

Charity number: 1130902

**PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY
TRINITY BOW**

Reports and Unaudited Financial Statements

FOR THE YEAR ENDED 31 DECEMBER 2018

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	3
Chair person's report	4
Conservation project report	9
Deanary synod representatives' report	10
Fabric report and garden report	11
Treasurer's report on financial performance	17
Independent examiner's report	18
Statement of financial activities	19
Balance sheet	20
Notes to the financial statements	21

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW
REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2018

Trustees	Ms Frances Mary Reynolds Rev Deborah Frazer (retired on 26 Aug 2018) Dr Paul Haggie (retired on 26 Aug 2018) Ms Elizabeth Marshall Ms Althea Baker Mr Andrew Sargent Mr Simon Herbert Mr William Niven Mr Andy Spracklen Mrs Jenny Ming Clarke Rev Billy O'Reilly Mr Peter Nicholls Mr John Beevor Ms Chrystabel Austin Mr Duke Oputa Ms Olivette Cole Wilson
Charity registered Number	1130902
Principal office	St Mary's Church, 230 Bow Road, London E3 3AH
Accountants	Michael Zakiewicz Chartered Accountants 8 Wrights Road Bow London E3 5LD
Bankers	Barclays Bank Plc. 21 Bow Road London E3 3AA
Architect	Alex Sherratt

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR 2018

THE PARISH OF ST MARY WITH HOLY TRINITY, BOW ("BOW CHURCH")

Chair person's report

To promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical

Worship and Prayer

1. Bow Church is a place of peace and Christian witness in an historic and fast changing part of inner east London. We rejoice in diversity and are delighted that new worshippers find us friendly and welcoming. Our worship is broadly traditional, with a strong emphasis on congregation participation.
2. We use Common Worship liturgy (with seasonal services), the Revised Common Lectionary and the New Revised Standard Version of the Holy Bible. Services are liturgically structured but unstuffy and inclusive.
3. We are pleased to be affiliated with Inclusive Church.

Pastoral Care

4. In January 2018 Revd. Debbie Frazer told the PCC that she planned to retire in August. The PCC reluctantly accepted her notice and decided to move swiftly to secure a replacement as soon as the procedure allowed following her retirement. At the end of August on consecutive weekends we held a shared lunch and farewell service, at which we were able to thank Debbie and Paul for their ministry amongst us and wish Debbie happiness in her retirement.
5. The previous Bishop of Stepney (who retired in October) noted at the start of the recruitment process "*the Parish Profile and Bishop's Statement must make it clear that we are looking for someone with the ideas and ability to grow the church, develop partnerships, engage with the building's development, and be open to creative exploration of churches planning an evening or midweek congregation*". To help shape the content of the profile, we asked the congregation's views on what works well at Bow Church, what people would like to change and what should happen in the future. The numerous comments were very helpful.
6. During the Interregnum (the official term for the vacancy) we have been blessed to have Billy, Jenny and Colin Midlane to take services. They have been ably supported by other Ministers, including the Area Dean, and members of the congregation. The Sunday morning services at 8.30 am and 10.30am have continued, as have the monthly Sunday evensong and Wednesday morning worship. We were also able to hold the Christmas Carol service on 16 December (which was well attended) and the Easter Services.
7. As the PCC Chair, I agreed to be one of the parish representatives for the Rector recruitment; Simon Herbert kindly agreed to be acting Chair from November 2018. Following the legal meetings in September and December 2018, interviews were held on

19 March 2019. We are delighted that we were able to offer the role to Tim May, who we hope will take up post sometime in September 2019.

8. We have lost several long-standing members of the congregation during the year – Alison Norman, Anthea Watson and Joy Wotton who all died after illness; and Angela Cooper who retired and moved to Essex. All were valued and loved members of the congregation, contributing so much in their own unique way. This report is an opportunity to express our thanks to all of them for their fellowship, love and support to all at St Mary's and Holy Trinity and beyond.
9. Losing the Rector meant we also lost our acting secretary Paul Haggie. Paul's involvement went further than the PCC – he was also part of the Building Group, submitting several grant funding applications, helped lead worship, provided musical accompaniment during services and community events and helped the churchwardens with minor maintenance and repairs. We extend our thanks to him for his contribution.
10. As part of the preparations for Debbie's departure, it was suggested that the co-ordination of the pastoral group should sit with the Laity. Andrew Sargent kindly agreed to take on the role, assisted by Chrystabel Austin, Claire Palmer, Amanda Claremont and Frances Reynolds.

