

# **All Saints' Church Writtle**

(Charity Registration Number: 1130967)

**Incorporating:**

**Writtle Ecclesiastical Charities**  
(Charity Registration Number: 267181)

## **Annual Report and Financial Statements of the Parochial Church Council**

**For the year ended 31st December 2020**

### **Priest-in-Charge**

Rev Tony Cant  
The Vicarage  
19 Lodge Road  
Writtle  
Essex CM1 3HY

### **Bankers**

Barclays plc  
40-41 High Street  
Chelmsford  
Essex CM1 1BE

### **Independent Examiner**

Alan C Radford, BA, FCA, DChA

# Contents

## Part One: Accounts & Financial Statements

	Page
Trustees Annual Report	3
Structure, Governance and Management	6
PCC Membership	7
Committees and Teams	9
• Standing Committee	
• Fabric Committee	
• Christian Centre Management Committee	
Teams	
• Worship & Mission	10
○ Charity Team	
○ Christmas Tree Festival Team	
○ Edward Bear	
○ Social and Hospitality	
○ Worship Team	
• Pastoral Care	11
○ Healing Ministry Development Team	
○ Home Communion Team	
○ Pastoral Visitors Team	
○ Prayer Circles and Monday Prayer Group	
Independent Examiner’s Report	13
Financial Statements	14
Minutes of the Annual Vestry and Parochial Church Meetings held on Sunday 18 October 2020	25
Agenda for 2021 APCM	28

# **All Saints' Church, Writtle**

## **Annual Report 2020**

### **Administrative Information**

All Saints Church is situated in Church Lane, Writtle. It is part of the Diocese of Chelmsford within the Church of England. The correspondence address is The Parish Office, All Saints Church, Church Lane, Writtle, Essex CM1 3EN. Email address: [writtleallsaints@gmail.com](mailto:writtleallsaints@gmail.com), website: [www.allsaintswrittle.co.uk/content](http://www.allsaintswrittle.co.uk/content)

The Parochial Church Council of the Ecclesiastical parish of Writtle is registered with the Charity Commission, registration number 1130967 with the working title of All Saints Writtle.

### **Aim and purposes**

All Saints' Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Rev Tony Cant, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Christian Centre, Writtle.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at All Saints. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Church of All Saints and the Christian Centre.

### **Achievements and Performance**

#### ***Review of the period***

The Coronavirus pandemic that swept through the world bringing with it many regulations and restrictions enforceable by law has had a major and continuing impact on how we fulfil our responsibility to promote the faith throughout the parish. Much that has always been done could not be, and much that we tried new will no doubt continue with us when the pandemic restrictions are finally lifted. We look forward in faith to growing success.

#### **Worship and prayer**

A service of worship was held at 10 am every Sunday morning of 2020, but for much of the year this was not in church but provided on-line on a YouTube channel called Writtle with Highwood and Roxwell churches.

Unfortunately, due to Covid regulations, worship was halted from 15th March to 13th September, again from 5th November to 6th December and again from 20th December to present.

Until 15th March 2020 the church had as usual remained open during the day every day for visitors and for private prayer and contemplation but from then on entry to the church was closed to all except for specific purposes.

We were unable to celebrate Mothering Sunday, Palm Sunday, Maundy Thursday, Good Friday, or Easter Sunday, or any of the Christmas services for 2020.

During July and August, the church was opened with supervision for an hour on Tuesdays and Fridays for private prayer.

When Sunday services in church re-commenced in September it was under strict rules enforcing Covid compliance including limited numbers and restricted seating to ensure social distancing, no congregational singing and no socialising before or after the service.

We were not able to host Writtle Junior, and Writtle Infants Schools holding any services in church this year.

All of these restrictions led to innovative ways to keep in touch with our congregation. Weekly services of (Spiritual) Communion and weekly services of Morning Prayer have been provided by Rev. Tony via YouTube. Regular information and motivational messages are e-mailed to church members and whoever asks to receive them. Encouragement given for regular telephone contact.

Despite the church being closed we were able to provide services of interment of ashes and funerals. However, all weddings and baptisms were postponed.

Discussions for the proposed Mission and Ministry Partnership (made up of St. Andrew's, Ascension with All Saints, Writtle with Highwood, and Roxwell churches), started on 23rd January 2021, with representatives from each church.

We remain open in faith and hope for the future as it unfolds in the uncertain times that Covid has brought upon the world.

***Rev Tony Cant***  
***Priest-in-Charge.***

### ***Electoral Roll***

As at 26th March 2021 there were 113 people on the Electoral Roll, 27 of whom live outside the parish, Since the last APCM 4 people have left the roll, 1 died, 2 moved away and 1 requested removal from the roll. No-one has joined the roll. Final numbers will be reported at the 2021 APCM.

### ***Deanery Synod***

Three members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

### ***Writtle Christian Centre***

The Christian Centre was widely used by all age groups up until the first lockdown in March. The Centre was closed until July when some exempt groups were allowed to return. We have remained open to allow the physiotherapist to continue practising and a new support group to continue meeting throughout the further lockdowns. However, many of our groups, particularly those catering for the younger and older generations, including the Link Club, have remained closed since March 2020.

Improvements throughout the year have included the installation of three new openable, double-glazed windows in the small hall to assist ventilation particularly in the summer when it gets extremely hot and stuffy, a new automatic door and double-glazed window at the entranceway, redecoration of the Foyer and corridor to the Quiet and Archive Rooms. In January we had a new commercial grade carpet fitted in the entranceway.

### ***Financial Review***

I suppose 2020 will become the COVID year. Blame it on the virus, but surely it was a chance to test how we coped with just one serious challenge, dusting off those filed risk assessments and contingency plans, amongst the many that face the Church.

For All Saints as a whole we started 2020 with strong cash balances, robust investments, a HMRC gift aid backlog and easily cut expenses. On the other hand we have been facing falling income for a number of years and the lockdowns and closures resulted in income falling even faster than we could cut costs.

The cost of keeping the Church closed increased in the first lockdown rising steadily to a peak of £3,500 per month at which point almost all expenditure was halted. Even the summer refill of our ever-faithful oil tank/boiler had to be cut.

