



Annual report

and

Financial statements

For the year ended 31 December 2020

Registered Charity No. 1133066

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Registered Charity No. 1133066

Trustees' annual report for the year to 31 December 2020

Charity name The Parochial Church Council of St Paul's Letchworth

Registered charity number 1133066

Charity's principal address 179 Pixmore Way
Letchworth, Hertfordshire SG6 1QT

Parochial Church Council (PCC) members who have served at any time during the year from 1 January 2020 until the date this report was approved:

Name	Office (if any)	Dates acted if not for whole year	Notes
Rev Jeni McQuaid	Minister		
Rev Amanda Ferris	Associate Minister		
Maureen Phillips	Church Warden	To August 2020	
Emma Vernon	Church Warden		
Rebekah Pinco	Church Warden	From September 2020	
David Finch-Steven		To March 2020	Elected Member
Mike Pedrick		To June 2020	Elected Member
Caroline Friis-Ellis		To October 2020	Elected Member
Pam Hull			Elected Member
Christopher Scott		To October 2020	Elected Member
Andreea Weisl-Shaw		To October 2020	Elected Member
Keith Blundell	PCC Secretary		Elected Member
Michael Eve			Elected Member
Peter Eyles			Elected Member
Peter Farquhar			Elected Member
Rebecca Kelly		To January 2021	Elected Member
Judith Nash			Elected Member
Madeleine Nicholas			Elected Member
Dan Pinco			Elected Member
Clare Townsend			Elected Member
Rachel Cheffy		From October 2020	Elected Member
Paul Owen		From October 2020	Elected Member
Paul Thomson		From October 2020	Elected Member
Emily Wilkinson		From October 2020	Elected Member
Ian Frostick	Treasurer	March to December 2020	
Madeleine Nicholas	Deanery Synod Representative	From October 2020	
Maureen Phillips	Deanery Synod Representative	From October 2020	
Fiona Owen	Children and Families Worker		In attendance
Claire McDonnell	Youth Worker		In attendance

Names and addresses of advisers

Architects	Freeland Rees Roberts, 25 City Road, Cambridge, CB1 1DP
Bankers	National Westminster Bank, Station Place, Letchworth. SG6 3AL
Independent examiner	Dan Colwell & Co Limited, The Old Bull Pens, Sezincote, Moreton in Marsh, Gloucestershire GL56 9AW

Structure, governance and management

Description of the charity's trusts

How the Church is constituted	<p>St Paul's Letchworth is a registered charity as well as being part of the Church of England.</p> <p>The structure and governance arrangements of the charity are set out by the Church of England and St Albans Diocese. The church sits within the Hitchin Deanery and the Archdeaconry of St Albans. Full details of governance arrangements are set out on the St Albans Diocese website.</p> <p>St Paul's is part of a Joint Benefice with All Saints' Willian, jointly served by the incumbent, associate minister, curate, and readers. All Saints' is administered by its own PCC, appointed from its own membership and has separate financial records and accountability. St Paul's PCC has no responsibility for the pastoral or administrative affairs of All Saints'.</p>
PCC and Committees	<p>The responsibilities of St Paul's PCC are enshrined in the Parochial Church Councils (Powers) Measure 1956. As such, the purpose of the PCC is to cooperate with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is responsible for the maintenance of all church buildings and grounds, ensuring the smooth running of the church and for ensuring that the church is compliant with all relevant legislation relating to its functions: health and safety, data protection, safeguarding and employment law. The ordained ministers, curates, readers and church wardens become members of the PCC on appointment. Elected members are appointed by ballot of church members at the APCM on three year terms, with vacancies during the year being filled by PCC.</p> <p>PCC meets its objectives achieved through:</p> <ul style="list-style-type: none"> • Full PCC meetings six times a year, bi-monthly • Standing Committee, which has powers to act on behalf of PCC, meeting six times a year bi-monthly, alternating with PCC • Missionary Committee which oversees the church's links with our mission partners • Ad hoc task groups, formed during the year as required. <p>None of St. Paul's objectives would be achieved without the dedication and support of its three staff members (Children and Family's worker, Youth Worker and Parish Administrator) and the very many church members who give their time voluntarily and unstintingly in all areas of church life.</p>

