

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST PAUL'S, CHIPPERFIELD

England & Wales - Charity number 1167846

## Details

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**Other names** ST PAUL'S CHIPPERFIELD

**Status** Registered

**Legal form** Previously excepted

**Registered** 2016-06-24

**Register** [View on the Charity Commission register](#)

## Contact

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## Activities

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**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

**Activities:** Church of England Parish Church for the village of Chipperfield, in the Diocese of St Albans, providing all normal functions of a parish church, including regular services, baptisms, weddings, funerals, interment in the churchyard and pastoral care.

## Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** Religious Activities
- **Who:** People With Disabilities

## Geography

- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£184,405	£98,053	-	-
2023-12-31	£130,013	£123,099	-	-
2022-12-31	£118,405	£115,274	-	-
2021-12-31	£130,687	£125,430	-	-
2020-12-31	£121,576	£98,582	-	-

## Trustees

Name	Role	Appointed
Caroline Veitch Anna Hargrove		2023-04-01
Elaine Dean		2024-04-15
IAN MARK CHANTRELL		2014-04-01
Jennifer Susan Laurie		2020-03-15
Judith Patricia Olney		2023-04-01
Martyn Dicker		2025-05-18
Philip Waine		2017-05-01
Ruth Dicker		2025-05-18
Susan Dora Turner		2023-04-01
Yvonne Collette		2024-04-15

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# Accounts

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**ST PAUL'S CHURCH  
CHIPPERFIELD**

**ANNUAL MEETINGS**

**MONDAY 15 APRIL 2024, 7PM**

**AT ST PAUL'S CHURCH**



**REPORT  
FOR THE YEAR ENDED  
31 DECEMBER 2023**

*To be a place of connection and community that nurtures relationships and brings a sense of hope, trust and faith*



✝ *Living God's Love*

## **St Paul's**

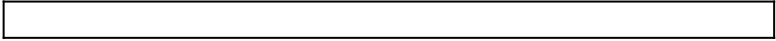
# **Mission Action Plan**

### **Our Vision**

To be a place of connection and community that nurtures relationships and brings a sense of hope, trust and faith

### **Our Priorities**

- To encourage people to deepen their relationship with God through prayer, worship, study and fellowship.
- To identify the pastoral needs of the community and seek to show love and care and to build relationships.
- To bring children, young people and families into a deepening relationship with God



## ADMINISTRATIVE INFORMATION

St Paul's Church Chipperfield is situated on the Common in Chipperfield and is part of the Diocese of St Albans within the Church of England.

The correspondence address is Holy Cross and St Paul's Church Office, Village Hall, The Green, Sarratt, Herts WD3 6AS.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission, number 1167846.

Incumbent: Revd Sarah Collins  
Reader: Philip Waine  
Treasurer: Fay Dent

PCC members who have served for the year up to the date of this report are:

Wardens: Philip Waine (until 2025)  
Judy Olney (until 2026)

Representatives of Alison Bush (until 2026)  
Susan Turner (until 2026) the

Deanery Synod:

Elected members:	Clare Brook (until 2025)	Sue Walker (until 2024)
	James Bush (until 2024)	Alison Bush (until 2026)
	Jennifer Laurie(until 2026)	Jennifer Hibberd(until 2026)
	Susan Turner (until 2026)	Ian Chantrell (until 2026)

PCC Secretary Caroline Hargrove  
(until 2026)

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

St Paul's Church is part of the Benefice of Holy Cross, Sarratt and St Paul's Chipperfield. Each church has its own PCC and Standing Committee that meet regularly and separately. Joint PCC meetings occur occasionally during the year. Wardens of both churches meet regularly together with the incumbent. The Children and Youth Committee is a joint one with Holy Cross.

The Parish Room is managed separately to the church by a committee chaired by an appointee of the PCC.

## **AGENDA FOR THE ANNUAL MEETING OF PARISHIONERS and APCM**

**Introduction** At this year's APCM we reflect on the past year and look forward to the future. We will be assuming that you will have read all the reports in this booklet prior to the meeting and their appearance on the agenda is simply to give electoral roll members the opportunity to ask questions on the reports.

### **Annual Meetings**

Members present and apologies for absence for both meetings

### **Annual Meeting of Parishioners**

1. Welcome, opening prayers
2. Minutes of the last meeting
3. Election of Church Wardens

### **Annual Parochial Church Meeting**

1. Minutes of previous meeting and matters arising

#### **2. Reports**

- a) Rector's Report
- b) Church Wardens' Report 2023/24
- c) Report of the PCC meetings 2023
- d) Safeguarding Report
- e) Deanery Synod Report
- f) Sidespersons report 2023/24
- g) Electoral Roll Report
- h) Children & Youth Report

#### **3. Accounts**

Report on the Financial Affairs of the Parochial Church Council

- a) Treasurer's Report
- b) Adoption of Accounts for year ending 31 December 2023

#### **4. Elections**

- c) Election of PCC Secretary, election and re-election of 3 members of the Parochial Church Council
- d) Appointment of new Electoral Roll Officer

#### **5. Concluding Business**

- a) Questions and any other business
- b) Date of next APCM to be confirmed. Next PCC meeting Monday 17 June 2024.
- c) Closing Prayers

***St Paul's Church, Chipperfield Minutes of the Annual Meetings of Parishioners held on Sunday 26<sup>th</sup> March 2023 at 10.25am in the Parish Room***

Philip Waine and Ann Waine, Churchwardens, and 28 members of the Electoral Roll were present.

**Apologies for absence** were received from Peter Corbett, Sue Ellis and Pam Dawson.

#### **Annual Meeting of Parishioners 1.**

##### **Welcome and opening prayer.**

Lucy Wood welcomed all to the meeting and Philip Waine opened with the Parish prayer.

#### **2. Minutes of the 2022 Annual Vestry Meeting**

Stephen Morrill proposed, and Jenny Laurie seconded the adoption of the minutes. The minutes were approved.

#### **3. Election of Churchwardens**

Ann Waine stepped down as Churchwarden and was given heartfelt thanks for her long service and dedication. Philip Waine presented Ann with a gift and flowers as a token of appreciation from everyone.

Philip Waine has kindly offered to continue as Churchwarden and we are very grateful to Judy Olney, who has offered to be Churchwarden for the coming year. Judy has served as churchwarden for many years in the past, and her wisdom and experience will be particularly valuable as a new incumbent joins the Benefice.

Anne Stickland proposed, and Lucy Wood seconded the election of Philip Waine. He was appointed unanimously. Fay Dent proposed and Clare Brook seconded the election of Judy Olney. She was appointed unanimously.

The meeting concluded at 10.30 a.m.

## **Annual Parochial Church Meeting**

### **1a. Minutes of the 2022 Annual Parochial Church Meeting.**

Ian Chantrell proposed, and Stephen Morrill seconded the adoption of the minutes. The minutes were approved.

### **1b. Matters Arising from the Minutes.**

No matters arising.

### **2a. Rector's report**

It was noted that there was no Rector's report, due to the current vacancy.

### **2b. Church Warden's report**

The Churchwarden's report printed in the booklet was noted.

### **2c. Report of the PCC meetings 2022**

The report of the PCC meetings printed in the booklet was noted.

### **2d. Safeguarding report**

The safeguarding report printed in the booklet was noted. Lucy thanked Sue Walker for her diligence and level of care in her role as safeguarding officer for the Benefice. Anne Stickland thanked Sue for all the work involved with helping to set up the youth team. Sue, in turn, thanked our Benefice administrator, Sonya, who is an essential part of safeguarding team.

### **2e. Deanery Synod report**

The Deanery Synod report printed in the booklet was noted. Alison Bush highlighted the Trinity project, which supports the mental wellbeing of young people and asked those present to whether they, or someone they know, may like to be involved.

### **2f. Sides persons report**

The Side-persons report printed in the booklet was noted. Lucy thanked Alison Bush for coordinating the sides-persons rota. Alison thanked all those people who continue to volunteer to take on the important duties of sidesman, reading lessons and leading prayers. She thanked Clare Brook for arranging the coffee rota and for setting up a WhatsApp group, so that a switch of duties can be made easily, if needed.

### **2g. Electoral Roll report**

Lucy Wood advised that there are 87 members on the electoral roll; 64 members are resident in the parish and 23 non-residents. In the last year, there have been 5 deletions; two members have sadly died, one member has moved away, and two members have been removed as they were no longer living in the parish or attending church. The next full renewal of the Electoral Roll will be in 2025.

### **2h. Children and Youth report**

The Children and Youth report printed in the booklet was noted. Ian Chantrell reported that the youth group now had a committed group of children, who have shown the desire to be involved biblically alongside the other youth activities. Anne Stickland described how one young member of the group had sung in church, with the whole group cheering at the end. Ian described how an all-age group of the church community had been involved in decorating the church for Christmas, with Mary Nobbs supporting young people with adding decorations to tree, and members of the youth group offering to help look after the younger children.

Stephen Morrill asked if the youth work was restrained by finances. Fay Dent confirmed that funds were available at present. Ian said that, so far, youth members have been able to pay for external events organised as part of the programme.

Lucy thanked to all those who had written the APCM reports and carried out their roles within the church over the last twelve months

### **3a. Treasurer's report**

The Treasurer's report printed in the booklet was noted. Fay Dent reported that 2022 was in line with 2021, with the overall position being £3,000 better off. Assets stand at £115,636. During the audit, it was noted that the restricted funds include £2,800 remaining in the director of music fund. At the request of the donor who contributed to

this fund, it will be moved to general funds (it was set up for paying the salary of the music director, Ben Atkinson, who left in September 2022). Anne King expressed concern as to the reason and Phil confirmed the donor had suggested the church use it another way and also that he felt future funds would be available in respect of a future appointment. There is still some funds retained for future use regarding Music.

Fay reported the annual turnover is now approximately £120,000, and advised that we tend to be short of £10-12,000 each year, due to a decreasing congregation the electoral roll has reduced to 87.

However, every year we have received a windfall – this year it was a £13,500 legacy – which enabled us to break even and make our mission payments. The parish room rental provides approximately £12,000 income, and Fay thanked Stephen Morrill for managing the ongoing bookings. Energy costs have gone up and are likely to remain high going forwards. This has been factored into the hire charges. Some services have been held in the Parish Room in the colder months. Clive Turner asked if the Investment fund of £23K was reported at market value, as it was recorded at the same value for 2021 and 2022. Caroline Hargrove confirmed that a revaluation is obtained every year, with a prudent valuation recorded due to market fluctuations.

Fay thanked her team who support the smooth running of the church's finances, Chris Pinney, Peter Corbett and Sonya Tolmie, and thanked Caroline for conducting the audit. Fay also thanked the whole church community for their generosity of financial giving and support in every other way. It has enabled the church to end the financial year on a stable footing, and to continue our 'mission giving' to local, national and international charities. Philip Waine thanked presented Caroline with flowers, as an appreciation for conducting the audit. Caroline noted that the record keeping by Fay and team was meticulous and Phil thanked Fay for all the time she dedicates to her role as Treasurer.

### **3b. Adoption of the accounts**

Alison Bush proposed and Lesley Edwards seconded the adoption of the accounts for the year ending 31 December 2022. The accounts were approved.

### **3c. Appointment of the Independent Examiner**

Caroline Hargrove was thanked for acting as our Independent

Examiner. Anne King proposed and Stephen Morrill seconded that Caroline should be appointed as our independent examiner for the forthcoming year. She was appointed unanimously. (See also note in AOB.)

**4a. Election of lay representatives to the Deanery Synod**

The current lay representative to the Deanery Synod is Alison Bush, and Susan Turner has kindly offered to join Alison as our second lay representative.

Anne King proposed and Anne Stickland seconded the election of Alison Bush. She was appointed unanimously. Alison Bush proposed and Ian Chantrell seconded the election of Susan Turner. She was appointed unanimously.

**4b. Election of members of the Parochial Church Council**

Caroline Hargrove has kindly offered to join the PCC and to take on the role of PCC Secretary. Fay Dent proposed and Ann Waine seconded the election of Caroline Hargrove to the PCC. She was appointed unanimously.

Jennifer Hibberd, who is a parent at St Paul's school, has kindly offered to join the PCC. Philip Waine proposed and Ian Chantrell seconded the election of Jennifer Hibberd to the PCC. She was appointed unanimously.

Two members of the PCC, Ian Chantrell and Jennifer Laurie, have completed their three year term and kindly offered to remain as PCC members for a further three years. Anne Stickland proposed and Clare Brook seconded the re-election of Ian Chantrell to the PCC. He was appointed unanimously.

Susan Turner proposed and Ann Soanes seconded the re-election of Jennifer Laurie to the PCC. She was appointed unanimously.

**4c. Appointment of Electoral Roll Officer**

Philip Waine thanked Pippa Frow for all her work as Electoral Roll Officer over the last few years. This position is currently vacant and will be taken on by our benefice administrator, Sonya, on a temporary basis.

**4d. Appointment of Sidespersons**

This list of serving sidespersons on page 20 of the booklet was noted.  
(See also item 2f.)

## **5. Reflecting on the past and looking to the future**

Philip Waine reflected on the changes taking place in 2022, including the retirement of our rector, Michele. He reported that Michele and Bob are now settling into Wiltshire and we wish them well. He thanked all those, named and unnamed, who have contributed so richly to the life of the church over the last 12 months.

Philip reported that Myra Pritchard is stepping down as caretaker, after 23 years of service, and thanked her for her long-serving role in cleaning and maintaining the Parish Room and church. Graham, who is also St Paul's school caretaker will be taking over.

Philip also noted that Diana Uff is stepping down as school governor. It is proposed that Barbara Clements, who comes with a wealth of experience in education, will be appointed as our new church representative on school governors.

Stephen Morrill thanked Kevin, our gardener, who maintains the churchyard, coming every Monday for 10 months of the year.

Lesley Edwards thanked Phil, both for his preaching and for everything he does as the 'lynchpin' of the church, and Ann for her support for Phil.