Fulfilling the aims of the church for the benefit of everyone who attends and the wider community

Mission and Evangelism

11. A weekly newsletter circulated by e mail and in printed form helped to unite the congregation and keep people updated about current and future activities. Our thanks once again to Elizabeth Casbon for supporting us with this, and Frances Reynolds for managing the worship content.
12. With the help of funding from the Heritage Lottery Fund, we were able to construct a new website. This was led by Joy Wotton and Simon Herbert, with support from Frances and Debbie and others. Our thanks to them all and to Benet Hiscock, Claire Palmer and Andy Spracklen for managing our Twitter and Facebook accounts.
13. We have continued to run the monthly Saturday Morning Gardening sessions which has seen a number of new recruits. Our thanks once again to Chrystabel Austin for leading this important project.
14. The "Table Top" stall - which is run by Elizabeth Casbon during the Summer months – continues to raise the profile of the Church and lets people know that we are open. She has raised significant funds through the table top stall as well as her sales through Amazon and eBay. Donations are received from congregation members and people in the community.
15. We said goodbye to our intern, Aimee, in the summer, thanking her for her work under Debbie's guidance particularly in respect of the 'Sparks' children's group, providing content for the website, pastoral visits and poster designs.
16. Whilst Debbie was with us this year our Discernment and 'Going Deeper' groups continued our pursuit of spiritual guidance and enlightenment, and the weekly Sunday evening services provided the opportunity to experience different types of services in the

form of Northumbrian liturgy, Taize music and compline and meditation. It was felt that we did not have the resource or interest from the congregation to continue any of this during the vacancy. Billy led our Advent Group, using Jane Williams' 'The Art of Advent', which inspired lively discussions on death, hell, judgement and heaven.

17. Our commitment to Fairtrade has grown. We held our Big Brew event in March – a breakfast before the 10.30am service raising funds for Traidcraft Exchange - and continued to be represented on the Tower Hamlets Fairtrade Forum.

Deanery Synod

18. We are a member of the Tower Hamlets Deanery, part of the Episcopal Area of Stepney. It has an active social justice agenda. It comprises 18 parishes, with a range of churchmanship styles. Parishes are linked in clusters - Bow Church is part of the Bow Group cluster, a formal grouping of five Anglican churches in the north of Tower Hamlets.
19. In one of his final meetings, the Bishop held September's Stepney Area Council (which provides support and advice to the Area Bishop on the mission, ministry and administration of the church; is responsible for carrying out certain duties relating to the Pastoral Measure and takes financial responsibility for monies allocated to the Area) at Bow Church. The attendees also had a tour to see the Tower Restoration. The circular tables especially designed for us, were put to good use!
20. Since October 2018 we have been supported by the acting Bishop of Stepney, Pete Broadbent (the Bishop of Willesden). Our thanks also to Andy Rider, Area Dean and Ven. Liz Adekunle, Archdeacon of Hackney for all their support during the interregnum.

Ecumenical Relationships

21. The Bow Foodbank is still operating at our church on Monday mornings, supporting a growing number of people each week. As numbers have increased, the Board are considering options to ensure it can continue to meet the needs of those who attend.
22. Our 2018 Lent collection went to the Charis alcohol & drug therapy Unit in Whitechapel.
23. The Christian Aid Week collection at Mile End station was once again an ecumenical event managed by Frances.

More creative in reaching new people and places in the power of the spirit

24. Our engagement with the wider community saw us involved in several events including:
- The celebrations to mark the completion of the Tower Restoration project. Although this was delayed, the event was a success and well attended. The event – which was held on 14 July – included a presentation of the Story of the Stones and the cutting of the specially commissioned Tower Cake by its creator, Erin Hiscock, and the Mayor of Tower Hamlets, John Biggs. Due to the timing of the event, we decided not to hold a Summer Fair.
 - As usual we took part in Open House weekend (22-23 September) and managed to be included in the official guide. A demonstration of Joy's hard work and persistence!
 - This year also saw us host a C R Ashbee lecture on 22 October which was delivered by the Gentle Author. It was well attended, with the audience enjoying the content, venue and Bow Church hospitality.
 - We had agreed to look into having a stall at the Roman Road Christmas Fair, but unfortunately this fell through. We might do this once the new Rector is in post.

Administrative information

25. The PCC met 12 times during the year. A range of issues were discussed including:

- a. Debbie's retirement and recruitment of her successor.
- b. Tower Hamlets Rifles Old Comrades asked if they could relocate their War Memorial from the Drill Hall (under threat of closure) to Bow Church. Following a discussion, it was agreed subject to the costs of the transfer being funded by the Old Comrades.
- c. Refurbishment of the organ - although it is playable, extensive work is required. We will continue to discuss how best to take this forward.

