

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BISHOP'S STORTFORD (ST MICHAEL)

England & Wales · Charity number 1130646

## Details

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Other names	ST MICHAEL'S PCC
Status	Registered
Legal form	Previously excepted
Registered	2009-07-21
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	St. Michaels Church Windhill Bishop's Stortford CM23 2ND
Phone	01279461657
Email	<a href="mailto:church@saintmichaelweb.org.uk">church@saintmichaelweb.org.uk</a>
Website	<a href="http://WINDHILLBISHOPSSTORTFORD.HERTSCM232EY">WINDHILLBISHOPSSTORTFORD.HERTSCM232EY</a>

## Activities

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**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** TO ENABLE AS MANY PEOPLE AS POSSIBLE TO WORSHIP AT ST MICHAEL'S CHURCH AND TO BECOME PART OF THE PARISH COMMUNITY.WE TRY TO ENABLE PEOPLE TO LIVE OUT THEIR FAITH AS PART OF A COMMUNITY WORSHIPPING ACCORDING TO THE RITES AND PRACTICES OF THE CHURCH OF ENGLAND.

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£244,892	£237,900	-	-
2023-12-31	£316,942	£328,125	-	-
2022-12-31	£305,935	£505,770	-	-
2021-12-31	£205,305	£200,494	-	-
2020-12-31	£247,665	£251,154	-	-

## Trustees

Name	Role	Appointed
<b>Rev Derwyn Gavin Williams</b>	Chair	2014-03-20
Claire Conquest		2021-05-23
Dr Benjamin Adeyemi		2024-05-26
Jack Brear		2024-05-26
James Hellis		2023-07-24
Margaret Elizabeth Fox		2011-09-01
Martin Pettitt		2025-05-25
Michelle Durnell		2020-10-25
Mireille Baulcomb		2023-05-28
Nicholas Hughes		2025-05-25
Peter Derrick Rixson		2013-09-16
REV June Elizabeth Knight		
Rosemary Thomson		2024-05-26
Valerie Ashwood		2025-05-25

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BISHOP'S STORTFORD (S**

England & Wales - Charity number 1130646

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# Accounts

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# **Report on the Calendar Year 2023 for the Parochial Church Council of the Ecclesiastical Parish of Bishop's Stortford (St Michael). Charity Registered No 1130646**

## **Aim and Purposes**

St Michael's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Reverend Derwyn Williams, in promoting in the ecclesiastical parish the whole mission of the Church: pastoral, evangelistic, social and ecumenical. The PCC shares responsibility with St Joseph's Roman Catholic Church for the maintenance of the Windhill Churches Centre, Windhill, Bishop's Stortford.

## **Objectives and Activities**

Outreach activities of various types have returned to a near normal pattern. Worship is fully choral again, with the gradual re-introduction of young voices, the children in the choir going out to a Godly Play at the 10am service. Eucharistic life continued unrestricted and congregations gained confidence in returning to church, and attendance increased. A huge effort was made to welcome back or encourage young families with a strong emphasis on a Godly Play. We continue with Zoom transmission of the Service of the Word fortnightly, to enable housebound parishioners to participate in worship.

To facilitate this work, it is important that we maintain the fabric of the Church of St Michael's and the Windhill Churches Centre. To this end, the Churchwardens and Deputies carry out day to day maintenance on the Church building and the Assistant Curate's house aided by the members of the Fabric Committee and others. Other, more serious items are passed to specialist contractors and tradesman following agreement by the PCC. Where required submissions are made to the Diocesan Advisory Office for their advice and approval, and any Faculty permissions obtained from the Diocesan Chancellor. The Centre is managed by a Joint Committee which handles the required maintenance requirements. All necessary inspections, both legal and advisory, are carried out and subsequent actions are undertaken to deal with any matters which require attention.

### **Safeguarding:**

Overview- at St Michael's, we are encouraging vigilance and transparency to help create a culture in which safeguarding concerns or incidents are raised. Help, support and appropriate sign - posting are then offered, and detailed recording is undertaken in accordance with regulatory practice in the Diocese of St Alban's. In 2023 we appointed a

new safeguarding lead, Dotun Akinde, following ten years of loyal and effective service from William Macdonald. This is a challenging and time consuming role for any volunteer, and William gave Dotun a very detailed induction.

DBS (updated every three years) and safer recruiting take place up to enhanced level, where appropriate.

The PCC is committed to fulfilling its responsibilities to protect children, young people and vulnerable adults involved in the church's activities.

## **Achievements and Performance**

### **Worship and Prayer:**

The PCC focuses the church's attention on its vision to be people who know, love, and serve God. Our mission is to broaden our knowledge of God through preaching and to deepen our love of God through worship and prayer, in particular by ensuring that the acts of corporate worship offered to God are carried out to the highest standard possible. It is important that the atmosphere, decoration and ordering of the church building is conducive to such worship, that people have the resources required to enable them to worship, to pray and to hear the preaching, and that all music is made as part of the offering of worship to God and in a way which inspires people and brings them closer to God. For those who are frail, and unable to worship in person, we are fortunate in being able to offer Holy Communion in their own homes led by clergy or appropriate lay members of our church. In a similar way, we offer outreach by holding monthly services in local care homes.

In April 2023 there were 149 parishioners on the Church Electoral Roll; this number is expected to increase. The average weekly attendance over all services remained around 110 but this number increased at festivals (significantly at Easter and Christmas periods). It is worth remembering that the lockdowns meant that some of our older parishioners, who had to stop attending in March 2020 were effectively exiled from church for the rest of their lives: some have died since then, others are now frail and unable to worship in person.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Occasional offices continued in 2023 thankfully with 8 baptisms, 4 weddings and 10 funerals in our church.

### **Church Fabric:**

Jerry Lander remains our architect, and he undertook the Quinquennial Inspection in 2023. He found the church to be in a relatively sound condition. Having categorised and prioritised the order of works necessary, these began shortly afterwards; suitable estimates having been procured and approved by the PCC and Finance Committee.

Regular servicing and maintenance contracts are undertaken, which Terry Pigram oversees, and to whom we are hugely indebted. He has completed replacing the chandelier lighting with LED bulbs. Gill Johnson oversees the cleaning rota and her small teams of volunteers, come in for an hour on the last Saturday of the month. John Steward, an accomplished craftsman and our archivist and his wife have left us to be with family in Leicestershire as they grow older. Working parties have been about the churchyard clearing debris and checking gutters and drains. We have managed to form a good contact with the Town Council who are responsible for much as it is a closed churchyard.

We are grateful to Nigel Turner who continued in 2023 to look after the Interment Area and also to Martin Greenwood who looks after the WCC garden areas, alongside Terry Pigram.

Unfortunately, in September 2023 we had some considerable damage in the church electrical systems and also in the Tower, due to the effect of a severe localised storm. Most of the electrical systems were damaged, including the photocopier, office computer, sound system and organ. The new acoustic shutters in the tower were involved. This required an extensive insurance claim, which was met in full.

### **Bells Restoration:**

The restoration having been completed in late 2022 has become a popular destination for bands of ringers in many parts of the country including St Peter Mancroft, Norwich as well as many local bands. The Bell Tours continue, and there is a high level of interest in the town for personal visits, and groups such as Brownies and Scouts.

### **Vicar's illness and recovery:**

We were delighted to welcome back the vicar in 2023, having made a full recovery, and, once again at the helm of worship, preaching, and leadership, which was so desperately missed.

### **Deanery Synod**

The PCC has 3 Lay representatives on the Bishop's Stortford Deanery Synod. The Deanery Synod represents a means of discussion and communication between the constituent member churches of the Deanery, and is a means of communication between the Diocese of St Albans and our Deanery. The Deanery Synod resumed in person meetings in 2022, although several churches struggling with a lack of incumbent made this more difficult to accomplish in 2023.

Revd Gaz Tracey (St James the Great Thorley) took over as Area Dean in May 2022, but had a period of illness that autumn.

Our current lay representatives are Margaret Fox, Peter Rixson and Michelle Durnell.

### **The Church Centre Complex - Windhill Churches Centre**

The group usually meet 4 times a year with the priests taking it in turn to chair each year and continued meeting in 2023. Finance remained satisfactory in 2023, although expenditure began to rise slowly as activities increased, and more heating and lighting was required at much higher cost.

St Joseph's office is situated upstairs in the Centre and Debbie Jackson, their administrator, has continued to work there and Derwyn uses his office as before on a regular daily basis and so both are able to keep an eye on the building. We are indebted to Terry Pigram who works tirelessly and on most days always finding various jobs which need attention, including cleaning windows and sweeping outside to uphold good standards. At our regular wardens meeting with the vicar, he is able to discuss any particular problems and usually comes up with a solution for which we are most grateful.

The Centre was used more frequently in 2023 for fellowship after services and church meetings. In particular, a monthly TLC Club offering tender loving care and fellowship, usually to older members of the congregation, and wider community, continued to attract high numbers. It provides a useful hub for seniors in our community. Weekly sessions of support and education for Ukrainian Refugees continued each Wednesday afternoon a lunch being provided first.

### **Mission and Evangelism:**

The Charities Support Group had a successful year in 2023. The Holly Fair raised £3006, up from last year.

The PCC contribution (£14.100) and fundraising enabled the CSG to give planned donations of £8.586 to overseas charities and £8.375 in United Kingdom donations. The additional appeal income and donations totalled £2.542,

Red bucket appeals for emergency aid took place and raised money three times in 2023.

Our 2023 Lent Appeal was divided between Hope and Home for Children (Eastern Europe, including Ukraine) Thirst Café, Holy Trinity Night Shelter and Meninadanca.

Appeal information, and thanks also, may be found on the church website. In 2023, our programme of talks once a term continued. Bishop's Stortford Youth Project (Thirst Café), Street Pastors, and Alzheimer's Society all gave interesting and well attended talks to the congregation. It is wonderful to form closer links with the charities and inspiring to find out more about individuals and how their Christian faith has led them to make a difference to the lives of many throughout the world.

### **Ecumenical Relationships:**

St Michael's is a member of Churches Together in Bishop's Stortford and a representative of the church serves on the Churches Together in Bishop's Stortford Forum and the Ecumenical Ministers Fellowship. We contribute to and participate in a range of ecumenical activities, including Food Bank, The Bishop's Stortford, (formerly The Portland) Contact Centre, Holiday Bible Week, and the Holy Trinity Night Shelter. We also participate in and contribute to ecumenical prayer and worship on Good Friday and during the Week of Prayer for Christian Unity. To highlight this year: the Food Bank continues to be busy providing essential provisions by delivery and to walk-in clients and the Night Shelter has recently gained accreditation from Housing Justice.

