



2020 Report  
for the  
Parochial Church Council  
of  
St Peter's Broadwater, Stevenage



**THE PARISH CHURCH OF ST. PETER'S, BROADWATER**

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING AND THE  
ANNUAL VESTRY MEETING OF PARISHIONERS HELD ON  
SUNDAY 4<sup>th</sup> OCTOBER 2020 IN THE BUILDING AND ON ZOOM**

The Vestry Meeting and the Annual Parochial Church Meeting were delayed until October this year due to the global coronavirus pandemic. This also meant some people joined the meeting remotely using zoom video communication.

Revd Kate Sharples welcomed all to the meeting and opened with a prayer.

**Those present:**

On Zoom	In the building
Rose Aknai	Revd Kate Sharples
Liz Carter	Revd Paul Foster
Barbara Blackwell	John Hollands
Peter Blackwell	Sue Dungey
Rod Cutler	Helen Henry
Barbara Cutler	Rosie Busfield
Rosie Hollands	Roger Busfield
Graham Hall	Ruth Pollard
Richard Brooks	Gordon Baillie
Obi Eneli	Annette Baillie
Derek Peterson	Kieran Cooney
Muriel Peterson	
Paul Evenett	
Lynn Evenett	
Anna Beckett	
Kay Collier	
Lynne Lee-Diep	
Jill Adam	
Wayne Sime	
Louise Sime	
Tapiwa Tungamirai	

**ANNUAL VESTRY MEETING OF PARISHIONERS**

**MINUTES**

It was proposed by Wayne Sime that the minutes were a true and accurate record of the meeting held on Sunday 22nd April 2018, seconded by Helen Henry and agreed by all.

**ELECTION OF CHURCHWARDENS**

Kate explained how Sue Dungey was first elected churchwarden in April 2016 and continued serving during the previous vicar's sabbatical, the interregnum, installation of new vicar and global pandemic. She had served for 4.5 years, and done a lot work, much of which is not seen. She was given a big vote of thanks and presented with flowers as a thank you.

Maurice Gordon and John Hollands agreed to stand as church wardens.

Maurice Gordon	Nominated by Wayne Sime Seconded by Paul Dymond
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John Hollands      Nominated by Wayne Sime  
Seconded by Sue Dungey

There were no other nominations therefore there was no need to vote and Maurice Gordon and John Hollands were duly elected:

Kate prayed a blessing over them.

## ANNUAL PAROCHIAL CHURCH MEETING

## 1. APOLOGIES FOR ABSENCE

Apologies were received from:

Janet Bell

John Bell

Catriona Brenton

Marion Burton

Doris Cork

Gillian Gibbs

John Greenway

Brian Temple

Carol temple

Maurice Gordon

Joanie Gordon

Janice Brooks

## 2. MINUTES

It was proposed by Wayne Sime that the minutes were a true and accurate record of the meeting held on Sunday 7<sup>th</sup> April 2019, seconded by Jill Adam and agreed by all.

### 3. ANNUAL REPORT ON THE LIFE OF ST PETERS 2019

Several highlights for 2019 were mentioned to give thanks for:

- The church has 150 new, blue chairs that are light and stackable and 20 slightly narrower grey chairs, which fit round tables better.
- In the middle of the year Paul Foster our curate arrived along with Kathryn and Grace.
- The Alpha course saw several people come to faith or renew their faith.
- We had been praying for another band leader for the musical ministry team but actually got 2 new leaders.
- Several social events during the year, church walks and DVD mornings with lunch.
- Home groups continued, with one less evening group but gaining a daytime group.
- Love Stevenage was a family fun afternoon on Shephalbury Park which was a joint effort between us and Oak church. We were able to connect with lots of people from the community.

#### **4. ELECTORAL ROLL REPORT**

The total on the electoral roll was now 105, an increase of 2 from 2019. Ten were added and 7 removed, mainly because went to worship elsewhere. Two thirds are female. There are 54 living in the parish and 51 outside.

Average Sunday weekly attendance was 68 adults which was an increase of 2 on the pervious year. An average of 16 children each Sunday, a decrease of 1 on the previous year. Towards the end of 2019 we welcomed several new people who have remained with the church.

#### **5. ANNUAL REPORT ON THE FINANCIAL AFFAIRS OF THE PARISH**

We started with year with a balanced budget, however, some people left and giving went down at start of year. However, God is faithful, and by the end of the year we ended up with a small surplice. Helen thanked everyone who gives in the collection or directly through the bank.

Kate thanked Helen for all her work and everyone who has continued giving over the last year.

#### **6. BUILDINGS AND FABRIC REPORT**

The buildings work concentrated on the day to day upkeep and the refurbishment of the hall rather than redeveloping the front entrance of church. Sue thanked Rod who cuts the grass, Roger who does so many things, Maurice for being a right-hand man, Emma for cleaning and Vi for flower arranging. Also John for helping her when she started.

#### **7. ANNUAL REPORT ON THE PROCEEDINGS OF THE DEANERY SYNOD**

Deanery Synod has continued to meet. Wayne Sime was asked to chair a meeting for Holy Trinity Church to facilitate a consultation session with different interested groups. During the year Revd Chris Bunce left and Revd Andy Thomas was appointed the new rural dean.

