

ANNUAL REPORT OF THE TRUSTEES OF KNEBWORTH PAROCHIAL CHURCH COUNCIL (TAR)

FOR THE YEAR ENDED 31ST DECEMBER 2025

Charity Registration Number: 1133728

1. Administrative Information

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. The correspondence address is: 15 St Martin's Road, Knebworth, SG3 6ER.

PCC Membership 2025/26 Members of the PCC and Trustees of the Charity who served from 1st January 2025 to the date this report was approved are:

- **Ex Officio:**
 - Rector: The Revd Charles King (Chair)
 - Churchwardens: Mr Andrew Wheelhouse (Vice-Chair),
Mr James Cameron
 - Lay Reader: Mr Timothy Coulson
- **Deanery Synod Representatives:**
 - Mrs Jane Lucas (retired 19.5.25)
 - Mrs Mary Theobald
- **Elected Members:** Mrs Penelope Paton (PCC Secretary)
 - Mr Andrew Wheelhouse
 - Mrs Jenny Stevens
 - Mr Philip Skinner
 - Mrs Vivien Philips-Tate
 - Mrs Kirsty Banks (retired 5.1.26)
 - Mr Mark Clifford
- **Co-opted Member:** Mr William Anderson (Treasurer)

2. Structure, Governance, and Management

The PCC has the responsibility of cooperating with the Rector, the Reverend Charles King, in promoting in the ecclesiastical parish the whole mission of the Church: pastoral, evangelistic, social, and ecumenical. PCC members are appointed in accordance with the Church Representation Rules.

Meetings and Attendance: The PCC met six times during 2025. Average attendance at these meetings was 90%. The Standing Committee, consisting of the Rector, Churchwardens, Secretary, and Treasurer, met between meetings to conduct urgent business and agree agendas.

3. Objectives, Activities, and Public Benefit

The PCC is responsible for the Parish Church of St Mary and St Thomas of Canterbury (Knebworth Park), St Martin's Church (Knebworth), and the Parish Centre. We are committed to enabling as many people as possible to worship and become part of our parish community.

Public Benefit Statement: The PCC has complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. Our provisions are open to those of all faiths and none, and are free at the point of delivery. During the past year, public benefit has been advanced through:

- **Worship:** Provision of regular and seasonal worship in word, prayer, sacrament, and music.
- **Occasional Offices:** Baptisms, weddings, and funerals to mark important life stages.
- **Faith Engagement:** Preaching, teaching, small groups, and children's activities (including Messy Church) for the community and local school.
- **Community Groups:** Supporting the Smarties pre-school group and hosting the monthly Knebworth Family of Churches (KFC) coffee morning.
- **Pastoral Care:** Formal and informal acts of care for those in need.
- **Heritage & Facilities:** Maintenance of St Mary's and St Martin's as listed heritage buildings for prayer and pilgrimage, and supplying the Parish Centre as a community space for hire.
- **Mission & Charity:** Raising funds for partner charities and providing donations for "Feed Up Warm Up" (Stevenage foodbank).

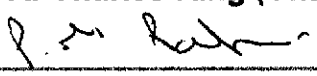
4. Financial Review

The trustees present the PCC's Independently Examined Accounts in Accruals Format, including the Statement of Financial Activities and Balance Sheet, as part of the 2025/26 APCM papers. During the year, the PCC received regular reports from the Treasurer and Churchwardens, ensuring oversight of the parish's finances and buildings.

