

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

England & Wales · Charity number 1131642

## Details

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Other names	LAVENHAM PCC
Status	Registered
Legal form	Previously excepted
Registered	2009-09-15
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	The Rectory Church Street Lavenham Sudbury CO10 9SA
Phone	01787247244
Email	<a href="mailto:rector@lavenham.church">rector@lavenham.church</a>
Website	<a href="http://www.achurchnearyou.com/lavenham-st-peter-st-paul/">http://www.achurchnearyou.com/lavenham-st-peter-st-paul/</a>

## Activities

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

**Activities:** Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work including visiting the sick and the bereaved. Teaching of Christianity through sermons, courses and small groups. Supporting other charities in the UK and overseas.

## 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

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

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£181,388	£151,320	-	-
2023-12-31	£162,883	£158,241	-	-
2022-12-31	£129,255	£130,128	-	-
2021-12-31	£212,701	£129,284	-	-
2020-12-31	£93,941	£116,983	-	-

## Trustees

Name	Role	Appointed
Annette Clarke		2024-04-24
Ashley Wilson Jones		2024-04-24
Carolyn Susan Rivett		2025-11-19
DAVID GRIMWOOD DEACON		2014-05-08
Elke Cattermole		2024-04-24
Graham Patrick		2024-04-24
Katie Campbell		2026-04-29
Kevin Lee Slingsby		2020-09-21
MARGARET VALERIE MAYBURY		2025-09-19
Martin Weaver		2026-04-29
Mary Sumerville Jackson		2020-08-26
Moira Helene Dickson		2020-09-21
Paul MacLachlan		2022-04-06
Rebecca Simpson		2024-04-24
Rev Simon Pitcher		2022-04-19
Sheila Ann Bowman		2022-04-06
Susan Penelope Peterson		2021-04-21
Virginia Mackman		2026-04-29

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

England & Wales - Charity number 1131642

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# Accounts

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FINANCIAL STATEMENTS OF  
**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF LAVENHAM**

FOR THE YEAR ENDED

31 December 2024

Rector  
Revd. Cannon Simon Pitcher

Churchwardens

David Deacon  
Paul MacLachlan

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF LAVENHAM

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024 as set out on pages 3 to 9.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.



.....  
Vincent Chandler FCA FCCA  
Independent Examiner

Dated.....24.03.2025.....

Moore Green  
Chartered Accountants  
22 Friars Street  
Sudbury  
Suffolk  
CO10 2AA

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)

STATEMENT OF FINANCIAL ACTIVITIES AS AT 31 DECEMBER 2024

	Notes	Unrestricted & Desig't Fund	Restricted Funds	Endowment Fund	Total 2024	Total 2023
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	90649.54	22191.26		112840.80	99362.81
Other voluntary incoming resources	2b	0.00	2449.14		2449.14	1401.97
Income resources from operating activities:						
- to further the Council's activities	2c	15575.93	0.00		15575.93	14890.18
- to generate funds	2d	34622.91	5813.27		40436.18	38524.60
Income from investments	2e	0.00	10086.55		10086.55	8703.26
Endowment Funds Transferred					0.00	0.00
<b>TOTAL INCOMING RESOURCES</b>		<u>140848.38</u>	<u>40540.22</u>	<u>0.00</u>	<u>181388.60</u>	<u>162882.82</u>
<b>RESOURCES EXPENDED</b>						
Grants	3a	29.98	0.00		29.98	4.47
Activities directly relating to the work of the church	3b	115883.40	15165.81		131049.21	135986.80
Fund raising expenses	3c	15780.35	0.00		15780.35	14229.76
Church management and administration	3d	4460.54	0.00		4460.54	8019.80
<b>TOTAL RESOURCES EXPENDED</b>		<u>136154.27</u>	<u>15165.81</u>	<u></u>	<u>151320.08</u>	<u>158240.83</u>
<b>NET INCOMING RESOURCES</b>		4694.11	25374.41	0.00	30068.52	4641.99
<b>GAINS/LOSSES ON INVESTMENTS</b>	5b	0.00	0.00	682.62	682.62	2490.81
<b>NET MOVEMENT OF FUNDS</b>		<u>4694.11</u>	<u>25374.41</u>	<u>682.62</u>	<u>30751.14</u>	<u>7132.80</u>
<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2024</b>		95962.05	142556.52	31,868.33	270386.90	263254.10
<b>FUND TRANSFER</b>						0.00
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2024</b>		100656.16	167930.93	32550.95	301138.04	270386.90

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)

BALANCE SHEET AS AT 31 DECEMBER 2024

	<u>Notes</u>	<u>2024</u>	<u>2023</u>
<b>FIXED ASSETS</b>			
Tangible	5a	22880.32	30507.11
Investment	5b	30102.20	29419.58
		<u>52982.52</u>	<u>59926.69</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	14905.96	11366.68
Short term deposits		189341.12	180070.66
Cash at bank and in hand		54479.85	21320.62
Shop stock at cost		4003.21	4279.93
		<u>262730.14</u>	<u>217037.89</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due within one year	7	14574.62	6577.68
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		248155.52	210460.21
<b>TOTAL NET ASSETS</b>	8	<u>301138.04</u>	<u>270386.90</u>
<b>PARISH FUNDS</b>			
Unrestricted		100656.16	95962.05
Designated			
Restricted		167930.93	142556.52
Endowment		32550.95	31868.33
		<u>301138.04</u>	<u>270386.90</u>

Approved by the Parochial Church Council on 19<sup>th</sup> March 2025 and signed on its behalf by

Rev Canon Simon Pitcher Chairman

*S. S. P.*

Churchwarden *[Signature]*

Churchwarden *[Signature]*

## PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

(Registered Charity No 1131642)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2024

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP issued in October 2019. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### FUNDS

*Endowment Funds* are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

*Restricted Funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment interest is apportioned to individual funds on an average balance basis.

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

#### INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### RESOURCES EXPENDED

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

#### FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 1995 have been capitalised and depreciated in the accounts over their currently useful economic life.

Equipment, fixtures and fittings - 25% reducing balance basis

Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### LEASES

To facilitate the building of Lavenham Village Hall on a specified part of the Glebe, two leases were negotiated with the DBF in late 2003/early 2004

- 1 A full repairing and maintaining lease between the DBF and the PCC for the Glebe for a term of 40 years with effect from 1 June 2004 at a rent of £150 per annum with rent reviews every 5 years.
- 2 A full repairing and maintaining Underlease between the Lavenham Community Council (through their holding Trustees), the PCC and the DBF for a defined plot on the Glebe (and consent to build the Lavenham Village Hall) for a term of 40 years less 2 days, at a rent of £200 per annum with rent reviews every 5 years.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

(Registered Charity No. 1131642)

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

1 ACCOUNTING POLICIES OF THE PAROCHIAL CHURCH COUNCIL (continued)

Investments

Investments are valued at market value 31 December. The SOFA includes the net gains and losses arising on revaluations during the year.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rent or other income are shown as debtors less any provision for amounts that may prove un-collectable.

Short-term deposits include cash held on deposit either with the CCLA Church of England Funds or at the bank.

2 INCOMING RESOURCES

	Unrestricted & Desig't Fund	Restricted Funds	Total 2024	<i>Total</i> 2023
2a Incoming resources from donors				
Planned giving	27094.62		27094.62	22878.21
Collections and other giving	7283.89		7283.89	7399.92
Tax recoverable	9879.55	2538.38	12417.93	12862.07
Sundry donations	27679.11	19652.88	47331.99	48131.21
Legacies	18712.37		18712.37	8091.40
	<u>90649.54</u>	<u>22191.26</u>	<u>112840.80</u>	<u>99362.81</u>
2b Other voluntary incoming resources				
Bell Fund		683.00	683.00	816.00
Music & Choir Fund		128.64	128.64	585.97
Lady Chapel Chairs		1637.50	1637.50	
	<u>0.00</u>	<u>2449.14</u>	<u>2449.14</u>	<u>1401.97</u>
2c Income from operating activities to further the work of the church				
Sale of magazines	4276.43		4276.43	3643.18
Fees	11299.50		11299.50	11247.00
	<u>15575.93</u>	<u>0.00</u>	<u>15575.93</u>	<u>14890.18</u>
2d Income from operating activities to generate funds				
Magazine advertisement fees	8303.20		8303.20	8351.20
Rent	814.20		814.20	1038.59
Fund raising	3056.19		3056.19	4071.83
Second-hand books	8790.43	5813.27	14603.70	13596.05
Shop sales	13658.89		13658.89	11466.93
	<u>34622.91</u>	<u>5813.27</u>	<u>40436.18</u>	<u>38524.60</u>
2e Income from investments				
Dividends		816.09	816.09	802.41
Bank interest		9270.46	9270.46	7900.85
	<u>0.00</u>	<u>10086.55</u>	<u>10086.55</u>	<u>8703.26</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><u>140848.38</u></u>	<u><u>40540.22</u></u>	<u><u>181388.60</u></u>	<u><u>162882.82</u></u>

Included in Incoming Resources are donations from PCC members and their spouses of £9,440.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

	Unrestricted & Desig't Fund	Restricted Funds	Total 2024	<i>Total 2023</i>
3.00 RESOURCES USED				
3a Grants to further the work of the church				
Overseas mission - Kagera	0.00		0.00	<i>0.00</i>
Secular charities	29.98		29.98	<i>4.47</i>
Salvation Army	0.00		0.00	<i>0.00</i>
	<u>29.98</u>	<u>0.00</u>	<u>29.98</u>	<u><i>4.47</i></u>
3b Activities directly relating to the work of the church				
Diocesan parish share	68433.00		68433.00	<i>66315.00</i>
Church expenses	19364.42	5813.27	25177.69	<i>28180.31</i>
Clergy expenses	1852.75		1852.75	<i>1891.25</i>
Cost of services	1778.24		1778.24	<i>2048.08</i>
Upkeep of churchyard/Glebe	885.55		885.55	<i>109.98</i>
Church maintenance	1371.82		1371.82	<i>6335.85</i>
Major works / Quinquennial	0.00	6097.53	6097.53	<i>3195.62</i>
Wages	12510.84		12510.84	<i>11584.86</i>
Depreciation	7626.78		7626.78	<i>10169.03</i>
Organ/Music/Choir	940.00	709.03	1649.03	<i>3370.41</i>
Bellropes / Flower / Nave Fund	1120.00	0.00	1120.00	<i>780.00</i>
Biddell Coal	0.00			<i>50.00</i>
Family & Childrens Fund / Lady Chapel Chairs		2545.98	2545.98	<i>1956.41</i>
	<u>115883.40</u>	<u>15165.81</u>	<u>131049.21</u>	<u><i>135986.80</i></u>
3c Shop Purchases	6882.16		6882.16	<i>5430.98</i>
Opening shop stock at cost	4279.93		4279.93	<i>6206.96</i>
Less closing shop stock at cost	-4003.21		-4003.21	<i>-4279.93</i>
Magazine printing costs	8258.69		8258.69	<i>6817.75</i>
Fund Raising Expenses	362.78		362.78	<i>0.00</i>
Online Giving Fees	0.00		0.00	<i>54.00</i>
	<u>15780.35</u>	<u>0.00</u>	<u>15780.35</u>	<u><i>14229.76</i></u>
3d Church management and administration				
Telephone, Internet & Card Terminal costs	1083.94		1083.94	<i>1170.43</i>
Office expenses	2336.60		2336.60	<i>2569.37</i>
Legal & Professional Fees	0.00		0.00	<i>3000.00</i>
Audit and Accountancy	1040.00		1040.00	<i>1280.00</i>
	<u>4460.54</u>		<u>4460.54</u>	<u><i>8019.80</i></u>
TOTAL RESOURCES USED	<u>136154.27</u>	<u>15165.81</u>	<u>151320.08</u>	<u><i>158240.83</i></u>
4a STAFF COST			<u>Total</u>	<u>Total</u>
			2024	2023
Wages and salaries			3953.48	<i>3555.80</i>
Self employed Organists			8557.36	<i>8029.06</i>
			<u>12510.84</u>	<u><i>11584.86</i></u>

During the year the PCC employed a cleaner and verger (part-time) who were not paid an amount large enough to attract social security costs.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

4b PAYMENTS TO PCC MEMBERS

The choir and bell ringers, some of whom may be members of the PCC, received token payments for weddings/funerals at which they performed. Our Director of Music is a member of the PCC and received £8,557.36 in payments during the year.

5a	FIXED ASSETS	Equipment	
	Tangible fixed assets	fixtures & fittings	Total 2024
	<b>Cost</b>		
	As at 1.1.24	67715.39	67715.39
	Additions during the year at cost	0.00	0.00
	Disposal	0.00	0.00
	As at 31.12.24	<u>67715.39</u>	<u>67715.39</u>
	<b>Depreciation</b>		
	As at 1.1.24	37208.29	37208.29
	Charge for the year	7626.78	7626.78
	As at 31.12.24	<u>44835.07</u>	<u>44835.07</u>
	<b>Net book value at 31.12.24</b>	<u><u>22880.32</u></u>	<u><u>22880.32</u></u>
	Net book value at 31.12.23	<u><u>30507.11</u></u>	<u><u>30507.11</u></u>

5b	INVESTMENTS	Total 2024	Total 2023
	Quoted		
	CBF Investment Fund	29782.03	29115.62
	CBF Fixed Interest Securities Fund	320.17	303.96
	Market value at 31.12.24	<u><u>30102.20</u></u>	<u><u>29419.58</u></u>

6	DEBTORS	Total 2024	Total 2023
	Gift Aid tax and VAT recoverable	8976.84	7877.59
	Other Debtors	5929.12	3489.09
		<u><u>14905.96</u></u>	<u><u>11366.68</u></u>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

7	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		<i>Total</i>	<i>Total</i>
			<u>2024</u>	<u>2023</u>
	Creditors for goods and services	11256.47		3430.00
	Other creditors and accruals	3318.15		3147.68
		<u>14574.62</u>		<u>6577.68</u>

8	ANALYSIS OF NET ASSETS BY FUND						
		Unrestricted	Restricted	Designated	Endowment	Total	<i>Total</i>
		Fund	Fund	Fund	Fund	2024	2023
	Tangible fixed assets	22880.32				22880.32	30507.11
	Investment assets				30102.20	30102.20	29419.58
	Current assets	11134.64	7769.28		5.25	18909.17	15646.61
	Cash	81215.82	160161.65		2443.50	243820.97	201391.28
	Current liabilities	-14574.62	0.00			-14574.62	-6577.68
		<u>100656.16</u>	<u>167930.93</u>	<u>0.00</u>	<u>32550.95</u>	<u>301138.04</u>	<u>270386.90</u>

9 ENDOWMENT FUND DETAILS

The restricted funds comprise the Fabric Fund which includes income of permanent endowments (as below) of Helen Muriel Duvall bequest for the upkeep and maintenance of the fabric of the church; the Merelina Spring Stanley trust for the upkeep of the fabric including the steeple of the church and the monuments therein or connected therewith. and Biddell Memorial Fund for the upkeep of the churchyard Biddell Trust (Coal Charity) half for church repairs and half for coal for the poor and Francis Spring Bequest for the upkeep of the church tower and roofs.