## **Financial Review**

### 1. Financial Performance in 2023

Total receipts on unrestricted funds were £203,411. £99,966 was from tax efficient planned givers to the Church Giving Scheme, plus other planned giving (not tax efficient) of £2,764. Tax recoverable from Gift Aid amounted to £24,536. Collections taken in church produced £4,973, some of which was gift aided. £1,873 was recovered from VAT on church work bills. Overall, despite the Church Giving Scheme was £2,916 lower than last year, the church received generous legacies totalling £11,775.

On the expenditure side, £216,436 was spent on the Christian Ministry of St Michael's Church. Of this £107,991 related to the Diocesan Quota and £19,532 was given to different charities at home and abroad. The balance represents the cost of running the church and the St Michael's share of the Windhill Churches Centre. The major variances on expenditure were utility bills from £4,919 to £10,385 and the lightning strike damage costs of £17,368 of which £16,868 will be recovered from the insurers in 2024.

The Fund Raising for the Bells Appeal continued this year. The Bells Fund brought forward figure for 2022 was £14,846. The income raised in 2023 was £90,756. The Bells expenditure in 2023 was £97,416 making total fund carried forward £8,186.

### 1.2 Provisions

Various provisions were made during 2023 as follows:

Property Repair Fund - £10,000

Cowell House Maintenance - £1,000

Our reserves have been carefully invested and an original sum of £225,000 set aside as an endowment for the benefit of the WCC is with the CBF Church of England Investment Fund - Income Shares, the value at the end of December was £412,595. A further £80,000 was invested in the COIF Charities Ethical Investment Fund - Income Units, this was valued at £132,271 at the same date.

<b>Fund</b>	<b>Date of initial deposit</b>	<b>Initial deposit</b>	<b>Value at end of December 2022</b>	<b>Value at end of December 2023</b>
CBF Investment account	2013	£225,000	£377,115	£412,595
COIF Ethical Investment Fund	2014	£80,000	£120,442	£132,271

The Cowell House property has been let since March 2018 bringing in an income of £1,383 per calendar month. Cowell House is valued in our fixed assets at a cost of £67,828 (the initial purchase price as required by the accounts regulation). We believe the current market value is in excess of £450,000.

## 2. Church Workers Pension Fund (CWPF) – standard annual statement 2023

*St Michael's (Bishop's Stortford) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and the other participating employers.*

*CWPF has two sections: 1. the Defined Benefits Scheme 2. the Pension Builder Scheme, which has two subsections; a. a deferred annuity section known as Pension Builder Classic, and, b. a cash balance section known as Pension Builder 2014.*

### *Pension Builder Scheme*

*Both sections of the Pension Builder Scheme are classed as defined benefit schemes.*

*Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.*

*Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.*

*There is no sub-division of assets between employers in each section of the Pension Builder Scheme.*

*The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2023: £1,364 2022: £1,238).*

*A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019.*

*For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2024, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2023. There is no requirement for deficit payments at the current time.*

*For the Pension Builder 2014 section, the 2019 valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.*

*The next valuation is due as at 31 December 2022. Calculations for this are currently under way.*

*The legal structure of the scheme is such that if another employer fails, St Michael's (Bishop's Stortford) PCC could become responsible for paying a share of the failed employer's pension liabilities.*

### 3. Reserves Policy

The PCC has formulated the following policy, relating to our reserves.

1. The cash maintained on the PCC's main account should be £50,000 minimum.
2. Annual transfers should be made to the Property Repairs Fund (£10,000), Cowell House Maintenance (£1,000), and the WCC Dilapidations Fund (£2,000).
3. An Endowment Fund of £225,000 should be maintained to provide an income to assist with the outgoings on the WCC.
4. The above policies will be reviewed annually by the Finance Committee.

## **Volunteers**

We should like to thank all the volunteers who give of their time to keep the church vibrant and lively and to maintain the fabric. In particular, we should mention the Deputy Wardens Mr Peter Rixson, Mr Terry Pigram whose hard work has enabled the church to run smoothly throughout the year. Jonathan Muscroft-Inglis became an assistant warden in 2023. Great thanks above all go to Mrs Claire Conquest and Mrs Gill Johnson who were re-elected Churchwardens in 2023.

## Structure, Governance and Management

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

The method of appointment of PCC members is set out in the Church Representation Rules. At St Michael's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All of those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent.

The full PCC meets in February, May, July, September and November.

The Finance Committee, and Charity Support Group carried on their work to support and contribute to the work of the full PCC. Other historic committees remained in abeyance, and their work is done in Full PCC or more informally through the Wardens' Team Meetings, reporting to PCC on progress made and decisions needed.

## Administrative Information

St Michael's Church is situated in Windhill, Bishop's Stortford. It is part of the Diocese of St Albans within the Church England. The correspondence address is Windhill, Bishop's Stortford, Hertfordshire, CM23 2ND. Registered Charity Number: 1130646

PCC members who have served at any time in 2023 until the date this report was approved are:

### **Ex officio members:**

Incumbent: The Reverend Derwyn Williams (Chairman)

Wardens: Claire Conquest, Gill Johnson

### **Elected or co-opted members:**

Dotun Akinde

Gaillie Anderson

Bill MacDonald

Michelle Durnell

Mireille Els (later Baulcomb)

James Hellis

Margaret Fox

Lynn Graseman

Peter Mannings

Martin Pettitt

Peter Rixson

John Steward

Angela Weeks

Caroline Galwey

**Approved by the PCC on ..... and signed on their behalf by the Reverend  
Derwyn Williams (PCC Chairman)**

COMPARISON OF BUDGET WITH ACTUAL USING SOFA AS AT 31/12/2023

	ACTUAL 2022	notes	BUDGET 2023	ACTUAL 2023	notes	BUDGET 2024
<b>INCOME</b>						
CHURCH GIVING SCHEME	102,882		100,000	99,966		100,000
OTHER PLANNED GIVING not tax effi	4,619		5,000	2,764		2,500
TAX RECOVERED	26,064		25,000	24,536		25,000
COLLECTIONS	4,704		4,800	4,973		4,800
OFFERTORY BOX	4,394		4,400	3,530		3,500
DONATIONS	3,628		3,000	6,459		3,500
DONATIONS BY CARD "DONA"	0		0	2,923		6,000
<b>SUB TOTAL</b>	<b>146,291</b>		<b>142,200</b>	<b>145,150</b>		<b>145,300</b>
MUSIC COMMITTEE	262		0	1,238		0
CHARITY SUPPORT GROUP CSG	5,957	red bucket	0	5,593	red bucket	0
DIVIDENDS AND BANK INTEREST	17,757		18,000	18,455		18,200
RENT FROM PROPERTY	18,390		19,320	18,753		19,500
FEES WEDDINGS & FUNERALS	4,384		4,404	5,498		5,000
CONCERTS (NET)	0		0	809		0
CHURCH FLOWERS	652		0	745		0
SOCIAL COMMITTEE	1,032		0	2,715		0
WINDHILL CHURCHES CTRE INCOME	2,185		2,000	2,582		2,500
LISTED PLACES OF WORSHIP GRANT	563		0	1,873		0
<b>TOTAL INCOME</b>	<b>197,473</b>		<b>185,924</b>	<b>203,411</b>		<b>190,500</b>
OTHER LEGACIES	7,623		0	11,775		0
BELL APPEAL FUND RESTRICT (NET)	-190,660	restr to bells	0	-6,660	restr to bells	0
REPAIRS+COWELL H TRANSFER	11,000		11,000	11,000		11,000
<b>TOTAL INCOMING RESOURCES (A)</b>	<b>216,096</b>	excl restricte	<b>196,924</b>	<b>226,186</b>	excl restricte	<b>201,500</b>
<b>RESOURCES USED</b>						
QUOTA	107,295		107,991	107,991		105,978
UTILITY BILLS	4,919		6,958	10,385	( D )	10,995
CLERGY EXPENSES	2,788		2,435	3,472	( E )	3,300
RUNNING EXPENSES	11,369		12,218	16,058	( F )	16,503
COSTS OF TRADING	11,947		10,900	13,317	( G )	14,650
SALARIES	23,219		27,172	30,520	( H )	34,855
MISSION GIVING (CSG GIVING)	17,997	PCC+red bck	14,100	19,532	PCC+red bck	12,750
MAJOR REPAIRS - BUILDING	737		0	15,161		0
<b>SUB TOTAL</b>	<b>180,271</b>		<b>181,774</b>	<b>216,436</b>		<b>199,031</b>
DEPRECIATION PHOTOCOPIER	520		7	7		570
DEPRECIATION HALL EQUIP	3,266		3,266	3,266		3,266
REPAIRS+COWELL H TRANSFER	11,000		11,000	11,000		11,000
<b>TOTAL RESOURCES USED (B)</b>	<b>195,057</b>		<b>196,047</b>	<b>230,709</b>		<b>213,867</b>
<b>OVERSPEND / SURPLUS (A-B)</b>	<b>21,040</b>		<b>877</b>	<b>-4,523</b>	( C )	<b>-12,367</b>
	We transferred from the general fund £10,000 to the property reserve fund and £1,000 to Cowell House Fund.		We propose to transfer £10,000 to Property Reserve Fund and £1,000 to Cowell House Fund.	We transferred from the general fund £10,000 to the property reserve fund and £1,000 to Cowell House Fund.		

