

# **ST MARY'S NORTHCHURCH**

REGISTERED CHARITY 1130418



## **TRUSTEE REPORT 2021/2022**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH  
OF ST MARY'S NORTHCHURCH**

**Registered Charity Number 1130418**

**ANNUAL TRUSTEE REPORT AND ACCOUNTS FOR  
THE YEAR ENDED 31 DECEMBER 2021**

**Incumbent:** Reverend Canon Jonathan Gordon

**Curate:** Reverend Michael Eggleton

**Assistant Curate:** Reverend Miranda Seldon

**Churchwardens:** Evelyn Hodgson and David Sayers

**Hon Treasurer:** Emma McCann

**Office Address:** Parish Office  
Rectory Lane  
Northchurch  
Berkhamsted  
Hertfordshire  
HP4 3QN

**Independent Examiner:** Sarah Porter  
Suite H, The Red House  
111-113 High Street  
Berkhamsted  
HP4 2JF

**Bankers:** NatWest Bank  
199 High Street  
Berkhamsted  
HP4 1BH

## TRUSTEES

The Trustees who have served during the period 20<sup>th</sup> April 2021 until the date of this Annual Parochial Church Meeting (APCM) on 24<sup>th</sup> April 2022.

**Incumbent:** Reverend Canon Jonathan Gordon

**Churchwardens:** Evelyn Hodgson  
David Sayers

**Other PCC Members:** Heidi Baker  
Giles Batchelor  
Andrew Dobbie  
Margit Dobbie  
Brian Hodgson  
Jackie Jones  
Doreen Knapp (ex officio)  
Nick Laing  
Emma McCann (Hon Treasurer)  
Richard North (PCC Secretary)  
Rosemary North (Parish Secretary)  
Gareth Pritchard  
Clare Sayers  
Peggy Sear (ex officio)  
Reverend Miranda Seldon (ex officio)  
Emma Upstone  
David White (ex officio)

**Deanery Synod:** Karen Baldwin  
Nick Bugg  
Rosemary North

# REPORT OF THE TRUSTEES

## Introduction

St Mary's Northchurch is one of the oldest churches in Hertfordshire and situated on the A4251 Northchurch High Street. At weekends the church has the use of the adjacent playground of St Mary's Northchurch Primary School for car parking, access to which is off New Road.

St Mary's is linked with St Bartholomew's church in Wigginton to form a United Benefice.

## Review of the Year

This has been a year of continued challenges due to the ongoing government restrictions caused by the COVID 19 pandemic. Our church life is very much built around our contacts in the local community, and it has been a challenge to maintain those contacts, especially since the church was closed at the end of 2020 and our most popular Christmas services had to be cancelled. We were not able to resume our communal worship until April when restrictions began to be eased.

Prior to reopening the church, full risk assessments were undertaken and sanitisation points and one-way systems installed. At all times the clergy and PCC have taken the utmost care to ensure safety of the parishioners, requesting folk to wear face masks and refraining from singing as and when advised by the government and the Diocese. The pandemic also meant that all planned social and fund-raising events had to be cancelled until the Harvest supper and quiz in October. We were able to hold a CRISIS at Christmas soup lunch and sale in November which took place across both the Parish Room and the church in order to ensure compliance with social distancing advice. This was well attended, and money was sent directly to the charity concerned due to the need for the donation to be made urgently to arrive in time for Christmas.

As usual we participated in the Annual Beds & Herts Historic Churches Trust annual Bike 'n Hike event in September. People were very generous in their sponsorship and over £2,000 was raised to be shared between the Beds and Herts Historic Churches Trust and St Mary's.

David White, one of our Readers, has continued his daily Night Prayer via Facebook, which has proved very comforting for those not able to attend church in person. A new audio-visual system was installed in the church to allow the weekly ten o'clock service to be live streamed service via YouTube. Our thanks go to the executors of late May Smullen whose legacy has helped finance this project. Various church members have now had training to use the system and the streamed services have been well received in the community. Our grateful thanks also go to Giles Batchelor for the enormous amount of time and care that he has taken to supervise the installations and training the team to use the equipment.

The Quinquennial inspection on the church fabric was conducted in October and November 2020 by our architect, Stephen Melvin. His subsequent report indicated that the fabric of the building generally appeared to be in a reasonable condition with the rising damp referred to in previous reports showing signs of improvement from the damp remedial works and is the subject of an ongoing monitoring exercise. There were however, numerous other items which required attention, including some work to the lead flashing on the tower roof, some work on the tower stairs, and the step into the ringing room. This work was completed by a contractor in September.

