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St Andrew and St Peter, Blofield

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**Annual Report
And
Financial Statements
Of the
Parochial Church Council**

For the year ended 31 December 2020

Registered Charity No 1151641

Rector:

The Revd Kevin Billson

The Rectory

Oakwood

Blofield

NR13 4JG

Banks:

Santander UK plc

Barclays Bank plc

Independent examiner:

(The Financial Statements have not been moderated
due to COVID-19 restrictions)

PCC Annual Report of the Church of St Andrew and St Peter, Blofield

For the year ended 31 December 2020

Background

The PCC has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has the maintenance responsibility for the Church building.

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 Blofield. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and in particular, the specific guidance on charities for the advancement of religion. We believe we provide a benefit to the public by:

- providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers;
- promoting Christian values, and service by members of the Parish to the community, to the benefit of individuals and society as a whole.

To facilitate this work it is important that we maintain the fabric of the Church.

Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During the year the following served as members of the PCC:

Incumbent: The Revd Kevin Billson

Wardens: Yvonne Mack (from April 2020 to April 2021)

Stephen Wales (from April 2020 to April 2021)

Revd Canon Paul Oliver (Clerk in Holy Orders)

Deanery Synod

Representatives: Yvonne Mack (from April 2020 to April 2023)

Roy Allgood (from April 2019 to April 2022)

Hon. Secretary: Avril Tyrer (from April 2018 to April 2021)

Hon. Treasurer: Martin Tyrer (from April 2018 to April 2021)

Elected Members:

Avril Tyrer (from April 2018 to April 2021)

Martin Tyrer (from April 2018 to April 2021)

Judith Beardsworth (from April 2018 to April 2021)

Roy Allgood (from April 2018 to April 2021)

Caroline Wales (from April 2019 to April 2022)

John Kelly (from April 2019 to April 2022)

Adrian Gibbons (from April 2019 to April 2022)

David Pilch (from April 2020 to April 2023)

Committees

The PCC operates through a number of committees which meet between full meetings of the PCC:

- **Standing Committee** – This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the Council.
- **Pastoral Care Committee** – Considers how the laity can extend the care activities of the church, both to church members and visitors at our services and in the parish.
- **Fabric Committee** – Considers all aspects relating to the fabric and maintenance of the church and undertake remedial repair work or replacements not requiring faculty.

During the year the PCC met on 6 occasions via Zoom with an average attendance of 78%. Along with routine business they dealt with the following topics:

- The Coronavirus Continuity plan for the Parish/Benefice.
- The management of online services and ministry to those shielding while churches in the benefice were closed for public worship.
- Formally reviewing and agreeing to decisions concerning the opening up of the church for worship after periods of lockdown and reviewing necessary changes to our former patterns of worship.
- The management and conduct of communal worship in the benefice when churches were permitted to open their doors again for public worship.

- Reviewing the responses to the 'Learning from the recent past, planning for the future' document from the Diocese.

Retired Clergy

We are grateful for the support given to our church community by the Rev. Canon Judith Wilson (retired) and Rev. Pat Atkinson.

Ministry Team

Last year the ministry team consisted of myself as Rector, Susan Shillam as a Lay Minister licensed to the benefice, and the Rev. Canon Judith Wilson an active retired priest who continued to help with ministry across the benefice. For much of the year each of us was confined to ministry mainly from the Rectory or our homes due to the national lockdown rules. Each of us played a part in either producing online services, printed orders of service or devotions which were valued by all who participated in them. The ministry team also helped to lead funerals in what has been a difficult year, and to plan and lead services as the lockdown was eased during the summer months and in the time leading up to Christmas, (which included a period of absence for the Rector when he was on sick leave.) The Rev. Canon Pat Atkinson also helped with ministry during the early and latter parts of the year and Rev. Pat is now part of the ministry team as an active retired priest. I would like to personally thank each of these ministers who have helped me carry the burden of ministry in the benefice. Their time and service is always given generously and I look forward to continuing to work with them in the year ahead.

Church Attendance

The electoral roll for 2020 was 90 (2019 was 94).

For the period: 1 January to 15 March, the combined average attendance at the two regular Sunday services was 52 adults (2019 was 54) and 2 children (2019 was 1).

Easter day services were held online (the total in 2019 was 109).

For the period: 12 July to 1 November, there was no 8am service. The average attendance at the 11am service was 42 adults and 2 children.

The total number for Christmas Eve and Christmas Day was 55 adults (2019 was 452) and no children. A Christingle service was not held.

