning; and for encouraging and challenging us.

(P.S. I've just heard rumours of a *fourth* Jab!)

*Elizabeth Yarker, churchwarden*

**The Parochial Church Council of St Martin with St Peter**  
**Decisions and Actions 2021**

Mtg Date	Decisions	Actions	Notes
Jan 12th.  ZOOM	<p>AGREED to start Mainly Music for families with pre-school children, replacing Jam Club; and to replace "All Age Worship" with a more inclusive "Altogether Worship".</p> <p>AGREED to commence Refurbishment of the Lower Vestry.</p> <p>AGREED to set up a restricted Church Projects Fund to manage donations and expenditure for current and future Projects with the condition that "any unused balance may be put to the general uses of the PCC unless the donor explicitly forbids it."</p>	<p>An on-line presence on Zoom for Families will include a Christingle Service on Jan 31st.</p> <p>Peter Grimwood will lead a Service during the Week of Prayer for Christian Unity.</p> <p>Plans to refurbish the Lower Vestry are progressing.</p>	<p>The Advent Appeal raised f572.70 for Embrace the Middle East.</p> <p>The Lent Appeal would be for Christian Aid.</p>
<p>DUE TO GOVERNMENT COVID RESTRICTIONS, CHURCH SERVICES WERE HELD ON ZOOM FROM SUNDAY JANUARY 10<sup>TH</sup> UNTIL SUNDAY 28<sup>TH</sup> MARCH.</p>			
Feb 8th  ZOOM	<p>AGREED To increase our three employees' pay in line with inflation.</p> <p>The Missionary Committee's donations were APPROVED.</p> <p>AGREED A Vote of Thanks was proposed to Martin and Gail Rowley for their incredible hard work with children and families over many years.</p>	<p>Lenten Services and Study Groups now held online, with plans for a possible re-opening on Mothering Sunday, and expectation for some form of services in Holy Week.</p> <p>Lenten Hunger Lunches will be delivered to order for donations for Christian Aid.</p>	<p>A new Fire Risk Assessment advises replacing the high level emergency lighting.</p> <p>Peter reported that the re-organised Deaneries are now in action.</p> <p>Mike and Bill reported how Red Hill School were faring under lockdown.</p>
March 16th  ZOOM	<p>AGREED Services in church will resume on Palm Sunday 28th March. The pattern of Holy Week and Easter Services was outlined.</p> <p>AGREED that a new desk should be purchased for the Team Office at a cost of £386.</p> <p>The Financial Statement for the Annual Report was APPROVED.</p> <p>AGREED to hold the APCM on Sunday, May 23<sup>rd</sup>.</p>	<p>Sheila Farthing reported that children's activities on Zoom were well received and that Messy Church was being updated for when face to face activities were resumed.</p> <p>Robin Parry said that Forest Church would begin in May.</p> <p>Anthony reported that the Lower Vestry Kitchen Project was complete. The Disabled Toilet project was awaiting Diocesan Approvals.</p>	<p>Garth reported that he had successfully applied for Coronavirus grants, and Terry Dillingham had obtained a grant of £10,000 from the National Lottery Community Fund towards our WOW Appeal.</p> <p>Malcolm said that a Parish Safeguarding Officer should be appointed as he was only acting pro-tem.</p> <p>Shirley outlined the Widen Our Welcome WOW Fundraising Campaign, with an online Quiz Evening and an Open Day planned so far.</p>

Mtg Date	Decisions	Actions	Notes
<p>April 20<sup>th</sup></p> <p>ZOOM</p>	<p>While it was good that people were returning to church in person, it was AGREED to continue to live-stream the Sunday Eucharist on Facebook. Other services would continue on Zoom.</p> <p>AGREED to thank Terry Dillingham as he steps down from his Fundraising role after a very successful time.</p>	<p>Robin reported that Forest Church will start at Whittington on May 1st.</p> <p>Sian Morgan, our Mission Enabler, said that Risk Assessments should be done for every activity, and Safer Recruiting should apply to all volunteers.</p> <p>Fund-raising plans for the WOW Appeal are going well. A press release to acknowledge the National Lottery Grant of £10,000 is being prepared.</p>	<p>Plans are in hand for seven or eight concerts for the Three Choirs Festival in July, and other musical events.</p> <p>The Lent Appeal for Christian Aid raised £1,110.50.</p> <p>Work on the new Disabled Toilet in the Boiler Room is progressing well.</p>
<p>May 23<sup>rd</sup></p> <p>AVM &amp; APCM</p> <p>In Church</p>	<p>Elected:</p> <ul style="list-style-type: none"> <li>- Churchwardens: Elizabeth Yarker and Joy Grimwood</li> <li>- Deputy Churchwarden: Barbara Richards</li> <li>- PCC Secretary: Nick Harrison</li> <li>- Treasurer: Garth Williams</li> <li>- Deputy Treasurer: Bill Simpson</li> <li>- Planned Giving Recorder: Christine Williams</li> <li>- Acting PSO: Malcolm McMurray</li> <li>- Electoral Roll Officer: Julia Glossop</li> </ul> <p>Elected to the PCC:</p> <p>Mark Farthing, Alison Fraser, David Hall, Garth Williams</p>		<p>Reports received:</p> <ul style="list-style-type: none"> <li>Electoral Roll report</li> <li>Annual Report of the PCC</li> <li>Safeguarding Report</li> <li>Fabric Goods &amp; Ornaments Report</li> <li>Audited Financial Statement</li> <li>Deanery Synod Report</li> </ul>
<p>June 15<sup>th</sup></p> <p>In church</p>	<p>APPROVED: 12 sidespeople. AGREED that it was no longer necessary to take the temperature of those attending services.</p> <p>ENDORSED Mike Bunclark as a Foundation Governor for Red Hill School.</p> <p>AGREED Liz Frani has resigned from the PCC due to work commitments. The PCC thanked her for her contribution.</p>	<p>It is hoped that after July 19<sup>th</sup> services will return to normal. All Together worship is due to start on August 22<sup>nd</sup>.</p> <p>Sheila Farthing said that there will be training for 'Mainly Music' in July, and she hopes to restart Messy Church in September. Children's services continue monthly on Zoom, successfully.</p> <p>Continued Pandemic restrictions have curtailed plans for the WoW Open Day in July.</p>	<p>Peter confirmed that Friday was his day off.</p> <p>Dave Hall reported that the Disabled Toilet downstairs was more or less complete.</p> <p>Anthony and Dave met the Architect to discuss plans for the Storage and the Servery. Estimated cost about £80,000. A new Fund-raiser has been found.</p> <p>Food Safety Certificates needed renewal.</p> <p>Parish Share calculation is changing in 2022.</p>
<p>July 13<sup>th</sup></p> <p>Lady Chapel</p>	<p>AGREED to leave necessary decisions on Covid restrictions to the Rector and churchwardens.</p> <p>AGREED to permit the digitisation of parish registers already held by Worcester County Archives.</p> <p>APPROVED the appointment of Beverley Hart as a Governor of Red Hill School.</p> <p>AGREED to apply for a faculty to cover all the church level improvements.</p>	<p>Technical AV equipment will be needed for Mainly Music and Messy Church etc.</p> <p>Garth reported that the Office computers need updating and may need to be replaced in order to use Windows 11.</p> <p>The vestry grand piano has been replaced with the electronic piano, and the A frame from the vestry grand piano has been donated to King's School.</p>	<p>Jo Wheldon has resigned as Children's Society Rep. A letter of thanks will be sent.</p> <p>Harvest Festival will be on the Fourth Sunday of September.</p> <p>The downstairs disabled toilet had received the necessary Building Certificate</p>

