

**PARISH CHURCH OF ST AUGUSTINE OF CANTERBURY THORPE BAY**  
Registered charity number 1128847

**ANNUAL REPORT**  
**and**  
**FINANCIAL STATEMENTS**  
**of the**  
**PAROCHIAL CHURCH COUNCIL**

**FOR THE YEAR ENDED 31st DECEMBER 2019**

**council chairman**

**REV CANON JONATHAN COLLIS**  
86 Tyrone Road  
Thorpe Bay  
Essex SS1 3HB

**bankers**

**BARCLAYS BANK PLC**  
Thorpe Bay Branch  
Southend-on-Sea Business Centre

**independent examiner**

**MR MATTHEW FINLAY**

# THE PAROCHIAL CHURCH COUNCIL ST AUGUSTINE OF CANTERBURY THORPE BAY

Registered charity number 1128847

## ANNUAL REPORT FOR 2019

### BACKGROUND

The St Augustine's Parochial Church Council (The PCC) is a registered charity which has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibilities for the nearby Church Hall.

### MEMBERSHIP

Members of the PCC are trustees of the charity and are either *ex officio* or elected by the Annual Parochial Church Council Meeting (APCM) in accordance with the Church Representation Rules. The PCC can also appoint co-opted members.

During the year the following served as members of the PCC –

Incumbent	Rev Canon J Collis	Chairman
Curate	Rev C Giles (ex officio)	
Wardens	Mr M Everett, Mrs M Brewer.	
Deanery Synod Representatives	Canon L Barnard, Mr M Everett and Mr P Somerville.	

Elected Members – Dr P Chisnell, Mrs K Kindley, Mrs M Ridley (PCC secretary, Mrs H Rowland (until April 2019), Mr C Russell (PCC Treasurer), Mr I Stobart, Miss M Sylvester, Mr J Watson.

### COMMITTEE REPORTING TO THE PCC

Standing Committee.

### CHURCH ATTENDANCE

At the beginning of the year there were 202 names on the electoral roll of whom 86 were resident in the parish. At 31st December the numbers were 170 and 69. The average weekly attendance during the year was in the region of 80 adults and 12 children at the 10 am service, 10 at the 8 am and 10 - 20 at the 6:30 pm services. Festival and other special services attracted larger congregations, especially at Christmas, Harvest and Remembrance Sunday. The various Christmas services attracted at least 3,600 people to them, and there were more school services than ever before.

### REVIEW OF THE YEAR

The full PCC met 5 times during the year with an average attendance of 10. The Standing Committee met as and when required and duly reported to the PCC.

#### (a) *Fabric*

The bells were completely restored and the belfry relit. The chancel was also relit. The doors at the east end of the church were repolished as were the vestry floors. The project for an extension on the north side of the church moved slowly under the capable and energetic direction of Peter Barron

#### (b) *Church Hall*

The Hall continues to be a valuable facility for Church organisations and the community at large and provides a useful reserve for PCC finances.

***(c) Outreach and Social***

Concerts and recitals took place in the church from the summer right up to Christmas with occasional other events during the year. A successful trip to Gdansk and a day trip to Windsor took place. A visit from our young people took place to Sweden with six attending. The vicar continued his work with the diocesan Romanian and Swedish links. The monthly 100 club continued to thrive and in 2017 added £1,177 to the coffers. The junior church continued to flourish as did the uniformed organisations and other church groups. Baptisms were well up in numbers to 41 (2018 - 23, 2017 - 24, 2016 - 18, 2015 - 26). There was no confirmation service this year. There were 26 funerals (2018 - 25), 7 in church (2018- 7), and 19 at the crematorium or cemetery (2018 – 18) and 6 weddings (2018 – 7). The bi-monthly magazine is read by a large number of parishioners and others and as well as being a source of information of parish activities made a contribution of £903 to parish finances (£503 in 2018). The link with Thorpedene School continued, with increased numbers of attenders at the school Christmas services in church and Shoeburyness High School, Alleyn Court, Bournes Green Junior School and Thorpe Hall School held services in the church. Services for preschool children were regularly held at Alleyn Court. At Christmas the total number of people attending the various carol services etc totalled over 3,600. The website continued to be an invaluable instrument of information and outreach. The bell ringers were joined by a number of new faces, a new youth choir, Voces Novae sang choral evensong in honour of the vicar's birthday.

***(d) Personnel***

The parish continued to benefit from the ministry of Canon Stephen Burdett and Lay Canon Linda Barnard.

***e) Finance***

The loss of a number of our generous financial contributors continued to be keenly felt. No bequests were received during the year, and there was a deficit of £6,986 in the unrestricted funds in 2019. (£3,718 in 2018). The annual stewardship appeal brought in a number of new regular givers, and there were surpluses from the church hall and magazine. With costs continuing to rise the church relies on its financially committed worshippers to enable it to continue with all of its services and other activities.

