

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ELSTREE AND BOREHAMWOOD

England & Wales · Charity number 1132871

## Details

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**Other names** ELSTREE AND BOREHAMWOOD PCC

**Status** Registered

**Legal form** Previously excepted

**Registered** 2009-11-21

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Parish Office  
94 Shenley Road  
Borehamwood  
WD6 1EB

**Phone** 07481323040

**Email** [rector.eabw@gmail.com](mailto:rector.eabw@gmail.com)

**Website** <https://www.achurchnearyou.com/benefice/32-091BJ/>

## Activities

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

**Activities:** Church of England Parish in Elstree and Borehamwood, Hertfordshire, comprising 4 churches: All Saints, Borehamwood Holy Cross, Borehamwood St Michael and All Angels, Borehamwood St Nicholas, Elstree

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£87,890	£92,124	-	-
2023-12-31	£118,671	£109,081	-	-
2022-12-31	£73,500	£68,061	-	-
2021-12-31	£74,962	£62,744	-	-
2020-12-31	£95,806	£127,513	-	-

## Trustees

Name	Role	Appointed
Alana Leigh Davenport		2024-05-12
Grace Silvera		2018-04-22
HAZLYN HAZEL		2018-04-22
Hyacinth Elaine Scott-Blount		2025-05-18
Jane Dyer		2024-05-12
MELITA LEE		2011-05-26
MRS ANNE SMITH		
PATRICIA IRIS CLARKE		
Pam Kubica		2016-04-24
Rev Louise Collins		2016-04-24
Stephen Vincent		2025-05-18

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# Accounts

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**The Team Parish of Elstree and Borehamwood**  
**TRUSTEES REPORT (YEARBOOK) 2024**

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**1. AIMS and OBJECTIVES**

The Church exists to offer a Christian presence in society, through civic engagement, accessible worship and opportunities for spiritual, moral and faith development. It welcomes everyone to find their own level of engagement, whether as church members, friends and visitors, recognised volunteers or partner organisations. The Parish welcomes the perspective of critical friends.

“The Church is the Church only when it exists for others...not dominating, but helping and serving”  
Dietrich Bonhoeffer, 1906-1945.

“The Church is the only society that exists for the benefit of those who are not its members”  
Archbishop William Temple, 1881-1944.

Our aim is to welcome all, to proclaim GOD’s kingdom on earth and to serve the wider community.

**2. PARISH STRUCTURE**

The Parish of Elstree and Borehamwood is a Team Parish comprising four District Churches. Each church has their own annual meeting at which churchwardens and PCC members are nominated and annual report and accounts presented. The Parish is served by a Team Rector (currently vacant), a Team Vicar, a Lay Reader, Church Officers, lay ministers and many active members.

**All Saints**

94 Shenley Road, Borehamwood, WD6 1EB  
<https://www.achurchnearyou.com/church/7534/>

**Holy Cross**

Balmoral Drive, Borehamwood, WD6 2QU  
<https://www.achurchnearyou.com/church/7535/>

**St Michael & All Angels**

Brook Road, Borehamwood, WD6 5EQ  
<https://www.achurchnearyou.com/church/7536/>

**St Nicholas**

Elstree High Street, Elstree, WD6 3SW  
<https://www.achurchnearyou.com/church/7542/>

**3. WORK OF THE PAROCHIAL CHURCH COUNCIL**

Key take-aways from the work of the PCC during 2024 included:

- Operating without several key Officeholders: Team Rector, Parish Treasurer, PCC Secretary
- Participated in Parish Reorganization led by the Bishop of Hertford

- Agreed Equality, Diversity and Inclusion Policy
- Noted new Prayers of Love and Faith for same-sex relationships
- Set Quarterly Budgets to assist with cash flow and financial planning
- Agreed Reserves Policy to comply with Charity Law
- Reminded District Churches they are entitled to seek financial support for repairs from the Parish
- Recommended 3 members to train as Lay Leaders of Worship
- Agreed to outsource book-keeping and preparation of accounts
- Drafted Team Rector Job Description and Parish Profile
- Promoted Safeguarding Sunday for first time
- Updated all four District Church websites and created a new Benefice (Parish) website
- Arranged cover for 208 Sunday morning services
- Successfully applied to the Diocesan Board of Finance for a Mission-Aided Support Grant (£10K)
- Successfully applied to DBF for historic Parish Share Debt (2019-2021) to be written off (£350K)

#### **4. SAFEGUARDING REPORT**

The Parish is committed to the safeguarding of children and vulnerable adults and to supporting those who have been victims of abuse, as well as those who may present a risk to others. The PCC has due regard under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to the safeguarding guidance issued by the House of Bishops (this include both policy and practice guidance) on safeguarding children and vulnerable adults. The Church of England has made a significant change in its relationship with safeguarding. The Bishop of St Albans, through acceptance of the House of Bishops Practice Guidance and Policies as well as 'Promoting a Safer Church', has set minimum requirements for safeguarding training for ordained, licensed and other Church Officers. A Church Officer is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. These changes and requirements came into effect from 2022. All members of the PCC are considered to be Church Officers and therefore **must** hold an up-to-date Disclosure and Barring Service (DBS) check. DBS must be renewed every three (3) years.

All PCC members **must** also complete relevant safeguarding training specific to their role of volunteering with vulnerable children and adults. The link to training is as follows:

<https://safeguardingtraining.cofeportal.org/>

The PCC is currently 61% compliant in meeting those requirements. The training details of each member of the PCC is to be displayed at the back of each church.

Contact details for those wishing to obtain advice, raise any concerns or make referrals to the statutory authorities are displayed at the back of each church and can be found on the church websites - at a church near you.

There has been one (1) safeguarding issue across the 2024 / 2025 year and this was dealt with by way of enlisting the support of emergency services. There have not been any reports of concerns / allegations against church officers across the year.

*Hazlyn Hazel, Parish Safeguarding Officer*

#### **5. FABRIC REPORT**

**ST MICHAEL AND ALL ANGELS** The routine maintenance and upkeep of the church and hall continued as usual. The boilers, gas heaters and fire extinguishers were serviced. The lightning conductor was also inspected and the PAT testing carried out. Archdeacon Janet, accompanied by Revd Laura Hewitt, the Area Dean, carried out her annual Inspection on 13<sup>th</sup> August and despite the problems in the Parish, we were pronounced to be in good heart. The Health and Safety Review was carried out in February and all is well, with attention to responsibilities and checks which were in order. The organ needed attention as it ceased to work due to the electrics being faulty and they had to be rewired. The organ was also tuned in September for the first time in over 4 years and a new lighting tube was also fitted over the keyboard. The piano was tuned in the summer. The 5-year electrical check was also carried out in the church. The gas heater in the vestry was removed as it was condemned, and an electric panel was fixed instead. A flood in the gent's toilet was dealt with, a new

soap dispenser fitted in the ladies toilet and the disabled toilet and new toilet roll holders fitted in all 3 toilets. The gutters were cleared and realigned where necessary and Richard Butler has taken on the maintenance of our grounds and hedge. We are also possessors of a sticker on our green wheelie bin.

**HOLY CROSS** Holy Cross (Church & Hall) has a regular caretaker check along with routine maintenance and repairs by church members.

Items addressed since the last reporting period:

- In November 2024, guttering and fascia boards were attached to the building in the vicinity of the Boiler Room with a view to reducing flooding during wet weather. There has been a small but significant benefit.
- Leaking wash basin U-bend in Gents (hall) toilet. Plumbing company called in, who also checked both Ladies/Gents (hall) drains.
- New wash basin tap needed in Ladies (hall.) Plumbing company called in to replace it.

Routine maintenance and repairs carried out by church members:

- Occasional flooding in the main Boiler Room (Basement) is being constantly monitored.
- Painting, where necessary
- Broken toilet pan in Gents (hall) toilet repaired.
- Vestry flat roof cleared of moss/leaves to reduce risk of water ingress in the vestry.
- Routine inspection of roof space above body of church
- Drains/hoppers/gutters around the church cleared out.

Grateful thanks are expressed to:

- Nigel for his continued help with ongoing maintenance and repairs.
- Church cleaning takes place on a routine basis by church members.
- The upkeep of most of our grounds and gardens is being maintained by church members.
- The front grass is cut, monthly, by a paid gardener.

## **ST NICHOLAS**

- 30% reduction in electrical usage compared to previous years due to use of LED bulbs and use of choir area in winter months.
- Regulator fitted to church clock paid for by EBTC. Clock now keeps perfect time.
- Outside light by South Door now working
- New Sump Pump in Basement area.
- New electric elements fitted to 3 storage heaters (2 in choir area, one by font)
- Safety rope in bell tower re-fixed
- Thanks to Yvonne Thomas for tidying the Open Graveyard

**ALL SAINTS** The Rectory has undergone some refurbishment, and all the regular maintenance has been completed at All Saints. Richard Butler continues to look after the Rectory Garden and our Garden of Remembrance.

## **6. PUBLIC WORSHIP**

Services have been held in all 4 churches every Sunday, except when joint Parish Services are held in one church. This has been possible through the extensive ministry of Visiting Ministers, Lay members, Church Officers, District Church Council members and the Youth Church. The Bishop of St Albans, the Bishop of Hertford, the Archdeacon of Hertford and Assistant Bishop the Right Reverend Rob Wickham have all led Sunday services. With permission from the Bishop of Hertford, Communion by Extension has been offered on several occasions. All Saints Church continues to welcome the Town as its 'Civic Church', hosting the Remembrance Service and Christmas Memorial Service and Lent Lunches. Morning Prayer is said on Mondays (All Saints) and Thursdays (St Nicholas).

In September 2024, the Parochial Church Council approved three lay members to train as Lay leaders of Worship. They successfully completed their training in December 2024 and were commissioned in Candlemas 2025. This brings the number of commissioned Lay leaders of Worship in the Parish to five:

Pat Clarke  
Alana Davenport  
Melvyn Eddon

'Safeguarding Sunday' was marked in November 2024 with special Parish Service at Holy Cross Church with an address by our Parish Safeguarding Officer, Mrs Hazlyn Hazel. Coloured ribbons were displayed outside the churches, to stand against all forms of abuse: <https://loudfence.com/introduction.html>

## **7. PARISH REORGANISATION**

Through summer 2024, the Parish embarked upon a process of Parish Reorganisation, led by the Bishop of Hertford, The Right Reverend Jane Mainwaring. This was to help us reorganise following the loss of two clergy posts (2018 and 2019). The process lasted several weeks and included special Parish meetings and a poll. It resulted in key decisions to reorganise service times and arrangements and ministerial responsibilities, as follows:

**CLERGY RESPONSIBILITIES:** From January 1<sup>st</sup> 2025, Team Vicar Revd Louise Collins, to continue to serve the whole Parish with additional special responsibility for Holy Cross as well as St Michael and All Angels. Pastoral care of the whole Parish, including Baptisms, Funerals, Weddings, Confirmations. It is expected the Team Rector will have special responsibility for St Nicholas and All Saints.

### **SUNDAY SERVICE PATTERN:**

From January 1<sup>st</sup> 2025, service pattern to change for Holy Cross and St Michael's:

- Holy Cross and St Michael and All Angels – A service of Holy Communion once a fortnight led by the Team Vicar and a Lay-led Service of the Word once a fortnight.
- St Nicholas and All Saints – A weekly Service of Holy Communion. To be led by a local member of clergy (e.g. Retired, Deanery, Diocesan) until the new Team Rector is in post.

**SUNDAY SERVICE TIMES:** From January 1<sup>st</sup>, services times changed at St Nicholas & All Saints:

- St Nicholas – 9.15am
- Holy Cross – 9.30am
- St Michael and All Angels – 9.30am in Church and 5.00pm by zoom
- All Saints – 11.15am

## **8. RETIRING TEAM RECTOR and VACANCY**

At the end of May 2024, Revd Tim Warr retired after 23 years' service as Team Rector of Elstree and Borehamwood. His leaving service was held on May 11<sup>th</sup>. He will be missed across the church and wider community. One of his enduring legacies has been the establishment of a purpose-built community hub, known simply as 'Number Ninety-Six'. This is situated next door to All Saints Church on church-owned land. He also established All Saints Church as a major local music venue and a home for the Elstree Mozart Players and Borehamwood Brass. It was during Revd Warr's ministry that the Parish was enlarged to include St Nicholas Elstree in 2005. The retirement of Revd Warr has left a big gap. His monthly 'Messy Church Services' are missed by young families, we hope for something similar when a new Team Rector is appointed. His care and support for families in times of both celebration and loss is also missed. We wish Revd Tim well in his retirement.

The Parish now seeks to recruit a new Team Rector. A Parish Profile was prepared. Advertising began in October 2024 and remains on-going to date. Six members, known as 'Panel Reps', were chosen by the PCC and DCCs respectively to represent their members views in selection and recruitment:

PCC Rep – Pam Kubica  
PCC Rep – Grace Silvera  
Holy Cross Rep – David McAuliffe

St Michael's Rep – Andrew Whittington  
St Nicholas Rep – Terrance Lee  
All Saints Rep – Melvyn Eddon

## **9. PARISH HIGHLIGHTS 2024**

- Renewed relationship with St Nicholas School with services in Church for pupils and parents
- Nine Lessons and Carols at St Nicholas Church
- St Michael's 70th Anniversary celebration weekend and service
- 'Parish Prayer Breakfast' in Epiphany

- Lent Lunches at All Saints
- Confirmations at St Albans Abbey
- Bluebell Pilgrimage, St Albans Abbey Pilgrimages and the Walk of Witness
- The Welcome Café and Warm Spaces, Hot Meals
- General Election Hustings held in June
- Seaside trip to Hastings for the over 60s
- Parish Parties and Socials – Teddy Bear’s Picnic, Valentine’s Party, Sun, Sea & Sand, Christmas
- Welcome Cafe ‘Volunteers Treat’ to Shenley Orchard Tea Rooms
- A ‘Thank You Party’ in September 2024
- Autumn Parish Fair at No. 96 with guests Air Cadet Band
- Visits to Kenilworth, Saffron Green, Woodlands, Meryfield, Cowley Hill and St Nicholas Schools
- Over 100 at Parkside ‘Christingle’ service at St Michael’s Church

## **10. YOUTH CHURCH and SCHOOLS MINISTRY**

The number of members of Youth Church has declined due to members going off to University or doing exams this year but we have helped with the Mothering Sunday service on March 10th, 2024. Again, this year we participated in the annual Hike & Bike in aid of Historic Churches in September which raised £155.00. Christingle is our big event, and several members of Youth Church took part on December 24th. We had so much participation from the community that we will need to buy costumes as we don't have enough. The turn out at our annual Youth Church Christmas meal at Nando's was very low mainly due to the storm that night. To raise participation, we will have a Youth Church get together (with Pizza) on Mar 22nd to find out what they like to do so that we can plan events that they would like to participate in. The Youth Church exists for young people aged 11-17 across the Parish. Mrs Pat Clarke helped lead assemblies at Woodlands School with Pathways. Revd Louise supported 6 local primary schools. Hundreds of schoolchildren, parents, teachers and support staff, visited our churches for Christian education and learning. In July 2024, Revd Collins re-established regular contact and support with St Nicholas Church of England School, Elstree. The School held regular services in Church, including Leavers Service, Harvest Service, Christmas Service and Easter Service. She also connected with Kenilworth School and visited twice, through invitation following a chance meeting. Revd Collins continues as Chaplain to Elstree and Borehamwood 1372 RAF Air Cadets.