Breakdown of figures above:

<b>( D ) UTILITY BILLS:</b>	2005017	electricity	2,987.79
	2005018	gas	7,137.90
	2005019	water	259.47
			<b>10,385.16</b>
<b>( E ) CLERGY EXPENSES:</b>	2002001	car expenses	562.55
	2002002	clergy telephone	1,323.35
	2002005	visiting speakers	1,585.75
	2003001	Cowell house expenses - cur.	0.00
	2007005	laundry & robes	0.00
			<b>3,471.65</b>
<b>( F ) RUNNING EXPENSES</b>	2005010	printing & stationery	1,430.55
	2005011	Card reader DONA service	547.50
	2005016	insurance	5,124.12
	2005060	miscellaneous expenses	4,235.51
	2005061	books	0.00
	2006000	repairs & cleaning	650.18
	2006005	organ/piano tuning	1,042.00
	2007004	music & RSCM	1,504.24
	2007006	wine & candles	684.52
	2006002	Maintenance of organ	839.00
	2017001	tiny tots expenditure	0.00
	2017002	junior church expenditure	0.00
			<b>16,057.62</b>
<b>( G ) COSTS OF TRADING</b>	2003001	Cowell house expenses - no	1,657.90
	2004001	church flowers	904.48
	2005051	magazine expenses	0.00
	2010020	wcc running costs	4,254.84
	2010021	wcc expenditure	6,500.00
	2017012	social committee exp	0.00
			<b>13,317.22</b>
<b>( H ) SALARIES</b>	2007001	musical director	8,249.96
	2007002	organist	5,390.00
	2007003	choir	0.00
	4000000	parish administrator	16,879.82
			<b>30,519.78</b>

**reconciliation: actual accounts x this comparison report**

	<b>this comparison report:</b>	<b>-4,522.70 ( C )</b>	
}	( - ) 0101007	clergy and casual duty fees	0.00
	01055B11	inc susp acc - property reserv	0.00
	0105A01	legacies Bells, restricted fund	-6,660.32
	(+ ) 2005013	depreciation photocopier	0.00
	2005014	depreciation hall equipment	0.00
	2005015	depreciation box organ	0.00
	2004000	Cowell House maintenance	0.00
	2005012	Families Ministry Reserve	0.00
	2006001	property maintenance	0.00
	2006002	maintenance of organ	0.00
		total	<b>-11,183.02</b>
	<b>income and expenditure actual accounts:</b>	<b>-11,183.02</b> difference = 0	



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of

Charity name: THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BISHOP'S STORTFORD (ST. MICHAEL'S)

On accounts for the year ended

31 DECEMBER 2023 Charity no (if any) 1130646

Set out on pages

1 + 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023

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 [insert name of applicable listed body]]. 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: P.J. Watson

Date: 7 April 2024

Name: PETER WATSON

Relevant professional qualification(s) or body

MSc. ECONOMICS. DIPL. ACCOUNTING OPEN UNIVERSITY

(if any):

Address:

46, GRANGE RD.
BISHOPS STORTFORD
HERTFORDSHIRE, CM23 5NR

**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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# Accounts

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# **Report on the Calendar Year 2022 for the Parochial Church Council of the Ecclesiastical Parish of Bishop's Stortford (St Michael). Charity Registered No 1130646**

## **Aim and Purposes**

St Michael's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Reverend Derwyn Williams, in promoting in the ecclesiastical parish the whole mission of the Church: pastoral, evangelistic, social and ecumenical. The PCC shares responsibility with St Joseph's Roman Catholic Church for the maintenance of the Windhill Churches Centre, Windhill, Bishop's Stortford.

## **Objectives and Activities**

Outreach activities of various types got back towards 'normality' in 2022. Worship became fully choral again. Eucharistic life was unrestricted and congregations came back to normal distancing and sharing the Peace, etc. We continue with Zoom transmission of the Service of the Word fortnightly, to enable housebound parishioners to participate in worship.

To facilitate this work, it is important that we maintain the fabric of the Church of St Michael's and the Windhill Churches Centre. To this end the Churchwardens and Deputies carry out day to day maintenance on the Church building and the Assistant Curate's house aided by the members of the Fabric Committee and others. Other, more serious items are passed to specialist contractors and tradesman following agreement by the PCC. Where required submissions are made to the Diocesan Advisory Office for their advice and approval, and any Faculty permissions obtained from the Diocesan Chancellor. The Centre is managed by a Joint Committee which handles the required maintenance requirements. All necessary inspections, both legal and advisory, are carried out and subsequent actions are undertaken to deal with any matters which require attention.

# Achievements and Performance

## Worship and Prayer

The PCC focuses the church's attention on its vision to be people who know, love, and serve God. Our mission is to broaden our knowledge of God through preaching and to deepen our love of God through worship and prayer, in particular by ensuring that the acts of corporate worship offered to God are carried out to the highest standard possible. It is important that the atmosphere, decoration and ordering of the church building is conducive to such worship, that people have the resources required to enable them to worship, to pray and to hear the preaching, and that all music is made as part of the offering of worship to God and in a way which inspires people and brings them closer to God.

Our reactivated children's work continued, with Tiny Tots on Wednesdays, and Godly Play on Sundays.

In April 2022 there were 139 parishioners on the Church Electoral Roll, but this number is expected to increase. The average weekly attendance over all services remained around 110 but this number increased at festivals (significantly at Easter and Christmas periods). Also the pandemic has had an ongoing effect on the attendance at services as some of our congregation have continued shielding or feeling unable to attend into 2022. The Lockdowns meant that some of our older parishioners who had to stop attending in March 2020 were effectively exiled from church for the rest of their lives: some have died since then, others are now frail and unable to worship in person.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Occasional offices continued in 2022 thankfully with 22 baptisms, 3 weddings and 12 funerals in our church.

## Church Fabric

Jerry Lander has been appointed as our architect and it was been agreed that the Quinquennial Inspection will take place in 2023, after the completion of the delayed Bells Restoration.

Regular servicing and maintenance contracts are undertaken which Terry Pigram oversees and to whom we are hugely indebted. He is gradually replacing the chandelier lighting with LED bulbs. Gill Johnson now looks after the cleaning rota and her small teams come in for an hour on the last Saturday of the month. John Steward beautifully stained and repaired the wooden font cover. John also completed in 2022 the purchasing of 2 wooden candlesticks placed on The Lady Chapel altar in memory of Philip Smith. He also works tirelessly on our Archives which now have a much better record.

The Fabric committee met in the Autumn and working parties have been about the churchyard clearing debris and checking gutters and drains. We have managed to form a good contact with the Town Council who are responsible for much as a closed churchyard.

We are grateful to Nigel Turner who continued in 2022 to look after the Interment Area and also to Martin Greenwood who looks after the WCC garden areas, alongside Terry Pigram.

## **Bells Restoration:**

The Bells Restoration, as recorded in last year's report, was finally completed in Autumn 2022. Our enormous thanks are due to Tower Captain Nick Hughes for his indomitable leadership, and tireless enthusiasm, in managing the project through to its magnificent culmination. Nick was ably supported by a strong, and able team, who faced obstacles from both Covid 19 and supply issues relating to the war in Ukraine. Bishop Alan blessed the bells at a Service of Thanksgiving in December, and joined with the ringers in the Tower after the service. Tower Tours were also available.

## **Vicar's illness and recovery:**

In September 2022 the Vicar became seriously ill and was unable to perform any duties at all for 2 months. The Parish rallied round to enable worship, fellowship, and service to continue. Special thanks are due to Churchwardens Gill and Claire, Ministers JK, DH, RK, Administrator Katharine Stanley and many others for hard and tireless work, as well as to Archdeacon Janet McKenzie and Area Dean Gaz Tracey, for help and support in sustaining church life. The Vicar was able to return to a very limited participation in church life and exercise of ministry in November and December 2022, before a fuller recovery and return to duties in 2023. Christmas services and church activities remained essentially as in previous (pre-pandemic) years, with some minor cancellation.

## **Deanery Synod**

The PCC has 3 Lay representatives on the Bishop's Stortford Deanery Synod. The Deanery Synod represents a means of discussion and communication between the constituent member churches of the Deanery, and is a means of communication between the Diocese of St Albans and our Deanery. The Deanery Synod resumed in person meetings in 2022 after the interruption of Lockdown.

Revd Gaz Tracey (St James the Great Thorley) took over as Area Dean in May 2022.

Our current lay representatives are Margaret Fox, Peter Rixson and Michelle Durnell.

## **The Church Centre Complex**

The group usually meet 4 times a year with the priests taking it in turn to chair each year and continued meeting in 2022. Finance remained satisfactory in 2022 as expenditure continued to be lower due to the restriction of activities.

St Joseph's office is situated upstairs in the Centre and Debbie Jackson, their administrator, has continued to work there and Derwyn uses his office as before on a regular daily basis and so both are able to keep an eye on the building. We are indebted to Terry Pigram who works tirelessly and on most days always finding various jobs which need attention, including cleaning windows and sweeping outside to uphold good standards. At our regular wardens meeting with the vicar he is able to discuss any particular problems and usually comes up with a solution for which we are most grateful.

The Centre gradually came back to life more and more in 2022 with fellowship after services and church meetings. In particular, a monthly TLC Club offering tender loving care and fellowship, usually to older members of the congregation, and wider community, was set up, and weekly sessions of support and education for Ukrainian Refugees began each Wednesday afternoon.

## **Mission and Evangelism**

The Charities Support Group had a much more normal year in 2022, with the Holly Fair taking place for the first time in three years. Thanks to everyone who helped or attended to make this a success raising £2952. The PCC contribution and our fundraising enabled the Charities Support Group to give our planned donations of £7,586 to overseas charities and £7,334 in UK donations. We collected £300 for the Bishop's Harvest Appeal and rounded up the Lent Appeal/lunches money to donate £650 each to Hope and Homes, Delhi Brotherhood and Bishop's Stortford Child Contact Centre. Our advent appeal helped us to donate £800 to the Holy Trinity Night Shelter. Letters of thanks can be found on the church website or the church CSG board.

In 2022 we engaged with some newer local connections and made donations in 2022 or early 2023. These included Red Kite (£500) and Meninadanca (£500) both of whom gave well-attended talks to the congregation over coffee. These charities are reviewed alongside our other charities (about 30 in total) when making donations.

We were also delighted to welcome our CMS link family Chris and Veronica and their children in October. It is wonderful to form closer links with the charities and inspiring to find out more about individuals and how their Christian faith has led them to make a difference to the lives of many throughout the world.

## **Ecumenical Relationships**

St Michael's is a member of Churches Together in Bishop's Stortford and a representative of the church serves on the Churches Together in Bishop's Stortford Forum and the Ecumenical Ministers Fellowship. We contribute to and participate in a range of ecumenical activities, including Food Bank, The Portland Contact Centre, Holiday Bible Week and the Holy Trinity Night Shelter. We also participate in and contribute to ecumenical prayer and worship on Good Friday and during the Week of Prayer for Christian Unity. To highlight this year: the Food Bank continues to be busy providing essential provisions by delivery and to walk-in clients and the Night Shelter has recently gained accreditation from Housing Justice.

