

**THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF WITHAM
(CHARITY NO. 1133036)**

**ST NICOLAS' CHURCH
CHIPPING HILL
WITHAM
CM8 2JS**

**ANNUAL REPORT &
ACCOUNTS - 2021**

**Team Rector Revd Dr Jonathan
Pritchard**

**Associate Priest
Associate Priest
Newmarch**

**Revd Susan Malam
Revd Christine**

Pioneer Minister

Revd Will Abbott



WITHAM PCC

THE ANGLICAN CHURCH IN THE TOWN OF WITHAM CENTRED ON THE PARISH CHURCH OF ST NICOLAS

The Parish Church is on Chipping Hill in Witham.

The correspondence address is:

The Parish Office, St Nicolas Church Hall, Chipping Hill, Witham. Essex CM8 2JS

In 2021 the Parochial Church Council has consisted of:

Revd Dr Jonathan Pritchard, Team Rector (from 6 September 2021)

Revd Susan Malam, Associate Priest (SSM) ex officio

Revd Christine Newmarch, Locally Deployed Self Supporting Associate Priest (LDSSM)

Revd Will Abbott, (Pioneer Minister)

Mr Andrew Rudd, Church Warden (ex officio until 31 October 2021) & Vice Chair of the PCC (until 8 June 2021)

Ms Marian Mitchell, Churchwarden (ex officio) & Vice Chair of the PCC (from 8 June 2021)

Mr Mike Robinson, Church Warden (ex officio from 29 November 2021) PCC Secretary and

(ex officio - Deanery Representative)

Mr John Hassler PCC Treasurer elected

Mrs Jenny Robinson (ex officio Deanery Representative) (Assistant PCC Treasurer)

Mrs Christine Brown (ex officio - Deanery Representative)

Mrs Lyn Corke (elected)

Mr Rodney Cullum elected

Mr Andrew Holt (ex officio - Deanery Representative) & Electoral roll officer

Mr Rod Lane elected

Mr Trevor Myatt elected

The PCC Standing Committee comprises the two Churchwardens, the PCC Secretary and the PCC Treasurer.

The PCC Accounts are held by Barclays Bank plc, Witham and funds are also held by the CBF Church of England Deposit Fund, London.

The Independent Examiner is Mrs Ann Clarke, Witham.

St Nicolas' Church is part of the Witham and Villages Team Ministry which has responsibility for the town of Witham and the neighbouring parishes of Terling, Fairstead, White Notley, Faulkbourne, Rivenhall and Silver End. Each parish has its own PCC. The Witham and Villages Team Ministry is also joined with the parish of Hatfield Peverel with Ulting to form the Pilgrim Rivers Mission and Ministry Unit (MMU).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was exempted by order from registering with the Charity

Commission until 2010 when it registered and was given the Charity number 1133036.

The PCC has six accounts which must be spent on Restricted purposes as follows;

a) Abrey Trust

The Managing Trustees [the PCC] shall apply the clear income and at their discretion the whole or part of the property of the Church Charity in or towards rebuilding, repairing, enlarging, altering, furnishing and equipping the Church of St Nicolas in the said ecclesiastical parish.

b) Church House Fund

Under the control of the Incumbent & Churchwardens to be used to provide any building for the purposes of:

1. Divine Worship }
2. Classes or Lectures } Connected with the
3. Meetings } Church
4. Clubs }
5. Clerical Meetings & Social Conferences }
6. Any purpose in the opinion of the Incumbent & Churchwardens for improving conditions of the population of the Parish. Building may not be used in any way against the principles of the Church of England.

c) Fabric Fund

Income & capital for upkeep of the fabric of St Nicolas church and churchyard.

d) Graves Fund

Income for upkeep of graves.

e) John Suddards Memorial Fund

Income and capital to provide discretionary funds in memory of the late Reverend John Suddards.

f) Church Community Fund

Income and capital for Witham based hardship cases / people in urgent need of money. This fund is administered via Braintree Halstead & Witham CAB.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

PCC members are recruited from the wider congregation, and all are encouraged to consider standing. New members are offered induction training by the Church Wardens on a one to one basis, and from time to time all members are briefed together on compliance with health and safety legislation, safeguarding, data protection and other like legislation. Members also have access to specific training events organised on a Deanery, Area or Diocesan basis, and provision is made for sharing information and skills gleaned at such events and for the dissemination of appropriate briefing documents.