*Grace Silvera, Youth Church Leader / Revd Louise Collins*

## **11. MISSION ACTION PLAN 2024**

Parish mission is shaped by the 'Five Marks of Anglican Mission'. The 2024 Parish Mission Action Plan is headed 'Four Churches, One Vision', with the overarching aims of **"Open-ness, Harmony, Good Communication & Keeping Going"**. Our 2024 Smart Mission Goals, with outcomes to date, were:

### *To Share the Good News*

All Saints DCC to explore developing their Lent lunches team to host on-going weekly Wednesday lunches. When? Spring / Summer 2024	OUTCOME: Lent lunches at All Saints 2024 became a regular, monthly event, with a strong and steady attendance
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### *To Teach the Faith*

All members encouraged to support and pray for those being Baptized and Confirmed in the faith. When? St Albans Abbey, May 11 <sup>th</sup> and Oct 26 <sup>th</sup>	OUTCOME: 7 Parish members were confirmed in 2024 at 2 services at St Albans Abbey
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### *To Care for All*

St Michael's DCC to offer training and support to existing and potential Home Visiting teams. When? May / June 2024	OUTCOME: On-going preparation to form a Parish Visiting Scheme, with training and safeguarding checks for Lay Pastoral Visitors
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## *To Transform Society*

The PCC to support local faith relationships and attendance at events e.g. Hertsmere Forum of Faiths, Inter-Faith Week, Mitvah Day, Holocaust Memorial Day When? Year-round	OUTCOME: A Parish Rep has been chosen to represent at the Hertsmere Forum of Faith. Parish attendance at Holocaust Memorial Day.
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## *To Treasure the Earth*

St Nicholas DCC, with PCC support, to explore installing air-source heat pumps to serve their Sanctuary. When? Spring / Summer 2024	OUTCOME: Pending
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### **12. WELCOME CAFÉ and 'WARM SPACES'**

The '**Welcome Café**' continues as a ministry of St Michael and All Angels. It is Parish-wide in its reach, drawing both volunteers and guests from across the town. For 5 months each year, Nov 2024-Mar 2025, the 'Welcome Café' Runs a '**Warm Space, Hot Meals**' scheme. Nutritional vegetarian meals are prepared by Akshaya Patra UK in Watford and transported by volunteers. Fish and chips are served monthly. Generous funding from Clarion Futures and Hertsmere Borough Council have made the 'Warm Space, Hot Meals' scheme possible. Volunteers have been trained in Safe Food Methods which are rigorously documented. The Scheme was awarded 5 stars from Hertsmere Borough Council Environmental Health on November 23rd 2023. The free meals have had an immeasurable part in developing a strong and caring community. Over 100 individuals benefitted from the 'Warm Space, Hot Meals' during 2024. Church members are encouraged to support by coming regularly and making new friends. A Guest Feedback survey was carried out with overwhelmingly positive responses, for example,

'Friendship'	'It's like family'
'Come and see for yourself'	'Keep going, I am so thankful for you all'
'I am very happy to come out the home and meet good friends'	'Pleasant to say the least'
'Sometime have hot meal is very good'	'Home from home - thank you'
'Meeting people conversations, activities'	'Volunteers caring and capable'
'Very friendly and welcoming'	'Excellent 100%'
'The people are so kind and loving'	'Getting to know people'
	'Warm welcome'

### **13. A SPECIAL YEAR**

2024 has been an exciting year, with one of our members, Cllr Alpha Bird Collins, being voted by his fellow-Councillors as Mayor of Elstree and Borehamwood on May 18<sup>th</sup> 2024. Mayor Collins has worked tirelessly throughout to increase the profile of the Parish, its churches and service. He has never missed an opportunity to be an ambassador for Christ, speaking and praying in both public events and private occasions and invoking the blessing of GOD in Elstree and Borehamwood. He has reached out to civic, business and faith leaders and organised the first fully multi-faith Service of Remembrance at Borehamwood War Memorial on Remembrance Sunday. Another legacy of his Mayoral term has been the creation of a new post of responsibility in the Town Council, the 'Mayor's Faith and Community Chaplain'. This was filled by Reverend Rachel Waitt, Minister of Borehamwood Baptist Church. Revd Waitt has accompanied and advised Mayor Collins at many events and set the tenure for this new role. Revd Louise Collins served as Mayor Collins' Consort and attended numerous events with him, throughout the town and Hertfordshire and as far as Coventry and Sheffield. Together they visited twin-town Fontenay-aux-Roses, Paris for Armistice Day. The Parish is becoming known far and wide!

### **14. BARNET DEANERY SYNOD**

Barnet Deanery Synod meets 3 times a year, with guest speakers for most meetings and are held at churches throughout the Deanery. Since the last ADCM there have been 3 meetings: May 22nd 2024 at St. Michael's and All Angels, where the guest speaker was Tim Bull – Director of Vocations at the Diocese of St. Albans who spoke about 'Callings and Vocations: Opportunities for the Churches in the Barnet Deanery.

October 10th 2024 at King Charles the Martyr, Potters Bar, with guest speaker The Bishop of Hertford The Rt Honourable Jane Mainwaring. During her talk she spoke about a) Growing diversity in our leadership – both lay and ordained b) Cost of the pandemic and building back c) 2025 as the Year of Spiritual Renewal and Wellbeing d) Talking about Jesus.

February 12th 2025 at Holy Trinity Lyonsdown, a new Area Dean was commissioned – Revd Stefan Chrysostomou, Vicar of St Mary the Virgin, Potters Bar by Archdeacon Janet at St James New Barnet. Archdeacon Janet was the guest speaker and spoke about The Diocese of St. Albans's Year of Spiritual Renewal and Wellbeing and Spiritual Gifts in The Feeding of the Five Thousand.

*Grace Silvera, Deanery Synod Rep*

## **15. DISTRICT CHURCH REPORTS**



ST MICHAELS  
YEARBOOK 2025 .pd



ADCM YEAR BOOK  
HOLY CROSS 2024-2



All Saints Yearbook  
2025.pdf



ST NICHOLAS  
YEARBOOK 2024-25.

## **16. PCC ROLES and RESPONSIBILITIES**

The Parochial Church Council is a corporate body established by the Church of England. It operates under the Parochial Church Council (Powers) Measure 1956. The Measure states that the PCC 'is to co-operate with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. The PCC is a Registered Charity. PCC members are Trustees. The appointment of Trustees is governed by and set out in the Church Representation Rules. The PCC met nine times in 2024. Meetings are held in-person. It has three Committees:

<b>Committees</b>	<b>Membership / Terms of Reference</b>
PCC Standing Committee	Team Rector (Chair), Team Vicar, one Churchwarden from each District, the PCC Treasurer, PCC Secretary and PSO. Appointed annually by the PCC.
Health and Safety Committee	Membership as appointed annually by the PCC. Annual checks and Covid safety. To advise the PCC on ensuring compliance with current legislation.
Finance Committee	Chaired by Rector or Rector's nominee, composed of PCC Treasurer, District Church Treasurers and one lay PCC member from each church appointed by PCC. Overall control of the finances of the Parish is in the hands of the PCC, assisted by Finance Committee, who make recommendations to the PCC.

Governing documents include:

- 1) The Team Parish of Elstree and Borehamwood Constitution, pursuant to Rule 18 of the Church Representation Rules (draft 2005).
- 2) The Parish of Elstree & Borehamwood in The Diocese of St Albans, Team Ministry Working Practices Convention (revised 2005).



Elstree  
Borehamwood cons



WorkingPracticesC  
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## **17. PCC MEMBERSHIP 2024 – 2025**

Revd Louise Collins, Team Vicar & Chair  
Grace Silvera, Lay Vice Chair & Deanery Synod rep  
Melita Lee, Deanery Synod rep  
Hazlyn Hazel, PCC Safeguarding Officer  
Pam Kubica, Churchwarden  
Anne Smith, Churchwarden

John Auton, Churchwarden  
Pat Clarke, Churchwarden  
Carol McKee, Churchwarden  
Rebecca Whewell, Lay Rep  
Alana Davenport, Lay Rep  
Jane Dyer, Lay Rep

*All PCC members have duly confirmed their eligibility to serve as Trustees and are DBS checked.*

## **18. ELECTORAL ROLL REPORT**

Every 6 years there is a complete revision of the Church Electoral Roll. 2025 was such a year. This meant discarding the previous lists and starting again. I would like to say thank you to the Electoral Roll officers from each of the four district churches for all their work in distributing, collecting and collating all the forms. Lists of names for each district, and for the parish as a whole have been displayed in each church.

Each member of the a district roll is also a member of the parish roll. This gives entitlement to vote at all meetings – such as the Parish AGM. The numbers reflect (among other things) how many members there can be on a District Church Council (DCC), and the rate of the Parish Share which is paid to the diocese (calculated from the total parish number).

The numbers below are as of 9<sup>th</sup> March, but over the next year will be modified with additions or removals. As is usually the case with a completely new roll, there has been a reduction in the total number.

	<b>2025</b>	2024	% change
All Saints	<b>35</b>	72	-51%
St Michael's	<b>58</b>	63	-8%
Holy Cross	<b>17</b>	31	-45%
St Nicholas	<b>9</b>	25	-64%
total	<b>119</b>	191	-38%

*Carol McKee, Parish Electoral Roll Officer*

## **19. ADMINISTRATIVE INFORMATION**

Name:	The Parish of Elstree and Borehamwood
Address for PCC Correspondence:	Parish Office, All Saints Church, Shenley Road, Borehamwood, Hertfordshire, WD6 1EB
Phone Number:	Messages may be left on 020 8905 1365 which is checked weekly.
Email:	District churches can be contacted via the websites
Websites:	<a href="https://www.achurchnearyou.com/benefice/32-091BJ/">https://www.achurchnearyou.com/benefice/32-091BJ/</a> <a href="https://www.achurchnearyou.com/church/7536/">https://www.achurchnearyou.com/church/7536/</a> <a href="https://www.achurchnearyou.com/church/7534/">https://www.achurchnearyou.com/church/7534/</a> <a href="https://www.achurchnearyou.com/church/7535/">https://www.achurchnearyou.com/church/7535/</a> <a href="https://www.achurchnearyou.com/church/7542/">https://www.achurchnearyou.com/church/7542/</a>
Charity Registration:	The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood, Registered charity number: 1132871 <a href="https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5005255/charity-overview">https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5005255/charity-overview</a>
PCC Bank Details:	CAF Bank, 25 Kings Hill Avenue, West Malling, KENT, ME19 4JQ Sort: 40-52-40, ACC: 00012619
PCC Bank Signatories:	Patricia Clarke, Pam Kubica, Grace Silvera, Carol McKee
Independent Auditor for 2025	Julie Kuriti My Key Accountants Ltd TBC

## **20. FINANCIAL STATEMENTS 2024**

*Financial statements overleaf:*

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ELSTREE AND BOREHAMWOOD**

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I report to the charity trustees on my examination of the receipt & payments accounts of The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood for the year ended 31 December 2024.

### **Responsibilities and basis of report**

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

### **Independent examiner's statement**

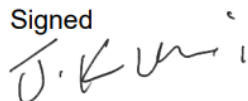
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of

accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Signed



Ms. Julie Kuriti  
My Key Accountants Ltd  
130 Balmoral Drive  
Borehamwood  
WD6 2QT

07 May 2025

**The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood**  
**Receipts and Payments Financial statement**  
**For the Year Ended 31 December 2024**

	<b>2024</b>	<b>2023</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
<b>Receipt</b>	<b>Fund</b>	<b>Fund</b>
	<b>£</b>	<b>£</b>
Grants & Donations	11,517	12,294
Interest Income	45	26,258
Church Activities	76,287	79,735
Other	41	385
<b>Total Receipts</b>	<b>87,890</b>	<b>118,671</b>
<b>Payments</b>		
Fund Raising		
Church Activities	92,124	109,081
<b>Total payments</b>	<b>92,124</b>	<b>109,081</b>
Surplus or (Deficit) for the year	(4,234)	9,590
Gain or (Loss) from investment fund	8,677	8,531
<b>Total funds brought forward</b>	<b>191,762</b>	<b>173,641</b>
<b>Total funds carried forward</b>	<b>192,805</b>	<b>191,762</b>

# PARISH OF ELSTREE AND BOREHAMWOOD

## Balance Sheet

As of December 31, 2024

	Total	
	As of Dec 31, 2024	As of Dec 31, 2023
	£	£
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
CAF cash Account 00012619	21,562	16,601
INVESTMENT		
CBF Deposit Fund 1320011123D/CB3013931	34,054	32,533
CBF Fixed interest fund Units 132001046F/CB3014753	27,643	33,056
CBF Fixed interest fund Units 1320011160D/CB3013949	1,312	1,211
CBF Fixed interest fund Units 132001796S/CB3014577	18,361	17,950
CBF Fixed interest fund Units 132001842S/CB3014630	1,364	1,363
CBF Investment fund units 132001889s/CB3014763	91,909	89,853
Total INVESTMENT	174,643	175,966
Total Cash at bank and Investment	196,205	192,567
Net current assets	196,205	192,567
Creditors: amounts falling due within one year		
Current Liabilities		
Accruals	-	805
Total Current Liabilities	-	805
Total Creditors: amounts falling due within one year	-	805
Net current assets (liabilities)	196,205	191,762
Total assets less current liabilities	196,205	191,762
<b>Total net assets (liabilities)</b>	<b>196,205</b>	<b>191,762</b>
Capital and Reserves		
Gain or Loss from investment fund	42,110	34,744
Unrestricted Reserve	154,095	157,018
<b>Total Capital and Reserves</b>	<b>196,205</b>	<b>191,762</b>

