

St Mark's Church, Colney Heath, Hertfordshire

**Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council**

For the year ended 31st December 2022

**Incumbent:**

The Revd Caroline Keightley  
The Vicarage  
St Mark's Close  
Colney Heath, Herts  
AL4 0NQ

**Bank:**

Barclays Bank plc  
The St Albans Group  
P.O. Box 104  
St Albans, Herts  
AL1 3AN

**Independent Examiner:**

A. J. Bennewith Esq  
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Registered Charity no. 1134735

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## St Mark's Church 2022 Charity Trustees Annual Report

### **Aim and Purposes**

St Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent 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 of St Mark's, Colney Heath and the Church Centre.

In 2022 we had five focus areas where we have progressed and hope to continue to develop. These were to:

1. Offer worship, teaching and discipleship for all ages
2. Strengthen our welcome and belonging
3. Develop outreach and mission both locally and through our mission partners
4. Equip the church for Evangelism
5. Develop our youth ministry with our Youth Minister trainee

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mark's. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Commission's guidance on the 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:

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

To facilitate this work it is important that we maintain the fabric of the Church of St Mark and the Church Centre.

### **Achievements and Performance**

We have been able to continue and grow our worship and services throughout the year. We have welcomed our Youth Minister trainee to our leadership team. Since February 2022, Shannon Horner has been developing her ministry and building her team with great success. For further details see the Youth Ministry report included as Appendix A.

#### ***Worship and Prayer***

##### **Services**

As a church we offer a range of services on a Sunday and over the course of the year. The 8.30am service is a quieter, reflective communion service; 10.30am follows a pattern of morning worship including children's provision with the 3rd Sunday being communion. Afternoon Family Celebrations continued until July. In October a new monthly Family event called Ignite was launched for children in school years 2 to 6.

Our online ministry has continued with live stream throughout the year, except for August.

##### **Prayer**

In person and WhatsApp prayer meetings have been taking place regularly, on a Monday morning, Wednesday lunchtime, Thursday evening and a new monthly prayer evening called 'In His Presence' on the first Sunday of the month from October. Prayer texts were sent to church members during Advent.



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### ***Fresh Expressions***

In line with the Church of England's wider strategy of developing new forms of church, Fresh Expressions, we have continued to develop our ideas. The Gathering is a monthly informal, interactive service for the retired and older members of the community, meeting in the church, and attracting around 25 people per month, enjoying an informal service, fellowship and friendship.

### ***Attendance***

At present there are 107 persons on the Church Electoral Roll, 64.5% of whom are not resident within the parish. This represents 80 households. The average Sunday attendance was 85 adults and 16 children. This number is increased significantly when we include all of our services (not just those that take place on a Sunday morning). We estimate that our worshipping community (those who join us for worship at least once a month) is 144. For our services on Christmas Eve/Day we welcomed 267 people to worship with us. The St Mark's YouTube channel views average between 40-50 per week but Christmas or special services can reach 150 and beyond.

### ***Occasional offices***

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we commit ourselves to following Jesus Christ, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief, give thanks for the life which is now complete in this world and commend the person into God's keeping. We held an annual service of Thanksgiving and Remembrance in May, for those who have been recently bereaved.

During 2022 we have celebrated no weddings, 13 baptisms, 14 confirmations, held 7 funerals, and 9 Interment of Ashes at our church. We have also conducted 7 funerals at the crematorium.

In July we held a Baptism, Reaffirmation of Baptism vows and Confirmation Service, with 18 Candidates. This was a special and joyful service, followed by a BBQ, with all the church family.

### ***Deanery Synod***

We have had two representatives to the Deanery Synod this year. This provides the PCC with an important link between the parish and the wider structures of the church. Our Treasurer is also Deanery Treasurer, providing us with a further link.

### ***The buildings***

The Quinquennial work (The inspection was done in 2019) required on the church building has continued this year. Plaster was removed from the back wall of the church to allow drying out. Internal redecoration work will be completed in 2023, along with some external painting.

Many other buildings and grounds related tasks have been completed in 2023, including renewing the North path, improvements to the path at the back of the church for emergency disabled access, mending part of the path by the centre car park, replacing the church flood lights, investigating the church heating, significant tree work in the Graveyard, improvements to the external centre lights, 5 year electrical test on church and centre and subsequent remedial electrical work.

### ***The grounds***

A new conservation group has been formed to specifically work on our church grounds, supporting the Wardens and Assistant Wardens with numerous activities and improvements.

### ***Pastoral care***

Every member of St Mark's is encouraged to be part of a Spur group, which meet at different times during the week: evening and daytime. Pastoral care takes place within these groups, as well as study and prayer.

A pastoral care visiting team has been set up to support those from within and outside of our church community that may be in particular need or not part of a spur group.



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### ***Discipleship and Teaching***

Biblical teaching takes place primarily through Sunday morning sermons and Spur group bible studies.

A Moving on discipleship course was held in the summer term

### ***Mission and Evangelism***

A special collection was held in March for Ukrainian Refugees that have fled to Bulgaria. We sent £4,022.50 to the church in Varna (via The Bulgarian Support Fund, one of our Tithe recipients) who are involved with helping refugees directly.

