

# **PCC Secretary's Report**

## **PAROCHIAL CHURCH COUNCIL MEMBERSHIP**

### **PRIEST-IN-CHARGE**

**Revd Canon Jacqui Jones**

**CHURCHWARDENS** Betty Sinclair & Alex Cooper

**AUTHORISED LOCAL PREACHERS** Jenny Molyneux-Berry & Janet Arthurs

**TREASURER** Michael Green

**PARISH SECRETARY** Nicola Telling

**PCC SECRETARY** Sue Ferguson

### **DEANERY SYNOD REPRESENTATIVE**

Steve Arthurs

### **MMU COMPASS CHURCHES REPRESENTATIVE**

Alex Cooper

### **ELECTED REPRESENTATIVES**

Steve Arthurs

Sylvia Beckett

Yvonne Bewick

Katie Bird

Alison Cooper

Stephen Farrow

Paul Hagger

Dennis Mason

### **Bankers:**

Barclays Bank plc, 40/41 High Street, Chelmsford CM1 1BE

Sort 20-19-95 Account 90982571

### **Legal Advisor:**

Diocesan Registrar, 53, New St., Chelmsford CM1 1AT

### **Advisors: Architects**

Shenstone and Partners St Paul's Institute 302 The Highway London E1W 3DH

### **Independent Examiner:**

Mr Alan R. Dixon, 23 Beaumont Park, Danbury CM3 4DE

### **Registered Charity No.**

1130296

The full PCC now meets monthly after a period of bi monthly meetings.

Ad hoc PCC meetings are called when necessary.

On most occasions a representative from St Mary's Little Baddow has been in attendance.

Agendas over the last twelve months have been full and varied and minutes are available to be viewed any time upon request. Once the church is back to running in the usual way they will be available in the folder at the back of the church at all times.

Here are the figures for 2020 which were offered to the Diocese for the year and are collated by the churchwardens:

Due to the COVID pandemic, live services, baptisms, weddings and funerals have been greatly affected both in the number of services held and the number of people attending..

Here are the figures for 2020 which were offered to the Diocese for the year and are collated by the churchwardens;

Baptisms: 2 children (under 1 year), 2 adults

Marriages: 1 couple

Funerals in church or at crematorium: 26

Interments of ashes 16

There were no live services on Easter Day

Communicants on Christmas Eve and Christmas Day: 33

Number attending worship on Christmas Eve and Christmas Day: 44

Average Sunday attendance at 2 live services held in October: 22 adults

**Parochial Church Council of Danbury St John the Baptist**  
**Financial Statements for the year ended December 31, 2020.**

2019		FUNDS 2020			
Total		Total	Rest	Unrest	
Funds	<b>Statement of Financial Activities</b>	<b>Funds</b>	<b>-ricted</b>	<b>-ricted</b>	
£		£	£	£	Note
<b>Income</b>					
55866	Planned giving, collections etc	1	<b>50584.29</b>		50584
4046	Village Friends	2	<b>4065.76</b>	4066	
7641	Events	9	<b>1629.20</b>	0	1629
1560	Grants received	3	<b>1560.00</b>	1560	
7250	Fees		<b>4520.00</b>		4520
8297	Meeting Room income	4	<b>1467.50</b>		1468
13200	40 Millfields, rental income	5	<b>13200.00</b>		13200
1850	Garden of Remembrance		<b>2370.70</b>		2371
4291	All other income	6	<b>5323.52</b>	2630	2694
600	Special collections	7	<b>0.00</b>	0	
104601	Sub-total		<b>84720.97</b>	8256	76465
0	other Income	13	<b>0.00</b>	0	
104601	Total income		<b>84720.97</b>	8256	76465
<b>Expenditure</b>					
-4950	Grants to Charities	7	<b>-2600.00</b>	0	-2600
-64159	Parish Share (£64807 - 1%)		<b>-39897.80</b>		-39898
-7343	Meeting Room expenses	4	<b>-5134.14</b>		-5134
-733	40 Millfields expenses	5	<b>-7806.13</b>		-7806
-593	Garden of Remembrance		<b>-806.62</b>		-807
-23497	Other Church expenses	8	<b>-23546.86</b>	-1690	-21857
-101274	Sub-total		<b>-79791.55</b>	-1690	-78102
0	Major restoration works		<b>0.00</b>		
-101274	Total expenditures		<b>-79791.55</b>	-1690	-78102
3327	<b>Net Surplus/-deficit</b>		<b>4929.42</b>	6566	-1636
<b>Balance Sheet</b>					
<b>Net Assets</b>					
78342	Cash at bank and on deposit	10	<b>81967.16</b>	68220	13747
500	Other assets	11	<b>250.00</b>	0	250
-6135	Liabilities -due within one year	12	<b>-4581.02</b>	0	-4581
72707	Current Assets		<b>77636.14</b>	68220	9416
92000	Property, 40 Millfields	5	<b>92000.00</b>	92000	
164707	Total Net Assets		<b>169636.14</b>	160220	9416
<b>Funds</b>					
7604	Endowment funds	13	<b>7603.61</b>	7604	
54051	Restricted- other	13	<b>60616.80</b>	60617	
11052	Unrestricted funds	13	<b>9415.74</b>		9416
72707	Total cash funds		<b>77636.15</b>	68220	9416
92000	Restricted- Clergy Housing	13	<b>92000.00</b>	92000	
164707	Total Funds	13	<b>169636.15</b>	160220	9416

