

## **Report and Accounts for the Parochial Church Council of Wickford and Runwell for 2020, presented May 2021**

### **Aims and purposes**

The Parochial Church Council (PCC) of Wickford and Runwell is responsible for co-operating with the Team Vicar, the Revd Sue Wise, while the Team Rector's post is vacant, in promoting within the ecclesiastical parish the whole mission of the church. The PCC is specifically responsible for the church buildings of the parish, St Andrew's, London Road, Wickford, St Catherine's, Southend Road, Wickford, and St Mary's, Runwell, and the church halls associated with St Catherine's and St Mary's, and offers oversight to the District Councils of each of these churches, as they manage the day to day life of the buildings and congregations.

### **Objectives and Activities**

The PCC is committed to enabling worship in all three churches which resources those who share in it to live lives of faithfulness and service, is welcoming and attractive to newcomers, and helps to make God known to those on the fringes of faith. We are committed, also, to living out our faith, both corporately and individually, in ways which serve the local community practically and pastorally.

### **Achievements and performance**

#### **Worship and Prayer**

Patterns of worship are largely shaped by the DCCs in conjunction with the Team Vicar, Revd Sue Wise. Our weekly pattern of services, which had remained stable, was impacted throughout the year by the lockdown restrictions caused by the COVID-19 pandemic. We were able to quickly establish an online presence via Facebook livestream and later added a YouTube channel for recorded services for those who are not Facebook users. During the first lockdown the Sunday Eucharist was live-streamed from Revd Sue Wise's spare room, as clergy were not allowed into the churches. Daily Evening Prayer was added to our online services, one midweek Eucharist was maintained as was the pattern of Sunday evening services, these being in a more meditative style as found in reflective evening prayer and the Healing Eucharist, as well as a Book of Common Prayer Evening Prayer. Leading worship and preaching has been shared by both clergy and licensed lay ministers (the latter in training up to October 2020). When able to re-enter our churches St Andrew's, as the largest and most flexible space, was used for worship after the appropriate risk assessments and guidance had been adhered to, with bookings taken to attend and live-streaming continuing. Individual prayer time was put in place in St Catherine's once a week. A further lockdown curtailed the use of two churches on a Sunday, though by the end of September Revd Steven Lissenden had been priested and could therefore preside at the Eucharist, allowing further flexibility.

Average Sunday attendance across the parish in October was 27 in church and 53 on Facebook, though this latter is difficult to qualify given the way statistics appear to be recorded. The annual Service of Commemoration for the departed was held on Facebook and gratefully received by many in the community. Christmas services were also online, and numbers watching were encouraging. There was a total of 6 baptisms during the early months of the year, with many being rescheduled for 2021. Many of these families are not regular members of our congregations and we are delighted to be able to respond to their desire to bring new family members into the church. The number of weddings was 2, again with several others rescheduling for 2021. Both of these weddings were late bookings so had missed the meeting where we invite couples preparing for marriage to meet the clergy team and took place under COVID restrictions. The clergy continue to have an active ministry in taking funerals in our churches and in local crematoria.

Our monthly Messy Church, drawing on a team from across the three congregations, which offers an opportunity for worship for parents, carers and children had to be put on hold after March, as did our Open the Book Team which takes the stories of both Old and New Testaments into local primary schools. Clergy and laity lead a weekly act of worship on Wickford CE Infant School, which was able to continue once the school was reopened, using recordings made by Revd Sue Wise, who also provided assemblies via ZOOM and recordings to some of the other schools in the parish at festival times (Harvest and Christmas).

### **Deanery Synod**

Four members of the PCC now sit on deanery synod, as do the clergy. During the COVID-19 pandemic there were two meetings only, with new parish representatives being elected at the APCM during the year.

### **Our Buildings**

During 2020 the north-west buttresses at St Catherine's were repaired, though later there was further movement, probably due once more to the dry weather, and re-opened cracks are being monitored. As part of the last quinquennial report's advice, there was a portion of the floor of St Mary's repaired, where tiles were replaced with second-hand ones which matched those existing. The organ was also fully repaired. In November an attempted break-in at St Andrew's resulted in repairs being made to a kitchen roof light window. The refurbishment of the painted glass windows is ongoing.

