

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF NORTH HYKEHAM TEAM MINISTRY

England & Wales · Charity number 1133885

## Details

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**Other names** N.H.P.P.C.

**Status** Registered

**Legal form** Previously excepted

**Registered** 2010-01-28

**Register** [View on the Charity Commission register](#)

## Contact

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## Activities

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**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** Running and maintaining All Saints' and St. Hugh's Churches in the parish of North Hykeham. Running and maintaining St Michael and All Angels Church in the parish of South Hykeham.

## Classification

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- **How:** Provides Other Finance, Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Overseas Aid/famine Relief, Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Lincolnshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31		-	-	-
2023-12-31	£162,110	£172,826	-	-
2022-12-31	£234,465	£193,986	-	-
2021-12-31	£163,570	£180,952	-	-
2020-12-31	£171,736	£161,834	-	-
2019-12-31	£186,087	£156,051	-	-

## Trustees

Name	Role	Appointed
ANDREW JAMES LONG		
Carol Ann Phillips		2016-04-24
Denise Ann Temple		2019-04-21
FERGUS WILLIAM REDFORD		
JEAN MARY WAGSTAFF		
Karen O'Connor		2025-04-30
Lesley Ann Joy		2025-04-30
Lorraine Susan Edminson		2019-05-24
Malcolm Stanley Tipper		2020-10-20
Martin Robert Joy		2023-04-24
Mrs C Harrison		2016-04-21
Mrs M Driffill		2014-04-28
SALLY ANN LONG		

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# Accounts

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**Consolidated Annual Report and Financial Statements**

**of the**

**Hykeham Parochial Church Council**

**The Parish Church of All Saints North Hykeham**

The Parish Church of St Hugh North Hykeham  
The Parish Church of St Michael and All Angels South Hykeham  
All Saints Church Hall: 'The Ark'  
St Hugh's Church Hall

**Year ending 31<sup>st</sup> December 2023**

<b>Table of Contents</b>	<b>Page Number</b>
Aims and Purposes	3
Objectives and Activities	3
Worship and Prayer	3
Deanery Synod	4
Churchwardens Report	4
Church Hall Reports	5
Pastoral Group	5
DCC's reports	6
Ecumenical Relationships	6
Groups and Fellowships	6
Volunteers	6
PCC Secretary's Report	6
Treasurers Report	7
Reserves Policy	7
Structure, governance and management	7
Administration information	7
Committee Members	8
Independent Examiners Statement	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13

## **1) Introduction**

### **a) Aims and purposes**

Hykeham Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Peter Collins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of North Hykeham All Saints, St. Michaels Church and St. Hugh's Church.

### **b) Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at All Saints, St. Michaels and St. Hugh's Churches. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- i) Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- ii) Provision of pastoral care for people living in the parish.
- iii) Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Churches at All Saints St Michael's and St. Hugh's.

## **2) Achievements and Performance**

### **a) Worship and Prayer**

#### **The Parish Church of All Saints, North Hykeham**

Sundays:	8.00 a.m.	Holy Communion
	9.45 a.m.	All Saints Seekers (Children 3-11)
	9.45 a.m.	Parish Holy Communion (2 <sup>nd</sup> and 4 <sup>th</sup> Sundays)
	9.45 a.m.	Morning Service (1 <sup>st</sup> and 3 <sup>rd</sup> Sundays)
	6.30 p.m.	Evening Prayer (3 <sup>rd</sup> Sunday with Holy Communion)
	12.15 p.m.	Holy Baptism
	1.30 p.m.	Holy Baptism
Wednesday:	9.30 a.m.	Holy Communion

**The Parish Church of St. Hugh, North Hykeham**

Sundays: 9.45 a.m. Parish Holy Communion (2<sup>nd</sup> and 4<sup>th</sup> Sundays)

**The Parish Church of St. Michael and All Angels, South Hykeham**

Sundays: 11.15 a.m. Parish Holy Communion (1<sup>st</sup> and 3<sup>rd</sup> Sundays)

**When there is a 5<sup>th</sup> Sunday, the main morning service alternates around the three churches.**

**These are the new times and 9.45 services are still transmitted on Zoom.**

At present there are 108 parishioners on the Church Electoral Roll, with 22 at St. Hugh's, 69 at All Saints and 17 at St. Michael's.

We had to adapt our services to cope with Covid19. However, we are now back to normal. We still produce weekly reading sheets for Church and send some by email to Church members who require this. We have had 42 Baptisms and 13 Weddings.

**All Saints Seekers Report**

Though this group is few in numbers, they learn a great deal from their leaders Gillian and SarahJayne who are always setting them interesting tasks. **Messy Church and Holiday Club:** Both of these groups are well attended, and the children return on a regular basis. Thanks to all who organise and run these events.

**Choir Report:** Thanks to Fergus for providing the music and thanks to our choir members who turn up for our services and lead us in our singing.

**b) Deanery Synod:**

Our March meeting was held in St Hugh's Church and we discussed Time To Change together looking at Strengths, Weaknesses, Opportunities and Threats. Our meeting in June was also at St Hugh's where we once more discussed the North Kesteven Deanery Partnership and the Local Mission Areas. There is to be another "To Love and Serve the Lord" course which will be held in Bracebridge Heath. Our October meeting was held in Waddington and Toni Butroid took one group and discussed the church service that is organised by the laity in the school hall at Navenby, this is for all ages, is less formal and is well attended. Gillian Georgio led a second group talking about challenging our young Seekers. She also spoke to the group, about messy church

**c) Churchwardens Reports:**

**ALL SAINTS'**

The fabric of the Church is sound, but there are a few issues that need looking at, the vestry roof needs some repairs, external doors need painting. The chancel lights have been upgraded and give a much brighter light. The organ is maintained on a regular basis. We have planted an Oak tree in the Churchyard. We have received quotes for the work on the servery and are looking at getting funding for this project.

### **ST HUGH'S:**

The Food Bank has been a great success and has been a real community effort. Food donations have been great and the volunteers who come from all parts of the community have worked tirelessly. 75% of the food parcels go to Hykeham people. Citizens Advice Bureau is also on hand to help people get the right benefits. The heating has caused some problems, the new 2KW heaters do not really do a great job. We have been given three options by the Diocese heating advisor and we are still investigating these. It has been an exhausting journey. St Hugh's has now changed its status from a festival church into a community church this should help sustain growth in the future.

### **ST MICHAEL'S:**

Good progress has been made this year towards alterations needed to install a toilet. Thanks to Caron for all her work on the computer liaising with Carl Andrews and Stephen Sleight. We are now in a position to know which builders we can use. We have given Carl the go ahead to get the quotes, once this is done we can apply for grants, Carol will contact Fran Bell for advice. Debbie Locker has offered to help Friday 3<sup>rd</sup> June 2022 there was a joint event with the school and parish council to celebrate the Queen's Platinum Jubilee. The school has been in for services after three years due to the pandemic. The May Fayre, Autumn Fayre and Christmas Fayre were well attended. There will be a Dog Show, quizzes, May and Christmas Fayres this year.

#### **d) Church Hall Reports:**

**St. Hugh's Hall:** The hall is being well used, Monday to Friday 8.30-3.00 is pre-school. Brownies and Guides, NHS Pilate classes in the evenings and Starlight Theatre on Saturday mornings. We have had the usual problem with the floor lifting and we are looking at re-decorating the hall. The outside walkway has been re-roofed, the guttering at the back of the hall has been replaced and the front guttering and pipes have been cleaned out.

**All Saints Ark:** The hall is now back in full use, having lost some hirers, we have gained new ones. The weekends are busy with parties and christening celebrations. The community shop and coffee shop are both doing well along with the regular Bingo sessions, thanks to all our volunteers.

Our gas and electricity have increased due to the halls being used more. We are in credit for all our utilities. The furlough scheme has stopped so we are paying the full amount of Denise's wages now.

#### **e) Pastoral Group**

Carol has now taken on the leadership of this group and is supported by a strong team. We continue to visit Canwick Court, Neale Court and Beckside Nursing Homes on a monthly basis. Our team also visit the elderly in their homes giving Holy Communion. Our afternoon teas are very popular and thanks to all who serve, make sandwiches and cakes.

**f) Church District Church Councils**

Each of the three churches have a District Church Council which is responsible for the upkeep and maintenance of the church. **All Saints'** We have had five meetings and changed our time and place for meetings which now take place in the Ark at 3pm on a Tuesday afternoon. Our meetings have been reasonably well attended, we planted a new oak tree in the Churchyard. Have looked at quotes for the servery which now requires some funding. We have replaced the Chancel lights.

**St. Hugh's** - five meetings were held, food bank is doing really well, new heaters installed **St Michael's** – five meetings were held, main topics for this year have been installing a toilet and building a new vestry.

**g) Ecumenical Relationships**

The churches together committee has now closed, as it was difficult to get members from the different church together. Despite this the joint Holiday Club still went ahead as did the carol singing and Christmas and the Good Friday witness on the village green and the 6am Easter morning Holy Communion on the Village Green.

**h) Groups and Fellowships**

**Mothers' Union** We meet on the first Wednesday of the month at 2pm, we start our meetings with a short service and then have a speaker or organise a craft or games session. Our outing was to the Kinema in the Woods, followed by a meal. Our Christmas lunch was at Pennells

**Women's Fellowship** The group has around 25 members who now meet in the small hall in at the Ark. Everyone is welcome, we have different speakers during the year. Our afternoon tea this year was at the Loudor.

**i) Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. The Wardens would like to thank our clergy, readers, assistant wardens, office staff, all committee members, those who play, sing, serve, pray, read, collect, greet and attend, arrange the flower, make cups of tea, coffee, cook and bake, wash the linen, (smile, laugh, cry and moan), work with children, visit the sick and lonely, deliver magazines, members of Mothers' Union and Women's Fellowship, work in the shop or the soup kitchen, play bingo, knit and natter, cut the grass, attend to the churchyards, and anybody we have not mentioned. Even though Covid restrictions were lifted we have still kept in touch by phone, email, post and Zoom.

**j) PCC Secretary's Report**

PCC meetings are now being held in St Hugh's Church we have had six meetings and these have been well attended. We have accepted the DCC and Hall reports presented to us.

### **k) Treasurers Report/Financial Review**

Total receipts on unrestricted funds were £160,264 (2022: £210,143) of which £52,141 (2022: £90,765) was unrestricted voluntary donations, with £25,132 (2022: £11,190) from Gift Aid. There were no Restricted donations received this year (2022: £24,232); with £4,221 (2022: £24,827) of expenditure. The freehold house continues to be let generating income with maintenance costs being incurred annually.

£161,688 (2022: £165,140) was spent from unrestricted funds to provide the Christian ministry within the Hykeham group of churches, including the contribution to the diocesan parish share which largely provides the stipends and housing for the clergy.

The sum that the churches in the deanery have to find is shared between the churches and during 2023 the PCC of North Hykeham paid £32,500 (2022: £35,500) for which the Diocese is extremely grateful.

The net result for the year was a deficit of £8,340 (2022: surplus of £40,480).

### **l) Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £22,686 (2022: £41,424) held in unrestricted (including designated) funds at the yearend was significantly less than this target. It continues to be the PCC's objective to continue to increase this balance.

### **3) Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The method of appointment of PCC members (Trustees) is set out in the Church Representation Rules. At All Saints the membership of the PCC consists of the incumbent, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. Church attendees are encouraged to be entered on the Electoral Roll and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC meet six times during the year with an average level of attendance. The three District Church Council meet six times a year to discuss worship, fabric and social events.

These committees are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

### **Administrative information**

The Parochial Church Council of the Church of England Ecclesiastical Parish of Hykeham. It is part of the Diocese of Lincoln within the Church of England.

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2023

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The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and is registered with the Charity Commission for England and Wales. Charity Registration number: 1133885.

