

The Parish of East and West Tilbury and Linford

Annual Report

and

Financial Statements of the Parish Church Council

For the year ended 31st December 2020

Priest in Charge

Revd. Michèle Marshall

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.

Parish website: www.stcatherinesthurrock.org.uk

Parish of East and West Tilbury and Linford
Annual Report of the Parochial Church Council
for the year ended 31st December 2020

Administration Information

The parish consists of two churches: St Catherine's, East Tilbury and St Francis, Linford. It is part of the Deanery of Thurrock in the Diocese of Chelmsford, Essex, within the Church of England. The correspondence address for the Parish is: The Rectory, 24 Somerset Road, Linford, Stanford-le-Hope, SS17 0QA.

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

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

The PCC members who have served from 25th October 2020 until the date this report was approved are:

| | |
|---------------------------------------|---|
| Priest in Charge: | Revd. Michèle Marshall |
| Churchwardens: | Mr. Colin Strong Ms. Kathy Bird |
| Deanery Synod Representatives: | Mrs. Kim Ford Mr. Chris Ford |
| Elected Members: | Mrs. Janice Fawsitt Mr. Norman King Mrs. Sheila King Mrs. Pamela Painter Mrs. Patricia Strong Mrs. Geraldine Riddles |

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.

Objectives and activities

The PCC of East and West Tilbury and Linford has the responsibility of co-operating with the Priest in Charge, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has the maintenance responsibilities for St Catherine's Church in East Tilbury and St Francis in Linford. In addition it is 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).

The PCC has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children

and vulnerable adults). We are committed to Safeguarding Children, Young People, Victims/perpetrators of Domestic Abuse and Vulnerable Adults. The PCC has adopted the Church of England's policies and best practice on safeguarding. Following these guidelines, the parish has a safeguarding policy and a Parish Safeguarding Officer.

Attendance

The PCC consisting of 11 members met 7 times between January and November 2020. These meetings were well attended. The Standing Committee did not meet.

Electoral Roll Report

Our Parish electoral roll is revised annually with a new roll prepared every 6 years. The current annual revision is now completed and a new one will be due in 2025. The electoral roll is a reflection of those that regularly worship at either St Catherine's or St Francis.

Following this year's review I can report that we have the following:-

Total **54** members

This is made up of 17 non residents and 37 residents.

All data held is treated as confidential under GDPR rules and only names are published.

Janice Fawsitt- Electoral Roll Officer (8/5/21)

Proceedings of the PCC

The 11 members of the PCC who were elected at the 2019 APCM continued to serve as there were no PCC elections at the delayed 2020 APCM.

There were 7 PCC meetings in 2020, the January, March and October meetings were held in person, the 2 meetings held in July and the August and November meetings were by conference "Zoom".

The average attendance was 90%.

Decisions were needed to ensure that Covid 19 regulations were followed, including when services could not take place and when group activities at St Francis had to be suspended.

Legalities of Church law had to be dealt with when Holy Communion was suspended in July as we were not able to open either of our Churches safely.

It was agreed that food bank would continue at St Francis as an essential service.

The Christingle and Carol services had to be cancelled and numbers restricted at the Christmas Eve service.

Reports of PCC activity have been included in Pewtalk.

Sheila King – PCC Secretary

PCC Financial Statement Summary

Treasurers Report

2020 was, due to the Covid crisis and lockdowns etc, a difficult year for us all.

Parish Finances have suffered because the major items of expenditure still had to be paid and income was down due to the Church being closed for long periods and little income being received from Services including Weddings and Baptisms. Thankfully, many of our regular givers have continued with their donations and planned giving was very much as for 2019 which helped us to pay our major bills.

Based on the income received in 2019 the major shortfalls in income for 2020 were estimated at £1800 in Loose Collections £3400 in Fees and £2330 in Fund Raising.

The major Items of Expenditure were: The Family Purse £15,382 and Heat Light and Insurance £3,566.

This resulted in an excess of payments over receipts of £1,483.

As Treasurer on behalf of the PCC I thank all who have given very generously with both their donations and time to support the Church and the local community during an exceptionally difficult year.

