

CHARITY NUMBER 1142425

**PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF ST MARY AT LATTON, HARLOW
(ST MARY AT LATTON PCC, HARLOW)**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

ST MARY AT LATTON PCC, HARLOW
Report and Financial Statements
the year ended 31 December 2020

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ST MARY AT LATTON PCC, HARLOW
Trustees' Report
for the year ended 31 December 2020

Chairman Revd Lynn Hurry, Incumbent
Vice Chairman Mrs Mary Miller

Ex Officio Trustees :

Revd Lynn Hurry, Incumbent
Revd Malcolm Green, Assistant Curate
Revd Beth Joss-Pothen, Assistant Curate
Mr Piers Northam, LLM
Mrs Christine Cox, Diocesan Synod Representative

Elected Trustees :

1. Church Wardens

Mrs Mary Miller
Mrs Lois Pannell

2. Representatives on Deanery Synod

Revd Malcolm Green
Mr Derek J Humphrey
Mrs Mary Miller

3. Members

Mrs Rachel Griffiths
Mrs Eve Knights
Mrs Jayne Maynard
Mrs Chriss Sheppard
Mr Chris Tate
Ms Elizabeth Thurlow
Mrs Denise Woolcomb

Office

The Vicarage
The Gowers
Harlow
Essex CM20 2JP

Hon Secretary

Mrs Christine Cox
269 Ladyshot
Harlow
Essex CM20 3EY

Hon Treasurer

Mr Derek J Humphrey
3 The Swallows
Harlow
Essex CM17 0AR

Independent Examiner

Mr S Webster BSc
88 Pilkingtons
Church Langley
Harlow
Essex CM17 9DR

Bankers

National Westminster Bank plc
12 The Rows
Harlow
Essex CM20 1 DA

ST MARY AT LATTON PCC, HARLOW
Trustees' Report
For the year ended 31 December 2020 (contd)

Who we are and what we do

The Parochial Church Council of the ecclesiastical parish of St Mary at Latton, Harlow, known as St Mary at Latton PCC, Harlow, has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church – pastoral, evangelical, social and ecumenical. It also has the management and maintenance responsibilities for St Mary at Latton Church and Churchyard, and the Church Hall.

Governance and management

St Mary at Latton PCC, whose membership is shown on page 1 of this report, discharges its duties through a number of committees that meet between full meetings of the PCC.

1. Standing Committee – this committee meets to discuss agenda items and to act between PCC meetings. Its membership consists of the Incumbent, the Churchwardens, the Secretary, the Treasurer and one other member of the PCC.
2. Fabric Committee (Church & Churchyard) – this committee meets to advise the PCC on Church fabric matters. Its membership consists of the Incumbent, Churchwarden (1) and two PCC members.
3. Fabric Committee (Church Hall) – this committee meets to advise the PCC on Church Hall fabric matters. Its membership consists of the Incumbent, Churchwarden (2) and two PCC members.
4. Finance Committee – A committee under the chairmanship of the Treasurer. Its membership consists of the Incumbent, the Treasurer and the Churchwardens.

Church attendance and the Electoral Roll

Regular Church attendees are able to join the Electoral Roll of the Parish, and it is from the Electoral Roll that members are nominated and duly elected to the PCC at the Annual Parochial Church Meeting (APCM). The Electoral Roll is revised for each APCM, but every four years a new Electoral roll is produced.

There are now 76 people on the Church Electoral Roll, 40 of whom are not resident in the Parish.

Objectives and activities

In pursuance of the objective of promoting in the Ecclesiastical Parish the whole Mission of the Church, our activities include:

Regular public worship open to all; The provision of sacred space for personal prayer and contemplation; Pastoral work, including visiting the sick and the bereaved; Teaching of Christianity through sermons, courses and small groups; Taking of religious assemblies in schools; The provision of a youth club with a Christian ethos; Promoting the whole Mission of Church through the provision of activities for senior citizens, parents and toddlers, and other special need groups; Supporting other charities in the UK and overseas.

ST MARY AT LATTON PCC, HARLOW
Trustee's Report
For the year ended 31 December 2020 (contd)

Review of the Year

1. Review of our Activities

We are an active, open and welcoming Church within the Church of England and take very seriously our commitment to Mission. Through the good governance of our Parochial Church Council (PCC) we are able to support the life of the Church here at Latton and in the wider community that is our parish.

