

The Parish of Broadway

(in the United Benefice of Broadway with Wickhamford)

Charity Registration Number: 1129380

Annual Report and Financial Statements of the Parochial Church Council

Year ending 31st December 2019

Priest in Charge - Reverend Michelle Ward

Bank

HSBC Bank plc, 32 Bridge Street, Evesham, WR11 4RU

Treasurer

Mr Kevin Beasley, 59 Morris Road, Broadway, WR12 7RD

Independent Examiner

Clement Rabjohns Ltd

111 – 113 High Street, Evesham, WR11 4XP

THE PARISH CHURCH OF ST MICHAEL & ALL ANGELS
WITH ST EADBURGH'S CHURCH, BROADWAY
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31st DECEMBER 2019

Administrative information.

St Michael and All Angels' Church is situated in Church Street, Broadway, WR12 4AE.
It is in the Deanery of Evesham in the Diocese of Worcester within the Church of England. Correspondence
address is The Vicarage, Church Street, Broadway, Worcestershire, WR12 7AE.
Charity Registration Number 1129380.

Parochial Church Council (PCC) members who have served from 1st January 2019 until the date this report
was approved are:

| | | |
|--|--|--------------------------------|
| <i>Incumbent:</i> | Revd Michelle Ward | Chairman and Priest-in-Charge |
| <i>Curate:</i> | Revd Josephine Williamson | |
| <i>Wardens:</i> | Mr Kevin Beasley Mr John Hayes | |
| <i>Representatives on the Deanery Synod:</i> | Mrs Margaret Deakin Dr Joan Reading | Until 12/05/2020 |
| <i>Elected members:</i> | Mr Kevin Beasley | Treasurer |
| | Mrs Sarah Beasley | Secretary Until APCM 2019 |
| | Mr Stuart Bates | |
| | Mrs Gill Hammond | |
| | Mr Colin Harper | |
| | Mrs Marilyn Walker | From APCM 2019 |
| | Mr Peter Grant | From APCM 2019 |
| | Mrs Jean Papandreou | Until APCM 2019 |
| | Mrs Jill Parmenter | Until 12/05/2020 |
| | Mrs Valerie Charlton | Until 03/07/2020 |

Aims and Purposes

The object of the Parochial Church Council is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC co-operates with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The Parochial Church Council supported the following charities in 2019: Helping Hands in the Vale, The Royal British Legion and Water Aid.

Structure, Governance and Management.

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity. The method of appointment of PCC members is governed by and set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible, as Trustees, 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.

The PCC has reviewed the policies on: Health & Safety; Safeguarding and have completed the parish Safeguarding Toolkit as required by the Diocese; Graveyard; Conflict/Declaration of Interest; Reserves; Risk; Data Protection; Complaints.

The Parochial Church 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.)

Annual reviews are carried out for our Lay Readers. Pay reviews are undertaken for the organist, the office administrator and the people who maintain the graveyard and churchyard.

The PCC meets on a regular basis and the standing committee has the power to transact the business of the PCC between PCC meetings subject to directions given by the PCC.

Objects and Activities

The PCC 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.

The main objectives for 2019 were to increase income by fundraising; increase presence in the community; encourage use of the church building for community events.

Achievements and Performance

Services are held every Sunday at St Michael's Church and from Easter to Harvest at St Eadburgha's Church (as there is no heating for the winter months.) Services of communion are held at Brompton House. House communion is undertaken by the Priest-in-charge and Readers. Visits are undertaken by the Priest-in-Charge, Readers and a Visitor. The Priest-in-Charge and Readers also attend, on a fortnightly basis, Broadway First School to take assembly. Dr Joan Reading continues as Local Authority Governor helping to maintain a Christian presence at Broadway First School.

The coffee club continues at Number 32, a café in the village, which meets every Thursday for an hour. This provides informal chat and friendship and, by arrangement with the owners of the café, discounted tea and coffee. 'Tea at 3' is held on the second Tuesday of every month in St Michael's Church.

The Vicar's & Churchwardens' fund (initially called 'Petty Cash fund') set up in 2016 has been used to provide help for the poor, homeless and needy individuals in the village and provide food bank parcels at Christmas.

Volunteers have played a significant role in raising funds for the work of PCC and for outreach in the

community and thanks go to the Social Committee for organizing and helping at events. This year's events supported by volunteers have been: Alcester Male Voice Choir concert, Avon Singers concert, Coffee morning to raise funds for the Air Ambulance and the Laos Educational Trust, providing the tea tent at the village Horticultural Show; a Christmas Stall at the late night shopping events with a grand raffle. There are also ladies who volunteer for the flower rotas (St Michael's & St Eadburgha's) and Sunday morning coffee rota (St Michael's.) The Friends of St Eadburgha's continue to support the parish by raising funds for the maintenance of St Eadburgha's Church.

Review of the Year

The PCC met 9 times during the year and dealt with various matters. Attendance at meetings has been good. The PCC also received reports from the sub-committees: Standing; Finance; Fabric; Social, Fundraising and Mission. Reports were also received from the Deanery Synod.

