

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Background

St Giles' combines the role of a parish church to a gathered congregation with that of a "city church". The congregation is largely resident outside the parish (though many reside in the joint benefice) and consists of people who choose St Giles' for worship because of its history, its music, and its distinctive qualities of churchmanship and Christian witness. Liturgically it sits between the Anglo-Catholic traditions of its own sister church, St Margaret's and the strong evangelical traditions of St Andrew's, Linton Road and St Aldate's.

### Mission

The mission of St Giles is threefold:

1. To provide a forum for worship for those who position themselves between the extremes of Anglo-Catholicism and Evangelicalism.
2. To act as a social and cultural centre for the community that surrounds it.
3. To fulfil the historic mission of St Giles, the Saint, caring for the homeless and travellers.

### Administrative

Vicar: Position vacant

Parish Office: St Giles' Parish Rooms, 10 Woodstock Road, Oxford OX2 6HT  
[beneficemanager@st-giles.org](mailto:beneficemanager@st-giles.org)

Bank CAF

Independent Examiner: Michael Ling  
[m.p.ling@ntlworld.com](mailto:m.p.ling@ntlworld.com)

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### Electoral Roll and Church Attendance

There were 95 names on the Electoral Roll at the APCM on 18<sup>th</sup> October 2020.

In response to the national lockdowns, the decision was taken for the vast majority of St Giles' services to take place online. As such, it is impossible to calculate attendance.

### Membership 2020-21

Members of the PCC are either *ex officio* or elected by the Annual Parish Church Meeting in accordance with the Church Representation Rules.

### Ministerial Team

Vicar:	Vacant
Associate Priest	Revd Daniel Walters (stipendiary)
Licensed Lay Minister:	Mr David Longrigg

### Lay Members

Churchwardens:	Mrs Joanne Russell, Mr Paul Rutterford
Deanery Synod Representatives:	Mrs Maureen Chu, Ms Melanie Florence, Mrs Catherine Hilliard

### PCC: Elected Members

Prof Helen Fletcher  
Dr Nicholas Prozzillo  
Dr Andrew Sillett  
Mr Joseph Hollies  
Mrs Jean Darke  
Dr Tim Myatt  
Mr Andrew Patterson  
Mrs Mary Whitlock

### Church Officers with automatic invitation to attend PCC Meetings

Organist	Mr Andrew Patterson
Choir Director	Dr Nicholas Prozzillo
Tower Captain	Dr John Pusey
Health and Safety Officer	Mr Jim Smith
Safeguarding Officer	Dr Siân Grønlie

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### Committees

The PCC normally has six meetings during the year. It has a Standing Committee which meets between the PCC. It also has the following committees which report to the PCC:

#### *Standing Committee*

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any direction given by the Council.

#### *Finance Committee*

This oversees the general financial dimension of the parish by monitoring income and expenditure, budgeting and regular control of Planned Giving, etc.

#### *Buildings Committee*

This oversees the maintenance of the church building.

#### *Choir and Music Committee*

This oversees choral and other musical activities at St Giles'.

#### *Project 900 Committee*

This coordinates and oversees fundraising for a major building project to commemorate the 900<sup>th</sup> anniversary of St Giles'.

#### *Jazz Committee*

This oversees a major concert series run by St Giles', supporting the church and nominated charities.

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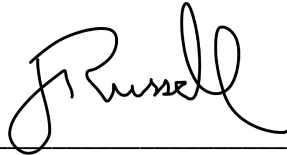
## Annual Report 2020

### Review of the year

The activities during the year are reviewed in the following reports:

- Worship & Liturgy Report      pg. 5
- Churchwardens' Report      pg. 7
- Treasurer's Report      pg. 11
- PCC Report      pg. 14
- Safeguarding Report      pg. 17
- Health and Safety Report      pg. 18
- Music & Academy Report      pg. 19
- Building Report      pg. 21
- Deanery Synod Report      pg. 22
- VCWT Report      pg. 25
- Susan Kidd Charity Report      pg. 26
- Parish Rooms Report      pg. 27
- Project 900 Report      pg. 29
- Draft Accounts      pg. 31

Signed on behalf of the PCC



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Joanne Russell, Churchwarden  
pp. Anthony Buckley, Area Dean (Chair)

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### Worship and Liturgy Report

As 2020 began, St Giles' was still reeling with the news that Andrew, Vicar here for well over two decades, was set to retire by the year's end. Over the course of the previous year he had officially added both Anne Holmes and myself as licensed members of the ministry team, with Bernard Silverman having a more informal but still very close relationship to the parish. David Longrigg, our Licensed Lay Minister, continued on our rota for BCP Evening Prayer on Sundays (and we would have the good fortune to add Siân Grønlie to our team towards the end of the year). Huge thanks to all, and to the many who assisted at the 8am, 10:30am and 6:30pm services as sacristans, servers, sidespersons, readers and intercessors.

Little did we know, of course, what was coming, and from mid-March the unimaginable happened, as St Giles', like other places of worship around the country, was required to close its doors.

For a long period, this even included recorded or livestreamed acts of worship from church, and so we found ourselves leading Holy Week from clergy homes. However, Andrew's thoughtful series of talks based on the account in Mark's Gospel (already planned before the pandemic emerged) was much appreciated.

We were back in church for in-person worship at the first possible opportunity in early July (along with St Margaret's, we were one of, if not *the*, first church to open up in the local area and in the country at large), and from early September returned to weekly morning services, having had some time alternating with St Margaret's over the Summer holidays.

The situation we (along with other parishes around the country) found ourselves in was unprecedented, certainly within our lifetimes, and we found our worship going "online" for the first time – initially exclusively, and even continuing when we were back in person. This was very much a team effort, but huge thanks especially to Joanne Russell whose background in production came in very handy!

As the year drew to an end, there were worrying reports of new variants of Covid spreading around the country, but the latter part of the year had a combination of innovations such as a cross-benefice virtual Remembrance Day event and a live-broadcast carol service from the St Giles' Choir (who took over the nave for the event) and traditional favourites such as the Christmas Eve and Christmas Day services. While a logistical challenge to do so as safely as possible, all were greatly appreciated by those who attended – in-person or online!

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### Faith Development in 2020

Outside of the regular rounds of services, St Giles' always tries to find opportunities for individuals to grow and develop their own Christian faith. These were necessarily more limited this year than usual for obvious reasons, but we still tried to explore ways for people to engage with the Christian tradition:

**Confirmation Class:** The confirmation classes were run by Andrew to prepare candidates for the Confirmation service in the autumn, which took place at St Giles' with Bishop Steven.

**Holy Week:** In 2020, instead of having an external guest preacher, Andrew himself took us through Holy Week day-by-day as described in the Gospel of Mark, an area which he has been interested in for some time, and brought us some stimulating new perspectives. This had already been planned before the lockdown was announced, but worked out well as we navigated our way through these uncharted waters.

**Thursday Lunchtime Talks:** We squeezed in a series of talks just before we were forced to lock down altogether in March, and although historical rather than faith-based – exploring the first 900 years of St Giles' Church – they were an opportunity for us to reflect on the development of this very special faith community, whose baton has been passed to us all in the modern day.

**Email reflections:** We had two series of weekly email reflections in 2020, accompanied by daily "thought for the day" emails. The first, during Lent, explored the teaching of Jesus on the Tuesday of Holy Week (i.e. Mark 11:20 – 13:37), realising that there was too much to explore during Holy Week itself. The second, in the autumn, was a "farewell series" to Andrew, in which various members of the ministry team reflected on different Bible passages which were especially important in Andrew's own life and ministry.