Wayne is also the Stevenage Deanery rep on Diocesan Synod.

#### **8. APPOINTMENTS TO THE DEANERY SYNOD**

There are 3 vacancies for Deanery Synod Rep.

Obi Eneli	was proposed by Wayne Sime And seconded by Richard Brooks
Wayne Sime	was proposed by John Hollands And seconded by Maurice Gordon

As there were only two candidates, Obi and Wayne were duly elected.

#### **9. APPOINTMENTS TO THE PCC**

Kate thanked those who were standing down. Gill Gibbs served for 6 years and as secretary for 2 years, Jill Adam for 6 years and secretary for 5 years in total and David Owen who served for 3 years. There were 6 vacancies and 4 nominations for vacancies on the PCC:

Helen Henry was proposed by John Hollands and seconded by Tracy Dymond  
Louise Sime was proposed by John Hollands and seconded by Maurice Gordon  
Rose Aknai was proposed by Jacqui Horbury and seconded by Ken Aknai  
Tapiwa Tungamirai was proposed by Annette Baillie and seconded by Gordon Baillie

There was no need for an election, so these were duly appointed as PCC members for a three year period. Kate said thank you to Jill Adam for all that she did as secretary and led us in prayer for the PCC.

#### **10. APPOINTMENT OF SIDES PERSONS/WELCOMERS**

Kate read out the list of sidespersons to be appointed: Obi Eneli, Richard Brooks, Peter & Pauline Sharp, Janet & John Bell, David Okoturo, Wendy Hills, Sue Dungey, Gill Gibbs, Kay Collier, Joanie Gordon, Jacqui Horbury and Carol Temple, and Pat Wood, Annette Baillie

They were all approved.

#### **11. APPOINTMENT OF INDEPENDENT EXAMINER TO THE PCC**

Revd Kate Sharples asked the congregation for approval of the appointment of Sue Viles of Gamlingay as the Independent Examiner of the 2019 accounts.

Proposed by Helen Henry, seconded by Annette Baillie, accepted by all.

Annette and Barbara C were thanked for counting the money.

#### **12. LOOKING TO THE FUTURE**

Paul was ordained priest the week before. He was thanked for all he had done and his passion for mission and youth. He was given a card and gifts of a home communion set and a Luton Town face mask.

Kate said that it's hard to look to the future at this time. It's a good time to pause, reflect and pray about some of things we do. Children's and family work is one area she hoped we could look at and find a new direction for it. Kate thanked Lynne for her work in the office and everyone who'd been part of the mission and ministry of the church. She said that we are going forward on an adventure with Jesus, knowing that he knows the future. We will continue being church, gathering when we can, supporting and praying for each other.

#### **13. QUESTIONS TO THE VICAR AND CHURCH WARDENS**

Rose Aknai thanked the vicar, churchwardens and PCC for all they had done keeping the church going.

Kay Collier thanked the worship team for the on-line worship. She asked if we can still get money in from the hall. Kate confirmed that at the time of the meeting, groups were allowed in the hall and so we were receiving some money.

#### **14. CLOSING PRAYER**

Kate closed the meeting with a prayer.

# 2020 ANNUAL REPORT

## FOR THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S, STEVENAGE

### Report of the year

The year 2020 was an exceptionally unusual year due to the coronavirus global pandemic, which stopped most of our regular activities for the year.

#### **We had a great start to 2020**

Encounters with God was held in half term, Feb 18<sup>th</sup>- 21<sup>st</sup>. Several different prayer zones were created, and the church was open for people to drop in and spend time in prayer. On the Tuesday afternoon we held "Messy Prayer" with extra prayer zones in the hall for children. It was very encouraging to see many families from Messy Church, who also enjoyed the tea and cake and time to chat.

After half-term a youth café was started on Wednesdays after school. It had a fantastic start with 18 young people attending, only to be closed down by the country going into lockdown.

#### **Church went on-line in March**

On Sun 22<sup>nd</sup> March, with buildings closed for services, we had our first ever on-line service live on facebook, streamed from the church. With total lockdown from March 23<sup>rd</sup>, all future services were streamed from homes. Being church on-line was a whole new experience for us. We started with just the 10.30am service on-line, but soon added the 9.30am Thursday communion service. Homegroups went online using zoom, and the Sunday evening prayer meeting had many more people joining in on zoom than before lockdown. "Coffee times" after the services on zoom were also added. Those not on-line were kept in contact with by regular phone calls and had their own off-line newsletter.

Children and youth work was more difficult online, however a weekly zoom group for children in school years 3-6 has been held since May. A "light party in a bag" was delivered to all the children and young people we have contacts for. A pastoral care system was set up to try to keep in contact with all church members.

About 30 people joined in with the 8 week on-line prayer course held over zoom. There was a morning or evening option, and many people found it inspired and re-vitalised their prayer life.

#### **Building re-opened**

In the middle of June we opened the building twice a week for private prayer, particularly for those who were not on-line. August saw the return of the Thursday communion service to the building, although with the chairs spaced out 2 meters apart, face coverings and copious hand gel, it did not feel quite the same. In September we moved to 2 Sunday services, one on facebook at 9.30am and one in the building at 11.15am. Social distancing meant that numbers were very restricted, and many people preferred to stay online because there was no singing in the building.

