

ST MICHAEL AND ALL ANGELS,  
COLEHILL

Annual Report for the year ended  
31 December 2020

## LEGAL AND ADMINISTRATIVE INFORMATION

### Reference and administrative details of the Charity, its Trustees and Advisers

Full name of the Charity	The Parochial Church Council of the Ecclesiastical Parish of St Michael and All Angels, Colehill, known as St Michael and All Angels	
Charity Registration Number	1134712	
Address of the Charity	St Michael's Church Centre, Colehill Lane, Colehill, Wimborne, Dorset. BH21 7AB	
Ex officio Trustees		
Incumbent	Revd Suzanne Pattle	Chair
Associate Priest	Revd Lorraine Mc Gregor	
Licenced Lay Ministers	All now Reader Emeritus status (retired)	
Deanery Synod Representatives	Mrs Daphne Jones Mrs Muriel Jacobs Vacancy	Elected 11 October 2020 Elected 11 October 2020
Elected Trustees		
Mr Alan Motson	Treasurer	
Mrs Marjorie Shaw	Churchwarden	Re-elected 11 October 2020
Mr Lindsay Wood	Churchwarden	Re-elected 11 October 2020
Mrs Deborah Stevenson	Parish Safeguarding Representative	Re-elected 11 October 2020
Mrs Joanne Clayton	Deputy Parish Safeguarding Representative	
Mr Richard Ely	Lay Vice-Chair	Resigned May 2020
Mr Robert Heaton		
Mr John Spatchet		
Mrs Caroline Jones		Re-elected 11 October 2020

Mr Nigel Davies		
Mrs Helen Hunwick		
Mr James Westgate		Resigned March 2020
Mrs Margaret Wood	PCC Secretary	Co-opted onto PCC 11 October 2020
<b>Reporting to PCC</b>		
Mr Nigel Butler	Assistant Treasurer	Reports to PCC through Treasurer - in occasional attendance at PCC by invitation
Mrs Jill Beech	Electoral Roll Officer	Reports to PCC through Churchwardens (agreed by PCC 10/4/16)
Mrs Catherine Crowfoot	Parish Administrator	Employed by PCC for 10 hours a week. Reports to Vicar and Churchwardens  Resigned December 2020

### Structure, governance and management

*Owing to the Coronavirus pandemic, the APCM was not able to be held as scheduled in April 2020. Those who had been elected at the APCMs held in 2019 were deemed to remain in office until such time as an APCM could be scheduled. This was done on the basis of a legal dispensation issued by the Bishop of Salisbury. The postponed APCM took place (in person and via Zoom) on Sunday 11 October 2020. Legal Protocols for APCM meetings were also adapted in the light of the pandemic.*

The Church of St Michael and All Angels is situated in Colehill, near Wimborne Minster in Dorset. It is part of the Diocese of Salisbury. The Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission. The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### Objectives and activities

St Michael's Parochial Church Council has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church; spiritual, pastoral, prophetic, evangelistic, ecumenical and social. It oversees adherence to policies on Safeguarding, Health and Safety and Data Protection. It also has the responsibility for the fabric of the church and for the operation of St. Michael's Church Centre.

The PCC met 5 times during the year and the Standing Committee met 23 times. Other committees met at various times and, where appropriate, discussions and decisions at these committees were presented to and discussed by the PCC.

## **Committees**

The PCC operates through a number of committees and sub groups, which meet between full meetings of the PCC. The principal committees are:

### **Standing Committee:**

This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The committee met 24 times during the year. Membership: Vicar, Marjorie Shaw, Alan Motson, Lindsay Wood Margaret Wood

### **Fabric Committee:**

The committee is responsible to the PCC for all matters relating to the fabric of the church, including action on outstanding quinquennial items, health and safety policy, fire safety and risk assessments for both Church and Church Centre. The Fabric Committee is also responsible for all matters related to the upkeep and repair of the church centre. Hall Hire policy and bookings policy and pricing to remain in the hands of the Vicar, Churchwardens and Parish Administrator, who address these matters as part of their regular monthly meetings reporting to the PCC as required. Membership: Robert Heaton, James Westgate (resigned March 2020), Alan Motson, John Spatchet, Nigel Davies, Marjorie Shaw, Robin Hill, Lindsay Wood.

