



**2022 REPORT AND ACCOUNTS
FOR
THE PAROCHIAL CHURCH COUNCIL
OF
ST. JAMES THE GREAT
THORLEY**

REGISTERED CHARITY NO. 1130506

Thorley Parochial Church Council
Annual Report and Accounts for the year ended
31st December 2022

Registered Charity No:	1130506
Parochial Church Council ("PCC") Members (Trustees):	Gaz Tracey (Rector) Claire Finlay (Curate) Sue Carr (Churchwarden) Emma White (Churchwarden) Chris Carr (Reader) Katharine Roper (Reader) (Deanery until 2023) Kirsty Pettinger (Treasurer) (PCC co-opted) Mary Bramley (PCC until 2024) Robbie Ward-Booth (PCC until 2024) Alison Somers (PCC until 2025) Gill Blair-Park (PCC until 2023) Debbie Hoy (PCC until 2023) Philippa Roy-Chowdhury (PCC until 2023) Clive Hayball (Deanery until 2023) Sylvia Barrows (Deanery until 2023) Chris Collins (PCC until 2025) Daniel Daniells-Smith (PCC until 2025) Annice Osborne (PCC until 2024)
PCC Secretary	Des Conridge
Principal Office:	Church Office The St Barnabas Centre Church Lane Thorley Bishop's Stortford CM23 4BE
Bankers:	Barclays Bank Plc. 10 North Street Bishop's Stortford CM23 2LH
Independent Examiners:	Helena Wilkinson Price Bailey LLP Causeway House 1 Dane Street Bishop's Stortford CM23 3BT
Insurers:	EIO (Ecclesiastical Insurance Office) Plc

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Aims and Purposes of the PCC

Thorley Parochial Church Council (PCC) works with the incumbent in promoting the ecclesiastical parish in association with the mission of the Church as laid down in the church's Mission Action Plan, which embraces pastoral, evangelistic, social and ecumenical initiatives. The PCC is responsible for the maintenance and use of the buildings with which we are blessed.

The PCC continued to work towards the fulfilment of our Mission Action Plan (MAP). We continue to organise and evaluate our mission and ministry against the following Vision, Mission and Values:

Vision Statement: "To see lives that are changed by the transforming power of God's Spirit as people come to know, experience, love and follow Jesus."

Mission Statement: "Making Jesus known, in our communities and networks, to the disadvantaged and in the wider world, through words and by action."

Our Values:

- **Community:** by being together we know that we can build hope, which we find in Jesus, not only in our own lives but also in the lives of those around us. We accept and respect one another for who we are, as we live out our lives in the community of the Church.
- **Discipleship:** following in Christ's footsteps so that we can hear what He is saying to us and live out His teaching.
- **Outward focused:** we have been entrusted with the Good News of Christ and we realise that we must share that Good News with others.
- **Intimacy:** in relationship with God, in our worship, in the appropriate closeness of our relationships with, and support for, one another.
- **Integrity:** in our actions, in our openness, in our honesty about ourselves and others, in our pursuit of making Jesus known and seeing God's transforming presence at work in our lives and those around us.
- **Courage:** to follow God wherever He leads, making faith based decisions in all areas of our individual lives and the life of the Church.
- **Generosity:** we realise that for those to whom much is given, much will be expected and we always seek to use our time, talents and resources in serving Christ and others.

To organise our mission and ministry across the whole church, we use three words;

Gather, Grow, Go.



They serve to underline some of the things that we see as important in living Christian lives of community, mission and ministry together. They also provide a strategic framework around which we develop our Mission Action Plan (MAP). This is a way in which we can see in each area of mission and ministry within St James, key areas of growth, development and planning in and for all that we do.

This will be a foundational building block to allow for the strategic development and growth of St James over the coming years. We need a strategy that we can gather around and our leaders can jealously guard, and a framework that will continue to release ministry and mission in desired areas and ways.

Overview, Objectives and Activities

The PCC is committed to reaching as many people as possible through worship at St. James and via its outreach opportunities throughout the year.

As we saw the restrictions begin to relax in 2022, we still had a year that was impacted by the ongoing COVID-19 pandemic. The year began amongst the panic of the freshly identified strain of the virus. This impacted the donations we received for the use of our buildings, our attendance numbers and the number of people who sought

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our help for the occasions of baptisms, weddings and funerals in the first two quarters of this year. We saw these numbers return in the second half of the year both in terms of requests for ministry and attendance at our services.

In July 2022 we welcomed a new curate, Claire Finlay, who will serve her title post with us for a maximum of 3 years and 3 months.

We continued to work hard to maintain and develop the buildings that have been entrusted to our care. With the help of finance from a significant donation, as well as support from the Friends of St James, we replaced the boiler in the church building. We also saw the first phase of the planned AV system upgrade for the St Barnabas Centre completed in July 2022. The subsequent phases are planned for installation within 2023.