We were lucky compared to many other churches. A strong starting position, income for the year was £76k with expenses held to £86k and that after paying full parish share for the first time in many years. Yes, we were helped by the payment of the remaining back Gift Aid Tax reclaims and your continued generous giving which fell mainly because collections fell as the lockdowns prevented movement and isolation became the new normal.

Costs/payments were reduced almost across the board often with the help of our suppliers and we thank them.

As many will know the aim has been to continue to simplify and reduce the number of accounts and so hopefully make them easier to understand. Three project accounts two for the Christian Centre and one for the Church were brought to nil and will close next year. For the Church the Nicholas Glazing project had been aborted a number of years ago as too costly and with the majority of the funds moved elsewhere the small balance was returned to the General Fund.

### ***Reserves policy***

It continues to be PCC policy to maintain a balance on unrestricted funds which equates to three months payments, to cover emergency situations that may arise from time to time.

The balance was higher than required at the beginning of the year due to a successful Christmas Tree Festival and Craft Fair in December 2019 and the receipt of overdue Gift Aid Claims. As COVID took hold and lockdowns commenced the strong balance helped our financial position as it was designed to do.

Surplus funds are held first with Barclays Bank plc in a current account and then via a sweep arrangement to a deposit account earning 0.1%. Further monies are then invested in CCLA deposit account earning from 0.1 to 0.5% and investment accounts currently earning up to 3.0%.

Despite all the ups and downs of the past few years our investments have performed better than one could have expected growing in 2019 by £6k from £37k to £43k with 2020 showing a further increase to £46k. These changes are reflected in the Fund movement by type Report as Gains.

During 2020 a further £8,000 was transferred from Friends of Writtle current account to the CCLA deposit account to enhance earnings.

### ***Public benefit***

The trustees have considered the Charity Commission guidance on Public Benefit in relation to churches as required, the trustees report at the beginning outline and expand upon the public benefit achieved by the PCC.

Being at the centre of our community in Writtle, the Church, the Christian Centre and Churchyard are by their very nature public spaces, open to the public and accessible to them on a daily basis. One of the missions of the Church is to support the local community as much as possible through employing local people and craftsmen in renovation projects and works. A number of projects were completed at the Christian Centre to enhance its flexibility and usefulness even as lockdown commenced.

Many of you have commented on the appearance of the Churchyard under our new local gardener and the work that has been done by many local volunteers both in the graveyard and the garden of rest during the year. It was pleasing to see many people taking their permitted daily exercise through the Churchyard during lockdown.

The only regret has been the long period of closures of our properties in order to try and defeat the virus and the loss of the community that thrives around it.

### ***Volunteers***

The PCC is very grateful for all the time and effort given so freely by all who contribute in so many different ways to our worship, stewardship of our building and finances, and the flourishing of our spiritual, social and community life. We are here as a sign of God's love for all the people of our village and beyond – this is *your* parish church, *your* community of faith. ALL ARE WELCOME.

### **Structure, Governance and Management**

The PCC is a team of people who, with the parish priest, oversee the life of the church, to ensure we are focused on living out the Gospel. We aim to seek God's will, work well together, reflect our values and take action for the future. The method of appointment of PCC members is set out in the Church Representation Rules. At All Saints, the membership of the PCC consists of the incumbent (our Priest-in-Charge), churchwardens, members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation 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 on how the funds of the PCC are to be spent.

The full PCC met four times during the year (two by a virtual platform) and held one in-person extra-ordinary meeting. All meetings have been quorate with an average level of attendance of 82%. The required Standing items have been on the Agenda at each meeting to ensure compliance with requirements. These include reports on sub-committee/group meetings, financial reports and safeguarding. Regular reports are also received from other groups connected to the church. The Standing Committee met three times in between PCC meetings, twice by a virtual platform.

## Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church meeting (APCM) in accordance with the Church Representation Rules.

PCC members who have served during 2020 are as follows:

### Ex-Officio members

**Incumbent** Rev Tony Cant

**Churchwardens** Margaret Bruce From APCM 2020 (Also Chair – Christian Centre Management Committee)  
Tony Ripton From APCM 2020

### Elected members

*Deanery Synod* Geoff Clarke From APCM 2020

*Deanery Synod* Diana Day From APCM 2020

*Deanery Synod* Hazel Kempton From APCM 2020

### Lay members

	Jerry Allanson	From APCM 2020
(Secretary)	Andrew Brewster	From APCM 2019
	Christina Brewster	Resigned APCM 2020
	Pam Butt	To APCM 2021
(Treasurer)	Heather Cooley	From APCM 2019
	Philip Couch	From APCM 2020
	Anne Dunn	To APCM 2021
	Carol Gumbleton	Resigned APCM 2020
	Michele Moody	From APCM 2020
	Charlotte Nairac	To APCM 2021
	Christine Pendrill	To APCM 2021
	Judy Stafford	To APCM 2021

Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, mission and outreach and fabric and finance, are all responsible to the PCC and report back to it regularly with reports of their discussions being received by the full PCC.

The PCC is the arena at which different aspects of church life are brought together and discussed and where decisions are made to approve new initiatives and move them forward.

The meetings are chaired by the Priest-in-Charge and the membership includes those elected at the APCM to serve on the PCC and Deanery Synod plus the Churchwardens who are ex-officio members. In terms of the Charity Commission guidance, the members of the PCC are the trustees.

Elections to specific roles (i.e. vice-chair, treasurer, secretary, electoral roll, safeguarding, GDPR officer and membership of committees and of those who have particular roles within the church) take place at the first PCC after the APCM. Each meeting has standard agenda items, and include:

- a report from the Treasurer about the church finances;
- a report from the Chairman of the Fabric Committee about maintenance issues;
- a report from any sub-committees that have met since the last PCC meeting; and
- correspondence and notices relating to the church.

The PCC makes decisions in all these areas as necessary. It approves the church accounts at the meeting prior to the APCM. In addition, time is set-aside in PCC meetings to discuss particular matters relating to church life both at All Saints and within the deanery, the diocese and the wider Church of England. For matters which require a full PCC decision, these groups bring a proposed resolution to the meeting. The Minutes of each full meeting are normally displayed in the folder at the back of the church or the noticeboard at front of church.

