

St. Mary the Virgin, Stotfold
Annual Report of the Parochial Church Council for the Year ended
31st December 2020

Administrative Information

St. Mary's Church is situated off Church Road in Stotfold. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is:

The Vicarage, 61 Church Road, Stotfold, Hitchin, SG5 4NE.

The PCC is a charity registered with the Charity Commission, No. 1131275

PCC members who served since the APCM in 2020 were:

The Incumbent	Rev'd Bill Britt*
The Curate	Rev'd Graham Clark
The Reader	Mrs. Andrea Charsley*
The Churchwardens	Mr. Malcolm Charsley* Vice Chairman Mrs. Jane Hyde*

Representatives on the Deanery Synod.	Mrs. Andrea Charsley Mr. David Ribbans
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Elected Members

Mrs. Alison Collis* Secretary & Treasurer
Mrs Jenny Conway
Mr. Mark Draper
Mr. Steve Hardman
Mrs. Lyn Hayes
Mrs. Lesley Lewin
Mrs. Maureen Winters
Mrs. Ann Scarr
Mrs Carolyn Bleach

Those asterisked* are members of the Standing Committee. Those asterisked** have been co-opted by the PCC.

Service on the PCC is usually for three years at a time; with a break of at least one year after six consecutive years.

COMMITTEES

The PCC operates through a number of committees which make recommendations to the PCC.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the council.

Finance and Stewardship Committee

This committee has an overview of the general finances of the work of St. Mary's by monitoring income and expenditure, budgeting and coordinating the Annual Review of the Christian Stewardship of money through planned giving.

Social and Fundraising Committee

Encourages fellowship within the family of the Church by organizing social events and the raising of money for the General Fund.

Hall Committee

Organizes the letting of the hall and is responsible for keeping the building in a good state of repair.

Building Committee

Oversees the repair and maintenance of the Church building and the churchyard in consultation with the Church Architect.

Charities

The Ecclesiastical Charity of William Field, No. 254218

The Vicar and churchwardens are trustees of the following charities:

The Eleemosynary Charity, No. 25419

The Roe's Charity for the Parish Clerk's House No. 217126

The Roe's Almshouses Charity No. 217125

The Roe's Education Charity No. 307485

H.O. Roe Charity, No. 1190706

St. Mary's Church banks with Barclays PLC. It holds a portfolio of shares via CCLA relating to the Ecclesiastical Charity of William Field and two deposit accounts with the same organization. It has an account with the Churches Mutual Credit Union and money held by the Diocese for the chancel.

The Independent examiner is Mr. Brian Every

The church's legal advisers are the Joint Diocesan Registrars, Matthew Chinery and Sarah Clemenson of Winckworth Sherwood.

The Church Architectural advisers are Barker Associates LLP.

Electoral Roll

During 2020 the Electoral Roll decreased by one to 88, six of whom live outside the parish.

Structure, Governance and Management

St. Mary's PCC has the responsibility of co-operating with the incumbent, in promoting the whole mission of the Church, pastoral, evangelical, social and ecumenical within the ecclesiastical parish. It also has maintenance responsibilities for the Church building, the churchyard and the church hall.

Ministerial Team

Reverend Bill Britt is the Rector of St Mary's the Virgin, Stotfold. The parish also benefits from the ministry of a curate, the Rev'd Graham Clark, a Priest Associate, Rev'd Jane Wheatley, and a Reader, Mrs Andrea Charsley.

Performance and achievements

The Church of England suspended all public worship on 17 March 2020 and closed all church buildings on 24 March. We were allowed to reopen for private prayer on 28 June and public worship resumed on 12 July. From 5 November there was a four-week lockdown during which churches were only open for private prayer. From 3 December, we were among those churches which resumed public worship, following Covid-secure guidelines.

In the first week of the lockdown we began improving our communications with parishioners. A database of email addresses was created and 160 people received a new weekly html newsletter and paper copies were delivered each week to members of the congregation who are not online. We also kept in contact by telephone. Our website was also redesigned. An online version of a quarterly paper magazine was also distributed.

We introduced online recorded services which were sent to 134 subscribers and are also available on our website. The baby and toddler group's activities were live-streamed on Facebook. A weekly email was sent to each Sunday School child with a stories and activities.

From the beginning of December we held a new 9.00am Sunday Morning Prayer Service as well as the regular 10am Parish Communion. Some Sunday activities were suspended such as the 8.00am Communion Service, Sunday School and Evensong and Tea Time Praise moved to Zoom from January 2021. During the week, daily morning prayer continued at 9.00am, as did the 9.45am Wednesday communion service.

A number of activities were suspended from the beginning of the first lockdown including the weekly baby and toddler group and twice-monthly community coffee mornings. A Confirmation Service for which we had prepared candidates was cancelled. Home Communion and hospital visits could not take place.