Maintenance and Legal

An important issue was to ensure we complied with the new General Data Protection Regulations (GDPR). These were introduced in May and meant we had to review and change how we collect and use people's information. This was particularly relevant for office holders and people who receive our e-newsletter. With thanks to Frances for ensuring we met our obligations.

Structure, governance and management

What are we?

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure. It is also a registered charity, number 1130902.

Addresses

St Mary's Church, 230 Bow Road, London E3 3AH

The Rectory - 28 Coborn Street, London E3 2AB

Officers and membership of the Parochial Church Council

Ex officio Incumbent: Vacant since 26 August 2018

Churchwardens: Frances Reynolds, John Beevor

Deanery Synod Reps: Elizabeth Marshall, Andy Spracklen

In addition, the following were elected for a term of one year (pursuant to rule 16(3) of the Church Representation Rules 2006) at the Annual Parish Meeting held on 15 April 2018: Chrystabel Austin, Althea Baker, Olivette Cole-Wilson, Simon Herbert, Will Niven, Duke Oputa, Andrew Sargent and Pete Nicholls. Althea Baker was elected Lay Chair. Paul Haggie was co-opted after the meeting.

Billy O'Reilly and Jenny Clarke attend as ex-officio.

Standing Committee (in operation until July 2018): Rector, Curate, Churchwardens, Lay Chair, Treasurer (Jenny Clarke)

Building Committee: Elizabeth Marshall (chair), Rector, Churchwardens, Andrew Sargent, Amanda Claremont, Duke Oputa, Joy Wotton (until December 2018) and Paul Haggie (until August 2018).

Bow Group representatives: Robert Ricks and Frances Reynolds.

New members of the PCC are supported, and. given access to training.

Lay Chairs: Althea Baker and Simon Herbert
March 2019

Conservation project report

1. 2018 was a landmark year for Bow Church, with the completion of the work on the tower, transforming it from a dirty, abandoned-looking, crumbling block of old stone, back to its gleaming, bright, medieval self, with a rebuilt clock cupola, and refurbished clock and cross on the top. Unfortunately, the work took far longer than planned, and was not completed until July, so the church continued to be shrouded in scaffolding for several more months. But the standard of workmanship was of the highest and the world can once again enjoy the splendour of the original ragstone from the 15th Century, as well as Goodhart Rendel's 1950s rebuild of the upper part.
2. The work was made possible by a grant from the Heritage Lottery Fund, with further contributions from the London Borough of Tower Hamlets, the National Churches Trust, Garfield Weston Foundation, the Heritage of London Trust, and the Grocers' charity, as well as our own fundraising - including individual parishioners' contributions from marathon runs and community events.
3. The funding also allowed us to have an artisan carpenter build a set of five beautiful mobile service and storage units, which have completely transformed our hospitality area. They are much admired, while also facilitating hospitality service and creating storage for hymnbooks, on-sale memorabilia, and the tea cups and glasses.
4. As well as the tower, the other major pieces of urgent work to safeguard the building were to improve surface drainage and to rectify faulty rainwater goods on the roof. We were not able to accommodate that in our first project, but we were extremely fortunate to receive a second grant from the Heritage Lottery Fund's Grants for Places of Worship Scheme, in its final round. We are grateful, again, to the London Borough of Tower Hamlets for also awarding us a generous grant. We appointed our architect, and the survey and design work went on throughout the year. HLF has now awarded us the second part of this grant, and work will begin in the spring. The funding will also allow us to install two more much-needed lavatories, one accessible, to help disabled people attend worship and other events in the church.
5. Many members of the congregation have worked very hard throughout the year on the range of tasks needed to achieve these results. From writing funding applications, to attending site meetings, to hosting events, the parish has drawn on the skills and dedication of the people involved who have so willingly made their contribution to safeguarding and developing our beautiful building.

Elizabeth Marshall, Chari of the Building Group
March 2019

Deanery Synod Report

1. During the last year the Deanery Synod has had meetings about encouraging vocations (young lay people interested in going for ordination) and on discipleship. Otherwise, we have been a bit distracted by movements of Bishops, with the Bishop of Stepney leaving in October and Bishop Sarah taking over London in the spring. Bishop Sarah held a meeting for all London Deanery Lay Chairs in the summer (an excellent innovation), and a well-attended gathering of all three Deaneries in Stepney Area this February.
2. The Deanery, like everyone in London and elsewhere, greatly mourned the departure of Bishop Adrian because of ill health (his farewell party in October was huge, everyone is a fan and sad to lose him). I am a member of the Stepney Area Council and Bishop Sarah held a special Council meeting in January which discussed what is needed in our new Bishop of Stepney.

