



**The Parochial Church Council of St George, Brockworth**

**Annual Report and Accounts  
for the year ended 31 December 2019**

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## **ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL**

### **ANNUAL REPORT**

**for the year ended 31 December 2019**

#### **Aims and purposes**

St George's Parochial Church Council (PCC) has the responsibility of co-operating with the Vicar, the Reverend Mike Smith, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

#### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St George's. The PCC assists the Vicar with its advice on the worship and ordering of services and considers how services can involve the many groups that live within our parish.

The PCC is responsible for the maintenance, repair and improvement of St George's Church, the churchyard and the Church Centre in Court Road, Brockworth.

When planning our activities for the year, the Vicar and the PCC are mindful of our mission statement developed by the PCC in conjunction with that of the Gloucester Diocese - "to journey in faith and share God's love". The PCC have considered the Charity Commission's guidance on public benefit and, in particular, we try to enable all people to live out their faith as part of our parish community through:

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

#### **Achievements and performance**

Vicar -

Following the retirement of the Reverend Jane Walden in April 2019, the PCC prepared a Parish Profile to summarise parish activities and the needs of the parish. After advertising and the interview process, the Reverend Mike Smith was appointed by the Bishop. The service of Institution and Induction was held on 26th January 2020.

Worship and Prayer -

The staff team, consisting of the Vicar, Lay Readers and retired priests, is keen to offer a range of services throughout the year which the whole community will find beneficial and spiritually fulfilling. Some of our services therefore are more formal in style and some less so.

Regular services take place at St George's itself or in the Church Centre Chapel which is situated more centrally in the village.

The regular pattern of Sunday services is 8am Holy Communion and 10am Parish Eucharist, the first Sunday of the month being traditional language communion at 8am and Family Eucharist with a short talk at 10am. A regular weekday service of Holy Communion is held in the chapel of the Church Centre on Wednesdays at 9.30am and during Lent and Advent, morning prayer is said in the chapel daily at 9.30am.

The story time for the young children on a Sunday is currently not required due to the ages of the children who attend the 10am service, but remains available for the future, There is a creche area for parents and younger children.

There are various evening services during the year including Evensong on the fifth Sunday of a month, and Eucharists for Patronal Festival, Ascension Day and Corpus Christi as well as each evening during Holy Week.

Annually St George's has an Advent Carol Service as well as Nine Lessons and Carols, Carols by Candlelight (in the church centre and lay led), Crib Service and Christmas services.

We also have a memorial service in church to which all families bereaved during the past year and Brockworth House Care Home are invited, as well as two similar services held at Millbrook Lodge Nursing Home for their residents and families.

Each evening in Holy Week there is a meditative communion, Good Friday services include an ecumenical walk of witness, and a service of light follows on Easter Eve.

## **ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL**

### **ANNUAL REPORT (continued) for the year ended 31 December 2019**

We have two groups of parishioners who are part of ecumenical groups leading Open the Book bible stories at the assemblies of our two primary schools on a fortnightly basis and an ecumenical ladies prayer group which meets each Friday morning and which assists in the preparation and delivery of the Women's World Day of Prayer service.

Our Lent groups, held weekly, attract about 20 people and in 2019, in line with our mission statement, we continued a "Food for Thought" programme. Also in Lent, a weekly Lent Lunch was held and money raised donated to local charities.

A parish quiet day was again held this year at Brownhill Monastery and was well attended,

Each academic year we offer an "Experience" to the local primary Schools. However in 2019, to celebrate 20 years of 'Open the Book', each primary school attended a special service held in St Patrick's Church led by the OTB teams.

All are welcome at any of our services and we are trying always to improve the way we let folk know what is going on.

#### **Church Membership -**

There were 86 members on the Church Electoral Roll at the Annual Parish meeting in April 2019. The average weekly attendance, counted during October 2019, was 78, but this number increased at festivals. The total attendance at Easter services was 173 and for Christmas Eve and Christmas Day the total attendance was 230.

#### **Occasional Offices -**

These are a great source of mission and outreach and in 2019 we have celebrated 23 baptisms and 7 weddings, and held 15 funerals in our church with another 12 held at the crematorium and conducted by members of the ministry team.

#### **Pastoral care -**

Some members of our parish are unable to attend church due to sickness or age. The Vicar, assisted by members of the ministry team, take holy communion to Millbrook Lodge Nursing Home monthly and there are approximately six people receiving communion at home.

