

# **ST MARY'S NORTHCHURCH**

REGISTERED CHARITY 1130418



## **TRUSTEE REPORT 2020/2021**

**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 2020**

**Incumbent:** Reverend Canon Jonathan Gordon

**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:** Samantha Allen  
Greenbank House  
Ivy House Lane  
Berkhamsted  
HP4 2PP

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

## TRUSTEES

The Trustees who have served during the period 21<sup>st</sup> October 2020<sup>1</sup> until the date of this Annual Parochial Church Meeting (APCM) on 20<sup>th</sup> April 2021.

**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

---

<sup>1</sup> The date for the 2019/21 APCM was postponed from April 2020 due to the Coronavirus pandemic

## 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. Once a month we hold a combined evening service at one of the churches.

### Review of the Year

For everyone this last year has been one of great challenges as a result of the Covid-19 pandemic. Church life is built around contacts in and around the local community, and the restrictions brought in by the Government in March 2020 to control the spread of the pandemic have had a major impact on the life of St Mary's. The result of these restrictions has been that the church had been closed to public worship for lengthy periods, (and for a limited time, also for private prayer and reflection), in line with the guidance from the Government and the Church of England. Under the restrictions marriages and funerals have been able to continue, however, albeit with limited numbers of people attending.

The main actions taken in response to the pandemic can be summarized as follows:

- Following the initial closure of the church one of our Readers, David White, in conjunction with his son, quickly established a simple way to make short video recordings of services in the church led by the Rector, Curates and Readers, which were subsequently broadcast via the Internet using the St Mary's Facebook page later that day. A new daily Night Prayer service was also recorded and broadcast. These two broadcasts enabled St Mary's to maintain contact, albeit remotely, with members of the congregation across all ages, as well as those further away. Later in the year, socially-distanced services were recorded and broadcast in the same way. Having gained much experience over the last twelve months the aim is now to put the infrastructure in place to provide the ability to 'livestream' services.
- The Internet, using *Zoom* and *Microsoft Teams* for video-conferencing, has also proved essential in enabling communication between the Rector, Curates, churchwardens and readers as well by the PCC, the PCC Standing Committee and other PCC sub-committees. House Groups have also made use of *Zoom* to continue their sessions. The church bellringers have been able to continue practising together, despite the closure of the bell tower, via the use of on-line virtual bellringing software.
- When the church was able to be re-opened, it was done with careful controls put in place including the use of face masks, hand sanitisers, spaced seating on pews and with no communal singing allowed. 'Track and Trace' barcodes were prominently displayed and the names of those attending each week were recorded and retained for a short period before being destroyed. Sadly, just before Christmas, the decision was taken to close the church to public worship once again following the second wave of the pandemic and the discovery of new mutations of virus.



- A 'Parish Pantry' foodbank was set up in the south transept where donations of tinned food and other items with a long shelf-life was made available for those in the parish who were unable to afford to resource those items themselves.
- The 2020 Church Fête was cancelled, as has the one scheduled for July 2021.
- The parish rooms were closed to all bookings until further notice and hot air dryers have now been installed to replace the hand towels.
- Delivery of the Parish Magazine around the parish was suspended with the Magazine still being made available each month to read or download via the church website.
- The 2020 Annual Church Meeting, which was postponed from April 2020 was finally held via Zoom in October.
- The quinquennial inspection of the church, which was originally scheduled for April 2020, was carried out the following October.

We were delighted to welcome Rev Miranda Seldon as the Curate to the Benefice during the year and we are looking forward to her priesting in a few months' time. We are very sorry to say goodbye to Jenny Hoare who has been organist at St Mary's for many years. We wish her and her husband, Chris, every blessing for the next chapter in their lives and we are hugely grateful for all that she has done for the musical life of the church.

We look forward to welcoming everyone back to church very soon.

### **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 a Safeguarding Officer was appointed several years ago. The PCC has implemented controls and procedures to comply with the General Data Protection Regulations. All clergy and Trustees attend relevant safeguarding courses run by the Diocese of St Albans appropriate to their roles and responsibilities. The PCC complies with all relevant policies of the Church of England and the Diocese of St Albans.

The PCC met four times during the year, of which only one was face-to face due to the introduction of restrictions by the Government following the outbreak of the Covid-19 pandemic. Of the remaining PCC meetings, the first was conducted via e-mail, the remaining two via on-line video conferencing. The PCC Standing Committee, consisting of the Incumbent, Churchwardens, Treasurer and Secretary met formally on three occasions over the summer, the matters being discussed being those relating to the impact on St Mary's of the changes announced to restrictions imposed by the Government and the subsequent guidance notes provide by the Church of England.

