

The Parish of Knebworth

Annual Report 2021

Including the Agenda for the Annual Meeting
11:30am Sunday 8 May 2022
in the Parish Centre

The Church of St Mary &
St Thomas of Canterbury
Knebworth Park
Old Knebworth Lane
Old Knebworth
SG3 6PY

The Church of St Martin
St Martin's Road
Knebworth
SG3 6ER

www.knebworthparishchurch.co.uk

UK Registered Charity 1133728

Governed by the Parochial Church Council Powers Measure (1956) as amended and
Church Representation Rules

The Annual Parish Meetings

11:30am Sunday 8 May 2022

Opening Prayer

The Annual Meeting of Parishioners

- Appointment of Secretary
- Election of Churchwardens

The Annual Parochial Church Meeting

- Apologies
- To receive the revised Electoral Roll
- To confirm the minutes of the meeting held on 16 May 2021
- Election of members to the PCC
- To receive the Annual Report of the PCC, including Accounts for the year ended 31 Dec 2021
- Appointment of Independent Examiner of Accounts
- Chair's Remarks
- Matters arising from minutes of 16 May 2021, or discussion of matters of general parochial interest - *to be received in advance via revcharlesking@gmail.com*
- Grace

Introduction

Dear friends,

Welcome to this year's Annual Report for the parish of Knebworth!

When we come to our Annual Meeting in May, I will nearly have been in post six months, and I would like to offer sincere thanks to you all for your very warm welcome to me, Anke and Hannah, as we've settled in and got to know the parish.

An annual review such as this looks back and summarises activity over the past 12 months. In the Church of England, it is a legal requirement and a helpful point of review. However, it can only ever be a snapshot overview of parish life. There is, of course, much more to who we are as Christians in Knebworth than is contained within the pages of this report. And in the case of a parish such as ours, that wider life is about the weaving God's love into the everyday life of the local community.

It has been so good to be with you since November as Priest-in-Charge, and as I read through the individual contributions to this report, and reflect over my first few months in post, there are encouraging signs. As we learn to live with Covid, it has been heartening to see groups reconvening; and there is a real desire across the week for people to meet regularly in person, as we should all hope and expect to, following the disruption of the last two years. Then there are those new to Knebworth and to the area who want to connect – it is important that we support them, too, in whatever ways we can.

At the heart of all we do, though, is our worship and prayer. It has been good to restore regular worshipping patterns with a weekly 10am service at St Martin's, and to reintroduce a monthly Evensong at St Mary's. Worship continues throughout the week, and I have been encouraged by those supporting Morning Prayer Mondays-Wednesdays at 9am, with a communion service at 10am on Thursdays. However good the online technology, it is vital as Christians that we regularly gather in person. In the months ahead, and guided by the Holy Spirit, our offer of praise, worship, teaching, nurture and pastoral care will develop further, and we will want to do this for different ages and stages.

Parish life brings together the work of so many, and it will always be invidious to single out particular people. However, I do want to pay grateful tribute to all those who supported the parish during the interregnum in all kinds of ways; and especially to my ministerial and clergy colleagues, to Mark as Churchwarden, to Alan as Deputy Warden and to Penny as Church Administrator. It is very good to continue the collaboration as we go forward as a team together.

Bishop Tom Wright writes of being 'surprised by hope'. And in the resurrection of Jesus, it's a hope with special emphasis in this Easter season. The hope and knowledge that God is always with us is something that Jacob is reminded of at Bethel: *Then Jacob awoke from his sleep and said, "Surely the Lord is in this place – and I did not know it!"* (Gen 28:16-17). How wonderful for us, too, to be surprised by God in all that we do in our lives and in our parish of Knebworth!

Charles

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**ANNUAL REPORT OF THE TRUSTEES OF
KNEBWORTH PAROCHIAL CHURCH COUNCIL
CHARITY REGISTRATION NUMBER 1133728
FOR THE YEAR ENDED 31ST DECEMBER 2021**

Aim and purposes

Knebworth Parochial Church Council (PCC) has the responsibility of cooperating with the Priest in Charge, the Reverend Charles King, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is responsible for the Parish Church of St Mary and St Thomas of Canterbury, Knebworth Park; St Martin's Church, St Martin's Road, Knebworth and the Parish Centre, St Martin's Road, Knebworth. The correspondence address is: 15 St Martin's Road, Knebworth, SG3 6ER.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our two churches and become part of our parish community. We try to enable people to live out their faith as part of our parish community through: Worship and prayer, learning about the gospel and developing their knowledge and trust in Jesus.

Public Benefit Statement

The Ecclesiastical Parish of Knebworth (UK Registered Charity 1133728) exists to offer Christian worship, teaching and pastoral care. Our provisions are open to those of all faiths and none, and are free at the point of delivery. (Some occasional offices do incur statutory fees, although we would strive to ensure that none are excluded on the grounds of economic or other disadvantage).

During the past year, public benefit has been advanced in many ways, including:

1. the provision of regular and seasonal worship in word and prayer, sacrament and music;
2. the provision of occasional offices – baptisms, weddings, funerals – to mark important stages in the journey of life;
3. the provision of opportunities to engage with the Christian faith in preaching, teaching, small groups and children's activities (including Messy Church), both inside and outside church, including in and for our local school;
4. the provision of services to a range of groups with particular needs, including the Smarties pre-school group, and the hosting of the monthly Knebworth Family of Churches (KFC) coffee morning;
5. the provision of numerous formal and informal acts of pastoral care;
6. the maintenance of St Mary's and St Martin's as buildings of listed heritage in stone, wood, glass and metal, hand in hand with working towards being open more and more as a venue for prayer, reflection, and tourism

7. the maintenance and supply of the Parish Centre and our church buildings as spaces for community gathering and hire;
8. the raising of funds for partner charities, and donations in kind for Feed Up Warm Up, our local foodbank at Stevenage.