### **Mission and Evangelism**

A team from across the parish continued to staff the ecumenical Gateway Project, the local foodbank, until this had to be kept to a minimum as appropriate social distancing processes were put into place. Congregation members continued to give generously in kind. Clergy and laity support the work of local schools as governors, volunteers, and in taking assemblies, and also regularly visit four of the local care homes, which also had to be curtailed during lockdowns, though contact was maintained as much as possible. The three churches continue a strong tradition of hospitality to the local community, especially through coffee mornings, lunches and social events. The twice-monthly coffee morning in Runwell, and Meet and Make sessions continued to reach out to those on the fringe of and beyond our congregations, until such time as they had to be cancelled due to the restrictions. Occasions for sharing and exploring faith have been created through our education programme. We held our annual Parish Study Day in January and our Lent Course moved to ZOOM as the lockdown commenced. The parish, under the leadership of a small group of laity, raises funds for the Tumaini Education Project of Positive Life Kenya and this giving continued during the pandemic. Each of our three churches continue giving to chosen charities, and to respond to particular appeals.

Throughout the pandemic our Facebook Group has increased significantly in membership, with several new people who have attended church in person when able. This and our website are kept up to date with news and schedules as well as daily prayer offering.

### **Pastoral Care**

Much pastoral care within our congregations is informal and mutual. Our team of pastoral visitors continue to support individuals in need, and have been increasingly involved in offering home communion, and, with others, in visits and services in local care homes. During the periods of lockdown the pastoral visitors and clergy were in frequent phone and email contact with as many parishioners as was possible, with networks of support built up within congregations and via our Mothers' Union. At appropriate points letters and news were sent to the whole electoral roll.

## **Financial Review**

The total income for the parish for this year was £119,666 of which £31,166 was restricted funds from donations and grants. Total unrestricted income of £88,500 was sufficient to meet the general expenditure of the parish, which excluding restricted expenditure and the contribution to parish share, was £37,419. Both income and expenditure were affected by a large degree by the extraordinary circumstances of Covid-19. The parish paid £49,000 towards the parish share of £96,113. Restricted funds of £31,166 have been used on restoration and building maintenance particularly the repair to the buttress at St Catherine's Church. Restricted funds totalling £10,241 are available for future specific projects across the parish. The parish treasurer would like to record her gratitude to the treasury team as a whole for all their support in the last year especially under the difficult circumstances everyone was working under

## **Structure, Governance and Management**

PCC and DCC members are elected and appointed according to the Church Representation Rules. All members of our congregations are encouraged to register on the electoral roll and to participate in the annual elections. PCC members are responsible for all matters of general concern and importance to the parish, including decisions about its finances. The full PCC met four times in 2020, some of which were on ZOOM. There were a number of meetings with the wardens and ministry teams to determine the strategies for opening the churches during the restrictions.

The District Church Councils for St Andrew's, St Catherine's, and St Mary's and other committees were overseen by and reported back to the PCC.

## **Administrative Information**

The parish of Wickford and Runwell is part of the diocese of Chelmsford, within the Church of England. With the release of 8 Friern Walk, the correspondence address is to be changed to St Mary's Vicarage, Church End Lane, Runwell, Wickford SS11 7JQ.

The PCC is a body corporate (PCC Powers Measure 1956 and Church Representation Rules 2006): the charity number is 1128199.

Members of the PCC who have served at any time from 1 January 2020 until the date of this report are

### **Ex Officio members**

The Revd Susan Wise Associate Priest (till November 2020) Team Vicar (from November 2020)

The Revd Steven Lissenden Assistant Curate (from September 2019)

### **Elected and Co-opted Members**

Seye Abiodun, churchwarden

Valerie Bryan, churchwarden (till October 2020)

Angela Wagstaff (from October 2020)

Richard Feldwick, churchwarden

Andrew Morl, churchwarden

Alan Jones, churchwarden

Lisa Griffiths, churchwarden

Yvonne Branson, deanery synod representative and PCC Treasurer

Margaret Maguire, deanery synod representative and Electoral Roll Officer (from February 2019)

Marjorie Stanford, deanery synod representative

Diana Taylor, deanery synod representative (till October 2020)

Emma Doe, deanery synod representative (till October 2020), LLM from October 2020

Pat Watson, deanery synod representative (till October 2020)

Steven Lissenden (till September 2019)

Michael Gibson

Pam Petts, vice-chair of PCC

John Skinner

Michael Tricker, LLM from October 2020

Robert Peall, PCC Secretary and Electoral Roll Officer (till January 2020)

Marina Bailey Safeguarding Officer, Acting PCC Secretary (from Jan 2020)