Reserves Policy

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

It is our policy to continue to invest the majority of the designated funds with the CBF Church of England Deposit Fund of CCLA Investment Management Ltd. Despite the Interest Rate of 0.5% on deposits of less than £15 Million.

Gift Aid Report

Tax refunds through the Gift Aid and GADS Scheme are claimed wherever possible. We currently have 25 regular donations through the Envelope Scheme and 5 donations are made directly into the Lloyds bank account. The Examiner highlighted additional opportunities and where appropriate we claim the tax relief advantage.

Norman King – Parish Treasurer

Fabric, Goods and Ornaments Report

Throughout the year we have contended with a national lockdown due to Coronavirus Covid 19. St. Catherine's has dealt with Church Closure, reopening for private prayer on Sunday afternoons, then to morning worship. Risk assessments for all church activities were undertaken by Revd. Michèle Marshall, Colin Strong and Chris Ford. The risk assessments were reviewed in line with Government and Church of England guidance. Both St Catherine's and St Francis were made Covid-19 secure.

We managed to meet together for one Lent lunch in March before Lockdown. Unfortunately all Easter services had to be cancelled. Our summer fete and Christmas bazaar were also cancelled due to continuing Covid 19 restrictions.

The new area for the internment of ashes on the south side of the churchyard has had 5 internments.

We have had several requests from families in the parish for more bench seating in the churchyard. This is being discussed with the PCC with a view to 3 seating areas with the locations still to be confirmed. These will need faculty approval by Chelmsford Diocese before we go ahead.

Revd. Michèle Marshall and Colin Strong are updating the churchyard documentation.

We have now celebrated one year with Revd. Michèle Marshall and her family and look forward to more normal church activities resuming as government recommendations allow.

The fabric, goods and ornaments of the church are maintained and generally in good order.

Unfortunately the community payback team have not been able to help with the churchyard maintenance, but members of the church family have still volunteered their time to keep St. Catherine's clean and tidy.

A Tree Survey was carried out at St. Catherine's on 29th September 2020, a tree surgeon was then consulted to carry out the work as per the survey's recommendations. Unfortunately he was not available until early spring 2021 to carry out the work, and due to this being nesting season the work has been delayed until Autumn 2021. But the requirements are not dangerous, and they will not cause any problems in the church grounds or surrounding areas.

The Quinquennial inspection was undertaken on 21st October 2020, the interior of the church was acceptable and no recommendations for improvements were made. However the exterior brickwork does need repointing. This will need considerable funds to complete the work and charitable donations will need to be sought.

We have had a request from the owner of St. James Church in West Tilbury, to purchase the remaining area of the churchyard land that he does not currently own. This request has been approved by the PCC in principal but the consultation processed is now being overseen by the Diocesan office. Part of this process will involve a local community consultation before the proposal can be completed.

Kathy Bird – Churchwarden

Proceedings of the Deanery Synod Report – Thurrock Deanery 2020

The Thurrock Deanery Synod usually meets four times a year and is where matters relevant to the Anglican Church in our deanery are communicated and discussed. In 2020, because of the COVID pandemic, it only met on the 30th January with our parish representative, Kim Ford, in attendance. At our delayed annual church meeting Kim and Chris Ford were elected to serve as our representatives for the next three years.

The synod met at All Saints, Chafford Hundred and the speaker was the Revd. Canon Imogen Nye, the Diocesan Canon for Evangelism and Discipleship, who spoke about the national "Eco church" initiative.

Before joining the Diocesan team, Imogen was the Rector of St. Andrews in Rugby where she was instrumental in several environmental projects and is therefore well qualified to speak about the "Eco Church".

In her presentation Imogen reminded the synod that it was hoped that the Chelmsford Diocese might become an "Eco Diocese" and explained to the meeting the "A Rocha" organisation, which is a Christian environmental charity, and their Eco Church framework.

