



**Annual Report and Financial Statements  
of the  
Parochial Church Council  
For the Year Ended 31<sup>st</sup> December 2020**



**Registered Charity number 1165115**

# **Annual Report to the Charity Commission of the Parochial Church Council of the Ecclesiastical Parish of All Saints', Croxley Green in the Diocese of St Albans for 2020**

Registered Charity No 1165115

The principal address of All Saints' Parish is The Parish Office, All Saints' Church, The Green, Croxley Green, Hertfordshire WD3 3HJ

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Website [www.croxleygreenallsaints.org](http://www.croxleygreenallsaints.org)

## **Aims and Purposes**

To promote the whole mission of the Church of England, pastoral, evangelistic, social and ecumenical.'

## **Objectives and Activities**

The objectives of the PCC are to co-operate with the Vicar and parish clergy in promoting in the parish the whole mission of the Church.

## **Public Benefit**

All Saints' activities include:

- regular public worship open to all free of charge
- church open from 10am to 2pm for private worship and contemplation
- pastoral work, including visiting the sick, the housebound and the bereaved
- teaching Christianity through sermons, courses and small groups
- promoting Christianity through staging events and meetings, including activities for senior citizens and young people
- supporting other charities, local, national and international.

## **Achievements and Performance**

### Church Membership

#### *Electoral Roll:*

Following an annual revision there were 85 names on the Roll, compared with 87 in 2019.

#### *Impact of the Covid-10 pandemic*

From March onwards Covid-19 and the Government and Church of England restrictions involved the closure of the church for public worship and prayer from 17 March until 12 July and from 5 November and 17 December. When the church was re-opened attendance at services was subject to social distancing and wearing of face masks, with hand sanitising. Choir and congregational singing was prohibited. Church opening for private prayer was restricted to 10am-2pm. Baptisms, weddings and funerals were prohibited during the church closures and when permitted were subject to severe restrictions on numbers attending. These effects made meaningful statistical comparisons with previous years impossible.

To cope with the effects of Covid-19, the parish rapidly adopted live streaming of services and the thrice-weekly morning and evening prayers, first from the Vicarage and then from the church when re-opened. The Vicar started a weekly letter emailed with service sheets to all members of the congregation, who had computers, with paper copies hand delivered to all others. Meetings of the PCC, its committees and other groups were conducted by Zoom.

Family services were held via Facebook during lock-downs or at other times in the church, or the garden. A combined Forest Church and Christingle was held in the garden before Christmas

Housebound members were visited in their homes by parishioners. The Dinner Bell team also took orders for, cooked and delivered frozen food cooked in the church hall kitchen to houses of parishioners.

Bible courses were also held via Zoom and WhatsApp while the church was closed.

The Church Hall was also closed for church activities and external hirings for most of the year, which impacted on parish income. Activities including our weekly "Dinner Bell" lunches for local residents and quarterly afternoon teas were suspended. Fundraising activities, including the annual Christmas Market and Prize Draw, were cancelled.

Contracts of employment including an optional pension provision were agreed for two part-time paid staff posts, namely the Parish Administrator and the Cleaner.

Meetings of the PCC, its committees and other groups were held throughout the year either face to face or via Zoom, to ensure that necessary business was conducted and the life of the parish could continue.

The parish magazine was published via the church website, with paper copies for those without computers.

## **Review of the Year**

### *Mission and Evangelism*

The PCC's work in 2020 continued to be guided by a renewal of its Mission Action Plan produced following discussion at a Parish Day in 2018. It proclaimed the Vision

"To be a vibrant and varied community of believers radiating the love of God"

and the following Mission Statement:

"Connecting with Others; Growing in Faith and Showing God's Love".

