

Ruscombe and Twyford Parochial Church Council

Charity registration number 1143142

Report and Accounts

For the year ended 31 December 2021

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‘Household of God with Jesus as the cornerstone’

‘Come to him, a living stone... Let yourself be built into a spiritual house’ 1 Peter 2:4

Ruscombe and Twyford Parochial Church Council

Trustees Report for the year ended 31st December 2021



Introduction

The Parochial Church Council (PCC) presents its annual report for the year ended 31st December 2021.

Reference and administrative information

The PCC is a registered charity:- registration number 1143142.

Trustees / members of the PCC who served from 1st January 2021 until the date this report was approved are:-

Ex Officio Members

<i>Vicar</i>	Revd Anna Harwood	
<i>Wardens</i>	Maggie Barnes	
	Lucy Bowley (Lay Vice Chair)	

Elected Members, their expected term of appointment and (where appropriate) date of appointment /resignation

<i>Deanery Synod Representatives</i>	Rachel Leitch-Devlin	2011-2023
<i>Other members</i>	Mark Cook	2015-09/21
	Christine Ferris (Secretary)	2017-2023
	Kevin Cowley	2018-2024
	Philip Poore	2018-04/21
	Linda Jackson	2019-2023
	Keith Hay (Hon Treasurer)	2015-2024
	Claire Lawrence	06/21-04/22
	Karen Ricketts	01/22-04/22
	Thanda Mhlanga	01/22-04/22
	Chris Tennant	01/22-04/22

Other office holders (non-trustees)

Benefice Operations Manager Alan Gwynn (until 31st October 2021)

Principal Address:- St Mary's Church Office, Station Road, Twyford, Reading, RG10 9NT

Independent Examiner:- Philip Dean. F.C.I.E
Independent Examiner
7 Stirling Close
Uxbridge
Middlesex
UB8 2BA

Bank:- Santander

Ruscombe and Twyford Parochial Church Council



Trustees Report for the year ended 31st December 2021

Structure, Governance and Management

The PCC is governed by the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules.

PCC members are recruited in a number of ways from the electoral roll and are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules, and in line with the Constitution of the Local Ecumenical Partnership (LEP) agreed in 2001 (see below).

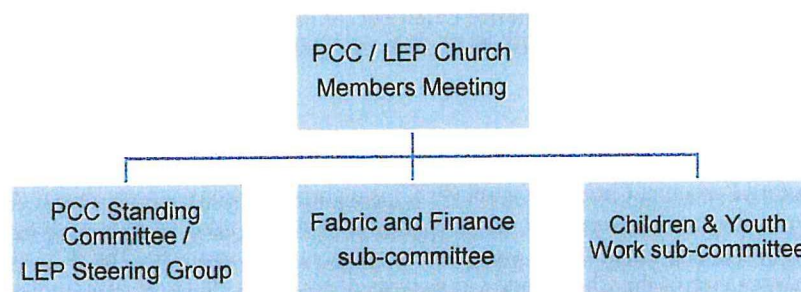
The PCC is responsible for all parish finance and its management and control, including the appointment of a Treasurer. Members of the PCC are responsible for keeping accounting records which disclose, with reasonable accuracy, the financial position of the PCC, and enable them both to ascertain the financial position of the PCC and to ensure that the financial statements comply with the Church Accounting Regulations 2006, the Charities Act 2011 and the Statement of Recommended Practice 'Accounting by Charities' 2015 (SORP - FRSSE) Financial Reporting Standard for Smaller Entities. The PCC is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The PCC is also required to ensure that the financial statements are examined by an independent examiner or auditor prior to presentation to the APCM.

In preparing the financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Follow applicable accounting standards and statements or recommended best practice, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will remain in operation.

The PCC makes all decisions corporately except that the Standing Committee has delegated powers to make decisions between PCC meetings, subject to keeping the PCC informed as fully as necessary.

In 2001 a Local Ecumenical Partnership (LEP) was entered into between the PCC and the United Reformed Church, Twyford. The ongoing purpose of the LEP is to develop a closer relationship between the Anglican and URC congregations of Ruscombe and Twyford, and to work to a common purpose. The PCC consequently organises and discharges its business through the following governance structure:



Since 1st March 2012, the Parish of Ruscombe and Twyford has also been part of the Benefice of Ruscombe & Twyford with Hurst. This does not directly impact on the governance structure described above since both PCCs (Ruscombe & Twyford and St Nicholas' Hurst) retain their distinct legal identities.

