

THE PAROCHIAL CHURCH COUNCIL
OF THE
ECCLESIASTICAL PARISH
OF
ST MARY, GREENHITHE

Annual Report and Financial Statements

Year ended 31 December 2019



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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY, GREENHITHE

Trustees Annual Report for the year ended 31 December 2019

Administrative information

St Mary's Church is situated on London Road, Greenhithe. It is part of the diocese of Rochester within the Church of England. The correspondence address is The Rectory, 131 Mounts Road, Greenhithe, Kent.

The Parochial Church Council (PCC) is a charity on the Register of Charities with the Registered Charity Number 1180908.

PCC Members who have served from 1 January 2019 until the date this report was approved are:

Incumbent: The Revd Andrew Avery. Chairperson until 22nd September 2019

Wardens: Mr Neil Oliver until September 2019
Mr Paul White
Mr Ben White from October 2019

Representatives on the Deanery Synod:

Mrs Mandy Holloway LLM from APCM
Mrs Margaret Bobby

Elected members:

Mrs Marion Lane (Secretary)
Miss Emily Lane-Blackwell
Mrs Jennie White LLM
Mrs Veronica Briggs
Mrs Ngozi Onuoha from APCM
Miss Jacqueline Smith from APCM
Miss Jude Andrews from APCM
Miss Charlie Walker from APCM
Mr Rod Long
Mr Deji Nehan (Treasurer) co-opted July without voting rights
Mrs Beverley Oliver (Treasurer) until APCM
Mr Jason Emmett until APCM

These members now serve as Trustees of the Registered Charity.

Ms Jude Andrews was elected as the Safeguarding Officer for Children and Vulnerable Adults.

The council has complied with the 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).

Revd Anthea Faulkner Harris transferred to St Mary, Stone as assistant Curate.

Structure, governance and management

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Powers measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The membership of the PCC consists of the incumbent (until September 2019), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church.

All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. Following a complete renewal there are 73 on the Electoral Roll; 23 males and 50 females. 31 live in the parish and 42 outside the Parish.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

PCC Committees

The PCC operates through several committees, which meet between full meetings of the PCC. All the committees are answerable to the full PCC.

The PCC met ten times during the year.

2019 Activities/Events

Some of the many activities/events that happened during the year were:

- Group of church members attended New Wine in July/August
- Regular visits to local care homes
- Community Café – flourishing with outside agencies attending regularly.
- Senior's Tea Party introduced on Tuesday afternoons.
- Stewardship Campaign
- Ride and Stride as a venue and our young people participated.
- Development of site: fund raising for new church roof.
- Continued support of local vulnerable families through Mary's Child and Parish Food Pantry. Children's Christmas Parties held for school children identified by Family Liaison Officers.
- Pancake evening, Easter Fun Day; Easter Sunday sunrise breakfast; Summer Garden Party; Light Party, Firework Night; Christmas Fayre, Quizzes.
- Jennie White was licensed as a Licensed Lay Minister in May 2019

Family ministry

Family Ministry comprises our 3 parent and toddler groups – 'Sticky Fingers', 'Baby and Me' and 'Who Let the Dads Out'.

The groups have continued to grow this past year regularly seeing good numbers of parents, childminders and children attending each week. Many of these families also attend the Café and church social events throughout the year. Some volunteer to assist with events, or run their own events to raise money for the roof.

We are reminded that as Christian disciples we reflect Jesus love in all that we do and say. We are his hands and feet. Our prayer is that we will continue to faithfully share his love and compassion with all who come into the groups.

With grateful thanks to God for all these blessings

Pastoral care

St Mary Greenhithe continues to be a church that has a heart for the community. There are many people who are using their gifts and talents to support all sorts who are in need within our community. Regular visits are made by our Pastoral Assistant to a local EMI home.

The Parish Pantry

The pantry has continued to help those who otherwise would have gone hungry, with many individuals and families making use of the generous donations of food and toiletries, from member of the congregation and members of the wider community – thank you.

We have seen number of people who fall between various Government Agencies who, for one reason or another, due to legislation, cannot help. We continue to work with local and national authorities to find pastoral solutions for those in need.