I'm sure that many of the PCC members are not burning with enthusiasm when they face another long agenda but I do believe that things are achieved through the meetings and good initiatives do move forward. This is largely due to those who do the hard work before and after PCC meetings by serving so faithfully on the various church committees. Their contribution to church life is often hidden. Our thanks are due to all those who serve in this way.

Also, it is right and proper to express the thanks of the Parochial Church Council to all who have helped with the life, work and ministry of All Saints. They are too many to name and to add to the difficulty many offer their help and service anonymously. But whether known or unknown, upfront or backroom, high profile or anonymous, our deepest gratitude goes to you.

Members of the congregation are welcome to bring any matters of concern at any time to our PCC lay representatives, or to volunteer to be a member of a particular group or committee.

*Andrew Brewster, PCC Secretary*

### ***Safeguarding at All Saints***

Philip Couch has passed his C1 safeguarding training and is awaiting a response from the Diocese regarding queries about C2 Leadership training for church volunteers. If you have any concerns or queries about a safeguarding matter, please speak to Philip who is in contact with the Diocesan Safeguarding Team. If an emergency arises out of normal working hours please call 999 or contact the Diocesan Safeguarding Team on the out of hours number 01245 294444.

*Philip Couch*



## **PCC Matters**

### **Committees and Teams**

Each Committee and Team has a defined membership and function

#### **Standing Committee**

*Members:*    *Chair:*                      *Rev Tony Cant*  
                    *Churchwardens:*    *Margaret Bruce*  
    *Tony Ripton*  
                    *Secretary:*                      *Andrew Brewster*    *Treasurer: Heather Cooley*  
                    *PCC members:*    *Diana Day*                      *Hazel Kempton*

This is the only committee required by law. Responsible for finance, insurance, health and safety, business between PCC meetings and both leading and dealing with the future vision of the church. It has power to transact the business of the Council between its meetings, subject to any directions given by the Council, subject to any directions given by the PCC.

#### **Fabric Committee**

*Members:*    *Chair/Secretary:*    *Dianne Collins (resigned October 2020)*  
                    *PCC Reps:*                      *Tony Ripton and Chris Pendrill*  
                    *Co-opted:*                      *Stephen Bright, Isabel Clarke, Dianne Collins, Nick Parton, Roger Pendrill*

Responsible for the day-to-day maintenance to ensure church and churchyard remain fit for use, constructing one-off pieces from time to time, boiler maintenance and organising annual spring clean. Responsible too for the planning and overseeing the timely completion of work identified in the most recent Quinquennial Inspection and any other major projects; adjustments and improvements to the property as requested by the PCC; and overseeing the investigation of any potentially serious damage or emerging defects

#### **Christian Centre Management Committee**

*Members:*    *Chair: PCC appointed:*    *Margaret Bruce*  
                    *Manager:*                      *Andrew Brewster*  
                    *Co-opted*                      *Janet Paul*                      *Rev Canon John Howden*  
    *David Hannah (resigned January 2021)*

The committee is an autonomous sub-committee of the PCC which has its own governing document. The Management Committee is responsible for the smooth running of the Christian Centre as All Saints' Church hall, enabling its work, worship and outreach to the local community as well as other churches and faiths; extending our hospitality by providing a regular meeting place for other Writtle clubs and organisations; providing a venue for private events, social events and functions; and aiming to be self-sufficient (through hire fees and grants) so that profits are used to maintain the Centre and if necessary support the church. It reports regularly to the PCC.

**TEAMS:** The membership of each team shall comprise at least one PCC members or Deanery Synod representative who will report back to the PCC on the team's behalf.

## **Worship and Mission**

### **Charity Team**

*Members:* PCC Rep: Geoff Clarke  
Co-opted: Chris Pendrill, Michele Moody, Sue Howden

The team has been in touch regularly to offer suggestions re charity support e.g. for Lent, Chelmsford Foodbank.

### **Christmas Tree Festival Team**

*Members:* Alison Woollard Rev Canon John Howden Sue Howden  
Carol Brown Margaret Loster Judy Stafford  
Michelle Moody Brian Gumbleton

Responsible for running the annual Christmas Tree festival at All Saints Church, involving organisations and business around the parish thereby generating church funds.

When it became clear in the early autumn of 2020 that we would not be able to hold the Christmas Tree Festival we discussed various ideas about organising something tree-related in the open air. We decided to ask residents to decorate a tree in their garden or front window which would provide people with something festive to look at on evening walks. John Parr then came up with the idea of adding a competitive element to raise a little money for the church. We publicised the idea of outdoor trees and also mentioned that people could take part in a competition by making a donation to church funds. We had 49 entries which raised a surprising and very welcome amount: £1,423.65. Some people also made donations without entering. Three teams of judges toured the entries to choose three prize winners and then we decided on the overall winner. Winners were given chocolates and there were extra prizes for the children who had entered. A lot of parents commented that they were very glad their children had a project to work on. Everyone who entered was given a certificate which was much appreciated.

### **Edward Bear**

*Members:* Sue Howden, Carol Gumbleton and Jean Rose plus helpers

Responsible for preparing for worship and fellowship of the younger members of our congregation.

### **Social and Hospitality**

*Members:* Chair: Sue Howden  
PCC Rep: Margaret Bruce  
Co-opted: Carol Brown, Isabel Clarke, Margaret Loster, Michele Moody, Janet Paul, Grania Smith

Responsible for generating fellowship in the congregation, catering, fundraising for general church funds.

Watch for more details of events in The Link, on the Facebook page 'Writtle All Saints Church', the website 'www.allsaintswrittle.co.uk' or on the Noticeboard.

## **Worship Team**

*Members:*    *PCC Rep:*       *Geoff Clarke*  
*Co-opted:*       *Jerry Allanson, Steven Bright, Diana Day, Hazel Kempton, Andrew Middleton, Michele Moody, Charlotte Nairac*

Responsible for preparing and leading the Family Service held on the 3<sup>rd</sup> Sunday in the month. Discontinued since lockdowns, the All Age team look forward to contributing to any new approaches to worship as the range of services is recovered.

