

HEACHAM PARISH CHURCH, NORFOLK

**ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL**

FOR THE YEAR ENDED 31 DECEMBER 2020

INCUMBENT

**Revd. Veronica Wilson
The Vicarage
Church Lane
Heacham
King's Lynn
Norfolk PE31 7HJ**

BANKS

BARCLAYS

**91-92 High Street
King's Lynn
PE30 1BL**

NATIONWIDE

**5-11 St Georges St
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IM99 1AS**

SANTANDER Business Banking

**Bridle Road
Bootle
L30 4ZY**

INDEPENDENT EXAMINER

**Mr Bryan Hoyle
31A High Street
Heacham
King's Lynn
Norfolk PE31 7DB**



Heacham Parish Church

REPORTS FOR THE APCM 2021

Vicar's review of 2020

2019 ended on a high for us as a church, with the success of our Angel festival, bringing church and community together. We were looking forward to building on that in 2020. Then life changed for us all with the Covid Pandemic and 2020 became a year of great challenge, grief, and sadness for our whole world. It also changed the life of the church here in Heacham.

Heacham Parish Church's response to the pandemic has been one of prayer, pastoral care, and offering the hope we find in Jesus to each other and our community. Thank you to everyone who has prayed, cared, and learnt new skills! We have adapted our worship, our daily prayer, we have used social media and online technology to reach people and to worship, as well as using the trusty telephone to call each other!

We have responded to all the Covid changes with caution and care, ensuring everyone is kept safe. The resilience and adaptability that we have all shown has been outstanding. I am very proud to have been part of Heacham Parish Church during this time, when new relationships have been formed, when the church's role in the village has been very valued and appreciated, when although the church building was closed the church was far from shut!

Thank you, thank you, thank you for the part you played in 2020.

We ended 2020 on a high too, by 'Lighting up Heacham with Stars', an online carol service watched by 500+ people, and worship in church on Christmas eve and Christmas day. The star of hope on the church tower still shines over the village.

The final verses from Ephesians chapter 3, sum up for me all that God has done, through us this extraordinary year ...

'Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations and for ever and ever. Amen

Veronica

Revd Veronica Wilson

April 2021

1. TREASURER'S REPORT & ADOPTION OF ACCOUNTS FOR 2020

The 2020 Accounts show an excess of receipts over payments of £25,228.95 (2019 deficit of £12953) leaving the Church with a cash balance of £39642.09 (2019 - £145632). However, without the legacy (16,577) and grant (10,000) there would have been a deficit of £1348. It is difficult as a result of the affect of Covid and our change in accounting systems to compare the last two years accounts. Overall payments have been reduced by just over £12500 and receipts excluding grant and legacy by nearly £6000.

The fall in service collections (£6035) and Gift Aid Envelopes (£4746) due to services being suspended as a result of Covid and people switching to S/O, was more than made up for by the increase in Standing Orders (£9869) and Gift aid (£1725). As a result Tithes distributed in 2021 will be £4630 (2020-£4572).

There was a conscious effort in 2020 to control expenditure and this is reflected particularly in the reduction in both church (almost £3000) and hall running costs (£1300) as well as administration costs (over £800).

Expenditure in 2021 will be much higher as a result of the repair work needed for the tower floor (cost at least £10,000 and may be as high as £20,000) and the update needed to the electrics at both Church and Hall (approx. £4000). Without fundraising and donation requests our assets will be greatly reduced.

"It is recommended that the APCM resolves to adopt the report and accounts for 2020 as attached."

Attached please find:

- 1 A copy of the Independent Examiners certificate.
2. The Receipts and Payments Account for 2020 including the Statements of Assets and liabilities.

3. Return of Parish Finance

John Norman Treasurer

2. CHURCHWARDEN REPORT – 2021

What a year- Everything was progressing as usual until 20 Mar when the difficult decision to close the church was taken prior to the 1st National Lockdown- who was to know that this decision to close would be undertaken twice more before the end of the year.

Church services went on line via You-Tube every Sunday at 8am and were recorded in living rooms, gardens and sometimes alone in Church. Thanks to Richard, Gordon and Hilary for co-ordinating and creating these services. Those without internet were offered written services, many thanks to Sue and Alison for distributing them every week.