***(f) Reserves***

The PCC policy is to transfer one half of any unrestricted legacy received to a contingency fund which is invested in CCLA accumulating shares when such funds are available. At the end of 2019 the PCC held shares to the value of £43,114 (original cost £22,782) in unrestricted funds and further shares to value of £9,554 (original cost £7,000) in the restricted organ restoration fund.

***(g) Utilities and Insurance***

The parish uses the services of the diocesan energy advisor to ensure that the energy costs of the church and church hall are kept to a minimum. The church and hall electricity supply contracts are both for three years with Opus Energy expiring in 2020 and 2023 respectively. The hall gas supply contract is for four years with Contract Natural Gas expiring in 2020. There is no gas supply to the church. A comprehensive review of the Church and Hall insurance policies was carried out in 2016.

ON BEHALF OF THE PCC

REV CANON J COLLIS

21st January 2020

**INDEPENDENT EXAMINER'S REPORT TO THE PCC  
OF ST AUGUSTINE OF CANTERBURY THORPE BAY**

I report on the accounts of the PCC for the year ended 31st December 2019, which are set out on pages 4 to 10.

**RESPECTIVE RESPONSIBILITIES OF THE PCC AND THE EXAMINER**

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the 2011 act;
- Follow procedures laid down in the general directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act: and
- State whether particular matters have come to our attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an opinion on the accounts.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with our examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act: or
- to prepare accounts which accord with the accounting have not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**25th MARCH 2020**

**MR MATTHEW FINLAY  
2, TORQUAY DRIVE,  
LEIGH-ON-SEA,  
ESSEX. SS9 1SE.**

**YEAR ENDED 31st DECEMBER 2019**

**INCOME & EXPENDITURE**

<b>2018 TOTAL</b>		<b>NOTE</b>	<b>FUNDS UNRESTRICTED</b>	<b>RESTRICTED FUNDS</b>	<b>TOTAL FUNDS</b>
<b>INCOMING RESOURCES</b>					
115,425	Voluntary Income	2(a)	84,466	48,678	133,144
6,914	Activities for Generating Funds	2(b)	6,858	1,433	8,291
25,011	Income from Church Activities	2(c)	24,476		24,476
40	Interest Receivable	2(d)	44	3	47
<b>£147,390</b>	<b>TOTAL INCOMING RESOURCES</b>		<b>£115,844</b>	<b>£50,114</b>	<b>£165,958</b>
<b>RESOURCES EXPENDED</b>					
139	Cost of Generation of Voluntary Income	3(a)	198		198
2,636	Fundraising Costs	3(b)	2,347	200	2,547
2,647	Grants	3(c)	311	3,045	3,356
146,770	Church Activities	3(d)	129,424	42,195	171,619
<b>£152,192</b>	<b>TOTAL RESOURCES EXPENDED</b>		<b>£132,280</b>	<b>£45,440</b>	<b>£177,720</b>
<b>£(4,802)</b>	<b>NET MOVEMENT IN FUNDS</b>		<b>£(16,436)</b>	<b>£4,674</b>	<b>£(11,762)</b>
821,318	BALANCE IN HAND AT 1st JANUARY 2019		55,125	761,249	816,374
636	REALISED GAINS ON INVESTMENTS		766		766
(778)	UNREALISED LOSSES/GAINS ON INVESTMENTS		8,683	1,924	10,607
(4,802)	NET MOVEMENT IN FUNDS AS ABOVE		(16,436)	4,674	(11,762)
<b>£816,374</b>	<b>BALANCE IN HAND AT 31st DECEMBER 2019</b>		<b>£48,138</b>	<b>767,847</b>	<b>£815,985</b>

The notes on pages 6 to 10 form part of these accounts

**THE PAROCHIAL CHURCH COUNCIL**  
**ST AUGUSTINE OF CANTERBURY THORPE BAY**  
**BALANCE SHEET AT 31st DECEMBER 2019**

2018		NOTE	
<b>£750,000</b>	<b>TANGIBLE FIXED ASSETS</b>	<b>5</b>	<b>£750,000</b>
	<b>CURRENT ASSETS</b>		
51,295	Investments at Market Value (cost £29,782)	6	52,668
4,391	Debtors & Prepayments	8	2,792
1,002	Short Term Cash Deposits		1,505
13,932	Cash at Bank and in Hand		12,653
<b>£70,620</b>	<b>Gross Current Assets</b>		<b>£69,618</b>
<b>£4,246</b>	<b>Creditors - liabilities falling due within a year</b>	<b>9</b>	<b>£3,633</b>
<b>£66,374</b>	<b>NET CURRENT ASSETS</b>		<b>£65,985</b>
<b>750,000</b>	<b>Fixed Assets as above</b>		<b>750,000</b>
<b>£816,374</b>			<b>£815,985</b>