*Daniel Walters*

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### Churchwardens' Report

#### An unprecedented year

2020 began with ambitious aims for St Giles', as we prepared to mark the 900<sup>th</sup> anniversary of our church. The following programme of events and concerts was published in January's parish magazine:

Calendar of events for St Giles' in 2020 [NB programme subject to change, correct at 23.01.20]

<i>Month</i>	<i>Date</i>	<i>Event/church calendar</i>
February	7 <sup>th</sup> 11 <sup>th</sup> 26 <sup>th</sup>	Battle of the Bands: Durham & Oxford Jazz bands Meeting: congregation all on electoral roll. <b>Ash Wednesday</b> <b>Lenten Exhibition tbc</b> <b>Lent Talks</b>
March	7 <sup>th</sup> 10 <sup>th</sup> 22 <sup>nd</sup> 29 <sup>th</sup>	St Matthew Passion: conducted by Jim Fellows Evening Talk about organs <b>Mothering Sunday</b> Stabat Mater: St Giles' Choir
April	10 <sup>th</sup> 12 <sup>th</sup> 14 <sup>th</sup> 25 <sup>th</sup>	<b>Good Friday / Mozart Requiem</b> <b>Easter Sunday</b> <b>Art Exhibition: Experiencing Pentecost</b> <b>Easter Feast and Sponsor a Pipe</b>
May	2 <sup>nd</sup> 8/-10 <sup>th</sup> 16 <sup>th</sup> 31 <sup>st</sup>	Jazz Concert 1 Pete Oxley Bach organ marathon Jazz Concert 2: Donut Kings <b>Pentecost Bishop's Visit and Confirmation</b> Bell peal
June	8 <sup>th</sup>	Jazz Concert 3: Ben Holder
July	18 <sup>th</sup> 25 <sup>th</sup> 29 <sup>th</sup>	Choir pre tour concert <b>Art Exhibition: Ordinary Saints</b> Concert: Ordinary Saints
September	1 <sup>st</sup> 5 <sup>th</sup> - 8 <sup>th</sup> 7 <sup>th</sup> & 8 <sup>th</sup>  12 <sup>th</sup> 12 <sup>th</sup> 26 <sup>th</sup>	Bell peal Flower Festival & Craft Fair <b>Patronal Festival</b> <b>St Giles' Fair</b> Open Doors Weekend <b>St Giles' at 900: History Exhibition</b> Jazz @ St Giles Concert 1 Jazz @ St Giles Concert 2
October	10 <sup>th</sup>	Ben Holder – Jazz @ St Giles 3

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	24 <sup>th</sup>	<b>Art Exhibition: Gatehouse and Oxford Photographic</b> Jazz @ St Giles Concert 4
November	1 <sup>st</sup> 14 <sup>th</sup> 28 <sup>th</sup> 29 <sup>th</sup>	John Rutter Requiem TBC Jazz @ St Giles Concert 5 Jazz @ St Giles Concert 6 Advent Sunday
December	5 <sup>th</sup>	Handel: Messiah TBC <b>Christmas Tree Festival</b>

The caveat 'programme subject to change' turned out to be an understatement.

We did manage the first two musical events – the 'battle of the bands' between Oxford and Durham University Big Bands was a thrilling evening in a packed church. Jim Fellows' Memorable performance of Bach's *St Matthew Passion* was an equally excellent concert.

For the record – it was through *The St Matthew Passion* concert that St Giles had a brush with one of the earliest Oxford cases of Coronavirus, when one of the bass singers present at a rehearsal on 4<sup>th</sup> March tested positive for Coronavirus two days' later. At this stage, little was known about the virus. Everybody who was in contact with the singer was tested and the building deep cleaned. No spread of the virus seemed to have taken place.

With the first national lockdown of March 23<sup>rd</sup> 2020, all further church events were cancelled in person. The church was closed, following direction from the government.

Alternative methods of worship were needed. In an initiative created by our Associate Priest, Daniel Walters, online services were recorded for the joint benefice. These were broadcast live on YouTube on Sunday mornings at 10.30am. Dr Hugh Series, a churchwarden of St Margaret's Church, compiled hymn and psalm singing contributed by members of the choirs who recorded themselves at home. Readings and prayers were recorded by worshippers in their homes and the whole service was edited together weekly. This was an initiative which drew the benefice together – one from which we benefitted in many ways.

'Coffee Zoom' also began in this first lockdown – these weekly social gatherings of St Giles' members take place after 10.30am Communion on the online communication platform, Zoom. These meetings became a lifeline in keeping us connected as a church community while isolated.

### Re-opening St Giles

St Giles' re-opened on July 5<sup>th</sup> 2020 with social distancing measures in place. One-way systems were marked in tape on the floor; use of masks was encouraged (though not at this stage obligatory); singing was not allowed in church.



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Although St Giles' was able to re-open, many of our congregation were reticent about attending in person, and many people were shielding on the advice of doctors (this meant self-isolating).

### **The arrival of live-streaming**

PCC agreed to the temporary installation of live-streaming equipment to enable as many of our congregation to access services online. Through VCWT, a purchase was made of a camera and live-streaming device. 28<sup>th</sup> July 2020 saw our first live-streamed service.

### **Online Art Exhibition**

Following in St Giles' tradition of Spring Art exhibitions, *Divine Encounters*, compiled by Andrew Bunch, was originally intended to be displayed in St Giles' Church during the Spring of 2020. Instead it was offered in June 2020 as an online exhibition, which could be experienced in two ways – as a video with narration from Andrew, or as a series of images with reflections and commentaries from both Andrew and the artist. The exhibition featured the work of artists Nick Mynheer, Romola Parish, Roger Wagner, Eularia Clarke and Robert Wright.

### **Quinquennial Inspection**

The Quinquennial Inspection took place on 6<sup>th</sup> July 2020. This was carried out by Christian Randall, of Conservation Architects, who reported that the church was in good overall condition. Some repairs need to be made to drainpipes and guttering around the building. These will be undertaken by Nick Hawkins, who cleans the gutters annually. Christian made a further number of recommendations for repairing stonework and other items within the next five years. These matters are now in the hands of Buildings Committee who will report to PCC.

### **Installation of *Corpus* by Nicholas Mynheer**

On 16<sup>th</sup> September 2020, Nicholas Mynheer's sculpture *Corpus* was installed in St Giles to mark the 900<sup>th</sup> anniversary of the church. The sculpture had been shown in St Giles in 2019 when it made a significant contribution to an exhibition about the crucifixion. The sculpture is a torso of the crucified Christ carved in white limestone. This sculpture is placed in the chancel on the sedilia. It has an imposing presence whilst still being unobtrusive. It acts as a subtle reminder of Christ's sacrifice for us as members of the congregation make their communion.

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### Interregnum in times of Covid:

Andrew Bunch presided over his final Communion service as incumbent in our benefice on November 29<sup>th</sup> photographed here. It was a strange and poignant morning, as the church was completely empty due to the Coronavirus lockdown. In different circumstances, St Giles' would have been packed with friends to thank Andrew for his ministry and to wish him well in retirement.



The churchwardens would like to thank St Giles' Associate Priest, Daniel Walters, for his support and leadership during the interregnum. The challenge of this time has been exacerbated by the Coronavirus emergency of 2020.