	<u>Income</u>	<u>Investment</u>	<u>Cash</u>	<u>Total</u>
Spring Stanley Trust	63.70	2,378.09		2378.09
Duvall Bequest	603.03	22,220.91		22220.91
Biddell Memorial Fund	149.36	5,503.20	227.39	5730.59
Biddell Coal Charity			396.26	396.26
Francis Spring Bequest			1825.10	1825.10
	<u>816.09</u>	<u>30102.20</u>	<u>2448.75</u>	<u>32550.95</u>

The movement on the restricted funds during the year is as follows

	Opening	Incoming	Resources	Unrestricted	Closing
	Balance	Resources	Expended	Transfer	Balance
Fabric Fund	135444.40	30291.08	9737.77		155997.71
Music/Choir Fund	3251.48	128.64	709.03		2671.09
Bell Fund	2075.89	683.00	0.00		2758.89
Quinquennial	0.00	7250.00	2173.03		5076.97
Childrens Co-Op Fund	1784.75	550.00	908.48		1426.27
	<u>142556.52</u>	<u>38902.72</u>	<u>13528.31</u>	<u>0.00</u>	<u>167930.93</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

England & Wales - Charity number 1131642

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# Accounts

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## Treasurer's report

The PCC has a duty to ensure accounts are prepared and independently examined in accordance with the Church Accounting Regulations 2006 which incorporate the requirements of the Charities Act 2011 and the Statement of Recommended Practice for accounting and reporting by charities published by the Charity Commission (the SORP). The PCC also has a duty to approve the accounts and to present them to the Annual Parochial Church Meeting (APCM).

## Financial Review 2023

There was a further decrease of income in the **General Unrestricted Fund** for the year of **£14,208** compared to the decrease in income of £8,789 in 2022. The incoming resources increased by £22,835 from £106,851 in 2022 to £129,686 in 2023 including a legacy of £8,091.

Along with the legacy we also received a grant of £4,000 from the diocese to help with energy costs. There were small increases in income from concerts, magazine sales, shop and book sales and wedding / funeral fees and a small reduction in magazine adverts. Expenditure also increased from £115,640 in 2022 to £143,894 mainly driven by higher energy costs (even after taking the grant into consideration), a one-off marketing fee for the church re-branding and bookcase depreciation. Our contribution to the Dioceses was £66,315, an increase of £1,455 paid in 2022. For the accounts to the year-end 31<sup>st</sup> December 2023, Moore Green once again provided the Church with an excellent service as Independent Examiner of the accounts and it is proposed that they continue in this role for 2024. The **General Fund** Balance at the year-end was **£95,912**, which included a general reserve of £10,000, liquid assets of £51,125, shop stock £4,280 and fixed assets £30,507.

The **Restricted Fund** balances have increased by £22,045 over the year to **£142,556**. The **Fabric Fund** stands at £85,444 along with £50,000 set aside as a Fabric reserve for emergencies. The 2016 quinquennial report has previously been received and assessed and a budget of expenditure up to £50,000 was set. This still stands; however, we are also investigating the possibility of external funding for part of the cost of the work required. The **Bell Fund** is £2,076 and the **Music Fund** £3,251. The fund for **Children and family activities** received further additional funding from the Co-Op during the year (£2,315), some of which was put to good use leaving a current balance of £1,785.

The value of the **Endowment Fund** investments has increased by £2,490 to **£31,868** in the year.

Our total net income for the year at £7,133 (described as "Net Movement of Funds" on page 3 of the annual accounts), includes depreciation at 25% on the cost of shelving for the bookstall and the cost of a new photocopier purchased in 2023. Donations totalling £1,473 were collected in the church to support Ukraine, the Turkish / Syrian earthquake, Storehouse and Seafarers.

March 2024

John Knight- Treasurer

A copy of the Accounts for the year to 31<sup>st</sup> December 2023 are available separately.

FINANCIAL STATEMENTS OF  
**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF LAVENHAM**

FOR THE YEAR ENDED

31 December 2023

Rector

Rev. Canon Simon Pitcher

Churchwardens

David Deacon  
Mary Morrey

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF LAVENHAM

I report on the accounts for the year ended 31st December 2023 which are set out on pages 3 to 9

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

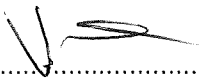
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

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

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

  
.....

Dated 27/07/2024 .....

Mr Vincent Chandler FCA FCCA  
Moore Green  
Chartered Accountants  
22, Friars Street,  
Sudbury  
CO10 2AA  
Suffolk

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)

STATEMENT OF FINANCIAL ACTIVITIES AS AT 31 DECEMBER 2023

	Notes	Unrestricted & Desig't Fund	Restricted Funds	Endowment Fund	Total 2023	Total 2022
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	81765.66	17597.15		99362.81	79466.42
Other voluntary incoming resources	2b	0.00	1401.97		1401.97	860.27
Income resources from operating activities:						
- to further the Council's activities	2c	14890.18	0.00		14890.18	11532.24
- to generate funds	2d	33030.24	5494.36		38524.60	34359.59
Income from investments	2e	0.00	8703.26		8703.26	3036.63
Endowment Funds Transferred					0.00	0.00
<b>TOTAL INCOMING RESOURCES</b>		<u>129686.08</u>	<u>33196.74</u>	<u>0.00</u>	<u>162882.82</u>	<u>129255.15</u>
<b>RESOURCES EXPENDED</b>						
Grants	3a	4.47	0.00		4.47	1293.95
Activities directly relating to the work of the church	3b	124835.62	11151.18		135986.80	115669.00
Fund raising expenses	3c	14229.76	0.00		14229.76	9599.34
Church management and administration	3d	8019.80	0.00		8019.80	3566.18
<b>TOTAL RESOURCES EXPENDED</b>		<u>147089.65</u>	<u>11151.18</u>	<u></u>	<u>158240.83</u>	<u>130128.47</u>
<b>NET INCOMING RESOURCES</b>		-17403.57	22045.56	0.00	4641.99	-873.32
<b>GAINS/LOSSES ON INVESTMENTS</b>	5b	0.00	0.00	2490.81	2490.81	-3575.06
<b>NET MOVEMENT OF FUNDS</b>		<u>-17403.57</u>	<u>22045.56</u>	<u>2490.81</u>	<u>7132.80</u>	<u>-4448.38</u>
<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2023</b>		113365.62	120510.96	29,377.52	263254.10	267702.48
<b>FUND TRANSFER</b>						0.00
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2023</b>		95962.05	142556.52	31868.33	270386.90	263254.10

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM  
(Registered Charity No. 1131642)

BALANCE SHEET AS AT 31 DECEMBER 2023

	<u>Notes</u>	<u>2023.00</u>	<u>2022.00</u>
<b>FIXED ASSETS</b>			
Tangible	5a	30507.11	37859.73
Investment	5b	29419.58	26878.77
		<u>59926.69</u>	<u>64738.50</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	11366.68	10942.72
Short term deposits		180070.66	172169.81
Cash at bank and in hand		21320.62	34667.24
Shop stock at cost		4279.93	6206.96
		<u>217037.89</u>	<u>223986.73</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due within one year	7	6577.68	25471.13
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		210460.21	198515.60
<b>TOTAL NET ASSETS</b>		<u>270386.90</u>	<u>263254.10</u>
<b>PARISH FUNDS</b>			
Unrestricted		95962.05	79779.50
Designated		0.00	33586.12
Restricted		142556.52	120510.96
Endowment		31868.33	29377.52
		<u>270386.90</u>	<u>263254.10</u>

Approved by the Parochial Church Council on 20<sup>th</sup> March 2024 and signed on its behalf by

Churchwarden M Money

Churchwarden J Geron

## PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

(Registered Charity No 1131642)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2023

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP issued in October 2019. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### FUNDS

*Endowment Funds* are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

*Restricted Funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment interest is apportioned to individual funds on an average balance basis.

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

#### INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### RESOURCES EXPENDED

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

#### FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 1995 have been capitalised and depreciated in the accounts over their currently useful economic life.

Equipment, fixtures and fittings - 25% reducing balance basis

Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### LEASES

To facilitate the building of Lavenham Village Hall on a specified part of the Glebe, two leases were negotiated with the DBF in late 2003/early 2004

- 1 A full repairing and maintaining lease between the DBF and the PCC for the Glebe for a term of 40 years with effect from 1 June 2004 at a rent of £150 per annum with rent reviews every 5 years.
- 2 A full repairing and maintaining Underlease between the Lavenham Community Council (through their holding Trustees), the PCC and the DBF for a defined plot on the Glebe (and consent to build the Lavenham Village Hall) for a term of 40 years less 2 days, at a rent of £200 per annum with rent reviews every 5 years.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)  
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

1 ACCOUNTING POLICIES OF THE PAROCHIAL CHURCH COUNCIL (continued)

Investments

Investments are valued at market value 31 December. The SOFA includes the net gains and losses arising on revaluations during the year.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rent or other income are shown as debtors less any provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit either with the CCLA Church of England Funds or at the bank.

2 INCOMING RESOURCES

	Unrestricted & Desig't Fund	Restricted Funds	Total 2023	Total 2022
2a Incoming resources from donors				
Planned giving	22878.21		22878.21	21032.89
Collections and other giving	7399.92		7399.92	9814.23
Tax recoverable	10960.93	1901.14	12862.07	10149.92
Sundry donations	32435.20	15696.01	48131.21	35381.16
Legacies	8091.40		8091.40	3088.22
	<u>81765.66</u>	<u>17597.15</u>	<u>99362.81</u>	<u>79466.42</u>
2b Other voluntary incoming resources				
Bell Fund		816.00	816.00	340.00
Music & Choir Fund		585.97	585.97	520.27
		<u>1401.97</u>	<u>1401.97</u>	<u>860.27</u>
2c Income from operating activities to further the work of the church				
Sale of magazines	3643.18		3643.18	2433.29
Fees	11247.00		11247.00	9098.95
	<u>14890.18</u>		<u>14890.18</u>	<u>11532.24</u>
2d Income from operating activities to generate funds				
Magazine advertisement fees	8351.20		8351.20	9546.05
Rent	1038.59	0.00	1038.59	923.59
Gift Day	0.00	0.00	0.00	0.00
Fund raising	4071.83		4071.83	3194.40
Second-hand books	8101.69	5494.36	13596.05	11090.47
Shop sales	11466.93		11466.93	9605.08
	<u>33030.24</u>	<u>5494.36</u>	<u>38524.60</u>	<u>34359.59</u>
2e Income from investments				
Dividends		802.41	802.41	799.77
Bank interest	0.00	7900.85	7900.85	2236.86
	<u>0.00</u>	<u>8703.26</u>	<u>8703.26</u>	<u>3036.63</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><u>129686.08</u></u>	<u><u>33196.74</u></u>	<u><u>162882.82</u></u>	<u><u>129255.15</u></u>

Included in Incoming Resources are donations from PCC members and their spouses of £12,921

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

	Unrestricted & Desig't Fund	Restricted Funds	Total 2023	Total 2022
<b>3.00 RESOURCES USED</b>				
<b>3a Grants to further the work of the church</b>				
Overseas mission - Kagera	0.00		0.00	0.00
Secular charities	4.47		4.47	1293.95
Salvation Army	0.00		0.00	0.00
	<u>4.47</u>	<u>0.00</u>	<u>4.47</u>	<u>1293.95</u>
Secular Charities: Collections made during the year included :- Ukraine £810, Syria / Turkey £270 Storehouse £200 and Seafarers £193.				
<b>3b Activities directly relating to the work of the church</b>				
Diocesan parish share	66315.00		66315.00	64860.00
Church expenses	22685.95	5494.36	28180.31	18590.18
Clergy expenses	1891.25		1891.25	1060.86
Cost of services	2048.08		2048.08	846.68
Upkeep of churchyard/Glebe	0.00		0.00	0.00
Church maintenance	6445.83		6445.83	7709.86
Major works	3195.62	0.00	3195.62	7085.65
Wages	11584.86		11584.86	12199.98
Depreciation	10169.03		10169.03	74.25
Organ/Music/Choir	450.00	2920.41	3370.41	1165.00
Bellropes / Flower / Nave Fund		780.00	780.00	480.00
Biddle Coal	50.00		50.00	0.00
A.V. Equip. / Childrens Fund		1956.41	1956.41	1596.54
	<u>124835.62</u>	<u>11151.18</u>	<u>135986.80</u>	<u>115669.00</u>
<b>3c Shop Purchases</b>				
Shop Purchases	5430.98		5430.98	6536.36
Opening shop stock at cost	6206.96		6206.96	4330.60
Less closing shop stock at cost	-4279.93		-4279.93	-6203.96
Magazine printing costs	6817.75		6817.75	4720.34
Online Giving Fees	54.00		54.00	216.00
	<u>14229.76</u>	<u>0.00</u>	<u>14229.76</u>	<u>9599.34</u>
<b>3d Church management and administration</b>				
Telephone, Internet & Card Terminal costs	1170.43		1170.43	1479.48
Office expenses	2569.37		2569.37	1236.70
Legal & Professional Fees	3000.00		3000.00	0.00
Audit and Accountancy	1280.00		1280.00	850.00
	<u>8019.80</u>		<u>8019.80</u>	<u>3566.18</u>
<b>TOTAL RESOURCES USED</b>	<u>147089.65</u>	<u>11151.18</u>	<u>158240.83</u>	<u>130128.47</u>

4a STAFF COST	Total 2023	Total 2022
Wages and salaries	3555.80	3497.02
Self employed Organists	8029.06	8702.96
	<u>11584.86</u>	<u>12199.98</u>

During the year the PCC employed a cleaner and verger (part-time) who were not paid an amount large enough to attract social security costs.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

4b PAYMENTS TO PCC MEMBERS

The choir and bell ringers, some of whom may be members of the PCC, received token payments for weddings/funerals at which they performed. Our Director of Music is a member of the PCC and received £8,029.06 in payments during the year.