**REPRESENTED AS FOLLOWS**

**Funds**

55,125	Unrestricted		48,138
761,249	Restricted	10	767,847
<b>£816,374</b>			<b>£815,985</b>

Approved by the Parochial Church Council on 21st January 2020 and signed on its behalf

**REV CANON JONATHAN COLLIS (CHAIRMAN)**

**MARTIN EVERETT (CHURCHWARDEN)**

The notes on pages 6 to 10 form part of these accounts

**THE PAROCHIAL CHURCH COUNCIL**  
**ST AUGUSTINE OF CANTERBURY THORPE BAY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st DECEMBER 2019**

**1. ACCOUNTING POLICIES**

The financial statements of the PCC have been prepared under the current Church Accounting Regulations and in accordance with the current Charities SORP 2015.

The financial statements have been prepared under the historic cost convention except for the Church Hall which is shown at the value for insurance purposes. 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.

**FUNDS**

*Restricted Funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object, or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year is carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted Funds* are general funds which can be used by the PCC for ordinary purposes.

**INCOMING RESOURCES**

Planned giving, collections and 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 legally entitled to the amounts due. All other income is recognised when it is receivable. All income is accounted for gross.

**RESOURCES USED**

Grants and donations are accounted for when paid over or when awarded if the award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for missions are dealt with as restricted funds. All other expenditure is recognised when it is incurred and is accounted for gross.

**FIXED ASSETS**

Consecrated land and buildings are excluded from the accounts in accordance with the Charities Act.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory which can be inspected. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £5,000 so all such expenditure has been written off when incurred. Equipment used in the church and church hall is written off when purchased.

**CURRENT ASSETS**

Amounts owing to the PCC at 31st December in respect of fees rents or other income are shown as debtors in the balance sheet less provision for any amounts that may prove uncollectible. Short term deposits are sums standing to the credit of the PCC in the Central Board of Finance Church of England Deposit Funds.

## 2. INCOMING RESOURCES

2018 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
<b>2(a) Voluntary Income</b>				
	<b>Planned giving -</b>			
46,517	Gift Aid Donations	46,783		46,783
11,772	Income Tax recoverable	11,767		11,767
7,839	Other planned giving	6,664		6,664
14,470	Plate Collections including tax recoveries	15,209	1,679	16,888
16,399	Sundry Donations including tax recoveries	4,043	44,399	48,442
2,850	Grants		1,200	1,200
	Insurance Claim		673	673
578	Collecting Boxes		727	727
15,000	Legacies			
<b>£115,425</b>		<b>£84,466</b>	<b>£48,678</b>	<b>£133,144</b>
<b>2(b) Activities for Generating Funds</b>				
1,865	Donations for Use of Church	2,050		2,050
2,248	100 Club	2,397		2,397
2,801	Other Fundraising	2,411	1,433	3,844
<b>£6,914</b>		<b>£6,858</b>	<b>1,433</b>	<b>£8,291</b>
<b>2(c) Income from Church Activities</b>				
19,674	Church Hall lettings	19,081		19,081
1,761	Magazines (including advertisements)	2,032		2,032
3,576	Occasional offices	3,363		3,363
<b>£25,011</b>		<b>£24,476</b>		<b>£24,476</b>
<b>2(d) Interest</b>				
<b>£40</b>	Interest receivable	<b>£44</b>	<b>£3</b>	<b>£47</b>
<b>£147,390</b>		<b>£115,844</b>	<b>£50,114</b>	<b>£165,958</b>