The churchwardens would also like to thank the benefice clergy team of Daniel Walters, Sir Bernard Silverman and Anne Holmes for their ongoing dedication to St Giles'. The churchwardens also wish to register their gratitude for the approachable and supportive diocesan team – in particular the advice of our Area Dean, Revd Anthony Buckley.

### Oxford Enters Tier 2

Following a rise in Coronavirus cases, Oxford entered Tier 2 social restrictions on 31<sup>st</sup> October 2020. St Giles' remained open, with strict social distancing measures in place. All Souls service took place on November 1<sup>st</sup>.

Following Andrew's departure, Daniel Walters and the churchwardens of the benefice planned Christmas services. A decision was taken to hold a St Giles' Christmas Eve service at 6.30pm instead of Midnight Mass.

Two carol services were planned: a live-streamed service to be given by the (larger) boys and men's choir, would take place on Saturday 19<sup>th</sup> December, while the girls' choir would sing at an in-person carol service on Sunday 20<sup>th</sup> December. Christmas Day services were planned as 8am Communion, 10.30am Communion.

In the event, the boys and men's live-streamed carol service went ahead on December 19<sup>th</sup>, with many positive comments and feedback received. With thanks to Dr Nicholas Prozzillo, Choir Director. Unfortunately, due to rising levels of infection, a decision was taken to cancel the girls' choir service on Sunday 20<sup>th</sup> December.

Government announced a national lockdown beginning on 26<sup>th</sup> December 2020.

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### **Jazz Concerts and Jean Darke**

On December 6<sup>th</sup> a live-streamed jazz concert was given by *The Brickwork Lizards* which raised some £375 for charities War Child and Save The Children.

This was the last concert arranged by Jean Darke, mastermind behind the *Jazz At St Giles'* Concert series which began in 2011. Plans are now taking shape for a series of four jazz concert in the Autumn of 2021 in memory of Jean, an indefatigable supporter of St Giles' Church.

### **The Gatehouse**

During the first lockdown, The Gatehouse was forced to close its doors, although (on the positive side) homeless people were housed in local hotels by Oxford City Council. Through this time the Gatehouse operated as a food delivery to the hotels.

When lockdown lifted, The Gatehouse began operating a take-away service. In addition, they now also deliver groceries to many vulnerably-housed people, in a 5-mile radius of Oxford City. The loss of several foodbanks has increased demand for this service.

### **Insurance**

*Church:* The Insurance cover was renewed in December 2020

*Painting on loan from The Ashmolean Museum:* in September 2020 the PCC paid the annual premium for the painting (Menorah by Roger Wagner).

### **Churchyard**

A morning of gardening took place on 7<sup>th</sup> November. Rose garden and the herb garden were tidied, leaves gathered, hedges cut and the herbaceous border on the Woodstock Road outside the Parish Rooms was greatly tidied up.

### **Future**

Project 900 will return as the main focus for the coming year. Many events associated with Project 900 are anticipated.

The churchwardens would like to thank all the volunteers and helpers who keep the church running and in good heart.

*Joanne Russell, Paul Rutterford*

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### Treasurer's Report

#### 2020 Overview

The profound impact of the national lockdown is reflected in the following account figures for 2020. The cancellation of large-scale church events including St Giles' Fair, JASG Autumn Jazz Concerts and Thursday Lectures series caused a significant loss of income through fundraising.

Cash collection-plate donations and orange envelope donations from church services vanished, causing a drop in income of £4,842.00. Planning Giving also fell in 2020 by approximately £2,000.

Governmental financial support, grants from Oxford City Council and action by St Giles' Finance Committee helped mitigate the situation. A Covid-19 Financial Appeal was launched by Finance Committee, which raised £3,443. HMRC Job Retention Scheme contributed £3,404.

#### Fundraising and Charitable Giving

Our fundraising efforts in 2020 were severely curtailed due to the Coronavirus emergency.

- **Project 900** – Summarized in the Project 900 Report below.
- **Choir Fund** Income for this year included £5,500.00 in donations and £1,178.25 in Gift Aid. A further £1,200 was a grant donation from the Ouseley Church Music Trust, and a separate £450 donation was received to support choral scholarships.
- **Thursday Lectures** – cancelled
- **St Giles' Fair** - cancelled
- **JASG Autumn Jazz** – cancelled. A single live-streamed concert by The Brickwork Lizards took place on 6/12/20. This concert raised £375.31 for the charities War Child and Save the Children.
- St Giles' gratefully acknowledges the support of The Ouseley Church Music Trust, who provided a grant of £1,200 towards to fund four choral scholarships.

#### Parish Rooms Income

The year began with a very strong start due to The Gatehouse breakfast initiative, which increased rental income for January and February. Across the year, however, income from Parish Rooms' rental fell by £8,141, although two long-term rentals (to The Gatehouse and to The Old Parsonage) continued during this period. Oxford City Council granted the Parish Rooms £10,000 in Covid-19 relief support during the first lockdown (March-July), plus a further £4,000 for the months of November and December. Additionally, HMRC Job Retention Scheme contributed £1,600 to the Parish Rooms income.

#### Financial Summary

Although the inescapable impact of 2020's Coronavirus emergency is strongly felt in these figures, financial support from Central Government and from Oxford City Council helped to mitigate the situation, helping to avoid a 'worst case' scenario. Taken as a whole, St Giles' accounts ended 2020 with unrestricted funds of £10,810, which represents its free reserves. It must be stressed that the church finances remained on an even keel due to external support.

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### Actions Needed

Looking ahead, the cushion of financial support which helped us weather 2020 will be withdrawn imminently. We must therefore sound a note of caution about these figures and maintain a vigilant financial outlook. As outlined above, the two areas of income which fell away dramatically were:

- cash-collections and orange envelopes from collection plate in services
- planned giving

We will be making an appeal to our congregations with regard to these important income sources.

### Financial Management at St Giles'

2020 saw St Giles' long-standing Treasurer, Rod Nixon, stand down. Lacking a volunteer to take on the role of Treasurer, it was decided to create a 'Treasury Team', sub-dividing the role of treasurer and sharing its constituent jobs thus:

Tim Myatt	Treasury Chair
Joseph Hollies	Account Manager
Meg Peacock	Administrator
Jim Smith	Banking
Lachlan Dare	Gift Aid Reclamation
Joanne Russell	Support
Catherine Hilliard	Finance Committee
Andrew Sillett	Finance Committee
Nicholas Prozzillo	Finance Committee

The workload in running St Giles' accounts is heavy, due in part to historic systems of financial management across the benefice. Moreover, our current computer accounting package, Finance Co-ordinator, has been inherited from the tenure of the previous Treasurer. The current Treasury Team and Finance Committee have identified unnecessary complexities in our financial systems. It is our view that these need to be streamlined across the benefice, most notably in the administration and accounting of the benefice payroll. Addressing and rectifying these complexities will be a priority for 2021.

*Tim Myatt, Joanne Russell, Finance Committee*

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### PCC Report

Since the last meeting of the APCM, meetings of the Parochial Church Council (PCC) have been open to attendance by:

- The ministerial team: Andrew Bunch, Daniel Walters, Anne Holmes, David Longrigg.
- The churchwardens: Joanne Russell, Paul Rutterford.
- Deanery Synod Representatives: Melanie Florence, Catherine Hilliard, Maureen Chu.
- Elected Members of the Laity: Helen Fletcher, Nicholas Prozzillo, Andrew Sillett, Joseph Hollies, Jean Darke, Tim Myatt, Andrew Patterson, Mary Whitlock.
- Church Officers (not listed above): Siân Grønlie (Safeguarding Officer), Jim Smith (Health and Safety Officer), John Pusey (Tower Captain).