During the year the PCC also discussed the following:

- ❖ Childswickham;
- ❖ Replacement bell ropes at St Eadburgha's;
- ❖ Flagpole at St Michael's;
- ❖ New Organ – St Eadburgha's;
- ❖ Eco Church;
- ❖ Repair / replacement of windows – St Eadburgha's;
- ❖ Lift repair;
- ❖ Vicar's Vestry reordering – St Michael's;
- ❖ Safeguarding;
- ❖ Stewardship and Stewardship Campaign;
- ❖ Structure of Deanery Synods;
- ❖ Christian Aid;
- ❖ Christian Unity Week;
- ❖ Concerts;
- ❖ Finance and budget issues. Payment of Parish Share. Insurance. Charitable Giving. Parish Giving Scheme;
- ❖ Parish computer;
- ❖ Parish photocopier;
- ❖ Open Conversations;
- ❖ The organ, clock, heating, lightning conductors, fire extinguishers and portable electrical equipment have all been serviced / tested;
- ❖ Social activities. Christmas Stall at the village late night shopping event, Antique valuation day;
- ❖ Food bank.

Deanery Synod

During the year the Synod met and discussed varied topics and reports were submitted to the PCC.

Financial Review

Total income on ordinary unrestricted funds was £92,093 as detailed in the financial statements. Total expenditure on ordinary unrestricted funds was £ 93,978. £30,000 was paid towards the 2019 Parish Share throughout the year by standing order.

The net result for the year was a deficit of income over expenditure of £1,885 on unrestricted funds.

Reserves Policy

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months' unrestricted payments. This is equivalent to £20,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the end of the year was £10,612 which is significantly lower than this target.

The balance of restricted funds at the end of the year was £10,229 and is comprised of the Parish Building Fund. These are retained to fund: the upkeep of St Michael & All Angels' Church fabric and St Eadburgha's fabric and the maintenance of heaters at St Michael & All Angels' Church.

Where income permits it is PCC policy to transfer funds into the Parish Building Fund, the Heating Fund, the Organ Fund and the Mission Fund. In the past year this has not been possible as there have been no surplus funds.

It is our policy to invest funds with the CCLA Church of England Deposit Fund. There are no funds currently invested.

The PCC has proposed to set aside sufficient funds, income permitting, to build up a more adequate amount of reserves in all funds through a Stewardship Campaign and fundraising events. It will also make every effort to pay the Parish Share in full.

Risk Management

The PCC receives Regular Financial updates from the Treasurer. Income has been lower due to drop in fundraising activities and loss of stewardship members. There had also been higher expenditure due to a rise in general costs for goods and services.

Due to the economic climate less interest has been received on savings and investments due to a low base rate of 0.75% (until 19th March 2020 when it was reduced to 0.1%).

The PCC is aware of the necessity to increase income and plans to hold a stewardship campaign in 2020.

The PCC considered the regulations with regard to data protection – the General Data Protection Regulation (GDPR) which came into force on 25th May 2018. Contact preferences have been recorded, secure storage has been purchased and a GDPR Policy is now in place.

Vicar's Report for the APCM's of Broadway and Wickhamford Parishes

4th October 2020

I would first like to thank everyone for all that they do for our church! There are far too many people to name individually but without you all in the back and foreground our churches would not function!

I did wonder whether to date this report with the amount of changes that have occurred this year but I was hopeful we could still go ahead, even if it meant we had to revert to Zoom – who would have thought we'd be saying that last year!

Last year we celebrated Jo being Priested along with many others and Kevin receiving his license as an ALM (Authorised Lay Minister) enabling him to lead worship and renewing John Hayes License as ALM as well. We were more united with our ecumenical friends and came together on the green for Good Friday, Easter at Broadway Tower and Pentecost on the green. We gathered for Harvest in St Michael's and in the memorial hall at Wickhamford. I acted as Rural Dean for 3 months allowing Richard Thorniley to go on sabbatical and as part of that he walked the Camino de Santiago known to us as The Way of St James. St John's continued holding fundraisers - 'Quiz's with Fish and Chip Suppers' and 'Spring and Autumn Fayres'. In Broadway we had our tea tent and I was asked to help judge for the Horticultural show. We had all paid more of our parish shares Broadway managing 50% which whilst not good it was £5000 more than last year. At Christmas our churches were full throughout the many services and we were part of Christmas Shopping Nights on the High Street in Broadway. I don't know about you, but writing about last year, it feels a lifetime away, life now is so very different. I would say there was so much more that we did and still do as a church, but these are some of the highlights.

This year we said thank you to Margaret Deakin for her ministry to us as a Reader (Licensed Lay Minister) as she retired from this and as one of Broadway PCC Deanery Rep's at Deanery Synod. Margaret continues as Broadway representative on Broadway United Charities (BUC) as does Marion Moore (both of whom are up for re-election this year in October).