## **Pastoral Care**

### **Healing Ministry Development Team**

*Members:*    *PCC Rep:*       *Geoff Clarke*  
*Co-opted:*       *Steve Bright, Isabel Clarke, Anne Dunn, Sade Fadipe, Hazel Kempton, Rosemary Macaulay, Andrew Middleton, Ken Nunn, Richard Oscroft MBE*

Ideally the team would like to encourage Healing Ministry across the Benefice. Healing Ministry has continued via prayers for healing and peace on Mondays as before, and as variously permitted according to lockdown rules, responding to requests received from prayer circles etc.

### **Pastoral Care**

Since COVID-19 struck, we have been unable to take out Home Communion or visit people at home. Hence the Home Communion Team and Pastoral Visitors have individually been keeping in touch by phone with people when need arose.

*Phone Support Groups:* Organiser: H Kempton, Deputy V Brett  
*Volunteers:* M Bruce, P Butt, I & G Clarke, D Day, A Dunn, K Francis, A Gardner, C Gumbleton, D Hayes, S Howden, M Moody, C Pendrill, G Smith, J Stafford, S Young

At the start of the pandemic seventeen phone support groups were set up to keep in touch with all the regular members of our church, headed up by volunteers who rang the people in their group on a regular basis. If any problems/queries arose they were passed back to myself to follow up. If additional help was needed with shopping or collecting prescriptions a request was made via Revd Tony Cant to the co-ordinator of the Writtle Parish Support Team who were able to assist. The Link Club members were also supported in the same way by the Link Club helpers.

*Congregation information email system:* Organiser: H Kempton

In order to keep everyone informed about church services, general information about the church, Covid-19 and other parish affairs, group emails have regularly been circulated to all congregation members and others who requested to be kept informed. Amongst many other things, information was circulated about the Zoom Lent Course and the Zoom coffee after church which are welcome current opportunities for us to meet and chat as a community despite the lockdown.

## **Prayer Circles and Monday Prayer Group**

*Prayer Circles Contact:*

*Chris Pendrill*

The prayer circles are still continuing in confidence. Maybe a few more people would like to join these?

*Monday Prayer Group Convener: Pam Butt*

During lockdown or church closure the prayer group has continued either individually in members' own homes or, when permitted, at 13 The Green. Requests for prayer can be made to either Geoff Clarke (421725), by e-mail to [isabelrclarke@hotmail.com](mailto:isabelrclarke@hotmail.com) or Pam Butt (421410) or e-mail [pabutt@talktalk.net](mailto:pabutt@talktalk.net). The group will then pray accordingly. Once "normal" church opening is resumed the prayer board in church near the main door will be used.

**Approved by the PCC on 12 April 2021 and signed on their behalf by the**

**Rev Tony Cant (PCC Chairman):**



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## **Independent Examiner's Report to the Parochial Church Council (PCC) of All Saints' Church, Writtle**

I report to the members of the PCC on my examination of their financial statements for the year ended 31 December 2020, which comprise Receipts and Payments accounts and a Statement of Assets.

### **Respective responsibilities of trustees and independent examiner**

The members of the PCC who are the trustees of the charity are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the financial statements of the PCC as required under section 145 of the 2011 Act. In carrying out my examination, I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent Examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the 2011 Act.
- the accounts do not accord with such records.
- the accounts do not comply with the accounting 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 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.

Alan C Radford FCA DChA  
Needham Cottage  
Needham Green  
Hatfield Broad Oak  
Bishops Stortford  
Herts. CM22 7JT

12 April 2021

**All Saints Writtle PCC  
Registered Charity No 1130967**

**Financial Statements  
for the year ending 31st December 2020**

**Writtle All Saints PCC - 1130967**  
**Statement of Assets and Liabilities (by code)**  
**As at: 31 December 2020**

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
<b>Fixed assets - Investments</b>						
6401 : CBIFS 140 Units 1001S	2,862.54	0.00	0.00	0.00	2,862.54	2,683.67
6402 : CBIFS Units - Woodhouse Trust 1135S	0.00	0.00	0.00	12,697.40	12,697.40	11,904.01
6421 : COIF 49 Units Dorothy Davis	0.00	0.00	0.00	880.81	880.81	829.51
6422 : COIF 1165 Units - Church Lands	0.00	0.00	0.00	20,941.69	20,941.69	19,721.94
6423 : COIF 416 Units - Julia Stacpoole	0.00	0.00	0.00	7,477.89	7,477.89	7,042.34
6424 : COIF 56 Units - Viscountess Falklands	0.00	0.00	0.00	1,006.64	1,006.64	948.01
<b>Total</b>	2,862.54	0.00	0.00	43,004.43	45,866.97	43,129.48
<b>Current assets - Cash at bank and in hand</b>						
6501 : Barclays Current A/c Church (3751)	(2,763.67)	18,448.48	13,036.51	0.00	28,721.32	36,799.65
6505 : Christian Centre Current A/c	0.00	10,447.44	0.00	0.00	10,447.44	37,604.07
6508 : Vicar & Churchwardens' A/c	0.00	0.00	0.00	0.00	0.00	1,281.19
6510 : Friends Current A/c	0.00	0.00	1,382.05	0.00	1,382.05	34,110.55
6530 : CBF Deposit account 1001D	46,305.13	14,683.57	12,970.06	0.35	73,959.11	73,646.39
6535 : CBF Deposit account Friends (7001D)	0.00	0.00	62,731.06	0.00	62,731.06	22,731.06
6590 : Cash	0.00	0.00	0.00	0.00	0.00	92.86
6591 : Churchwardens Petty Cash	0.00	0.00	0.00	0.00	0.00	34.22
<b>Total</b>	43,541.46	43,579.49	90,119.68	0.35	177,240.98	206,299.99
<b>Liabilities - Agency accounts</b>						
6699 : Agency collections	0.00	0.00	0.00	0.00	0.00	327.83
<b>Total</b>	0.00	0.00	0.00	0.00	0.00	327.83
<b>Net total assets</b>	46,404.00	43,579.49	90,119.68	43,004.78	223,107.95	249,101.64
<b>Represented by</b>						
Unrestricted - General	46,404.00	0.00	0.00	0.00	46,404.00	48,927.86
Designated - Nicholas	0.00	0.00	0.00	0.00	0.00	7,319.94
Designated - WCC	0.00	10,447.44	0.00	0.00	10,447.44	12,317.37
Designated - Garden-R	0.00	5,211.53	0.00	0.00	5,211.53	4,120.45