The PCC met electronically by Zoom from January to June and physically for September, November and December. The October meeting was cancelled during Covid.

The PCC Standing Committee did not meet during 2021, but conferred for any particular matters. The following work was conducted by email correspondence:

- a)** set the Agenda for the next PCC Meeting
- b)** deal with financial matters and expenditure up to a limit of £500 on each item, and
- c)** advise the clergy on any matter connected to the Parish.

The PCC also has the following sub-committees:

- a)** The Medieval Fayre Committee has delegated power to organise and run the Annual Medieval Fayre, however the pandemic did not permit the event to take place in 2021. Conditions improved later in the year, and a reduced Autumn Fayre was organised by those personnel. The initial meeting for the 2022 Medieval Fayre was held on 23 November.
- b)** The Church Hall Committee is concerned with the fabric and facilities of the Church Hall and makes recommendations to the PCC, but that meeting did not meet.
- c)** The Church Fabric Committee advises the PCC on fabric and property matters generally, but did not meet. Essential activity was arranged electronically.
- d)** Finance and Stewardship committee did not meet.

The committees not meeting during 2021 was due to the Covid restrictions.

Working groups also report to the PCC as required

- a. Outreach & Mission Group which concern themselves with the mission, pastoral, worship and social activities of the Parish.
- b. Christmas Tree Festival Group, concerned with the development and management of the St Nicolas Christmas Tree Festival.

These working groups did not meet during 2021 due to the Covid virus restrictions.

In addition, the First Sunday Group exists to assist the clergy on the content and delivery of the 10.00 am All Age Eucharist on the First Sunday of the month. This group met via Zoom.

The Messy Church Group, which exists to plan the content and delivery of the monthly Messy Church, did not meet due to Covid virus restrictions on that activity.

The Youth Group, named “The Crib” met weekly via Zoom.

The Church Wardens worked in close collaboration with the members of clergy, and the lay members of the congregation throughout the whole Parish. Over the year the Church Wardens were responsible for the activities of the Parish Church, the overall administration of the Parish, pastoral matters and worship, until the Rector was licenced. The Pioneer Minister was responsible for Sunday worship at Howbridge Church of England Junior School and also provided the services streamed via Facebook. He also provided ministry in Terling, Fairstead and Faulkbourne. This included community support initiatives. The training ministers for Revd Will Abbott’s were Revd Dave Beales and Revd Ian Hilton. They were both given all necessary delegated powers to conduct their ministry and in pursuance of their Working Agreements. The PCC Secretary, Mr Mike Robinson, is Lay Chair of the Witham Deanery and a Lay Canon of Chelmsford Cathedral.

Trevor Myatt continues to serve in a voluntary lay capacity as Pastoral Assistant.

Pat Pullen is a licensed Lay Funeral minister.

David Martin, Mike Robinson and Andrew Holt continue to serve as Authorised Lay Preachers.

OBJECTIVES AND ACTIVITIES

The primary objective of the PCC is the promotion of the Gospel of Our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC is fully committed to co-operating with the clergy team in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

During the year, the work of the PCC was heavily curtailed due to Covid virus restrictions. There were very limited opportunities for fundraising, including the annual Mediaeval Fayre and Christmas Tree Festival, which were both cancelled. This had a severe impact on the finances of the church.

The church building was also closed for most of the year, so there was no work on the fabric of the church or church hall, though the churchyard was kept neat and tidy by volunteers.

The PCC usually works with the clergy to encourage growth of the congregation and ensure that fruitful and effective discipleship is developed, but in 2021, with the restrictions on meetings and church services those goals were curtailed. However Chatterbox, the toddler group for pre-school children, continued to meet weekly via Zoom until physical services recommenced in June. The All Age Eucharist on the first Sunday of the month was also held via Zoom streaming via Facebook.

Because of the nature of the craftwork, with children and adults working together, it was not possible to hold Messy Church during the Covid restrictions. We are looking forward to restarting these when the restrictions are removed.

The Crib, the Youth Group for young people of secondary school age, ran via Zoom during the Covid restrictions, but did not attract the normal following due to the unfamiliar mode of meeting.

There were on-line Alpha Groups for those seeking to learn more about the Christian faith, and the usual mid-week Lent course also ran through Zoom.

The lockdown impacted on work with the schools. Although pupils were attending school, there were frequent absences for shielding after exposure to Covid.