Objectives and activities

<p>Summary of the objectives of the charity set out in its governance and the main activities undertaken for the public benefit in relation to these objectives</p>	<p style="text-align: center;">"To Show the Light and Love of Jesus for all"</p> <p style="text-align: center;"><i>"By this everyone will know that you are my disciples, if you love one another."</i></p> <p style="text-align: center;">John 13:35</p> <p>This year has been like no other with the whole country going into lockdown in March which meant that we had to stop services, as the government stopped communal worship. The PCC had approved the upgrade to our AV system just prior to the lockdown, which meant that we could livestream and maintain our Worship online. Once out of lockdown we had to limit the number in church, so Sunday attendance ranged from 16 to 51 but online log-ins range from a few hundred to a peak of 2,525, averaging just less than 1,900 in recent months. The pandemic and constantly changing guidelines have meant we have had to react quickly and safely which we have, including limiting numbers physically meeting but our online services have been varied and season specific. At this time, it is very difficult to gauge exactly how many adults and children we are in touch with but this is a cause for rejoicing as we have had new people join our electoral roll, reach out to us and very much count themselves as part of the St Paul's church family.</p> <p>As with 2019, in 2020 we have continued stepping out into more community outreach "To show the Light and Love of Jesus for All". Our focus in week one of lockdown was to ensure that those who needed food and prescriptions had their needs met and that we could stream our services. The Care Team contacted more than 300 people and since then we send out 120 home packs fortnightly, decreasing to monthly currently, to those unable to join us online so that they may still be in contact with us.</p> <p>We have continued with our determination to become a "Mission-shaped PCC", being more systematic about supporting growth – welcoming newcomers, supporting people to grow in their faith and improving communication, with less reliance on informal networks, which we know become less effective with increasing numbers. We continue to work on our Framework for Mission and Ministry in St Paul's and continue to establish leads. Despite lockdown, we have still continued with our Mission Action Plan:</p> <ul style="list-style-type: none"> • Two Alpha courses were run, one in person and one online. • The SIX:30, offering a less formal style of worship, continues to be well attended. • Two church members, Christopher Scott and Peter Farquhar continue into year two of their ordination training and are members of the ministry team. • The Newcomers' Team, led by Madeleine Nicholas, continue to support newcomers into the life of the church. <p>All our usual activities have had to adapt. We have reached out to the wider community through our online services, Messy Church, work with young people in schools, youth work has continued online and our Facebook pages have engaged all our groups. The Luncheon Club have kept in contact with their members and our Gateway Club has continued online to be a valued service to older people.</p> <p>Home groups remain the bedrock of pastoral support within St Paul's and are growing, with some new groups forming after Alpha courses. Looking forward, we are hoping to trial 'Connect groups' to encourage more people to engage in conversations together.</p>
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	<p>Children, young people and their families are at the heart of our mission and embraced by our whole church family, regardless of age or stage in life. Fiona Owen, Children and Family's worker, has had to adapt to online Sunday schools as well Messy Church, holiday club, light party and involvement with the five schools in our parish and the wider community. There are over 90 children and young people on our register but with all of our children's activities we reach over 225 children. Home packs for the families have been sent out monthly to keep them engaged with Church life. In November and December, Altogether services were run and well attended. Fiona also organised a Christmas nativity trail around the Church grounds. Christingle services were well attended in person and also online where "make your own" Christingle packs were provided.</p> <p>Youth ministry was well looked after by volunteers whilst Claire McDonnell, our full-time youth worker, was on maternity leave. More creative ways to engage were needed to be thought of but GGG (God's grace gang) and JAM (Jesus and Me) have all met regularly in person where they can or online if not.</p> <p>During 2020, 'The Lighthouse' magazine had a complete revamp of look and was renamed "St Paul's Magazine". Highlights included a special "Lockdown edition".</p> <p>Recruiting volunteers for existing and new activities is a constant challenge, despite receiving many responses to our "Giving Sunday" stewardship campaign in February, especially as we had to adapt to a new way of working online. We recognise that people need to 'step down' as well as 'step up', so we never say that offering to do something is a life sentence. Our treasurer, Ian Frostick and our Electoral roll officer, Dianne Sheppee, both resigned in December and we are grateful to them both for all they have done. In August, Maureen Phillips stepped down as churchwarden. We thank her for all that she has done for us and will continue to do in other roles in the life of our church. She has served a church through both an interregnum and a global pandemic! Her service to us and to God is just remarkable. Rebekah (Beki) Pinco was installed as Churchwarden designate in September and installed on 13th September.</p> <p>In November 2019, the PCCs of St Paul's and All Saints' each approved the appointment of an associate vicar with special care for All Saints' to enable each church to have more consistent and dedicated leadership. Reverend Amanda Ferris was appointed to this role in December 2019 and installed in January 2020. Throughout this year she has nurtured and grown her congregation at All Saints as well as supporting Jeni and continues to drive the building project forward.</p> <p>In all that we do, the PCC, as trustees have had regard to the guidance issued by the Charity Commission on public benefit document.</p>
Summary of the main activities during the year	<p>Regular public worship open to all; administration of the sacraments, including preparation for baptism and marriage; conducting funerals; the provision of sacred space for personal prayer and contemplation; pastoral work, including visiting the sick and bereaved; Christian teaching through sermons, courses and small groups; taking religious assemblies in schools; youth work with a Christian ethos; promoting the whole mission of the church through a range of activities for older people; work with young children and their families - parents and toddlers; working closely with the other churches of all denominations in Letchworth on a range of community activities, including the provision of a Food Bank and The Ark, a drop in centre for homeless and vulnerable adults; supporting other charities in the UK and overseas.</p>