Approved by the PCC and signed on its behalf by:



The Revd Charles King (Chair)



Mrs Penelope Paton (PCC Secretary)

KNEBWORTH PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1133728

FINANCIAL STATEMENTS 2025 AND TREASURER'S REPORT

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**KNEBWORTH PAROCHIAL CHURCH COUNCIL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2025**

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2025 £	Total 2024 £
INCOMING RESOURCES					
4a Incoming resources from donors	84,685	762		85,447	77,584
4b Other voluntary incoming resources	2,438	4,000		6,438	26,000
4c Income from investments	1,090		271	1,361	1,969
4d Church Activities	38,207			38,207	32,114
4e Other income resources					
TOTAL INCOMING RESOURCES	126,420	4,762	271	131,453	137,668
RESOURCES EXPENDED					
5a Grants	72	1,122		1,194	1,793
5b Activities directly relating to the work of the Church	107,093	1,777		108,870	126,003
5c Church management and administration	6,191			6,191	5,198
TOTAL RESOURCES USED	113,355	2,899	0	116,254	132,994
NET MOVEMENT IN FUNDS BEFORE TRANSFERS	13,065	1,863	271	15,199	4,673
Net Transfers				0	0
NET MOVEMENT IN FUNDS	13,065	1,863	271	15,199	4,673
BALANCE B/FWD 1.1.2025	23,368	31,620	12,799	67,787	63,114
BALANCE C/FWD 31.12.25	36,433	33,483	13,070	82,986	67,787

KNEBORTH PAROCHIAL CHURCH COUNCIL
BALANCE SHEET
AT 31ST DECEMBER 2025

Note	2025 £	2025 £	2024 £
7 Fixed Assets		2,687	2,419
Current Assets			
8 Cash at Bank and in hand	28,791		16,588
Cambridge & Counties Bank 30-day deposit	58,053		27,013
9 Debtors	21,607		33,995
		108,451	77,596
Current liabilities			
10 Amounts due within one year		(28,152)	(12,228)
		<u>£82,986</u>	<u>£67,787</u>
Financed by:			
Funds:			
Unrestricted		36,433	23,368
Restricted			
Mission & Outreach fund	21,928		
Donation for St Martin's audiovisual improvements	3,243		
Donation for St Martin's lighting	6,250		
Paterson bequest	767		
Priest's Benevolent Fund	650		
Donation for young people	500		
Elsie Martin bequest	205		
		33,543	31,665
Endowment			
Bishopp bequest	6,110		
Cobbold fund	5,522		
Green bequest	822		
Neale bequest	556		
		13,010	12,754
		<u>£82,986</u>	<u>£67,787</u>

Approved by the Knebworth Parochial Church Council on: 16th MARCH 2026

Signed on its behalf by:

(PCC Chairman)

Charles King

(Trustee)

[Signature]

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 2025**

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

Parish Share is accounted for when paid or when payable within the constraints of the annual budget as determined by the PCC. Further Parish Share requested by the Diocese but not paid is not accrued in the accounts. Arrears of parish share are:

2023 £13,251

The Diocese agreed during 2025 to the write-off of £22,310 of unpaid 2022 Parish Share.

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. All other expenditure is generally recognised when it is incurred and is generally 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.

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2025**

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

Audio-visual equipment	10 years
Card-giving machines	5 years
Photocopier	4 years
Computers	4 years

The St Mary's organ was fully depreciated many years ago.

2. RELATED PARTY TRANSACTIONS

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

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 a policy aim of maintaining unrestricted funds at a level which represents a minimum of three months' worth of budgeted expenditure excluding Parish Share and including an estimated average year's buildings maintenance cost to be met out of parish funds of £15,000. As of 31st December 2025, unrestricted reserves amounted to approximately thirteen months' worth of such expenditure.

