

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 2022**

ST MARY AT LATTON PCC, HARLOW
Report and Financial Statements
the year ended 31 December 2022

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ST MARY AT LATTON PCC, HARLOW
Trustees' Report
for the year ended 31 December 2022

Chairman Revd Lynn Hurry, Incumbent
Vice Chairman Mrs Lois Pannell

Ex Officio Trustees :

Revd Lynn Hurry, Incumbent
Revd Malcolm Green, Associate Priest
Mr Piers Northam, LLM, Diocesan Synod Representative

Elected Trustees :

1. Church Wardens

Mrs Lois Pannell
Mr William McKenzie

2. Representatives on Deanery Synod

Revd Malcolm Green
Mr Derek J Humphrey
Mrs Mary Miller

3. Members

Ms Rachell Griffiths
Mrs Ruth Howes
Mrs Eve Knights
Mrs Janet Lenihan
Mrs Chriss Sheppard
Ms Elizabeth Thurlow
Mrs Denise Woolcomb

Office

The Vicarage
The Gowers
Harlow
Essex CM20 2JP

Hon Secretary

Mrs Ruth Howes
2 The Seeleys
Harlow
Essex CM17 0AD

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

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 77 people on the Church Electoral Roll, 41 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 including those with dementia; Supporting other charities in the UK and overseas.

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 services, 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 10.00. 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. During 2022 we continued to recover from the pandemic.

We continue to develop close links with the two Primary Schools in our parish through assemblies held in school and services held in Church.

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 other Churches in Harlow to provide a Holiday Club during half terms and school holidays where we feed and entertain families in need, and, we have recently started a Dementia Friendly coffee morning

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. Also during the year, we continued our involvement with the Make Lunch project – a national initiative designed to provide lunch to needy families during the school holidays

Our Good News Project continues. The Development Fund grew to £23,081 during 2021 but little progress has been made as a consequence of the Covid-19 pandemic. We will restart again in 2023 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 were 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 activities, services and business meetings are now in-person.

ST MARY AT LATTON PCC, HARLOW
Trustee's Report
For the year ended 31 December 2022 (contd)

2. Review of our Finances

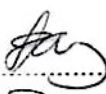
We continued the trend of recent years in that the Parish (General) Fund was again in surplus (£411) with all the other (restricted) Funds showing healthy balances. This was achieved against a background of having to complete a number of urgent works in both the Church and the Church Hall.

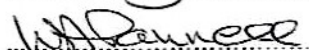
In the Church: dealing with the aftermath of the break-in in November 2021
other preliminary works to address a damp problem.

In the Church Hall: replacing the hot water system
a complete rebuilding of the toilet facilities including a disabled
loo with baby changing facilities

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

Signed on behalf of the Trustees:


..... Chairman


..... Vice Chairman

06/06/2023

ST MARY AT LATTON PCC, HARLOW
Statement of Trustees Responsibilities
For the year ended 31 December 2022

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 2022

This report on the accounts of the St Mary at Latton PCC for the year ended 31st December 2022, which are set out on pages 7 to 10 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*

17 May 2023

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


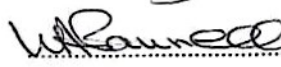
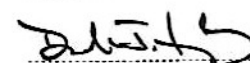
ST MARY AT LATTON PCC, HARLOW
Statement of Financial Activities
For the year ended 31 December 2022

	Unrestricted Funds			Restricted Funds				2022 Total	2021 Total
	Parish	Fabric	Organ	Flower	Church Redec	Ch Hall Main	Reorder Church		
INCOMING RESOURCES									
Income - Donors									
Planned Giving									
Covenants	48,626							48,626	49,003
Income Tax Recovered	12,097							12,097	12,787
Uncovenanted	0							0	0
Collections & Church Box	1,483							1,483	531
Misc. Gifts & Donations	388							388	11,852
Other Voluntary Income									
Mission	412							412	291
Special Collections	8,217							8,217	2,651
Ancillary Income									
Fees	1,187							1,187	1,197
Magazines	0							0	0
Hall Income	3,096							3,096	1,470
Fund Raising	4,960	11,538	0	0	0	10,294	791	27,583	15,773
Other Ordinary Income									
Dividends & Interest	103							103	5
TOTAL INCOME	80,570	11,538	0	0	0	10,294	791	103,193	95,559
OUTGOING RESOURCES									
Giving									
Grants / Donations	3,295							3,295	3,595
Charity Collections	7,988							7,988	2,954
Vicar's Discretionary Fund	90							90	168
The Ministry									
Diocesan Quota	55,500							55,500	55,500
Clergy Expenses	697							697	723
Services Sacristy & Music	5,133							5,133	5,486
Children & Youth	0							0	0
Contact	0							0	0
Mission	0							0	0
Church Running Expenses									
General Maintenance	11,046						0	11,046	8,799
Churchyard	109							109	363
Hall Running Expenses									
General Maintenance	20,454							20,454	9,514
Administration									
General	3,885							3,885	3,891
Books	-6							-6	-20
Fund Raising Costs	0			84				84	102
TOTAL EXPENDITURE	108,192	0	0	84	0	0	0	108,276	91,075
NET INCOME / EXPENDITURE	-27,622	11,538	0	-84	0	10,294	791	-5,083	4,483
Transfers between Funds	26,716	-9,285	-5,603	74	0	-11,902	0	0	0
NET MOVEMENT IN FUNDS	-906	2,253	-5,603	-10	0	-1,608	791	-5,083	4,483
BALANCES from last year	1,317	12,019	11,479	10	2,794	1,608	23,081	52,307	47,824
BALANCES at 31 December	411	14,272	5,876	0	2,794	0	23,872	47,224	52,307

ST MARY AT LATTON PCC, HARLOW
Statement of Assets and Liabilities
As at 31 December 2022

	Note	2022 £	£	2021 £	£
CURRENT ASSETS					
Cash at Bank:					
Reserve Account		40,651		46,861	
Current Account		1,000		1,000	
			41,651		47,861
Add DEBTORS					
Debtors			6,739		7,500
Less CURRENT LIABILITIES					
Creditors (Due within one year)		596		2,484	
Creditors (Over one year)		570		570	
			-1,166		-3,054
NET CURRENT ASSETS			47,224		52,307
TOTAL NET ASSETS			47,224		52,307
Represented by:					
FUNDS	2				
Unrestricted					
Parish		411		1,317	
			411		1,317
Restricted					
Fabric		14,272		12,019	
Organ		5,876		11,479	
Church Hall Maintenance		0		1,608	
Church Redecoration		2,794		2,794	
Church Development		23,872		23,081	
Flower		0		10	
			46,813		50,990
TOTAL FUNDS			47,224		52,307

These Financial Statements were approved by the St Mary at Latton Parochial Church Council on the 06/06/2023 and signed on their behalf by:

 Chairman
 Vice Chairman
 Hon Treasurer

The notes on pages 9 to 10 form part of these Accounts.

ST MARY AT LATTON PCC, HARLOW
Notes to the Financial Statements
For the year ended 31 December 2022

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 2022 we made some movement towards restoring this policy following the problems encountered during the previous three years, but this remains a work in progress.

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..

- (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