Approved by the Parochial Church Council on January 11th 2021  
and signed on its behalf by:

Canon Jacqui Jones (Chairman)

Michael S Green (Treasurer)

**Parochial Church Council of Danbury St John the Baptist**

**Notes to the Financial Statements**

2019			FUNDS 2020		
Total			Total	Rest	Unrest
Funds	<b>Statement of Financial Activities</b>		<b>Funds</b>	<b>-ricted</b>	<b>-ricted</b>
£	<b>Note 1: Planned giving, collections etc</b>		£	£	£
6280	Planned Giving: non-PGS		<b>5891.37</b>		5891
31469	Planned Giving: Parish Giving Scheme		<b>31876.63</b>		31877
6784	General collections & Gift Aid		<b>1744.16</b>		1744
3757	Tax reclaimed: non PGS		<b>3336.05</b>		3336
7577	Tax reclaimed: Parish Giving Scheme		<b>7736.08</b>		7736
<u>55866</u>			<u><b>50584.29</b></u>	<u>0</u>	<u>50584</u>
	<b>Note 2: Village Friends</b>				
395	Planned Giving: non-PGS		<b>320.00</b>	320	
2854	Planned Giving: Parish Giving Scheme		<b>2944.33</b>	2944	
99	Tax reclaimed: non PGS		<b>80.00</b>	80	
699	tax reclaimed: Parish Giving Scheme		<b>721.43</b>	721	
<u>4046</u>			<u><b>4065.76</b></u>	<u>4066</u>	
	<b>Note 3: Grants</b>				
1500	Danbury Parish Council: Churchyard		<b>1500.00</b>	1500	
60	War Graves Commission: Churchyard		<b>60.00</b>	60	
<u>1560</u>			<u><b>1560.00</b></u>	<u>1560</u>	
	<b>Note 4: Meeting Room</b>				
8297	Fees from letting		<b>1467.50</b>		1468
-1806	Expenses: Cleaning		<b>-1515.90</b>		-1516
-2365	Electricity & water		<b>-2343.37</b>		-2343
-1921	Repairs & mtce		<b>-69.60</b>		-70
-300	Glebe rent		<b>-330.00</b>		-330
-728	Insurance		<b>-734.95</b>		-735
-223	Sundry		<b>-140.32</b>		-140
<u>954</u>			<u><b>-3666.64</b></u>	<u>0</u>	<u>-3667</u>
	<b>Note 5: 40 Millfields</b>				
	The PCC owns the curates house at 40 Millfields, purchased in 1989 for £92000.				
	The capital value is restricted to the Clergy Fund; net operating surplus/deficit is General Fund.				
-450	Maintenance		<b>-7514.50</b>		-7515
-283	Insurance		<b>-291.63</b>		-292
-733		total costs	<b>-7806.13</b>		-7806
13200		net rental income	<b>13200.00</b>		13200
<u>12468</u>		net surplus/-deficit	<u><b>5393.87</b></u>		<u>5394</u>
	<b>Note 6: Other Income</b>				
2000	Bequests		<b>2000.00</b>	2000	0
0	Interest		<b>288.49</b>	0	288
0	Donations		<b>657.03</b>	500	157
70	Wall safe		<b>0.00</b>		0
137	Landisdale Charity		<b>130.00</b>	130	0
0	Covid volunteers		<b>600.00</b>		600
500	Church heating fees		<b>100.00</b>		100
1584	Rectory car park income		<b>1548.00</b>		1548
<u>4291</u>			<u><b>5323.52</b></u>	<u>2630</u>	<u>2694</u>
	<b>Note: 7 Grants to Charities</b>				
-850	Friends of Essex Churches		<b>-500.00</b>		-500
-850	CHES		<b>-500.00</b>		-500
-850	World Vision (Suzanne Gaywood)		<b>-500.00</b>		-500
-850	Safer Places		<b>-500.00</b>		-500
-850	Quantock Christian Trust (Rev Janet Muhindo)		<b>-500.00</b>		-500
-100	Eves Cnr Christmas event/RBL Poppy Appeal		<b>-100.00</b>		-100
0	St John's Discretionary Fund		<b>0.00</b>		0
<u>-4350</u>			<u><b>-2600.00</b></u>		<u>-2600</u>
	<b>SPECIAL COLLECTIONS</b>				
0	Essex Clergy Charity		<b>0.00</b>	0	
0	DEC Indonesia Appeal		<b>0.00</b>	0	
-125	Essex Wildlife Trust		<b>0.00</b>	0	
-100	Remembrance Day: RBL Poppy Appeal		<b>0.00</b>	0	
-375	Christingle: The Childrens' Society		<b>0.00</b>	0	
<u>-600</u>	Sub total:		<u><b>0.00</b></u>	<u>0</u>	
<u>-4950</u>	Total		<u><b>-2600.00</b></u>	<u>0</u>	<u>-2600</u>

