



The Diocese of St Edmundsbury & Ipswich

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

PAROCHIAL CHURCH COUNCIL

of

ST JOHN THE DIVINE, ELMSWELL

for the

YEAR ENDED 31 DECEMBER 2020



GENERAL INFORMATION

Website: www.stjohnselmswell.org.uk
Facebook Page: www.facebook.com/stjohnselmswell

Church address: St John the Divine
Church Road
Elmswell
Bury St Edmunds
Suffolk IP30 9DZ

Rector: The Revd Peter Goodridge
The Rectory, Church Road
Elmswell
Bury St Edmunds
Suffolk IP30 9DY

Secretary: Mrs Jean Folkard
10 Warren Close
Elmswell
Bury St Edmunds
Suffolk IP30 9DS

Treasurer: Mr Christopher Hall
21 Gardeners Walk
Elmswell
Bury St Edmunds
Suffolk IP30 9ET

Bank: HSBC Bank plc
54 Abbeygate Street
Bury St Edmunds
Suffolk IP33 1LJ

Independent Examiner: Mr Timothy Taylor
Birches Meadow
The Wytchwoods
Pettaugh
Stowmarket
Suffolk IP14 6TB

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

Elmswell Church Land Charity (255055) and The Friends of St John's Church - Elmswell (1083116) are associated registered charities who provide financial support to the PCC. Further details of these charities can be found in the Notes to the Financial Statements – see near the end of the report.

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

AIMS AND OBJECTIVES

The Parochial Church Council has the responsibility of co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

At St John's Church our aim is **to know Christ and make him known** as we

1. demonstrate God's love to the world
2. declare the good news of Jesus Christ
3. depend on God as part of His family

MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL (PCC)

Clergy:

Rector - The Revd Peter Goodridge
Curate - The Revd Ernest Okeke

Term of office ends

Churchwardens:

Mr Michael Brown (Vice-Chairman) May 2021

Deanery Synod Representatives:

Mrs Linda Barber 31 May 2023
Mrs Carol Blissett 31 May 2023
Mrs Margaret Hitchins 31 May 2023

Elected Members:

Mrs Janet Baker APCM 2021
Mr Chris Hall (Treasurer) APCM 2022
Mr Eddie Barber APCM 2022
Mrs Kathleen Rust APCM 2022
Vacant APCM 2022
Mr Derek Folkard APCM 2023
Mrs Jean Folkard (Secretary & Electoral Roll Officer) APCM 2023
Mrs Alex Cubbitt APCM 2023

STRUCTURE

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting (APCM) and in accordance with Church Representation Rules (Rule 16 [1]) one third of the members of the Parochial Church Council are required to retire each year but may stand for re-election.

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.

CHURCH MEMBERSHIP

There are 89 parishioners on the Church Electoral Roll (2019 – 94) of whom 10 are not resident in the parish.

REVIEW OF THE YEAR

Parochial Church Council (PCC)

The PCC met 5 times (3 times using Zoom) during the year, with 90% attendance. Meetings of the International & UK Mission Committee were suspended due to the pandemic, but the Social, Outreach & Fundraising Team (SOFT) met several times (sometimes on Zoom) and minutes of their meetings were reported to the PCC as were those of the committee of Christians Together in Elmswell, of which St John's is a member.

Worship: St John's continues to be a diverse congregation made up of all ages with a range of worship styles. The normal service pattern was disrupted in March 2020 due to the national lockdown. St John's immediately switched to worshipping online using Facebook and YouTube. During the year, this has continued with one main Sunday Service at 10:30am and two services of Night Prayer during the week. From July to October and for three weeks in December, the main service did resume in church with social distancing and other precautions in place. These were also broadcast as a livestream. It is difficult to assess numbers gathering online.

During October, the month used for Diocesan statistics, the average attendance in church was 20 adults and 3 under 16's. This does not include those watching the livestream or in Zoom Sunday School.

The Messy Church fresh expression of Church met once in person in February and once online in April.