The PCC met a total of three times since the last APCM in October 2020. These meetings took place on 25<sup>th</sup> November 2020, 3<sup>rd</sup> February 2021, 7<sup>th</sup> April 2021. These meetings have always been quorate, and, when appropriate, non-members have been invited to advise the PCC on various areas. Electronic votes were also taken for urgent matters.

The Standing Committee, which can be empowered by the PCC to act on its behalf between regular meetings, was only required to meet twice, on 31<sup>st</sup> January 2021 and 21<sup>st</sup> March 2021. This is a good marker of the PCC's ability to foresee when decisions need to be made for various matters and process them on a bi-monthly basis in its regular meetings.

In addition to the Standing Committee, there are a number of sub-committees which report to the PCC. At present, these are:

- Finance Committee (Chair: Tim Myatt; Secretary: Andrew Sillett);
- Building Committee (Chair: Paul Rutterford; Secretary: Maureen Chu);
- Choir and Music Committee (Chair: Nicholas Prozzillo; Secretary: Andrew Sillett);
- Project 900 Steering Committee (Chair: Veronica Warner; Secretary: Meg Peacock);
- Jazz Committee (Chair: Jean Darke; Secretary: Joanne Russell).

The work carried out by each of these committees is summarized in their own particular reports. From the point of view of the PCC, we are very grateful for the effort put into them by their Chairs, Secretaries and members (especially those external to the PCC). The goal of these sub-committees is to meet regularly, submitting clear minutes to the PCC in time for them to be circulated in advance of each meeting. This allows the PCC to deal with technical and complicated material on an informed basis.

Two main challenges have confronted the PCC since the last APCM. The first of these was the retirement of our Vicar, Revd. Andrew Bunch. This is not the right place to pay tribute to his

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leadership, sagacity and immense capacity for patience, but it would be appropriate to say that in his absence we have seen clearly just how much we relied upon him. After his retirement, Joanne Russell has taken over the role of chairing the PCC. As well as working extraordinarily hard herself to fill this gap, she has also motivated and inspired others to put their shoulders to the wheel. One of the most important tasks for this PCC has been to work with our opposite numbers at St Margaret's to begin the process of appointing the next incumbent. With the help of the Area Dean, the Archdeacon and the Patron, our two PCCs have met for 'Section 11' and 'Section 12' meetings to appoint representatives to sit on an appointment panel, and to draw up profiles of the benefice to advertise the post. We look forward to working closely with the wider parish as the appointment process gets under way.

The second major challenge we have confronted since the last APCM has been the continuing struggle against the Covid19 pandemic and its attendant national lockdowns. We have benefited from the special expertise of members of our congregation in making decisions about variously closing and reopening the church as the virus has ebbed and flowed. The churchwardens and our Associate Priest, Daniel Walters, have worked hard to keep the parish safe, and the PCC has been happy to support them in this. We hope that the parish understands the caution that we have exercised in the interests of safety.

In order that the church might return to normality as quickly as possible in the next year, the PCC has kept its eye on three major projects while we have been locked down. First, we have monitored the church's finances carefully in these difficult months, and have appointed a new Treasury Team to work with the Finance Committee and the wider PCC to ensure the financial health of our institution. Secondly, we have continued to support the team working on fundraising for Project 900. The lockdowns have, naturally enough, altered the original calendar, but a great deal of work has gone on to ensure that we are ready to launch as soon as it is safe to do so. Thirdly, the PCC has continued to support the musical life of the church. Although opportunities for the choirs to sing have been few and far between during lockdown, care has been taken to keep our young musicians engaged, and to ensure that the infrastructure that supports them is ready for the Big Bang of reopening. In particular, the PCC was happy to oversee the creation of a new Charitable Incorporated Organisation for the St Giles' Music Academy, which will aid the governance of this important area of our activity.

The work that the PCC does is, ultimately, work carried out on behalf of the larger congregation of St Giles', and as such it is important that the PCC is seen to be working with the support of the whole parish. The period of interregnum between the retirement of one incumbent and the appointment of the next would present challenges to the governance of any parish, even under the most normal circumstances; against the backdrop of a pandemic and a national lockdown, the last few months have been a real test for this group of trustees. I hope those to whom we are responsible have been happy with the decisions that have been made on their behalf, and I hope that they feel their voices have been represented throughout.

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We hope that 2021-2022 will see St Giles' return to the growing and flourishing state it had been enjoying before the arrival of lockdown – a happy state which, perhaps, we had started to take for granted. Ensuring such a return will require a church that takes a strong and serious interest in its governance. The PCC has been extremely grateful to all those members of the parish who have volunteered for the many tasks which have been necessary to keep the church running in these difficult months, and to everyone who continues to support our work.

If I might finish this report on a more plangent note: at the last APCM our friend Jean Darke was elected to serve another term on the PCC. In spite of her deteriorating health, Jean participated in PCC business as far as she could, reading papers and even voting electronically. Jean passed away in March, and since then a certain sparkle and joy has been missing from our meetings. I think it would be appropriate to conclude this report by expressing my hope that the rest of us might follow Jean's example as best we can, acting with enthusiasm, with ambition and with good humour.

*Andrew James Sillett*



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### Safeguarding Report

#### **Policies:**

We updated and reviewed our safeguarding policy and safeguarding action plan at the PCC meeting on 7<sup>th</sup> April 2021. We also approved a policy on the appointment of ex-offenders.

#### **Training:**

Siân Grønlie completed diocesan Domestic Violence training on 9<sup>th</sup> April 2021.

Please note that all members of the congregation including those involved in the choirs are encouraged to complete the Basic Awareness Safeguarding Training available online. Members of the PCC are required by the diocese to complete this training, which is available here:

<https://www.oxford.anglican.org/support-services/safeguarding/safeguarding-training/#tab-id-2>

#### **Volunteers:**

We currently have 8 DBS-checked volunteers for the Boys' and Girls' Choirs, and 2 for Bells. Volunteers need to have a DBS check issued through St Giles. We are always in need of more volunteers, so please contact Nicholas Prozzillo or Siân Grønlie if you are interested.

Many thanks to all those who give their time to make sure that our children are safe and well cared for.

*Siân Grønlie*

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Health and Safety Report

All credit to the Clergy, Churchwardens and the Benefice Manager in drawing up & keeping under review risk assessments over the past year, for devising safe routes through the church, labelling pews & producing notices around the building & inside the loo, for providing sanitisers & wipes (replenishing the stock as needed), records of cleaning & signing in. Thanks also to the Steward at lunchtimes & those volunteers who wipe down pews & seating after use; also to all visitors & members of the congregation showing consideration for others.

*Jim Smith*

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Music & Academy Report

These are challenging times, yet music at St Giles' pedals ahead. During the 2020 Lockdowns Latin, music theory, piano, and organ classes took place alongside zoom socials and some virtual singing. Virtual concerts demonstrated the progress that our young musicians were making. St Giles' demonstrated that even in these times, it is possible to keep a community together. It is clear that our community – parents, singers, congregation – value the English choral tradition and everything it has to offer. Our diverse activities offer something very special to St Giles', individual families, the wider church, the community, and the arts.