#### **Mission and evangelism -**

Helping those in need is a demonstration of our faith. In 2019, the PCC agreed to support local charities which included Gloucester Foodbank, Gloucester City Mission, Emmaus, Millbrook Lodge and Brockworth First (re the fire at Vicarage Court), and continue to support the Gloucestershire Historic Churches Trust, Christian Aid and the Children's Society. The congregation also donate plastic milk bottle tops supporting Guide Dogs for the Blind, used greeting cards to support the Cobalt Unit at Cheltenham, used postage stamps and old mobile phones to support the James Hopkins Trust, old jewellery for the Alheimers Society and old spectacles for Africa.

A number of events, to which the whole parish has been invited, have been held. With the success of the St George's Day activities in previous years, this event was repeated in 2019 with a parade through the village involving the schools and uniformed groups followed by childrens' activities in the Church Centre and a 'Last Night of the Proms' concert in the evening. Other events included Ice-cream Sundae, a fun afternoon for all the family, and the Christmas Tree Festival held in the church at the beginning of December, which involved twenty different groups from Brockworth village and our Church.

Our parish magazine is distributed monthly to parishioners and is available at the Church Centre, Brockworth Community Centre and the local library.

#### **Ecumenical relationships -**

Contact with fellow Christians around Brockworth is maintained through the Womans prayer Group, the Good Friday walk of witness, a unity service held at Pentecost and the World Day of Prayer.

#### **Fabric, St George's Church and Church Centre -**

General maintenance continued in 2019 on both the Church and the Church Centre. A new sign was purchased for the front wall of the Church Centre.

The structural engineer continued to monitor the cracking to the west wall and the cracks over the north door. The tell tales were read monthly and the details sent to the structural engineer. Following the environmental geological survey at the end of 2018, the recommendations were considered. During 2019, the oak tree at the north west corner of the church was cut down in stages and the monitoring of the cracks is continuing. A specification for the repairs to the north door has been prepared and quotes for the work currently being obtained.

## **ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL**

### **ANNUAL REPORT (continued) for the year ended 31 December 2019**

#### **Review of financial activities**

The receipts on unrestricted funds were £81,716 and on restricted funds £1,705 which resulted in a net deficit on the movement of funds of £1,528.

Income is derived mainly from regular giving by church members using the Parish Giving Scheme or the weekly envelope scheme, collections at church services and other donations. A significant number of regular gifts are made by Gift Aid, this totalled £9,144 in the year. Various fund raising events were held during the year, raising £9,028. Income also included Church Centre lettings of £9,918 and the feed in tariff from the solar panels on the Church Centre raised £1,561.

The total payments in the year from unrestricted funds were £84,949 and there were no payments from restricted funds. The largest item of expenditure, £52,660 was Parish Share which is a payment to the Gloucester Diocesan Board of Finance to enable it to provide the parish with clergy and support services. Restoration works included a new sign for the Church Centre and the continued monitoring of the cracks in the church wall.

The PCC continues to invest fund balances in the Church of England CBF Deposit Fund.

#### **Reserves Policy**

It is a PCC policy to maintain a balance on the general unrestricted fund which equates to at least three months unrestricted payments. This is equivalent to £20,000. This is covered by the cash and deposit balances which also cover the unrestricted but designated funds shown in note 16.

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

The Parochial Church Council is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The PCC is a charity excepted from registration with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. At St George's, the membership of the PCC consists of the vicar and assistant ministers, churchwardens, readers and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend church are encouraged to register on the electoral roll and stand for election to the PCC.

The PCC meet every other month through the year, between these meetings business is transacted by the Standing Committee comprising the vicar, churchwardens, treasurer, secretary and vice-chair.

Other committees of the PCC are -  
Fundraising and events  
Church Centre  
Communications.

The Staff team meet regularly to plan duties and discuss current issues.

Deanery Synod -

The Vicar and three elected members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the Church.

## ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL

### ANNUAL REPORT (continued) for the year ended 31 December 2019

#### Administrative information

St George's Church is situated in Court Road, Brockworth. It is part of the Diocese of Gloucester within the Church of England. The correspondence address is St George's Office, Church Centre, Court Road, Brockworth, Gloucester, GL3 4ET.