# **Financial Review**

## **1.1 Financial Performance in 2022**

Total receipts on unrestricted funds were £197,473. £102,882 was from tax efficient planned givers to the Church Giving Scheme, plus other planned giving (not tax efficient) of £4,619. Tax recoverable from Gift Aid amounted to £26,064. Collections taken in church produced £4,704, some of which was gift aided. £563 was recovered from VAT on church work bills. Overall, despite the Church Giving Scheme was £3,582 lower than last year, the church received generous legacies totalling £7,623.

On the expenditure side, £180,271 was spent on the Christian Ministry of St Michael's Church. Of this £107,295 related to the Diocesan Quota and £17,997 was given to different charities at home and abroad. The balance represents the cost of running the church and the St Michael's share of the Windhill Churches Centre.

The Fund Raising for the Bells Appeal continued this year. The Bells Fund brought forward figure for 2021 was £181,505. The income raised in 2022 was £134,839. In addition, the PCC granted £24,000 to the Bells project (£15,000 from Improvements to Church Fund and £9,000 from Repairs to Property Fund that covers necessary quinquennial work). The Bells expenditure in 2022 was £325,499 making total fund carried forward £14,846.

### 1.1.2 Provisions

Various provisions were made during 2022 as follows:

Property Repair Fund - £10,000

Cowell House Maintenance - £1,000

Our reserves have been carefully invested and an original sum of £225,000 set aside as an endowment for the benefit of the WCC is with the CBF Church of England Investment Fund - Income Shares, the value at the end of December was £377,115. A further £80,000 was invested in the COIF Charities Ethical Investment Fund - Income Units, this was valued at £120,442 at the same date.

Fund	Date of initial deposit	Initial deposit	Value at end of December 2021	Value at end of December 2022
CBF Investment account	2013	£225,000	£427,430	£377,115
COIF Ethical Investment Fund	2014	£80,000	£137,527	£120,442

The Cowell House property has been let since March 2018 bringing in an income of £1,360 per calendar month. Cowell House is valued in our fixed assets at a cost of £67,828 (the initial purchase price as required by the accounts regulation). We believe the current market value is in excess of £450,000.

### 1.2 Church Workers Pension Fund (CWPF) – standard annual statement 2022

*St Michael's (Bishop's Stortford) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and the other participating employers.*

*CWPF has two sections: 1. the Defined Benefits Scheme 2. the Pension Builder Scheme, which has two subsections; a. a deferred annuity section known as Pension Builder Classic, and, b. a cash balance section known as Pension Builder 2014.*

#### *Pension Builder Scheme*

*Both sections of the Pension Builder Scheme are classed as defined benefit schemes.*

*Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.*

*Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.*

*There is no sub-division of assets between employers in each section of the Pension Builder Scheme.*

*The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution*

*scheme. The pensions costs charged to the SoFA in the year are contributions payable (2022: £1,238 2021: £1,185).*

*A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.*

*For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.*

*For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.*

*The legal structure of the scheme is such that if another employer fails, St Michael's (Bishop's Stortford) PCC could become responsible for paying a share of the failed employer's pension liabilities.*

### **1.3 Reserves Policy**

**The PCC has formulated the following policy, relating to our reserves.**

1. The cash maintained on the PCC's main account should be £50,000 minimum.
2. Annual transfers should be made to the Property Repairs Fund (£10,000), Cowell House Maintenance (£1,000), and the WCC Dilapidations Fund (£2,000).
3. An Endowment Fund of £225,000 should be maintained to provide an income to assist with the outgoings on the WCC.
4. The above policies will be reviewed annually by the Finance Committee.

## **Volunteers**

We should like to thank all the volunteers who give of their time to keep the church vibrant and lively and to maintain the fabric. In particular, we should mention the Deputy Wardens Mr Peter Rixson, Mr Terry Pigram whose hard work has enabled the church to run smoothly throughout the year. Great thanks above all go to Mrs Claire Conquest and Mrs Gill Johnson who were elected Churchwardens in 2022 and have served in difficult times with grace, prayerful patience and forbearance, exemplary commitment and abundant love.

## **Structure, Governance and Management**

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

The method of appointment of PCC members is set out in the Church Representation Rules. At St Michael's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All of those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent.

The full PCC settled into a post-pandemic pattern of Meetings in February, May, July, September and November.

The Finance Committee, Social Committee and Charity Support Group carried on their work to support and contribute to the work of the full PCC. Other historic committees remained in abeyance, and their work is done in Full PCC or more informally through the Wardens' Team Meetings, reporting to PCC on progress made and decisions needed.

## **Administrative Information**

St Michael's Church is situated in Windhill, Bishop's Stortford. It is part of the Diocese of St Albans within the Church England. The correspondence address is Windhill, Bishop's Stortford, Hertfordshire, CM23 2ND. Registered Charity Number: 1130646

PCC members who have served at any time in 2022 until the date this report was approved are:

### **Ex officio members:**

Incumbent: The Reverend Derwyn Williams (Chairman)

Wardens: Claire Conquest, Gill Johnson (from May 2022)  
(Rosemary Thomson up to May 2022)

### **Elected members:**

Mrs Val Ashwood

Mr Peter Ballard

Mr Nick Cole

Mrs Claire Conquest

Mrs Sarah Copley

Ms Michelle Durnell, representative on Deanery Synod

Mr Alasdair Evans

Miss Margaret Fox, representative on Deanery Synod

Mrs Caroline Galwey

Mrs Lynn Graseman

Mrs Susan Halliwell

Mrs Gill Johnson

Mr Bill Macdonald

Mrs Graziana Maddalozzo

Mr Peter Mannings

Mrs Fae Nelson

Mr Martin Pettitt

Mr Peter Rixson, representative on Deanery Synod

Mr John Steward

Mrs Rosemary Thomson

**Approved by the PCC on ..... and signed on their behalf by the Reverend Derwyn Williams  
(PCC Chairman)**

**ST MICHAELS CHURCH BISHOPS STORTFORD - 1130646**

**Balance Sheet detailed**

	<b>As at 31/12/2022</b>	<b>As at 31/12/2021</b>
<b>Fixed assets</b>		
4000002: 24 APTON ROAD	67,827.82	67,827.82
4000003: WINDHILL CHURCHES CENTRE	821,482.83	821,482.83
4000004: hall equipment	11,259.23	14,525.23
4000025: BOX ORGAN	—	—
4000030: PHOTOCOPIER	7.01	527.01
<b>Total Fixed assets</b>	<b>900,576.89</b>	<b>904,362.89</b>
<b>Current assets</b>		
A1501: Bank current account	58,469.51	31,315.58
A1505: CHURCH IMPS 7001D	74,289.80	82,262.83
A1506: CBF INVESTMENT ACCOUNT	225,000.00	225,000.00
A1507: INVESTMENT IN COIF ETHICAL INVESTMENT FU	80,000.00	80,000.00
A1508: CAF BANK	—	822.00
A1510: DR TURNER A/C 7007D	2,677.98	2,643.22
A1512: HSBC TOWER A/C	542.37	421.61
A1514: CHARITY SUPPORT GROUP CSG A/C	3,578.80	1,518.74
A1515: BELLS APPEAL A/C	14,845.87	181,505.72
A1516: MUSIC AT ST MICHAELS A/C	2,522.57	2,260.24
A1518: SOCIAL CTEE A/C	1,860.02	1,890.28
Z05: ACCOUNTS RECEIVABLE	11,654.72	10,511.19
<b>Total Current assets</b>	<b>475,441.64</b>	<b>620,151.41</b>
<b>Liabilities</b>		
Z04: Accounts Payable	21,123.72	—
<b>Total Liabilities</b>	<b>21,123.72</b>	<b>—</b>
<b>Net Asset surplus (deficit)</b>	<b>1,354,894.81</b>	<b>1,524,514.30</b>
<b>Reserves</b>		
Excess / (deficit) to date	(169,619.49)	94,829.14
Z01: Starting balances	1,524,514.30	1,429,685.16
Z03: Gains and losses own use	—	—
<b>Total Reserves</b>	<b>1,354,894.81</b>	<b>1,524,514.30</b>

<b>Represented by Funds</b>		
Unrestricted	82,074.42	75,467.10
Designated	1,032,974.52	1,042,541.48
Restricted	14,845.87	181,505.72
Endowment	225,000.00	225,000.00
<b>Total</b>	<b>1,354,894.81</b>	<b>1,524,514.30</b>



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: The Parochial Church Council of the Ecclesiastical Parish of Bishop's Stortford (St Michael)

On accounts for the year ended

31 December 2022 Charity no (if any) 1130646

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

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 [insert name of applicable listed body]]. 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: Clive Risby

Date: 17/04/2023

Name: CLIVE RISBY

Relevant professional qualification(s) or body

ACIB

(if any):

Address:

**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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# Accounts

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# **Report on the Calendar Year 2021 for the Parochial Church Council of the Ecclesiastical Parish of Bishop's Stortford (St Michael). Charity Registered No 1130646**

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## **Objectives and Activities**

Outreach activities of various types continued in 2021, despite the restrictions everyone continued to live under. Messages and Newsletters have been sent to everyone whose details are held on the church management system (over 300 people) and have been used as a way for the Church to keep in touch with the wider Church community. Printed versions of the updates have been delivered by hand to a number of our parishioners who do not have computers, as a way of keeping in touch with them. We have done our best to continue to communicate with the wider world via our website, by ensuring that details of services and Zoom sessions are on our church calendar, and sermons and Vicar's reflections have been recorded and posted on the site. Volunteers have been able to deliver leaflets about Christmas and Easter seasonal services to some of the new housing developments in Stortford North. The Church building itself has been used as a means of Outreach with regular displays of prayers, Vicar's letters and other events on and around the doors of the Church for visitors and passers-by to see - for example at Christingle and Mothering Sunday. The stewards who were on duty for the regular opening of the Church for prayers were also able to engage with visitors until stewarding ended in summer 2021.

To facilitate this work, it is important that we maintain the fabric of the Church of St Michael's and the Windhill Churches Centre. To this end the Churchwarden and Deputies carry out day to day maintenance on the Church building and the Assistant Curate's house aided by the members of the Fabric Committee and others. Other, more serious items are passed to specialist contractors and tradesman following agreement by the PCC. Where required submissions are made to the Diocesan Advisory Office for their advice and approval, and any Faculty permissions obtained from the Diocesan Chancellor. The Centre is managed by a Joint Committee which handles the required maintenance requirements. All

necessary inspections, both legal and advisory, are carried out and subsequent actions are undertaken to deal with any matters which require attention.