The Community Café

The Café continues to be a place of refreshment through homemade food, etc., as well as a safe place where people can meet regularly. Through the Community Café we provide support through a range of secular agencies offering advice on financial matters, form filling, social issues, housing etc.

The Café is supported by a range of local organisations through a Steering Committee which provide advice, suggestion and often financial support. Last year we were blessed with large donations from the ASDA Foundation and Dartford Lions.

Through the Community Café 150+ people were taken to the seaside 60 children were entertained at Christmas Parties.

Sunday Special

Sunday Special meet every Sunday but the third of the month where we stay in church with our families. We have three groups, youngest are 3-5 years, middle are 6-8 years and eldest are 9+ years until they go to secondary school. Attendance ranges between 6 and 20 children, sometimes reaching 25+.

Hospitality and Fund Raising

There was a varied range of events held during 2019.

A Pancake Night on Shrove Tuesday was enjoyed by many, as were the two quiz nights.

The Easter Fun day was well attended with the Chocolate Tombola proving very popular. Also, Teddies had rides on the zip wire, bringing their owners Easter eggs in a basket.

The Annual Garden Fete was enjoyed by many from the local community, although the weather could have been better it did not dampen our spirits.

The Harvest Lunch and Firework Nights were successful, and the Christmas Fair continued to bring in members of the local community as well as others from further afield.

Special thanks must go to the Raise the Roof team who gave up their time to entertain in a very professional way whilst raising money for our Roof Fund.

Many hours go into organising and setting up all these events and thanks are extended to everyone who helped during the year.

Mary's Child

Mary's Child, a project to aid those in need in the community, was launched in the last quarter of 2017. The community response has been amazing with an endless stream of donations of furniture, household necessities and clothing. Cash donations have continued to roll in during the year which has allowed the provision of free meals and activities during school holidays, a heavily subsidized beach trip during the summer and Christmas Parties held for the young.

Youth Ministry

Ignited Youth, meet on the second and fourth Sundays of the month, during services, following a program chosen by the young people from YFC Resources. They are currently split into two groups by school years, with years 7 to 9 following the Lumen programme and years 10 to 13 following the Mettle programme. On the first Sunday of the month the members of Ignited Youth provide the volunteers to help run the service, including reading, intercessing, serving, music and technological support.

On months containing a fifth Sunday the youth meet for a Council session where they act as a junior PCC and discuss all matters concerning youth and the general running of the church and how they can help.

Youth Music - All members of Ignited Youth are invited to attend music rehearsals on alternate Friday evenings, where their skills are developed in both music and the technical process of delivering a service. They are now being integrated into the overall music group in services and have led some of our worship on their own.

Building and Grounds

Building Condition: Church Building

Built in 1856, our Church Building is sadly in need of some significant repairs and refurbishment.

In summary, we have identified backlog maintenance valued in the region of £230,000, which is needed to bring the building back to a satisfactory condition throughout. The major elements requiring attention include:

- Roof covering replacement; assessment of roof structure and sarking boards below;
- External stonework repointing and sealing of gable ends;
- Large windows resealing / repointing;
- Internal redecoration;
- Heating system replacement.

Building Condition: Church Hall

The Church Hall is well utilised as a community facility, supporting many local clubs and associations, Community Café and organised church activities. Backlog maintenance for the hall is estimated at around £80,000. Significant maintenance required includes:

- Window replacement in toilets, kitchen and front door;
- Roof and ceiling replacement, including internal lighting;
- Heating system replacement.

Saturday Work Parties

A number of essential maintenance tasks were completed by our 'Saturday Work Parties', held on the first Saturday of each month. Tasks completed include:

- General site clean-up
- Temporary diversion of the drips from the roof leak;
- Lighting repairs in the church
- Regular deep cleaning of the hall kitchen

Funding

Fund raising during the year, specifically aimed at roof repairs:

- Raise the Roof concert
- Two quizzes
- Special collections (at Baptisms)
- Regular giving by specific people and groups
- Ad hoc donations

Future Outlook

Much emphasis is currently being placed by the Diocese and Heritage organisations on equipping and adapting churches to cater for a broader community use. We have spent many hours discussing and assessing opportunities to increase community use of our church building. Currently, we are constrained by the following aspects of the building:

- Roof leaks;
- Heating system;
- Poor condition of interior decoration;
- Inflexible seating arrangement;
- Disabled access;
- Parking.