5a FIXED ASSETS	Equipment fixtures & fittings	Total 2023
Tangible fixed assets		
<b>Cost</b>		
As at 1.1.23	64898.98	64898.98
Additions during the year at cost	2892.00	2892.00
Disposal	-75.59	-75.59
As at 31.12.23	<u>67715.39</u>	<u>67715.39</u>
<b>Depreciation</b>		
As at 1.1.23	27039.25	27039.25
Charge for the year	10169.03	10169.03
As at 31.12.23	<u>37208.28</u>	<u>37208.28</u>
<b>Net book value at 31.12.23</b>	<u>30507.11</u>	<u>30507.11</u>
Net book value at 31.12.22	<u>37859.73</u>	<u>37859.73</u>

5b INVESTMENTS	Total 2023	Total 2022
Quoted		
CBF Investment Fund	29115.62	26591.92
CBF Fixed Interest Securities Fund	303.96	286.85
Market value at 31.12.22	<u>29419.58</u>	<u>26878.77</u>

6 DEBTORS	Total 2022	Total 2021
Gift Aid tax and VAT recoverable	7877.59	7878.20
Other Debtors	3489.09	3064.52
	<u>11366.68</u>	<u>10942.72</u>

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

7	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		Total 2023	Total 2022
	Creditors for goods and services	3430.00	3712.77
	Other creditors and accruals	3147.68	21758.36
		<u>6577.68</u>	<u>25471.13</u>

8	ANALYSIS OF NET ASSETS BY FUND					
	Unrestricted Fund	Restricted Fund	Designated Fund	Endowment Fund	Total 2023	Total 2022
	Tangible fixed assets	30507.11			30507.11	37859.73
	Investment assets			29419.58	29419.58	26878.77
	Current assets	10935.79	4705.57	5.25	15646.61	17149.68
	Cash	61096.83	137850.95	2443.50	201391.28	206837.05
	Current liabilities	-6577.68	0.00		-6577.68	-25471.13
		<u>95962.05</u>	<u>142556.52</u>	<u>0.00</u>	<u>31868.33</u>	<u>270386.90</u>
					<u>270386.90</u>	<u>263254.10</u>

9 ENDOWMENT FUND DETAILS

The restricted funds comprise the Fabric Fund which includes income of permanent endowments (as below) of Helen Muriel Duvall bequest for the upkeep and maintenance of the fabric of the church; the Merelina Spring Stanley trust for the upkeep of the fabric including the steeple of the church and the monuments therein or connected therewith. and Biddell Memorial Fund for the upkeep of the churchyard Biddell Trust (Coal Charity) half for church repairs and half for coal for the poor and Francis Spring Bequest for the upkeep of the church tower and roofs.

	Income	Investment	Cash	Total
Spring Stanley Trust	61.54	2,315.83		2315.83
Duvall Bequest	593.80	21,723.69		21723.69
Biddell Memorial Fund	147.07	5,380.06	227.39	5607.45
Biddell Coal Charity			396.26	396.26
Francis Spring Bequest			1825.10	1825.10
	<u>802.41</u>	<u>29419.58</u>	<u>2448.75</u>	<u>31868.33</u>

The movement on the restricted funds during the year is as follows

	Opening Balance	Incoming Resources	Resources Expended	Unrestricted Transfer	Closing Balance
Fabric Fund	111422.90	29515.86	5494.36		135444.40
Music/Choir Fund	5585.92	585.97	2920.41		3251.48
Bell Fund	2039.89	816.00	780.00		2075.89
AV Equipment Fund	0.00	0.00	0.00		0.00
Childrens Co-Op Fund	1462.25	2278.91	1956.41		1784.75
	<u>120510.96</u>	<u>33196.74</u>	<u>11151.18</u>	<u>0.00</u>	<u>142556.52</u>

FINANCIAL STATEMENTS OF  
**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF LAVENHAM**

FOR THE YEAR ENDED

31 December 2023

Rector

Rev. Canon Simon Pitcher

Churchwardens

David Deacon  
Mary Morrey

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF LAVENHAM

I report on the accounts for the year ended 31st December 2023 which are set out on pages 3 to 9

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

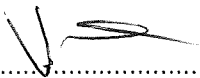
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

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

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

Dated 27/07/2024 .....

Mr Vincent Chandler FCA FCCA  
Moore Green  
Chartered Accountants  
22, Friars Street,  
Sudbury  
CO10 2AA  
Suffolk

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)

STATEMENT OF FINANCIAL ACTIVITIES AS AT 31 DECEMBER 2023

	Notes	Unrestricted & Desig't Fund	Restricted Funds	Endowment Fund	Total 2023	Total 2022
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Income from investments	2e	0.00	8703.26		8703.26	3036.63
Endowment Funds Transferred					0.00	0.00
<b>TOTAL INCOMING RESOURCES</b>		<u>129686.08</u>	<u>33196.74</u>	<u>0.00</u>	<u>162882.82</u>	<u>129255.15</u>
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<b>TOTAL RESOURCES EXPENDED</b>		<u>147089.65</u>	<u>11151.18</u>	<u></u>	<u>158240.83</u>	<u>130128.47</u>
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<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2023</b>		113365.62	120510.96	29,377.52	263254.10	267702.48
<b>FUND TRANSFER</b>						0.00
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2023</b>		95962.05	142556.52	31868.33	270386.90	263254.10

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM  
(Registered Charity No. 1131642)

BALANCE SHEET AS AT 31 DECEMBER 2023

	<u>Notes</u>	<u>2023.00</u>	<u>2022.00</u>
<b>FIXED ASSETS</b>			
Tangible	5a	30507.11	37859.73
Investment	5b	29419.58	26878.77
		<u>59926.69</u>	<u>64738.50</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	11366.68	10942.72
Short term deposits		180070.66	172169.81
Cash at bank and in hand		21320.62	34667.24
Shop stock at cost		4279.93	6206.96
		<u>217037.89</u>	<u>223986.73</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due within one year	7	6577.68	25471.13
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		210460.21	198515.60
<b>TOTAL NET ASSETS</b>		<u>270386.90</u>	<u>263254.10</u>
<b>PARISH FUNDS</b>			
Unrestricted		95962.05	79779.50
Designated		0.00	33586.12
Restricted		142556.52	120510.96
Endowment		31868.33	29377.52
		<u>270386.90</u>	<u>263254.10</u>

Approved by the Parochial Church Council on 20<sup>th</sup> March 2024 and signed on its behalf by

Churchwarden M Money

Churchwarden J O'Brien

## PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

(Registered Charity No 1131642)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2023

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP issued in October 2019. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### FUNDS

*Endowment Funds* are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

*Restricted Funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment interest is apportioned to individual funds on an average balance basis.

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

#### INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### RESOURCES EXPENDED

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

#### FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 1995 have been capitalised and depreciated in the accounts over their currently useful economic life.

Equipment, fixtures and fittings - 25% reducing balance basis

Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### LEASES

To facilitate the building of Lavenham Village Hall on a specified part of the Glebe, two leases were negotiated with the DBF in late 2003/early 2004

- 1 A full repairing and maintaining lease between the DBF and the PCC for the Glebe for a term of 40 years with effect from 1 June 2004 at a rent of £150 per annum with rent reviews every 5 years.
- 2 A full repairing and maintaining Underlease between the Lavenham Community Council (through their holding Trustees), the PCC and the DBF for a defined plot on the Glebe (and consent to build the Lavenham Village Hall) for a term of 40 years less 2 days, at a rent of £200 per annum with rent reviews every 5 years.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)  
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

1 ACCOUNTING POLICIES OF THE PAROCHIAL CHURCH COUNCIL (continued)

Investments

Investments are valued at market value 31 December. The SOFA includes the net gains and losses arising on revaluations during the year.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rent or other income are shown as debtors less any provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit either with the CCLA Church of England Funds or at the bank.

2 INCOMING RESOURCES

	Unrestricted & Desig't Fund	Restricted Funds	Total 2023	Total 2022
2a Incoming resources from donors				
Planned giving	22878.21		22878.21	21032.89
Collections and other giving	7399.92		7399.92	9814.23
Tax recoverable	10960.93	1901.14	12862.07	10149.92
Sundry donations	32435.20	15696.01	48131.21	35381.16
Legacies	8091.40		8091.40	3088.22
	<u>81765.66</u>	<u>17597.15</u>	<u>99362.81</u>	<u>79466.42</u>
2b Other voluntary incoming resources				
Bell Fund		816.00	816.00	340.00
Music & Choir Fund		585.97	585.97	520.27
		<u>1401.97</u>	<u>1401.97</u>	<u>860.27</u>
2c Income from operating activities to further the work of the church				
Sale of magazines	3643.18		3643.18	2433.29
Fees	11247.00		11247.00	9098.95
	<u>14890.18</u>		<u>14890.18</u>	<u>11532.24</u>
2d Income from operating activities to generate funds				
Magazine advertisement fees	8351.20		8351.20	9546.05
Rent	1038.59	0.00	1038.59	923.59
Gift Day	0.00	0.00	0.00	0.00
Fund raising	4071.83		4071.83	3194.40
Second-hand books	8101.69	5494.36	13596.05	11090.47
Shop sales	11466.93		11466.93	9605.08
	<u>33030.24</u>	<u>5494.36</u>	<u>38524.60</u>	<u>34359.59</u>
2e Income from investments				
Dividends		802.41	802.41	799.77
Bank interest	0.00	7900.85	7900.85	2236.86
	<u>0.00</u>	<u>8703.26</u>	<u>8703.26</u>	<u>3036.63</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><u>129686.08</u></u>	<u><u>33196.74</u></u>	<u><u>162882.82</u></u>	<u><u>129255.15</u></u>

Included in Incoming Resources are donations from PCC members and their spouses of £12,921

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

	Unrestricted & Desig't Fund	Restricted Funds	Total 2023	Total 2022
<b>3.00 RESOURCES USED</b>				
<b>3a Grants to further the work of the church</b>				
Overseas mission - Kagera	0.00		0.00	0.00
Secular charities	4.47		4.47	1293.95
Salvation Army	0.00		0.00	0.00
	<u>4.47</u>	<u>0.00</u>	<u>4.47</u>	<u>1293.95</u>
Secular Charities: Collections made during the year included :- Ukraine £810, Syria / Turkey £270 Storehouse £200 and Seafarers £193.				
<b>3b Activities directly relating to the work of the church</b>				
Diocesan parish share	66315.00		66315.00	64860.00
Church expenses	22685.95	5494.36	28180.31	18590.18
Clergy expenses	1891.25		1891.25	1060.86
Cost of services	2048.08		2048.08	846.68
Upkeep of churchyard/Glebe	0.00		0.00	0.00
Church maintenance	6445.83		6445.83	7709.86
Major works	3195.62	0.00	3195.62	7085.65
Wages	11584.86		11584.86	12199.98
Depreciation	10169.03		10169.03	74.25
Organ/Music/Choir	450.00	2920.41	3370.41	1165.00
Bellropes / Flower / Nave Fund		780.00	780.00	480.00
Biddle Coal	50.00		50.00	0.00
A.V. Equip. / Childrens Fund		1956.41	1956.41	1596.54
	<u>124835.62</u>	<u>11151.18</u>	<u>135986.80</u>	<u>115669.00</u>
<b>3c Shop Purchases</b>				
Shop Purchases	5430.98		5430.98	6536.36
Opening shop stock at cost	6206.96		6206.96	4330.60
Less closing shop stock at cost	-4279.93		-4279.93	-6203.96
Magazine printing costs	6817.75		6817.75	4720.34
Online Giving Fees	54.00		54.00	216.00
	<u>14229.76</u>	<u>0.00</u>	<u>14229.76</u>	<u>9599.34</u>
<b>3d Church management and administration</b>				
Telephone, Internet & Card Terminal costs	1170.43		1170.43	1479.48
Office expenses	2569.37		2569.37	1236.70
Legal & Professional Fees	3000.00		3000.00	0.00
Audit and Accountancy	1280.00		1280.00	850.00
	<u>8019.80</u>	<u></u>	<u>8019.80</u>	<u>3566.18</u>
<b>TOTAL RESOURCES USED</b>	<u>147089.65</u>	<u>11151.18</u>	<u>158240.83</u>	<u>130128.47</u>

	Total 2023	Total 2022
<b>4a STAFF COST</b>		
Wages and salaries	3555.80	3497.02
Self employed Organists	8029.06	8702.96
	<u>11584.86</u>	<u>12199.98</u>

During the year the PCC employed a cleaner and verger (part-time) who were not paid an amount large enough to attract social security costs.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

4b PAYMENTS TO PCC MEMBERS

The choir and bell ringers, some of whom may be members of the PCC, received token payments for weddings/funerals at which they performed. Our Director of Music is a member of the PCC and received £8,029.06 in payments during the year.

5a FIXED ASSETS	Equipment fixtures & fittings	Total 2023
Tangible fixed assets		
<b>Cost</b>		
As at 1.1.23	64898.98	64898.98
Additions during the year at cost	2892.00	2892.00
Disposal	-75.59	-75.59
As at 31.12.23	<u>67715.39</u>	<u>67715.39</u>
<b>Depreciation</b>		
As at 1.1.23	27039.25	27039.25
Charge for the year	10169.03	10169.03
As at 31.12.23	<u>37208.28</u>	<u>37208.28</u>
<b>Net book value at 31.12.23</b>	<u>30507.11</u>	<u>30507.11</u>
Net book value at 31.12.22	<u>37859.73</u>	<u>37859.73</u>

5b INVESTMENTS	Total 2023	Total 2022
Quoted		
CBF Investment Fund	29115.62	26591.92
CBF Fixed Interest Securities Fund	303.96	286.85
Market value at 31.12.22	<u>29419.58</u>	<u>26878.77</u>

6 DEBTORS	Total 2022	Total 2021
Gift Aid tax and VAT recoverable	7877.59	7878.20
Other Debtors	3489.09	3064.52
	<u>11366.68</u>	<u>10942.72</u>

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

7	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		Total 2023	Total 2022
	Creditors for goods and services	3430.00	3712.77
	Other creditors and accruals	3147.68	21758.36
		<u>6577.68</u>	<u>25471.13</u>

8	ANALYSIS OF NET ASSETS BY FUND					
	Unrestricted Fund	Restricted Fund	Designated Fund	Endowment Fund	Total 2023	Total 2022
	Tangible fixed assets	30507.11			30507.11	37859.73
	Investment assets			29419.58	29419.58	26878.77
	Current assets	10935.79	4705.57	5.25	15646.61	17149.68
	Cash	61096.83	137850.95	2443.50	201391.28	206837.05
	Current liabilities	-6577.68	0.00		-6577.68	-25471.13
		<u>95962.05</u>	<u>142556.52</u>	<u>0.00</u>	<u>31868.33</u>	<u>270386.90</u>
					<u>270386.90</u>	<u>263254.10</u>

9 ENDOWMENT FUND DETAILS

The restricted funds comprise the Fabric Fund which includes income of permanent endowments (as below) of Helen Muriel Duvall bequest for the upkeep and maintenance of the fabric of the church; the Merelina Spring Stanley trust for the upkeep of the fabric including the steeple of the church and the monuments therein or connected therewith. and Biddell Memorial Fund for the upkeep of the churchyard Biddell Trust (Coal Charity) half for church repairs and half for coal for the poor and Francis Spring Bequest for the upkeep of the church tower and roofs.