The pandemic prevented the clergy from physically going into schools to lead worship services and assemblies, although we had a virtual presence through recorded presentations and "Open the Book" assemblies.

The Covid-19 pandemic dramatically changed what it meant to be church. The initial lockdown when the church was closed was a particularly painful period for many in our congregation, including our clergy.

Members of our congregation were volunteers in the Churches Together in Stotfold Covid-19 Support Group, which helped people with their grocery shopping.

Financial Review

The operating deficit for 2020 was £7,603, which was covered by reserves. This compares to an excess of expenditure over income of £8,378 in 2019, £1,578 in 2018, 2,544 in 2017 and £8,554 in 2016.

Total giving on Sunday mornings (including the Parish Giving Scheme, cash collections in services and the envelope scheme and Gift Aid) was £26,924, down only £2,277 during the pandemic when the church was often closed.

Reserves. The 2020 balance in the unrestricted general fund was £18,206, compared to £25,494 at the end of 2019. There are Designated Funds of £68,189 in 2020, up from £52,390 in 2019. There are restricted funds of £4,106.

The 2019 Diocesan Parish Share for St Mary's Church was £49,255, which largely provides the stipends, pension and housing for clergy and training of future ministers.

Reserves Policy

It is PCC policy to maintain a balance, if possible, on unrestricted funds that equates to approximately three months unrestricted payments to cover emergency situations which may arise from time to time.

The Designated Funds of £68,189 had two components, of which £43,113 is retained towards meeting the cost of repairs and alterations to the church building together with the running costs of the building, and £25,076 for the Special Reserve Emergency Fund.

Monies held in Restricted Funds represents monies which have been given for specific purposes.

Approved at the PCC on 19 April 2021

Signed by PCC Chairman



Approved at the APCM on 24 May 2021

Signed by the APCM Chairman



Parochial Church Council of St Mary the Virgin, Stotfold
Balance Sheet at 31 December 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Investment assets	4	783012	732435
CURRENT ASSETS			
Debtors	6	3278	16652
Cash at bank and in hand		<u>92324</u>	<u>84609</u>
		<u>95602</u>	<u>101261</u>
LIABILITIES			
Current Liabilities	7	<u>4941</u>	<u>17062</u>
NET CURRENT ASSETS		<u>90661</u>	<u>84199</u>
TOTAL NET ASSETS		<u><u>873673</u></u>	<u><u>816634</u></u>
FUNDS	5		
Unrestricted		18206	25494
Designated	9	68189	52390
Restricted	9	4106	4576
Endowment	9	783172	734174
		<u><u>873673</u></u>	<u><u>816634</u></u>

The notes on pages 3 to 9 form part of these accounts.

Approved by the Parochial Church Council on 8 March 2021 and signed on its behalf by:


The Rev'd. Bill Britt

Malcolm Charsley
Churchwarden



Parochial Church Council of St Mary the Virgin, Stotfold
Statement of Financial Activities
For the year ending 31 December 2020

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	TOTAL 2020	TOTAL 2019
		£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary income	2a	39936		12761		52697	100734
Income from church activities	2b	7334		84		7418	17357
Income from activities to generate funds	2c	3853				3853	5929
Income from investments	2d	54	21956	14	210	22234	21714
Other incoming sources	2e	48	1489	1741		3278	15681
TOTAL INCOMING RESOURCES		<u>51225</u>	<u>23445</u>	<u>14600</u>	<u>210</u>	<u>89480</u>	<u>161415</u>
RESOURCES EXPENDED							
Charitable giving	3a	90				90	416
Church activities	3b	57927	9435	13635		80997	159561
Church management and administration	3c	766				766	1671
Fundraising costs	3d	12		40		52	87
Other expenditure	3e	33		1080		1113	11920
TOTAL RESOURCES EXPENDED		<u>58828</u>	<u>9435</u>	<u>14755</u>	<u>0</u>	<u>83018</u>	<u>173655</u>
NET INCOMING/(OUTGOING) RESOURCES		-7603	14010	-155	210	6462	-12240
TRANSFERS BETWEEN FUNDS - Note 8		315	1789	-315	-1789	0	0
GAINS AND LOSSES ON INVESTMENTS					50577	50577	115514
NET MOVEMENT IN FUNDS		<u>-7288</u>	<u>15799</u>	<u>-470</u>	<u>48998</u>	<u>57039</u>	<u>103274</u>
BALANCES BROUGHT FORWARD AT							
1 January 2020		25494	52390	4576	734174	816634	713360
BALANCES CARRIED FORWARD AT							
31 December 2020		<u>18206</u>	<u>68189</u>	<u>4106</u>	<u>783172</u>	<u>873673</u>	<u>816634</u>

The notes on pages 3 to 9 form part of these accounts

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2020

1 ACCOUNTING POLICIES

Basis of financial statements.