Other jobs have been undertaken in the churchyard by volunteers, such as removing ivy from boundary walls, clearing gutters, and trimming overhanging branches and hedges. We are grateful that two young men came to assist with the grounds work as part of their Duke of Edinburgh Award Scheme and hope that others will follow in the future.

The flagpole on the church tower has been repainted and the curtain to the main door has been replaced with the help of a very generous donation from a PCC member, and the wall behind it painted. The entrance to the church is now looking much more welcoming. Further items in the church to be dealt with in the near future include painting the radiators and painting the plasterwork in the North Aisle which was replaced in 2011. It is expected that the church fete will be able to go ahead as planned in July 2022 which will help to fund the works above as well as enabling a priority list to be assembled of further maintenance works.

It is disappointing to note that the Parish Pantry is still needed by our community, and a pleasure to be able to report that we are still providing this service to those in need. New shelving was installed inside a cupboard in the church to provide a more permanent storage area.

The Parish Rooms have re-opened, initially, to those groups such as toddler clubs that were prioritised as having a social need together with the uniformed organisations who have a strict risk assessment procedure. Risk assessments have now been written for the use of the hall and people are now able to hire once again for private events, subject to new restrictions being introduced.

The monthly church newsletter has not been restarted at present.

The Rector, Jonathan Gordon, was on Sabbatical during the late summer. In August he cycled between John O Groats and Lands End and raised funds for Phakamisa, a charity based in South Africa and the Berkhamsted-based Hospice of St Francis. Our Assistant Curate, Miranda Seldon, who was priested in June, covered for the Rector during his sabbatical.

We have been delighted to welcome our new organist, Laura Cahillane.

We also take this opportunity to thank David Sayers for the very many years of faithful service as churchwarden and for his many achievements including widening and resurfacing of the paths towards the shops and school and having the broadband installed. His input to the MAP, safeguarding, the finance committee, grounds work, and entertainment have all been invaluable and we are very relieved that he has agreed to stand again as a PCC member and safeguarding officer. We should also thank Nick Bugg, a former churchwarden, who is standing down at the Annual Church Meeting as one of our representatives on the Deanery Synod.

## **Aims and Purposes**

The Trustees constitute the Parochial Church Council (PCC) and is a body corporate governed by the PCC Powers Measure 1956 and Church Representation Rules 2020 and is registered as UK charity number 1130418.

The PCC is a Public Benefit Entity within the meaning of Financial Reporting Standard 102, and it has regard for the Charity for the Charity Commission guidance on public benefit, and in particular the specific guidance on the advancement of religion.

The principle aims of the PCC are to serve the local community by:

- Providing a full programme of public Christian worship
- Teaching the Christian faith
- Encouraging and enabling the local community to worship at the church and become members of the church community
- Providing appropriate pastoral care within the local community
- Promoting whole pastoral, evangelistic, ecumenical and social missions of the Church of England

The PCC is also responsible for the maintenance of the church, the parish rooms and 98 High Street.

## **Governance**

The PCC seeks to implement recognised and appropriate best practice to comply with relevant legislation, regulation and standards. In particular, the PCC attaches a high priority to safeguarding matters and PCC has complied with its duty to have due regard to the House of Bishops guidance on safeguarding children and vulnerable adults. A Safeguarding Officer was appointed several years ago. All clergy and Trustees attend relevant safeguarding courses run by the Diocese of St Albans appropriate to their roles and responsibilities. The PCC has implemented controls and procedures to comply with the General Data Protection Regulations.

The PCC met five times during the year, the first three of which were held on-line via *Zoom*. Face-to-face meetings were able to resume in September. The PCC Standing Committee, consisting of the Incumbent, Churchwardens, Treasurer and Secretary met formally on three occasions, also on-line, the matters discussed being dominated by the implications on St Mary's of the continuing Covid pandemic. The other major item related to the installation of new audio/visual equipment in the church to enable reliable streaming of church services.

The ongoing Coronavirus pandemic again meant that life event services were severely limited. During the year no weddings took place however there was one blessing. There were also 17 funeral or memorial services, 10 baptisms and 15 burials of ashes.

The Electoral Roll as at the ACPM contains 114 names.