Kim Ford – Deanery Synod Representative

Parish and Church Life Reports

Priest in Charge

The year 2020 is one we shall all remember. During the months of January and February there was increasing concern over a virus that was spreading across every part of the known world. It became known as the Corona Virus or Covid-19 and stopped life as we knew it for most of the year. On 23rd March we went into the first of three lockdowns. Social distancing, hand hygiene and face coverings were things we all had to get used to, public worship suspended and churches and places of worship closed. By July the restrictions around public worship were lifted and attending church in person could be resumed albeit a little differently. Congregational singing was no longer allowed, the 'Holy' wave replaced the normal hug or handshake at the Peace and the sharing of the cup was done symbolically by me alone. We all had to get used to a 'new normal' and I'm glad to say that we did. Although we missed the old ways of doing worship we soon adapted to how it had to be and really appreciated having church buildings that proved to be flexible and accommodating and in which we could continue to meet.

Life events (formally known as the occasional offices) were fewer as one might expect but in 2020 we still managed to have 8 baptisms, 2 weddings, 16 funerals and 6 committals of ashes. Of the 16 funerals conducted 4 of them were for members of our own church family. We remember with great affection the late June Clifford, Valerie Doyle, Phyllis Cunningham and Derek Turner. May they rest in peace and rise in glory.

In terms of St Francis the main focus during 2020 was to welcome the groups that it could within the government guidelines and when necessary preserve the building for the work of The Foodbank. Through the generosity of the church family and the wider community this essential service was able to keep running and the good news of the gospel shared in a very practical way.

I'm sure we have all had frustrations in regard to this extraordinary year and our reflections naturally turn to what we have not been able to do or achieve. As a parish however I feel we have proved to be remarkably resilient and pro-active. There will be a time for picking up once again the list of things we would like to do and the areas we want to grow and develop.

I am extremely proud of all the hard work and commitment freely given by so many of you. There is a real sense of team work here in this parish and once again I am so thankful that God called me here to serve Him and you and to share all that we have in 2020. I owe a huge debt of gratitude to our Churchwardens Kathy Bird and Colin Strong, the members of the PCC, the members of the cleaning team and for all those who have kept me and this parish in their prayers. At times 2020 felt exhausting, government guidelines ever changing and yet I felt sustained and supported by you all. Thank you once again.

Revd. Michèle Marshall

Safeguarding Report

Safeguarding in the Parish remains a priority and the PCC follows the House of Bishop's guidance regarding this. A safeguarding report is on every PCC meeting agenda and at the first meeting of the PCC following an APCM the Church of England's policies and best practise guidelines adopted. As the guidance changes we review our own parish

safeguarding policy accordingly. With regards DBS (Disclosure and Barring Service) applications these are now all processed online.

I have now registered the Parish and myself as Parish Safeguarding Officer with Thirty One Eight who are the company we now have to go through for our DBS checks. Kathy Bird, our Church Warden was the first person to have their DBS check done in this way. I was a little nervous to say the least, but I can now confirm that everything went well, and Kathy now has her disclosure certificate. Not everyone on the PCC will need a DBS check. There are certain roles associated with PCC membership that do along with other roles that people take within a Parish setting.

If you have any questions or concerns relating to Safeguarding, or children or adults for whom you are concerned then please contact me on 07919 484440 or email Geraldine.riddles@gmail.com

Geraldine Riddles - Parish Safeguarding Officer

Sunday School

The impact of the various COVID regulations meant that we were not able to run a Sunday School in 2020. We will, no doubt, be reviewing our children's work in the future.

Kim Ford

Pewtalk and Parish Communications

"Pewtalk", our monthly parish magazine continued to be published during the year. 110 copies are printed monthly, with 80+ copies being delivered to subscribers in the parish by our band of dedicated distributors. The remainder are available at St. Catherine's and St. Francis for visitors to pick up.

The magazine consists of contributions from the editor, parishioners and articles from several other sources including the Chelmsford Diocese and "Parish Pump" (a resource for parish magazines) that we subscribe to. It includes our monthly calendar of events. It is available on the parish website and we know from feedback that it is accessed from there.

The contributors and distributors make the magazine possible and we thank them for their support. We also produce a weekly newsletter, maintain our website (www.stcatherinesthurrock.org.uk) and are on the Church of England's website - "A Church Near You" - which is frequently accessed by people wanting to contact the parish and church.