Review of the Year

The pattern of Church services has been:

A) From January 2020 to 15 March 2020:

- Sunday at 8.00 am Said Communion (weeks 2,3,4,5 BCP)
- Sunday at 11.00 am, with Sung Communion most weeks and Morning Worship on each first Sunday in the month.
- Each Wednesday at 9.30 am there was a Benefice Service of Said Communion.
- Each Tuesday at 8.30 am there were Morning Prayers and also an opportunity to gather for prayer in the Prayer Corner at 4.15pm on Thursdays- 'Come to the stillness'

- B) During periods when the Church was closed for communal worship due to lockdown restrictions:
- Sunday services were recorded and provided on YouTube.
 - Each Tuesday at 9.00 am there was a Morning Prayer service via Zoom.
 - Each Wednesday at 9.30 am there was a Service via Zoom.
- C) During periods when the Church was open for communal worship:
- All services were livestreamed via YouTube.
 - Each Tuesday at 9.00 am there was a Morning Prayer service via Zoom.
 - Each Wednesday at 9.30 am there was a service via Zoom.

On 26 February, an Ash Wednesday service was held for the combined benefice, but no other services were held at Easter. At Christmas, the 'Christingle' service was not held. However, a Carol Service was held on Sunday 20 December, a Christmas Eve Service and a Christmas morning family service were also held.

There were 0 baptisms, 0 weddings, 10 funerals which took place in church and 12 at the crematorium.

Donations for the Norwich Food Bank continued to be collected via the basket in the Church porch.

Due to Covid-19 restrictions, the following activities were discontinued as from 17 March for the remainder of the year:

- The West End Café
- Play Church Baby & Toddler Group
- Outreach amongst more senior members of the community with monthly Lay led services held at Manor Lodge, Manor House, Brewster Court, West View and Weston Close
- The weekly Bible Study group
- The weekly 'Come to the stillness' prayer time on Thursdays
- The monthly prayer breakfast at the Rectory on the first Saturday of the month
- The church was closed for private prayer from 17 March, but reopened as from 22 June, on Mondays to Wednesdays from 9.30 am to dusk
- Blofield School services at Easter and Christmas

Finance Overview (Martin Tyrer)

This year we were able to make a contribution of £35,000 towards our Parish Share allocation. This was £6,913 short of our allocated figure of £41,913.

This was due to a reduction in income for the year owing to the closing of our Church for 20 weeks of the year.

We did manage to hold two fund raising events in the early part of the year. The Quiz evening and the New Year Meal that raised £1840 in total.

Our planned giving held up very well despite all the problems, with many people switching to alternative methods of payment when not able to attend an actual service.

We had no major repair bills to pay during the year.

Monies held in our restricted funds accounts increased during the year by £922.

Our endowment held by the C of E Deposit Fund showed an increase of £224 during the year from £3,461 to £3,685.

Monies held in our bank accounts decreased by £1,286 from £5,535 to £4,249.

Signed by The Rector of Blofield Benefice



19th May 2021

Date: _____

Rev'd Kevin Billson

BLOFIELD CHURCH

**ACCOUNTS
at
31 December 2020**

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

RECEIPTS AND PAYMENTS ACCOUNT

	Note	General Fund	Unrestricted Funds Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£		£
RECEIPTS							
Voluntary income							
Planned giving	1	29211		60		29271	28922
Gift aid tax recovered		8420		102		8522	9017
Offerings		1788		0		1788	4458
General donations	2	1620		400		2020	5073
Grants received	3	142		0		142	457
Loan received	4	0				0	1399
Generated funds							
Raised for charities and missions	5			1030		1030	1819
Blofield News' income		315				315	719
Sales of cards and church guides		63				63	292
PCC fees	6	1919				1919	2307
Fund raising events	7	1830		0		1830	8891
Income from investments							
Bank and deposit interest		1	0	38		39	71
Income from endowments	8			97		97	94
Contributions from Benefice Parishes		545				545	848
Total receipts		45854	0	1727		47581	64367
PAYMENTS							
Grants made							
Donations to missions, charities etc.	9	730				730	780
Loan repayment		280				280	140
Church activities							
Parish Share (allocated £41,913)		35000				35000	42000
Rector's expenses		810				810	1549
Church running expenses	10	6261				6261	6892
Church and equipment maintenance	11	875		45		920	3505
Cost of services		232				232	891
Blofield News production costs	12	191				191	183
Books, equipment etc.	13	0				0	1399
Organists		630				630	1406
Cost of fund raising events	14	257				257	1166
Payments to charities and missions	5			1030		1030	1819
Church administration	15	1604				1604	2380
Total payments		46870	0	1075		47945	64110
(Deficit) of receipts and payments		-1016	0	652		-364	257
Transfers between funds							
Transfers between funds		-270	270	0		0	0
Revaluation gain (loss) on investments					224	224	509
Net movement in funds		-1286	270	652	224	-140	766
Balances at 1st January 2020		5535	1106	7915	3461	18017	17251
Balances at 31st December 2020		4249	1376	8567	3685	17877	18017