## **Financial Report**

2021 has seen the Covid-19 pandemic continue to affect the life of the church and the finances. Income sources remained reduced for a large part of the year as once again events could not take place and many services were cancelled. We have, however, been able to return to some degree of normality and were able to carry out planned works in the church, primarily the installation of the sound system. We did show a deficit in income over expenditure of £18,070 for the year but, this was in line with expectations. It is encouraging too that our investments have once again performed well and the gain on investments for the year stands at £30,967.

### **Income**

Voluntary income was up £3410 on last year, with cash collections rising slightly as services have begun again. Other regular giving has fallen which also means a drop in gift aid reclaimed. Rental income from 98 High Street and income from interest on investments remained healthy

As in 2020 we have continued in 2021 with a lack of weddings held. The increase of £1710 in PCC fees received has been due to funeral numbers and memorials. We were, once again, unable to have a Summer Fete or many of the other social activities usually staged during a year but, with income from Parish Room hire and social activities up on last year we can see the return to normality beginning to take effect. Unfortunately, the magazine advertising income has not returned to pre-pandemic level and this is no longer being circulated. The income from this, however, was rarely more than the printing costs incurred so the overall impact on the finances is negligible.

**Expenditure:**

Our major expenditure in 2021 was the Parish share which was paid in full and on time. We were also, able to continue to assist Wiggington to honour their Parish Share commitment. Church running costs continued to fall in the main due to the lack of services and parish room hire. Cleaning, heating, lighting etc were not necessary whilst the church was closed but, significant increases are expected in 2022 as we return to normal and as the price of energy soars. Our expenditure relating to the work of the church was almost £8k less than in 2020. Maintenance works and necessary electrical works were, however, carried out when allowed. The most significant spend on the church was the £24k spent on the sound system which was funded in the main from general funds.

As we look forward to 2022 we can feel optimistic that the life of the church is finally returning to normality. Planning is underway for the fete in the summer and social activities are being planned. The last couple of years have certainly presented challenges that we could not have imagined but, the church finances have remained healthy and I am sure that 2022 will be a positive year.

**Independent examiner's report to the Parochial Church Council of the St Mary's Church, Northchurch**

I report on the accounts for the year ending 31<sup>st</sup> December 2021 which are set out on the following pages.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. 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;

To follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and

To state whether particular matters have come to my attention.

**Basis of Independent examiner's report**

My examination was carried out in accordance with the general Directions give by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no audit opinion is given and the report is limited to those matters set out in the statement below.

**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 section 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

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.

Except that, the accounts are not exactly in the prescribed format as per the guidance produced by the Business Committee of the General Synod – PCC Accountability 5<sup>th</sup> Edition and attention to the Statement of Assets and Liabilities (Balance Sheet) split between Unrestricted, Restricted and the Endowment Funds and accompanying notes needs to be considered for future accounts.

**Sarah Porter FCA CTA**  
**Porter & Rose Limited**  
**The Red House**  
**111-113 High Street**  
**Berkhamsted**  
**HP4 2JF**



Northchurch Parochial Church Council  
Year ended 31st December 2021

	2021			2020	Variance
	Unrestricted £	Restricted £	Total £	£	£
<b>Receipts</b>					
<b>Voluntary Income</b>					
Planned Income	47539	0	47539	48938	-1398
Cash Collections	1728	0	1728	1155	573
Income Tax Recovered	12621	0	12621	13264	-643
	<b>61889</b>	<b>0</b>	<b>61889</b>	<b>63357</b>	<b>-1468</b>
<b>Other Voluntary Income</b>					
Donations/Legacies (inc HRH Duke of Cornwall)	7894	102	7996	5246	2750
Special Collections / Donations	0	140	140	77	63
Rector's fees	3434	0	3434	3402	32
PCC fees	5960	0	5960	4250	1710
Organist's fees	430	0	430	285	145
Bellringers' fees	40	0	40	30	10
Verger's fees	308	0	308	140	168
	<b>18066</b>	<b>242</b>	<b>18308</b>	<b>13430</b>	<b>4878</b>
<b>Events and Activities</b>					
Magazine Advertising Income	0	0	0	708	-708
Parish Room Hire	945	0	945	595	351
Historic Churches Cycle Ride	0	945	945	983	-38
Social Activities	0	77	77	0	77
	<b>945</b>	<b>1022</b>	<b>1967</b>	<b>2285</b>	<b>-319</b>
<b>Other Income</b>					
Bank Interest	7	0	7	60	-53
Dividends	319	0	319	313	6
C B F Interest	150	0	150	245	-95
Donald Lockhart Memorial Fund	5925	0	5925	5721	203
Northchurch Development Fund	10	0	10	83	-73
Miscellaneous Income	-652	0	-652	1941	-2593
Rent for 98 High Street	16800	0	16800	15101	1699
VAT Reclaim	0	0	0	889	-889
Organ Restoration Fund	0	0	0	286	-286
Building Fund Income	0	1087	1087	61	1026
Choir / Music	0	1232	1232	0	1232
	<b>22558</b>	<b>2319</b>	<b>24877</b>	<b>24700</b>	<b>177</b>
<b>Total Receipts</b>	<b>103458</b>	<b>3582</b>	<b>107040</b>	<b>103772</b>	<b>3268</b>