Mtg Date	Decisions	Actions	Notes
Sept 14 <sup>th</sup>  Lower Vestry	<p>AGREED 8.00am Eucharist and Choral Evensong will restart on October 10<sup>th</sup>.</p> <p>The disposal of surplus kneelers was APPROVED.</p> <p>The new Ministry Share was likely to be a lot more than Parish Share. AGREED that we pay the existing share.</p> <p>APPROVAL given to start the work outlined in the Faculty Application for upstairs toilets etc. subject to any conditions.</p>	<p>Peter stated that the choice of wafer only or 'simultaneous administration' would continue for the present.</p> <p>The responsibility for large sums spent from restricted funds was discussed. The Diocesan Director of Finance agreed that substantial expenditure from restricted funds should be discussed by the PCC as Trustees of the Funds.</p>	<p>John Swindells has distributed a questionnaire about the congregation's musical preferences.</p> <p>The old Choir Robes will be replaced, with the cost to be met from the Organ and Church Music Fund.</p> <p>New AV equipment cost for children's work covered by a grant and a generous donation.</p>
Oct 12 <sup>th</sup>  Lower Vestry	<p>APPROVED: purchase of a replacement AV screen at a cost of £869 (from the restricted Youth Fund).</p> <p>APPROVED: purchase of new Choir robes.</p> <p>AGREED to hold a Christmas Tree Festival in December.</p>	<p>Preparations to welcome the two Afghan families now in Worcester were ongoing.</p> <p>14 PCC members have completed the "Basic Awareness" Safeguarding Training.</p> <p>A new Safeguarding Framework will come into effect in January.</p> <p>The Health &amp; Safety Policy was under review.</p> <p>A new Magazine Editor is urgently needed.</p> <p>The new Ministry Share will be discussed at a Team Council Meeting next week.</p>	<p>The Generosity Week in October should help to improve the financial situation.</p> <p>The regular Service pattern was now established.</p> <p>Forest Church, Mainly Music and Tunes &amp; Chips are all going well. Messy Church is still on hold.</p> <p>The Harvest Produce Sale raised £310.90.</p> <p>The Advent Appeal will be for Maggs Day Centre and Afghan Refugees.</p> <p>Mike Bunclark has been elected Vice Chair of Red Hill School Governors.</p>
Nov 9 <sup>th</sup>  Lower Vestry	<p>AGREED: Timings of Christmas Services were confirmed. Plans for School visits and the Christmas Tree Festival were also confirmed.</p> <p>AGREED that the carpeted area at the back of Church should be reinstated. Mats should be available for children at the front of the Nave on Sunday mornings.</p> <p>Malcolm has formally ACCEPTED the post of Parish Safeguarding Officer and was thanked.</p> <p>AGREED that the Collections at the carol Service and Crib Services would be divided between The Children's Society and Biliki in Georgia.</p>	<p>Garth expressed concern that the church was still running at a deficit on this year's accounts, in spite of generous donations to the Projects Fund. The Ministry Share is likely to be short by £40,000. Part of the deficit, he suggested, was due to the Alms to eleven good causes representing 5% of income to the General Account. After discussion it was agreed to look at it again,</p> <p>A Review of comments in the Generosity Week Survey would be circulated.</p> <p>Garth introduced a small card to put in the Collection plate by people who paid by other means. This was approved.</p>	<p>The Community Care Committee will deliver Christmas Plants as usual.</p> <p>A Magazine Editor is still needed.</p> <p>The Missionary Committee invited people to a Christian Aid Fish and Chip Supper in January to hear about Christian Aid Week plans.</p> <p>A Team Coffee Morning is planned for January with donations toward the Ministry Share.</p> <p>David Scott advised of a Holiday Activities and Food initiative run in school holidays by a professional company, backed by Government funding. The PCC felt there was insufficient time to organise something for Christmas.</p>