	<u>Income</u>	<u>Investment</u>	<u>Cash</u>	<u>Total</u>
Spring Stanley Trust	61.54	2,315.83		2315.83
Duvall Bequest	593.80	21,723.69		21723.69
Biddell Memorial Fund	147.07	5,380.06	227.39	5607.45
Biddell Coal Charity			396.26	396.26
Francis Spring Bequest			1825.10	1825.10
	<u>802.41</u>	<u>29419.58</u>	<u>2448.75</u>	<u>31868.33</u>

The movement on the restricted funds during the year is as follows

	Opening Balance	Incoming Resources	Resources Expended	Unrestricted Transfer	Closing Balance
Fabric Fund	111422.90	29515.86	5494.36		135444.40
Music/Choir Fund	5585.92	585.97	2920.41		3251.48
Bell Fund	2039.89	816.00	780.00		2075.89
AV Equipment Fund	0.00	0.00	0.00		0.00
Childrens Co-Op Fund	1462.25	2278.91	1956.41		1784.75
	<u>120510.96</u>	<u>33196.74</u>	<u>11151.18</u>	<u>0.00</u>	<u>142556.52</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

England & Wales - Charity number 1131642

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# Accounts

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**FINANCIAL STATEMENTS OF  
THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF LAVENHAM**

**FOR THE YEAR ENDED**

*31 December 2022*

Rector  
In Vacancy

Churchwardens

David Deacon  
Mary Morrey

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF LAVENHAM

I report on the accounts for the year ended 31st December 2022 which are set out on pages 3 to 9

RESPECTIVE RESPONSIBILITIES OF THE PAROCHIAL CHURCH COUNCIL AND THE EXAMINER

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- > examine the accounts under section 145 of the 2011 Act
- > follow the procedures laid down in the General Directions given by the Charity Commission section 145(5)b of the 2011 Act and
- > state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commission .

That examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - > to keep accounting records in accordance with section 130 of the 2011 Act; and
  - > to prepare accounts which accord with the accounting records have not been met: or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
Vincent Chandler ACA FCCA

Dated..... 03.04.2023 .....

Moore Green  
22, Friars Street,  
Sudbury  
CO10 2AA  
Suffolk

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)

**STATEMENT OF FINANCIAL ACTIVITIES AS AT 31 DECEMBER 2022**

	Notes	Unrestricted & Designated Funds	Restricted Funds	Endowment Funds	Total 2022	Total 2021
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	65883.83	13582.59		79466.42	171813.34
Other voluntary incoming resources	2b	0.00	860.27		860.27	583.00
Income resources from operating activities:						
- to further the Council's activities	2c	11532.24	0.00		11532.24	11475.85
- to generate funds	2d	29430.19	4929.40		34359.59	27983.08
Income from investments	2e	4.94	3031.69		3036.63	846.02
Endowment Funds Transferred					0.00	0.00
<b>TOTAL INCOMING RESOURCES</b>		<b>106851.20</b>	<b>22403.95</b>	<b>0.00</b>	<b>129255.15</b>	<b>212701.29</b>
<b>RESOURCES EXPENDED</b>						
Grants	3a	1293.95	0.00		1293.95	5852.00
Activities directly relating to the work of the church	3b	101180.96	14488.04		115669.00	99322.33
Fund raising expenses	3c	9599.34	0.00		9599.34	9221.89
Church management and administration	3d	3566.18	0.00		3566.18	14887.45
<b>TOTAL RESOURCES EXPENDED</b>		<b>115640.43</b>	<b>14488.04</b>		<b>130128.47</b>	<b>129283.67</b>
<b>NET INCOMING RESOURCES</b>		<b>-8789.23</b>	<b>7915.91</b>	<b>0.00</b>	<b>-873.32</b>	<b>83417.62</b>
<b>GAINS/LOSSES ON INVESTMENTS</b>	5b	<b>0.00</b>	<b>0.00</b>	<b>-3575.06</b>	<b>-3575.06</b>	<b>3763.28</b>
<b>NET MOVEMENT OF FUNDS</b>		<b>-8789.23</b>	<b>7915.91</b>	<b>-3575.06</b>	<b>-4448.38</b>	<b>87180.90</b>
<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2022</b>		<b>122154.85</b>	<b>112595.05</b>	<b>32,952.58</b>	<b>267702.48</b>	<b>180521.58</b>
<b>FUND TRANSFER</b>					<b>0.00</b>	<b>0.00</b>
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2022</b>		<b>113365.62</b>	<b>120510.96</b>	<b>29377.52</b>	<b>263254.10</b>	<b>267702.48</b>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)

BALANCE SHEET AS AT 31 DECEMBER 2022

	<u>Notes</u>	<u>2022</u>	<u>2021</u>
<b>FIXED ASSETS</b>			
Tangible	5a	37859.73	297.00
Investment	5b	26878.77	30453.83
		<u>64738.50</u>	<u>30750.83</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	10942.72	11745.17
Short term deposits		172169.81	149937.89
Cash at bank and in hand		34667.24	80305.65
Shop stock at cost		6206.96	4333.60
		<u>223986.73</u>	<u>246322.31</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due within one year	7	25471.13	9370.66
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		198515.60	236951.65
<b>TOTAL NET ASSETS</b>		<u>263254.10</u>	<u>267702.48</u>
<b>PARISH FUNDS</b>			
Unrestricted		79779.50	72154.85
Designated		33586.12	50,000.00
Restricted		120510.96	112595.05
Endowment		29377.52	32952.58
		<u>263254.10</u>	<u>267702.48</u>

Approved by the Parochial Church Council on 31 March 2023 and signed on its behalf by

Churchwarden *M. Manzey*

Churchwarden *[Signature]*

## PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

(Registered Charity No 1131642)

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#### FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 1995 have been capitalised and depreciated in the accounts over their currently useful economic life.

Equipment, fixtures and fittings - 25% reducing balance basis

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- 1 A full repairing and maintaining lease between the DBF and the PCC for the Glebe for a term of 40 years with effect from 1 June 2004 at a rent of £150 per annum with rent reviews every 5 years.
- 2 A full repairing and maintaining Underlease between the Lavenham Community Council (through their holding Trustees), the PCC and the DBF for a defined plot on the Glebe (and consent to build the Lavenham Village Hall) for a term of 40 years less 2 days, at a rent of £200 per annum with rent reviews every 5 years.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)  
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2022

1 ACCOUNTING POLICIES OF THE PAROCHIAL CHURCH COUNCIL (continued)

**Investments**

Investments are valued at market value 31 December. The SOFA includes the net gains and losses arising on revaluations during the year.

**Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rent or other income are shown as debtors less any provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit either with the CCLA Church of England Funds or at the bank.

2 INCOMING RESOURCES

	Unrestricted & Desig't Fund	Restricted Funds	Total 2022	Total 2021
2a Incoming resources from donors				
Planned giving	21032.89		21032.89	23257.59
Collections and other giving	9814.23		9814.23	10877.68
Tax recoverable	8178.59	1971.33	10149.92	11319.07
Sundry donations	23769.90	11611.26	35381.16	29166.18
Legacies	3088.22		3088.22	97192.82
	<u>65883.83</u>	<u>13582.59</u>	<u>79466.42</u>	<u>171813.34</u>
2b Other voluntary incoming resources				
Bell Fund		340.00	340.00	300.00
Music & Choir Fund		520.27	520.27	283.00
		<u>860.27</u>	<u>860.27</u>	<u>583.00</u>
2c Income from operating activities to further the work of the church				
Sale of magazines	2433.29		2433.29	2075.12
Fees	9098.95		9098.95	9400.73
	<u>11532.24</u>		<u>11532.24</u>	<u>11475.85</u>
2d Income from operating activities to generate funds				
Magazine advertisement fees	9546.05		9546.05	7560.15
Rent	887.50	36.09	923.59	889.06
Gift Day	0.00	0.00	0.00	0.00
Fund raising	3194.40		3194.40	2696.18
Second-hand books	6197.16	4893.31	11090.47	8298.88
Shop sales	9605.08		9605.08	8538.81
	<u>29430.19</u>	<u>4929.40</u>	<u>34359.59</u>	<u>27983.08</u>
2e Income from investments				
Dividends		799.77	799.77	774.80
Bank interest	4.94	2231.92	2236.86	71.22
	<u>4.94</u>	<u>3031.69</u>	<u>3036.63</u>	<u>846.02</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><u>106851.20</u></u>	<u><u>22403.95</u></u>	<u><u>129255.15</u></u>	<u><u>212701.29</u></u>

Included in Incoming Resources are donations from PCC members and their spouses of £7,232

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2022

	Unrestricted & Desig't Fund	Restricted Funds	Total 2022	Total 2021
<b>3.00 RESOURCES USED</b>				
<b>3a Grants to further the work of the church</b>				
Overseas mission - Kagera	0.00		0.00	0.00
Secular charities	1293.95		1293.95	5352.00
Salvation Army	0.00		0.00	500.00
	<u>1293.95</u>	<u>0.00</u>	<u>1293.95</u>	<u>5852.00</u>
Secular Charities: World Vision collection for Ukraine £1,250, plus 2 small amounts to top up general collections.				
<b>3b Activities directly relating to the work of the church</b>				
Diocesan parish share	64860.00		64860.00	64860.00
Church expenses	13264.33	5325.85	18590.18	13388.39
Clergy expenses	1060.86		1060.86	818.84
Cost of services	846.68		846.68	1199.30
Upkeep of churchyard/Glebe	0.00		0.00	0.00
Church maintenance	7709.86		7709.86	4557.80
Major works		7085.65	7085.65	0.00
Wages	12199.98		12199.98	10115.55
Depreciation	74.25		74.25	99.00
Organ/Music/Choir	1165.00	0.00	1165.00	952.12
Bellropes / Flower / Nave Fund		480.00	480.00	200.00
A.V. Equip. / Childrens Fund		1596.54	1596.54	3131.33
	<u>101180.96</u>	<u>14488.04</u>	<u>115669.00</u>	<u>99322.33</u>
<b>3c Shop Purchases</b>	6536.36		6536.36	2442.54
Opening shop stock at cost	4330.60		4330.60	6472.51
Less closing shop stock at cost	-6203.96		-6203.96	-4333.60
Magazine printing costs	4720.34		4720.34	4424.44
Online Giving Fees	216.00		216.00	216.00
	<u>9599.34</u>	<u>0.00</u>	<u>9599.34</u>	<u>9221.89</u>
<b>3d Church management and administration</b>				
Telephone, Internet & Card Terminal costs	1479.48		1479.48	1392.80
Office expenses	1236.70		1236.70	1584.65
Legal Fees	0.00		0.00	11130.00
Audit and Accountancy	850.00		850.00	780.00
	<u>3566.18</u>		<u>3566.18</u>	<u>14887.45</u>
<b>TOTAL RESOURCES USED</b>	<u>115640.43</u>	<u>14488.04</u>	<u>130128.47</u>	<u>129283.67</u>

	Total 2022	Total 2021
<b>4a STAFF COST</b>		
Wages and salaries	3497.02	3515.60
Self employed Organists	8702.96	6599.95
	<u>12199.98</u>	<u>10115.55</u>

During the year the PCC employed a cleaner and verger (part-time) who were not paid an amount large enough to attract social security costs.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2022

4b PAYMENTS TO PCC MEMBERS

The choir and bell ringers, some of whom may be members of the PCC, received token payments for weddings/funerals at which they performed. Our Director of Music is a member of the PCC and received £8,702.96 in payments during the year.

5a FIXED ASSETS	Equipment fixtures & fittings	Total 2022
Tangible fixed assets		
<b>Cost</b>		
As at 1.1.22	27262.00	27262.00
Additions during the year at cost	37636.98	37636.98
As at 31.12.22	<u>64898.98</u>	<u>64898.98</u>
<b>Depreciation</b>		
As at 1.1.22	26965.00	26965.00
Charge for the year	74.25	74.25
As at 31.12.22	<u>27039.25</u>	<u>27039.25</u>
<b>Net book value at 31.12.22</b>	<u>37859.73</u>	<u>37859.73</u>
Net book value at 31.12.21	<u>297.00</u>	<u>297.00</u>

5b INVESTMENTS	Total 2022	Total 2021
Quoted		
CBF Investment Fund	26591.92	30122.06
CBF Fixed Interest Securities Fund	286.85	331.77
Market value at 31.12.22	<u>26878.77</u>	<u>30453.83</u>

6 DEBTORS	Total 2022	Total 2021
Gift Aid tax and VAT recoverable	7878.20	8793.91
Other Debtors	3064.52	2951.26
	<u>10942.72</u>	<u>11745.17</u>

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2022

7	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		Total 2022	Total 2021
	Creditors for goods and services		3712.77	4638.00
	Other creditors and accruals		21758.36	4732.66
			<u>25471.13</u>	<u>9370.66</u>

8	ANALYSIS OF NET ASSETS BY FUND				Total 2022	Total 2021
		Unrestricted Fund	Restricted Fund	Designated Fund	Endowment Fund	
	Tangible fixed assets	37859.73				37859.73
	Investment assets				26878.77	26878.77
	Current assets	12595.18	4549.25		5.25	17149.68
	Cash	54795.72	115961.71	33586.12	2493.50	206837.05
	Current liabilities	-25471.13	0.00			-25471.13
		<u>79779.50</u>	<u>120510.96</u>	<u>33586.12</u>	<u>29377.52</u>	<u>263254.10</u>
						<u>267702.48</u>

9 ENDOWMENT FUND DETAILS

The restricted funds comprise the Fabric Fund which includes income of permanent endowments (as below) of Helen Muriel Duvall bequest for the upkeep and maintenance of the fabric of the church; the Merelina Spring Stanley trust for the upkeep of the fabric including the steeple of the church and the monuments therein or connected therewith. and Biddell Memorial Fund for the upkeep of the churchyard Biddell Trust (Coal Charity) half for church repairs and half for coal for the poor and Francis Spring Bequest for the upkeep of the church tower and roofs.

