

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN BURWELL
WITH ST ETHELDREDA AND THE HOLY TRINITY REACH**

**Trustees' Report and Accounts
For the year ended 31st December 2021**

Registered Charity No 1129567

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN BURWELL
WITH ST ETHELDREDA AND THE HOLY TRINITY REACH**

Trustees Report for the year ended 31st December 2021

PCC Members during the year

Ex-officio members

Rev Canon Dr Eleanor Williams	Incumbent	
Rev Paula Spalding	Associate Priest	
Stephen Martin	Churchwarden	
Jacqueline Portman	Churchwarden	Resigned 5 th November 2021
Janine Stewart	Joint Secretary	
Valerie Badcock	Joint Secretary	
Terry Chalmers	Treasurer	

Deanery Synod Representatives

Joanna Proctor	Licensed Lay Minister
Christine Fleming	

Elected Members

Thomas Elton	Churchwarden's Assistant	
Caroline Smith	Churchwarden's Assistant	
Wendy Smith	Churchwarden's Assistant	
Myrna Leech		
Robin Proctor		
Patricia Chalmers		
Simon Ogilvie		
Katherine Ogilvie		
Simon Portman		Resigned 5 th November 2021
Sally Swann		

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Trustees Report for the year ended 31st December 2021

Vicarage Address: The Vicarage
22 Isaacson Road
Burwell
Cambridge
CB25 0AF

Registered Charity Number: 1129567

Independent Examiner: Mr Simon Rogers
1 Pound Close
Burwell
Cambridge
CB25 0EP

Bankers:	Barclays Bank plc 58 High Street Newmarket Suffolk CB8 8NH	CCLA Investment Management Ltd CBF Church of England Funds Senator House 85 Queen Victoria Street London EC4V 4ET
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The parish church of St Mary the Virgin stands in a prominent position in High Street, Burwell, Cambs, CB25 0HB. It is in the Parish of Burwell with Reach, within the Fordham and Quy Deanery. St Mary's is a very fine Perpendicular building and is Grade 1 listed. It also forms part of a conservation area. St Mary's Church stands on a site previously occupied by an Anglo Saxon church in a conservation area at the south-western end of the village. It is part of a complex of ancient buildings including (the remains of) Burwell Castle, built by King Stephen in the C12th and itself on the site of a substantial Roman building, adjacent to a spring.

The Church of St Etheldreda and The Holy Trinity, Fair Green, Reach, Cambridgeshire CB25 0JD is a Grade II listed Victorian church. It occupies a prominent position on the east side of the green in the centre of the village, alongside the Village Centre and the village pub. Its Victorian architecture is completely in keeping with the overall ambience of the village.

The parishes of Burwell and Reach were combined in April 2004 to form the benefice of Burwell with Reach.

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Trustees Report for the year ended 31st December 2021

Structure Governance and Management

The PCC confirm that the annual report and audited accounts comply with the requirements of the Charities Act 2011 and the Charities SORP 2005.

Governing Document

The Parochial Church Council is a corporate body established by the Church of England and the PCC operates under the Parochial Church Council Powers Measure.

Recruitment and Appointment of PCC

The appointment of PCC members is governed by and set out in the Church Representation Rules.

Risk Management

The PCC has carried out a review of the major risks to which the charity is exposed. Where appropriate policies have been established to mitigate the risks the charity faces. These policies are periodically reviewed to ensure they continue to meet the needs of the charity.

Organisational Structure

In order to carry out its aims and objectives, the PCC sets up sub-committees, which may include other church members. Among these are groups to manage the church shop and the Guildhall.

Related Parties

St Mary's Preservation Trust

The Preservation Trust is an independent charity, set up by the PCC in 1979 with the sole responsibility of conserving the fabric of the building of the church for the benefit of future generations. It is non-denominational and draws funds from both regular supporters and grant-making bodies.

Feoffees

Burwell Church Lands Charity dates back to the 16th century when land was donated for the benefit of the Poor and the maintenance of the Parish Church. It now makes modest grants to assist children and young people living in Burwell to pursue their educational needs, and supports the upkeep of the Guildhall and grants the Church use of the building.