# The Parochial Church Council of St Martin with St Peter

## Church Statistics

	2021	2020	2019	2018	2017
Number on the electoral roll (31 December)	116	123	118 <sup>(1)</sup>	155	157
Average attendance at Sunday services (adults/children)	[2]	[2]	92/4	102/2	106/3
Total attending services on Easter eve/day	69	[2]	131	218	161
Total attending services on Christmas eve/day	164	[2]	272	378	471
Average attendance at Messy Church, Children Adults (including helpers)	-	[2]	32 36	27 34	22 30
Total "worshipping community"	101	165	189	161	156
Safeguarding					
Persons registered as working with children	12	16	9	9	9
Persons registered as working with vulnerable adults	8	16	16	22	27
Audit: Fully compliant measures	<i>See Safe-guarding Report</i>	<i>See Safe-guarding Report</i>	<i>See Safe-guarding Report</i>	12	13
Partially compliant measure				6	5
Not compliant measures				1	1
Number of weddings/blessings at St. Martin's	3	3	7	5	7
Number of baptisms	9	2	15	12	14
Number of church funerals/burial of ashes/ crem. funerals	19	13	20	26	29
Planned Giving (including gift aid)	£96,840	£109,376	£110,518	£101,318	£100,136
No. of Planned Givers (S.O.'s and envelopes)	85	92	96	104	106
Average giving per giver	£1,139	£1,189	£1,151	£974	£944
Parish Share (to Diocese)	£105,914	£105,914	£103,837	£110,411	£91,894
Total expenditure	£228,537	£173,784	£179,499	£158,710	£165,178
Surplus / (Deficit)	£52,151	(£4,611)	(£3,820)	(£16,847)	(£107)
Current Assets less Liabilities "liquid assets"	£242,149	£189,998	£195,254	£198,411	£215,257
Total funds c/f	£451,389	£372,775	£369,493	£340,894	£362,017

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 is compliant with its 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 it regularly reviews our safeguarding policy and procedures. The PCC has adopted a policy statement on the recruitment of ex-offenders, and ensures that all those responsible for working with children, young people and vulnerable adults on behalf of the church are recruited in accordance with the House of Bishops' Safer Recruitment Practice Guidance.

It was not necessary to seek advice from the DSA/ADSA in 2021, and there were no serious incidents requiring a report to the Charity Commission. There are no current safeguarding agreements in place.

2021 was a difficult year for activities, many of which were cancelled.

There are currently five activities involving children: Junior Church, Forest Church, Tunes & Chips, Tiny Tunes (all monthly) and Mainly Music (weekly).

Activities involving adults are: Home Communion, Community Care home visits and Community Care outings and lunches.

We have seven people accredited to work with children, three with adults and five with both.

Eight people received DBS accreditation in 2021 – three with children, three with adults, and 2 with both. All DBS applications are now processed online.

In 2021, 14 people completed the online 'Safeguarding Foundations' training, and 12 members of the PCC completed the online 'Safeguarding Awareness' training.

Our safeguarding 'performance' is now audited using the online Safeguarding Dashboard App. At the end of 2021 we were compliant with 66% of the measures. The Dashboard generates an Action Plan for the PCC to consider, and identifies specific issues to be addressed in order to achieve greater compliance. During 2021 we have caught up with our DBS checks and training, but with the recent introduction of the "Safeguarding Learning and Development Framework", Church officers and the PCC are required to undertake further training in recruitment and people management. The new Framework sets out details of the Church's safeguarding learning pathways, and expectations of Church officers in respect of those pathways. The practice guidance is for use across all Church bodies, and they must fully implement the framework from January 2022.

The Framework sets out:

- 1, The vision, model, standards and requirements for safeguarding learning and development in the Church context.
- 2, Details of the range of learning and development pathways available, and the requirements for their delivery.
- 3, Details of additional learning and development opportunities.

Within this context, one of our Church Wardens has already completed the 'Safer Recruitment and People Management' training.

*Malcolm McMurray, Parish Safeguarding Officer*

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

The Fabric of the Church is generally sound and in good repair. There has been no evidence of damp in the Chancel roof since a leak in autumn 2020. A 'cherry picker' was employed to reach the inspection hatch there but no damage was found. At the same time the high-level emergency lighting was repaired.

The West End doors have been mended.

Minor problems with the boiler have been dealt with, but fears remain that issues in the circulation system may need to be addressed.

The main task in 2021 was to refurbish the Lower Vestry and to fit a Disabled Toilet into the Boiler Room - Phase 1 of the Church Improvement Scheme to Widen Our Welcome – WOW.

In January and February, when activity was severely restricted by Coronavirus Lockdown measures a new kitchen was fitted in the Lower Vestry, with all the necessary equipment, and larger counter. Good quality flooring was laid and the room repainted. In the summer, after the necessary Faculty had been received, the Boiler Room was transformed, with Disabled Access, and baby-changing facilities installed in the new toilet. Doors were moved to enclose the much smaller boiler room and to provide wheelchair access from the Victoria Road entrance, where the path was levelled.

Plans to improve facilities in the Nave, the second phase of our Widen Our Welcome Campaign, took a great deal of thought and planning during the year, and will be expensive. Discussion between the Finance and Management Committee, the Architect and the Diocesan Advisory Committee are continuing.

*Elizabeth Yarker, Churchwarden*

### **Junior Church**

After a successful three month trial, we're pleased to be running activities for children in the Lower Vestry during the morning service on the second Sunday of the month. We have around twelve children regularly attending, aged from one upwards, who come with a parent or carer for stories, discussions, games and craft activities around a theme related to the day's Bible readings or the current church season.

*Naomi Swindells*

### **Bible Study**

The Bible Study group continues to meet regularly on a Wednesday morning at 11am in the Lower Vestry. We study the upcoming Sunday's readings, and everyone has the opportunity to read and to contribute to the conversation. It is a valuable part of our Christian learning, and it would be great if more could join us.

