



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 2022



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 (Until Nov 2022) 10 Warren Close Elmswell Bury St Edmunds Suffolk IP30 9DS	Mrs Abbie Titchmarsh (From Nov 2022) 98 Bennett Avenue Elmswell Bury St Edmunds Suffolk IP30 9EY
Treasurer:	Mr Michael Schofield Minerva Fairmead Elmswell Bury St Edmunds Suffolk IP30 9HT	
Bank:	HSBC Bank plc 54 Abbeygate Street Bury St Edmunds Suffolk IP33 1LJ	
Independent Examiner:	Mr Mike Smith Bay Tree House The Street Badwell Ash Suffolk IP31 3DG	

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

Term of office ends

Churchwardens:

Mr Michael Brown (Vice-Chairman)
Mrs Linda Barber

May 2023
May 2023

Deanery Synod Representatives:

Mrs Linda Barber
Mrs Carol Blissett
Mrs Margaret Hitchins

31 May 2023
31 May 2023
31 May 2023

Elected Members:

Mr Eddie Barber
Mrs Kathleen Rust
Vacant
Mr Derek Folkard
Mrs Jean Folkard (Secretary until Nov 2022, continues as Electoral Roll Officer)
Mrs Alex Cubitt
Mrs Janet Baker
Mr Michael Schofield (Treasurer)
Mrs Abbie Titchmarsh (from Nov 2022, Secretary from Nov 2022)

APCM 2025
APCM 2023
APCM 2025
Until Oct 2022
APCM 2023
APCM 2023
APCM 2024
APCM 2024
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 81 parishioners on the Church Electoral Roll (2021 – 81) of whom 10 are not resident in the parish.

REVIEW OF THE YEAR

Parochial Church Council (PCC)

The PCC met 5 times (once using Zoom) during the year, with approximately 80% attendance. Reports on fabric, finance, mission, outreach and social events 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. Since COVID, there is one main service each Sunday at 10:30am. On the first Sunday of each month the main service is all age and there is a short, spoken service of Holy Communion at 9:00am. Sunday school met on Zoom at 9:30am (except on the first Sunday in each month) until the summer. Since September, Sunday School returned to meeting in the church room, taking place during the main 10:30am service (except on the first Sunday of each month). The Messy Church fresh expression of Church did not meet during 2022 and there are currently no plans to resume this.

During October, the month used for Diocesan statistics, the average attendance in church was 51 adults and 9 under 16's. There were also approximately 10 individuals joining online or watching later.

Special Sunday services for Mission Sunday (with Margaret Rugira from OMF), Harvest, Remembrance Sunday and Christmas Day took place. Special services on other days of the week were also held - Ash Wednesday, Maundy Thursday, Ascension Day, Time to Remember, Carols by Candlelight, Christmas Eve Nativity and Midnight in Bethlehem. Harvest and Christmas visits from the primary school were times of great joy but, sadly, Little Elms (nursery) did not make it for their nativity (hopefully they will return in 2023). In the school, Open the Book assemblies (a couple of times a term) have resumed and the Rector visits the school for assemblies about three times a term. It was also lovely to have 1 wedding, 7 baptisms and 7 confirmations during the year.

Weekly prayer meetings and 4 Bible Study groups meet (2 in person and 2 online). The Rector also conducts a number of other "one-to-one" Bible studies during the week.

Fund raising and social events included two buffet lunches after services, a church barbecue, the annual Variety & Spice entertainment evening and a concert by *Nutz and Boltz* in church.

Mission and support agencies supported in 2022 were primarily the Stowmarket Foodbank, OMF, Tearfund, 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 activities in 2022.

Christians Together in Elmswell includes St John's, the Baptist Church and some members of Norton Salvation Army. The Good Friday service was on the Green by the railway station, the Pentecost service at the Blackbourne (as part of the Jubilee weekend celebrations) and Carol singing with the SA band was held at the Tavern. Bible Society Christmas story booklets were again distributed to the children at the primary school.

Summary: 2022 was, at last, a more normal year, following the disruption caused by the Coronavirus pandemic. It has been great to have a number of new people join our fellowship, but sad to see a few of our older members pass away. Fond memories remain in our hearts and we trust they are now safely in the Lord's presence. The parish share remains our greatest challenge – we managed to pay the full amount, but only by using other resources. 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

Accounting Basis

On the advice of the independent examiner, the accounts have now been prepared on a cash basis rather than the previous accruals system. This means that only payments cleared by the bank up to the 31st December appear in these figures. Transactions made relating to 2022 but not yet cleared will be included in next year's accounts. Any significant transactions are highlighted in the Notes to the Accounts. This primarily relates to the final payments for the Parish Share and the December claim for gift aid from HMRC. This is the reason for our gift aid income appearing to be much lower than in 2021.