### **Social and Fundraising Committee:**

The committee is responsible to the PCC for fund raising and social events in general and also co-opts members of the congregation. Membership: Barbie Watson, Jill Laybourne, Claire Heaton, Robert Heaton, Marjorie Shaw, Robin Hill, Catherine Crowfoot, Lindsay Wood. This Committee was not able to function normally owing to the pandemic.

### **Finance, Stewardship and Fundraising Committee**

In October the PCC appointed a new Finance, Stewardship and Fundraising Committee to scrutinise financial procedures, agree financial protocols, develop future campaigns on stewardship and draft fundraising proposals for capital projects related to fabric and reordering. Membership: Vicar, Alan Motson, Muriel Jacobs, Adrian Ramshaw, Jeremy Barnard, Nigel Butler, Marjorie Shaw

### **Centre Rendezvous Management Committee:**

The committee is responsible to the PCC for the overall operation of Centre Rendezvous, and in particular in ensuring that all health and safety issues and requirements are fully met. The Committee normally meets regularly through the year to review financial information, to plan rotas, to review progress overall and to determine prices and menus. Membership: Vicar, Daphne Jones, Alan Motson, Eric Jones, Jackie Jones, Jenny Horobin. This committee has met only once this year (February 2020) owing to the suspension of the lunch club due to the pandemic.

### **Reordering Task Group:**

Appointed in November 2019 to oversee the delivery of the Reordering Project, including drawing up of plans/specifications, liaising with potential contractors and preparing faculty applications. Membership: Vicar, Churchwardens, Alan Motson, James Westgate (resigned March 2020), John Spatchet, Nigel Davies

### **Eco-Committee**

This committee monitors our compliance with Eco-Church Bronze Award status and advises the PCC on working towards the Silver Award. It also advises on nature conservation in the church grounds (Living churchyard project) Membership: John Spatchet, Jenny Spatchet, Graham Kewley, Anne Bowley, Jackie Deung, Sharen Green, Alan Motson.

## REVIEW OF THE YEAR

### REGULAR WORSHIP

The pattern of worship from January - mid March 2020 was as follows:

8am HC alternating between Common Worship and BCP

10am All Age Eucharist on First Sunday with an emphasis on a shorter liturgy and a more informal feel.

All other Sundays: Parish Eucharist with choir anthem on some Sundays. Children remain in church for the whole of the service and participate in the liturgy, with themed activities available in the Children's Corner, supervised by the Sunday School Team.

In February 2020 we launched the first of our monthly café-style informal services, 'The Sunday Pause', a half hour gathering in the Church Centre with refreshments aimed at unchurched or dechurched families following a commitment made by the PCC to find alternative forms of worship for those who find formal church services inaccessible.

Morning Prayer Tuesday to Friday: Ministry Team in attendance on Fridays

First Wednesday of each month: Midweek communion open to all. The Mothers' Union continues as an informal prayer and fellowship group.

At the beginning of Lent we started a course jointly with Wimborne Minster focussing on the book 'Saying Yes to Life' by Christian environmentalist Ruth Valerio. The group met on two occasions before circumstances dictated that the group be suspended owing to growing concerns about the spread of coronavirus.

### **CORONAVIRUS PANDEMIC: National Lockdown 23 March**

Following the announcement of National Lockdown on 23 March St Michael's closed its doors for worship and private prayer. The last in person service held in the church took place on Sunday 15<sup>th</sup> March, with additional measures in place (suspension of the common cup). Numbers attending already showed a marked drop as anxiety levels rose about the news about the spread of coronavirus. Clergy were permitted to enter the church for the purposes of recording/livestreaming only on Mothering Sunday, 22 March before full lockdown measures came into effect meaning that churches had to close completely.