### **Building closed again!**

In November the country went back into lockdown, and so the building was closed again and everything went back on-line. We managed a few more services in the building in December before closing the building again just before Christmas. Closing the building forced us to think more about celebrating Christmas outside of the building. Lots of church members knitted stars and angels which were used to decorate the outside of the building. A huge wooden nativity scene, a banner and lights completed the display, which was a visible presence in the community. Christmas bags were delivered to 51 children/young people, and some of the elderly or off-line church members.

### **We lament our losses**

The usual activities of Sunday children and youth church, Tea & Co, Stepping Stones, Messy Church, and the service in Roebuck nursing home, all stopped. Pastoral visiting, coffee after church, all social events, Love Stevenage, the light party and the Christmas journey also did not happen this year. This has been sad and difficult for us as a church, and particularly for those who served in this way and took part in these activities. We are also aware of the personal struggles so many people have been through this year.

### **We give thanks for God's goodness**

We have not stopped being church, and so many people have stepped up in amazing ways over the last year. The band leaders have all adapted to leading worship without the support of a band and doing it by video. Lots of preaching has been by video too! The whole congregation has been so supportive of the on-line services, and we've been able to worship and experience the presence of the Holy Spirit in our own homes. When we could open the building, the services were really appreciated. The homegroup leaders and pastoral care team have supported many people during this time, and lots of people have taken the time to phone, pray, send cards, organise one-to-one walks and leave gifts on doorsteps. Thank you to everyone for being part of St Peter's.

***Because of the Lord's great love we are not consumed, for his compassions never fail. They are new every morning; great is your faithfulness.  
Lamentations 3:22-23***

## **Aim and purposes**

St Peter's Parochial Church Council (PCC), in cooperation with the incumbent, Revd Kate Sharples, is responsible for the whole ministry and mission of the Church to the Parish of Broadwater. This includes pastoral, evangelistic, social action and ecumenical work and involvement in initiatives across Stevenage with 'Churches Together in Stevenage.' The PCC is also specifically responsible for the maintenance of the Church and hall buildings.

## Vision and Objectives

Our vision is to be a missional church – showing God’s love to the community – and to be a relevant and visible presence, providing pathways by which people can seek and know God.

- We want to continue to be a welcoming community that loves people of all ages and cares for them. To enable all ages to become mature followers of Jesus and to rely on him through prayer and Bible reading and the infilling of the Holy Spirit.
- We want to be “A Furnace” where people meet with Jesus, where lives are transformed by his presence, where miracles happen and people are sent out by the Holy Spirit on fire for God.
- We want to be church that serves the community, helping to meet the needs of the brokenness in our parish.

**This is the Mission Action Plan (MAP) which the PCC agreed in 2018.**

**1. To be able to use the building more flexibly for outreach by buying new chairs**

The new chairs were bought last year, so this action is completed

**2. To reach new people by specifically concentrating on young people**

Work with young people started with the new youth café before lockdown, and we hope to start that up again in the coming year.

**3. To make the front entrance accessible, visible, and welcoming**

In 2021 we will start a project to redevelop the front entrance

As lockdown lifts and life returns to some sort of normality, we will restart our mission and ministry activities. There will be also new challenges and opportunities to respond to.

## Activities

### **Musical Ministry** *Ken Aknai*

This has certainly been a unique year in terms of the challenges we have faced with the lockdown restrictions. Finding ways to effectively engage the church in live online corporate worship has been a steep learning curve, but also very rewarding. God has most definitely equipped us with new skills on this journey, and we are still learning and trying new things. Physical distance has not hindered the work of the Holy Spirit as we have worshipped online together each week.

During the first lockdown, the team took advantage of the extra time some of us had to engage in some basic vocal training together over Zoom with “Voice in Ministry”, with a few of us going on to have more in-depth and personalised singing coaching on a one-to-one. Our voices are, after all, our primary instrument for raising hallelujahs!

I believe that God has used this past year to equip us and grow us for the times ahead when we can finally worship together again physically back in the church building, so that our Spirit-led worship magnifies his name and edifies the church.

Huge thanks to Alan, Obi and Paul E for cheerfully throwing themselves into the challenge of worship leading this past year, to Paul E also for all the work he puts in to the graphical and lyrical production side of things. And huge thanks to Kate and Paul F for all their support and prayers for the team.

### **Pastoral Care** *Rosemary Busfield and Sue Dungey*

During this year of the pandemic and lockdown, the aim of pastoral care has been to ensure all church members have had regular contact with a church leader or member of the wider church leadership team.

Home group leaders have been responsible for their members and those not in home groups were put into new groups and given a group leader. All leaders have made regular contact by phone, text or email depending on the personal preference of the people being contacted. Kate and Paul have been available to provide extra support where necessary.

With the church buildings closed, initial dialogue was around church communication, to confirm that people were able to access Facebook services, and church emails. It became apparent that not everyone was able to do this so for these people an alternative version of the newsletter has been produced and delivered, containing up to date church information.

### **Home Groups** *Kate Sharples*

Home groups have continued over the last year on zoom, and a huge thank you to all the leaders. People have really appreciated the support and prayer.