We are actively working on resolving the majority of these, subject to feasibility, funding availability and various consents required.

Financial review

Total receipts on unrestricted funds were £74,678 (2018: £74,018).

£69,050 (2018: £74,670) was spent to provide Christian ministry, including the contribution to the diocesan parish share.

The net result for the year was an excess of income over expenditure on unrestricted funds of £5,500 (2018 shortfall: £653). The balance on unrestricted funds at 31st December 2019 was £53,309 (2018 (£47,809)

Reserves policy

It is the PCC policy to maintain a balance on unrestricted funds which equates to at least 6 months unrestricted payments, equivalent to £35,000

Approved by the PCC and signed on their behalf by:

Chairman _____

PCC Member _____

Date _____

Date _____

Parochial Church Council Of St Marys Greenhithe
Statement of Financial Activities
For the Year Ended 31 December 2019

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2019	Total 2018
Income						
Voluntary Income	2a	55,994	-	1,858	57,852	56,573
Activities for generating funds	2b	6,461	-	224,710	231,171	156,374
Investment Income	2c	40	-	-	40	41
Church Activities	2d	9,877	-	-	9,877	12,387
Other Incoming Resources	2e	2,306	2,000	534	4,840	2,500
Total Income		74,678	2,000	227,102	303,780	227,875
Expenditure						
Fund Raising costs	3a	268	-	-	268	554
Church Activities	3b	68,782	1,557	281,799	352,138	136,331
Total Expenditure		69,050	1,557	281,799	352,406	136,885
Net income (expenditure)		5,628	443	(54,697)	(48,626)	90,990
Transfer between funds		(128)	-	128	-	-
Net movement in funds		5,500	443	(54,569)	(48,626)	90,990
Total funds brought forward	8	47,809	676	123,604	172,088	81,098
Total funds carried forward	8	53,309	1,119	69,036	123,463	172,088

Parochial Church Council Of St Marys Greenhithe
Balance Sheet
at 31 December 2019

	Notes	2019	2018
Current Assets			
Receivables and prepayments	6	12,750	14,374
Short term deposits		10,178	10,138
Cash at hand and in bank		103,730	170,414
		<u>126,658</u>	<u>194,926</u>
Current Liabilities			
Amounts falling due within one year	7	3,194	22,837
		<u>3,194</u>	<u>22,837</u>
Total Net Assets		<u>123,464</u>	<u>172,089</u>
Parish Funds			
Unrestricted	8	54,428	48,486
Restricted	8	69,036	123,603
		<u>123,464</u>	<u>172,089</u>

Approved by the Parochial Church Council on

and signed on its behalf by:

Mr. Paul White
Warden

Parochial Church Council Of St Marys Greenhithe
Notes to the Financial Statements
For the Year Ended 31 December 2019

1 Accounting Policies

Basis of financial statements

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church accounting Regulations 2006 governing the individual accounts of PSSs, and with the Regulations "true and fair view" provisions.

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

Assets

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000 and are not used within the church building. They are valued at cost or else, for gifts- in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

Land	Nil
Fixtures & Fittings	20 years
Computers	3 years
Church Sound Equipment	is used entirely within the church building so is written off at full cost in the year of purchase

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

Fund accounting

Restricted Funds comprise revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted Funds are income funds which are to be spent on the PCC's general purposes.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

Incoming resources

Parochial Church Council Of St Marys Greenhithe
Notes to the Financial Statements
For the Year Ended 31 December 2019