Helping others in need is a demonstration of our faith. Our Mission Tithe is calculated as 10% of all non-restricted giving and Gift Aid. We reviewed this this year and decided to divide our tithe into four, with donations to Open Doors (for the persecuted church), the 2:67 Project (benefiting youth in the local area), Feed -The Vineyard Food Bank (helping people in need in the local area) and The Bulgarian Support Fund (for the church in Varna). A donation was also allocated to STEP (benefiting youth in schools in the area). A small remainder was used by Spur groups for their own projects. Among those supported were Mary's Meals, Grove House, Amos Trust, MAF and the local Women's Refuge. Our Harvest project this year was the Bishop of St Alban's Appeal -'Not Forgotten'. This is to help change the lives of the people in Mozambique who have been traumatised and displaced by conflict.

We have partnered with Samaritans Purse for the shoebox Christmas Appeal again in 2022. The Church Centre was used as a collection/drop off centre for shoeboxes, which were then transported to the processing centre.

We have also begun a partnership with Acts435, a charity which matches people who want to give money, with those in genuine need (who might be of any faith or none).

A Discovery Group, which aims to be a gentle introduction to the Christian faith and a resource to help Christians accompany those asking spiritual questions, was run in the Spring Term. An Alpha course started in January 2023.

### ***Community and Outreach***

We have had several new initiatives this year, in response to the needs of the Local Community, and the cost of living crisis.

We held a Big Lunch event over 3 days in late August, providing lunch and activities for all ages. Our buildings have been open to provide a warm space, and welcome on a Monday afternoon over the winter.

We have also been supporting the Vineyard Foodbank by collecting items they require.

The Gathering has continued to meet once a month on a Tuesday afternoon. This is for the retired and older members of our community.

The monthly Saturday Men's breakfast has continued this year along with several curry nights (home cooked!) throughout the year. The monthly women's brunch restarted in October with a new team.

The monthly Community Cafe provides a gentle welcome and introduction to church for anyone available on a Thursday morning. This is another social occasion to build community in the village.

The craft group and Knit and Natter provide further opportunities for people to interact in a friendly, relaxed environment.

The Vicar, Associate Vicar and Youth Minister trainee have shared the taking of fortnightly assemblies in the local primary school. The school normally holds services in the church at Christmas and Harvest, and visits at other times for class projects.

Smarteers has continued meeting on a Wednesday morning in the Church Centre. This is a group for carers and children under Nursery age, with toys, group singing and a craft activity for the children.



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A series of Garden Socials were again organised in the summer, called Everyone Connected. Each social had a small group of people and they were a great success: a chance to get to know others we may not have talked to much before.

A new weekly event for young people, Connect, started in September. This is for school years 6 to 8 after school.

This year's Remembrance Service specifically included a parade and attendance from the local Rainbows, Brownies and Guides.

### Financial Review

Total receipts on unrestricted funds were £161,762. Restricted donations of £20,498 were also received and are detailed in the Financial statements.

Planned giving increased by 4.6%. Total giving increased by 13.6% as there were several special collections in 2022 (eg for Varna (Ukrainian refugees) and the hardship fund), and large ad hoc gifts. Currently 65 individuals/households give regularly to St Marks, of the 80 households on the Electoral Roll (81%). All gift aid claims are up to date.

£168,147 was spent to provide the Christian ministry from St Mark's Church, including the contribution to the diocesan Parish Share which was £68,066, £6,493 to fund Quinquennial work on the church building, and £15,208 spent on the renewing of paths around our buildings. Restricted funds of £21,734 were also used. The Parish Share provides the stipends and housing for clergy, training costs and pensions. The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

The result for the year was a net loss of £9,385 on overall funds.

£4,700 of this was planned, as we used saved funds towards the cost of our Youth Minister trainee; the rest is due to the large amounts spent on our buildings and grounds, along with £1,764 loss due to revaluation of Grave Trusts (Endowment funds)

In May 2022 our Pledge Sunday was a series of short presentations setting out the future needs of our church and a reminder to review our giving; 51 responses were received, totalling £666 per month before gift aid, 89% of our target. The 2023 Budget shows a shortfall of around £10,000, with the increase in energy bills affecting us this year. Our Pledge Sunday later in 2023 will aim to address this.

The predicted budget deficit for 2022 was filled, and further increases in income resulted in sufficient funds being available to fund the many building and grounds costs we have had this year. Our remaining reserves are available to be used in 2023 for internal quinquennial building work, tree work around the centre, and to partially fund our Youth Minister trainee.

Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st December on unrestricted funds totalled £40,054. Restricted funds of £6,983 were also carried forward.

### Reserves Policy

The PCC has a reserves policy of maintaining sufficient funds, minimum of £5,000, in the general fund in order to maintain operational liquidity. This has been met this year.

It is our policy to invest our fund balances with the CBF Church of England Deposit Fund.



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### Volunteers

We would like to thank all the volunteers who work so hard to make our Church what it is. In particular we want to mention our churchwardens David and Nigel, for all their work, both seen and unseen, and all other members of the PCC, for their valuable contribution to our ministry and for keeping the church running and flourishing.

### Plans for the Future

As we look ahead to 2023 St Mark's re-commits its plans and aims to fall in line with what God is calling us to do next, in the pursuit of our overall aims and objectives. See the Vicar's report, included as Appendix B for more details of our future plans.

We celebrate Caroline's pregnancy and are forming a leadership/guidance team to support and guide the PCC and those in ministry during her maternity leave.

