

**Parkview Chapel,
Botesdale**

Receipts & Payments Account

&

Statement of Assets & Liabilities

For the period to 31st December 2021

Parkview Chapel, Botesdale

Governing document: Constitution dated 23rd December 2016

Charity Registration Number: 1170915

Trustees and Members

Mick Hams (Retired 23rd December 2021)
Matt Levett
David Miles
Ella Miles
Philip Miles
Mark Wallace (Chairman)
Matt Warnock

Congregational leadership team

David Miles (Retired 31st December 2021)
Kevin Gladwell
Amanda Kirk
Andrew Kirk
Helen Miles (Retired 31st January 2021)
Philip Miles
Sarah Partridge

Address: The Street, Botesdale, Diss, Norfolk. IP22 1BX

Bankers: Barclays

Independent Examiner:

Haines Watts Accountants, 8 Hopper Way, Diss, Norfolk. IP22 4GT

Index

Page 1: Legal & Administrative Details
Page 2: Trustees Report
Page 7: Independent Examiner's Report
Page 8: Receipts and Payments Account
Page 9: Statement of Assets & Liabilities
Pages 10 to 12: Notes to the Accounts

PARKVIEW CHAPEL, BOTESDALE

Trustees Report for the year ended 31 December 2021

The trustees submit their annual report and financial statements for the year ended 31st December 2021.

Objects:

The objects of the charity for the public benefit, as per the constitution, are to advance the Christian faith in Botesdale, nearby villages and in such other parts of the United Kingdom or the world as the charity trustees may from time to time think fit.

This can be summarised as:-

- providing a safe space for people to explore Bible's message of God's salvation through Jesus Christ
- encouraging those who respond to this message to grow as disciples
- providing support for those locally who are facing particular challenges in their lives.
- encouraging each other to pray and worship both individually and together.

Structure, Governance and Management

The charity is ultimately run by the Trustees. The Trustees have the authority to exercise their powers to further the objects of the charity. The Trustees meet at least once a year but delegate the day to day decision making on the running of the Church to the Congregational Leadership Team, some of whom are also Trustees. The Leadership Team meets monthly to consider the management and pastoral needs of the fellowship.

During 2016 the charity that was established in the name of 'Parkview Chapel, Botesdale (Reg.Charity No. 1170915) as a 'Charitable Incorporated Organisation' and has since sat dormant in anticipation of the vesting of permanent endowment assets to it by the historic charity and transfer of other assets; this eventually took place on 15th March 2019.

The church: its aims and objectives:

Whilst Parkview Chapel describes a building, the essence of our church life is about ordinary people whose lives have been changed by Jesus Christ, the Son of God and who seek to live according to our understanding of the principles laid down in the New Testament for Christian living. We welcome opportunities to join with other Christians who share this same vision.

Parkview Chapel is a member of the 'Evangelical Alliance', 'Rural Ministries' and 'Partnership'; organisations that links together a number of churches that are similar in nature to ourselves.

The year: its objectives and achievements:

During the year ended 31st December 2021 the church sought to fulfil its objectives in the following ways, having had regard to the guidance given by the Commission on public benefit, and in particular, the specific guidance on charities for the advancement of religion. During the past year we achieved this by:-

Regular programme

- As reported in previous years' trustees' report, we have a regular programme of services and other events, with some occurring weekly, some monthly and some annually. The aim of our services and worship is to help those attending put faith into practise through prayer, scripture, music and communion. During our Sunday morning services during January we worked through the book of Revelation; in February and into March we worked through material under the title of '*The Reason for God*' based on a book by Tim Keller. After Easter, '*You are never alone*', then onto '*The Wellbeing Journey*' a series that we believed to be useful after the difficult period following the COVID-19 pandemic lockdowns. In the Autumn we worked through studies in the book of Exodus before looking at '*The Characters of Christmas*'. Each week the message delivered on Sunday was linked to the material that we used in our mid week LIFE groups
We were pleased to be able to hold a Carol Service on the Sunday prior to Christmas Day at 4pm. To ensure the safety of those attending everyone sat round tables; after the service tea was served in a COVID secure manner with food laid out in a side room and a one way system in place.