The 2020 Carol Service did much to raise the spirits! There were plenty of challenges – accommodating everyone, ensemble singing, limited rehearsal – and things were a little rugged in places. But what enthusiasm. It was disappointing that the second service, to be sung by the girl choristers, had to be abandoned. They worked hard.

St Giles' frequently pauses for reflection. In December a choir meeting, chaired by Jonathan Mitchell, allowed members to explain why music at St Giles' matters to them. The opportunities we give to the young featured heavily. This is understandable. All of our trebles, from their very first week, take part in services, in order that they see first-hand the discipline required of those providing the treble line for a choir, and that they might appreciate the responsibility. The discipline this exercise inculcates improves a child's focus, resilience, and emotional maturity at home and at school.

A generous grant from The Ouseley Music Trust allowed us to offer choral scholarships to some teenage singers. Some of these singers played a very important role during in Michaelmas Term by acting as soloists for our Sunday services. St Giles' is always looking forward: the time is ripe to create another group. The original music development plan envisaged a youth choir for SATB teenagers. These singers would be recruited from our own choirs, from local schools, and from other choirs that do not offer opportunities for this age group. This will begin in September 2021.

St Giles' is expanding its outreach activities. Members will recall a St Giles' proposal to install organs in local schools. Viscount Organs, the sponsor, delivered the first organ to The Cherwell School in February 2020. The new cohort of organ pupils will eventually be seen at St Giles' for occasional classes, and, in due course, some may be seen learning the art of accompanying divine worship.

We should thank all those that have enthusiastically supported music at St Giles'. Covid 19 has led to various great acts of generosity towards the choir fund, and in praiseworthy deeds. Our PCC Secretary is to be thanked for his lively and stimulating Latin classes which have

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

been especially praised by some parents. We thank all those who responded to Andrew Patterson's appeal for donations to sustain music at St Giles'. Our previous Vicar, Canon Dr Andrew Bunch, worked hard to lay the foundations for a project which will bring much music making and a future to our church. Thank you Andrew for all your support! Let us enthusiastically work together as a team so that his vision will be realized. Thank you to everyone.

*Nicholas Prozzillo, Andrew Patterson*

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Buildings Report

General summary of items dealt with by the Building Committee:

#### Routine maintenance and minor repairs

- Replacement of lights in lady chapel.
- Regular cleaning and covid cleaning / labelling and notices.
- Ongoing monitoring of UFH system and radiators.
- Installation of new audio / visual equipment.

#### QI items

- Vestry: new carpet laid

#### Planned works for the next 12 months

- 5.2.2 North Aisle East End Rainwater gutter and down pipe Take down existing upvc rainwater gutter, down pipe and fittings. Supply and fix replacement 5 inch half round cast iron rainwater gutter, 3 inch rainwater down pipe and fittings.
- 5.2.5 South Aisle west end Supply and fix replacement four inch cast iron rainwater shoe.
- 5.4.2 Right side of porch Supply and fix replacement section of four inch cast iron rainwater down pipe below hopper. Painting To new metalwork only prepare and paint two coats of Dulux Metalshield gloss paint. Internal works
- 10.8 North Aisle west end. Terminate internal tap.
- 10.10.2 South Chapel Repair hole in floor excluding carpet repair.

*Paul Rutterford, Maureen Chu, Meg Peacock*

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Deanery Synod Report

St Giles' Church representatives are Catherine Hilliard, Melanie Florence, and Maureen Chu.

The first meeting was on Tuesday 8<sup>th</sup> December 2020 via a Zoom Meeting, set up by the Area Dean Rev. Anthony Buckley and the Lay Chair Prudence Daily.

Notes distributed after the meeting:

- 1) Opening prayer
- 2) Introduction and welcome from the incoming Area Dean – he set out the business to be conducted when the new sessions start in January, and thanked the outgoing parish representatives.  
There will be elections for a new Secretary, but the present Lay Chair and Treasurer are willing to continue.  
There was also mention of setting up a Standing Committee and possible deputies for some offices.
- 3) The meeting then broke up into Zoom Rooms as a way of getting to know other representatives, and share how our various churches have experienced and dealt with the pandemic times.
- 4) When we returned to the main meeting the Area Dean suggested we should think about what challenges the Deanery will face in the future years.
- 5) Closing Prayer

### Dates for 2021:

Tuesday. 7<sup>th</sup> February  
Thursday 20<sup>th</sup> May  
Wednesday 22<sup>nd</sup> September (with Cowley)  
Tuesday 23<sup>rd</sup> November

### Deanery Synod 7<sup>th</sup> February

The Parish Share motion, listed below, was proposed and passed by the representatives on the Deanery Synod. Small breakout groups were formed to discuss the motion; no objection was reported from any group.

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

**OXFORD DEANERY SYNOD: February 2021**

### THE PARISH SHARE FOR 2021

MOTION: That the Deanery Share of £ 1,157,751 for the year 2021 be allocated to Parishes in accordance with the figures below.

Parish	2020	2021	Change %
Kidlington with Hampton Poyle	93,280	93,280	0.0%
North Hinksey with Botley	46,232	44,232	-4.3%
St Aldate	135,393	135,393	0.0%
St Andrew	115,893	115,893	0.0%
St Barnabas with St Thomas	58,225	58,225	0.0%
St Ebbe	107,632	107,632	0.0%
St Frideswide with Binsey	20,071	23,071	14.9%
St Giles	55,117	55,117	0.0%
St Mary Magdalen	63,718	63,718	0.0%
St Mary the Virgin (University Church)	92,006	92,006	0.0%
St Matthew with St Luke	71,786	71,786	0.0%
St Michael at the Northgate	41,203	41,203	0.0%
St. Margaret	53,597	53,597	0.0%
South with New Hinksey	22,851	22,851	0.0%
Summertown	71,789	71,789	0.0%
Wolvercote	68,011	68,011	0.0%
Wytham	6,256	6,256	0.0%
Unallocated	34,691	33,691	-2.9%
<b>Deanery Share</b>	<b>1,157,751</b>	<b>1,157,751</b>	<b>0.0%</b>

### Background

1. The 2021 allocation is based on the parish share allocation for 2020, with agreed adjustments for North Hinksey with Botley and St Frideswide with Binsey.
2. The total allocated represents 97% of the parish share requested by ODBF and reflects the fact that the Oxford Deanery is not participating in the parish share rebate scheme, which is equivalent to a net annual discount of 3%.
3. The parish share allocations shown above do not reflect the 1% discount that most parishes obtain from ODBF by signing up to the Direct Debit scheme.

The composition of the members and officers of the Deanery Synod was circulated as below:

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

**House of Clergy:** I have sent this to as up to date a list as I have. If, however, you are no longer a member of the House of Clergy in the Oxford Deanery, *please let me know* so that I can remove your name. Similarly, if you are aware of a colleague who is a member and whom I have not contacted, please ask them to be in touch.

**House of Laity:** I have sent this to all those representatives elected at the recent APCMs and so I hope it is still up to date.

**Standing Committee:** Following the recent call for nominations for Deanery Officer and Standing Committee positions, I am pleased to advise that the following were elected unopposed:

Prudence Dailey (Lay Chairman); Richard Doney (Secretary); The Revd Gavin Knight; Alan McCullough (Treasurer); Julia Reece.

