

## Annual Report

### Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church, and regularly reviews how our services can appeal to and involve the many groups that live within our parish. We strive to put faith into practice through prayer and scripture, music and sacrament. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- worship and prayer, learning about the Gospel, and deepening their knowledge and trust as disciples of Jesus Christ
- provision of pastoral care for people living in the parish, and missionary and outreach work.

The church hall (The Ark) is an important asset to us in achieving our objectives. When planning its activities, the PCC has regard to the Charity Commissioners' guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

Following the beginning of the pandemic restrictions, a weekly bulletin was sent out by e-mail to church members, with a fortnightly newsletter by post to church members who were not online. This proved to be an invaluable way of maintaining communication and contact and so was continued until in-person services resumed in 2021.

### Achievements and Performance

The two most significant events during the year were the continuing effects of and restrictions due to the Covid pandemic and the retirement of the Rector Rev Richard Bubbers.

#### The covid-19 pandemic from 23 March 2020

The pandemic which started in March 2020 has continued to disrupt the normal activities of St Laurence Church and The Ark. However the on-line recorded services, which were started in 2020, continued until July 2021 when in-person services resumed. We are grateful to those church members who continued to assist the Rector and our lay leadership in producing the weekly recorded service. In-person services were presented on 42 Sundays throughout 2021.

#### Retirement of Rev Richard Bubbers

In February Richard announced his intention to retire in July 2021. This gave the PCC and the Diocese sufficient time to plan his replacement. It was decided that the definition and scope of the post would be changed from 50% Rector of Alvechurch and 50% Chaplain with Faith at Work in Worcestershire, as had been fulfilled by Richard, to 50% Vicar of Alvechurch and 50% Priest in Charge at Beoley in the Holy Trinity Team at Redditch. A joint Parish Profile was compiled by members of St Laurence Alvechurch and St Leonard's Beoley to enable the post to be advertised. Rev Gail Rogers was appointed to the post and was licensed by Bishop John Inge on 8<sup>th</sup> December 2021.

During the relatively short interregnum the officers of St Laurence were supported in the running of the church and the provision of services by Rural Dean Rev Paul Lawlor and his team of priests.

### **Worship and Prayer**

The PCC aims to offer a range of services each week, and over the course of the year, that our community find both beneficial and spiritually fulfilling. For that reason, the PCC is keen to continue the full range of Sunday services which provide both intimate and reflective worship, and more outgoing forms of worship. On the cessation of lockdown restrictions two Sunday services were re-introduced – an informal family service at 9.30am and a more traditionally liturgical service at 11.15am. Eucharist was held on the first Sunday of the month at 9.30am and at 11.15am on the third Sunday of the month.

Everyone is welcome to attend our regular services. At the end of 2021, there were 93 parishioners on our Electoral Roll. Typical weekly attendance is returning to normal as people venture out after Covid. Our worshipping community numbers some 130 including 25 children and young people.

In addition to our regular services, and as permitted by government restrictions and in accordance with government and Church of England regulations, in the best way permitted by the restrictions, we welcome members of our community as we enable them to come together before God at key points in their lives through baptisms, thanksgivings, weddings and funerals. We celebrated 7 baptisms, 0 thanksgivings, 8 weddings, and held 14 funeral services in our church, with 17 interments of ashes,

In addition to praying for those mentioned on our Prayer Board, there is a confidential prayer chain for private prayer requests.

### **Deanery Synod**

Three members of the PCC, together with our Rector, sit on the Deanery Synod. This provides an important link between the parish and the wider structures of the church.

### **The Fabric of the Church**

Phase Two of our Capital Projects — repairs and refurbishment of the church tower and clocks — has been granted a faculty and work will start once we have secured sufficient funds, from a combination of asset sales and grants, for which we shall shortly be applying. The sale of land in School Lane Alvechurch, the site of the former parish rooms, took much longer than anticipated, mainly due to affects of the Covid restrictions on the various parties concerned. It is now expected that this sale will be completed early in 2022.

Although we have carried out essential repairs as they have arisen, most of the remedial work arising from the Quinquennial Review has been put on hold during the pandemic as both the church and The Ark have been closed for long periods. However, the churchyard continued to be maintained by a dedicated team of volunteers, and tree surgery performed to deal with any trees that might have presented a hazard to visitors or the general public.