All meetings continued but on Zoom (most of us had never heard of Zoom prior to March- but how grateful were we that it existed) as did the daily prayer sessions. A pastoral phone chain was instigated as was a pastoral support group. Both are important in their own right and still continuing to serve the church members and Heacham community today.

Several weddings were postponed until 2021, but the New Years Eve wedding was brought forward to the 24th Dec to beat the Tier 4 lockdown on 26th Dec.

The Ministry team has performed many funerals, at the crematorium, in church and at the graveside, all to the relevant Covid regulations at the time (mainly with the maximum of 30 mourners)

I wish to thank **everyone**, as everyone helped, in minor or major ways, to keep the Church going throughout this difficult and exceptional year.

Liz Dormer-Ainge

3. FABRIC REPORT – 2021

2020 started in February with the quinquennial inspection and the report was received in March, just prior to lockdown.

Various items were highlighted as urgent including electrical checks and lightning conductor safety test. These have been acted on but due to the Covid situation the church electrical checks were only completed in April 2021.

During May-when doing weekly checks of the Church Building during the National Lockdown, a problem was discovered in the Church tower during a rain storm. Investigations (over a long period of time) have found the problem was the Tower roof gutter collapsing causing water to pour down the brickwork and removing the mortar around the tower window. A fundraising campaign has been started to cover the cost (approx £25,000) and a builder has been appointed.

The lead flashing over the south aisle roof has been reseated. The twice- yearly gutter clearing has been done – thanks to Alex and Terry for doing this. All routine yearly checks have been completed- PAT testing /fire extinguishers.

The church hall has had quite a bit of work performed on it prior to the Library taking temporary residence in March until the new community centre is built in the village. The heating was upgraded to gas radiators and the hall was completely repainted in February. Many thanks to Richard, Karen, John, Peter, Keith and Sue for painting and to the ladies who supplied lunch every day for the workers.

In between lockdowns, the church hall guttering was replaced and the soffits painted. Thanks to Alex, Richard and Keith and to Terry for supplying the guttering and paint. Electrical work needs to be undertaken in 2021

All routine yearly checks have been completed – PAT testing/fire extinguishers
Report to St Mary's Heacham APCM

Liz Dormer-Ainge

4. SAFEGUARDING REPORT 2021

In the last few months, I have entered two new applicants for Disclosure and Barring System (DBS) and one renewal. There are several other Disclosures which need to be renewed. I will be working through these over the next few weeks. My personal situation and the lockdown have presented challenges, but as a parish we are in fairly good shape. When new people are joining the PCC, they will need to complete a Personal Confidential Declaration. Here is a link to the document to be filled out.

[Confidential-Declaration-Form-Dec-2020.pdf \(dioceseofnorwich.org\)](#)

The current PCC members completed this in 2020. If someone is elected again, they will not need to repeat this. The Personal Confidential Declaration form can be filled on-line and I will send the necessary link to anyone who needs it. If anyone needs to know the background on this, this is the link to the Diocese Safeguarding guidance.

[Parish Safeguarding Handbook — Diocese of Norwich](#)

The hire of the church hall requires the organisation occupying the premises to have procedures in place on safeguarding. This was done for the Parish Council who are the sole users with the library.

As a parish, we need to make sure that we have policies on safeguarding. The PCC complied in all respects with the House of Bishops guidance on Safeguarding as required by s5 of the Safeguarding and Clergy Discipline Measure 2016.

Richard Gowland

5. ELECTORAL ROLL

There were 100 people on the roll last year and 94 this year. Some have moved away and some have died.

6. PCC REPORT

There was a total of 9 meetings of the PCC this year. Three were held in person before the Lockdown and the remaining six meetings were held virtually using Zoom.

There was one Church Warden and 7 other PCC Members this with one Deanery Synod representative.

7. MISSIONS GROUP REPORT 2021

During 2020 we were able to hold only one live event before Lockdown began.

A second Stamp Trimmathon for The Leprosy Mission was held in church on Tuesday March 10th. 15 people spent hours trimming and sorting stamps, perused the Bring and Buy stall and shared an oriental lunch. £75 was raised for TLM's appeal for hospital staff in Myanmar.

The Trimmettes have continued to trim and sort stamps as they have been available, but this has been curtailed due to the office closure and travel restrictions imposed. No prayer meetings were able to be held.

