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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 2021

Registered Charity No 1151641

Rector:

The Revd Kevin Billson
The Rectory
Oakwood
Blofield
NR13 4JG

Banks:

Santander UK plc
Barclays Bank plc

Independent examiner:

Sarah Reynolds

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

For the year ended 31 December 2021

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 Rev'd Kevin Billson

Wardens: Yvonne Mack (from April 2021 to April 2022)
Stephen Wales (from April 2021 to April 2022)

Deanery Synod

Representatives: Yvonne Mack (from May 2021 to May 2024)
Roy Allgood (from May 2021 to May 2024)

Hon. Secretary: Avril Tyrer (from May 2021 to May 2024)

Hon. Treasurer: Martin Tyrer (from May 2021 to May 2024)

Elected Members:

Avril Tyrer	(from May 2021 to May 2024)
Martin Tyrer	(from May 2021 to May 2024)
Caroline Wales	(from April 2019 to April 2022)
John Kelly	(from April 2019 to April 2022)
Adrian Gibbons	(from April 2019 to November 2021)
David Pilch	(from April 2020 to April 2023)
David Pearce	(from May 2021 to May 2024)
Margaret Smillie	(from May 2021 to March 2022)

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 9 occasions (4 times via Zoom) with an average attendance of 78%. The Standing Committee met once. Along with routine business they dealt with the following topics:

- The management of online services and ministry to those shielding while churches in the benefice were closed for public worship.
- The management and conduct of communal worship in the benefice when churches were permitted to open their doors again for public worship.
- Opening of church for private prayer.
- Pattern of worship going forward for a new benefice.
- Anti-social behaviour in the church porch.
- The Quinquennial Inspection Report priority items that needed to be addressed.
- Receiving Holy Communion in both kinds by simultaneous administration.
- The Covenant for Clergy Care and Wellbeing.

Retired Clergy

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

Ministry Team

The coming together of the Blofield benefice and the parish of South Walsham Upton and Fishley has enabled us to form a combined ministry team. This now consists of myself as Rector and the only stipendiary member of the team and the Rev Sue Shillam who was ordained as a deacon during 2021, and who is now a non-stipendiary curate in the benefice. Rev Sue will be ordained as a priest in June 2022.

There are also several very active retired colleagues, The Rev Canon Judith Wilson, The Rev Canon Pat Atkinson and the Rev Ron Ingamells who are also a part of the team. Margaret Mallet who lives in North Burlingham, but worships at South Walsham is part of the team as a Licensed Lay minister. I am grateful for the consistent support of all these colleagues who give of their time so willingly and freely and which enables us to hold services in our 6 churches week by week.

Ministry is also supplemented by several AWA's from the Parish of South Walsham, Upton and Fishley and these support services in their parish by leading services on a monthly basis. Their ministry too, is offered as a gift and is invaluable. They are sometimes represented at team meetings by Matthew Arrow Smith-Brown.

Church Attendance

The electoral roll for 2021 was 98 (2020 was 90).

For the period: 4 January to 20 March, the church was closed for public worship with services being live-streamed or recorded on YouTube.

Easter Day service at 11am was held in church with an attendance of 52 (in 2020 the service was held online).

During the whole of 2021, the 8am Service of Holy Communion was suspended during the pandemic, and following the changes that occurred in the structure of our benefice, with the addition of the parish of South Walsham, Upton and Fishley, and the extra responsibilities that this has placed on the local ministry team, the PCC at Blofield agreed that it was not possible to continue this service.

The average attendance at the regular Sunday 11am service was 47 adults (2020 was 42) and 2 children (2020 was 2).

The total number for the Christingle, Christmas Eve and Christmas Day Services was 180 adults and 45 children (2020 was 55 adults and no children).

Review of the Year:

Due to Covid-19 restrictions in the first half of 2021, the pattern of Church services has been:

- A) Periods when the Church was closed for communal worship due to lockdown restrictions:
- The Church was closed for communal worship from 4 January 2021 through to 20 March 2021.
 - During this period, weekly Sunday services were livestreamed or recorded on YouTube. A Service booklet was circulated via email. Communion services were held on Sundays with those at home providing their own bread and cup.
 - Service booklets were also hand delivered by Yvonne Mack to those who did not use a computer.
 - Each Tuesday at 9.00 am there was a Morning Prayer service via Zoom and a Service booklet was provided.
 - Each Wednesday at 9.30 am there was a Morning Worship service via Zoom and a Service booklet was provided.