Notes to the Accounts:

**Notes to the  
Accounts:**

Note	2024 £	2023 £
<b>1. Receipt</b>		
Grants & Donations		
Donations	11,517	1,294
City Church Fund towards insurance & heating	0	11,000
Interest income		
Bank Interest	45	26,258
Church Activities		
PARISH SHARE All Saints	29,195	32,119
PARISH SHARE Holy Cross	3,000	6,000
PARISH SHARE St Michael	28,420	25,093
PARISH SHARE St Nicholas	-	2,500
Insurance cost contribution from All Saints	2,833	-
Insurance cost contribution-St Michael	1,242	-
Church Services, funerals, Weddings etc	9,366	14,023
Other – Printing & Photocopying	41	385

## 2. Payments

### Fund Raising

	2024	2023
	£	£
Parish Share- St Albans Diocesan	67,549	63,781
Clergy Expenses	131	4,061
Entertaining		
Holy Cross Gardening reimbursements	1,040	800
Other Professional Services	1,099	752
PCC reimbursements to DCC	-	10,224
<b>Wedding &amp; Funeral Fees</b>		
Funeral fees	5,952	10,014
Gravedigger	530	720
Organist	1,410	1,590
Verger	490	595
Wedding	-	22
<b>SUPPORT COSTS</b>		
PREMISES Insurances Holy Cross	809	772
PREMISES Insurances All Saints	2,756	2,580
PREMISES Insurances St Michaels	1,226	1,293
PREMISES Insurances St Nicholas	2,858	2,732
Bank charges	122	131
Office/General Administrative Expenses	335	552
Governance costs	820	-
Computer Costs	1,404	-
Phone Costs / Land line	2,179	1,687
Printing, Postage & Stationery	1,101	1,482
Travel and Accommodation	314	179
PREMISES Gas & Elec All Saints	-	1,279
PREMISES Gas & Elec Holy Cross	-	1,279
PREMISES Gas & Elec St Michaels	-	1,279
PREMISES Gas & Elec St Nicholas	-	1,279
	<u>92,124</u>	<u>109,081</u>

## **Notes to the Financial Statements:**

### **1. General information**

The charity is a public benefit entity which is incorporated in England and Wales. The address of its registered and principal office is xx

### **2. Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are as follows:

#### **2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP FRS 102). The Charity meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **2.2 Accounts on a going concern basis**

The Trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of financial position, reserves levels and future plans gives

Trustees confidence the charity remains a going concern for the foreseeable future.

#### **2.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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# Accounts

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**The Team Parish of Elstree and Borehamwood**  
**TRUSTEES REPORT 2022**

**AIMS AND OBJECTIVES**

Our primary purpose as a Parish is the promotion of the Gospel of our Lord Jesus Christ, according to the doctrines and practices of the Church of England. Our Parish life is shaped by the 'Five Marks of Anglican Mission':

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
5. To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

**PARISH STRUCTURE**

We are a Team Parish of four District churches, served by a Team Rector, one Team Vicar, one Lay Reader, Church Officers, lay ministers and many active members.

**All Saints**

94 Shenley Road, Borehamwood, WD6 1EB  
Team Rector, Revd Tim Warr  
Churchwarden Mrs Pam Kubica  
pkubica@btinternet.com  
<https://www.achurchnearyou.com/church/7534/>

**Holy Cross**

Balmoral Drive, Borehamwood, WD6 2QU  
Churchwarden Anne Smith  
<https://www.achurchnearyou.com/church/7535/>

**St Michael & All Angels**

Brook Road, Borehamwood, WD6 5EQ  
Revd Louise Collins 020 8953 2362  
louise.collins59@hotmail.com  
Pat Clarke, Churchwarden  
Carol McKee, Churchwarden  
<https://www.achurchnearyou.com/church/7536/>

**St Nicholas**

Elstree High Street, Elstree, WD6 3SW  
Churchwarden and Lay Reader John Auton 07885 142217  
j1aut@btinternet.com  
<https://www.achurchnearyou.com/church/7542/>

**ACHIEVEMENTS**

We enter the 2nd year without our Team Rector, who is on long-term sick leave and held in prayer. Though his absence has had a profound impact, we are doing well. Services have been held in all four churches every Sunday, apart from joint Parish Services when we all worship together in one church. Lay members, Church Officers, District Church Council members and the Youth Church have all stepped up in leading Sunday services and taking on extra duties. We are very grateful to colleagues in Barnet Deanery, readers, retired clergy and others for all their help and support.

The Parish continues to prioritise its core functions and responsibilities. This year it has welcomed new members and developed several new initiatives, including:

- Parish Training and Refresher mornings (Safeguarding and Sacramental Ministry)
- Parish Mission Action Plan
- Parish Stewardship Leaflet
- Christmas Memorial Service (All Saints)
- Renovation of vicarage (Holy Cross)
- Publicity video (St Nicholas)
- Summer Meals and Warm Spaces (St Michael's)

## **ELECTORAL ROLL 2022**

191 members

## **DISTRICT YEARBOOKS**



ADCM YEAR BOOK  
HOLY CROSS 2022-2



ST MICHAELS  
YEARBOOK 2022-23.



ST NICHOLAS  
YEARBOOK 2022-202



ALL SAINTS  
YEARBOOK 2023.pdf

## **PUBLIC WORSHIP**

This year has seen the full resumption of services of Holy Communion within the guidance of the Church of England. At the discretion of each District, some Covid safety measures are still in place. With regard to receiving the Sacrament (bread and wine) in Holy Communion, individuals are free to exercise personal discretion as to what is right for them at any given time.

Sunday services are held as follows:

All Saints Church at 11.00am  
Holy Cross Church at 9.30am  
St Michael & All Angels Church at 9.30am in Church and 5.00pm by zoom  
St Nicholas Church at 9.30am

Seven joint Sunday morning services for all four churches, known as Parish Services, have been held, including a 'Praise in the Park' service held in Meadow Park in August. Other afternoon Parish Services have included Maundy Thursday, Ascension Day and Advent Carols. Christmas Carols were sung by the Parish Singers at 'The Wellington'.

In June, all four churches held special services and events for the 70<sup>th</sup> Jubilee of Her Majesty, Elizabeth II, including a lunch at St Nicholas and Tea Party at St Michael's. The Parish Musicians led the Town in an open-air service celebrating the Jubilee in Meadow Park. In July, St Nicholas Church held a splendid 'Dickens Day' in conjunction with the NSPCC fete, featuring selected works of Charles Dickens and a memorable 'Miss Faversham'.

A Lent Course was held in 2022 on the Christian Virtues.

All Saints Church continues to welcome the Town as its 'Civic Church':

- a) Flower Festival as part of Elstree and Borehamwood Summer Festival Fortnight
- b) Service of Commemoration for her Late Majesty Queen Elizabeth II with the Mayor of Hertsmere, the Mayor of Elstree and Borehamwood and Councillors in attendance.
- c) Remembrance Sunday Parade and Civic Service with the Mayor of Elstree and Borehamwood and Councillors in attendance.

d) Christmas Memorial Service, jointly hosted by the Parish and Co-op Funeralcare, offering support to over one hundred Parishioners affected by loss and bereavement.

## **SAFEGUARDING**

The PCC recognises its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The Church of England has made a significant change in its relationship with safeguarding. The Bishop of St Albans, through acceptance of the House of Bishops Practice Guidance, has set minimum requirements for safeguarding training for ordained, licensed and other Church Officers. A Church Officer is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. These changes and requirements came into effect from 2022: <https://www.stalbans.anglican.org/wp-content/uploads/Safeguarding-Training-Newsletter-November-2021-1.pdf>

In addition to holding a Basic Awareness Safeguarding training for volunteers supporting the Summer Meals Scheme, the PCC has this year increased its compliance in relation to meeting its safeguarding duties. This has been done through formally agreeing / adopting the Safeguarding Policy for Promoting a Safer Church, ensuring members of the PCC and by extension DCC's complete relevant safeguarding training specific to individual roles and updating Disclosure and Barring Service checks for volunteers across the four churches who perform a role volunteering with vulnerable children and adults. There have been no reports of concerns / allegations against church officers across the year.

Hazlyn Hazel, Parish Safeguarding Officer

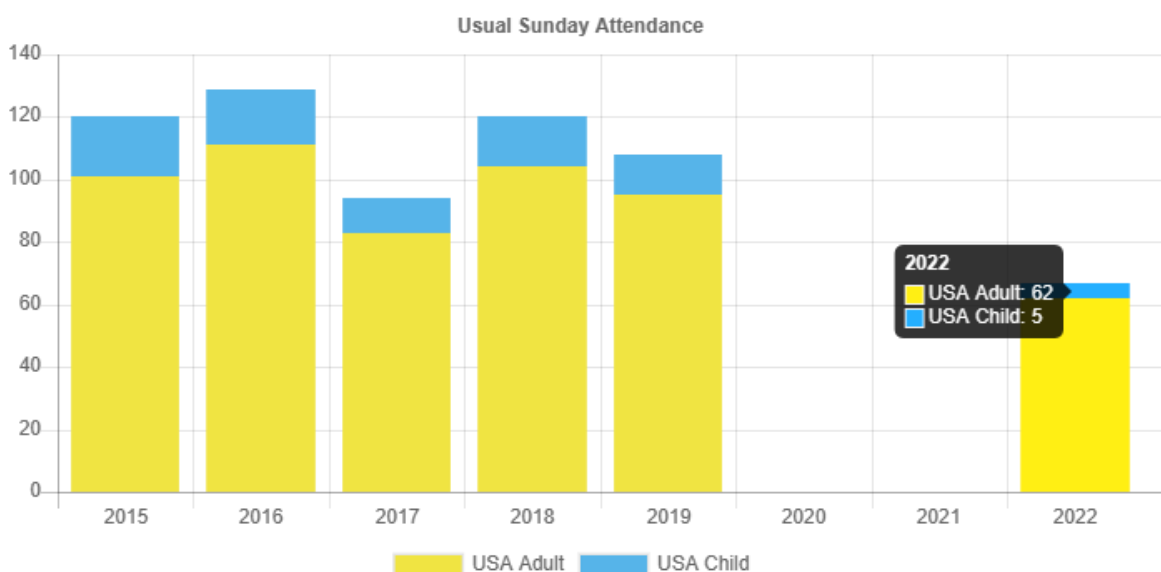
## **TRAINING AND DEVELOPMENT**

In-house training and refresher mornings, held thanks to the leadership of Parish Officers and ministers, have been well-received and well-attended:

Basic Safeguarding Awareness (June 2022)

## **MISSION STATISTICS**

See full details at: <https://www.stalbansdiocese.org/parishsupport/dashboards/>



## **MISSION ACTION PLAN**

The PCC agreed a Parish Mission Action Plan (MAP) in November 2022 to be published at the Parish Service in January 2023. **See Appendix 1.**

## **YOUTH CHURCH**

Launched in December 2021, the Youth Church continues to flourish under the leadership of adult helpers. The Youth Church helps welcome people to Church and leads Sunday services and the annual 'Christingle'. Barnet Deanery 'Light Night Party' was held in the Parish in October. Other events included 'Walk for Water Aid' and 'Hike 'n Bike Eco-Relay'. A Christmas treat to Nando's was held, thanks to an anonymous donation. Revd Collins continues in her role as Chaplain to the RAFAC Air Cadets Squadron 1372 Borehamwood and ministers in several local Primary Schools.

## **WELCOME CAFÉ, SUMMER MEALS and WARM SPACES**

The 'Welcome Café' was established at St Michael's Hall in 2021 as the country began to come out of lockdown. It welcomes people from across the Parish for coffee, cake and an opportunity to socialise. It has a weekly attendance of up to 30 or more and a programme of activities, including Keep Fit, Knit and Natter and Craft. It is popular with friends from the Adult Day Centre in Aycliffe Road. A Harvest Lunch was held in September. A highlight was joining a summer day trip (sadly over 60's only) to the seaside at Broadstairs organised by the Town Council.

Working in partnership with others, the Parish has recognised and responded to the cost-of-living crisis faced by many people locally. Over 1,000 hot meals were served during the summer school holidays in conjunction with Watford-based charity 'Akshaya Patra', Hertsmere Borough Community Engagement Team and others. A 'Salad and Salsa' Party has held to thank the volunteers.

Building on the success of the 'Welcome Café', St Michael and All Angels Hall has been open as a 'Warm Space' on three days a week from November 2022-March 2023. Attendance has been up to 30-40 people. Thanks to generous local donations and grants from Hertfordshire County Council, free fish and chips have been served and parties held on several occasions. Volunteers have come from across the community and Parish Churches. Talks have been held by church members and others, e.g., living with visual impairment, finding hope as a refugee, shopping on a budget, personal and fire safety.

## **GARDENING GROUP**

St Michael and All Angels has enjoyed working with the Adult Day Centre in Aycliffe Road who every week bring a group of keen gardeners to tend the Church Garden and grounds. The Group will be thanked for their efforts with an outing to Shenley Orchard & Tearooms (Jan 2023).

## **FINANCES**

### **1. The Challenge:**

The PCC recognises the payment of Parish Share and Clergy expenses has been late and partial. It recognises historical shortfalls in meeting its key financial responsibilities to St Albans Diocesan Board of Finance:

Historical Shortfall  
2021= £37,740  
2020 = £30,928

## **2. Income**

The Parish's principal sources of funding are:

- Gifts and offerings including Gift Aid
- Income from Hall rental and the Community Centre at 96 Shenley Road
- Fund-raising efforts such as fairs and sales of work
- Fees from weddings and funerals
- Grant applications

The District churches charge affordable rates for the hire of their Halls, making a contribution to the wider social good. There are differing rates for business, social and charitable hire.

Fund-raising efforts have continued District Summer Fair, Michaelmas Fair, Christmas Street Market and on-going sales of marmalade, apple crumbles and knitted goods.