### Structure, Governance and Management

The method and appointment of PCC members is as set out in the Church Representation Rules. At St Mark's the membership of the PCC consists of the incumbent (our Vicar), Associate Vicar, Churchwardens, Deanery Synod representatives, and lay members elected by those members of the congregation who are on the Electoral Roll of the church. All those who regularly attend our services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. The Treasurer is co-opted each year and others may be co-opted to perform specific roles, as required. The PCC has decided on the rule that PCC members are elected for a maximum of two consecutive 3-year terms and thereafter have to stand down for at least 1 year before seeking re-election.

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, chaired by the lay vice-chair or our Vicar. The Standing Committee has power to transact the business of the PCC between meetings, subject to any directions given by the Council. The Standing Committee has met before each PCC to check outstanding actions and to set the Agenda for the next meeting of the PCC.

Key items discussed at PCC during 2022 have included:

- Youth minister programme and support
- Ukraine emergency response
- Response to the cost of living crisis
- Safeguarding training and DBS updates
- Honouring Her Majesty Queen Elizabeth II
- Quinquennial inspection
- Churchyard and graveyard management

### Safeguarding

The PCC has had due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC are working through the "Parish Dashboard" to ensure that St Mark's meets Diocesan safeguarding requirements, and we are currently at level 3. Our Parish Safeguarding Officer (PSO) has continued to be supported by a small group who review the safeguarding policies produced by the Diocese and Church of England before taking them to the PCC for ratification.

We aim to ensure that all volunteers are recruited safely using the Diocesan policy. We work to ensure that all volunteers have the appropriate DBS and the majority have completed safeguarding training as appropriate. DBS checks and training will be refreshed in line with current guidelines.

## St Mark's Church 2022 Charity Trustees Annual Report

### Administrative Details and Trustees

St Mark's Church is situated in Colney Heath, near the A414 Longabout. It is part of the Diocese of St Albans within the Church of England. The correspondence address is The Church Office, Church Lane, Colney Heath, Hertfordshire. AL4 0NH. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and as a charity with income of over £100,000 is registered with the Charity Commission: Registered Charity No. 1134735.

PCC members who have served from 1<sup>st</sup> January 2022 are:

#### *Ex Officio members*

Incumbent:	Revd Caroline Keightley	
Associate Vicar:	Revd Jill Suttie	
Wardens:	Mr Russell Bozier	(To APCM March 2022)
	Mr Nigel Gibbins	(From APCM March 2022)
	Mr David Levy	
Deanery Synod Reps:	Mr Graeme Shaw	(To APCM March 2022, stood down)
	Mrs Lorraine Pizan	(1 yr to run)
	Miss Heather Bennett	(1 yr to run)
Hon Treasurer (co-opted):	Mrs Pam Fox	
Secretary (non-voting):	Mrs Jackie Shaw	
Elected members (7)	Mrs Chris Bozier	(to APCM March 2022)
	Mr Mark Calder	(to APCM March 2022)
	Mrs Louise Newlove	(1 yr to run)
	Miss Sarah Archer	(2 yrs to run)
	Mrs Claire Oliver	(2 yrs to run) Lay Vice-Chair
	Mrs Liz Moore	(2 yrs to run)
	Mrs Amanda Furlong	(from APCM March 2022)
	Mrs Sara Martin	(from APCM March 2022)
	Mrs Annie Hall	(from APCM March 2022)

Approved by the PCC on **17<sup>th</sup> March 2023**

and signed on their behalf by Mrs C Oliver PCC Lay Vice-Chair





## Appendix A – Youth Ministry Report

### Youth Ministry Report February 2022 – March 2023

We have had a very busy fruitful year so far. Since I have been in post at St Mark's Church, the youth and I have been journeying together providing more opportunities for them to grow in their faith and build fellowship between them.

Here is a list of things of what we have been up to:

- **Explore** (Baptism and confirmation preparation) This was a preparation course for our young people in the lead up to the 10<sup>th</sup> of July Baptism service. It included some teaching, activities and a lunch.
- **Sunday Mornings** – We have been developing our Sunday mornings to follow a similar structure each week. We have had great feedback from the young people and now are going to look at how we can support and integrate them into church services.
- **Socials** – We have had two socials in 2022. We have been to Topgolf in Watford and our November social; we hired laser tag and created our own pizzas in the church centre. Our first social for 2023; we bowled at Hollywood Bowl in Watford.
- **Lunch club at Colney Heath**- Early on in the year 2022, I began going into Colney Heath school on a Thursday lunch time. I take in different resources and we listen, play and speak with one another. I have recently switched it to fortnightly to make it more sustainable.
- **Fuel** – A group of our young people have been attending fuel each month. It has been at the vineyard church and will now be held at St Pauls. This has been a great event for the young people to meet other Christians from different churches.
- **267 events**- Over the last year, we have attended various 267 events. We went to Illuminate which was held at the Vineyard. It was a great event which included inflatables, music and activities. In June, five of our young people and we went on a 6, 7 and 8 weekend away to a youth hostel in Cheshunt. Lastly, in December we attended Ninja warrior and we bounced around and raced on the obstacle courses.
- **Step Schools work** – I have attended and supported various events. For example, Step retreat days, a lunch club and retreat day at Townsend. Some of our young people have been at these events, so it has been great to interact with them in their school environment.
- **Restoration of youth room** – In May 2022, Andrew and I redecorated the youth room. We wanted to give the young people a space that felt grown up and that they could identify as a safe space for them.
- **Connect**- We started Connect in September 2022; we proposed it would be a four week drop in club for the new year seven's that had just left Colney Heath primary school. However, it grew and the young people asked if we could keep running it. We have invited year sixes to join us and we now have around approximately eighteen – twenty children who attend each week.
- **Mentoring** – At the start of 2023 Helena and I started mentoring sessions for a group of our young people. In these sessions we have lunch together and then



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have a theme that we explore through discussion and activities. The aim of these session is to provide practical support in areas that they need.