**The Parish of Hykeham:**

All Saints Church, Moor Lane, North Hykeham

The Ark Church Hall, Moor Lane, North Hykeham

St. Hugh's church, Harewood Crescent, North Hykeham

St. Hugh's Church Hall, Harewood Crescent, North Hykeham

St. Michael and All Angels, Meadow Lane, South Hykeham

Parish Office:        The Ark Office, Moor Lane, North Hykeham, LN6 9AB

The PCC operates under the Parochial Church Council Powers Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules 2011. The membership of the PCC consists of the incumbent and hon. Priests, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

These committees are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

Clergy: Revd. Peter Collins, Revd. Jo Reid

Parish Administrator/PCC Secretary: Lorraine Edminson  
Treasurer: Mrs Sally Long

Independent Examiner: Gaylene Noble

Churchwardens: Ray Allen, Andrew Long, Margaret Driffill, Carol Phillips, Martin Joy and Elizabeth Hill

PCC members who have served at any time from 1st January 2016 until the date this report was approved are:

**a) Ex Officio members:**

- i) Incumbent: The Reverend Peter Collins (Chair)
- ii) Revd Jo Reid

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2023

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**b) Elected members:**

- i) Mr Martin Joy
- ii) Miss Denise Temple
- iii) Mrs Lorraine Edminson
- iv) Mrs Liz Grocock
- v) Mrs Jean Wagstaff
- vii) Mr Geoffrey Dawson
- ix) Mrs Caron Harrison
- x) Mrs Sally Long
- xi) Mr Malcolm Tipper

Approved by the PCC on 11<sup>th</sup> June 2024 signed on their behalf by the Reverend Peter Collins (PCC chairman).



Reverend Peter Collins  
PCC Chair

## **Independent examiner's report to the trustees of the Hykeham Parochial Church Council**

I report to the trustees on my examination of the accounts of the Hykeham Parochial Church Council (the Trust) for the year ended 31<sup>st</sup> December 2023.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust'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.

### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: 

Name: CAYLENE NOBLE

Relevant professional qualification or membership of professional bodies (if any): Chartered Accountant

Address: Edward King House, Minster Yard, Lincoln, LN2 1PU

Date: 11<sup>th</sup> June 2024

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2023

**Statement of Financial Activities**


	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 2023	Total 2022
<b>Income and endowments from:</b>						
Donations and legacies	2	52,141	-	-	52,141	114,997
Income from charitable activities	3	94,789	-	-	94,789	106,053
Other trading activities	3	2,573	-	-	2,573	657
Investments	4	10,282	1,845	-	12,127	12,759
Other income	4	480	-	-	480	-
<b>Total income</b>		<b>160,265</b>	<b>1,845</b>	<b>-</b>	<b>162,110</b>	<b>234,466</b>
<b>Expenditure on:</b>						
Raising funds	7	942	-	-	942	362
Expenditure on charitable activities	8	161,688	4,221	-	165,909	189,977
Other expenditure	9	5,975	-	-	5,975	3,647
<b>Total expenditure</b>		<b>168,605</b>	<b>4,221</b>	<b>-</b>	<b>172,826</b>	<b>193,986</b>
Gains / losses on investment assets		-	-	-	-	-
<b>Net income / (expenditure) resources before transfer</b>		<b>(8,340)</b>	<b>(2,376)</b>	<b>-</b>	<b>(10,716)</b>	<b>40,480</b>
<b>Transfers</b>						
Gross transfers between funds – in		-	3,000	-	-	-
Gross transfers between funds – out		(3,000)	-	-	-	-
<b>Other recognised gains / losses</b>						
Gains on revaluation, fixed assets, charity's own use		-	-	-	-	-
<b>Net movement in funds</b>		<b>(11,340)</b>	<b>624</b>	<b>-</b>	<b>(10,716)</b>	<b>40,480</b>
<b>Total funds brought forward</b>		<b>144,807</b>	<b>12,433</b>	<b>-</b>	<b>157,240</b>	<b>116,760</b>
<b>Total funds carried forward</b>		<b>133,467</b>	<b>13,057</b>	<b>-</b>	<b>146,524</b>	<b>157,240</b>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2023

**Balance Sheet as at 31st December 2023**

		<b>2023</b>	<b>2022</b>
		£	£
<b>CURRENT ASSETS</b>			
Debtors	Note	-	-
Bank current account		22,686	41,424
CCLA (CBF) deposit account		731	674
CCLA Legacy Fund North Hykeham		11,647	14,173
Barclays Other Fund North Hyekham		2,206	1,417
Ark Hall, North Hykeham Current Account		27,609	24,683
St. Hughs DCC Fabric Fund		343	328
St. Hughs DCC Current Account		4,324	7,203
St. Hughs Hall CCLA Account		7,900	7,554
St. Hughs Hall Current account		18,517	9,852
St. Michaels CCLA Account		36,186	38,993
St. Michaels Current Account		3,867	250
St. Michaels Organ Accounts		558	739
St. Michaels Land Account		9,950	9,950
<b>Total Current assets</b>		<b>146,524</b>	<b>157,240</b>
<b>CREDITORS : Amounts falling due within one year</b>			
		-	-
<b>NET ASSETS</b>		<b>146,524</b>	<b>157,240</b>
<b>Represented by funds</b>			
	9		
Unrestricted		133,467	144,807
Designated		-	-
Restricted		13,057	12,433
Endowment		-	-
<b>TOTAL FUNDS</b>		<b>146,524</b>	<b>157,240</b>

The financial statements were approved by the PCC on ..... 11/06/2024 ..... and signed on their behalf by:

  
Rev. Peter Collins  
Chair of the PCC

## Notes to the Financial Statements

### 1. Accounting Policies

#### a) Basis of Preparation

These financial statements have been prepared under the historic cost convention and in accordance with the Charities Act 2013 and SORP (FRSSE) 2015.

#### b) Funds Structure

The PCC uses restricted funds to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose. All other funds are unrestricted. Where the trustees intend to use these unrestricted funds for a specific purpose they have set up a designated fund to reflect this.

#### c) Incoming Resources

Income is included in the Statement of Financial Activities as follows:-

Donation	- as received
Grant	- accruals basis
Services provided	- as invoiced
Reimbursed expenses	- as invoiced
Bank Interest	- as received

#### d) Resources Expended

Expenditure is included in the financial statements as incurred. Commitments are included in expenditure as accruals where there are liabilities which have not yet been paid.

#### e) Fixed Assets

Assets acquired are not capitalised and depreciated in the accounts but written off completely in the year of acquisition. Whilst the assets may have an on-going value to the PCC they are likely to have little realisable value or economic value to the PCC in the future. This policy has been adopted to better reflect the actual usage of funds each year and the amount of liquid available funds available to the PCC at the end of each accounting period.

#### f) Reserves Policy

The PCC has adopted a reserve policy to maintain a minimum balance in free reserves equating to three months of expenditure.

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2023

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
<b>2 INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
0101 - Gift Aid - Bank	20,257	-	20,257	7,093
0110 - Gift Aid - Envelopes	4,875	-	4,875	4,097
0201 - Planned Giving	5,378	-	5,378	24,035
0202 - Covenants	-	-	-	-
0202A - Covenants - All Saints	30	-	30	1,928
0202B - Covenants- St Hughs	-	-	-	305
0202C - Covenants - St. Michaels	15	-	15	212
0301 - Loose plate collections	68	-	68	130
-0301A - Loose Plate - All Saints	4,207	-	4,207	8,770
0301B - Loose Plate - St. Hughs	262	-	262	349
0301C - Loose Plate - St. Michaels	337	-	337	682
0302 - Weddings - Collections	217	-	217	546
0303 - Special Services - Collections	2,953	-	2,953	757
0401 - Regular gift days	-	-	0	1,150
0410 - Giving through church boxes	-	-	0	22
0550 - Donations appeals etc	3,043	-	3,043	39,031
0601 - Tax recoverable on Gift Aid	4,930	-	4,930	-
0701 - Legacies	47	-	47	23,054
0801 - Grants Ark	-	-	-	586
08A1 - Non-recurring one-off grants	-	-	-	500
0901 - Other funds generated	4,404	-	4,404	1,750
1270 - Food Bank Income	1,120	-	1,120	-
Total	52,141	-	52,141	114,997
<b>3 Income from charitable activities</b>				
1101 - Fees for weddings and funerals	16,168	-	16,168	17,203
1210 - Misc. Income	21,911	-	21,911	41,696
1230 - Church hall lettings - objectives	56,709	-	56,709	47,154
Total	94,789	-	94,789	106,053
<b>Other trading activities</b>				
0802 - Grants - Other PCC	-	-	-	340
1220 - Bookstall sales - fund raising	2,357	-	2,357	-
1250 - Magazine income - advertising	45	-	45	110
1260 - Parish magazine sales	171	-	171	207
Total	2,573	-	2,573	657
<b>4 Investments</b>				
1020 - Bank and building society interest	2,556	1,845	4,401	707
1030 - Rent from lands or buildings	7,726	-	7,726	12,052
Total	10,282	1,845	12,127	12,759
<b>Other income</b>				
1310 - Insurance claims	480	-	480	-
Total	480	-	480	-
<b>INCOME TOTAL</b>	160,264	1,845	162,109	234,465

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2023

	Unrestricted	Restricted	Total	Total	
	funds	funds	2023	2022	
<b>EXPENDITURE</b>					
<b>5</b>	<b>Raising funds</b>				
	1730 - Costs of fetes & other events	670	-	670	-
	1740 - Investment management costs	-	-	-	-
	1851 - Choir costs and expenses	272	-	272	362
	<b>Total</b>	<b>942</b>	<b>-</b>	<b>942</b>	<b>362</b>
<b>6</b>	<b>Expenditure on charitable activities</b>				
	1850 - Home mission	189	-	189	232
	1870 - Secular charities	1,888	-	1,888	854
	1901 - Stipends quota	-	-	-	-
	1902 - LDTBF Fees	2,077	-	2,077	3,051
	1910 - Parish Share	32,500	-	32,500	40,596
	2101 - Working expenses of incumbent	-	-	-	-
	2102 - Travel Expenses	518	-	518	312
	2002 - Clergy Expenses	65	-	65	67
	2001 - Ark Wages	12,049	-	12,049	6,189
	2050 - Salary of Parish Administrator	9,720	-	9,720	8,817
	2051 - Other paid posts	5,822	-	5,822	6,314
	2052 - Verger salary costs	1,286	-	1,286	1,720
	2060 - National Insurance	857	-	857	535
	2061 - Pension Contributions	620	-	620	424
	2150 - Vicar's telephone	256	-	256	721
	2201 - Parish training and mission	54	-	54	-
	2202 - Other Office expenses	1,339	-	1,339	25,810
	2301 - Church running - insurance	5,358	-	5,358	7,131
	2302 - Postage	4	-	4	12
	2310 - Church office - telephone	1,052	-	1,052	1,440
	2320 - Organ/Piano tuning	-	630	630	-
	2330 - Church maintenance	8,197	3,592	11,788	715
	2340 - Upkeep of services	144	-	144	244
	2350 - Upkeep of church	35	-	35	36,712
	2360 - Administration	2,066	-	2,066	4,074
	2361 - Franking Machine	2,052	-	2,052	284
	2370 - Visiting speakers / locums	-	-	-	-
	2401 - Church running - electric	976	-	976	2,155
	2402 - Candles for Church	313	-	313	-
	2410 - Church running - gas	4,455	-	4,455	1,223
	2420 - Water	-	-	-	-
	2440 - Church running - heating and lighting	3,166	-	3,166	3,466
	2501 - Magazine expenses	48	-	48	-
	2510 - Bookstall costs	-	-	-	-
	2530 - Hall running - electricity	6,985	-	6,985	14
	2540 - Hall running - gas	4,132	-	4,132	62
	2560 - Hall running - maintenance	27,189	-	27,189	35,456
	2580 - Hall running - water	1,881	-	1,881	-
	2590 - Hall running - heating and lighting	3,112	-	3,112	654
	2840 - Other PCC property upkeep	21,284	-	21,284	692
	2933 - Interest Charged	-	-	-	-
	<b>Total</b>	<b>161,688</b>	<b>4,221</b>	<b>165,909</b>	<b>189,977</b>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2023

<b>7</b>	<b>Other expenditure</b>					
	2931 - Printing	2,208	-	2,208	2,966	
	2932 - Photocopier	2,782	-	2,782	681	
	2940 - Food Bank	984	-	984	-	
	<b>Total</b>	<b>5,975</b>	<b>-</b>	<b>5,975</b>	<b>3,647</b>	
	<b>EXPENDITURE TOTAL</b>	<b>168,604</b>	<b>4,221</b>	<b>172,826</b>	<b>193,986</b>	
<b>8</b>	<b>Staff Costs</b>		<b>2023</b>		<b>2022</b>	
			£			
	Salaries		28,877		23,040	
	Employer NI contributions		857		535	
	Pension		620		424	
			<u>29,734</u>		<u>23,575</u>	
<b>9</b>	<b>Funds Balances</b>	<b>Brought Forward</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers in/out</b>	<b>Carried Forward</b>
		£	£	£	£	£
	<b>UNRESTRICTED FUNDS</b>					
	<b>General Fund</b>	144,807	160,264	168,604	(3,000)	133,467
		<u>144,807</u>	<u>160,264</u>	<u>168,604</u>	<u>(3,000)</u>	<u>133,467</u>
	<b>Restricted Funds</b>					
	St. Michaels Organ Accounts	739	29	210	-	558
	St. Michaels Land Account	9,950	-	-	-	9,950
	All Saints CCLA Deposit Account	-	-	-	-	-
	Barclays Other Fund	1,417	1,801	4,011	3,000	2,206
	St Hughs DCC Account	328	15	-	-	343
		<u>12,433</u>	<u>1,845</u>	<u>4,221</u>	<u>3,000</u>	<u>13,057</u>
	Reconciliation to Consolidated Accounts Summary					<u>146,524</u>
	Funds balance	<u>157,240</u>	<u>162,109</u>	<u>172,826</u>	<u>-</u>	<u>146,524</u>