Elizabeth Marshall and Andy Spracklen, Deanery Synod Representatives
March 2019

FABRIC REPORT APRIL 2018 – MARCH 2019

Our quinquennial inspection (QI) is due this year and will be carried out by our QI Inspector, Alex Sherratt. A QI is a five-yearly look at the church building to see what condition it is in and to set out what repairs are needed. The QI report will highlight works which are urgent and need to be done immediately and those which can wait a little longer but will need attention.

Some of the works to be carried out under the second HLF phase 2 grant are works highlighted by the previous QI report.

GENERAL

Expenditure on repair (excluding the tower conservation works), security and maintenance is higher this year at £7,964.32 (last year it was £2,545), mainly due to the maintenance work done on external lightings. This equates to £21 per day (last year, this was £6.97).

Add to that utilities (£3,144.99) and insurance (our premium, renewed in June 2018 was £5,345.81 a bit higher than last year), it has cost us £16,455.12 this year to run, secure, insure and maintain our church building, £45 a day.

INTERNAL FABRIC

Tower ceiling

The staining on the tower ceiling caused by the overflow of the contractors temporary pipe diversion in the bell tower was remedied by the contractor, at its own expense, prior to completion of the tower conservation works.

Chairs

Last year, we had plans to replace the old damaged red chairs, as part of the welcome area project. However, as members of the congregation find their height and width uniquely comfortable and those same features prove difficult to find in replacements, they have - for now - been retained and were professionally cleaned in June 2018.

Parish room carpet

The parish room carpet was professionally cleaned in June 2018.

Floor

Extensive repairs were carried to the floor using the recommended RWI tar substance in July 2018. These have generally held up; there are still a few odd loose blocks but they are not judged to be dangerous. Many thanks to Paul Haggie for a day well spent on this, with Frances.

Safety is all-important, so please do tell one of the churchwardens if you notice any loose flooring.

Internal lighting

The 5-year check was carried out by CES Lighting and Electrical Engineers in July 2018 and the defects found remedied in September 2018.

Clerestory window

One of the mechanisms for opening the high windows of the Nave was broken by it being wound out too far. Fullers repaired it in October 2018.

Please take care when opening these windows and please never open them as far as the ropes will let you, as this will be too far and is likely to lead to breakages.

Photocopier

A wireless router was connected to the photocopier by Intelligent Office Solutions in October 2018.

Toilet radiator

The radiator in the toilet was replaced by Total Building Services in November 2018. Intermittent leaks have been reported, which are being monitored.

Fire stopping

Holes in the organ loft were fire stopped by Total Building Services in November 2018.

Door latch

The door latch mechanism was repositioned by Thompsons in February 2019 so that the door does not blow open so easily.

Skylight

The church suffered a break-in in the early hours of 28 February 2019, through the skylight over the passage between the church and the vestry/parish room. The skylight suffered damage but the incident only triggered a low setting alarm warning. It is possible that this scared the intruders off. However, it was noticed that the lock on the big donation box had been pushed in and money removed. Whilst this and the missing items listed at bullet point 1 below were noticed following this incident, it is difficult to definitely attribute them to it.

The skylight was repaired, sealed and the number of brackets doubled to make it more secure by Thompsons.

Missing items

Several items have gone missing from the church this year, such as:

- filing cabinet keys and the noticeboard allen key, from the vestry;
- our plug-in doorbell that used to be in the parish room, along with the corresponding mobile unit that was in the vestry; and
- a large number of bottles of wine stored in the welcome area units.

We operate a good deal on trust with our church building and do not want the welcome that we offer to everyone to be lessened but we do ask that everyone in the congregation is vigilant and reports any suspicious activity or damage, to the churchwardens and our new incumbent as soon as possible.

New items

Display carousel and stand

We were able purchase a display carousel for our history leaflets, a display stand for our tea towels and two lockable donation boxes. Many thanks for the anonymous donation that initiated and enabled these purchases.

History console

As part of the tower conservation works, software was commissioned for a heritage consisting of a sound bar and touch screen displaying the church at different stages in time with relevant features of interest. It was initially working intermittently and Simon Herbert has liaised with the software creator to fix the problem. It has been working well ever since.