### **Pastoral Care**

The Thursday Ark Cafe which had provided a place to meet and eat has not restarted post-Covid. The Mother and Toddler Group re-started in September and is slowly returning to

normal numbers. The children's Sunday Club has run during the Sunday morning Family Service and remains popular, with adult helpers bringing considerable skill and imagination to this activity. All who work with children have been DBS checked.

St Laurence's is a caring community. The pastoral care group and others endeavour to visit or keep in contact with those who are no longer able to come to church due to sickness or infirmity or covid restrictions. Regular services in local residential homes at The Lawns and The Leys have not yet resumed after the start of the pandemic.

### **Mission and Evangelism**

Helping those in need is also a demonstration of our faith in action. Financial, practical and prayer support was once again given to those we are linked with in the churches in Peru. We have also supported the work of the orphanage at Montgomery Heights Christian Care Centre in Zimbabwe, together with Faith at Work in Worcestershire — four members of our congregation are workplace chaplains in Alvechurch and Redditch. We give on a regular basis to the food bank run by New Starts in Bromsgrove, with donations also to Birmingham City Mission.

Our monthly parish magazine, The Grapevine, has been available free of charge across the parish — this has continued through the pandemic after the first month of the initial restrictions. As well as giving information about the village of Alvechurch, the magazine deals with matters affecting the church, and reminds readers of our activities, as well as seeking to develop knowledge and trust in Jesus Christ. Special services, including our recorded services, are advertised across the parish.

### **Ecumenical Relationships**

St Laurence is a member of Churches Together in Alvechurch and Rowney Green but no events were held during 2021 due to the pandemic restriction. Ecumenical Lent Groups will re-start in 2022

### **Safeguarding**

The PCC has due regard to the House of Bishop's guidance in relation to safeguarding. DBS checks are up-to-date, as is mandatory safeguarding training for those who deal with vulnerable parishioners. The yearly Toolkit for the Archdeacon is now an online dashboard which is coloured red, orange, green depending on whether or not we are compliant with the requirements and if not our action plan. We are green in all areas. There are no outstanding safeguarding issues.

### **Financial Review**

Income for Unrestricted Funds in 2021 was £111,720(2020- £95,568), which reflected a reduction in cash donations while the church was closed for in-person services due to pandemic restrictions. 33 members of the congregation now donate to the church through the Parish Giving Scheme. Income for Restricted Funds was £10,682 (2020 £4,137), including £5,000 donated by the now closed, Ark Café, towards the proposed upgrade to the church Audio/Visual system together with £1,700 transferred to the Ark Fixtures & Fittings Fund. Expenditures from Unrestricted Funds in 2021 were £117,264 (2020 £99,162). A Parish Share of £50,000 was paid, equalling that paid in 2020. Expenditures from Restricted funds in 2021 were £9,011, which included some repairs left over from the major renovations of 2020. Cash

reserves of General Unrestricted funds stood at £23,874 at the end of 2021, representing less than 6 months' expenditure.

### **Reserves Policy**

It is PCC policy to maintain a balance in the General Unrestricted Fund which equates to approximately six months' expenditures, excluding Parish Share payments.

### **Administrative information**

Please see above for the suspension of services as a result of the covid restrictions. Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC:

Rector	Rev Richard Bubbers	(retired July 2021)
	Rev Gail Rogers	(from Dec 2021)
Churchwardens	Michael Fletcher	(Lay chair)
	Graham Clark	
Lay Readers	Mrs Sue Philips-Wardle	
	Mrs Helen Ayling	
Lay members	Mr Colin Bernett	
	Mr Andrew Notley	
	Mr David Richmond	
	Mr Roger Wardle	
	Mr Michael Davenport	
	Mrs Janet Wright (Treasurer and Electoral Roll Officer)	
	Dr Martin Allen	
	Dr Kate Birchall	
	Mr Tom Birchall	
	Mrs Lynne Clark	
	Mr Robert Dale	
	Mr Peter Freeman	
	Mrs Sue Lambert	
	Mrs Sarah Linton	
	Mrs Lysandre Notley (Secretary)	
	Mr Gordon Parsons	
	Mrs Elizabeth Richmond	

### **Aims and purposes**

St Laurence Parochial Church Council (PCC) has the responsibility of promoting the whole mission of the church - evangelistic, pastoral, social and ecumenical - within the ecclesiastical parish of Alvechurch.