Alan and Kim: "We have all become Zoomers over the last year! One advantage is that those who enjoy a glass of red wine don't have to worry about driving home! In addition to our meetings we have had the odd quiz evening and stay in regular contact via WhatsApp. Humour is so important in times of trouble.

Janet and John: Our homegroup has met weekly during the past year, and has been a very important time of support and learning for us all. We believe that we have grown much closer as a group of people.

Obi: Some new members joined us who prior to lockdown had not belonged to a group. One member commented that prior to lock down they had found it difficult to attend regularly and said it was great to have regular connection, bible study and prayer. Plus, they felt that they had got to know the group members a bit more. However, for others it was just not the same as meeting in person, and they missed that warmth and fellowship that we can only get when we are physically together. Overall God has been faithful to us as a group and there have been answers to prayer, personally and for friends and family which has strengthened our faith and commitment to prayer and fellowship.

Maurice B and Julie: The highlight over this past year has been the support and prayer that we have been able to offer each other. God is good and we continued to see him at work during the challenges of the pandemic.

Maurice Gordon: The daytime Home Group recommenced on Wednesday mornings after the summer using Zoom. After some amusing difficulties getting acquainted with the technology the meetings have been very successful with 8 or 9 generally attending. We have shared our experiences of the lockdowns and prayed together and have included Bible studies or reflections of the most recent talk or sermon. Unfortunately we haven't been able to include any worship music although occasionally one or two have led us into a song. We managed to maintain contact with those not on the internet by text or phone.

Paul Foster: In October we started a new homegroup trying to connect even more people into homegroups during the pandemic. The group has a clear focus of fun and discipleship. For our fun each week one of us will run some sort of game and to start with our discipleship was going through the timelines video series.

### **Youth café** *Paul Foster*

In the months leading up to 2020 we developed a youth strategy proposal which was accepted by the PCC and set in motion in January 2020. We wanted to create an after school café for young people that developed into a community, and would also incorporate a faith developing youth group at the end of the café. We set up training for our volunteers in January and started the café in the last week in February. We ran for 3 weeks until we were forced to close because of Coronavirus. However, in those 3 weeks we saw numbers grow weekly until in the final week we had 18 young people. It was clear that there is a want/need for this youth resource in Broadwater. What was amazing, was that we saw young people come to the café who had been connected with St Peters before and as soon as we find some sort of normal w will start again.

### **Schools Work** *Paul Foster and Kate Sharples*

It's been great to maintain contact with Shephalbury Park and Roebuck primary schools during the year, and provide a few assemblies via Microsoft Teams and sending in videos.

Paul has continued to partner with Oak church working in Barnwell, running a mentorship group for at risk males. Although this has been successful and the school would like us to do more, it has been completely determined by the restrictions over the last year.

### **Mission Partners** *Kate Sharples*

We have continued to support three mission partners. These are Bridgebuilders Christian Trust, working in primary schools in Stevenage; Oak Church, working with local youth and in secondary schools; and Miriam and Owen Pugh, working with Africa Inland Mission in Tanzania bringing the gospel to unreached people.

## **Making it Happen**

### **Parochial Church Council (PCC)**

The PCC and the Vicar, Revd Kate Sharples, continue to work well together, overseeing the work and activities of St Peter's.

The PCC met 5 times in 2020, once in person and the others by zoom.

The main points of discussion at PCC meetings were:

- Responding to the coronavirus pandemic
- New pattern of services on-line and in the building
- Hall refurbishment
- Children and families work

## **Finance Report for the year ending December 31st 2020**

*Helen Henry, Treasurer*

### **(to be read in conjunction with the Accounts)**

This year has been a challenging year for St Peter's Church in line with what has happened in Churches, charities and businesses up and down the country but I want to thank all the members of St Peter's who have faithfully continually to give. With the church not being open to be able to give donations by cash and the hall being closed for a large part of the year, there was a real concern that the finances of St Peter's would seriously be impacted. What we have found was that people still gave either by swapping to payment through their banks or putting cash/cheques through the vicarage door. The giving from regular donations was actually greater than in 2019; £62,993 2020 compared to £55,975 for 2019.

This meant we were still able to pay the full parish share required by the diocese of St Albans.

Income from the church hall dropped by 2/3rds from £19,416 to £6,581 but the reduction in the cost of utilities £3,533 compared to £4,960 meant our outgoings were considerably less.

We took less in gift aid than normally we can claim under the Gift Aid small donation scheme (GASDS) for donations from Stepping Stones and from Messy Church which were unable to run for most of the year.

The PCC decided at the start of the first lockdown that staff would be topped up to 100% of their wages as we were able to claim 80% under the governments furlough scheme. After the initial 3 months lockdown, it was apparent that things were not going back to normal so it was agreed to continue paying the 20% top up to support the staff. As the giving had continued to stay healthy this meant that this was possible. As flexible furlough was introduced staff were used as needed. Staff were paid a total of £9,847; £6211 plus £3636 from the government furlough scheme.

We continued to support our 3 mission partners and the PCC agreed to extended the 3 year commitment by a further year to support the causes it the difficult times all charities were facing. A total of £4788 was given.