The reports of our activities presented to our Annual Parochial Church meetings show clearly how this is achieved. They are too detailed to be reproduced here but copies can be obtained by contacting the PCC Secretary.

The main focus of our worship is our Sunday morning service, although services are held throughout the week. In September 2014, we introduced a second Eucharist on a Sunday at 11.30am, moving the first service to 09.45. This second Eucharist is specifically designed to appeal to children and their families and has been very well received. The Wednesday morning Eucharist also continues to grow after which refreshments are now available. Our Toddler Group continues to grow. There are many opportunities for Lay Leadership and Ministry in these activities and these opportunities are enthusiastically taken up by members of our community.

We continue to develop close links with the two Primary Schools in our parish through assemblies held in school and services held in Church (sadly suspended during the Covid-19 pandemic).

In our Parish our work with the elderly plays an important part in our community's life. Our monthly lunches continue to expand providing a real opportunity for fellowship for those of our community attending. The over 60's group which meets on a weekly basis is proving very popular with numbers attending regularly above 40. Additionally, we work with "Contact the Elderly" in Harlow in providing afternoon teas (sadly suspended during the Covid-19 pandemic).

We are a generous community supporting a wide variety of Charities, from mission and relief charities to secular charities and including charities for the homeless and deprived, and a number of animal charities etc.. Approximately 10% of our income goes direct to these charities, but this sum does not include the large quantities of food donated to the Harlow Food Bank, toiletries and clothing for the homeless charities and goods for special appeals. We continue to support Streets2Homes in two ways; by providing a venue (our churchyard) for the annual sleepout fund raising event, and our church hall on Friday evenings each January for those sleeping rough on Harlow – providing a warm bed and a hearty breakfast.

Our Good News Project continues. The Development Fund grew to £22,073 during 2020 but little progress has been made as a consequence of the Covid-19 pandemic. We will restart again in 2021 with the aim of making St Mary at Latton a true Servant of the community in which it is situated.

As with all churches the Covid-19 pandemic has had a major impact on our worship and outreach. All of our services have moved on-line using Zoom software, including study groups and other social activities. A typical week would include : Sunday Eucharist 10.00; Sunday Family Service 16.00; Wednesday Morning reflection 10.00; Thursday Lent / Study Group 20.00; Thursday Craft-ernoon 15.00. All business meetings (PCC, standing committee, etc.) have moved on-line. We would hope to return to face-to-face contact in the early summer of 2021


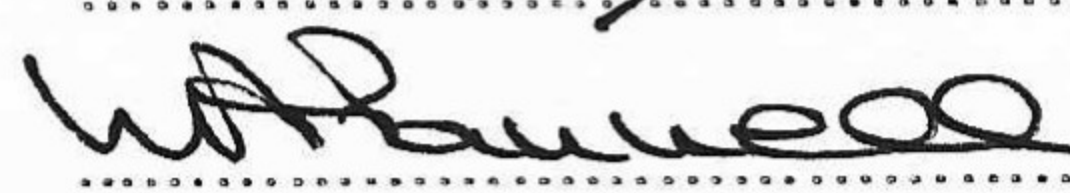
ST MARY AT LATTON PCC, HARLOW
Trustee's Report
For the year ended 31 December 2020 (contd)

2. Review of our Finances

In 2019 we reported a deficit in our Parish (General) Fund of £6,309. We are pleased to advise that this was cleared in early 2020 with unsolicited donations being received. The Covid-19 pandemic has severely curtailed our ability to fund-raise and also removed the Church Plate income almost completely. However, a concerted effort to move all members of the planned giving scheme to using Bankers Standing Orders, an appeal to the parish to help with the expected deficit and an increase in regular stewardship giving means that this year we are reporting a small surplus in our Parish (General) Fund.

The overall funds we have available have increased year on year.

Signed on behalf of the Trustees:


.....Chairman

.....Vice Chairman

9 June 2021

ST MARY AT LATTON PCC, HARLOW
Statement of Trustees Responsibilities
For the year ended 31 December 2020

The Trustees are responsible for preparing the annual report and the financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice.