KNEBWORTH PAROCHIAL CHURCH COUNCIL
INCOMING RESOURCES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2025

Note	Unrestricted funds	Restricted & endowment	Total	Total
	2025 £	2025 £	2025 £	2024 £
4a Incoming resources from donors				
Regular giving				
- Gift-aided	48,103		48,103	49,786
- Not gift-aided	4,906		4,906	5,021
Open Plate collections	2,046		2,046	3,798
Gift-aided donations	850		850	1,250
Special Collections		762	762	438
Gift aid recoverable	1,050		1,050	3,896
Other donations	2,073		2,073	11,794
Legacies	22,293		22,293	0
Other income	3,364		3,364	873
	<u>84,685</u>	<u>762</u>	<u>85,447</u>	<u>76,856</u>
4b Other voluntary incoming resources				
Grants:				
Follett Trust - for Outreach		4,000	4,000	4,000
Knebworth Village Trust - for Parish News	2,438			728
Festival editions				
St Mary's & St Martin's Preservation Trust - for St Martin's roof				22,000
	<u>2,438</u>	<u>4,000</u>	<u>4,000</u>	<u>26,728</u>
4c Income from investments				
Bank Interest	1,090	271	1,361	1,969
	<u>1,090</u>	<u>271</u>	<u>1,361</u>	<u>1,969</u>
4d Income from charitable and ancillary trading				
Parish Centre lettings	23,591		23,591	15,102
Parish News advertising	6,869		6,869	7,397
Parish News sales	4,800		4,800	4,785
Fees for weddings & funerals	1,889		1,889	3,384
Filming at St Mary's			0	0
Fundraising activities	1,058		1,058	1,446
	<u>38,207</u>	<u>0</u>	<u>38,207</u>	<u>32,114</u>
4e OTHER INCOMING RESOURCES				
			0	0
TOTAL INCOMING RESOURCES	<u>126,420</u>	<u>5,033</u>	<u>129,015</u>	<u>137,668</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL
RESOURCES USED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2025

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2025 £	Total 2024 £
5a Grants (see also Note 6)					
Missionary and charitable giving	72	360		432	1,355
Special Collections		762		762	438
	<u>72</u>	<u>1,122</u>	<u>0</u>	<u>1,194</u>	<u>1,793</u>
5b Activities relating directly to the work of the Church					
Ministry:					
- Parish Share	61,448			61,448	59,787
- Clergy Expenses	0			0	0
- Visiting Ministers	308			308	0
Upkeep of services	276			276	225
Pastoral care social activities	0	1,064		1,064	329
Youth and children		608		608	873
Parish News printing and expenses	8,103			8,103	7,980
Church buildings:					
- insurance	4,240			4,240	4,217
- maintenance	8,316			8,316	36,421
- churchyard	55			55	0
- servicing of organs	699			699	647
- depreciation of AV system		106		106	106
- power & other running costs	4,511			4,511	4,085
Parish Centre:					
- insurance	1,100			1,100	1,000
- maintenance	10,558			10,558	2,906
- cleaning	2,900			2,900	2,786
- power & other running costs	4,578			4,578	4,641
	<u>107,093</u>	<u>1,777</u>	<u>0</u>	<u>108,870</u>	<u>126,003</u>
5c Church management and administration					
Church Office	4,286			4,286	3,980
Subscriptions and Music Licences	697			697	259
Depreciation of equipment	888			888	709
Sundry Expenses	319			319	250
	<u>6,191</u>	<u>0</u>	<u>0</u>	<u>6,191</u>	<u>5,198</u>
TOTAL RESOURCES USED	<u>113,355</u>	<u>2,899</u>	<u>0</u>	<u>116,254</u>	<u>132,994</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2025

Note		Unrestricted funds £	Restricted funds £	Total £
6	GRANTS MADE			
	<i>From PCC funds:</i>			
	Worldshare		300	300
	NOAH	72		72
	Prayer Book Society		60	60
		<u>72</u>	<u>360</u>	<u>432</u>
	<i>Special Collections:</i>			
	Bridgebuilders		232	232
	Open Doors		210	210
	Archdeacon's Ordination Fund (Installation Service)		209	209
	Children's Society		111	111
			<u>762</u>	<u>762</u>

Further Christian Aid collections are not recorded here.