The tithe charities supported by the church in 2020 were:

The Leprosy Mission

Tansen Hospital Nepal

The Goodman family with OMF

The Foundation for Relief and Reconciliation in the Middle East (now Mosaic Middle East)

Water Aid

CAP

Nelson's Journey

Veronica Welham

8. MOTHERS UNION 2021

The last year has been difficult. We last met physically in February and haven't met since (not even on Zoom- many members do not use the internet)

At the 2019 AGM Heacham Mothers Union had agreed to officially close the group in Dec 2020 with a Church Service. This is still the aim but has been put off until the Covid situation improves and all members have had their vaccines.

During the year, 2 members have died (Molly Sage and Mary Sanders) and 2 had to enter care homes - Sadly Kathleen Herbert has since died (feb 21) but Val Seymour finally returned to her own home at the end of Dec.

The Mothers Union group continue to be involved with the Mothers Day Service and supplied primula plants to be distributed. It was decided that due to the National Lockdown all households known to the church would receive a pot plant delivered to their houses. Many thanks to the volunteer distributors. Who was to know the same situation would happen in 2021 as well.

Liz Dormer-Ainge

9. CHILDREN's REPORT MAY 2021

Sadly, there is very little to report as due to the Covid-19 pandemic all children's activities have been suspended.

I have endeavoured to keep in touch informally with the two children of Church families but with no formal activities in the church for children and young people such as the Sunday morning group (Discovers) or Messy Church, links with children from the wider community, and wider church family, have not been regularly maintained. Some packs of materials and Easter eggs were sent out to some of the Messy church links at Easter.

As we gradually ease the lockdown and restrictions thought should be given to how we can rebuild our links with children and their families in the village and how we can provide sustainable activities suitable for children of a wide age range and needs.

Perhaps we may need to do some sort of 'market research' and identify where the greatest needs are for children and young people in the village, being mindful of what is already (usually) available and what human and material resources we have to offer? Consideration should be given to one off events and activities as well as offering the ongoing weekly or monthly activities and how to make our current services more child friendly especially once baptisms are resumed etc.

Lynda Swain

10. COMMUNITY SUPPORT REPORT 2021

We started back in 2020 by bringing together a number of volunteers from the church and village – 32 in total, however 4 had to drop out almost right away for various reasons. We then had calls coming in thick and fast for help with prescriptions needing collecting, samples to be dropped off, hearing aid batteries collected and so on. This amounted to 117 people on the list officially and I believe some of the volunteers also may have picked up a few folks near to them on a neighbourly basis.

When the first lockdown ended last August quite a few folk went back to collecting their own again as they began to feel more confident with going out again, others have continued throughout.

The second lockdown did not change things at all as it was a shorter time span. However, with the 3rd one starting it seemed that the government advice was to shield once again if you came into one of the categories listed and I had one or two more requests, one return and one new person.

This time we have a few less volunteers as some are still able to work or health reasons have got in the way – one due to have her second baby in a short time, so we are down to 21 now, but hopefully this should be ok if things stay as they are.

Both Veronica and I have made some good relationships over the phone in the last year with people we would probably never have come into contact with apart from this, it has been good to have the church and village working together in the last year and I have hoped from the start to get everyone together as a thank you when we finally can, hopefully not too far in the future!

It would be good to continue to work across borders in time to come, we need to think and pray on this one and see where God may use us.

Chris Murray

Parish

Financial Statement for the Year Ended 31 December 2020 Receipts and Payments Accounts