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# Accounts

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**Consolidated Annual Report and Financial Statements**  
**Of the**  
**Hykeham Parochial Church Council**  
**The Parish Church of All Saints North Hykeham**  
The Parish Church of St Hugh North Hykeham  
The Parish Church of St Michael and All Angels South Hykeham  
All Saints Church Hall: 'The Ark'  
St Hugh's Church Hall

**Year ending 31<sup>st</sup> December 2022**

**Registered Charity Number: 1133885**

<b>Table of Contents Number</b>	<b>Page</b>
Aims and Purposes	3
Objectives and Activities	3
Worship and Prayer	3
Deanery Synod	4
Churchwardens Report	5
Church Hall Reports	6
Pastoral Group	6
DCC's reports	6
Ecumenical Relationships	7
Groups and Fellowships	7
Volunteers	7
PCC Secretary's Report	7
Treasurers Report	7
Reserves Policy	7
Structure, governance and management	8
Administration information	8
Committee Members	9
Examiners Statement	10
Statement of Financial Activities	11
Balance Sheet	12
Accounting Policies	13
Analysis of Income & Expenditure	14
Notes to the Financial Statements	17

## **1) Introduction**

### **a) Aims and purposes**

Hykeham Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Peter Collins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of North Hykeham All Saints, St. Michaels Church and St. Hugh's Church.

### **b) Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at All Saints, St. Michaels and St. Hugh's Churches. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- i) Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- ii) Provision of pastoral care for people living in the parish.
- iii) Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Churches at All Saints St Michael's and St. Hugh's.

## **2) Achievements and Performance**

### **a) Worship and Prayer**

#### **The Parish Church of All Saints, North Hykeham**

Sundays:	8.00 a.m.	Holy Communion
	9.45 a.m.	All Saints Seekers (Children 3-11)
	9.45 a.m.	Parish Holy Communion (2 <sup>nd</sup> and 4 <sup>th</sup> Sundays)
	9.45 a.m.	Morning Service (1 <sup>st</sup> and 3 <sup>rd</sup> Sundays)
	6.30 p.m.	Evening Prayer (3 <sup>rd</sup> Sunday with Holy Communion)
	12.15 p.m.	Holy Baptism
	1.30 p.m.	Holy Baptism
Wednesday:	9.30 a.m.	Holy Communion

**The Parish Church of St. Hugh, North Hykeham**

Sundays: 9.45 a.m. Parish Holy Communion (2<sup>nd</sup> and 4<sup>th</sup> Sundays)

**The Parish Church of St. Michael and All Angels, South Hykeham**

Sundays: 11.15 a.m. Parish Holy Communion (1<sup>st</sup> and 3<sup>rd</sup> Sundays)

**When there is a 5<sup>th</sup> Sunday, the main morning service alternates around the three churches.**

**These are the new times and 9.45 services are still transmitted on Zoom.**

At present there are 133 parishioners on the Church Electoral Roll, with 25 at St. Hugh's, 88 at All Saints and 20 at St. Michael's.

We continue to produce weekly reading sheets that are delivered or sent by e-mail to Church members who still require this. Our Baptisms and Weddings went ahead as planned.

**All Saints Seekers Report**

Seekers continues and although the numbers are small the children are learning about stories in the bible thanks to Gillian and Sarah Jayne for all their hard work. Thanks to Charlotte and her team for running the holiday clubs and Messy Church Sessions.

**Choir Report:** We carry on and enjoy the privilege leading the musical worship in All Saints. The highlight of the year was the '3 Kings' at the Carol Service a thank you Evie, Florence and Lily. We hope you will come and sing with us again. Thanks to Ken and Rosemary for playing the organ (now fully refurbished) we wish them both well and hope that they will play for us again soon.

**Deanery Synod**

At the beginning of the year the Rural Deanery of Graffoe consists of nine benefices and thirty-one churches, the Branston Group, Graffoe United Parish, the Hykeham Parish Group, The Metheringham Group, the Skellingthorpe Group, Waddington Parish, the Washingborough Goup and Withamside United Parish but due to discussions about A Time to Change Together, Skellingthorpe Group has moved to the West Lindsey Group but Bracebridge Heath has been added to the group.

Synod meet three times a year, usually on a Thursday evening at different venues around the Deanery. Members pray together, consider current issues and hear news and views. Synod meetings are chaired jointly by the Rural Dean and an elected lay chair. Each Synod is elected for 3 years, representatives are elected at their Annual Church meeting. We currently have four lay and one Clergy representative.

During the year Revd Simon Dean was welcomed as the new incumbent of Waddington.

c) Churchwardens Reports:

**i) ALL SAINTS'**

Firstly, we should like to reiterate our thanks to our two Assistant Wardens and to ALL those who in any way, contribute to the smooth running and upkeep of our Church. There has been a lot of work by many people as we have continued to re-open and welcome back our congregation, at a pace with which they feel safe.

As we continue to Zoom each Sunday we have successfully applied for a faculty to install twin streaming cameras in the rear of the church, and the ancillary equipment to enable us to broadcast all our services via YouTube and our Parish Facebook page in the vestry.

Permission has also been received for the new 'Area for Cremated Remains'. We are most grateful to Peter for all his hard work in this endeavour and look forward to making this area a suitable memorial for those whose ashes will be laid to rest.

The DCC have also planted a Red Oak tree to replace the tree felled last year to add to the Platinum Jubilee 'Green Canopy' Tree initiative and as a memorial to our late Queen.

**ii) ST HUGH'S:**

Coronavirus continues to be part of our daily lives but our numbers have remained stable. We are grateful for the most part that both our monthly services have been Holy Communion services.

The impact of Resourcing Sustainable Churches may see all three churches only having morning worship services on some Sundays.

**Events**

The Diocese has continued to use the Church for occasional meetings which we offer at no cost to them but with the increase in heating costs we may need to charge a small fee to cover heating costs. After many delays the new heating system was installed in October.

A big thank you to Derek, Jill and Paul for all their hard work keeping the grounds tidy. Thank you to our good neighbour Alan Robson who has continued to cut the grass throughout the year.

The church has also been used as a Food Bank Distribution & Collection Centre supporting many families within the community. Every week the number of donations have been brilliant resulting in 4 to 5 containers being taken to the foodbank warehouse. The church has also become a drop-in centre for the Citizens Advice Bureau every Friday morning. Warm packs have also been distributed to those people who are facing fuel poverty.

**iii) ST MICHAEL'S:**

A lot of progress has been made during the year towards the alterations need to install a toilet in the vestry and work will continue with this throughout 2023.

Celebrations took place with the PCC and the local school to celebrate the Queen's Platinum Jubilee and the school has also attended services for the first time in three years now that COVID restrictions have been lifted.

Events such as the May Fayre, Autumn Fayre and Christmas Fayre were well attended and this will continue during 2023. The Foodbank run by all three churches and based at St. Hughes have supported many struggling families during 2022.

**d) Church Hall Reports:**

**St. Hugh's Hall:** The hall building and fabric are generally in good condition. Had a problem with wood blocks in the floor started to rise but this was only a crack in concrete and this is now resolved. Gutters and soak aways cleaned, PAT tests completed, fire test carried out. Hall let out to NKDC for election day, but generally lettings are low and we have lost two regular bookings. Pre-school are only in mornings now. This is a cause for concern. We have had to increase hirer charges, occasional bookings are starting to come in and we can now advertise the hall again.

**All Saints Ark:** Last year had two fund raising events, proceeds to refurbishing of woodwork on the small hall. We had £500 left over from the roof replacement so this has been transferred over to hall decoration fund. NKDC gave a discretionary grant of £3,000 and we received refunds from Eon for electricity and gas. Most regular hirers started back in September and we have been busy most weekends with Birthday and Christening parties. We have picked up new regular hirers and shop and coffee shop are doing well.

**e) Pastoral Group**

There are more people needing pastoral care and visiting, many cannot attend church due to frailty and health issues. This has increased numbers we regularly visit. The team have worked through a short course on Pastoral care, completed home communion training, afternoon tea has started, the Diocese course 'To love and serve the Lord' a small number are hoping to attend. We have 13 people who require Home Communion. 14 Pastoral members and 6 take out Communion. There is a team who visit care homes. We have a time for reflection once a month in Church.

**f) Church District Church Councils**

Each of the three churches have a District Church Council which is responsible for the upkeep and maintenance of the church. **All Saints'** six meetings were held main topics have been a new cremated remains plot and setting up a servery. New PA system. **St. Hugh's** - six meetings were held, the main topics have been hosting Curate training and how the Church can easily be used for events, training and meetings, possibly becoming a food distribution centre. **St Michael's** - six meetings were held, main topics for this year have been installing a toilet and building a new vestry.

**g) Ecumenical Relationships**

This group disbanded during the year due to lack of support from all of the churches.

**h) Groups and Fellowships**

**Mothers' Union** continues to meet on the 1<sup>st</sup> Wednesday of each month. They have enjoyed a variety of speakers and visited the Yorkshire Wildlife park for the Annual Outing. They held a Christmas Lunch at Pennells. This group welcomes new members.

**Women's Fellowship** this group meets in the Methodist Church Hall on the 2<sup>nd</sup> Tuesday of the month. New members are always very welcome. A number of speakers have entertained us during the year and we had an afternoon tea at Pennells.

**i) Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. The Wardens would like to thank our clergy, readers, assistant wardens, office staff, all committee members, those who play, sing, serve, pray, read, collect, greet and attend, arrange the flower, make cups of tea, coffee, cook and bake, wash the linen, (smile, laugh, cry and moan), work with children, visit the sick and lonely, deliver magazines, members of Mothers' Union and Women's Fellowship, work in the shop or the soup kitchen, play bingo, knit and natter, cut the grass, attend to the churchyards, and anybody we have not mentioned.

**j) PCC Secretary's Report**

There have been three PCC Zoom meetings and three in Church which have been well attended. The DCC reports have all been accepted.

**k) Treasurers Report/Financial Review**

Total receipts on unrestricted funds were £210,143 (2021: £162,526) of which £90,765 (2021: £117,020) was unrestricted voluntary donations, with £11,190 (2021 :£1,547) from Gift Aid. Restricted donations of £24,232 (2021: £1,044) were received with £24,827 (2021: £2,012) of expenditure. The freehold house continues to be let generating income with maintenance costs being incurred annually.

£165,140 (2021: £174,178) was spent from unrestricted funds to provide the Christian ministry within the Hykeham group of churches, including the contribution to the diocesan parish share which largely provides the stipends and housing for the clergy.

The sum that the churches in the deanery have to find is shared between the churches and during 2022 a Covenant Pledge system was put in place where the PCC of North Hykeham paid £35,500 which was considerable more than 2021 with an additional payment of £1,905 for which the Diocese is extremely grateful.

The net result for the year was a positive result of a surplus of £40,480 (2021 :deficit of £17,382), which is a much improved result.

**l) Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £41,424 (2021: £8,428) held in unrestricted (including designated) funds at the year

end was more than this target. It continues to be the PCC's objective to continue to increase this balance.

### **3) Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The method of appointment of PCC members (Trustees) is set out in the Church Representation Rules. At All Saints the membership of the PCC consists of the incumbent, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. Church attendees are encouraged to be entered on the Electoral Roll and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC meet six times during the year with an average level of attendance. The three District Church Council meet six times a year to discuss worship, fabric and social events.

These committees, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

#### **Administrative information**

The Parochial Church Council of the Church of England Ecclesiastical Parish of Hykeham. It is part of the Diocese of Lincoln within the Church of England. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and is registered with the Charity Commission for England and Wales. Charity Registration number: 1133885.

