

Diss Team
Ministry

Diss

ST MARY THE VIRGIN, DISS

ANNUAL REPORT

OF THE

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED

31st DECEMBER 2020

The PCC is a registered charity No. 1134118

Administrative Information

St. Mary's Church is situated in Mount Street, Diss and is part of the Upper Waveney Benefice in the Diocese of Norwich within the Church of England and in the Deanery of Redenhall.

The correspondence address is:	St. Mary's Church Mount Street, Diss IP22 4QQ Telephone: 01379 643783
Incumbent	The Reverend Canon Anthony Charles Billett (Tony) The Rectory, Diss, IP22 4QP Telephone 01379 642072
Team Vicar	The Reverend John Cruse The Vicarage, 61 Roydon Road, Diss, IP22 4LW Telephone 01379 641259
The Curate	The Reverend Samuel Thorp 7 De Lucy Close, Diss, IP22 4YL Telephone 07506474538
Assistant Priest	The Reverend Maggie Swayze 32 Croft Lane, Diss, IP22 4NA Telephone 01379 644701
Team Administrator	Mrs. Jan Fearn The Parish Office, St Mary's Church, Mount Street, Diss IP22 4QG Telephone 01379 643783

PCC Members who have served from 1st January 2020 until the date this report was approved are:

Incumbent:	The Reverend Canon Tony Billett	(ex officio)	Chairman
Team Vicar	The Reverend John Cruse	(ex officio)	
Curate	The Reverend Samuel Thorp	(ex officio)	
Assistant Priest :	The Reverend Maggie Swayze	(ex officio)	
Readers:	Dr Sue Drake	(ex officio)	
	Mrs Janice Cruse	(ex officio)	
	Mrs Angela Gardner	(ex officio)	
Wardens:	Mrs Janet Blight	(ex officio)	
	Mr Neal Gooch	(ex officio)	
Secretary:	Mrs Sylvia Grace		
Treasurer:	Mrs. Yvonne Gooch		
Representatives on the Deanery Synod	(until March 2020)		
	Mrs Jackie Young		
	Mr Patrick Young		

Elected Members (until APCM 2020)

Mrs Penny Cuerden	Miss Hilary Jenkins
Mrs Julia Deighton	Miss Myra Pinnell
Mr Edward Farr	Miss Eleanor Parker
Mrs Jan Fearn	Mr Rodney Parker
Mrs Yvonne Gooch	Miss Sandra Walton

STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment of PCC members is set out in the Church Representation Rules. All Church regular attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates normally, meeting seven times during the year.

A standing committee is required by law. Its statutory members are the Rector, the Vicar, the two Churchwardens, the Administrator and the Treasurer. This committee has the power to transact the business of the PCC between its meetings.

OBJECTIVES AND ACTIVITIES

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church.

ACHIEVEMENTS AND PERFORMANCE

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The Electoral Roll at the end of 2020 stood at 111. Mr. Tony King and Mrs. Janet Powell had been removed.

Review of the Year

2020 was a very difficult year due to the Covid 19 pandemic. A PCC meeting was held in January and the Annual Meeting of Parishioners was held in February, but all meetings after that, including APCM, were cancelled. All members were asked to stay in office until such time as an APCM could take place. An extraordinary meeting did take place via Zoom in June plus a PCC meeting in October also via Zoom.

Sylvia Grace
Secretary

Church Maintenance

Churchwardens Report 2020

Despite spending most of the year in Lockdown, or Semi-isolation, we were still able to continue with some of the maintenance of the Church. Our priority has been the two boilers. One had ceased working safely and the other was showing signs of ageing. However, due to Asbestos being found, this did involve specialist removal, thereby incurring a substantial increase to the budget. Finally with all relevant paperwork completed and DAC approval they were both removed in January 2021 and the installation of the two boilers and new flues are on track to be in full working order within the next few weeks.

Throughout the shutdown period the Church itself has undergone a thorough clean and tidy with weekly maintenance from our cleaner Barbara Minns, Janet Ransome and myself. (JB). The bulk of the Churchyard continues to be maintained by Diss Town Council and our volunteers maintain the area outside the Hall and pathway to South Porch.

This was also the year for our Quinquennial Inspection, whilst we have not yet received the full written report, we are able to confirm that whilst there are a few items to address, they are able to be dealt with in due course as funds and priority allow.