## **Achievements and Performance**

### **Worship and Prayer**

The PCC focuses the church's attention on its vision to be people who know, love, and serve God. Our mission is to broaden our knowledge of God through preaching and to deepen our love of God through worship and prayer, in particular by ensuring that the acts of corporate worship offered to God are carried out to the highest standard possible. It is important that the atmosphere, decoration and ordering of the church building is conducive to such worship, that people have the resources required to enable them to worship, to pray and to hear the preaching, and that all music is made as part of the offering of worship to God and in a way which inspires people and brings them closer to God.

This year services have been broadcast via Zoom as well as in person, strict adherence to social distancing measures have been adhered to for the safety of the congregation until restrictions were lifted in July 2021. The choir resumed activity in September 2021 and its scope has gradually increased. Service of the Word has been predominant with vocal musical contributions as permitted but always including music in our worship.

From April 2021 our children's work re-activated, with Tiny Tots on Wednesdays, and Godly Play on Sundays.

At present there are 144 parishioners on the Church Electoral Roll, but this number is expected to increase. The average weekly attendance over all services increased to 110 but this number increased at festivals (significantly at Easter and Christmas periods). Also the pandemic has had an ongoing effect on the attendance at services as some of our congregation have been shielding or feeling unable to attend.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Occasional offices increased in number in 2021 thankfully with 8 baptisms, 2 weddings and 8 funerals in our church.

### **Church Fabric**

Jerry Lander has been appointed as our architect and it has been agreed that the Quinquennial Inspection will take place in the new year, after the Bells Restoration.

The 2019 break in work was finally completed with the repair of the South Porch stained

glass window just after our last APCM. We have been notified that our War Memorial has been designated as a Listed Building and added to the Statutory List under the Planning (Li) Act 1990. The choir robes and surplices have all been cleaned at a cost of £1500 with a bequest of £500 going toward this.

Regular servicing and maintenance contracts are undertaken which Terry Pigram oversees and to whom we are hugely indebted. He is gradually replacing the chandelier lighting with LED bulbs. Gill Johnson now looks after the cleaning rota and her small teams come in for an hour on the last Saturday of the month. John Steward has cleaned and blacked the Votive candle stand and the Font stand, and staining the wooden cover will shortly be repaired. John is continuing to manage the purchasing of 2 wooden candlesticks to be placed on The Lady Chapel altar in memory of Philip Smith. He also works tirelessly on our Archives which now have a much better record.

The Fabric committee met in the Autumn and working parties have been about the churchyard clearing debris and checking gutters and drains. We have managed to form a good contact with the Town Council who are responsible for much as a closed churchyard. We are grateful to Nigel Turner who continues to look after the Interment Area and also to Martin Greenwood who looks after the WCC garden areas.

### **Deanery Synod**

The PCC has 3 Lay representatives on the Bishop's Stortford Deanery Synod. The Deanery Synod represents a means of discussion and communication between the constituent member churches of the Deanery, and is a means of communication between the Diocese of St Albans and our Deanery. There were no business meetings for the 2020-2023 Triennium during 2021 due to the ongoing Covid-19 restrictions. There were several informal Zoom meetings held and the annual Deanery Communion Service took place in November.

During the summer we said goodbye to our Area Dean, Revd Mandy Brown, but no new appointment was immediately forthcoming. In the New Year, the Revd Tim Weeks was appointed acting Area Dean until the Revd Gaz Tracey (St James the Great Thorley) takes over in May 2022.

Our current lay representatives are Margaret Fox (returning as replacement for Vivienne Emmett who stood down during 2021), Peter Rixson and Michelle Durnell.

### **The Church Centre Complex**

The group usually meet 4 times a year with the priests taking it in turn to chair each year and resumed meeting in 2021. Finance remained satisfactory in 2021 as expenditure continued to be lower due to the restriction of activities.

St Joseph's office is situated upstairs in the Centre and Debbie Jackson, their administrator, has continued to work there and Derwyn uses his office as before on a regular daily basis and so both are able to keep an eye on the building. We are indebted to Terry Pigram who

works tirelessly and on most days always finding various jobs which need attention, including cleaning windows and sweeping outside to uphold good standards. At our regular wardens meeting with the vicar he is able to discuss any particular problems and usually comes up with a solution for which we are most grateful.

The Centre gradually came back to life from July 2021 with fellowship after services and church meetings.

### **Mission and Evangelism**

Local church giving, agreed at the 2020 APCM, was donated early in 2021. The Charities Support Group had a more normal year in 2021, though sadly we did not feel able to go ahead with the Holly Fair, however we were able to make and sell holly wreaths raising £500.

The PCC contribution (£19,100 for this year including £5,000 for local church giving) and our fundraising enabled the Charities Support Group to give £7,836 to overseas charities and £12,500 in UK donations. Our appeals were mostly for work overseas and raised £3,755. We collected £870 for the Bishop's Harvest Appeal and rounded up the Lent Appeal money to donate £700 to Mary's meals and £700 to Church Army. Other appeals were for Afghanistan, Haiti (earthquake) and St Vincent (volcano).

Our total giving in 2021 was £24,091. The group continue to regularly review local charities and also those we support further afield. Many organisations were resuming their work in 2021. Some charities were unable to operate as usual, often due to uncertainty with covid. We therefore found other causes, particularly with local connections and made donations. These included Red Kite and Herts Welcomes refugees. These newer charities are reviewed alongside our other charities (about 30 in total). Letters of thanks can be found on the church website. We also update the church CSG board with information.

### **Ecumenical Relationships**

St Michael's is a member of Churches Together in Bishop's Stortford and a representative of the church serves on the Churches Together in Bishop's Stortford Forum and the Ecumenical Ministers Fellowship. We contribute to and participate in a range of ecumenical activities, including Food Bank, The Portland Contact Centre, Holiday Bible Week and the Holy Trinity Night Shelter. We also participate in and contribute to ecumenical prayer and worship on Good Friday and during the Week of Prayer for Christian Unity. To highlight this year: the Food Bank continues to be busy providing essential provisions by delivery and to walk-in clients and the Night Shelter has recently gained accreditation from Housing Justice.

## **Financial Review**

## 1.1 Financial Performance in 2021

Total receipts on unrestricted funds were £206,305. £106,464 was from tax efficient planned givers to the Church Giving Scheme, plus other planned giving (not tax efficient) of £4,849. Tax recoverable from Gift Aid amounted to £26,787. Collections taken in church produced £4,912, some of which was gift aided.

£200,494 was spent on the Christian Ministry of St Michael's Church. Of this £108,718 related to the Diocesan Quota and £24,111 was given to different charities at home and abroad. The balance represents the cost of running the church and the St Michael's share of the Windhill Churches Centre. In respect of the church quinquennial work £1,720 was recovered from VAT on last year invoices and further bills.

Since the COVID-19 lockdown in March 2020 the church has suffered mainly loss of income on collections at normal services and loss of income at the Windhill Church Centre. Despite the unusual circumstances, the church decided to make additional donation of £5,000 (included on the £24,110) to support local churches in response to the COVID-19 pandemic.

In February 2019, the church suffered a break in. Whilst most of the cost was covered by our Insurance policy in 2021, there were some expenses of £2,924 not covered. Back in 2019 an appeal to assist with the uncovered costs raised £1,773.

Fund Raising for the Bells Appeal continued this year, and the sum raised in 2021 was £92,803, making total fund carried forward £181,505. As part of the Bells project the PCC is committed to providing £23,000 (partly covering necessary quinquennial work), and that sum will be paid to the Bell fund in 2022.

### 1.1.2 Provisions

Various provisions were made during 2021 as follows:

Property Repair Fund - £10,000

Cowell House Maintenance - £1,000

Our reserves have been carefully invested and an original sum of £225,000 set aside as an endowment for the benefit of the WCC is with the CBF Church of England Investment Fund - Income Shares, the value at the end of December was £427,430. A further £80,000 was invested in the COIF Charities Ethical Investment Fund - Income Units, this was valued at £137,527 at the same date.

<b>Fund</b>	<b>Date of initial deposit</b>	<b>Initial deposit</b>	<b>Value at end of December 2020</b>	<b>Value at end of December 2021</b>
CBF Investment account	2013	£225,000	£373,937	£427,430
COIF Ethical Investment Fund	2014	£80,000	£121,206	£137,527

The Cowell House property has been let since March 2018 bringing in an income of £1,334 per calendar month. Cowell House is valued in our fixed assets at a cost of £67,828. We believe the current market value is in excess of £450,000.

## **1.2 Church Workers Pension Fund (CWPF) – standard annual statement**

St Michael's (Bishop's Stortford) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the employer and the other participating employers.

The Church Workers Pension Fund has two sections: the Defined Benefits Scheme, and the Pension Builder Scheme, which has two subsections; a. a deferred annuity section known as Pension Builder Classic, and, b. a cash balance section known as Pension Builder 2014.

### **Pension Builder Scheme**

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2021: £1,185 2020: £1,175).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3% following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, St Michael's (Bishop's Stortford) PCC could become responsible for paying a share of the failed employer's pension liabilities.

## **1.3 Reserves Policy**

**The PCC has formulated the following policy, relating to our reserves.**

1. The cash maintained on the PCC's main account should be £50,000 minimum.

2. Annual transfers should be made to the Property Repairs Fund (£10,000), Cowell House Maintenance (£1,000), and the WCC Dilapidations Fund (£2,000).
3. An Endowment Fund of £225,000 should be maintained to provide an income to assist with the outgoings on the WCC.
4. The above policies will be reviewed annually by the Finance Committee.

## **Volunteers**

We should like to thank all the volunteers who give of their time to keep the church vibrant and lively and to maintain the fabric. In particular, we should mention the churchwarden Mrs Rosemary Thomson and Deputy Wardens Mr Peter Rixson, Mr Terry Pigram and Mr Roger Sudbury whose hard work has enabled the church to run smoothly throughout the year. Great thanks go to Mrs Claire Conquest and Mrs Gill Johnson who took over the role of Deputy Wardens in 2021, with an eye to election as Churchwardens in 2022.

## **Structure, Governance and Management**

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

The method of appointment of PCC members is set out in the Church Representation Rules. At St Michael's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All of those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent.

The full PCC met more regularly this year via Zoom with a high average attendance, to keep abreast of the ever changing Government regulations and Parish needs.