Buildings

The PCC has responsibility for five buildings:

The Church Centre Complex, Church Lane, Thorley

- St. James the Great Church which dates from the 13th century
- The Church Room, originally the old Thorley schoolroom, rebuilt in 1994
- The St Barnabas Centre (SBC), a restored 16th century tithe barn, opened in April 1996
- The Emmaus Centre, a former Dutch barn, rebuilt then opened in 2003

The Thorley Christian Centre (TCC), Vicerons Place, Thorley

- Originally a 'Local Ecumenical Project', it was taken over by the PCC in 2001 at the request of the other churches.

In addition, the PCC has joint responsibility with the Diocese of St Albans for a further 2 buildings:

- The Rectory, Vicerons Place, Thorley Park.
- The Curate's house, 7 Elmbrook Drive, Thorley Park. Currently used to house our curate.

Ensuring our work delivers our aims

We review our aims, objectives and outcomes each year. This review looks at the success of each key activity and the benefits they have brought to those groups of people we help and support. The review also enables us to ensure our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the PCC considers how planned activities will contribute to aims and objectives they have set.

Structure, governance and management

At the Annual Meeting of Parishioners (AMP), held in May 2022, all those living in the parish or who are on the Electoral Roll of St James the Great, are entitled to elect two Churchwardens who are elected annually and can hold office for six successive years, following which they must step down for a period of 2 years in accordance with the *Churchwardens Measure (2001, No. 1)* and agreed by resolution of the AMP in 2020. As a consequence of this meeting two Churchwardens were appointed. In line with the permissions afforded to us under the Church Representation Rules, we voted to allow an existing Churchwarden to stand for a maximum of 12 months in addition to the usual maximum 6 year term.

The PCC of St James the Great is a registered charity and all members, including ex-officio and co-opted members are Trustees named on the Charity Commission register.

The structure and governance of the PCC is laid out in the *Church Representation Rules (2022)* and is made up of several categories of members as follows:

- The Rector (Chair)

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- The curate (if in post)
- Up to three Readers (by resolution of the APCM in 2017)
- 2 elected Churchwardens
- 3 elected Deanery Synod representatives
- 9 elected lay representatives (by a resolution passed at the APCM in 2016)
- 1 co-opted treasurer
- 1 non-voting secretary

Other members of the congregation may be co-opted as required, but not exceeding in number one fifth of the elected lay members, or two persons whichever shall be the greater.

The Annual Parochial Church Meeting (APCM) elects the lay and deanery representatives. Voting at the APCM is restricted to members on the Electoral Roll only. Elected lay representatives serve for a three-year term with one-third standing down each year and one third being elected or re-elected. Members must stand down after two consecutive 3-year terms and cannot be re-elected for at least one year. Deanery Synod representatives are elected every three years and remain in office for the whole term, but should any representative relinquish their position, a replacement will be elected at the next APCM for the remainder of the three-year term.

The Rector (as Chair) is responsible for the induction of new members explaining their responsibilities and duties, as well as the administrative procedures and philosophical and theological approach of the PCC. All new members receive copies of the previous year's annual report and accounts. The PCC Secretary advises members of their duties as charity Trustees. In the absence of the Rector, this responsibility falls to the Churchwardens.

At the first meeting of the PCC following the APCM, the lay Chair (acting in the absence of the Rector) and PCC representatives for the Standing Committee, are appointed. Two members are also appointed to the Friends of St James' Committee as required by the Friends' constitution.

The PCC Treasurer together with the Chair of the Finance Committee, produce the quarterly and annual accounts and budgets.

Each year the PCC reviews the risks that the Church faces. To date these have mainly related to the maintenance of St. James church, which English Heritage has classified as a Grade One listed building, the SBC, which is a Grade Two listed building, as well as the other buildings managed by the PCC. These risks have been ameliorated by a regular programme of inspection and maintenance as well as compliance with any recommendations made by the Diocesan Architect at his Quinquennial Inspections. There are also minor areas of risk relating to employing staff, which have been covered by appropriate procedures, policies and insurance. For all activities where it is required, Disclosure and Barring Service (DBS) checks have been carried out on each responsible person and others working with children, young people and vulnerable adults, in accordance with the recommendations of the House of Bishops and diocesan policy. The PCC is also aware of the risks associated with making charitable grants and generally controls this by detailed local knowledge of possible beneficiaries. Payments to other charities represent a relatively small part of the PCC's annual expenditure.

The PCC operates in association with a number of sub-committees that report to the PCC. These include:

- **The Standing Committee** is the only committee required by law and has the power to transact the business of the PCC between its meetings, subject to any directions and limits given by the PCC.
- **The Finance Committee** presents proposals, reports, procedures, accounts and budgets for PCC approval.
- **The Premises Group** attends to all matters relating to land and buildings including the church, the churchyard, the church room, the SBC, the Emmaus Centre, car parks, the TCC, and the parish house.