### 3. RESOURCES EXPENDED

2018 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
	<b>3a) Cost of generation of voluntary income</b>			
<b>£139</b>	<b>Stewardship costs</b>	<b>£198</b>		<b>£198</b>
	<b>3b) Fundraising costs</b>			
1,220	100 Club costs & prizes	1,220		1,220
1,416	Costs of other fundraising	1,127	200	1,327
<b>£2,636</b>		<b>£2,347</b>	<b>£200</b>	<b>£2,547</b>
	<b>3c) Grants</b>			
	<b>Missionary and charitable giving -</b>			
227	Overseas Relief and Development Agencies		1,528	1,528
714	Home Missions and other Church Societies	75	493	568
1,706	Secular Based Charities	236	1,024	1,260
<b>£2,647</b>		<b>£311</b>	<b>£3,045</b>	<b>£3,356</b>
	<b>3(d) Church Activities</b>			
85,303	Ministry - Diocesan quota	86,684		86,684
2,880	Incumbent's expenses	2,936		2,936
1,299	Assistant clergy costs	1,241		1,241
	Vicarage maintenance			
13,112	Church & Garden - Running expenses	11,824	5,666	17,490
3,219	General repairs & routine maintenance	3,402	1,310	4,712
10,199	Major repairs & refurbishment		32,495	32,495
2,580	Cost of services	1,492	601	2,093
1,482	Youth & junior Church costs		1,049	1,049
2,609	Organist and locum	2,791		2,791
1,247	Parish Magazine Costs	1,129		1,129
15,686	Church Hall - Running expenses	15,097		15,097
3,000	Church Hall - Major repairs & refurbishment	1,453	900	2,353
2,804	Proposed Extension costs			
583	Telephone Printing & Stationery	715		715
103	Subscriptions	105		105
151	Website	163		163
461	Publicity & Outreach	385		385
52	Sundries	7	174	181
<b>£146,770</b>		<b>£129,424</b>	<b>£42,195</b>	<b>£171,619</b>
<b>£152,192</b>	<b>TOTAL OUTGOING RESOURCES</b>	<b>£132,280</b>	<b>£45,440</b>	<b>£177,720</b>

#### 4. STAFF COSTS

During the year the PCC employed an organist, hall caretaker and church cleaner none of whom earned £10,000 or more. Organist's fees for weddings and funerals are included in the fees charged to and are paid by those using the service and not the PCC. No member of the PCC received any remuneration or expenses allowance.

#### 5. FIXED ASSETS FOR USE BY THE PCC

The tangible fixed assets consist of the Church Hall. Following an insurance review in 2016 the trustees consider that the value of the building on the open market is £750,000. The title is registered at H M Land Registry number EX859582.

The church hall fixtures and fittings are written off in the year of purchase.

No other assets originally costing more than £5000 were held by the PCC at the date of the balance sheet.

#### 6. INVESTMENTS

The PCC holds 957.77 unrestricted accumulation shares in The CBF Church of England Investment Fund. The original cost of the shares was £22,782 and the market value at the date of these financial statements was £43,665 (2018: 1,216.64 shares cost £28,892 market value £43665). A further 212.25 shares acquired at a cost of £7,000 and valued at £9,554 were purchased from legacies totalling £7,000 bequeathed to the PCC specifically for organ maintenance and music, and are held on a long term basis for restoration and major refurbishment of the church organ.

#### 7. ANALYSIS OF NET ASSETS BY FUND

2018 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
750,000	Fixed Assets		750,000	750,000
51,295	Investments	43,114	9,554	52,668
19,325	Current Assets	8,657	8,293	16,950
<b>£820,620</b>		<b>£51,771</b>	<b>£767,847</b>	<b>£819,618</b>
4,246	Current Liabilities	3,633		3,633
<b>£816,374</b>	Fund Balances	<b>£48,138</b>	<b>£767,847</b>	<b>£815,985</b>

#### 8. DEBTORS

1,741	Income Tax Recoverable	1,545	272	1,817
1,747	Prepayments	975		975
903	Other debtors			
<b>£4,391</b>		<b>£2,520</b>	<b>£272</b>	<b>£2,792</b>

#### 9. LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR

2,098	Accruals and deferred income	1,446		1,446
2,148	Creditors for goods and services	2,187		2,187
<b>£4,246</b>		<b>£3,633</b>		<b>£3,633</b>

## 10. RESTRICTED FUND DETAILS

The restricted funds held by the PCC during the year were as follows –

The Church Hall.

The Organ & Music fund which is used to encourage and support church music at St Augustine's and local primary schools.

The Mission fund used to support mission work of all types both at home and overseas.

The Flower Fund, The Fabric Fund, Organ Restoration Fund, The Churchyard Fund and The Youth Activity & Development Fund, The Proposed Extension Fund. The purpose of these funds is self-evident. The Margaret Knill bequest is for the provision of flowers in the church annually on the Sunday nearest to the anniversary of the late Margaret Knill's wedding anniversary.

The balances on these funds at 31st December 2019 were –

2018		
750,000	Church Hall	750,000
1	Charities & Mission	202
564	Churchyard Fund	821
835	Fabric Fund	2,331
433	Flower Fund	318
131	Margaret Knill bequest	125
592	Organ & Music Fund	186
7,630	Organ Restoration Fund	10,350
201	Proposed Extension	2,546
862	Youth Activity & Development	968
<b>£761,249</b>		<b>£767,847</b>

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The incumbent for the time being is in possession of a hardship fund to assist in the relief of poverty in the parish which does not form part of these accounts. Its existence is noted here for the information of parishioners.