### **Grants:**

Several Grants have been successfully applied for and obtained on a District-basis:

- Sports England for Older Persons Keep Fit £600
- Jubilee Grants from Hertsmere Borough Council totalling several hundred pounds
- Diocesan 'Fresh Expressions' grant for Warm Spaces Fish 'n Chips £250
- HCC Community & Well-Being Festive Grant for Christmas Party £360
- Hertfordshire Communities Foundation for Warm Spaces Welcome Café £2,000
- Diocesan Board of Finance Pastoral Aid Support Grant £8,000

## **3. Expenditure**

Expenditure has been on key financial responsibilities to preserve the running of the Parish. The Parish is run on a shoestring. In addition, the District churches support local, national and international charities, in accord with a Christian ethos.

## **4. PCC Accounts 2022**

Attached

## **5. Stewardship**

The PCC renewed its focus on Stewardship with a Parish Stewardship Plan leaflet which was agreed and published at the Parish Service in January 2023. **See Appendix 2.**

## **6. Reserves Policy and Risk Management**

To follow (PCC Treasurer)

## **7. Funds Held as Custodian Trustees on Behalf of Others**

None

## **FUTURE PLANS**



ONE PAGE PARISH  
MID-YEAR PLANNER

## **PCC STRUCTURE, GOVERNANCE AND MANAGEMENT**

The PCC (Powers) Measure 1956 states that the PCC 'is to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'.

The Parish of Elstree and Borehamwood is a Team Parish comprising four District Churches. Each church has their own annual meeting at which churchwardens and PCC members are nominated and annual report and accounts presented.

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity. The appointment of PCC members is governed by and set out in the Church Representation Rules.

The PCC has met six times this year. Meetings are held in-person as several members do not have online facility. It has three Committees:

<b>Committees</b>	<b>Membership / Terms of Reference</b>
PCC Standing Committee	The Team Rector (Chair), the Team Vicar(s), one Churchwarden from each district, the PCC Treasurer and the PCC Secretary. Appointed annually by the PCC.
Health and Safety Committee	Membership as appointed annually by the PCC. Annual checks and Covid safety. To advise the PCC on ensuring compliance with current legislation.
Finance Committee	Chaired by the Rector or the Rector's nominee, composed of the PCC Treasurer, the District Church Treasurers and one lay PCC member from each church appointed by the PCC. Overall control of the finances of the Parish shall be in the hands of the PCC, assisted by a Finance Committee. The Finance Committee shall make recommendations to the PCC.

## **GOVERNING DOCUMENTS**

1. The Team Parish of Elstree and Borehamwood Constitution, pursuant to Rule 18 of the Church Representation Rules (draft 2005).
2. The Parish of Elstree & Borehamwood in The Diocese of St Albans, Team Ministry Working Practices Convention (revised 2005).



Elstree  
Borehamwood cons



WorkingPracticesC  
onventionRevJan05

## **PCC MEMBERSHIP 2022 – 2023**

PCC Chair – Team Rector Revd Tim Warr (off sick)  
PCC Lay Vice Chair – Andrew Whittington  
PCC Secretary – Kathy Foster  
PCC Treasurer – Sheila Mutembei  
PCC Safeguarding Officer – Hazlyn Hazel  
Churchwarden Pam Kubica  
Churchwarden Anne Smith  
Churchwarden John Auton

Churchwarden Pat Clarke  
Churchwarden Carol McKee  
Team Vicar Revd Louise Collins  
Smile Imoh  
Rebecca Whewell  
Annabelle Bannermann  
Grace Silvera  
Melita Lee

*All members have duly confirmed their eligibility to serve as Trustees.*

## **ADMINISTRATIVE INFORMATION**

Name:	The Parish of Elstree and Borehamwood
Address for PCC Correspondence:	Parish Office, All Saints Church, Shenley Road, Borehamwood, Hertfordshire, WD6 1EB
Phone Number:	020 8905 1365
Email:	office@borehamwoodchurches.org.uk
Parish Website:	<a href="http://www.borehamwoodchurches.org.uk/">http://www.borehamwoodchurches.org.uk/</a>
Charity Registration Number:	1132871
Bank Details:	CAF Bank, 25 Kings Hill Avenue, West Malling, KENT, ME19 4JQ Sort: 40-52-40 ACC: 00012619
Bank Signatories:	Mrs Patricia Clarke, Ms Sheila Mutembei, Mrs Pamela Kubica, Mrs Kathleen Foster, Revd Tim Warr
Independent Auditor for 2022	To follow (PCC Treasurer)

*For and on behalf of the PCC  
Revd Louise Collins, Team Vicar, March 2023*

**Appendix 1:**  
**Parish Mission Action Plan (MAP)**

**OUR INSPIRATION:**



*And he said to them, "Go into all the world and proclaim the good news to the whole creation."*

Mark 16.15

**The Parish of Elstree and Borehamwood**

*Four Churches, One Vision*



**Mission Action Plan 2023**

PCC November 2022

**OUR VALUES:**



**OUR VISION:**

**'To be a Parish Shaped by the Five Marks of Mission'**

**OUR PRIORITIES:**

**Five Marks of Mission**



**OUR SMART GOALS:**

**TELL**  
To hold Open-Air Services:

- Carols at the Wellington Pub (Christmas 2022 & 23)
- Coronation Songs of Praise (Meadow Park, May 7<sup>th</sup>)
- Praise in the Park (Meadow Park, August 27<sup>th</sup> 2023)

**TEACH**

- To have a Parish-wide Lent Group in 2023
- To promote the Youth Church programme for 2023
- To hold training in Sacramental Ministry (leading intercessions, sacristan, reading, chalice, hymns)

**TEND**

- To develop Welcome Café as part of 'Borehamwood Warm Spaces' (November 2022 – March 23)
- To develop seasonal Memorial Services with Co-Op Funeralcare (Summer / Christmas 2023)

**TRANSFORM**

- To host a charity-fundraiser concert (Borehamwood Brass, St Michael's for Alzheimers, November 4<sup>th</sup>)
- To hold an Autumn Fair at No. 96 Shenley Rd to raise Parish funds (October 7<sup>th</sup>)
- To participate in Mitzvah Day, a faith-led day of social action (November 19<sup>th</sup> <https://mitzvahday.org.uk/>)

**TREASURE**

- To tend church / civic flower beds and develop church vegetable patches, as appropriate (Spring 2023)
- To have a Stewardship Sunday and join the Parish Giving Scheme (Spring 2023)

# Appendix 2: Parish Stewardship Plan

## How Can I Give?

There are many ways we can give financially to the Church:

- ✓ **Weekly Envelopes** For those who give by cash, weekly Offering Envelopes are available from your Treasurer / Churchwarden.
- ✓ **Standing Order** Set up a Standing Order from your bank.
- ✓ **Gift Aid – something back from the tax office!** If you pay tax, we can apply to HMRC for a refund the tax you have already paid, up to 25% of your gift. All you have to do is sign a Gift Aid declaration form.
- ✓ **Parish Giving Scheme** Easy, reliable and saves our Treasurer time. Details to follow.
- ✓ **Legacies** Building God’s kingdom for the generations to come.
- ✓ **One-off Thanksgivings** Maybe you have received some good news recently or a special blessing? God loves a cheerful giver!

### My Pledge ...

Like any family, the Church family has to plan ahead and budget for the year to come. It is very helpful when members can prayerfully consider and commit to regular giving. When you are ready, we will be delighted to hear from you! For example:

Dear Church Treasurer,

This year I am aiming to give £..... per week or £..... per month,

Signed .....

Further help and info on Stewardship and Giving please talk to your Church Treasurer.

**The Parish of Elstree and Borehamwood**  
*Four Churches – One Vision*

## Gifts and Giving 2023

### Parish Stewardship



*“Give, and it will be given to you. A good measure, pressed down, shaken together, running over, will be put into your lap; for the measure you give will be the measure you get back.”*

Luke 6.38

**PCC January 2022**

## Seek Ye First the Kingdom of God

Our Church life is shaped by the 5 characteristic Marks of Anglican Mission:

### The Five Anglican Marks of Mission



Proclaim the Good News of the Kingdom.



Teach, nurture, and baptize new believers.



Respond to human need by loving service.



Seek to transform unjust structures of society, to challenge violence of every kind, and to pursue peace and reconciliation.



Strive to safeguard the integrity of creation and sustain and renew the life of the earth.

## Your Giving Makes a Difference

Although the Church of England is the “established church”, it receives no funding from the Government, but is funded entirely through the ‘grassroots’ support and efforts of its members and others. We are deeply indebted and grateful to all whose faithful giving, stewardship of time, talents, gifts and fund-raising efforts make possible the mission and ministry of this Parish.



The Church of England encourages Christians to consider giving 5% (£1 in £20) of their income to the local Church. However, the most important thing is to think prayerfully about what is right for you now and to give with a cheerful heart.

## Paying Our Way ...

We live in the real world. Our major financial responsibility and expenditure as a Parish goes towards the cost of training and supporting clergy and having vicarages. This is paid for through the **Parish Share Scheme** where each Church pays their Share to St Albans the Diocesan Board of Finance (DBF). See <https://www.stalbans.anglican.org/finance/parish-share-scheme/>

In 2023, the Share for the Parish of Elstree and Borehamwood is **£97,343.00**

We normally split this amount four-ways between the four Parish Churches:

- St Michael and All Angels pays 34%
- All Saints pays 33%
- St Nicholas pays 17%
- Holy Cross pays 16%

However, this year St Albans Diocese has awarded St Michael and All Angels a Pastoral Aid Grant of £8,000, reducing our overall Parish Share request.

In addition, costs to Parish and Districts include electricity, gas, water, repairs, renewals, maintenance, supplies, services, organ and piano upkeep, insurance, administration, mission costs, publicity, Parish Office costs, clergy phone lines, travelling expenses and more.

### Parish Targets for 2023

- Our target income from Planned Giving and Gift Aid is £54,293
- Our target income from Weekly and One-Off Offerings is £10,000
- Our target income from Hire of Halls is £23,000
- Our target income from Fund-Raising is £3,000
- Our target income from Wedding, Funeral and Other Fees is £2,000
- Our target income from Grants and Other is £10,000 (£8K already awarded)

*Our overall target income for 2023 is £102,293.00, plus District Church costs*

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ELSTREE AND BOREHAMWOOD**

I report to the charity trustees on my examination of the receipt & payments accounts of The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood for the year ended 31 December 2023.

**Responsibilities and basis of report**

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

**Independent examiner's statement**

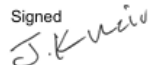
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of

accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Signed



Ms. Julie Kuriti  
My Key Accountants Ltd  
130 Balmoral Drive  
Borehamwood  
WD6 2QT

19 November 2024

**The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood  
Receipts and Payments Financial  
statement  
For the Year Ended 31 December  
2023**

<b>Note</b>	<b>2023</b>	<b>2022</b>
<b>s</b>	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Fund</b>	<b>Fund</b>
	<b>£</b>	<b>£</b>
<b>Receipt</b>		
Grants & Donations	12,294	5,118
Interest Income	26,258	
Church Activities	79,735	68,365
Other	385	18
<b>Total Receipts</b>	<b>118,671</b>	<b>73,501</b>
<b>Payments</b>		
Fund Raising		
Church Activities	109,081	68,061
<b>Total payments</b>	<b>109,081</b>	<b>68,061</b>
Surplus for the year	9,590	5,440
Gain or (Loss) from investment fund	7,167	
<b>Total funds brought forward</b>	<b>173,641</b>	<b>168,201</b>
<b>Total funds carried forward</b>	<b>190,398</b>	<b>173,641</b>

**PARISH OF ELSTREE AND BOREHAMWOOD**  
**Balance Sheet**

As of December 31, 2023

	Total	
	As of Dec 31, 2023 £	As of Dec 31, 2022, £
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
CAF cash Account 00012619	16,601	33,203
INVESTMENT		
CBF Deposit Fund 1320011123D	32,533	24,720
CBF Fixed interest fund Units 132001046F	52,216	37,612
CBF Investment fund units 132001889s	89,853	78,910
Total INVESTMENT	174,602	141,242
Total Cash at bank and in hand	191,203	174,446
Net current assets	191,203	174,446
Creditors: amounts falling due within one year		
Current Liabilities		
Accruals	805	805
Total Current Liabilities	805	805
Total Creditors: amounts falling due within one year	805	805
Net current assets (liabilities)	190,398	173,641
Total assets less current liabilities	190,398	173,641
Total net assets (liabilities)	190,398	173,641
Capital and Reserves		
Gain or Loss from investment fund	34,744	27,577
Unrestricted Reserve	155,654	146,064
Total Capital and Reserves	190,398	173,641

Notes to the Accounts:

**Notes to the  
Accounts:**

Note	2023 £	2022 £
<b>1. Receipt</b>		
Grants & Donations		
Donations	1,294	
City Church Fund towards insurance and heating	11,000	5,118
Interest income		
Bank Interest	26,258	
Church Activities		
PARISH SHARE All Saints	32,119	24,500
PARISH SHARE Holy Cross	6,000	
PARISH SHARE St Michael	25,093	29,614
PARISH SHARE St Nicholas Church Services, funerals, Weddings etc	14,023	11,751
Other – Printing & Photocopying	385	18

## 2. Payments

### Fund Raising

	2023	2022
	£	£
Parish Share- St Albans Diocesan	63,781	45,000
Clergy Expenses	4,061	1,775
Entertaining		40
Holy Cross Gardening reimbursements	800	880
Other Professional Services	752	
PCC reimbursements to DCC	10,224	240
<b>Wedding &amp; Funeral Fees</b>		
Funeral fees	10,014	8,217
Gravedigger	720	
Organist	1,590	1,110
Verger	595	694
Wedding	22	12
<b>SUPPORT COSTS</b>		
PREMISES Insurances Holy Cross	772	715
PREMISES Insurances All Saints	2,580	2,414
PREMISES Insurances St Michaels	1,293	1,053
PREMISES Insurances St Nicholas	2,732	2,581
Bank charges	131	93
Office/General Administrative Expenses	552	570
Phone Costs / Land line	1,687	1,170
Printing, Postage and Stationery	1,482	1,917
Travel and Accommodation	179	60
PREMISES Gas & Elec All Saints	1,279	
PREMISES Gas & Elec Holy Cross	1,279	
PREMISES Gas & Elec St Michaels	1,279	
PREMISES Gas & Elec St Nicholas	1,279	
	<u>109,081</u>	<u>68,061</u>

### Notes to the Financial Statements:

#### 1. General information

The charity is a public benefit entity which is incorporated in England and Wales. The address of its registered and principal office is xx

#### 2. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are as follows:

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP FRS 102). The Charity meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### 2.2 Accounts on a going concern basis

The Trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of financial position, reserves levels and future plans gives

Trustees confidence the charity remains a going concern for the foreseeable future.