Planned Giving

The level of planned giving, both gift-aided and non-gift-aided, increased by £3,500 during 2022, which equates to a 15% increase from 2021. The trend should hopefully continue during 2023. The income from collections, however, fell by £1,500 during the year, although this figure does not include collections over the Christmas period.

Parish Share

The major expense each year continues to be the Parish Share, which is St John's contribution to the Diocesan Purse. We were only able to pay off £56,000 from the 2022 Parish Share by the end of December, with two further payments made in January, after these accounts were closed, which paid the remaining balance in full. The PCC, at its January meeting, agreed to withdraw £25,000 from the Martyrs' Memorial Fund during 2023 to enable the payment of the shortfall of £8,500 to be made and to provide contributions to the potential shortfalls in 2023 and 2024 – see Notes to Accounts.

Donations – Contactless, Online and CAF

In 2022, we received £859 (after charges) in donations via the contactless giving machine, a considerable increase from 2021.

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

Fabric Fund

As anticipated, we received a total of just over £12,000 in income in 2022. However, during the year the value of all investments was badly hit and now stands at £414,000, almost back to its 2020 value, compared to £469,000 last year. There was a surplus of income over expenditure in the year of £3,500 even allowing for recharging the cost of utility bills to the account.

In addition, we have been advised by CPAS that we could hold the Martyrs' Memorial Fund (present value - £251,500) under our own name which would mean we would no longer need their permission should we wish to use any of the capital for major projects. The value of this fund also decreased considerably within the year from a figure of £285,000 in 2021.

Defibrillator

The defibrillator has now been installed and the first year's subscription paid which covers any maintenance or consumable costs.

Bank Charges

As predicted, the bank charges have averaged nearly £10 per month for the General Purposes account, plus a further £5 per month each for the Fabric Fund and Land Charity accounts. This has accounted for one third of the income of the Land Charity account whose future should be reviewed.

Fundraising

Unfortunately, 2022 fundraising has continued to be hit by various factors and we were again severely restricted in the fundraising events we could hold with a Variety & Spice evening and a cake sale being the only two events which took place. The income from floodlighting contributed £660 towards the total of £984.

Mike Schofield, St John's Treasurer, February 2023.

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 2022
INCOME AND EXPENDITURE ACCOUNT FOR THE GENERAL PURPOSES FUND

<u>General Purposes Fund</u>	2022		2021	
<u>INCOME</u>	£	£	£	£
Voluntary income				
Planned giving (Gift Aid)	24,550		21,449	
Other planned giving (no Gift Aid)	3,232		2,570	
Collections	5,227		7,007	
Donations	1,567		2,035	
Income Tax recovered	5,773		7,167	
Virgin Money	0		410	
CAF Donations	2,000		2,000	
Contactless Giving	859		561	
Legacies	0		0	
Grants	0		0	
Restricted donations for parish projects	2,556		0	
Other Restricted donations	<u>0</u>		<u>656</u>	
		45,764		43,855
Activities for generating funds				
Church Room lettings	-		-	
Fund raising events	<u>984</u>		<u>1,691</u>	
		984		1,691
Income from church activities				
Fees	5,048		3,768	
Income from investments				
Diocesan Trust Fund	944		931	
Martyrs Memorial & Church of England Trust Fund	<u>7,462</u>		<u>7,311</u>	
		8,406		8,242
Miscellaneous		-		-
TOTAL INCOME		60,202		57,556
		2022		2021

EXPENDITURE

	£	£	£	£
Fund raising costs				
Church activities				
Charitable donations	372		654	
Deanery expenses	0		0	
Diocesan Parish Share	56,000		57,116	
Clergy expenses	1,401		1,539	
Church running expenses	351		55	
Church maintenance	0		35	
Cost of services	9		557	
Upkeep of churchyard	0		0	
Bank Charges	112		14	
Mission	<u>0</u>		<u>7</u>	
				59,991
Administration				552
Parish projects				
Defibrillator	<u>1,402</u>		<u>0</u>	
				0
TOTAL EXPENDITURE		60,027		60,543
Surplus/deficit for the year		175		(2,987)
Cashflow reconciliation:				
Balance at HSBC Bank account at 1 January 2022:2021		6,433		9,420
Surplus/deficit for the year		175		(2,987)
Balance at HSBC Bank account at 31 December 2022:2021		6,608		6,433