Then everything I am sure you agree changed. We heard the words Corona Virus / Covid-19 and by 23rd March all churches were closed by order of the government. Fortunately the week before this happened Georgina White and Claire Greave started a Facebook group 'The Broadway Coronavirus Support Group' for the village. I was able to join and we with Kevin Beasley (Parish Clerk as well as our churchwarden) and Helen Rushmore (Signpost) met in Number 32 and started this group. Little did we know how fortunate we were to meet on the Monday to get information for leaflets out to the village so that people without access or knowledge of how to use computers would have the information about how our village shops, business and volunteers could and would support them through this unprecedented time.

By the first day of lockdown we had leafletted the whole village and I as the person who was coordinating shopping and medication support had contacted my equivalent in Childswickham and in Willersey and later in Wickhamford. On the leaflet, as you will be aware, the Support Group gave out my mobile number to the whole village and area. At least everyone now knows how to get hold of me – *my plea is not to phone me at 7am!*

I would like to thank everyone who helped and supported me through these months not only were they very demanding and exhausting but also rewarding and a great way to help me keep in touch with the most vulnerable in the village. Our village rallied around with the many and various volunteers who came to help us all in our time of need. Also thank you to all those who 'stayed in' for lockdown – *I know it wasn't easy.*

Unfortunately, Covid-19 affected many things including weddings! Many wedding couples faced and made the hard decision to postpone their weddings to next year – so we have a long list waiting to

see what happens over the next few months hoping they can have the service they dreamed of and most Saturdays in spring and summer months have weddings in our various churches booked into them (a lot from this last year). As a church we gave them a cloth bookmark with 'Love never fails' on it and sent a card assuring them of our prayers being with them then and now through their disappointment. Please do continue to hold them in prayer.

I offered to be a Surrogate for our deanery for wedding couples for a common license and am awaiting to be sworn in. This is due to the fact churches closed and banns therefore could not be read but for those who, when churches do open, wished to still hold their service they could legally do so. We had one couple marry on 1st August in St Eadburgha's!

Sadly during this time, we also held funerals for many people and our thoughts and prayers are with their families. As a congregation we lost both John Hincks and David Folkes MBE due to Covid-19 and I'm sure I speak for all of us that our churches now we are back in them do not feel the same without them and they will be missed. Thank you to all who lined the streets to farewell David who did so much for our village and church.

At the end of March Childswickham PCC held a phone vote to join our benefice. Due to lockdown we had to think of a way forward and give them some oversight. Therefore, I have been given PTO to help them through this time and Jo and I have taken services there. You will have noticed that I include them on our website and notice sheets to help us all through this time and feel like the benefice we are heading towards becoming. I am sure you will continue to pray about this as they join us and welcome them to our group. The next stage is all the legal work that needs to happen which has been slightly delayed due to Covid-19.

During Covid-19 I had many conversations with Kevin about Broadway PCC finances and as you can see from his report we have really struggled through this year. Without being able to use a legacy as a float we would have not been able to meet the continued day to day costs of our church (which did not go away even though we were not worshipping in them!).

Both of our churches have had to write to the diocese to inform them that we are struggling to pay our parish share this year although Wickhamford tried to pay for as long as possible this year.

I have written earlier this year making you all aware that our diocese was also struggling financially and has had to source an overdraft of up to 2 million pounds. Our diocese has held a second round of 'Open Conversations' and sent around information about restructuring deaneries and we will be merging with Pershore Deanery. This is the first stage of restructuring to effectively resource mission in the Diocese. As we have been informed there is a need to reduce clergy by 15 across the diocese as we cannot afford them and a group have been set up to look at parish share which will be introduced to us next year and going through Diocesan Synod. The cost of ministry to the diocese is £64,000 per stipendiary post (when taking everything into consideration: stipend, housing, pension, training etc.) which is close to what both Broadway and Wickhamford are being asked to pay in parish share this year.

What is clear to me from all these discussions is the need for us to think hard and sacrificially about our giving and spending as a church in Broadway. We are not paying our way and need to have serious discussions about what we wish for our church and its future:

- Are people prepared to give more? (To be blunt: to keep going as we are now for example, using 40 regular people attend our churches, it is equivalent to £35 per person per week or we need to cut our cloth accordingly)
- Do we hold an emergency appeal? (This would only plaster the cracks but help us through now.)
- Do we make more cuts and what can they be?

We desperately need to hold a stewardship campaign next year and need to ask the village for help.

Fundraising and an emergency campaign only goes so far. Regular and proportional giving is the biblical example we are given as Christians and the long-term sustainable solution.

It will not be easy and the decisions we end up making as a PCC and church may not be popular, but we cannot carry on spending as we are as a church and this includes the need to pay our parish share. It isn't right, as has been pointed out to me in various meetings, that we are asking poorer communities and churches to fund our ministry and church and I agree. It is an embarrassing position to be in when you honestly think about it - it should be us wishing to help them!

Before Covid-19 we were making progress and paying more of our share but this year we haven't paid anything at all and the diocese cannot afford to subsidise us or any other parish anymore.

I do not want to end on a depressing note and wont! I feel truly blessed to minister amongst you especially how we all came together this year and continue to do so throughout this unprecedented time. I pray the Holy Spirit helps us to discern the way forward for all our churches and communities.