## Notes to the Financial Statements (Cont'd)

2019		FUNDS 2020		
Total		Total	Rest	Unrest
Funds	<b>Statement of Financial Activities</b>	<b>Funds</b>	<b>-ricted</b>	<b>-ricted</b>
£	<b>Note: 8 other church expenses</b>	£	£	£
0	Mission	0.00		0
-3007	Insurance	-2939.83		-2940
-655	Maintenance/cleaning	-4281.02	-130	-4151
-1864	Gas	-1569.13		-1569
-619	Electricity/water	-494.61		-495
-644	Organ & choir	-333.48		-333
-627	Altar	-107.00		-107
0	Covid supplies	-827.20		-827
-1186	Daisy, telephone and WIFI	-299.73		-300
-323	Bank charges	-210.64		-211
-802	Clergy Expenses	-656.58		-657
-7452	Churchyard & Green	-2508.50	-1560	-949
-4789	Secretarial	-8727.20		-8727
-345	Church Flowers	-100.00		-100
-275	Copyright licence	-335.30		-335
-909	All other	-156.65		-157
<u>-23497</u>		<u>-23546.86</u>	<u>-1690</u>	<u>-21857</u>
<b>Note 9 Events Committee</b>				
	Jumble Sale	0.00		0
	Times and Seasons Concert	0.00		0
	FOEC ride & stride	0.00		0
	Tower & teas	0.00		0
	Sunday morning teas	803.00		803
	Flower Festival	0.00		0
	Event advertising	0.00		0
	www.easy fundraising	19.23		19
	Star Co-op	127.50		128
	Heritage Day teas	0.00		0
	Fri lunchtime Concerts	679.47		679
	Last Knight proms	0.00		0
	Family BBQ	0.00		0
	Church Tours	0.00		0
	Fireworks	0.00		0
<u>7641</u>		<u>1629.20</u>	<u>0</u>	<u>1629</u>
<b>Note 10: Cash on deposit</b>				
61529	Deposit, Cent Bd of Finance	61817.08	68220	-6403
16814	Current A/c Barclays	20150.08		20150
<u>78342</u>	<b>Total cash</b>	<u>81967.16</u>	<u>68220</u>	<u>13747</u>
<b>Note 11: Other Assets</b>				
428	Last qtr: Income tax due, not claimed	250.00		250
72	DVH 2019 in adv/Rectory car park income overdue	0.00		0
<u>500</u>	<b>Total other Assets</b>	<u>250.00</u>	<u>0</u>	<u>250</u>
<b>Note12: Liabilities</b>				
-564	St John's Discretionary Fund	-564.00		-564
-375	Meeting room rent in advance	-1325.00		-1325
-1446	Creditors, gas electricity & water	-1252.02		-1252
-2790	Church Green roadway repairs	0.00		0
-960	Rectory Car-park rent in advance	-1440.00		-1440
<u>-6135</u>	<b>Total liabilities</b>	<u>-4581.02</u>	<u>0</u>	<u>-4581</u>