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
Designated - Special-P	0.00	27,920.52	0.00	0.00	27,920.52	28,709.17
Restricted - C-Anelli	0.00	0.00	0.00	0.00	0.00	2,914.20
Restricted - C-FOYER	0.00	0.00	0.00	0.00	0.00	22,372.50
Restricted - Fabric	0.00	0.00	5,474.07	0.00	5,474.07	3,452.92
Restricted - Friends	0.00	0.00	64,143.91	0.00	64,143.91	56,872.41
Restricted - Anelli	0.00	0.00	12,982.15	0.00	12,982.15	12,982.15
Restricted - Luckin	0.00	0.00	4,262.57	0.00	4,262.57	4,262.57
Restricted - Upson	0.00	0.00	2,757.98	0.00	2,757.98	2,757.98
Restricted - Vicar-CW	0.00	0.00	0.00	0.00	0.00	1,281.19
Restricted - Vicars-D	0.00	0.00	499.00	0.00	499.00	364.77
Endowment - Woodhouse	0.00	0.00	0.00	12,697.40	12,697.40	11,904.01
Endowment - Fabric	0.00	0.00	0.00	28,419.93	28,419.93	26,764.63
Endowment - Vicars-D	0.00	0.00	0.00	1,887.45	1,887.45	1,777.52
<b>Total</b>	46,404.00	43,579.49	90,119.68	43,004.78	223,107.95	249,101.64



Writtle All Saints PCC - 1130967

Fund movement by type  
Selected period: 01 January 2020 to 31 December 2020

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances carried forward
<b>Unrestricted</b>						
General - General fund	48,927	76,768	86,791	7,319	178	46,404
<b>Sub-totals</b>	<b>48,927</b>	<b>76,768</b>	<b>86,791</b>	<b>7,319</b>	<b>178</b>	<b>46,404</b>
<b>Designated</b>						
Nicholas - Glazing Nicholas Chapel	7,319	0	0	(7,319)	0	0
WCC - CC GENERAL FUND	12,317	19,641	21,511	0	0	10,447
Garden-R - Garden of Rest	4,120	2,506	1,414	0	0	5,211
Special-P - Special Projects	28,709	0	788	0	0	27,920
<b>Sub-totals</b>	<b>52,466</b>	<b>22,147</b>	<b>23,714</b>	<b>(7,319)</b>	<b>0</b>	<b>43,579</b>
<b>Restricted</b>						
C-Anelli - Centre - Anelli Room	2,914	0	2,914	0	0	0
C-FOYER - CC FOYER FUND	22,372	3,500	25,872	0	0	0
Fabric - Fabric Fund	3,452	2,021	0	0	0	5,474
Friends - Friends of Writtle Church	56,872	7,271	0	0	0	64,143
Anelli - Fred Anelli Fund	12,982	0	0	0	0	12,982
Luckin - Non-PCC Luckin-Smith Fund	4,262	0	0	0	0	4,262
Upson - Upson Memorial Fund	2,757	0	0	0	0	2,757
Vicar-CW - Non-PCC Vicar & Churchwarden fund	1,281	874	2,155	0	0	0
Vicars-D - Non-PCC Vicar's Discretionary Fund	364	134	0	0	0	499
<b>Sub-totals</b>	<b>107,260</b>	<b>13,801</b>	<b>30,942</b>	<b>0</b>	<b>0</b>	<b>90,119</b>
<b>Endowment</b>						
Woodhouse - Woodhouse (Fabric) Trust	11,904	0	0	0	793	12,697
Fabric - Fabric Fund	26,764	0	0	0	1,655	28,419
Vicars-D - Non-PCC Vicar's Discretionary Fund	1,777	0	0	0	109	1,887
<b>Sub-totals</b>	<b>40,446</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,558</b>	<b>43,004</b>
<b>Totals</b>	<b>249,101</b>	<b>112,717</b>	<b>141,448</b>	<b>0</b>	<b>2,737</b>	<b>223,107</b>

**Writtle All Saints PCC - 1130967**  
**Receipts and payments**  
**Selected period: 01 January 2020 to 31 December 2020**

<i>Note</i>	From To	01 January 2020 31 December 2020	01 January 2019 31 December 2019
<b>Nicholas - Glazing Nicholas Chapel (Designated) Fund</b>			
		7,319	7,319
		(7,319)	0
<b>Total carried forward balance</b>		<b>0</b>	<b>7,319</b>
<b>C-Anelli - Centre - Anelli Room (Restricted) Fund</b>			
<b>Payments</b>			
Charitable activities			
General Admin		221	0
Equipment		2,692	0
Miscellaneous		0	768
Church Major repairs		0	10,691
<i>Total Charitable activities</i>		<i>2,914</i>	<i>11,460</i>
<b>Total payments</b>		<b>2,914</b>	<b>11,460</b>
		(2,914)	(11,460)
Excess of Incoming resources over Resources used		2,914	14,374
<b>Total carried forward balance</b>		<b>0</b>	<b>2,914</b>
<b>Woodhouse - Woodhouse (Fabric) Trust (Endowment) Fund</b>			
		11,904	10,028
Adjustments		793	1,875
<b>Total carried forward balance</b>		<b>12,697</b>	<b>11,904</b>
<b>WCC - CC GENERAL FUND (Designated) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Donations - General		800	0
Donations - Gift Aid		1,000	0
Tax Reclaimed		200	0
Grants		3,034	0
<i>Total Voluntary income</i>		<i>5,034</i>	<i>0</i>
Incoming resources from charitable activities			
Church Hall Rental income		14,080	35,282
<i>Total Incoming resources from charitable activities</i>		<i>14,080</i>	<i>35,282</i>
Other incoming resources			
Miscellaneous		525	180
<i>Total Other incoming resources</i>		<i>525</i>	<i>180</i>
<b>Total receipts</b>		<b>19,641</b>	<b>35,462</b>
<b>Payments</b>			

*There may be minor discrepancies in the totals if the pence are not being shown*