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Achievements and performance

Worship & Prayer

	2022	2021
Total Sunday services	93 (48 in Church, 45 in St Barnabas Centre)	88
Weddings and blessings	2	1
Funerals and interments	25 (13 funerals, 1 thanksgiving, 11 interments)	15
On a usual Sunday attendance - adults	On-site – 105; On-line – 30	120
On a usual Sunday attendance – children	18	25
Electoral roll	156	154

Further regular worship has taken place in our homegroups (with both onsite and online meetings to facilitate changing Public Health guidance). Little Worship continued until lockdown prevented face-to-face meeting; they have now restarted.

Other groups, including the music fellowship, Mothers Union, Home Group leaders' meetings, have continued to take place. In line with our strategy to become a hybrid community these happen both onsite and online to fit the needs of those who attend, and the restrictions placed on us by statutory authorities. We have seen this aspect of our ministry stabilise and regularly find that between 25-35% of the people who attend each of our services do so online.

Regular Home Group leaders' meetings have taken place, convened and led by our Home Group co-ordinators. Whilst we have seen our worshipping community grow, we have seen the percentage of our community that are involved in home groups decline. They continue to use material that is produced in-house and follows our Sunday morning themed teaching series.

Children and Youth ministry

Following the reset to our youth and children's work, and resumption of our creche in the final quarter of 2021, we felt the need to develop this further as a result of both children and young people growing through our age groups, and some numerical growth. Ahead of the autumn term, our Sunday morning children's work provision was rebranded from PowerHouse to Lighthouse. Lighthouse now incorporates a number of other age specific groups. We continue to see growth: we had planned to mothball our creche ministry into an 'on demand' ministry due to children growing past this age range. Since September 2022, we have seen significant growth in this age group and are looking to develop our creche further rather than reduce it. Our youth group continues to attract young people both from within our wider congregation and from the wider community.

A Warm Welcome for All

When the church and St. Barnabas Centre are open for public worship, the Welcoming team has a pastoral responsibility on a Sunday morning to offer a warm welcome to all who come through our doors and offers a listening ear, especially to newcomers. Whilst we have found that people were reticent to return to on-site events in the early part of the year, we have found that we welcomed many newcomers to our communities in the final quarter of the year.

Pastoral Care and Prayer Ministry

The members of Pastoral Care team continue to liaise with each other in order to identify the needs of specific parishioners, both home visits and home communions have now resumed.

The Prayer Ministry team remained available for personal prayer during and after every 10:30 am service.

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Use and Development of Buildings

The Thorley Christian Centre (TCC), the St. Barnabas Centre (SBC) and the Emmaus Centre (EC) continued to be used by a wide variety of people, as well as by the Church family.

The Friends of St James continue to raise funds for work needed in the Church and curtilage area. The PCC is very grateful to the 'Friends' and all those who support it.

Mission and Evangelism

Several members of the St James church family remain actively involved as Street Pastors. We also have our long-standing commitment as teachers or helpers for Holiday Bible Week. The tradition of serving of refreshments from the Church Room on Sunday afternoons continued in 2022. A scaled back Festival of Flowers & Music was organised to raise funds and was highly successful; we also made the decision to change the timing of this for 2023. We are wanting to keep the fundraising element but widen this to include a more missional focus and also include activities that appeal to a wider range of generations.

Fairtrade is one of our core principles. The shop in the St Barnabas Centre continues to operate, although questions about its future are beginning to emerge. The shop is in effect a branch operation of the Mildmay Mission that provides quality HIV/AIDS care, treatment, training and education in Uganda and all profits go to support the Mission.

We have continued our partnership with Kintsugi Hope. This helps us to respond to the increase in struggles with mental and emotional wellbeing we see around us. We have run a peer-to-peer support group each term this year. As we can release more leaders, we hope to see this grow into some provision for young people.

Shared Ministry and Ecumenical Relationships

The PCC is committed to the very strong Churches Together in Bishop's Stortford and has three representatives on the forum.

Where possible, our clergy attend the monthly ecumenical Bishop's Stortford Ministers' Fellowship meeting, monthly Bishop's Stortford Church of England Clergy lunchtime meeting and the monthly ecumenical ministers' prayer breakfast. The Rector also attends Deanery Chapter meetings and Deanery Synod meetings.

Three members of the PCC also sit on the Deanery Synod, providing the PCC with an important link between the parish and the wider structures of the church both locally and nationally. Since May 2022 our Rector has also been the Area Dean for Bishop's Stortford.