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2019).

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund accounting

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted Funds are those funds that must be spent on specific restricted purposes as intended by the donors.

Details of the funds held and restrictions are provided in note 8.

Endowment Funds, where the capital must be retained, are explained in note 8.

Incoming resources

Voluntary income and capital sources

Collections are recognized when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognized only when received. Income tax recoverable on Gift Aid donations is recognized when the income is recognized. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by the fete, garden party and similar events are accounted for gross.

Other income

Rental income from the letting of church premises is recognized when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognized in the same accounting year.

Gains and losses on investments

Realized gains or losses are recognized when investments are sold. Unrealized gains or losses are accounted for on revaluation of investments at market value at 31 December.

Parochial Church Council of St Mary the Virgin, Stotfold

Notes to the Financial Statements

For the year end 31 December 2020

Resources used

Grants and donations

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property.

They are listed in the church's Inventory which can be inspected (at any reasonable time). Such assets are not valued in the accounts.

All expenditure incurred in the year on consecrated or benefice buildings or on the repair of movable church furnishings is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500. or less are written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CCLA Church of England Funds, Churches Mutual Credit Union or at the bank.

Parochial Church Council of St Mary the Virgin, Stotfold
Notes to the Financial Statements
For the year end 31 December 2020

2 INCOMING RESOURCES

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	TOTAL 2020	TOTAL 2019
	£	£	£	£	£	£
2a Voluntary income						
Planned giving						
Gift Aid giving	15408				15408	14380
Other planned giving	2736				2736	3046
Income tax recoverable	4680				4680	3925
Collections (open plate) at all services	3289				3289	6280
Income tax recoverable	811				811	1570
Grants			9311		9311	70102
Donations						
Sundry Donations	5805		2994		8799	846
Wall safe	130				130	126
Votive Candlestand	144				144	402
Income tax recoverable	933		456		1389	57
Legacy	6000				6000	0
	<u>39936</u>	<u>0</u>	<u>12761</u>	<u>0</u>	<u>52697</u>	<u>100734</u>
2b Income from church activities						
Church hall lettings	3037				3037	9674
Hire of Church	315				315	1110
Wedding and funeral fees	2464				2464	4067
Magazine	1162				1162	941
Outreach	356		84		440	1565
	<u>7334</u>	<u>0</u>	<u>84</u>	<u>0</u>	<u>7418</u>	<u>17357</u>
2c Income from activities to generate funds						
Social & fundraising events before expenses	3750				3750	5898
Income Tax Recoverable	103				103	31
	<u>3853</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3853</u>	<u>5929</u>
2d Income from investments						
Dividends and interest	54	21956	14	210	22234	21714
	<u>54</u>	<u>21956</u>	<u>14</u>	<u>210</u>	<u>22234</u>	<u>21714</u>
2e Other incoming resources						
Listed Places Grant Scheme VAT repayment		1489	461		1950	14420
Contribution towards churchyard costs			1280		1280	1160
Bank Loyalty rewards	48				48	101
	<u>48</u>	<u>1489</u>	<u>1741</u>	<u>0</u>	<u>3278</u>	<u>15681</u>
TOTAL INCOMING RESOURCES	<u>51225</u>	<u>23445</u>	<u>14600</u>	<u>210</u>	<u>89480</u>	<u>161415</u>

Parochial Church Council of St Mary the Virgin, Stotfold
Notes to the Financial Statements
For the year end 31 December 2020

3 RESOURCES EXPENDED

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020 £	TOTAL 2019 £
3a Charitable Giving						
Donations	90				90	416
	<u>90</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>90</u>	<u>416</u>
3b Church activities						
Ministry:Diocesan parish share	49255				49255	47510
Clergy expenses	1627				1627	2324
Visiting clergy	71				71	0
Church running expenses		5104			5104	6029
Church maintenance & renewals		4331	2769		7100	2456
Major repairs				0	0	88829
Christmas Lights			731		731	0
Church Hall refurbishment			7298		7298	0
Childrens' activities				0	0	104
Church yard	50		2451		2501	1436
Church hall running costs	3155				3155	5105
Baptism and confirmation costs				0	0	90
Organist fees	670				670	1040
Service expenses	1998		302		2300	1566
Magazine costs	316				316	1089
Outreach	785		84		869	1983
	<u>57927</u>	<u>9435</u>	<u>13635</u>	<u>0</u>	<u>80997</u>	<u>159561</u>
3c Church management and administration						
Administration:						
Printing and stationery	371				371	499
Credit card machine				0	0	342
Bank charges	350				350	517
Sundry Expenses	45				45	313
	<u>766</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>766</u>	<u>1671</u>
3d Fundraising costs						
Social and Fundraising events	12		40		52	87
	<u>12</u>	<u>0</u>	<u>40</u>	<u>0</u>	<u>52</u>	<u>87</u>
3e Other Expenditure						
Gift to Curate	33		619		652	0
Grant repaid to Friends of St Mary's following receipt of monies from Listed Places of Worship Scheme			461		461	11920
	<u>33</u>	<u>0</u>	<u>1080</u>	<u>0</u>	<u>1113</u>	<u>11920</u>
TOTAL RESOURCES EXPENDED	<u>58828</u>	<u>9435</u>	<u>14755</u>	<u>0</u>	<u>83018</u>	<u>173655</u>