<i>Note</i>	<b>From To</b>	<b>01 January 2020 31 December 2020</b>	<b>01 January 2019 31 December 2019</b>
Charitable activities			
Hall Manager		4,820	5,613
Music & music licences		0	903
General Admin		313	349
Equipment		0	591
Hall Running - Gas		2,315	2,020
Hall Running - Electricity		992	956
Hall Running Insurance		3,174	1,044
Hall Running - Maintenance		3,284	3,917
Hall Running - Equipment maintenance		368	459
Hall Running - Cleaning		5,509	11,395
Hall Running - Water		379	620
Governance Costs		353	703
<i>Total Charitable activities</i>		<u>21,511</u>	<u>28,575</u>
<b>Total payments</b>		<b>21,511</b>	<b>28,575</b>
Excess of Incoming resources over Resources used		(1,869)	6,887
Brought forward balance		12,317	0
Transfers to/(from)		0	5,429
<b>Total carried forward balance</b>		<b>10,447</b>	<b>12,317</b>

#### **C-FOYER - CC FOYER FUND (Restricted) Fund**

##### **Receipts**

Incoming resources from generated funds

##### *Voluntary income*

Donations - General	0	26,190
Tax Reclaimed	2,500	0
Grants	1,000	0
<i>Total Voluntary income</i>	<u>3,500</u>	<u>26,190</u>

**Total receipts** **3,500** **26,190**

##### **Payments**

Charitable activities

Equipment	8,597	0
Hall Running - Maintenance	55	0
Church Major repairs	17,219	3,817
<i>Total Charitable activities</i>	<u>25,872</u>	<u>3,817</u>

**Total payments** **25,872** **3,817**

Excess of Incoming resources over Resources used	(22,372)	22,372
Brought forward balance	22,372	0

**Total carried forward balance** **0** **22,372**

*There may be minor discrepancies in the totals if the pence are not being shown*

Note	From To	01 January 2020 31 December 2020	01 January 2019 31 December 2019
<b>General - General fund (Unrestricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Standing Order Giving		20,998	15,653
Giving Envelopes		8,323	13,362
Loose Plate collections		1,844	7,233
Donations - General		7,583	2,065
Donations - Charity Appeals		94	413
Tax Reclaimed		22,456	2,112
Legacies		1,300	5,000
Bookstall contributions		140	470
	<i>Total Voluntary income</i>	<u>62,740</u>	<u>46,311</u>
<i>Activities for generating funds</i>			
Fundraising		6,383	16,868
	<i>Total Activities for generating funds</i>	<u>6,383</u>	<u>16,868</u>
<i>Investment income</i>			
Dividends		215	424
Interest		792	780
	<i>Total Investment income</i>	<u>1,007</u>	<u>1,204</u>
Incoming resources from charitable activities			
Parochial Fees		6,127	15,186
Use of Church		510	2,631
	<i>Total Incoming resources from charitable activities</i>	<u>6,637</u>	<u>17,818</u>
<b>Total receipts</b>		<b>76,768</b>	<b>82,202</b>
<b>Payments</b>			
Cost of generating funds			
<i>Fundraising trading cost of goods sold and other costs</i>			
Fundraising Costs		0	315
	<i>Total Fundraising trading cost of goods sold and other costs</i>	<u>0</u>	<u>315</u>
Charitable activities			
Mission & Charities		443	967
Parish Share		61,193	12,084
Incumbent working expenses		352	0
Church Insurance		6,814	7,050
Church Repair & Maintenance		5,337	11,108
Upkeep of Services		1,930	5,555
Music & music licences		0	443
Upkeep of Churchyard		2,268	4,560
General Admin		371	812
Parish Office- Phone & Broadband		782	693
Parish office costs		672	1,301
Church office - Photocopier		264	1,032
Equipment		359	2,349
Miscellaneous		3,406	6,266
Church running Electricity		991	1,351
Church running Water		130	162
Church Running Heating Oil		1,326	3,787
Governance Costs		143	418
	<i>Total Charitable activities</i>	<u>86,791</u>	<u>59,945</u>

*There may be minor discrepancies in the totals if the pence are not being shown*

<i>Note</i>	<b>From To</b>	<b>01 January 2020 31 December 2020</b>	<b>01 January 2019 31 December 2019</b>
<b>Total payments</b>		<b>86,791</b>	<b>60,260</b>
Excess of Incoming resources over Resources used		(10,022)	21,941
Brought forward balance		48,927	26,969
Transfers to/(from)		7,319	(406)
Adjustments		178	422
<b>Total carried forward balance</b>		<b>46,404</b>	<b>48,927</b>
<b>Fabric - Fabric Fund (Restricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
Investment income			
Dividends		2,021	0
<i>Total Investment income</i>		<i>2,021</i>	<i>0</i>
<b>Total receipts</b>		<b>2,021</b>	<b>0</b>
Excess of Incoming resources over Resources used		2,021	0
Brought forward balance		3,452	3,452
<b>Total carried forward balance</b>		<b>5,474</b>	<b>3,452</b>
<b>Fabric - Fabric Fund (Endowment) Fund</b>			
Brought forward balance		26,764	22,704
Adjustments		1,655	4,059
<b>Total carried forward balance</b>		<b>28,419</b>	<b>26,764</b>
<b>Friends - Friends of Wittle Church (Restricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
Voluntary income			
Donations - General		680	680
Donations - Gift Aid		0	25,000
Tax Reclaimed		6,426	0
<i>Total Voluntary income</i>		<i>7,106</i>	<i>25,680</i>
Activities for generating funds			
Fundraising		0	6,266
<i>Total Activities for generating funds</i>		<i>0</i>	<i>6,266</i>
Investment income			
Interest		165	0
<i>Total Investment income</i>		<i>165</i>	<i>0</i>
<b>Total receipts</b>		<b>7,271</b>	<b>31,946</b>
Excess of Incoming resources over Resources used		7,271	31,946
Brought forward balance		56,872	24,925
<b>Total carried forward balance</b>		<b>64,143</b>	<b>56,872</b>

*There may be minor discrepancies in the totals if the pence are not being shown*