##### 2.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ELSTREE AND BOREHAMWOOD**

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I report to the charity trustees on my examination of the receipt & payments accounts of The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood for the year ended 31 December 2023.

### **Responsibilities and basis of report**

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

### **Independent examiner's statement**

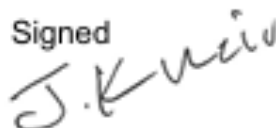
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2. the accounts do not accord with those records; or
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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Ms. Julie Kuriti  
My Key Accountants Ltd  
130 Balmoral Drive  
Borehamwood  
WD6 2QT

19 November 2024

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# Accounts

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**The Team Parish of Elstree and Borehamwood**  
**TRUSTEES REPORT 2022**

**AIMS AND OBJECTIVES**

Our primary purpose as a Parish is the promotion of the Gospel of our Lord Jesus Christ, according to the doctrines and practices of the Church of England. Our Parish life is shaped by the 'Five Marks of Anglican Mission':

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
5. To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

**PARISH STRUCTURE**

We are a Team Parish of four District churches, served by a Team Rector, one Team Vicar, one Lay Reader, Church Officers, lay ministers and many active members.

**All Saints**

94 Shenley Road, Borehamwood, WD6 1EB  
Team Rector, Revd Tim Warr  
Churchwarden Mrs Pam Kubica  
pkubica@btinternet.com  
<https://www.achurchnearyou.com/church/7534/>

**Holy Cross**

Balmoral Drive, Borehamwood, WD6 2QU  
Churchwarden Anne Smith  
<https://www.achurchnearyou.com/church/7535/>

**St Michael & All Angels**

Brook Road, Borehamwood, WD6 5EQ  
Revd Louise Collins 020 8953 2362  
louise.collins59@hotmail.com  
Pat Clarke, Churchwarden  
Carol McKee, Churchwarden  
<https://www.achurchnearyou.com/church/7536/>

**St Nicholas**

Elstree High Street, Elstree, WD6 3SW  
Churchwarden and Lay Reader John Auton 07885 142217  
j1aut@btinternet.com  
<https://www.achurchnearyou.com/church/7542/>

**ACHIEVEMENTS**

We enter the 2nd year without our Team Rector, who is on long-term sick leave and held in prayer. Though his absence has had a profound impact, we are doing well. Services have been held in all four churches every Sunday, apart from joint Parish Services when we all worship together in one church. Lay members, Church Officers, District Church Council members and the Youth Church have all stepped up in leading Sunday services and taking on extra duties. We are very grateful to colleagues in Barnet Deanery, readers, retired clergy and others for all their help and support.

The Parish continues to prioritise its core functions and responsibilities. This year it has welcomed new members and developed several new initiatives, including:

- Parish Training and Refresher mornings (Safeguarding and Sacramental Ministry)
- Parish Mission Action Plan
- Parish Stewardship Leaflet
- Christmas Memorial Service (All Saints)
- Renovation of vicarage (Holy Cross)
- Publicity video (St Nicholas)
- Summer Meals and Warm Spaces (St Michael's)

## **ELECTORAL ROLL 2022**

191 members

## **DISTRICT YEARBOOKS**



ADCM YEAR BOOK  
HOLY CROSS 2022-2



ST MICHAELS  
YEARBOOK 2022-23.



ST NICHOLAS  
YEARBOOK 2022-202



ALL SAINTS  
YEARBOOK 2023.pdf

## **PUBLIC WORSHIP**

This year has seen the full resumption of services of Holy Communion within the guidance of the Church of England. At the discretion of each District, some Covid safety measures are still in place. With regard to receiving the Sacrament (bread and wine) in Holy Communion, individuals are free to exercise personal discretion as to what is right for them at any given time.

Sunday services are held as follows:

All Saints Church at 11.00am  
Holy Cross Church at 9.30am  
St Michael & All Angels Church at 9.30am in Church and 5.00pm by zoom  
St Nicholas Church at 9.30am

Seven joint Sunday morning services for all four churches, known as Parish Services, have been held, including a 'Praise in the Park' service held in Meadow Park in August. Other afternoon Parish Services have included Maundy Thursday, Ascension Day and Advent Carols. Christmas Carols were sung by the Parish Singers at 'The Wellington'.

In June, all four churches held special services and events for the 70<sup>th</sup> Jubilee of Her Majesty, Elizabeth II, including a lunch at St Nicholas and Tea Party at St Michael's. The Parish Musicians led the Town in an open-air service celebrating the Jubilee in Meadow Park. In July, St Nicholas Church held a splendid 'Dickens Day' in conjunction with the NSPCC fete, featuring selected works of Charles Dickens and a memorable 'Miss Faversham'.

A Lent Course was held in 2022 on the Christian Virtues.

All Saints Church continues to welcome the Town as its 'Civic Church':

- a) Flower Festival as part of Elstree and Borehamwood Summer Festival Fortnight
- b) Service of Commemoration for her Late Majesty Queen Elizabeth II with the Mayor of Hertsmere, the Mayor of Elstree and Borehamwood and Councillors in attendance.
- c) Remembrance Sunday Parade and Civic Service with the Mayor of Elstree and Borehamwood and Councillors in attendance.

d) Christmas Memorial Service, jointly hosted by the Parish and Co-op Funeralcare, offering support to over one hundred Parishioners affected by loss and bereavement.

## **SAFEGUARDING**

The PCC recognises its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The Church of England has made a significant change in its relationship with safeguarding. The Bishop of St Albans, through acceptance of the House of Bishops Practice Guidance, has set minimum requirements for safeguarding training for ordained, licensed and other Church Officers. A Church Officer is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. These changes and requirements came into effect from 2022: <https://www.stalbans.anglican.org/wp-content/uploads/Safeguarding-Training-Newsletter-November-2021-1.pdf>

In addition to holding a Basic Awareness Safeguarding training for volunteers supporting the Summer Meals Scheme, the PCC has this year increased its compliance in relation to meeting its safeguarding duties. This has been done through formally agreeing / adopting the Safeguarding Policy for Promoting a Safer Church, ensuring members of the PCC and by extension DCC's complete relevant safeguarding training specific to individual roles and updating Disclosure and Barring Service checks for volunteers across the four churches who perform a role volunteering with vulnerable children and adults. There have been no reports of concerns / allegations against church officers across the year.

Hazlyn Hazel, Parish Safeguarding Officer

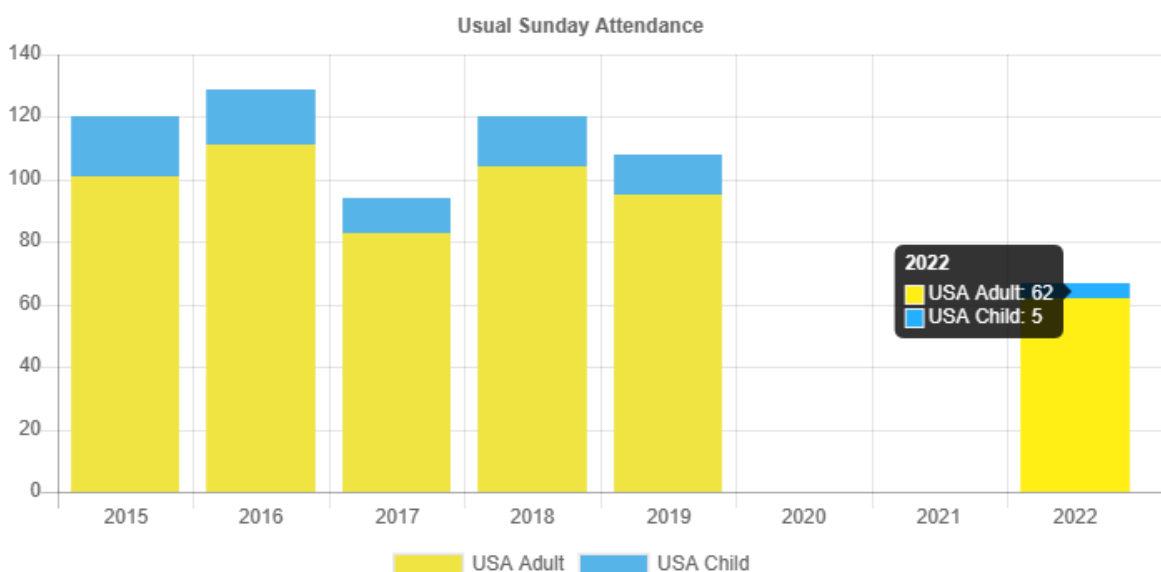
## **TRAINING AND DEVELOPMENT**

In-house training and refresher mornings, held thanks to the leadership of Parish Officers and ministers, have been well-received and well-attended:

Basic Safeguarding Awareness (June 2022)

## **MISSION STATISTICS**

See full details at: <https://www.stalbansdiocese.org/parishsupport/dashboards/>



## **MISSION ACTION PLAN**

The PCC agreed a Parish Mission Action Plan (MAP) in November 2022 to be published at the Parish Service in January 2023. **See Appendix 1.**

## **YOUTH CHURCH**

Launched in December 2021, the Youth Church continues to flourish under the leadership of adult helpers. The Youth Church helps welcome people to Church and leads Sunday services and the annual 'Christingle'. Barnet Deanery 'Light Night Party' was held in the Parish in October. Other events included 'Walk for Water Aid' and 'Hike 'n Bike Eco-Relay'. A Christmas treat to Nando's was held, thanks to an anonymous donation. Revd Collins continues in her role as Chaplain to the RAFAC Air Cadets Squadron 1372 Borehamwood and ministers in several local Primary Schools.

## **WELCOME CAFÉ, SUMMER MEALS and WARM SPACES**

The 'Welcome Café' was established at St Michael's Hall in 2021 as the country began to come out of lockdown. It welcomes people from across the Parish for coffee, cake and an opportunity to socialise. It has a weekly attendance of up to 30 or more and a programme of activities, including Keep Fit, Knit and Natter and Craft. It is popular with friends from the Adult Day Centre in Aycliffe Road. A Harvest Lunch was held in September. A highlight was joining a summer day trip (sadly over 60's only) to the seaside at Broadstairs organised by the Town Council.

Working in partnership with others, the Parish has recognised and responded to the cost-of-living crisis faced by many people locally. Over 1,000 hot meals were served during the summer school holidays in conjunction with Watford-based charity 'Akshaya Patra', Hertsmere Borough Community Engagement Team and others. A 'Salad and Salsa' Party has held to thank the volunteers.

Building on the success of the 'Welcome Café', St Michael and All Angels Hall has been open as a 'Warm Space' on three days a week from November 2022-March 2023. Attendance has been up to 30-40 people. Thanks to generous local donations and grants from Hertfordshire County Council, free fish and chips have been served and parties held on several occasions. Volunteers have come from across the community and Parish Churches. Talks have been held by church members and others, e.g., living with visual impairment, finding hope as a refugee, shopping on a budget, personal and fire safety.

## **GARDENING GROUP**

St Michael and All Angels has enjoyed working with the Adult Day Centre in Aycliffe Road who every week bring a group of keen gardeners to tend the Church Garden and grounds. The Group will be thanked for their efforts with an outing to Shenley Orchard & Tearooms (Jan 2023).

## **FINANCES**

### **1. The Challenge:**

The PCC recognises the payment of Parish Share and Clergy expenses has been late and partial. It recognises historical shortfalls in meeting its key financial responsibilities to St Albans Diocesan Board of Finance:

Historical Shortfall  
2021= £37,740  
2020 = £30,928

## **2. Income**

The Parish's principal sources of funding are:

- Gifts and offerings including Gift Aid
- Income from Hall rental and the Community Centre at 96 Shenley Road
- Fund-raising efforts such as fairs and sales of work
- Fees from weddings and funerals
- Grant applications

The District churches charge affordable rates for the hire of their Halls, making a contribution to the wider social good. There are differing rates for business, social and charitable hire.

Fund-raising efforts have continued District Summer Fair, Michaelmas Fair, Christmas Street Market and on-going sales of marmalade, apple crumbles and knitted goods.

### **Grants:**

Several Grants have been successfully applied for and obtained on a District-basis:

- Sports England for Older Persons Keep Fit £600
- Jubilee Grants from Hertsmere Borough Council totalling several hundred pounds
- Diocesan 'Fresh Expressions' grant for Warm Spaces Fish 'n Chips £250
- HCC Community & Well-Being Festive Grant for Christmas Party £360
- Hertfordshire Communities Foundation for Warm Spaces Welcome Café £2,000
- Diocesan Board of Finance Pastoral Aid Support Grant £8,000

## **3. Expenditure**

Expenditure has been on key financial responsibilities to preserve the running of the Parish. The Parish is run on a shoestring. In addition, the District churches support local, national and international charities, in accord with a Christian ethos.

## **4. PCC Accounts 2022**

Attached

## **5. Stewardship**

The PCC renewed its focus on Stewardship with a Parish Stewardship Plan leaflet which was agreed and published at the Parish Service in January 2023. **See Appendix 2.**

## **6. Reserves Policy and Risk Management**

To follow (PCC Treasurer)

## **7. Funds Held as Custodian Trustees on Behalf of Others**

None

## **FUTURE PLANS**



ONE PAGE PARISH  
MID-YEAR PLANNER

## **PCC STRUCTURE, GOVERNANCE AND MANAGEMENT**

The PCC (Powers) Measure 1956 states that the PCC 'is to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'.

The Parish of Elstree and Borehamwood is a Team Parish comprising four District Churches. Each church has their own annual meeting at which churchwardens and PCC members are nominated and annual report and accounts presented.

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity. The appointment of PCC members is governed by and set out in the Church Representation Rules.