Subsequent entries in this Annual Report expand on the above.

CHURCHWARDEN'S REPORT

The past twelve months have been both challenging and encouraging from my perspective as churchwarden for both churches. There are three major items in particular that I would like to pick out from the past year and to share with the wider Parish

Firstly, the past year has seen the establishment of much greater stability in Knebworth Parish. A year ago, we were still in our interregnum and the future remained uncertain. Nevertheless, in the period before the appointment of a new incumbent, a number of people worked very hard to ensure hope of a better future. As Churchwarden, I remain deeply grateful to members of the PCC for their commitment, unity and hard work during a most difficult time – it was a privilege to serve as lay chair of this group. In addition to everything else, seeking to maintain Covid-safe spaces has been a constant challenge!

At the same time, I want to put on public record my personal thanks as churchwarden to the pastoral and ministry team who looked after us so well and began the work of reconstruction – to Karen Turner, Jane Hatton and to Richard Syms for their uplifting pastoral and teaching ministry within the churches, and to Archdeacon Janet, Bishop Michael and Rural Dean Andy Thomas for their constant support, encouragement and desire to help us reach better days ahead

Secondly, the appointment of Charles King as Priest-in-Charge of Knebworth has marked an enormous step forward for the Parish. We have been delighted to welcome Charles, Anke and Hannah to Knebworth. For me, Charles' installation service in November 2021, the culmination of much planning and hard work, was a true highlight of the past year. It is a great pleasure as churchwarden to be able to work closely with Charles and to appreciate the levels of planning and fresh vision which he brings to us. We meet regularly to discuss and plan, and I am grateful for the enhanced channels of communication

The **third** highlight for me is a continuation of something that began during the covid restrictions, when the 8am Sunday service at St Mary's was the only opportunity in the Parish to worship in person. Since we have returned to some kind of 'normality, I have continued to appreciate being able to worship at the St Mary's services. As churchwarden, this has been a source of blessing. In that context, I wish to record my deep thanks and appreciation to Deputy Churchwarden Alan Williamson for his hard work, expertise (especially on the buildings front), practical repair work and support over the past year

The **Buildings Committee** has now reconvened and is starting to get to grips with the challenges of, among other things, the roofing issues at St Martin's Church. Thanks go to the members of the committee, not least to Phil Skinner for his work as secretary. It is an encouragement for us to see Charles' interest and involvement in this area of work

We have been able to re-establish the **Readers/Intercessors Rota** at St Martin's – thanks to all those who have joined this ministry. One of the next tasks is to re-start the **Sidespersons Rota**. I am tremendously grateful to Penny Paton for her competence and hard work in supporting my work as churchwarden, and to those who do so much behind the scenes in both churches – we

do not always see what they do, but we would certainly notice if they did not do it! So thanks to Mary Theobald, Linda Mitchell, Anne Purvis, Phil and Sue Skinner, Karen Turner, Lizzie Jeanes, Julia Vickers, Ufuoma Okpako, Mike and Margaret Stiff, Ulrike Proff and William Anderson – each of you helps to make my life as churchwarden a little easier!

A final thanks goes to our gardener, Alan Crisp. Our churchyards are regularly commended at our annual inspections by the Diocese, and much of that is down to Alan's hard work

The year ahead will be another challenging one as we seek to rebuild finances and congregations, develop new ministries and get to grips with various buildings issues. Yet we look forward with hope. In the words of the Apostle Paul, *'Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus'*

Mark Clifford, Churchwarden

PCC Members 2021

The PCC is a charity registered number 1133728 with the Charity Commission.

Members of the Parochial Church Council and Trustees of the Charity who have served at any time from 1st January 2021 to the date this report was approved are:

Ex Officio

<i>Incumbent</i>	The Revd James Pye (<i>resigned 01.04.21</i>)
<i>Priest in charge</i>	The Revd Charles King, Chair (<i>from 15.11.21</i>)
<i>Churchwarden</i>	Mark Clifford Lay, Vice-Chair (<i>from 16.05.21</i>)

Deanery Synod representatives

Mrs Jane Lucas
Mrs Melanie Pye (*resigned 01.04.21*)
Mrs Alison Coulson (*from 16.05.21*)

Elected members

Mrs Penelope Paton, PCC Secretary
Mr Timothy Coulson
Mr David Graham
Mrs Sharon Smith (*resigned 11.06.21*)
Mr Alan Williamson, Deputy Churchwarden
Mrs Sally Groves (*resigned 19.07.21*)
Mrs Elizabeth Graham
Mrs Anne Purvis
Mr Mark Clifford (*from 20.01.21, then Churchwarden from 16.05.21*)
Mrs Mary Theobald (*from 16.05.21*)

Co-opted members

The Revd Karen Turner
The Revd Jane Hatton (*from 17.01.22*)
Mr William Anderson, Treasurer (*from 17.01.22*)

MINUTES OF THE ANNUAL MEETING OF PARISHIONERS OF KNEBWORTH
held on 16 May 2021 at 6.30pm via Zoom due to Covid 19 Restrictions

Present: Archdeacon Janet Mackenzie, Penny Paton, Bill Osborne, Canon Jane Hatton, Rev'd Karen Turner, Hazel Hall, William Anderson, Anne Purvis, Alison Coulson, Tim Coulson, Mary Theobald, Paul Theobald, Margaret Stiff, Mike Stiff, Andy Lewis, Alan Williamson, Mark Clifford, Lis Clifford, Phil Skinner, Sue Skinner, Liz Graham, Dave Graham, Jane Lucas, Rev'd Richard Syms, Jane Rodbard, Jane Ker-Reid (25 parishioners and the Archdeacon).