The Finance Committee and Charity Support Group carried on their meetings to support and contribute to the work of the full PCC. Other committees were in obedience or working ad hoc. At the end of 2021 a task was facing the PCC to re-conceive its organisational and working structures.

## **Administrative Information**

St Michael's Church is situated in Windhill, Bishop's Stortford. It is part of the Diocese of St

Albans within the Church England. The correspondence address is Windhill, Bishop's Stortford, Hertfordshire, CM23 2ND. Registered Charity Number: 1130646

PCC members who have served at any time from the date of the APCM in 2020 until the date this report was approved are:

**Ex officio members:**

Incumbent: The Reverend Derwyn Williams (Chairman)

Warden: Mrs Rosemary Thomson

**Elected members:**

Mrs Val Ashwood

Mr Peter Ballard

Mr Nick Cole

Mrs Claire Conquest

Mrs Sarah Copley

Ms Michelle Durnell, representative on Deanery Synod

Mrs Vivienne Emmett, representative on Deanery Synod

Mr Alasdair Evan

Miss Margaret Fox, representative on Deanery Synod

Mrs Caroline Galwey

Mrs Lynn Graseman

Mrs Susan Halliwell

Mrs Gill Johnson

Mr Gary Jones

Mr Peter Jones

Mr Bill Macdonald

Mrs Graziana Maddalozzo

Mr Peter Mannings

Mrs Fae Nelson

Mr Martin Pettitt

Mr Peter Rixson, representative on Deanery Synod

Mr John Steward

Mr Roger Sudbury

Mrs Rosemary Thomson

**Approved by the PCC on ..... and signed on their behalf by the Reverend  
Derwyn Williams (PCC Chairman)**

## TREASURER'S REPORT TO THE APCM ON 29/05/2022

### 1.1 Financial Performance in 2021

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4. The above policies will be reviewed annually by the Finance Committee.

**ST MICHAELS CHURCH BISHOPS STORTFORD - 1130646**

**Balance Sheet detailed**

	<b>As at 31/12/2021</b>	<b>As at 31/12/2020</b>
<b>Fixed assets</b>		
4000002: 24 APTON ROAD	67,827.82	67,827.82
4000003: WINDHILL CHURCHES CENTRE	821,482.83	821,482.83
4000004: hall equipment	14,525.23	17,791.23
4000025: BOX ORGAN	—	—
4000030: PHOTOCOPIER	527.01	1,047.01
<b>Total Fixed assets</b>	<b>904,362.89</b>	<b>908,148.89</b>
<b>Current assets</b>		
A1501: Bank current account	31,315.58	51,226.00
A1505: CHURCH IMPS 7001D	82,262.83	67,678.08
A1506: CBF INVESTMENT ACCOUNT	225,000.00	225,000.00
A1507: INVESTMENT IN COIF ETHICAL INVESTMENT FU	80,000.00	80,000.00
A1508: CAF BANK	822.00	910.00
A1510: DR TURNER A/C 7007D	2,643.22	2,641.84
A1512: HSBC TOWER A/C	421.61	301.57
A1514: CHARITY SUPPORT GROUP CSG A/C	1,518.74	862.17
A1515: BELLS APPEAL A/C	181,505.72	69,184.84
A1516: MUSIC AT ST MICHAELS A/C	2,260.24	1,862.70
A1518: SOCIAL CTEE A/C	1,890.28	3,890.10
Z05: ACCOUNTS RECEIVABLE	10,511.19	17,978.97
<b>Total Current assets</b>	<b>620,151.41</b>	<b>521,536.27</b>
<b>Liabilities</b>		
Z04: Accounts Payable	—	—
<b>Total Liabilities</b>	<b>—</b>	<b>—</b>
<b>Net Asset surplus (deficit)</b>	<b>1,524,514.30</b>	<b>1,429,685.16</b>
<b>Reserves</b>		
Excess / (deficit) to date	94,829.14	44,972.46
Z01: Starting balances	1,429,685.16	1,384,712.70
Z03: Gains and losses own use	—	—
<b>Total Reserves</b>	<b>1,524,514.30</b>	<b>1,429,685.16</b>

<b>Represented by Funds</b>		
Unrestricted	75,467.10	78,138.74
Designated	1,042,541.48	1,037,844.74
Restricted	181,505.72	88,701.68
Endowment	225,000.00	225,000.00
<b>Total</b>	<b>1,524,514.30</b>	<b>1,429,685.16</b>

CHARITY ACCOUNTS UNDER THE CONTROL OF THE PAROCHIAL CHURCH COUNCIL  
as at 31st DECEMBER 2021

ALL INVESTED IN COIF CHARITIES INVESTMENT FUND - INCOME UNITS

**J BAYNES AND E JONES CHARITIES FOR REPAIRING PARISH CHURCH  
ACCOUNT NO 325130001T - E JONES**

425 UNITS VALUE	£8,740.72
2020 value	£7,654.85

**ACCOUNT NO 325130002T - J BAYNES**

260 UNITS VALUE	£5,347.26
2020 value	£4,682.96

**BISHOP'S STORTFORD ST MICHAEL CHURCH OF ENGLAND  
ECCLESIASTICAL PURPOSES  
ACCOUNT NO 366100001T**

415 UNITS VALUE	£8,535.06
2020 value	£7,474.73

**CHURCH CHARITY AND DR TURNER'S CHARITY  
ACCOUNT NO 319650002T - Bishops Stortford Church Charity**

2022 UNITS VALUE	£41,585.26
2020 value	£36,419.05

As at 31st December 2020 the increased value is 6.40% of the 2019 figure.

total for 2021	£64,208.30
total for 2020	£56,231.59
difference	£7,976.71
increase in value	14.185461 %

PS.As at 31st December 2020 the increased value is 6.40% of the 2019 figure.

ST MICHAELS CHURCH BISHOPS STORTFORD - 1130646

Fund totals - Details

Selected period: 01 January 2021 to 31 December 2021

Fund	Opening balance	Closing balance
<b>APPEAL - ORGAN APPEAL FUND</b>		
Designated	—	—
Restricted	—	—
	—	—
<b>BELL - BELL FUND</b>		
Restricted	88,701.68	181,505.72
	<b>88,701.68</b>	<b>181,505.72</b>
<b>COWELL - COWELL HOUSE FUND</b>		
Designated	1,525.00	929.00
	<b>1,525.00</b>	<b>929.00</b>
<b>FAMILY - FAMILIES MINISTRY FUND</b>		
Designated	30,000.00	30,000.00
	<b>30,000.00</b>	<b>30,000.00</b>
<b>ORGAN - ORGAN FUND</b>		
Designated	—	—
	—	—
<b>Churchimp - IMPROVEMENTS TO CHURCH</b>		
Designated	64,917.04	65,917.04
	<b>64,917.04</b>	<b>65,917.04</b>
<b>General - General fund</b>		
Unrestricted	78,138.74	75,467.10
	<b>78,138.74</b>	<b>75,467.10</b>

<b>Fund</b>	<b>Opening balance</b>	<b>Closing balance</b>
<b>Discr - DISCRETIONARY</b>		
Designated	289.80	289.80
	<b>289.80</b>	<b>289.80</b>
<b>Repair - REPAIRS TO PROPERTY</b>		
Designated	30,323.98	38,401.34
	<b>30,323.98</b>	<b>38,401.34</b>
<b>WCC - WINDHILL CHURCHES CENTRE</b>		
Designated	—	—
Endowment	225,000.00	225,000.00
	<b>225,000.00</b>	<b>225,000.00</b>
<b>Drturner - FOR EDUCATION OF YOUNG PEOPLE</b>		
Designated	2,640.03	2,641.41
	<b>2,640.03</b>	<b>2,641.41</b>
<b>Capital - props, fld ltg,box organ eqpt</b>		
Designated	908,148.89	904,362.89
Endowment	—	—
	<b>908,148.89</b>	<b>904,362.89</b>
<b>Overall totals</b>	<b>1,429,685.16</b>	<b>1,524,514.30</b>

**COMPARISON OF BUDGET WITH ACTUAL USING SOFA AS AT 31/12/2021**

	ACTUAL 2020	notes	BUDGET 2021	ACTUAL 2021	notes	BUDGET 2022
<b>INCOME</b>						
CHURCH GIVING SCHEME	112,250		110,000	106,464		110,000
OTHER PLANNED GIVING not tax efficie	5,844		6,000	4,849		6,000
TAX RECOVERED	28,932		28,000	26,787		28,000
COLLECTIONS	5,646		3,600	4,912		4,800
OFFERTORY BOX	1,403		1,700	3,246		3,000
DONATIONS	1,607		750	1,464		1,500
<b>SUB TOTAL</b>	<b>155,682</b>		<b>150,050</b>	<b>147,722</b>		<b>153,300</b>
MUSIC COMMITTEE	408		0	898		0
CHARITY SUPPORT GROUP CSG	18,403	red bucket	0	5,667	red bucket	0
DIVIDENDS AND BANK INTEREST	15,960		16,000	16,237		16,000
RENT FROM PROPERTY	17,463		18,000	17,883		18,000
FEES WEDDINGS & FUNERALS	1,569		1,500	2,687		2,000
MAGAZINE INCOME	390		0	0		0
MAGAZINE ADVERTS	1,065		0	0		0
CHURCH FLOWERS	245		0	324		0
SOCIAL COMMITTEE	716		0	0		0
WINDHILL CHURCHES CTRE INCOME	3,780		2,000	410		1,000
INSURANCE CLAIMS	0		0	11,759		0
LISTED PLACES OF WORSHIP GRANT	6,707		0	1,720		0
<b>TOTAL INCOME</b>	<b>222,388</b>		<b>187,550</b>	<b>205,305</b>		<b>190,300</b>
ORGAN APPEAL INCOME	0		0	0		0
OTHER LEGACIES	0		0	1,000		0
BELL APPEAL FUND	32,264	restr to bells	0	92,803	restr to bells	0
<b>TOTAL INCOMING RESOURCES (A)</b>	<b>222,388</b>	excl restr to bell	<b>187,550</b>	<b>206,305</b>	excl restr to bells	<b>190,300</b>
<b>RESOURCES USED</b>						
QUOTA	116,053		108,718	108,718		107,295
UTILITY BILLS	3,019		3,296	4,468	( D )	9,468
CLERGY EXPENSES	2,359		2,400	3,208	( E )	2,235
RUNNING EXPENSES	11,966		11,650	14,029	( F )	12,517
COSTS OF TRADING	10,052		8,000	9,910	( G )	13,000
SALARIES	18,239		18,900	18,316	( H )	23,076
MISSION GIVING	39,226	PCC+red bck	19,100	24,111	PCC+red bck	14,100
MAJOR REPAIRS - BUILDING	4,979	QI + plaster wor	0	3,051	QI + plaster work	0
MAJOR REPAIRS OTHER PCC PROPERTY	0		0	0		0
SUNDRIES (BREAK-IN EXPENSES)	0		0	14,683		0
<b>TOTAL RESOURCES USED (B)</b>	<b>205,894</b>		<b>172,064</b>	<b>200,494</b>		<b>181,691</b>
<b>OVERSPEND / SURPLUS (A-B)</b>	<b>16,494</b>		<b>15,486</b>	<b>5,812</b>	( C )	<b>8,609</b>
	In addition we transferred from the general fund £10,000 to the property reserve fund, £1,000 to Cowell House Fund and £15,000 to the Families Minister Fund.		We propose to transfer £10,000 to Property Reserve Fund and £1,000 to Cowell House Fund.	In addition we transferred from the general fund £10,000 to the property reserve fund and £1,000 to Cowell House Fund.		We propose to transfer £10,000 to Property Reserve Fund and £1,000 to Cowell House Fund.