Parochial Church Council of St Mary the Virgin, Stotfold
Notes to the Financial Statements
For the year end 31 December 2020

	Endowment Funds				
	£				
4 FIXED ASSETS					
Investments					
Movements in the year:					
Market value - 1 January 2020	732435				
Annual revaluation	50577				
Market value - 31 December 2020	<u>783012</u>				
	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	TOTAL 2020
	£	£	£	£	£
5 ANALYSIS OF NET ASSETS BY FUND					
Investment Fixed Assets				783012	783012
Current Assets	21472	68530	5440	160	95602
Current Liabilities	3266	341	1334		4941
Fund balance	<u>18206</u>	<u>68189</u>	<u>4106</u>	<u>783172</u>	<u>873673</u>
6 DEBTORS				2020	2019
				£	£
Income tax recoverable				1283	2429
Prepayments				174	170
Other debtors				1821	14053
				<u>3278</u>	<u>16652</u>
7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR				2020	2019
				£	£
Creditors for goods and services				4551	16207
Accruals				390	855
				<u>4941</u>	<u>17062</u>
8 TRANSFERS BETWEEN FUNDS				2020	2019
Keyboard Restricted Fund not used. Transfer to General Fund as per Donor				315	0
Chancel Fund withdrawal towards cost of Chancel Heating				1789	0
				<u>2104</u>	<u>0</u>

Parochial Church Council of St Mary the Virgin, Stotfold
Notes to the Financial Statements
For the year end 31 December 2020

9 FUND DETAILS

	2020 £	2019 £
The Restricted Funds at the year end are:		
Churchyard fund	3297	3683
Youth Trip Grant	350	350
Toddler Group	1	1
Albs	40	40
Bike 'n Hike	243	315
Banner	13	13
Flower Fund	162	174
	<u>4106</u>	<u>4576</u>
The Designated Funds at the year end are:		
Income from William Field Charity for Building	43113	42364
Special Reserve Emergency Fund	25076	10026
	<u>68189</u>	<u>52390</u>
The Endowment Funds at the year end are:		
Chancel Fund for the repairs and insurance of the Chancel. Ecclesiastical Charity of William Field	7521	8624
	<u>775651</u>	<u>725550</u>
	<u>783172</u>	<u>734174</u>

The Parochial Church Council is the managing trustee of the Ecclesiastical Charity of William Field and therefore, as the Charity is under the control of the Parochial Church Council, the funds of the charity must be shown on the Balance Sheet as an Endowment Fund. The Church cannot use the capital of the charity only advise on investment. The market value of the capital of the trust of £775,651 is included in **Fixed Asset Investments**. However, the income of the Charity is applied to the Church. The Parochial Church Council decided that the income should only be used for the church building, church building running costs and maintenance and therefore the income from the Charity has become a Designated Fund.

10 COLLECTIONS FOR GOOD CAUSES

Collections for Good Causes have been excluded from the Accounts as recommended by Church Accounting Regulations 2006.
Charitable Collections were as follows:

Need Project	516
Children's Society	120
World Day of Prayer	125
Lister Hospital Neonatal Unit	38
	<u>799</u>

Independent Examiner's Report to the trustees of St Mary's Church, Stotfold, Parochial Church Council.

I report on the accounts for the year ended 31 December 2020 which are set out on pages 1 to 8.

Respective responsibilities of the Trustees and the independent examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 required.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the 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 Examiner's Statement

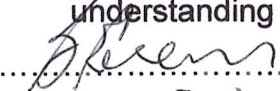
My examination was carried out in accordance with the General Directions given by the Charity Commission .

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 audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give 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.


.....
25/2/21
Brian Every
16 Princes Street
Stotfold,
Hitchin, Herts.

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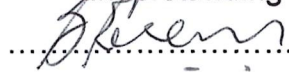
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.....
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Hitchin, Herts.