### **Structure, governance and management**

Appointment of members to the PCC conforms with the Church Representation Rules. Everyone attending church is encouraged to register on the Electoral Roll and to stand for election to the PCC Committees

The PCC operates through a number of committees, which meet between full PCC meetings, and which met as necessary on Zoom following the start of the pandemic:

#### **Finance and Standing Committee**

This is the only committee required by law. It has powers to transact the business of the PCC between meetings, subject to directions given by the Council. It oversees the general financial dimension of the work of St Laurence by monitoring income and expenditure, budgeting and co-ordinating the review of planned giving.

#### **Buildings, Fabric and Churchyard for Mission Committee**

This committee is responsible for the general maintenance and upkeep of church property (the church, the Ark and the churchyard). It also now plans, co-ordinates and budgets both capital and maintenance projects. It is also responsible for work arising from the Quinquennial Inspection and the Asset Management Plan.

#### **Children and Youth Work Committee**

This committee is responsible for overseeing church groups which are dedicated to helping children develop faith. It also considers the wider work of the church and community in relation to children and young people.

#### **Mission Committee**

This committee fosters the links with the Anglican Church and Christians in Peru, and the orphanage at Montgomery Heights Christian Care Centre in Zimbabwe, and other missionary work, including Faith at Work in Worcestershire.

#### **Statement of Responsibilities of members of the PCC**

The PCC is responsible for preparing the Annual Report in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity, and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the PCC is required to: • select suitable accounting policies and apply them consistently • make judgements and estimates that are reasonable and prudent • state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements • prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that they comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. The PCC is also responsible for safeguarding the assets, and taking reasonable steps for the prevention and detection of fraud and other irregularities.





**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ALVECHURCH**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR TO 31ST DECEMBER 2021**

	Notes	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
<u>Incoming Resources</u>					
Incoming resources from generated funds					
Voluntary income		77,386	8,992	86,378	80,108
Activities for generating funds		2,755	-	2,755	1,310
Investment income		80	5,465	5,545	1,414
		<u>80,221</u>	<u>14,457</u>	<u>94,678</u>	<u>82,832</u>
Incoming resources from charitable activities		32,107	800	32,907	18,972
Total incoming resources	2	<u>112,328</u>	<u>15,257</u>	<u>127,585</u>	<u>101,804</u>
<u>Resources Expended</u>					
Charitable activities		121,316	9,011	130,327	116,427
Total resources expended		<u>121,316</u>	<u>9,011</u>	<u>130,327</u>	<u>116,427</u>
Net incoming resources before other recognised gains and losses	3	(8,988)	6,246	(2,742)	(14,623)
Adjustments				-	-
Transfers		(5,000)	5,000	-	-
Net movement in funds		<u>(13,988)</u>	<u>11,246</u>	<u>(2,742)</u>	<u>(14,623)</u>
Accumulated funds b/f		37,942	221,702	259,644	274,267
Accumulated funds c/f	5	<u>23,954</u>	<u>232,948</u>	<u>256,902</u>	<u>259,644</u>

There were no recognised gains or losses except as shown above.





**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ALVECHURCH**

**BALANCE SHEET  
FOR THE YEAR TO 31ST DECEMBER 2021**

	Notes	2021	2020
<u>Fixed Assets</u>			
Tangibles	4	100,000	100,000
<u>Current Assets</u>			
Cash at bank and in hand		23,954	37,942
Investments - restricted funds		132,948	121,702
		<u>156,902</u>	<u>159,644</u>
Net Current Assets		156,902	159,644
Net Assets		<u>256,902</u>	<u>259,644</u>
<u>Reserves</u>			
Unrestricted funds	6	23,954	37,942
Restricted funds	6	232,948	221,702
Total church funds	6	<u>256,902</u>	<u>259,644</u>

These financial statements were approved by the Parochial Church Council on  
and signed on its behalf by :-

  
Michael Fletcher, PCC Chairman



# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ALVECHURCH

## NOTES TO THE ACCOUNTS FOR THE YEAR TO 31ST DECEMBER 2021

APCM22/2

### 1 ACCOUNTING POLICIES

#### Accounting Convention

The financial statements are prepared under the historical cost convention in accordance with the Charities Act 2011, on the receipts and payments basis.