To begin with, the Vicar made printed resources available to the congregation to enable them to worship at home and recorded small podcasts made available through the church website. Regular web-mailings were sent out during Holy Week with thoughts, images, music and reflections to enable people to mark this season at home. Easter Day was marked by an online service put together by the Vicar, with the encouragement to everyone to watch at the same time.

A gradual pattern emerged as we evolved from simple podcasts and emailed 'thoughts for the day' to the development of online services with added content, and finally the introduction of livestreamed services from the Vicar's study. This pattern continued into June, with the gradual easing of restrictions on gathering in early summer. We developed the use of social media platforms such as Zoom for social gatherings as well as business meetings, and people valued the opportunity to connect. From 4 July it was possible to reopen the church for private prayer, and this resumed on Wednesdays during July, following a rigorous risk assessment and preparation of the building to ensure it was as safe as possible for worshippers. During July and early August, the livestreaming of services moved from the Vicar's study into the church building, and in-person worship resumed on 23 August with a shortened Eucharist with no congregational singing. With a limit of 30 worshippers imposed by social distancing requirements a weekly Eucharist was also introduced on Wednesdays from this point. The Vicar surveyed the congregation during August to determine numbers who felt ready and safe to return to church - strict conditions were introduced - sanitising on entry and exit to the building, communion in one kind only, track and trace and attendance registers being maintained, social distancing markers on the floor and socially distanced arrangements of chairs. Face coverings were mandatory for all but those exempt because of a preexisting medical condition or for those leading worship. Social gatherings such as coffee after church or parish lunches remained suspended during this time. There were some opportunities for people to meet informally in gardens during the easing of restrictions over the summer, and the clergy were able to resume limited pastoral visiting. The pattern of daily prayer was maintained on Zoom with Morning Prayer on Tuesdays, Wednesdays and Fridays, and Evening Prayer on Thursdays.

This pattern established from August continued until November, with the only change being the gradual introduction of more singers during September (restricted to 4) having started simply having a cantor and organist present because of concerns over aerosol transmission. We marked Harvest online and were heartened to see how much support was given to the Women's Refuge, as well as by our ongoing commitment to Wimborne Foodbank throughout 2020.

During the second national lockdown in November communal worship was again suspended, with the difference this time being that it was permissible to go into the church to livestream services. During this month All Souls and Remembrance were marked with carefully crafted liturgies which were well received by those who joined in the services at home, including a number who would not normally be attending church in normal times.

Making plans for Christmas was particularly challenging, given the rapidly changing national and local picture, and finding creative ways to engage people at a very difficult point in the year. This was achieved through the development of an Advent windows project, with local residents encouraged to design a window based on a Christmas carol and sign up for one day in December, with the final picture being the crib scene in church on Christmas Eve. Christmas services were scaled back and community events normally held could not take place. Nine Lessons and Carols was developed using pre-recorded readings and music and livestreamed from the church with no congregation present; likewise a combined Crib and Christingle Service on Christmas Eve although we had the joy

of being able to include a family with a new baby who represented the Holy Family for the Blessing of the Crib. Christingle packs for use at home were made up by a couple of parishioners at home, observing strict hygiene measures, but despite widespread publicity the take up of these was disappointing. The Vicar delivered printed materials for the Advent and Christmas season to those who cannot access our livestreamed services.

Christmas Day was marked by two services of Holy Communion, one at 8am and one at 10am, both in person services, with a booking system put in place. The 10am service was livestreamed. The end of the year saw rising infection rates once again, which meant that with a largely elderly congregation in person attendance fell over the Christmas period. The Vicar and Standing Committee met at the end of 2020 to reassess, with the result that the year ended with an in-person service on 27 December but with plans in place once again to suspend in person communal worship and to livestream services from the church with no congregation present as the New Year dawned, anticipating that a third National Lockdown was imminent.

### **OCCASIONAL OFFICES**

During the course of 2020, St Michael's conducted 1 Wedding, 4 Baptisms, 13 Funeral services (Church or Crematorium/Cemetery) and 1 interment of ashes. No baptisms have been celebrated since February and while there were some enquiries for baptism in the autumn restrictions on numbers and the uncertainty of the national situation meant that these were put on hold.