### *Worship and Prayer*

Led by the work of the Pastoral and Evangelism Committee, initiatives in 2020 included

- Development of the use of live streaming by Facebook for Sunday services, Family Services and thrice-weekly morning and evening prayers and delivering weekly orders of service to those unable to access services online. Lyndon Palmer and the Communications Team have made a massive contribution to this initiative.
- Introducing new elements such as video clips to the Family Services to retell Bible stories and imaginative additions to existing services, including a Youth Group nativity play during the Crib Service,
- Conducting courses on the Bible and prayer, using a mix of face to face and online media including WhatsApp
- Running a Youth Alpha course
- Continuation of the Forest Church services launched in 2019 subject to Covid restrictions
- Following the departure of our Organist and Choir Director, appointing a new volunteer Choir Leader and recruiting a new volunteer accompanist. The Choir Leader has extended the range of musical expression in worship alongside more

traditional music and the socially-distanced choir performed in the north aisle, separated from the other worshippers

- The confirmation of Abbie, a member of our Choir and Youth Group
- Increased attendance at Christmas services, especially the Crib Service
- Continued participation in a Diocesan initiative to encourage new worshippers entitled "Reaching New People"

### *Safeguarding*

Each PCC meeting agenda included a report on safeguarding within the parish and information on Church of England and Diocesan policies and guidance. The PCC reviewed and updated the parish Safeguarding Policy in compliance with Safeguarding and Clergy Discipline Measure 2016, using the Church of England's template and the parish completed Level 1 of the Diocesan Safeguarding Action Plan. The PCC also reviewed and adopted the parish's Domestic Abuse Policy and Statement.

### *Deanery Synod*

All Saints' is participating with the eight other Parishes in Rickmansworth Deanery Synod in holding joint services, developing common Mission Action Plan goals and launching joint activities, e.g. the Deanery Quiz Night. The lock-down in 2020 severely reduced meetings and activities.

### *Church Buildings*

The church refurbishment programme continued with the relocation of the sacristy from the west end of the north aisle to the east end. This opened up the area round the font and enabled more people to group around the font at baptism services. It also enabled more people to attend the popular Carol, Christingle and Crib Services at Christmas.

The Buildings and Hall Committees commenced a joint review of repairs and refurbishment works required for the church hall, which is used for a wide range of church activities and is also let to outside persons and groups for private parties, exercise classes and social activities. New double-glazed aluminium windows were ordered to replace corroded metal window, for installation early in 2021. Other works will be pursued during 2021.

### *Pastoral Care*

Pastoral visiting was carried out by the Vicar, supported by members of the congregation keeping in contact with parishioners who are elderly or housebound, for example by providing transport to services and activities when these were permitted and delivery of frozen cooked meals upon request by parishioners

### *Ecumenical Relationships*

All Saints' is an active member of Churches Together in Croxley and supports a local food bank run on behalf of Churches Together in Croxley Green, which operates from the Baptist Church.

The Parish has continued its active participation in a project initiated by Churches Together in Croxley Green to employ a Parish Nurse to work part-time in Croxley Green, to support the existing health services. The Vicar was appointed as a trustee to the Charitable Incorporated Organisation set up to appoint to and manage the post. Financial support for the three years 2017-20 was provided through a grant from the Parish Charities.

## **Finance**

The accounts are prepared on a receipts and payments basis.

Income during the year was severely affected, Total non-restricted income was £93, 048.12 and total expenditure was £106,322.88, leaving a general fund deficit of £13,275, which was funded from reserves

Regular receipts from pledged giving schemes supported the church, and some generous donations and bequests gave additional assistance towards the purchase of new vestments and altar hangings, installing church garden gates and church refurbishments including planning for a wheelchair ramp between the north and south aisles, which are on different levels and extension of the internal balustrade. New fundraising activities organised by the Social and Fundraising Committee such as a virtual balloon race and a virtual pilgrimage raised much-needed general fund income. The parish was able to meet in full its Parish Share contribution to the Diocese of St Albans, although the budget agreed for 2021 included a substantial reduction in the Parish Share contribution.

### *Reserve Policy*

The PCC policy is to hold in the general fund a sum equivalent to three months' cash flow, which equates to £27,402. Following the effects of the Covid-19 pandemic the end-year general fund balance was £26,430.