As a result of the pandemic, numbers attending weddings and funerals were severely limited. During 2020 there were 2 weddings, 1 blessing, 10 funerals, 2 memorial services, 2 baptisms and 5 burial of ashes.

The Electoral Roll as at the ACPM contains 116 names.

## **Financial Report**

I am pleased to report that at the end of 2020 the church finances are much healthier than we dared to expect following the disruptions to services due to the pandemic over the course of the year. After what has been an incredibly challenging year in, so many ways, we did show a deficit in income over expenditure of £9,203 for the year but, would have expected a greater deficit when so many services had to be cancelled and no events could take place. It is encouraging too that our investments have performed well and the gain on investments for the year stands at £14,229.

### **Income:**

Voluntary income was down on last year, with cash collections drastically reduced. Monies received from standing orders, however, remained steady and many members of the congregation increased regular giving although, as in any year there were also contributors who moved away or stopped their donations. As ever these regular donations were boosted with the gift aid claims made. Fewer weddings held in 2020 also, contributed to a reduction in income. Although, there were a higher number of funerals, the majority of the income from these is payable to the diocese and not retained by the church. The largest variance in income on last year can be seen in the lack of income received from events held as we were unable to hold the summer fete or any other events during lock-down. We also, did not receive funds from rental income of the Parish rooms as other people did not hold events either and the magazine advertising income also stopped entirely. Rental income from 98 High Street and income from interest on investments did bolster the total figure for the year but, it was down over £50k in comparison to 2019.

### **Expenditure:**

Our major expenditure in 2020 was the Parish share which was paid in full and on time. We were also, able to continue to assist Wigginton to honour their Parish Share commitment.

Other expenditure fell as a direct result of the lack of services with cleaning, heating, lighting etc not being necessary whilst the church was closed. There were also reductions in organists' fees, vergers fees and honoraria payments as a direct result of the closure of the church and the youth group were unable to meet either. This all meant that our expenditure relating to the work of the church was approximately £15k less than in 2019. Maintenance works and necessary electrical works were, however, carried out when allowed. Hand dryers were also installed in the Parish Rooms. Our total spend on maintenance was significantly less than in 2019 but, this was largely due to the roof works carried out in that period.

As we look forward to 2021 we know that disruption to all of our lives and, therefore, that of the church is set to continue. We hope that, as the vaccination roll-out progresses we will all be able to return to some kind of normality and this will hopefully lead to a more 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 ended 31 December 2020 which are set out on the following pages.

### **Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the member of the PCC 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 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 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:
  - accounting records were not kept in accordance with section 130 of the Charities Act, or
  - the accounts do not accord with the accounting records,
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.

Samantha Allen  
Greenbank House  
Ivy House Lane  
Berkhamsted  
HP4 2PP  
26 March 2021



**Northchurch Parochial Church Council**  
**Year ended 31st December 2020**

	2020			2019
	Unrestricted	Designated	Restricted	£
Receipts	£	£	£	£
Voluntary Income				
Planned Income	48938	-	-	49,138
Cash Collections	1155	-	-	3,715
Income Tax Recovered	13264	-	-	13,079
	<b>63357</b>			<b>65,932</b>
Other Voluntary Income				
Donations/Legacies (inc HRH Duke of Cornwall)	5246	0	-	7,071
Special Collections / Donations	-	77	-	2,782
Rector's fees	3402	-	-	2,902
PCC fees	4250	-	-	4,626
Organist's fees	285	-	-	435
Bellringers' fees	30	-	-	380
Verger's fees	140	-	-	217
	<b>13353</b>	<b>77</b>		<b>18,413</b>
Events and Activities				
Summer Fete	-	0	-	5,955
Magazine Advertising Income	708	-	-	4,868
Parish Room Hire	595	-	-	3,545
Historic Churches Cycle Ride	-	983	-	805
Social Activities	0	0	-	508
	<b>1303</b>	<b>983</b>		<b>15,679</b>
Other Income				
Bank Interest	60	-	-	93
Dividends	313	-	-	306
C B F Interest	245	-	-	327
Donald Lockhart Memorial Fund	5721	-	-	5,555
Northchurch Development Fund	83	-	-	146
Misc	1941	-	-	125
Rent for 98 High Street	15101	-	-	15,148
VAT reclaim	889	-	-	16,966
Organ Restoration Fund	-	286	-	1,072
Building Fund Income	-	61	-	14,052
Youth Worker / Youth Group Funding	-	0	-	2,263
Choir / Music	-	0	-	1,532
	<b>24353</b>	<b>347</b>		<b>57,585</b>
Total Receipts	<b>102366</b>	<b>1406</b>		<b>157,608</b>