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Trustees Report for the year ended 31st December 2021

Objectives and Aims

In accordance with The PCC Powers Measure of 1956, the PCC aims to co-operate with the Vicar in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Mission Statement

As the parish churches of Burwell & Reach we gather as people of all ages, seeking to grow together in faith, hope and love, sharing the good news of God's love through

- Our prayer and worship
- Our daily lives
- Our service in our communities & in the world
- Our buildings being warm & welcoming centres of prayer and community life.

Public Benefit

The PCC has paid due regard to the Charity Commission guidance on public benefit. We aim to provide a welcoming building for use of the whole community, whilst also meeting the expanding needs of the church. Our buildings are open not only as places of worship, but also as venues for cultural events such as concerts and exhibitions, for smaller community meetings. While recognising our rich heritage, we are moving forward with new facilities to enhance our buildings.

Achievements and Performance

The effects of the COVID pandemic continued to affect all aspects of church life throughout the year. As the vaccination programme rolled out, many people returned to church, but others remained vulnerable or anxious and preferred to worship at home. Our approach throughout has been to protect each other and respect the needs of the most vulnerable, and we therefore continued to offer worship online and through paper resources as well as in person.

Our Fresh Expression, Messy Church for families and Refresh Café for toddlers and their parents or carers continued to meet throughout the year, sometimes on-line, or in the churchyard and it was encouraging to see these groups thriving.

The pandemic gave us many opportunities to work in partnership with the wider community, an approach encouraged by our Partnership for Missional Church programme. One highlight of this was filling the church and churchyard with various representations of angels made by individuals and groups in the village. This display coincided with the presentation of Community Angel awards to people who go the extra mile to support others in the community.

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One highlight of the year was the licensing of Revd Paula Spalding as our Associate Priest by the Archdeacon of Cambridge. Another was a concert by St Martins in the Fields singers, who had supported churches across the country by supplying recordings of hymns to use in on-line and live services. The church was as full as restrictions allowed for both events and the concert raised £500 for church funds.

After many years of delay and planning, a faculty was obtained for the re-ordering of Reach church, using a generous legacy. The scheme will see the installation of a toilet and servery, with new electric heating and efficient insulation to improve the comfort of the church in an eco-friendly way. Planning permission was also granted for alterations to the churchyard to provide level access and a pleasant garden area designed with biodiversity in mind. A firm of builders was appointed and the church was cleared ready for building work to start in January 2022.

Financial Review

Unrestricted incoming resources were significantly above last year at £114,167. Although the bulk of this income derives from the generous giving of Church members, this was lifted by a substantial legacy of £15,500 received this year. Resources expended of £103,128 showed reductions from earlier levels, partly due to less use of Church buildings, but were affected by heavy expenditure on repairs to the Guildhall. The PCC policy of making charitable grants of ten per cent of unrestricted income was maintained, and £7,100 was transferred to the restricted Mission Giving fund to support this. The net surplus on unrestricted funds was £3,941 compared to the previous year's surplus of £4,609. Unrestricted reserves stood at £115,785 at the end of the year.

Restricted funds recorded total incoming resources including transfers of £11,151. Expenditures predominantly on the Reach re-ordering project were £35,320 and mission giving grants totaled £7,440. The expenditures were offset by a significant investment gain of £109,104 resulting in closing restricted reserves of £1,097,028.

In summary, many sources of PCC income were adversely affected by the COVID-19 restrictions, but the PCC benefited from the legacy from the late Pauline Rogers generously shared by Fordham PCC. The PCC budget for 2022 shows an expected deficit. It is, however, reassuring that PCC reserves remain in a strong position, and also that the Whitehead investments, necessary to fund the development project, show a further increase in value.

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Principal Funding Sources

The major regular source of income is charitable donations from a generous and committed congregation. Useful additional income is derived from restricted fund dividends and income from Guildhall lettings. The church shop is merely self-supporting.

Investment Policy

The PCC reserves and restricted funds are invested with the CBF Church of England Funds, and in appropriate deposit accounts which are reviewed regularly.

Reserves Policy

The PCC aims to maintain unrestricted reserves at a level of between six months and eighteen months average expenditure. At the end of 2021 unrestricted cash reserves were approximately £115,000, with annual unrestricted expenditure of £103,000.