Full details are contained in the Parish Accounts, submitted with the unqualified report of the Independent Examiner, which accompany this report.

### *Charitable Giving*

The PCC supports a number of local, national and international charities chosen each year for the following year.. Covid-19 severely limited fundraising for the chosen charities and fewer donations were made. However, donations totalling £587.62 were given to the Children's Society, Christians Against Poverty and Herts Young Homeless.

### *Activities and Outreach*

Activities such as the term-time Dinner Bell lunches, school holiday pop-up cafés and quarterly afternoon teas and the popular Monday Toddlers Group were forced to close from March during lockdowns. However forty activity packs with crafts were delivered to each child before Christmas

Other Church groups have continued to contribute actively to parish life, notably the Youth Group for youngsters aged 10-14 years, the Church Choir directed by Sarah Guest, assisted by Grace their volunteer accompanist and by visiting organists ,and the Flower Group whose work adds greatly to the worship at services and beauty of the Church. Church members have revived the Monday morning Toddlers and Carers sessions which continued to attract large attendances.

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure and is registered as a charity with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees who qualify as baptised members of the Church of England aged over 16 years are encouraged to register on the Electoral Roll and they may stand for election to the PCC.

The Annual Meeting of Parishioners to elect the Churchwardens was held on 27 September 2020, followed by the Annual Parochial Church Meeting which conducted elections to the Parochial Church Council, appointed the External Examiner and received the Annual Report and Accounts.

### **Membership of the PCC**

Membership during 2020 is shown below.

#### *Ex officio:*

Revd Miriam Muga, Vicar and Chair of the PCC (appointed November 2007).

Martin Harris until his death in July, Anne Oke from 27 September and Lyndon Palmer (Churchwardens). Deanery Synod representatives

#### *Deanery Synod Representatives*

Fran Bennett and Shirley Ford, elected to serve until 2023

#### *Lay Members*

Jane Bates

Sam Beard

Nik Bennett (Vice-Chair)

Chris Fagan

John Galloway

Sam Jones (from 27 September)

Janet Martin

Andrew Nobbs

Anne Oke (until 27 September)

Ann Palmer

(until 27 September)

Following the Annual Parochial Church Meeting Nik Bennett and Ann Palmer were appointed by the PCC to serve as Assistant Churchwardens during 2020/21.

### **Advisers**

**Bankers** Barclays Bank PLC

**Independent Examiner** Mrs Dorothy Reynolds

### **Organisation and Structure**

The principal committees and groups are set out below, with memberships appointed by the PCC on 1 October 2020:

The Finance and Standing Committee meets in alternate months between scheduled PCC meetings with delegated financial powers and exercises oversight of the management of the

Parish. Members: Rev Miriam (Chair), Anne Oke and Lyndon Palmer (Churchwardens), Nik Bennett and Ann Palmer (Assistant Wardens), Andrew Nobbs (Treasurer), Janet Martin (Planned Giving Officer), Chris Fagan (Secretary) and Sam Beard (lay PCC member).

The Buildings Committee acts as stewards of the Church, the Hall and the grounds and has a concern with their maintenance and appropriate improvements. Members: Nik Bennett (Chair), John Galloway (Secretary), Rev Miriam, Chris Oke, Ann Palmer and Lyndon Palmer.

The Pastoral and Evangelism Committee is focussed on ensuring that All Saints' has sufficient arrangements in place to meet the pastoral and spiritual needs of the Church members and to enhance the spiritual life and numerical growth of the Church. Members: Rev Miriam (Chair), Rev Anne Shaw, Jane Bates (Secretary), Sam Beard, Fran Bennett, Sister Mary Bittles, Shirley Ford, Sam Jones, Andrew Nobbs Anne Oke and Ann Palmer.

The Hall Committee exercises oversight of the use, maintenance and improvement of the Church Hall and Kitchen, which are used both by church groups and a large number of community groups and commercial leisure activities operators. It recommends levels of hiring fees. Members: Sam Jones (Chair), Wendy Shafe (Secretary). Jane Bates, Judith Man, Janet Martin and Anne Oke.