The new Youth group was opened in February using money from a grant (£750) from a local councillor and money from the projects pot.

While the hall was not in use, £5890 was spent on decorating and updating the heating in the hall.

The Church savings accounts has £77,057 plus £11,300 in the general running accounts of which is £25,000 set as side for emergencies, £30,560 given as a gift for improving the front entrance (project not yet started), £13,200 for the projects fund leaving £19,597 for general running

## **Administration**

Lynne Lee-Diep has worked 12 hours a week as the church administrator and hall booking manager, while the buildings were open, and was furloughed during lockdown periods. A huge thank you for all that she has done over the year.

## **Buildings and Fabric Report** *Maurice Gordon and John Hollands*

Our Church and Hall have stood mainly empty and quiet for the majority of 2020 due to the Covid 19 restrictions. Nevertheless, we have been able to take the opportunity to review the condition of the buildings and plan for the future. The 2019 Building and Fabric report included our desire to redevelop the church entrance and a decision has been taken to progress this in 2021.

We also actioned our previous plans to refurbish the hall. We redecorated internally, replaced all the radiators and the rotted round window frame in the west wall. The planned replacement flooring has been deferred until after the Covid 19 pandemic as it was decided the floor markings for social distancing would be best added to an old floor rather than a new one.

The church buildings and fabric remain in good condition and no major works have been undertaken in the past year. There are a few on-going issues remaining from the 2018 Diocesan Quinquennial Report (ie spalling brickwork and the condition of the boundary wall) and the recent identification of cracking to the window cill beneath the large stained glass chancel window. These items will need to be addressed in 2021 with hopefully funding from grants that may be available to us. An unsuccessful application was made during 2020.

A revised Health and Safety Policy document has been approved by the PCC and Churchwarden John Hollands confirmed as H & S Officer.

Despite the lockdown we have still needed to maintain the grounds and on behalf of us both we thank Roger Busfield and Rod Cutler for their attention to the grass and shrubbery etc and other minor repairs. In addition, we thank Emma Stilling for her hard work keeping all areas of the buildings clean and safe despite the restrictions due to Covid 19. Finally thanks also to Sue Dungey, who stood down as churchwarden in October, for her assistance in a variety of ways as we experienced this strange year of lockdowns.

## **Safeguarding** *Louise Sime*

Here at St Peter's we take Safeguarding very seriously. Recognising there are a few people who are determined to harm children or adults deliberately seeking out organisations where children or other vulnerable people meet. The Church is particularly vulnerable to these people.

We need to ensure we create and maintain a safeguarding culture that will discourage people from becoming involved within Church for the wrong reasons and make it difficult to harm or abuse children or adults. For this reason, we ensure that everyone working with children, vulnerable adults and pastoral visits have been Disclosure and Barring Service (DBS) checked and have taken part in the diocesan safeguarding training.

Most of our leaders and helpers had safeguarding training in 2017. Due to the pandemic their training has expired. Once training sessions start again, we will be organising sessions for them. During the pandemic our safeguarding policy has been updated to include how we work with children on-line.

Lynn Lee-Diep, our Church administrator continues to be our lead Recruiter and ensures all our new DBS checks are carried out and the timely renewal of existing DBS certificates.

We can report that the PCC has been fully compliant with the duty section 5 of the safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops guidance on safeguarding children and vulnerable adults)

## **Diocesan Synod** *Wayne Sime*

Wayne Sime (WS) is our Diocesan Synod Representative. The first meeting was focussed on the finances of the Diocese, which were not in a good place. The Diocese only had a nine week cashflow. WS did question this, as there was a requirement on behalf of the Charity Commission to have at least six months of cash in reserves in order to maintain services in time of need. WS was told that this would put a greater burden on churches to provide additional cash to the Diocese. WS suggested that perhaps some of the diocese assets could be realized, in order that they were in cash form and could form a six month reserve. It was explained that the Diocese did not have a clear picture of the finances across the diocese. For example, all income is lumped together (room hire, direct giving, loose giving) and therefore the Diocese was unsure of what income they would receive during the pandemic.

The second meeting was focussed on the Covenant for Clergy Care & Wellbeing, strategic options for a new Youth Strategy and elections (plus existing vacancies) for the next Diocesan & General Synods. All of these motions were supported by the Synod.

There has also been a separate meeting of the House of Laity which was virtual and was attended by WS. This is only the second time that the House of Laity has met during the last three years. The first time was back in October 2018 when it met for 10 minutes to appoint the Chair of the House of Laity which was suggested by the House of Bishops. The second meeting was held virtually in October 2020 in order to give input into the Covenant for Clergy Care & Wellbeing.

WS is not seeking reappointment as Diocesan Representative and therefore June 2021 Diocesan Synod will be my last meeting.

## **Deanery Synod** *Wayne Sime and Obi Eneli*

Obi Eneli (OE) & Wayne Sime are our Deanery Representatives. The first meeting was in person and the Chaplain from Lister hospital gave a very interesting talk and asked for volunteers. The second one was virtual due to the pandemic. We had a talk on an Emotional Needs survey and how using a tool like that might be of benefit to parishes in the Deanery, which had a mixed reception.