Park View Residential Home closed their doors to visitors during the Covid restrictions, including members of clergy and lay teams, so it was not possible to minister to the home. Revd Christine was able to lead the December service in St George's however.

In 2021 the clergy officiated at 24 baptisms, 3 weddings, 9 funeral services in church, 12 at the crematorium, and 6 interments of ashes in the churchyard.

There were no ecumenical services in 2021, but the AGM for Churches Together in Witham & District was held physically on 27 October.

The church receives the services of a Director of Music, Mr David Martin, and has a paid Parish Administrator, Mrs Fiona Abbott. The church is very dependent on the goodwill and hard work of the many volunteers, in particular, the church officers, church cleaning, churchyard maintenance, odd jobs, church hall letting, duplicating service sheets and the like, sacristan duties, worship organisation, and many other specific tasks are all achieved through volunteer work. In 2021, due to Covid restrictions, most of these activities were reduced, but thanks are expressed to those that did carry out duties during this time.

Normally Christian Aid is supported each year particularly at Christmas and during Christmas Aid week in May, and the Children's Society supported at Christingle Services. Since services did not take place at these times during 2021 we were unable to offer this support. Similarly, since members of the congregation were only meeting electronically until April, and even then many continued electronically, we were unable to support the Diocesan Lent Appeal, the Church Army Lent Appeal and the Chelmsford Night Shelter, the Foodbank and Peabody Trust at Christmas, Easter and Harvest, nor collect toys for the charity Homestart at St Nicolas-tide.

The Mothers' Union was unable to meet.

St Nicolas Church was able to participate in Heritage Open Day again, but, like most sites, with a virtual tour of the church on the Witham Parish Church Facebook page.

ACHIEVEMENT

The church has enjoyed an unusual, but successful year of worship and witness. Most of the regular congregation joined in the streamed services, 10.00 am or Evensong, via Facebook, and many additional attendees joined them, either live or later in the week, since the services remained available. Since on-line services appeared to reach additional worshippers, they will continue in parallel with actual attendance when the church is able to open again for services. Sadly we did lose some faithful members during 2020, and it was not possible to include the large numbers of mourners that would have attended in a non-Covid environment. Fortunately we were able to live stream the funeral services from the church.

We were able to hold a few physical services in church when the lock-down was lifted for a short period, which included worship for the Festival of St Nicolas. The PCC are grateful to the Director of Music, Mr David Martin, for continuing to maintain the choir, including a number of children, during this time, and particularly for that occasion.

We have a fund named "Church Community Fund" to provide small sums of money to people in urgent need administered via the Citizens' Advice Bureau in Witham.

FINANCIAL

Total receipts on ordinary unrestricted funds (General and Equipment Funds) were

£89,238 (2020 £86,753) and are detailed in the financial statements.

£87,903 was spent regarding Church Activities, including the contribution of £43,500 to the Diocesan Parish Share, the formula for which requires a benefice to pay for its ministry costs plus a contribution towards central diocesan costs which is calculated by a formula based on members. £978 has also been used for fundraising.

The net result for the year on the ordinary unrestricted funds was a surplus of receipts over payments of £228 (2020 surplus £5.) The small surplus was achieved by not paying our Parish Share in full. The PCC paid £43,500 and received a credit for £7,818 due to the vacancy, so a total of £51,318 but was unable to pay the balance of £41,116, to meet the Share request of £92,434 to have done so would have meant depleting our unrestricted reserve to zero.

After adding bank and deposit balances brought forward at the beginning of the year, the balance carried forward at 31st December 2021 for the ordinary unrestricted fund totalled £35,458 (2020 £35,220).

RESERVES POLICY

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately four months unrestricted payments to cover emergency situations that may arise from time to time. The balance of £35,458 on unrestricted funds at the year-end is under this target.

It is our policy to invest our funds balances with the CBF Church of England Deposit Fund.