*Revd Peter Hart, Team rector*

## **PRAYER GROUPS**

### **(a) Prayers for Peace and Justice**

The 'Peace & Justice' Prayer Group at St. Martin's Church has been in operation for many years. From its inception, right up to the outbreak of COVID-19, the group used to meet in St. Martin's Church at noon on Saturdays. However, since the start of the pandemic we now meet 'on-line' at the same time – 12 noon on a Saturday - using Zoom which is ably managed by Joan Hazzard. The main purpose of the Group is to spend 10 to 15 minutes offering prayers to God for Peace & Justice throughout the world. At each meeting a member of the Group offers prayers in their own way – there has never been any kind of formal format. Some will concentrate on prayer alone, and others will read a relevant article from a book or newspaper and then lead the group in prayer. We have all found inspiration from the Book of Psalms. Time is always left to give all members attending that day the opportunity to offer their own prayers. Currently seven members are regular attendees but we would like more! This invitation is also open to friends and family who do not necessarily live in Worcester.

*Ivor Pond*

**(b) PRAYER @4 Group**

On the first, third and fifth Mondays of the month, at 4pm, a group of us meet to pray for St Martin's Church (at present we meet on Zoom). We share news of blessings received, individual needs, and seek God's guidance with decisions to be made. We listen to a worship song, read part of the Sundays reading – then pray simply that God will continue to bless and grow our church family. We would be pleased to welcome more people into our prayer group.

**(c) On 'WhatsApp'**

This mobile contact is for everyone in our Church community to access people who will pray for, and with you or your family's needs. We are all part of St Martin's and not everyone takes part on a daily basis but be assured that any prayer need will be kept in confidence. Just ask either Joan Hazzard or Ruth Kirwan to be 'added in' to the WhatsApp prayer group.

*Joan Hazzard*

**Forest Church**

Forest Church launched in May 2021 and we gather on the first Saturday of each month in Whittington churchyard. We offer an act of Christian worship for 0–11s and their families that seeks to be responsive to the wonders of God's creation around us. So our worship takes place outdoors (even if it is raining) and involves a range of activities in different parts of the churchyard. There is a distinct theme for each service, linked to a biblical text, and all the activities spring out of that theme. The activities have included things like hapazome (you'll have to look that one up on the internet, but it is very cool), making seed-bombs, a bug hunt, clay modelling, a mud kitchen, taking ears of wheat and making flour, raking, leaf art, making decorations for graves, and such like. We also had a special candle-lit Advent service in the dark, with some beautiful singing from Sarah Davison.

To the date of this APCM we have met ten times in Whittington and once at The River School. Our numbers have ranged from 18 to 35 with an average of 27 at each service, and we have had contact with 23 different families. It has been a joyful experience for us all. We are very grateful to Sian Morgan for her regular input, to Mark and Sheila Farthing for ongoing help, to the Team Churches for all the prayer support and moral support, and especially to Whittington Church for their enthusiastic welcome.

*Robin and Carol Parry, Forest Church leaders*

**Community Care**

It was a quiet year, due to Covid restrictions, but contact was maintained with phone calls and an occasional distanced visit. PopIns started again, quietly, on August 5 2021, but has since grown in popularity and people are really glad to be able to come together again and chat over a cup of coffee. Harvest donations were sorted and delivered to Maggs, St Paul's Hostel, Worcester Food Bank and Bath Road Hostel for hearing impaired people. Poinsettias were delivered in early December to people who had been bereaved during the year, as well as to housebound members of our congregation. These plants are much appreciated and St. Peter's Garden Centre serves us well. Due to Covid restrictions, we were unable to hold our Lunch Party in February 2021, but plans are in hand for May this year.

*Isobel Maher, Community Care Committee chair*

## **Social Committee**

Covid restrictions banned group meetings for most of the year, but during a brief relaxation of rules, we did manage to hold a Harvest Supper in Church on 25th September. The change of venue meant we were able to make use of the new kitchen facilities in the Lower vestry. We had less guests than usual, but it was a happy event, with in-house entertainment, a tricky quiz and a tombola.

In early 2022 we have welcomed three new committee members to help in hopefully a busier year!

*Alison Fraser and Isobel Maher, Social Committee*

## **Missionary Committee**

The Missionary Committee supports a spread of nine local, national and international charities. We report regularly in the Parish Magazine and to the PCC. Our charitable donations are included in "Donations to Charities" later in this report. Discrepancies in the figures may occur as we forward cheques payable to the beneficiaries. We fund-raise regularly throughout the year, with the Advent and Lent Appeals, the Plant Sale and Harvest Produce Sale and supporting events, and the monthly Open Church. Christian Aid Week money is paid directly to their bank account.

*Elizabeth Yarker, Missionary Committee chair*

## **Mainly Music**

Mainly Music is a new venture, started by Sheila Farthing back in September and subsequently continued by Barbara Richards, Sophie Kelleher and the Rector. Mainly Music is a worldwide organisation which encourages parents and grandparents to bring their children/grandchildren to church to sing and to play together. Mainly Music provides the songs, and we are able now to put the songs up on the big TV screen. Some are well known nursery rhymes, others are new, but all are very singable. We have musical instruments to help us with the noisy songs, and the favourites are those where the children hide under a big sheet. Some songs have a spiritual content, others do not. Barbara, Sophie and the Rector are ably supported by a range of members of the congregation, who join us regularly to befriend the parents and children (and secretly, they really like the songs too.) There are currently 10 families on the books, so we have plenty of room for more children to come to St Martin's on a Wednesday morning at 9.30 during term time.

*Revd Peter Hart, Team Rector*

## **St Martin's Church Choir**

The Year 2021-2022 saw the full return of choral singing albeit with an element of distance still needed. From before the covid hiatus, we have gained an additional soprano, alto and bass. The full regular choir is now 7 sopranos, 4 altos, 2 tenors and 3 basses. The choir's tenacity through all the regulations about singing has been rewarded with the arrival of long expected and prepared for cassocks. We are pleased that the fantastic work that Robin Walker does with us is now recognised with him being our "associate organist".