## **Electoral Roll**

There are 106 people on the electoral roll. No-one has been removed from the electoral roll, which was last prepared 7 months ago, and one person has been added. Of the members on the roll, 73 are female, 33 are male. 55 of the members live within the parish and 51 live outside of the parish.

In 2020 there were 14 funerals, 1 baptism and 0 weddings conducted.

# Administrative information

St Peter's Church is situated on Broadwater Crescent, Stevenage, part of the Marymead neighbourhood hub. It is part of the Diocese of St Albans within the Church of England. The correspondence address is The Willows, Stevenage Herts SG2 8AN. Registered charity number is 1152921.

PCC members who have served at any time during 2019:

## Ex Officio members:

Clergy:	Vicar: Reverend Kate Sharples (Chair) Curate: Reverend Paul Foster
Readers:	Richard Brooks (and deanery synod rep until 4 <sup>th</sup> Oct 2020) Gordon Baillie Obi Eneli (and Deanery synod rep from 4 <sup>th</sup> Oct 2020)
Wardens:	Maurice Gordon Sue Dungey until Oct 4 <sup>th</sup> 2020 John Hollands from Oct 4 <sup>th</sup> 2020

## Elected members:

Jill Adam      PCC Secretary until Oct 4<sup>th</sup> 2020  
Rose Aknai     PCC Secretary from Oct 4<sup>th</sup> 2020  
Annette Baillie  
Gilly Gibbs    until 4<sup>th</sup> Oct 2020  
Helen Henry    Treasurer  
David Owen    until 4<sup>th</sup> Oct 2020  
Louise Sime  
Wayne Sime    Representative on Deanery Synod and Lay Vice Chair  
Wendy Hills  
Linda Smith  
Tapiwa Tungamirai    from 4<sup>th</sup> Oct 2020

## Co-opted members:

Paul Evenett    From 19<sup>th</sup> Oct 2020

*Approved by the PCC on Mon 29<sup>th</sup> March 2021*

*and signed on their behalf by the Reverend Kate Sharples (PCC Chairperson)*

*K. Sharples*

**VICAR**

Revd Kate Sharples,  
The Vicarage,  
1 The Willows,  
Stevenage SG2 8AN

**BANK DETAILS**

Bank of Scotland  
PO Box 10,  
38 St Andrew Square  
Edinburgh EH2 2YR

**INDEPENDENT EXAMINER**

Susan Viles  
Debonair Management Services Limited  
14 St Mary's,  
Gamlingay,  
Sandy,  
Bedfordshire SG19 3ET

## Report from the Treasurer for the PCC of St Peter's Church Broadwater for the year ending December 2020

This year has been a challenging year for St Peter's Church in line with what has happened in Churches, charities and businesses up and down the country. The COVID-19 pandemic meant that the church has had to close its doors for months at a time on 3 separate occasions. With the congregation not being able to give donations by cash and the hall being closed for a large part of the year, there was a real concern that the finances of St Peter's would seriously be impacted. What we have found was that people still gave either by swapping to payment through their banks or putting cash and cheques through the vicarage door. The giving from regular donations was actually greater than in 2019; £62,993 2020 compared to £55,975 for 2019. We paid the full parish share required by the diocese of St Albans.

Income from the church hall dropped by 2/3rds from £19,416 to £6,581 but the reduction in the cost of utilities £3,533 compared to £4,960 meant our outgoings were considerably less.

We took less in gift aid than normally we can claim under the Gift Aid small donation scheme (GASDS) for donations from Stepping Stones toddler group and from Messy Church which were unable to run for most of the year.

The PCC decided at the start of the first lockdown that staff would be topped up to 100% of their wages as we were able to claim 80% under the governments furlough scheme. After the initial 3 months lockdown, it was apparent that things were not going back to normal so it was agreed to continue paying the 20% top up to support the staff. As the giving had continued to stay healthy this meant that this was possible. As flexible furlough was introduced staff were used as needed. Staff were paid a total of £9,847; £6211 plus £3636 from the government furlough scheme.

We continued to support our 3 mission partners and the PCC agreed to extend the 3 year commitment by a further year to support the causes in the difficult times all charities were facing. A total of £4788 was given.

The new Youth group was opened in February using money from a grant (£750) from a local councillor and money from the projects pot.

While the hall was not in use, £5890 was spent on decorating and updating the heating in the hall.

The Church savings accounts has £77,057 plus £11,300 in the general running accounts of which is £25,000 set aside for emergencies, £30,560 given as a gift for improving the front entrance (project not yet started), £13,200 for the projects fund leaving £19,597 for general running.

The PCC's reserve policy has remained the same.  
No trustee received any financial remuneration.

Helen Henry Treasurer to the PCC.