1. **Opening Prayer:** Mark Clifford (Lay PCC Chair) opened the meeting with a prayer. It was noted that Archdeacon Janet would chair the meeting for item 6.
2. **Appointment of Secretary:** Elizabeth Graham agreed to take minutes of this and the APCM. This was unanimously approved.
3. **Apologies for absence:** John Walker, Barbara Young
4. **Minutes of last meeting held on 18 October 2020:** There were no queries. Approval was proposed by Mike Stiff, seconded by Penny Paton and unanimously agreed. Thanks to Tim Coulson for taking the minutes.
5. **Matters arising from the meeting held on 18 October 2020:** None
6. **Election of churchwardens:** Archdeacon Janet took over the chairmanship of the meeting. One nomination had been received for Mark Clifford, proposed by Penny Paton, seconded by Sue Skinner. There being two vacancies and no other candidates, Mark Clifford was duly elected. Mark Clifford resumed chairing the meeting and advised that Alan Williamson would assist him as deputy churchwarden. Mark and Alan were thanked for taking on these roles.
7. **Report of the Trustees of St Martin's and St Mary's Preservation Trust:** The report had been circulated before the meeting. There were no questions. Phil Skinner was thanked for his work on the report. The current trustees are Phil Skinner, Mike Stiff, John Stead and Rev'd Jim Pye, who meet twice a year to discuss the fabric of the churches and agree any funding. Phil Skinner requested another trustee and Mark Clifford volunteered; this was agreed unanimously. Phil Skinner will check whether Jim Pye's trusteeship was by election or ex-officio. If the former, Archdeacon Janet will arrange for his resignation as part of the handover process.
8. **Any other business:** Archdeacon Janet advised that if someone came forward during the year to fill the casual churchwarden vacancy, then he or she would need to be elected at a Special Meeting of Parishioners, having been proposed and seconded in advance.

9. The meeting finished at 6.45

SignedName.....

Title.....

Date.....

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING

held on 16 May 2021 at 6.45pm via Zoom due to Covid 19 Restrictions

Present: Archdeacon Janet Mackenzie, Penny Paton, Bill Osborne, Canon Jane Hatton, Rev'd Karen Turner, Hazel Hall, William Anderson, Anne Purvis, Alison Coulson, Tim Coulson, Mary Theobald, Paul Theobald, Margaret Stiff, Mike Stiff, Andy Lewis, Alan Williamson, Mark Clifford, Lis Clifford, Phil Skinner, Sue Skinner, Liz Graham, Dave Graham, Jane Lucas, Rev'd Richard Syms, Jane Rodbard, Jane Ker-Reid (25 parishioners and the Archdeacon).

Mark Clifford invited the Archdeacon to remain; this was agreed unanimously.

- 1. Apologies for absence:** John Walker, Barbara Young
- 2. Minutes of last meeting held on 18 October 2020:** There were no queries or comments and the minutes were unanimously accepted as accurate. Thanks to Tim Coulson for taking the minutes. Mark Clifford will physically sign both sets of minutes as soon as possible.
- 3. Matters arising from the minutes:** It was noted that following the discussions at the 2020 APCM, Rev'd Jim Pye had resigned as Rector on 1 April 2021. The Parish is therefore in interregnum and the PCC has begun the process of finding an interim replacement.
- 4. Election of Deanery Synod Representative**

Following the resignation of Melanie Pye (elected October 2020) Alison Coulson had agreed to be the second Deanery Synod representative for the remaining two years of the term. She was proposed by Mark Clifford and seconded by Penny Paton. There being no other candidates, she was elected unopposed.

5. Election of representatives to the PCC

In addition to the three regular vacancies, the resignation of William Anderson and appointment of Mark Clifford as churchwarden had created two additional vacancies. The following candidates were elected unanimously.

Candidate	Term	Proposed	Seconded
Tim Coulson	3 years	Anne Purvis	Penny Paton
Dave Graham	3 years	Mark Clifford	Anne Purvis
Alan Williamson	3 years	Mark Clifford	Penny Paton
Mary Theobald	2 years	Sue Skinner	Elisabeth Clifford
Anne Purvis	1 year	Mark Clifford	Penny Paton

The following resolution was proposed by Mark Clifford: 'Regular attendance at the Parochial Church Council meeting is required. Any PCC member who fails to attend at least 25% of the meetings will be asked to withdraw from the Council in order to be replaced by a person willing to take an active part in the management of the Church. Exceptions will be made, (for a short while) on compassionate grounds in cases of ill health or family difficulties. This is to ensure that PCC members fulfil their responsibilities

as trustees and will take effect from the 2022 APCM.'

After a short debate, the resolution was amended to increase the minimum meeting attendance from 25% to at least 50%, to reflect the importance of the trustees' role and their legal responsibilities. The amended resolution was agreed unanimously.

6. Electoral Roll Report.

Anne Purvis confirmed that the current Electoral Roll figures were as reported, i.e. two additions and 7 removals, leaving 70 people on the Electoral Roll. Anne thanked Penny for her assistance. There were no questions.