#### Incoming Resources

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. The value of services provided by volunteers has not been included. Grants are recognised in full in the Statement of Financial Activities in the year in which they are received, and the church has fulfilled all conditions for its receipt. Investment income is included when it is received.

#### Outgoing Resources

Resources expended are recognised in the year in which they are paid.

#### Funds

The Unrestricted fund are incoming resources which are used for the objects of the church, without any specified purpose or further restriction. Restricted funds can only be used for the specific purposes as decided by the donor, within the objects of the church. Designated funds are unrestricted funds, which have been earmarked by the PCC for particular purposes.

#### Fixed assets

Consecrated and beneficed property of any kind are excluded from the accounts by the Charities Act 2011. Freehold properties are stated in the balance sheet at cost.

The depreciation rates used are :-

Freehold property	Nil.
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#### Investments

Investments are stated at cost.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ALVECHURCH

## NOTES TO THE ACCOUNTS FOR THE YEAR TO 31ST DECEMBER 2021

2	<u>INCOMING RESOURCES</u>	2021	2020
	<u>Voluntary incoming resources</u>		
	Planned giving	58,216	59,541
	Collections	18,115	16,201
	Donations and legacies	8,027	3,663
	Worcs. CC grant for churchyard	1,500	-
	Alvechurch Parish Council grant	-	500
	Advent purses/Bibles for Schools	520	203
		<u>86,378</u>	<u>80,108</u>
	<u>Incoming resources from charitable activities</u>		
	Ark café	608	1,677
	Fees for special services	20,298	10,961
	Church and annex lettings	12,001	6,334
		<u>32,907</u>	<u>18,972</u>
	<u>Investment income</u>		
	Rent from field	80	990
	Dividends and interest	890	2
		<u>970</u>	<u>992</u>
	<u>Others</u>		
	VAT recovered	205	250
	Grapevine and website	2,550	1,060
		<u>2,755</u>	<u>1,310</u>
	Total incoming resources	<u>123,010</u>	<u>101,382</u>
3	<u>NET INCOMING/OUTGOING RESOURCES</u>	2021	2020
	Depreciation	-	-
	Independent examiner's remuneration	900	900
	Salaries	14,528	14,543
	Average number of employees	1	1
	Council members' expenses	-	-
	Council members' remuneration	-	-

There were no related party transactions.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ALVECHURCH**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR TO 31ST DECEMBER 2021**

**4 TANGIBLE FIXED ASSETS**

For charitable use

Cost or valuation

	Freehold Property	Total
Balance b/f	100,000	100,000
Additions	-	-
Correction	-	-
Scrapped	-	-
Balance c/f	<u>100,000</u>	<u>100,000</u>

Accumulated depreciation

Balance b/f	-	-
Charge for the year	-	-
Scrapped	-	-
Balance c/f	<u>-</u>	<u>-</u>
Net book value b/f	<u>100,000</u>	<u>100,000</u>
Net book value c/f	<u>100,000</u>	<u>100,000</u>

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ALVECHURCH

## NOTES TO THE ACCOUNTS FOR THE YEAR TO 31ST DECEMBER 2021

### 5 MOVEMENT ON ACCUMULATED FUNDS

	B/F at the Start of The year	Incoming Resources	Outgoing Resources	Transfers	Adjustments	C/F at the Year end Total
<u>Unrestricted Funds</u>						
General Unrestricted Fund	29,418	111,720	(117,264)	-	-	23,874
Ark Café Designated	8,524	608	(4,052)	(5,000)	-	80
	<b>37,942</b>	<b>112,328</b>	<b>(121,316)</b>	<b>(5,000)</b>	<b>-</b>	<b>23,954</b>
<u>Restricted Funds</u>						
Churchyard	12	2,515	(2,222)	-	-	305
Ark Fittings	1,175	1,707	(441)	-	-	2,441
Youth Fund	8,596	5	(837)	-	-	7,764
Fabric Fund	260	-	-	-	-	260
Bells Fund	1,143	883	(726)	-	-	1,300
Clock Fund	1,810	432	-	-	-	2,242
Others	8,955	5,140	(4,785)	5,000	-	14,310
	<b>21,951</b>	<b>10,682</b>	<b>(9,011)</b>	<b>5,000</b>	<b>-</b>	<b>28,622</b>
<u>Restricted Funds Invested</u>						
Stipend	4,562					4,562
Recoupment	58,873	8	-	-	-	58,881
Churchyard Maintenance	40,878	5	-	-	-	40,883
	<b>104,313</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104,326</b>
<u>Restricted Assets</u>						
Ark/Church Car Park	100,000	-	-	-	-	100,000
	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
	<b>264,206</b>	<b>123,023</b>	<b>(130,327)</b>	<b>-</b>	<b>-</b>	<b>256,902</b>