A number of funerals were able to take place in church both immediately before lockdown, and in July once restrictions started to ease. The Vicar conducted a number of shortened graveside funerals and crematorium services with limited numbers present in line with national guidelines.

The one wedding booked for 2020 fell in October during a period of partial easing of restrictions but with attendance limited to 15 people. The Vicar in her capacity as Surrogate Registrar processed a significant number of applications being made by couples for Common Licences once it was possible to get married in church in the summer.

### **CHURCH SCHOOL**

The congregation has been actively supporting St Michael's CE Middle School, especially in the past year. All staff received handwritten cards of encouragement from members of the congregation in September following reopening, at half term and at Christmas. The Vicar continues to engage actively with the school and has been able to offer online collective worship for use in the classroom. The Year 8 Leavers Service was moved online in July and the normal service to mark the beginning of the academic year was held in the school hall rather than in church because of social distancing requirements. The School Carol Service was very different this year, but a small socially distanced choir was able to come and record some items in the church, and the Vicar recorded some material for the service which went out via the school website.

It was pleasing to be able to offer an adapted 'Experience Church' to the new Y5 intake in October using a combination of online resources developed by the Vicar for use in the classroom and the attendance of groups in the church for a final in person activity in carefully managed classroom bubbles. This was very much appreciated by the teaching staff. The Vicar and Foundation Governors continue to attend Academy Committee meetings and to support the school where possible. In practical terms, we have been able to offer space in the Church Centre to the pastoral team for meetings with outside agencies to support vulnerable families or those experiencing difficulty where there was no capacity to accommodate such meetings under social distancing requirements in the school.

## SUMMARY

Behind the scenes there have been many adjustments and readjustments with changing guidance for opening up the church for worship, guidance on the conduct of services, and interpreting guidance on the use of community centres, which has been complicated. Our outgoing parish administrator, Catherine Crowfoot, who left us at the end of 2020, played a key role in collating and interpreting guidance and helping to prepare the church centre to reopen to hirers in the autumn.

It has been a challenging and exhausting year, full of uncertainty and the need to make rapid adjustments at times. Yet with faith and commitment we have managed to keep services going, look after the congregation, potentially reach out to more people through broadcasting our services via YouTube, and keep in touch with one another, if not in person then via phone calls or emails. Pastoral care has had to be given in a way that manages appropriate social distancing if in person, or via Zoom. The church family has remained 'together though apart'.

From the outset we developed a pattern of keeping in contact with the congregation, and the LPA team and all members of the church family have done a fantastic job keeping in touch especially with older members of the congregation and those who have difficulty accessing email or online services. Various groups within the church have kept regular weekly contact going - the 8am congregation; Mothers Union Prayer and Fellowship Group meeting on Zoom; home groups; the choir and the lunch club volunteers. It has been good to see how people have adapted in their use of technology and have recorded readings, music, talks, and prayers to contribute to online worship, which has been a great encouragement to many. Revd Lorraine McGregor and the Lay Worship Leaders, as well as other members of the congregation have played a significant part in this.

While many activities have had to be suspended, especially community activities such as coffee mornings and our weekly community lunch, as well as Cherubs Toddler Group, we have been able carefully monitor our financial position, ensure good governance and continue the practical business of running the church. The Fabric Committee, Reordering Task Group, and the Standing Committee have continued to meet over the year, mostly on Zoom but sometimes in person when restrictions eased, to ensure that the fabric and finances of the church are kept in good order. The Standing Committee in particular has met sometimes weekly in order to keep on top of not only the day to day running of the



church but also to ensure that the church and church centre are compliant with covid - safety requirements in line with government and national church guidance.

Practical achievements include the installation of a new boiler and associated electrical works, delayed by lockdown, but now complete. The Reordering Task Group has continued to meet and in July 2020 the PCC agreed an order of priorities for the proposed works, beginning with upgrades to the lighting and electrical system, improving the livestream capability in church, and making good the flooring and storage in the church. Having received a generous donation during the year, the church will hopefully be in a position to replace the existing chairs during the course of 2021.

