

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 2018

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.**

St. Catherine's Church East Tilbury
Annual Report of the Parochial Church Council for the year ended
31st December 2018

Administration Information

St. Catherine's (the parish church) is situated in East Tilbury Village in 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 (P.C.C.) is a charity excepted from registration with the Charity Commission.

P.C.C. members who have served from 28th April 2018 until the date of this report are:-

Church Wardens:

Mr. C. M .Strong

Mrs. S. M. Spiers

Deanery Synod Representatives:

Mrs. K. M. Ford

Mrs. S. M. Spiers

Elected members:

Mrs. S. King

Mr. N. S. King

Mrs. P. Strong

Mrs. K. Bird

Mrs. G. Riddles

Mrs. P. Painter

Mrs. J. Fawsitt

Mr. D. Gunn (Pastoral Assistant)

Structure, governance and management

The method of appointment of P.C.C. 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 P.C.C..

Objectives and activities

St. Catherine's P.C.C. has the responsibility for promoting the whole mission of the Church.

The P.C.C. has maintenance responsibilities for St. Catherine's Church in East Tilbury and the St. Francis Centre in Somerset Road Linford and is, in addition, responsible for the Insurance of the churchyard of St. James West Tilbury. The maintenance of the West Tilbury churchyard is now the responsibility of the local authority (Thurrock Council).

Church Attendance

There are 66 parishioners on the Church Electoral Roll, 17 are not resident within the parish. The average attendance at Sunday worship, counted during October 2018 was 28 adults and 2 children, this number increased at festivals and for the St. Cedd weekend when 34 adults and 5 Children attended. The number attending the weekly communion service at St. Francis has increased to around 19.

Review of the Year

The full P.C.C. met nine times with an average attendance of 78%. 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 is occasionally aided with work in the Churchyard at St. Catherine's by a Community Payback team and in 2018 a Group of Volunteers from the Parish spent one day working in the Churchyard which made a great difference.

The project providing improved heating, more comfortable seating and satisfactory toilet and kitchen facilities at St. Catherine's is completed but some payments were carried over to 2018. The majority of minor snagging issues have been resolved including the efficiency of the heating system. The problem of a occasional water leak from the roof into the kitchen is still under review with Bakers of Danbury and our Architect Ben Downie. The re-roofing of St. Catherine's, funded by the Government Roof Repair Fund, is completed. The flat roof above the vestry has been repaired 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, the Wednesday Communion Service at the St. Francis Centre as well as any occasional funerals, weddings etc.

From April 2018 we have received tremendous support from the Reverend Barry Johnson who was given the title of "Lead Minister" by the Archdeacon and who has taken the majority of our services and served as an adviser to the P.C.C. since then.

A Non Communion Family Service led by the laity is held in St. Catherine's on the first Sunday of the month and has brought several new members into the congregation.

St. Catherine's is increasingly used by the Church and the wider community for events including The Great War remembrance service and beacon lighting Transformation Thurrock prayer group, Foodbank tea, visits by a historical society and local U3A groups etc. Other events in Church include the display of art, craft demonstrations brass rubbing etc. on St. Cedd's weekend, Lent lunches and fund raising events including a Quiz evening, a concert by the Essex Music Man and the Summer Fete and Christmas Bazaar. The Church is open for tea and cakes on the last Sunday afternoon of the month between Easter and October and on Bank Holiday Mondays and the attendance and income has increased this year.

The St. Francis Centre is still being used regularly for worship, church meetings and functions. The wider community use is increasing including the W.I., Linford Ladies, Keep Fit groups, Karate for young people, Craft for carers, and Sewing and Dance Groups. Other events include our pancake evening, Lent Lunches the MacMillan coffee morning, and a book exchange.

The Drop-In coffee morning on Wednesday after the Communion service is still very well attended. A number parishioners support the Thurrock foodbank as volunteers for the Linford distribution centre on Thursday and with both food and financial donations.

The centre enjoys 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 are available to help parishioners and unemployed young people seeking work.

Rachel the local Area Coordinator and Social Services regularly use 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 co-operation with the Linford Methodist Church and other local churches we continue to support the Open the Book project in local schools.

The total planned giving by weekly envelopes and by bankers order has increased level. Loose collections are down slightly due to a reduction in services particularly weddings.

Tax refunds through the Gift Aid Scheme and GADS Schemes are claimed wherever possible. The total tax recovered shown in the accounts is lower than the 2017 figure due to the date of receiving payments from H.M.R.C.

The Fund raising total for the year increased as a result of holding a Quiz Night and Concert which were both very successful events in St. Catherine's.

The summer fete and Christmas Bazaar were also held in St. Catherine's and both were successful in raising funds to assist the running of both St. Catherine's and the St. Francis Centre. These events also increase the Church outreach to the community.

However the total amount raised at the two was below the level of 2014 with the figure for this year's summer fete being very disappointing.

The cake sale held at St. Francis Centre on the Saturday before Mothering Sunday was successful.

Financial Review

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

Total receipts on unrestricted funds were £24,656. Their use is detailed in the financial statement.

The total no longer includes the St. Francis Centre rental.

St. Francis Centre which is self-financing is an important resource for the local community.

Communion services are held in the centre every Wednesday morning enabling Church members especially those living in Linford to attend. The Examiner of our accounts

advised that tax relief can be claimed on donations at the Drop In and other events at St. Francis Centre. Claims were submitted in 2018 and are included in Tax Recovered figure.

The decoration of the exterior of St Francis centre was completed in the spring of 2018 at a cost of over £2,000.