Note	Unrestricted Fund	Designate d Fund	Restricted Fund	Endowme nt Fund	Total 2020	Total 2019
	£	£	£	£	£	£
Receipts						
Voluntary receipts:						
Collections at Services	3	1,930.85	-	-	1,930.85	7,965.00
Planned giving	3	43,257.00	-	-	43,257.00	33,388.00
All other giving/voluntary receipts	3	3,953.92	-	-	3,953.92	15,342.00
Grant Income	3	11,065.00	-	-	11,065.00	1,065.00
Legacies Received (Capital Value)		16,577.28	-	-	16,577.28	-
Gift Aid recovered		11,786.27	-	-	11,786.27	10,061.00
		88,570.32	-	-	88,570.32	67,821.00
Activities for generating funds	3	54.62	-	-	54.62	1,745.00
Investment income		80.74	-	-	80.74	61.00
Church activities	3	14,100.03	-	-	14,100.03	16,102.00
Other income	3	3,873.27	-	-	3,873.27	-
Total receipts		106,678.98	-	-	106,678.98	85,729.00
Payments						
Church activities:						
Parish share		47,700.00	-	-	47,700.00	48,575.00
Clergy and Staffing costs	4	6,769.92	-	-	6,769.92	6,250.00
Church running expenses	4	13,032.16	-	230.00	13,262.16	18,973.00
Mission giving and donations	4	5,344.39	-	-	5,344.39	7,214.00
Building work and repairs	4	3,159.14	-	-	3,159.14	7,104.00
Administration Costs	4	2,102.79	-	-	2,102.79	3,038.00
Other expenditure	4	721.55	-	-	721.55	3,274.00
		78,829.95	-	230.00	79,059.95	94,428.00
Cost of generating funds	4	2,539.34	-	-	2,539.34	3,894.00
Total Payments		81,369.29	-	230.00	81,599.29	98,322.00
Excess of receipts over payments		25,309.69	-	230.00	25,079.69	- 12,593.00
Transfers between funds						
		-	-	-	-	-
		25,309.69	-	230.00	25,079.69	- 12,593.00
Cash at bank and in hand at 1 Jan		11,990.43	-	2,571.97	14,562.40	-
Cash at bank and in hand at 31 Dec		37,300.12	-	2,341.97	39,642.09	14,562.40

Statement of Assets and Liabilities

Note	Unrestricted Fund	Designate d Fund	Restricted Fund	Endowme nt Fund	Total 2020	Total 2019
	£	£	£	£	£	£
Cash Funds						
Barclays Current Account	5	11,663.11	-	-	11,663.11	4,225.19
Nationwide Savings Account	6	25,637.01	-	2,341.97	27,978.98	10,337.21
		37,300.12	-	2,341.97	39,642.09	14,562.40

Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

2. The movement in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Organ Fund	2,423.81	-	230.00	-	2,193.81
Choir Fund	148.16	-	-	-	148.16
	2,571.97	-	230.00	-	2,341.97

3. Receipts

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2020	Total 2019
	£	£	£	£	£	£
<u>COLLECTIONS AT SERVICES</u>						
Sunday Collections - Gift Aided	1,909.85	-	-	-	1,909.85	7,965.00
Weekday Collections - Gift Aided	21.00	-	-	-	21.00	-
	1,930.85	-	-	-	1,930.85	7,965.00
<u>PLANNED GIVING</u>						
Standing Order	3,916.00	-	-	-	3,916.00	-
Regular Giving Envelopes	190.00	-	-	-	190.00	-
Standing Order Gift Aided	39,151.00	-	-	-	39,151.00	33,388.00
	43,257.00	-	-	-	43,257.00	33,388.00
<u>GIFT AID RECOVERED</u>						
Gift Aid Reclaim	11,786.27	-	-	-	11,786.27	10,061.00
	11,786.27	-	-	-	11,786.27	10,061.00
<u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u>						
Donations	1,669.45	-	-	-	1,669.45	8,947.00
Gift Aid Envelopes	1,111.00	-	-	-	1,111.00	5,857.00
Donations - Gift Aided	876.58	-	-	-	876.58	-
Wall Boxes	60.47	-	-	-	60.47	-
Outreach Donations Gift Aided	97.00	-	-	-	97.00	-
Messy Church Donations	139.42	-	-	-	139.42	538.00
	3,953.92	-	-	-	3,953.92	15,342.00
<u>ACTIVITIES FOR GENERATING FUNDS</u>						
Sales	-	-	-	-	-	1,745.00
Other Fundraising	54.62	-	-	-	54.62	-
	54.62	-	-	-	54.62	1,745.00
<u>CHURCH ACTIVITIES</u>						
Non-charitable trading	3,630.00	-	-	-	3,630.00	4,502.00
Fees - Statutory	9,741.00	-	-	-	9,741.00	10,480.00
Fees - Additional	150.00	-	-	-	150.00	-
VAT Reclaim	579.03	-	-	-	579.03	1,120.00
	14,100.03	-	-	-	14,100.03	16,102.00
<u>INVESTMENT INCOME</u>						
Dividends and Interest	80.74	-	-	-	80.74	61.00
	80.74	-	-	-	80.74	61.00
<u>GRANT INCOME</u>						
Recurring Grants	1,065.00	-	-	-	1,065.00	1,065.00
Non-Recurring Grants	10,000.00	-	-	-	10,000.00	-
	11,065.00	-	-	-	11,065.00	1,065.00
<u>OTHER INCOME</u>						
Administration Income	30.00	-	-	-	30.00	-
Christian Bookshop	3,843.27	-	-	-	3,843.27	-
	3,873.27	-	-	-	3,873.27	-