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

2 Incoming Resources

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2019	Total 2018
a) Voluntary Income					
Planned Giving	35,720	-	-	35,720	34,558
Collections at services	7,524	-	-	7,524	7,606
Donation	2,161	-	1,858	4,019	2,600
Tax Recoverable on Gift Aid	10,589	-	-	10,589	11,809
	<u>55,994</u>	<u>-</u>	<u>1,858</u>	<u>57,852</u>	<u>56,573</u>
b) Activities for Generating Funds					
Fund raising for roof repairs	-	-	3,779	3,779	5,043
Fun days, fayres and garden parties	6,405	-	-	6,405	5,602
Photocopy Income	56	-	-	56	92
Mary's Child	-	-	8,374	8,374	14,148
Drop-in Café	-	-	9,571	9,571	8,013
Eddible Ebbsfleet	-	-	200	200	14,329
Heating and Seating	-	-	12,081	12,081	1,522
Mini Bus	-	-	20,000	20,000	-
Dartford Big Local	-	-	170,705	170,705	107,625
	<u>6,461</u>	<u>-</u>	<u>224,710</u>	<u>231,171</u>	<u>156,374</u>
c) Investment Income					
Bank Interest	40	-	-	40	41
	<u>40</u>	<u>-</u>	<u>-</u>	<u>40</u>	<u>41</u>
d) Income from church activities					
Use of Church Facilities	6,449	-	-	6,449	6,717
Fees for weddings and Funerals	3,428	-	-	3,428	5,670
	<u>9,877</u>	<u>-</u>	<u>-</u>	<u>9,877</u>	<u>12,387</u>
e) Other incoming resources					
Memorial Book and garden	-	-	534	534	467
Youth	-	2,000	-	2,000	-
Family Ministry including Sticky Fingers	2,306	-	-	2,306	2,033
	<u>2,306</u>	<u>2,000</u>	<u>534</u>	<u>4,840</u>	<u>2,500</u>
Total Receipts	<u>74,678</u>	<u>2,000</u>	<u>227,102</u>	<u>303,780</u>	<u>227,875</u>

Parochial Church Council Of St Marys Greenhithe

Notes to the Financial Statements For the Year Ended 31 December 2019

3 Resources Expensed

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2019	Total 2018
a) Fund Raising Expenses					
Fund Raising Expenses	268	-	-	268	554
	<u>268</u>	<u>-</u>	<u>-</u>	<u>268</u>	<u>554</u>
b) Church activities					
Diocesan parish contribution	34,500	-	-	34,500	31,775
Rector and rectory costs					
Car Allowance	538	-	-	538	1,304
Conference fees - Rector	-	-	-	-	156
Travel - Public Transport - Rector	22	-	-	22	-
Council Tax - Rectory	3,034	-	-	3,034	2,889
Water and Sewage - Rectory	1,066	-	-	1,066	263
Church and services					
Gas & Electricity - Church	3,669	-	-	3,669	2,081
Insurance - Church	5,333	-	-	5,333	4,517
Organ/Piano Tuning	-	-	-	-	177
Music	1,222	-	-	1,222	9,256
Service Accessories	1,676	-	-	1,676	1,705
Family Ministry	1,452	-	-	1,452	711
Youth	-	1,557	-	1,557	-
Repairs & Maintenance	-	-	4,980	4,980	2,904
Development Fund Expenses	-	-	-	-	1,318
Outreach	-	-	-	-	-
Training	-	-	-	-	131
Hall Running costs					
Gas & Electricity - Hall	1,797	-	-	1,797	2,801
Cleaning etc. - Hall	1,573	-	-	1,573	1,665
Insurance - Hall	-	-	-	-	219
Water and Sewage - Hall	891	-	-	891	609
Cleaning Materials	715	-	-	715	661
Salaries					
Salaries - Administrator	7,159	-	-	7,159	7,358
Administration					
Photocopier	1,730	-	-	1,730	2,348
Postage & Stationery	161	-	-	161	378
Telephone	518	-	-	518	412
Office Equipment	-	-	-	-	71
Finance expenses	275	-	-	275	264
Other Payments					
Miscellaneous	557	-	-	557	544
Minor Repairs & garden	895	-	1,858	2,753	4,077
Memorial Book and Garden	-	-	452	452	-
Drop-In Cafe (480)	-	-	8,878	8,878	8,261
Mary's Child	-	-	14,205	14,205	13,025
Eddible Ebbsfleet	-	-	3,415	3,415	4,002
Dartford Big Local	-	-	248,010	248,010	30,448
	<u>68,782</u>	<u>1,557</u>	<u>281,799</u>	<u>352,138</u>	<u>136,330</u>
Total Payments	<u>69,050</u>	<u>1,557</u>	<u>281,799</u>	<u>352,406</u>	<u>136,886</u>