# Parochial Church Council of St Peter's, Broadwater

## Annual Accounts

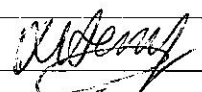

Year ending 31st December 2020

Section A	Statement of financial activities				Section A
activity	funds £	funds £	funds £	Total funds £	funds £
<b>Incoming resources (Note 2)</b>					
<b>Income and endowments from:</b>					
Donations and legacies (notes 2a-b)	76,894	-	-	76,894	81,488
Charitable activities (note 2c)	7,543	2,390	-	9,933	23,279
Other trading activities			-	-	-
Investments (note 2d)	462	-		462	518
Other (note 2e)	5,073	-	-	5,073	164
<b>Total</b>	89,972	2,390	-	92,362	105,449
<b>Resources expended (Note 3)</b>					
<b>Expenditure on:</b>					
Raising funds	-	-	-	-	-
Charitable activities (notes 3a-c)	102,605	2,390	-	104,995	100,940
<b>Total</b>	102,605	2,390	-	104,995	100,940
<b>Net income/(expenditure) before investment gains/(losses)</b>	-12,634	-	-	-12,634	4,510
Net gains/(losses) on investments		-	-	-	-
<b>Net income/(expenditure)</b>	-12,634	-	-	-12,634	4,510
<b>Extraordinary items</b>	-	-	-	-	-
<b>Transfers between funds (note 9)</b>			-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use			-	-	
Other gains/(losses)		-	-	-	-
<b>Net movement in funds</b>	-12,634	-	-	-12,634	4,510
<b>Reconciliation of funds:</b>					
Total funds brought forward	113,556	30,222	-	143,778	139,268
<b>Total funds carried forward</b>	100,922	30,222	-	131,144	143,778

## Section B Balance sheet

		Unrestricted funds £	Restricted income funds £	Designated funds £	Total this year £	Total last year £
<b>Fixed assets</b>						
Tangible assets	(Note 5)	49,055	-	-	49,055	59,994
<b>Total fixed assets</b>		49,055	-	-	49,055	59,994
<b>Current assets</b>						
Debtors	(Note 7)	3,154	-	-	3,154	4,889
Investments	(Note 6)	237	-	-	237	236
Cash at bank and in hand	(Note 6)	38,075	30,222	15,096	83,393	82,546
<b>Total current assets</b>		41,467	30,222	15,096	86,785	87,671
<b>Creditors: amounts falling due within one year</b>	(Note 8)	4,696	-	-	4,696	3,887
<b>Net current assets/(liabilities)</b>		36,771	30,222	15,096	82,089	83,784
<b>Total assets less current liabilities</b>		85,826	30,222	15,096	131,144	143,778
<b>Total net assets or liabilities</b>		85,826	30,222	15,096	131,144	143,778
<b>Funds of the Charity</b>						
Designated funds		-		15,096	15,096	14,901
Restricted income funds	(Note 6)		30,222		30,222	30,222
Unrestricted funds		85,826		-	85,826	98,655
<b>Total funds</b>		85,826	30,222	15,096	131,144	143,778

Signed by two PCC members on behalf of all the PCC

Print Name	Signature	Date of approval dd/mm/yyyy
Helen Henry		22/03/21
Obinna Eneli		22/03/21

## **Parochial Church Council of St Peter, Broadwater**

### **Notes to the Financial Statements**

#### **For the Year Ended 31 December 2018**

#### **1 ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2015 together with the Charities Act 2011, and the Statement of

Recommended Practice for Accounting by Charities. The financial statements have been prepared under the historical cost convention.

##### **Funds**

Unrestricted 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 the particular purpose by the PCC are also unrestricted.

##### **Incoming resources**

##### ***Voluntary income and capital sources***

Giving is recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the associated income is recognised.

##### ***Other income***

Rental income from the letting of the church hall is recognised when rent is due.

##### ***Income from investments***

Interest is accounted for as earned. All interest earned is credited to the Unrestricted Fund unless monies are separately invested.

##### **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 it falls due.

##### **Fixed Assets**

##### **Consecrated property and movable church furnishings**

Consecrated property of any kind is excluded from the accounts by Part 1, Chapter 2 (10) of the Charities Act 2011. Even though it is not technically consecrated property, the Church Hall is not recognised in the accounts.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected (at any reasonable time).

Expenditure incurred on consecrated buildings or individual items under £5,000 is written off as incurred.

## **1 ACCOUNTING POLICIES CONTINUED**

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

Individual items of computer and office equipment are capitalised and written off over three years.

### **Current assets**

Amounts owing in respect of fees, rents or other income are shown as debtors.

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

### 3 RESOURCES EXPENDED

#### 3(a) Grants

##### Charitable giving:

International Charities & Causes  
National Charities & Causes  
Local Charities & Causes

##### Missionary giving:

International Charities & Causes  
National Charities & Causes  
Local Charities & Causes

#### Total Charitable and Missionary giving

#### 3(b)

##### *Activities relating to the church*

##### Ministry : Diocesan parish Share\*

Clergy expenses + house  
Funeral and wedding fees

##### Evangelism

Work with Children

Work with Youth

Church running expenses

Church maintenance

Equipment

Church Hall

Sub-Total

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
	-	-	-	-
	-	-	-	-
	4,788	-	4,788	4,888
	4,788	-	4,788	4,888
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	4,788	-	4,788	4,888
	40131	-	40,131	50,071
	17453	-	17,453	11,321
	2,390	2,390	2,390	1,019
	641	-	641	831
	393	-	393	1,333
	847	-	-	-
	4,145	-	4,145	6,760
	3,128	-	3,128	589
	565	-	-	-
	7,924	-	7,924	4,425
	75,228	2,390	76,205	76,349