Chalice and paten

Alison Norman's niece gave us a pottery chalice and paten which belonged to Alison, which we are now using for our 7.30am Wednesday morning Communion services, in tribute to the many years she provided and served breakfast after the service.

South porch shelving

We finally have shelving in the south porch - much thanks to Chrystabel Austin for making our long-held aspirations a reality!

On-going matters

Tower Hamlets Rifles Memorial

Following the erstwhile suspension that the closure of the Drill Hall this long-term project has been put on hold during the vacancy. Our QI architect has an initial view that it could be sited elsewhere within the church where it would have less visual and spatial impact than in the memorial chapel.

Gas and electricity

The cost of electricity and gas for our church in this fabric report period was £6.80 per day. We are now part of a green energy bundle under the 'parish buying' bulk purchasing contract arrangement.

Annual Maintenance

Boiler: the main boiler serviced was carried out by Total Building Services (M&E) Ltd in October 2018. A six monthly check is due.

Fire inspection: the fire safety equipment was checked by Morgantics in September 2018.

PAT testing: takes place every two years and is due this year (2019).

Instruments

Piano: the piano was tuned at the end of April by Patrick Symes.

Organ: the tent erected around the organ in September 2017 to protect the pipes from dust from the tower conservation works was removed in July 2018 and the instrument tuned through. There are still a few notes on the chest in the cupboard which do not work, but they have been like that for some time and can be dealt with most efficiently as part of a restoration of the organ.

Bells: our Steeple Keeper, Alix Campbell, reports that the water damage (see tower ceiling above) did not adversely affect the bell ropes, the bells felt fine and rang normally. The bells were last fully inspected in October 2018 with the assistance of Steve Jakeman. The contractors had left debris and screws in bell chamber, which will be cleared at the next inspection in April 2019. Four bells had loose stays and four require re-bushing. The stays were tightened on inspection and the re-bushing will take place in April.

EXTERNAL FABRIC

New items

A new earthing pit and rods were fixed to our lightning conductor by RC Cutting in September 2018.

Roof alarm

E-bound AVX Ltd carried out their annual service of the roof alarm in July 2018.

Gutters and drains

Hall & Randall cleared the gutters in July and December 2018. Hall & Randall have identified defects:

1. defective pointing to the clay roof tiles on the gable end of the Nave roof; and
 2. a number of broken and missing clay roof tiles at the south side of the church;
- and we have notified our architect.

The lower parish room gutter and accessible surface water drains are regularly cleaned on church cleaning days. Tower Hamlets is continuing to arrange for the clearance of the drains in the church path. There continues to be pooling at the entrance to the churchyard and in the centre of the path, after heavy rain. Our architect is aware.

Lighting

A service of the external lighting was carried out by CES Lighting and Electrical Engineers in July 2018.

The timer clock for the external lighting system and internal emergency lighting was re-set in December 2018.

Safety systems

SafeTech Solutions Ltd inspected, tested and certified our tower and roof fall arrest systems and lifelines in December 2018.

RECTORY

The Diocese has carried out repairs and alterations during the vacancy, most notably converting the small kitchen on the uppermost floor into a second bathroom.

It is very disappointing that the length of time that it took for the Diocese's contractors to carry out these works meant that the Diocese was unable to let the Rectory and achieve an income from the empty property.

Despite contractors having been commissioned, there are still apparent internal defects and we aim to ensure that these are remedied as part of incoming works for the new incumbent.

In the meantime, we have obtained formal permission from the Diocese to use one of the ground floor rooms for storage.

Frances Reynolds and John Beevor, Churchwardens
March 2019

Church Garden

1. Tower Hamlets are still doing as much as they are able to maintain the churchyard and Emilio and I are keeping it looking cared for. The replanting of the saplings along the perimeter railings has worked well and it looks as though most of them have survived. The simpler layout has helped the Tower Hamlets Green Team to clear and mow.
2. We use the raised beds now mainly for flowers but the rhubarb still flourishes in one of them. The flowers make a very pretty entrance to the church and the scented ones we planted last spring were appreciated, particularly by Anthea who said what a difference they made on a grey Sunday morning. Scent and colour.
3. The beds nearest the entrance need to be replanted because last summer there were various people with their dogs who dug and slept there. I think we need to replant with thorny shrubs so we can make them look better. Otherwise the plants in the beds along the pathway are flourishing
4. Because of the kind of garden it is, the fact that it is quite wild only adds to the sense of a place of peace in the middle of such a busy road. In the summer there are always people sitting on the benches enjoying the respite from their working day.
5. A few volunteers come on the first Saturday of the month. Some return, some don't but it's good to be able to offer them a couple of hours outside and a warm welcome should they wish it. The churchyard is a very special feature of the church.