The PCC has met six times this year. Meetings are held in-person as several members do not have online facility. It has three Committees:

<b>Committees</b>	<b>Membership / Terms of Reference</b>
PCC Standing Committee	The Team Rector (Chair), the Team Vicar(s), one Churchwarden from each district, the PCC Treasurer and the PCC Secretary. Appointed annually by the PCC.
Health and Safety Committee	Membership as appointed annually by the PCC. Annual checks and Covid safety. To advise the PCC on ensuring compliance with current legislation.
Finance Committee	Chaired by the Rector or the Rector's nominee, composed of the PCC Treasurer, the District Church Treasurers and one lay PCC member from each church appointed by the PCC. Overall control of the finances of the Parish shall be in the hands of the PCC, assisted by a Finance Committee. The Finance Committee shall make recommendations to the PCC.

## **GOVERNING DOCUMENTS**

1. The Team Parish of Elstree and Borehamwood Constitution, pursuant to Rule 18 of the Church Representation Rules (draft 2005).
2. The Parish of Elstree & Borehamwood in The Diocese of St Albans, Team Ministry Working Practices Convention (revised 2005).



Elstree  
Borehamwood cons



WorkingPracticesC  
onventionRevJan05

## **PCC MEMBERSHIP 2022 – 2023**

PCC Chair – Team Rector Revd Tim Warr (off sick)  
PCC Lay Vice Chair – Andrew Whittington  
PCC Secretary – Kathy Foster  
PCC Treasurer – Sheila Mutembei  
PCC Safeguarding Officer – Hazlyn Hazel  
Churchwarden Pam Kubica  
Churchwarden Anne Smith  
Churchwarden John Auton

Churchwarden Pat Clarke  
Churchwarden Carol McKee  
Team Vicar Revd Louise Collins  
Smile Imoh  
Rebecca Whewell  
Annabelle Bannermann  
Grace Silvera  
Melita Lee

*All members have duly confirmed their eligibility to serve as Trustees.*

## **ADMINISTRATIVE INFORMATION**

Name:	The Parish of Elstree and Borehamwood
Address for PCC Correspondence:	Parish Office, All Saints Church, Shenley Road, Borehamwood, Hertfordshire, WD6 1EB
Phone Number:	020 8905 1365
Email:	office@borehamwoodchurches.org.uk
Parish Website:	<a href="http://www.borehamwoodchurches.org.uk/">http://www.borehamwoodchurches.org.uk/</a>
Charity Registration Number:	1132871
Bank Details:	CAF Bank, 25 Kings Hill Avenue, West Malling, KENT, ME19 4JQ Sort: 40-52-40 ACC: 00012619
Bank Signatories:	Mrs Patricia Clarke, Ms Sheila Mutembei, Mrs Pamela Kubica, Mrs Kathleen Foster, Revd Tim Warr
Independent Auditor for 2022	To follow (PCC Treasurer)

*For and on behalf of the PCC  
Revd Louise Collins, Team Vicar, March 2023*

**Appendix 1:**  
**Parish Mission Action Plan (MAP)**

**OUR INSPIRATION:**



*And he said to them, "Go into all the world and proclaim the good news to the whole creation."*

Mark 16.15

**The Parish of Elstree and Borehamwood**

*Four Churches, One Vision*



**Mission Action Plan 2023**

PCC November 2022

**OUR VALUES:**



**OUR VISION:**

**'To be a Parish Shaped by the Five Marks of Mission'**

**OUR PRIORITIES:**

**Five Marks of Mission**



**OUR SMART GOALS:**

**TELL**  
 To hold Open-Air Services:

- Carols at the Wellington Pub (Christmas 2022 & 23)
- Coronation Songs of Praise (Meadow Park, May 7<sup>th</sup>)
- Praise in the Park (Meadow Park, August 27<sup>th</sup> 2023)

**TEACH**

- To have a Parish-wide Lent Group in 2023
- To promote the Youth Church programme for 2023
- To hold training in Sacramental Ministry (leading intercessions, sacristan, reading, chalice, hymns)

**TEND**

- To develop Welcome Café as part of 'Borehamwood Warm Spaces' (November 2022 – March 23)
- To develop seasonal Memorial Services with Co-Op Funeralcare (Summer / Christmas 2023)

**TRANSFORM**

- To host a charity-fundraiser concert (Borehamwood Brass, St Michael's for Alzheimers, November 4<sup>th</sup>)
- To hold an Autumn Fair at No. 96 Shenley Rd to raise Parish funds (October 7<sup>th</sup>)
- To participate in Mitzvah Day, a faith-led day of social action (November 19<sup>th</sup> <https://mitzvahday.org.uk/>)

**TREASURE**

- To tend church / civic flower beds and develop church vegetable patches, as appropriate (Spring 2023)
- To have a Stewardship Sunday and join the Parish Giving Scheme (Spring 2023)

# Appendix 2: Parish Stewardship Plan

## How Can I Give?

There are many ways we can give financially to the Church:

- ✓ **Weekly Envelopes** For those who give by cash, weekly Offering Envelopes are available from your Treasurer / Churchwarden.
- ✓ **Standing Order** Set up a Standing Order from your bank.
- ✓ **Gift Aid – something back from the tax office!** If you pay tax, we can apply to HMRC for a refund the tax you have already paid, up to 25% of your gift. All you have to do is sign a Gift Aid declaration form.
- ✓ **Parish Giving Scheme** Easy, reliable and saves our Treasurer time. Details to follow.
- ✓ **Legacies** Building God’s kingdom for the generations to come.
- ✓ **One-off Thanksgivings** Maybe you have received some good news recently or a special blessing? God loves a cheerful giver!

### My Pledge ...

Like any family, the Church family has to plan ahead and budget for the year to come. It is very helpful when members can prayerfully consider and commit to regular giving. When you are ready, we will be delighted to hear from you! For example:

Dear Church Treasurer,

This year I am aiming to give £..... per week or £..... per month,

Signed .....

Further help and info on Stewardship and Giving please talk to your Church Treasurer.

**The Parish of Elstree and Borehamwood**  
*Four Churches – One Vision*

## Gifts and Giving 2023

### Parish Stewardship



*“Give, and it will be given to you. A good measure, pressed down, shaken together, running over, will be put into your lap; for the measure you give will be the measure you get back.”*

Luke 6.38

**PCC January 2022**

## Seek Ye First the Kingdom of God

Our Church life is shaped by the 5 characteristic Marks of Anglican Mission:

### The Five Anglican Marks of Mission



Proclaim the Good News of the Kingdom.



Teach, nurture, and baptize new believers.



Respond to human need by loving service.



Seek to transform unjust structures of society, to challenge violence of every kind, and to pursue peace and reconciliation.



Strive to safeguard the integrity of creation and sustain and renew the life of the earth.

## Your Giving Makes a Difference

Although the Church of England is the “established church”, it receives no funding from the Government, but is funded entirely through the ‘grassroots’ support and efforts of its members and others. We are deeply indebted and grateful to all whose faithful giving, stewardship of time, talents, gifts and fund-raising efforts make possible the mission and ministry of this Parish.



The Church of England encourages Christians to consider giving 5% (£1 in £20) of their income to the local Church. However, the most important thing is to think prayerfully about what is right for you now and to give with a cheerful heart.

## Paying Our Way ...

We live in the real world. Our major financial responsibility and expenditure as a Parish goes towards the cost of training and supporting clergy and having vicarages. This is paid for through the **Parish Share Scheme** where each Church pays their Share to St Albans the Diocesan Board of Finance (DBF). See <https://www.stalbans.anglican.org/finance/parish-share-scheme/>

In 2023, the Share for the Parish of Elstree and Borehamwood is **£97,343.00**

We normally split this amount four-ways between the four Parish Churches:

- St Michael and All Angels pays 34%
- All Saints pays 33%
- St Nicholas pays 17%
- Holy Cross pays 16%

However, this year St Albans Diocese has awarded St Michael and All Angels a Pastoral Aid Grant of £8,000, reducing our overall Parish Share request.

In addition, costs to Parish and Districts include electricity, gas, water, repairs, renewals, maintenance, supplies, services, organ and piano upkeep, insurance, administration, mission costs, publicity, Parish Office costs, clergy phone lines, travelling expenses and more.

### Parish Targets for 2023

- Our target income from Planned Giving and Gift Aid is £54,293
- Our target income from Weekly and One-Off Offerings is £10,000
- Our target income from Hire of Halls is £23,000
- Our target income from Fund-Raising is £3,000
- Our target income from Wedding, Funeral and Other Fees is £2,000
- Our target income from Grants and Other is £10,000 (£8K already awarded)

*Our overall target income for 2023 is £102,293.00, plus District Church costs*

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH  
COUNCIL OF THE ECCLESIASTICAL PARISH OF ELSTREE AND BOREHAMWOOD

---

I report to the charity trustees on my examination of the receipt & payments accounts of The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood for the year ended 31 December 2022.

**Responsibilities and basis of report**

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

**Independent examiner's statement**


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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of

accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Signed



Belaynesh Hailemariam  
FCCA  
My Key Accountants Ltd  
74 Holland Road  
London  
W14 8BN

27 February 2023

**The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood**  
**Receipts and Payments Financial statement**  
**For the Year Ended 31 December 2022**

		<b>2022</b>	<b>2021</b>
	<b>Notes</b>	<b>Unrestricted Fund</b>	<b>Unrestricted Fund</b>
<b>Receipts</b>	1	£	£
Grants & Donations		5,118	10
Interest Income		0	12
Church Activities		68,365	74,909
Other		18	158
<b>Total Receipts</b>		<b>73,500</b>	<b>75,089</b>
<b>Payments</b>	2		
Fund Raising		0	0
Church Activities		68,061	62,745
<b>Total payments</b>		<b>68,061</b>	<b>62,745</b>
surplus for the year		5,439	12,345
Total funds brought forward		168,201	155,857
<b>Total funds carried forward</b>		<b>173,641</b>	<b>168,201</b>

The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood

Balance Sheet

As of December 31, 2022

	Dec 31, 2022	Dec 31, 2021
	£	£
Fixed Asset	0	0
<b>Total Fixed Asset</b>	<b>0</b>	<b>0</b>
Cash at bank and in hand		
CAF cash Account 00012619	33,203	27,764
INVESTMENT		
CBF Deposit Fund 1320011123D	24,720	24,720
CBF Fixed interest fund Units 132001046F	37,612	37,612
CBF Investment fund units 132001889s	78,910	78,910
<b>Total INVESTMENT</b>	<b>141,242</b>	<b>141,242</b>
<b>Total Cash at bank and in hand in investment</b>	<b>174,446</b>	<b>169,006</b>
Debtors		
Debtors	0	0
<b>Total Debtors</b>	<b>0</b>	<b>0</b>
<b>Total current assets</b>	<b>174,446</b>	<b>169,006</b>
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	0	0
<b>Total Trade Creditors</b>	<b>0</b>	<b>0</b>
Current Liabilities		
Accruals	805	805
<b>Total Current Liabilities</b>	<b>805</b>	<b>805</b>
<b>Total Creditors:</b>	<b>805</b>	<b>805</b>
<b>Net current assets (liabilities)</b>	<b>173,641</b>	<b>168,201</b>
<b>Total assets less current liabilities</b>	<b>173,641</b>	<b>168,201</b>
<b>Total net assets (liabilities)</b>	<b>173,641</b>	<b>168,201</b>
Capital and Reserves		
Gain or Loss from investment fund	27,577	27,577
Unrestricted Reserves	146,064	140,625
<b>Total unrestricted Reserves</b>	<b>173,641</b>	<b>168,201</b>

Notes to the Accounts:

<b>Note</b>	<b>2022</b>	<b>2021</b>
<b><u>1. Receipts</u></b>	<b>£</b>	<b>£</b>
Grants & Donations		
Donations		10
Energy Grant St Albans Diocesan	5,118	0
Interest income		
Bank Interest	0	12
Church Activities		
PARISH SHARE All Saints	24,500	28,521
PARISH SHARE Holy Cross	0	3,000
PARISH SHARE St Michael's	29,614	29,386
PARISH SHARE St Nicholas	2,500	5,000
Church Services, funerals, Weddings	11,751	8,888
Other – Printing & Photocopying	18	158

Note	2022	2021
<b><u>2. Payments</u></b>	£	£
Fund Raising	0	0
 Church Activities		
Parish Share- St Albans Diocesan	45,000	40,000
Clergy Expenses	1,775	4,062
Entertaining	40	
Holy Cross Gardening reimbursements	880	665
Other Professional Services		150
PCC reimbursements to DCC/other	-240	-499
 <b>Wedding &amp; Funeral Fees</b>		
Funeral fees	8,217	6,066
Gravedigger	0	48
Organist	1,110	1,075
Verger	694	600
Wedding	12	568
 <b>SUPPORT COSTS</b>		
PREMISES Insurances Holy Cross	715	770
PREMISES Insurances All Saints	2,414	2,294
PREMISES Insurances St Michaels	1,053	983
PREMISES Insurances St Nicholas	2,581	2,501
Bank charges	93	134
Office/General Administrative Expenses	570	566
Phone Costs / Land line	1,170	1,004
Printing, Postage and Stationery	1,917	1,539
Travel and Accommodation	60	220
	<hr/>	<hr/>
	68,061	62,745

## Notes to the Financial Statements:

### 1. General information

The charity is a public benefit entity which is incorporated in England and Wales. The address of its registered and principal office is Parish Office, All Saints Church, Shenley Road, Borehamwood, Hertfordshire, WD6 1EB.

## 2. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are as follows:

### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP FRS 102). The Charity meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### 2.2 Accounts on a going concern basis

The Trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of financial position, reserves levels and future plans gives

Trustees confidence the charity remains a going concern for the foreseeable future.

### 2.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH  
COUNCIL OF THE ECCLESIASTICAL PARISH OF ELSTREE AND BOREHAMWOOD

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I report to the charity trustees on my examination of the receipt & payments accounts of The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood for the year ended 31 December 2022.