- **Family Film Afternoon** – In February half term this year, we had a family film afternoon. We invited our local community to come and watch Lyle Lyle Crocodile. It was a successful event which saw approximately seventy people come through our doors.

### **Hopes for Youth Ministry**

Our hopes for this year are to sustain the groups that we have launched. God has blessed and is growing the different clubs and events that we are providing, so with this in mind we are going to pour our energy and focuses into these. Over the summer term, we will be supporting our young people to explore their spiritual gifting and talents through looking at specific material and then putting what we have learnt into practice. They will also have a chance to serve in our church and community. Lastly, we will be integrating young people into our services such as having youth led services and introducing a slot for our young people once a month to contribute to our services.

In my role earlier this year I began a course with The St Albans Diocese called The Alban Way. We meet once a month looking at spiritual practices through practical based teaching. Alongside this In April, I will begin a time of online study at Cliff College studying Foundations for Mission and Ministry. I will continue to work with the 267 Project and STEP Schoolwork getting involved in their events.

## **Appendix B – Vicar's Report**

### **Vicar's Report 2022**

1 Thessalonians 5 verse 24 says, *'The one who calls you is faithful, and he will do it'*. This verse reminds me that it is God who builds his church, and it is God who is faithful to us. I have recently looked at the Vicar's reports from the last two years and on two occasions I speak of how unusual these times have been as we adjust to Covid, lockdown or post Covid times. As we reflect upon these last few years we are encouraged to bear witness to how faithful God has been to us as a church.

I am also pleased to say that we are not in the same place anymore; though we might be still adjusting, we press forward looking towards what God might do next. Our world and nation may look bleak and for some even the national church status can cause concern, but we remain in hope as we remind ourselves that through it all God is faithful. God is faithful to his people and he will lead this church through this next season as it is his church to build. As we bring him our ideas, our concerns, our offers of help and willingness to spread his good news let us remember that God is faithful and he will lead us. It is God who opens doors to new possibilities. It is God who calls people in and out of roles. It is God who will grow his church. Our role is to be obedient, faithful and courageous trusting that God has held us for many years and he will continue to do so in the years to come, no matter what change or unexpected circumstances may take place.



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In this report I would like to look at our five focus areas celebrating what we have done and how we hope to proceed. We began this year with this vision:

### **1. To offer worship, teaching and discipleship for all ages**

We have continued to offer biblical teaching and worship each Sunday. Ongoing discipleship takes place across our church fellowship such as in our children's groups, spur groups, personal study, and complimentary courses. We have been reflecting upon how to integrate children and young people into the main body of the 10.30am service which has led to more interactive segments and a youth-led service which we hope to continue to develop. Some young families visit our 8.30am services also.

A Moving On discipleship course was delivered and we celebrated 18 people reaffirming and confirming their faith in a baptism celebration service in July which included baptism preparation courses beforehand. Spur groups continued to support one another pastorally and in study, and we added 'In His Presence', a monthly prayer night, to the calendar which has seen people regularly meet with God for a time of contemplative prayer and worship.

As we look ahead, we will seek to grow deeper in our intimacy of worship, explore how we continue to include and engage all ages in our Sunday morning services and prayerfully develop Spur groups. We might seek to offer one off events or complementary teaching to encourage the ongoing growth of our spiritual lives.

### **2. To strengthen our welcome and belonging**

We have hosted numerous events to encourage socialising and friendship ranging from the Craft Group to the Conservation Group, curry nights to men's and women's brunches and a new yearly social of a visit to the local trains which saw many of our church come together for a fantastic trip out. The Community Café, the Gathering, Smartees, Knit and Knatter and Warm Space offer places of welcome. And the Big Lunch will now be offered across the year providing another place of welcome and outreach.

We desire that we will not only be a friendly church but a church where people build friendships and belong.

### **3. To Develop outreach and mission both locally and through our mission partners**

A team met to discuss our response to the cost-of-living crisis which resulted in a foodbank drop off point being added to the entrance of church which has seen great success. This group also discussed the possibility of providing a warm space and Mo, Judy S and Zena met weekly on a Monday to offer this to those in need. We continue to develop links with those in need at the local school and ACT 435 has started to receive requests through Judy P.

We have profiled mission partners through prayer across Lent and have used this time to reflect upon our four mission partners.



St Mark's Church 2022 Charity  
Trustees Annual Report

As needs develop we will continue to respond to local needs

**4. To Equip the church for Evangelism**

We continue to provide homegrown Discovery group courses for those who need it and at the start of this year delivered an Alpha course.

As we look ahead we would like to develop a group that co-ordinates seeker courses and consider how we all play our part in helping people to find the hope of Jesus.

**5. To Work with Shannon as she develops youth ministry.**

Shannon has shared in her report the many ways that youth ministry is developing, and we celebrate all that she and her team are doing. We have noted the importance of the relationship between families and youth, the changes in culture and how to develop faith. The Sunday breakfasts have been a huge success as has Connect.