Building Relationships

- Since we believe that at the core of our faith is relationship, both heavenward to our heavenly Father and then with those around and both through our regular events and special occasions, we work to bring that about, notably through:
 - 'Coffee on a Sunday', 'Coffee on the Corner' and 'Coffee Stop', as in previous years, however these did not take place for the first few months of the year due to COVID restrictions, but to provide social interaction monthly virtual coffee mornings were organised and appreciated, in particular by those who live alone.
 - Quiz nights – In December teams gathered for a quiz night which was well attended.

Serving our community

- Outside of periods of lockdown the building began to be used by outside groups, including an exercise group. These groups were asked to complete their own risk assessments in relation to the risks associated with COVID19.
- A book/jigsaw exchange scheme was set up outside the front doors and was used by many in the local community, particularly during the long dark weeks of lockdown early in the year.
- During advent, the front window of Parkview Chapel was artistically decorated and lit up after dark each evening in the run up to Christmas.
- The staff at the local health centre used the car park on days when COVID vaccinations were taking place at the health centre.
- The Mobile Post Office van has continued to use the chapel car park for what became a weekly visit.

Impact of COVID-19

- The COVID-19 restrictions continued to have a significant impact on the activities that we would normally hold at Parkview Chapel, though this became less as the year progressed and restrictions began to lift.
- As restrictions eased more and more groups came back to using the building including some small groups who were glad to meet with their guitars and 'make music' which proved valuable support to their wellbeing.
- From the first week of January until the end of March all Sunday Services were held using Zoom due to the government's imposition of a further lockdown. The first Sunday that we met again in person was Easter Sunday, 4th April. A good number attended.
- As was the case last year, contact details for those attending were recorded and stored for 3 weeks in accordance with guidelines until that requirement was dropped.
- On Good Friday a service was held in the car park of Parkview Chapel with people from each of the three churches in the village in attendance; being outside singing was permitted and everyone enjoyed the opportunity to join in community singing once more. In excess of 60 were present.
- For services inside the building singing resumed from 19th July, for many weeks this had to be with masks being worn.
- The group of young people who met on Sunday evenings (PYP) continued to meet, again using Zoom, meeting together for the first time on 18th April.
- LIFE groups met again in person beginning in September, but whereas previously two of the three groups had met in members' private homes, it was decided that all groups would meet in the church building allowing for more distance between people.
- Contact with the children who normally attended Junior Friday Club was maintained by the weekly circulation through email of a Bible story, a thought from Kevin, a prayer, craft ideas, and other children's activities such as colouring sheets and word searches. This was also circulated to other families who requested it but do not as yet attend Junior Friday Club.
- Junior and Senior Friday Clubs met again in person from September.
- Once we made the decision to reopen there was a good response; we still had space to accommodate everyone one who wished to attend, even with the social distancing, without needing to implement a booking system. For those who were not able to attend due to health concerns the services in the building were livestreamed still.
- We have been pleased to welcome new people to our services which has resulted in numbers attending our Sunday Services increasing over the period covered by this report

Trustees

- The trustees 'met' twice during the year and were kept informed by email of plans relating to the closing and opening of the building as they were developed by the leadership team. Their support has been greatly appreciated during this challenging period.
- At the Trustees' meeting in May Philip Miles relinquished the role of chair and was replaced by Mark Wallace.
- The trustees regularly discuss the recruitment of new trustees and in so doing seek to maintain a balance between those for whom Parkview Chapel is their home church and those from further afield who because of their experience/qualifications can complement the skills of the existing trustees and in particular support the objects of the charity.

Leadership

- Andrew and Amanda Kirk joined the leadership team in January.
- In January Helen Miles retired from the team and then in December David Miles retired. Both were thanked for their valuable contributions to the leadership of the church.

Beyond our villages

- Contributions continue to be collected for the Waveney Foodbank and delivered to their premises.
- Gifts were passed to a number of bodies whose work has similar aims to Parkview Chapel, and details of these gifts can be found in Note 3 to the accounts on page 11

Premises

- External woodwork was painted during the year and repaired as necessary.
- Electrical items were all Portable Appliance Tested during this year.
- A successful application was made to the local council to cut down 2 very tall conifer trees that were close to the boundary fence.

Volunteers

Although we have two paid employees, one full time and one part time, much of the work of the charity is undergirded by generous giving of their time by many volunteers.

Health and Safety

- A review of the Health & Safety policy was undertaken mindful of the recommendations included in the Fire Risk Assessment that took place in December 2019.
- A fresh appointment to the post of Health & Safety Officer was made.
- Our safeguarding lead and her deputy have worked this year to continue to update DBS checks on trustees and volunteers as necessary and are looking to further review the safeguarding policy in the light of recent guidance.