	Income	Investment	Cash	Total
Spring Stanley Trust	62.98	2,124.34		2124.34
Duvall Bequest	590.53	19,840.71		19840.71
Biddell Memorial Fund	146.26	4,913.72	227.39	5141.11
Biddell Coal Charity			446.26	446.26
Francis Spring Bequest			1825.10	1825.10
	<u>799.77</u>	<u>26878.77</u>	<u>2498.75</u>	<u>29377.52</u>

The movement on the restricted funds during the year is as follows

	Opening Balance	Incoming Resources	Resources Expended	Unrestricted Transfer	Closing Balance
Fabric Fund	104606.27	19228.13	12411.50		111422.90
Music/Choir Fund	5065.65	520.27	0.00		5585.92
Bell Fund	2179.89	340.00	480.00		2039.89
AV Equipment Fund	0.00	0.00	0.00		0.00
Childrens Co-Op Fund	743.24	2315.55	1596.54		1462.25
	<u>112595.05</u>	<u>22403.95</u>	<u>14488.04</u>	<u>0.00</u>	<u>120510.96</u>

The Designated Fund £33586 (£50,000) comprising the remaining proceeds from the Lang legacy, which the PCC has set aside for the purchase of movable shelving and lighting for the bookstall.

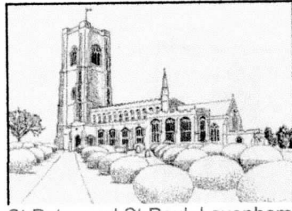
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

England & Wales - Charity number 1131642

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# Accounts

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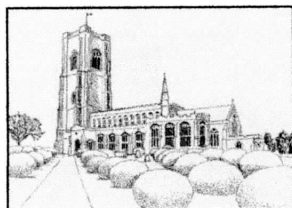
St Peter and St Paul, Lavenham

## 2021 ANNUAL REPORT FOR ELECTORAL ROLL OFFICER

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The Electoral Roll annual update was successfully completed on time – the third year after the six-yearly Revision carried out in 2019 in time for publication on the occasion of the APCM.

The number of Electors on the Roll of 2021 was 130 and this year, although we have lost a few parishioners, we have had some new faces joining us in Church and the revised Roll now stands at 136 In these difficult times, we can count that a huge success



St Peter and St Paul, Lavenham

## 2021 ANNUAL REPORT FOR PCC SECRETARY

---

This is my second year as PCC Secretary in which I have also taken on additional responsibilities for church hire bookings and a number of the church policies.

During 2021 we held some of our PCC meetings on zoom due to COVID restrictions but latterly have held them in person.

During 2021 we held 6 PCC meetings:

January  
March  
May  
July  
September  
November

The Annual Meetings were held on 21<sup>st</sup> April 2021

The standing committee did not meet during 2021.

The PCC discussed a variety of items ranging from:

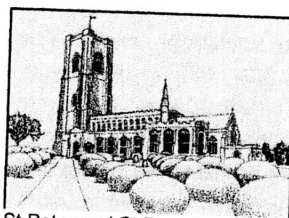
- Church business
- Charitable donations to other organisations
- Church arrangements during Covid and post restrictions
- Online Services to preparations for being in church full-time
- Harvest Services
- Safeguarding training and certification
- Church Policies
- Online activities including social media and technology requirements

In early 2021 most of our services continued to be via zoom and we were delighted to re-open, albeit with restrictions from Easter Sunday.

Church Hire was impacted during 2021 with a number of events being re-scheduled or cancelled. We are seeing a healthy number of requests for church hire in 2022, with organisers already planning for December 2022 and beyond.

There is a full PCC agenda for 2022 including the Queen's Platinum Jubilee activities.

I would like to thank the PCC for their continued contribution and support of our PCC meetings, from planning the agenda, submitting reports, reviewing draft minutes and support of other Parish requirements.



St Peter and St Paul, Lavenham

## 2021 ANNUAL REPORT FOR RECTOR'S REPORT

Growing in  
depth

Growing  
younger

Growing in  
influence

Growing in  
number

*'Who of you by worrying can add a single hour to your life?' but...*  
(Matthew 6:27)

**'Blessed are those who trust in the Lord, whose confidence is in him.  
They will be like a tree planted by the water  
that sends out its roots by the stream.'**  
(Jeremiah 17:7-8)

It has been another year of uncertainty, challenge and change in almost every aspect of our lives, including the church. This time last year we were anticipating a resumed normality of sorts, but just as we thought this was becoming a reality, other variants of covid emerged which put our plans on hold yet again.

One lesson we have probably all learned through another year of ups and downs is to treat almost everything as provisional. Not pinning our hopes too much on plans of our own, be they holidays or family celebrations, because we have come to realise, the hard way, that when we do so, we may find ourselves disappointed.

The pandemic, the worst of which it really does seem now that the UK and rest of Europe has shaken off (although I say this with high degree of caution), has been a sobering lesson about life's priorities and the things that really matter to us the most. Being denied, of necessity, certain things we have always taken for granted, has made us think long and hard about what we can discard and what we must keep.

We have learned that being unduly anxious about the future (as in Jesus' teaching above) serves no positive purpose and, if anything, erodes our equilibrium. As Christians, we have been learning the wisdom the sages-of-old gladly imparted to us: that putting our trust in God is ultimately all that really matters. I am reminded of a song I learned many years ago in Sunday School which has a chorus ending *'all may change, but Jesus NEVER... glory to his name!'* (The first line of the song is *'Yesterday, today, forever, Jesus is the same'*).

For those of faith, the truth of the constancy of God's love and mercy, shown to us in Jesus Christ, is a most wonderful gift that upholds us through all the turbulence of life and cannot be shaken. Just as the disciples learned amid the raging storm on the Lake. Perhaps Christians generally have weathered the pandemic better than those others without faith because of their fundamental belief that, when all else is stripped away, and even at death's door, there is still God – who is utterly trustworthy and dependable.

And so with faith, undimmed and unassailable, churches everywhere including our own in Lavenham and Preston St Mary are joyfully rediscovering and reshaping what makes for our communal life and witness among the people we are placed and whom we serve.

The sense of euphoria at being back in church again after the months of lockdown has been palpable (even accepting some are still very wary of social gatherings) underlining the importance of our sense of community and being able to support one another in person.

Lavenham Church at the start of 2022 is similar but also different from how it was when we entered the pandemic. And over the last year especially, besides delighted to be welcoming a number of new arrivals to the village and to the church, we have also seen a number of new initiatives to thank God for, including our Monday morning events in the Village Hall... 1<sup>st</sup> & 3<sup>rd</sup> 'Teddy Bears' Club' and now combining with 'Knit & Natter'; 2<sup>nd</sup> 'Think & Drink', 4<sup>th</sup> 'Men's Cookery Club', and 5<sup>th</sup> Village 'Coffee Morning'. Additionally, there is now a 'coffee & chat' time immediately following the mid-week 10am services which is proving a real success. Our curate Graham arranged another 'summer service with a difference' on the cricket field, and we celebrated his ordination as priest at Petertide, from then on frequently presiding at Holy Communion and conducting weddings for which couples have been most appreciative. Our work with young people is resuming although not quite as before. An on-line Easter crafts series in 2021 was well received (as we couldn't then safely do so in church) as were the services in church for Harvest and Christingle with the children from Lavenham School, along with staff and parents. It was good to end the year with pretty much the full-round of Christmas services and events in church in person (as well as, for some, on zoom) which included a really splendid Christmas musical drama, a well-attended craft day, a highly successful Christmas Fair, a moving 'Light Up A Life' Service, a beautiful Nativity Service and a wonderful 'Nine Lessons & Carols'. For many of us 2021 offered the first opportunity to meet and get to know our new Director of Music, Kevin Slingsby, appointed early the previous year, whose contribution musically and with the choir has been so very well received and for which we continue to be immensely grateful.

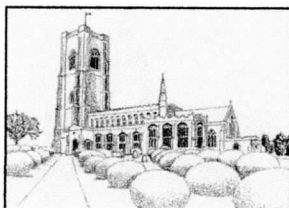
As Rector, I have been hugely grateful to innumerable people for their contributions to the life of the church, particularly through these challenging times. Some folk play a major part in the life of our churches; others have a smaller but no less significant role as we work together for the glory of God in this place. The contributions, great and small, of each and every one are very hugely appreciated and highly valued.

The APCM report is not only about looking back but also about looking forward. Taking to heart the verses I have quoted at the start of this report, and knowing our 'blessedness' is in trusting God's providence, you and I look to a new and exciting chapter very soon in the unfolding of God's loving purposes and as we do so, let us thank him: for all that has been, all that is, and all that will be. We have travelled the road together and soon will be a parting of the ways, yet the same God who has guided us thus far, will guide us in all that lies ahead. May you continue to be *'like a tree planted by the water'* sending *'out its roots by the stream'* into the community and beyond.

Thank you for the privilege of serving you in this benefice for almost 12 years. In looking back and seeing where God has blessed us with his guiding hand, may we look forward too in the sure knowledge that he is with us always, even to the end of time – *'yesterday, today and forever'*!

With every blessing,  
Stephen. (Rector)

Report prepared by: Revd Stephen Earl  
Date of Report: 24 February 2022



St Peter and St Paul, Lavenham

## 2021 ANNUAL REPORT FOR SAFEGUARDING

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The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults) See below:

*Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from:*

*<https://www.churchofengland.org/clergy-officeholders/safeguarding-children-vulnerable-adults.aspx>*

All church members who work with vulnerable people or children remain in date with their police checks (DBS), which last for **five** years.

Over the last year Covid restrictions have prevented 'face to face' training although basic and foundation are on line via website. Safeguarding training has to be repeated by all PCC members every **three** years, just the highest-level training attained.

[safeguarding.training@cofesuffolk.org](mailto:safeguarding.training@cofesuffolk.org)

Claire Coles, our training coordinator, left the team, all leadership training has been via Zoom.

Newly appointed, Lisa Hicks, Diocesan Safeguarding Trainer & Training Mobile; 07485 329226.

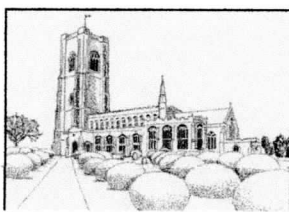
[coordinator.lisa.hicks@cofesuffolk.org](mailto:coordinator.lisa.hicks@cofesuffolk.org) **eventually** face to face training will recommence locally with new updated contents hopefully in 2022.

Sally Fitch, Diocesan Safeguarding Administrator. Diocese of St Edmundsbury and Ipswich, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ. New phone number: 07485 348887.

[sally.fitch@cofesuffolk.org](mailto:sally.fitch@cofesuffolk.org)

Thanks to all who have let me know they have completed their updated training for my records.

Report prepared by: Mary Jackson, Parish Safeguarding Officer  
Date of report - 18th February 2021



St Peter and St Paul, Lavenham

## 2021 ANNUAL REPORT FOR THE CHURCHWARDENS' AND ASSISTANT CHURCHWARDENS

---

We thanked David Boast for his huge contribution to the life of the Church in his term of Church Wardenship. He has regulated and streamlined all the processes of the many bureaucratic aspects of running the parish and handed on extremely orderly files to his successor.

Mary Morrey was duly elected as the Rector's Warden and has had a busy and highly instructive year. Fortunately, she has had some excellent tutors in her colleague David Deacon, in Graham Patrick as Assistant Warden and her predecessor David Boast, all of whom have been unstinting in their support and advice. PCC Secretary Moira Dickson has also proved a source of strength to the Church Wardens and everyone tasked with the practicalities of 'running' the parish and we all consider the Church extremely fortunate to have her on the team.

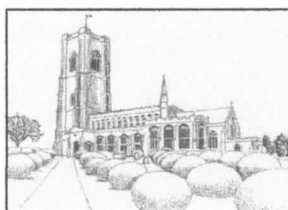
We have struggled considerably with progressing the Quinquennial Works and we think it is fair to say that we are no further forward than we were on 23MAR20 when the first lockdown was put in place. During the summer of 2020 two companies have surveyed the roof to Mr Nicholas Jacobs' instruction – with no result whatsoever. Both David Deacon and Mary Morrey have struggled to obtain updates on the situation and are told again and again that contractors are very busy, materials are in desperately short supply and we counter with that all the time, the costs are rising seriously affecting the amount of funds available for the work in long term.

This does not mean that the everyday maintenance of the church is being neglected. Any necessary repairs are being carried out, day-to-day maintenance contracts are being fulfilled and equipment for the smooth and efficient running of the building is being renewed or updated as required. Overall, given its age, the church fabric is in good health and with the support of the Friends and the fund-raising efforts of the Second-Hand Bookstall, the Shop and various events held throughout the year and supported by our loyal and generous congregation and visitors, we have the funds to look after our precious jewel.

Slowly but surely, the 'events' have been increasing throughout the year and although they occasion a great deal of work for the Church Wardens and Moira, we all appreciate that the income they bring to the church is irreplaceable by any other means.

We have received complaints both written and verbal concerning the cleanliness of the Church - all which we have taken on board and taken steps to address. Two estimates have been received to professionally clean around the windows, to the tops of the arches, the hanging lamps, the window ledges, the screens and the tiled areas of the flooring. The costs involved are considerable and will require some careful consideration on curtailing of the works and negotiation on prices.

Graham Patrick has been liaising with the Parish Council concerning the Queen's Green Canopy to mark the occasion of her Platinum Jubilee and permission has been obtained from the Diocese for the planting of a yew tree in the corner of the churchyard near the kissing gate. There will be a plaque, matching all the others to be planted in the Village, commemorating the event. The plan is to purchase it as soon as possible and plant it, so that come the actual celebrations we will have a thriving sapling which will grow to match the stalwart oaks planted to commemorate King George V's Silver Jubilee.



St Peter and St Paul, Lavenham

## 2021 ANNUAL REPORT FOR DEANERY SYNOD

---

The Lavenham Deanery Synod met twice by Zoom in 2021 and once in person as we juggled with the national lockdown and general good sense and caution trying to work out what was best! We have had talks by A Rocha, the Christian environmental organisation who administer the Eco-Parish scheme, Christians Against Poverty and learned about Christianity in Cambodia.

Financially, the overall amount of parish share the deanery was asked for went down, and that most benefices managed 100%, but three struggled by varying amounts. The overall amount the deanery will be asked for will be lower this year as a post has been cut.

Although Zoom can be at times a challenging medium, with good humour and co-operation the Zoom meetings have worked well, although 'in person' meetings are undoubtedly better!

We are looking for someone to fill the post of Deanery Organiser (effectively the role of deanery treasurer) long term, maybe you feel called to help the Deanery? If so, please talk to your parish priest who can put you in touch with the Rural Dean.

We look forward to meeting together again in 2022 in person.