A key objective established by the PCC in 2019 had been the development of a new website. This was achieved in the early 2020 and has proved to be a vital and effective tool in providing regular and efficient mailings out to most of the congregation, enabling online giving both to the church and to charities we support, and in conducting regular surveys and establishing worship groups to manage the return to church in line with our covid capacity of no more than 30 in the building. This timely development has made life far easier than it might have been had we not met this objective.

As far as we have been able the church has maintained active support for Salisbury Women's Refuge at Harvest, Christian Aid, Routes to Roots, the Children's Society, and Wimborne Foodbank. Where it has not been possible to raise money through normal means, people have been encouraged to donate online. A planned Lent lunch to raise money for the Christian environmental charity A'Rocha as part of our Lent giving was unfortunately not able to take place owing to the pandemic. The parish continues its commitment to support our link with Sudan and South Sudan.

The Church Centre has been shut for a good proportion of 2020 owing to successive lockdowns and has made a significant loss as a result. Unfortunately, we were turned down following an application for £10,000 to cover lockdown losses from the Dorset Council Discretionary Fund, and we do not qualify for the government Small Business Support Grant. We aim to be in a break-even position by 2021, but this is by no means certain and there may be some particular challenges regarding viability going forward.

The church has cause to be grateful to all its members who have been so committed in regular giving via the Parish Giving Scheme which has meant that our income has been protected during the disruption of the past year, and we have been able to meet our Parish Share obligation in full. There were also a number of one-off donations during the year either to meet material costs of providing the livestream facility, or in recognition of the challenges of the past year.

The parish has ended a very difficult year in reasonable heart but at the same time we end the year conscious that there are significant challenges ahead as we continue to adapt to changing circumstances. Some of the challenges we face are not new (demographic of the congregation); others will be brought into sharper relief during the post-Covid recovery phase. This is something that will undoubtedly be the experience of other parishes and many in the voluntary sector going forward.

## Financial Review

The overall Statement of Financial Activities, as required by FRSSE SORP (SORP 2015) is set out below.

### St Michael and All Angels, Colehill

#### Statement of Financial Activities

For the period from 01 January 2020 to 31 December 2020

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<i>Income and endowments from:</i>						
Donations, Legacies and similar incoming resources	71,918	—	1,385	—	73,303	77,551
Activities in furtherance of the charity's objects	1,040	914	2,637	—	4,591	7,857
Other trading activities	468	—	—	—	468	6,559
Investments	382	—	—	—	382	480
Other income	481	8,414	—	—	8,896	29,434
<b>Total income</b>	<b>74,290</b>	<b>9,329</b>	<b>4,022</b>	<b>—</b>	<b>87,640</b>	<b>121,880</b>
<i>Expenditure on:</i>						
Costs of generating funds	16	—	—	—	16	738
Grants payable in furtherance of charity's objects	17	—	1,731	—	1,748	3,475
Activities in furtherance of the charity's objects	65,665	1,394	2,637	—	69,695	74,151
Support costs	6,452	11,405	—	—	17,858	28,630
Expenditure on managing-administering the charity	3,657	473	—	—	4,129	6,954
<b>Total expenditure</b>	<b>75,807</b>	<b>13,272</b>	<b>4,368</b>	<b>—</b>	<b>93,447</b>	<b>113,947</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(1,517)</b>	<b>(3,943)</b>	<b>(346)</b>	<b>—</b>	<b>(5,807)</b>	<b>7,933</b>
<i>Transfers</i>						
Gross transfers between funds - in	—	—	—	—	—	3,371
Gross transfers between funds - out	—	—	—	—	—	(3,371)
<i>Other recognised gains / losses</i>						
Gains / losses on investment assets	—	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
<b>Net movement in funds</b>	<b>(1,517)</b>	<b>(3,943)</b>	<b>(346)</b>	<b>—</b>	<b>(5,807)</b>	<b>7,933</b>
<i>Reconciliation of funds</i>						
<b>Total funds brought forward</b>	<b>38,224</b>	<b>27,077</b>	<b>6,515</b>	<b>—</b>	<b>71,815</b>	<b>63,882</b>
<b>Total funds carried forward</b>	<b>36,707</b>	<b>23,133</b>	<b>6,168</b>	<b>—</b>	<b>66,008</b>	<b>71,815</b>

# St Michael and All Angels, Colehill

The Balance Sheet as at 31 December 2020 is set out below.