On the communications side, a better deal has been obtained from BT and the Office Phone updated to handsfree. At the same time, we are looking at the various options available for when we are in a position to replace the current sound system. (NG).

During a small part of the year we were able to hold Sunday Services in Church. Changes had to be made, and we would like to thank you all for helping us to comply as best we could with the Covid Regulations. We are also grateful for an anonymous donation which has enabled us to install a new door to the Church Office, that now provides a much safer working environment for our Administrator.

Janet Blight and Neal Gooch

Financial Review

The most significant expenditure was the Parish Share and the amount paid by St Mary's to the Diocese of Norwich in 2020 was £52,220. This was 81% of the amount requested by the Diocese of £64,275. The Parish Share requested for 2021 is £64,275.

Average running costs this year have been approximately £7,236 per month. Income has averaged £7,025 per month. Both are reflective of the lockdowns and inability to generate income from fund raising activities, hiring out of the church hall, reduction in congregations due to social distancing measures and the inability to have a full programme of services over the Easter and Christmas seasons.

Other one-off costs this year included almost £500 incurred to reopen after the first lockdown and a further £500 for extension of the Wi-Fi from the office to the church to allow for live streaming of services.

Office costs including printing and stationery, telephone and internet are paid in full by Diss PPC. Contributions to these were received from the other existing 5 parishes within Diss Team Ministry. Unfortunately, due to limited income because of the COVID pandemic, not all of these parishes were able to contribute their full allocation which has resulted in the writing off of the bad debt item in the Expenditure for 2020.

One legacy was received of £250. No large legacies have been received.

Overall, the excess of expenditure over income is £2,491 for 2020 compared to an excess of income over expenditure of £19,917 for 2019.

From January 2019 current account charges were applied by Barclays Bank. We compared to charges from comparable banks at that time and as we qualify for a loyalty discount Barclays remain competitive. Barclays waived the charges for two months in the first lockdown only.

Two new boilers were ordered from British Gas at the end of 2019. The deposit of £4,427 was paid in December 2020. The remaining cost of these and the additional asbestos removal work which is also required will be met from reserves in 2021.

Yvonne Gooch
Diss PCC Treasurer

Bankers

Barclays Business Banking, Barclays, Leicester, LE87 2BB

Independent Examiner

Mark Johnstone, Argents

Reserves Policy

It is the policy of this Church to hold in reserves the equivalent of two months general running costs and an additional one month's salary costs. It is also the policy of this Church to hold an amount for likely works that may arise as a result of the next quinquennial inspection.

This policy is reviewed on an annual basis.

Notes for Information:

1. The Charities Act 2011 requires charities to have a purpose in holding onto money. A reserves policy shows the purpose for which reserves are held.
2. General running costs are approximately £7,236 per month.
3. Salary costs are approximately £883 per month
4. The reserves are maintained as part of St Mary's investments held in CCLA, the CBF Church of England Deposit Fund

Risk Analysis

This note summarises the key risks to the Church of St Mary the Virgin, Diss, and the steps taken to manage them.

(a) Financial Risks

The church is exposed to financial risk through its financial assets. The key risk is the loss of financial assets resulting in the Parochial Church Council becoming unable to meet its financial obligations necessary to maintain the Church as a viable centre of Anglican Worship in Diss.

The Parochial Church Council during 2015 authorised the Treasurer to relocate all suitable financial reserves to accounts operated under the auspices of the Central Board of Finance.

The Parochial Church Council considers that existing internal controls on the management of cash collections, gifts and other similar monetary amounts are adequate to ensure that these are handled in a safe and professional manner.

(b) Statutory and Operational Risks

Diss Parochial Church Council manages other risks to which it may be exposed:

- By compliance with all relevant legislation
- By the purchase of adequate property and other relevant insurance covers through a scheme operated by the Diocese of Norwich and underwritten by the Ecclesiastical Insurance Group
- By the carrying out of suitable risk assessments and the implementation of appropriate risk management strategies to minimise risks to employees and third parties using the facilities at St Mary's Church and to reduce the possibility of asset damage or loss. To this end a safety audit of the church and church hall was undertaken by SBJ Safety Solutions in February 2017 and the PCC authorised improvement to the security of the buildings and contents by upgrading the CCTV coverage in 2018

Approved by the PCC on 21/3 2021 and signed on their behalf by the Reverend Canon A C Billett (PCC Chairman).



Signed.....