## **6. Concluding Business 6a. Questions and any other business**

Yvonne Collett asked if Caroline Hargrove was allowed to be our Independent Auditor and well as secretary. Philip Waine confirmed that, whilst it was technically allowed, we would be seeking an alternative Independent Auditor. Elaine Dean asked if non-alcoholic wine would be offered with communion. Phil confirmed that it would be discussed with new incumbent.

### **6b. The proposed date for the next APCM**

The next APCM date will be agreed with the new incumbent. It was noted that April 2024 was preferable to March 2024, so that the accounts could be finalised and audited in a timely manner.

### **6c. Judy Olney led us in a Closing Prayer.**

## **RECTORS REPORT FOR 2023/24**

I have now been with you for 9 months and have started to find my way around the benefice a little more.

### **Outreach**

My focus has been developing relationships within both church and community across the benefice; in particular the schools and have met regularly with both leadership teams to aid in supporting their Christian content in ways that are culturally and contextually relevant to engage the children; including joining the staff team in Sarratt for RE curriculum training and supporting Sarratt school staff in addressing and supporting through bereavement. I have had regular meetings with the head and RE lead at St Paul's school and have led assemblies on a fortnightly basis, alternating with Ian Chantrell. I also visit Sarratt primary on a fortnightly basis to listen to children read in Year 3 at the request of the school, supporting less confident children with the view of relationship building, ready for a lunchtime Christian faith based workshop. Both schools were involved in Christmas and Easter activities which were more experiential and my thanks go to the leadership teams at the schools for being willing to try something new and creative in the form of Walking Nativities and Easter activity days. I have taken up my position as governor at both schools.

Community engagement has started to go well, with many families involved in the Walking Nativity in Sarratt and a fantastic response to a request for Easter trail gifts from many members of the communities across the benefice for which I am very grateful.

There has been a large amount of occasional offices in the diary, aiding in developing relationships within the community.

I completed running a Bereavement Journey Course at the beginning of the year and have an evening Marriage Preparation Course in the diary for those couples unable to attend the day in March. We have had two Lent courses across the benefice which I feel went well and a new Bible study group is in mind off the back of one of these.

A new toddler group started in January which has been really well received. We have on average 14 babies and toddlers each week and the mums or

carers are forming good relationships. I have a dedicated team which are a fantastic support. The only negative has been the time constraint and the work involved in set up and take down with the storage being up stairs.

We also had a Light party last October which was really well attended, providing fun crafts and activities for children promoting Jesus as the light to draw attention away from the commercialised culture of Halloween. This was made possible by the support of many volunteers to which I am very grateful.

Remembrance went relatively well in both villages with the Brownies taking part at St Paul's.

### **Sunday & Festival Services**

The service pattern for the benefice remains the same although I have moved the second service to a slightly later time to allow space for conversation with congregants and to travel between the churches safely. Thanks go to the choir who have continued to lead us in worship despite the difficulties they have faced without a choir master or musical director. I would also like to extend that thank you to those outside the church family, who have stepped in to assist in supporting the choir and our Sunday services through hymn selection and musical support.

Christmas Day & Easter Day were slightly different as to accommodate the requirement of Holy Communion in both parishes, but I feel they were graciously accepted and had positive feedback from less frequent church members.

The family service has slightly changed to become an informal all together time, with breakfast to start. There are seldomly families there at the moment and the changes to the service are to reflect that and to encourage and feed those for whom traditional church is harder to relate to and connect with. This service is just once a month and I continue to pray and plan other ways in which we can encourage and engage those for whom this more relaxed style of worship is where they can grow and connect with God. My thanks go to the team who all carry a leadership role on this Sunday of the month.

We had two All Soul's services last year, with Holy Cross being very well attended by mostly members of the community which was good to see.

## **Administrative Duties**

I have been working on compliance since my arrival and although there is still work to be done, we now have some essential procedures in place. My thanks go to Caroline for working with me on this and of course to Sue for her ongoing commitment to safeguarding; working with the diocese as well as myself. Sonya has been an asset in her role as administrator carrying so much of the work which would prevent me from developing outreach and growing the churches; so my thanks go to her for her support and diligence.

We had a vision day at the beginning of the year to gather the thoughts and priorities of those who attended and this will be used to complete an up to date MAP as we plan for the future growth of our benefice.

I would like to express my thanks to all those who have supported me, and in turn my family in these early days and reiterate the words I shared at interview that growing a church both in number and more diverse is a long and sometimes difficult journey, which can only be achieved by a team effort. So, thank you to all who work so hard each week in enabling the running of our services and the church as a whole; there are so many of you, too many to mention; but a huge thank you to you all and I look forward to continuing to grow that team and a deepening of our faith journeys in the years ahead of us as church in this place.

*Revd Sarah*

## **CHURCHWARDENS REPORT FOR 2023/24**

Including annual fabric report under section 50 of the Ecclesiastical jurisdiction and care of churches measure 2018.

After a Vacancy of ten months we were delighted to welcome our new rector, Sarah Collins and her family to the Benefice of Holy Cross Sarratt and St. Paul's Chipperfield on July 24th 2023. Two services were held at both churches. Bishop Alan Smith and the Archdeacon Charles Hudson attended the initial installation service for Sarah at St. Paul's and the Bishop of Hertford, Dr. Jane Mainwaring, attended the service on the following Sunday at Holy Cross. Light refreshments were served after the St. Paul's installation service and at Goldingtons, a week later, after the Holy Cross service. There was also a barbecue held on the 6th August 2023 to say thank you to various people who had stepped up during the Vacancy and to enable people to get to know Sarah.

Work was completed in time for Sarah's move to the New Vicarage. The Diocese had agreed to upgrade the bathrooms and the parishes helped to upgrade the kitchen. A member of our community had kindly offered appliances from their house (about to undergo renovation) for the Vicarage kitchen and thanks to Ann and Phil Waine's perseverance in helping to sell the old kitchen the church benefited by this kind donation of £2,000. Donations from the parishes, and the proceeds of this other kitchen sale meant that the kitchen was fully funded and indeed some money left over.

Since April 2023 St. Paul's church has seen several changes. Judy Olney became the new Church Warden with Phil Waine after Ann Waine stepped down. Caroline Hargrove became the new PCC Secretary when Lucy Wood resigned. Fay Dent indicated early on that she would like to step down from her position as Treasurer but agreed to stay in post until a new person was found to take on the position. No-one has come forward so Fay and Caroline are working on plans to break down the work of the Treasurer into a more manageable role.

After an inspection by the Rural Dean shortly after Sarah's arrival it was noted, apart from Health & Safety and Safeguarding needing to be updated which has since been a priority, that also the Church Terrier was found to be incomplete. This has now been worked on by the two Church Wardens so is now more up to date. Various documents such as the duplicate marriage registers and one burial register have been sent to the Hertfordshire Archive and Library Service in Hertford and work has started on providing an up to date Church Property Register to give a more complete picture of what has been added and removed in the church since 2007. The silver from the Baptist Church has now been photographed and recorded for the Terrier but we are aware that 2 medium sized plates are silver with hallmarks so will need a valuation.

The inspection also flagged up that we needed to have a look at our Mission Action Plan as well as where we are with regard to the church moving toward Net Zero in 2030. These are both work in progress.

## **BUILDING AND FABRIC**

Various improvements have been made to the church over this last year. Over the summer of 2023 a new carpet was put down in the church aisle and Narthex. Martin Deane has been working hard to fix an additional 2 out of 3 cameras which have already been purchased and these are fitted in the Narthex and near to the organ. He has established a small control panel to enable anyone to produce the sound and pictures required for streaming a service. He has also provided a better WiFi connection to the Parish Room

and a comprehensive list of all audio/visual equipment now installed in the church and parish room.

The upstairs room above the parish room has been tidied as a result of a very helpful group of people who got together to take down Christmas decorations. There is still a need to consider additional storage for toys etc. and it is hoped that the printer in the upstairs room will be removed.

100 ilex crenata plants were initially planted to replace the box plants in the Memorial Garden. The ground had been prepared previously with some compost and the plants planted in November as part of the church yard clear up. The cost was £600. Subsequently it was decided to spend an additional £180 to plant more ilex crenata at the rear of the Memorial Garden. £400 was raised by donations.

There have been one or two faculties applied for this past year. One was a faculty dated August 2022 which has authorised an extension to the existing memorial to Alfred and Florence Rolph to include the inscription indicated in the petition in memory of their son Peter George Rolph. The other faculty relates to a member of the local community who required a faculty to have her ashes interred in the memorial ground at a future date- her husband's ashes are already interred and permission was also sought for a replacement for a tree planted in memory of another family member.

A memorial stone which was placed down without the correct process has been removed and a new stone has been installed through the correct process.

We have also been asked to apply for permission for the hole that has been dug outside the church near the pavement which normally holds the cross and Christmas tree.

The PCC this year was very pleased to have positive feedback of the Christmas services since it was Sarah's first Christmas here. It was also exciting to have 180 children come through the walking nativity initiated by Sarah.

## **THE CHURCH FAMILY**

So many people were involved in helping during the Vacancy and provided a great service to the church and the community during this last year. We think of the sides persons, vergers, choir, floral team, church cleaners and those who open and close the church each day of the year. We give thanks to those who do the catering for the many Benefice lunches which have been so well attended over the year together with other church activities requiring catering plus also to those who provide refreshments after services. Special mention goes to Pat Smith and Yvonne Collette. We are also thankful to all the volunteers who help to keep the church yard tidy twice a year and to Frances

Onians and Kevin, the gardener , who help keep the church and church yard in good repair.

During the Vacancy and this past year the Lord has called helpers from our church to take on support and responsibility in so many ways. We think of all the various church services which have included the All Age Service, Youth Group, and Messy Church and in particular those who helped and were involved in the Installation Service last July and the various Christmas services. Particular thanks go to Anne Stickland and Ian Chantrell as well as Jeannie Poulton from Sarratt for help with Benefice Youth Work and of course Phil Waine, not only our Church Warden, but Lay Reader as well.

We are grateful to Sue Walker, our Safeguarding officer, who has been involved with helping to redraft and upgrade our Health and Safety and Safeguarding polices together with Sarah. We owe a debt of thanks to Paul Rogers ,David Collette and particularly Martin Deane for all their work on the audio/visual system in the church and parish room. Special mention should go to Stephen Morrill for the work that he has carried out behind the scenes in the church, parish room and church yard to keep them all in good repair. As we write Stephen is still recovering from heart surgery and we wish him a speedy recovery.

A special mention should also go to Sonya, our parish administrator, who has shown a tireless support for us during the Vacancy arranging visiting clergy and organists and making sure we were up to speed with so much church administration.

Our sincere apologies if we have inadvertently omitted some thank-yous. There are so many people who contribute to the life of the church and we are indebted to you all. As we write the joy and hope that Easter brings are just around the corner. We look forward to this coming year with our new rector Sarah and pray for God's blessing on her and all in the church community.

*Phil Waine  
Judy Olney*

## **REPORT OF PCC MEETINGS 2023**

### **Churchwardens**

Ann Waine retired as churchwarden after a dedicated tenure of service. Philip

Waine kindly offered to continue as churchwarden and was re-elected at the APCM in March 2023. Judy Olney kindly offered to fill the vacancy and was elected at the APCM.

### **Members of the PCC and Deanery Synod Representatives**

Sarah Collins is a most welcome new Chair to the PCC since her installation in July. Jennifer Hibberd was elected to the PCC. Ian Chantrell and Jennifer Laurie were re-elected to the PCC for a further 3-year term. Susan Turner kindly agreed to act as Deanery Synod representative alongside Alison Bush. The continuing members for 2023-24 were James Bush, Ian Chantrell, Fay Dent (treasurer), Sue Walker, Clare Brook. Caroline Hargrove was also elected to the PCC and to serve as PCC secretary.

### **Financial Matters**

No member of the PCC can act as independent examiner and Caroline Hargrove stepped down as soon as this was clarified with the diocese. The PCC subsequently appointed Sarah Altman as independent auditor and are grateful to her for carrying out the work this year. Summary of the church finances in 2023 is given in the Treasurer's report. The Diocesan share for 2023 was £47,053.

Fay Dent indicated early in the year that she wished to step down as Treasurer. She has provided stalwart and meticulous service which the PCC in accepting her resignation would like to acknowledge. No replacement for the role has materialised. Options to outsource bookkeeping continue to be explored, and some tasks have been redistributed but Fay continues to continue almost all of the work involved in the cash book and accounting. It has now been decided that Fay's formal departure from the role will be 17 June 2024. The PCC continues to hope for additional bookkeeping or accounting support in the vacancy, or indeed a new volunteer for the role.

### **Parish Administration**

Sonya Tolmie, our Benefice Administrator, has continued to diligently support the PCC in its work and administration throughout 2023.

### **Revision of the Electoral Roll**

There will be a full revision of the electoral roll next year. This year the roll opened for amendments on 8 March and closed 22 March. The amended roll has been available since 28 March 2023.

As in 2023 the Benefice records for the members of the Electoral Roll enable the Annual Report to be distributed electronically to all members with email addresses. Hard copies will be made available on request.

Sonya Tolmie has acted as Electoral Roll Officer in the absence of a formal appointment at last year's APCM. A new officer will be appointed at the 2024 APCM.

### **Sidespeople**

Sidespeople no longer need to be appointed at the APCM and this responsibility is now with the PCC.

### **Safeguarding**

Sue Walker has continued in the vital position of Benefice Safeguarding Coordinator and the Parish Administrator, Sonya Tolmie, has provided the administrative support for processing DBS checks. A separate safeguarding report gives details of actions taken during 2023.

### **Building, Fabric and IT**

The quinquennial inspection was completed in November 2022. Further details of the repair and maintenance of the church approved by the PCC in 2023 are given in the Churchwardens' report. We thank Stephen Morrill and the Fabric Committee for all their efforts to maintain the church.

### **Youth and Families**

Family Services are continued, now taking a slightly different format in the church each month at 1045. Messy Church was not well attended is currently taking a break, but will be reviewed shortly with a view to reconvening in a way which hopefully better all the hard work put in by the Messy Church team. Youth Team continue regular Thursday evening groups. Sarah and Ian are frequent and welcomed visitors in our school. More details about the activities are given in a separate Youth and Families report. The Youth Fund in the St Paul's accounts will continue to be used to support youth work across the Benefice.