## St Michael and All Angels, Colehill

### Balance sheet (Summary) As at: 31 December 2020

	As at 31/12/2020 £	As at 31/12/2019 £
<b>Fixed assets</b>		
Tangible assets	13,800	14,600
	<u>13,800</u>	<u>14,600</u>
<b>Current assets</b>		
Debtors	2,227	3,326
Cash at bank and in hand	63,786	70,254
	<u>66,013</u>	<u>73,581</u>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	13,805	16,365
<b>Net current assets less current liabilities</b>	<u>52,208</u>	<u>57,215</u>
<b>Total assets less current liabilities</b>	<u>66,008</u>	<u>71,815</u>
<b>Total net assets less liabilities</b>	<u>66,008</u>	<u>71,815</u>
<b>Represented by</b>		
<b>Unrestricted</b>		
Unrestricted - General fund	36,706	38,223
<b>Designated</b>		
Designated - Church Centre Operations	14,405	17,895
Designated - Centre Rendezvous	1,229	1,116
Designated - Reordering Project	—	—
Designated - Organ Fund	—	—
Designated - General Reserve Fund	6,538	7,000
Designated - Flower Fund	94	239
Designated - Cherubs	540	500
Designated - Choir Fund	—	—
Designated - Vicar's Discretionary	325	325
<b>Restricted</b>		
Restricted - Centre Rendezvous Res	—	—
Restricted - Church Restoration	3,241	3,241
Restricted - Reordering Project Res	125	125
Restricted - Organ Fund - Pipe Organ only	2,602	2,602
Restricted - Organ Fund - Pipe or Digital	—	—
Restricted - Giving to Charities	200	546
Restricted - Assigned Fees	—	—
<b>Funds of the church</b>	<u>66,008</u>	<u>71,815</u>

## Overall summary

Total funds at the end of the year were £66,008 (2019: £71,815)

### General Fund (Unrestricted Fund)

The General Fund made a slight deficit in the year of £1,517 (2018: £3,581). This compared to a gross budgeted deficit of just under £4,900, including budgeted fundraising for the year of £3,000.

The accounts for the year have been significantly affected by the Covid-19 pandemic which has disrupted services in church, reduced income from weddings and funerals, cancelled regular fundraising events, and affected many other aspects of church life. Despite this we have been able to exercise some control over income and expenditure, whilst at the same time paying our Parish Share in full to the Diocese.

This has been achieved through:

1. The generosity of giving by church members mainly through planned giving via the Parish Giving Scheme which we introduced in 2018 and which has provided a steady monthly income from giving and gift aid, as well as reducing administration.
2. Online donations through giving pages on our new website, and this route has also been used to allow donations to charities supported by the St Michaels. Donations to St Michaels in the year totalled £1,111 through this route, with a further £525 being donated to various charities.
3. General reduction in service costs due to church closure or reduced numbers of in-person worship under Covid protocols. Additional costs to enable live streaming of services (equipment, software licences, etc) have largely been met by donations.

The balance on the General Fund at the end of the year was £36,706 (2019: £38,223). The net book value of fixed assets included in the total at the end of the year was £13,800.

As at the end of December 2020 we held cash of £13,000 representing grants received in respect of the project to replace the existing gas boilers. We have subsequently (January 2021) received a further grant of £9,000 from the Talbot Village Trust. This project was completed on 18 December 2020 at a total cost of £25,219 including VAT of £4,203. We have applied to the Listed Places of Worship Grant Scheme for the VAT to be reimbursed, and total payment for the project was completed in January 2021.