Receipts and Payments Account

Diss Parochial Church Council – 1 January 2019 to 31 December 2019

INCOME	2020	2019	EXPENDITURE	2020	2019
Barclays Bank Loyalty	58.21	123.21	Bad Debt	140.00	0.00
Bells	0.00	52.00	Bank Charges	391.97	615.86
CH Bookings	365.00	2,015.00	CH Kitchen	0.00	177.36
CH Photocopying	16.00	22.95	CH Repairs	0.00	69.70
Clergy Costs Contribution	44.40	362.15	CH Wages	2,665.80	2,520.60
Covenants and Gift Aid	38,878.10	41,635.80	Church Running Expenses – Cleaning	618.10	369.92
Diss Parochial Charities Income	5,000.00	5,000.00	Church Running Expenses – Electricity	1,786.53	3,051.58
Dividends Received – Restricted	1,231.33	1,195.50	Church Running Expenses – Gas	2,443.29	3,928.78
Dividends Received – Unrestricted	3,069.22	2,979.90	Church Running Expenses – Insurance	6,263.17	6,232.47
Donations – Restricted	0.00	300.00	Church Running Expenses – Maintenance	5,788.46	2,307.56
Donations – Unrestricted	1,959.98	1,688.70	Church Running Expenses – Maintenance Restrict	0.00	350.00
Fees for Church Heating	905.00	1,170.00	Church Running Expenses – Services	955.97	2,081.17
Fees to PCC	1,269.00	2,838.00	Church Running Expenses – Social Activities	0.00	23.00
Fees to Secretary/Verge	0.00	75.00	Clergy Expenses	132.95	970.50
Fund Raising – Concerts & Other	54.44	436.94	Computer Costs	570.24	785.05
Fund Raising – Fetes	0.00	125.50	Employee Taxes to HMRC	135.40	101.40
Fund Raising – Mini Market	808.80	3,811.37	Grants to Charities – Home Missions	120.00	120.00
Fund Raising Sales	100.00	335.00	Grants to Charities – Secular	40.00	805.00
Funeral Collections	125.00	211.78	Honorarium – Organist	1,686.20	1,717.00
Funeral Donation to Organ	40.00	85.00	Legacy Refund	0.00	11,768.58
Interest Received – Restricted	9.75	22.36	Parish Share	52,220.00	64,000.00
Interest Received – Unrestricted	567.67	830.21	Posters	55.00	289.00
Kitchen	199.10	917.65	Printing & Stationery	1,247.59	1,682.40
Legacies	250.00	35,305.75	Rectory Mower Maintenance	0.00	248.76
Office Costs Contribution	1,248.00	1,500.00	Salaries & Honorarium – Administrator	4,788.00	4,788.00
Rent Received	300.00	300.00	Salaries & Honorarium – Verger	350.00	550.00
Sunday Collections	1,058.20	4,441.03	Sundries	544.00	322.00
Tax Refund	12,515.46	12,648.19	Telephone & Internet	3,887.66	3,180.47
Unconvenanted Gifts	13,990.46	11,020.00			
Wall Box – FWO	258.88	989.85	TOTAL EXPENDITURE	86,830.33	113,056.16
Wall Boxes – Flower Fund & Donations	0.00	19.41			
Weekday Collections	17.40	514.70			
TOTAL INCOME	84,339.40	132,972.95	EXCESS OF INCOME OVER EXPENDITURE	(2,490.93)	19,916.79

Statement of Assets and Liabilities

<u>Cash Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2019</u>
Barclays Current Account*	15,587.26		15,587.26	22,629
Barclays BPA Fabric		4,258.36	4,258.36	3,024
Barclays Restricted Funds				
Bells		294.73		294
Flowers		1,310.35		1,403
Organ		7,244.76		7,199
Choir Robes		371.61		371
			9,221.45	9,267
CBF Rector & Churchwardens	8,814.29		8,814.29	8,777
CBF Victoria Hall	62,677.05		62,677.05	59,351
Receivables net	0.00		0.00	0
	<u>87,078.60</u>	<u>13,479.81</u>	<u>100,558.41</u>	<u>103,048</u>

* includes £5,000 held for vestments (from restricted legacy)

As at 31 December 2020

<u>Investments</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2019</u>
CBF Investment Fund (Victoria Hall)*		109,348.95	109,348.95	102,285
CBF Investment Fund (Fabric Shares)		43,869.21	43,869.21	41,035
CBF Fixed Interest Fund (Old Church H	8,345.15		8,345.15	8,064
Land at Roydon Fen*	21,500.00		21,500.00	21,500
	<u>29,845.15</u>	<u>153,218.16</u>	<u>183,063.31</u>	<u>172,884</u>