Shellie

Revd Michelle Ward

Broadway PCC - Treasurer's Report for the year 2019

2019 has again been a difficult and concerning from a financial point of view.

Unrestricted Funds, which consist of the General, 200 Club, and Mission Funds had an income of £92,093 (compared to £91,721 in 2018). Analyzing the total of the Unrestricted income of £92,093 this is broken down as follows: the 200 Club £2,061; Mission Fund £15; meaning that the income into the General Fund was £90,017. The total expenditure for the Unrestricted Funds was £93,978 (compared to £98,044 in 2018); Analyzing the total of the Unrestricted expenditure of £93,978 shows the following expenditure: the 200 Club £1,100; Mission Fund £46; meaning that the expenditure from the General Fund was £92,832. This means that there was a net deficit of £1,885 of income over expenditure, compared to a net deficit of £6,323 in 2018. What also needs to be taking into consideration is that we only paid £30,000 of our Parish Share and if we had paid it in full, we would be showing a deficit of over £32,000. I know that Parish Share is a great burden on the Parish resources, but I must emphasize how important it is that we make every effort to pay this in full. The Parish Share goes towards the cost of having a vicar, the provision of a vicarage, and all the additional resources we receive and that are available from the Diocese at no extra cost.

The Restricted Funds, which consist of the Parish Building Funds, showed an income of £26,313 and expenditure was £19,026. The income into the restricted funds consisted of grants/donations towards the costs of the replacement organ at St. Eadburgha's and the window cleaning at both churches. Expenditure, which totalled £19,026, consisted of the window cleaning at St. Michael's, and the cost of the new organ, roof repairs and window cleaning at St. Eadburgha's.

I will be giving a detailed presentation of the Accounts at the APCM, but if anyone has any questions regarding the accounts it would be most helpful if I could have them in advance of the meeting so that I can answer them more fully.

As your Treasurer, it is an important part of my role to keep you all informed about the financial situation of the PCC, and I must inform you of the devastating and very concerning effect the Coronavirus Pandemic has had on the finances of our churches – our unrestricted income up to August 2020 is £32,397 compared to £67,148 for the same period last year – a drop of almost 50%. Our expenditure is £33,037 compared to £64,682 last year – and we have not paid any of our Parish Share of £61,292 to date. We have made the Diocese aware of the situation, and to be fair we are not the only parish who are struggling and not made any Parish Share

payments. Financial officers from the Diocese have arranged to meet the PCC and later the congregation to have face to face discussions about the financial situation. The PCC have agreed to the temporary use of a legacy to help the cash flow, so we currently have funding available to cover the basic running costs of the churches. We have been able to furlough the organist, secretary and cleaner through the Government Job Retention Scheme which has helped pay their basic salaries. As I highlighted last year the finances have been of concern, in particular, the drop in income, and we had planned to run a stewardship campaign in 2019. Last year we joined the Parish Giving Scheme, for which twenty-two people signed up, and this currently generates over £1,400 a month – most donations were gift aided and included an annual automatic inflation rate increase. This, along with those who still give by standing order, has been a vital source of income. I am also incredibly grateful to the members of the envelope scheme who have continued to put their weekly donations into their envelopes and giving it to myself or the vicar, again this has been much appreciated. What we have not had, is of course, weekly collections from services, or from weddings or funerals. The Diocese were pleased, and encouraged, to see that we had taken steps to try to address our financial situation prior to us contacting them, by writing an article in the Grapevine, adding a Giving page to our website, introducing a 'QR' code in church and on all our literature, and introducing an electronic payment scheme. On a positive note, this is not an irreversible situation, if we can give more on a weekly/monthly basis and support fund raising events the situation can be made better. Having discussed the situation with the Diocese, we could initially have a one-off village-wide appeal for funding, which together with a stewardship campaign, will highlight the church's financial issues, and when implemented help grow our income to a more viable level. We must, however, make every effort to fulfil our commitment to pay our Parish Share in full, and the officers from the Diocese will definitely emphasize this point and may also suggest some cost cutting measures – we may have to make some very difficult decisions if we wish to continue as we are.

If anyone wishes to discuss any of the matters raised above regarding giving please contact me on 01386 858672 or by email: kbkbeasley@googlemail.com

Kevin Beasley
PCC Treasurer.

The Parish of St. Michael and All Angels' with St. Eadburgha's, Broadway
Annual Churchwardens Report for the year 2019

St. Michael's Church:

- The Church is maintained in a good state of repair.
- The building is fully insured by Ecclesiastical Insurance.
- The clock, fire extinguishers, and organ have all been serviced/tested as required, together with the portable appliances.
- The windows have been cleaned, which was undertaken by Mr. Nick Beacham, and thanks to all the individuals who donated towards the cost.
- The lift is insured but has been removed due to mechanical breakdown. As at the date of the APCM we are investigating the best course of action as whether to repair or replace – both of which are dependent on funding.
- The Log Book and Terrier have been reviewed and correctly maintained.
- The grassed areas outside are well maintained, with thanks to Mr. Greg Bamford.