Parochial Church Council Of St Marys Greenhithe
Notes to the Financial Statements
For the Year Ended 31 December 2019

4 Staff costs

	2019	2018
	£	£
Wages and Salaries	7,159	7,358
The average number of employees during the year was as follows:		
	2019	2018
	No.	No.
Administration	1	1

5 Independent examiners remuneration

2019	2018
£	£
275	264

6 Accounts receivable and prepayments

	2019	2018
	£	£
Gift aid recoverable	10,139	10,697
Other receivables	2,611	3,677
	<u>12,750</u>	<u>14,374</u>

7 Accounts payable and accruals

	2019	2018
	£	£
Utilities and other accruals	3,194	22,837
	<u>3,194</u>	<u>22,837</u>

8 Statement of movement in funds

	At 1 Jan 2019	Income	Expenditure	Transfers	At 31 Dec 2019	At 31 Dec 2018
Unrestricted Funds						
General Fund	47,809	74,678	(69,050)	(128)	53,309	47,810
	<u>47,809</u>	<u>74,678</u>	<u>(69,050)</u>	<u>(128)</u>	<u>53,309</u>	<u>47,810</u>
Designated Funds						
Roof Fund	-	-	-	-	-	-
Youth	476	2,000	(1,557)	-	919	476
Robin Hood	200	-	-	-	200	200
	<u>676</u>	<u>2,000</u>	<u>(1,557)</u>	<u>-</u>	<u>1,119</u>	<u>676</u>
Restricted Funds						
Training and Education	1,811	-	-	-	1,811	1,811
Café	5,114	9,571	(8,878)	-	5,807	5,114
Mary's Child	10,631	8,374	(14,205)	-	4,800	10,631
Roof Fund	15,903	3,779	(4,980)	-	14,702	15,902
Garden Maintenance	-	1,858	(1,858)	-	-	-
Edible Ebbsfleet	10,327	200	(3,415)	-	7,112	10,327
Dartford Big Local	77,177	170,705	(248,010)	128	-	77,177
Heating and Seating	1,522	12,081	-	-	13,603	1,522
Mini Bus	-	20,000	-	-	20,000	-
Memorial Garden and Book	1,119	534	(452)	-	1,201	1,119
	<u>123,604</u>	<u>227,102</u>	<u>(281,798)</u>	<u>128</u>	<u>69,036</u>	<u>123,604</u>
Total	<u>172,089</u>	<u>303,780</u>	<u>(352,405)</u>	<u>-</u>	<u>123,464</u>	<u>172,090</u>

Parochial Church Council Of St Marys Greenhithe

Notes to the Financial Statements For the Year Ended 31 December 2019

9 SOFA prior year comparatives

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018
Income				
Voluntary Income	53,863	610	2,100	56,573
Activities for generating funds	5,694	-	150,680	156,374
Investment Income	41	-	-	41
Church Activities	12,387	-	-	12,387
Other Incoming Resources	2,033	-	467	2,500
Total Income	74,018	610	153,247	227,875
Expenditure				
Fund Raising costs	554	-	-	554
Church Activities	74,116	1,318	60,897	136,331
Total Expenditure	74,670	1,318	60,897	136,885
Net income (expenditure)	(652)	(708)	92,350	90,990
Transfer between funds	230	(13,493)	13,263	-
Net movement in funds	(422)	(14,201)	105,613	90,990
Total funds brought forward	48,232	14,877	17,990	81,099
Total funds carried forward	47,809	676	123,603	172,089

10 Related parties

There were no payments, other than the re-imbursement of expenditure, made to PCC members during 2019 (2018: £nil)

The total amount of donations made to the PCC by PCC members or related parties during 2019 was £10,220 (2018: £15,856).