### **Mission Giving**

The PCC has for the moment deferred annual Mission Giving, in order to continue to fund the work of this parish and to support the work and ministry of our new incumbent Sarah.

## **Music at St Paul's**

There are not adequate church funds to support a formal appointment of a Music Director at this time. A number of excellent organists continue to support worship on a week by week basis and Gray Brooks has been supporting family worship for which we are grateful.

## **Services**

After Easter it is hoped to review all regular services to provide the most appropriate services and timely Communion for existing members, and for potential and prospective members too, taking account of age profiles and making the best use of Sarah's time.

## **Thanks**

Thanks are given to all members of the PCC for their attendance at meetings and forbearance and support during my first year as secretary.

*Caroline Hargrove, PCC secretary*

## **SAFEGUARDING REPORT**

St Paul's is committed to promoting a safer church and follows the House of Bishops Safeguarding Policy for children, young people and adults. Our commitments are:-

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse or other affected persons
- Caring pastorally for those who are the subject of concerns/allegations of abuse and other affected persons
- Responding to those that may pose a present risk

To this end, *training* continues to be a must for all those involved with children, young people and vulnerable adults. Training is on line and usually no more than two hours; some training is renewed every three years. Basic training is available for *all volunteers*; we are hoping to promote this over the next year. A big thank you to all those who have completed their training. *DBS* checks are compulsory for a number of volunteer roles; *Sonya* continues to assist with applications. These have to be renewed every three years. *Sonya* keeps a record of all training and *DBS* checks and sends out emails when renewal is due. A big thank you to *Sonya* without whose help and support I could not do my role. It is comforting to know that *Sonya* is there, always willing to help with a smile and encouragement.

To ensure we are covering all aspects of safeguarding, we continue to use the *Dashboard*, a valuable tool which records all our actions and reminds us when to renew. Please look at the following as an example.

*Data Protection and Retention*

*The PCC must comply with data protection legislation and Church of England data retention guidance. This must be reviewed annually. When was the above question answered or reviewed? 5.2.24.*

At present this is shown on the dashboard in green. At the beginning of next year it will turn to amber and February turn to red. Renewal cannot be ignored.

The trustees of the PCC receive an *Action Plan* printed from the dashboard and before the next PCC meeting they are asked to look at it in conjunction with the Safeguarding Handbook and be prepared to raise any comment for discussion and then to agree the action before it is signed off. It is then shown as green for another year.

The safeguarding team at the Diocese are extremely helpful and ready to respond to any queries. In addition to the newsletters and emails from the team, a monthly drop-in on zoom is available for all Parish Safeguarding Officers. We have used this on several occasions; it is also useful to hear the dilemmas of other PSOs.

Looking ahead, you will see on the noticeboard a new poster, '*National Safeguarding Standards, Our Parish is committed to the Five Standards*'. This has taken three years to prepare and has now been approved nationally. PCCs are asked to take each of the five standards in turn and examine safeguarding in the parish and identify their strengths and weaknesses. It is suggested that we look at two standards each year. There will be an independent audit every five years.

*Sue Walker, Parish Safeguarding Officer (PSO)*

**DEANERY SYNOD REPORT**

Year ending 31 December 2023

Alison Bush and Susan Turner are the Deanery Synod representatives for St Paul's Church. This involves attending three meetings a year that are held at different churches in the deanery. The meeting is chaired by the rural dean, Simon Cutmore.

The meetings share news from other churches in the deanery and look at how the main project (The Trinity Project) is progressing.

Trinity Project has been set up to help young people with mental wellbeing by helping to mentor them as they transition from Year 6 to 7 and continue as they progress through senior school as a support.

The Trinity Project, now has three trustees in place and the next step is to recruit volunteers from local churches. The project needs to gain charity status. There are two secondary schools that are now involved and they are talking to local primary schools, in which one of them, they are running a mental wellbeing course for several children who have been identified by the school as those who would benefit from this support.

At two other schools they are setting up after school clubs and there are meetings set up with other schools who are interested in being involved. They have set up a website whereby people can see the progress, sign up to help and access resources.

They have linked to "The Haven," which is an organisation to support teenagers struggling with anxiety and depression.

Outreach from churches, including St.Paul's

Delivering by hand Christmas cards with an invitation to church and the list of the services. Plant sale

Prayer groups

Running a coffee shop for which there is no fee.

A youth group catering for children in Years 6-9

The setting up of a toddler group

Easter activities for children

Future event was that Justin Welby is coming on 16<sup>th</sup> November and will be at St Albans cathedral in the morning, making an address, having a question and answer session and workshops. In the afternoon he will be at Woburn. A national church conference was held at Harrogate and was praised especially the talk on prayer.

Safeguarding is becoming a concern as many people are worried about the liability should something go wrong. It was suggested that an open forum be set up for all those in this role and Jez, St Alban's Diocese Representative, would also be there to answer questions and reassure.

*Susan and Alison*

## **SIDEPERSON'S REPORT 2024**

For 9am services there are 2, usually one person, needed per month. Duty frequency: every 1 ½ months.

For 10.45am services there are 2 sidespeople needed 3 times per month. Duty frequency: every 2 months.

In addition, there are frequently extra services requiring sidespeople, e.g. at Christmas and Easter and for occasional evening services and musical events. This increases the frequency for those willing to do such extras.

There is a detailed description of what is needed and at every service everyone helps each other. We need more volunteers so the existing list of people below are not overburdened.

### **Sidespeople on Current List**

Stephen Morrill  
Chris Pinney Ian  
Chantrell  
Peter Corbett  
Richard and Lesley Edwards  
Pippa Frow  
Jenny Laurie / Lucy Williams  
Anne Stickland  
Ann Waine  
Alison Bush  
James Bush

***Alison Bush***  
***March 2024***

## **ELECTORAL ROLL REPORT 2023/24**

There are currently 75 names on the electoral roll. 59 residents and 16 nonresidents. We have had 13 people come off the roll and 1 new addition.

*March 2024*

## **CHILDREN AND YOUTH REPORT 2023/24**

### **School**

This year has been a joy to see relations between the schools and the church grow as both are open to share their gifts and talents.

This has been made possible by the grace of God and the enthusiasm of both headteachers.

In the Spring term, we welcomed Sarah to the schools and to the teams. Both Sarah and I are on both governorships.

We have had the privileges of visiting all classes and teachers during the year, lead assemblies and assisted in class conversations on faith and belief. Easter, the schools assisted in the Easter gardens for the churches and communities.

During the summer term, conversations on prayer spaces occurred and are still on going. We attended sports day and other school events as well as the regular assemblies and class attendance.

During Autumn term, we also saw Electric Umbrella who had worked with great success at Sarratt School go into St Pauls School -part of their time with the school is to look at the school prayer. They also assisted in the Christmas end of term service with church volunteers on a walking nativity. Just before, Sarratt School came together with Sarratt community for a walking nativity too. Both Schools exhibited at Holy Cross Christmas Tree festival. St Pauls school have also agreed to regularly displaying their work in the narthex of the church.

Spring term saw us work with the agreed structures on themes for School assemblies with St Pauls school having a more structured one in line with Sarratt.

None of the above would have been possible without the love support and help of so many who have provided time, talents, skills and gifts for which we give thanks to God.

We do ask for your continued prayers as we continue our service to the schools.

## **Youth Group**

Youth Group is held in St Paul's Parish Room, Chipperfield, and continues to be a happy place for young people to meet up and join in a variety of activities. Our weekly attendances have increased slightly to 16, aged 10-12, but we still don't have any joining us from Sarratt School in spite of regular publicity. We continue to ask the young people what they would like to do and they have come up with some excellent suggestions. Each week also includes circle time when we talk about what we've done and plans for the future as well as giving opportunity for some input on a relevant topic from a Christian perspective and time for thanksgiving and prayer requests. We have an outing once a term and have been once to Laser Planet and twice to Ninja Warrior Watford.

Becky Manning joined us as a Team Member in May 2023. She moved away for a few months in the autumn but is now back and is fully committed to the young people and as a Special Educational Needs teacher, brings great expertise to the team.

Jeannie Poulton is our parent contact and she has now set up a WhatsApp group for parents. This has been a very successful way of communicating with those who have joined the group. All parents continue to be very supportive and appreciative of all that we do.

As a team, we recognise that we are dependent on God and his Holy Spirit and we aim to make time before and after each session for prayer and thanksgiving as well as termly meetings for prayer and planning.

*Jeannie Poulton  
Ian Chantrell  
Anne Stickland  
Becky Manning*

## **Toddler Group**

Toddler group has started on a Tuesday morning. We have welcomed children from a large geographical area, usually about 10-14 of them. In recent weeks a core group of 8/9 has emerged who come every week which is marvellous. There is singing and welcome, general play, usually a themed activity, tea and

toast and biscuits, and closing with more singing. We have been lucky with a kind donation of a sturdy ball pool which the children love. A toy tidy is needed and it is hoped to clear some space downstairs in the parish room to make the toys easier to keep tidy and organised. Sarah has a team of three to help and everyone is enjoying the time with these little people and their carers.

## **REPORT ON THE FINANCIAL AFFAIRS OF THE PAROCHIAL CHURCH COUNCIL**

### **Treasurer's Report for the year ended 31 December 2023**

2023 has been a busy year for St Pauls as our income was £130,000 and expenditure £123,000 giving us a positive balance £7,000 at the end of December, this was achieved despite paying out £47,000 to the parish share. I think we should all congratulate ourselves as this community has provided these funds.

There have been several different challenges this year, high energy costs, a new kitchen for the vicarage, upgrades for the audio, new cameras and technology apparatus and an increase in card donations. Somehow, we are managing to keep up with all these changes and still pay the bills.

After seven years as treasurer I have reluctantly decided it is time to go, unfortunately we still don't have a successor, but I am hopeful that the right person is just round the corner. However, we are trying to make our financial systems as efficient as possible, this has included introducing the "parish giving scheme" which hasn't proved overly popular, but I am still convinced that it will work well and be a benefit when it is fully up and running. Thank you all for your perseverance.

The parish room has once again brought nearly £12,000 in revenue and our investments and interest receipts are almost double what we received in 2022. Most of our costs are in line with last year's but I am expecting our energy bills to increase in 2024.

The PCC has decided to direct our mission giving for 2023 to outreach at St Pauls this year, we are all excited for the future as we can already see signs of growth and change that has come since Sarah has brought new life to our benefice.

We are very fortunate at St. Pauls that we have so many of you who give your time, skills and finances on a regular basis, thank you all very much.

*Fay Dent  
Treasurer*

## St. Paul's Church Chipperfield End of Year Statements 2023

### Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	70,244	20,242		90,486	87,404
Income from charitable activities	10,851			10,851	5,343
Other trading activities	11,922			11,922	16,358
Investments	8,370			8,370	3,248
Other income	7,583	1,000		8,583	10,553
<b>Total income</b>	<b>108,771</b>	<b>21,242</b>		<b>130,013</b>	<b>122,907</b>
<b>Expenditure on:</b>					
Raising funds	490			490	5,430
Expenditure on charitable activities	85,141	6,620		91,762	103,542
Other expenditure	13,047	17,800		30,847	10,804
<b>Total expenditure</b>	<b>98,679</b>	<b>24,420</b>		<b>123,099</b>	<b>119,777</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>10,092</b>	<b>(3,178)</b>		<b>6,913</b>	<b>3,130</b>
<b>Transfers</b>					
Gross transfers between funds - in	7,800	5,263		13,063	2,700
Gross transfers between funds - out	(5,263)	(7,800)		(13,063)	(2,700)
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>12,628</b>	<b>(5,714)</b>		<b>6,913</b>	<b>3,130</b>
<b>Total funds brought forward</b>	<b>69,263</b>	<b>46,372</b>		<b>115,636</b>	<b>112,505</b>
<b>Total funds carried forward</b>	<b>81,892</b>	<b>40,657</b>		<b>122,549</b>	<b>115,636</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	81,892			81,892	69,263
<b>Restricted</b>					
Allen Graves		1,636		1,636	1,636
Church Roof Repair Fund		12,400		12,400	12,400
Churchyard Fund		425		425	
Director of Music					5,009
Flower Fund		5		5	97
Jim Pritchard Fund		136		136	136
Organ Repair & Maintenance Fund		940		940	1,288
Rector's Discretionary Fund		520		520	520
Redecoration Fund		7,309		7,309	10,168
Ukrainian Relief Fund		402		402	402
Youth Work		16,883		16,883	14,714

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
6420	Jordan Fund		
6430	Investment Fund	25,570	23,128
	<b>Total Fixed assets</b>	<b>25,570</b>	<b>23,128</b>
<b>Current assets</b>			
6501	Bank current account	9,232	792
6505	Parish Room Account	3,084	2,023
6510	CCLA (CBF) deposit account	84,086	93,086
6535	Catering Petty Cash	415	422
Z05	Accounts Receivable	2,456	3,800
	<b>Total Current assets</b>	<b>99,276</b>	<b>100,124</b>
<b>Liabilities</b>			
6602	Uncleared Cheques 2018		
6699	Agency collections	(2,126)	(1,499)
Z04	Accounts Payable	4,422	9,117
	<b>Total Liabilities</b>	<b>2,296</b>	<b>7,617</b>
	<b>Net Asset surplus(deficit)</b>	<b>122,549</b>	<b>115,636</b>
<b>Reserves</b>			
	Excess / (deficit) to date	6,913	3,130
Z01	Starting balances	115,636	112,505
Z02	Other gains/(losses)		
	<b>Total Reserves</b>	<b>122,549</b>	<b>115,636</b>
<b>Represented by funds</b>			
	Unrestricted	81,892	69,263
	Restricted	40,657	46,372
	<b>Total</b>	<b>122,549</b>	<b>115,636</b>

## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
0101 - Gift Aid - Bank	1,577		108		1,683	5,747
0110 - Gift Aid -White Envelopes	1,229		30		1,259	1,618
0210 - Monthly SO Tax Effective	29,553		1,550		31,103	35,310
0301 - Loose plate collections	4,449				4,449	3,590
0310 - Monthly SO Not Tax Efficient	1,284				1,284	904
0401 - Envelopes - Weekly & Monthly	1,440				1,440	976
0410 - Card Payments	705				705	472
0501 - Donations not tax claimable	13,305		500		13,805	2,800
0510 - Website Donations	214				214	571
0520 - Grant. Ukraine						1,000
0550 - Donations appeals etc	(255)		15,300		15,045	1,677
0601 - Tax recoverable on Gift Aid	10,940		1,908		12,848	11,432
0701 - Legacies	5,000				5,000	13,526
0801 - Recurring grants	800				800	1,250
08A1 - Non-recurring one-off grants			850		850	6,529
<b>Total</b>	<b>70,244</b>		<b>20,242</b>		<b>90,486</b>	<b>87,404</b>
<b>Income from charitable activities</b>						
0901 - Baptism Fees	107				107	32
0915 - Catering Fund Income	475				475	
1101 - weddings and funerals fees	10,089				10,089	5,311
<b>Total</b>	<b>10,651</b>				<b>10,651</b>	<b>5,343</b>
<b>Other trading activities</b>						
1235 - Parish Room Hire	11,657				11,657	10,413
1240 - Parish Room - Trans funds						4,500
1245 - Church Hire	190				190	1,445
1260 - First Aid Course	75				75	
<b>Total</b>	<b>11,922</b>				<b>11,922</b>	<b>16,358</b>
<b>Investments</b>						
1010 - Investment Fund Increase	2,441				2,441	
1020 - Bank and building society interest	5,928				5,928	3,248
<b>Total</b>	<b>8,370</b>				<b>8,370</b>	<b>3,248</b>
<b>Other income</b>						
0451 - CAF Donation	8,300		1,000		9,300	
1040 - Musical Events	518				518	1,070
1210 - Sarratt payment due	(1,499)				(1,499)	1,499
1300 - Platinum Jubilee Funds						7,983
1315 - HMRC Refund (overpaid tax)	264				264	
<b>Total</b>	<b>7,583</b>		<b>1,000</b>		<b>8,583</b>	<b>10,553</b>
<b>INCOME TOTAL</b>	<b>108,771</b>		<b>21,242</b>		<b>130,013</b>	<b>122,907</b>

## EXPENDITURE

### Raising funds

1710 - Trans to Church Account				4,500
1730 - Costs of Musical Event	490		490	930
<b>Total</b>	<b>490</b>		<b>490</b>	<b>5,430</b>

### Expenditure on charitable activities

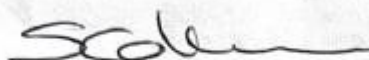
1705 - Youth Fund Expenditure		212	212	352
1735 - Catering Fund Expenses	481		481	21
1850 - Mission Giving	2,190	283	2,453	10,580
1870 - Secular charities	485		485	325
1901 - Parish Profile Expenses	210		210	
1910 - Parish share	47,053		47,053	47,815
2001 - Office Costs	2,574		2,574	2,476
2050 - Salary of parish administrator	6,806		6,806	6,535
2101 - Expenses of incumbent	379		379	469
2120 - Messy Church Expenses	2		2	
2130 - Parsonage house expenses	581		581	47
2150 - Vicar's telephone	104		104	519
2170 - Education. Schools	78		78	12
2301 - Church Insurance	2,604		2,604	2,455
2310 - Church Broadband/Zoom License Charge	407		407	446
2320 - Organ / piano tuning	384	348	732	552
2330 - Church maintenance	1,815		1,815	2,402
2331 - Cleaning	2,404		2,404	2,724
2335 - Organist Fees	975	2,709	3,685	7,918
2340 - Upkeep of services	261		261	1,735
2350 - Upkeep of churchyard	5,055		5,055	4,915
2360 - Administration	1,915		1,915	1,692
2370 - Visiting speakers / locums	437		437	
2375 - License fees due for music	830		830	740
2401 - Church running - electric	2,922		2,922	3,845
2410 - Church running - gas	3,146		3,146	3,635
2420 - Church running - water	256		256	230
2440 - Church running - Flowers	23	227	251	373
2510 - Hymn Books				260
2570 - Parish Room Expenses	311		311	452
2801 - DBS/ examination/audit costs	60		60	28
2720 - Church interior and exterior decorating		2,859	2,859	
2725 - Church Audio Upgrade	380		380	
<b>Total</b>	<b>85,141</b>	<b>6,620</b>	<b>91,762</b>	<b>103,542</b>

### Other expenditure

2155 - Vicarage Kitchen		17,800	17,800	
2355 - Weddings and Funeral Expenses	6,254		6,254	2,489
2365 - Bank Charges	136		136	164
2930 - Website and Technology costs	6,656		6,656	167
2935 - Transfer of Funds Platinum Jubilee Fund				7,983
<b>Total</b>	<b>13,047</b>	<b>17,800</b>	<b>30,847</b>	<b>10,804</b>
<b>EXPENDITURE TOTAL</b>	<b>98,679</b>	<b>24,420</b>	<b>123,099</b>	<b>119,777</b>
<b>GRAND TOTAL</b>	<b>10,092</b>	<b>(3,178)</b>	<b>6,913</b>	<b>3,130</b>

Signed on behalf of the PCC by:

Rev. Sarah Collins (Incumbent)

A handwritten signature in black ink, appearing to read 'S Collins', written in a cursive style.

Mr. Phillip Waine (Church Warden)

A handwritten signature in black ink, appearing to read 'P Waine', written in a cursive style.

This report dated: 25<sup>th</sup> March 2024

***This report dated: 31 December 2023***

## **Independent Examiner's Report to the Trustees of St Paul's Church, Chipperfield Parochial Church Council**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2023.

### **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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. 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.



Sarah Altman ACA  
Sarratt Lodge  
The Green  
Sarratt  
WD3 6BL  
Date 19th March 2024

## Parish Prayer

Almighty God, fill us with your love.

Jesus our Saviour, teach us to serve and care with generosity and joy,  
courage and hope, humility and gentleness.

Holy Spirit, stir and inspire us. Strengthen and equip us to faithfully  
proclaim in word and deed the all-embracing love of God. Guide us  
and help us to be vibrant imitators of Christ making him known in  
the world.

For the sake of the kingdom and in the name of Jesus Christ.

Amen.



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# Accounts

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**ST PAUL'S CHURCH  
CHIPPERFIELD**

**ANNUAL MEETINGS**

**SUNDAY 26 March 2023, 10.15am**

**AT ST PAUL'S CHURCH**



**REPORT  
FOR THE YEAR ENDED  
31 DECEMBER 2022**

***To be a place of connection and community that nurtures  
relationships and brings a sense of hope, trust and faith***



✝ *Living God's Love*

# **St Paul's Mission Action Plan**

## **Our Vision**

To be a place of connection and community that nurtures relationships and brings a sense of hope, trust and faith

## **Our Priorities**

- To encourage people to deepen their relationship with God through prayer, worship, study and fellowship.
- To identify the pastoral needs of the community and seek to show love and care and to build relationships.
- To bring children, young people and families into a deepening relationship with God

## **ADMINISTRATIVE INFORMATION**

St Paul's Church Chipperfield is situated on the Common in Chipperfield and is part of the Diocese of St Albans within the Church of England.

The correspondence address is Holy Cross and St Paul's Church Office, Village Hall, The Green, Sarratt, Herts WD3 6AS.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

Incumbent:	Vacancy
Reader:	Philip Waive
Treasurer:	Fay Dent

PCC members who have served for the year up to the date of this report are:

Wardens:	Philip Waive (until 2023)
	Ann Waive (until 2023)

Representatives of the Deanery Synod:	Alison Bush (until 2023)
	one vacancy

Elected members:	Clare Brook	(until 2025)	Sue Walker	(until 2024)
	James Bush	(until 2024)	Alison Bush	(until 2023)
	Pippa Frow	(until 2023)	Ian Chantrell	(until 2023)
	David Zerny	(until 2023)	Jennifer Laurie	(until 2023)
	PCC Secretary	Lucy Wood	(until 2023)	

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

St Paul's Church is part of the Benefice of Holy Cross, Sarratt and St Paul's Chipperfield. Each church has its own PCC and Standing Committee that meet regularly and separately. Joint PCC meetings occur occasionally during the year. Wardens of both churches meet regularly together with the incumbent. The Children and Youth Committee is a joint one with Holy Cross.

The Parish Room is managed separately to the church by a committee chaired by an appointee of the PCC.

# **AGENDA FOR THE ANNUAL MEETING OF PARISHIONERS and APCM**

## **Introduction**

At this year's APCM we reflect on the past year and look forward to the future. We will be assuming that you will have read all the reports in this booklet prior to the meeting and their appearance on the agenda is simply to give electoral roll members the opportunity to ask questions on the reports.

## **Annual Meetings**

Members present and apologies for absence for both meetings

## **Annual Meeting of Parishioners**

1. Welcome, opening prayers
2. Minutes of the last meeting (page 5)
3. Election of Church Wardens

## **Annual Parochial Church Meeting**

1. Minutes of previous meeting and matters arising (page 5)
2. **Reports**
  - a) Rector's Report (no report for 2022 as position vacant)
  - b) Church Wardens' Report 2021/22 (page 11)
  - c) Report of the PCC meetings 2022 (page 22)
  - d) Safeguarding Report (page 16)
  - e) Deanery Synod Report (page 17)
  - f) Sidespersons report 2022/23 (page 20)
  - g) Electoral Roll Report (page 20)
  - h) Children & Youth Report (page 21)

## **3. Accounts**

Report on the Financial Affairs of the Parochial Church Council (page 22)

- a) Treasurer's Report
- b) Adoption of Accounts for year ending 31 December 2022

## **4. Elections**

- c) Election of PCC Secretary, 6 members of the Parochial Church Council and 2 members of the Deanery Synod.
- d) Appointment of Electoral Roll Officer
- e) Appointment of Sidespersons

## **5. Reflecting on the last year and looking to the future**

## **6. Concluding Business**

- a) Questions and any other business
- b) Date of next meeting - Sunday
- c) Closing Prayers

***St Paul's Church, Chipperfield  
Minutes of the Annual Meetings of Parishioners  
held on Sunday 15<sup>th</sup> May 2022 at 11.40am in the Church***

Michele Du Saire, Rector, and 22 members of the Electoral Roll were present. ***Apologies for absence*** were received from Fay Dent, Caroline Hargrove, Ann Waine, Mary Nobbs, Peter Corbett and David Collette.

### **Annual Meeting of Parishioners**

#### **1. Welcome and opening prayer**

Michele welcomed all to the meeting and opened with the Parish prayer.

Michele read out a message from Mary Nobbs, that she wished to pass on her gratitude and thanks to the team who give up so much of their time to stream services for us.

#### **2. Minutes of the 2021 Annual Vestry Meeting**

Philip Waine proposed and Jennie Laurie seconded the adoption of the minutes. The minutes were approved.

#### **3. Election of Churchwardens**

Philip Waine and Ann Waine have graciously offered to continue as our Churchwardens for the forthcoming year. Michele thanked Ann and Phil for their commitment and care over the past year. Sue Walker proposed and Ian Chantrell seconded the election of Philip Waine. He was appointed unanimously. Elaine Dean proposed and Ian Chantrell seconded the election of Ann Waine. She was appointed unanimously.

The meeting concluded at 11.50 a.m.

### **Annual Parochial Church Meeting**

#### **1a. Minutes of the 2021 Annual Parochial Church Meeting.**

David Zerny proposed and Lesley Edwards seconded the adoption of the minutes. The minutes were approved.

#### **1b. Matters Arising from the Minutes.**

No matters arising.

#### **2a. Rector's report**

The Rector's report printed in the booklet was noted.

**2b. Church Warden's report**

The Church Warden's report printed in the booklet was noted.

**2c. Report of the PCC meetings 2021**

The report of the PCC meetings printed in the booklet was noted.

**2d. Safeguarding report**

The safeguarding report printed in the booklet was noted. Michele thanked Sue for her diligence and level of care in keeping abreast with the many safeguarding matters for the Benefice, which is important to all of us and particularly the most vulnerable. Sue ensures our policies are kept up to date and are in line with diocesan requirements. Sue, in turn, thanked Sonya, who is an essential part of safeguarding, keeping schedules and records to ensure the necessary checks and training are completed.

**2e. Deanery Synod report**

The Deanery Synod report printed in the booklet was noted.

**2f. Sidespersons report**

The Sidespersons report printed in the booklet was noted. Michele thanked Anne Wyburd, who has stepped down from the coordinating the rotas after many years in this role. She also thanked Alison Bush for taking on this role.

Alison thanked all those people who continue to volunteer to take on the important duties of sidesman, reading lessons and leading prayers. She asked all those on the rotas to organise swaps for themselves as necessary, and to advise both Sonya and herself, once a swap has been agreed.

**2g. Electoral Roll report**

Lucy Wood advised that there are 92 members on the electoral roll, not 94 members as reported in the published booklet; 69 members are resident in the parish and 23 non-resident. In the last year, there has been one addition and three deletions (through death). The next full renewal of the Electoral Roll will be in 2025.

Michele expressed her thanks to all those who had written the APCM reports and carried out their roles within the church over the last twelve months.

### **3a. Treasurer's report**

The Treasurer's report printed in the booklet was noted. Lucy Wood gave Fay Dent's apologies for being unable to attend this year due to the change in the APCM date. Michele thanked Fay for her dedication and diligence as our treasurer. She thanked the whole church community for their generosity of giving, which has enabled the church to end the financial year on a stable footing, and to continue our 'mission giving' to local, national and international charities.

### **3b. Adoption of the accounts**

Stephen Morrill proposed and Anne Stickland seconded the adoption of the accounts for the year ending 31 December 2021. The accounts were approved.

### **3c. Appointment of the Independent Examiner**

Caroline Hargrove was thanked for acting as our Independent Examiner. Philip Waine noted that Caroline poses questions to the PCC as part of her examination of the accounts, which is particularly welcomed by the PCC as an opportunity for the accounts to be fully scrutinised. Stephen Morrill proposed and Anne King seconded that Caroline should be appointed as our independent examiner for the forthcoming year. She was appointed unanimously.