FINANCIAL STATEMENTS OF  
**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF LAVENHAM**

FOR THE YEAR ENDED

31 December 2021

Rector  
The Revd. Stephen Geoffrey Franklyn Earl

Churchwardens

David Deacon  
Mary Morrey

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF LAVENHAM**

I report on the accounts for the year ended 31st December 2021 which are set out on pages 3 to 9

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**INDEPENDENT EXAMINER'S STATEMENT**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Vincent Chandler ACA FCCA

Dated 4/4/22

Moore Green  
22, Friars Street,  
Sudbury  
CO10 2AA  
Suffolk

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)

STATEMENT OF FINANCIAL ACTIVITIES AS AT 31 DECEMBER 2021

	Notes	Unrestricted & Desig't Fund	Restricted Funds	Endowment Fund	Total 2021	Total 2020
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	160137.51	11675.83		171813.34	66724.15
Other voluntary incoming resources	2b	0.00	583.00		583.00	410.00
Income resources from operating activities:						
- to further the Council's activities	2c	11475.85	0.00		11475.85	6796.32
- to generate funds	2d	23393.63	4589.45		27983.08	18667.54
Income from investments	2e	1.05	844.97		846.02	1343.33
Endowment Funds Transferred					0.00	0.00
<b>TOTAL INCOMING RESOURCES</b>		<u>195008.04</u>	<u>17693.25</u>	<u>0.00</u>	<u>212701.29</u>	<u>93941.34</u>
<b>RESOURCES EXPENDED</b>						
Grants	3a	5852.00	0.00		5852.00	5500.00
Activities directly relating to the work of the church	3b	91398.49	7923.84		99322.33	99431.83
Fund raising expenses	3c	9221.89	0.00		9221.89	8129.77
Church management and administration	3d	14887.45	0.00		14887.45	3921.73
<b>TOTAL RESOURCES EXPENDED</b>		<u>121359.83</u>	<u>7923.84</u>	<u></u>	<u>129283.67</u>	<u>116983.33</u>
<b>NET INCOMING RESOURCES</b>		73648.21	9769.41	0.00	83417.62	-23041.95
<b>GAINS/LOSSES ON INVESTMENTS</b>	5b	0.00	0.00	3763.28	3763.28	1712.99
<b>NET MOVEMENT OF FUNDS</b>		<u>73648.21</u>	<u>9769.41</u>	<u>3763.28</u>	<u>87180.90</u>	<u>-21329.00</u>
<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2021</b>		45254.13	106078.15	29,189.30	180521.58	201850.58
<b>FUND TRANSFER</b>		0.00	0.00		0.00	0.00
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2021</b>		<u>118902.34</u>	<u>115847.56</u>	<u>32952.58</u>	<u>267702.48</u>	<u>180521.58</u>


PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM  
(Registered Charity No. 1131642)

BALANCE SHEET AS AT 31 DECEMBER 2021

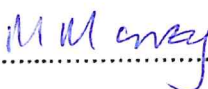
	<u>Notes</u>	<u>2021</u>	<u>2020</u>
<b>FIXED ASSETS</b>			
Tangible	5a	297.00	396.00
Investment	5b	30453.83	26690.55
		<u>30750.83</u>	<u>27086.55</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	11745.17	11157.62
Short term deposits		149937.89	139867.72
Cash at bank and in hand		80305.65	3475.71
Shop stock at cost		4333.60	6472.51
		<u>246322.31</u>	<u>160973.56</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due within one year	7	9370.66	7538.53
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		236951.65	153435.03
<b>TOTAL NET ASSETS</b>	8	<u>267702.48</u>	<u>180521.58</u>
<b>PARISH FUNDS</b>			
Unrestricted		118902.34	45254.13
Designated		3252.51	3452.51
Restricted		112595.05	102625.64
Endowment		32952.58	29189.3
		<u>267702.48</u>	<u>180521.58</u>

Approved by the Parochial Church Council on 16<sup>TH</sup> March 2021 and signed on its behalf by

Rector

  
S. G. F. EARL  
(Rector)

Churchwarden



## PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

(Registered Charity No 1131642)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2016 together with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland for Charities (SORP FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### FUNDS

*Endowment Funds* are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

*Restricted Funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment interest is apportioned to individual funds on an average balance basis.

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

#### INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### RESOURCES EXPENDED

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

#### FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 1995 have been capitalised and depreciated in the accounts over their currently useful economic life.

Equipment, fixtures and fittings - 25% reducing balance basis

Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### LEASES

To facilitate the building of Lavenham Village Hall on a specified part of the Glebe, two leases were negotiated with the DBF in late 2003/early 2004

- 1 A full repairing and maintaining lease between the DBF and the PCC for the Glebe for a term of 40 years with effect from 1 June 2004 at a rent of £150 per annum with rent reviews every 5 years.
- 2 A full repairing and maintaining Underlease between the Lavenham Community Council (through their holding Trustees), the PCC and the DBF for a defined plot on the Glebe (and consent to build the Lavenham Village Hall) for a term of 40 years less 2 days, at a rent of £200 per annum with rent reviews every 5 years.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**  
(Registered Charity No. 1131642)  
**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021**

1 ACCOUNTING POLICIES OF THE PAROCHIAL CHURCH COUNCIL (continued)

**Investments**

Investments are valued at market value 31 December. The SOFA includes the net gains and losses arising on revaluations during the year.

**Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rent or other income are shown as debtors less any provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit either with the CCLA Church of England Funds or at the bank.

2 INCOMING RESOURCES

	Unrestricted & Designated Fund	Restricted Funds	Total 2021	Total 2020
2a Incoming resources from donors				
Planned giving	23257.59		23257.59	14835.30
Collections and other giving	10877.68		10877.68	13427.50
Tax recoverable	9401.75	1917.32	11319.07	10000.17
Sundry donations	19407.67	9758.51	29166.18	28461.18
Legacies	97192.82		97192.82	0.00
	<u>160137.51</u>	<u>11675.83</u>	<u>171813.34</u>	<u>66724.15</u>
2b Other voluntary incoming resources				
Bell Fund		300.00	300.00	10.00
Music & Choir Fund		283.00	283.00	400.00
		<u>583.00</u>	<u>583.00</u>	<u>410.00</u>
2c Income from operating activities to further the work of the church				
Sale of magazines	2075.12		2075.12	1831.17
Fees	9400.73		9400.73	4965.15
	<u>11475.85</u>		<u>11475.85</u>	<u>6796.32</u>
2d Income from operating activities to generate funds				
Magazine advertisement fees	7560.15		7560.15	9342.32
Rent	865.00	24.06	889.06	334.06
Gift Day	0.00	0.00	0.00	0.00
Fund raising	2696.18		2696.18	188.71
Second-hand books	3733.49	4565.39	8298.88	3033.00
Shop sales	8538.81		8538.81	5769.45
	<u>23393.63</u>	<u>4589.45</u>	<u>27983.08</u>	<u>18667.54</u>
2e Income from investments				
Dividends		774.80	774.80	750.82
Bank interest	1.05	70.17	71.22	592.51
	<u>1.05</u>	<u>844.97</u>	<u>846.02</u>	<u>1343.33</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>195008.04</u>	<u>17693.25</u>	<u>212701.29</u>	<u>93941.34</u>

Included in Incoming Resources are donations from PCC members and their spouses of £10,355

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021

	Unrestricted & Designated Fund	Restricted Funds	Total 2021	Total 2020
<b>3.00 RESOURCES USED</b>				
<b>3a Grants to further the work of the church</b>				
Overseas mission - Kagera	0.00		0.00	0.00
Secular charities	5352.00		5352.00	5500.00
Salvation Army	500.00		500.00	0.00
	<u>5852.00</u>	<u>0.00</u>	<u>5852.00</u>	<u>5500.00</u>
Secular Charities: Lifewords £300, EACH £982, Storehouse Foodbank £500, Westcott House £500, Petals £500.00, USPG £500.00, Suffolk Refugee Support £500, Richmond Fellowship £250.00 Edens Project £250.00, Preston St.Mary Church £1,000				
<b>3b Activities directly relating to the work of the church</b>				
Diocesan parish share	64860.00		64860.00	64860.00
Church expenses	8823.00	4565.39	13388.39	11883.25
Clergy expenses	818.84		818.84	3211.03
Cost of services	1199.30		1199.30	2084.30
Upkeep of churchyard/Glebe	0.00		0.00	0.00
Church maintenance	4557.80		4557.80	4345.13
Major works		0.00	0.00	3751.98
Wages	10115.55		10115.55	8025.70
Depreciation	99.00		99.00	132.00
Organ/Music/Choir	925.00	27.12	952.12	480.88
Bellropes / Flower / Nave Fund		200.00	200.00	0.00
A.V. Equip. / Childrens Fund		3131.33	3131.33	657.56
	<u>91398.49</u>	<u>7923.84</u>	<u>99322.33</u>	<u>99431.83</u>
<b>3c Shop Purchases</b>	2442.54		2442.54	4060.36
Opening shop stock at cost	6472.51		6472.51	6394.07
Less closing shop stock at cost	-4333.60		-4333.60	-6472.51
Magazine printing costs	4424.44		4424.44	3931.85
Online Giving Fees	216.00		216.00	216.00
	<u>9221.89</u>	<u>0.00</u>	<u>9221.89</u>	<u>8129.77</u>
<b>3d Church management and administration</b>				
Telephone, Internet & Card Terminal costs	1392.80		1392.80	2073.07
Office expenses	1584.65		1584.65	1068.66
Legal Fees	11130.00		11130.00	0.00
Audit and Accountancy	780.00		780.00	780.00
	<u>14887.45</u>		<u>14887.45</u>	<u>3921.73</u>
<b>TOTAL RESOURCES USED</b>	<u>121359.83</u>	<u>7923.84</u>	<u>129283.67</u>	<u>116983.33</u>

	Total 2021	Total 2020
<b>4a STAFF COST</b>		
Wages and salaries	3515.60	3739.00
Self employed Director of Music	6599.95	4286.70
	<u>10115.55</u>	<u>8025.70</u>

During the year the PCC employed a cleaner and verger (part-time) who were not paid an amount large enough to attract social security costs.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021

4b PAYMENTS TO PCC MEMBERS

The choir and bell ringers, some of whom may be members of the PCC, received token payments for weddings/funerals at which they performed. Our Director of Music is a member of the PCC and received £6,599.95 in payments during the year.

5a	Equipment fixtures & fittings	Total 2021
FIXED ASSETS		
Tangible fixed assets		
<b>Cost</b>		
As at 1.1.21	27262.00	27262.00
Additions during the year at cost	0.00	0.00
As at 31.12.21	<u>27262.00</u>	<u>27262.00</u>
<b>Depreciation</b>		
As at 1.1.21	26866.00	26866.00
Charge for the year	99.00	99.00
As at 31.12.21	<u>26965.00</u>	<u>26965.00</u>
<b>Net book value at 31.12.21</b>	<u>297.00</u>	<u>297.00</u>
Net book value at 31.12.20	<u>396.00</u>	<u>396.00</u>

5b	Total 2021	Total 2020
INVESTMENTS		
Quoted		
CBF Investment Fund	30122.06	26335.34
CBF Fixed Interest Securities Fund	331.77	355.21
Market value at 31.12.21	<u>30453.83</u>	<u>26690.55</u>

6 DEBTORS	Total 2021	Total 2020
Gift Aid tax and VAT recoverable	8793.91	8281.40
Other Debtors	2951.26	2876.22
	<u>11745.17</u>	<u>11157.62</u>

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021

7	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	Total 2021	Total 2020
	Creditors for goods and services	4638.00	4352.50
	Other creditors and accruals	4732.66	3186.03
		<u>9370.66</u>	<u>7538.53</u>

8	ANALYSIS OF NET ASSETS BY FUND					
	Unrestricted Fund	Restricted Fund	Designated Fund	Endowment Fund	Total 2021	Total 2020
	Tangible fixed assets	297.00			297.00	396.00
	Investment assets			30453.83	30453.83	26690.55
	Current assets	11840.81	4232.71		5.25	16078.77
	Cash	69387.70	108362.34	50000.00	2493.50	230243.54
	Current liabilities	-9370.66			-9370.66	-7538.53
		<u>72154.85</u>	<u>112595.05</u>	<u>50000.00</u>	<u>32952.58</u>	<u>267702.48</u>
					<u>180521.48</u>	

9 ENDOWMENT FUND DETAILS

The restricted funds comprise the Fabric Fund which includes income of permanent endowments (as below) of Helen Muriel Duvall bequest for the upkeep and maintenance of the fabric of the church; the Merelina Spring Stanley trust for the upkeep of the fabric including the steeple of the church and the monuments therein or connected therewith. and Biddell Memorial Fund for the upkeep of the churchyard  
Biddell Trust (Coal Charity) half for church repairs and half for coal for the poor and Francis Spring Bequest for the upkeep of the church tower and roofs.

	Income	Investment	Cash	Total
Spring Stanley Trust	62.25	2413.18		2413.18
Duvall Bequest	571.12	22,474.62		22474.62
Biddell Memorial Fund	141.43	5,566.03	227.39	5793.42
Biddell Coal Charity			446.26	446.26
Francis Spring Bequest			1825.10	1825.10
	<u>774.80</u>	<u>30453.83</u>	<u>2498.75</u>	<u>32952.58</u>

The movement on the restricted funds during the year is as follows

	Opening Balance	Incoming Resources	Resources Expended	Unrestricted Transfer	Closing Balance
Fabric Fund	93550.26	15621.40	4765.39		104406.27
Music/Choir Fund	4809.77	283.00	27.12		5065.65
Bellrope Fund	1879.89	300.00	0.00		2179.89
AV Equipment Fund	1244.38	0.00	1244.38		0.00
Childrens Co-Op Fund	1141.34	1488.85	1886.95		743.24
	<u>102625.64</u>	<u>17693.25</u>	<u>7923.84</u>	<u>0.00</u>	<u>112395.05</u>

It was decided during the year that the **Designated Fund** £3,453 (£3,453) comprising the proceeds from the sale of surplus furniture, which the PCC had set aside for the purchase of items for worship, was unlikely to be used for this purpose and was moved into the General Fund.

A new **Designated Fund** (£50,000) has been set up by the PCC to cover the cost of re-ordering the church beneath the tower to accommodate the bookstall.

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF LAVENHAM**

I report on the accounts for the year ended 31st December 2021 which are set out on pages 3 to 9

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**INDEPENDENT EXAMINER'S STATEMENT**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Vincent Chandler ACA FCCA

Dated... 4/4/22 .....

Moore Green  
22, Friars Street,  
Sudbury  
CO10 2AA  
Suffolk

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LAVENHAM**

England & Wales - Charity number 1131642

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# Accounts

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## 2020 ANNUAL REPORT FOR ELECTORAL ROLL OFFICER

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The Electoral Roll annual update was successfully completed on time – the second year after the six-yearly Revision carried out in 2019 in time for publication on the occasion of the APCM.

Last year, although the work was completed on time, publication was held back until the APCM on 26AUG20, postponed due the government restrictions placed on public gatherings as a result of the pandemic.