We have continued to learn new music; a number of John Barnard arrangements from the RSCM Church Year Book anthology, William Byrd's Ave Verum, a setting of the evening canticles in C by Charles Wood as well as an anthem by Elizabeth Hill are some highlights. And of course the new setting of the Eucharist music by David Thorne. Looking forward, we will be performing songs from each of HM Queen's reign at the street party of June 5<sup>th</sup>. We also have in mind a "Come and Sing Choral Evensong" afternoon.

*John Swindells, Director of Music*

## **Tunes and Chips**

This started back in September 2021 and everyone who started with us is still coming. Plus new arrivals so we have 6 families attending now. They sang well at the Crib Service and will be holding an open house rehearsal/performance at 5:15pm on April 8<sup>th</sup>. Do come along, join in and spread the word. John hopes that in the summer term he can go into our local primary schools and recruit more and listen to what else we can do. The intention is that The T and C Choir will contribute to the Altogether Worship Service on April 24<sup>th</sup>.

*John Swindells, Director of Music*

## **Mothers' Union**

During the pandemic we kept in touch with phone calls and the trustees produced a newsletter each month so that we would know what was going on in the diocese - this is continuing. We started meeting up in person again in September, on the first Wednesday of the month, and have a speaker each month. We are only a small group of eight members, and one indoor member although anyone can come to our meeting. We will be selling Easter chicks on Easter Sunday, and are organising a strawberry tea in July to which everyone is invited.

*Barbara Richards, Deputy Churchwarden*

## **Flower Club**

We started meeting up again in October and meet once a month on a Monday. We have someone who comes to demonstrate a flower arrangement for us to do the following month. There are eight of us who meet up, but everyone is welcome to join us. You don't have to be a flower arranger to come. We also have a rota for doing the church flowers which anyone is welcome to join.

*Barbara Richards, Deputy Churchwarden*

## **St Martin's Parish Magazine**

The parish magazine continues to be circulated following the departure of Nick and Hannah as editors. Thanks are due for their former hard work. In due course we hope to include some new features and a new monthly newsletter for children – *The Churchmouse* - started in February 2022 to appear in tandem with the main magazine, the format of which does not lend itself to material on children's activities. Early days, but so far, so good.

With thanks to George Bushell and our distributors, we were able to resume hand delivery of printed copies of the magazines to over 200 subscribing parishioners, and provide copies for sale in Church once again.

*Beverley Hart, Magazine editor*

## **Parish & Team Office**

Having been based at home throughout most of the pandemic, providing office services remotely, Easter 2021 marked a gradual and flexible return to the usual office based working by September. A return to worship in Church on Palm Sunday 2021, marked the end of the creation of bespoke weekly service sheets for use online for the Zoom services on Sundays, which had become a core part of the weekly office routine, alongside the usual Weekly Bulletin preparation. Printing of weekly sheets then returned, although we have retained the practice of issuing the St Martin's Weekly Bulletin email on a Friday (the other Team Churches do similar), which seems to be well received. A new All Together Eucharist service was developed for the fourth Sunday of the month, with it's own new orange booklet.

Thankfully, baptisms began to increase in number once again, and regular Team baptism preparation sessions were introduced for parents and godparents, led by the Team Clergy; 31 families have attended one of these sessions since May 2021. Two new service booklets for Baptisms at St Martin's have been developed, one for use at the Eucharist service, and one for use as a stand alone baptism service.

Weddings returned last year (some having been postponed more than once). At the same time, a new system for the registration of marriages came into force from May 2021, with the responsibility for issuing marriage certificates now lying with the Registry and not the Church, bringing associated changes to our legal responsibilities and internal marriage administration processes.

It's been a year of transition to a new normal (with a new office laptop to replace an ageing PC), whilst all the time keeping up to date with the latest changes to guidance, and making sure to keep everyone informed. Thank you to all who encourage, provide valued support, and drop into the office with a friendly smile – much appreciated.

*Rebecca Caskie, Parish Administrator*

## **Red Hill Church of England Primary School**

2021 was a very challenging year for the school. Covid restrictions put great pressures on Staff, pupils and parents.

The year started in lockdown with the school closed for all other than children of key workers. The challenge for Spencer and the teachers was to provide on-line lessons and materials that children could access at home – as well as in-person teaching of those who were in school.

The school re-opened fully in March but with significant precautionary measures designed to ensure children's safety and health. Staggered arrival and collection times, social distancing and enhanced hygiene, separation into class "bubbles" were introduced. No visitors were allowed and assemblies were discontinued. With only occasional slackening according to the national Covid situation and government guidelines, these restrictions stayed in place for virtually all of 2021.

With all the challenges the herculean efforts of Spencer and the teaching staff ensured that the education of the children was maintained throughout.

As Governors, we continued to support Spencer and the school, albeit at a distance. Meetings were mainly on Zoom and contact by email.

Thankfully, this year, restrictions are lifting, Covid outbreaks allowing. Assemblies have restarted with church assemblies on Wednesday and we are again able to welcome the school into Church for their seasonal services.

Let's pray for a more "normal" year in 2022.

*Mike Bunclark, Vice-chair Red Hill School Governors*

## Deanery Synod Report

This report is a synopsis of the work of the re-formed Deanery Synod for the Worcester Area for the year 2021.

Our first meeting was on the 9<sup>th</sup> March and after being opened by the new Area Dean, Revd Diane Cooksey. Our zoom meeting showed 63 active screens including members from the former Deaneries of Martley and Worcester West, Worcester East, and the Saltway Team part of the Droitwich Deanery. We were given instruction by the two Archdeacons and Bishop Martin as to their expectations. Diane Cooksey stated who she intended to appoint as her Leadership Team of six and she was then Commissioned. Three further meetings for 2021 were planned and announced those being, June, September, and November.