**Finally,**

Other celebration areas for the year include giving thanks for the Remembrance service where we welcomed Rainbows, Brownies and Guides and others to a parade service; we were also delighted to be hosted by the Football club where we sang carols around the parish and to the WI at Christmas time.

As we look to this coming year we will continue to develop these five focus areas. We will reflect on how to develop each one, such as recognising that we are a church that provides numerous outreach events, but how might we begin to open spiritual questions and share our faith? We will also look at our worship, discipleship and ongoing spiritual lives asking questions such as what do we need to grow in faith?

As you know, this year is a time of change for Michael and me as we look ahead to the birth of our son, and we recognise that this brings change again. A leadership team has been appointed to keep an eye on these focus areas and navigate this next season and we fully trust and look forward to seeing what God does next.

My hope and expectation is that we will keep growing as a church, keep being excited and look forward to seeing what God is doing now and next. He is certainly not finished. He is faithful and he will do it.

There are too many events or ministry areas to mention but thank you to everyone who has been involved in all kinds of ways.

A special thank you to Pam Fox for her many years (31 years plus!) serving us as treasurer.



**Parochial Church Council of St Mark, Colney Heath**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ending 31 December 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and Legacies	2(a)	140,366	18,830		159,196	142,963
Charitable activities	2(b) + 2(d)	13,075			13,075	5,886
Investments	2(c)	1,008	18		1,026	400
Other	2(e)	7,313	1,650		8,963	2,498
<b>Total</b>		<b>161,762</b>	<b>20,498</b>	<b>0</b>	<b>182,260</b>	<b>151,747</b>
<b>EXPENDITURE ON:</b>						
Charitable Activities	3	168,147	21,733		189,880	152,631
<b>Total</b>		<b>168,147</b>	<b>21,733</b>	<b>0</b>	<b>189,880</b>	<b>152,631</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(6,385)</b>	<b>(1,235)</b>	<b>0</b>	<b>(7,620)</b>	<b>(884)</b>
Gains on investment assets: on revaluation	4			(1,770)	(1,770)	1,870
Transfers between Funds						
<b>NET MOVEMENT IN FUNDS</b>		<b>(6,385)</b>	<b>(1,235)</b>	<b>(1,770)</b>	<b>(9,390)</b>	<b>986</b>
<b>RECONCILIATION OF FUNDS</b>						
Total Funds brought Forward		46,439	8,219	14,723	69,381	68,395
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>40,054</b>	<b>6,984</b>	<b>12,953</b>	<b>59,991</b>	<b>69,381</b>

**CONTINUING ACTIVITIES**

All income and expenditure has arisen from continuing activities  
The notes on pages 13 to 16 form part of this account

**Parochial Church Council of St Mark, Colney Heath**  
**Balance Sheet at 31 December 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021 £
<b>FIXED ASSETS:</b>						
Tangible	6			0	0	0
Investment	7		45	12,953	12,998	14,767
<b>Total fixed Assets</b>			45	12,953	12,998	14,767
<b>CURRENT ASSETS:</b>						
Debtors	10	2,242			2,242	4,107
Short term deposits	9	47,868			47,868	47,246
Cash at bank and in hand	8	9,147	6,939		16,086	18,613
<b>Total current Assets</b>		59,257	6,939	0	66,196	69,966
<b>LIABILITIES:</b>						
Creditors: Amounts falling due within one year	11	(19,203)	0		(19,203)	(15,352)
<b>Net current Assets or liabilities</b>		40,054	6,939	0	46,993	54,614
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		40,054	6,984	12,953	59,991	69,381
<b>TOTAL NET ASSETS OR LIABILITIES:</b>		40,054	6,984	12,953	59,991	69,381
<b>PARISH FUNDS</b>						
Unrestricted	12	40,054			40,054	46,439
Restricted			6,984		6,984	8,219
Endowment				12,953	12,953	14,723
		40,054	6,984	12,953	59,991	69,381

Approved by the Parochial Church Council on 14th March 2023 and signed on its behalf by:

Claire Oliver (Lay Vice-chair)

Pamela Fox (Member, Hon. Treasurer)

*CPO Oliver*  
*P.S.Fox*



## PAROCHIAL CHURCH COUNCIL OF ST MARK'S CHURCH, COLNEY HEATH

Notes to the financial statements for the year ended 31 December 2022

## 1 ACCOUNTING POLICIES

Based on the model set of accounting policies, published by the Central Board of Finance of the Church of England; full details given on page 17.