7. Clergy Report.

In place of the Rector's report, Rev'd Karen Turner gave the following report:

"Dear Friends

This year has been an exceptional one in many ways for us all. Internationally we have been experiencing the worst pandemic since the end of the first world war. Nationally we have also suffered with this virus, having to watch many people suffer through the disease, many being worked to beyond any normal capacity and for many to suffer quietly in isolation, far from those they love and whose support they needed.

Locally we have in many ways been fortunate. We have not seen the high levels of the virus experienced elsewhere, we had an excellent support system running throughout the village during the worst of the crisis; and for so many of us, we had our faith. Faith has helped us stay strong, to know the presence of Christ in all things and the knowledge that we were not alone but our Lord was walking alongside us sharing our pains and sorrows.

The way in which we worshipped had to change, the way in which we showed care for one another had to change, but the love and fellowship we share did not change. In some ways I do believe that it has brought us to be closer and stronger than before, certainly more adaptable!

During the past two years, this Parish has experienced many difficulties leading to a time of definitive change. Members of the PCC have done their best to manage under great duress and uncertainties. Jane, Richard and I have offered what administrative and pastoral assistance we can, but it has often been difficult to plan a way forward. The PCC have offered support to both the congregation and clergy and this has been greatly appreciated under such difficult circumstances. Despite all these difficulties, and as well as the Covid situation; the numbers in the congregation have held up extremely well. We thank God for this blessing.

We were fortunate enough to enjoy a splendid Pancake day just prior to lockdown last year. It was a very enjoyable day and people were extremely generous in their donations. During the Lent and Easter period we were still very much learning how to use Zoom, finding ways of keeping in contact with each other when the churches had to close and adjusting to funerals being so very restricted in numbers and style. It was a harsh learning curve for us all. But the weather was kind to us and somehow we began to live differently, almost enjoying the challenge of getting a delivery slot for Sainsbury's and certainly changing our routines and priorities very swiftly.

During this time Penny has sent out children's activities and worksheets every week to our junior church and Messy church members. This has largely gone unseen by most of us, but a huge thank you to her for this initiative. She has been guided by two expert users each week as to the level of difficulty for the word search etc and that feedback, along with others, is much appreciated. Thanks also to Tim who organised a telephone rota for keeping in touch with everyone when we went in to lockdown - the first time round!

Despite the fluctuating restrictions, the year seemed to fly past, the seasons came and went and suddenly it was Christmas. Many plans had to be changed at the last minute which caused chaos in many households but the one thing that was superbly organised was the carol service in Knebworth Barns car park. An enormous amount of planning, risk assessments and site visits were all completed so well by Richard and Jane Hatton and on a starry night we all enjoyed singing our favourite carols and actually having a special event to attend. An enormous thank you to them both, for all their hard work which enabled so much joy and a wonderful way to begin our Christmas celebrations.

The usual style of Christingle was not possible, but the Children's society supplied bags for us to fill and distribute to any family wanting to make their own Christingle and to attend an amazing interactive service led by Lizzie Jeanes. This was very much appreciated by all and certainly broke new ground in enthusiasm, well done and thank you to Lizzie.

Our Midnight service was on Zoom, but on Christmas Day the service was in church to everyone's delight.

During the year we managed to deliver cards on Ash Wednesday, Mothering Sunday and Easter Day to all the Church family. A big thank you to all those delivery folk and also to the children who did such wonderful designs for the Easter cards, I think we all enjoyed seeing them on our mantelshelves.

There have been two weddings during this period, both under severe Covid restrictions.

When it became possible, we began 8am Holy Communion services at St Mary's which have become very popular and we are now working on a 'cocktail' approach to the services. Currently we will be using both churches on the 1st/3rd/5th Sundays of the month and Zoom services will continue for the 2nd and 4th Sundays. This enables people to attend or stay safe at home, as they feel comfortable.

During this year we owe a great many thanks to Bishop Michael, Archdeacon Janet, and to Andy Thomas (our rural dean) for supporting us with so many services. This would have been impossible to manage without their advice and continued assistance. Finally, a sincere thank you to Penny for enabling the Covid regulations to work so smoothly in both churches and keep us safe, as well as enabling services to begin again.

Richard, Jane and I were named as the Three Musketeers on Easter Day - and I am sure we will continue to do our best to serve this Parish and defend the faith. In the Musketeer films - I seem to think that actually there were four Musketeers in some of those films - so let us pray for that fourth Musketeer to be found once again. During this time of vacancy in the Parish let us pray that the right person will be called by God to serve Knebworth and to bring new life and breath into us all, helping us to move forward from the maintenance we have inevitably been involved in recently to outreach and Mission in the very near future.

May God Bless us all.”

Mark Clifford thanked Rev’d Karen for her report. Mike Stiff proposed a vote of thanks to Bishop Michael, Archdeacon Janet, Rev’d Andy, Rev’d Karen, Canon Jane and Rev’d Richard for all their support, service and care over the past couple of years. This was seconded by Alan Williamson and agreed unanimously.

8. Treasurer’s Report.

William Anderson ran through the treasurer’s report previously circulated, highlighting in particular the difficulties with loss of income due to the pandemic and the situation in the Parish. Less than half of the Parish Share had been paid. In answer to questions William explained that:

- Parish Centre bookings are currently 50% of normal; not all users may return yet;
- There will not be a further adjustment to 2020 Parish Share as the 2020 movement on the general account was below £1,000, unlike 2019 where it was over £3,000.