B) Periods when the Church was open for communal worship:

- The Church was open again for communal worship from Sunday 21 March through to 31 December.
- Services from 21 March to May were also livestreamed or recorded via YouTube and a Service booklet was circulated via email.
- Each Tuesday at 9.00 am there was a Morning Prayer service via Zoom and a Service booklet was provided.
- Each Wednesday at 9.30 am, from 21 March through to 16 June, there was a Morning Worship service via Zoom and a Service booklet was provided. As from 23 June, the Wednesday service was once more held in church.

There was no Ash Wednesday, Maundy Thursday or Good Friday service. However, Palm Sunday and Easter Sunday services were held. A Carol Service was held on Sunday 19 December. At Christmas, a Christingle Service, Christmas Eve Service and a Christmas morning family service were also held.

There were 3 baptisms, 6 weddings, 7 funerals which took place in church and 14 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 in 2021:

- 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. (However, a single service of Carol singing and readings was organised by Rev. Sue Shillam, for Manor Lodge and Brewster Court when we stood outside the buildings to ensure Covid safety for the residents).
- The weekly Bible Study group
- The weekly 'Come to the stillness' prayer time on Thursdays in church. (This was replaced with the Tuesday Benefice Morning Prayer at 9am using Zoom.)
- The monthly prayer breakfast at the Rectory on the first Saturday of the month
- Blofield School services at Easter

As government Covid-19 restrictions were relaxed incrementally the following activities started up again:

- The West End Café coffee morning as from 23 June
- Play Church Baby & Toddler Group as from September
- The serving of tea & coffee after the Sunday 11am service as from September
- The church reopened daily for private prayer from 21 March.
- Remembrance Service
- Commemoration Service
- School Carol Service

Finance Overview 2021 (Martin Tyrer)

This year we were able to make a contribution of £35,500 towards our Parish Share allocation. This was £6,413 short of our allocated figure of £41,913.

This was mainly due to a reduction in income for the year owing to the closing of our Church until mid-March for our Sunday service and end June for our midweek service.

We managed to hold a number of fund-raising events in the second half of the year. These were well attended and supported and raised £3,601 in total.

We had one major repair bill this year of £1,974 for repairs to the North transept. This was paid by transfer from our Fabric Fund.

Monies held in our restricted funds accounts decreased during the year by a total of £1,367.

Our endowment held by the CofE Deposit fund showed an increase of £538 during the year from £3,681 to £4,219.

Monies held in our bank accounts increased by £1,216 from £4,268 to £5,484.

In the early part of the year, we signed a new agreement for supplies of electricity and gas to cover the next three years. These were at very similar rates to our previous agreement. Therefore, the Church will be protected to a large extent from the sharp rise in prices that has emerged.

I would like to thank Alison Fisher for her help over many years in handling our wedding and funeral fees and receipts. Alison, as many will know, moved away from Blofield during the year. Also, I'd like to thank Jim Morley for his continuing advice and support. Jim continues to handle our Gift Aid applications as well as other items.

Signed by The Rector of Blofield Benefice



03 May 2022

Date: _____

Rev'd Kevin Billson

BLOFIELD CHURCH

**ACCOUNTS
at
31 December 2021**

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

RECEIPTS AND PAYMENTS ACCOUNT

		General Fund	Unrestricted Funds Designated Funds	Restricted Funds	Endowment Funds	Total	Total
	Note	£	£	£	£	2021	2020
RECEIPTS							
Voluntary income							
Planned giving	1	29216				29216	29271
Gift aid tax recovered		7663				7663	8522
Offerings		2921		58		2979	1788
General donations	2	2593		476		3069	2020
Grants received	3	115		0		115	142
Generated funds							
Raised for charities and missions	4			2158		2158	1030
Blofield News' income		968				968	315
Sales of cards and church guides		165				165	63
PCC fees	5	4144				4144	1919
Fund raising events	6	3601		0		3601	1830
Income from investments							
Bank and deposit interest		1	0			1	39
Income from endowments	7			105		105	97
Contributions from Benefice Parishes							
		899				899	545
Total receipts		<u>52286</u>	<u>0</u>	<u>2797</u>		55083	47581
PAYMENTS							
Grants made							
Donations to missions,charities etc.	8	1501				1501	730
Loan repayment		280				280	280
Church activities							
Parish Share (allocated £41,913)		35500				35500	35000
Rector's expenses		1509				1509	810
Church running expenses	9	6317				6317	6261
Church and equipment maintenance	10	1085		32		1117	920
Cost of services		829				829	232
Blofield News production costs	11	477				477	191
Cost of repairs	12	1974				1974	0
Organists		1218				1218	630
Cost of fund raising events	13	631				631	257
Payments to charities and missions							
	4			2158		2158	1030
Church administration							
	14	1723				1723	1604
Total payments		<u>53044</u>	<u>0</u>	<u>2190</u>		55234	47945
(Deficit) of receipts and payments		-758	0	607		-151	-364
Transfers between funds							
Transfers between funds		1974	0	-1974		0	0
Revaluation gain (loss) on investmets					538	538	224
Net movement in funds		1216	0	-1367		387	-140
Balnces at 1st January 2021		4268	1312	8632	3681	17893	18017
Balances at 31st December 2021		<u>5484</u>	<u>1312</u>	<u>7265</u>	<u>4219</u>	<u>18280</u>	<u>17877</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW & ST. PETER, BLOFIELD
NOTES Y/E 31 DECEMBER 2021