**Breakdown of figures above:**

( D ) UTILITY BILLS:

2005017

electricity

1,597.37

	2005018	gas	2,645.53
	2005019	water	225.21
			<u>4,468.11</u>
<b>( E ) CLERGY EXPENSES:</b>	2002001	car expenses	561.60
	2002002	clergy telephone	1,415.56
	2002005	visiting speakers	229.50
	2003001	Cowell house expenses - curate	0.00
	2007005	laundry & robes	1,001.05
			<u>3,207.71</u>
<b>( F ) RUNNING EXPENSES</b>	2005010	printing & stationery	1,184.77
	2005011	CMF expenses	0.00
	2005016	insurance	5,531.48
	2005060	miscellaneous expenses	4,174.66
	2005061	books	90.56
	2006000	repairs & cleaning	905.80
	2006005	organ/piano tuning	1,127.00
	2007004	music & RSCM	500.00
	2007006	wine & candles	514.55
	2017001	tiny tots expenditure	0.00
	2017002	junior church expenditure	0.00
			<u>14,028.82</u>
<b>( G ) COSTS OF TRADING</b>	2003001	Cowell house expenses - no curat	2,125.51
	2004001	church flowers	505.57
	2005051	magazine expenses	0.00
	2010020	wcc running costs	2,279.28
	2010021	wcc expenditure	5,000.00
	2017012	social committee exp	0.00
			<u>9,910.36</u>
<b>( H ) SALARIES</b>	2007001	musical director	2,342.00
	2007002	organist	1,400.00
	2007003	choir	0.00
	4000000	parish administrator	14,574.42
			<u>18,316.42</u>

**reconciliation: actual accounts x this comparison report**

**this comparison report:** 5,811.89 (C)

( - ) 0101007	clergy and casual duty fees	0.00
01055B11	inc susp acc - property reserve tf	11,000.00
0105A01	legacies Bells, restricted fund	92,803.25
( + ) 2005013	depreciation photocopier	-520.00
2005014	depreciation hall equipment	-3,266.00
2005015	depreciation box organ	0.00
2004000	Cowell House maintenance	-1,000.00
2005012	Families Ministry Reserve	0.00
2006001	property maintenance	-10,000.00
2006002	maintenance of organ	0.00
	total	<u>94,829.14</u>

**income and expenditure actual accounts:** 94,829.14 difference = 0



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity name: The Parochial Church Council of the Ecclesiastical Parish of Bishop's Stafford (St Nicholas)

On accounts for the year ended

31 December 2021 Charity no (if any) 1130646

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

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 [insert name of applicable listed body]]. Delete [ ] if not applicable. ICAEW.

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: Peter Corley Date: 14/3/22

Name: PETER CORLEY FCA (Retired)

Relevant professional qualification(s) or body

Institute of Chartered Accountants in

(if any): England & Wales

Address: 144 NORTH ROAD  
HERTFORD  
HERTS SG14 2BZ

**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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# Accounts

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# **Report on the Calendar Year 2020 for the Parochial Church Council of the Ecclesiastical Parish of Bishop's Stortford (St Michael). Charity Registered No 1130646**

## **Aim and Purposes**

St Michael's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Reverend Derwyn Williams, in promoting in the ecclesiastical parish the whole mission of the Church: pastoral, evangelistic, social and ecumenical. The PCC shares responsibility with St Joseph's Roman Catholic Church for the maintenance of the Windhill Churches Centre, Windhill, Bishop's Stortford.

## **Objectives and Activities**

Outreach activities of various types have been continued, despite the restrictions everyone has been living under. During the first part of the lockdown in 2020, daily updates were issued via email containing resources for prayer and reading. Once the Church was able to reopen, the frequency of these updates was reduced to twice per week. These updates have been sent to everyone whose details are held on the church management system (over 300 people) and have been used as a way for the Church to keep in touch with the wider Church community. Printed versions of the updates have been delivered by hand to a number of our parishioners who do not have computers, as a way of keeping in touch with them. We have done our best to continue to communicate with the wider world via our website, by ensuring that details of services and Zoom sessions are on our church calendar, and sermons and Vicar's reflections have been recorded and posted on the site. Volunteers have also been able to deliver leaflets about Christmas and Easter seasonal services to some of the new housing developments in Stortford North. The Church building itself has been used as a means of Outreach with regular displays of prayers, Vicar's letters and other events on and around the doors of the Church for visitors and passers-by to see - for example at Christingle and Mothering Sunday. The stewards who are on duty for the regular opening of the Church for prayers have also been able to engage with visitors.

To facilitate this work, it is important that we maintain the fabric of the Church of St Michael's and the Windhill Churches Centre. To this end the Churchwarden and Deputies carry out day to day maintenance on the Church building and the Assistant Curate's house aided by the members of the Fabric Committee and others. Other, more serious items are passed to specialist contractors and tradesman following agreement by the PCC. Where required submissions are made to the Diocesan Advisory Office for their advice and

approval, and any Faculty permissions obtained from the Diocesan Chancellor. The Centre is managed by a Joint

Committee which handles the required maintenance requirements. All necessary inspections, both legal and advisory, are carried out and subsequent actions are undertaken to deal with any matters which require attention.

## **Achievements and Performance**

### **Worship and Prayer**

The PCC, through its worship and music group, focuses the church's attention on its vision to be people who know, love, and serve God. Our mission is to broaden our knowledge of God through preaching and to deepen our love of God through worship and prayer, in particular by ensuring that the acts of corporate worship offered to God are carried out to the highest standard possible. It is important that the atmosphere, decoration and ordering of the church building is conducive to such worship, that people have the resources required to enable them to worship, to pray and to hear the preaching, and that all music is made as part of the offering of worship to God and in a way which inspires people and brings them closer to God.

This year services have been broadcast via Zoom as well as in person, when restrictions have allowed; strict adherence to social distancing measures have been adhered to for the safety of the congregation. Service of the Word has been predominant with vocal musical contributions as permitted but always including music in our worship.

Junior Church have not been able to meet in person but resources have been made available to families online. The Youth Group have met virtually for services and social events.

At present there are 141 parishioners on the Church Electoral Roll, but this number is expected to increase. The average weekly attendance over all services was 86 but this number increased at festivals (significantly at Easter and Christmas periods). Also the pandemic has had a dramatic effect on the attendance at services as many of our congregation have been shielding and unable to attend.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. We have celebrated 3 baptisms, 1 wedding and 2 funerals in our church this year.

### **Fabric Committee**

Lodges, our building contractors, visited during the Autumn to repair a small plaster fall above the choirstalls, and at the same time taped over an area on The Lady Chapel roof where we experienced a small leak during summer storms. Over the next few years we will have to consider the reroofing of The Lady Chapel and the Chancel and the Sanctuary which has not had work dealt with for over 50 years. Other very small plaster falls have occurred but nothing too serious and we are keeping a watching brief throughout. The Archdeacon agreed that the next Quinquennial Inspection can be postponed until 2022. We have been able to enhance the booster and installed a new router improving not least the connection for Zoom connections. At the time of writing we are still waiting for the installation of the repaired stained glass window in the South Porch. We understand that this is ready but resources for the outside covering have been difficult to obtain. Other smaller maintenance issues are dealt with as need arises and we are now waiting for Margles to repair air vents at the back of Church and the chandelier bulbs are gradually being replaced with LED ones to make us more energy efficient. We will organise a working party to tidy the churchyard and, meanwhile, thanks to a few of our stewards who are on duty each day to welcome visitors but also tackle a short time cleaning inside the building which is much appreciated.

### **Deanery Synod**

The PCC had 4 Lay representatives on the Bishop's Stortford Deanery Synod which was reduced to 3 (due to lower church electoral roll numbers) at the delayed 2020 APCM of St Michael's in October; 3 members were re-elected to serve on the Deanery Synod for the new 2020-2022 Triennium.

The Deanery Synod represents a means of discussion and communication between the constituent member churches of the Deanery, and is a means of communication between the Diocese of St Albans and our Deanery. The main issues of each Synod meeting are reported back to the next meeting of St Michael's PCC. Due to the Covid-19 Pandemic, only the February meeting could be held.

### **The Church Centre Complex**

The group usually meet 4 times a year with the priests taking it in turn to chair each year but because of the pandemic restrictions imposed on us we have not met since our APCM in October last year and St Joseph's are yet to recruit their 4<sup>th</sup> member.

Meanwhile, Finance is satisfactory and updated figures to the end of the financial year 2020 showing a final balance of almost £12K. Income provided by the two churches was £3k each and expenditure amounted to £7,494 which related to general maintenance and regular outgoings for utilities.

St Joseph's office is situated upstairs in the Centre and Debbie Jackson, their administrator, has continued to work there and Derwyn uses his office as before on a regular daily basis and so both are able to keep an eye on the building. We are indebted to Terry Pigram who

works tirelessly and on most days always finding various jobs which need attention, including cleaning windows and sweeping outside to uphold good standards. At our regular wardens meeting with the vicar he is able to discuss any particular problems and usually comes up with a solution for which we are most grateful.