Archdeacon Janet asked that any additional Parish Share payments be attributed to current year rather than historic. She reminded everyone that the underlying cost of a full-time parish priest, including housing, was around £58,000.

Mark Clifford explained that William was continuing as treasurer though he had resigned from the PCC.

9. Adoption of 2020 Accounts.

Mark Clifford proposed that the 2020 accounts be adopted, which was agreed unanimously.

9. Appointment of Independent Examiner of Accounts.

William Anderson advised that Ray Meredith was standing down as Independent Examiner after many years’ service. He confirmed that Paul Boiello, Deanery Treasurer, had agreed to be nominated for 2021. Liz Graham explained that Paul had been her Independent Examiner at All Saints Pin Green. He is a retired charity accountant.

William proposed a vote of thanks to Ray, which was seconded by Rev’d Karen Turner and agreed unanimously. William then proposed that Paul Boiello be appointed Independent Examiner for 2021, seconded by Liz Graham and agreed unanimously.

10. Any Other Business

10.1 Prayer Circle update

Bill Osborne clarified that Yvonne Denning was still part of the Prayer Circle and that Andrew Wheelhouse had joined. However, Sally Groves will be moving away, leaving only three local members out of five. He asked that the Prayer Circle be made aware of situations where prayer support was needed, which would be treated in complete confidence.

10.2 Appointment of Interim Minister

Mike Stiff and others asked for more information about the process of appointing the interim minister.

Mark Clifford explained that the PCC had met with Archdeacon Janet and Bishop Michael shortly after Easter to discuss next steps and had agreed to seek an interim appointment for up to three years to settle everything back down, including pastoral relationships. Archdeacon Janet explained that she and Bishop Michael were looking for suitable people to introduce to the parish and that the process was underway. There will still be applications, meeting people and interviews to help both parties decide whether it is the right next step. It is possible that this will be a bit quicker than the standard process. She requested prayer for all involved.

Penny Paton clarified that during, or at the end of, the three years the appointment can be made permanent but it can also be ended by either party.

Regarding the patronage, Archdeacon Janet explained that this will be temporarily suspended as only the Bishop can make an interim appointment. At the end of the interim period, they expect to lift the suspension and resume the patronage. The Diocese will always work with the patron even if the patronage is suspended.

An interim appointment ends the interregnum. The interim appointee is a priest in charge rather than a rector but what he or she does is exactly the same.

It was confirmed that, as from 1 April, Rev'd Pye had finished his work in the parish and a handover to the Archdeacon was almost complete.

In answer to questions about the Rectory and the practicalities of any redecoration requirements, Archdeacon Janet explained that, as a consequence of the Covid rental situation, the Pyes will be able to stay in the Rectory for up to the end of October. If an interim appointment has not been made by then, the Diocese will not be seeking to rent out the Rectory. She pointed out that the Diocese and churchwardens will assess any works required and new clergy can apply for a decorating grant as well as a house-moving grant.

Mark Clifford closed with a prayer and the meeting ended at 7.54pm.

Signed

Name.....

Title.....

Date.....

Reports

REPORT OF THE TRUSTEES OF ST. MARY'S AND ST. MARTIN'S PRESERVATION TRUST

The Trustees only met once during 2021. As usual the main areas of discussion were the maintenance of the fabric of the two Churches and their churchyards and finances.

The number of Trustees has increased to 7, which means the Trust can continue to function properly.

There was no major expenditure in 2021. On 5th April 2021 the Trust had assets of £21,108.

Phil Skinner, Secretary



BUILDINGS COMMITTEE

Because of Covid restrictions and other matters the Committee only met on one occasion in 2021.

The Committee agreed an action plan to address the high priority items raised in the Quinquennial Survey report. Highest priority is to arrange for a drone survey of St. Martin's Church roof to locate where rainwater is getting in, so that repairs can be carried out.

During 2021 only minor work has been carried out, and the Committee members are grateful for the volunteers who carry out minor repairs and maintenance jobs.

Happily there are now 7 members which is a sufficient number to carry out the Committee's duties properly.

Phil Skinner, Secretary



ST MARTIN'S PARISH CENTRE (SMPC)

Following the lifting of some Covid 19 restrictions hirers started to return to run their classes/groups in April 2021. Most had returned by the autumn term; however, we did lose one group and some hirers had cut back on hours of hire due to people not returning. Our hirers are all having to work hard to promote their classes/groups again but their numbers are still below pre Covid.

I have placed hall availability times in the Parish News and on our Facebook and Website. Thursday is particularly a day that I would like to attract new hirers, plus some afternoons.

Penny Paton, Bookings Secretary



SMARTIES BABY & TODDLER GROUP

I reopened smarties in the winter term of 2021, it was lovely to be back and we had a keen start back with the mums and toddlers. I have very much appreciated the support of Sue, Sylvia and Mary who help during the mornings. During the spring term our group is increasing which has made it more enjoyable for the children and their learning skills to be with their peers.

We do need more help as we all have to come in every week during the term time. If anyone is off sick or on holiday it has an impact on the delivery of the session. It seems to be harder and harder to get the help we need.

Jeanette Dreads



ST. MARTIN'S JUNIOR CHURCH

During 2021, I have continued emailing material out weekly to both Junior Church and Messy Church parents so they can use it with their children. Included most week were a wordsearch, question sheet, colouring page, a video of the story (produced by the diocese following the same Gospel reading as our 10am service) and sometime a craft item. A lot of the year we were still having services via Zoom and we had two regular children who worked on their sheets during the service and then shared what they had been doing at the end.