### **4a. Election of lay representatives to the Deanery Synod**

The current lay representative to the Deanery Synod is Elaine Dean. Judy Olney stepped down last year and Michele thanked Judy for the wisdom and care that Judy has brought to her several roles within the church over many years, including churchwarden, PCC member, Deanery Synod representative.

Michele invited those present to consider whether they might step forward to take on the Deanery Synod role with Elaine Dean. Alison Bush volunteered to take on this role.

James Bush proposed and Elaine Dean seconded the election of Alison Bush. She was appointed unanimously.

Lesley Edwards raised the point that there is a Deanery service each year on Ascension Day, hosted by one of the churches in the Deanery. This year, St Paul's is hosting the service. Michele confirmed that she will be arranging sidesmen for the service and welcomed all those who can to attend.

Bob Shearer noted that the Deanery Synod receives reports from the Diocesan and General Synods and is therefore a valuable way for us to keep informed about the wider church.

#### **4b. Election of members of the Parochial Church Council (one renewal)**

Anne Stickland proposed and Lucy Wood seconded the re-election of Clare Brook to the PCC.

Clare was re-elected for a further three-year term. Michele thanked Clare and noted that many years ago the PCC adopted a best practice of its members serving for six years. It is a big commitment but a rewarding role. Regularly having new people on the council means that we reduce the risk of the PCC becoming stale or energies being depleted – it's always good to have new ideas and approaches to promote growth and development. Michele noted that there will be three members of the current PCC who will have completed a six-year term in office at the end of the current year (2022-23) and she asked those present to consider standing for the PCC in the coming year.

#### **4c. Appointment of Electoral Roll Officer**

Pippa Frow has agreed to remain as our Electoral Roll Officer. Michele thanked Pippa for carrying out this role in the church.

#### **4c. Appointment of Sidespersons**

This list of serving sidespersons on page 23 of the booklet was noted. (See also item 2f.)

#### **5. Reflecting on the past and looking to the future**

Michele reflected on the past year and thanked all those who have contributed to the safe running of the church, including those who simply step in without being asked when a need arises.

##### ***Music at St Pauls:***

Michele thanked Ben, our director of music, for the wonderful contribution he continues to make both in the life of the church and the village community. Michele said that whilst we have longed for a time when we are no longer restricted by Covid, she was aware that the music both as worship and in our concerts has had a big impact on our sense of collective well-being and community spirit. We look forward to the next year, with opportunities for the choir, worship and concerts.

##### ***MAP review:***

At the last PCC, Michele reported the PCC had revised its Mission Statement, which reads:

“To be a place of connection and community that nurtures relationships and brings a sense of hope, trust and faith”.

She reported that we had hoped to present the PCC's thinking and MAP review at an open meeting. Unfortunately, this did not take place due to on-going Covid restrictions at certain points in the year. Nevertheless, Michele was pleased to report that the eight priorities set by the PCC had mostly been met or started by the end of 2021, with the youth group starting more recently in 2022:

- Re-establish worship in church.
- Support the Director of Music in monthly music events.
- Maintain an 'outside presence' at different times of the year, such as the outdoor crib and Christmas and the outdoor Easter Garden.
- Re-establish hospitality such as Sunday lunches and coffee mornings.
- Support youth and children's work.
- Continue to have a strong connection to St Paul's school.
- Continue to have an on-line presence.
- Plan a service of thanksgiving to reflect on the last year and to acknowledge/celebrate the generosity shown by so many people in so many ways, both within our parish and beyond, during the pandemic.

Moving forward, Michele reported that we will need to continue what has already been started in order to regain some of the ground lost during the pandemic. Two additional areas to be developed are Home Groups and Pastoral Care. More than anything else, Michele has heard people talking about re-building relationships. We need to be creative and intentional in the things we do to help each other re-connect, especially those who continue to feel vulnerable. For example, the parish lunches have been a great blessing and our on-line presence has met a need for those who cannot come to church.

### ***All-Age worship***

Michele reported that there has been a request to return the All-Age worship to the Parish Room. She asked for views from those present, as we are not able to live-stream a service from the Parish Room at present, and we currently live-stream two services a month, the Parish Communion at 10.30 on the first Sunday of the month, and the All-Age worship on the third Sunday.

There was an extended discussion, with the following points raised:

- A faculty for further technology upgrade has been applied for. Once it has been agreed, additional costs will need to be

funded before progressing. However, the intention is to be able to live stream from the parish room in the longer term.

- We are currently reliant on Paul or Martin for setting up the equipment and running the live streaming. It is a time-consuming set up/pack down. Once the faculty has been approved, the first upgrade is to provide easily operated equipment, so other people can take on the role as well.
- It is difficult to tell whether the availability of services on-line might be influencing people's decisions to return to worship 'in person'.
- Planning and setting up services that are live streamed takes more time than unrecorded services, due to all the additional requirements.
- In services where the congregation are encouraged to participant spontaneously, such as the All-Age Service, some people may feel inhibited from participating in the way they might wish to when the service is being recorded and streamed, particularly when making personal prayer requests. (We were reminded that before named individuals are brought forward for prayer, that person or their families should be asked in advance)
- Families may be reluctant to bring their children to services that are being recorded.
- In light of the discussion, it was proposed that the All-Age service should return to the Parish Room for a trial period of time, seeking to rebuild the community 'off-line'. It was agreed that this proposal, and the streaming of services in general, would be considered further by the PCC in June.

### ***Building and fabric***

Michele advised that there will be further consideration of the building and fabric of the church in the forthcoming year, particularly in light of increasing fuel bills. The requirements of the church roof and the feasibility of some re-ordering of space within the church will be considered.

6. **Concluding Business**  
6a. **Questions and any other business**  
***Pewsheets***

Anne King asked if some copies of the weekly pewsheet could be printed for distributing to those who are not able to receive an electronic copy. This was agreed.

### ***Hymn Books***

Alison Bush advised that there were not enough of the 'words only' smaller new hymn books for the busier services. She asked that 50 or 100 more copies are ordered, depending on price.

### ***Jubilee flowers***

Lesley Edwards reminded us that Jennie Laurie is organising a wonderful flower display in the church for the Jubilee. The church will be open throughout the weekend for visitors and the flower display will be advertised.

### ***Fixed wiring***

Stephen Morrill reported that the inspection of the fixed wiring had been concluded successfully.

6b. The proposed date for the next APCM is 26 March 2023.

6c. Tokens of appreciation were brought to the meeting for presentation to: Sonya, our Benefice Administrator; Caroline Hargrove, our Independent Examiner; and Paul & Martin, our technical team. An applause was given by all those present and Michele kindly agreed to distribute the gifts after the meeting.

6d. Michele led us in a Closing Prayer.

*Lucy Wood, PCC secretary, 15.5.22*

**RECTOR'S REPORT** – Due to the vacancy the Church Wardens report below is this year's update.

## **CHURCH WARDENS REPORT 2022/23**

### **Building & Fabric**

#### Inside the church and Parish Room

The organ has had two visits from the tuner and is in good condition.

The 'tap and go' payment device in the Narthex has been upgraded to be easier to use. The gas boiler and gas heater were serviced, as were all the fire extinguishers. It was agreed hold 9am services in the Parish Room to reduce winter heating costs in church, (which has resulted in well attended and much enjoyed 'tea 'n toast' post services). At the time of writing we are still looking for a joiner to quote for making and installing new wooden cupboard doors in the narthex.

### Outside:

Gutters have been cleaned out several times, most recently in November by Graeme, the school caretaker and his son, as a favour to the church.

Kevin has continued his Monday morning work in the churchyard, cutting the grass, clearing leaves and fallen branches and twigs, carrying out repairs to the churchyard wall and dealing with the huge amount of green waste produced by the churchyard.

Sacha, a resident in the village from Ukraine, has painted preservative onto the churchyard gates, the lychgate and most of the benches in the churchyard. He also pollarded all the lime trees for us when he came to the November working party organised by Frances Onians. The working party also raked up leaves, mowed and strimmed the grass.

Energised by coffee and cake, approximately twenty people, including members of our church community, villagers and some of our Ukrainian friends, worked long and hard to make a difference. A second working party was held in April.

We had some tarmac laid over the rough surface outside the lychgate.

### Quinquennial Inspection

Every five years the church has to pay for a full inspection by a surveyor, and his report in October stated that the church was being well maintained (yes, he is monitoring the cracks in the walls that you can see, and they are not getting noticeably worse). There is some outside painting of the Parish Room woodwork (windows) that the inspector wants done in the summer, and we are all aware that at some point extensive work on the church roof is needed to deal with the growing problem of slipping slates. However, the surveyor has put nothing in the 'urgent' category.

### **Our Church Family**

In September, after nine years as rector of our Benefice, Rev Michele left us for pastures anew. We thank her for her love and dedication to the Benefice and wish her and Bob a peaceful, blessed and healthy retirement in Wiltshire. We are now in a Vacancy (interregnum) and we pray that the right person comes forward to become our minister. In the meantime, we offer our gratitude to the visiting priests who continue to support our Benefice as Celebrants.

Our Director of Music, Ben Atkinson, moved away last year to accommodate his expanding family in a new house in the midlands, closer to his in-laws. We are fortunate to have the services of David Clough, who looks after the Benefice choir, and other accomplished musicians who play at our services while we seek somebody to fill this position.

We thank everyone who has contributed to the smooth running of St Paul's and the Parish Room in any of the following ways: sidespersons, readers, caterers, singing in the choir, floral displays, sacristans, technical expertise, church cleaning and opening and closing the church each day. Some of our volunteers do not attend church but gladly help with various tasks.

We are especially grateful to Stephen Morrill and Sue Walker. Stephen carries out endless 'invisible' jobs and has managed the Parish Room since it was first built over twenty years ago and also Sue for all her hours of work as Parish Safeguarding Officer and the 'invisible' jobs. We also really appreciate the hard work of our amazing 'Christmas team' who assemble the outside crib and purchase, install and decorate our two (large) Christmas trees. Once again, we pass on our gratitude and thanks to Sonya, who so efficiently oversees the administrative work of the Benefice, and much, much more.

We offer our gratitude to our Hon Treasurer, Fay Dent, for the many hours of hard work that she and her team spend on our church accounts. We thank our retiring PCC Secretary, Lucy Wood, for the patience and efficiency she has brought to the role and wish her well in her new career of teaching teachers to teach science. Thank you also to Ann Waine, who is stepping down as churchwarden after carrying out this role for almost ten years. We also thank those members of the PCC who are leaving after three years of service and we look forward to new members joining us. There are many other dedicated helpers who we have not named in this report - but we know you know who you are!

As we think of those who have passed away in our parish, we must of course first acknowledge the passing of Her Majesty Queen Elizabeth II. Our Reader, Philip Waine, conducted two memorial services for Her Majesty, one for the parish and one for the pupils and teachers of St Paul's school. A Book of Remembrance was placed in the church and was signed by many members of the public.

Sadly, we have lost three valuable and long-standing members of our congregation since my last report. Janet Cornell, our valued former treasurer passed away in February last year. We also lost Keith Dawson (a previous churchwarden and PCC secretary) and the indomitable Bridget Brook, all of whom are sorely missed.

Messy Church has now been taking place for over a year, is well attended and is held in Chipperfield and Sarratt on alternate months. After much planning, the Benefice youth club has been re-established and takes place at St Paul's every fortnight. Our Family Services continue to be held each month and we are grateful to Anne Stickland and her team who work hard to organise these.

The amazing Pat Smith and her helpers are once again running the popular Sunday lunches, now held bi-monthly.

Volunteers to help with all aspects of church life are **always** welcome - please do not be backward in coming forward if you think you can contribute in any way, however small.

The process to appoint a new rector has begun and by the time this report is published, short listing will hopefully have taken place, with interviews planned for April.

This is the first completed church year since the end of COVID restrictions and it is a relief to increasingly 'get back to normal' and we hope and pray that we will soon have the pleasure of welcoming back all former regular members of the congregation to collective worship at services. Well, that's it from me (Ann)... and I am looking forward to forcing myself to sit at the front of the church in the future!

*Ann & Philip Waine  
Churchwardens*

## **REPORT OF PCC MEETINGS 2022**

### **Churchwardens**

Philip and Ann Waine kindly offered to continue as churchwardens were re-elected at the APCM in May.

### **Members of the PCC and Deanery Synod Representatives**

Clare Brook was re-elected to the PCC for a further 3-year term. The continuing members for 2022-23 were Alison Bush, James Bush, Ian Chantrell, Fay Dent (treasurer), Pippa Frow, Jennie Laurie, Sue Walker, Lucy Wood (secretary) and David Zerny. Elaine Dean stepped down as our Deanery Synod representative this year and Alison Bush kindly stepped into this role. We continue to seek a second representative.

### **Financial Matters**

Caroline Hargrove has continued as our auditor and details of the church finances in 2022 are given in the Treasurer's report. The Diocesan share for 2022 was £47,815.

### **Parish Administration**

Sonya Tolmie, our Benefice Administrator, has continued her wonderful support of the PCC throughout 2022.

## **Revision of the Electoral Roll**

There was a revision of the Electoral Roll during 2022. As in 2020, the Benefice records for the members of the Electoral Roll enable the Annual Report to be distributed electronically to all members with email addresses. Hard copies will be made available on request.

## **Safeguarding**

Sue Walker has continued in the vital position of Benefice Safeguarding Co-ordinator and the Parish Administrator, Sonya Tolmie, has provided the administrative support for processing DBS checks. A separate safeguarding report gives details of actions taken during 2022.

## **Building, Fabric and IT**

The quinquennial inspection was completed in November 2022. Full details of the repair and maintenance of the church approved by the PCC in 2022 are given in the Churchwardens' report.

## **Youth and Families**

The PCC agreed the job descriptions for the Youth leaders/Youth support workers and the Youth team was recruited following the agreed procedures. The All-Age Services continued in the church each month and Messy Church ran alternately in Chipperfield and Sarratt throughout the year. The Youth Team started regular Thursday evening groups from September 2022. More details about the activities are given in a separate Youth and Families report. It was agreed that the Youth Fund in the St Paul's accounts would be used to support youth work across the Benefice.