PCC / LEP Church Members Meetings. Under the LEP constitution, PCC meetings take place concurrently with Church Members Meetings. Where legally required, PCC members may vote separately on specific agenda items, subject to a valid quorum. During 2021, the LEP Church Members Meeting met on four occasions including the AGM held via Zoom on 28th April. The PCC also met separately four times in the year to discuss and decide on issues relating solely to the Anglican churches.

We have continued to pay particular attention to Safeguarding and to Data Protection during the year. No reportable incidents have been noted.

In line with the policy agreed by the PCC in 2016, revised pay rates for our paid staff were implemented on 1st April

Ruscombe and Twyford Parochial Church Council



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2021. These apply to our regular employees such as Youth Workers, Children & Families Worker, Office Team Co-ordinator and cleaners.

To meet our legal duties under the Government's Workplace Pensions legislation, an employee pension scheme was introduced on 1st April 2017. At the end of 2021, the scheme had three members.

Quinquennial inspections last held in 2016, were due to take place in 2021 but, due to Covid driven delays in availability of suitably qualified architects, these have not yet taken place. We are continuing action to appoint as soon as possible. The PCC has continued to add to our Designated Building Reserve as a precaution.

Standing policies such as health and safety, risk assessment and safeguarding were reviewed during the year, amended where necessary and approved.

Leadership Team. The LEP & Benefice leadership structure is still under review subject to outcomes of our Vision process with the aim of relaunching the Leadership Team with representatives of all four Churches and centred on working together within the key areas of our shared life together.

PCC Standing Committee. Meets as part of the LEP Steering Group which comprises representatives of the PCC and the URC Elders. The Steering Group is charged with carrying out the work of the PCC between PCC meetings. In 2021 the LEP steering Group met on three occasions, two of which were held via Zoom owing to the Covid-19 pandemic.

The Finance and Fabric Sub Committee. Ensures that the finances of the PCC are conducted in a safe and efficient manner and guides the PCC on all financial matters. It ensures that the PCC's obligation to ensure the fabric of the churches is well maintained and suitably developed is properly discharged. The Committee is chaired on an ex officio basis by the Operations Manager, with the day to day work carried out by the Treasurer, the Assistant Treasurer, the Stewardship Secretary, the Churchwardens and the Health & Safety Officer. The committee met on only one occasion in 2021, with other business taking place via email as necessary.

The Children's and Youth Work Sub Committee. The purpose of this committee is to ensure that our children's, families and youth work within the LEP & Benefice is carried out for the benefit of all young people and children in our villages. The committee ensures that all our work with children and young people is rooted in Christ as the Cornerstone. The committee also provides assurance that appropriate governance arrangements are in place and are effective; it focuses on quality and safety in our activities and is accountable to the two Benefice PCCs. The committee normally meets once a term and is chaired by the Benefice Leader of our Children and Young People's work. The group has met formally twice this year to work with Hurst PCC on increasing the youth work provision in the parish of Hurst.

Objectives and activities

The Ruscombe and Twyford Parochial Church Council (PCC) is a corporate body whose objectives are defined by the Parochial Church Council (Powers) Measure 1956 as 'to co-operate with the minister in promoting in the ecclesiastical parish the whole mission of the Church; pastoral, evangelistic, social and ecumenical'. The PCC also has the responsibility for the maintenance of the Church and Graveyards of St James the Great, Ruscombe, and the Church, Graveyards and Church Centre complex of St Mary the Virgin, Twyford.

In carrying out its duties, the PCC pays due regard to Charity Commission Public Benefit guidance when exercising any powers or duties to which the guidance is relevant.

In its oversight of church activities, the PCC complies with the duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults, Section 5 of the Safeguarding and Clergy Discipline Measure 2016. This includes ensuring that our Safeguarding Policy is regularly reviewed and updated; that compliance with the policy is appropriately monitored; and that all relevant employees and volunteers are subject to DBS checking and appropriate training.