Our Vision for 2023 and beyond

Our Mission Action Plan (MAP), was rewritten and adopted in 2021. It outlines our mission, our vision and our values (as described at the start of this report). We continue to work towards the milestones set out in this plan. We have spent much of this year developing areas of hybrid working, web and social media marketing, children and families work and our engagement for ministries to support people who struggle with their emotional and mental wellbeing.

To begin to assess our progress we are planning a review of our MAP in 2023.

Financial review

Thanks to generous giving, prudent financial management and God's graciousness, our financial position remains solid despite another disrupted and potentially difficult year. Overall, our assets have increased marginally, with our bank balance standing at just over £113,000 (2021: £110,000).

The majority of income was from planned giving by the church family, which remains at about £100,000 (2021: £100,000), whilst one-off gifts this year amounted to £41,000 (2021: £18,000), albeit much of this was restricted. Donations for use of our church premises amounted to £44,000 (2021: £36,000), substantially more than in 2021, but still well down on pre-pandemic levels.

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In 2022, the Friends of St James generously donated £3,000 to cover the cost of the new boiler in the church, the balance of which was covered by a generous personal gift from a member of the congregation. The flower festival raised over £5,000, and a grant of £1,500 was secured to pay for outreach activities, in particular at the new St James' Park development, along with a further grant of £250 to pay for much needed youth group equipment.

Major expenditure included our Diocesan Parish Share of £92,600 (2021: £88,000), significantly up on the previous year. Staff costs were £44,000 (2021: £42,000) and running costs for our buildings amounted to £37,000 (2021: £30,000), whilst our charitable giving was almost £9,700.

We end 2022 with finances secure, enabling us to commit funds towards improved audio-visual provision in 2023, whilst still retaining reserves in line with our reserves policy as detailed below. We are grateful for the faithful support of the church family and the abundant provision of God.

Reserves

The task of the PCC is to carefully manage the funds that are available to it. Our reserves target is to hold at least three months of costs, based on an average of the unrestricted expenditure for the last three years, which this year amounts to £190,514.

At the end of the year, after transfers between funds, our unrestricted, undesignated funds amount to £75,443 (2021: £76,553). This means that our reserves represent just under 4.8 months' worth of annual expenditure. In addition, we hold £25,286 (2021: £10,845) of restricted funds, £25,000 (2021: £25,000) of funds designated for the repair and maintenance of our buildings and a new £10,000 designated fund as an allowance to cover future planned deficits. The remaining £2,465,026 in designated funds represents our freehold land and property fixed assets. The endowment fund of £9,365 represents the endowment capital of the Patten Bequest.

In 2023 we have committed to further upgrade the audio-visual and PA equipment in the St Barnabas Centre to improve the quality of both our on-site and our streamed services. Phases II and III of this upgrade are expected to cost in the order of £21,975. The depreciation charge on this upgrade will in part be allocated against the restricted fund of £13,750 held to cover the cost of the equipment.

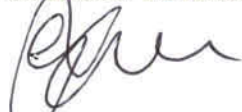
Our budget for 2023 shows an unrestricted operating deficit in the order of £14,500. Our reserves after transfers between funds would fall to around £68,000, which would represent about 4.3 months of annual expenditure.

With continued careful management, in financial terms, we are hopeful for the future.

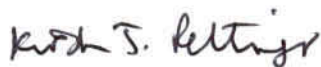
Final comment

With prayer and God's guidance, the PCC and the congregation look forward to the challenges we will face during 2023.

On behalf of the Parochial Church Council



G.P. Tracey (Chair)



Kirsty Pettinger (Lay member)

Date: 2 May 2023

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Statement of financial activities

		Endowment	Unrestricted	Restricted	Total Funds	
	Note	Funds £	Funds £	Funds £	2022 £	2021 £
Income and endowments from:						
Donations and grants	2(a)	-	159,987	30,758	190,745	157,263
Other voluntary income	2(b)	-	49,746	-	49,746	44,092
Income from charitable and ancillary trading:	2(c)	-	7,467	-	7,467	5,163
Income from investments	2(d)	-	455	-	455	340
Total income and endowments		-	217,655	30,758	248,413	206,858
Expenditure on:						
Grants	3(a)	-	4,340	5,336	9,676	10,578
Charitable activities	3(b)	-	200,792	10,397	211,189	189,812
Fund-raising and publicity	3(c)	-	1,383	584	1,967	2,310
Total expenditure		-	206,515	16,317	222,832	202,700
Net income for the year, being net movement in funds		-	11,140	14,441	25,581	4,158
Transfer between funds		-	-	-	-	-
Total funds brought forward at 1 January		9,365	2,669,270	10,845	2,689,480	2,685,322
Total funds carried forward at 31 December 2022		9,365	2,680,410	25,286	2,715,061	2,689,480

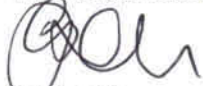
All income and expenditure have arisen from continuing activities.