**Wickford & Runwell Team Ministry**

**Annual Report  
and  
Consolidated Financial Statements  
of the  
Parochial Church Council**

**For the year ended 31st December 2020**

**Incumbent:**

**Rev'd Jane Richards  
Area Dean  
St Andrew & Holy Cross  
The Fremnells  
Basildon**

**Parish Office:**

**St Andrew's Church  
London Road  
Wickford  
SS12 0AN**

**Bankers:**

**Barclays Bank Plc  
De Burgh House  
Market Road  
Wickford  
SS12 0BA**

**Independent Examiner:**

**Mrs Carol Harmsworth  
17, Foxhatch  
Wick Meadows  
Wickford  
Essex  
SS12 9RP**

**Registered Charity number 1128199**

**PAROCHIAL CHURCH COUNCIL OF WICKFORD & RUNWELL TEAM MINISTRY**

**RECEIPTS AND PAYMENTS STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2020**

	Unrestricted Funds £	Restricted Funds £	<b>TOTAL FUNDS 2020 £</b>	<b>TOTAL FUNDS 2019 £</b>
<b>Incoming Resources</b>				
<b>Voluntary Income</b>				
Planned Giving	34,708.31		34,708.31	36,281.99
Collections & other giving	3,121.76		3,121.76	9,199.03
Income Tax Recovered	12,464.94	545.00	13,009.94	9,053.86
<b>Other Voluntary Income</b>				
General Donations	8,682.36	52.00	8,734.36	16,770.30
Grants	1,750.00	29,912.00	31,662.00	7,852.00
<b>Activities for Generating Funds</b>				
Fetes, Bazaars & other fund raising	519.50		519.50	7,255.71
100 Club	323.00		323.00	864.00
Parish Magazine / Other			0.00	172.70
<b>Income from church activities</b>				
Parochial fees	11,617.00		11,617.00	16,825.00
Church hall rents	14,933.75		14,933.75	19,919.93
Other rents			0.00	0.00
<b>Income from Investments</b>				
Bank Interest - General	4.71		4.71	8.91
Bank Interest - Restricted		9.95	9.95	19.21
<b>Other incoming resources</b>				
Charitable collections		647.00	647.00	517.00
Miscellaneous	374.80		374.80	1,038.00
<b>TOTAL INCOMING RESOURCES</b>	<b>88,500.13</b>	<b>31,165.95</b>	<b>119,666.08</b>	<b>125,777.64</b>
<b>Resources Used</b>				
Other fund raising costs	79.92		79.92	136.03
<b>Church Activities</b>				
Organ, Choir etc	777.22		777.22	3,057.33
Building maintenance & Restoration	3,679.34	34,913.72	38,593.06	6,080.77
Heat, light & power	7,045.24		7,045.24	7,952.48
Insurance	4,476.45		4,476.45	5,642.48
Upkeep of Services	1,751.15		1,751.15	3,322.89
Parish Magazine			0.00	538.60
Church Hall running costs	4,365.07		4,365.07	7,785.04
Churchyard	5,255.00	800.00	6,055.00	6,210.00
Cleaning & Rubbish Removal	1,344.07		1,344.07	3,371.82
Water & Sewage Charges			0.00	389.68
Other Ordinary Parish Expenditure	634.15		634.15	1,800.62
<b>PCC Quota Payments to Diocese</b>				
Stationery&Photocopying	696.11		696.11	1,143.51
Parish Share	49,000.00		49,000.00	57,100.00
Team Expenses	7,115.60		7,115.60	9,438.51
Fees			0.00	207.00
Donations to Charities/Mission	200.00	551.96	751.96	3,658.72
<b>TOTAL RESOURCES USED</b>	<b>86,419.32</b>	<b>36,265.68</b>	<b>122,685.00</b>	<b>117,835.48</b>
<b>NET INCOMING RESOURCES</b>	<b>2,080.81</b>	<b>(5,099.73)</b>	<b>(3,018.92)</b>	<b>7,942.16</b>
Funds brought forward 1 January 2020	201,724.07	14,940.62	216,664.69	208,722.53
Transfers	(400.00)	400.00	0.00	0.00
Prior Year Adjustment			0.00	0.00
<b>Funds carried forward 31 December 2020</b>	<b>203,404.88</b>	<b>10,240.89</b>	<b>213,645.77</b>	<b>216,664.69</b>