Our June meeting was again held on Zoom with Alison Maddocks in her new role as 'Dean of Smaller Churches' speaking to us. We were told that the current definition of a 'smaller church' is based on an Electoral Roll of 20 or less. The 2018 figures are in use at this moment.

The September meeting was supposed to be 'face to face' and incorporate a Deanery Service to be held at All Saints in the Deansway. Unfortunately, some people did not appreciate that it was an actual meeting and not a voluntary attendance, misunderstood the instructions given, were worried about the lack of motor fuel then available in the UK, or the several other reasons that were given. As it was, those few that attended enjoyed the experience.

November's meeting was again back on Zoom with darker nights and a recurrence of Covid surging in the area. John Preston the Diocesan Secretary dealt with the financial health of the Diocese and explained in detail why certain decisions are being taken on our behalf. Whilst the details are not always pleasant to hear, I am sure that your appointed Deanery Synod Representative has already passed on to you, via your PCC's, the salient points.

On a more positive note, a Deanery Questionnaire was prepared by the Leadership Team and most churches, though not all have replied to that. Analysis of those answers is taking place at the time of writing this summary and some of that evidence and examples will be used at the Diocesan 'Open Conversations 3' due to be held throughout 2022.

Deanery Synod always used to be referred to something along the lines of a 'group of people in a meeting waiting to go home' and many felt that it had lost its way in the greater scheme of things. By reducing the number of Deaneries and increasing the sizes to now include both Rural and Urban Churches there is a strong chance that your church can by using the stronger voice of an expanded group have a meaningful input into the Worcester Diocese. I urge you to make sure that your Representatives regularly report back to you and that you also ensure that your views and wishes go back, via them into the melting pot.

*Paul Fulbrook (Worcester Area Deanery Secretary – February 2022)*

## CONCERTS

After a break of over 15 months with no concerts due to the pandemic, live music finally returned to St Martin's at the WOW Open Day on 3 July. Stage 4 of the Government's lifting of restrictions had been delayed, so the Choir was not allowed to sing, but the day started with organ and trumpet music performed by the 'home team' of John Swindells and Robin Walker. Later in the month we were back in full swing for the Three Choirs Festival, for which we hosted 8 events, more than ever before.

- (a) **Coffee Concerts** were resumed at the beginning of that week and have continued on the fourth Saturday of every month except December, raising an average of £200 per month for the musicians' chosen charities and adding proceeds from coffee and homemade cake to the Concerts fund which benefits St Martin's General account.

There was a thirst for live music, by performers and audiences alike, and our schedules soon began to fill, with public concerts every month from July to December.

- (b) **Worcestershire Symphony Orchestra** was able to resume rehearsals in Church in May, and live streamed an informal concert without an audience in June. Finally, in November, they were able to give their first public concert since February 2020.

(c) **Tiny Tunes**

Our series of live concerts for babies and toddlers also resumed in July, as part of the Three Choirs Festival. This, and the August concert which was part of the Worcester Festival, brought in many new families from the extra publicity. These events were much appreciated during the school holidays when most other children's activities, including nurseries and playgroups, are suspended. Then from September we had to start building our audience again, because many of the previous regulars were no longer toddling, but new families came every month, the news spreading mostly by Facebook and word of mouth. Our youngest audience member was just 2 weeks old when he first came with his mum and big sister.

*David and Shirley Scott, Concerts Committee*

## Donations to Charity

St Martin's aims to donate at least 5% of the church's income, and the Missionary Committee fundraise through the year. Donations to local, national and international charities are made from these sources and from other income. During 2021 donations to these good causes from St Martin's Church were severely disrupted because of the Coronavirus pandemic which affected normal fundraising activities, but some donations were possible and the following gifts are included in the church accounts.

Christian Aid	£1,227	St Paul's Hostel	£600
USPG	£1,100	Worcester Foodbank	£600
Church Army	£900	Worcester Home for the Deaf	£600
Maggs Day Centre	£740	Embrace the Middle East	£563
Acorns Childrens Hospice	£600	Biliki Project Georgia	£198
Childrens Society	£600	Bible Society	£75
Christians Against Poverty	£600	Mission Aviation Fellowship	£75
Church Mission Society	£600	Diocese of Cyprus & The Gulf	£65
Mothers Union	£600	TOTAL	£9,742

St Martin's sponsors 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. Due to Covid restrictions only a limited number of concerts took place in 2021. The table below shows the amounts raised net of gift-aid as this is claimed by the charity concerned.

Cancer Research UK	£293	Maggs Day Centre	£173
National Youth Orchestra	£206	St Richards Hospice	£105

St Martin's also organises collections for many charities (including for Christian Aid Week) and facilitates charitable donations at funerals and other events which are not included in the church accounts, but many of these were not possible in 2021 due to Covid restrictions. However a steady stream of gifts (including the Harvest Festival food collection) went to St Paul's Hostel, Maggs Day Centre, Worcester Foodbank, and the Worcester Home for the Deaf.

## Financial Report

2021 has been very challenging in many ways, following on from an equally challenging 2020, not least financially due to the Coronavirus pandemic which closed St Martin's Church and Parish Centre at various times. This considerably affected our income from hall and church rental and service plate collections. However, we are very grateful to our planned givers who have continued to support the church financially, in some cases digging deep to give very generous donations well above their normal gifts. We also continued to monitor costs to ensure that any expenditure was justified and gave value-for-money, and In 2021 paid our full Parish Share to the Worcester Diocese.

During some of the pandemic two of our three employees were furloughed but we continued to pay them their full pay. We claimed grants from the Coronavirus Job Retention Scheme and also received Covid-19 Discretionary Business grants from Worcester City Council, both helping considerably to reduce the gap between income and expenditure.

