

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 2017

Incumbent

The Parish has been in Interregnum since September 2016

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 2017

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:-

Mr. 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 2017 until the date of this report are:-

Incumbent	None
Wardens	Mr. C. Strong Mrs. S. Spiers
Deanery Synod Representatives	Mrs. K.. Ford Mrs. S. Spiers
Elected members	Mrs .S. King Mr. N. King Mrs. P. Strong Ms. K. Bird Mrs. G. Riddles Mrs. P. Painter Mr. P. Ruskin Mrs. H. Ruskin Mrs. J. Fawsitt Mr. C. Ford

Church Attendance

There are 66 parishioners on the Church Electoral Roll, 15 are not resident within the parish. The average weekly attendance, counted during October 2017 was 53 adults and 11 children, this number increased at festivals and for the St. Cedd's weekend when 116 adults and 20 Children attended.

Review of the Year

The full P.C.C. met eight times with an average attendance of 68%. The social committee and worship and mission groups met independently but their deliberations were reported to the P.C.C. and discussed/reviewed where necessary.

Colin Strong was aided by a Community Payback team with work in the Churchyard at St. Catherine's.

The project providing improved heating, more comfortable seating and satisfactory toilet and kitchen facilities at St. Catherine's is completed. The majority of minor snagging issues have been resolved but the efficiency of the heating system is still under review with Bakers of Danbury and our Architect Ben Downie.

The re-roofing of St. Catherine's is completed and some of the old tiles having been retained. The cost of the re-roofing has been covered by the Listed Places of Worship Roof Repair Fund.

The flat roof of the "tower" at St. Catherine's has been renewed and insulated.

Deanery, Retired and Diocesan Clergy have supported us during the interregnum by taking Sunday Communion services, Baptisms on the first and third Sundays of the Month and the Wednesday Communion Service at the St. Francis Centre.

A Non Communion Family Service led by the laity is held in St. Catherine's on the first Sunday of the month.

In 2017 St. Catherine's was used for community events including Public meetings re. the Coalhouse Fort Project, visits by a Historical society and local U3A Groups etc. Other events in Church include the Thurrock Art Trail, Craft demonstrations Brass Rubbing etc. and fund raising events including a Quiz evening and the Summer Fete and Christmas Bazaar. The Church is open for tea and cakes on the last Sunday of the month and Bank Holiday weekends during the Summer but the attendance and income has reduced this year.

The St. Francis Centre is still being used regularly for worship, church meetings and functions. Events for the wider community included a Shrove Tuesday pancake evening, Lent Lunches, a McMillan coffee morning, and the joint Lent Group/Bible Study with the Methodist Church.

Regular hires now includes Keep Fit groups, the "Linford Ladies" Club, the Women's Institute, a Craft class for Carers, and the Regency Dance for young people. The Drop-In coffee morning on Wednesday is still very well attended and a number parishioners support the Thurrock Foodbank with donations and by running the distribution centre at the centre on Thursday mornings.

The centre has broadband facilities which are used to assist parishioners with general enquiries and computer problems. Following the fire at Bata Library and Resource Centre additional computer facilities were made available to help parishioners and unemployed young people seeking work.

Samson Obadaju, our Local Area Coordinator, regularly uses the Centre for meetings with people needing advice/support.

The parish is to be congratulated on the generous charitable donations 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 at the Woodside Academy in Grays.

The total planned giving by weekly envelopes and by bankers order has remained at the 2016 level but is still below that of 2014. Loose collections are down by over £1000 due to a reduction in weddings and funerals.

Tax refunds through the Gift Aid 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 higher than the 2016 as we can claim on money received at the St. Francis Centre figure but annual figures can be dependent on the dates of receiving payment 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 particularly for the summer fete.

Our cake sale held at St. Francis Centre on the Saturday before Mothering Sunday and our regular St. Catherine's open afternoons were successful as was our open weekend at St. Catherine's at the end of October to commemorate St. Cedd's place in Christianity in this area.

Financial Review

This year was another exceptional financial year for the Parish due to the final stages of the major refurbishment projects which are funded by a number of grants.

Total receipts on unrestricted funds excluding the project were £26,760. 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. The decoration of the exterior is planned for early 2018. The interior was redecorated at the end of December 2016 but paid for in 2017.

£14,367 was spent to provide the Christian ministry from St. Catherine's Church during the Interregnum this figure includes the parish share paid to the Diocese. Under the new Diocesan Scheme our parish share increased by 3.5% for 2017. Having been in Interregnum for a complete year in August 2017 we now receive a rebate of £432 per month.

We pay our parish share in full by direct debit and are therefore remain a Platinum parish the highest rating in the Diocese.

The "Misc. Expenses" figure includes £798 for the advertisement of our vacancy in the "Church Times".

The net result for the year showed a deficit of receipts over payments was £4,178.87.