The Trustees are responsible for the preparation of the financial statements for each financial period, which give a true and fair view of the charity's financial activities during the period and of the financial position at the end of the period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently,
- Make judgements and estimates which are reasonable and prudent,
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements,
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records under section 130 of the Charities Act 2011 which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The financial statements have been prepared in accordance with the Statements of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP FRSSE 2015), UK Accounting Standards and the Charities Act 2011.

ST MARY AT LATTON PCC, HARLOW
Independent Examiner's Report to the PCC
For the year ended 31 December 2020

This report on the accounts of the St Mary at Latton PCC for the year ended 31st December 2020, which are set out on pages 6 to 9 is in respect of the examination carried out in accordance with the Church Accounting Regulations 2006 and s.145 of the Charities Act 2011.

Respective responsibilities of Trustees and the Examiner

As the members of the St Mary at Latton PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and section 144(2) of the Charities Act 2011 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Archbishops' Council. That examination includes a review of the accounting records kept by the P.C.C. and a comparison of the accounts with those records. It also includes considering 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 I do not express an audit opinion on the view given by the accounts.

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 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, and the Regulationshave 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.

.....*Stephen Webster*.....
Mr Steve Webster BSc Dip BKLI
88 Pilkingtons
Church Langley
Harlow
Essex CM17 9TH

26th March 2021


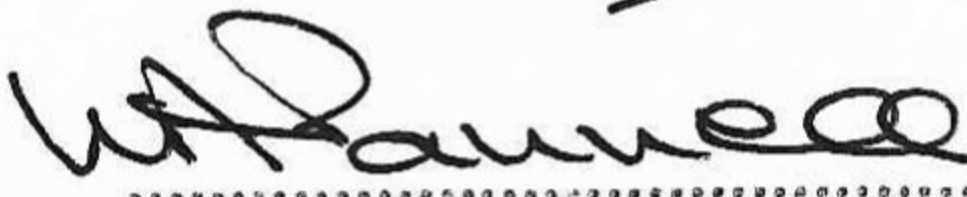

ST MARY AT LATTON PCC, HARLOW
Statement of Financial Activities
For the year ended 31 December 2020

	Unrestricted Funds			Restricted Funds				2020	2019
	Parish	Fabric	Organ	Flower	Church Redec	Ch Hall Main	Reorder Church	Total	Total
INCOMING RESOURCES									
Income - Donors									
Planned Giving									
Covenants	47,632							47,632	43,919
Income Tax Recovered	15,392							15,392	11,361
Uncovenanted	0							0	0
Collections & Church Box	883							883	4,307
Misc. Gifts & Donations	15,613							15,613	390
Other Voluntary Income									
Mission	133							133	611
Special Collections	9,139							9,139	2,156
Ancillary Income									
Fees	572							572	2,508
Magazines	361							361	641
Hall Income	1,415							1,415	3,279
Fund Raising	1,319	2,336	0	10	0	0	1,613	5,278	18,749
Other Ordinary Income									
Dividends & Interest	32							32	78
TOTAL INCOME	92,492	2,336	0	10	0	0	1,613	96,451	87,999
OUTGOING RESOURCES									
Giving									
Grants / Donations	2,420							2,420	3,115
Charity Collections	10,337							10,337	2,103
Vicar's Discretionary Fund	0							0	0
The Ministry									
Diocesan Quota	55,500							55,500	54,900
Clergy Expenses	485							485	610
Services Sacristy & Music	4,727							4,727	5,025
Children & Youth	0							0	0
Contact	0							0	45
Mission	300							300	350
Church Running Expenses									
General Maintenance	7,426						0	7,426	18,146
Churchyard	0							0	96
Hall Running Expenses									
General Maintenance	5,260							5,260	5,996
Administration									
General	3,720							3,720	4,618
Books	23							23	62
Fund Raising Costs	100			111				211	645
TOTAL EXPENDITURE	90,298	0	0	111	0	0	0	90,409	95,711
NET INCOME / EXPENDITURE	2,193	2,336	0	-101	0	0	1,613	6,042	-7,714
Transfers between Funds	6,106	-2,203	-4,004	101	0	0	0	0	0
NET MOVEMENT IN FUNDS	8,299	133	-4,004	0	0	0	1,613	6,042	-7,714
BALANCES from last year	-6,309	4,216	16,436	0	2,794	4,207	20,439	41,782	49,495
BALANCES at 31 December	1,991	4,349	12,432	0	2,794	4,207	22,052	47,824	41,782