Risk Assessment

- When considering meeting in the building during this period we were mindful of government guidance on safe meeting; appropriate precautions were put in place as we used the building aimed at minimising risk of disease transmission between individuals..

The Trustees have taken account of the Charity Commission's guidance on Public Benefit where appropriate when exercising their powers and duties, planning and reviewing the aims, objectives and activities of Parkview Chapel. Throughout this report, Parkview Chapel has sought to demonstrate the ways that it delivers benefit to the public —whether they are members of our congregation, another church or have no church /religious affiliation.

Statement of Trustees Responsibilities

Charity law requires us as trustees to prepare financial statements for each accounting year, which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Serious Incidents

We are thankful to report that there were no serious incidents to be reported during 2021.

Financial Review

Church receipts into the Unrestricted Fund for the period came to £37,461. Much of this is given in a way that makes use of the government Gift Aid scheme to reclaim tax on the gifts as well as the Gift Aid on Small Donations Scheme.

Expenses from the Unrestricted Fund for the period came to £33,924. Overall there was a surplus for the period of £3,537 on the Unrestricted fund.

Regular financial updates are produced for leadership group meetings.

Reserves Policy

It is our aim to maintain free reserves that equate between three and six months of normal expenditure, (£8,500 to £17,000) though there may be rare conditions under which we find that it will be necessary to go below this level. As of 31st December 2021, the level of unrestricted reserves were £22,201.

..... Date

Signed for and on behalf of the Trustees of Parkview Chapel

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
PARKVIEW CHAPEL, BOTESDALE**

I report to the trustees on my examination of the accounts of Parkview Chapel ('the charity') for the year ended 31 December 2021 on pages 7 to 11 following.

Responsibilities and basis of report

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

I report in respect of my examination of the charity'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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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.

Simonetta Castellano
Haines Watts
Unit 8 Hopper Way
Diss Business Park
Diss
Norfolk
IP22 4GT

PARKVIEW CHAPEL, BOTESDALE

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st December 2021

	Notes	Restricted Funds	Unrestricted Funds	Total 2021	Total 2020
RECEIPTS		£	£		£
Donations and grants		7,160	34,995	42,155	37,985
Bank interest		1	10	11	71
Dividends on investments		-	1,124	1,124	1,100
Rent for use of chapel		-	960	960	612
Friday Club Tuck Shop		-	284	284	173
Other income		-	88	88	42
		7,161	37,461	44,622	39,983
PAYMENTS					
Grants and donations	3	2,520	588	3,108	3,982
Wages/salaries	4	4,140	21,353	25,493	23,481
Pension contributions		-	1,643	1,643	1,708
Repairs and maintenance		-	1,407	1,407	805
Lighting and heating		-	553	553	2,259
Insurance		-	1,312	1,312	1,371
Telephone and broadband		-	759	759	641
Water and sewerage		-	117	117	148
Printing & stationery		-	162	162	108
Professional fees		-	600	600	936
Employee expenses		-	1,069	1,069	735
Cost of services	3	580	1,187	1,767	846
Youth work		-	885	885	729
Miscellaneous	6	-	1,131	1,131	1,035
Friday Club Tuck Shop		-	272	272	132
		7,240	33,038	40,278	38,916
Surplus/ (Deficit) for the year		(79)	4,423	4,344	1,067
Transfers		139	(139)	-	-
Purchase of equipment	5	-	(747)	(747)	(2,925)
Cash balance brought forward		6,346	18,664	25,010	26,868
Cash balance carried forward		6,406	22,201	28,607	25,010

PARKVIEW CHAPEL, BOTESDALE

STATEMENT OF ASSETS & LIABILITIES

For the period ended 31st December 2021

Cash funds

	2021 £	2020 £
Current accounts	5,750	3,121
Deposit accounts	22,596	21,469
Praise Hour cash	-	159
Friday club tuck shop	261	261
	<u>28,607</u>	<u>25,010</u>

Other Monetary Assets

	2021 £		2020 £
	Restricted	Unrestricted	Total
Gift Aid due	1,317	2,946	2,581
	<u>1,317</u>	<u>2,946</u>	<u>2,581</u>

Investment Assets

		2021 £	2020 £
	<u>Fund</u>	<u>Cost</u>	<u>Value</u>
COIF Ethical Investment fund	Legacy	12,000	16,998
COIF Investment fund	Designated	21,273	25,938
		<u>33,273</u>	<u>42,936</u>
			<u>37,622</u>

Non-monetary Assets

- Property known as Parkview Chapel, its property was built in 1988 at a cost of £130,000 (approx.), and currently insured for £754,439.
- Furniture, equipment, piano, organ, books, etc. are additional items with detailed costs unknown, and combined are currently insured for £31,865.