The notes to the accounts are shown on pages 10 to 19 and form part of these financial statements.

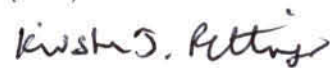
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Balance Sheet	Note	2022 £	2021 £
Fixed Assets			
Tangible fixed assets	5	2,589,147	2,580,094
Investments		9,365	9,365
		2,598,512	2,589,459
Current Assets			
Debtors	6	20,249	9,748
Cash at bank and in hand		113,407	111,637
		133,656	121,385
Liabilities: Amounts Falling Due Within One Year	7	13,107	15,114
Net Current Assets		120,549	106,271
Total Assets Less Current Liabilities		2,719,061	2,695,730
Liabilities: Amounts Falling Due After More Than One Year	8	4,000	6,250
Net Assets		2,715,061	2,689,480
Funds	9		
Unrestricted			
Undesignated		75,443	76,553
Designated		2,500,026	2,487,776
Revaluation reserve		104,941	104,941
Total Unrestricted		2,680,410	2,669,270
Restricted		25,286	10,845
Endowment		9,365	9,365
Total Funds		2,715,061	2,689,480

The financial statements were approved by the Parochial Church Council on 2 May 2023 and signed on its behalf by:



G.P. Tracey
(Chair)



Kirsty Pettinger
(Lay member)

The notes on pages 10 to 19 form part of these accounts.

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1 Accounting policies

Thorley PCC is a Parochial Church Council in England. The address of the registered office is given in the charity information on page 1 of these financial statements.

Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Like many charities at this time the charity has been dealing with the after effects of the Covid-19 pandemic. Income has increased with the re-opening of the church buildings and the trustees have considered the level of current reserves and believe reserves are sufficient for activities to be maintained for 12 months. A detailed commentary on the reserves position is included in the Trustees report on page 7.

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates. The Trustees do not consider that there are any critical judgments or sources of estimation uncertainty in the financial statements.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Designated funds are unrestricted funds that due to their nature are not readily realisable and cannot therefore be considered to be general funds available for PCC ordinary purposes or have been designated for a particular purpose. The PCC's fixed assets are included in such designated funds.

Restricted funds represent a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and b) donations or grants received for a specific object or

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invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established. The PCC's only Endowment Fund is the Patten Bequest and provides an income to be used for the upkeep of the Church.

Income recognition

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when receivable. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All income is accounted for gross.

Expenditure recognition

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure, including support costs are generally recognised when incurred and accounted for gross.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Fixed assets

Consecrated and benefice property is not included in the accounts by section 10 of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Fixtures, fittings and equipment are capitalised at cost. Depreciation is calculated to write off the capitalised cost over an estimated useful life of 3 years.

The trustees have concluded that all land and buildings are held for the PCC's use and as such none are investment properties.

The PCC has applied the transitional arrangements of section 35 of FRS 102 and measured its freehold property at deemed cost at the date of transition, being 1 January 2015. Since the residual value is so high, any depreciation charge would be negligible. An impairment review is carried out at each year end and any resultant loss identified included in expenditure for the year.

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of the fixed asset land and buildings which are held at their revalued carrying amount. The value of land and buildings is stated in note 5.

Financial assets include the bank balances, trade debtors and other debtors but exclude prepayments and taxation. Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

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Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income is included at the best estimate of the amounts receivable at the balance sheet date.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition, opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due. Accrued expenditure is included at the best estimate of the amounts payable at the balance sheet date, after allowing for any trade discounts due.

Pensions

The Charity provides a defined contribution pension scheme, whereby the Charity and its staff each fund the scheme, managed by a third-party provider, the assets of which are held by the provider separately from the assets of the Charity. The pension charge in the financial statements represents the amounts payable by the Charity to the fund in respect of the year.

Taxation

The charity is exempt from corporation tax on its income applied for charitable activities.

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2 Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	2021 £
2(a) Donations and grants:				
Planned giving	101,796	-	101,796	102,825
Income tax recoverable	30,110	-	30,110	26,668
Legacy	12,028	-	12,028	-
Grants	-	1,750	1,750	1,000
CAF Vouchers	20	-	20	-
Friends of St James contributions to church repair	-	2,857	2,857	7,195
Listed places of worship grant scheme	-	1,312	1,312	1,433
Sundry donations/Stewardship campaign	16,033	24,839	40,872	18,142
	<u>159,987</u>	<u>30,758</u>	<u>190,745</u>	<u>157,263</u>
2(b) Other voluntary income:				
Donations for use of Church premises	44,135	-	44,135	36,159
Fetes, bazaars, other fund-raising events	5,611	-	5,611	7,933
	<u>49,746</u>	<u>-</u>	<u>49,746</u>	<u>44,092</u>
2(c) Income from charitable and ancillary trading:				
Area Dean income	833	-	833	-
PCC and wedding fees	6,634	-	6,634	5,163
	<u>7,467</u>	<u>-</u>	<u>7,467</u>	<u>5,163</u>
2(d) Income from Investments:				
Bank interest	455	-	455	340
TOTAL INCOME	<u>217,655</u>	<u>30,758</u>	<u>248,413</u>	<u>206,858</u>