#### **The Parish of Hykeham:**

All Saints Church, Moor Lane, North Hykeham

The Ark Church Hall, Moor Lane, North Hykeham

St. Hugh's church, Harewood Crescent, North Hykeham

St. Hugh's Church Hall, Harewood Crescent, North Hykeham

St. Michael and All Angels, Meadow Lane, South Hykeham

Parish Office:        The Ark Office, Moor Lane, North Hykeham, LN6 9AB

The PCC operates under the Parochial Church Council Powers Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules 2011. The membership of the PCC consists of the incumbent and hon. Priests, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2022

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The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

These committees, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

Clergy : Revd. Peter Collins, Revd. Jo Reid

Parish Administrator/PCC Secretary: Lorraine Edminson  
Treasurer : Mrs Sally Long

Auditor : Karen Pickles

Churchwardens: Ray Allen, Fergus Redford, Margaret Driffill and Elizabeth Hill

PCC members who have served at any time from 1st January 2016 until the date this report was approved are:

**a) Ex Officio members:**

- i) Incumbent: The Reverend Peter Collins (Chair)
- ii) Revd Jo Reid

**b) Elected members:**

- i) Mr Andrew Long
- ii) Miss Denise Temple
- iii) Mrs Lorraine Edminson
- iv) Mrs Liz Grocock
- v) Mrs Jean Wagstaff
- vii) Mrs Sonia Maynard
- ix) Mrs Caron Harrison
- x) Mrs Sally Long
- xi) Mr Malcolm Tipper

Approved by the PCC on 18<sup>th</sup> April 2023 signed on their behalf by the Reverend Peter Collins (PCC chairman).



Reverend Peter Collins  
PCC Chair

### **Independent examiner's report to the trustees of the Hykeham Parochial Church Council**

I report to the trustees on my examination of the accounts of the Hykeham Parochial Church Council (the Trust) for the year ended 31<sup>st</sup> December 2022.

#### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust'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.

#### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: *K Pickles*

Name: *KAREN PICKLES*

Relevant professional qualification or membership of professional bodies (if any): *CIMA student, MAAT*

Address: *6 ASH HOLT CLOSE, FISKERTON, LINCOLN, LN3 4GF*

Date: *15/04/2023*

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2022

**Statement of Financial Activities**

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 2022	Total 2021
<b>Income and endowments from:</b>						
Donations and legacies	2	90,765	24,232	-	114,997	118,063
Income from charitable activities	3	106,053	-	-	106,053	43,513
Other trading activities	3	657	-	-	657	26
Investments	4	12,668	90	-	12,759	1,968
Other income	4	-	-	-	-	-
<b>Total income</b>		<b>210,143</b>	<b>24,322</b>	<b>-</b>	<b>234,465</b>	<b>163,570</b>
<b>Expenditure on:</b>						
Raising funds	7	362	-	-	362	110
Expenditure on charitable activities	8	165,150	24,827	-	189,977	176,189
Other expenditure	9	3,647	-	-	3,647	4,653
<b>Total expenditure</b>		<b>169,159</b>	<b>24,827</b>	<b>-</b>	<b>193,986</b>	<b>180,952</b>
Gains / losses on investment assets		-	-	-	-	-
<b>Net income / (expenditure) resources before transfer</b>		<b>40,984</b>	<b>(505)</b>	<b>-</b>	<b>40,480</b>	<b>(17,382)</b>
<b>Transfers</b>						
Gross transfers between funds – in		-	-	-	-	-
Gross transfers between funds – out		-	-	-	-	-
<b>Other recognised gains / losses</b>						
Gains on revaluation, fixed assets, charity's own use		-	-	-	-	-
<b>Net movement in funds</b>		<b>40,984</b>	<b>(505)</b>	<b>-</b>	<b>40,480</b>	<b>(17,382)</b>
<b>Total funds brought forward</b>		<b>103,822</b>	<b>12,938</b>	<b>-</b>	<b>116,760</b>	<b>134,142</b>
<b>Total funds carried forward</b>		<b>144,806</b>	<b>12,433</b>	<b>-</b>	<b>157,240</b>	<b>116,760</b>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2022

**Balance Sheet as at 31st December 2022**

		<b>2022</b>	<b>2021</b>
		£	£
<b>CURRENT ASSETS</b>	<b>Note</b>		
Debtors		-	-
Bank current account		41,424	8,438
CCLA (CBF) deposit account		674	-
CCLA Legacy Fund North Hykeham		14,173	13,882
Barclays Other Fund North Hyekham		1,417	1,549
Ark Hall, North Hykeham Current Account		24,683	17,041
St. Hughs DCC Fabric Fund		328	324
St. Hughs DCC Current Account		7,203	10,235
St. Hughs Hall CCLA Account		7,554	7,456
St. Hughs Hall Current account		9,852	6,701
St. Michaels CCLA Account		38,993	38,110
St. Michaels Current Account		250	1,960
St. Michaels Organ Accounts		739	1,114
St. Michaels Land Account		9,950	9,950
<b>Total Current assets</b>		<b>157,240</b>	<b>116,759</b>
<b>CREDITORS : Amounts falling due within one year</b>		-	-
<b>NET ASSETS</b>		<b>157,240</b>	<b>116,759</b>
<b>Represented by funds</b>	<b>13</b>		
Unrestricted		144,805	103,822
Designated		-	-
Restricted		12,433	12,937
Endowment		-	-
<b>TOTAL FUNDS</b>		<b>157,240</b>	<b>116,760</b>

The financial statements were approved by the PCC on 18th April, 2023 and signed on their behalf by:



Rev. Peter Collins  
Chair of the PCC

## Notes to the Financial Statements

### 1. Accounting Policies

#### a) Basis of Preparation

These financial statements have been prepared under the historic cost convention and in accordance with the Charities Act 2013 and SORP (FRSSE) 2015.

#### b) Funds Structure

The PCC uses restricted funds to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose. All other funds are unrestricted. Where the trustees intend to use these unrestricted funds for a specific purpose they have set up a designated fund to reflect this.

#### c) Incoming Resources

Income is included in the Statement of Financial Activities as follows:-

Donations	- as received
Grants	- accruals basis
Services provided	-as invoiced
Reimbursed expenses	-as invoiced
Bank Interest	- as received

#### d) Resources Expended

Expenditure is included in the financial statements as incurred. Commitments are included in expenditure as accruals where there are liabilities which have not yet been paid.

#### e) Fixed Assets

Assets acquired are not capitalised and depreciated in the accounts but written off completely in the year of acquisition. Whilst the assets may have an on-going value to the PCC they are likely to have little realisable value or economic value to the PCC in the future. This policy has been adopted to better reflect the actual usage of funds each year and the amount of liquid available funds available to the PCC at the end of each accounting period.

#### f) Reserves Policy

The PCC has adopted a reserve policy to maintain a minimum balance in free reserves equating to three months of expenditure.

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2022

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
<b>2 INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
0101 - Gift Aid - Bank	7,093	-	7,093	1,547
0110 - Gift Aid - Envelopes	4,097	-	4,097	-
0201 - Planned Giving	24,035	-	24,035	27,956
0202 - Covenants	-	-	-	3,023
0202A - Covenants - All Saints	1,928	-	1,928	4,139
0202B - Covenants - St Hughs	305	-	305	926
0202C - Covenants - St. Michaels	212	-	212	587
0301 - Loose plate collections	130	-	130	-
-0301A - Loose Plate - All Saints	8,770	-	8,770	3,616
0301B - Loose Plate - St. Hughs	349	-	349	143
0301C - Loose Plate - St. Michaels	682	-	682	325
0302 - Weddings - Collections	546	-	546	674
0303 - Special Services - Collections	757	-	757	1,137
0401 - Regular gift days	1,150	-	1,150	-
0410 - Giving through church boxes	22	-	22	-
0550 - Donations appeals etc	14,799	24,232	39,031	5,074
0601 - Tax recoverable on Gift Aid	-	-	-	7,603
0701 - Legacies	23,054	-	23,054	37,154
0801 - Grants Ark	586	-	586	23,104
08A1 - Non-recurring one-off grants	500	-	500	1,055
0901 - Other funds generated	1,750	-	1,750	-
Total	90,765	24,232	114,997	118,063
<b>3 Income from charitable activities</b>				
1101 - Fees for weddings and funerals	17,203	-	17,203	12,244
1210 - Misc. Income	41,696	-	41,696	21,244
1230 - Church hall lettings - objectives	47,154	-	47,154	10,025
Total	106,053	-	106,053	43,513
<b>Other trading activities</b>				
0802 - Grants - Other PCC	340	-	340	-
1220 - Bookstall sales - fund raising	-	-	-	-
1250 - Magazine income - advertising	110	-	110	-
1260 - Parish magazine sales	207	-	207	26
Total	657	-	657	26
<b>4 Investments</b>				
1020 - Bank and building society interest	616	90	706.60	5
1030 - Rent from lands or buildings	12,052	-	12,052	1,963
Total	12,668	90	12,759	1,968
<b>Other income</b>				
1310 - Insurance claims	-	-	-	-
Total	-	-	-	-
<b>INCOME TOTAL</b>	<b>210,143</b>	<b>24,322</b>	<b>234,465</b>	<b>163,570</b>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2022

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
<b>EXPENDITURE</b>				
<b>7</b>	<b>Raising funds</b>			
	1730 - Costs of fetes & other events	-	-	-
	1740 - Investment management costs	-	-	-
	1851 - Choir costs and expenses	362	362	110
	Total	362	362	110
<b>8</b>	<b>Expenditure on charitable activities</b>			
	1850 - Home mission	232	232	-
	1870 - Secular charities	854	854	1,078
	1902 - LDTBF Fees	3,051	3,051	1,772
	1910 - Parish Share	40,596	40,596	33,595
	2101 - Working expenses of incumbent	-	-	391
	2102 - Travel Expenses	312	312	311
	2002 - Clergy Expenses	67	67	115
	2001 - Ark Wages	6,189	6,189	6,691
	2051 - Salary of Parish Administrator	8,817	8,817	8,646
	2051 -Other paid posts	6,314	6,314	4,999
	2052 - Verger salary costs	1,720	1,720	1,185
	2060 - National Insurance	535	535	278
	2061 - Pension Contributions	424	424	327
	2150 - Vicar's telephone	721	721	484
	2201 - Parish training and mission	-	-	-
	2202 - Other Office expenses	25,810	25,810	3,584
	2301 - Church running - insurance	7,131	7,131	6,827
	2302 - Postage	12	12	-
	2310 - Church office - telephone	1,440	1,440	2,067
	2320 - Organ/Piano tuning	-	-	367
	2330 - Church maintenance	715	715	5,158
	2340 - Upkeep of services	244	244	861
	2350 - Upkeep of church	11,885	24,827	113

**8 Expenditure on charitable activities (Continued)**

2360 - Administration	4,074	-	4,074	3,055
2361 - Franking Machine	284	-	284	1,336
2370 - Visiting speakers / locums	-	-	-	-
2401 - Church running - electric	2,155	-	2,155	375
2402 - Candles for Church	-	-	-	-
2410 - Church running - gas	1,223	-	1,223	692
2420 - Water	-	-	-	-
2440 - Church running - heating and lighting	3,466	-	3,466	1,705
2501 - Magazine expenses	-	-	-	-
2510 - Bookstall costs	-	-	-	-
2530 - Hall running - electricity	14	-	14	-
2540 - Hall running - gas	62	-	62	-
2560 - Hall running - maintenance	35,456	-	35,456	88,914
2580 - Hall running - water	-	-	-	-
2590 - Hall running - heating and lighting	654	-	654	590
2840 - Other PCC property upkeep	692	-	692	673
2933 - Interest Charged	-	-	-	-
Total	165,150	24,827	189,977	176,189

**9 Other expenditure**

2931 - Printing	2,966	-	2,966	1,799
2932 - Photocopier	681	-	681	2,854
Total	3,647	-	3,647	4,653
<b>EXPENDITURE TOTAL</b>	169,159	24,827	193,986	180,952

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2022

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10	Staff Costs	2022	2021
		£	
	Salaries	23,040	21,791
	Employer NI contributions	535	278
	Pension	424	327
		<u>23,575</u>	<u>22,069</u>

The above costs relate to salaries for the Ark and Parish Administrator.