The Social and Fundraising Committee organises a variety of entertainment and fundraising activities through the year, including the Christmas Market. Members: Ann Palmer (Chair), , Sue Humphries (Secretary), Nik Bennett, Chris Fagan, Judith Man, Janet Martin, Rev Miriam and Lyndon Palmer.

The Communications Team oversees All Saints' social media platforms on the website, Facebook, Twitter and other forms of internal and external communication. In 2020 they redesigned the church's website to make it more user-friendly and more than doubled the Facebook following over 18 months, while livestreaming services and Morning Prayer. Zoom was used for parish meetings and WhatsApp for prayer and study courses. Members: Lyndon Palmer (Chair), Sam Jones, Janet Martin and Rev Miriam.

The Magazine Team produces and organises distribution the monthly parish magazine which is an important means of communication within the church community. Members: Wendy Shafe (spokesperson), Fran Bennett, Shirley Ford, Janet Martin, and Shelagh Booth. During 2020 it was published online and paper copies were hand delivered to housebound parishioners. It was very important means of keeping all parishioners in touch with All Saints'.

The Garden Team maintains the Church Garden, with help from other congregation members. Members: Janet Martin, Martin Harris and Andrew Nobbs. Note: The members of the Committees were those appointed by the PCC at its meeting on 1 October following the Annual Parochial Church Meeting on 27 September.. Chairs of the Committees were either appointed by the PCC or elected at the first meeting of those Committees after the APCM.

The PCC held 8 ordinary meetings and 3 extraordinary meetings during 2020, with an average attendance at the ordinary meetings of 91%. Four meetings were held face to face, with social distancing, while four were held via Zoom. The PCC reviewed its safeguarding policy led by Anne Oke, the parish Safeguarding Officer. The parish signed up to the Safeguarding Dashboard which provides a Roadmap of actions, policies and procedures which the Church of England required parishes to put in place by the end of 2020. The parish completed Level 1 - Safer Foundations. DBS checks were undertaken for new PCC members and online safeguarding training was arranged for those holding roles of responsibility.

## Parish Charities

There are three Parish Charities which are administered by Trustees independently of the PCC. Their registered charity numbers are stated. The Vicar and the Churchwardens are Trustees ex officio.

1. The Reverend David Kenneth Williams Trust (803706). Objects of the Charity are to support such Christian religious and charitable purposes either within or outside the Parish as the Trustees consider proper. The Clerk to the Trustees has been appointed by the Trustees as an additional Trustee of this Charity.
2. The George Gurney Charity for the Sick Poor (212964). The object of the Charity, established in 1923 following a bequest, was to provide a qualified trained nurse for the benefit of the poor inhabitants of Croxley Green. Following the launch of the NHS in 1948 this object was amended by discussion with the Charity Commission to:  
  
"The use of the money from the trust to help individual cases of hardship as a result of illness, and to provide amenities such as invalid chairs for the use of people in the parishes of All Saints' and St Oswald's. The income from the Bequest remains to provide help for special deserving cases as well as enabling Christmas gifts to be given to some elderly and sick persons"
3. The Croxley Green Annuity Fund (212965), also established following a bequest, had as its object providing pensions for three aged poor residents or former residents of Croxley Green.

In practice investment income from the latter two charities is used at the Trustees' discretion to provide financial support to less affluent parish residents on a one-off or regular monthly basis and to provide a financial supplement at Christmas. They have also been used to provide financial support for the Parish Nurse project of £1,000 per year for the three years 2017-20.



Rev Canon Miriam Mugan, Vicar of All Saints' Parish



Christopher Fagan, PCC Secretary



**Independent examiner's report to the members/trustees of Parochial Church Council of  
ALL SAINTS CHURCH, CROXLEY GREEN**

I report on the accounts for the year ended 31 December 2020 which are set out on the attached pages.

**Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity 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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records
- have not been met.

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



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Date: 20 April 2021