2 2021 Income Comparative

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
2(a) Donations and grants:			
Planned giving	102,825	-	102,825
Income tax recoverable	26,668	-	26,668
Legacy	-	-	-
Grants	-	1,000	1,000
CAF Vouchers	-	-	-
Friends of St James contributions to church repair	-	7,195	7,195
Listed places of worship grant scheme	-	1,433	1,433
Sundry donations/Stewardship campaign	8,554	9,588	18,142
	<u>138,047</u>	<u>19,216</u>	<u>157,263</u>
2(b) Other voluntary income:			
Donations for use of Church premises	36,159	-	36,159
Fetes, bazaars, other fund-raising events	7,933	-	7,933
	<u>44,092</u>	<u>-</u>	<u>44,092</u>
2(c) Income from charitable and ancillary trading:			
Area Dean Income	-	-	-
PCC and wedding fees	5,163	-	5,163
	<u>5,163</u>	<u>-</u>	<u>5,163</u>
2(d) Income from Investments:			
Bank interest	340	-	340
TOTAL INCOME	<u>187,642</u>	<u>19,216</u>	<u>206,858</u>

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3 Expenditure

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2022 £	2021 £
3(a) <u>Grants</u>				
Other giving	40	3,540	3,580	7,599
Outreach	4,300	1,796	6,096	2,979
	<u>4,340</u>	<u>5,336</u>	<u>9,676</u>	<u>10,578</u>
3(b) <u>Charitable activities</u>				
Ministry: diocesan quota	92,604	-	92,604	87,696
Clergy expenses	3,932	-	3,932	4,444
Ministry: curate expenses	880	-	880	-
Upkeep of Church Services	2,051	-	2,051	2,145
Lighthouse kids, youth groups & fellowship groups	690	250	940	627
Cost of the music fellowship	-	-	-	110
Rectory and Parish House repairs	101	-	101	100
Parish House – loan interest	52	-	52	143
Church running expenses and repairs	9,084	8,022	17,106	14,481
St Barnabas Centre running expenses	17,263	-	17,263	16,783
Emmaus Centre running expenses	4,119	-	4,119	2,910
Thorley Christian Centre running expenses & repairs	6,352	-	6,352	6,088
Support costs 3(d)	63,664	2,125	65,789	54,285
	<u>200,792</u>	<u>10,397</u>	<u>211,189</u>	<u>189,812</u>
3(c) <u>Fund-raising and publicity</u>				
Costs of fetes and other fund-raising events	1,383	584	1,967	2,310
	<u>1,383</u>	<u>584</u>	<u>1,967</u>	<u>2,310</u>
TOTAL EXPENDITURE	206,515	16,317	222,832	202,700
3(d) <u>Support costs</u>				
Staff costs (Note 4)	44,369	-	44,369	41,846
Administration and Office supplies	9,558	-	9,558	5,484
Accountancy	2,220	-	2,220	1,998
Website maintenance	807	-	807	884
Telephone and Miscellaneous	4,365	447	4,812	2,144
Depreciation	2,345	1,678	4,023	1,929
	<u>63,664</u>	<u>2,125</u>	<u>65,789</u>	<u>54,285</u>

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3 2021 Expenditure Comparative

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
3(a) <u>Grants</u>			
Other giving	1,969	5,630	7,599
Outreach	1,000	1,979	2,979
	<u>2,969</u>	<u>7,609</u>	<u>10,578</u>
3(b) <u>Charitable activities</u>			
Ministry: diocesan quota	87,696	-	87,696
Clergy expenses	4,444	-	4,444
Ministry: curate expenses	-	-	-
Upkeep of Church Services	2,145	-	2,145
Lighthouse kids, youth groups & fellowship groups	627	-	627
Cost of the music fellowship	110	-	110
Rectory and Parish House repairs	100	-	100
Parish House – loan interest	143	-	143
Church running expenses and repairs	4,666	9,815	14,481
St Barnabas Centre running expenses	15,953	830	16,783
Emmaus Centre running expenses	2,910	-	2,910
Thorley Christian Centre running expenses & repairs	6,088	-	6,088
Support costs 3(d)	54,285	-	54,285
	<u>179,167</u>	<u>10,645</u>	<u>189,812</u>
3(c) <u>Fund-raising and publicity</u>			
Costs of fetes and other fund-raising events	2,310	-	2,310
	<u>2,310</u>	<u>-</u>	<u>2,310</u>
TOTAL EXPENDITURE	<u>184,446</u>	<u>18,254</u>	<u>202,700</u>
3(d) <u>Support costs</u>			
Staff costs (Note 4)	41,846	-	41,846
Administration and Office supplies	5,484	-	5,484
Accountancy	1,998	-	1,998
Website maintenance	884	-	884
Telephone and Miscellaneous	2,144	-	2,144
Depreciation	1,929	-	1,929
	<u>54,285</u>	<u>-</u>	<u>54,285</u>

