



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:

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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 1st 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 17th 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:

	2021	2020
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

Table of Contents

Profit and Loss3

Balance Sheet.....4

Profit and Loss

January - December 2020

	Total
INCOME	
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
Total Income	95,806.96
GROSS PROFIT	95,806.96
EXPENSES	
1 St Albans Diocesan	101,131.00
Clergy Expenses	3,805.59
Holy Cross & St. Michael Gardening	300.00
PREMISES Insurances	
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
Total PREMISES Insurances	6,464.21
Raising funds	150.70
SUPPORT COSTS	
Bank charges	60.00
Phone Costs / Land line	1,369.00
Printing, Postage and Stationery	2,625.13
Total SUPPORT COSTS	4,054.13
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
Total Wedding & Funeral Fees	11,103.00
Total Expenses	127,513.14
NET OPERATING INCOME	-31,706.18
OTHER INCOME	
Interest earned	103.58
Total Other Income	103.58
NET OTHER INCOME	103.58
NET INCOME	£ -31,602.60

Balance Sheet

As of December 31, 2020

	Total
FIXED ASSET	
Total Fixed Asset	
CASH AT BANK AND IN HAND	
CAF cash Account 00012619	15,168.27
INVESTMENT	
CBF Deposit Fund 1320011123D	21,330.04
CBF Fixed interest fund Units 132001046F	38,628.16
CBF Investment fund units 132001889s	81,272.57
Total INVESTMENT	141,230.77
Total Cash at bank and in hand	156,399.04
NET CURRENT ASSETS	156,399.04
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Current Liabilities	
Accruals	805.00
Total Current Liabilities	805.00
Total Creditors: amounts falling due within one year	805.00
NET CURRENT ASSETS (LIABILITIES)	155,594.04
TOTAL ASSETS LESS CURRENT LIABILITIES	155,594.04
TOTAL NET ASSETS (LIABILITIES)	£155,594.04
CAPITAL AND RESERVES	
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
Total Capital and Reserves	£155,594.04