Chris Ford (Pewtalk Editor)

St Catherine's Flower Arrangers

This year's report will be a little different to previous years due to the Covid pandemic and lockdown restrictions. We did not do flowers from March until August/September. There was one wedding in August when flowers were arranged, and they were there for Michèle's First Anniversary Celebration Service at the beginning of September. There was a short period in the Autumn when the church was able to be open and we managed to arrange the poppies for Remembrance. With advent approaching and another lockdown there were no flowers until Christmas. We were able to decorate for our Christmas Services. I would like to thank the ladies Kathy, Carol, Jeannie and sometimes Michèle who come and provide their

talents in arranging the flowers to make our beautiful old Church very inviting to our visitors and congregation.

It's been a difficult year due to Covid and the Pandemic with all the rules and regulations but we have managed to arrange flowers when possible.

THANK YOU FOR YOUR SUPPORT.

Pam Painter

St Francis Centre

Like many other places in 2020 St Francis had to shut down and close its doors to the vast majority of groups and activities that normally take place there. When the guidance has allowed we had our midweek communion services and community drop in. Children's out of school activities were also allowed and so the Karate group, Regency Dance and Ace Singing group for young adults with learning disabilities were able to meet. While St Francis had to be shut for the vast majority of normal activities we were able to keep open for all the people who needed the help from the Foodbank.

We are looking forward to being able to open up again soon so group's can get back to enjoying their time there. We are also looking forward to restarting our own social events and activities.

Patricia Strong – Bookings Secretary

Thurrock Foodbank at the St Francis Centre

The parish continued to support the Thurrock foodbank which exists to help people in Thurrock who find themselves in a crisis situation, by: -

- Individuals regularly donating food
- Individuals financial contributions
- Operating a food distribution centre at St. Francis in Linford

The Linford distribution centre is open on a Thursday morning between 11am and 1pm. We also work closely with Rachel Farmer, the Council's Local Area Coordinator for East Tilbury and Linford. The COVID-19 pandemic and the associated "lockdowns" did not prevent our operations but did mean that we were not able to allow clients into the building and offer them refreshment. However, at no time did we have to suspend the distribution of food.

Chris Ford

The Wednesday "Community Support Drop-In"

In a non-COVID situation, after our Wednesday service of Holy Communion at the St. Francis centre, the hall would be swiftly transformed into a coffee shop. While some of the worshippers remain, they are joined by several other residents — all are welcome. During the year under review, we were only open for a few weeks during the Summer and then very much in a "COVID secure" form with table service only.

When we are able to meet, information and stories are exchanged, technical advice is given regarding computers, mobile 'phones etc. and we also have a very well used book exchange. All are welcome and the event is funded by the donations of the visitors. Rachel Farmer, our Local Area Coordinator, also uses this time to meet with her clients.

Chris Ford

THE PCC OF EAST AND WEST TILBURY AND LINFORD

St Catherine's Church East Tilbury

and

St. Francis Church, Linford

**Annual
Financial Statements
Of the
Parochial Church Council**

For the year ended 31st December 2020

Priest in Charge

Revd. Michèle Marshall

Bankers

Lloyds TSB Bank PLC
34 High Street
Grays
Essex RM 17 6LX

Independent Examiner

Mr P Chandler
16 The Spinneys
Leigh-on-Sea
Essex SS9 5QZ

Parish of East and West Tilbury and Linford

Financial Statement for the year ended 31st December 2020

General Fund Receipts and Payments
Account

| Receipts | 2020 | 2019 |
|-------------------|------------------|------------------|
| | £ | £ |
| Planned Giving | 10,413.00 | 10,332.85 |
| Loose Collections | 572.68 | 2,341.74 |
| Donations | 1,340.50 | 1,007.77 |
| Tax Recovered | 3,659.79 | 3,657.56 |
| Parochial Fees | 3,247.16 | 6,642.00 |
| Parish Magazine | 526.11 | 587.89 |
| Grant | 0 | 7,000.00 |
| Fund Raising | 252.26 | 2,528.51 |
| Bank Interest | 0 | 16.15 |
| Mission Boxes | 196.16 | 103.74 |
| Other Income | 328.50 | 385.44 |
| | <hr/> | |
| Total Receipts | 20,536.16 | 34,603.65 |