£11,230 was spent to provide the Christian ministry for the parish during the Interregnum this figure includes the parish share paid to the Diocese. Under the new Diocesan Scheme our parish share was increased by 3% to £791 per month for 2018. As the Parish has been in Interregnum for more than two years and we continue to pay our parish share in full by direct debit we receive a rebate of £445 per month.

The net result for the year showed a deficit of Receipts over Payments of £23,065.

The deficit is principally due to the exceptional circumstances of payments from the Major Refurbishment Project grants for Minor repairs/Maintenance.

The total of fixed and current assets of the parish decreased to £48,012 again as a result of project grants.

An outline budget was prepared and the aim of the P.C.C. is to maintain a balanced budget in 2018 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 C.C.L.A. investment Management Ltd. but the interest rate is only 0.5% for deposits of less than £15 Million.

Parish of East and West Tillbury and Linford
Financial Statement for the year ended 31st December 2018

General Fund Receipts and Payments Account

Receipts	2018	2017
	£	£
Planned Giving	9,831.99	9,297.45
Loose Collections	2,126.25	2,422.27
Donations	898.16	2,901.00
Tax Recovered	2,307.00	3,456.38
Parochial Fees	4,767.00	4,893.00
Parish Magazine	491.51	457.40
Use of church (inc. VAT refund 2017)	140.00	0.00
Project VAT refund	0.00	5,940.53
Fund Raising	3,193.32	2,484.43
Bank Interest	37.81	160.70
Charity Collections	520.35	444.10
Other Income	342.58	243.65
<u>Total Receipts</u>	<u>24,655.97</u>	<u>32,700.91</u>

Payments

	2018 £	2017 £
Church Expenses:		
Church Office	109.18	114.98
Churchyard	45.00	0.00
Light, Heat & Insurance	3,763.13	3,506.57
Minor repairs/maintenance	29,954.48	15,584.69
Upkeep of services	873.43	1,047.13
Organist & Organ	178.96	0.00
Parish Magazine	<u>139.89</u>	<u>193.26</u>
	35,064.07	20,446.63
Ministry Expenses:		
Visiting clergy mileage	<u>863.50</u>	<u>173.90</u>
	863.50	173.90
Training, Mission, Outreach:		
Sunday School	<u>59.00</u>	<u>107.13</u>
	59.00	107.13
Out of Parish Expenses:		
Family Purse	9,487.68	12,615.28
Assigned Fees	1,235.66	1,752.00
Deanery Synod	<u>6.00</u>	<u>0.00</u>
	10,729.34	14,367.28
Giving:		
Charities	<u>878.35</u>	<u>899.50</u>
	878.35	899.50
Misc. Expenses		
Miscellaneous	<u>127.60</u>	<u>885.34</u>
	127.60	885.34
<u>Total Payments</u>	<u>47,721.86</u>	<u>38,879.78</u>
<u>Excess of Receipts over payments</u>	<u>(23,065.89)</u>	<u>(4,178.87)</u>

The Parish of East and West Tilbury and Linford

Assets and Liabilities (By Fund) as of 31st December 2018

	2018	2017
	£	£
<u>Fixed Assets</u>		
<i>Sale of Land Somerset Road (Restricted)</i>	9,536	9,536
<u>Total Fixed Assets</u>	<u>9,536</u>	<u>9,536</u>
<u>Current Assets</u>		
<i>Lloyds Treasurers Account</i>	12,273	36,299
<i>Lloyds SP Fund (Designated)</i>	8,720	3,411
Santander Current Account	5,937	4,977
St. Francis	5,263	5,231
Linford Community Account (Designated)	12,979	12,914
Churchyard Maintenance (Designated)	2,840	6,989
<u>Total Current Assets</u>	<u>48,012</u>	<u>69,821</u>
<u>Bank Reconciliation 2018</u>	£	
Balance at Bank 31.12.2018		
Lloyds	12,273.08	
Santander	5,937.41	
Total	18,210.49	
Balance at 31.12.2017		41,276.38
Less excess of payments over receipts		23,065.89
<u>Balance at 31.12.2018</u>		<u>18,210.49</u>

The Parish of Eat and West Tilbury and Linford
Special Purposes Fund 2018

Balance at 31.12.2017	£	£
		3,410.89

Receipts

100 club (net of prizes)	330.00
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Total	<u>330.00</u>
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Payments

Lottery licence	20.00
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Total	<u>20.00</u>
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Excess of receipts over payments	310.00
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Transfer from Churchyard account	5,000.00
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Balance at 31.12.2018	8,720.89
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Churchyard Maintenance 2018

Balance at 31.12.2017	6,989.42
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Receipts

Open days	863.49
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Total	<u>863.49</u>
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Payments

Petrol	12.47
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Total	<u>12.47</u>
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Excess of receipts over payments	851.02
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Less transfer to Special Purposes Fund	5,000.00
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Balance at 31.12.2018	2,840.44
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P.C.C. of East and West Tilbury and Linford

St Francis Centre 2018	£	£
Balance at 31.12.2017		5,231.08
Receipts		
Hall Hire	3,554.70	
Donations (drop in)	523.81	
Other Income	42.00	
<u>Total</u>	<u>4,120.51</u>	
Payments		
Drop in Expenses	172.26	
Gas and Electricity	1,052.53	
Maintenance	2,457.00	
Office	360.13	
Ministry expenses	46.50	
<u>Total</u>	<u>4,088.42</u>	
Excess of receipts over payments		32.09
Balance at 31.12.2018		<u>5,263.17</u>
Balance at Bank		5,259.12
Cash in hand (C Ford)		4.05
<u>Balance</u>		<u>5,263.17</u>

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 2018, 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
15 The Spinneys
Leigh on Sea
SS9 5QZ

28 February 2019