## **Mission Giving**

The details of our annual Mission Giving, agreed by the PCC, are given in the Treasurer's report.

## **Platinum Jubilee celebrations**

The church was open over the four days marking the Queen's platinum jubilee, with a stunning celebration of the Queen's 70 years through floral arrangements.

## **Interregnum**

Following the retirement of our rector, Michele, the Churchwardens from St Paul's and Holy Cross met with the Arch Deacon (Jane Mainwaring) and the Rural Dean (Father Simon Cutmore) in September to plan the interregnum and the process of appointing a new incumbent. A parish profile was drafted by the churchwardens, circulated to the PCCs, and agreed in January 2023. The position of Rector for the Benefice of St Paul's and Holy Cross was advertised

in February, with a closing date in March and interviews are planned for April 2023.

### **Music at St Paul's**

Ben Atkinson sadly stepped down from the position of Director of Music in September 2022. It was agreed that the position would be re-advertised once a new rector has been appointed in 2023.

### **Thanks**

Thanks are given to Sue Walker, Jenny Laurie and Ann Waine for setting up and bringing welcome refreshments to our PCC meetings held in the Narthex of the church, and to David Zerny and Fay Dent for hosting PCC meetings at their houses.

*Lucy Wood, Secretary*

### **SAFEGUARDING REPORT**

Safeguarding continues to be of major importance, one which the Diocese of St Albans takes very seriously. We receive regular newsletters and emails from the Diocese Safeguarding team. The team are always very helpful and we are grateful for their support. It is reassuring to know that there is always someone available to speak to for help and advice.

I have mentioned in my reports that we signed up to the **Dashboard**. The Dashboard ensures that we keep up to date with all aspects of safeguarding in the church. For example, we are asked, "Are there any new activities"? When we answer, "yes", then follows a long list of 'to do's' which covers risk assessment, insurance, safer recruitment, training, DBS checks, safer environment for that activity. When this is completed, the job is not done; it will need to be reviewed the following year. This has been completed for Messy church and the Youth Group. A similar list has to be completed for all non-church activities that take place in the church or parish room. This includes the Brownies and music exams. An action plan is printed off and presented to the PCC for their consideration at every PCC meeting.

**Training** continues to be a must for all those involved with children, young people and vulnerable adults. Training is on line and is usually one to two hours. Again, having finished the training, the job is not done, it will have to be renewed in three years time. A big thank you to all those who are up to date with their training and a big ask for those not there yet to do so as soon as possible. **DBS** checks are compulsory for a number of volunteer roles; Sonya continues to assist with applications. Once more, the job is not done, they have to be renewed every three years.

A very big thank you to **Sonya**. When I say I could not do this job without her, I mean just that. Sonya meticulously keeps a spreadsheet of everyone's training and DBS records and sends out emails when reviews are needed. Sonya also keeps herself up to date by completing all the safeguarding training. She is always there to help me out with a smile and encouragement.

Each year PCCs in the Diocese must confirm their commitment to adopting and adhering to the **Diocesan Policies**. I bring to your attention the resolution passed at the September 2022 PCC meeting:-

“At its meeting on 21 September 2022 the PCC of St Paul's, Chipperfield, agreed unanimously to comply with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults)”.

It adopted the Diocese of St Albans Policies for Safeguarding children, Vulnerable Adults and for responding to Domestic Abuse, and employment of Ex-offenders.

It accepted the best Practice Guidelines for the Diocese and pledged to continue to work towards full compliance with the Measure and the details implied by the policies and best practice guidelines.

*Sue Walker*  
*Safeguarding Officer*

## **DEANERY SYNOD REPORT**

Year ending 31<sup>st</sup> December 2023

Since becoming one of the representatives on the Deanery Synod there have been two meetings, one in November 2022 and in January 2023.

Synod Officers

Rural Dean: Rev'd Simon Cutmore,

Lay Chair: John Rhodes,

Treasurer: Tony Barton,

Secretary: Guy Parks,

At the November meeting there was a guest speaker, Guest speaker: Maggie Dodd - Anna Chaplain for older people in St Albans.

Maggie's position is funded by the Bible Reading Fellowship and the Methodist Church, although she is an Anglican. She likes the company of older people, and cares for the elderly and those with dementia. The UK has more people over the age of 60 than those under 18. Two million people over the age of 75 live alone. The over 85s will double by 2043. 850,000 people have dementia,

and this will double by 2051. There is a need for spiritual and religious care for older people. Her community-based chaplaincy:

Gives people a reason to live

Sustains hope

Provides something to believe in

Satisfies a need for creativity

Enables reflection

Considers death

Shares the good news of eternal life

47% of those she reaches out to have little or no faith. She regularly visits people individually and in care settings, and is inclusive of carers, relatives, is non-judgemental and ecumenical. There are now 230 Anna Chaplains, but Maggie is the only one in Hertfordshire.

There was the following feedback for the Deanery mental health project - 'The Trinity Project' Following the meeting at Full of Beans Café on 1/1/22 to shape the project attended by 30 people, including from the Deanery, schools and other partners, with Simon who is a qualified mental health first aider. A working group has been set up and has started to meet. The project will work with young people at different stages: at Year 4; year 6; start of secondary school (year 7); GCSE stage; A level stage. Two local secondary schools, The Reach and Croxley Danes (and their feeder primaries) are partners to the project. Students will be contacted eg. at school lunch clubs and in Church and other community settings. Other partners are 'The Haven' in Harpenden and 'Phase' in Hitchin. One paid employee will be required for the project, which will have a projected 30-year life, to accompany students on their life journey. Feedback from headteachers was very positive. STEP (St Albans & Harpenden Educational Partnership Project) can help, along with other partners. The project could be extended to further education colleges. The project will provide a listening ear independent of the school, accompanying the student over many years. A member of the synod noted the project might help prevent incidents like the recent suicide of a 17 year-old in the Deanery. Another member asked about safeguarding.

All counselors involved in the project will need to have DBS clearance and mental health training, along with support available for themselves if required. Data protection will also need to be addressed. Next Steps were that everyone was asked to pray for this initiative, and to ask for God's help.

8) News and updates from the parishes

St Andrews. Their administrator has resigned, a replacement is required. They will be singing carols in the pub, attending the Chorleywood festival. They have a deficit due to less income and higher utility bills. St Lawrence Bovingdon. They have received planning permission for their extension and will need to raise £1.5m to build it. All Saints. Held a beer festival so

successful it ran out of beer. It brought a lot of new people into the church. A Christmas market was to be held in December. St Mary's thanked visiting clergy for their support during the vacancy. Mill End with Heronsgate and West Hyde. Will be holding a Christmas festival. They have a financial deficit due to utility bills. St Paul's Chipperfield. Also thanked visiting clergy for their support during the vacancy.

At the meeting in January there were the following MAP Updates St Mary's has a MAP. But work on revising it is on hold pending the appointment of their new vicar. St Oswald's is working on updating their MAP. All Saints are updating their MAP which was filed 10 months ago. Christ Church are updating their MAP.

There was the following News and Updates from parishes St Mary's Rickmansworth are grateful for all the support from the Deanery during their vacancy. They had a high attendance at their Carol and crib services. They have had a meeting with the Archdeacon and are working on their parish profile and hope to advertise the vacancy just after Easter. St Lawrence Bovingdon had their first 'normal' Christmas since 2019, and attendance was good, but about 25% down on 2019. St Oswald's Croxley Green had good attendance at Christmas with attendance slightly down on 2019. All Saints Croxley Green had Christmas attendance back at 2019 levels. Their carol service was well attended with more young couples than previously. This had possibly been influenced by the successful Beer Festival held in the church in November. Christ Church, Chorleywood had Christmas attendance back at 2019 levels, with good attendance at their Nativity service held in the open with live animals.

There was the following information about Diocesan Events, Guy will circulate all members of Deanery synod to establish the appetite for a Deanery evening pilgrimage to The Abbey in October or November. The Bishop of Hertford will be welcomed at a service at All Saints Hertford on 4 February, following her installation at Canterbury cathedral on 2 February.

There was the following information about National Church Events The Nation Deanery Conference was recommended for anyone who wishes to attend. It is a weekend training session on how to run a Deanery. John will provide the details to Guy who will circulate to Deanery Synod members with information about the evening Pilgrimage in 10 above.

*Alison Bush  
Deanery Synod Member*

## **SIDEPERSON'S REPORT 2023**

For 9am services there are 2, usually one person, needed per month.  
Duty frequency: every 1 ½ months.

For 10.30am services there are 2 sidespeople needed 3 times per month.  
Duty frequency: every 2 months.

In addition, there are frequently extra services requiring sidespeople, e.g. at Christmas and Easter and for occasional evening services and musical events. This increases the frequency for those willing to do such extras.

### **Sidespeople on Current List**

Stephen Morrill  
Chris Pinney  
Ian Chantrell  
Peter Corbett  
Richard and Lesley Edwards  
Pippa Frow  
Jenny Laurie / Lucy Williams  
Anne Stickland  
Ann Waine  
Alison Bush  
James Bush

As regularly we require two people, more people are very much needed. The role is very straight forward and everyone is always keen to help when anyone is unsure.

***Alison Bush  
March 2023***

## **ELECTORAL ROLL REPORT 2022/23**

There are currently 87 names on the electoral roll. 64 residents and 23 non-residents. We have had 2 people die, 1 move away and 2 be removed as no longer living in the Parish or attending church.

***Pippa Frow  
May 2022***

## **CHILDREN AND YOUTH REPORT 2022**

### **Holy Cross and St Paul's School**

During the last year, and being aware of Michele leaving our Benefice, church wardens and the youth team have been engaged with both schools. This has included taking monthly services at Sarratt school, leading worship times at St Paul's School and assisting in RE lessons, as well as social events with parents and PGL summer camps. St Paul's school also assisted in the Church Easter Garden and this year, both schools will be looking to do similar and possibilities of joint support at key school events are being discussed. Both Philip and Ian are governors at St Paul's.

### **Youth Club**

The club continues to meet on Thursdays and has in more recent times met fortnightly. However, we welcome raised levels of leadership support and new leaders and hope to be able to meet weekly again soon. We are seeing numbers slowly increase as the attendees become year 7 at senior school and new members are joining as they reach year 6.

We give thanks to all the helpers who have given their time to make each meeting so super and engage with the children so well. We have also been greatly assisted by the support of our Church Administrator, Sonya, and our Church Safeguarding Officer, Sue Walker.

This year we have had trips to Ashridge and Hemel Inflatables. Our members greatly enjoy just meeting and chatting and having fun on our general nights and it is encouraging that Thursdays are becoming an evening that the children look forward to. In the summer we have been outside on the common and on colder evenings in the Parish Room. We have also joined in with decorating the church Christmas tree, done some cooking and had a retro games night. This term we plan to a trip to the Climb at Watford.

Youth Club evenings also contain 'circle time' where we share, pray and lift to God each other and any needs we might have.

### **Messy Church**

This has been held on the last Sunday of each month, alternating between St Paul's and Holy Cross and attendance has been good. Parents/Carers come along with their children to enjoy fellowship, activities and lunch.

We would like to lift this year to God, for all the leaders and team members as they look to the Summer term.

# REPORT ON THE FINANCIAL AFFAIRS OF THE PAROCHIAL CHURCH COUNCIL

## Treasurer's Report for the year ended 31 December 2022

Although we have had some ups and downs in 2022 it has been a slightly easier year financially largely due to everything returning to a semblance of normality after the pandemic. We have been able to keep services going all year and everything including our finances feels more stable. When I took over the accounts in 2017 our turnover was circa £100,000 now in 2022 we are looking nearer to £120,000 and this is just to keep going, not including any extra maintenance or improvements so unfortunately that means we need to generate more income.

Church giving was down again this year by about £12,000 compared with 2021 and this pattern of decline is immersing, mainly due to the dwindling of our congregation numbers as we all get older and we lose some very dear friends.

The parish room has been in constant use and earning us an income again this year; £10,400 compared to £5,000 in 2021. We also received a legacy of nearly £14,000 in June from the estate of one of our friends who died earlier in the year and this gave us the financial boost that saved us from drawing down on our investments. Our bank interest payments are up in line with the increase in interest payment. We have also lost any income from musical events as these have now stopped as a result of Ben Atkinson needing to move on.

We had the joy of the jubilee in June and this brought in some extra funds together with some much needed fun, entertainment and fellowship not to mention an outbreak of covid! Fortunately, none of us were too poorly and can remember that time with joy. We also said goodbye to Michele in early October and although this hasn't impacted our finances it was and is a time of sadness, change and upheaval, however we are looking forward with hope to a new minister soon.

Again in 2022 we were able to make full payment of our parish share at £47,815. We were also able to make the 10% mission payments to our chosen charities; Dens, Young Minds, Afghanistan Refugee Fund and Grass Roots Rwanda which totalled £6,600. Most of our other expenses were in line with the previous year, except the energy costs which have increased hugely; electric rising to £3,845 and gas to £3,635, being an increase jointly of £4,200 over 2021. This increase occurred despite moving some of our services to the parish room but we have been able to claim a little help from the Diocese in the form of a one off energy grant of £1,500. Energy costs are going to be an

issue going forward as it takes so much power to heat our church and prices are not going to reduce in the foreseeable future.

Despite my rather gloomy report, St Paul's is very much thriving and we are very fortunate to have so many people who continue to give freely of their time, energy and skills, but there are also many people among us who quietly support St Paul's in other ways including giving financially, so I would like to thank all of you for your support however small and however that is manifested, we really couldn't continue without you all.

Many thanks to you all.