Safeguarding	The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults).
Serious Incident Reporting	The PCC can confirm that no serious incidents occurred during the year which would have required reporting to The Charity Commission.

Financial review

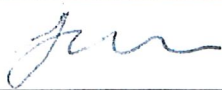
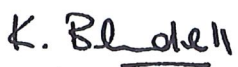
Brief statement of the charity's policy on reserves	<p>The PCC is committed to maintaining the following reserves:</p> <ul style="list-style-type: none"> • Capital fund – representing the strategic interest in accommodation • Working capital reserve – equivalent to three month's expenditure • Building fund – to fund the longer-term development of its buildings <p>Provisions are also in place to meet the estimated costs arising from five-yearly quinquennial reviews and other known financial liabilities. No funds/provisions were in deficit at 31 December 2020.</p>
Financial results	The principal sources of income and expenditure are set out in the financial statements for the year. The general reserve remains adequate to achieve PCC objectives in 2021.

Declaration

The members declare that they have approved the PCC Annual Report above.

Signed on behalf of the PCC

On 7 April 2021

	
Reverend Jeni McQuaid Vicar	Keith Blundell Secretary

Independent examiner's report to the trustees of St Paul's Letchworth

I report to the trustees on my examination of the accounts (as set out on pages 9 -15) of the above charity ("the Church") for the year ended 31 December 2020.

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").

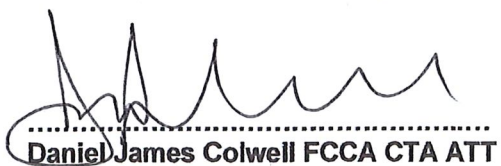
I report in respect of my examination of the Church accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ACCA.

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

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

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


Daniel James Colwell FCCA CTA ATT

7/04/2021

Daniel Colwell & Co,
Chartered Certified Accountants
The Old Bull Pens,
Sezincote, Moreton-in-Marsh,
Gloucestershire, GL56 9AW.