4 Staff Costs

	Unrestricted Funds £	Restricted Funds £	Total funds 2022 £	Total Funds 2021 £
Wages and salaries	43,666	-	43,666	41,194
Pension costs	703	-	703	652
	<u>44,369</u>	<u>-</u>	<u>44,369</u>	<u>41,846</u>

During the year the charity employed an average of 3 employees (2021 - 3).

No employees received total employee benefits in excess of £60,000 (2021 - Nil).

The PCC considers its key management personnel to comprise the Rector, Churchwardens and appointed officials (see page 1). No key management personnel received remuneration nor benefits in the year (2021 – Nil).

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5 Fixed Assets

Tangible fixed assets	2022	2021
	£	£
Freehold land and property owned by PCC		
The St Barnabas Centre	1,989,927	1,989,927
The Emmaus Centre	478,335	478,335
The Thorley Christian Centre (10% PCC interest)	49,748	49,748
7 Elmbrook Drive (15.04% PCC interest)	58,957	58,957
	<u>2,576,967</u>	<u>2,576,967</u>
Designated Funds	2,576,967	2,576,967
Fixtures, Fittings & Equipment (Unrestricted)		
Cost brought forward	6,346	2,361
Additions	13,077	3,985
Disposals	-	-
Cost carried forward	<u>19,423</u>	<u>6,346</u>
Accumulated depreciation brought forward	3,219	1,290
Depreciation charge for the year	4,024	1,929
Depreciation eliminated on disposal	-	-
Accumulated depreciation carried forward	<u>7,243</u>	<u>3,219</u>
Net book value brought forward	3,127	1,071
Net book value carried forward	<u>12,180</u>	<u>3,127</u>
Total fixed assets	2,589,147	2,580,094

The PCC owns two freehold buildings, the St Barnabas Centre and the Emmaus Centre both in Church Lane, Thorley. The Diocese owns the Thorley Christian Centre, Vicerons Place, Thorley Park, but would give 10% of the net proceeds of any sale to St James. The Parish House is a residential property owned with the Diocese. The PCC owns 15.04%.

The PCC has applied the transitional arrangements of section 35 of FRS 102 and measured its freehold property as noted above and used those valuations as its deemed cost at the date of transition, being 1 January 2015. Given the unique nature of the three Centres, the properties were valued based on the insurance value and their value in use. The Trustees resolved to adopt a market value for 7 Elmbrook Drive of £392,000 for the year ended 31 December 2015, meaning that the PCC's share of the valuation increased.

6 Debtors

	2022	2021
	£	£
Accounts receivable	489	170
Income tax recoverable	7,000	5,859
Prepayments and accrued income	12,760	3,719
	<u>20,249</u>	<u>9,748</u>

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7 Liabilities: Amounts Falling Due Within One Year

	2022 £	2021 £
DBF/Vacancy Liability	522	465
Deposits held	351	151
Accrued expenses	4,723	2,400
Creditors for goods and services	3,506	8,213
Wedding fee / Funeral fee disbursements	342	425
Tax and National Insurance	663	460
Diocesan loan re 7 Elmbrook Drive (see note 8)	3,000	3,000
	13,107	15,114

8 Liabilities: Amounts Falling Due After More Than One Year

	2022 £	2021 £
Diocesan loan re 7 Elmbrook Drive	4,000	6,250
	4,000	6,250

The loan is in relation to the Parish House. £3,000 is payable annually to the Diocese of St Albans, but this year the figure has been reduced by rent received.

9 Movement on Funds

	At 1 January 2022 £	Income £	Expenditure £	Transfers	At 31 December 2022 £
Unrestricted funds:					
General undesignated	76,553	207,655	206,515	(2,250)	75,443
Designated	2,487,776	10,000	-	2,250	2,500,026
Revaluation reserve	104,941	-	-	-	104,941
	2,669,270	217,655	206,515	-	2,680,410
Restricted funds:					
Church yard	-	150	150	-	-
Healing on the streets	314	-	314	-	-
Health & safety fund	-	-	-	-	-
Parish events	605	904	872	-	637
Church boiler	-	4,000	-	(4,000)	-
Other	-	-	-	-	-
Special collections	-	3,144	3,144	-	-
FOSJ church repair fund	-	4,169	8,169	4,000	-
Listed places of worship grant scheme	-	-	-	-	-
Beverley Cheeseman worship fund	2,035	450	-	-	2,485
Barn IT fund	1,679	-	1,679	-	-
Phases II and III technology fund	-	13,750	-	-	13,750
Strictly Stortford	-	1,006	1,006	-	-
Bell Tower Fund	-	1,435	150	-	1,285
Macmillan Care	-	-	-	-	-
Children and youth grant	-	250	250	-	-
Other grant	-	1,500	583	-	917
Kitchen fund	6,212	-	-	-	6,212
	10,845	30,758	16,317	-	25,286
Endowment	9,365	-	-	-	9,365
Total funds	2,689,480	248,413	222,832	-	2,715,061