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# Accounts

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Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

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**Consolidated Annual Report and Financial Statements**

**Of the**

**Hykeham Parochial Church Council**

**The Parish Church of All Saints North Hykeham**

The Parish Church of St Hugh North Hykeham  
The Parish Church of St Michael and All Angels South Hykeham  
All Saints Church Hall: 'The Ark'  
St Hugh's Church Hall

**Year ending 31<sup>st</sup> December 2021**

**Registered Charity Number: 1133885**

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

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<b>Table of Contents Number</b>	<b>Page</b>
Aims and Purposes	3
Objectives and Activities	3
Worship and Prayer	3
Deanery Synod	4
Churchwardens Report	5
Church Hall Reports	6
Pastoral Group	6
DCC's reports	6
Ecumenical Relationships	7
Groups and Fellowships	7
Volunteers	7
PCC Secretary's Report	7
Treasurers Report	7
Reserves Policy	7
Structure, governance and management	8
Administration information	8
Committee Members	9
Examiners Statement	10
Statement of Financial Activities	11
Balance Sheet	12
Accounting Policies	13
Analysis of Income & Expenditure	14
Notes to the Financial Statements	17

## **1) Introduction**

### **a) Aims and purposes**

Hykeham Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Peter Collins, in promoting the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of North Hykeham All Saints, St. Michaels Church and St. Hugh's Church.

### **b) Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at All Saints, St. Michaels and St. Hugh's Churches. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- i) Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- ii) Provision of pastoral care for people living in the parish.
- iii) Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Churches at All Saints St Michael's and St. Hugh's.

## **2) Achievements and Performance**

### **a) Worship and Prayer**

#### **The Parish Church of All Saints, North Hykeham**

Sundays:	8.00 a.m.	Holy Communion
	9.45 a.m.	All Saints Seekers (Children 3-11)
	9.45 a.m.	Parish Holy Communion (2 <sup>nd</sup> and 4 <sup>th</sup> Sundays)
	9.45 a.m.	Morning Service (1 <sup>st</sup> and 3 <sup>rd</sup> Sundays)
	6.30 p.m.	Evening Prayer (3 <sup>rd</sup> Sunday with Holy Communion)
	12.15 p.m.	Holy Baptism
	1.30 p.m.	Holy Baptism
Wednesday:	9.30 a.m.	Holy Communion

**The Parish Church of St. Hugh, North Hykeham**

Sundays: 9.45 a.m. Parish Holy Communion (2<sup>nd</sup> and 4<sup>th</sup> Sundays)

**The Parish Church of St. Michael and All Angels, South Hykeham**

Sundays: 11.15 a.m. Parish Holy Communion (1<sup>st</sup> and 3<sup>rd</sup> Sundays)

**When there is a 5<sup>th</sup> Sunday, the main morning service alternates around the three churches.**

**These are the new times and 9.45 services are still transmitted on Zoom.**

At present there are 133 parishioners on the Church Electoral Roll, with 25 at St. Hugh's, 88 at All Saints and 20 at St. Michael's.

We have had to adapt our services to cope with Covid19. We are still producing weekly reading sheets that are delivered or sent by e-mail to Church members who still require this. Our Baptisms and Weddings went ahead as planned.

**All Saints Seekers Report**

We have 8 children. The Seekers started out sending activities to the Children so that they could do this at the same time as the Church service. Then had a breakout room on Zoom. Messy Church went ahead this year, thanks to Sarah Jayne, Carol and Gillian for all their hard work and the holiday club thanks to Charlotte and her team.

**Choir Report:** We are extremely pleased that we are able to sing once again as a choir at All Saints. It has been a long time since we were able to do so, but now we can enhance the singing at weddings and funerals whilst keeping as safe as possible.

**Deanery Synod**

The Rural Deanery of Graffoe consists of nine benefices and thirty-one churches, Branston, Graffoe, Skellingthorpe, Metherringham, Swinderby, Waddington, Washingborough, Withamside and relies on retired clergy living in the Deanery. Synod normally meets three times a year, usually on a Thursday evening at different venues around the Deanery. Members pray together, consider current issues and hear news and views. Synod meetings are chaired jointly by the Rural Dean and elected lay chair. Each Synod is elected for 3 years, representatives are elected at their Annual Church meeting. We currently have four lay and three Clergy representatives. Synod meetings 2021 4<sup>th</sup> March by Zoom, 10<sup>th</sup> June by Zoom and 14<sup>th</sup> October in person. Discussions were held on Resourcing Sustainable Churches and an Environmental Policy.

**c) Churchwardens Reports:**

**i) ALL SAINTS'**

Firstly, we should like to reiterate our thanks to our two Assistant Wardens and to ALL those who in any way, contribute to the smooth running and upkeep of our Church. There has been a lot of work by many people as we have gradually been

able to re-open and welcome back our congregation. We have had discussions and decisions around the needs of our particular congregation and erred on the side of caution. As we continue to Zoom each Sunday we have discussed and investigated a permanent streaming facility. We are awaiting a feasibility study and estimate. We are pleased to report that exterior lighting and gas heaters have received attention this year. We can report an A1 rating from the new contractors. Our next target is the painting and cleaning of gutters and drainpipes. We also intend to tidy the Vestry and Church generally this year. A tree in the graveyard has been felled due to disease through NKDC. An area for cremated remains has been applied for, of which the required notice is on the Church door, and we look forward to the new area allowing interment of Ashes for years to come. We are grateful to Revd Peter for all his work on this. A major concern has been 'A time to change together' as there will be many far reaching changes to embrace over the next few years. So far we have met to discuss the Church category and agreed a type 2 Local mission church.

#### **ii) ST HUGH'S:**

Another difficult year, dominated by Coronavirus. The Church has been kept as clean as possible with mask-wearing & social distancing. Only 1 case reported. Communion services have resumed and we have continued to provide Zoom services. The majority of our regular worshippers continued to come where possible and have rarely dropped from double figures and encouragingly we have also had visitors from other churches. The Diocese used the Church for Curate training in June. In August a very interesting thanksgiving service for Don Wagstaff was held, the Church was filled to capacity. September 22<sup>nd</sup> hosted Bishop Christopher's farewell service for the Deanery. Thank you to Jean Wagstaff and Sally Long who prepared a wonderful buffet meal. Resourcing Sustainable Churches found us in the bottom tier and consequently discussions with the PCC have begun asking for guidance on what can be done and we are looking at some viable initiatives. Thanks to our ministry team for all their hard work, with Covid restrictions, setting up Zoom and finding safe ways to take communion.

#### **iii) ST MICHAEL'S:**

Last year, due to Covid there were no Church services until later in the year and the only fund-raising event was the Christmas Fayre which was well attended, we raised £300. Due to having to move pews and chairs currently stored in a barn it was decided to sell them raising £1,920. On the 1<sup>st</sup> July, we met with Fran Bell and Steven Sleight about fund raising for a toilet in Church, we have since met with a delegation who gave us advice where we could install this, as well as a new vestry to be built where organ moved from and a servery on the right as you come in the main door, we are awaiting a report. A number of slates came off in the storm. School came in for Harvest, first time in two years, they had a Christmas service and pre-school came in to rehearse and perform their nativity. We are arranging a May Fayre and Dog Show and will do Christmas Fayre again.

#### **d) Church Hall Reports:**

**St. Hugh's Hall:** The hall building and fabric are generally in good condition. Had a problem with wood blocks in the floor started to rise but this was only a crack in concrete and this is now resolved. Gutters and soak always cleaned, PAT tests completed, fire test

carried out. Hall let out to NKDC for election day, but generally lettings are low and we have lost two regular bookings. Pre-school are only in mornings now. This is a cause for concern. We have had to increase hirer charges, but occasional bookings are starting to come in and we can now advertise the hall again.

**All Saints Ark:** Last year had two fund raising events, of which the proceeds went towards refurbishing the woodwork on the small hall. We had £500 left over from the roof replacement so this has been transferred over to hall decoration fund. NKDC gave a discretionary grant of £3,000 and we received refunds from Eon for electricity and gas. Most regular hirers started back in September and we have been busy most weekends with Birthday and Christening parties. We have picked up new regular hirers and the shop and coffee shop are both doing well.

**e) Pastoral Group**

There are more people needing pastoral care and visiting, many cannot attend church due to frailty and health issues. This has increased numbers we regularly visit. The team have worked through a short course on Pastoral care, completed home communion training, afternoon tea has started, the Diocese course 'To love and serve the Lord' a small number are hoping to attend. We have 13 people who require Home Communion. 14 Pastoral members and 6 take out Communion. There is a team who visit care homes. We have a time for reflection once a month in Church.

**f) Church District Church Councils**

Each of the three churches have a District Church Council which is responsible for the upkeep and maintenance of the church. **All Saints'** six meetings were held main topics have been a new cremated remains plot and setting up a servery. New PA system. **St. Hugh's** - six meetings were held, the main topics have been hosting Curate training and how the Church can easily be used for events, training and meetings, possibly becoming a food distribution centre. **St Michael's** - six meetings were held, main topics for this year have been installing a toilet and building a new vestry.

**g) Ecumenical Relationships**

Despite restrictions held regular meetings during the year on Zoom and organised a Holiday club in the summer and at Christmas on Zoom.

**h) Groups and Fellowships**

**Mothers' Union** no report

**Women's Fellowship** started back September 2021, 14 members returned, 1 new member.

**i) Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. The Wardens would like to thank our clergy, readers, assistant wardens, office staff, all committee members, those who play, sing, serve, pray, read, collect, greet and attend, arrange the flower, make cups of tea, coffee, cook and bake, wash the linen, (smile, laugh, cry and moan), work with children, visit the sick and lonely, deliver magazines, members of Mothers' Union and Women's

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

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Fellowship, work in the shop or the soup kitchen, play bingo, knit and natter, cut the grass, attend to the churchyards, and anybody we have not mentioned. All put on hold for this year due to Covid restrictions. However, we have kept in touch by phone, email, post and Zoom.

**j) PCC Secretary's Report**

There have been three PCC Zoom meetings and three in Church which have been well attended. The DCC reports have all been accepted.

**k) Treasurers Report/Financial Review**

Total receipts on unrestricted funds were £162,526 (2020: £161,356) of which £117,020 (2020: £139,786) was unrestricted voluntary donations, with £1,547 (2020 :£6,634) from Gift Aid. Restricted donations of £1,044 (2020: £10,380) were received with £2,012 (2020: £12,050) of expenditure. The freehold house continues to be let generating income with a small amount of maintenance costs.

£178,941 (2020: £149,784) was spent from unrestricted funds to provide the Christian ministry within the Hykeham group of churches, including the contribution to the diocesan parish share which largely provides the stipends and housing for the clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based on 20% deprivation and 80% population. The parishes contributed £33,595 in 2021 towards the cost of ministry within the benefice.

The net result for the year was a deficit of £17,382 (2020 :surplus of £9,902).

**l) Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £8,438 (2020: £10,219) held in unrestricted (including designated) funds at the year end was significantly less than this target. It is the PCC's hope to increase this over time.

**3) Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The method of appointment of PCC members (Trustees) is set out in the Church Representation Rules. At All Saints the membership of the PCC consists of the incumbent, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. Church attendees are encouraged to be entered on the Electoral Roll and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC meet six times during the year with an average level of attendance. The three District Church Council meet six times a year to discuss worship, fabric and social

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

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events. Due to Covid restrictions three meetings were held on Zoom and three were in person.

These committees, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

**Administrative information**

The Parochial Church Council of the Church of England Ecclesiastical Parish of Hykeham. It is part of the Diocese of Lincoln within the Church of England. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and is registered with the Charity Commission for England and Wales. Charity Registration number: 1133885.

**The Parish of Hykeham:**

All Saints Church, Moor Lane, North Hykeham

The Ark Church Hall, Moor Lane, North Hykeham

St. Hugh's church, Harewood Crescent, North Hykeham

St. Hugh's Church Hall, Harewood Crescent, North Hykeham

St. Michael and All Angels, Meadow Lane, South Hykeham

Parish Office:       The Ark Office, Moor Lane, North Hykeham, LN6 9AB

The PCC operates under the Parochial Church Council Powers Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules 2011. The membership of the PCC consists of the incumbent and hon. Priests, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year with an average level of attendance. The first meeting in February was on Zoom as was April and June whilst the meeting in August, October and December were in person.