When we returned to in church services our Junior Church groups still did not meet, but the children attending used the worksheets in their pews. Then near the end of the year the very young did colouring or playing in their new area which is more within the main body of the church and alongside pews for their parents. A very welcome change from being at the back of church. The new area was arranged by Charles and includes both children and parents more in the service.

We expect to be able to restart Junior Church groups sometime during 2022.

Penny Paton, Junior Church Team



PRAYER CIRCLE

The prayer circle exists to provide a group of people who will pray for people in distress whether that is due to health problems or other problems that we encounter these days. Any one of the circle members can take requests and circulate them to the rest. We do this now by email rather than phone round a circle. This means the requests are passed to all at the same time and there is no risk of a message being confused and accidentally altered.

Requests are dealt with confidentially with the person's approval and are not discussed outside of the group.

Although the Prayer Circle is still active it has not had many requests for prayer since the beginning of the Covid pandemic. One reason for that is that people have not been out and about as much in order to avoid becoming a victim of Covid. Another reason is that

during 2021 Yvonne Denning, Janet Hammond, and Sally Groves all left St. Martin's and these were the Circles principal gatherers of requests.

The current members still attending St Martin's are Anne Purvis, Andrew Wheelhouse, Colleen and myself. In addition, Yvonne, Sally, and Julie Ansell wish to stay part of the circle although they will not be likely to submit requests.

Bill Osborne



ELECTORAL ROLL REPORT FOR APCM

There has been one new addition to the Electoral Roll and nine have been removed.

Of those who have been removed, two people wished to be taken off the Roll, six people have moved away, and one is deceased.

Our Electoral Roll now stands at 62.

Copies of the new roll will have been exhibited at both churches before the meeting.

Anne Purvis, Electoral Roll Officer



KNEBWORTH FAMILY OF CHURCHES

Over the past year we have gradually begun to meet in person again and to begin to take up some of the regular activities.

There was Carol singing around the village at Christmas and the Week for Christian Unity service was held at Saint Martins on this occasion. The service was followed by refreshments in Saint Martin Centre.

It has been very good to have Reverend Charles King on board to bring new thoughts and fresh input into the regular events program. As I write this we are planning the walk of witness on Good Friday followed by Hot Cross buns at Trinity. The most recent event initiated by Charles was a meeting at the St. Martin's parish centre for anyone interested in helping and supporting Ukrainian guests in this country. It was extremely successful and we are hoping to develop this group further. A central point for giving out information and being a practical response to the requests that are made. It would appear that the Knebworth response team format will be resurrected and used as the central hub, possibly using Saint Martins church or parish centre for some activities. We look forward to having the opportunity for more activities in the coming year and building on the fresh ideas and energy that Charles has brought to this group. An example of this is a suggestion of a themed approach to teaching/learning and praying together about environmental issues or similar issues of wider concern.

Karen Turner (Revd), KFC Representative



KNEBWORTH CHRISTIAN AID

Knebworth Christian Aid continued fundraising during lockdown with Big Brekkie, the annual quiz and delivering envelopes for Christian Aid week 2021 with collection buckets at the Co-op and the Post Office. Christian Aid week was celebrated at Trinity with an excellent service and speaker from Christian Aid. Our accounts showed fundraising totaling £2,146.

Tim Coulson



SAFEGUARDING CHILDREN & ADULTS WHO MAY BE VULNERABLE

The main role of the Parish Safeguarding Officer is to ensure that the PCC complies with the safe recruitment process, and safe practices in working with children / adults who may be vulnerable. All those who work with children need to be DBS checked and complete the Basic and Foundation online safeguarding courses. Those in these roles have completed their training and are DBS checked.

PCC members are also DBS checked and all have completed safeguarding courses. In 2022 there will be a new requirement for them to also complete the Domestic Abuse course.

The Churches' Safeguarding Policies are based on the House of Bishops' publications. Knebworth PCC 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).

The main areas of children's work at the present time is Smarties Baby & Toddler Group. Junior Church has not started back in groups yet but the children are catered for in church. Messy Church has started back again in 2022.

Penny Paton, Parish Safeguarding Officer



BELL RINGING AT ST MARY'S

This year has been a progression in returning to ringing the bells at St Marys. During the summer months we had three weddings to ring for which we were able to do with the help of ringers from Codicote, Graveley and Aston. This group of ringers make up our band that are pleased to ring for evensong once a month. We have started practicing on a Friday evening and hope to sustain this, welcoming other ringers from the district. The Christmas carol service gave us also a chance to ring.

The bells have been inspected also looking at the bell ropes and splicing two in preparation for a peal attempt. This was a successful peal of Yorkshire Surprise major taking 2hrs 50 mins rung for the 90th birthday of Barbara Young and Sylvia Hunter members of the parish. Our Queen Elizabeth II accession anniversary was also celebrated with visiting ringers from St Ippolyts to help us and we all enjoyed cups of tea and cake with other members of the parish. On the first Saturday of April we hosted a district meeting in the afternoon and the bells were rung before the meeting.

Looking forward, our numbers are low so we will need to recruit. We welcome a visit from the Knebworth Scouts and the Guild of Medical ringers in May.

Rosemary Pateman, St Mary's Bellringers

TREASURER'S FINANCIAL REVIEW

The financial outcome for 2021 was a net deficit on all funds of £6,755. The deficit on the General fund was £10,526. A surplus of £3,655 was recorded on Restricted funds, and there was a surplus of £117 on Endowment funds.