Ruscombe and Twyford Parochial Church Council



Trustees Report for the year ended 31st December 2021

Achievements and Performance

Services remained online for the beginning of 2021 due to Covid restrictions, with one service per Sunday being streamed across the Benefice. Easter Sunday was our first Sunday physically back in church and was a joyful, emotional celebration. A booking in system operated for a few weeks following this so that we were able to keep people safe and yet still worship together. Every Sunday one service was and still is live streamed.

Numbers attending church were lower than before the pandemic started which is understandable. Christmas services were well received and again for the most popular services we ran a booking system as well as streamed the services. We have a small and very committed tech team who work extremely hard to bring our services to people in their homes. Whilst live viewings of services are lower than they were, it would appear that many households are looking at the services during the days that follow.

Our Vision process which we spent some time dwelling on during 2020 was launched in May 2021. A sermon series and Lent reflections in our home groups enabled us to put together a Vision which encourages us to Build Up and Out as well as being and Inclusive and Welcoming church family. The Vision steering group is at the helm of moving things forward and making the Vision reality in the shared life of all four Churches.

We have been building 'up and out' into the communities in Ruscombe, Twyford and Hurst. Building up and out has taken lots of different shapes including involvement with community events including the Chattabox summer event, which included a well-attended service in the park at the end of the day, and our usual stall at Twyford Village Christmas Fair. We also have growing connections with baptisms, weddings and funeral ministry. We look forward to new opportunities that will come along in the next year such as the Queen's platinum jubilee weekend and the Donkey Derby. It's important for everyone to keep having open hearts and minds to ways to encourage and uplift the Villages.

We continue to have excellent relationships with our local schools. Assemblies remained online for the whole of 2021.

The home group leaders continue to support many in weekly discipleship groups providing prayer, space to walk deeper as followers of Jesus and friendship. Over 60's, Tots on Tuesday, Rise Youth service, SOCTs and other groups enabled by our Church family members provide friendship and support. Thanksgiving for all those who give of their time, talents and care to run the groups for all the different age groups and stages of life.

There is a challenge for the year ahead to think about how to enable and encourage new followers of Jesus and offer ways to provide safe and welcoming space to explore Christian faith.

Approved by the PCC 28th March 2022 and signed on its behalf by:

Revd Anna Harwood

Independent Examiner's Report to the Ruscombe and Twyford Parochial Church Council

Independent Examiner's Report to the Parochial Church Council of Ruscombe and Twyford

This report on the financial statements of the PCC for the year ended 31 December 2021, which are set out on pages 7 to 12, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and examiner

The charity's trustees, the PCC, are responsible for the preparation of the financial statements. The PCC consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145 of the Act. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

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

(1) : which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the Act; and to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations have not been met; or

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



Philip Dean. F.C.I.E
Independent Examiner
7 Stirling Close
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UB8 2BA

Date:- 5.4.2022

Ruscombe and Twyford Parochial Church Council

Accounts for the year ended 31 December 2021



Receipts and Payments Account

2020		Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total
£			£	£	£	£
CASH RECEIPTS						
147,608	Voluntary income	2a	134,858	-	11,857	146,715
9,114	Activities for generating funds	2b	8,268	-	7,547	15,815
584	Investment income	2c	257	-	-	257
-	Other cash receipts	2d	-	-	-	-
157,306	Total cash receipts		143,383	-	19,404	162,787
CASH PAYMENTS						
630	Cost of generating voluntary income	3a	-	-	-	-
506	Fundraising costs	3b	736	-	-	736
131,357	Church activities	3c	104,046	-	13,395	117,441
8,295	Charitable donations	3d	7,485	-	-	7,485
22,009	Church management \ administration	3e	21,455	-	840	22,295
162,797	Total cash payments		133,722	-	14,235	147,957
(5,491)	NET RECEIPTS / (PAYMENTS)		9,661	-	5,169	14,830
-	Transfers between funds		(9,000)	9,000	-	-
(5,491)	NET RECEIPTS / (PAYMENTS) after transfers		661	9,000	5,169	14,830
147,690	Cash balance at start of year		39,425	83,596	19,178	142,199
142,199	Cash balances at end of year		40,086	92,596	24,347	157,029