Fay

*Fay Dent  
Treasurer*

# **St Paul's Church Chipperfield**

## **End of Year Financial Statements**

### **2022**

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	84,879	2,525		87,404	103,368
Income from charitable activities	5,343			5,343	8,348
Other trading activities	11,858			11,858	5,240
Investments	3,248			3,248	2,674
Other income	2,569	7,983		10,552	11,057
<b>Total income</b>	<b>107,897</b>	<b>10,508</b>		<b>118,405</b>	<b>130,687</b>
<b>Expenditure on:</b>					
Raising funds	930			930	4,716
Expenditure on charitable activities	92,968	10,573		103,541	111,027
Other expenditure	2,820	7,983		10,803	9,687
<b>Total expenditure</b>	<b>96,718</b>	<b>18,556</b>		<b>115,274</b>	<b>125,430</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>11,179</b>	<b>(8,048)</b>		<b>3,131</b>	<b>5,257</b>
<b>Transfers</b>					
Gross transfers between funds - in	1,700			1,700	1,107
Gross transfers between funds - out		(1,700)		(1,700)	(1,107)
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>12,879</b>	<b>(9,748)</b>		<b>3,131</b>	<b>5,257</b>
<b>Total funds brought forward</b>	<b>56,385</b>	<b>56,120</b>		<b>112,505</b>	<b>107,247</b>
<b>Total funds carried forward</b>	<b>69,264</b>	<b>46,372</b>		<b>115,636</b>	<b>112,505</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	69,264			69,264	56,385
<b>Restricted</b>					
Allen Graves		1,636		1,636	1,636
Church Repair Fund		12,400		12,400	12,400
Director of Music		5,009		5,009	16,591
Flower Fund		98		98	195
Jim Pritchard Fund		136		136	136
Organ Repair & Maintenance Fund		1,288		1,288	1,288
Rector's Discretionary Fund		520		520	520
Redecoration Fund		10,168		10,168	10,168
Ukrainian Relief Fund		403		403	
Women's Fund Raising					263
Youth Work		14,714		14,714	12,922
<b>Totals</b>	<b>69,264</b>	<b>46,372</b>		<b>115,636</b>	<b>112,505</b>

# Balance sheet

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
6430	Investment Fund	23,128	23,128
	<b>Total Fixed assets</b>	<b>23,128</b>	<b>23,128</b>
<b>Current assets</b>			
6501	Bank current account	793	8,073
6505	Parish Room Account	2,023	1,935
6510	CCLA (CBF) deposit account	93,086	88,086
6530	Petty Cash		
6535	Catering Petty Cash	422	443
Z05	Accounts Receivable	3,800	3,580
	<b>Total Current assets</b>	<b>100,124</b>	<b>102,118</b>
<b>Liabilities</b>			
6699	Agency collections	(1,499)	(1,692)
Z04	Accounts Payable	9,115	14,433
	<b>Total Liabilities</b>	<b>7,616</b>	<b>12,741</b>
	<b>Net Asset surplus(deficit)</b>	<b>115,636</b>	<b>112,505</b>
<b>Reserves</b>			
	Excess / (deficit) to date	3,131	5,258
Z01	Starting balances	112,505	107,247
Z02	Other gains/(losses)		
	<b>Total Reserves</b>	<b>115,636</b>	<b>112,505</b>
	<b>Represented by funds</b>		
	Unrestricted	69,264	56,385
	Designated		
	Restricted	46,372	56,120
	Endowment		
	<b>Total</b>	<b>115,636</b>	<b>112,505</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Fixed assets - Tangible assets</b>						
Investment Fund -	23,348		(220)		23,128	23,128
<b>Totals</b>	<b>23,348</b>		<b>(220)</b>		<b>23,128</b>	<b>23,128</b>
<b>Current assets - Cash at bank and in hand</b>						
Bank current account -	(29,216)		30,009		793	8,073
Parish Room Account -	2,087		(64)		2,023	1,935
CCLA (CBF) deposit account -	78,086		15,000		93,086	88,086
Petty Cash -	57		(57)			
Catering Petty Cash -	422				422	443
Cash in hand -	9		(9)			
<b>Totals</b>	<b>51,445</b>		<b>44,897</b>		<b>96,324</b>	<b>98,538</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	3,800				3,800	3,580
<b>Totals</b>	<b>3,800</b>				<b>3,800</b>	<b>3,580</b>
<b>Liabilities - Agency accounts</b>						
Agency collections -	564		(2,063)		(1,499)	(1,692)
<b>Totals</b>	<b>564</b>		<b>(2,063)</b>		<b>(1,499)</b>	<b>(1,692)</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
Accounts Payable -	8,765		350		9,115	14,433
<b>Totals</b>	<b>8,765</b>		<b>350</b>		<b>9,115</b>	<b>14,433</b>
<b>Grand total</b>	<b>69,264</b>		<b>46,372</b>		<b>115,636</b>	<b>112,504</b>

## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Gift Aid - Bank	5,553		45		5,598	10,516
Gift Aid -White Envelopes	1,618				1,618	615
Monthly SO Tax Effective	33,660		1,800		35,460	35,459
Loose plate collections	3,444		146		3,590	2,155
Monthly SO Not Tax Efficient	864				864	370
Envelopes - Weekly & Monthly	1,016				1,016	755
Card Payments	472				472	77
Donations not tax claimable	2,800				2,800	12,990
Website Donations	572				572	1,771
Grant. Ukraine	1,000				1,000	
Donations appeals etc	1,593		84		1,677	25
Tax recoverable on Gift Aid	10,982		450		11,432	12,532
Legacies	13,526				13,526	100
Recurring grants	1,250				1,250	1,000
Non-recurring one-off grants	6,529				6,529	25,000
<b>Total</b>	<b>84,879</b>		<b>2,525</b>		<b>87,404</b>	<b>103,367</b>
<b>Income from charitable activities</b>						
Baptism Fees		32			32	60
weddings and funerals fees		5,311			5,311	8,288
<b>Total</b>		<b>5,343</b>			<b>5,343</b>	<b>8,348</b>
<b>Other trading activities</b>						
Fund Raising						47
Parish Room Hire	10,413				10,413	5,042
Church Hire	1,445				1,445	150
<b>Total</b>	<b>11,858</b>				<b>11,858</b>	<b>5,240</b>
<b>Investments</b>						
Bank and building society interest	3,248				3,248	2,674
<b>Total</b>	<b>3,248</b>				<b>3,248</b>	<b>2,674</b>
<b>Other income</b>						
CAF Donation						5,500
VAT Recovered						167
Musical Events	1,070				1,070	5,389
Sarratt payment due	1,499				1,499	
Platinum Jubilee Funds			7,983		7,983	
<b>Total</b>	<b>2,569</b>		<b>7,983</b>		<b>10,552</b>	<b>11,057</b>
<b>INCOME TOTAL</b>	<b>107,897</b>		<b>10,508</b>		<b>118,405</b>	<b>130,687</b>

## EXPENDITURE

### Raising funds

Costs of Musical Event		930		930	4,714
	Total	930		930	4,714

### Expenditure on charitable activities

Youth Fund Expenditure			353	353	
Catering Fund Expenses	21			21	25
Mission Giving	10,024	537		10,561	11,160
Secular charities	75	250		325	
Parish share	47,815			47,815	48,870
Office Costs	2,476			2,476	2,629
Salary of parish administrator	6,535			6,535	5,681
Expenses of incumbent	469			469	86
Parsonage house expenses	47			47	
Vicar's telephone	519			519	489
Education. Schools	12			12	55
Parish training and mission. Alpha					16
Church Insurance	2,455			2,455	2,378
Church Broadband/Zoom License	447			447	412
Charge					
Organ / piano tuning	552			552	
Church maintenance	2,403			2,403	1,363
Cleaning	2,725			2,725	1,683
Organist Fees	202	7,716		7,918	9,885
Upkeep of services	496	1,239		1,735	4,337
Upkeep of churchyard	4,915			4,915	4,345
Administration	1,692			1,692	590
Visiting speakers / locums					45
License fees due for music	741			741	1,045
Church running - electric	3,845			3,845	1,746
Church running - gas	3,635			3,635	1,528
Church running - water	231			231	220
Church running - Flowers		373		373	188
Magazine expenses					12
Hymn Books	260			260	
Parish Room Expenses	348	105		453	28
DBS/ examination/audit costs	28			28	9
Church Audio Upgrade					5,743
Gazebos					1,255
Piano					5,000
	Total	92,968	10,573	103,541	111,027

### Other expenditure

Weddings and Funeral Expenses	2,489			2,489	4,900
Bank Charges	164			164	194
Website and Technology costs	167			167	4,593
Transfer of Funds Platinum Jubilee Fund		7,983		7,983	
	Total	2,820	7,983	10,803	9,687
<b>EXPENDITURE TOTAL</b>	<b>96,718</b>	<b>18,556</b>		<b>115,274</b>	<b>125,430</b>
<b>GRAND TOTAL</b>	<b>11,179</b>	<b>(8,048)</b>		<b>3,131</b>	<b>5,256</b>

**Financial Accounts Approved**

Signed on behalf of the PCC by:

Mr Phillip Waine (Church Warden)

Mrs Ann Waine (Church Warden)



*This report dated: 31 December 2022*

## Parish Prayer

Almighty God, fill us with your love.

Jesus our Saviour, teach us to serve and care with generosity and joy,  
courage and hope, humility and gentleness.

Holy Spirit, stir and inspire us. Strengthen and equip us to faithfully  
proclaim in word and deed the all-embracing love of God.

Guide us and help us to be vibrant imitators of Christ making him  
known in the world.

For the sake of the kingdom and in the name of Jesus Christ.

Amen.



**St. Paul's Church, Chipperfield**  
**End of Year Financial Statements**  
**Year ending 2022**

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	84,879	2,525		87,404	103,368
Income from charitable activities	5,343			5,343	8,348
Other trading activities	11,858			11,858	5,240
Investments	3,248			3,248	2,674
Other income	2,569	7,983		10,552	11,057
<b>Total income</b>	<b>107,897</b>	<b>10,508</b>		<b>118,405</b>	<b>130,687</b>
<b>Expenditure on:</b>					
Raising funds	930			930	4,716
Expenditure on charitable activities	92,968	10,573		103,541	111,027
Other expenditure	2,820	7,983		10,803	9,687
<b>Total expenditure</b>	<b>96,718</b>	<b>18,556</b>		<b>115,274</b>	<b>125,430</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>11,179</b>	<b>(8,048)</b>		<b>3,131</b>	<b>5,257</b>
<b>Transfers</b>					
Gross transfers between funds - in	1,700			1,700	1,107
Gross transfers between funds - out		(1,700)		(1,700)	(1,107)
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>12,879</b>	<b>(9,748)</b>		<b>3,131</b>	<b>5,257</b>
<b>Total funds brought forward</b>	<b>56,385</b>	<b>56,120</b>		<b>112,505</b>	<b>107,247</b>
<b>Total funds carried forward</b>	<b>69,264</b>	<b>46,372</b>		<b>115,636</b>	<b>112,505</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	69,264			69,264	56,385
<b>Restricted</b>					
Allen Graves		1,636		1,636	1,636
Church Repair Fund		12,400		12,400	12,400
Director of Music		5,009		5,009	16,591
Flower Fund		98		98	195
Jim Pritchard Fund		136		136	136
Organ Repair & Maintenance Fund		1,288		1,288	1,288
Rector's Discretionary Fund		520		520	520
Redecoration Fund		10,168		10,168	10,168
Ukrainian Relief Fund		403		403	
Women's Fund Raising					263
Youth Work		14,714		14,714	12,922
Totals	69,264	46,372		115,636	
112,505					

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
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	<b>Total Fixed assets</b>	<b>23,128</b>	<b>23,128</b>
<b>Current assets</b>			
6501	Bank current account	793	8,073
6505	Parish Room Account	2,023	1,935
6510	CCLA (CBF) deposit account	93,086	88,086
6530	Petty Cash		
6535	Catering Petty Cash	422	443
Z05	Accounts Receivable	3,800	3,580
	<b>Total Current assets</b>	<b>100,124</b>	<b>102,118</b>
<b>Liabilities</b>			
6699	Agency collections	(1,499)	(1,692)
Z04	Accounts Payable	9,115	14,433
	<b>Total Liabilities</b>	<b>7,616</b>	<b>12,741</b>
	<b>Net Asset surplus(deficit)</b>	<b>115,636</b>	<b>112,505</b>
<b>Reserves</b>			
	Excess / (deficit) to date	3,131	5,258
Z01	Starting balances	112,505	107,247
Z02	Other gains/(losses)		
	<b>Total Reserves</b>	<b>115,636</b>	<b>112,505</b>
	<b>Represented by funds</b>		
	Unrestricted	69,264	56,385
	Designated		
	Restricted	46,372	56,120
	Endowment		
	<b>Total</b>	<b>115,636</b>	<b>112,505</b>

## Statement of assets and liabilities

year	General	Designated	Restricted	Endowment	This year	Last
<b>Fixed assets - Tangible assets</b>						
Investment Fund -	23,348		(220)		23,128	23,128
<b>Totals</b>	<b>23,348</b>		<b>(220)</b>		<b>23,128</b>	<b>23,128</b>
<b>Current assets - Cash at bank and in hand</b>						
Bank current account -	(29,216)		30,009		793	8,073
Parish Room Account -	2,087		(64)		2,023	1,935
CCLA (CBF) deposit account -	78,086		15,000		93,086	88,086
Petty Cash -	57		(57)			
Catering Petty Cash -	422				422	443
Cash in hand -	9		(9)			
<b>Totals</b>	<b>51,445</b>		<b>44,897</b>		<b>96,324</b>	<b>98,538</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	3,800				3,800	3,580
<b>Totals</b>	<b>3,800</b>				<b>3,800</b>	<b>3,580</b>
<b>Liabilities - Agency accounts</b>						
Agency collections -	564		(2,063)		(1,499)	(1,692)
<b>Totals</b>	<b>564</b>		<b>(2,063)</b>		<b>(1,499)</b>	<b>(1,692)</b>
<b>Liabilities - Creditors: Amounts falling</b>						

**due in one year**  
Accounts Payable -

	8,765	350	9,115	14,433
<b>Totals</b>	<b>8,765</b>	<b>350</b>	<b>9,115</b>	<b>14,433</b>
<b>Grand total</b>	<b>69,264</b>	<b>46,372</b>	<b>115,636</b>	<b>112,504</b>