4. Payments

	Unrestricted Fund	Designate d Fund	Restricted Fund	Endowmen t Fund	Total 2020	Total 2019
	£	£	£	£	£	£
<u>CLERGY AND STAFFING COSTS</u>						
Administrator Parish/Benefice	4,122.00	-	-	-	4,122.00	5,456.00
Clergy Expenses	1,124.99	-	-	-	1,124.99	643.00
Salaries	1,505.83	-	-	-	1,505.83	-
Training	17.10	-	-	-	17.10	151.00
	6,769.92	-	-	-	6,769.92	6,250.00
<u>CHURCH RUNNING EXPENSES</u>						
Cleaning	60.12	-	-	-	60.12	-
Gas and Electricity Bill	3,650.03	-	-	-	3,650.03	5,446.00
Insurance	3,439.12	-	-	-	3,439.12	3,373.00
Service Costs	111.06	-	-	-	111.06	641.00
Maintenance	2,033.72	-	-	-	2,033.72	2,784.00
Water Bill	213.54	-	-	-	213.54	418.00
Churchyard Maintenance	3,165.00	-	-	-	3,165.00	3,336.00
Organ Expenses	-	-	-	-	-	2,975.00
Licences	359.57	-	-	-	359.57	-
	13,032.16	-	-	-	13,032.16	18,973.00
<u>MISSION GIVING AND DONATIONS</u>						
Charities - Home (UK)	293.62	-	-	-	293.62	-
Charities - Secular	436.82	-	-	-	436.82	-
Donations	413.95	-	-	-	413.95	1,214.00
Tithes	4,200.00	-	-	-	4,200.00	6,000.00
	5,344.39	-	-	-	5,344.39	7,214.00
<u>BUILDING WORK AND REPAIRS</u>						
Church - Major repairs and Redecorations	-	-	-	-	-	7,104.00
Hall/Other Buildings - Major Repairs and Redecorations	3,159.14	-	-	-	3,159.14	-
	3,159.14	-	-	-	3,159.14	7,104.00
<u>COSTS OF GENERATING FUNDS</u>						
Fund raising	-	-	-	-	-	166.00
Bookstall	100.09	-	-	-	100.09	-
Hall running costs & maintenance	2,439.25	-	-	-	2,439.25	3,728.00
	2,539.34	-	-	-	2,539.34	3,894.00
<u>ADMINISTRATION COSTS</u>						
Bank charges	193.56	-	-	-	193.56	372.00
Stationery	-	-	-	-	-	305.00
Computer	390.83	-	-	-	390.83	472.00
Office expenses	1,518.40	-	-	-	1,518.40	1,614.00
Legal costs	-	-	-	-	-	275.00
	2,102.79	-	-	-	2,102.79	3,038.00
<u>OTHER EXPENDITURE</u>						
Churchyard Expenses	300.05	-	-	-	300.05	-
Childrens' Costs	83.61	-	-	-	83.61	785.00
Gifts	152.28	-	-	-	152.28	-
Outreach Costs	185.61	-	-	-	185.61	2,489.00
	721.55	-	-	-	721.55	3,274.00
<u>BANK ACCOUNTS</u>						
	Unrestricted Fund	Designate d Fund	Restricted Fund	Endowmen t Fund	Total 2020	Total 2019
	£	£	£	£	£	£
Barclays	11,663.11	-	-	-	11,663.11	4,225.19
Nationwide Building Society	25,637.01	-	2,341.97	-	27,978.98	10,337.21
	37,300.12	-	2,341.97	-	39,642.09	14,562.09

Independent Examiners Certificate

Report to the trustees/ members of: St. Mary the Virgin Heacham
On accounts for the year ended: December 31st, 2020
Charity no (if any):

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Responsibilities and basis of report

As the charity's trustees, you 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 Trust's 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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of []]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed: 

Date: March 25th, 2021

Name: BRYAN HOYLE

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

--

Address:

31A HIGHT STREET
HEACHAM
NORFOLK

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here
brief
details of

any items
that the
examiner
wishes to

disclose

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