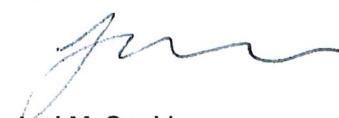
Statement of financial activities

	Note	Unrestricted funds	Restricted income funds	Total 2020	Total 2019
		£	£	£	£
Income					
Voluntary income	2	208,392	12,289	220,681	221,168
Income from fees and charges	2	13,664	1,133	14,797	35,188
Income from local mission activities		332	0	332	1,965
Income from investments		357	1	358	653
Other		546	33	579	2,767
Total incoming resources		223,291	13,456	236,747	261,741
Expenditure					
Ministry	3	41,524	3,350	44,874	56,438
Parish share		84,212	0	84,212	71,884
Support provided to missionaries		26,908	0	26,908	27,360
Cost of generating fees and charges		24,507	1,659	26,166	39,669
Costs of local mission activities		1,222	1,481	2,703	7,138
Buildings and other running costs	3	46,484	1,102	47,586	55,448
Total resources used		224,857	7,592	232,449	257,937
Net income/(expenditure)		(1,566)	5,864	4,298	3,804
Total funds brought forward		92,827	7,227	100,054	96,250
Total funds carried forward		91,261	13,091	104,352	100,054

Balance sheet

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	5	9,912	9,912
Total fixed assets		9,912	9,912
Current assets			
Debtors	6	14,237	13,087
Cash and cash equivalents	7	94,547	108,430
Total current assets		108,784	121,517
Creditors: amounts falling due within one year	8	3,926	20,957
Net current assets		104,858	100,560
Total assets less current liabilities		114,770	110,472
Provisions for liabilities	9	10,418	10,418
Total net assets		104,352	100,054
Funds	10		
Restricted income funds		13,091	7,227
Unrestricted funds		91,261	92,827
Total funds		104,352	100,054

Signed on behalf of the members on 7 April 2021



Jeni McQuaid
Vicar

Notes to the financial statements

1 Significant accounting policies

Basis of accounting

These financial statements are presented in pounds sterling. All values are rounded to the nearest pound. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

The principal accounting policies adopted are set out below.

Going concern basis

The financial statements have been prepared on the basis that the charity is a going concern.

Recognition of income

Income is included in the Statement of Financial Activities (SOFA) when:

- the church becomes entitled to the resources;
- the church is virtually certain to receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Gift Aid tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Gifts in kind, donated services and volunteer help

Gifts in kind, donated services and volunteer help are not included in the SOFA.

Investment income

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Tangible fixed assets

Tangible fixed assets costing in excess of £5,000 will be capitalised over the estimated useful life of the asset. Expenditure below £5,000 is treated as expenditure in the year taking place.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and demand deposits that are subject to an insignificant risk of changes in value.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities and charges

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

2 Analysis of Income

	Unrestricted £	Restricted £	2020 £	2019 £
Voluntary income				
Covenanted giving	155,411	3,960	159,371	160,001
Collections	4,728	0	4,728	8,858
Donations and gifts	8,515	6,843	15,358	11,630
Gift Aid tax recovered	39,738	1,486	41,224	40,679
Total	208,392	12,289	220,681	221,168
Income from fees and charges				
Weddings and funerals	2,792	0	2,792	4,093
Church hall lettings	10,872	0	10,872	26,543
Other	0	1,133	1,133	4,552
Total	13,664	1,133	14,797	35,188

3 Expenditure analysis

	Unrestricted £	Restricted £	2020 £	2019 £
Ministry				
Clergy	4,420	194	4,614	2,703
Children and families	22,825	3,123	25,948	26,741
Youth work	14,279	33	14,312	26,994
Total	41,524	3,350	44,874	56,438

Ministry costs includes a contribution towards the cost of the Associate Vicar at All Saints', Willian.

	Unrestricted £	Restricted £	2020 £	2019 £
Buildings and other running costs				
Church building	7,048	0	7,048	23,524
Equipment non capital and maintenance	14,228	200	14,428	6,556
Administration costs	24,068	902	24,970	25,368
Independent examiner fee	1,140	0	1,140	0
Total	46,484	1,102	47,586	55,448

Equipment non capital and maintenance includes the purchase of audio visual equipment for streaming online services. Their financial treatment has been considered in line with the policy on fixed assets.