These committees, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

Clergy : Revd. Peter Collins, Revd. Jo Reid

Parish Administrator/PCC Secretary: Lorraine Edminson

Treasurer : Mrs Sally Long

Auditor : Karen Pickles

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

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Churchwardens: Ray Allen, Fergus Redford, Margaret Driffill and Elizabeth Hill

PCC members who have served at any time from 1st January 2016 until the date this report was approved are:

**a) Ex Officio members:**

- i) Incumbent: The Reverend Peter Collins (Chair)
- ii) Revd Jo Reid

**b) Elected members:**

- i) Mr Andrew Long
- ii) Miss Denise Temple
- iii) Mrs Lorraine Edminson
- iv) Mrs Liz Grocock
- v) Mrs Jean Wagstaff
- vi) Mrs Sonia Maynard
- vii) Mrs Caron Harrison
- viii) Mrs Sally Long
- ix) Mr Malcolm Tipper

Approved by the PCC on 18<sup>th</sup> October 2022 signed on their behalf by the Reverend Peter Collins (PCC chairman).

Reverend Peter Collins  
PCC Chair



**Independent examiner's report to the trustees of the Hykeham Parochial Church Council**

I report to the trustees on my examination of the accounts of the Hykeham Parochial Church Council (the Trust) for the year ended 31<sup>st</sup> December 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust'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.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: *K Pickles*

Name: Karen Pickles

Relevant professional qualification or membership of professional bodies (if any): CIMA student,  
MAAT

Address: 6 Ash Holt Close, Fiskerton, Lincoln, LN3 4GF

Date: 17th October 2022

Parochial Church Council of North Hykeham  
 Annual Report  
 For the Year ended 31<sup>st</sup> December 2021

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
 FOR THE YEAR ENDING 31ST DECEMBER 2021  
 Statement of Financial Activities**

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 2021	Total 2020
<b>Income and endowments from:</b>						
Donations and legacies	2	117,020	1,043	-	118,063	150,124
Income from charitable activities	3	43,513	-	-	43,513	13,191
Other trading activities	3	26	-	-	26	895
Investments	4	1,967	1	-	1,968	7,275
Other income	4	-	-	-	-	251
<b>Total income</b>		<b>162,526</b>	<b>1,044</b>	<b>-</b>	<b>163,570</b>	<b>171,736</b>
<b>Expenditure on:</b>						
Raising funds	7	110	-	-	110	2,611
Expenditure on charitable activities	8	174,178	2,012	-	176,189	153,321
Other expenditure	9	4,653	-	-	4,653	5,902
<b>Total expenditure</b>		<b>178,941</b>	<b>2,012</b>	<b>-</b>	<b>180,952</b>	<b>161,834</b>
Gains / losses on Investment assets		-	-	-	-	-
<b>Net income / (expenditure) resources before transfer</b>		<b>(16,415)</b>	<b>(968)</b>	<b>-</b>	<b>(17,382)</b>	<b>9,902</b>
<b>Transfers</b>						
Gross transfers between funds – in		-	-	-	-	-
Gross transfers between funds – out		-	-	-	-	-
<b>Other recognised gains / losses</b>						
Gains on revaluation, fixed assets, charity's own use		-	-	-	-	-
<b>Net movement in funds</b>		<b>(16,415)</b>	<b>(968)</b>	<b>-</b>	<b>(17,382)</b>	<b>9,902</b>
<b>Total funds brought forward</b>		<b>120,237</b>	<b>13,905</b>	<b>-</b>	<b>134,142</b>	<b>124,240</b>
<b>Total funds carried forward</b>		<b>103,822</b>	<b>12,937</b>	<b>-</b>	<b>116,760</b>	<b>134,142</b>

Parochial Church Council of North Hykeham  
 Annual Report  
 For the Year ended 31<sup>st</sup> December 2021

**Balance Sheet as at 31st December 2021**

		<b>2021</b>	<b>2020</b>
		£	£
<b>CURRENT ASSETS</b>	<b>Note</b>		
Debtors		-	-
Bank current account		8,438	10,219
CCLA (CBF) deposit account		-	598
CCLA Legacy Fund North Hykeham		13,882	13,272
Barclays Other Fund North Hyekham		1,549	1,731
Ark Hall, North Hykeham Current Account		17,041	36,434
St. Hughs DCC Fabric Fund		324	324
St. Hughs DCC Current Account		10,235	10,618
St. Hughs Hall CCLA Account		7,456	7,452
St. Hughs Hall Current account		6,701	7,136
St. Michaels CCLA Account		38,110	956
St. Michaels Current Account		1,960	34,601
St. Michaels Organ Accounts		1,114	1,300
St. Michaels Land Account		9,950	9,950
<b>Total Current assets</b>		<b>116,760</b>	<b>134,590</b>
<b>CREDITORS : Amounts falling due within one year</b>		-	(449)
<b>NET ASSETS</b>		<b>116,760</b>	<b>134,141</b>
<b>Represented by funds</b>	<b>13</b>		
Unrestricted		103,822	120,237
Designated		-	-
Restricted		12,937	13,905
Endowment		-	-
<b>TOTAL FUNDS</b>		<b>116,760</b>	<b>134,142</b>

The financial statements were approved by the PCC on 18<sup>th</sup> October 2022 and signed on their behalf by:

Rev. Peter Collins  
 PCC Chair



## **Notes to the Financial Statements**

### **1. Accounting Policies**

#### **a) Basis of Preparation**

These financial statements have been prepared under the historic cost convention and in accordance with the Charities Act 2013 and SORP (FRSSE) 2015.

#### **b) Funds Structure**

The PCC uses restricted funds to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose. All other funds are unrestricted. Where the trustees intend to use these unrestricted funds for a specific purpose they have set up a designated fund to reflect this.

#### **c) Incoming Resources**

Income is included in the Statement of Financial Activities as follows:-

Donations	- as received
Grants	- accruals basis
Services provided	-as invoiced
Reimbursed expenses	-as invoiced
Bank Interest	- as received

#### **d) Resources Expended**

Expenditure is included in the financial statements as incurred. Commitments are included in expenditure as accruals where there are liabilities which have not yet been paid.

#### **e) Fixed Assets**

Assets acquired are not capitalised and depreciated in the accounts but written off completely in the year of acquisition. Whilst the assets may have an on-going value to the PCC they are likely to have little realisable value or economic value to the PCC in the future. This policy has been adopted to better reflect the actual usage of funds each year and the amount of liquid available funds available to the PCC at the end of each accounting period.

#### **f) Reserves Policy**

The PCC has adopted a reserve policy to maintain a minimum balance in free reserves equating to three months of expenditure.

Parochial Church Council of North Hykeham  
 Annual Report  
 For the Year ended 31<sup>st</sup> December 2021

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
<b>2 INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
0101 - Gift Aid - Bank	1,547	-	1,547	6,634
0110 - Gift Aid - Envelopes	-	-	0	1,486
0201 - Planned Giving	27,956	-	27,956	23,708
0202 - Covenants	3,023	-	3,023.00	-
0202A - Covenants - All Saints	4,139	-	4,139	1,984
0202B - Covenants- St Hughs	926	-	926	-
0202C - Covenants - St. Michaels	587	-	587	-
0301 - Loose plate collections	-	-	-	181
-0301A - Loose Plate - All Saints	3,616	-	3,616	2,811
0301B - Loose Plate - St. Hughs	143	-	143	603
0301C - Loose Plate - St. Michaels	325	-	325	286
0302 - Weddings - Collections	674	-	674	-
0303 - Special Services - Collections	1,137	-	1,137	-
0550 - Donations appeals etc	4,031	1,043	5,074	72,919
0601 - Tax recoverable on Gift Aid	7,603	-	7,603	-
0701 - Legacies	37,154	-	37,154	20,338
0801 - Grants Ark	23,104	-	23,104	6,774
08A1 - Non-recurring one-off grants	1,054	-	1,054	9,300
0901 - Other funds generated	-	-	0	3,100
<b>Total</b>	<b>117,020</b>	<b>1,043</b>	<b>118,063</b>	<b>150,124</b>
<b>3 Income from charitable activities</b>				
1101 - Fees for weddings and funerals	12,244	-	12,244	8,916
1210 - Misc. Income	21,244	-	21,244	4,205
1230 - Church hall lettings - objectives	10,025	-	10,025	70
<b>Total</b>	<b>43,513</b>	<b>-</b>	<b>43,513</b>	<b>13,191</b>
<b>Other trading activities</b>				
0802 - Grants - Other PCC	-	-	-	600
1220 - Bookstall sales - fund raising	-	-	-	-
1250 - Magazine income - advertising	-	-	0	295
1260 - Parish magazine sales	26	-	26	0
<b>Total</b>	<b>26</b>	<b>-</b>	<b>26</b>	<b>895</b>
<b>4 Investments</b>				
1020 - Bank and building society interest	4	1	5	42
1030 - Rent from lands or buildings	1,963	-	1,963	7,233
<b>Total</b>	<b>1,967</b>	<b>1</b>	<b>1,968</b>	<b>7,275</b>
<b>Other income</b>				
1310 - Insurance claims	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251</b>
<b>INCOME TOTAL</b>	<b>162,526</b>	<b>1,044</b>	<b>163,570</b>	<b>171,736</b>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
<b>EXPENDITURE</b>				
<b>7</b>	<b>Raising funds</b>			
	1730 - Costs of fetes & other events	-	-	-
	1740 - Investment management costs	-	-	-
	1851 - Choir costs and expenses	110	110	2611
	<b>Total</b>	<b>110</b>	<b>110</b>	<b>2,611</b>
<b>8</b>	<b>Expenditure on charitable activities</b>			
	1850 - Home mission	-	-	290
	1870 - Secular charities	1,078	1,078	6,537
	1902 - LDTBF Fees	1,772	1,772	637
	1910 - Parish Share	33,595	33,595	26,000
	2101 - Working expenses of incumbent	391	391	575
	2102 - Travel Expenses	311	311	621
	2002 - Clergy Expenses	115	115	550
	2001 - Ark Wages	6,691	6,691	11,666
	2051 - Salary of Parish Administrator	8,646	8,646	8,424
	2051 -Other paid posts	4,999	4,999	648
	2052 - Verger salary costs	1,185	1,185	1,580
	2060 - National Insurance	278	278	221
	2061 - Pension Contributions	327	327	491
	2150 - Vicar's telephone	484	484	923
	2201 - Parish training and mission	-	-	-
	2202 - Other Office expenses	3,584	3,584	14,337
	2301 - Church running - insurance	6,827	6,827	6,572
	2302 - Postage	-	-	-
	2310 - Church office - telephone	2,067	2,067	1,765
	2320 - Organ/Piano tuning	180	187	-
	2330 - Church maintenance	3,333	1,825	23,015
	2340 - Upkeep of services	861	-	691
	2350 - Upkeep of church	113	-	32
	2360 - Administration	3,055	-	1,042
	2361 - Franking Machine	1,336	-	1,383
	2370 - Visiting speakers / locums	-	-	-
	2401 - Church running - electric	375	375	3,125
	2402 - Candles for Church	-	-	61

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

	2410 - Church running - gas	692	-	692	602
	2420 - Water	-	-	-	316
	2440 - Church running - heating and lighting	1,705	-	1,705	598
	2501 - Magazine expenses	-	-	-	59
	2510 - Bookstall costs	-	-	-	-
	2530 - Hall running - electricity	590			
	2560 - Hall running - maintenance	88,914		88,914	38,737
	2580 - Hall running - water	-	-	-	90
	2840 - Other PCC property upkeep	673	-	673	1,733
	2933 - Interest Charged	-	-	-	-
	<b>Total</b>	<b>174,178</b>	<b>2,012</b>	<b>175,599</b>	<b>153,321</b>
<b>9</b>	<b>Other expenditure</b>				
	2931 - Printing	1,799	-	1,799	1,972
	2932 - Photocopier	2,854	-	2,854	3,930
	<b>Total</b>	<b>4,653</b>	<b>-</b>	<b>4,653</b>	<b>5,902</b>
	<b>EXPENDITURE TOTAL</b>	<b>178,941</b>	<b>2,012</b>	<b>180,362</b>	<b>161,834</b>

<b>10</b>	<b>Staff Costs</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	
	Salaries	21,791	22,318
	Employer NI contributions	278	221
	Pension	327	491
		<u>22,069</u>	<u>22,539</u>

The above costs relate to salaries for the Ark and Parish Administrator.