* See Notes 2, 8 and 6

The attached notes form part of these financial statements

<u>Total Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2019</u>
	<u>116,923.75</u>	<u>166,697.97</u>	<u>283,621.72</u>	<u>275,932</u>
Movement on Reserves				
Opening Reserves	275,932.00			
Surplus of Expenditure over Income	-2,490.93			
Increase in Value of Investments	<u>10,179.31</u>			
	<u>283,620.38</u>			

Approved by the PCC on 21 / 03 / 2021 and signed on their behalf by the Reverend Canon A C Billett (PCC Chairman) and Mrs Yvonne Gooch (PCC Treasurer)

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I have reviewed the accounts and notes presented to me for the year ended 31 December 2020 and have agreed them to the underlying records of The Church of St Mary the Virgin

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Mark Johnstone, Argents

Notes

1. Financial Statements

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

2. Victoria Hall Endowment Fund

The Endowment Fund, from the sale of Victoria Hall, must be retained as a Capital Fund and shares may not be sold, but the income is for ordinary church purposes. It is invested in the CBF Church of England Investment Fund and the value as at 31st December 2020 was £ 109,348, an increase of £ 7,063 since 31 December 2019

3. Payments to PCC Members

The Diss Team Ministry Administrator, Mrs Jan Fearn, is a member of the Diss PCC and was paid £7,908 in salary during 2020 for her administrative duties. Other churches in the Diss Team Ministry have contributed to this salary cost.

4. Diss Team Ministry

With effect from 1st September 2013, a new account was created which is not associated with Diss PCC but acts as a 'clearing house' for funeral and wedding costs, office costs and the Parish Administrator's salary. Money received for these purposes is distributed between all the churches in Diss Team Ministry (fees), Norwich Diocese (fees) and the Diss Team Administrator (salary). The accounts are therefore cost neutral.

5. Missionary and Charitable Giving

PCC payments were made to Diss and District Churches Together (£120), Norfolk Churches Trust (£30), and Norwich Diocese Ringers (£10).

6. Roydon Fen

This is land just under 3 acres located in the middle of a field at Roydon Fen. It was valued at £21,500 in 2006 and no subsequent valuations have taken place. Rent is received on this asset.

7. Equipment Policy

Any equipment purchased during the year is shown as an expense and is not capitalised. During the year, the only new equipment purchased was the extension to the WiFi.

8. Victoria Hall Endowment Fund (2)

The Church is entitled to receive income from this investment but has no entitlement to manage or draw down on the capital sum. Dividends from this investment are unrestricted. For the purposes of these accounts, the investment has been included in the Restricted Funds column

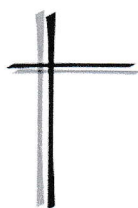
9. Former Heywood School Fund

The PCC Treasurer also administers the Former Heywood School Fund, a charitable fund for educational purposes. This is separate to and not included in the above accounts.

10. Legacies

The receipt of legacies during 2020 was £250

(END)



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Kitchen	199.10	917.65	Printing & Stationery	1,247.59	1,682.40
Legacies	250.00	35,305.75	Rectory Mower Maintenance	0.00	248.76
Office Costs Contribution	1,248.00	1,500.00	Salaries & Honorarium – Administrator	4,788.00	4,788.00
Rent Received	300.00	300.00	Salaries & Honorarium – Verger	350.00	550.00
Sunday Collections	1,058.20	4,441.03	Sundries	544.00	322.00
Tax Refund	12,515.46	12,648.19	Telephone & Internet	3,887.66	3,180.47
Unconvenanted Gifts	13,990.46	11,020.00			
Wall Box – FWO	258.88	989.85	TOTAL EXPENDITURE	86,830.33	113,056.16
Wall Boxes – Flower Fund & Donations	0.00	19.41			
Weekday Collections	17.40	514.70			
TOTAL INCOME	84,339.40	132,972.95	EXCESS OF INCOME OVER EXPENDITURE	(2,490.93)	19,916.79