The General fund deficit arose after paying 2021 parish share of £29,300, representing a slight increase on the amount paid in the previous year. The PCC has hereby departed from the approach adopted in recent years of paying only as much parish share as brings the position for the year on the General fund broadly into balance (nil surplus/nil deficit), with the goal now of putting the amount of share paid each year at least onto a rising trajectory, to reflect both our rejoicing that the ministry in this parish has new leadership and our continued great privilege in being served by a priest whose duties are focused on our parish alone.

This it must be said is a very ambitious aim. The years 2020 and 2021 were difficult financially due to both COVID and the uncertainty surrounding the previous leadership of the parish, and levels of giving in 2021 were significantly down on where they were in 2019 and prior. The amount of share paid is well below the amount of £53,437 requested by the diocese for 2021. There are two further significant areas of risk. First, despite our sourcing of gas and electricity through the national Parish Buying Scheme the recent substantial increase in general levels of energy costs will undoubtedly be a burden, and second, while some building repairs are expected to be financed by the Preservation Trust, the costs of imminent items such as repairs to the leak around the St Martin's bell tower are yet to be established and may be substantial.

The increase in energy costs may necessitate a raising of rates for hiring out the parish centre.

Our Christian faith, however, commits us to look to the future with confidence. Giving for the current year 2022 includes monies from fellow parishioners who have re-instated their giving after the turbulence of the past couple of years. In a world in which fewer people than before carry cash, the electronic card machines in each church are proving to be a useful additional source of giving. Nearly half of regular giving is now via the Parish Giving Scheme, a scheme which reduces the burden for the parish of administering Gift Aid. (The Treasurer encourages people to sign up for this scheme!) Lettings for the parish centre have recovered strongly after the COVID lockdowns. The parish magazine continues to circulate nearly 600 copies each month. Unrestricted reserves totalling £25,442 as of 31st December 2021 represented nearly 6 months' worth of general expenditure; this position is favourable when compared to many other parishes.

At its July meeting the PCC will address plans for a stewardship campaign that will take place in the autumn.

For the separate Mission Fund, the Follett Trust has continued its generous funding of £1,000 each quarter. As Messy Church and other activities restart after the lockdown gap, cumulative funds of £10,801 are being carried forward in anticipation of future use in this area.

William Anderson, Hon. Treasurer

The Annual Accounts which form part of this document are attached in a separate file.

KNEBORTH PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1133728

FINANCIAL STATEMENTS 2021

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**KNEBWORTH PAROCHIAL CHURCH COUNCIL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2021**

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2021 £	Total 2020 £
INCOMING RESOURCES					
4a Incoming resources from donors	30,264	1,614		31,878	31,802
4b Other voluntary incoming resources	500	4,000		4,500	4,000
4c Income from investments	326		117	442	559
4d Church Activities	15,520			15,520	21,229
4e Other income resources	0			0	0
TOTAL INCOMING RESOURCES	46,610	5,614	117	52,341	57,590
RESOURCES EXPENDED					
5a Grants	40	304		344	771
5b Activities directly relating to the work of the Church	52,187	1,655		53,842	52,409
5c Church management and administration	4,909			4,909	3,684
TOTAL RESOURCES USED	57,136	1,959	0	59,095	56,863
NET MOVEMENT IN FUNDS BEFORE TRANSFERS	(10,526)	3,655	117	(6,755)	727
Net Transfers				0	0
NET MOVEMENT IN FUNDS	(10,526)	3,655	117	(6,755)	727
BALANCE B/FWD 1.1.2021	35,968	11,546	17,048	64,563	63,836
BALANCE C/FWD 31.12.21	25,442	15,201	17,165	57,808	64,563

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
BALANCE SHEET
AT 31ST DECEMBER 2021**

Note	2021 £	2021 £	2020 £
7 Fixed Assets		0	0
Current Assets			
8 Cash at Bank and in hand	6,125		13,374
Paterson Account	707		707
Cambridge & Counties Bank	49,980		49,537
9 Debtors	<u>3,098</u>		<u>2,292</u>
		59,910	65,910
Current liabilities			
10 Amounts due within one year		(2,102)	(1,347)
		<u>£57,808</u>	<u>£64,563</u>
Financed by:			
Funds:			
Unrestricted		25,442	35,968
Restricted			
Mission & Outreach fund	10,801		
Elsie Martin bequest	205		
Paterson bequest	707		
Churchyard maintenance fund	<u>3,490</u>		
		15,203	11,548
Endowment			
Bishopp bequest	5,579		
Cobbold fund	10,325		
Green bequest	751		
Neale bequest	<u>508</u>		
		17,163	17,046
		<u>£57,808</u>	<u>£64,563</u>

Approved by the Knebworth Parochial Church Council on: 28/4/2022

Signed on its behalf by:



(PCC Chairman)

Rev. Charles King



(Trustee)

William Andersson

The notes on pages 3 to 8 form part of these financial statements.

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021**

1. ACCOUNTING POLICIES

General

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

Incoming resources

Planned giving is recognised when received.

Grants and donations receivable are accounted for when awarded.

Resources expended

Grants and donations payable are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC.

The diocesan parish share is accounted for when paid.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.96 (2) (a) of the Charities Act 1993.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

No value is placed on the Knebworth Parish Centre, which was built at a cost of £267,191 in 1994.

Other assets used within the church premises are depreciated on a straight-line basis over their estimated useful lives, as follows:

St. Mary's Organ 10 years

Office equipment 4 years

Sound system 5 years

The assets were all fully depreciated at 31st December 2021.

2. RELATED PARTY TRANSACTIONS

There were no transactions in the year under review with related parties.