Ruscombe and Twyford Parochial Church Council

Statement of assets and liabilities as at 31 December 2021



2020		Unrestricted Funds	Designated Funds	Restricted Funds	Total
£	Notes	£	£	£	£
Monetary Assets					
142,199	Cash at Bank & CBF	40,086	92,596	24,347	157,029
142,199		40,086	92,596	24,347	157,029
Other Monetary Assets					
23,000	Tax Reclaim Due	23,000	-	-	23,000
23,000		23,000	-	-	23,000
Liabilities					
1,000	Independent Examiners Fee	1,000	-	-	1,000
7,200	Mission Payments	7,200	-	-	7,200
8,200		8,200	-	-	8,200

Under s.133 of the Act, there is no requirement to place a value on fixed assets. It is in any case deemed that as St. James's, Ruscombe is a Grade I listed building and St. Mary's, Twyford a Grade II listed building, it would be almost impossible to attribute a valuation. As the Church Centre is attached to St. Mary's and insures with St. Mary's, no valuation of the Church Centre can be ascertained. Consecrated and beneficed property is excluded from the accounts by s.10(2)(c) of the Charities Act 2011. No value is placed on movable church furnishings held by the churchwardens on special trusts for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property.

There were no contingent liabilities.

The Notes on Pages 9-12 form part of these accounts

These financial statements were approved by the PCC on 28th March 2022 and signed on its behalf by:

Revd Anna Harwood
Vicar

Lucy Bowley
PCC Lay Vice Chair

Ruscombe and Twyford Parochial Church Council

Accounts for the year ended 31 December 2021



Notes to the Financial Statements

1. Accounting Policies

The financial statements have been prepared in accordance with section 133 of the Charities Act 2011 using the receipts and payments basis and in accordance with the Church Accounting Regulations 2006.

Receipts are taken into account when cash or cheques are received by the PCC. Payments are recognised when cash is physically handed over or a cheque is written and released.

2. Analysis of incoming resources

2020		Notes	Unrestricted	Designated	Restricted	Total
£			£	£	£	£
2(a) Voluntary income						
<u>Recurring income:</u>						
90,837	Tax efficient planned giving (ex. tax)		90,235	-	-	90,235
1,090	Collections of loose cash at services		1,822	-	-	1,822
16,638	Other planned giving		14,456	-	-	14,456
4,012	Other individual donations	8	4,225	-	500	4,725
23,042	Tax recovered on planned giving		22,734	-	-	22,734
2,265	Tax recovered on unplanned giving, donations and collections		927	-	-	927
<u>137,884</u>			<u>134,399</u>	<u>-</u>	<u>500</u>	<u>134,899</u>
<u>Non-recurring income:</u>						
-	Legacies		-	-	-	-
9,724	Special appeals	8	459	-	11,357	11,816
<u>147,608</u>			<u>134,858</u>	<u>-</u>	<u>11,857</u>	<u>146,715</u>
2(b) Activities for generating funds						
920	Courses and Events	8	345	-	3,215	3,560
3,352	Church Centre letting		1,696	-	-	1,696
4,842	Fees - weddings, funerals etc	8	6,227	-	4,332	10,559
-			-	-	-	-
<u>9,114</u>			<u>8,268</u>	<u>-</u>	<u>7,547</u>	<u>15,815</u>
2(c) Investment income						
584	Interest		257	-	-	257
<u>584</u>			<u>257</u>	<u>-</u>	<u>-</u>	<u>257</u>
2(d) Other incoming resources						
-	Sundries		-	-	-	-
<u>-</u>			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Ruscombe and Twyford Parochial Church Council

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Notes to the Financial Statements