St. Eadburgha's Church:

- The Church is maintained in a good state of repair.
- Work was undertaken to repair a leak in a section of the South Transept Roof.
- The new organ has now been purchased and installed, thanks to grants and donations from the Friends of St. Eadburgha's and other private individuals.
- The windows have been cleaned, which was undertaken by Mr. Nick Beacham, and thanks to all the individuals who donated towards the cost.
- The building is fully insured by Ecclesiastical Insurance.
- The annual service of the fire extinguishers and portable appliances has been undertaken.
- An annual inspection of the trees within the churchyard is undertaken, and any necessary action/maintenance taken as required
- The grassed areas outside the church are well maintained, with thanks to Mr. Greg Bamford. The upkeep of the church, cleaning and general maintenance is also well maintained, with thanks to the Friends of St. Eadburgha's.
- Through the Eco Church scheme, the Friends of St Eadburgha's have planted a wild-flower meadow area in the churchyard, with particular thanks to Mr Simon Williamson.

Other Matters:

- The graveyard, along Snowhill Road, is well maintained, with thanks to Mr. John Taylor.
- An annual inspection of the trees within the graveyard is undertaken, and any necessary action/maintenance as required.

As Churchwardens we welcome any feedback or concerns from all who attend and visit both churches, both positive and negative. We will attempt to resolve all issues raised and will pass on praise where deserved but will also try to put right matters/issued as required.

We would both like to thank Revd. Michelle Ward for all her hard work and support during the year, and thanks also to Revd. Jo Williamson and Deputy Churchwarden, Mrs. Gill Hammond. Mrs. Margaret Deakin retired as our Reader during early 2020, and we both wish her and Michael well. We would also like to thank all members of the PCC, everyone who helps at the services, including readers, side persons and all who help with the coffee after the service each Sunday morning, and finally to all who attend both our churches for their commitment and support over the past year in 2019.

No one could have envisaged what has happened in 2020, and we would like to thank everyone for their continued support during the Coronavirus Pandemic. Due to Government restrictions and Church of England guidance, both St. Michael's and St. Eadburgha's churches had to close their doors from March, and we have only just re-opened in September for worship, with limited numbers and said services – no singing!! Great thanks to Revd. Michelle Ward for the online daily prayers, services, magazine, and musings, which has kept us updated, and more importantly, a feeling of care and togetherness during this exceedingly difficult time. Sadly, we have lost two very close and dear friends in David Folkes and John Hincks, who both did so much for the churches in Broadway and will be greatly missed.

Churchwardens: Mr. Kevin Beasley
 Mr. John Hayes

Safeguarding Report 2019-2020

The Church of England is committed to the safeguarding, care and nurture of everyone within the church community. The Benefice Safeguarding Officer is Joan Reading and she is responsible to the PCCs of Broadway with St Eadburgha's, St John's and the Bishop of Worcester.

As required by the diocese, St Michael and All Angels with St Eadburgha's have adopted and implemented a safeguarding policy and safeguarding procedures which follow legislation, guidance and recognised good practice. This policy, together with Diocesan policies on Recruitment of Ex-offenders and Safer Recruitment was reviewed by the PCC at its July meeting and accepted unanimously.

Whilst St Michael's with St Eadburgha's does not have approved work with children and vulnerable adults, we do have children attending church with parents and home visits to adults considered as vulnerable. Any pastoral volunteers must be approved (have an enhanced criminal record (DBS) check) and undergo safeguarding training.

From 1st January 2019 PCCs are required to report any Serious Incidents to the Charity Commission in accordance with the new arrangements set out in 'Guidance for PCCs and Religious Communities : Identifying and Reporting Safeguarding Serious Incidents to the Charity Commission'. The PCC has passed a resolution to delegate the responsibility for preparing and submitting Safeguarding Serious Incident reports and non-safeguarding Serious Incident reports to the Diocesan Safeguarding Advisor (DSA) and for submitting them to the Diocesan Secretary, in line with advice from the above document.

A log of appointments to posts within the parish and DBS applications for disclosure is currently up to date.

Joan M Reading

THE PARISH CHURCH OF ST MICHAEL AND ALL ANGELS
WITH ST EADBURGHAS, BROADWAY

ELECTORAL ROLL REPORT 2020

REPORT as at 18th September 2020

The Electoral Roll was revised in March this year and duly published for the required length of time prior to the annual parochial church meeting that was due to be held on 7th April 2020.

As the APCM meeting did not take place in April as scheduled because of COVID-19, the Electoral Roll has been updated to take account of two deaths that occurred since April.

There are a total of 86 persons now on the Electoral Roll. This figure is made up of 48 females and 38 men and represents 64 households. There are 80 people resident in the parish and 6 people are non-resident.

Elizabeth M. Chard
Electoral Roll Officer

Charity registration number: 1129380

Broadway Parochial Church Council

Annual Report and Financial Statements
for the Year Ended 31 December 2019

Broadway Parochial Church Council

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Broadway Parochial Church Council

Independent Examiner's Report to the trustees of Broadway Parochial Church Council

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which are set out on pages 2 to 13.

