

THE PARISH OF EAST and WEST TILBURY

and LINFORD

**Annual Report
and
Financial Statements
of the
Parochial Church Council**

For the year ended 31st December 2016

Incumbent until 30th August 2016

Canon Paul L. Robinson
37, Clyde Crescent
Rayleigh
Essex
SS6 7SX

The Parish is currently in Interregnum

Bankers

Lloyds Bank plc
34 High Street
Grays
Essex
RM17 6LX

Independent Examiner of Accounts

Mr.P.W.Chandler
15, The Spinneys
Leigh-on-Sea
Essex
SS9 5QZ

**Our Church's *PURPOSE* is to *Worship* God,
and to *grow* through developing as disciples, bringing other
members of God's family into our Church, and demonstrating God's
love and care.**

The Parish of East & West Tilbury & Linford
Annual Report of the Parochial Church Council for the year ended
31st December 2016

Administration Information

St. Catherine's (the parish church) is situated in East Tilbury Village within the Diocese of Chelmsford. The correspondence address for the Parish is:-

N.S.King 54, Fieldway, Pitsea Mount, Basildon, Essex.SS13 3DQ

The Parish Website is:- www.stcatherinesthurrock.org.uk

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission. PCC members who have served from 28th April 2016 until the date of this report are:-

Incumbent	Canon P Robinson (to August 31 st 2016)
Wardens	Mr C Ford Mr C Strong
Deanery Synod Representatives	Mrs K. Ford Mrs S Spiers
Elected members	Mrs S King Mr N King Mrs P Strong Mrs K Bird Mrs G Riddles Mrs P Painter Mr P Ruskin Mrs H Ruskin Mrs J Fawsitt

Structure, governance and management

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 Catherine's PCC has the responsibility of co-operating with the incumbent, to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC also has maintenance responsibilities for St. Catherine's Church East Tilbury, the St. Francis Centre in Somerset Road Linford and is responsible for the insurance of the churchyard of St. James West Tilbury.

Church Attendance

There are 73 parishioners on the Church Electoral Roll, 20 are not resident within the parish. The average Sunday attendance, counted during October 2016 was 24 adults and 2 children, this number increased at festivals. Our midweek communion service at St. Francis had an average attendance of 11 adults

Safeguarding

We now have six people in the parish who have been DBS checked. We also have a number who have completed the online Safeguarding training course for children and adults, and more should be completing their's shortly. If anyone is interested in doing the online Safeguarding course, please feel free to come and speak to me, as this is not just restricted to the PCC. Safeguarding, whether adults or children is a necessary requirement that we all need to be aware of in today's society. The contact details for Geraldine Riddles, who is responsible for our safeguarding, are on the notice board at St. Catherine's and St. Francis for anyone to get in touch with her. Also, there are leaflets available with more information and contact details should anyone have any concerns or would like more information.

Review of the Year

The PCC had fourteen members this year Comprising of Canon Paul, two churchwardens, two deanery synod representatives and nine elected members, there were no vacant places. This number reduced to thirteen on Canon Paul's retirement in August.

There have been eight PCC meetings during the year and the standing committee met three times. The attendance at the meetings was 70%. The deliberations of the Mission and Worship Group and Social Committee were reported to the PCC.

The PCC agenda is posted on the notice board and a summary of PCC discussions and decisions is reported in Pewtalk. In addition the PCC had a meeting with Bishop John, Canon Mike Lodge the Archdeacon of Southend, Canon Darren Barlow, the Area Dean and Canon Martin Wood to discuss the future of the Parish and the procedure for appointing an associate priest.

Volunteers Billie and James continue to assist Colin with work in the Churchyard at St. Catherine' and this was much appreciated.

The project providing improved heating, more comfortable seating and satisfactory toilet and kitchen facilities at St. Catherine's was completed. Minor snagging issues are under review with Bakers of Danbury and Ben Downie our Architect . The re-roofing of St. Catherine's was completed, some of the old tiles having been retained. The flat roof above the tower has replaced and insulated added. The cost

of the re-roofing was covered by the Government Listed Places of Worship Roof Repair Fund.

Deanery and Diocesan Clergy support us during the interregnum taking Sunday Communion services, Baptisms on the first and third Sundays of the Month and at the St. Francis Centre with the Wednesday Communion Service. A non Communion Family Service led by the laity is held in St. Catherine's on the first Sunday of the month. There is also a Sunday School session for children once a month with anything up to 9 young children attending.

Sadly, during the year our branch of the mothers' Union ceased to meet.