Special services, including Maundy Thursday, Good Friday, "Songs of Praise," Ascension Day, Remembrance Day, and Christmas services were online either streamed or via Zoom. Two Christmas services were held in the building, but only attracted a handful of people, most opting to watch online. The Time to Remember service and visits from the primary school and Little Elms (nursery) were, sadly, not held. Only one or two school assemblies were managed before the pandemic began and Open the Book was also put on hold.

Weekly prayer meetings and 3 Bible Study groups continued to meet online and an online weekly "Coffee and Chat" was set up for fellowship. In September, a Zoom Sunday School was created, which has proved successful in connecting with families. Fund raising events were limited to 2 quiz nights (one before the pandemic and one on Zoom in October). Other regular fund-raising events could not take place. The Church operated a temporary foodbank for the community during May and June.

Mission and support agencies supported in 2020 were primarily the Stowmarket Foodbank, CPAS, Suffolk Historic Churches Trust and a schoolchild in Cambodia is being sponsored with donations from congregation members.

The Friends of St John's, which has raised over £50,000 for the Fabric of the church since 1995 sadly was unable to hold many activities in 2020 apart from a few Lent lunches.

Christians Together in Elmswell includes St John's, the Baptist Church and some members of Norton Salvation Army. St John's hosted the Good Friday service online, but there was no Pentecost service. St John's invited CTIE participants to contribute to the St John's online Christmas Carol service. A gift of Bible Society Christmas story booklets were distributed to the children at the primary school.

Summary: Due to the Coronavirus pandemic, 2020 was a most unusual year with many challenges. The Rector was on sabbatical for the first part of the year, but cut it short in mid-March and our worship moved online. We have managed to keep together online and through other means of contact. However, apart from our online Songs of Praise and Carol services, much of our mission, outreach, weddings, baptisms and schools work was limited. The ever-increasing parish share remains our greatest challenge, but was paid in full by making a one-off withdrawing from the Martyrs Memorial Trust Fund. Elmswell continues to be a growing village and we look to God as we continue to serve him faithfully, praying we will bring him glory in all we do.

FINANCIAL REVIEW

Coronavirus Pandemic

Without doubt St John's has been massively affected financially by the Coronavirus Pandemic. The inability to be able to meet together in church, as well as run our highly successful fund-raising events has hit our finances.

The PCC therefore agreed, unanimously, that we would withdraw £25,000 from one of the Trust funds to cover the shortfall caused by the Coronavirus Pandemic. The General Fund carried forward balance of £9,420 is the remaining balance of this fund, to be used for paying off the 2021 Parish Share.

Parish Share

The major expense each year continues to be the Parish Share, which is St John's contribution to the Diocesan Purse. We again paid off the 2020 Parish Share in full (£70,422) by the end of December 2020. This was a considerable achievement as the value was higher than ever before and has now increased by over £12,000 since 2016 and continues to increase each year.

Donations – Contactless, Online and CAF

Since Mid-November 2019 we have had a contactless giving machine in our church. This allows people to simply tap a credit/debit card and make a donation (£5 default). In 2020, we received £154 (after charges) in donations via this method, however this was severely hit by not being able to meet in the church building due to the Coronavirus Pandemic.

We also have the ability to receive donations via an online giving webpage (Virgin Money). This has allowed people to continue to donate to St John's even in the midst of the Pandemic. Donations through this medium have increased by over 28 times compared to last year.

We also continue to receive a number of donations through the giving scheme Charities Aid Foundation (CAF).

Virgin Money and CAF can reclaim the Gift Aid directly from HMRC on St John's behalf, however charge a small fee for doing so. The person donating has a chance to cover these fees as part of their donation however.

Fabric Fund

In 2019 we received some exciting news regarding our Fabric Fund. A generous legacy will generate several thousand pounds per year to the St John's Fabric Fund for the next 100 years. We received our first interest payment in late 2020 of just under £3,000 and this has significantly boosted our Fabric Fund, releasing the pressure on the General Fund.