Respective responsibilities of trustees and examiner

As the charity's trustees of Broadway Parochial Church Council 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 Broadway Parochial Church Council's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Broadway Parochial Church Council 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 accounting 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.


.....
S R Nolan FCCA

Clement Rabjohns Ltd
111-113 High Street
Evesham
Worcestershire
WR11 4XP

Date:  2020.....

Broadway Parochial Church Council

Statement of Financial Activities for the Year Ended 31 December 2019

| | Note | Unrestricted funds £ | Restricted funds £ | Total 2019 £ |
|------------------------------------|------|----------------------------|--------------------------|--------------------|
| Income and Endowments from: | | | | |
| Donations and legacies | | 55,031 | 26,313 | 81,344 |
| Charitable activities | | 27,317 | - | 27,317 |
| Other trading activities | | 9,729 | - | 9,729 |
| Investment income | 5 | 16 | - | 16 |
| Total income | | <u>92,093</u> | <u>26,313</u> | <u>118,406</u> |
| Expenditure on: | | | | |
| Raising funds | | (5,143) | - | (5,143) |
| Charitable activities | | <u>(88,835)</u> | <u>(19,026)</u> | <u>(107,861)</u> |
| Total expenditure | | <u>(93,978)</u> | <u>(19,026)</u> | <u>(113,004)</u> |
| Net movement in funds | | (1,885) | 7,287 | 5,402 |
| Reconciliation of funds | | | | |
| Total funds brought forward | | <u>2,186</u> | <u>2,942</u> | <u>5,128</u> |
| Total funds carried forward | 15 | <u>301</u> | <u>10,229</u> | <u>10,530</u> |

Broadway Parochial Church Council

Statement of Financial Activities for the Year Ended 31 December 2019

| | Note | Unrestricted funds £ | Restricted funds £ | Total 2018 £ |
|------------------------------------|------|----------------------------|--------------------------|---------------------|
| Income and Endowments from: | | | | |
| Donations and legacies | | 55,363 | 15,636 | 70,999 |
| Charitable activities | | 25,397 | - | 25,397 |
| Other trading activities | | 10,956 | - | 10,956 |
| Investment income | 5 | <u>5</u> | <u>4</u> | <u>9</u> |
| Total income | | <u>91,721</u> | <u>15,640</u> | <u>107,361</u> |
| Expenditure on: | | | | |
| Raising funds | | (5,492) | - | (5,492) |
| Charitable activities | | <u>(92,552)</u> | <u>(13,125)</u> | <u>(105,677)</u> |
| Total expenditure | | <u>(98,044)</u> | <u>(13,125)</u> | <u>(111,169)</u> |
| Net movement in funds | | (6,323) | 2,515 | (3,808) |
| Reconciliation of funds | | | | |
| Total funds brought forward | | <u>8,509</u> | <u>427</u> | <u>8,936</u> |
| Total funds carried forward | 15 | <u><u>2,186</u></u> | <u><u>2,942</u></u> | <u><u>5,128</u></u> |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2018 is shown in note 15.

Broadway Parochial Church Council
(Registration number: 1129380)
Balance Sheet as at 31 December 2019

| | Note | 2019 £ | 2018 £ |
|---|------|---------------|--------------|
| Fixed assets | | | |
| Tangible assets | 13 | 690 | 767 |
| Current assets | | | |
| Cash at bank and in hand | | 10,612 | 5,133 |
| Creditors: Amounts falling due within one year | 14 | <u>(772)</u> | <u>(772)</u> |
| Net current assets | | <u>9,840</u> | <u>4,361</u> |
| Net assets | | <u>10,530</u> | <u>5,128</u> |
| Funds of the charity: | | | |
| Restricted funds | | | |
| Restricted funds | | 10,229 | 2,942 |
| Unrestricted income funds | | | |
| Unrestricted funds | | <u>301</u> | <u>2,186</u> |
| Total funds | 15 | <u>10,530</u> | <u>5,128</u> |

The financial statements on pages 2 to 13 were approved by the trustees, and authorised for issue on ~~15 Sept 2020~~ and signed on their behalf by:


 Reverend Michelle Ward
 Chief Executive Officer and Trustee

Broadway Parochial Church Council

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

1 Accounting policies

Statement of compliance

The financial statements have been prepared under the Church Accounting Regulations 2006 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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Broadway Parochial Church Council meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

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 affiliation to another body, nor those that are informal gatherings of church members.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

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 use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

Expenditure

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 is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Broadway Parochial Church Council

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

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Consecrated and benefice property is not included in the accounts in accordance with s10(2)(a) and (c) of the Charities Act 2011.

Moveable 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 (at any reasonable time). For anything acquired prior to 2004, there is insufficient cost information available and therefore such assets are not valued in the financial statements. All such expenditure has been written off when incurred.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Depreciation method and rate |
|-------------------------|------------------------------|
| Furniture and equipment | 10% reducing balance |

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted funds represent (a) income from endowments which may be expended only on restricted purposes intended by the donor, and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investments is apportioned to the individual funds on an average balance basis.