PCC members who have served from 1st January 2019 until the date this report was approved are:

	<i>Name</i>	<i>-serving</i>
Ex Officio members - Vicar	The Reverend Mike Smith (Chair)	Licensed on 26th January 2020
	The Reverend Jane Walden (Chair)	Retired on 7th April 2019
Churchwardens	Mr Richard Ashenden Mrs Elizabeth Harbottle	
Licensed Readers	Mr Gordon Clifford Mrs Louisa Messenger	
Elected members - Deanery Synod	Mrs Elizabeth Ashenden	
	Mr Chris Hickson	
	Mrs Linda Vogwell	
PCC	Mrs Ann Dunn	
	Mr Derek Harbottle (Treasurer)	
	Mrs Pat Hartwell (Vice-chair)	
	Mrs Lorraine Hickson	
	Mr David Hopkins	
	Mrs Elizabeth Hopkins	from April 2019
	Mr Michael Owens	from April 2019
	Mr Stephen Plant	
	Mr Tony Wood	
PCC Secretary	Mrs Lianne Eve, St George's Office, Church Centre, Court Road, Brockworth, Gloucester, GL3 4ET	
Safeguarding Officer:	Mrs Rita Fix, St George's Office, Church Centre, Court Road, Brockworth, Gloucester, GL3 4ET	
Church Administrator	Miss Karen Leach, St George's Office, Church Centre, Court Road, Brockworth, Gloucester, GL3 4ET	
Independent Examiner:	Harper Sheldon, Chartered Accountants, Midway House, Staverton Technology Park, Herrick Way, Staverton, Cheltenham, GL51 6TQ	
Bankers:	Lloyds Bank plc, 6 The Parade, Court Road, Brockworth, Gloucester, GL3 4EW	

Approved by the PCC on 11th March 2020 and signed on their behalf by

**Mrs Pat Hartwell**  
PCC Vice-Chair

**INDEPENDENT EXAMINER'S REPORT  
TO THE PCC OF ST GEORGE'S CHURCH BROCKWORTH**

We report on the accounts for the year ended 31 December 2019 which are set out on pages 6 to 12.

This report is made solely to the PCC in accordance with section 145 of the Charities Act 2011 (the 2011 Act). Our work has been undertaken so that we might state to the PCC those matters we are required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the PCC for my examination work, for this report, or for the opinions we have formed.

**Respective responsibilities of the PCC and examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the 2011 Act do not apply.

It is our responsibility:

- To examine the financial statements (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to our attention.

**Basis of this report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act and to be found in the Church guidance, 2013 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes a 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 we 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 our attention:

- 1 which gives us reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the 2011 Act; and
  - To prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act and the Regulationshave not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Harper Sheldon  
Chartered Accountants  
Midway House,  
Staverton Technology Park,  
Herrick Way,  
Staverton,  
Cheltenham  
GL51 6TQ**

**2020**

**ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 December 2019**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2019 Total</b>	<b>2018</b>
		£	£	£	£
<b>INCOME</b>					
Fees	3	5,225		5,225	7,645
Giving	4	47,745	1,530	49,275	50,196
Bank interest received	6	385		385	253
Fund Raising	7	9,028		9,028	7,882
Other Receipts	8	8,269	175	8,444	1,736
Church Centre Lettings	9	10,568		10,568	9,520
Magazine sales & advertising		496		496	506
<b>TOTAL INCOME</b>		<b>81,716</b>	<b>1,705</b>	<b>83,421</b>	<b>77,738</b>
<b>EXPENDITURE</b>					
Parish Share		52,660		52,660	50,345
Church Expenses	10	13,922		13,922	8,831
Parish Office Expenses	11	8,831		8,831	8,489
Other Expenses	12	215		215	272
Church Centre Expenses	13	6,437		6,437	6,762
Charitable Donations	14	792		792	1,059
Church and Centre Restoration Works	15	2,092		2,092	5,164
<b>TOTAL EXPENDITURE</b>		<b>84,949</b>	<b>0</b>	<b>84,949</b>	<b>80,922</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(3,233)</b>	<b>1,705</b>	<b>(1,528)</b>	<b>(3,184)</b>
<b>Total funds brought forward</b>		<b>66,132</b>	<b>3,642</b>	<b>69,774</b>	<b>72,958</b>
<b>Total funds carried forward</b>		<b>62,899</b>	<b>5,347</b>	<b>68,246</b>	<b>69,774</b>

ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL

STATEMENT OF ASSETS AND LIABILITIES

as at 31 December 2019

		Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 £
<b>MONETARY ASSETS</b>					
CBF Deposit Fund		46,193	5,347	51,540	51,155
Lloyds Bank Accounts		18,987		18,987	27,573
Cash Float		2		2	2
<b>TOTAL MONETARY ASSETS</b>		<b>65,182</b>	<b>5,347</b>	<b>70,529</b>	<b>78,730</b>
<b>OTHER CURRENT ASSETS</b>					
Debtors and Prepayments		3,905		3,905	1,000
<b>TOTAL CURRENT ASSETS</b>		<b>69,087</b>	<b>5,347</b>	<b>74,434</b>	<b>79,730</b>
<b>CURRENT LIABILITIES</b>					
Creditors		4,983		4,983	8,456
Fees received in advance		1,205		1,205	1,500
		6,188	0	6,188	9,956
<b>NET ASSETS</b>		<b>62,899</b>	<b>5,347</b>	<b>68,246</b>	<b>69,774</b>
<b>FUNDS</b>					
Unrestricted	16	27,339		27,339	28,457
Unrestricted (designated)	16	35,560		35,560	37,675
Restricted	16		5,347	5,347	3,642
		<b>62,899</b>	<b>5,347</b>	<b>68,246</b>	<b>69,774</b>

The financial statements were approved by the PCC on 11th March 2020 and signed on their behalf by

Mrs Pat Hartwell  
PCC Vice-Chair

Derek Harbottle  
PCC Treasurer



## ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2019

#### 1 Basis of Accounting

The financial statements of the PCC have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006.

#### 2 Accounting Policies

The financial statements include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

These accounts are prepared on an income and expenditure basis.

Restricted funds must be used for the purpose for which the money was given or donated.

General funds represent unrestricted money that can be used for the general charitable purposes of the PCC.

Designated funds represent unrestricted money that has been earmarked for a specific purpose by the PCC. This money may be re-designated by the PCC at any time.

<b>3 Fees</b>	<b>2019</b>	<b>2018</b>
	£	£
PCC fees for occasional services - weddings, funerals etc.	5,225	7,645

<b>4 Giving</b>	<b>2019</b>	<b>2018</b>
	£	£
Collections in Church	3,695	4,103
Planned giving	29,790	31,475
Gift Aid	9,144	9,305
Legacies	1,000	1,000
General donations	3,347	2,905
Specific donations -		
In memorium for Restoration Fund	1,030	0
Anon donation for Restoration Fund	500	0
Towards church CD player	0	500
Bells Fund	0	100
Missions Fund income and collections	769	808
	<u>49,275</u>	<u>50,196</u>

#### 5 Income Tax Recovered

The figure shown in the Income and Expenditure Account includes the claim for Gift Aid from HMRC for the year ended 31 December 2019 and an additional amount claimed under the Gift Aid Small Donations Scheme for the year ended 5th April 2019.

<b>6 Investment Income</b>	<b>2019</b>	<b>2018</b>
	£	£
Deposit account interest	385	253

**ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2019**

<b>7 Fund Raising</b>	<b>2019</b>	<b>2018</b>
	£	£
Spring Fair	952	983
Christmas fair	1,521	1,471
Toddler Group	400	400
Tea Dances	1,939	1,483
Sale of work	0	684
St George's weekend	110	67
Ice cream Sundae	390	162
Smartie tubes	1,858	0
Christmas tree festival	405	323
Other events	1,213	2,067
	<hr/>	<hr/>
	8,788	7,640
100 Club Income	600	602
100 Club Prizes	(360)	(360)
	<hr/>	<hr/>
	9,028	7,882
	<hr/>	<hr/>
<b>8 Other Receipts</b>	<b>2019</b>	<b>2018</b>
	£	£
LPoW grant re vat	697	200
Solar panels FIT	1,561	1,536
Gloucester DBF - vacancy services	6,011	0
Sale of Brockworth Court booklets	175	0
	<hr/>	<hr/>
	8,444	1,736
	<hr/>	<hr/>
<b>9 Church Centre Lettings</b>	<b>2019</b>	<b>2018</b>
	£	£
Regular lettings	7,573	6,708
Occasional lettings	2,345	2,251
Donations from hall users	650	561
	<hr/>	<hr/>
	10,568	9,520
	<hr/>	<hr/>
<b>10 Church Expenses</b>	<b>2019</b>	<b>2018</b>
	£	£
Altar requisites	339	420
Ministers expenses (including vacancy services)	6,405	978
Organist	520	390
Printing and stationery	203	289
Electricity	1,428	1,353
Insurance	2,298	2,298
General maintenance	881	1,100
Churchyard upkeep	1,310	1,120
Churchyard portaloos	538	883
	<hr/>	<hr/>
	13,922	8,831
	<hr/>	<hr/>

**ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2019**

<b>11 Parish Office Expenses</b>	<b>2019</b>	<b>2018</b>
	£	£
Staff costs	6,909	6,363
Telephone	737	737
Computer & Photocopier	856	955
Post and stationery	329	434
	<b>8,831</b>	<b>8,489</b>
<b>12 Other Expenses</b>	<b>2019</b>	<b>2018</b>
	£	£
Licences	185	202
Miscellaneous expenses	30	70
Architect's quinquennial inspection fee	0	0
	<b>215</b>	<b>272</b>
<b>13 Church Centre Expenses</b>	<b>2019</b>	<b>2018</b>
	£	£
Ground rent	1,300	1,300
Water	320	435
Gas & Electricity	1,228	1,235
General maintenance	2,533	2,637
Cleaner's wages	912	1,083
Cleaning materials	144	72
	<b>6,437</b>	<b>6,762</b>
<b>14 Charitable Donations</b>	<b>2019</b>	<b>2018</b>
	£	£
The Children's Society	163	120
Christian Aid	79	93
Gloucester Foodbank	100	182
Gloucester City Mission	100	100
Emmaus UK	100	0
Millbrook Lodge	100	0
Brockworth First - re Vicarage Court fire	150	0
Coopers Edge outreach weekend	0	200
Churchdown ABC	0	73
The Angel Tree Project	0	50
Gloucester Diocesan missions fund	0	118
Other donations	0	123
	<b>792</b>	<b>1,059</b>
<b>15 Church and Centre restoration works</b>	<b>2019</b>	<b>2018</b>
	£	£
Replace bearing on 3rd bell	324	0
New sign for Church Centre	568	0
Replace gate to rear field	1200	0
Structural surveyor fees	0	716
Geological survey fee	0	3300
Upgrade to church micophones and CD player	0	1148
	<b>2,092</b>	<b>5,164</b>

ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2019

16 Detail of Funds movement

	Balance 1 Jan 2019	Income	Expenditure	Transfers	Balance 31 Dec 2019
<b>Unrestricted -</b>					
General Fund	28,457	80,947	-82,065		27,339
<b>Unrestricted (designated) -</b>					
Missions	628	769	-792		605
Bells	2,328		-324		2,004
Church Restoration	25,288				25,288
Church development	3,021				3,021
Centre maintenance	6,410		-1,768		4,642
Special donations	0				0
	37,675	769	-2,884	0	35,560
<b>Restricted -</b>					
Bells	2,327				2,327
Vestry refurbishment	315				315
Church Restoration	1,000	1,705			2,705
	3,642	1,705	0	0	5,347
<b>Totals</b>	69,774	83,421	-84,949	0	68,246

**ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL**

**for the year ended 31 December 2019**

**THE BROCKWORTH PARISH CHURCH CHARITY ACCOUNTS**

**PERMANENT ENDOWMENT**

	<b>2019</b>	<b>2018</b>
	£	£
Balance at 1 January 2019	100,580	97,617
Transfer from Managing Trustees	2,963	2,963
Balance at 31 December 2019	<u>103,543</u>	<u>100,580</u>

**MANAGING TRUSTEES ACCOUNT**

	<b>2019</b>	<b>2018</b>
	£	£
Balance at 1 January 2019	20,149	19,480
Interest on Permanent Endowment Investment	3,660	3,528
Interest on Managing Trustees Deposit	156	104
	<u>23,965</u>	<u>23,112</u>
Less transfer to Permanent Endowment	2,963	2,963
Balance at 31 December 2019	<u>21,002</u>	<u>20,149</u>

**Notes**

In December 2017, the funds representing the Permanent Endowment were invested in the CBF Church of England UK Equity Fund, previously deposited in the CBF Church of England Deposit Fund.  
On 31st December 2019, the mid market value was £119,078 (2018 - £94,401).