Future Developments

We are looking forward to the completion of the church development project in Reach and to continuing to develop our relationships with the communities in both Burwell and Reach.

Approved at the Parochial Church Council meeting on 23rd March 2022

Signed:

Rev Canon Dr Eleanor Williams
(Vicar)

THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN BURWELL WITH ST ETHELDREDA AND THE HOLY TRINITY REACH

Independent Examiner's Report on the Accounts

Responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, and that an independent examination is needed.

This report on the accounts of the PCC for the year ended 31 December 2021 is in respect of an examination carried out under section 145 of the Charities Act 2011, following procedures laid down in the General Directions given by the Charity Commission. The report will 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 Commissioners. 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 I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination no matter has come to my attention:

a) 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

b) to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Mr Simon Rogers
1 Pound Close
Burwell, Cambridge, CB25 0EP

6th March 2022

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources						
Incoming resources from generated funds						
Voluntary income	70,032	—	3,849	—	73,881	80,567
Activities for generating funds	645	—	—	—	645	718
Investment income	4,827	8,322	57	—	13,207	13,931
Other voluntary income	15,573	—	144	—	15,718	1,279
Incoming resources from charitable activities	12,716	—	—	—	12,716	8,969
Other incoming resources	2,051	—	—	—	2,051	176
Total income	105,845	8,322	4,051	—	118,219	105,642
Resources used						
Grants	120	—	7,439	—	7,559	6,745
Charitable activities	101,793	—	35,320	—	137,114	139,016
Charitable activities - support costs	1,214	—	—	—	1,214	1,741
Costs of generating funds	—	—	84	—	84	79
Total expenditure	103,127	—	42,843	—	145,971	147,583
Net income / (expenditure) resources before transfer	2,717	8,322	(38,792)	—	(27,751)	(41,940)
Transfers						
Gross transfers between funds - in	17,000	—	7,100	—	24,100	32,125
Gross transfers between funds - out	(12,100)	(12,000)	—	—	(24,100)	(32,125)
Other recognised gains / losses						
Gains / losses on investment assets	—	—	109,103	—	109,103	60,388
Net movement in funds	7,617	(3,677)	77,410	—	81,351	18,447
Total funds brought forward	71,266	40,578	1,019,617	—	1,131,462	1,113,015
Total funds carried forward	78,884	36,901	1,097,027	—	1,212,814	1,131,462
Represented by						
Unrestricted						
General fund	46,808	—	—	—	46,808	38,991
Reach Legacy Fund	32,076	—	—	—	32,076	32,274
Designated						
Capital Expenditure Fund	—	36,901	—	—	36,901	40,578
Restricted						
Bridgeman Trust Fund	—	—	1,498	—	1,498	1,311
Building Work Fund	—	—	43,676	—	43,676	40,235
Burwell Sunday School Fund	—	—	3,756	—	3,756	3,756
Mission Giving Fund	—	—	500	—	500	500
Reach Legacy Fund	—	—	717,331	—	717,331	684,344
St Andrew's Church Fund	—	—	327,853	—	327,853	286,822
Youth Work and Sunday School F	—	—	2,410	—	2,410	2,647

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
	Audio visual equipment	780	1,315
	Kitchen equipment	480	600
	Reach Legacy Acc	134,843	340,022
	Reach Legacy Inc	184,292	161,228
	St Andrew's mission church	327,853	286,822
	Bridgeman trust	1,498	1,311
	Burwell Sunday school	3,756	3,756
	Total Fixed assets	653,505	795,056
Current assets			
	Barclays current account	24,575	32,104
	Barclays deposit account	12,598	20,095
	CBF deposit account	467,630	241,482
	Barclays current account - Bldg	14,101	10,675
	Floats	260	260
	CBF deposit account - Bldg	29,402	29,387
	Gift aid tax recoverable	2,707	2,501
	Stock - CentrePeace	200	50
	Accounts Receivable	8,887	1,478
	Total Current assets	560,362	338,034
Liabilities			
	Post Box Account	—	—
	Agency collections	—	—
	Accounts Payable	1,054	1,629
	Total Liabilities	1,054	1,629
	Net Asset surplus(deficit)	1,212,814	1,131,462
Reserves			
	Excess / (deficit) to date	(27,751)	(41,940)
	Starting balances	1,131,462	1,113,015
	Gains/(losses) on investment assets	109,103	60,388
	Total Reserves	1,212,814	1,131,462
	Represented by funds		
	Unrestricted	78,884	71,266
	Designated	36,901	40,578
	Restricted	1,097,027	1,019,617
	Endowment	—	—
	Total	1,212,814	1,131,462