Broadway Parochial Church Council

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

2 Income from donations and legacies

| | Unrestricted funds | | | |
|---|--------------------|---------------|---------------|---------------|
| | General | Restricted | Total | Total |
| | £ | funds | 2019 | 2018 |
| | | £ | £ | £ |
| Donations and legacies; | | | | |
| Planned giving - Gift Aid donations | 25,905 | - | 25,905 | 21,652 |
| Planned giving - income tax recoverable | 9,049 | 500 | 9,549 | 10,087 |
| Collections | 12,861 | - | 12,861 | 9,446 |
| Sundry donations and other giving | 4,826 | - | 4,826 | 5,894 |
| Grants | 100 | - | 100 | 16,286 |
| Donations, appeals etc | 2,290 | 15,813 | 18,103 | 7,134 |
| Legacies and bequests | - | 10,000 | 10,000 | 500 |
| | <u>55,031</u> | <u>26,313</u> | <u>81,344</u> | <u>70,999</u> |

3 Income from charitable activities

| | Unrestricted funds | | | |
|---|--------------------|---------------|---------------|--|
| | General | Total | Total | |
| | £ | 2019 | 2018 | |
| | | £ | £ | |
| Parish magazine sales | 2,183 | 2,183 | 2,294 | |
| Fees paid to PCC for weddings, funerals and monuments | 11,392 | 11,392 | 10,902 | |
| Expenses paid to PCC for weddings, funerals and monuments | <u>13,742</u> | <u>13,742</u> | <u>12,201</u> | |
| | <u>27,317</u> | <u>27,317</u> | <u>25,397</u> | |

4 Income from other trading activities

| | Unrestricted funds | | | |
|-----------------------------|--------------------|--------------|---------------|--|
| | General | Total | Total | |
| | £ | 2019 | 2018 | |
| | | £ | £ | |
| Parish magazine advertising | 2,438 | 2,438 | 2,726 | |
| Fundraising events | 6,546 | 6,546 | 7,865 | |
| Other | <u>745</u> | <u>745</u> | <u>365</u> | |
| | <u>9,729</u> | <u>9,729</u> | <u>10,956</u> | |

Broadway Parochial Church Council

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

5 Investment income

| | Unrestricted funds | | |
|---|--------------------|-------|-------|
| | General | Total | Total |
| | £ | 2019 | 2018 |
| | | £ | £ |
| Interest receivable and similar income; | | | |
| Interest receivable on bank deposits | 16 | 16 | 9 |

6 Expenditure on raising funds

a) Costs of trading activities

| | Note | Unrestricted funds | | |
|---------------------|------|--------------------|--------------|--------------|
| | | General | Total | Total |
| | | £ | 2019 | 2018 |
| | | | £ | £ |
| Cost of magazine | | 3,389 | 3,389 | 3,572 |
| Cost of fundraising | | 1,655 | 1,655 | 1,784 |
| Stewardship | | 99 | 99 | 136 |
| | | <u>5,143</u> | <u>5,143</u> | <u>5,492</u> |

Broadway Parochial Church Council

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

7 Expenditure on charitable activities

| Note | Unrestricted funds | Restricted funds £ | Total 2019 £ | Total 2018 £ |
|--|--------------------|-----------------------|--------------------|--------------------|
| | General £ | | | |
| Missionary and charitable giving | 2,020 | - | 2,020 | 1,340 |
| Ministry - diocesan parish share | 30,000 | - | 30,000 | 25,000 |
| Other ministry costs - clergy fees | 5,223 | - | 5,223 | 4,886 |
| Other ministry costs - ministry/ clergy expenses | 3,017 | - | 3,017 | 7,124 |
| Church - running expenses | 15,401 | - | 15,401 | 11,477 |
| Building maintenance | 5,006 | 7,196 | 12,202 | 28,532 |
| Upkeep of services | 616 | - | 616 | 819 |
| Upkeep of churchyard | 10,135 | - | 10,135 | 10,780 |
| Major structural work | 1,635 | 11,830 | 13,465 | - |
| Professional fees re repairs and inspection | - | - | - | 1,124 |
| Sundries | 2,347 | - | 2,347 | 2,230 |
| Depreciation | 77 | - | 77 | 85 |
| Staff costs | 12,590 | - | 12,590 | 11,512 |
| Governance costs | 768 | - | 768 | 768 |
| | <u>88,835</u> | <u>19,026</u> | <u>107,861</u> | <u>105,677</u> |

8 Analysis of governance and support costs

Governance costs

| | Unrestricted funds | Total 2019 £ | Total 2018 £ |
|---|--------------------|--------------------|--------------------|
| | General £ | | |
| Independent examiner fees | | | |
| Examination of the financial statements | <u>768</u> | <u>768</u> | <u>768</u> |
| | <u>768</u> | <u>768</u> | <u>768</u> |

Broadway Parochial Church Council

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

9 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

| | 2019 £ | 2018 £ |
|------------------------------|-----------|-----------|
| Depreciation of fixed assets | <u>77</u> | <u>85</u> |

10 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Reverend Michelle Ward

£1,543 (2018: £1,528) of expenses were reimbursed to Reverend Michelle Ward during the year.