ST ANDREW & ST PETER, BLOFIELD
NOTES Y/E 31 DECEMBER 2020

1	PLANNED GIVING	
	Through Gift Aid	28021
	Other envelopes	<u>1180</u>
		29201
2	GENERAL DONATIONS RECEIVED	
	General Fund	
	General donations	1623
	For coffee	78
	Café and Playchurch	219
	Home communion	22
	Wall safe	<u>62</u>
		1984
	Restricted Funds	
	Fabric Fund	562
3	GRANTS RECEIVED	
	Bad Players	25
	Wi- Spire	100
	Sundry	2
	War graves commission	<u>15</u>
		142
4	LOAN RECEIVED	
	Hemblington PCC (for purchase of photo copier)	0
5	RAISED FOR CHARITIES AND APPEALS	
	Hand in Hand Foundation	399
	(Lent lunch)	
	Feed a Child (Embrace)	136
	Norfolk Churches Trust	390
	(Sponsored cycle rides)	
	Disaster Emergency Committee (Beirut, Lebanon)	<u>105</u>
		1030
6	FEES RECEIVED	
	These are statutory fees due to the PCC for weddings and funerals with charges made by the PCC	
7	FUND RAISING	

	Auction Evening	350
	New Year Meal	265
	Sale of masks	173
	Margaret Harker Hall	79
	Quiz evening	664
	Quiz sheet	80
	Ebay sales	0
	Norfolk Churches Trust	<u>220</u>
		1831
	For other funds	
	Gift Day	0
8	INCOME FROM ENDOWMENTS	
	For churchyard maintenance.	
	The Brewster income is for the	
	upkeep of the lychgate with any	
	surplus for church repairs.	
9	DONATIONS MADE	
	Church Mission Society	275
	USPG	275
	Royal British Legion	60
	Badcog	50
	Norfolk Churches Trust	60
	Norwich D A of Ringers	<u>10</u>
		730
10	CHURCH RUNNING EXPENSES	
	Insurance	3103
	Gas	2456
	Electricity	589
	Water	<u>113</u>
		6261
11	CHURCH & EQUIPMENT MAINTENANCE	
	Organ tuning	305
	Roof Alarm	375
	Boiler service	90
	Carpet repair	48
	Flameskill	58
	Sundries	<u>0</u>
		876
	From other funds	
	Flowers	45
12	BLOFIELD NEWS COSTS	

	Paper	98
	Copying	<u>93</u>
		191
13	BOOKS,EQUIPMENT ALL FUNDS	
	Replacement of photocopier	0
14	COSTS OF FUND RAISING EVENTS	
	Margaret Harker Hall	79
	Focalpoint	44
	New Year Meal	134
		257
15	CHURCH ADMINISTRATION ALL FUNDS	
	Copyright licences	400
	CCLA checks	0
	Giving envelopes	129
	Copying	555
	Roof alarm retainer	175
	Postage and stationery	202
	Food, wine, coffee	80
	Sundries	<u>63</u>
		1604

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD
STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2020

	Unrestricted General fund	Unrestricted Designated funds	Restricted funds	Endowment * funds	TOTALS 2020	2019
Monetary assets	£	£	£	£	£	£
Cash in hand						
Bank current accounts	4249				4,249	5,481
CBF Cof E Deposits	54	1376	8567	230	10,227	9,305
Investments						
CBF Cof E						
Investment fund **				3455	3,455	3,231
	4303	1376	8567	3685	17,931	18,017

Debtors

Amounts due to the PCC

133

At 31 December 2020 there was a further £1712 to be recovered for the General fund and £28 for the Fabric fund from HMRC, covering donations made under Gift Aid from 1 October 2019. The claim was submitted in January 2020.

* These are permanent endowments held by the Norwich Diocesan Board of Finance as custodial trustee.

** At valuation

Other assets

The PCC owns various items of gardening equipment, sheds, a wheel chair, a photo copier, and office equipment, ladders, cleaning and kitchen equipment. Stocks of cards, key rings and mugs held for resale cost £120. Church furnishings and fixtures, communion plate, hymn and service books etc. are included in the inventory and vested in the wardens on special trust.

Liabilities

Owing by the PCC

1,540

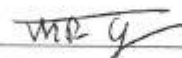
Loan

From Hemblington PPC of £1399 less amount repaid to date of £420.