## 2 INCOME

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2022	TOTAL FUNDS 2021
<b>2(a) Voluntary income</b>					
Bank Direct	111,113			111,113	103,456
Bank Direct (CAF, GYE or Equiv)	300			300	300
Envelope Scheme	240			240	2,960
Loose gifts	1,866			1,866	1,232
Other Donations	790	10,000		10,790	7,548
Gift Aid tax recovered	26,057			26,057	25,807
Support for Armstrongs		75		75	75
Centre Fund		375		375	375
Hardship Fund		3,120		3,120	
Varna		4,023		4,023	
Acts 435		150		150	
Bishop's Harvest Appeal		917		917	1,075
Spur Groups supported organisations		170		170	135
	140,366	18,830	0	159,196	142,963
<b>2(b) Activities for generating funds</b>					
None	0	0	0	0	0
<b>2(c) Income from investments</b>					
Interest CBF Deposit Fund	601			601	24
Interest Business Premium Account	18			18	1
Interest Easement Deposit Account	21			21	1
Interest Roberts Bequest		18		18	17
Cemetery Interest (Pugh and East)	368			368	357
	1,008	18	0	1,026	400
<b>2(d) Income from Church Activities</b>					
Income -Centre hire	5,600			5,600	2,830
Weddings/Funeral Fees	6,150			6,150	2,384
Marksmen	568			568	229
Harvest Lunch	0			0	67
Community Cafe	378			378	173
Smarteers	379			379	203
	13,075	0	0	13,075	5,886
<b>2(e) Other incoming resources</b>					
CHPC Grant for Closed Graveyard Maintenance		1,650		1,650	1,650
Diocesan Youth Grant	250			250	
Furlough Grant HMRC	0			0	448
Government Grant for VAT recovery Quinquennial	5,284			5,284	
Diocesan Grant towards energy costs	1,279			1,279	
County Council Grant for The Big Lunch	500			500	
Other					400
	7,313	1,650	0	8,963	2,498
<b>TOTAL INCOMING RESOURCES</b>	<b>161,762</b>	<b>20,498</b>	<b>0</b>	<b>182,260</b>	<b>151,747</b>
<b>3 EXPENDITURE</b>					
<b>Ministry</b>					
Working expenses -Vicar	1,186			1,186	709
Working expenses -Assistant Minister	1,583			1,583	1,365
Working expenses -Other	16			16	45
	2,785	0	0	2,785	2,119
<b>Office</b>					
Administrator & Office Manager	17,133			17,133	15,581
Pensions	822			822	764
Telephone and Broadband	458			458	377
Office Equipment	343			343	75
	18,756	0	0	18,756	16,797
<b>Church Centre</b>					
Gas (Church and Centre)	2,344			2,344	1,942
Water (Church and Centre)	347			347	199
Electricity	824			824	526
Insurance (For Church and Centre)	2,360			2,360	2,285
Maintenance	3,155			3,155	1,666
Outdoor Lighting	1,518			1,518	
Path by Centre Car Park	954			954	
Cleaning/hygiene materials	187			187	139
Cleaning (Church and Centre)	2,964			2,964	1,979
	14,653	0	0	14,653	8,736

## ST MARK'S CHURCH ACCOUNTS 2022

		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2022	TOTAL FUNDS 2021
<b>Church Building and Services</b>						
Services expenses	Note 17	2,730			2,730	1,429
Music costs					0	442
Refreshments		705			705	201
Electricity		1,019			1,019	748
Maintenance		4,783			4,783	1,675
Church North Path		1,132	11,132		12,264	
Church path to emergency exit		1,990			1,990	
Quinquennial Work		6,493			6,493	25,144
Quinquennial Specification		0			0	3,300
		<u>18,852</u>	<u>11,132</u>	<u>0</u>	<u>29,984</u>	<u>32,939</u>
<b>Stationery</b>						
Photocopier costs		1,740			1,740	2,036
Other stationery		227			227	138
Texts		67			67	202
Church Suite Database		561			561	681
		<u>2,595</u>	<u>0</u>	<u>0</u>	<u>2,595</u>	<u>3,057</u>
<b>Other</b>						
Youth Work		1,616	318		1,934	371
Smartees		149			149	77
Marksmen		419			419	120
Posters		25			25	98
Flowers		451			451	274
Training/Conferences		0			0	415
Deanery		45			45	0
Publicity (Christmas and Easter)		242			242	81
Monthly fee for CAF Bank Account		81			81	96
Website		572			572	538
Spur Groups		0			0	126
Other		228			228	693
Acts 435			150		150	
Harvest Lunch					0	83
Hardship Fund			1,300		1,300	
The Big Lunch		758			758	0
Community Cafe (To Mary's Meals)		0			0	87
Cemetery Interest (Pugh and East)	Note 4	368			368	357
		<u>4,954</u>	<u>1,768</u>	<u>0</u>	<u>6,722</u>	<u>3,416</u>
<b>Covid Costs</b>						
Screens		0			0	71
Cameras/Mounting of Cameras for Live Streaming		0			0	240
Computer memory/other equipment		0			0	26
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>337</u>
<b>Youth Minister Trainee</b>						
Recruitment		0			0	430
Wages	Note 5	16,365			16,365	0
Expenses	Note 14	1,831			1,831	0
Training		414			414	
Pension	Note 5	782			782	0
		<u>19,392</u>	<u>0</u>	<u>0</u>	<u>19,392</u>	<u>430</u>
<b>Mission</b>						
Mission Tithe 2022	Note 13	14,050			14,050	14,100
Bishop's Harvest Appeal		8	917		925	1,075
Evangelical Alliance		130			130	130
CVM		60			60	60
Varna -to support Ukrainian Refugees			4,023		4,023	
267 Project		0			0	200
Spur Groups supported organisations			170		170	135
Armstrongs			75		75	75
		<u>14,248</u>	<u>5,185</u>	<u>0</u>	<u>19,433</u>	<u>15,775</u>
<b>Diocesan Parish Share</b>		68,066			68,066	66,580
<b>Open Graveyard</b>		2,248			2,248	996
<b>Memorial Trees and Plaques</b>		278			278	
<b>Closed Graveyard</b>			3,648		3,648	369
<b>Governance costs</b>						
Independent Examination of Accounts		1,320			1,320	1,080
		<u>1,320</u>	<u>0</u>	<u>0</u>	<u>1,320</u>	<u>1,080</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>168,147</u>	<u>21,733</u>	<u>0</u>	<u>189,880</u>	<u>152,631</u>

## 4 GAINS AND LOSSES ON INVESTMENTS - UNREALISED

Pugh Bequest	1 <sup>st</sup> Jan 2022	8,793	31st Dec 2022	7,763	Net loss	(1,030)
I. F. East	1 <sup>st</sup> Jan 2022	5,252	31st Dec 2022	4,592	Net loss	(660)
For Graveyard						
Roberts Bequest	1 <sup>st</sup> Jan 2022	678	31st Dec 2022	598	Net loss	(80)
						<u>(1,770)</u>



# ST MARK'S CHURCH ACCOUNTS 2022

Interest arising on the Roberts bequest accrues to the Church maintenance fund.