Reverend Michelle Ward was reimbursed expenses comprising £1,188 (2018 £1,208) travel, £355 (2018 £320) hospitality/retreat.

11 Staff costs

The aggregate payroll costs were as follows:

| | 2019 £ | 2018 £ |
|-----------------------------------|---------------|---------------|
| Staff costs during the year were: | | |
| Wages and salaries | <u>12,590</u> | <u>11,512</u> |

No employee received emoluments of more than £60,000 during the year

During the year the charity made the following transactions with key management personnel:

PCC member and Verger, G Hammond

The PCC member and Verger, G Hammond received remuneration of £500 (2018: £270)

PCC member, Treasurer and Verger, K Beasley

The PCC member, Treasurer and Verger, K Beasley received remuneration of £325 (2018: £525) and £230 (2018: £56) of expenses were reimbursed during the year.

PCC member and Verger, J Hayes

The PCC member and Verger, J Hayes received remuneration of £325 (2018: £125)

PCC member and Organist, C Harper

The PCC member and Organist, C Harper received remuneration of £10,300 (2018: £10,050)

Together the employees of the charity equate to less than one full time equivalent employee.

Broadway Parochial Church Council

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

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

13 Tangible fixed assets

| | Furniture and equipment £ | Total £ |
|-----------------------|------------------------------------|--------------|
| Cost | | |
| At 1 January 2019 | <u>2,951</u> | <u>2,951</u> |
| At 31 December 2019 | <u>2,951</u> | <u>2,951</u> |
| Depreciation | | |
| At 1 January 2019 | 2,184 | 2,184 |
| Charge for the year | <u>77</u> | <u>77</u> |
| At 31 December 2019 | <u>2,261</u> | <u>2,261</u> |
| Net book value | | |
| At 31 December 2019 | <u>690</u> | <u>690</u> |
| At 31 December 2018 | <u>767</u> | <u>767</u> |

14 Creditors: amounts falling due within one year

| | 2019 £ | 2018 £ |
|----------|------------|------------|
| Accruals | <u>772</u> | <u>772</u> |

15 Funds

| | Balance at 1 January 2019 £ | Incoming resources £ | Resources expended £ | Balance at 31 December 2019 £ |
|---------------------------|-----------------------------------|----------------------------|----------------------------|--|
| Unrestricted funds | | | | |
| General | 2,186 | 92,093 | (93,978) | 301 |
| Restricted funds | <u>2,942</u> | <u>26,313</u> | <u>(19,026)</u> | <u>10,229</u> |
| Total funds | <u>5,128</u> | <u>118,406</u> | <u>(113,004)</u> | <u>10,530</u> |

Broadway Parochial Church Council

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

| | Balance at 1 January 2018 £ | Incoming resources £ | Resources expended £ | Balance at 31 December 2018 £ |
|---------------------------|-----------------------------------|----------------------------|----------------------------|--|
| Unrestricted funds | | | | |
| General | 8,509 | 91,721 | (98,044) | 2,186 |
| Restricted funds | <u>427</u> | <u>15,640</u> | <u>(13,125)</u> | <u>2,942</u> |
| Total funds | <u>8,936</u> | <u>107,361</u> | <u>(111,169)</u> | <u>5,128</u> |

The specific purposes for which the funds are to be applied are as follows:

The Restricted Funds comprise the Parish Building Fund. This fund relates to the church buildings.

16 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total funds |
|-------------------------|-----------------------|---------------------|---------------|
| | General £ | £ | £ |
| Tangible fixed assets | 690 | - | 690 |
| Current assets | 383 | 10,229 | 10,612 |
| Current liabilities | <u>(772)</u> | <u>-</u> | <u>(772)</u> |
| Total net assets | <u>301</u> | <u>10,229</u> | <u>10,530</u> |
| | Unrestricted funds | Restricted funds | Total funds |
| | General £ | £ | £ |
| Tangible fixed assets | 767 | - | 767 |
| Current assets | 2,191 | 2,942 | 5,133 |
| Current liabilities | <u>(772)</u> | <u>-</u> | <u>(772)</u> |
| Total net assets | <u>2,186</u> | <u>2,942</u> | <u>5,128</u> |

Broadway Parochial Church Council

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

17 Analysis of net funds

| | At 1 January 2019 £ | Cash flow £ | At 31 December 2019 £ |
|--------------------------|---------------------------|----------------|--------------------------------|
| Cash at bank and in hand | 5,133 | 5,479 | 10,612 |
| Net debt | <u>5,133</u> | <u>5,479</u> | <u>10,612</u> |

| | At 1 January 2018 £ | Cash flow £ | At 31 December 2018 £ |
|--------------------------|---------------------------|----------------|--------------------------------|
| Cash at bank and in hand | 8,855 | (3,722) | 5,133 |
| Net debt | <u>8,855</u> | <u>(3,722)</u> | <u>5,133</u> |