The number of Electors on the Roll of 2020 was 129 and this year, although we have lost some parishioners the Roll has increased to 131 – an increase of two! In these difficult times, we can count that a huge success.

Mary Morrey,

Electoral Roll Officer

## 2020 ANNUAL REPORT FOR REVD STEPHEN EARL

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**'In Christ, we who are many form one body,  
and each member belongs to all the others**  
(Romans 12: 5)

**I press on towards the goal  
to win the prize for which God has called me heavenwards  
in Christ Jesus'**  
(Philippians 3: 14)

'Community' and 'perseverance' sum up these verses and also what has been so important over many difficult and challenging months since our lives were turned upside down a year ago.

Volumes could be written on ways responses to the pandemic have brought out the very best in people making huge sacrifices for others, and churches have rightly played their part. Although for much of the time unable to meet together in person as we previously enjoyed, churches have found other ways to maintain and even strengthen their sense of community as we have done here in Lavenham and Preston St Mary.

All of us have been through an emotional roller coaster with so many disappointments and sadnesses, losses and frustrations, worries and uncertainties: for many too deep or painful to dwell on. We have borne one another's sufferings. But we have had to keep going

somehow, for ourselves and for our loved ones, with an inner strength and resilience. As Christians we have that inner resource in our faith in Jesus Christ who triumphed through the gravest adversity, even the Cross, to give us hope and the promise of eternal life whatever the present challenges and afflictions. A faith to which the saints and martyrs through the ages have given witness and whose examples help sustain us. May our prayer be that we never lose hope because *"hope does not disappoint us"* (Acts 5:5), and so press on with perseverance... onwards and heavenwards.

The last year has meant inevitable changes to all aspects of our lives and we have leaned to adapt including, for many of us, mastering a method of communication we'd never even heard of at the start of 2020. There have been more changes in how we do things in church over the last 12 months, than I recall in all my years of church-going put together! And where many of us would before have been uneasy about change, we have accepted different ways of doing things over these months as they have been somewhat forced upon us. We've made the best of them and on reflection can see some things have in fact changed for the better – both in church and secular life.

So, it's one of the good things emerging from this unfortunate time that we have reset the compass in how we do things and maybe thinking 'let's not just go back to exactly how it was before'. Our bishops are encouraging us all to look to the future mindful of what useful lessons have been learned that may guide our future plans so as to be more effective in our mission and ministry and not to be 'tied to the past'; and also in terms of pacing ourselves. 'Re-imagining' seems to be the in-word. Not automatically going back to what we used to do previously but, reflecting on what we've learned through these difficult times, to be considering how this might re-shape our thinking and doing, looking ahead. There are lots of things I'd imagine we could usefully hold on to liturgically, pastorally and organisationally – a good example, how we have been functioning more closely as two parishes within the one benefice.

As we celebrate the Easter season of Resurrection, new life and new beginnings, let us look forward to the months ahead being far brighter than those we have left behind. Exactly how this will work out we need not speculate. One thing the pandemic has taught us is that our best laid plans can easily fall apart, and that we can only take each new day as it comes, be thankful for it and rejoice in it, and to simply 'trust and pray'. Our Lord himself, in his Sermon on the Mount, exhorts his hearers, *"Who of you by worrying can add a single hour to your life?"*. So whilst I might comment on our churches' financial 'nose-dive' as a result of the pandemic, let's leave this aside and place it in God's good hands, and heed the words of Jesus from Matthew 6:27 just quoted.

Let us be grateful too for the many bright moments of the last year alongside its struggles: times when we have experienced the unexpected kindness of others, time to appreciate and enjoy more deeply the beauty of the countryside all around us, more time for reflecting and praying, and importantly for re-assessing what we value most in life. Also for the many heroines and heroes of the pandemic, praying that God will bless them for their generosity and compassion.

Now we rejoice that services in church and in person from Easter Sunday have resumed – and what better way to have celebrated the Day of Resurrection! Sunday 10.15ams as before, 8ams on 1<sup>st</sup> & 3<sup>rd</sup> Sundays, and Weds 10ams remaining mostly on zoom.

On the bright side too we have Graham Naylor’s ordination to the priesthood to be greatly looking forward to on Sunday 4<sup>th</sup> July, and we hold him in our prayers as he prepares for this very important next step in the fulfilling of his vocation and his time with us, for which we are so grateful.

Finally an immense thank-you to all who’ve worked so hard in helping maintain the life of our church and church community over the past very challenging year, especially I’d like to single out our dedicated, hard-working Churchwardens, our Curate Revd Graham Naylor, Reader Pete Postle, our impressively efficient new PCC Secretary Moira Dickson, our superb organist and choir leader Kevin Slingsby, now with the well earned title of ‘Director of Music’, and not least my wife Abigail for her tremendous help and support.

A special thank-you to outgoing Churchwarden David Boast who has served us so well with such unwavering commitment over the last 3 years. We owe him a debt of gratitude especially for his helping us have in place, as we should these days, both a raft of church policies and a comprehensive health and safety manual. We wish him well as he now steps down to pursue various other projects.

Together we *“press on towards the goal...”*!

With every blessing,

**Stephen.** (Rector)

**APCM 2021**

Report prepared by: Revd Stephen Earl  
Date of Report: 18 March 2021

## **2020 ANNUAL REPORT FOR ASSISTANT CURATE REVD GRAHAM NAYLOR**

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After being on attachment since November 2018 at Lavenham, as part of training for ministry at Ridley Hall, Cambridge, 2020 started following the recent announcement that I would be staying at Lavenham for curacy; the next stage of ‘vicar training’. The expectation was for residential training at Ridley to end with the traditional Leavers’ events and services in early June, with ordination as deacon in the cathedral following at the end of June. How different things turned out!

From mid-March we went into lockdown and studies were completed remotely from home and in-person services ceased in Lavenham. Ordinations could not take place in the cathedral until September and only with limited people present. From June to September, I functioned as a Licensed

Lay Worker, following licensing in a very surreal online service from my lounge in full robes on a very warm day!

Although what had been expected turned into something very different, it has been good to help worship and pastoral care continue with the introduction of online services, something it is hoped will enable folk to engage with church beyond the lifting of restrictions on in-person services.

In August, we hosted the drive-in service and community picnic following the kind offer from John Hessenthaler to use the infrastructure for OEP Live's drive-in concerts. A first for Lavenham and the Diocese which was featured in a short item on ITV Anglia News. Despite the short lead-in time to prepare and publicise the event, a number of folk enjoyed attending the event during what seemed the only dry time that weekend.

Still having many restrictions at Christmas meant adapting the usual Crib service, which this year involved pre-recorded carols and the Christmas story projected on a big screen and simultaneously relayed to those watching from home. Being able to secure a grant from the Diocese to purchase additional audio-visual equipment made this possible and the equipment will be used to enable relaying services and other events to those unable to attend in person. [Note re 2021 – the equipment is currently being used to record videos for use in online children's activities]

At this point I would like to express my gratitude for the support I have received from Rev Stephen, the Churchwardens, the PCC and the wider congregation, as I have moved from being ordinand-on-attachment to being assistant curate in such strange circumstances. I thank you again for the generous gift towards my ordination stole.

I look forward to continuing my training and role as assistant curate, with the hope of more being done in-person than has been possible so far.

## 2020 ANNUAL REPORT FOR PCC SECRETARY

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My first PCC meeting was in July 2020 during lockdown and social distancing. The next meeting was the Annual Meetings held in August 2020, also during social distancing however we were able to meet in church and all papers had been prepared by the previous PCC Secretary – Paul McLachlan for which I send my thanks.

For the remainder of the year, we have held our planning meetings and PCC meetings via zoom with 1 or 2 exceptions.

During 2020 we held 5 PCC meetings

January  
July  
August

September  
November

The Annual Meetings were held on 26<sup>th</sup> August 2020 (delayed from April).

The standing committee met once during 2020.

The PCC discussed a variety of items ranging from:

- Church business
- Charitable donations to other organisations
- Church arrangements during Covid
- Online Services
- Harvest Services – Tools with a mission
- Safeguarding training and certification
- Church Policies

In 2021 we expect the church to gradually re-open and we look forward to the community and visitors returning to Church from Easter Sunday and thereafter.

PPC Secretary  
1 March 2021

## 2020 ANNUAL REPORT FOR CHURCHWARDENS – FABRIC COMMITTEE

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### Quinquennial Inspection

Date of inspection 6<sup>th</sup> September 2017 and 22<sup>nd</sup> May 2018. Report received in 19<sup>th</sup> October 2018.  
Previous inspection 25<sup>th</sup> August 2011 and 18<sup>th</sup> April 2012.

Our architect has started putting together the specification for the repairs under consideration and has met with a structural engineer from The Morton Partnership to investigate the damage to the stone spiral staircase in the tower.

Since the Quinquennial Report was first reviewed it was decided at the Fabric Committee meeting on 6<sup>th</sup> November 2019 that we would instruct our architect to proceed with investigations and costings of selected items of work originally totalling between £73,396.95 and £103,680.05. We have resources to cover the lower figure but would only proceed with the greater amount of work if we can secure enough in grants.

The original architect's recommendations were:-

'A' priorities total estimated cost £100 only.

'A/B' priorities £2,500

'B' priorities £38,555 to £40,555

'B/C' priorities £117,700

'C' priorities £25,500

Overall, we still consider that the general condition of our church fabric remains satisfactory as verified at the last Quinquennial with the low cost of category 'A' and 'A/B' recommended repairs estimated at £2,600.

The foregoing was the situation this time last year but as a result of Covid-19 restrictions there has been little progress apart from some further pre-contract schedules of works and specialist inspections from a structural engineer, stone conservator and glazing specialist all fitted in between 'lockdowns'.

### **Routine Inspections and Tests**

The following have been completed:-

Annual inspection and testing of all fire extinguishers.  
Testing and maintenance of church roof alarm system.  
Testing and maintenance of church internal alarm system  
Inspection and testing of Lightning Conductor  
Heating system boiler service and Gas Safety certification.

### **Repairs**

No significant fabric repairs were recorded during 2020 except for storm damage to a tracery panel which occurred in February, The foregoing was the situation this time last year but as a result of Covid-19 restrictions there has been little progress apart from some covered by our insurance.

We had several electrical problems throughout the year all concerning lighting. We had problems with the flood lighting and a number of the roof mounted lights on the South side together with the ground level Southwest lights. Unfortunately, due to the dangerous effects of the excessively weather it was not safe for the electrician to go onto the roof which delayed repair. Most of the problems appear to be due to old age and dampness. Various minor internal lighting problems were dealt with and due to accessibility it was necessary to employ the electrician to replace high level light bulbs. During the festive period there were difficulties with the path lights arising from a fault with the underground cables; this was awaiting repair at the year- end by Turner Electrical who continue to give us a very satisfactory service.

### **High Level Cleaning**

This has been deferred again until after any significant Quinquennial internal repair work had been completed.

### **West End Church Re-arrangements**

The Fabric Committee in conjunction with the ladies running the second-hand bookstalls have had several meetings and casual discussions involving the re-location of the second-hand books sales area into the tower area using new mobile book shelves, storage facilities and lighting with the same capacity. The area vacated would be used for the storage of church service books and literature and therefore the earlier circular design for this has been discounted. Additional mobile cupboards with attached notice boards for day-to-day church 'administration' would also be located in this area and the children's play area moved slightly to allow one or two additional spare pews to be installed. The nave altar would be kept, 'dressed', in the war memorial area and the chest re-located to remove all the random literature to the church 'administration' area.

The foregoing was the situation this time last year but as a result of Covid-19 restrictions there has been little progress apart from a site meeting which was held with James Halsall in February. His subsequent review of our documented presentation and discussion with the DAC resulted in favourable feed-back.

There has not been any further progress with designs of the storage units and budgeted costs because of other distractions but it is hoped that this can move forward in 2021.

David Deacon and David Boast  
Churchwardens

## 2020 ANNUAL REPORT FOR CHURCHWARDENS

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### Contactless Church Shop Payments

A SumUp contactless payment device was purchased during December to take advantage of a 'special offer'. We were finding that during the various Covid-19 lockdowns fewer people were paying with cash, preferring to pay for shop items with contactless cards, and with the shop being so infrequently manned those who did wish to pay with cash then could not get change. We also found that the existing Contactless Giving device which has proved successful for donations and offertory contributions was also being used to purchase shop items which caused an accounts administration inconvenience. Furthermore after a satisfactory trial period of the shop device we may purchase another device for the second-hand bookstall.

### Church Hire and Events

What happened to 2020?

All we managed to achieve was an income of £200 for the hire of the church in October for a 'video shoot'. The normal wide variety of special services, concerts, art exhibitions and other events were so badly missed, not just for lack of essential income but for the absence of coming together as a community and drawing in visitors.

### Faculties

Under the Faculty Jurisdiction Rules 2015 an application for works to be undertaken under List B was made for the installation of a memorial bench to be sited on the North side of the church overlooking the ashes area. This wooden bench, paid for by donations, was installed in the Spring, in memory of Gill Burnford who was a church member for 16 years serving on the PCC and as a sidesperson for many years, organising Lent lunches and other church events.

### Health & Safety

The delayed work on a Health & Safety manual was started in February courtesy of the first Covid-19 lockdown which allowed time to be spent in preparation. Although most of the requirements set out by our insurance companies were met there still remains some work to be done for completion, but with a further lockdown planned for early 2021 it is expected to complete all the documentation ready for the remainder of the implementation by March / April. We will need to appoint a Health & Safety Officer to oversee the smooth running of this activity.

### Safeguarding

Safeguarding matters have been dealt with in a separate Safeguarding Officer's report.

### Covid-19

Since we went into the first lockdown we learned much about how to deal with the Coronavirus and saw many changes to the church arrangements and activities including closing and opening of the church shop and second-hand book stalls, cleaning requirements, quarantining areas, setting up track and trace records, sanitising and much more, all of which has been achieved by the dedication of many helpers re-arranging furniture, topping up sanitisers, tying tapes, putting up notices etc One of the greater difficulties was meeting the requirements for bringing in our contractor for pre and post service cleaning at very precise timings for weddings and funerals. We feel that although we have had many helpers that fitted into the bigger picture we must mention Mary Jackson who has provided great support, spending many hours buying and making supplies. A heartfelt thank you to you all.

### Thanks

A further thank you to our two assistant churchwardens, Graham Patrick and Clare Santer for all their advice and support throughout the year together with thanks to all the other church sidespersons and helpers too numerous to mention.