# PAROCHIAL CHURCH COUNCIL OF WICKFORD & RUNWELL TEAM MINISTRY

## BALANCE SHEET AT 31 DECEMBER 2020

	Notes	2020	2019
	£	£	£
<b>Fixed assets</b>			
Tangible fixed assets			
St Catherines Hall		110,000.00	110,000.00
St Mary's Hall		76,000.00	76,000.00
Investments			
<b>Total fixed assets</b>		<b>186,000.00</b>	<b>186,000.00</b>
<b>Current assets</b>			
Stock			
Debtors			
Short term deposits	5,287.55		7,326.99
Cash in hand			
Cash at bank	22,358.22		23,337.70
<b>Total Cash &amp; Bank</b>	<b>27,645.77</b>		<b>30,664.69</b>
Creditors: amounts falling due within one year			
<b>Net current assets</b>		<b>27,645.77</b>	<b>30,664.69</b>
Creditors: amounts falling due after more than one year			
<b>Total assets less current liabilities</b>		<b>213,645.77</b>	<b>216,664.69</b>
<b>TOTAL NET ASSETS</b>		<b>213,645.77</b>	<b>216,664.69</b>
<b>Funds</b>			
<b>Restricted funds</b>		<b>10,240.89</b>	<b>14,940.62</b>
<b>Unrestricted funds</b>		<b>203,404.88</b>	<b>201,724.07</b>
	1	<b>213,645.77</b>	<b>216,664.69</b>

Approved by the Parochial Church Council on and signed on its behalf

Chairman

**PAROCHIAL CHURCH COUNCIL OF WICKFORD & RUNWELL TEAM MINISTRY**

**STATEMENT OF FUNDS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>NOTE 1</b>	<b>Bal b/fwd 1 Jan 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers, other gains and losses</b>	<b>Bal c/fwd 31 Dec 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Fund</b>					
PCC General fund	8,100.52	14,467.33	(56,811.71)	45,050.00	<b>10,806.14</b>
St Andrews DCC	312.29	21,061.97	(6,754.07)	(13,900.00)	<b>720.19</b>
St Andrews DCC CBF	728.53	3.10			<b>731.63</b>
St Catherines DCC	359.96	14,732.87	(4,667.05)	(9,350.00)	<b>1,075.78</b>
St Catherines Hall	2,429.00	4,925.72	(3,465.69)	(1,000.00)	<b>2,889.03</b>
St Catherines Hall Value	110,000.00				<b>110,000.00</b>
St Mary's DCC	1,735.31	23,489.50	(7,234.44)	(17,800.00)	<b>190.37</b>
St Mary's Hall	1,658.46	9,819.64	(7,486.36)	(3,000.00)	<b>991.74</b>
St Mary's Hall Value	76,000.00				<b>76,000.00</b>
St Mary's Vicarage	400.00			(400.00)	<b>0.00</b>
	<b>201,724.07</b>	<b>88,500.13</b>	<b>(86,419.32)</b>	<b>(400.00)</b>	<b>203,404.88</b>
<b>Restricted Fund</b>					
PCC Kenya Fund	219.82	196.00	(100.96)		<b>314.86</b>
St Andrews Fabric	4,041.03	32.00			<b>4,073.03</b>
St Andrews Charity Fund	0.00	71.00	(71.00)		<b>0.00</b>
St Catherine Charity Fund	0.00	380.00	(380.00)		<b>0.00</b>
St Catherine Organ	424.41	1.80			<b>426.21</b>
St Catherine Hearne	838.83	3.57			<b>842.40</b>
St Catherines Rectory	412.49	1.75			<b>414.24</b>
St Catherine Restoration	1,713.56	29,933.96	(30,603.72)		<b>1,043.80</b>
St Catherine Churchyard	855.11		(800.00)		<b>55.11</b>
St Catherine Church Music Fund	127.21				<b>127.21</b>
St Mary Organ	71.85	0.30			<b>72.15</b>
St Mary Restoration	134.31	0.57			<b>134.88</b>
St Mary Restoration in Current Acc	6,102.00	545.00	(4,310.00)	400.00	<b>2,737.00</b>
	<b>14,940.62</b>	<b>31,165.95</b>	<b>(36,265.68)</b>	<b>400.00</b>	<b>10,240.89</b>
<b>Endowment Fund</b>					
Fund 1	0				<b>0.00</b>
Fund 2	0				<b>0.00</b>
Fund 3	0.00			0.00	<b>0.00</b>
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total funds</b>	<b>216,664.69</b>	<b>119,666.08</b>	<b>(122,685.00)</b>	<b>0.00</b>	<b>213,645.77</b>



**Independent Examiner's  
Report to the trustees/  
members of**

Parochial Church Council of Wickford and Runwell Team Ministry Accounts

**On accounts for the year  
ended**

31 December 2020

**Charity no  
(if any)**

1128199

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 trustees concerning any such matters*. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view 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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

**Signed:**

C. E. Harmsworth

**Date:**

22-05-21

**Name:**

Carol Harmsworth

**Relevant professional  
qualification(s) or body (if  
any):**

Association of Chartered Certified Accountants

**Address:**

17 Foxhatch, Wickford, Essex, SS12 9RP