| Payments | 2020 | 2019 |
|-------------------------------------|-------------------|------------------|
| | £ | £ |
| Church Expenses: | | |
| Church Office | 117.38 | 297.27 |
| Churchyard | 12.51 | 12.40 |
| Light,Heat & Insurance | 3,566.45 | 3,830.97 |
| Minor repairs/maintenance | 0 | 1,202.00 |
| Upkeep of services | 628.94 | 1,107.23 |
| Organist & Organ | 0 | 170.80 |
| Church Hall costs | 0 | 0.00 |
| Parish Magazine | 343.50 | 324.70 |
| | <u>4,668.78</u> | <u>6,945.37</u> |
| Ministry Expenses: | | |
| Visiting Priests expenses | 0 | 1,293.56 |
| | <u>0</u> | <u>1,293.56</u> |
| Training, Mission, Outreach: | | |
| Sunday School | 0 | 52.50 |
| | <u>0</u> | <u>52.50</u> |
| Out of Parish Expenses: | | |
| Family Purse | 15,382.68 | 10,995.64 |
| Assigned Fees | 1,168.34 | 1,277.65 |
| | <u>16,551.02</u> | <u>12,273.29</u> |
| Giving: | | |
| Charities | 649.00 | 711.90 |
| | <u>649.00</u> | <u>711.90</u> |
| Misc Expenses | | |
| Miscellaneous | 151.07 | 726.31 |
| | <u>151.07</u> | <u>726.31</u> |
| | | <hr/> |
| Total Payments | 22,019.87 | 22,002.93 |
| Excess of Receipts over payments | (1,483.71) | 12,600.72 |

Parish of East and West Tilbury and Linford

St. Catherine's

Bank Reconciliation 2020

£

| | |
|-------------------------------------|-------------------------|
| Balance at 31.12.2019 | 40,360.10 |
| Excess of payments over receipts | 1,483.71 |
| Total | 38,876.39 |
| Transfer to SP Fund | 7,000.00 |
| <u>Balance at 31.12.2020</u> | <u>31,876.39</u> |

Special Purposes Fund 2020

| | £ | £ |
|--|------------------------|------------------------|
| Balance at 31.12.19 | – | 8,895.20 |
| <u>Receipts</u> | | |
| 100 club | 670.00 | |
| Donation | 350.00 | |
| Total | <u>1,020.00</u> | |
| <u>Payments</u> | | |
| Lottery licence | | 20.00 |
| 100 club prize money | 200.00 | |
| Total | <u>220.00</u> | |
| <u>Excess of receipts over payments</u> | 800.00 | |
| Transfer from General Account | 7,000.00 | |
| Balance at 31.12.2020 | | 16,695.20 |
| Churchyard Maintenance 2020 | | |
| Balance at 31.12.19 | | 2,946.56 |
| Receipts | 0.00 | |
| Payments | | |
| Petrol | 30.42 | |
| Churchyard equipment | 5.99 | |
| Tree Survey | 420.00 | |
| Total | <u>456.41</u> | |
| <u>Excess of payments over receipts</u> | | 456.41 |
| <u>Balance at 31.12.2020</u> | | <u>2,490.15</u> |

St. Francis Centre 2020

| | £ | £ |
|-----------------------------------|------------------------|--------------------------------|
| Balance at 31/12/19 | | 7,026.71 |
| Receipts | | |
| Hall Hire | 1,091.00 | |
| Donations (Drop in) | 190.25 | |
| Total | <u>1,281.25</u> | |
| Payments | | |
| Expenses (Drop in) | 53.08 | |
| Utilities | | |
| Gas | 888.92 | |
| Electricity | 357.00 | |
| Water | 77.54 | |
| SubTotal | 1,323.46 | |
| Water refund | 147.49 | |
| Gas refund | 129.13 | |
| Sub Total | 276.62 | |
| Total utility bills | 1,046.84 | |
| Maintenance | 139.58 | |
| Printing/Pewtalk/Broadband | 694.98 | |
| Misc. | 40.00 | |
| Total expenses | <u>1,974.48</u> | |
| Excess of payments over receipts | | 693.23 |
| Balance at 31/12/2020 | | 6,333.48 |
| Balance at Bank 31/12/2020 | | |
| Cash in hand (C Ford) | | 6,327.96 5.52 |
| Balance | | 6,333.48 |

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 2020, 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 remotely this year and 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

15th February 2021