David Deacon and David Boast

## 2020 ANNUAL REPORT FOR THE TREASURER

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### Treasurer's report

The PCC has a duty to ensure accounts are prepared and independently examined in accordance with the Church Accounting Regulations 2006 which incorporate the requirements of the Charities Act 2011 and the Statement of Recommended Practice for accounting and reporting by charities published by the Charity Commission (the SORP). The PCC also has a duty to approve the accounts and to present them to the Annual Parochial Church Meeting (APCM).

### Financial Review 2020

There was a reduction of income in the **General Unrestricted Fund** for the year of **£30,500** being a further decrease to income of £25,587 over the previous reduction of £4,913 in 2019. The incoming resources decreased by £44,790 from £122,390 in 2019 to £77,600 in 2020. As you would expect, this drop in income was primarily due to the restrictions placed on the country during the Coronavirus pandemic throughout 2020. Expenditure also reduced during the year as there was less activity, however some costs remain whether the Church is open or closed. Costs reduced by £19,203 from £127,302 in 2019 to £108,099 in 2020. Our contribution to the Dioceses was assessed at £63,434, however it was decided in the November PCC meeting that we should maintain our voluntary Diocesan quota at £64,860 to aid in a small way some of the smaller parishes in our Deanery and Diocese. Moore Green provided the Church with an excellent service as Independent Examiner of the accounts at the end of 2020 and it is proposed that they continue in this role for 2021. Their fee for examining the accounts for 2020 has been maintained at £780.00 including VAT. The **General Fund** Balance at the year-end was **£45,254**, which included liquid assets of £38,385, shop stock £6,473 and fixed assets £396.

The **Restricted Fund** balances have increased by £7,457 over the year to **£106,078**. The **Fabric Fund** stands at £93,550. The 2016 quinquennial report has previously been received and assessed and a budget of expenditure up to £50,000 was set. This still stands; however, we are also investigating the possibility of external funding for part of the cost of the work required. The **Bellrope Fund** is £1,880, the **Music Fund** £4,810, and a new restricted fund for **AV Equipment** stands at £1,244 although it is expected that this will be used in early 2021. Likewise, a new restricted fund for **Children's activities** funded by the Co-Op stands at £1,141 and this is also likely to be put to good use through 2021.

The **Endowment Fund** balance is now £29,189.

Our total net loss for the year at £21,329 (described as "Net Movement of Funds" on page 3 of the annual accounts), is down considerably compared to an income of £9,773 in 2019. More specifically, income that is reliant on visitors being physically present in the Church has been particularly affected, such as, Book sales (down £10,496 compared to last year), the Church Shop (down £6,864), Wedding and Funeral Fees (down £9,636), Concerts (down £12,631), Event fees (down £7,145) and

other general collections, whereas donations from Planned Giving, the Parish Giving Scheme and Contactless Donations actually saw a small increase in the year of £3,242. This was mainly due to some very generous individual donations. Again, as with last year, there were no legacies in the year we were however able to make donations totalling £5,500 (£9,820 in 2019) to a number of charities.

The contactless donation terminal has proven to be an excellent way of raising funds when we were able to open back in August and September as people have been carrying less cash. We intend to install a similar terminal in the Shop ready for when we are able to re-open later in 2021. The Parish Giving Scheme will be further promoted during the year and we intend to maintain our enhanced Parish Share payments during the year subject to approval by the PCC next November.

April 2021

John Knight- Treasurer

## 2020 ANNUAL REPORT FOR DEANERY SYNOD

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Deanery Synod was not able to meet for most of 2020. In common with so many other institutions, the Church in the wider sense as well as the local sense, moved online and signed up to the services of Zoom.

The first meeting held on Zoom by Deanery Synod was on the evening of 24NOV20 and after some initial false starts and judicial use of sons and daughters to align the delegates with the technology, the meeting got under way and was, I think, enjoyed by all. Zoom is a wonderful way of connecting people who have perhaps been isolated in their homes and everyone seemed to have a real feeling of participation. The meeting was ably conducted by the Rural Dean, the Reverend Tiffer Robinson and hosted by Lavenham Benefice. Robyn Lloyd Hughes, Preston St Mary delegate, opened the meeting with some excellent prayers for guidance and support in these difficult times and Rev Stephen gave a lively, illustrated 'News from the Benefices' on all the ways the pandemic has affected Lavenham and Preston St Mary and how we have risen to the challenges.

The second meeting on Zoom was held on 22MAR21 and everyone, now more familiar with the technology, navigated their way to the meeting and Rev Tiffer was able to open on time. Rev Peter Goodridge of Elmswell benefice gave an interesting illustrated talk on his five-week sabbatical in Cambodia, reporting on the extraordinary work of the Christian Missionary groups in the country.

Rev Tiffer gave his heartfelt thanks to all the parishes who had struggled so hard to raise their Diocesan Share this year. He thanked those parishes, who had been able to offer more than their Share in support of those smaller and more isolated parishes who had not been able to meet the sum in full.

The Deanery Plan was accepted by Synod and passed forward for adoption.

A motion brought to Synod by Woolpit benefice asking that the Diocese consider taking on some Fund Raising throughout the Diocese as such a move might enable much larger sums to be raised thereby alleviating the pressure on the parishes who find themselves calling on the same pockets to bring forward the Share was carried with three abstentions.

Mary Morrey, Deanery Synod Delegate

## 2020 ANNUAL REPORT FOR FAMILIES AND CHILDREN'S TEAM

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**Open the Book-** (we take a Bible story to the school assembly, acting it out with narrator and involve several children to help us. 10-minute drama)

We endeavour to put on twice a term in Lavenham school.

**Due to Covid** we have not been able to do so during this last year.

We would like to give a huge thank you to **Julian & Celia Baldwin**, who have been our leads. Always keen for more 'actors' to join us when we set up in the future.

### **The Crib service. For all ages.**

Curate Graham Naylor arranged a video of the Bible society Christmas story, with activities. We ran this in the afternoon of the 24<sup>th</sup> and a few people attended & enjoyed. It was successful & can be used another year when folk feel safer to attend.

### **Easter 2021- Spring up to Easter with Fun**

As we were not able to meet together in church for our craft and Bible story this year, we decided to provide individual craft bags to be collected weekly from church by families who signed up. Our thinking was that children/carers who were now at home, possibly would enjoy a craft and story each Saturday morning. 15 children have signed up, five from Long Melford. All primary school ages. Fortunately, our curate Graham Naylor is proficient in cameras/recording and Zoom, so that side is taken care of. The Co-op have enabled us to provide individual bags of crafts with the grant we applied for.

We hold a recording session weekly in the back of the church when we tell a story from the Open the Book and then work on two crafts. One will be to do with the story and another is secular. June Linscott and myself have much fun doing this even though it has been freezing at times! We also have two puppets who help us, a husky, Buttercup and Beaver, Boris! Much loved by the children. Bags are packed on Thurs and many thanks to Sheila Bowman for



helping.

**Key rings and word searches.....Parable of the Sower.....Baby Moses**

Here are a few of the crafts to give you an idea. This is also put-on Facebook church site afterwards and **many** people have shown an interest home and abroad! We also put it on the church website so that anyone can follow and make the crafts, as all ingredients are listed!

We are running these sessions weekly from February until start of Holy week, where they will be daily.

We have applied for a further grant to help us to be able to continue to provide an outreach to children and families over the following year.

**Parish Safeguarding** All helpers have DBS checks and safeguarding training, in date. More dates are on the website, <http://www.cofesuffolk.org/safeguarding-training> Please let me know when you have obtained your certificates for my records.

Mary Jackson Team Leader and Parish Safeguarding officer

## 2020 ANNUAL REPORT FOR CHOIR AND MUSIC

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I begin my report by echoing words from the Rector... 'Peter Tryon left Lavenham at the end of July to resume his retirement. Since his appointment in the latter part of 2015 Peter served the church here with passion, energy and dedication: forming and nurturing a wonderfully enthusiastic choir from scratch, in overseeing further enhancements to the organ, by initiating and directing very successful music events such as the 'Lavenham Vox' concerts and the ever popular Good Friday devotional 'Come and Sing' performances, not to mention his invaluable musical contributions to our Sunday worship and a range of other special services, so often going way beyond the call of duty.'

I was very pleased and honoured to be appointed as Peter's successor in August 2020, and having met with the choir and other key church members before that, realised that he was going to be a hard act to follow! It was good to get to know some choir members at a socially-distanced gathering in July, before they were able to start singing at services again in September. We were able to start preparing for Christmas, and in particular we worked towards a recording session at the end of October, when we joined with the choir from Long Melford to record Christmas music for the Cathedral's In Harmony project, which aims to use musicians from across the Diocese to make video recordings for churches' online services.

In November we entered the second lockdown, and were unable to rehearse until we had just two rehearsals in December for the Carol Services – I am grateful to choir members for their hard work in preparing for those on such minimal practice! Choir members began to record hymns at home during the week, which I edited together for the Sunday Zoom service, and I am pleased that over the following weeks, continuing into the new year, a number of other congregation members have joined in with that as well.

We now look forward to resuming services in Church, although initially only a small choir will be allowed, and we will still not be able to rehearse during the week for some weeks, but I know that we will all be looking forward to getting back to singing properly as soon as we can, currently 17 May!

I spent a day with the organ builder in November, starting to tackle a list of minor problems, and I fear there will be others in due course, as the organ has not really enjoyed the longer than usual periods of cold over the winter!

## 2020 ANNUAL REPORT FOR CHURCH SHOP

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The Church Shop has had a very difficult 2020, along with all other retail businesses as it has been closed for the majority of 2020. There have been 2 separate occasions during Summer and Autumn when visitors were allowed to go into the Church.

The shop is quite well stock and we are looking forward to a better 2021.

*Jane Orbell*

## 2020 ANNUAL REPORT SECONDHAND BOOKSTALL

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The Church bookstall has had a very difficult 2020, along with all other retail businesses. From April onwards, it was shut down during the Coronavirus lockdown. Apart from a small window late summer, it has been closed ever since. Our receipts are obviously down, this year providing £3,033 for Church Insurance. Owing to recent events (and age), I am sadly no longer able to help run the bookstall but I am pleased to say that Margaret Lillyman and Diane Page will be carrying on the good work, along with our recent recruit Julie Boast. My grateful thanks also go to Simon Lowe who sells our surplus stock at his Garden Centre for a charity providing facilities in hospital for teenage cancer sufferers – a worthy cause. Hopefully, the bookstall will re-open in 2021 – even more successfully in the future than it has been in the past.

*Marjorie Newman*

## 2020 ANNUAL REPORT FOR LAVENHAM BELL RINGERS

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2020 – 2021 as with everything else subject to COVID – 19 restrictions proved a difficult year for bell ringers both here at Lavenham and nationally. During lock downs we are not able to carry out any ringing, and since the end of the first lockdown we have been restricted to a maximum of 15 minutes per session under Tier 1 and no ringing at all under Tier 2 or 4.

Social Distancing measures mean that we can only have 5 ringers instead of the usual 8, all wearing face coverings and using hand sanitizer.

Despite these restrictions we have kept the bells turning when possible, having rung for only one wedding in 2020. Hopefully, once restrictions ease, we will be meeting up to practice and ring for services and weddings to be held in the remainder of 2021.

We would be pleased to welcome any experienced or new ringers as none of us are getting any younger !

A copy of the Accounts for the year to 31<sup>st</sup> December 2020 are available separately.

## 2020 ANNUAL REPORT FOR LAVENHAM LIFE MAGAZINE

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### **Magazine Sales**

During 2020 we continued to be well supported by A R Heeks & Son, the Co-Operative Group and Lavenham Butchers and we would especially like to express our appreciation for their steadfast support to the community in general under the Covid-19 cloud. Unfortunately, the Salvation Army closed their hall and our church bookshop operated intermittently when government rules permitted. Church magazine copies are still temporarily placed on a table by the contactless giving unit and cash donation 'tower' by the entrance steps.

Magazine sales for the year totalled £1,941 compared with £2,621 the previous year, a reduction of £680. Printing costs were down by £1,362 because of the reduced number of magazines printed to match the reduced footfall in our village outlets. The net gain helped to offset the reduced advertising income. It is evident that the fewer we print the more we reduce costs because of the sale price of 50p per copy and the average printing cost of 78.30p although this is being subsidised by advertising income.

As a gesture to the community to relieve the pressure of Covid-19 in a small way, we distributed the April edition free of charge; this in addition to the traditional December free copies.

### **Magazine Subscription Postal and Delivered Copies**

We ended the year with 20 subscribers although this is expected to increase in 2021.

### **Advertising**

Advertising income took a knock from the effect of the virus on businesses; especially those in the entertainment and hospitality sectors. Income was down from £10,754 in 2019 to £9,342 in 2020, a drop of 15%. We raised 105 invoices for advertising and subscriptions and at the end of December we have forward-booked advertising of £2,773 for 2021 with numerous advertisers again renewing annual bookings. At the 31<sup>st</sup> December 2020, the first time since 2013, we had a year-end outstanding invoice due for £297 but we are confident that this will be paid early in 2021.

We continued with our policy of securing payment 'up front' before our general copy deadline of the 17<sup>th</sup> of the month preceding month of publication. We have not had any incidents where advertisements have been withheld awaiting payment. 2013 advertising prices have been held during 2020 and it is recommended that they shall apply throughout 2021.

### **Printing**

We continue to receive a very good level of service, both in printing quality and delivery, from Spingold. The four centre pages printed in colour in addition to the front and back covers continued at an increased cost to allow for the editor to include photographs of local interest but he would like to receive more villagers' interesting photographs. The additional cost of centre-page colour printing has been covered by additional. colour advertising assisted by the option of colour half-page adverts. Because of Covid-19 we had to accept scheduled deliveries from the printer by a parcel service at a cost of around £20 rather than collection from Nayland which we hope to revert to when life returns to some sort of normality.

### **General**

The magazine committee are most grateful to John Page for his work in compiling and developing the content of the magazine. He has suffered computer glitches and the many last minute late arrivals of advert layouts, probably resulting from the knock-on effect of Covid-19 that advertisers have had to deal with although it seems that Lavenham is blessed with a resilient group of business owners, contractors and handymen that have maintained faith in advertising with us.

David Boast

## **2020 ANNUAL REPORT FOR FRIENDS OF LAVENHAM CHURCH**

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The Friends continue to provide valuable support to the church and throughout the last year of the pandemic we have emphasised that we stand ready to provide help on any projects.

At the beginning of 2020 we made a grant of £498 to the church for electrical repairs and improvements to the contactless card terminal.

We had a Cheese and Wine Social evening with Terry Waite as speaker which regrettably had to be cancelled. The response for tickets had been favourable and we hope that it may be an event for the future.

We remain appreciative of the support of our members and despite losing some we have been able to recruit replacements to keep the membership level.

It is hoped that 'normal activities' will resume before too long and our AGM in July will go ahead.

Ian Thompson  
Treasurer