INCOME AND EXPENDITURE ACCOUNT FOR THE FABRIC FUND

Fabric Fund

<u>INCOME</u>	2022		2021	
	£	£	£	£
Voluntary income				
Donations	0		0	
Friends of St John's	<u>0</u>		<u>0</u>	
		0		0
Income from investments				
Dividend Income from New Investment		12,328		11,922
TOTAL RECEIPTS		12,328		11,922
 <u>EXPENDITURE</u>				
Church activities				
Insurance	2,475		2,345	
Repairs to Church Fabric	2,991		4,115	
Bank Charges	56		<u>5</u>	
Cleaning	1,881			
Utilities	1,361			
Internal Maintenance	124			
Miscellaneous	<u>2</u>			
		8,890		6,465
TOTAL PAYMENTS		8,890		6,465
 Surplus/(Deficit) of Receipts over Payments		 3,438		 5,457
Balance at HSBC Bank & CAF Bank accounts at 1 January 2021		6,486		1,029
Balance at HSBC Bank account at 31 December 2022		9,924		6,486

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

Deposit Fund	Value at 31 December 2022 - £414,178	(2021 – £469,161)
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**INCOME AND EXPENDITURE ACCOUNT FOR THE MARTYRS MEMORIAL
& CHURCH OF ENGLAND TRUST FUND**

Endowment Fund

	2022	2021
	£	£
INCOME		
Dividend Income	7,462	7,311
TOTAL INCOME	7,462	7,311
EXPENDITURE		
General Purposes Fund	7,462	7,311
TOTAL EXPENDITURE	7,462	7,311

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 2022 - £231,243	(2021 - £262,096)
Fixed Interest Securities	14,828.48 shares	Value at 31 December 2022 - £20,330	(2021 - £23,481)

INCOME AND EXPENDITURE ACCOUNT FOR THE DIOCESAN TRUST FUND

Endowment Fund

	2022	2021
	£	£
INCOME		
Dividend income	944	931
TOTAL INCOME	944	931
EXPENDITURE		
General Purposes Fund	944	931
TOTAL EXPENDITURE	944	931

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 2022 - £27,850	(2021 - £31,547)
Fixed Interest Securities	2,912.94 shares	Value at 31 December 2022 - £3,979	(2021 - £4,602)

INCOME AND EXPENDITURE ACCOUNT FOR ELMSWELL CHURCH LAND CHARITY

Registered Charity no. 255055

	2022	2021
	£	£
INCOME		
Elmswell Poor's Land Charity	172	194
Investment income:		
Charity Commissioners	0	167
TOTAL INCOME	172	361
EXPENDITURE		
Repair to North Aisle Roof Ecclesiastical Policy Excess	0	0
Elmswell Church Land Charity	0	
Bank Charges	56	5
TOTAL EXPENDITURE	56	5
Surplus/(Deficit) for the year	116	356
Balance at HSBC Bank account at 1 January 2022	1,507	1,151
Balance at HSBC Bank account at 31 December 2022	1,623	1,507

The COIF Charities investments for the Charity are as follows:

Investment Fund	317 Income Units	Value at 31 December 2022 - £5,761	(2021 - £6,520)
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STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2022

DESIGNATION OF FUNDS	Unrestricted Funds		Restricted Funds	TOTAL £
	Designated	Undesignated		
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>			1,623	1,623
Fabric Fund			9,924	9,924
General Purposes Fund		3,324	3,284	6,608
The CBF Church of England Deposit Account			45	45
TOTAL	0	3,324	14,876	18,200

MONETARY ASSETS	Cash	The CBF Church of England Deposit Account	HSBC Bank	TOTAL £
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>			1,623	1,623
Fabric Fund			9,924	9,924
General Purposes Fund			6,608	6,608
The CBF Church of England Deposit Account		45		45
TOTAL	0	45	18,155	18,200

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

**Approved by St John's Parochial Church Council on 13 March 2023
and signed on its behalf by:**

.....Chairman..... Treasurer

(The Revd. Peter Goodridge)

(Michael Schofield)

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 cash basis and comply with the Charities Act 2011 (SORP 2010).

Funds

The General Purposes 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, primarily for ongoing costs of the defibrillator and for the running costs of Elmswell Food Bank. The restricted funds comprised Food Bank: £1,426; defibrillator: £1,414; sponsorship of Phearak Moeung in Cambodia: £145; Mission: £163; Flowers: £100 and Microphone: £35.

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.

The accounts do not include the gift aid claim for quarter 3 as the funds were received only after the end of the accounting year and will form part of next year's accounts. Similarly, payments made in January relating to the outstanding sum for the Parish Share in 2022 will only appear in next year's accounts.

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 of 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. In 2023 the PCC again voted to withdraw a further sum of £25,000 to enable the full payment of the Parish Share in 2022 and in 2023.

▪ 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 2022.

▪ 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 87 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 2021 or 2022. 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 report to:

The Parochial Church Council ("PCC") of St John the Divine Church, Elmswell.

I report on my examination of the accounts for the year ended 31 December 2022.

Responsibilities and basis of report

The members of the PCC are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with

the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *Michael R Smith*

Name: Michael R Smith

Address: Bay Tree House, The Street, Badwell Ash. IP31 3DG

Date: 28 March 2023