Approved at the Parochial Church Council Meeting on 23rd March 2022

Signed:

Rev'd Canon Dr Eleanor Williams
(Vicar)

Terry Chalmers
(Treasurer)

Analysis of income and expenditure

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
INCOME AND ENDOWMENTS						
Incoming resources from generated funds - Voluntary income						
1101BF - Bank giving - Bldg	—	—	2,880	—	2,880	2,880
1101CH - Bank giving	41,408	—	—	—	41,408	39,129
1102CH - Envelope giving	4,508	—	—	—	4,508	4,732
1103CP - Other planned giving	3,627	—	—	—	3,627	11,020
1104CH - Plate collections	1,225	—	339	—	1,564	2,393
1105BF - Gift aid tax recoverable - Bldg	—	—	630	—	630	630
1105CH - Gift aid tax recoverable	11,197	—	—	—	11,197	10,598
1106CH - WeddingFuneral collections	9	—	—	—	9	432
1108CH - Donations	8,057	—	—	—	8,057	8,750
Total	70,032	—	3,849	—	73,881	80,567
Incoming resources from generated funds - Activities for generating funds						
1402CH - Other fund raising events	645	—	—	—	645	718
Total	645	—	—	—	645	718
Incoming resources from generated funds - Investment income						
1501CH - Dividends	4,676	8,320	—	—	12,997	12,551
1502SS - Dividends - Sunday School	—	—	41	—	41	57
1503BF - Bank deposit interest - Bldg	—	—	15	—	15	124
1503CH - Bank deposit interest	150	2	—	—	153	1,198
Total	4,827	8,322	57	—	13,207	13,931
Incoming resources from generated funds - Other voluntary income						
1201YW - Youth work and outreach income	—	—	144	—	144	707
1203CH - Legacies	15,500	—	—	—	15,500	500
1204CH - Wall safe	73	—	—	—	73	72
Total	15,573	—	144	—	15,718	1,279
Incoming resources from charitable activities						
1301CP - CentrePeace takings	985	—	—	—	985	1,061
1302GH - Guildhall lettings	7,221	—	—	—	7,221	6,089
1303CH - WeddingFuneral fees	4,509	—	—	—	4,509	1,818
Total	12,716	—	—	—	12,716	8,969
Other incoming resources						
1601CH - Other income	2,051	—	—	—	2,051	176
Total	2,051	—	—	—	2,051	176
INCOME TOTAL	105,845	8,322	4,051	—	118,219	105,642

EXPENDITURE

Grants

2101CH - Overseas missions	—	—	1,200	—	1,200	1,050
2102CH - Overseas relief agencies	—	—	1,850	—	1,850	1,250
2103CH - Home missions and Societies	120	—	4,389	—	4,509	4,445
Total	120	—	7,439	—	7,559	6,745