In 2021 the church embarked on several projects. Phase 1 included the refurbishment of the lower vestry kitchen, the installation of a new disabled toilet and improved disabled access at the lower level. Phase 2 includes improving the toilets and refreshment facilities adjacent to the nave, and this was in the planning stage at the end of 2021. Funds for these projects were raised through appeals and grant applications, and a Projects Fund was set up to aid financial management.

Late in 2021 St Martin's received two legacies, one from Fred Allan and a second from Margaret Benson, both long-serving church members who are sadly missed. The latter legacy has some restrictions so a Margaret Benson Memorial Fund was set up to manage this legacy. For most of 2021 the church was heading for a considerable financial deficit. However at the years' end, St Martin's Church finances overall are in good health, due to the generosity of Fred Allan and Margaret Benson and to our planned givers who continue to support the church.

Detailed figures for church income, expenditure and fund balances are given later in this document.

*Garth Williams, PCC 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 8/3/22 and signed on their behalf by

~~Fuller~~  
(dewd)  
Chair of  
PCC

## **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 2021 which are set out on pages 20 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**

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

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

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

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

Signed:

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

Date: 5<sup>th</sup> April 2022

The Parochial Church Council of St Martin with St Peter

Balance sheet (Church of England)

As at: 31 December 2021

	Note	As at 31/12/2021 £	As at 31/12/2020 £
<b>Fixed assets</b>			
Investments	4(b)	209,239	182,777
		<u>209,239</u>	<u>182,777</u>
<b>Current assets</b>			
Debtors	5	3,686	6,153
Cash at bank and in hand		243,087	186,641
		<u>246,773</u>	<u>192,794</u>
<b>Liabilities</b>			
Creditors: Amounts falling due in one year	6	4,624	2,796
		<u>4,624</u>	<u>2,796</u>
<b>Net current assets less current liabilities</b>		<b>242,149</b>	<b>189,998</b>
<b>Total assets less current liabilities</b>		<b>451,389</b>	<b>372,775</b>
<b>Total net assets less liabilities</b>	10	<b>451,389</b>	<b>372,775</b>
<b>Represented by</b>			
<b>Unrestricted</b>			
Unrestricted - General fund	2(b)	16,101	14,203
<b>Designated</b>			
Designated - Concerts Fund	2(c)	1,500	1,500
Designated - Parish Centre Fund	2(d)	2,000	2,000
Designated - Reserve Fund	2(b)	142,382	151,806
<b>Restricted</b>			
Restricted - Biliki Fund	3	—	—
Restricted - Community Care Fund		479	293
Restricted - Flower Fund		680	1,352
Restricted - Margaret Benson Memorial Fund		50,007	—
Restricted - Missionary Appeals Fund		2,014	1,536
Restricted - Organ and Church Music Fund		8,197	13,778
Restricted - Projects Fund		14,871	—
Restricted - Youth Fund		4,688	4,356
<b>Endowment</b>			
Endowment - John Frederick Carter Bequest	2(g)	208,470	181,951
<b>Funds of the church</b>		<b>451,389</b>	<b>372,775</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**  
**Statement of Financial Activities**  
For the period from 01 January 2021 to 31 December 2021

	Note	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	8(b)	120,106	110,215	—	230,321	132,885
Income from charitable activities	8(c)	30,260	5,481	—	35,741	21,543
Investments	8(d)	11,783	7	—	11,790	12,153
Other income		2,835	—	—	2,835	2,592
<b>Total income</b>		<b>164,985</b>	<b>115,703</b>	<b>—</b>	<b>280,688</b>	<b>169,173</b>
<b>Expenditure on:</b>						
Raising funds	8(e)	100	—	—	100	224
Expenditure on charitable activities	8(f)	172,355	56,082	—	228,437	173,560
<b>Total expenditure</b>		<b>172,455</b>	<b>56,082</b>	<b>—</b>	<b>228,537</b>	<b>173,784</b>
Gains / losses on investment assets	4(b)	(56)	—	26,518	26,462	11,336
<b>Net income / (expenditure) resources before transfer</b>		<b>(7,526)</b>	<b>59,621</b>	<b>26,518</b>	<b>78,613</b>	<b>6,725</b>
<b>Transfers</b>						
Gross transfers between funds - in	8(g)	18,378	—	—	18,378	9,821
Gross transfers between funds - out		(18,378)	—	—	(18,378)	(9,821)
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>		<b>(7,526)</b>	<b>59,621</b>	<b>26,518</b>	<b>78,613</b>	<b>6,725</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>	9	<b>169,509</b>	<b>21,315</b>	<b>181,951</b>	<b>372,775</b>	<b>366,051</b>
<b>Total funds carried forward</b>	10	<b>161,983</b>	<b>80,936</b>	<b>208,470</b>	<b>451,389</b>	<b>372,775</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> 2021 to December 31<sup>st</sup> 2021

	2021 (£)			2020 (£)		
	Income	Expenditure	Difference	Income	Expenditure	Difference
Planned giving	77,770			87,743		
Gift Aid received	19,070			21,633		
Plate collections	1,935			656		
Legacies	56,889			1,000		
Donations	5,245			8,797		
Coronavirus Grants	8,162			9,080		
Bank/Building Society interest	608			1,015		
John Carter Bequest	5,290			5,109		
Parish Share		105,914			105,914	
Church Insurance		5,400			5,520	
Church utility bills		4,797			5,459	
Church maintenance & repairs		3,660			3,748	
Alms from St Martin's		6,640			7,150	
<b>Sub-total</b>	<b>174,969</b>	<b>126,411</b>	<b>48,558</b>	<b>135,033</b>	<b>127,791</b>	<b>7,242</b>
Salaries, honoraria & expenses	2,000	28,672	(26,672)	2,000	28,773	(26,773)
Missionary Fund	3,422	2,944	478	2,023	1,872	151
Biliki Fund	198	198	0	88	88	0
Projects Fund	52,630	37,759	14,871	-	-	-
Young People	8,933	8,601	332	1,903	1,792	110
Parish Centre	17,070	7,593	9,477	14,398	6,330	8,068
Garages	5,892	0	5,892	6,029	0	6,029
Concerts	7,620	1,795	5,826	1,787	474	1,313
Magazines (printing costs n/a)	2,280	0	2,280	3,416	46	3,370
Other income and expenditure	5,672	14,564	(8,892)	2,496	6,619	(4,123)
<b>Total</b>	<b>280,688</b>	<b>228,537</b>	<b>52,151</b>	<b>169,173</b>	<b>173,784</b>	<b>(4,611)</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> 2021 to December 31<sup>st</sup> 2021

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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 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. Full details of all their restrictions are shown in the notes to the accounts.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2021 to December 31<sup>st</sup> 2021

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### **(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.