(Signed)



Revd K Billson – Chairman Blofield PCC



M R Tyrer – Treasurer Blofield PCC

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD
STATEMENT OF FUNDS

	2020		2019	
	£	£	£	£
CHAMBERLIN PRIZE FUND – Restricted Fund				
Receipts				
Bank interest		1		2
Payments				
	-		-	
(Deficit) of receipts over payments		1		2
Deposit account at 1 January 2020		223		221
Deposit account at 31 December 2020		224		223
FABRIC FUND – Restricted Fund				
Receipts				
Donations and Gift Aid	633		1593	
For church decoration – grants, donations and Gift Aid	-		-	
Deposit interest	19	652	37	1630
Payments				
For the heating system	-		1076	
For the alarm system	-	-	1045	
Excess (Deficit) of receipts over payments		652		(491)
Deposit account at 1 January 2020		3,785		4,276
Deposit account at 31 December 2020		4,437		3,785
THE GEORGE FLOWERS TRUST – Restricted Fund				
Receipts				
Deposit interest		6		5
Payments				
For flowers		45		45
(Deficit) of receipts over payments		(39)		(40)
Deposit account at 1 January 2020		1,763		1,803
Deposit account at 31 December 2020		1,724		1,763
BREWSTER LEGACY INCOME ACCOUNT – Restricted Fund				
Receipts				
Endowment income and deposit interest		100		100
Payments				
		-		-
Excess/ (Deficit) of receipts over payments	1	100		100
Deposit account at 1 January 2020		740		640
Deposit account at 31 December 2020		840		740
THE BREAKFAST CLUB – Restricted Fund				
Receipts				
Deposit interest		1		1
Payments				
Food		-		-
(Deficit) of receipts over payments		1		1
Deposit account at 1 January 2020		199		199
Deposit account at 31 December 2020		200		200

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD
STATEMENT OF FUNDS

	2020		2019	
	£	£	£	£
BELL FUND – Restricted Fund				
Receipts				
Donations and deposit interest		5		231
Payments		-		-
		<u>5</u>		<u>231</u>
Excess of receipts over payments		1203		972
		<u>1208</u>		<u>1203</u>
Deposit account at 31 December 2020		1208		1203
Deposit account at 31 December 2020				
WEST END CAFÉ and PLAYCHURCH – Restricted Fund				
Receipts				
Donations		297		1241
Payments				
Purchases of food, equipment and toys	-			135
Donations to Blofield Church	297		1106	
	-	<u>-</u>	-	<u>-</u>
(Deficit) of receipts over payments		-		-
Cash in hand at 1 January 2020		-		-
		<u>-</u>		<u>-</u>
Cash in hand at 31 December 2020		-		-
DEVELOPMENT FUND – Designated Fund				
Receipts				
VAT grants and deposit interest		2		5
Payments				
Contractor re kitchen and floor alterations	-		-	
Contractor re church decoration	-	-	-	-
		<u>2</u>		<u>5</u>
(Deficit) of receipts over payments		2		5
Deposit account at 1 January 2020		647		642
		<u>649</u>		<u>647</u>
Deposit account at 31 December 2020		649		647
RENEWALS FUND – Designated Fund				
Receipts				
Transfers from the General Fund	200			
Deposit interest	5	205	3	3
Payments				
Projector	-	-		-
		<u>205</u>		<u>3</u>
(Deficit) of receipts over payments		458		455
Deposit account at 1 January 2020		458		455
		<u>663</u>		<u>458</u>
Deposit account at 31 December 2020		663		458

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD OUR ACCOUNTING POLICIES

Basis of financial statements

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and the current Statement of Recommended Practice and Accounting and Reporting by Charities (SORP 2005) using the Receipts & Payments basis which includes income as received and expenditure when irrevocably paid.

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Fund accounting

Unrestricted or General Funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available to the general purposes of the PCC.

Designated Funds are monies set aside by the PCC from the General Fund for a particular use, but the PCC have the right to change their decision on the use of them. They are generally invested in a separate deposit account.

Restricted Funds are amounts received for specific purposes and which cannot be applied by the PCC for any purpose other than that for which they were given. These are generally invested in a separate deposit account unless held for a short period only.

Endowment Funds are funds the capital of which must be retained either permanently or at the PCC's discretion, the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Statement of Assets and Liabilities

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC (none in 2020).
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty.
- Investments held beneficially by the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Amounts owing from the Inland Revenue where a formal claim has been made and by way of note when the claim has yet to be submitted.
- Any other amounts owing to the PCC.
- Legacies where formal notification of entitlement and amount has been received at the end of the year by the PCC.
- Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised:

- Any arrears of Diocesan Parish Share.
- Creditors for goods or services.

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