4 Staff costs

	2020 £	2019 £
Wages and salaries	47,483	59,481
Social security costs	675	1,438
Pension costs	3,630	3,585
Total	51,788	64,504

St Paul's contributes 6% of salaries to employee personal pension schemes.
Members of PCC receive no fees, allowances or travelling expenses for serving on the PCC.

Average number of employees in the year:

	No.	No.
Ministry team	2.0	2.0
Administration	0.6	0.6
Total	2.6	2.6

5 Tangible assets

	2020 £	2019 £
Cost at 1 January 2020	9,912	9,912
Cost at 31 December 2021	9,912	9,912

Equity interest of 3.54% in 89 Howard Drive, Letchworth. An investment held on a long-term basis to secure accommodation for the curate.

6 Debtors

	2020 £	2019 £
Trade debtors	0	130
Gift Aid tax recoverable	9,671	10,154
Taxation and social security	4,458	0
Other debtors	0	2,000
Prepayments and accrued income	108	803
Total	14,237	13,087

7 Cash and cash equivalents

	2020 £	2019 £
Short term deposits	74,699	87,342
Cash at bank and in hand	19,848	21,088
Total	94,547	108,430

8 Creditors and accruals falling due within one year

	2020 £	2019 £
Trade creditors	1,880	5,131
Accruals and deferred income	1,808	15,186
Other creditors	238	640
Total	3,926	20,957

9 Provisions for liabilities

	2020 £	2019 £
Balance at the start of the reporting period	10,418	13,921
Amounts added in current period	0	0
Amounts charged against the provision in the current period	0	(3,503)
Balance at the end of the reporting period	10,418	10,418

This provision is for church hall and building repairs as advised in the quinquennial inspection report. The latest inspection was held in November 2020. The report, when received, will indicate required repairs to the church hall and building over the next five years. The timing of the use of this provision will be based on the report and the schedule of subsequent works.

10 Funds

Fund Name	Type	Fund balance brought forward £	Income £	Expenditure £	Fund balance carried forward £
General	General	26,762	0	(413)	26,349
Capital	Designated	9,912	0	0	9,912
Working capital	Designated	55,000	0	0	55,000
Audio visual equipment	Designated	1,153	0	(1,153)	0
Buildings	Restricted	2,369	0	0	2,369
Flowers	Restricted	1,145	1	(20)	1,126
Luncheon Club	Restricted	1,993	921	(1,122)	1,792
Toddlers	Restricted	1,720	212	(517)	1,415
Audio visual equipment	Restricted	0	2,075	(200)	1,875
Welfare	Restricted	0	3,000	(194)	2,806
Children's work	Restricted	0	6,104	(4,604)	1,500
Home worship packs	Restricted	0	1,110	(902)	208
Total		100,054	13,423	(9,125)	104,352

Analysis of net assets between funds

	General funds £	Designated Funds £	Restricted funds £	Total 2020 £
Fixed assets	0	9,912	0	9,912
Current assets	40,455	55,000	13,329	108,784
Creditors and provisions	(14,106)	0	(238)	(14,344)
Total net assets	26,349	64,912	13,091	104,352

11 Transactions with related parties

The Church of England and its Diocese in St Albans is a related party. Payments were made to the Diocese of St Albans as follows:

	2020 £	2019 £
Parish Share	84,212	71,884
Total	84,212	71,884

Parish share is a contribution to the running costs of the Diocese and includes Ministry stipendiary costs.

	2020 £	2019 £
Wedding and funeral fees	1,757	1,706
Total	1,757	1,706

Diocesan fees are recovered in full as part of the fees charged.

Fee income is included in note 2 income from fees and charges.

Voluntary income includes donations from church members, including PCC members.

Church members, including PCC members, are reimbursed for costs incurred whilst helping with church activities.

There were no other transactions with related parties.