**Responsibilities and basis of report**

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

**Independent examiner's statement**


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

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

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

Signed



Belaynesh Hailemariam  
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74 Holland Road  
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W14 8BN

27 February 2023

**The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood**  
**Receipts and Payments Financial statement**  
**For the Year Ended 31 December 2022**

	Notes	2022 Unrestricted Fund	2021 Unrestricted Fund
	1	£	£
<b>Receipts</b>			
Grants & Donations		5,118	10
Interest Income		0	12
Church Activities		68,365	74,909
Other		18	158
<b>Total Receipts</b>		<b>73,500</b>	<b>75,089</b>
<b>Payments</b>			
	2		
Fund Raising		0	0
Church Activities		68,061	62,745
<b>Total payments</b>		<b>68,061</b>	<b>62,745</b>
surplus for the year		5,439	12,345
Total funds brought forward		168,201	155,857
<b>Total funds carried forward</b>		<b>173,641</b>	<b>168,201</b>

The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood

Balance Sheet

As of December 31, 2022

	Dec 31, 2022	Dec 31, 2021
	£	£
Fixed Asset	0	0
<b>Total Fixed Asset</b>	<b>0</b>	<b>0</b>
Cash at bank and in hand		
CAF cash Account 00012619	33,203	27,764
INVESTMENT		
CBF Deposit Fund 1320011123D	24,720	24,720
CBF Fixed interest fund Units 132001046F	37,612	37,612
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<b>Total INVESTMENT</b>	<b>141,242</b>	<b>141,242</b>
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Debtors	0	0
<b>Total Debtors</b>	<b>0</b>	<b>0</b>
<b>Total current assets</b>	<b>174,446</b>	<b>169,006</b>
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	0	0
<b>Total Trade Creditors</b>	<b>0</b>	<b>0</b>
Current Liabilities		
Accruals	805	805
<b>Total Current Liabilities</b>	<b>805</b>	<b>805</b>
<b>Total Creditors:</b>	<b>805</b>	<b>805</b>
<b>Net current assets (liabilities)</b>	<b>173,641</b>	<b>168,201</b>
<b>Total assets less current liabilities</b>	<b>173,641</b>	<b>168,201</b>
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Unrestricted Reserves	146,064	140,625
<b>Total unrestricted Reserves</b>	<b>173,641</b>	<b>168,201</b>

Notes to the Accounts:

<b>Note</b>	<b>2022</b>	<b>2021</b>
<b><u>1. Receipts</u></b>	<b>£</b>	<b>£</b>
Grants & Donations		
Donations		10
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Note	2022	2021
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Clergy Expenses	1,775	4,062
Entertaining	40	
Holy Cross Gardening reimbursements	880	665
Other Professional Services		150
PCC reimbursements to DCC/other	-240	-499
 <b>Wedding &amp; Funeral Fees</b>		
Funeral fees	8,217	6,066
Gravedigger	0	48
Organist	1,110	1,075
Verger	694	600
Wedding	12	568
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PREMISES Insurances All Saints	2,414	2,294
PREMISES Insurances St Michaels	1,053	983
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	<hr/>	<hr/>
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### 2.2 Accounts on a going concern basis

The Trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of financial position, reserves levels and future plans gives

Trustees confidence the charity remains a going concern for the foreseeable future.

### 2.3 Fund accounting

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# Accounts

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# Financial Statements

PARISH OF ELSTREE AND BOREHAMWOOD

For the period ended 31 December 2021



The Team Parish of  
Elstree & Borehamwood

Prepared by

**Sheila Mutembei**

Prepared on

**6 May 2022**

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Financial Activities.....	3
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Independent Examiner's Report .....	6

# Financial Activities

January - December 2021

	<b>Total</b>
<b>INCOME</b>	
DONATIONS AND GIFTS Donated Services	10.00
PARISH SHARE All Saints	28,521.24
PARISH SHARE Holy Cross	3,000.00
PARISH SHARE St Michael's	29,385.52
PARISH SHARE St Nicholas	5,000.00
PCC Fee	5,461.50
Printing /Photocopying	158.48
Services	3,426.00
<b>Total Income</b>	<b>74,962.74</b>
<b>GROSS PROFIT</b>	<b>74,962.74</b>
<b>EXPENSES</b>	
1 St Albans Diocesan	40,000.00
Clergy Expenses	4,062.16
Holy Cross & St. Michael Gardening	665.00
Other Professional Services	150.00
PCC reimbursements to DCC/other	-498.66
PREMISES Insurances	
PREMISES Insurances Holy Cross	769.53
PREMISES Insurances All Saints	2,293.87
PREMISES Insurances St Michaels	982.83
PREMISES Insurances St Nicholas	2,501.06
<b>Total PREMISES Insurances</b>	<b>6,547.29</b>
SUPPORT COSTS	
Bank charges	134.00
Office/General Administrative Expenses	565.80
Phone Costs / Land line	1,003.96
Printing, Postage and Stationery	1,538.76
<b>Total SUPPORT COSTS</b>	<b>3,242.52</b>
Travel and Accommodation	184.80
Uncategorised Expense	35.00
Wedding & Funeral Fees	0.00
Funeral fees	6,066.00
Gravedigger	48.00
Organist	1,074.50
Verger	600.00
Wedding	568.00
<b>Total Wedding &amp; Funeral Fees</b>	<b>8,356.50</b>
<b>Total Expenses</b>	<b>62,744.61</b>
<b>NET OPERATING INCOME</b>	<b>12,218.13</b>
<b>OTHER INCOME</b>	
Interest earned	11.63
<b>Total Other Income</b>	<b>11.63</b>
<b>NET OTHER INCOME</b>	<b>11.63</b>
<b>NET INCOME</b>	<b>£12,229.76</b>

# Balance Sheet

As of December 31, 2021

	<b>Total</b>
<b>FIXED ASSET</b>	
<b>Total Fixed Asset</b>	
<b>CASH AT BANK AND IN HAND</b>	
CAF cash Account 00012619	27,764.00
<b>INVESTMENT</b>	
CBF Deposit Fund 1320011123D	24,720.15
CBF Fixed interest fund Units 132001046F	37,611.94
CBF Investment fund units 132001889s	78,910.31
<b>Total INVESTMENT</b>	<b>141,242.40</b>
<b>Total Cash at bank and in hand</b>	<b>169,006.40</b>
<b>NET CURRENT ASSETS</b>	<b>169,006.40</b>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	
<b>Current Liabilities</b>	
Accruals	805.00
<b>Total Current Liabilities</b>	<b>805.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>805.00</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>168,201.40</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>168,201.40</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£168,201.40</b>
<b>CAPITAL AND RESERVES</b>	
Gain or Loss from investment fund	27,576.71
Opening Balance Equity	168,012.04
Retained Earnings	-39,617.11
Profit for the year	12,229.76
<b>Total Capital and Reserves</b>	<b>£168,201.40</b>

# Statement of Cash Flows

January - December 2021

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	12,229.76
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>Net cash provided by operating activities</b>	<b>12,229.76</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>12,229.76</b>
Cash at beginning of period	156,776.64
<b>CASH AT END OF PERIOD</b>	<b>£169,006.40</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees** The Parochial Church Council of The Ecclesiastical Parish of Elstree and Borehamwood

<b>On accounts for the year ended</b>	31 <sup>st</sup> December 2021	<b>Charity no (if any)</b>	1132871
---------------------------------------	--------------------------------	----------------------------	---------

**Set out on pages** As set out on pages 3 to 5, General Fund Receipts & Payments, Statement of Assets & Liabilities, and Statement of Cash Flows

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

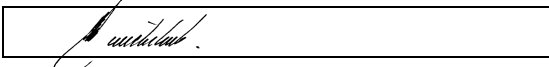
**Responsibilities and basis of the report** As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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 concerning the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

**Signed:**  **Date:** 22/03/2023

**Name:** Ronald Alexander Cruickshank

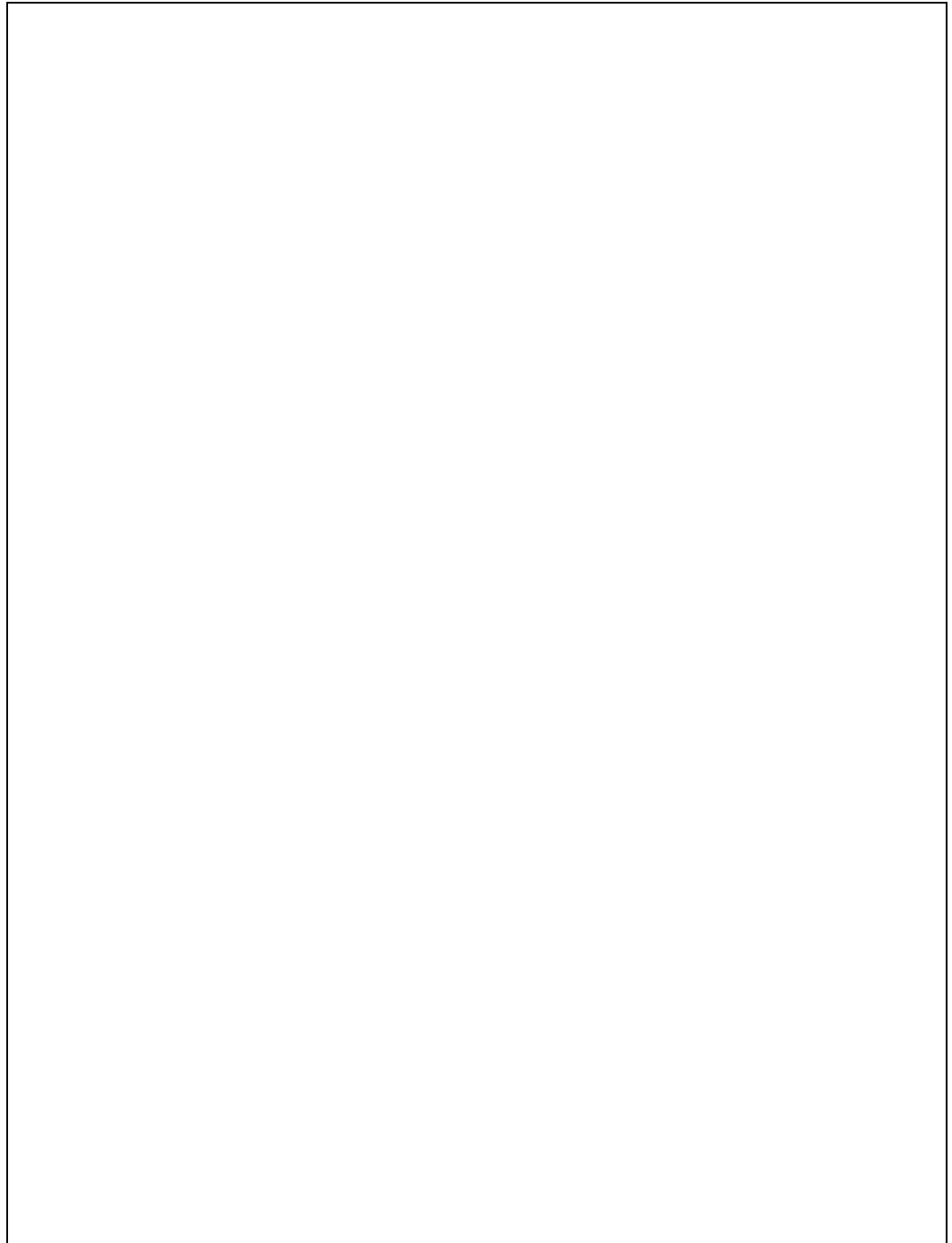
**Relevant professional qualification(s) or body (if any):** BComm, MBA, CMC

**Address:** 11 Chatsworth Close  
Borehamwood  
Herts WD6 1UE

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



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# Accounts

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The Team Parish of  
Elstree & Borehamwood

# Report and Accounts for the Parochial Church Council of Elstree & Borehamwood

## 2020/21

*Four churches, one parish, serving the people  
of Elstree & Borehamwood*

**Bank:**

CAF Bank  
Sort: 40-52-40  
ACC: 00012619  
*25 Kings Hill Avenue,  
West Malling,  
KENT, ME19 4JQ*

**Independent Examiner:**

Mr Ron Cruickshank  
B.Comm, MBA, CMA

## Elstree & Borehamwood Parochial Church Council

### **Aims and purposes:**

The Elstree & Borehamwood Parochial Church Council (PCC) has the responsibility of working with the incumbent and clergy team in promoting the whole mission of the church in the ecclesiastical parish. Collaboration is a core value of the team ministry, and the objectives of the Team Parish as described in the Team Constitution are:

- To create a structure that can effectively provide Christian fellowship, witness, mission and service to the town of Elstree & Borehamwood as a whole and to its various parts.
- To make the fullest use of all the resource within the area of the benefice, its lay and clerical ministries, its buildings and finances and all its talents and assets in the Mission of Christ and his church.

*(Elstree & Borehamwood Team Ministry Constitution – effective 1<sup>st</sup> April 2005)*

The PCC assumes all of the legal responsibilities of a PCC in the Church of England, and in particular those which relate to places of worship, provision of church halls, clergy housing and parish finances. There are four churches in the parish: St Nicholas Elstree, All Saints, St Michael and All Angels and Holy Cross, Borehamwood. Under the team constitution a significant proportion of these responsibilities including financial matters, are delegated to the four district church councils (DCC's).

The PCC is committed to enabling as many people as possible to engage in the worship, social, pastoral, educational and outreach activities of the four parish churches, and become part of the parish community. In planning events, the parish is aware of the Charity Commissioners guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We have a strong belief in hospitality, outreach and discipleship and enabling our congregations to live out their faith as part of our parish community through:

- Worship and prayer: learning about the gospel and developing confidence, knowledge and trust in Jesus.
- Providing pastoral care of people living in the parish.
- Discipleship, outreach and partnership working in the community.

The PCC maintains an overview of these activities across the whole parish through the St Albans Diocesan Vision 'Living Gods Love' and the key themes of:

- going deeper into God,
- transforming communities, and
- making new disciples.

### **Structure, governance and management**

Members of the PCC are either ex-officio, co-opted, or elected by the Annual Parochial Church Meeting (APCM) by those members of the parish who are on the electoral roll. All who regard themselves as

members of a district church are encouraged to register on the electoral roll and consider standing for election in accordance with the Church Representation Rules and Team Constitution.

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

The PCC fulfils its responsibilities primarily through meetings of the PCC itself and the four DCC's. However, it is assisted from time to time by subcommittees.

The PCC Standing Committee is the only committee required by law and has power to transact the business of the PCC between meetings, subject to any directions given by the PCC as a whole. The membership consists of Team Clergy, Parish Wardens, and PCC Treasurer and Secretary.

The PCC Finance Committee oversees the stewardship of the general financial business of the Parish. The membership comprises of the Team Rector, the parish treasurer and treasurers of each DCC and one other representative of each district.