Charitable activities

2201CH - Ministry Share	59,112	—	—	—	59,112	59,149
2202CH - Clergy expenses	1,566	—	—	—	1,566	1,381
2203CH - Verger and services costs	945	—	—	—	945	407
2204CH - Choir and organ costs	1,574	—	—	—	1,574	2,637
2211CH - Electricity	2,013	—	—	—	2,013	2,042
2211CP - Electricity - CentrePeace	152	—	—	—	152	590
2211GH - Electricity - Guildhall	574	—	—	—	574	981
2212CH - Fuel oil and gas	613	—	—	—	613	1,256
2213GH - Gas - Guildhall	1,320	—	—	—	1,320	956
2214CP - Water - CentrePeace	158	—	—	—	158	104
2214GH - Water - Guildhall	514	—	—	—	514	284
2215CP - Rent - CentrePeace	4,160	—	—	—	4,160	4,160
2216CP - General rates - CentrePeace	61	—	—	—	61	21
2217CH - Insurance	4,903	—	—	—	4,903	4,728
2217GH - Insurance - Guildhall	900	—	—	—	900	888
2221CH - Maintenance and cleaning	3,133	—	—	—	3,133	2,731
2221CP - Maintenance - CentrePeace	36	—	—	—	36	186
2221GH - Cleaning - Guildhall	324	—	—	—	324	828
2222CH - Repairs and renewals	4,335	—	—	—	4,335	4,785
2222GH - Maintenance - Guildhall	12,872	—	—	—	12,872	2,442
2223BF - Building to serve project	—	—	—	—	—	1,241
2224CH - Reach Church Re-ordering	—	—	34,896	—	34,896	43,819
2225CH - Depreciation	655	—	—	—	655	455
2231SS - Teaching materials	—	—	104	—	104	—
2231YW - Youth work and outreach expenses	—	—	319	—	319	1,036
2241CP - Stock purchases - CentrePeace	303	—	—	—	303	115
2242CH - Miscellaneous expenses	1,564	—	—	—	1,564	1,748
2242CP - Sundry expenses - CentrePeace	—	—	—	—	—	39
Total	101,793	—	35,320	—	137,114	139,016

Charitable activities - Charitable activities - support costs

2301CH - Printing and stationery	1,100	—	—	—	1,100	1,600
2302CH - Books and publications	114	—	—	—	114	141
Total	1,214	—	—	—	1,214	1,741

Costs of generating funds

2401CH - Costs of fund raising events	—	—	—	—	—	20
2402BF - Other fund raising costs - Bldg	—	—	84	—	84	59
Total	—	—	84	—	84	79

EXPENDITURE TOTAL	103,127	—	42,843	—	145,971	147,583
GRAND TOTAL	2,717	8,322	(38,792)	—	(27,751)	(41,940)

**THE PCC OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN BURWELL
WITH ST ETHELDREDA AND THE HOLY TRINITY REACH
Notes to the Financial Statements for year ended 31st December 2021**

STATEMENT OF ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention.

Funds

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.

The accounts 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 main affiliation to another body nor those that are informal gatherings of Church members.

Restricted funds represent amounts given to the PCC where the donor has specified that the funds are spent on a particular purpose.

Incoming Resources

Voluntary income

Collections are recognised when received by the PCC.

Gift Aid donations are administered directly by the Church and the Gift Aid is recognised as income at the same time that the donation is recognised as income, which is when the donation is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the ultimate receipt is virtually certain, and the monetary value can be measured reliably.

Amounts charged and raised at church events, such as money for food provided, and sale of books and craft items at the church shop, are recognised as income. Associated expenditure is recognised separately under Resources Expended.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value at the time of gift to the PCC, if material and feasible, or else at the amount actually realised from their disposal.

Rental income

Rental income from the letting of church premises is recognised when the rent is due in accordance with the arrangement, lease or licence.

Income from investments

Dividends and interest are accounted for when receivable.

Resources Expended

Liabilities

Liabilities are recognised as soon as the legal or constructive obligation arises.

Grants payable

These are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

Activities directly relating to the work of the Church

The diocesan quota or ministry share is accounted for when payable. Any quota 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.

Governance costs

These could include the costs of the preparation and audit of the statutory accounts and the cost of any legal advice to trustees on governance or constitutional matters.

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by Section 10(2) (a) and (c) of the Charities Act 2011. No value is placed on moveable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

Capitalisation of tangible fixed assets

Tangible fixed assets are capitalised if they will be used for more than one year and cost over £300.

Depreciation of tangible fixed assets

Depreciation is provided on all fixed assets on a straight line basis calculated to write off the cost over their expected useful lives, as follows:

Short-life electrical equipment	4 years
Other fittings and equipment	10 years

No depreciation is provided on buildings due to their high residual value.

Stock

Stock is second hand books and craft items held for sale in the Church shop.

It is valued at the lower of cost and net realisable value, with no value given to s/hand books.

Current Assets

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

Taxation

The PCC is a charity and as such is not liable to taxation.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.