St. Catherine's is increasingly used by the community for events including the Thurrock Art Trail, other exhibitions and fund raising events including Sunday and bank holiday open afternoons, the summer fete and Christmas bazaar. During 2016 it was also used for several meetings and two days of celebration for the Queen's 90th birthday.

The St. Francis Centre, the interior of which was redecorated at the end of December, is still being used regularly for worship, church meetings and functions. The wider community use includes Shrove Tuesday pancake evening, Lent Lunches a MacMillan coffee morning and the joint Lent Group / Bible Study with the Methodist Church.

The regular hire now includes a fitness class, dance classes a Ladies Club, W.I., Tumbling Gymnastics and Regency Dance for young people. The Drop-In coffee morning on Wednesdays is still very well attended and a number of parishioners support the Thurrock foodbank and welcome morning at the centre on Thursdays. The centre enjoys broadband facilities which are used to assist parishioners with general enquiries and computer problems. In addition following the recent fire at Bata Library and Resource Centre additional computer facilities are available to help unemployed young people seeking work.

The parish is to be congratulated on charitable donations made which are detailed in the accounts.

A number of events to raise funds gave us the opportunity for fellowship with the Methodist Church Congregation. In cooperation with the Methodist Church we continue to support the Open the Book project in local schools.

Parishioners also support the Yippee Club at the Methodist Church.

The total planned giving by weekly envelopes and by bankers order has gone up by approximately £800 (1%) but is still below the 2014 level. Tax refunds through the Gift Aid Scheme and GADS Schemes are claimed wherever possible. The Examiner of Accounts has highlighted additional opportunities for claims on donations. The total tax recovered shown in the accounts is lower than the 2015 figure but this is only due to a delay in receiving the money from HMRC.

The summer fete and Christmas Bazaar were held in St. Catherine's and both were successful in raising funds to assist the running of St. Catherine's and the St. Francis Centre and to increase our outreach to the community. However the total raised is still below the level of 2014. The two cake sales held at St Francis Centre on the Saturday before Mothering Sunday and in October were successful.

Financial Review

This year was another exceptional financial year for the Parish due to the Major Refurbishment and Roofing Projects which were funded by a number of grants. Total receipts on unrestricted funds excluding the project were £28,909. Their use is detailed in the financial statement. The total no longer includes the St. Francis Centre rental.

The St. Francis Centre which is self-financing is an important resource for the local community. The Wednesday Communion services are held in the centre enabling Church members especially those living in Linford to attend and our examiner of accounts has advised that tax relief can be claimed on donations at the Drop In and other events.

£ 20,654 was spent to provide the Christian ministry from St. Catherine's church this figure includes the parish share paid to the Diocese. The deanery increased our parish share by 4% for 2016. We pay our parish share in full by direct debit and are therefore a Platinum parish the highest rating in the Diocese.

The net result for the year showed an excess of Receipts over Payments was £17,220. The excess is principally due to the exceptional circumstances of money remaining from the Major Refurbishment Project grants.

The total of fixed and current assets of the parish increased to £75,568 again as a result of project grants. The Chancel Tithe Fund Investment was redeemed to cover the portion of work carried out on the chancel walls etc. The CCLA did not close the account by year end therefore it shows a residual £125. The account will be closed in 2017.

An outline budget was prepared and the P.C.C.'s aim to achieve a balanced budget in 2016 was achieved.

Reserves policy

It is the policy of the P.C.C. to maintain a balance on our unrestricted funds equating to approximately six months of unrestricted payments to cover emergencies.

It is our policy to invest the majority of designated funds with the CBF Church of England Deposit Fund of CCLA Investment Management Ltd. but the interest rate is only 0.5% for sums of less less than £15 Million.

Parish of East and West Tilbury and Linford

Financial Statement for the year ended 31st December 2016

General Fund Receipts and Payments Account

	2016	2015
<u>Receipts</u>	£	£
Planned Giving	9,394.90	8,571.81
Loose Collections	3,599.72	2,013.17
Donations	1,690.80	2,531.52
Tax Recovered	3,167.47	4,154.25
Parochial Fees	6,871.80	5,910.05
Parish Magazine	457.70	442.50
Grants VAT refund	75,504.85	328,532.07
Fund Raising	2,704.69	1,914.23
Bank Interest	39.16	47.69
Special Collections	501.39	100.17
Other Income	480.53	149.68
<u>Total Receipts</u>	<u>104,413.01</u>	<u>354,550.14</u>