1	PLANNED GIVING	
	Through Gift Aid	28006
	Other envelopes	<u>1210</u>
		29216
2	GENERAL DONATIONS RECEIVED	
	General Fund	
	General donations	1390
	For coffee	50
	Café and Playchurch	958
	Home communion	31
	Wall safe	<u>164</u>
		2593
	Restricted Funds	
	Fabric Fund	476
3	GRANTS RECEIVED	
	Wi- Spire	100
	War graves commission	<u>15</u>
		115
4	RAISED FOR CHARITIES AND APPEALS	
	Vidlyal Trust	593
	Children's Society	78
	Afghanistan NDBF Appeal	282
	DEC India Appeal	224
	Norfolk Churches Trust	980
	(Sponsored cycle rides)	
		2157
5	FEES RECEIVED	
	These are statutory fees due to the PCC for weddings and funerals with charges made by the PCC	
6	FUND RAISING	
	Concert by John Farmer and Emma Nuel	448
	St. Gregory's Orchestra	591
	Mundesley Choir	376

	Christmas Fair	1719
	Miscellaneous sales	367
	School concert	<u>100</u>
		3601
7	INCOME FROM ENDOWMENTS	
	For churchyard maintenance.	
	The Brewster income is for the upkeep of the lychgate with any surplus for church repairs.	
8	DONATIONS MADE	
	Pathway Cafe Gt Yarmouth	100
	Norwich Bus Charity	100
	DNA	20
	Matthew Project	50
	Children's Society	173
	Vidyal Trust	50
	Church Mission Society	425
	USPG	275
	Royal British Legion	130
	Badcog	50
	Norfolk Churches Trust	70
	Other	48
	Norwich D A of Ringers	<u>10</u>
		1501
9	CHURCH RUNNING EXPENSES	
	Insurance	3208
	Gas	2445
	Electricity	559
	Water	<u>105</u>
		6317
10	CHURCH & EQUIPMENT MAINTENANCE	
	Organ tuning	157
	Roof Alarm	427
	Gasway services	222
	Boiler service	108
	Flameskill	93
	Sundries	<u>78</u>
		1085
	From other funds	
	Flowers	32

11	BLOFIELD NEWS COSTS	
	Paper	292
	Copying	<u>185</u>
		477
12	COSTS OF REPAIRS	
	Gutter repair to the North elevation	1975
13	COSTS OF FUND-RAISING EVENTS	
	Concert by John Farmer and Emma Nuel	220
	St. Gregory's Orchestra	190
	Mundesley Choir	100
	Miscellaneous	<u>121</u>
		631
14	CHURCH ADMINISTRATION ALL FUNDS	
	Copyright licences	392
	Christmas Carol sheets	54
	Giving envelopes	170
	Copying	626
	Purchase of banners	62
	Postage and stationery	94
	Food, wine, coffee	138
	Sundries	<u>187</u>
		1723

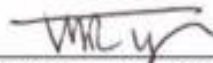
PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD
STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2021

	Unrestricted General fund	Unrestricted Designated funds	Restricted funds	Endowment * funds	TOTALS 2021	2020	
	£	£	£	£	£	£	*
Monetary assets							
Cash in hand							
Bank current accounts	5,484				5,484	4,249	
CBF Cof E Deposits	55	1313	7,263	538	9,169	10,227	
Investments							
CBF Cof E							
Investment fund **				3681	3,681	3,455	
	5539	1313	7263	4219	18,334	17,931	
Debtors							
Amounts due to the PCC						429	
At 31 December 2021 there was a further £695 to be recovered for the General fund and £25 for the Fabric fund from HMRC , covering donations made under Gift Aid from 1 December 2021. The claim was submitted in January 2022.							
At 31 December 2021 there was a further £329 to be recovered for the Fabric fund in respect of VAT paid on cost of repair.							
* 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 £100. 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						968	
Loan							
From Hemblington PPC of £1399 less amount repaid to date of £700.							