In addition, the Area Dean (the Revd Anthony Buckley) and the Assistant Area Dean (the Revd Clare Sykes) are both members of the Standing Committee in an official capacity.

This means that we still have four vacancies—two clerical and two lay—on the Standing Committee. We will need to run another round of nominations (followed, if necessary, by an election) to fill these; we will be in touch again about this in due course.

This sums up the content of the meetings in this period.

The next meeting is on 20<sup>th</sup> May 2021

*Maureen Chu*



# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### **Vicar and Churchwardens Trust Report**

Having reimbursed the PCC for the cost of initial proposals for the west end development, c£22K in 2019, the Trust continued to support the scheme with a further £12,000 last year. As Covid restrictions became long-term, the advance cost (£4288) of the necessary audio-visual system was paid for directly so that it could be installed last September. (The Trust also met the cost of further improvements added in March.)

*Margaret Williamson*

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Susan Kidd Charity Report

The purpose of this charitable trust is to make grants, for the purposes of promoting education, relieving need and sickness and supporting advancement in life, to eligible individuals resident within the ancient parish of St Giles' and to relevant activities undertaken by educational institutions located within it. Details of the trust are now available in a more accessible place on St Giles' website (<https://www.st-giles-church.org/susan-kidd-charity/>), together with an electronic application form.

The trustees examined the accounts for 2019-20 and decided to distribute £1,800 from income in 2020. Invitations to apply were sent out to parishes, schools, colleges and playschools within the ancient boundaries of St Giles' parish and to St Giles' choir and chess club. Twelve applications were considered and nine grants were made: to one undergraduate, six graduate students, the Polstead Preschool and St Giles' Choir Committee.

The trust's annual return to the Charity Commissioners was submitted in September 2020 ([www.charitycommission.gov.uk](http://www.charitycommission.gov.uk), charity number 202199). The trustees agreed to invite Margaret Williamson to inspect the accounts again next year.

A special Evensong acknowledging the work of the Trust was planned for 7 February 2021, but had to be cancelled under lock-down restrictions during the Covid-19 epidemic.

The Chairman was thanked by the other trustees for his contributions to the operation of the Trust; they wished him well in his retirement.

Revd Canon Andrew Bunch (Chairman)

Mrs Hilary Hiorns (Treasurer)

Cllr Louise Upton (Trustee, Oxford City Council)

Dr Mary MacRobert (Secretary).

*Mary MacRobert*

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Parish Rooms Report

#### Full Time Users

The Gatehouse: Monday to Friday from 4pm to 7.30pm and Sunday from 3.30pm to 6.30pm

#### Regular Users

Cherubim & Seraphim	Sunday mornings from 10 – 12 noon
Lighthouse Chapel*	Sunday afternoons from 12.30 to 2.30
OUCA	Sunday evenings during Term from 8 pm to 11 pm
Forro Dance Group:	Monday evenings from 8pm to 10.30pm
NA*:	Tuesday evening from 7.30pm to 9.30pm
Yoga	Wednesdays from 12 to 2
International Folk Dance:	Wednesday evenings from 8pm to 10pm
Showering Charity*:	Saturdays from 12pm to 2.30pm

Currently the only Groups using The Rooms are the Gatehouse and the Showering Charity. NA are due to start again on 1<sup>st</sup> June and I've received enquiries from some of the others to ask when they can come back and hope they will be able to do so when restrictions are due to be lifted on 21<sup>st</sup> June.

#### New Regular bookings

The Gatehouse are hiring the small meeting room on Mondays and Tuesdays from 31<sup>st</sup> May, initially for 14 weeks at a cost of £50 per week, making a total of £700.

#### One-off Users

Oxford City Council rented the Rooms on 6<sup>th</sup> May for the Local Elections at a cost of £255. There are some tentative bookings in the diary for later in the year (from individuals) and I anticipate taking bookings from a number of Oxford University Societies in Michaelmas Term.

#### Current Rates of Hiring the Parish Rooms

Hall:	£17 an hour
Meeting Room:	£7 an hour
Non-refundable deposit for one-off users:	£10
Charitable Rate*:	£10

#### Finance

During the pandemic, monthly income fell by 77%. However, in April we received a total of £9,340.64 from a Local Restrictions Support Grant which is administered by Oxford City Council on behalf of BEIS (the Department for Business, Energy & Industrial Strategy).

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

Applications are now open for a further grant to cover the period 1<sup>st</sup> April to 30<sup>th</sup> June and a one-off Restart Grant.

### **Maintenance of the Parish Rooms**

Routine maintenance was carried out such as leaf clearance (above the lean-to area) and the annual boiler service and fire extinguisher checks.

*Meg Peacock*

# St Giles' Church, Oxford

Charity: 1135246

## Annual Report 2020

### Project 900 Report

Covid-19 stopped us in our tracks. We had plans to launch fundraising for the organ through the *Sponsor a Pipe* project just after Easter 2020 and that was, of course, cancelled. The Steering Group was suspended until September.

During the autumn, the Steering Group welcomed Jonathan Mitchell, a gentleman of the Choir, as a member. Jonathan brings considerable experience in planning and has helped introduce a more robust fundraising structure with tasks divided between teams as follows:

- Major Gifts, which Jonathan is leading;
- Grants, led by me;
- *Sponsor a Pipe*, led by Nicholas Prozzillo (with John Chelsom designing the platform);
- Events, led by Mary Whitlock and Joanne Russell;
- Communications, including a Project 900 specific website, led by David Clover and Maureen Chu, both new members.

Since Andrew Bunch's retirement, Daniel Walters has joined the Group.

Project 900 so far has been supported by nearly £340,000 which has been pledged from the Vicar and Church Wardens' Trust and other individuals and funds before full fundraising has commenced. Initial conversations with prospective donors in the past few months encourage us to have confidence of some lead pledges in the near future. This puts the project on a strong foundation for launching the more concerted and strategic fundraising effort in a range of different ways.

The PCC is reviewing the fundraising target, in part recognising that trusts and foundations have refocused their giving in the light of pandemic needs. The architects have been asked to revise their estimate to meet a revised brief and, while we do not yet have firm figures for our fundraising target, our current thinking is that a total of £650,000 will exceed the costs required for the project. Such a figure will set us a fundraising target of c£310,000. We are aiming to launch the *Sponsor a Pipe* fundraising tool later this year and are planning approaches to prospective donors and grant giving organisations.

### St Giles' Music Academy, Oxford

An important development associated with Project 900 has been the establishment of the St Giles' Music Academy which has recently achieved the status of a registered charity (as a Charitable Incorporated Organisation). The principal fundraising objective of P900 is the acquisition of funds for a new organ for the church, which is a critical tool for the delivery of the Academy's objectives. The Steering Group therefore supported the CIO application, in recognition of the need to articulate this connection in our fundraising effort so that the organ

# **St Giles' Church, Oxford**

Charity: 1135246

## **Annual Report 2020**

is positioned as a benefit not only to the church's Christian mission, but also its educational activity.

There are four Trustees at present, Mary Whitlock, Joanne Russell, Nicholas Prozzillo and Daniel Waters and additional trustees are being recruited. The Music Academy will oversee those musical activities that do not relate to 'worship' such as tuition in piano, organ and music theory.