### 3 RESOURCES EXPENDED

#### 3(b) *Activities relating to the church continued*

Brought forward from above

Training

Administration

CJR scheme (furlough grant)

#### 3(c) Church Management & Administration

Administrator / Vicar's secretary

Other costs

Printing & stationery

Examination Fees

Office telephone & internet

#### 3(d) Other depreciation

Error in expenditure from 2019

**TOTAL RESOURCES EXPENDED**

	Unrestricted Funds £	Restricted Funds £	TOTAL	
			2020 £	2019 £
	75,228	2,390	77,618	76,349
		-	-	-
	95	-	95	85
	3,636		3,636	
	78,959	2,390	81,349	76,434
			-	
	4,802	-	4,802	6,560
	2,184	-	2,184	1,310
	21	-	21	80
	250	-	250	250
	663	-	663	593
	7,920	-	7,920	8,794
	10,939	-	10,939	10,947
	10,939	-	10,939	10,947
				-123
	102,605	2,390	104,995	100,940

<b>Church Hall Account</b>	<b>2020</b>	<b>2019</b>
Income	£ 6581	£ 19,416
Expenditure (includes £6000 for refurbishment)	7924	4,425
Net Deficit/income	-1343	14,991
<b>Messy Church Account</b>	<b>£</b>	<b>£</b>
Income	35	406
Expenditure	90	115
Net Deficit/income	(55)	291
<b>Stepping Stones Account</b>	<b>£</b>	<b>£</b>
Income	330	1,408
Expenditure	129	732
Net Deficit/income	201	676
<b>Love Stevenage</b>	<b>£</b>	<b>£</b>
Income	0	215
Expenditure	0	366
Net Deficit/income	0	(151)
<b>CJR scheme (furlough grant)</b>	<b>£</b>	<b>£</b>
Income	3636	
Expenditure	3636	
	0	
<b>Chairs</b>	<b>£</b>	<b>£</b>
Income	0	5,805
Expenditure	0	12,511
Net Deficit/income	0	(6,706)
<b>Projects (for possible youth/children's worker)</b>	<b>£</b>	<b>£</b>
Income	0	13,290
Expenditure	0	0
Net Deficit/income	0	13,290

Administrator/Vicar's secretary  
Cleaner

2020	2019
£	£
4,802	6,560
1,409	3,416
6,211	9,976

## 5 FIXED ASSETS

Cost	Kitchen £	Rooms £	roof £	all £	Chairs £	Total 2019 £
Brought forward	23,130	6,965	16,320	42,028	12,502	100,945
Additions	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Carried forward	23,130	6,965	16,320	42,028	12,502	100,945
<b>Depreciation</b>						
Brought forward	14,630	5,186	5,952	12,689	2,494	40,951
Charge for year	2,125	445	1,632	4,243	2,494	10,939
Disposal	-	-	-	-	-	-
Carried forward	16,755	5,631	7,584	16,932	4,988	51,890
Net Book Value 2018	8,500	1,779	10,368	29,339	7,514	59,994
Net Book Value 2019	6,375	1,334	8,736	25,096	7,514	49,055

## 6 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL £
Fixed Assets	49,055			49,055
Cash at bank and at hand	36,532	15096	30,222	81,850
Short term deposits	237		-	237
	85,825	15096	30,222	131,143

## 7 DEBTORS

	2020 £	2019 £
Income tax recoverable	2,747	3,271
Hall Hire	407	1,618
Other Debtors restated see note 10	-	-
	3,154	4,889

## 8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Creditors restated see note 10	4,355	3,225
Accruals		284
Amount held for other parties	341	378
	4,696	3,887

## 9 FUND DETAILS

	2019 £	Income £	Expenditure £	Transfers £
<u>Unrestricted Funds</u>				
General Funds	113,556	89,972	102,605	
	113,556	89,972	102,605	-
<u>Restricted Funds</u>				
New Building	30,563			
Diocese Board of Finance (DBF) agency	-341	2,390	2,390	
	30,222	2,390	2,390	0
<b>TOTALS</b>	<b>143,778</b>	<b>92,362</b>	<b>104,995</b>	<b>-</b>
				<b>131,144</b>

# 10 RESTATEMENT OF ACCOUNTS FROM 2019

Error in figures for 2019 found after accounts were published affecting debtors and creditors

Creditors Stepping stone payment £123 had been paid  
Debtors Vicars funeral payment £15 had not been paid

## **Independent Examiner's report to the PCC of St Peter, Broadwater**

I report on the accounts of the church for the year ended 31<sup>st</sup> December 2020, which are set out on pages 1 to 11.

### **Respective responsibilities of the PCC and the examiner**

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

It is my responsibility to:

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

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

My examination was carried out in accordance with the general Directions given by the Church Commission. An examination includes a review of the accounting records kept by the church 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 statement 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 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.



Name: Susan Viles  
Address: 14 St Marys, Gamlingay SG19 3ET  
Date: 19<sup>th</sup> April 2021

## **Independent Examiner's report to the PCC of St Peter, Broadwater**

I report on the accounts of the church for the year ended 31<sup>st</sup> December 2020, which are set out on pages 1 to 11.

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Name: Susan Viles  
Address: 14 St Marys, Gamlingay SG19 3ET  
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