Chrystabel Austin
March 2019

Treasurer's report on financial performance

The total income in 2018 is £332,028, compared to £283,215 in 2017. The main reason of the increase of total is the additional grant received for our restoration project. The Bell tower project was successfully completed in summer 2018. The building group has started a second large project to install the disabled toilet access in church. The initial consultation and research started in 2018 and the actual work will start in 2019.

It's very encouraging to see increased planned giving from £27,083 to £38,087 and collections at services from £3,268 to £3,477. The PCC is truly grateful for the generosity of our congregation members as additional income would allow us to pay off running costs and carry out more activities for community engagement.

After running and cycling in the previous years, Frances Reynolds participated in a sponsored Serpentine swimming this year. She has raised over £2,000 for our restoration project.

In 2017, PCC decided to increase the diocesan contribution from £34,000 to £35,000. This contributed to the payment of the salaries and pensions of the clergies and other staff who work for Church of England.

The church continues to earn income from rental of the church space and Holy Trinity Hall. The Holy Trinity Hall was leased under a long term lease agreement with New Testament Church of God.

During 2018, PCC has been approached by CCLA, a fund manager for charities and the public sector, in regards to 2 small charities M Browne's Charity and M Prestley's Charity. These two charities were closely related to St. Mary's. Both charities have already been dissolved and removed from the Charities Commission, but they hold investments with CCLA. St. Mary has agreed to administer these funds. The capital of the £16,572.37 has been included in St. Mary's Investments.

Overall, financial performance is strong in 2018 and PCC of St. Mary is truly grateful for the financial as well as non-financial contributions people have made.

Jenny Clarke (Treasurer)

This report was approved by the Trustees, on 28 Apr/2019 and signed on their behalf by:



PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW

I report on the financial statements of the charity for the year ended 31 December 2018 which are set out on pages 5 to 15. This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented 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 no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 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.

Signed:



Dated:

21 April 2019

Michael Zakiewicz

Address: 8 Wrights Road, London, E3 5OD

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
INCOME FROM					
Donations and legacies	2	58,939	225,320	284,259	246,341
Charitable activities	2	24,400	0	24,400	30,437
Income from investments	2	7,206		7,206	6,437
Other incoming resources	2	16,572		16,572	
TOTAL INCOME		<u>107,117</u>	<u>225,320</u>	<u>332,437</u>	<u>283,215</u>
EXPENDITURE ON:					
Raising Funds	3	3,616		3,616	5,691
Charitable activities	3	62,731	305,392	368,123	172,545
		<u>66,347</u>	<u>305,392</u>	<u>371,739</u>	<u>178,236</u>
NET INCOME BEFORE INVESTMENT					
GAINS		40,770	(80,072)	(39,302)	104,979
Net gains on investments	5	<u>(188)</u>		<u>(188)</u>	<u>1,103</u>
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES					
		<u>40,582</u>	<u>(80,072)</u>	<u>(39,490)</u>	<u>106,082</u>
Gains on revaluation of fixed assets	4	0	0	0	0
NET MOVEMENT IN FUNDS		<u>40,582</u>	<u>(80,072)</u>	<u>(39,490)</u>	<u>106,082</u>
RECONCILIATION OF FUNDS:					
Total funds brought forward		150,074	1,110,813	1,260,887	1,154,805
Transfer between funds		(29,619)	29,619		
TOTAL FUNDS CARRIED FORWARD		<u>161,037</u>	<u>1,060,360</u>	<u>1,221,397</u>	<u>1,260,887</u>


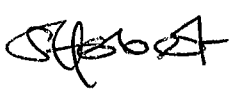
The statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 17 to 26 form part of these financial statements

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW
BALANCE SHEET
AS AT 31 DECEMBER 2018

		2018	2017
		£	£
	Note		
FIXED ASSETS			
Tangible assets	4	1,034,016	1,035,474
Investments	5	<u>28,946</u>	<u>12,562</u>
		1,062,962	1,048,036
CURRENT ASSETS			
Stocks	6	238	150
Debtors	7	10,452	10,660
Investments	8	64,512	57,749
Cash at bank and in hand		<u>95,146</u>	<u>150,606</u>
		170,348	219,165
CREDITORS: amounts falling due within one year		<u>(11,913)</u>	<u>(6,314)</u>
NET CURRENT ASSETS		<u>158,435</u>	<u>212,851</u>
NET ASSETS		<u>1,221,397</u>	<u>1,260,887</u>
CHARITY FUNDS			
Restricted funds	11	1,060,360	1,110,813
Unrestricted funds	11	<u>161,037</u>	<u>150,074</u>
TOTAL FUNDS		<u>1,221,397</u>	<u>1,260,887</u>

The notes on pages 21 to 30 form part of these financial statements.