The 'Others' Fund is used to hold donations restricted to specific church and charity uses on a short term basis. The Recoupment Fund total shown is correct at the time in early January 22 when the Fund was moved to a shares-based investment. The Mid-Market value at 31st December 21 is £68,998

### 6 ANALYSIS OF NET ASSETS BETWEEN THE FUNDS

	Invest- ments	Fixed Assets	Cash at Bank	Total
General unrestricted fund	-	-	23,874	23,874
Designated funds	-	-	80	80
Restricted funds	28,622	-	-	28,622
Restricted investments	104,326	-	-	104,326
Restricted assets	-	100,000	-	100,000
	<b>132,948</b>	<b>100,000</b>	<b>23,954</b>	<b>256,902</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ALVECHURCH**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR TO 31ST DECEMBER 2021**

**7 RECEIPTS AND PAYMENTS ACCOUNT**

	2021	2020
<u>Incoming Resources</u>		
Planned giving	58,216	59,541
Collections	18,115	16,201
Donations and legacies	8,027	3,663
Worcs. CC grant for churchyard	1,500	-
Alvechurch Parish Council grant	-	500
Advent purses/Bibles for Schools	520	203
Ark café	608	1,677
Fees for special services	20,298	10,961
Church and annex lettings	12,001	6,334
Rent from field	80	990
Dividends and interest	890	2
VAT recovered	205	250
Grapevine and website	2,550	1,060
Total incoming resources	<u>123,010</u>	<u>101,382</u>
<u>Resources Expended</u>		
Fundraising	124	800
Ark administration/Diocesan Fees	3,692	4,274
Charitable giving	10,992	6,822
Diocesan parish share	50,000	50,000
Church and annex running costs	17,342	14,238
Church and Ark maintenance	2,091	6,225
Major repairs	13,432	4,449
Worship	514	986
Churchyard upkeep	8,998	4,724
Grapevine	4,753	3,804
Administration	16,074	16,035
Equipment repairs	36	1,150
Organists', Choir, Bells fees	945	325
Other expenses	42	-
Ark café	344	1,611
Independent examiner	948	984
	<u>130,327</u>	<u>116,427</u>
Available Deficit for the year	<u>(7,317)</u>	<u>(15,045)</u>
Interest received not yet available		
Recoupment fund	-	249
Churchyard Maintenance fund	-	173
	<u>-</u>	<u>422</u>
Overall deficit for the year	<u><u>(7,317)</u></u>	<u><u>(14,623)</u></u>





**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ALVECHURCH**

**INDEPENDENT EXAMINERS REPORT  
FOR THE YEAR TO 31ST DECEMBER 2021**

**Independent examiner's report to the members of the PCC of the Ecclesiastical Parish of Alvechurch for the year ended 31st December 2021.**

I report on the accounts of the PCC of the Ecclesiastical Parish of Alvechurch for the year ended 31st December 2021, which are set out on pages 6 to 12.

Respective responsibilities of PCC and the examiner

The PCC is responsible for the preparation of the accounts in accordance with the Charities Act 2011. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

Basis of independent examiner's report

I report in respect of my examination of the PCC's accounts carried out under section 145 of the Charities Act 2011 and in carrying out my examination, I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

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:

- accounting records were not kept in accordance with section 130 of the Act or
- 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 order to enable a proper understanding of the accounts to be reached.

M.A. Edwards Date 7/7/22

M.A. Edwards  
For and on behalf of :-  
M. A. Edwards Accountants Limited,  
Chartered Accountants,  
26, The Green,  
Kings Norton,  
Birmingham,  
B38 8SD.