# Parochial Church Council of Danbury St John the Baptist

## Notes to the Financial Statements (Cont'd)

Note 13: Funds	At				At
	Jan 1				Dec 31
	2020	Income	Exp	transfr	2020
	£	£	£	£	£
Endowment funds					
Wigan grave	6580.08				6580.08
Turner Gift	1023.53		0.00		1023.53
Sub-total Endowment	7603.61	0.00	0.00		7603.61
Restricted Funds					
Church building & land	33346.25			0.00	33346.25
Village friends	22786.35	4065.76			26852.11
Nave Floor Restoration	0.00		0.00	0.00	0.00
Other restricted transactions	-2081.56	4190.00	-1690.00		418.44
sub-total	61654.65	8255.76	-1690.00	0.00	68220.41
Clergy Housing fund	92000.00				92000.00
Total restricted funds	<b>153654.65</b>	<b>8255.76</b>	<b>-1690.00</b>	<b>0.00</b>	<b>160220.41</b>
Unrestricted funds					
General Fund	2992.08	76465.21	-78101.55		1355.74
St John's Discretionary Fund	-564.00			0.00	-564.00
Church building & land	8624.00				8624.00
Total Unrestricted	<b>11052.08</b>	<b>76465.21</b>	<b>-78101.55</b>	<b>0.00</b>	<b>9415.74</b>
Total: All Funds	<b>164706.73</b>	<b>84720.97</b>	<b>-79791.55</b>	<b>0.00</b>	<b>169636.15</b>
	0	0	0	0	0

TRUSTS: WIGAN GRAVE & TURNER GIFT. In 2017, and at the instigation of Chelmsford Diocese, the PCC applied to have the capital in these trusts transferred from the Chelmsford Diocesan Board of Finance to the PCC. Sums of £3700.71 (Wigan Grave) and £705.20 (Turner Gift) were transferred in April 2017 and are included as income in the 2017 accounts. WIGAN GRAVE: The capital sum (originally donated in 1966 by Aline Wigan, widow of Brigadier General J T Wigan) is now held by the PCC. It is for the maintenance of the Church & churchyard so long as the Wigan Grave is kept in good order and repair. TURNER GIFT: Capital sum is for the upkeep of fabric or internal adornment of the Church or any special object relating thereto which may require the raising of special funds; not for ordinary church expenses. decision as to manner of use is with the Rector and churchwardens.

Church building/land: private donation, bequests, gifts (inc fund raising) given or raised specifically for the purpose.

Village friends: during 2014 the Rector wrote to all households in the parish requesting financial support. The resulting income, much of which is in the form of PGS direct debits which are ongoing into the future, is to be used exclusively for the maintenance and restoration of the Church building.

Other specific grants and donations that have been used for the purpose given. Danbury Parish Council & War Graves Commission (Churchyard), special collections etc.

Clergy Housing Fund: Represents value of the curates house at 40 Millfields at purchase in 1989

St John's Discretionary Fund: In 2016 the Charitable Giving Committee (a sub-committee of the PCC) resolved to establish a reserve to help local Danbury people in need. It is not necessarily spent in the year it is created. Any amount unspent at the year end is held in reserve

**Independent Examiner's report  
to the PCC of Danbury St John the Baptist**

I report on the accounts of the PCC for the year ended 31 December 2019, which are set out on pages i to v.

**Respective responsibilities of the PCC and the examiner**

The charity's trustees consider that an Audit is not required for this year under section 144(2) of the charities act 2011 (the Act) and that an Independent Examination is needed.

It is my responsibility to

- (a) Examine the accounts under section 145 of the Act
- (b) Follow procedures laid down in the general directions given by the Charity Commissioners in section 145(5)(b) of the Act and
- (c) State whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning 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 view given by the accounts.

**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 Act; and
  - to prepare accounts which accord with these accounting records and comply with the requirements of the Acthave 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.

Alan Dixon  
23 Beaumont Park  
Danbury

January 13<sup>th</sup>, 2020