(Signed)



Rev'd K. Billson - Chairman Blofield PCC



M. R. Tyrer - Treasurer Blofield PCC

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

	£	2021 £	£	2020 £
CHAMBERLIN PRIZE FUND – Restricted Fund				
Receipts				
Bank interest		0		1
Payments				
	-		-	
(Deficit) of receipts over payments		0		1
Deposit account at 1 January 2021		224		223
Deposit account at 31 December 2021		224		224
FABRIC FUND – Restricted Fund				
Receipts				
Donations and Gift Aid	322		633	
For church decoration – grants, donations and Gift Aid	-		-	
Deposit interest	5	327	19	652
Payments				
For the guttering repair	-1974			
For the alarm system	-	-		
Excess (Deficit) of receipts over payments		-1647		652
Deposit account at 1 January 2021		4,437		3,785
Deposit account at 31 December 2021		2,790		4,437
THE GEORGE FLOWERS TRUST – Restricted Fund				
Receipts				
Deposit interest		1		6
Payments				
For flowers		-33		45
(Deficit) of receipts over payments		(32)		(39)
Deposit account at 1 January 2021		1,724		1763
Deposit account at 31 December 2021		1,692		1,724
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 2021		840		740
Deposit account at 31 December 2021		940		840
THE TODDLERS GROUP – Restricted Fund				
Receipts				
Donation		50		1
Payments				
Food		-		-
(Deficit) of receipts over payments		50		1
Deposit account at 1 January 2021		200		199
Deposit account at 31 December 2021		250		200

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

	2021		2020	
	£	£	£	£
BELL FUND – Restricted Fund				
Receipts				
Donations and deposit interest		157		5
Payments		-		-
		<u> </u>		<u> </u>
Excess of receipts over payments		157		5
		1208		1203
		<u> </u>		<u> </u>
Deposit account at 31 December 2021		1365		1208
Deposit account at 31 December 2021				
WEST END CAFÉ and PLAYCHURCH - Restricted Fund				
Receipts				
Donations		297		297
Payments				
Purchases of food, equipment and toys	-			
		<u> </u>		<u> </u>
Donations to Blofield Church	297		297	
	-		-	
		<u> </u>		<u> </u>
(Deficit) of receipts over payments		-		-
Cash in hand at 1 January 2021		-		-
		<u> </u>		<u> </u>
Cash in hand at 31 December 2021		-		-
DEVELOPMENT FUND – Designated Fund				
Receipts				
VAT grants and deposit interest		1		2
Payments				
Contractor re kitchen and floor alterations	-		-	
Contractor re church decoration	-	-	-	-
		<u> </u>		<u> </u>
(Deficit) of receipts over payments		1		2
Deposit account at 1 January 2021		649		647
		<u> </u>		<u> </u>
Deposit account at 31 December 2021		650		649
RENEWALS FUND – Designated Fund				
Receipts				
Transfers from the General Fund			200	
Deposit interest	1	1	5	205
Payments				
Projector	-	-		-
		<u> </u>		<u> </u>
(Deficit) of receipts over payments		1		205
Deposit account at 1 January 2021		663		458
		<u> </u>		<u> </u>
Deposit account at 31 December 2021		664		663

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD

ACCRUALS AS AT 31 December 2021

ACCRUALS 31 December 2021

Creditors	£	Debtors	£
Crown Gas	334.06	Wi - Spire	100.00
SSE Electricity	239.98	NF Coverdale	329.12
K Billson expenses	233.29	VAT - Fabric fund	
Organ tuning	160.80		
	968.13		429.12

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 2021).
- 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.

Independent Examiners Certificate

Report to the trustees/ members of:

THE PCC OF THE PARISH OF ST. ANDREW
AND ST. PETER, BLOFIELD

On accounts for the year ended:

31/12/2021

Charity no (if any):

1151641

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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

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

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

Signed:

Sarah Reynolds

Date:

12/5/2022

Name:

Sarah Reynolds

6 OAK WOOD
BLOFIELD
NORWICH NR13 4JG

Disclosure