<i>Note</i>	<b>From To</b>	<b>01 January 2020 31 December 2020</b>	<b>01 January 2019 31 December 2019</b>
<b>Garden-R - Garden of Rest (Designated) Fund</b>			
<b>Receipts</b>			
Incoming resources from charitable activities			
Inscription Fees		2,506	1,363
<i>Total Incoming resources from charitable activities</i>		<u>2,506</u>	<u>1,363</u>
<b>Total receipts</b>		<b>2,506</b>	<b>1,363</b>
<b>Payments</b>			
Charitable activities			
Upkeep of Churchyard		1,414	633
<i>Total Charitable activities</i>		<u>1,414</u>	<u>633</u>
<b>Total payments</b>		<b>1,414</b>	<b>633</b>
Excess of Incoming resources over Resources used		<u>1,091</u>	<u>730</u>
Brought forward balance		4,120	3,390
<b>Total carried forward balance</b>		<b>5,211</b>	<b>4,120</b>
<b>Special-P - Special Projects (Designated) Fund</b>			
<b>Payments</b>			
Charitable activities			
Church Repair & Maintenance		308	0
Equipment		480	3,534
<i>Total Charitable activities</i>		<u>788</u>	<u>3,534</u>
<b>Total payments</b>		<b>788</b>	<b>3,534</b>
Excess of Incoming resources over Resources used		<u>(788)</u>	<u>(3,534)</u>
Brought forward balance		28,709	32,243
<b>Total carried forward balance</b>		<b>27,920</b>	<b>28,709</b>
<b>Anelli - Fred Anelli Fund (Restricted) Fund</b>			
Brought forward balance		12,982	12,982
<b>Total carried forward balance</b>		<b>12,982</b>	<b>12,982</b>

*There may be minor discrepancies in the totals if the pence are not being shown*

<i>Note</i>	<b>From To</b>	<b>01 January 2020 31 December 2020</b>	<b>01 January 2019 31 December 2019</b>
<b>C-Centre - Christian Centre (Restricted) Fund</b>			
Brought forward balance		0	5,023
Transfers to/(from)		0	406
Transfers to/(from)		0	(5,429)
<b>Luckin - Non-PCC Luckin-Smith Fund (Restricted) Fund</b>			
Brought forward balance		4,262	4,262
Total carried forward balance		<u>4,262</u>	<u>4,262</u>
<b>Upson - Upson Memorial Fund (Restricted) Fund</b>			
Brought forward balance		2,757	2,757
Total carried forward balance		<u>2,757</u>	<u>2,757</u>
<b>Vicar-CW - Non-PCC Vicar &amp; Churchwarden fund (Restricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
Investment income			
Dividends		874	856
Total investment income		<u>874</u>	<u>856</u>
Total receipts		<u>874</u>	<u>856</u>
<b>Payments</b>			
Charitable activities			
Mission & Charities		2,155	0
Total Charitable activities		<u>2,155</u>	<u>0</u>
Total payments		<u>2,155</u>	<u>0</u>
Excess of Incoming resources over Resources used		<u>(1,281)</u>	<u>856</u>
Brought forward balance		1,281	424
Total carried forward balance		<u>0</u>	<u>1,281</u>

*There may be minor discrepancies in the totals if the pence are not being shown*

<i>Note</i>	<b>From To</b>	<b>01 January 2020 31 December 2020</b>	<b>01 January 2019 31 December 2019</b>
<b>Vicars-D - Non-PCC Vicar's Discretionary Fund (Restricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
<i>Investment income</i>			
Dividends		134	0
	<i>Total investment income</i>	<u>134</u>	<u>0</u>
<b>Total receipts</b>		<b>134</b>	<b>0</b>
Excess of Incoming resources over Resources used		<u>134</u>	<u>0</u>
Brought forward balance		364	364
<b>Total carried forward balance</b>		<b>499</b>	<b>364</b>
<b>Vicars-D - Non-PCC Vicar's Discretionary Fund (Endowment) Fund</b>			
Brought forward balance		1,777	1,507
Adjustments		109	269
<b>Total carried forward balance</b>		<b>1,887</b>	<b>1,777</b>

*There may be minor discrepancies in the totals if the pence are not being shown*



**THE PARISH OF ALL SAINTS, WRITTLE**  
**MINUTES OF THE ANNUAL VESTRY AND PAROCHIAL CHURCH MEETINGS**  
**HELD ON SUNDAY 18 OCTOBER 2020 IN CHURCH**

**1. Welcome and opening prayers**

Rev Tony Cant opened the meeting with prayers. He offered a warm welcome to the 37 parishioners attending the AV&PCM and to Alan Radford, the Independent Examiner and Paul Burgess. There was one member of the public present.

**2. Apologies for absence**

Apologies for absence were received from Vanessa Brett, Raymond Coe, Jean Edwards, Rev Canon John Howden and Sue Howden, David James, Charlotte Nairac and Bernard and Rosina Smart.

**3. Minutes of the last AV&PCM held on 24 April 2019**

The Minutes were unanimously agreed as a true record.

**4. Matters Arising**

There were no matters arising.

**Annual Vestry Meeting**

**5. Election of Churchwardens**

Two nominations had been received:

Margaret Bruce

Proposed by Andrew Brewster

Seconded by Janet Paul

Tony Ripton

Proposed by Hazel Kempton

Seconded by Jean Edwards

There being no other nominations, Margaret and Tony were declared as elected and congratulated on their appointment *[Applause]*

**Annual Parochial Church Meeting**

**6. Presentation of Church Electoral Roll**

Hazel Kempton provided the revised figures. There were 117 people at the close of the roll of which 26 resided outside the Parish. Six names had been added of which four were new and two had re-joined. Four had been removed of which three had died and one had left to join another Parish. Hazel was thanked and there were no questions.

**7. Treasurer's Report**

Paul Burgess said the year had been a record year but in terms of Services, weddings, funerals and internments, a normal one by today's standards with a year-end surplus of £46,000 and net assets of £250,000

In response to a question about whether All Saints would pay its full parish share in 2020, Paul said yes £60,000 would be paid towards the cost of the priest's salary and pension, vicarage and the Diocese.

There were no further questions. Paul and Heather were thanked for their work on keeping the accounts in order *[Applause]*

Alan Radford reassured the meeting the accounts were in good order and the parish was a 'going concern' and had funds to pay its bills for the forthcoming year. Paul and Heather were able to answer his questions quickly which showed they had a grip on the finances.