**Northchurch Parochial Church Council**  
**Year ended 31st December 2021**

	<b>2021</b>	<b>2020</b>	<b>Variance</b>
	£	£	£
Payments			
Grants			
Overseas Missions and Relief Agencies	140	237	- 97
UK Missions and Relief Agencies	7,602	6,990	612
	<b>7,742</b>	<b>7,227</b>	<b>515</b>
Relating to the Work of the Church			
Diocesan Quota	54,559	54,559	- 0
Rector's fees paid to Diocese	3,434	3,402	32
Church Running Expenses	13,378	15,734	- 2,356
Clergy Expenses	3,069	2,488	581
Service & License Costs	1,009	1,180	- 171
Youth Worker Allowance	-	1,625	- 1,625
Honoraria	615	790	- 175
Organist	975	735	240
Churchyard	2,015	5,659	- 3,644
Magazine	-	1,056	- 1,056
Printing	343	38	305
Organ Maintenance	696	786	- 90
Verger Fees	1,965	1,540	425
Other Expenditure	494	510	- 16
Fundraising Costs (incl Fete & Social Acti	60	-	60
Youth Work Expenses	30	76	- 46
C B F Interest Reinvested	160	328	- 168
Independent Examination	120	150	- 30
	<b>82,923</b>	<b>90,656</b>	<b>- 7,733</b>
Maintenance Costs			
Major Capital Expenditure	-	-	-
98 High Street	3,004	814	2,190
Buildings Maintenance	30,905	13,272	17,633
Parish Room	536	1,006	- 470
	<b>34,445</b>	<b>15,092</b>	<b>19,353</b>
Total Payments	<b>125,110</b>	<b>112,975</b>	<b>12,134</b>
<b>Deficit for Year</b>	<b>-18,070</b>	<b>-9,203</b>	<b>-8,866</b>

Charity/Fund Title	Account No.	No. Shares	Value per Share	Dividend/ Interest	Value of Fund at 31/12/21
<i>National Westminster Bank</i>					£73,048.00
<i>With St Albans Diocesan Board of Finance</i>					
Northchurch Development Fund	132001842D			£10.21 reinvested	£19,625.89
Donald Lockhart Memorial Fund	132001875S			£5,924.75	£233,461.60
<i>With Central Board of Finance of the Church of England</i>					
Fixed Interest Securities Fund	632008001F			£140.81 reinvested	£5,096.45
Deposit Fund	632008001D			£9.25 reinvested	£17,772.35
<i>COIF Charity Funds</i>					
Bailey Charity	282190001T	18	£13.51	£9.51	£370.20
Ridley for Church Fabric Fund	282190002T	56	£13.51	£29.62	£1,151.72
Ridley for Churchyard Fund	282190004T	56	£13.51	£29.62	£1,151.72
Michael Memorial fabric Fund	282190003T	58	£13.51	£30.67	£1,192.85
Gwynedd Charity	282190005T	89	£13.51	£47.06	£1,830.41
Thelwall Trust for Churchyard Up	282190006T	89	£13.51	£47.06	£1,830.41
A Ashley	282190007T	32	£13.51	£16.92	£658.12
C B Kings Children for Churchyard	282190008T	15	£13.51	£7.94	£308.50
Randall Memorial Foreign Missio	268810000T	62	£13.51	£32.79	£1,275.12
Browne Charity	332730001T	128	£13.51	£67.68	£2,632.50
					<b>£12,401.55</b>
					<b>£361,405.84</b>

Signed as accepted on behalf of St Mary's Northchurch PCC:

*Jonathan Gordon*

*13<sup>th</sup> April 2022*

Revd Canon Jonathan Gordon

Date