ST MARY AT LATTON PCC, HARLOW
Statement of Assets and Liabilities
As at 31 December 2020

	Note	2020 £	£	2019 £	£
CURRENT ASSETS					
Cash at Bank:					
Reserve Account		40,015		36,316	
Current Account		1,000		1,000	
			41,015		37,316
Add DEBTORS					
Debtors			8,278		6,665
Less CURRENT LIABILITIES					
Creditors (Due within one year)		1,289		390	
Creditors (Over one year)		180		1,809	
			-1,469		-2,199
NET CURRENT ASSETS			47,824		41,782
TOTAL NET ASSETS			47,824		41,782
Represented by:					
FUNDS	2				
Unrestricted					
Parish		1,991		-6,309	
			1,991		-6,309
Restricted					
Fabric		4,349		4,216	
Organ		12,432		16,436	
Church Hall Maintenance		4,207		4,207	
Church Redecoration		2,794		2,794	
Church Development		22,052		20,439	
Flower		0		0	
			45,833		48,091
TOTAL FUNDS			47,824		41,782

These Financial Statements were approved by the St Mary at Latton Parochial Church Council on the 9 June 2021 and signed on their behalf by:

 Chairman
 Vice Chairman
 Hon Treasurer

The notes on pages 8 to 9 form part of these Accounts.

ST MARY AT LATTON PCC, HARLOW
Notes to the Financial Statements
For the year ended 31 December 2020

1. Principle Accounting Policies

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the applicable Accounting Standards and the Charities SORP.

- (a) Basis of Accounting:
The Financial Statements have been prepared on the historical cost basis except where otherwise stated.
- (b) Incoming Resources:
Voluntary Income – all voluntary income, unless otherwise stated, is recognised when received by or on behalf of the PCC

Income tax recoverable on covenants and gift aid donations is accounted when repayable

Income from charitable and ancillary trading is accounted for as due

Bank Interest and Dividends, received gross, are accounted for when receivable.
- (c) Resources Used:
All expenditure is recorded on the accrual basis and accounted for as expenditure due or accrues.
- (d) Fixed Assets
Consecrated and beneficed property is excluded from the Accounts by s.96(2)(a) of the Charities Act 1993. Except as noted below no value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC or any other property or investment which requires faculty for disposal or alteration

All capital equipment is written off, as incurred, as expenditure in the Statement of Financial Activities.
- (e) Reserves Policy
We try to maintain a reserve of between one and three months normal monthly expenditure at all times.

In 2020 we have made good progress in restoring this policy following the problems encountered during the previous two years

2. Funds

- (a) Parish Fund
The Parish Fund represents the Funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC.
- (b) Fabric Fund
The Fabric Fund represents those Funds of the PCC that are to be used solely for the purposes of repair and maintenance of the Fabric of the Church Building.
- (c) Church Hall Maintenance Fund
This is a new Fund, established in the Autumn of 2010 with an anonymous donation from a parishioner, and with the sole purpose of providing funds for future Church Hall maintenance bills such as redecoration etc..

ST MARY AT LATTON PCC, HARLOW
Notes to the Financial Statements
For the year ended 31 December 2020

- (d) Church Redecoration Fund
This Fund, established in the Autumn of 2010 with an anonymous donation from a parishioner, and with the sole purpose of providing funds for future redecoration works in our Church.
- (f) Organ Fund
The Organ Fund represents those Funds of the PCC that are to be used solely for the purposes of replacement of the electronic organ with a pipe organ.
- (g) Flower Fund
The Flower Fund represents those Funds of the PCC that are to be used solely for the purposes of the provision of flowers in Church whether it be for normal services, weddings, etc., or for Flower Festivals.
- (h) Church Development Fund
This Fund established in 2017 brings together all the costs and the income associated with our Good News Project.

3. Major Fabric expenses during the year

There were no major items of expenditure incurred during the year