**Approved by the PCC on 8 February 2022 and signed on their behalf
by**

Revd Dr Jonathan Pritchard (PCC Chair)

Witham Parochial Church Council - St Nicolas Church - Charity No 1133036							
Receipts and Payments Accounts							
	Note	Unrestricted Fund	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£	£
Receipts							
Voluntary receipts							
Planned giving		40,746				40,746	41,592
Collections and other giving		15,299				15,299	7,211
All other giving/ voluntary receipts		4,162				4,162	4,134
Gift Aid Recovered		5,543				5,543	15,484
Total Voluntary Receipts		65,750	0	0	0	65,750	68,421
Activities for generating funds		9,745				9,745	5,679
Investment Income		2	10	17		29	246
Church Activities		6,288				6,288	2,815
Redemption of Investments		0				0	0
Other receipts		7,453		2,490		9,943	9,554
Total Receipts		89,238	10	2,507	0	91,755	86,715
Payments							
Church activities							
Parish share		43,500				43,500	45,875
Clergy and staffing costs		15,355				15,355	17,390
Church running expenses		25,338				25,338	17,593
Hall running costs		2,871				2,871	3,623
Church Repairs & Maintenance		839				839	1,303
Hall Repairs & Maintenance		0				0	0
Mission giving and donations		0				0	89
Total Church Activities		87,903	0	0	0	87,903	85,873
Cost of generating funds		978				978	484
Governance costs		130				130	130
Other payments		0				0	0
Total Payments		89,010	0	0	0	89,011	86,487
Excess of receipts over payments / (payments over receipts)		228	10	2,507	0	2,745	228
Movements Between Funds						0	0
Cash at bank and in hand at 1 Jan		12,330	22,890	37,821	0	73,041	72,813
Cash at bank and in hand at 31 Dec		12,558	22,900	40,328	0	75,786	73,041
Statement of Assets and Liabilities							
	Note	Unrestricted Fund	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2020	Total 2019
Cash Funds							
Bank Current Account		9,638	3,685	1,592		14,915	14,736
Deposit Accounts		2,920	19,215	38,736		60,871	58,305
Totals		12,558	22,900	40,328	0	75,786	73,041
Liabilities							
Missionary and Charitable Giving		89				89	89
Church Community Fund				1,592		1,592	1,592
John Suddards Memorial Fund			3,685			3,685	3,685
Hope Community Witham Fund				2,490		2,490	0
Parochial Fees Paid in Advance				1,718		1,718	2,582
Totals		89	3,685	5,800	0	9,574	7,948
Total Net Assets							
General Fund		12,469				12,469	12,241
Equipment Fund			19,215			19,215	19,205
Abrey Trust				16,754		16,754	16,745
Church House Fund				3,527		3,527	3,526
Fabric Fund				13,232		13,232	13,225
Graves Fund				2,734		2,734	2,734
Parochial Fees Paid in Advance				-1,718		-1,718	-2,582
Hope Community Witham Fund				0		0	0
John Suddards Memorial Fund			0			0	0
Church Community Fund				0		0	0
Totals		12,469	19,215	34,529	0	66,212	65,093

Witham Parochial Church Council - St Nicolas Church - Charity No 1133036
Financial Statement for the year ended 31st December 2021
General Fund (Unrestricted) Receipts and Payments Account

		2021	2020	
Receipts	Note			
Regular Giving				
Planned giving		40,746	41,592	
		40,746		41,592
Collections and other giving				
Loose plate (Non-Gift Aid Donations)		1,679	1,241	
One-off Gift Aid gifts		13,620	5,970	
Gift Aid Income Tax recovered		5,543	15,484	
		20,842		22,695
Other voluntary receipts				
Legacies		0	1,000	
Charitable donations		0	89	
Messy Church		0	84	
Donations		4,031	2,450	
Votives		81	51	
Flowers - donations		50	460	
		4,162		4,134
Receipts from activities for generating funds				
Mediaeval Fayre		0	0	
Concerts		516	100	
59 Club income		0	1,041	
Easyfundraising.co.uk		147	158	
General Fundraising		4,905	610	
Church hall lettings income		4,177	2,891	
Magazine sales & advertising		0	879	
		9,745		5,679
Investment Income			2	23
Receipts from Church activities				
Parochial fees		6,288	2,815	
Choir and Organ Income		0	0	
Literature Income		0	0	
		6,288		2,815
Other Receipts				
Insurance Claims		307	0	
Grant (Children & Young Persons Worker)		7,076	9,174	
Other Receipts		70	380	
		7,453		9,554
		89,238		86,492
Payments				
Church Activities				
Diocesan Parish Share		43,500	45,875	
Clergy and staffing costs		15,355	17,390	
Church running expenses		25,338	17,593	
Hall running costs		2,871	3,623	
Church Repairs & Maintenance		839	1,303	
Hall Repairs & Maintenance		0	0	
Overseas mission and relief agencies		0	89	
Home Mission and other Church societies		0	0	
		87,903		85,873
Fundraising Costs				
59 Club		0	215	
Other fundraising costs		978	0	
Magazine Costs		0	269	
Mediaeval Fayre		0	0	
		978		484
Other Payments			130	130
		89,011		86,487
Excess of Receipts over Payments			227	5
Movements Between Funds				
		0	0	
		227		5
Bank Current and Deposit accounts at 1st January		12,330	12,325	