The deficit is principally due to the exceptional circumstances of payments from the Major Refurbishment Project grants.

The total of fixed and current assets of the parish decreased to £69,821 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 showed a residual £125 in 2016. The account was closed in 2017.

An outline budget was prepared and the aim of the P.C.C. to maintain a balanced budget in 2017 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% on deposits of less than £15 Million.

Parish of East and West Tilbury and Linford

Financial Statement for the year ended 31st December 2017

General Fund Receipts and Payments Account

	2017	2016
<u>Receipts</u>	£	£
Planned Giving	9,297.45	9,394.90
Loose Collections	2,422.27	3,599.72
Donations	2,901.00	1,690.80
Tax Recovered	3,456.38	3,167.47
Parochial Fees	4,893.00	6,871.80
Parish Magazine	457.40	457.70
Grants VAT refund	5,940.53	75,504.85
Fund Raising	2,484.43	2,704.69
Bank Interest	160.70	39.16
Special Collections	444.10	501.39
Other Income	243.65	480.53
<u>Total Receipts</u>	<u>32,700.91</u>	<u>104,413.01</u>

	2017	2016
<u>Payments</u>	£	£
<u>Church Expenses:</u>		
Church Office	114.98	325.02
Churchyard	0.00	337.29
Light,Heat & Water (plus insurance 2016)	1,373.68	3,200.34
Insurance	2,132.89	0.00
Project/Maintenance/Fittings	15,584.69	61,136.04
Upkeep of services	1,047.13	1,385.16
Organist & Organ	0.00	95.00
Church Hall costs	0.00	616.13
Parish Magazine	<u>193.26</u>	<u>110.74</u>
	20,446.63	67,205.72
<u>Ministry Expenses:</u>		
Postage	0.00	3.90
Telephone	0.00	443.60
Mileage	173.90	982.35
Other	<u>0.00</u>	<u>15.00</u>
	173.90	1,444.85
<u>Mileage to/from Diocese</u>	0.00	612.60
<u>Sunday School</u>	107.13	91.15
<u>Out of Parish Expenses</u>		
Parish Share / Deanery Synod	12,615.28	14,097.72
Assigned Fees	<u>1,752.00</u>	<u>2,562.00</u>
	14,367.28	16,659.72
<u>Giving</u>		
Charities	899.50	1,010.00
<u>Misc. Expenses</u>	885.34	169.04
<u>Total Payments</u>	<u>36,879.78</u>	<u>87,193.08</u>
Excess of Receipts over payments	(4,178.87)	17,219.93

The Parish of East and West Tilbury and Linford

Assets and liabilities (By Fund) as of 31st December 2017

<u>Fixed Assets</u>	2017	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	36,299	41,438
Lloyds TSB Special purposes fund (Designated)	3,411	3,021
Santander Current Account	4,977	4,017
St. Francis	5,231	7,769
Linford Community Account (Designated)	12,914	12,878
Churchyard Maintenance (Designated)	6,989	6,445
<u>Total Current Assets</u>	<u>69,821</u>	<u>75,568</u>

Bank Reconciliation 2017

		£
Balance at Bank 31.12.2017	Lloyds	36,289.97
	Santander	4,977.41

Total **41,276.38**

Balance at 31/12/2016 45,455.25
Less excess of payments over receipts 4,178.87

Balance at 31.12.2017 **41,276.38**

The Parish of East and West Tilbury and Linford

Special Purposes Fund 2017

	£	£
Balance at 31.12.2016		3,020.89
Receipts		
100 club	410.00	
Total	<u>410.00</u>	
Payments		
Lottery license	20.00	
Total	<u>20.00</u>	
Excess of receipts over payments		390.00
<u>Balance at 31.12.2017</u>		<u>3,410.89</u>

Churchyard Maintenance 2017

Balance at 31.12.2016		6,444.86
Receipts		
Open days	654.32	
Total	<u>654.32</u>	
Payments		
Mower petrol	68.17	
Cake boxes	41.59	
Total	<u>109.76</u>	
Excess of receipts over payments		544.56
<u>Balance at 31.12.2017</u>		<u>6,989.42</u>

PCC of East and West Tilbury and Linford

St. Francis Centre 2017

	£	£
Balance at 31/12/2016		7,769.33

Receipts

Hall Hire	2,494.85	
Donations (drop in)	293.00	
Total	2,787.85	

Payments

Gas and Electricity	897.63	
Maintenance	1,033.83	
Telephone/Broadband	204.66	
Interior painting	2,650.00	
Vacuum cleaner	239.99	
Carpet cleaning	300.00	
Total	5,326.11	

Less excess of payments over receipts		2,538.26
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Balance at 31/12/2017

5,231.07

Independent examiner's report to the PCC of East and West Tilbury and Linford

I report on the accounts of the PCC for the year ended 31 December 2017, 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(2) 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.130 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
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08 February 2018