<b>11</b>	<b>Debtors</b>		
	Trade debtors	<u>-</u>	<u>-</u>
<b>12</b>	<b>Creditors</b>		
	Trade Creditors	<u>-</u>	<u>449</u>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2021

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# Accounts

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**Consolidated Annual Report and Financial Statements**

**Of the**

**Hykeham Parochial Church Council**

**The Parish Church of All Saints North Hykeham**

The Parish Church of St Hugh North Hykeham  
The Parish Church of St Michael and All Angels South Hykeham  
All Saints Church Hall: 'The Ark'  
St Hugh's Church Hall

**Year ending 31<sup>st</sup> December 2020**

**Registered Charity Number: 1133885**

<b>Table of Contents Number</b>	<b>Page</b>
Aims and Purposes	3
Objectives and Activities	3
Worship and Prayer	3
Deanery Synod	4
Churchwardens Report	5
Church Hall Reports	6
Pastoral Group	6
DCC's reports	6
Ecumenical Relationships	7
Groups and Fellowships	7
Volunteers	7
PCC Secretary's Report	7
Treasurers Report	7
Reserves Policy	7
Structure, governance and management	8
Administration information	8
Committee Members	9
Examiners Statement	10
Statement of Financial Activities	11
Balance Sheet	12
Accounting Policies	13
Analysis of Income & Expenditure	14
Notes to the Financial Statements	17

## 1) Introduction

### a) Aims and purposes

Hykeham Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Peter Collins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of North Hykeham All Saints, St. Michaels Church and St. Hugh's Church.

### b) Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at All Saints, St. Michaels and St. Hugh's Churches. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- i) Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- ii) Provision of pastoral care for people living in the parish.
- iii) Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Churches at All Saints St Michael's and St. Hugh's.

## 2) Achievements and Performance

### a) Worship and Prayer

#### The Parish Church of All Saints, North Hykeham

Sundays:	8.00 a.m.	Holy Communion
	9.45 a.m.	All Saints Seekers (Children 3-11)
	9.45 a.m.	Parish Holy Communion (2 <sup>nd</sup> and 4 <sup>th</sup> Sundays)
	9.45 a.m.	Morning Service (1 <sup>st</sup> and 3 <sup>rd</sup> Sundays)
	6.30 p.m.	Evening Prayer (3 <sup>rd</sup> Sunday with Holy Communion)
	11.45 a.m.	Holy Baptism
	1.30 p.m.	Holy Baptism
Wednesday:	9.30 a.m.	Holy Communion

**The Parish Church of St. Hugh, North Hykeham**

Sundays: 9.45 a.m. Parish Holy Communion (1<sup>st</sup> and 3<sup>rd</sup> Sundays)  
9.45 a.m. Morning Service (2<sup>nd</sup> and 4<sup>th</sup> Sundays)

**The Parish Church of St. Michael and All Angels, South Hykeham**

Sundays: 11.15 a.m. Parish Holy Communion (1<sup>st</sup> and 3<sup>rd</sup> Sundays)  
11.15 a.m. Morning Service (2<sup>nd</sup> and 4<sup>th</sup> Sundays)

**When there is a 5<sup>th</sup> Sunday, the main morning service alternates around the three churches.**

**The above services were maintained until lockdown, then a 9.45 service was transmitted on Zoom.**

At present there are 135 parishioners on the Church Electoral Roll, with 28 at St. Hugh's, 89 at All Saints and 18 at St. Michael's.

We have had to adapt our services to cope with Covid19. We have produced weekly reading sheets that have been delivered or sent by e-mail to all our Church members. All our Baptisms and Marriages have been put on hold, but we have maintained Funeral services, with limited numbers attending.

**All Saints Seekers Report**

The Seekers have continued to meet in a room on Zoom, showing their activities to the rest of the members on Zoom at the end of the service. Thanks to SarahJayne, Carol and Gillian for all their hard work. The summer and Christmas holiday clubs were also on Zoom and were well attended with parents being able to join in with their children. Thanks to all who made this possible and so enjoyable.

**Choir Report:** Unfortunately, due to lockdown the choir have not been able to meet and are very much looking forward to getting together again.

**Deanery Synod**

Synod meets three times a year, on Thursday evenings at different venues around the Deanery. We consider current issues, hear news and views from other churches, and pray together. Synod meetings are chaired jointly by the Rural Dean and the elected lay Co-Chair. Its business is ordered by an elected Standing Committee.

Meeting 2nd March in St Hugh's Church North Hykeham. This was an open meeting for synod reps and PCC members: Archdeacon Gavin Kirk spoke on the trustee's responsibility of Governance: Debbie Johnson spoke on Safeguarding and Archdeacon Mark Steadman spoke on responsibilities and Plenary. Elections to Deanery are due in 2020 and for Diocesan Synod in 2021.

The next meetings were planned for 11th June Temple Bruer School Room and 15th October Bassingham Village Hall. Both meetings were postponed due to COVID.

### **c) Churchwardens Reports:**

#### **i) ALL SAINTS'**

Firstly, we should like to reiterate our thanks to our two Assistant Wardens and to ALL those who in any way, contribute to the smooth running and upkeep of our Church, in particular our sincere thanks to Alwyn Coultan for work on the Lychgate and around the Churchyard. This has obviously been a frustrating year for everyone, however, we look forward to being able to address a number of issues once the COVID19 regulations allow us greater leeway. The Quinquennial report of the Church has been received and we are happy to report that there are no major works required at this time. As you may be aware the architect recommendations come in five categories. The first are the urgent requirements and these are Category 1 (a) Remove vegetation growing by the Vestry abutment gutter, (b) Arrange for the 5-year electrical test to be completed, (c) Arrange for the fire equipment to be inspected and tested. Categories 2,3,4,5 will be dealt with at a later date. For a number of years Cousans Organs (who installed the organs in the 1890's, and have maintained it ever since) have been warning us that we needed the whole instrument refurbished/retuned. This has been accomplished at last, and we look forward to hearing its clear pure notes for many years to come. Ray Allen and Fergus Redford (Churchwardens)

#### **ii) ST HUGH'S:**

The Church was opened for fortnightly Zoom services. Chairs were re-arranged to improve and simplify Social Distancing; the Church was thoroughly cleaned. The Quinquennial inspection took place in August, with a new Architect, Carl Andrews. There were 5 urgent items of which 3 have been done. Still outstanding removal of vegetation from corner of flat roof, removal of the damaged section of timber cladding to the front gable. Our electric heaters are inefficient to heat the Church since the gas heater was condemned, we have had a quote for replacing the Electric Panel Heaters. In December the PAT & emergency lighting tests were completed. Fire risk assessment carried out, PIR lighting in the car park, over the Church fire door and the back-hall fire door are under consideration by the DCC. The locks to both Church and Vestry have now been replaced by a qualified locksmith. He also looked at the Church side door and the hall back exit. Sadly, we have lost 7 members of our congregation, Ann Yates, Mavis Rees, Betty Woodruff, Brian Reast, Ann Griffith, Flo Smedley and this year on Easter Sunday Don Wagstaff. Our sincere sympathy to all of their families. We are pleased to welcome Martin and Lesley Joy into our congregation, Lesley is a Reader and is continuing to train for Ministry.

#### **iii) ST MICHAEL'S:**

Last ADCM was 10<sup>th</sup> March 2020 after which due to Coronavirus we went into the first lockdown. All services were cancelled until further notice. The Church was open for private prayer from 10am-4pm Wednesdays and Sundays. All services were carried out on Zoom. A bat and tree survey were carried out by Stephen Weber to enable us to have remedial work done in the Churchyard. Two weddings have taken place due to COVID lessening. United Harvest Service took place, indoors and out. Rev. Jo Reid took the service from the front porch. Boxes were placed in the Church throughout September for contributions to the Community Larder. Two quotes were

obtained for remedial work on the trees in the Churchyard.

**d) Church Hall Reports:**

**St. Hugh's Hall:** Both St Hugh's and the Ark now have a de-fibrillator, which has been used. The Hall is slowly opening up, Nursery School has started and the Brownies and Guides start back shortly. The caretaker was been furloughed, but should be getting back to normal soon.

**All Saints Ark:** The Hall has been closed this year, so there is no income. However, we have raised a lot of money for the roof, thank you to everyone who donated. We are slowly beginning to open up; there have been new groups enquiring and we have no more slots except at the weekends. Thanks to Ann, John and Denise who is now the booking secretary.

**e) Pastoral Group**

We have been making phone calls to all on our contact list, the weekly service has been distributed by hand or emailed. This is still on going, many thanks to Lorraine, Sally and Ken. Our meetings continue to be on Zoom. We are all looking forward to better times

**f) Church District Church Councils**

Each of the three churches have a District Church Council which is responsible for the upkeep and maintenance of the church. **All Saints'** - Only two meeting were held in 2020, 21<sup>st</sup> January 2020, Carl Andrews, architect is to carry out Quinquennial inspection later in the year. It was agreed that the refurbishment of the organ would be undertaken. The Bishop will be in the Parish on the 25<sup>th</sup> February and 1<sup>st</sup> March. A site for new ashes plot has been agreed, two British Legion flags are to be hung in the side Chapel. 17<sup>th</sup> November 2020, Quinquennial report received, categories to be tackled vegetation in Vestry gutter, five-year electrical check, fire check and test (already done) Rotas for Christmas discussed but dependant on Covid situation. Holiday club will go ahead on Zoom. **St. Hugh's** - We have a date for new heating to be put in, Locksmith needed to look at New Mechanisms. Cap off redundant gas heater. **St Michael's** - One meeting was held in 2020, Pipes have been run for the toilet, planning for tree surgery, lightening conductor, gutters and downpipes and roof repairs. Community award for Margaret and organised a school one-way system. They have been turned down for a grant which the diocese is aware of. Moving on with Weddings and Baptisms

**g) Ecumenical Relationships**

Despite restrictions held regular meetings during the year on Zoom and organised a Holiday club in the summer and at Christmas on Zoom.

**h) Groups and Fellowships**

**Mothers' Union** have been unable to meet this year due to Covid

**Women's Fellowship** have been unable to meet this year due to Covid

**i) Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. The Wardens would like to thank our clergy, readers, assistant wardens, office staff, all committee members, those who play, sing, serve,

pray, read, collect, greet and attend, arrange the flower, make cups of tea, coffee, cook and bake, wash the linen, (smile, laugh, cry and moan), work with children, visit the sick and lonely, deliver magazines, members of Mothers' Union and Women's Fellowship, work in the shop or the soup kitchen, play bingo, knit and natter, cut the grass, attend to the churchyards, and anybody we have not mentioned. All put on hold for this year due to Covid restrictions. However, we have kept in touch by phone, email, post and Zoom.

#### **j) PCC Secretary's Report**

There have been three PCC Zoom meetings, which have been well attended. The DCC reports have all been accepted.

#### **k) Treasurers Report/Financial Review**

Total receipts on unrestricted funds were £161,356 of which £139,786 was unrestricted voluntary donations, with £6,634 from Gift Aid. Restricted donations of £10,380 were received with £12,050 of expenditure. The freehold house continues to be let which provided a gross income of £7,233 and a small amount of maintenance costs.

£149,784 was spent from unrestricted funds to provide the Christian ministry within the Hykeham group of churches, including the contribution to the diocesan parish share which largely provides the stipends and housing for the clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based on 20% deprivation and 80% population.

The net result for the year was a surplus of £9,902 but it should be noted that this included a transfer of £10,500 to All Saints for the deposit account. There is a small surplus of £3,775 on North Hykeham PCC's accounts.

#### **l) Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £10,219 held in unrestricted (including designated) funds at the year end, together with the amounts payable to and by the PCC, was less than 35% of this target. It is the PCC's hope to increase this over time.

### **3) Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The method of appointment of PCC members (Trustees) is set out in the Church Representation Rules. At All Saints the membership of the PCC consists of the incumbent, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. Church attendees are encouraged to be entered on the Electoral Roll and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC meet six times during the year with an average level of attendance. The three District Church Council meet six times a year to discuss worship, fabric and social events. Due to Covid restrictions this has not been possible and meetings have been held on Zoom.

These committees, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

### **Administrative information**

The Parochial Church Council of the Church of England Ecclesiastical Parish of Hykeham. It is part of the Diocese of Lincoln within the Church of England. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and is registered with the Charity Commission for England and Wales. Charity Registration number: 1133885.

### **The Parish of Hykeham:**

All Saints Church, Moor Lane, North Hykeham

The Ark Church Hall, Moor Lane, North Hykeham

St. Hugh's church, Harewood Crescent, North Hykeham

St. Hugh's Church Hall, Harewood Crescent, North Hykeham

St. Michael and All Angels, Meadow Lane, South Hykeham

Parish Office:           The Ark Office, Moor Lane, North Hykeham, LN6 9AB

The PCC operates under the Parochial Church Council Powers Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules 2011. The membership of the PCC consists of the incumbent and hon. Priests, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met three times during the year with an average level of attendance. The first meeting in February was in person whilst the meeting in July and December were on Zoom PCC accepts the minutes of the DCCs.