'Cemetery Interest' arising on the Pugh and East bequests is paid to the Parish Council for maintenance of the closed graveyard.

## 5 STAFF COSTS

Honoraria and Wages

During the year the PCC employed two Parish Administrators, a cleaner and a Youth Ministry Trainee, all of whom earned less than £60,000. Cleaner costs were more in 2022 as we had a cleaner for the complete year.

	TOTAL 2022	TOTAL 2021
Wages and Salaries	36,462	17,560
Employers contributions to defined contribution pension Schemes	1,604	764
	<u>38,066</u>	<u>18,324</u>

## 6 FIXED ASSETS FOR USE BY PCC

The Church and Centre are insured for £5,000,000 and are not shown on the balance sheet as the Church is a consecrated building and the Centre is built on consecrated ground, both unsaleable without a faculty.

## 7 INVESTMENTS

<b>Miss Pugh Bequest -Endowment Fund</b>	376 shares at bid price on 31st Dec 2022	7,763
Income restricted (Churchyard upkeep). CBF Investment Fund	Shares, held by St Albans DBF as custodian trustee	
<b>Mrs Roberts Bequest -Endowment Fund</b>	28.97 shares at bid price on 31st Dec 2022	598
Income restricted (Church and Churchyard upkeep). CBF Deposit Fund, held by St Albans DBF as custodian trustee		
<b>I.F.East for Graveyard -Endowment Fund</b>	253 shares at bid price on 31st Dec 2022	4,592
COIF (Charities Official Investment Fund) Charity Fund		

	Unrestricted	Restricted	Endowment	TOTAL 2022	TOTAL 2021
<b>Pugh</b>			7,763	7,763	8,793
<b>Roberts</b>		45	598	643	722
<b>East</b>			4,592	4,592	5,252
	<u>0</u>	<u>45</u>	<u>12,953</u>	<u>12,998</u>	<u>14,767</u>

## 8 CASH AT BANK AND IN HAND

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2022	TOTAL FUNDS 2021
Bank (Current Account)	500			500	595
Bank (Business Premium Account)	8,602			8,602	6,134
CafCash Account	45	6,939		6,984	11,884
	<u>9,147</u>	<u>6,939</u>	<u>0</u>	<u>16,086</u>	<u>18,613</u>

## 9 DEPOSITS

CBF Deposit Fund	46,278			46,278	45,677
Easement	1,590			1,590	1,569
	<u>47,868</u>	<u>0</u>	<u>0</u>	<u>47,868</u>	<u>47,246</u>

## 10 DEBTORS

Gift Aid	2,157			2,157	2,457
Other	85			85	1,650
	<u>2,242</u>	<u>0</u>	<u>0</u>	<u>2,242</u>	<u>4,107</u>

## 11 CURRENT LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

Mission Tithe	14,750			14,750	14,100
Other	4,453			4,453	1,252
	<u>19,203</u>	<u>0</u>	<u>0</u>	<u>19,203</u>	<u>15,352</u>

## 12 MOVEMENT IN FUNDS

	At 1.1.22	Incoming Resources	Resources Expended	Net movement in funds	Transfers between funds	At 31.12.22
<b>Unrestricted Funds</b>						
General Fund	45,424	161,383	167,998	(6,615)		38,809
Smartees	269	379	149	230		499
Welcome Break	746	0	0	0		746
<b>Subtotal of Unrestricted funds</b>	<u>46,439</u>	<u>161,762</u>	<u>168,147</u>	<u>(6,385)</u>	<u>0</u>	<u>40,654</u>

### Restricted Funds

North Path	0	10,000	10,000	0		0
Centre Fund	2,250	375	0	375		2,625
Youth Equipment	425	0	318	(318)		107
Hardship Fund	0	3,120	1,300	1,820		1,820
Acts 435	0	150	150	0		0
Short Term Mission	906	0	0	0		906
Mission Evangelism	750	0	0	0		750
Mission (Armstrongs)	0	75	75	0		0
Mission (General)	0	1,087	1,087	0		0
Closed Graveyard	3,456	1,650	4,780	(3,130)		326
War Memorial Fund	221	0	0	0		221
Church Maintenance Fund	211	18	0	18		229
<b>Subtotal of Restricted funds</b>	<u>8,219</u>	<u>16,475</u>	<u>17,710</u>	<u>(1,235)</u>	<u>0</u>	<u>6,984</u>

### Endowment Funds

Church Maintenance Fund	678	(80)	0	(80)		598
Churchyard Fund	14,045	(1,690)	0	(1,690)		12,355
<b>Subtotal of Endowment funds</b>	<u>14,723</u>	<u>(1,770)</u>	<u>0</u>	<u>(1,770)</u>	<u>0</u>	<u>12,053</u>