### **PCC Secretary's Report**

The PCC met 17<sup>th</sup> March 2020 with reduced attendance, to make preparations for the national lockdown. During the course of the reporting year the PCC was unable to meet in person. Following the first lock-down, members were consulted whether to meet on-line, and the consensus was to wait until in-person meetings were possible. Two further lockdowns followed, and consequently the full PCC was not able to meet during its term of office (from October 2020). During the course of the last eight months, the core functions of parish ministry has been carried out at a district level with the support of parish clergy, key office holders and recourse to the Standing Committee if needed. Consequently, no decisions of a financial, emergency, safeguarding, policy or material nature have been made during the term, outside of responsibilities delegated by the PCC.

### **Policies.**

As members of the of Church of England and a public body, the PCC recognises it has responsibilities and duties to ensure appropriate procedures and guidelines are in place to ensure it is a safe environment to work, socialise and gather for all members of the community. Health & Safety reviews are conducted annually in each place of worship and all public activities are subject to risk assessment. Policies are kept under review and updated. In this exceptional year, Church of England churches have given precedence to Government requirements and guidance. Churches for the first time in 700 years closed for public worship in April under government directive, and at each stage of the lockdowns health and safety requirements were complied with, supervised and updated.

### **Safeguarding and Vulnerable Adults**

The Parochial Church Council (PCC) is absolutely committed to safeguarding as an integral part of the life and ministry of the churches in Elstree & Borehamwood. The PCC recognizes the need to safeguard the children, young people and adults in our care and guard against the possibility of any form of abuse by any person (s). We aim to create a safe environment for the nurture and development of children, young people and adults at all times. The Church Council has complied with its duty under section 5 of

the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults). Hazlyn Hazel is our appointed parish safeguarding officer. She is a registered Social Worker (SW48689).

During the course of the year there were no recorded incidents and no on-line activities involving unsupervised children.

## **Worship and prayer**

The PCC aims to offer a range of services that the community finds beneficial and spiritually enriching. Delivery of core church functions during the year, under Covid conditions was particularly challenging; not least in addressing the consequences of the total closure of churches for public worship in April. In this early phase of the pandemic, and the uncertainty of how the virus was transmitted and the restrictions of the national lockdown, the parish drew heavily on available technology such as the phone, email and on-line broadcasting. The first on-line services began on Mothering Sunday, and over the weeks and months that followed the weekly streams developed in confidence, quality of content, presentation and audience. It was recognised from the outset, that not everyone had access to broadband. But it was a start, and a significant opportunity to make an effective response under exceptional circumstances. By developing available technology and an online presence on YouTube and Zoom we were able to maintain points of contact as a community, visible expressions of being church, and keep the core functions of worship and prayer alive. With the temporary lifting of measures for Christmas, and the scaling back of regular Christmas services for safety, local musicians recorded a special Christmas celebration for Christmas Eve, watched by over 300 across the community on-line. With the introduction of the third national lockdown, the decision to close or remain open, was left to local churches to decide. One of the four parish churches remained open throughout, and all churches, when safe to do so, opened for prayer. Church worship across the parish resumed on Easter Day in each of the district churches.

Our ability to offer ministry and support at times of birth, marriage and death during the year was severely constrained by the pandemic. Baptisms stopped totally, and planned weddings were postponed. However, the first wedding out of the first lock-down took place in July with reduced permitted numbers of 15 attending. During the course of the year 64 funerals were conducted in the parish, and four interment of ashes. Clergy conducted 10 graveside, 40 crematorium funerals and 14 church funerals under strict covid conditions set by the government. Not all deaths were covid related, but the covid safety measures affected the conventional ways of grief and mourning for everyone, and the consequences for personal wellbeing, may not yet be fully recognised. We gratefully record the role of Mrs Pat Clarke in co-ordinating parish funerals, and also the additional assistance of Canon Martin Bannister, Canon Richard Osborn and Lay Minister Linda Osborn in conducting services.

## **Parish Electoral Roll**

Following the fresh applications required for last year's new electoral, the district and parish totals for the current year 2020 are as follows:

	<b>2021</b>	<b>2020</b>
All Saints	59	59
Holy Cross	32	32
St Michael's	57	50
St Nicholas	<u>30</u>	<u>32</u>
	<u>178</u>	<u>173</u>

### **Deanery Synod.**

Under Covid conditions, Synod decided not to meet online, so much of the work of the Deanery continued through officers and clergy chapter. The first Synod of 2021 met in January online for an open meeting.

The parish elects three representatives from amongst the district churches to serve on the Deanery Synod for a three-year term

### **Pastoral Care**

The clergy, and parish churches within the team, share the pastoral care of all who live in the parish and look to the Church of England for support and ministry. This was curtailed by the first quarantine measures to protect residents of local nursing and group homes and then extended to everyone with the full lockdown in March. All face-to-face, in person contact and support, was then drastically affected in varying degrees throughout the course of the year, and at each stage of the pandemic. Some face-to-face care has been possible for clergy at times of bereavement, but support has largely been by telephone, email and social media. Training for clergy in mental health triage was made available by Mental Health for England. This this year an impressive degree of care has been shown across the community, as demonstrated by neighbourliness, befriending and looking out for each other, and supporting people who are vulnerable. An early survey conducted in May, with other care providers in the town, indicated 70% of the population were linked in some way to a support network in their street or locality. Not everyone chose to or, were able to access support, and we are aware that the effects of isolation and issues for wellbeing are ongoing and likely to be part of our forward plan into next year

### **Living Gods Love**

The churches within the parish are committed to the St Albans Diocesan vision 'Living Gods Love' and exploration of the its three key themes:

- **Going deeper.**
- **Transforming communities.**
- **Making New Disciples.**

Each parish church has been applying these priorities at a district level: in addressing locally identified needs and opportunities through their mission action plans. In previous years this was evidenced in the knitting, sewing and crochet groups, together with local authority & community groups partnership working in delivering shared open church activities such the drop-in at All Saints, new Monday Club at Holy Cross, a growing range of concerts at All Saints, St Michaels & St Nicholas, literary, arts, crafts & performance exhibitions and coffee mornings. Due to the Covid situation, these activities ceased to continue in person, and we aim to be able to resume these and similar activities as soon as it is possible to do so lawfully, and in safety.

### **Ecumenical Relationships**

Each of the parish churches are members of the Elstree & Borehamwood Christian Council, which comprises of a broad representation of local Christian churches and their representatives. Recruiting officers and representatives has been of concern. The Council and member churches promote and support the Borehamwood Foodbank. Reports of the work of the Council are shared at District & parish levels. The normal program of events was suspended during the year due to the pandemic

### **Interfaith Relationships**

The parish recognises the need for good relations with people of other faiths, and the importance of mutual respect and understanding within an increasingly diverse community. The clergy share an interest in interfaith matters that extends to finding common ground, sharing of concerns and growing relationships. The town is served by the Forum of Faiths. Contact over the year has been restricted.

### **Civic & Community Relationships.**

The PCC believes community engagement is something that extends to all levels, from the various voluntary community groups such as scouting, to Community1st, Citizens Advice & Twin Town Association. This includes schools and statutory bodies: such as Elstree & Borehamwood Town Council, Hertsmere Borough Council and Hertfordshire County Council. Members of the churches, together with the clergy serve in a range of capacities: as school governors, trustees, chaplaincy (Air Cadets & Royal British Legion), volunteers and committee members. Through the Borehamwood Halls Trustees, the parish & All Saints Church, have an ongoing interest in the library & community facility '96 Shenley Road'.

### **Financial Review.**

The financial year 2020 has been severely affected by the pandemic, the closure of churches and loss of fee income and plate giving. Levels of planned giving held, and in some cases increased through on-line publicity. Total receipt on unrestricted funds was £95,806.96 against expenditure of £127,513.14 At the start of the 2020 year the net parish share towards the cost of the ministry was £94,428.00 of which £65,000.00 was paid during the accounting year. As forecast, not all districts were able to meet their allocated share apportionment, which has added to the deficit carried forward. Planned giving is managed by district churches, and the main sources of income for the PCC, come from the district churches by way of share contribution to the cost of the ministry, fees and external grants. The PCC is charged with maintaining the ministry across the whole parish, for which the Diocese calculates a level of share contribution for the cost of clergy and maintenance of clergy housing. Each district was asked to contribute on a true cost basis as calculated by the diocese. The share was reduced for 2020 from £124,540.00 by £28,112.00. However, due to COVID, meetings were not held to review the contribution. The DCCs therefore paid share based on the 2019 share projection.

The main sources of income for the PCC come from the district churches by way of share contribution to the cost of the ministry, fees and external grants.

The PCC is charged with maintaining the ministry across the whole parish, for which the Diocese calculates a level of share contribution for the cost of clergy and maintenance of clergy housing. The total paid to the Diocese for the Parish Share for 2020 was £101,131.00. Each district was asked to contribute on a true cost basis as calculated by the diocese.

### **Reserves Policy.**

It is PCC policy to maintain a balance on unrestricted funds which equates to three months unrestricted payments. This is equivalent to £5,000.00. The cash balance in the current account at the end of the year was £15,168.27. The Ministry Support Fund, which is unrestricted and held with the Central Board of Finance totalled £141,230.77

### **Volunteers**

We record thanks for all who work hard and give of their time to maintain our churches and help them to be welcoming, accepting and faithful communities. In the light of the exceptional challenges faced this year, we are especially grateful for all who have reached out to support others and the work of this parish, and in so doing live out what it means to love God and our neighbour.

### **Administration information.**

The parish is part of the Diocese of St Albans within the Church of England. The correspondence address is The Parish Office, 94 Shenley Road, Borehamwood, Herts WD6 1EB. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission No. 1132871.

PCC members who have served since election until the date this report are:

Ex Officio members

Team Rector: Reverend Tim Warr (Chairman)

Team Vicar: Reverend Louise Collins

Team Vicar: Elstree (Vacant)

Team Vicar: Holy Cross (Vacant)

Wardens: Mr John Auton  
Mrs Pat Clarke  
Mrs Pam Kubica  
Mrs Carol McKee  
Mrs Anne Smith

Lay Vice Chair: Mr Andrew Whittington

Treasurer: Miss Sheila Mutembei

PCC Secretary: Mrs Kathy Foster

Minutes: Mrs Elizabeth Blankson-Hemans

Elected members:

Mrs Annabel Bannerman  
Mrs Elizabeth Blankson-Hemans  
Mrs Wendy Churchill  
Mrs Hazlyn Hazel  
Mr Smile Imoh  
Mrs Jenny Jacoby  
Ms Sheila Mutembei  
Ms Grace Silvera  
Mrs Anne Tombs  
Representatives of the Laity in the Barnet Deanery Synod

Mrs Melita Lee  
Ms Grace Silvera

Prepared by and on behalf of the PCC under restrictions of the pandemic

Reverend Tim Warr

Mr Andrew Whittington

Team Rector,  
PCC Chairman

PCC Lay Vice Chair

# Management Report

PARISH OF ELSTREE AND BOREHAMWOOD

For the period ended 31 December 2020



The Team Parish of  
Elstree & Borehamwood

Prepared on

20 May 2021

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# Profit and Loss

January - December 2020

	<b>Total</b>
<b>INCOME</b>	
PARISH SHARE All Saints	41,260.00
PARISH SHARE Holy Cross	4,000.00
PARISH SHARE St Michael's	29,528.65
PARISH SHARE St Nicholas	5,500.00
PCC Fee	589.00
Printing /Photocopying	504.38
Services	14,424.93
<b>Total Income</b>	<b>95,806.96</b>
<b>GROSS PROFIT</b>	<b>95,806.96</b>
<b>EXPENSES</b>	
1 St Albans Diocesan	101,131.00
Clergy Expenses	3,805.59
Holy Cross & St. Michael Gardening	300.00
<b>PREMISES Insurances</b>	
PREMISES Insurances Holy Cross	755.37
PREMISES Insurances All Saints	2,267.88
PREMISES Insurances St Michaels	967.67
PREMISES Insurances St Nicholas	2,473.29
<b>Total PREMISES Insurances</b>	<b>6,464.21</b>
Raising funds	150.70
<b>SUPPORT COSTS</b>	
Bank charges	60.00
Phone Costs / Land line	1,369.00
Printing, Postage and Stationery	2,625.13
<b>Total SUPPORT COSTS</b>	<b>4,054.13</b>
Travel and Accommodation	68.40
Unapplied Cash Bill Payment Expense	76.11
Uncategorised Expense	360.00
Wedding & Funeral Fees	0.00
Funeral fees	9,843.00
Gravedigger	40.00
Organist	668.00
Verger	300.00
Wedding	252.00
<b>Total Wedding &amp; Funeral Fees</b>	<b>11,103.00</b>
<b>Total Expenses</b>	<b>127,513.14</b>
<b>NET OPERATING INCOME</b>	<b>-31,706.18</b>
<b>OTHER INCOME</b>	
Interest earned	103.58
<b>Total Other Income</b>	<b>103.58</b>
<b>NET OTHER INCOME</b>	<b>103.58</b>
<b>NET INCOME</b>	<b>£ -31,602.60</b>

# Balance Sheet

As of December 31, 2020

	<b>Total</b>
<b>FIXED ASSET</b>	
<b>Total Fixed Asset</b>	
<b>CASH AT BANK AND IN HAND</b>	
CAF cash Account 00012619	15,168.27
<b>INVESTMENT</b>	
CBF Deposit Fund 1320011123D	21,330.04
CBF Fixed interest fund Units 132001046F	38,628.16
CBF Investment fund units 132001889s	81,272.57
<b>Total INVESTMENT</b>	<b>141,230.77</b>
<b>Total Cash at bank and in hand</b>	<b>156,399.04</b>
<b>NET CURRENT ASSETS</b>	<b>156,399.04</b>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	
<b>Current Liabilities</b>	
Accruals	805.00
<b>Total Current Liabilities</b>	<b>805.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>805.00</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>155,594.04</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>155,594.04</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£155,594.04</b>
<b>CAPITAL AND RESERVES</b>	
Gain or Loss from investment fund	27,576.71
Opening Balance Equity	168,012.04
Retained Earnings	-8,392.11
Profit for the year	-31,602.60
<b>Total Capital and Reserves</b>	<b>£155,594.04</b>