**KNEB WORTH PAROCHIAL CHURCH COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2021**

3. RESERVES POLICY

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

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

The PCC does not invest separately for each fund.

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

The PCC has the aim of maintaining unrestricted funds at a level which represents 6 months' worth of expenditure. As of 31st December 2021, unrestricted reserves amounted to approximately 5 months' worth of expenditure.

KNEBWORTH PAROCHIAL CHURCH COUNCIL
INCOMING RESOURCES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021

Note	Unrestricted funds	Restricted & endowment	Total	Total
	2021 £	2021 £	2021 £	2020 £
4a Incoming resources from donors				
Regular giving				
- Gift-aided	23,058		23,058	19,959
- Not gift-aided	1,116		1,116	2,019
Open Plate collections	2,522		2,522	2,517
Gift-aided donations	300		300	0
Special collections		304	304	466
Gift aid recoverable	3,098		3,098	2,527
Other donations		1,310	1,310	3,285
Other income	169		169	1,030
	<u>30,264</u>	<u>1,614</u>	<u>31,878</u>	<u>31,802</u>
4b Other voluntary incoming resources				
Grants:				
Follett Trust - for Messy Church		4,000	4,000	4,000
Herts County Council - Sound System	500		500	0
	<u>500</u>	<u>4,000</u>	<u>4,500</u>	<u>4,000</u>
4c Income from investments				
Bank Interest	326	117	442	559
	<u>326</u>	<u>117</u>	<u>442</u>	<u>559</u>
4d Income from charitable and ancillary trading				
Parish Centre lettings	4,791		4,791	4,638
Library Rental				4,000
Parish News advertising	4,442		4,442	5,646
Parish News sales	4,528		4,528	4,241
Fees for weddings, funerals	1,466		1,466	1,915
Fundraising activities	294		294	789
	<u>15,520</u>	<u>0</u>	<u>15,520</u>	<u>21,229</u>
4e OTHER INCOMING RESOURCES				
			0	0
TOTAL INCOMING RESOURCES	<u>46,610</u>	<u>5,731</u>	<u>52,341</u>	<u>57,590</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL
RESOURCES USED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2021 £	Total 2020 £
5a Grants (see also Note 4)					
Missionary and charitable giving	40			40	305
Special Collections and events		304		304	0
	40	304		344	305
5b Activities relating directly to the work of the Church					
Ministry:					
- Parish Share	29,300			29,300	29,291
- Clergy Expenses	185			185	450
- Visiting Ministers	100			100	0
Upkeep of services	55			55	198
Pastoral care social activities	316			316	45
Youth and children	71			71	435
Parish News printing and expenses	7,060			7,060	5,422
Church buildings:					
- insurance	3,684			3,684	3,929
- maintenance	2,236			2,236	2,745
- churchyard	0	1,655		1,655	2,080
- servicing of organs	610			610	0
- power & other running costs	2,030			2,030	1,493
Parish Centre:					
- insurance	800			800	760
- maintenance	1,020			1,020	1,412
- cleaning	1,572			1,572	1,683
- power & other running costs	3,148			3,148	2,465
	52,187	1,655	0	53,842	52,409
5c Church management and administration					
Church Office	3,632			3,632	2,834
Subscriptions and Music Licences	692			692	341
Office equipment	0			0	-53
Sundry Expenses	586			586	562
	4,909	0	0	4,909	3,684
TOTAL RESOURCES USED	57,136	1,959	0	59,095	56,397

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

Note		Unrestricted funds £	Restricted funds £	Total £
6	GRANTS MADE			
	<i>From PCC funds:</i>			
	Beds & Herts Historic Churches	40		40
		<u>40</u>		<u>40</u>
	<i>Special Collections:</i>			
	Bishop's Harvest Appeal		278	278
	Children's Society (Christingle)		26	26
			<u>304</u>	<u>304</u>

Further Christian Aid collections are not recorded here.

7	FIXED ASSETS	St Mary's Organ £	Office equipt £	Sound system £	Total £
	Cost at 1.1.2021	4,233	3,334	6,117	13,684
	Cost at 31.12.2021	<u>4,233</u>	<u>3,334</u>	<u>6,117</u>	<u>13,684</u>
	Depreciation at 1.1.2021	4,233	3,334	6,117	13,684
	at 31.12.2021	<u>4,233</u>	<u>3,334</u>	<u>6,117</u>	<u>13,684</u>
	Net Book Value at 1.1.2021	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	at 31.12.2021	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Assets are fully depreciated

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

Note

	2021	2020
	£	£
8 CASH IN HAND		
Barclays - main current account	5,982	12,514
Barclays - Parish Centre Lets account	15	637
Cash in hand	128	223
	<u>6,125</u>	<u>13,374</u>
9 DEBTORS	2021	2020
	£	£
Income tax recoverable - Gift Aid	3,098	2,292
	<u>3,098</u>	<u>2,292</u>
10 CREDITORS	2021	2020
	£	£
DBF - Fees for Weddings and Funerals	75	223
St Mary's & St Martin's Preservation Trust	138	138
Accrued costs	1,269	430
Herts County Council grant received but not yet spent	500	
Wedding deposits	100	150
Other creditors	20	407
	<u>2,102</u>	<u>1,347</u>

Independent Examiner's Report to the Trustees of Knebworth Parochial Church Council, charity number 1133728

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 2021 set out on pages 1 to 8 of the 2021 Financial Statements.

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 PCC'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.

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

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

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

Signed: *P. L. Boïelle*

Date: 29th. April 2022

Name: P. L. Boïelle MAAT