The financial statements were approved by Trustees on 28 April 2019 and signed on their behalf, by:  

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S AND HOLY TRINITY BOW
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011. Parochial Church Council of St. Mary's and Holy Trinity Bow constitutes a public benefit entity as defined by FRS 102.

The accounts have been prepared in GBP and all amounts have been rounded to the nearest £.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity.

Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Reserve policy

It is PCC policy to maintain a balance on unrestricted funds (if possible) which equates to at least six months unrestricted payments, equivalent to £33,173, to cover emergency situations that may arise from time to time.

It is our policy to invest our funds balances with the CBF Church of England Deposit Fund.

All expenditure is inclusive of irrecoverable VAT.

Going concern

During the year, the church had net incoming resources of £40,582 (£28,616 in 2017). The members of the PCC expect the future results of the church to be similar. The Trustees therefore consider the charity to be a going concern for the foreseeable future, this being at least 12 months from the date on which the balance sheet was signed.

Tangible fixed assets and depreciation

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) (a) and (c) of the Charities Act 2011.

All expenditure on consecrated or beneficed buildings and individual items costing under £1,000 are written off in the year they were incurred.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable.

Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost or valuation, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant and machinery - over 20 years remaining life

Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown ad debtors less provisions for amounts that may prove irrecoverable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Cash Flow Statement

The financial statements do not include a cash flow statement because the church, as a small reporting entity, is exempt from the requirements to prepare such a statement under the Charities SORP (FRS 102) as amended by Update Bulletin 1.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

2. INCOME AND ENDOWMENTS FROM

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<u>2a. Donations and legacies</u>				
Planned giving	38,087	0	38,087	27,083
Collections at all services	3,477	0	3,477	3,268
Sundry donations and appeals at services	5,220	7,834	13,054	42,547
Income tax recoverable	10,155	1,425	11,580	15,290
Grants	2,000	216,061	218,061	158,153
	<u>58,939</u>	<u>225,320</u>	<u>284,259</u>	<u>246,341</u>
<u>2b. Charitable activities</u>				
Traidcraft Stall	1,276	0	1,276	1,952
Books/calendars and tea towels	513	0	513	494
Cards, Leaflets and s/h books	813	0	813	698
Other fundraising for external agencies	449	0	449	347
Rental of Holy Trinity Church and Hall	15,986	0	15,986	16,326
Activities to generate funds for church work	4,752	0	4,752	10,494
Fees from weddings etc	611	0	611	125
	<u>0</u>	<u>0</u>	<u>0</u>	
	<u>24,400</u>	<u>0</u>	<u>24,400</u>	<u>30,436</u>
<u>2c. Investments</u>				
Dividends and interest	7,206	0	7,206	6,437
	<u>7,206</u>		<u>7,206</u>	<u>6,437</u>
<u>2d. Other</u>				
Administering charities	16,572	0	16,572	0
	<u>16,572</u>	<u>0</u>	<u>16,572</u>	<u>0</u>
Total	<u>107,117</u>	<u>225,320</u>	<u>332,437</u>	<u>283,214</u>

In 2017, of total income, £53,050 related to unrestricted funds and £193,291 related to restricted funds.

Monies donated by PCC members during the year amounted to £26,495, (£24,940 in 2017)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

3. EXPENDITURE ON

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<u>3a. Raising funds</u>				
Traidcraft supplies	1,073	0	1,073	1,978
Hospitality	1,071	0	1,071	181
Project 700 books, calendars and tea towels	1,472	0	1,472	2,256
Other fundraising	0	0	0	1,276
	<u>3,616</u>	<u>0</u>	<u>3,616</u>	<u>5,691</u>
<u>3b. Charitable activities</u>				
Stewardship costs	53	0	53	
Missionary and charitable giving	1,104	0	1,104	347
Diocesan parish contribution	35,000	0	35,000	34,000
Other clergy costs	105	0	105	523
Fees to the diocese	941	0	941	124
Church running and maintenance	21,877	0	21,877	15,811
Restoration project	0	303,934	303,934	110,752
Upkeep of services	2,041	0	2,041	3,342
Accountancy and independent examination	1,610	0	1,610	2,000
Legal & Professional	0	0	0	5,184
Depreciation		1,458	1,458	457
	<u>62,731</u>	<u>305,392</u>	<u>368,123</u>	<u>172,540</u>
Total	<u>66,347</u>	<u>305,392</u>	<u>371,739</u>	<u>178,231</u>