*Veronica Warner*

# **St Giles' Church, Oxford**

Charity: 1135246

## **Annual Report 2020**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH  
OF ST GILES, OXFORD**

*Registered charity 1135246*

**ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**



# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

**Independent Examiner's Report to the Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Giles, Oxford, charity number 1135246, on accounts for the year ended 31 December 2020 set out on pages 2 to 12**

I report to the trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 December 2020.

## **Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust'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 which gives me cause to believe that in, any material respect:

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

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

Signed



Date 29.10.2021

**Michael Ling, IPFA**  
**Chartered Institute of Public Finance and Accountancy**  
**24 Old Chapel Close**  
**Kidlington**  
**Oxfordshire**  
**OX5 2HN**

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

## Statement of Financial Activities for the year ended 31 December 2020

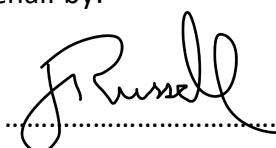
		2020				2019 (Restated)			
The notes on pages 4 to 12 form part of these accounts		Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Unrestricted Funds	Restricted Funds	Endowment Funds	Total
Note		£	£	£	£	£	£	£	£
<b>Income and endowments from:</b>									
Voluntary income	2a	49,855	22,909		72,764	58,802	27,576		86,378
Activities for generating funds	2a	21,945	48,658		70,603	16,524	82,973		99,497
Investment income		0	0		0	0	0		0
Charitable activities	2b	88,095	110,345		198,440	32,066	36,363		68,429
Other income		0	0		0	0	0		0
<b>Total income</b>		<b>159,895</b>	<b>181,912</b>	<b>0</b>	<b>341,807</b>	<b>107,392</b>	<b>146,912</b>	<b>0</b>	<b>254,304</b>
<b>Expenditure on:</b>									
Cost of generating voluntary income	3a	0	2,420		2,420	0	10,070		10,070
Charitable activities	3b	100,623	223,169		323,792	116,743	102,707		219,450
Other expenditure		0	0		0	0	0		0
<b>Total expenditure</b>		<b>100,623</b>	<b>225,589</b>	<b>0</b>	<b>326,212</b>	<b>116,743</b>	<b>112,777</b>	<b>0</b>	<b>229,520</b>
<b>Net gains / (losses) on investments</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net income / (expenditure)</b>		<b>59,272</b>	<b>(43,677)</b>	<b>0</b>	<b>15,595</b>	<b>(9,351)</b>	<b>34,135</b>	<b>0</b>	<b>24,784</b>
<b>Transfers between funds</b>		<b>(90,499)</b>	<b>90,499</b>		<b>0</b>	<b>11,803</b>	<b>(11,803)</b>		<b>0</b>
<b>Net movement in funds</b>		<b>(31,227)</b>	<b>46,822</b>	<b>0</b>	<b>15,595</b>	<b>2,452</b>	<b>22,332</b>	<b>0</b>	<b>24,784</b>
<b>Reconciliation of funds:</b>									
Total funds brought-forward		<b>42,037</b>	<b>109,651</b>	<b>0</b>	<b>151,688</b>	<b>39,585</b>	<b>87,319</b>	<b>0</b>	<b>126,904</b>
<b>Total funds carried-forward</b>		<b>10,810</b>	<b>156,473</b>	<b>0</b>	<b>167,283</b>	<b>42,037</b>	<b>109,651</b>	<b>0</b>	<b>151,688</b>

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

## Balance Sheet as at 31 December 2020

	Notes	TOTAL FUNDS	
		2020 £	2019 £
<b>FIXED ASSETS (Investments)</b>		<b>0</b>	<b>0</b>
<b>CURRENT ASSETS</b>			
Debtors	5	39,833	51,502
Cash at bank and in hand		140,712	108,873
<b>Total Current Assets</b>		<b>180,545</b>	<b>160,375</b>
<b>LIABILITIES</b>			
Creditors - amounts falling due in one year	6	<b>13,262</b>	<b>8,687</b>
<b>Net current assets/(liabilities)</b>		<b>167,283</b>	<b>151,688</b>
<b>TOTAL NET ASSETS</b>		<b>167,283</b>	<b>151,688</b>
<b>PARISH FUNDS</b>			
Unrestricted	8	10,810	42,037
Restricted	8	156,473	109,651
Endowment	8	0	0
<b>Total Parish Funds</b>	8	<b>167,283</b>	<b>151,688</b>

Approved by the Parochial Church Council on 6th October 2021 and signed on its behalf by:

  
.....

.....

Chair Joanne Russell, Churchwarden

The notes on pages 4 to 12 form part of these accounts.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

## Notes to the financial statements for the year ended 31 December 2020

### 1. ACCOUNTING POLICIES

The charity constitutes a public benefit entity as defined by Financial Reporting Standard 102 (FRS 102).

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards and the Charities SORP (FRS 102) 2015 with Update Bulletin 1.

The financial statements have been prepared on an accruals basis under the historical cost convention except for the valuation of investment assets, which are shown at market value. 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.

The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

#### Funds

**Endowment funds** are funds where the capital must be maintained. Only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established. St Giles has no endowment 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 must be carried-forward as a balance on that fund.

**Unrestricted funds** are general funds which can be used for any purpose that the PCC determines within that allowed under its governing documents.

#### Income

Under the SORP income is recognised when there is entitlement, sufficient certainty of receipt and it can be measured reliably.

Planned giving, collections and general donations are recognized when received.

Gift Aid income is recognized when the income to which it relates is determined.

All income is accounted for gross wherever possible.

#### Expenditure

Under the SORP expenditure is recognised when a legal or constructive obligation exists at the balance sheet date as a result of a past event, it is more likely than not that a transfer of economic benefits, often cash, will be required in settlement and the amount of the obligation can be measured or estimated reliably.

All expenditure is accounted for gross wherever possible.

## **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD**

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

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

### **Fixed Assets**

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

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 inventories, which are open to inspection. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

## THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

		2020				2019			
		Unrestricted Funds	Restricted Funds	Endowment Funds	£	Unrestricted Funds	Restricted Funds	Endowment Funds	Total
		£	£	£	£	£	£	£	£
<b>2</b>	<b>INCOME</b>								
2a	<b>Generated Funds</b>								
	Project 900 donations		3,835		3,835		3,948		3,948
	Covid-19 Appeal	3,983			3,983				0
	Planned Giving	33,979	1,000		34,979	36,142			36,142
	Envelopes	1,963			1,963	3,600			3,600
	Choir Fund donations		5,750		5,750		10,676		10,676
	Project 900: Organ - donations		6,058		6,058		7,034		7,034
	Sponsor-a-Pipe		2,749		2,749				0
	Gift Aid	7,188	1,608		8,796	8,303			8,303
	St Matthew Passion		2,232		2,232				0
	Concerts		2,500		2,500		6,717		6,717
	Rooms	5,604			5,604				0
	Parish Hall hire		10,838		10,838		15,524		15,524
	Gatehouse		17,467		17,467		13,974		13,974
	Front Office	4,000			4,000	4,000			4,000
	Upper Rooms Hire		15,000		15,000		26,154		26,154
	Cottage	12,000			12,000	12,000			12,000
	Other	3,083	2,530		5,613	11,281	26,522		37,803
		71,800	71,567	0	143,367	75,326	110,549	0	185,875
2b	<b>Charitable activities</b>								
	Fees	356			356	1,247			1,247
	Job Retention grant	3,404	3,923		7,327				0
	Re-imbursed-St Margaret's	4,481			4,481	4,292			4,292
	Other	79,854	106,422		186,276	26,527	36,363		62,890
		88,095	110,345	0	198,440	32,066	36,363	0	68,429
<b>Total</b>		159,895	181,912	0	341,807	107,392	146,912	0	254,304

## THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

	2020				2019			
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Unrestricted Funds	Restricted Funds	Endowment Funds	Total
<b>3 EXPENDITURE</b>								
<b>3a Raising funds</b>								
Concert expenses		2,420		2,420	0	1,710	0	1,710
Jazz Festival - costs						7,588		7,588
Messiah expenses						772		772
	0	2,420	0	2,420	0	10,070	0	10,070
<b>3b Charitable activities</b>								
Parish share	54,566			54,566	54,198			54,198
Contribution to Associate Priest	6,750			6,750	2,647			2,647
Cleaning - Church	1,059			1,059	1,103			1,103
Cleaning - Parish Rooms		3,114		3,114		5,603		5,603
Utilities - Church	4,055			4,055	4,834			4,834
Utilities - Parish Rooms		3,779		3,779		4,301		4,301
Insurance - Church	4,815			4,815	4,692			4,692
Insurance - Parish Rooms		1,200		1,200		1,200		1,200
Maintenance - Church		8,128		8,128		4,380		4,380
Maintenance - Parish Rooms		5,803		5,803		24,252		24,252
Music and Choir	4,003	10,610		14,613	7,446	19,302		26,748
Palestinian Festival		3,066		3,066		820		820
Project 900		725		725		13,803		13,803
Other	25,375	186,744		212,119	41,823	29,046		70,869
	100,623	223,169	0	323,792	116,743	102,707	0	219,450
<b>Total</b>	<b>100,623</b>	<b>225,589</b>	<b>0</b>	<b>326,212</b>	<b>116,743</b>	<b>112,777</b>	<b>0</b>	<b>229,520</b>

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

## 4 (a) STAFF COSTS

	2020	2019
	£	£
Salaries and wages	17,625	15,357
Employer's pension contributions	<u>6,056</u>	<u>6,941</u>
	<u>23,681</u>	<u>22,298</u>

No employee earned more than £60,000 in 2020 (2019: Nil).

## (b) PENSIONS

The St Giles, Oxford, Parochial Church Council participates in the Pension Builder Scheme section of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The CWPF has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

### Pension Builder Scheme

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SOFA in the year are contributions payable (2020, £; 2019, £).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, the St Giles, Oxford, Parochial Church Council could become responsible for paying a share of that employer's pension liabilities.

Pension Builder 2014 is the pension scheme used by St Giles, Oxford, Parochial Church Council.



# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

## (c) TRUSTEES' REMUNERATION

The trustees neither received nor waived any remuneration for undertaking their duties as trustees during the year (2019: Nil).

## 5 DEBTORS AND PRE-PAYMENTS

	Unrestricted £	Restrict ed £	Endowme nt £	TOTAL FUNDS	
				2020 £	2019 £
Tax recoverable on Gift Aid	4,369			4,369	4,800
Payroll		13,448		13,448	9,635
Pension		5,090		5,090	3,133
Other	14,753	2,173		16,926	33,934
	<u>19,122</u>	<u>20,711</u>	<u>0</u>	<u>39,833</u>	<u>46,702</u>

## 6 LIABILITIES

Amounts falling due within one year:

	Unrestricted £	Restrict ed £	Endowme nt £	TOTAL FUNDS	
				2020 £	2019 £
Associate Priest	6,750			6,750	2,647
Pension Provider		966		966	0
Other creditors	2,053			2,053	6,040
Receipts in advance	3,493			3,493	0
	<u>12,296</u>	<u>966</u>	<u>0</u>	<u>13,262</u>	<u>8,687</u>

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

## 7 FUNDS

### **Unrestricted Funds:**

General - Used for all general purposes of the PCC, unless covered by another fund.

### **Restricted Funds:**

Buildings - For buildings maintenance and improvement.

Bell - For re-tuning and hanging of the bells.

Chess - For chess activities.

Choir - To further the work and activities of the St Giles' Choir.

Gatehouse Counselling - For Gatehouse services.

Parish Rooms Garden - For the garden project.

Jazz - Festival usually held annually with proceeds to specific charities.

Project 900:Organ - For provision of new organ in celebration of 900 years of worship at St Giles'.

Palestinian Festival - Oxford Palestine Unlocked project.

Respite - The Respite Café.

Project 900: Fabric - Project celebrating 800 years of worship at St Giles'.

Parish Rooms - Relates to the parish rooms.

Vicar and Churchwardens' Trust - Donations from the Vicar and Church Wardens' Trust and related expenditure.

Choir Tour - Relates to Choir tour.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST GILES, OXFORD**

**8 Funds - Summary statement for year ended 31 December 2020**

Fund	Balance brought forward £	Incoming resource s £	Outgoing resource s £	Transfer s £	Gains/ (Losses ) £	Balance carried forward £
<b>Unrestricted Funds</b>						
General	32,160	138,365	91,843	(69,322)		9,360
Others	9,877	21,530	8,780	(21,177)		1,450
	<u>42,037</u>	<u>159,895</u>	<u>100,623</u>	<u>(90,499)</u>	<u>0</u>	<u>10,810</u>
<b>Restricted Funds</b>						
Buildings	8,369	18,245	18,495	10,220		18,339
Bell	426	1,048		(1,048)		426
Chess	2,427	532	980	(92)		1,887
Choir	10,018	18,364	18,792	6,337		15,927
Gatehouse Counselling	0	3,333	1,250			2,083
Parish Rooms Garden	1,283	500		(1,783)		0
Jazz		603	26,650	26,650		603
Project 900: Organ	37,353	11,042	4,144			44,251
Palestinian Festival	4,243		4,066			177
Respite	1,676		1,679	3		0
Project 900: Fabric	42,485	4,562	2,421			44,626
Parish Rooms		39,752	63,073	23,321		0
Vicar/C'Wardens Trust		13,710	11,478			2,232
Choir Tour		3,052	313	3,211		5,950
Others	1,371	67,169	72,248	23,680	0	19,972
						<u>156,47</u>
	<u>109,651</u>	<u>181,912</u>	<u>225,589</u>	<u>90,499</u>	<u>0</u>	<u>3</u>

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD

## 9 COMPOSITION OF FUNDS

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	£	£	£	2020	2019
Debtors	19,122	20,711		39,833	51,502
Cash	4,661	136,051		140,712	108,873
Liabilities	(12,973)	(289)		(13,262)	(8,687)
Total	10,810	156,473	0	167,283	151,688

## 11 VOLUNTEERS

The Parochial Church Council is dependent upon the many volunteers who offer their services free of charge, and often at personal expense by incurring travel costs and purchasing materials at their own cost. Volunteers are involved in all aspects of the Council's work.

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GILES, OXFORD**

## **Independent Examiner's Report to the Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Giles, Oxford, charity number 1135246, on accounts for the year ended 31 December 2020 set out on pages 2 to 12**

I report to the trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust'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 which gives me cause to believe that in, any material respect:

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

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



Signed

Date: 29.10.2021

**Michael Ling, IPFA  
Chartered Institute of Public Finance and Accountancy  
24 Old Chapel Close  
Kidlington  
Oxfordshire  
OX5 2HN**