Financial Statement for the year ended 31st December 2021				
Fabric Fund Receipts and Payments Account - Restricted Fund				
			2021	2020
Receipts				
	Bank Interest		7	55
			7	55
Payments				
Excess of Receipts over Payments			7	55
Bank Current and Deposit accounts at 1st January			13,225	13,170
Bank Current and Deposit accounts at 31st December			13,232	13,225
Church House Fund Receipts and Payments Account - Restricted Fund				
			2021	2020
Receipts				
	Bank Interest		1	16
Payments				
Excess of Receipts over Payment			1	16
Bank Current and Deposit accounts at 1st January			3,525	3,509
Bank Current and Deposit accounts at 31st December			3,526	3,525
Abrey Trust Receipts and Payments Account - Restricted Fund				
			2021	2020
Receipts				
	Bank Interest		9	71
Payments				
Excess of Receipts over Payment			9	71
Bank Current and Deposit accounts at 1st January			16,745	16,674
Bank Current and Deposit accounts at 31st December			16,754	16,745
Witham Parochial Church Council - St Nicolas Church - Charity No 1133036				
Graves Fund Receipts and Payments Account - Restricted Fund				
			2021	2020
Receipts				
Payments				
	Bank Charges			
Excess of Receipts over Payment			0	0
Bank Current and Deposit accounts at 1st January			2,734	2,734

Church Community Fund Receipts and Payments Account - Restricted Fund

		2021	2020			
Receipts						
Payments						
Excess of Receipts over Paymer		0	0			
Bank Current and Deposit accou		1,592	1,592			
Bank Current and Deposit acc		1,592	1,592			

John Suddards Memorial Fund Receipts and Payments Account - Designated Fund

		2021	2020			
Receipts						
	Net Receipts	0	0			
Payments						
Excess of Receipts over Paymer		0	0			
Bank Current and Deposit accou		3,685	3,685			
Bank Current and Deposit acc		3,685	3,685			

Hope Community (Witham) Fund Receipts and Payments Account - Restricted Fund

		2021	2020			
Receipts						
		2,490				
Payments						
Excess of Receipts over Paymer		2,490	0			
Bank Current and Deposit accou		0				
Bank Current and Deposit acc		2,490	0			

Equipment Fund Receipts and Payments Account - Designated Fund

		2021	2020			
Receipts						
	Bank Interest	10	81			
Payments						
Excess of Receipts over Paymer		10	81			
Bank Current and Deposit accou		19,205	19,124			

Witham Parochial Church Council - St Nicolas Church - Charity No 1133036			
Financial Statement for the year ended 31st December 2021			
Statement of Assets and Liabilities at 31st December 2021			
		2021	2020
Cash funds			
	Current Accounts	14,915	14,736
	Deposit Accounts	60,871	58,305
	Total Current and Deposit Accounts	75,786	73,041
Liabilities (General Fund)			
	Parochial Fees (paid in advance)	1,718	2,582
		1,718	2,582
Other tangible assets			
	Lawnmower, cards and office equipment for our Parish and Mediaeval Fayre		
Notes			
1	The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2008 using the Receipts and Payments basis.		
2	The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Moveable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.		
3	The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.		
Approved by the PCC on 28th February 2022 and signed on their behalf by Revd Dr. Jonathan Pritchard (Chair) and Mr John Hassler (PCC Treasurer)			

Independent examiner's report to the PCC of St Nicolas Church, Witham

I report on the accounts of the PCC for the year ended 31 December 2019 which are set out within the report.

Respective responsibilities of the PCC and the examiner

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

It is my responsibility to

- ☐ Examine the accounts under section 145 of the 2011 Act;
- ☐ Follow procedures laid down in the general directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- ☐ State whether particular matters have come to my attention.

Basis of Independent Examiners Statement.

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

Independent examiner's statement

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

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



Mrs A C Clarke
4 Abercorn Way
Witham, CM8 2UF
31 March 2022