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Movement on Funds comparative

	At 1 January 2021 £	Income £	Expenditure £	Transfers	At 31 December 2021 £
Unrestricted funds:					
General undesignated	76,260	187,642	184,446	(2,903)	76,553
Designated	2,484,776	-	-	3,000	2,487,776
Revaluation reserve	104,941	-	-	-	104,941
	2,665,977	187,642	184,446	97	2,669,270
Restricted funds:					
Church yard	636	150	1,187	401	-
Healing on the streets	314	-	-	-	314
Health & safety fund	106	-	-	(106)	-
Parish events	710	847	685	(267)	605
Church boiler	-	-	-	-	-
Other	18	5	-	(23)	-
Special collections	123	5,530	5,630	(23)	-
FOSJ church repair fund	79	7,195	7,195	(79)	-
Listed places of worship grant scheme	-	1,433	1,433	-	-
Beverley Cheeseman worship fund	1,585	450	-	-	2,035
Barn IT fund	197	2,311	830	1	1,679
Phases II and III technology fund	-	-	-	-	-
Strictly Stortford	-	-	-	-	-
Bell Tower Fund	-	-	-	-	-
Macmillan Care	-	295	287	(8)	-
Children and youth grant	-	1,000	1,007	7	-
Other grant	-	-	-	-	-
Kitchen fund	6,212	-	-	-	6,212
	9,980	19,216	18,254	(97)	10,845
Endowment	9,365	-	-	-	9,365
Total funds	2,685,322	206,858	202,700	-	2,689,480

General unrestricted fund - The general unrestricted fund is used for PCC ordinary purposes.

Designated fund - The designated funds comprise the Freehold land and property, net of loans, the designated property repair fund (£25,000) and an allowance to cover future planned deficits (£10,000).

Restricted fund - The restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

In 2021 restricted transfers were made to account for costs incurred under the unrestricted fund. Transfers were immaterial.

Revaluation reserve – The revaluation reserve is in relation to the property valuation undertaken on transition to FRS102.

Endowment fund – The endowment fund represents the Patten Bequest and provides an income to be used for the upkeep of the Church which is shown as restricted.

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10 Analysis of Net Assets by Fund

	Endowment Funds £	Unrestricted Funds £	Designated Funds £	Revaluation Reserve £	Restricted Funds £	Total £
Fixed Assets	-	12,180	2,472,026	104,941	-	2,589,147
Investments	9,365	-	-	-	-	9,365
Net Current Assets	-	63,263	35,000	-	25,286	123,549
Long Term Liabilities	-	-	(7,000)	-	-	(7,000)
Fund balance	9,365	75,443	2,500,026	104,941	25,286	2,715,061

Analysis of Net Assets by Fund (comparative)

	Endowment Funds £	Unrestricted Funds £	Designated Funds £	Revaluation Reserve £	Restricted Funds £	Total £
Fixed Assets	-	3,127	2,472,026	104,941	-	2,580,094
Investments	9,365	-	-	-	-	9,365
Net Current Assets	-	73,426	25,000	-	10,845	109,271
Long Term Liabilities	-	-	(9,250)	-	-	(9,250)
Fund balance	9,365	76,553	2,487,776	104,941	10,845	2,689,480

11 Independent Examination Fees

Accountancy expenditure includes £1,770 fees paid to the Independent Examiners for carrying out the Independent Examination (2021 - £1,770).

12 Trustees Remuneration and Expenses

The trustees neither received nor waived any remuneration or benefits during the year (2021 - £Nil).

During the year 2 trustees (2021 - 2 trustees) had the following expenses paid for by the charity:

	2022 £	2021 £
Travel	2,666	3,067
Training	705	-
Internet and communications	938	683
Other costs	503	694
	4,812	4,444

13 Related Party Transactions

There were no related party transactions in the year (2021 – Nil).

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Independent Examiner's Report to the Trustees of The Parochial Church Council of St. James The Great Thorley.

I report on the accounts of the charity for the year ended 31 December 2022 which are set out on pages 8 to 19.

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 charity's accounts carried out under section 145 of the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Helena Wilkinson FCA
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Causeway House
1 Dane Street
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Hertfordshire
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Date: 10 May 2023