These committees, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

Clergy : Revd. Peter Collins, Revd. Jo Reid

Parish Administrator/PCC Secretary: Lorraine Edminson  
Treasurer : Mrs Sally Long

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2020

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Auditor : Karen Pickles

Churchwardens: Ray Allen, Fergus Redford, Margaret Driffill and Elizabeth Hill

PCC members who have served at any time from 1st January 2016 until the date this report was approved are:

**a) Ex Officio members:**

- i) Incumbent: The Reverend Peter Collins (Chair)
- ii) Revd Jo Reid

**b) Elected members:**

- i) Mr Andrew Long
- ii) Miss Denise Temple
- iii) Mrs Lorraine Edminson
- iv) Mrs Liz Grocock
- v) Mrs Jean Wagstaff
- vii) Mrs Sonia Maynard
- ix) Mrs Caron Harrison
- x) Mrs Sally Long
- xi) Mr Malcolm Tipper

Approved by the PCC on 17<sup>th</sup> August 2021 signed on their behalf by the Reverend Peter Collins (PCC chairman).



Reverend Peter Collins  
PCC Chair

## **Independent examiner's report to the trustees of the Hykeham Parochial Church Council**

I report to the trustees on my examination of the accounts of the Hykeham Parochial Church Council (the Trust) for the year ended 31<sup>st</sup> December 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust'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.

### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: *K Pickles*

Name: *KAREN PICKLE*

Relevant professional qualification or membership of professional bodies (if any): *AAT, CIMA*

Address: *6 ASH MOLT CLOSE, FISKEYTON, LINCOLN, LN3 4GF*

Date: *30/07/21*

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31ST DECEMBER 2020  
Statement of Financial Activities**

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 2020	Total 2019
<b>Income and endowments from:</b>						
Donations and legacies	2	139,786	10,338	-	150,124	101,873
Income from charitable activities	3	13,191	-	-	13,191	75,951
Other trading activities	3	895	-	-	895	518
Investments	4	7,233	42	-	7,275	7,615
Other income	4	251	-	-	251	130
<b>Total income</b>		<b>161,356</b>	<b>10,380</b>	<b>-</b>	<b>171,736</b>	<b>186,087</b>
<b>Expenditure on:</b>						
Raising funds	7	2,611	-	-	2,611	3,990
Expenditure on charitable activities	8	141,271	12,050	-	153,321	144,990
Other expenditure	9	5,902	-	-	5,902	7,071
<b>Total expenditure</b>		<b>149,784</b>	<b>12,050</b>	<b>-</b>	<b>161,834</b>	<b>156,051</b>
Gains / losses on investment assets		-	-	-	-	-
<b>Net income / (expenditure) resources before transfer</b>		<b>11,572</b>	<b>(1,670)</b>	<b>-</b>	<b>9,902</b>	<b>30,037</b>
<b>Transfers</b>						
Gross transfers between funds – in		-	-	-	-	-
Gross transfers between funds – out		-	-	-	-	-
<b>Other recognised gains / losses</b>						
Gains on revaluation, fixed assets, charity's own use		-	-	-	-	-
<b>Net movement in funds</b>		<b>11,572</b>	<b>(1,670)</b>	<b>-</b>	<b>9,902</b>	<b>30,037</b>
<b>Total funds brought forward</b>		<b>108,665</b>	<b>15,575</b>	<b>-</b>	<b>124,240</b>	<b>94,203</b>
<b>Total funds carried forward</b>		<b>120,237</b>	<b>13,905</b>	<b>-</b>	<b>134,142</b>	<b>124,240</b>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2020

**Balance Sheet as at 31st December 2020**

		<b>2020</b>	<b>2019</b>
		£	£
<b>CURRENT ASSETS</b>			
	<b>Note</b>		
Debtors		-	-
Bank current account		10,219	5,996
CCLA (CBF) deposit account		598	563
CCLA Legacy Fund North Hykeham		13,272	23,590
Barclays Other Fund North Hykeham		1,731	3,444
Ark Hall, North Hykeham Current Account		36,434	20,997
St. Hughs DCC Fabric Fund		324	322
St. Hughs DCC Current Account		10,618	7,781
St. Hughs Hall CCLA Account		7,452	7,420
St. Hughs Hall Current account		7,136	8,552
St. Michaels CCLA Account		956	817
St. Michaels Current Account		34,601	34,627
St. Michaels Organ Accounts		1,300	1,295
St. Michaels Land Account		9,950	9,950
<b>Total Current assets</b>		<b>134,591</b>	<b>125,354</b>
<b>CREDITORS : Amounts falling due within</b>			
<b>one year</b>		<b>(449)</b>	<b>(1,114)</b>
<b>NET ASSETS</b>		<b>134,142</b>	<b>124,240</b>
<b>Represented by funds</b>			
	<b>13</b>		
Unrestricted		120,237	108,665
Designated		-	-
Restricted		13,905	15,574
Endowment		-	-
<b>TOTAL FUNDS</b>		<b>134,142</b>	<b>124,240</b>

The financial statements were approved by the PCC on 17<sup>th</sup> August 2021 and signed on their behalf by:

Rev. Peter Collins  
PCC Chair



## Notes to the Financial Statements

### 1. Accounting Policies

#### a) Basis of Preparation

These financial statements have been prepared under the historic cost convention and in accordance with the Charities Act 2013 and SORP (FRSSE) 2015.

#### b) Funds Structure

The PCC uses restricted funds to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose. All other funds are unrestricted. Where the trustees intend to use these unrestricted funds for a specific purpose they have set up a designated fund to reflect this.

#### c) Incoming Resources

Income is included in the Statement of Financial Activities as follows:-

Donations	- as received
Grants	- accruals basis
Services provided	-as invoiced
Reimbursed expenses	-as invoiced
Bank Interest	- as received

#### d) Resources Expended

Expenditure is included in the financial statements as incurred. Commitments are included in expenditure as accruals where there are liabilities which have not yet been paid.

#### e) Fixed Assets

Assets acquired are not capitalised and depreciated in the accounts but written off completely in the year of acquisition. Whilst the assets may have an on-going value to the PCC they are likely to have little realisable value or economic value to the PCC in the future. This policy has been adopted to better reflect the actual usage of funds each year and the amount of liquid available funds available to the PCC at the end of each accounting period.

#### f) Reserves Policy

The PCC has adopted a reserve policy to maintain a minimum balance in free reserves equating to three months of expenditure.

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2020

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
<b>2 INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
0101 - Gift Aid - Bank	6,634	-	6,634	210
0110 - Gift Aid - Envelopes	1,486	-	1,486	6,172
0201 - Planned Giving	23,708	-	23,708	22,621
0202 - Covenants	-	-	-	-
0202A - Covenants - All Saints	1,984	-	1,984	-
0202B - Covenants- St Hughs	-	-	-	15
0202C - Covenants - St. Michaels	-	-	-	41
0301 - Loose plate collections	181	-	181	30
-0301A - Loose Plate - All Saints	2,811	-	2,811	14,015
0301B - Loose Plate - St. Hughs	603	-	603	1,971
0301C - Loose Plate - St. Michaels	286	-	286	3,138
0302 - Weddings - Collections	-	-	0	137
0303 - Special Services - Collections	-	-	0	1,563
0550 - Donations appeals etc	72,919	-	72,919	4,605
0601 - Tax recoverable on Gift Aid	-	-	-	-
0701 - Legacies	10,000	10,338	20,338	30,000
0801 - Grants Ark	6,774	-	6,774	10,657
08A1 - Non-recurring one-off grants	9,300	-	9,300	-
0901 - Other funds generated	3,100	-	3,100	5,740
Total	139,786	10,338	150,124	100,915
<b>3 Income from charitable activities</b>				
1101 - Fees for weddings and funerals	8,916	-	8,916	22,282
1210 - Misc. Income	4,205	-	4,205	18,894
1230 - Church hall lettings - objectives	70	-	70	34,775
Total	13,191	-	13,191	75,951
<b>Other trading activities</b>				
0802 - Grants - Other PCC	600	-	600	-
1220 - Bookstall sales - fund raising	-	-	-	-
1250 - Magazine income - advertising	295	-	295	39
1260 - Parish magazine sales	-	-	-	479
Total	895	-	895	518
<b>4 Investments</b>				
1020 - Bank and building society interest	-	42	42	384
1030 - Rent from lands or buildings	7,233	-	7,233	7,231
Total	7,233	42	7,275	7,615
<b>Other income</b>				
1310 - Insurance claims	-	-	-	130
Total	251	-	251	130
<b>INCOME TOTAL</b>	<b>161,356</b>	<b>10,380</b>	<b>171,736</b>	<b>185,129</b>

Parochial Church Council of North Hykeham  
 Annual Report  
 For the Year ended 31<sup>st</sup> December 2020

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
<b>EXPENDITURE</b>				
<b>7</b>	<b>Raising funds</b>			
1730 - Costs of fetes & other events	-	-	-	2,070
1740 - Investment management costs	-	-	-	-
1851 - Choir costs and expenses	2,611	-	2,611	1920
Total	2,611	-	2,611	3,990
<b>8</b>	<b>Expenditure on charitable activities</b>			
1850 - Home mission	290	-	290	708
1870 - Secular charities	6,537	-	6,537	1,452
1902 - LDTBF Fees	637	-	637	8,000
1910 - Parish Share	26,000	-	26,000	32,000
2101 - Working expenses of incumbent	575	-	575	-
2102 - Travel Expenses	621	-	621	240
2002 - Clergy Expenses	550	-	550	1,838
2001 - Ark Wages	11,666	-	11,666	-
2051 - Salary of Parish Administrator	8,424	-	8,424	-
2051 -Other paid posts	648	-	648	-
2052 - Verger salary costs	1,580	-	1,580	-
2060 - National Insurance	221	-	221	-
2061 - Pension Contributions	491	-	491	-
2150 - Vicar's telephone	923	-	923	690
2201 - Parish training and mission	-	-	-	-
2202 - Other Office expenses	14,337	-	14,337	15,980
2301 - Church running – insurance	6,572	-	6,572	8,595
2302 - Postage	-	-	-	14
2310 - Church office - telephone	1,765	-	1,765	1,952
2320 - Organ/Piano tuning	-	-	-	1,195
2330 - Church maintenance	10,965	12,050	23,015	3,874
2340 - Upkeep of services	691	-	691	2,771
2350 - Upkeep of church	32	-	32	199
2360 - Administration	1,042	-	1,042	4,589
2361 - Franking Machine	1,383	-	1,383	1,733
2370 - Visiting speakers / locums	-	-	-	185
2401 - Church running - electric	3,125	-	3,125	10,394
2402 - Candles for Church	61	-	61	155

Parochial Church Council of North Hykeham  
 Annual Report  
 For the Year ended 31<sup>st</sup> December 2020

**Expenditure continued**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2020</b>	<b>Total 2019</b>
<b>EXPENDITURE</b>				
2410 - Church running - gas	602	-	602	4,194
2420 - Water	316	-	316	-
2440 - Church running - heating and lighting	598	-	598	764
2501 - Magazine expenses	59	-	59	-
2510 - Bookstall costs	-	-	-	52
2560 - Hall running - maintenance	38,737	-	38,737	-
2580 - Hall running - water	90	-	90	-
2840 - Other PCC property upkeep	1,733	-	1,733	-
2933 - Interest Charged	-	-	-	-
Total	141,271	12,050	153,321	101,573
<b>9 Other expenditure</b>				
2931 - Printing	1,972	-	1,972	5,399
2932 - Photocopier	3,930	-	3,930	1,672
Total	5,902	-	5,902	7,071
<b>EXPENDITURE TOTAL</b>	<b>149,784</b>	<b>12,050</b>	<b>161,834</b>	<b>112,634</b>

Parochial Church Council of North Hykeham  
Annual Report  
For the Year ended 31<sup>st</sup> December 2020

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<b>10</b>	<b>Staff Costs</b>	<b>2020</b>	<b>2019</b>
		£	
	Salaries	22,318	41,255
	Employer NI contributions	221	2,162
	Pension	491	-
		<u>22,539</u>	<u>43,417</u>

The above costs relate to salaries for the Ark and Parish Administrator.

<b>11</b>	<b>Debtors</b>		
	Trade debtors	<u>-</u>	<u>-</u>
<b>12</b>	<b>Creditors</b>		
	Trade Creditors	<u>449</u>	<u>1,114</u>