Statement of Assets and Liabilities

<u>Cash Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2019</u>
Barclays Current Account*	15,587.26		15,587.26	22,629
Barclays BPA Fabric		4,258.36	4,258.36	3,024
Barclays Restricted Funds				
Bells		294.73		294
Flowers		1,310.35		1,403
Organ		7,244.76		7,199
Choir Robes		371.61		371
			9,221.45	9,267
CBF Rector & Churchwardens	8,814.29		8,814.29	8,777
CBF Victoria Hall	62,677.05		62,677.05	59,351
Receivables net	0.00		0.00	0
	<u>87,078.60</u>	<u>13,479.81</u>	<u>100,558.41</u>	<u>103,048</u>

* includes £5,000 held for vestments (from restricted legacy)

As at 31 December 2020

<u>Investments</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2019</u>
CBF Investment Fund (Victoria Hall)*		109,348.95	109,348.95	102,285
CBF Investment Fund (Fabric Shares)		43,869.21	43,869.21	41,035
CBF Fixed Interest Fund (Old Church H	8,345.15		8,345.15	8,064
Land at Roydon Fen*	21,500.00		21,500.00	21,500
	<u>29,845.15</u>	<u>153,218.16</u>	<u>183,063.31</u>	<u>172,884</u>

* See Notes 2, 8 and 6

The attached notes form part of these financial statements

<u>Total Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2019</u>
	<u>116,923.75</u>	<u>166,697.97</u>	<u>283,621.72</u>	<u>275,932</u>
Movement on Reserves				
Opening Reserves	275,932.00			
Surplus of Expenditure over Income	-2,490.93			
Increase in Value of Investments	<u>10,179.31</u>			
	<u>283,620.38</u>			

Approved by the PCC on 21 / 03 / 2021 and signed on their behalf by the Reverend Canon A C Billett (PCC Chairman) and Mrs Yvonne Gooch (PCC Treasurer)

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I have reviewed the accounts and notes presented to me for the year ended 31 December 2020 and have agreed them to the underlying records of The Church of St Mary the Virgin

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Mark Johnstone, Argents

Notes

1. Financial Statements

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

2. Victoria Hall Endowment Fund

The Endowment Fund, from the sale of Victoria Hall, must be retained as a Capital Fund and shares may not be sold, but the income is for ordinary church purposes. It is invested in the CBF Church of England Investment Fund and the value as at 31st December 2020 was £ 109,348, an increase of £ 7,063 since 31 December 2019

3. Payments to PCC Members

The Diss Team Ministry Administrator, Mrs Jan Fearn, is a member of the Diss PCC and was paid £7,908 in salary during 2020 for her administrative duties. Other churches in the Diss Team Ministry have contributed to this salary cost.

4. Diss Team Ministry

With effect from 1st September 2013, a new account was created which is not associated with Diss PCC but acts as a 'clearing house' for funeral and wedding costs, office costs and the Parish Administrator's salary. Money received for these purposes is distributed between all the churches in Diss Team Ministry (fees), Norwich Diocese (fees) and the Diss Team Administrator (salary). The accounts are therefore cost neutral.

5. Missionary and Charitable Giving

PCC payments were made to Diss and District Churches Together (£120), Norfolk Churches Trust (£30), and Norwich Diocese Ringers (£10).

6. Roydon Fen

This is land just under 3 acres located in the middle of a field at Roydon Fen. It was valued at £21,500 in 2006 and no subsequent valuations have taken place. Rent is received on this asset.

7. Equipment Policy

Any equipment purchased during the year is shown as an expense and is not capitalised. During the year, the only new equipment purchased was the extension to the WiFi.

8. Victoria Hall Endowment Fund (2)

The Church is entitled to receive income from this investment but has no entitlement to manage or draw down on the capital sum. Dividends from this investment are unrestricted. For the purposes of these accounts, the investment has been included in the Restricted Funds column

9. Former Heywood School Fund

The PCC Treasurer also administers the Former Heywood School Fund, a charitable fund for educational purposes. This is separate to and not included in the above accounts.

10. Legacies

The receipt of legacies during 2020 was £250

(END)

Independent Examiners Certificate

Report to the trustees/ members of:	THE CHURCH OF ST. MARY THE VIRGIN
On accounts for the year ended:	31 DECEMBER 2020
Charity no (if any):	1134118

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended / / .

Responsibilities and basis of report

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

I report in respect of my examination of the 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of []. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

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

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

** Please delete the words in the brackets if they do not apply.*

Signed:



Date:

16.02.2021

Name:

MARK JOHNSTONE

Relevant professional qualification(s) or body (if any)

ICAEW

Address:

15 PALACE STREET

NORWICH, NORFOLK

NR3 1RT

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose

NONE