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 however 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 receivable.

### **(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 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 quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2021 to December 31<sup>st</sup> 2021

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### **(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 expensed 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.

## **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.

### **(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.

### **(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) 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.

### **(e) 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> 2021 to December 31<sup>st</sup> 2021

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### (f) Margaret Benson Memorial Fund

St Martin's Church received a substantial legacy in 2021 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.

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

St Martin's Church received a bequest 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 is not allowed to spend the capital.

## 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. It is administered by the Younger Generations Committee.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2021 to December 31<sup>st</sup> 2021

### 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 Fixed Interest Securities Fund – 486 shares*

The income from this is paid into the General Fund. No shares were added or sold during the year.

*(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.

	Valuation 31/12/21	Change in value in 2021	Valuation 31/12/20
CBF Fixed Interest Securities Fund	£770	(£56)	£826
CBF Investment Fund (capital)	£208,470	£26,519	£181,951
<b>Total</b>	<b>£209,239</b>	<b>£26,462</b>	<b>£182,777</b>

### 5 Debtors

	2021	2020
Gift Aid rebate	£2,168	£3,232
Other debtors	£1,518	£2,921
<b>Total</b>	<b>£3,686</b>	<b>£6,153</b>

### 6 Liabilities: Amounts falling due within one year

Creditors for goods and services	£4,624	£2,796
There are no long term creditors.		

### 7 Staff Costs

(a) Mrs Rebecca Caskie (Team Administrator) - gross		
St Martin's PCC contribution :	£10,619	£10,534
Worcester South East Team contribution:	£2,000	£2,000
(b) Mrs Donna Vickers (cleaner) - gross	£8,700	£8,745
(c) John Swindells (Director of Music) - gross	£7,081	£7,000
(d) Organist holiday cover	£80	£0
(e) Gross wages, salaries and benefits in kind	£28,480	£28,278
(f) Employer's national insurance costs	£0	£0
(g) Pension costs	£192	£190
(h) Total staff costs	£28,672	£28,468

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2021 to December 31<sup>st</sup> 2021

### 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. For further details, refer to the *Summary of Income and Expenditure*.
- (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.

### 9 Fund Reconciliation

FUNDS	At 1.1.2021 £	Transfers £	Income £	Outgoings £	Gains/ (Losses) £	At 31.12.2021 £
Unrestricted	169,509	0	164,985	172,455	(56)	161,983
Restricted	21,315	0	115,703	56,082	0	80,936
Endowment	181,951	0	0	0	26,518	208,470
<b>Totals</b>	<b>372,775</b>	<b>0</b>	<b>280,688</b>	<b>228,537</b>	<b>26,462</b>	<b>451,389</b>
	At 1.1.2020 £	Transfers £	Income £	Outgoings £	Gains/ (Losses) £	At 31.12.2020
Unrestricted	172,731	0	164,831	168,082	29	169,509
Restricted	22,675	0	4,342	5,701	0	21,315
Endowment	170,645	0	0	0	11,307	181,951
<b>Totals</b>	<b>366,051</b>	<b>0</b>	<b>169,173</b>	<b>173,784</b>	<b>11,336</b>	<b>372,775</b>

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

### 10 Analysis of net assets by fund

2021	Unrestricted Funds (£)	Restricted Funds (£)	Endowment Funds (£)	Total (£)
Fixed assets	770	0	208,470	209,239
Current assets	164,164	82,609	0	246,773
Current liabilities	(2,951)	(1,673)	0	(4,624)
<b>Net total assets</b>	<b>161,983</b>	<b>80,936</b>	<b>208,470</b>	<b>451,389</b>
2020	Unrestricted Funds (£)	Restricted Funds (£)	Endowment Funds (£)	Total (£)
Fixed assets	826	0	181,951	182,777
Current assets	170,600	22,194	0	192,794
Current liabilities	(1,917)	(879)	0	(2,796)
<b>Net total assets</b>	<b>169,509</b>	<b>21,315</b>	<b>181,951</b>	<b>372,775</b>

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# The Parochial Church Council of St Martin with St Peter

## Notes to the Financial Statements From January 1<sup>st</sup> 2021 to December 31<sup>st</sup> 2021

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- 11 Check for compliance to Reserves Policy**  
Free Reserves (General Fund + Designated Funds) at year-end: £161,983  
Six months Unrestricted Funds expenditure: £86,228  
Therefore St Martins Church conforms to the PCC Reserves Policy (see note 2a).
- 12 Independent examiner's remuneration**  
The independent examiner's remuneration for the 2021 accounts amounts to an independent examination fee of £400 + VAT, totalling £480. (2020: nil)
- 13 Related party transaction**  
In 2021 St Martin's received donations of £45,595 (2020: £45,585) 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 2021 (2020: £nil).  
The members of the PCC did not have any expenses reimbursed during 2021 (2020: £nil).
- 15 Contingent asset**  
During 2021 the charity received a legacy of £50,000. A further amount in the region of £30,000 is expected to be received in the future. As the amount cannot be accurately measured it is not included in these financial statements.