3. Analysis of resources expended

2020	Notes	Unrestricted	Designated	Restricted	Total
£		£	£	£	£
3(a) Costs of generating voluntary income					
630	Cost of raising funds	-	-	-	-
630		-	-	-	-
3(b) Fundraising costs					
506	Courses and events	736	-	-	736
506		736	-	-	736
3(c) Church activities					
57,795	Parish Share	59,442	-	-	59,442
16,478	Heat, Light, Water, Insurance & Cleaning	15,440	-	-	15,440
21,637	Church Property	7,317	-	500	7,817
552	Fees due to Oxford Diocese	-	-	1,482	1,482
453	Wedding Expenses (Verger etc.)	-	-	2,010	2,010
759	Clergy & Curate expenses	1,946	-	-	1,946
29,393	Youth Work	18,118	-	9,403	27,521
211	Training	54	-	-	54
4,079	Cost of church services	1,729	-	-	1,729
131,357		104,046	-	13,395	117,441
3(d) Charitable donations					
8,295	Charitable donations	7,485	-	-	7,485
8,295		7,485	-	-	7,485
3(e) Church Management \ Administration					
3,207	Printing, stationery and telephone	2,472	-	840	3,312
17,842	Administrative Salaries	17,874	-	-	17,874
0	Sundries	149	-	-	149
960	Independent Examiner's fee	960	-	-	960
22,009		21,455	-	840	22,295

Ruscombe and Twyford Parochial Church Council



Accounts for the year ended 31 December 2021

Notes to the Financial Statements

4. Statement of Disclosure of Trustee and Employee remuneration, expenses and Related Party Transactions

The Vicar, Associate Priests and Licensed Lay Ministers ('the Clergy'), who are ex officio members of the PCC, are not employed by the PCC. They are not remunerated for their services on the PCC, but were paid expenses in their respective roles for the church as detailed above (Note 3(c))

During 2021 no members of the PCC received any remuneration or other benefit for their work on the PCC, nor claimed expenses, although they would be entitled to claim travel costs for attending meetings.

There have been no Related Party transactions.

The PCC employed 5 part time employees who worked an average of 62 hours per week with total costs of £44,298. This includes £1,121 of pension costs. There were no NI costs.

5. Charitable Donations

In 2021 the following donations were made based on 2020 Unrestricted Income.

2020		2021
£		£
	<i>Home missions and church societies</i>	
1,872	Christians Against Poverty	1,690
1,872	Wycliffe Bible Translators	1,690
1,872	Church Army	1,690
807	Berkshire Clergy Charity	725
	<i>Secular charities</i>	
1,872	Yeldall Christian Centres	1,690
8,295		7,485

During 2021 the PCC and congregation were unfortunately unable to hold their usual collections and fund raising for selected charities and our Mission Giving partners. The exceptions to this were that in early 2021 £860 was paid to Christian Aid for collections at Christmas 2020, and during the year a further £378 was raised at a concert for Christian Aid and £235 for the Earl Haig Poppy Fund in November. Giving at 2021 Christmas Services raised £348 for Christian Aid and £112 for The Childrens Society. As this included online giving, proceeds were not received and remitted until early 2022.

6. General Fund Analysis

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
General Funds	39,425	143,383	(133,722)	(9,000)	40,086
	39,425	143,383	(133,722)	(9,000)	40,086

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All general funds are held in cash.

Ruscombe and Twyford Parochial Church Council

Accounts for the year ended 31 December 2021



Notes to the Financial Statements

7. Designated Fund Analysis

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Income Reserve	40,602	-	-	-	40,602
Buildings Reserve	42,994	-	-	9,000	51,994
	83,596	-	-	9,000	92,596

The income reserve, reflecting approximately ¼ of unrestricted annual income, exists to protect the PCC from unexpected increases in expenditure, decreases in income and any cash shortfalls arising from delays in receipt of cash income (particularly Gift Aid). The building maintenance reserve reflects the PCC's responsibility for two listed buildings and the increasing probability of significant future expenditure on the buildings. The amount of the income and building reserves are reviewed annually.

All designated funds are held in cash.

8. Restricted Fund Analysis

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Fees Oxford Diocese	-	1,482	(1,482)	-	-
Wedding & Funeral Fees	-	2,010	(2,010)	-	-
Polehampton & Hurst re Family work & office	-	9,723	(9,723)	-	-
Noah's Ark / Tots on Tues	-	2,215	(520)	-	1,695
Twyford Bells	1,508	150	-	-	1,658
St James Building Project	14,614	-	-	-	14,614
St James Churchyard	2,656	500	(500)	-	2,656
St Mary Roof Grant	-	1,500	-	-	1,500
Oxford Diocese refund Quinquennial	-	1,824	-	-	1,824
Ruscombe Memorial	400	-	-	-	400
	19,178	19,404	(14,235)	-	24,347

All restricted funds are held in cash.