Monetary Liabilities

- Pension contributions under auto enrolment of £303.34 were due at 31st December 2021.
- PAYE/Ni contributions of £847.38 were due to HMRC in respect of the quarter to 31st December 2021
- Expenses of £377.02 incurred by Kevin Gladwell during December 2021 were unpaid at 31st December 2021
- The fee for Independent Examination of these accounts is £720

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2021

1. Basis of accounts

The accounts have been prepared on a 'receipts and payments' basis with a statement of assets and liabilities

2. Funds

Restricted Funds

Mission - this is a restricted fund and its purpose is to provide support for Christians in full time work either in the UK or abroad as well as distinct mission work within the church.

Employment Support is a fund to support those who lack confidence to build a sense of self-worth through employment.

Croatia Mission Trip- this is a restricted fund for the purpose of supporting young people to go on a mission trip to Croatia each summer. Any balance is carried forward to future years.

Legacy - This is as a result of a legacy that came to Parkview Chapel in September 2017.

Designated Fund

Building – with the transfer of assets from the 1905 Trust to the CIO the Charity Commission deemed that the provisions of a Recoupment Fund became null and void. The decision was taken to apply the capital and income from this fund to support the ongoing need for building maintenance

Unrestricted Fund

This is an unrestricted fund and its purpose is to meet the day to day running costs of the fellowship including local outreach and pastoral care. From time to time the leaders may choose to transfer some of the funds to support one of the other funds as necessary.

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2021

3. Mission Fund

The following is a list of payments made from the Mission Fund in the period covered by this report:

	<u>2021</u>	<u>2020</u>
Gifts made to individuals	930	3,300
Good News for Everyone	18	135
Bible Society	177	-
Counties	200	-
Fishermens' Mission	325	50
Rural Ministries	200	-
Sizewell Hall	300	315
Street Kids Direct	200	-
Suffolk Christian Camps	300	-
Tools with a Mission	250	-
Waveney Foodbank	200	-
	<u>3,100</u>	<u>3,800</u>

4. Employees

The charity had two employees to whom the above employment costs refer
Payments were made to one of the trustees following their preaching at our services on a number of occasions. Apart from this no other trustee received any payment.

5. New equipment

	2021	2020
	£	£
HP 15.6" laptop	599	-
External DVD drive	15	-
Vacuum cleaner	55	-
Individual communion cups	39	-
External mirror	28	-
Wii controller	11	-
Fire alarm (From Legacy Fund)	-	2,100
Inspiron 17.3" screen laptop	-	534
HP Officejet A3 printer	-	93
CO2 fire extinguishers (2)	-	68
Wireless microphone	-	58
Individual communion cups	-	53
Fire Safety signs	-	11
USB stick	-	8
Materials for new noticeboard	-	-
	747	2,925

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2021

6. Miscellaneous

	2021	2020
	£	£
TV licence	159	157
Evangelical Alliance subscription	90	90
Partnership subscription	50	50
CCPAS payment	129	120
Christian Copyright Ltd subscription	258	244
Liberty Accounts	186	124
Church logo	47	-
Information Commissioners Office	35	35
Bank charges	(95)	106
Website hosting	189	-
Other	83	109
	1,131	1,035

Movement of Funds

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

Restricted funds	Balance at 01.01.21	Receipts	Payments	Transfers	Balance at 31.12.21
		£	£	£	£
Mission Fund	1,773	1,188	3,100	139	-
Employment Support	2,932	5,973	4,140	-	4,765
Croatia Mission Trip	269	-	-	-	269
Legacy	1,372	-	-	-	1,372
	6,346	7,161	7,240	139	6,406
Unrestricted Funds					
Designated – Building	258	667	1,368	443	-
Unrestricted – General	18,405	36,795	32,417	(582)	22,201
	18,663	37,462	33,785	(139)	22,201