The Friends of St John's continue to fundraise for the Fabric Fund and, looking forward, we predict the Fabric Fund account will be healthy.

Defibrillator

A £600 donation was received in January 2020 from Mid-Suffolk District Council towards the installation of a defibrillator and the church entrance. This together with the £1,000 donation from the Elmswell Firefighters in 2019 provides a good start to our fundraising to install this, once the strict lockdown rules are restricted.

Fundraising

Unfortunately, 2020 fundraising was hit massively by the Coronavirus Pandemic and we were severely restricted to the fundraising events we could hold. That did not deter us however and we still managed to hold two quiz evenings, one before the lockdown restrictions were imposed, and one virtually on Zoom, both raising over £1,000 for the church funds combined.

Message from Chris

As most of you are aware, this will be my last year completing the accounts for St. Johns. It has been an absolute pleasure and honor to be given the post of Treasurer and St Johns will always hold a special place in my heart. Thank you to everyone for their support and guidance over the past years and I wish you all the best for 2021 and the future.

Chris Hall, St John's Treasurer, February 2021.

RISK ASSESSMENT

The PCC has previously carried out a detailed review of the church's activities (as Charity Trustees) and produced a comprehensive, strategic plan setting out the major opportunities available to the Church and the risks to which it is exposed. The PCC monitors progress against the strategic objectives set out in the plan at each meeting and a comprehensive review of the plan is carried out annually. As part of this process the PCC has implemented a risk management strategy which covers:

1. **Financial Risks** – this is the most common risk to be managed through budget, internal audit and proper financial procedures.
2. **Reputational Risk** – unwelcome publicity which hinders the mission of the Church.
3. **Statutory and Legal Requirements** - to cover health and safety, employment law, child protection and associated difficulties which could lead to compensation claims.
4. **Operational Risk** – threats to the Church's ability to deliver its objectives.

The PCC (as Charity Trustees) have established systems and procedures to mitigate those risks identified in the plan through recording, PCC authorisation and review. The PCC is satisfied the above risks have been reduced to their minimum, by systematic consideration and assessment regarding both the level of risk and the Health and Safety procedures relating to each of the above areas.

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2020
INCOME AND EXPENDITURE ACCOUNT FOR THE GENERAL PURPOSES FUND

<u>General Purposes Fund</u>	2020		2019	
<u>INCOME</u>	£	£	£	£
Voluntary income				
Planned giving (Gift Aid)	23,780		24,877	
Other planned giving (no Gift Aid)	3,210		3,766	
Collections	1,855		6,900	
Donations	3,116		3,975	
Income Tax recovered	7,420		9,297	
Virgin Money	703		25	
CAF Donations	1,600		3,600	
Contactless Giving	154		36	
Legacies	-		-	
Grants	-		5,495	
Restricted donations for parish projects	600		3,144	
Other Restricted donations	<u>541</u>		<u>2,436</u>	
		42,979		63,551
Activities for generating funds				
Church Room lettings	-		55	
Fund raising events	<u>1,326</u>		<u>4,961</u>	
		1,326		5,016
Income from church activities				
Fees		1,380		3,925
Income from investments				
Diocesan Trust Fund	936		944	
Martyrs Memorial & Church of England Trust Fund	<u>7,950</u>		<u>7,899</u>	
		8,886		8,843
Miscellaneous		-		-
	TOTAL INCOME	54,571		81,335
EXPENDITURE				
Fund raising costs		213		746
Church activities				
Charitable donations	410		1,155	
Deanery expenses	0		10	
Diocesan Parish Share	70,442		67,865	
Clergy expenses	1,504		1,924	
Church running expenses	2,271		2,261	
Church maintenance	293		566	
Cost of services	651		1,023	
Upkeep of churchyard	90		0	
Mission	<u>19</u>		<u>286</u>	
		75,680		75,090
Administration		433		971
Parish projects				
Roofing Projects	<u>1,003</u>		<u>6,277</u>	
		1,003		6,277
	TOTAL EXPENDITURE	77,329		83,084
Surplus/deficit for the year		(22,758)		(1,749)
Cashflow reconciliation:				
Balance at HSBC Bank account at 1 January 2020		7,178		8,927
Capital Added		25,000		-
Balance at HSBC Bank account at 31 December 2020		9,420		7,178

