



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

**Annual Report and Accounts  
for the year ended 31 December 2018**

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

### **ANNUAL REPORT**

**for the year ended 31 December 2018**

#### **Aims and purposes**

St George's Parochial Church Council (PCC) has the responsibility of co-operating with the Vicar, the Reverend Jane Walden, 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**

##### **Worship and Prayer -**

The staff team, consisting of the Vicar, Associate Priest, 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 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 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.

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.

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

### **ANNUAL REPORT (continued) for the year ended 31 December 2018**

Our Lent groups, held on Tuesday evening and Wednesday afternoon, attract about 25 people and in 2018, 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. In 2018, teams led by the Ministry Team presented Experience Easter to both primary schools to explain the meaning of Easter.

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 106 members on the Church Electoral Roll at the Annual Parish meeting in April 2018. The average weekly attendance, counted during October 2018, was 90, but this number increased at festivals. The total attendance at Easter services was 120 and for Christmas Eve and Christmas Day the total attendance was 277.

#### Occasional Offices -

These are a great source of mission and outreach and in 2018 we have celebrated 24 baptisms and 15 weddings, and held 16 funerals in our church with another 15 held at the crematorium and conducted by members of the ministry team.

#### Deanery Synod -

The Vicar, the Associate Priest 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.

#### 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. The PCC's support for Danny Boy through the Purple Community Project ended in December 2017 when he left school. In 2018, the PCC agreed to support more local charities which included Gloucester City Mission, Churchdown ABC, Coopers Edge Mission Outreach and the Angel Train Project, and continued to support the Gloucestershire Historic Churches Trust, Christian Aid, Gloucester Foodbank 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 Alzheimers 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 2018 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 and 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 -

Several areas of maintenance continued in 2018 following the architect's quinquennial inspection in 2016. These included cleaning and repair to the roof lead valley and roof gutters and replacement of the time switches to the church heating system. The church micophones and CD player were also upgraded.

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. In November 2018, an environmental geological survey was carried out in the churchyard and around the north west corner of the church to investigate the soil conditions, tree roots and church foundations. The report on this survey is currently being considered to determine the way forward.

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

### **ANNUAL REPORT (continued) for the year ended 31 December 2018**

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

The receipts on unrestricted funds were £76,638 and on restricted funds £1,100 which resulted in a net deficit on the movement of funds of £3,184.

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 £9,305 in the year. Various fund raising events were held during the year, raising £7,882. Income also included Church Centre lettings of £8,959 and the feed in tariff from the solar panels on the Church Centre raised £1,536.

The total payments in the year from unrestricted funds were £80,922 and there were no payments from restricted funds. The largest item of expenditure, £50,345 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 repairs to roof valley and gutters, heater repairs 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.

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

**ANNUAL REPORT (continued)  
for the year ended 31 December 2018**

**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 2018 until the date this report was approved are:

	<i>Name</i>	<i>-serving</i>
Ex Officio members -		
Vicar	The Reverend Jane Walden (Chair)	
Associate Priest	The Reverend Stephen Newnes	to September 2018
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	from April 2018
PCC	Mrs Ann Dunn Mr Derek Harbottle (Treasurer) Mrs Pat Hartwell (Vice-chair) Mrs Lorraine Hickson Mr Norman Holland Mr David Hopkins Mr Stephen Plant Mr Tony Wood	to April 2018
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	
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 13th March 2019 and signed on their behalf by**

**The Reverend Jane Walden  
PCC 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 2018 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**

**2018**

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

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 December 2018**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2018 Total</b>	<b>2017</b>
		£	£	£	£
<b>INCOME</b>					
Fees	3	7,645		7,645	8,177
Giving	4	49,096	1,100	50,196	51,611
Bank interest received	6	253		253	143
Fund Raising	7	7,882		7,882	7,862
Other Receipts	8	1,736		1,736	1,652
Church Centre Lettings	9	9,520		9,520	10,125
Magazine sales & advertising		506		506	588
<b>TOTAL INCOME</b>		<b>76,638</b>	<b>1,100</b>	<b>77,738</b>	<b>80,158</b>
<b>EXPENDITURE</b>					
Parish Share		50,345		50,345	49,069
Church Expenses	10	8,831		8,831	8,674
Parish Office Expenses	11	8,489		8,489	8,840
Other Expenses	12	272		272	288
Church Centre Expenses	13	6,762		6,762	8,652
Charitable Donations	14	1,059		1,059	991
Church Restoration Works	15	5,164		5,164	835
<b>TOTAL EXPENDITURE</b>		<b>80,922</b>	<b>0</b>	<b>80,922</b>	<b>77,349</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(4,284)</b>	<b>1,100</b>	<b>(3,184)</b>	<b>2,809</b>
<b>Total funds brought forward</b>		<b>70,416</b>	<b>2,542</b>	<b>72,958</b>	<b>70,149</b>
<b>Total funds carried forward</b>		<b>66,132</b>	<b>3,642</b>	<b>69,774</b>	<b>72,958</b>

ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL

STATEMENT OF ASSETS AND LIABILITIES  
as at 31 December 2018

		Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 £
<b>MONETARY ASSETS</b>					
CBF Deposit Fund		47,513	3,642	51,155	50,902
Lloyds Bank Accounts		27,573		27,573	27,452
Cash Float		2		2	2
<b>TOTAL MONETARY ASSETS</b>		<b>75,088</b>	<b>3,642</b>	<b>78,730</b>	<b>78,356</b>
<b>OTHER CURRENT ASSETS</b>					
Debtors and Prepayments		1,000		1,000	1,500
<b>TOTAL CURRENT ASSETS</b>		<b>76,088</b>	<b>3,642</b>	<b>79,730</b>	<b>79,856</b>
<b>CURRENT LIABILITIES</b>					
Creditors		8,456		8,456	4,334
Fees received in advance		1,500		1,500	2,564
		9,956	0	9,956	6,898
<b>NET ASSETS</b>		<b>66,132</b>	<b>3,642</b>	<b>69,774</b>	<b>72,958</b>
<b>FUNDS</b>					
Unrestricted	16	28,457		28,457	28,582
Unrestricted (designated)	16	37,675		37,675	41,834
Restricted	16		3,642	3,642	2,542
		<b>66,132</b>	<b>3,642</b>	<b>69,774</b>	<b>72,958</b>

The financial statements were approved by the PCC on 13th March 2019 and signed on their behalf by

The Reverend Jane Walden  
PCC Chair

Derek Harbottle  
PCC Treasurer



## ST GEORGE, BROCKWORTH - PAROCHIAL CHURCH COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2018

#### 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.

3 Fees	2018	2017
	£	£
PCC fees for occasional services - weddings, funerals etc.	7,645	8,177

4 Giving	2018	2017
	£	£
Collections in Church	4,103	4,719
Planned giving	31,475	32,080
Income tax refund	9,305	8,893
Legacies	1,000	200
General donations	2,905	4,538
Specific donations - Towards church CD player	500	0
Bells Fund	100	10
Missions Fund income and collections	808	1,171
	<u>50,196</u>	<u>51,611</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 2018 and an additional amount claimed under the Gift Aid Small Donations Scheme for the year ended 5th April 2018.

6 Investment Income	2018	2017
	£	£
Deposit account interest	253	143

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

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2018**

<b>7 Fund Raising</b>	<b>2018</b>	<b>2017</b>
	£	£
Spring Fair	983	1,102
Autumn fair	1,471	1,634
Toddler Group	400	400
Tea Dances	1,483	1,331
Sale of work	684	0
St George's weekend	67	225
Ice cream Sundae	162	275
Smartie tubes	0	960
Christmas tree festival and concert	323	331
Other events	2,067	1,332
	<hr/>	<hr/>
	7,640	7,590
100 Club Income	602	632
100 Club Prizes	(360)	(360)
	<hr/>	<hr/>
	7,882	7,862
<b>8 Other Receipts</b>	<b>2018</b>	<b>2017</b>
	£	£
LPoW grant re vat	200	246
Solar panels FIT	1,536	1,406
	<hr/>	<hr/>
	1,736	1,652
<b>9 Church Centre Lettings</b>	<b>2018</b>	<b>2017</b>
	£	£
Regular lettings	6,708	5,498
Occasional lettings	2,251	3,877
Donations from hall users	561	750
	<hr/>	<hr/>
	9,520	10,125
<b>10 Church Expenses</b>	<b>2018</b>	<b>2017</b>
	£	£
Altar requisites	420	501
Ministers expenses	978	1,232
Organist	390	0
Printing and stationery	289	319
Electricity	1,353	1,502
Insurance	2,298	2,246
General maintenance	1,100	1,007
Churchyard upkeep	1,120	1,075
Churchyard portalo	883	792
	<hr/>	<hr/>
	8,831	8,674