**Northchurch Parochial Church Council**  
**Year ended 31st December 2020**

	2020			2019	
	Unrestricted	Designated	Restricted	TOTAL	
	£	£	£	£	£
<b>Payments</b>					
<b>Grants</b>					
Overseas Missions and Relief Agencies	237	-	-	237	3,394
UK Missions and Relief Agencies	6,990	-	-	6,990	8,199
	<b>7,227</b>	-	-	<b>7,227</b>	<b>11,592</b>
<b>Relating to the Work of the Church</b>					
Diocesan Quota	54,559	-	-	54,559	54,564
Rector's fees paid to Diocese	3,402	-	-	3,402	2,902
Church Running Expenses	15,734	-	-	15,734	17,271
Clergy Expenses	2,488	-	-	2,488	3,160
Service & License Costs	1,180	-	-	1,180	1,566
Youth Worker Allowance	1,625	-	-	1,625	3,000
Honoraria	790	-	-	790	1,710
Organist	735	-	-	735	1,105
Churchyard	5,659	-	-	5,659	989
Magazine	1,056	-	-	1,056	5,280
Printing	38	-	-	38	688
Organ Maintenance	786	-	-	786	6,030
Verger Fees	1,540	-	-	1,540	2,475
Other Expenditure	510	-	-	510	774
Fundraising Costs (incl Fete & Social Activities)	-	-	-	-	1,971
Sunday School Expenses	-	-	-	-	47
Youth Work Expenses	76	-	-	76	1,298
C B F Interest Reinvested	328	-	-	328	473
Independent Examination	150	-	-	150	150
	<b>90,656</b>	-	-	<b>90,656</b>	<b>105,453</b>
<b>Maintenance Costs</b>					
Major Capital Expenditure	-	-	-	-	105,653
98 High Street	814	-	-	814	792
Buildings Maintenance	13,272	-	-	13,272	7,060
Parish Room	1,006	-	-	1,006	72
	<b>15,092</b>	-	-	<b>15,092</b>	<b>113,577</b>
<b>Total Payments</b>	<b>112,975</b>	-	-	<b>112,975</b>	<b>230,623</b>

PCC of St Mary's Church Northchurch

Year Ended 31 December 2020

Balance Sheet (Statement of Assets and Liabilities)

	2020	2019
	£	£
Cash at bank	86,126	100,464
Investments	257,391	243,162
	<u>343,517</u>	<u>343,626</u>
Accruals	-	-
Prepayments	1,106	5,154
	<u>1,087</u>	<u>-</u>
	<u>343,498</u>	<u>338,472</u>
Represented by:		
Funds brought forward	338,472	379,290
Deficit of income over expenditure	-	9,203
	-	73,013
Gain on investments	14,229	32,195
	<u>343,498</u>	<u>338,472</u>

Signed as accepted on behalf of St. Mary's Northchurch PCC by Reverend Jonathan Gordon

Signature: Jonathan Gordon

Date: 10-4-21



Charity/Fund Title	Account No.	No. Shares	Value per Share	Dividend/ Interest	Value of Fund at 31/12/20
<u>National Westminster Bank</u>					£86,126.00
<u>With St Albans Diocesan Board of Finance</u>					
Northchurch Development Fund	132001842D			£82.94 reinvested	£19,615.68
Donald Lockhart Memorial Fund	132001875S			£5,721.38	£203,838.88
<u>With Central Board of Finance of the Church of England</u>					
Fixed Interest Securities Fund	632008001F			£170.32 reinvested	£5,312.82
Deposit Fund	632008001D			£75.11 reinvested	£17,763.10
<u>COIF Charity Funds</u>					
Wagstaff Trust Income Fund	C0000403186				£0.00
Hadden Trust Income Fund	C0000403185				£0.00
Bailey Charity	282190001T	18	£12.99	£9.33	£324.21
Ridley for Church Fabric Fund	282190002T	56	£12.99	£29.04	£1,008.64
Ridley for Churchyard Fund	282190004T	56	£12.99	£29.04	£1,008.64
Michael Memorial fabric Fund	282190003T	58	£12.99	£30.07	£1,044.66
Gwynedd Charity	282190005T	89	£12.99	£46.15	£1,603.01
Thelwall Trust for Churchyard Upkeep	282190006T	89	£12.99	£46.15	£1,603.01
A Ashley	282190007T	32	£12.99	£16.59	£576.36
C B Kings Children for Churchyard	282190008T	15	£12.99	£7.78	£270.17
Randall Memorial Foreign Mission	268810000T	62	£12.99	£32.15	£1,116.71
Browne Charity	332730001T	128	£12.99	£66.36	£2,305.46
					<b>£10,860.87</b>
					£257,391.35
					<b>£343,517.35</b>