## **8. Elections**

### **8.1 Deanery Synod representatives**

All Saints currently has three representatives – Geoff Clarke, Dianne Collins and Diana Day. A new three-year term begins on 1 December and three nominations were received:

Geoff Clarke

Proposed by Hazel Kempton

Seconded by Isabel Clarke

Diana Day

Proposed by Hazel Kempton

Seconded by Tony Ripton

Hazel Kempton

Proposed by Diana Day

Seconded by Ann Gardner

As there were no other nominations, Geoff, Diana and Hazel were declared as elected and congratulated on their appointment.

### **8.2 PCC members**

The following nominations had been received

<b>Nomination</b>	<b>Proposed by:</b>	<b>Seconded by:</b>
Jerry Allanson	Geoff Clarke	Stephen Bright
Philip Couch	David James	Prue James
Michele Moody	Judith Parton	Nick Parton

There being three vacancies and three nominees, all the above named were declared elected to the PCC for 2020/21. Existing lay members continuing for 2020/21 were as follows:

Andrew Brewster	Pam Butt	Heather Cooley
Ann Dunn	Charlotte Nairac	Christine Pendrill
Judy Stafford		

Rev Tony thanked Christina Brewster, Carol Gumbleton and Sally Cansdale as lay members of the PCC (Sally was co-opted to the PCC in July 2019 and the co-option ceases at the APCM) and Dianne Collins who had not sought re-election after several years as churchwarden and deanery synod representative. They were thanked for their wisdom, faithfulness and counsel. *[Applause]*

## **9. Appointment of Independent Examiner**

Alan Radford has again agreed to act as Independent Examiner for 2020/21. It was unanimously agreed by the meeting to appoint Mr Radford for 2020/21. Alan was thanked for his work

**10. Presentation of Reports including Area Dean's Report**

These had been circulated in advance of the meeting. Rev Tony thanked everyone for taking the responsibility in producing reports which had given life to All Saints. There were no questions.

**11. Announcements and Social Events**

Few events were coming up. Sunday 1 November – All Saints: Patronal Festival, Sunday 8 November – Remembrance Sunday, Monday 16 November – PCC Meeting and Sunday 29 November – Advent Sunday. The Christmas Tree Festival had been cancelled but the organisers were encouraging everyone in the village to put a tree or decoration in their window to make up for the loss of the Festival and enter a light-hearted competition with a contribution to church funds.

**12. Date of next meeting**

The first meeting of the new PCC will be on Monday 16<sup>th</sup> November at 7.30pm via Zoom.

**13. Date of Next APCM**

The next APCM will take place on 24<sup>th</sup> May 2021.

**14 Any Other Business**

Rev Tony thanked Andrew Brewster for all his invaluable work as PCC Secretary, for his decision to continue as such, and for the diligent support he has given him in his first year as Priest-in-Charge.

Tony thanked everyone for attending and closed the meeting at 11.42am

**All Saints Parish Church, Writtle  
Annual Vestry and Parochial Church Meetings  
Monday 24 May 2021 from 7.30pm in Church**

**AGENDA**

1. Welcome and Opening Prayers by Rev Tony Cant
2. Apologies for Absence
3. Minutes of the Annual Vestry and Annual Parochial Church Meetings held on 18 October 2020
4. Matters Arising

**Annual Vestry Meeting**

5. Election of Churchwardens

**Annual Parochial Church Meeting**

6. Presentation of Church Electoral Roll
7. Treasurer's Report
  - Presentation of Accounts for the year ended 31 December 2020
8. Elections
  - Lay PCC Members
9. Appointment of Independent Examiner
10. Announcements and social events
11. Date of the First Meeting of the new PCC: 12 July 2021
12. Date of Next APCM: 23 May 2022
13. Any Other Business

## ELECTORAL ROLL PRIVACY NOTICE

### Who are we?

Writtle All Saints Parochial Church Council is the Data Controller. This means it decides how your personal data is processed and for what purposes.

### Why do we process your personal data?

We use the personal data you provide on the electoral roll application form to enable us to manage, maintain and publish the electoral roll in accordance with Church Representation Rules (CRR) to:

- determine eligibility for attendance and participation at the Annual Parochial Church Meeting and for election to the Parochial Church Council, deanery, diocesan and general synods where applicable;
- calculate the number of representatives who may be elected to each of these synods in the following year;
- undertake a review and revision of the electoral roll as necessary; and
- publish your name and address, by exhibiting the roll in the parish church or the church website.

### What is the lawful basis for processing your personal data?

1. *Processing for the purpose of determining eligibility, creating the electoral roll and use of the roll to calculate numbers for election to synod is necessary for compliance with a legal obligation.* The processing is a statutory requirement imposed by the Church Representation Rules, which means that you must give us this information if you want to be included on the electoral roll.
2. *Processing for the purpose of determining eligibility and creating or revising the electoral roll is carried out in the course of our legitimate activities,* as this relates solely to members the Church of England in connection with its purposes.
3. *Processing for the purpose of publishing the electoral roll relates to personal data which are manifestly made public by the data subject.* When you apply to have your name added to the church electoral roll, the automatic legal consequence as stated in the CRR, (Part I Formation of the Roll 1(8) and Revision of Roll and Preparation of New Roll 2(1), 2(3) and 2(7)) is that your name and address will be published, and by submitting your application form you are making that data public.

### Sharing your personal data

Your personal data will be shared within the institutional Church of England and with the general public.

### How long do we keep your personal data?

We keep your personal data for 6 years after a complete review of the electoral roll.

### Your rights and your personal data

Unless subject to an exemption you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data be erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of your personal data for direct marketing and to have that processing stopped;
- The right to lodge a complaint with the Information Commissioners Office.

### Contact Details

You can contact us by emailing [writtleallsaints@gmail.com](mailto:writtleallsaints@gmail.com) with 'For the attention of the Data Compliance Officer' as the email Subject.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## *Taizé Reading for Monday 24 May*

*The Lord says: Do not be afraid, my servant whom I  
have chosen. I shall pour out my Spirit on your  
offspring.  
Isaiah 44:1-4*

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