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

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2018**

<b>11 Parish Office Expenses</b>	<b>2018</b>	<b>2017</b>
	£	£
Staff costs	6,363	6,777
Telephone	737	720
Computer & Photocopier	955	931
Post and stationery	434	412
	<b>8,489</b>	<b>8,840</b>
<b>12 Other Expenses</b>	<b>2018</b>	<b>2017</b>
	£	£
Licences	202	186
Miscellaneous expenses	70	102
Architect's quinquennial inspection fee	0	0
	<b>272</b>	<b>288</b>
<b>13 Church Centre Expenses</b>	<b>2018</b>	<b>2017</b>
	£	£
Ground rent	1,300	1,300
Water	435	424
Gas & Electricity	1,235	1,251
General maintenance	2,637	4,416
Cleaner's wages	1,083	1,161
Cleaning materials	72	100
	<b>6,762</b>	<b>8,652</b>
<b>14 Charitable Donations</b>	<b>2018</b>	<b>2017</b>
	£	£
The Children's Society	120	154
Christian Aid	93	54
Gloucestershire Historic Churches Trust	0	160
Gloucester Foodbank	182	91
Gloucester City Mission	100	0
Coopers Edge outreach weekend	200	0
Churchdown ABC	73	0
The Angel Tree Project	50	0
Gloucester Diocesan missions fund	118	0
Other donations	123	0
Purple Community Fund	0	216
Sponsorship against gender violence	0	166
Rohingya appeal	0	150
	<b>1,059</b>	<b>991</b>
<b>15 Church restoration works</b>	<b>2018</b>	<b>2017</b>
	£	£
Structural surveyor fees	716	0
Geological survey fee	3,300	0
Upgrade to church microphones and CD player	1,148	0
Repairs to lead roof valley and gutters	0	593
Replace church light fittings	0	242
	<b>5,164</b>	<b>835</b>

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

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2018**

**16 Detail of Funds movement**

	Balance 1 Jan 2018	Income	Expenditure	Transfers	Balance 31 Dec 2018
<b>Unrestricted -</b>					
General Fund	28,582	75,290	-75,415		28,457
<b>Unrestricted (designated) -</b>					
Missions	879	808	-1,059		628
Bells	2,328				2,328
Church Restoration	28,548	40	-3,300		25,288
Church development	3,669	500	-1,148		3,021
Centre maintenance	6,410				6,410
Special donations	0				0
	<u>41,834</u>	<u>1,348</u>	<u>-5,507</u>	<u>0</u>	<u>37,675</u>
<b>Restricted -</b>					
Bells	2,227	100			2,327
Vestry refurbishment	315				315
Church Restoration	0	1,000			1,000
	<u>2,542</u>	<u>1,100</u>	<u>0</u>	<u>0</u>	<u>3,642</u>
<b>Totals</b>	<u>72,958</u>	<u>77,738</u>	<u>-80,922</u>	<u>0</u>	<u>69,774</u>

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

**for the year ended 31 December 2018**

**THE BROCKWORTH PARISH CHURCH CHARITY ACCOUNTS**

**PERMANENT ENDOWMENT**

	<b>2018</b>	<b>2017</b>
	£	£
Balance at 1 January 2018	97,617	94,654
Transfer from Managing Trustees	2,963	2,963
Balance at 31 December 2018	<u>100,580</u>	<u>97,617</u>

**MANAGING TRUSTEES ACCOUNT**

	<b>2018</b>	<b>2017</b>
	£	£
Balance at 1 January 2018	19,480	22,130
Interest on Permanent Endowment Investment	3,528	247
Interest on Managing Trustees Deposit	104	66
	<u>23,112</u>	<u>22,443</u>
Less transfer to Permanent Endowment	2,963	2,963
Balance at 31 December 2018	<u>20,149</u>	<u>19,480</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 2018, the mid market value was £94,401 (2017 - £99,419).