7	FIXED ASSETS	St Mary's Organ £	Office equipt £	Sound system £	Total £
	Cost				
	at 1.1.2025	4,233	6,338	7,174	17,745
	Additions in year		1,262		1,262
	at 31.12.2025	<u>4,233</u>	<u>7,600</u>	<u>7,174</u>	<u>19,007</u>
	Depreciation				
	at 1.1.2025	4,233	4,861	6,232	15,326
	Charge for year		994		994
	at 31.12.2024	<u>4,233</u>	<u>5,855</u>	<u>6,232</u>	<u>16,320</u>
	Net Book Value				
	at 1.1.2025	<u>0</u>	<u>1,476</u>	<u>942</u>	<u>2,419</u>
	at 31.12.2025	<u>0</u>	<u>1,744</u>	<u>942</u>	<u>2,687</u>
	Individual Net Book Values:				
	Photocopier				363
	Payaz machines				404
	AV Equipment (Destiny Entertainment)				837
	Computers				<u>1,083</u>
					<u>2,687</u>
	All other assets are fully depreciated				

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2025

Note

8	CASH IN HAND	2025	2024
		£	£
	Barclays - main current account	10,368	11,294
	Barclays - Parish Centre Lets account	2,894	4,928
	Barclays - immediate notice deposit account	15,415	269
	Cash in hand	115	98
		<u>28,791</u>	<u>16,588</u>
9	DEBTORS	2025	2024
		£	£
	Income tax recoverable - Gift Aid	437	4,968
	St Mary's & St Martin's Preservation Trust	20,665	22,664
	Listed Place of Worship fund - VAT reclaim		6,076
	Other debtors	505	287
		<u>21,607</u>	<u>33,995</u>
10	CREDITORS AND ACCRUALS	2025	2024
		£	£
	Provision for church building repairs and renewals	12,000	8,000
	Provision for parish centre repairs and renewals	10,000	
	St Martin's roof retention payment	1,302	1,302
	Parish News printing to end of subscription year	1,545	1,569
	Parish Centre lettings received in advance	1,000	
	Power costs	1,271	946
	DBF - Fees for Weddings and Funerals	616	39
	Other creditors	418	371
		<u>28,152</u>	<u>12,228</u>

Treasurer's report to the 2026 AGM

Your Treasurer thanks all who have contributed financially in such generous fashion over the last year in support of the Christian mission of our parish and invites and encourages you to continue to do so. To those of our congregation who perhaps do not yet give regularly but may feel inspired to do so by all the things that are going on, I invite you to join together with your fellow parishioners as you are able in helping provide the means of upholding and spreading the joy of Christian faith in this place.

To those of you who give instead in time and talents: thank you too. What you do is very special.

Some good things have happened on the resources front. 41 people are now giving regularly via the Parish Giving Scheme (details below). We received a legacy of some £22,000 from the estate of Eileen Pullen, a much-loved former member of our congregation. Lettings of the Parish Centre have increased to a record high of over £23,000. The Follett Trust continues to support our Mission Fund. The Parish News continues to reach a regular audience of at least 500 households, and the festival edition was again, as in 2024, generously supported by the Knebworth Village Trust.

We have been able to pay our Parish Share (our contribution to the Diocese of St Albans' cost of stipendiary clergy, including the training of new people called to ministry) in full for the second year in a row. We have had the resources to absorb nearly £19,000 of costs for repair and renewal of our buildings, including a provision of £10,000 to refresh the decoration and fabric of the Parish Centre.

We spend some £7,000 a year on power under a 3-year contract which expires in May 2027, and I will be looking to renew that with a 100% green supply in support of the church's environmental efforts.

"All things come from you O Lord, and of your own do we give back to you." 1 Chronicles 29:14

William Anderson, Hon. Treasurer

To give via the Parish Giving Scheme

(1) Online

<https://www.parishgiving.org.uk/donors/find-your-parish>

At the box "Search parish name" type in "Knebworth" then select "Find your church"

Click on **Knebworth St Mary & St Martin**

Select "Give Now"

Select "Regular Giving" and then complete the details.

(2) By phone

0333 002 1271

Quote our PGS Parish Code: **320632215**

Thank you!!

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 and Treasurer's Report for the year ended 31st December 2025 set out on pages 1 to 9. I have also reviewed the Trustees Annual Report.

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

I report in respect of my examination of the 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. Boëlle*

Date: 22/04/2026

Name: P.L.Boëlle MAAT (Retired)