### **Mission and Evangelism**

In 2020 the PCC contribution (£20,000 for this year) and carried over monies enabled the Charities Support Group to give £12,800 to overseas charities and £9,000 to charities working in the UK. Our Covid appeal raised £17,137 and a local treasure hunt was organised by Gavin Mintern, and encouraged donations. Half of this was given to the three largest Christian charities (Christian Aid, Tear Fund and World Vision) and many of our regular charities also benefitted. By following how organisations were adapting over the year, we identified those in particular need of support. We collected £473 for the Bishop's Harvest Appeal and our Advent appeal with Christmas quiz, set by Lyn Graseman, raised £520. Our total giving in 2020 was £39,073. Despite the cancellation of the Holly Fair, we donated significantly more than usual in this difficult year. Letters of thanks from the charities can be found on the church website.

Local church giving, agreed at the 2020 APCM, was discussed at a sub committee and was donated early in 2021. Thank you to Derwyn for contacting clergy and helping identify the following projects.

1. £2,500 to Furneux Pelham towards their roof redevelopment.
2. £2,500 to Holy Trinity to be split between the sound system upgrade and the Listening Ear Project. (Volunteers phone people in temporary accommodation who have accepted this offer of support.)

Our recent Lent Appeal total was £1398.14. Mary's meals and the Church Army have each received £700. A more generous regular funding agreement has been reached, with CSG funding increased to £14,100 from £12,000 for 2021.

### **Ecumenical Relationships**

St Michael's is a member of Churches Together in Bishop's Stortford and a representative of the church serves on the Churches Together in Bishop's Stortford Forum and the Ecumenical Ministers Fellowship. We contribute to and participate in a range of ecumenical activities, including Food Bank, The Portland Contact Centre, Holiday Bible Week and the Holy Trinity Night Shelter. We also participate in and contribute to ecumenical prayer and worship on Good Friday and during the Week of Prayer for Christian Unity. This year the Food Bank has been particularly busy and Holiday Bible Week had to be cancelled.

## **Financial Review**

### **1.1 Financial Performance in 2020**

Total receipts on unrestricted funds were £222,388. £112,250 was from tax efficient planned givers to the Church Giving Scheme, plus other planned giving (not tax efficient) of £5,844.

Tax recoverable from Gift Aid amounted to £28,932. Collections taken in church produced £5,646, some of which was gift aided.

£205,894 was spent on the Christian Ministry of St Michael's Church. Of this £116,053 related to the Diocesan Quota and £39,226 was given to different charities at home and abroad. The balance represents the cost of running the church and the St Michael's share of the Windhill Churches Centre. In respect of the church quinquennial work £6,707 was recovered from VAT on last year invoices and additional £3,034 was paid this year on further bills.

Since the COVID-19 lockdown in March 2020 the church has suffered a major impact on its finance position. The main loss of income was the collections of £18,000, which represent the giving at normal services, but also the loss of income at the Windhill Church Centre of £5,000 and the fees for weddings and funerals of £4,000. In respect of the expenditures for the year, we safely maintained our yearly transfer to the Diocese by way of quota. It was noted significant variances on the expenses, but they were spread throughout the budget.

Despite the unusual circumstances, the church decided to make additional donations to charities at home and abroad in response to the COVID-19 pandemic. As stated above, in 2020 £39,226 was given to charities compared with £16,397 donated on previous year.

In February 2019, the church suffered a break in. Whilst most of the cost is covered by our Insurance policy, there are some expenses which will not be covered and are subject to protracted discussions. In 2019 an appeal to assist with the uncovered costs raised £1,773. The total expenses for the break in are £8,661.

Fund Raising for the Bells Appeal continued this year, and the sum raised in 2020 was £32,264, making total fund carried forward £88,702.

### **1.1.2 Provisions**

Various provisions were made during 2020 as follows:

Property Repair Fund - £10,000

Families Ministry Reserve - £15,000

Cowell House Maintenance - £1,000

Our reserves have been carefully invested and an original sum of £225,000 set aside as an endowment for the benefit of the WCC is with the CBF Church of England Investment Fund - Income Shares, the value at the end of December was £373,937. A further £80,000 was invested in the COIF Charities Ethical Investment Fund - Income Units, this was valued at £121,206 at the same date.

The Cowell House property has been let since March 2018 bringing in an income of £1,334 per calendar month. Cowell House is valued in our fixed assets at a cost of £67,828. We believe the current market value is in excess of £450,000.

## **1.2 Church Workers Pension Fund (CWPF)**

St Michael's (Bishop's Stortford) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

### **Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2020: £ 1,175, 2019: £1,157).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, St Michael's (Bishop's Stortford) PCC could become responsible for paying a share of that employer's pension liabilities.

### **1.3 Reserves Policy**

**The PCC has formulated the following policy, relating to our reserves.**

1. The cash maintained on the PCC's main account should be £50,000 minimum.
2. Annual transfers should be made to the Property Repairs Fund (£10,000), Cowell House Maintenance (£1,000), Families Ministry Reserve (£15,000) and the WCC Dilapidations Fund (£2,000).
3. An Endowment Fund of £225,000 should be maintained to provide an income to assist with the outgoings on the WCC.
4. The above policies will be reviewed annually by the Finance Committee.

## **Volunteers**

We should like to thank all the volunteers who give of their time to keep the church vibrant and lively and to maintain the fabric. In particular, we should mention the churchwarden Mrs Rosemary Thomson and Deputy Wardens Mr Peter Rixson, Mr Terry Pigram and Mr Roger Sudbury whose hard work has enabled the church to run smoothly throughout the year.

## **Structure, Governance and Management**

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

The method of appointment of PCC members is set out in the Church Representation Rules. At St Michael's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All of those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent.

The full PCC met more regularly this year via Zoom with a high average attendance, to keep abreast of the ever changing Government regulations and Parish needs. Given its wide responsibilities, the PCC has a number of committees, each dealing with a particular aspects of parish life. These committees, which include, worship and music, education, outreach, fabric and finance, are all responsible to the PCC and report back to it regularly, seeking

decisions on their proposals where necessary. Due to restrictions not all committees have met this year but updates provided at PCC meetings.

## **Administrative Information**

St Michael's Church is situated in Windhill, Bishop's Stortford. It is part of the Diocese of St Albans within the Church England. The correspondence address is Windhill, Bishop's Stortford, Hertfordshire, CM23 2ND. Registered Charity Number: 1130646

PCC members who have served at any time from the date of the APCM in 2019 until the date this report was approved are:

### **Ex officio members:**

Incumbent: The Reverend Derwyn Williams (Chairman)

Reader: Mr Robert Klincke,

Warden: Mrs Rosemary Thomson

### **Elected members:**

Mrs Val Ashwood

Mr Peter Ballard

Mr Nick Cole

Mrs Sarah Copley

Ms Michelle Durnell, representative on Deanery Synod

Mrs Vivienne Emmett, representative on Deanery Synod

Mr Alasdair Evan

Miss Margaret Fox, representative on Deanery Synod

Mrs Lynn Graseman

Mrs Susan Halliwell

Ms Gill Johnson

Mr Gary Jones

Mr Peter Jones

Mr Bill Macdonald

Mrs Graziana Maddalozzo

Mr Peter Mannings

Mr Peter Rixson, representative on Deanery Synod

Mr Roger Sudbury

Mrs Rosemary Thomson

**Approved by the PCC on ..... and signed on their behalf by the Reverend  
Derwyn Williams (PCC Chairman)**

**ST MICHAELS CHURCH BISHOPS STORTFORD - 1130646**

**Balance Sheet detailed**

	<b>As at 31/12/2020</b>	<b>As at 31/12/2019</b>
<b>Fixed assets</b>		
4000002: 24 APTON ROAD	67,827.82	67,827.82
4000003: WINDHILL CHURCHES CENTRE	821,482.83	821,482.83
4000004: hall equipment	17,791.23	21,057.23
4000025: BOX ORGAN	—	—
4000030: PHOTOCOPIER	1,047.01	1,567.01
<b>Total Fixed assets</b>	<b>908,148.89</b>	<b>911,934.89</b>
<b>Current assets</b>		
A1501: Bank current account	51,226.00	46,856.27
A1505: CHURCH IMPS 7001D	67,678.08	53,348.00
A1506: CBF INVESTMENT ACCOUNT	225,000.00	225,000.00
A1507: INVESTMENT IN COIF ETHICAL INVESTMENT FU	80,000.00	80,000.00
A1508: CAF BANK	910.00	970.00
A1510: DR TURNER A/C 7007D	2,641.84	2,630.67
A1512: HSBC TOWER A/C	301.57	181.34
A1514: CHARITY SUPPORT GROUP CSG A/C	862.17	1,685.35
A1515: BELLS APPEAL A/C	69,184.84	35,735.57
A1516: MUSIC AT ST MICHAELS A/C	1,862.70	1,737.36
A1518: SOCIAL CTEE A/C	3,890.10	5,529.96
Z05: ACCOUNTS RECEIVABLE	17,978.97	24,972.64
<b>Total Current assets</b>	<b>521,536.27</b>	<b>478,647.16</b>
<b>Liabilities</b>		
Z04: Accounts Payable	—	5,869.35
<b>Total Liabilities</b>	<b>—</b>	<b>5,869.35</b>
<b>Net Asset surplus (deficit)</b>	<b>1,429,685.16</b>	<b>1,384,712.70</b>
<b>Reserves</b>		
Excess / (deficit) to date	44,972.46	257,849.32
Z01: Starting balances	1,384,712.70	1,126,863.38
Z03: Gains and losses own use	—	—
<b>Total Reserves</b>	<b>1,429,685.16</b>	<b>1,384,712.70</b>

<b>Represented by Funds</b>		
Unrestricted	78,138.74	88,908.77
Designated	1,037,844.74	1,014,366.68
Restricted	88,701.68	56,437.25
Endowment	225,000.00	225,000.00
<b>Total</b>	<b>1,429,685.16</b>	<b>1,384,712.70</b>

**Independent examiner's report to the trustees of THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BISHOP'S STORTFORD (ST MICHAEL)**

**Registered Charity number 1130646**

I report to the trustees on my examination of the accounts of THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BISHOP'S STORTFORD (ST MICHAEL) (the Trust) for the year ended 31 December 2020.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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**

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 Trust 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.

Signed: 

Name: **Peter F Corley FCA**

Relevant professional qualification or membership of professional bodies (if any): **FCA**

Address: **144 North Road  
Hertford  
Hertfordshire  
SG14 2BG**

Date: **2<sup>nd</sup> April 2021**