<b>Total Funds</b>	<u>69,381</u>	<u>176,467</u>	<u>185,857</u>	<u>(0,390)</u>	<u>0</u>	<u>59,991</u>
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# ST MARK'S CHURCH ACCOUNTS 2022

## Fund Descriptions

Smartees	Funds that have been raised by the Smartees mornings, for replacing equipment and other costs
Welcome Break	Funds that have been raised by the Welcome Break termly events, for use in future events
Building Fund	Donations for work on the Church building
Centre Fund	Donations for work on the Church Centre building
Youth Equipment	Donations toward large items of Youth Equipment
Hardship Fund	Fund created to help those locally in need
Acts 435	Funds held and administered for Acts 435
Short Term Mission	Donations for grants toward Short term mission opportunities for members of the church
Mission Evangelism	Donations for local Mission/Evangelism events
Mission(Armstrong's)	Donations for the Armstrong Family
Closed Graveyard	Maintenance of Closed Graveyard
War Memorial Fund	Maintenance of War Memorial
Church Maint Fund	Historic Church maintenance fund
Churchyard Fund	Endowment Funds for maintenance of Graveyard and specific Graves

## 13 MISSION TITHE

	From Mission Tithe 2021	Receipts in 2022	Expenditure in 2022	From Gen Funds
Spur Groups supported organisations				
Amos Trust	50	70	(120)	
Rennie Grove Hospice	25	50	(75)	
MAF	25	50	(75)	
Mary's Meals	50	0	(50)	
Women's Refuge	50	0	(50)	
		0		
Mission Tithe 2022			(14,050)	14,050
2:67 Proj (£4,250), Open Doors, Food Bank, Bulgarian Support Fund (£2,850 each) STEP £400 Spur Groups to use in 2023 etc, £850				

## 14 TRUSTEES' REMUNERATION AND EXPENSES

No Trustees received Remuneration for their role as Trustees  
 Revd C Keightley, Revd J Suttie, G Shaw (Lay Reader trainee) and S Horner (Youth Minister trainee) received expenses covering travel and phone costs. Total Expenses paid were £2,120 in 2021 and £4,616 in 2022.

## 15 RELATED PARTY TRANSACTIONS

There were no Related Party Transactions in 2022.

## 16 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and Legacies	141,303	1,660		142,963	152,812
Charitable activities	5,886			5,886	4,533
Investments	383	17		400	515
Other	848	1,650		2,498	2,704
<b>Total</b>	<b>148,420</b>	<b>3,327</b>	<b>0</b>	<b>151,747</b>	<b>160,564</b>
<b>EXPENDITURE ON:</b>					
Charitable Activities	149,156	3,475		152,631	135,485
<b>Total</b>	<b>149,156</b>	<b>3,475</b>	<b>0</b>	<b>152,631</b>	<b>135,485</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(736)</b>	<b>(148)</b>	<b>0</b>	<b>(884)</b>	<b>25,079</b>
Gains on investment assets:					
on disposal				0	0
on revaluation			1,870	1,870	835
Transfers between Funds					
<b>NET MOVEMENT IN FUNDS</b>	<b>(736)</b>	<b>(148)</b>	<b>1,870</b>	<b>986</b>	<b>25,914</b>
<b>RECONCILIATION OF FUNDS</b>					
Total Funds brought Forward	47,175	8,367	12,853	68,395	42,481
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>46,439</b>	<b>8,219</b>	<b>14,723</b>	<b>69,381</b>	<b>68,395</b>

## 17 Service Expenses

These increased substantially in 2022 due the Confirmation/Baptism Service, purchase of equipment eg the contactless Giving device and Family Celebration costs.

## 18 Envelope Scheme

Income from this scheme decreased in 2021, and further decreased in 2022. Most individuals who used envelopes for cash gifts have moved to online giving.



## **ST MARK'S CHURCH, COLNEY HEATH - ACCOUNTING POLICIES**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention except for valuation of investment assets, which are shown at market value.

### **Funds**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

### **Incoming Resources**

#### *Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under gift aid is recognised only when received. Income tax recoverable on gift aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

#### *Other ordinary income*

Rental income from the letting of church premises is recognised when received.

#### *Income from investments*

Dividends and interest are accounted for when received. Tax recoverable on such income is recognised in the same accounting year.

#### *Gains and losses on investments*

Realised gains or losses are realised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December in any given year.

### **Resources used**

#### *Grants*

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

#### *Activities directly relating to the work of the Church*

The Diocesan Parish share is accounted for when payable. Any share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

### **Fixed Assets**

#### *Consecrated land and buildings and moveable church furnishings.*

Consecrated and beneficed property is excluded from the accounts by s.10(2) of the Charities Act 2011.

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

#### *Other buildings*

Expenditure on maintenance or improvement is written off as incurred.

#### *Other fixtures, fittings, and office equipment*

Equipment used within the church premises is written off when the asset is acquired.

#### *Investments*

Investments are valued at market value at 31 December in any given year.

### **Current Assets**

Amounts owing to the PCC at 31 December in any given year are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

**Independent Examiner's Report to the Trustees of**  
**St. Mark's Church, Colney Heath**

I report on the accounts for the year ended 31 December 2022 set out on pages 11 to 17.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C J Bacon BEd.(Hons.), AST, BFP, ACA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

Date: 03/11/23 