INCOME AND EXPENDITURE ACCOUNT FOR THE FABRIC FUND

Fabric Fund

<u>INCOME</u>	2020	2019
	£	£
Voluntary income		
Donations	0	252
Friends of St John's	<u>0</u>	<u>0</u>
	0	252
Income from investments		
Dividend Income from New Investment	2,953	0
TOTAL RECEIPTS	2,953	252
 <u>EXPENDITURE</u>		
Church activities		
Insurance	2,290	2,248
Repairs to Church Fabric	<u>973</u>	<u>253</u>
	3,263	2,501
TOTAL PAYMENTS	3,263	2,501
 Surplus/(Deficit) of Receipts over Payments	 -310	 -2,249
Balance at HSBC Bank & CAF Bank accounts at 1 January 2020	1,339	3,588
Balance at HSBC Bank account at 31 December 2020	1,029	1,339

The Church of England Central Board of Finance investments for the Fund are as follows:

Deposit Fund	Value at 31 December 2020 - £410,182	(2019 - N/a)
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**INCOME AND EXPENDITURE ACCOUNT FOR THE MARTYRS MEMORIAL
& CHURCH OF ENGLAND TRUST FUND**

Endowment Fund

	2020	2019
	£	£
INCOME		
Dividend Income	7,950	7,899
TOTAL INCOME	7,950	7,899
EXPENDITURE		
General Purposes Fund	7,950	7,899
TOTAL EXPENDITURE	7,950	7,899

The Church of England Central Board of Finance investments for the Fund are as follows:

Investment Fund	11,192.01 shares	Value at 31 December 2020 - £229,294	(2019 - £238,062)
Fixed Interest Securities	14,828.48 shares	Value at 31 December 2020 - £25,025	(2019 -£24,295)

INCOME AND EXPENDITURE ACCOUNT FOR THE DIOCESAN TRUST FUND

Endowment Fund

	2020	2019
	£	£
INCOME		
Dividend income	936	944
TOTAL INCOME	936	944
EXPENDITURE		
General Purposes Fund	936	944
TOTAL EXPENDITURE	936	944

The Church of England Central Board of Finance investments for the Fund are as follows:

Investment Fund	1,348.94 shares	Value at 31 December 2020 - £27,581	(2019 - £25,800)
Fixed Interest Securities	2,912.94 shares	Value at 31 December 2020 - £4,927	(2019 - £4,762)

INCOME AND EXPENDITURE ACCOUNT FOR ELMSWELL CHURCH LAND CHARITY

Registered Charity no. 255055

	2020	2019
	£	£
INCOME		
Elmswell Poor's Land Charity	192	369
Investment income:		
Charity Commissioners	164	161
TOTAL INCOME	356	530
EXPENDITURE		
Repair to North Aisle Roof Ecclesiastical Policy Excess	129	0
Elmswell Poor's Land Charity	1	0
TOTAL EXPENDITURE	130	0
Surplus/(Deficit) for the year	226	530
Balance at HSBC Bank account at 1 January 2020	925	395
Balance at HSBC Bank account at 31 December 2020	1,151	925

The COIF Charities investments for the Charity are as follows:

Investment Fund	317 Income Units	Value at 31 December 2020 - £5,710	(2019 - £5,366)
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STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2020

DESIGNATION OF FUNDS	Unrestricted Funds		Restricted Funds	TOTAL £
	Designated	Undesignated		
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>			1,151	1,151
Fabric Fund			1,029	1,029
General Purposes Fund		7,347	2,073	9,420
The CBF Church of England Deposit Account			46	46
TOTAL	0	7,347	4,299	11,646

MONETARY ASSETS	Cash	The CBF Church of England Deposit Account	HSBC Bank	TOTAL £
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>			1,151	1,151
Fabric Fund			1,029	1,029
General Purposes Fund			9,420	9,420
The CBF Church of England Deposit Account		46		46
TOTAL	0	46	11,600	11,646

The *NOTES TO THE FINANCIAL STATEMENTS* on Page 11 form part of these financial statements.