In 2017, of total expenditure, £60,164 related to unrestricted funds and £118,067 related to restricted funds.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

4. TANGIBLE FIXED ASSETS

	Freehold Property £	Church equipment £	Total £
Cost or valuation			
At 1 Jan 2018	1,006,320	70,265	1,076,585
Additions	0	0	0
At 31 Dec 2018	<u>1,006,320</u>	<u>70,265</u>	<u>1,076,585</u>
Depreciation			
At 1 Jan 2018	0	41,111	41,111
Charge for the year	0	1,458	1,458
At 31 Dec 2018	<u>0</u>	<u>42,569</u>	<u>42,569</u>
Net Book value			
At 31 Dec 2018	<u>1,006,320</u>	<u>27,696</u>	<u>1,034,016</u>
At 31 Dec 2017	<u>1,006,320</u>	<u>29,154</u>	<u>1,035,474</u>

The freehold land and buildings comprise the Holy Trinity Parish Hall, Morgan Street, London E3. For accounting purposes, the value shown in the financial statements at 31 December 2016 represents the rebuilding insurance value, which the trustees have adopted as the deemed cost.

5. FIXED ASSET INVESTMENTS

	2018 £	2017 £
CCLA investments	28,946	12,562
	<u>28,946</u>	<u>12,562</u>

6. STOCKS

	2018 £	2017 £
Traidcraft stock	238	150
	<u>238</u>	<u>150</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

7. DEBTORS

	2018 £	2017 £
Gift aid claim	9,552	10,660
Sequestration a/c	900	0
	<u>10,452</u>	<u>10,660</u>

8. CURRENT ASSET INVESTMENTS

	2018 £	2017 £
Unlisted investment	64,512	57,749
	<u>64,512</u>	<u>57,749</u>

9. CREDITORS: Amounts falling due within one year

	2018 £	2017 £
Accrual and deferred income	3,913	6,314
Related party loans *	8,000	0
	<u>11,913</u>	<u>6,314</u>

* A generous interest-free loan was offered by a member of PCC to cover the short term cash flow for our restoration project due to the delay in the receipt of the grant. The loan has been partly repaid and partly written off as donation in 2019.

10. FINANCIAL INSTRUMENTS

	2018 £	2017 £
Financial assets measured at fair value through income and expenditure	<u>93,646</u>	<u>70,311</u>
Financial liability measured at fair value through income and expenditure	<u>11,913</u>	<u>6,314</u>

Financial assets measured at fair value through income and expenditure comprise fixed asset investments.

Financial liabilities measured at fair value through income and expenditure comprise creditors.

11. STATEMENT OF FUNDS

	Brought forward £	Income £	Expenditure £	Gains/ losses £	Transfer between funds	Carried forward £
Unrestricted funds						
General funds	<u>150,074</u>	<u>107,117</u>	<u>(66,347)</u>	<u>(188)</u>	<u>(29,619)</u>	<u>161,037</u>
Restricted funds	<u>1,110,813</u>	<u>225,320</u>	<u>(305,392)</u>	<u>0</u>	<u>29,619</u>	<u>1,060,360</u>
Total of funds	<u>1,260,887</u>	<u>332,437</u>	<u>(371,739)</u>	<u>(188)</u>	<u>0</u>	<u>1,221,397</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	1	1,034,015	1,034,016
Fixed asset investments	28,946		28,946
Cash	136,003	32,920	168,923
Debtors		1,425	1,425
Creditors due within one year	(3,913)	(8,000)	(11,913)
	<u>161,037</u>	<u>1,060,360</u>	<u>1,221,397</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £
Tangible fixed assets	1	1,035,473	1,035,474
Fixed asset investments	12,562		12,562
Current assets	143,825	75,340	219,165
Creditors due within one year	(6,314)		(6,314)
	<u>150,074</u>	<u>1,110,813</u>	<u>1,260,887</u>

13 OPERATING LEASE COMMITMENTS

The total of the charity's future minimum lease payments under non-cancellable operating lease was:

	2018	2017
Amount payable		
Within 1 year	467	467
Between 1 and 5 years	350	817
	<u>817</u>	<u>1,284</u>