	2016	2015
<u>Payments</u>	£	£
Church Expenses:		
Church Office	325.02	89.88
Churchyard	337.29	414.62
Light, Heat & Insurance	3,200.34	3,552.70
Project/Maintenance/Fittings	61,136.04	318,320.79
Upkeep of services	1,385.16	855.20
Organist & Organ	95.00	0.00
Church Hall costs	616.13	429.44
Parish Magazine	110.74	295.98
<u>Church Expenses Total</u>	<u>67,205.72</u>	<u>323,958.61</u>
Ministry Expenses:		
Postage	3.90	58.34
Telephone	443.60	655.05
Mileage	982.35	1,317.60
Other	15.00	
<u>Total Ministry Expenses</u>	<u>1,444.85</u>	<u>2,030.99</u>
<u>Mileage to/from Diocese</u>	<u>612.60</u>	<u>(901.20)</u>
Parish Share	14,097.42	13,457.44
Assigned Fees	2,562.00	3,300.34
	<u>16,659.72</u>	<u>16,757.78</u>
Charities	1,010.00	472.18
Sunday School	91.15	0.00
	<u>1,101.15</u>	<u>472.18</u>
<u>Misc. Expenses</u>	<u>169.04</u>	<u>472.98</u>
<u>Total Payments</u>	<u>87,193.08</u>	<u>342,791.34</u>
Excess of Receipts over payments	17,219.93	11,758.80

The Parish of East and West Tilbury and Linford

Assets as at 31st December 2016

<u>Fixed Assets</u>	2015	2016
	£	£
Chancel Tithe Fund	0	125
Sale of Land Somerset Road (Restricted)	9,536	9,536
<u>Total Fixed Assets</u>	<u>9,536</u>	<u>9,661</u>

Current Assets

Lloyds TSB Treasurer's Account	29,836	41,438
Lloyds TSB Special purposes fund (Designated)	3,146	3,021
Santander Current Account	3,057	4,017
St. Francis	5,574	7,769
Linford Community Account (Designated)	12,840	12,878
Churchyard Maintenance (Designated)	1,053	6,445
<u>Total Current Assets</u>	<u>55,506</u>	<u>75,568</u>

Bank Reconciliation 2016

		£
Balance at Bank 31.12.2016	Lloyds	41,437.84
	Santander	4,017.41

Total **45,455.25**

Balance at 31/12/2015 32,893.82
Excess of receipts over payments 17,219.93

Sub Total 50,113.75

Transfer to Churchyard (5,000.00)
Transfer from St Francis 341.50

Balance at 31.12.16 **45,455.25**

The Parish of East and West Tilbury and Linford

Special Purposes Fund 2016

	£	£
Balance at 31.12.15		3,146.23
Receipts		
100 club	230	
Collection for Paul's retirement	470	
Total	700	
Payments		
Coffee Machine	224.70	
Entertainment for Queen's 90 th	60.00	
Refreshments for Paul's retirement	75.64	
Gift for Canon Paul	465.00	
Total	825.34	
Excess of payments over receipts		125.34
Balance at 31.12.16		3,020.89

Churchyard Maintenance 2016

Balance at 31.12.15		1,052.83
Receipts		
Open days	961.63	
Total	961.63	
Payments		
Mower maintenance and Petrol	569.60	
Total	569.60	
Excess of receipts over payments		392.03
Transfer from General Fund		5,000.00
Balance at 31.12.16		6,444.86

PCC of East and West Tilbury and Linford
St. Francis Centre 2016

	£	£
Balance at 31/12/15		5,774.07
Receipts		
Hall Hire	3,232.70	
Donations (drop in)	510.00	
Total	3,742.70	
Payments		
Gas and Electricity	843.88	
Maintenance	606.48	
Telephone/Broadband	191.16	
Foodbank Storage Boxes	105.92	
Total	1,747.44	
Excess of receipts over Payments		1,995.26
Balance at 31/12/16		<u>7,769.33</u>

Independent examiner's report to the PCC of The Parish of East and West Tilbury and Lainford

I report on the accounts of the PCC for the year ended 31 December 2016, which are attached.

Respective responsibilities of the PCC and the examiner

The charity's trustees consider that an audit is not required for this year (under section 144(7) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow procedures laid down in the general directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiners Statement.

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an opinion on the accounts.

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 s.136 of the 2011 Act, or
 - to prepare accounts, which accord with these accounting records have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter W Chandler
15 The Spinneys
Luton on Sea SS9 5QZ

10 March 2017