Approved by St John's Parochial Church Council on 15 March 2021
and signed on its behalf by:

.....*P. Goodridge*.....Chairman..... *C. Hall* Treasurer

(The Revd. Peter Goodridge)

(Christopher Hall)

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES OF THE PAROCHIAL CHURCH COUNCIL (PCC)

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 2006 using the accruals basis and comply with the Charities Act 2011 (SORP 2010).

Funds

The General Purpose Fund represents funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf by the PCC.
- Other fixtures and fittings where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.

2. ENDOWMENT FUNDS

The following are capital funds and the PCC may only use the income generated from these investments:

▪ Martyrs Memorial & Church of England Trust Fund

This fund represents the proceeds of the sale of the old Church Hall in School Road in 1988, after deduction of expenses incurred following the re-ordering at the West end of the church in 1993 when the Church Room, Balcony, Kitchen and Toilet were built. The balance to be retained as capital with the PCC able to use the investment income for general purposes or for the maintenance of the fabric. At one time part of this income was reinvested but the current financial situation no longer allows this.

A special exception was made in 2000 when the PCC was granted permission to temporarily withdraw £10,000 capital from the Fund due to the urgent need to carry out repairs to the chancel roof. Thanks to fund raising and the provision of grants the capital was repaid in 2001.

A further exception was made in 2017 when the PCC was granted permission to withdraw £25,000 capital from the Fund due to the urgent need to carry out repairs to the chancel roof.

A further exception was made in 2020 when the PCC voted to withdraw a further £25,000 capital from the Fund due to Coronavirus Pandemic.

▪ Diocesan Trust Fund

This fund comprises money given to St John's with specific instructions that it be retained as capital with the PCC able to use the investment income for general ecclesiastical purposes or for the maintenance of the fabric of the church. There was no further investment in The Church of England Central Board of Finance Investment Fund during 2019.

▪ Fabric Fund Trust Fund

In 2020 St John's was left a legacy of £389,902 and, whilst The PCC are not entitled to the Capital for 99 years, the income the investment generates is restricted for the upkeep of the Church Fabric. The interest is paid directly into the Fabric Fund.

CONNECTED CHARITIES

- **The Friends of St John's Church - Elmswell (*Registered Charity No. 1083116*)**

The organisation raises funds for the upkeep of the church building. The PCC Fabric Fund for 2018 shows an income of £2,000 from The Friends of St John's Church – Elmswell. There was no income from The Friends in 2019 or 2020. The accounts are not included in the PCC's financial report as they are a registered charity in their own right and make their own return to the Charities Commission.

- **Elmswell Church Land Charity (*Registered Charity No. 255055*)**

A charity set up in 1898 for the maintenance of the fabric of the Parish Church of Elmswell, inclusive of the tower, but exclusive of the chancel.

3. PAYMENTS TO TRUSTEES

Any payments made to Trustees (PCC Members) solely relate to reimbursement of expenses incurred in respect of the administration of St John's Church PCC.

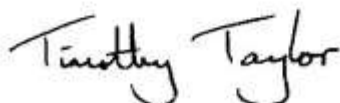
4. The FABRIC FUND includes a balance of £107 in respect of the Handbells Account.

Independent Examiner's Statement

I have examined the accounts of St John the Divine Church, Elmswell for the year ended 31st December 2020.

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 the law; and
 - to prepare accounts which accord with the accounting records and comply with the various legal requirements that apply 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.



Timothy Taylor

Fellow of the Institute of Chartered Accountants (FCA)

Statutory Auditor (ICAEW)

Honorary Independent Examiner

Date: 7 APRIL 2021