### Designated Funds

Designated Funds include the Church Centre Operations Fund, Centre Rendezvous Fund, General Reserve Fund, Flower Fund, Cherubs Toddler Group, and Choir Fund. Such funds may be used for any purpose at the discretion of the PCC.

### Church Centre Operations Fund

This Fund deals with all income and expenditure relating to St Michael's Church Centre. Income in the year was £8,086 (2019: £20,335). The fall in revenue was due entirely to the Covid pandemic which meant that the Centre was only open up to 23 March and then for a short time during the lifting of lockdown in the autumn. We were not entitled to any assistance from the Government grant schemes,

## St Michael and All Angels, Colehill

and were unsuccessful in our application to the Dorset County Council Discretionary Fund. This resulted in an overall deficit for the year of £3,490 (2019: surplus £3,764).

It has been our policy to provide for replacement and maintenance costs out of the surpluses made each year. The accumulated reserves at the end of 2020 are £14,406 (2019: £17,896). We do not anticipate, at this stage, that any significant expenditure will arise on the Church Centre during 2021 which cannot be covered by this reserve balance. Our primary concern is the impact of continuing lockdown restrictions on future hiring revenue, and the fact that some costs are inevitably of a fixed nature.

### General Reserve Fund

It has been the policy of the PCC to try to ensure that we carry sufficient reserves for meeting significant but unexpected expenditure on the General Fund, particularly with regard to any work required arising from the quinquennial inspection which was carried out in September 2019.

£462 was spent during the year as part of the project to replace the gas boilers. The balance as at the end of 2020 was £6,538 (2019: £7,000).

### Centre Rendezvous

Centre Rendezvous is a weekly lunch time “café” which St Michael’s offers to the local community to provide a meeting place and a social gathering. It does not seek to make any significant profits, but as long as costs are met, it aims to be a service to the community.

This activity has also been curtailed due to the pandemic, with the café only being open until the middle of March. The balance on this fund carried forward at the end of the year was £1,230 (2019: £1,116).

### Other Funds

There are no comments to make with regard to other designated funds.

### Charities Fund (Restricted Fund)

All funds raised specifically for charity are maintained in a restricted fund. In addition, some donations to charities may be made through the General Fund.

Total donations to charities in 2020 amounted to £1,748 (2019: £4,090). In addition to cash payments made, we also support a number of charities who use the Church Centre by charging reduced or no fees for the use they make of the Centre, although this has been very limited in the past year due to lockdown regulations.

The balance on the fund at the end of the year was £200, representing amounts waiting to be paid over to charities.

### Notes to the accounts

1. The charity’s trustees (PCC) are responsible for the preparation of the accounts. The charity’s trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
2. Fund structure
  - a. Unrestricted funds are general funds which can be used for PCC ordinary purposes.

- b. Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.
  - c. Restricted funds represent income from trusts, endowments and donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.
  - d. The PCC cannot create a restricted fund itself.
  - e. The PCC does not usually invest separately for each fund.
- 3. The accounts are prepared on an accrual basis for years ending on 31 December.
  - 4. Full provision is made for all anticipated expenditure for which a liability has arisen but not yet spent.
  - 5. Income is included based on the period to which it relates rather than when actually received. Full provision is made for any income that may not be received.
  - 6. The Viscount organ is depreciated at 5% per annum straight line.
  - 7. It is the policy of the PCC to retain reserves sufficient to meet:

General Reserve Fund – provision for any significant but unforeseen maintenance expenditure and to cover essential costs relating to the latest quinquennial inspection.

Church Centre Operations – anticipated replacement of boilers, ovens, etc, and major redecoration costs for the internal and external aspects of the building.

During the course of 2021, it is the intention of the PCC to formalise a reserves policy.

- 6. The accounts have been reviewed by and approved by an independent examiner as required by the Charities Act. The Independent Examiners Report is included with the accounts submitted to the Charities Commission.

The overall Statement of Financial Activities, as required by FRSSE SORP (SORP 2015) is set out below.

- 5. The accounts have been reviewed by and approved by an independent examiner as required by the Charities Act. The Independent Examiners Report is included with the accounts submitted to the Charities Commission.