## Analysis of income and expenditure

	<u>Unrestricted</u> <u>Endowment</u>	<u>Designated</u> <u>This year</u> <u>Last year</u>	<u>Total</u> <u>Restricted</u>	
<b>INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
Gift Aid - Bank	5,553	45	5,598	10,516
Gift Aid -White Envelopes	1,618		1,618	615
Monthly SO Tax Effective	33,660	1,800	35,460	35,459
Loose plate collections	3,444	146	3,590	2,155
Monthly SO Not Tax Efficient	864		864	370
Envelopes - Weekly & Monthly	1,016		1,016	755
Card Payments	472		472	77
Donations not tax claimable	2,800		2,800	12,990
Website Donations	572		572	1,771
Grant. Ukraine	1,000		1,000	
Donations appeals etc	1,593	84	1,677	25
Tax recoverable on Gift Aid	10,982	450	11,432	12,532
Legacies	13,526		13,526	100
Recurring grants	1,250		1,250	1,000
Non-recurring one-off grants	6,529		6,529	25,000
Total	84,879	2,525	87,404	103,367
<b>Income from charitable activities</b>				
Baptism Fees	32		32	60
weddings and funerals fees	5,311		5,311	8,288
Total	5,343		5,343	8,348
<b>Other trading activities</b>				
Fund Raising				47
Parish Room Hire	10,413		10,413	5,042
Church Hire	1,445		1,445	150
Total	11,858		11,858	5,240
<b>Investments</b>				
Bank and building society interest	3,248		3,248	2,674
Total	3,248		3,248	2,674
<b>Other income</b>				
CAF Donation				5,500
VAT Recovered				167
Musical Events	1,070		1,070	5,389
Sarratt payment due	1,499		1,499	
Platinum Jubilee Funds		7,983	7,983	
Total	2,569	7,983	10,552	11,057

<b>INCOME TOTAL</b>	107,897	10,508	118,405	130,687
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## EXPENDITURE

### Raising funds

Costs of Musical Event	930		930	4,714
Total	930		930	4,714

### Expenditure on charitable activities

Youth Fund Expenditure		353	353	
Catering Fund Expenses	21		21	25
Mission Giving	10,024	537	10,561	11,160
Secular charities	75	250	325	
Parish share	47,815		47,815	48,870
Office Costs	2,476		2,476	2,629
Salary of parish administrator	6,535		6,535	5,681
Expenses of incumbent	469		469	86
Parsonage house expenses	47		47	
Vicar's telephone	519		519	489
Education. Schools	12		12	55
Parish training and mission.				16
Alpha				
Church Insurance	2,455		2,455	2,378
Church Broadband/Zoom License	447		447	412
Charge				
Organ / piano tuning	552		552	
Church maintenance	2,403		2,403	1,363
Cleaning	2,725		2,725	1,683
Organist Fees	202	7,716	7,918	9,885
Upkeep of services	496	1,239	1,735	4,337
Upkeep of churchyard	4,915		4,915	4,345
Administration	1,692		1,692	590
Visiting speakers / locums				45
License fees due for music	741		741	1,045
Church running - electric	3,845		3,845	1,746
Church running - gas	3,635		3,635	1,528
Church running - water	231		231	220
Church running - Flowers		373	373	188
Magazine expenses				12
Hymn Books	260		260	
Parish Room Expenses	348	105	453	28
DBS/ examination/audit costs	28		28	9
Church Audio Upgrade				5,743
Gazebos				1,255
Piano				5,000
Total	92,968	10,573	103,541	111,027

### Other expenditure

Weddings and Funeral Expenses	2,489		2,489	4,900
Bank Charges	164		164	194
Website and Technology costs	167		167	4,593
Transfer of Funds Platinum		7,983	7,983	
Jubilee Fund				
Total	2,820	7,983	10,803	9,687
<b>EXPENDITURE TOTAL</b>	<b>96,718</b>	<b>18,556</b>	<b>115,274</b>	<b>125,430</b>

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<b>GRAND TOTAL</b>	11,179	(8,048)	3,131	5,256
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**Financial Accounts Approved**

Signed on behalf of the PCC by:

Mr Phillip Waine (Church Warden)

Mrs Ann Waine (Church Warden)

This report dated:

**Report to the Trustees/Members of St Paul's Church, Chipperfield Parochial Church  
Council on accounts for the year ended 31 December 2022**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022 set out on pages xxx to xxx. DD / MM

**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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed



Dated 8 March 2023

Caroline Hargrove FCA



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# Accounts

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**ST PAUL'S CHURCH  
CHIPPERFIELD**

**ANNUAL MEETINGS**

**SUNDAY 15 May 2022, 11.30am**

**AT ST PAUL'S CHURCH**



**REPORT  
FOR THE YEAR ENDED  
31 DECEMBER 2021**

***To be a place of connection and community that nurtures  
relationships and brings a sense of hope, trust and faith***



✝ *Living God's Love*

# **St Paul's Mission Action Plan**

## **Our Vision**

To be a place of connection and community that nurtures relationships and brings a sense of hope, trust and faith

## **Our Priorities**

- To encourage people to deepen their relationship with God through prayer, worship, study and fellowship.
- To identify the pastoral needs of the community and seek to show love and care and to build relationships.
- To bring children, young people and families into a deepening relationship with God

## **ADMINISTRATIVE INFORMATION**

St Paul's Church Chipperfield is situated on the Common in Chipperfield and is part of the Diocese of St Albans within the Church of England.

The correspondence address is Holy Cross and St Paul's Church Office, Village Hall, The Green, Sarratt, Herts WD3 6AS.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

Incumbent:	The Revd Canon Michele du Saire
Reader:	Philip Waive
Treasurer:	Fay Dent

PCC members who have served for the year up to the date of this report are:

Wardens:	Philip Waive (until 2022)
	Ann Waive (until 2022)

Representatives of the Deanery Synod:	Elaine Dean (until 2023)
	one vacancy

Elected members:	Clare Brook (until 2022)	Sue Walker (until 2024)
	James Bush (until 2024)	Alison Bush (until 2023)
	Pippa Frow (until 2023)	Ian Chantrell (until 2023)
	David Zerny (until 2023)	Jennifer Laurie (until 2023)
PCC Secretary	Lucy Wood (until 2023)	

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

St Paul's Church is part of the Benefice of Holy Cross, Sarratt and St Paul's Chipperfield. Each church has its own PCC that meets regularly and separately. Joint PCC meetings occur occasionally during the year. Wardens of both churches meet regularly together with the incumbent. Other committees include: Standing, Finance and Building & Fabric Committee. The Children and Youth Committee is a joint one with Holy Cross.

The Parish Room is managed separately to the church by a committee chaired by an appointee of the PCC.

# **AGENDA FOR THE ANNUAL MEETING OF PARISHIONERS and APCM**

## **Introduction**

At this year's APCM we reflect on the past year and look forward to the future. We will be assuming that you will have read all the reports in this booklet prior to the meeting and their appearance on the agenda is simply to give electoral roll members the opportunity to ask questions on the reports.

## **Annual Meetings**

Members present and apologies for absence for both meetings

## **Annual Meeting of Parishioners**

1. Welcome, opening prayers
2. Minutes of the last meeting (page 5)
3. Election of Church Wardens

## **Annual Parochial Church Meeting**

1. Minutes of previous meeting and matters arising (page 6)

### **2. Reports**

- a) Rector's Report (page 10)
- b) Church Wardens' Report 2021/22 (page 15)
- c) Report of the PCC meetings 2021 (page 18)
- d) Safeguarding Report (page 21)
- e) Deanery Synod Report (page 22)
- f) Sidespersons report 2021/22 (page 23)
- g) Electoral Roll Report (page 24)

### **3. Accounts**

Report on the Financial Affairs of the Parochial Church Council (page 25)

- a) Treasurer's Report
- b) Adoption of Accounts for year ending 31 December 2021

### **4. Elections**

- c) Election of 1 member of the Parochial Church Council and 1 member of the Deanery Synod.
- d) Appointment of Electoral Roll Officer
- e) Appointment of Sidespersons

### **5. Reflecting on the last year and looking to the future**

## **6. Concluding Business**

- a) Questions and any other business
- b) Date of next meeting - Sunday 26 March 2023
- c) Closing Prayers

## **ST PAUL'S CHURCH CHIPPERFIELD**

### ***Minutes of the Annual Meetings of Parishioners held on Sunday 16<sup>th</sup> May, 2021 at 11.30am in the Church***

Michele du Saire, Rector, and 25 members of the Electoral Roll were present. ***Apologies for absence*** were received from Stephen Morrill, Clare Brook, Rita Forsyth, Susan Ellis, David Midwinter, Pam and Keith Dawson, Tony and Valerie Briselden.

### **Annual Meeting of Parishioners**

#### **1. Welcome and opening prayer**

Michele welcomed all to the meeting and opened with the Parish prayer.

#### **2. Minutes of the 2020 Annual Vestry Meeting**

Philip Waine proposed and Mary Nobbs seconded the adoption of the minutes. The minutes were approved.

#### **3. Election of Churchwardens**

Philip Waine and Ann Waine have offered to continue as our Churchwardens for the forthcoming year. Lucy Wood proposed and Sue Walker seconded the election of Philip Waine. He was appointed unanimously. Lucy proposed and Sue Walker seconded the election of Ann Waine. She was appointed unanimously.

Ann and Philip were thanked for continuing to fulfil this important role and for everything they have done over the past year, both during Michele's absence and during the challenges of Covid-19 restrictions.

The meeting concluded at 11.40 a.m.

## **Annual Parochial Church Meeting**

### **1a. Minutes of the 2020 Annual Parochial Church Meeting.**

Ian Chantrell proposed and Judy Olney seconded the adoption of the minutes. The minutes were approved.

### **1b. Matters Arising from the Minutes.**

No matters arising.

### **2a. Rector's report**

The Rector's report printed in the booklet was noted.

### **2b. Church Warden's report**

The Church Warden's report printed in the booklet was noted.

### **2c. Report of the PCC meetings 2020**

The report of the PCC meetings printed in the booklet was noted.

### **2d. Safeguarding report**

The safeguarding report printed in the booklet was noted. Michele thanked Sue for her commitment and level of care in keeping abreast with the many safeguarding matters for the Benefice. In turn, Sue thanked Sonya for her invaluable support.

### **2e. Deanery Synod report**

The Deanery Synod report printed in the booklet was noted.

### **2f. Sidespersons report**

The Sidespersons report printed in the booklet was noted.

### **2g. Electoral Roll report**

The electoral roll report printed in the booklet was noted.

Michele expressed her thanks to all those who had written the APCM reports and carried out their roles within the church over the last twelve months.

### **3a. Treasurer's report**

The Treasurer's report printed in the booklet was noted. Fay Dent gave a short summary of the year. In the first six months, the income was significantly reduced due to the Covid-19 restrictions and church closure. This resulted in our contribution to the Parish Share being reduced by £2,000 for three months from June to August. However, we were blessed with a number of very generous donations in the

second half of the year. This meant we were able to pay our Parish Share in full by December 2020, including the full three-month contribution for June to August. Fay noted that we finished the year on a stable financial footing.

Mary Nobbs asked for clarification on how the Parish Share is calculated. Fay Dent explained there is a complex formula based on the church membership and the Parish location; it pays of diocesan expenditure including rectors' accommodation costs, stipends and pension contributions alongside certain other diocesan costs. Philip Waine added that the wealth calculation for our area means Chipperfield contributes relative to the average wealth of the parish/village.

Thanks were given to Fay for her dedicated work as our treasurer.

**3b. Adoption of the accounts**

Anne Stickland proposed and Fay Dent seconded the adoption of the accounts for the year ending 31 December 2020. The accounts were approved.

**3c. Appointment of the Independent Examiner**

Caroline Hargrove was thanked for acting as our Independent Examiner. France Onians proposed and Anne King seconded that Caroline should be appointed as our independent examiner for the forthcoming year. She was appointed unanimously.

**4a. Election of lay representatives to the Deanery Synod**

The current lay representatives to the Deanery Synod are Judith Olney and Elaine Dean. Judy will be standing down this year and Michele invited those present to consider whether they might step forward to take on this role with Elaine Dean.

**4b. Election of members of the Parochial Church Council**

Lucy Wood proposed and Philip Waine seconded the re-election of James Bush to the PCC.

Lucy Wood proposed and Ann Waine seconded the re-election of Susan Walker to the PCC. James and Sue were both re-elected for a further three-year term.

**4c. Appointment of Electoral Roll Officer**

Pippa Frow has agreed to remain as our Electoral Roll Officer.

#### 4d. **Appointment of Sidespersons**

This list of serving sidespersons on page 22 of the booklet was noted. Michele thanked Anne Wyburd for her continuing work organising the rotas and for all those serving as sidespersons and readers. Michele noted the request for more sidespersons. Alison and James Bush offered to re-join the list (as a pair) now the Covid restrictions have eased. Mary Nobbs also offered to re-join the list. Anne Wyburd asked that sidepersons should advise both herself and Sonya when swapping with another person, so the future lists can be kept balanced. Anne King suggested a note should be in the Welcome Sheet.

#### 5. **Reflecting on the past and looking to the future**

Michele reflected on the past year and thanked the many people who have contributed to the safe running of the church.

##### ***Music at St Pauls:***

Michele highlighted the appointment of our new Director of Music, Ben, who brings a wealth of experience and talent. He is helping us to refresh and modernise the music. A new communion setting has been introduced and new hymn books have been purchased. Although we are restricted at present, with no congregational singing allowed, opportunities should expand as Covid restrictions ease. Ben is also planning a programme of monthly concerts and musical events. The first event is scheduled for June.

##### ***MAP review and looking forward:***

Michele reported that the PCC has met three times since January (by Zoom) to start the process of reviewing our Mission Action Plan (MAP). These meetings were facilitated by David Zerny, who brought his experience of working with businesses using a 'business model canvas', as a fresh way to look at our priorities and how we might move forward after the disruptions of the last sixteen months. From these meetings, the PCC have proposed a revised mission statement to reflect our desire to be outward looking as we reconnect with each other and the wider community. The statement reads:

***“To be a place of connection and community that nurtures relationships and brings a sense of hope, trust and faith”***

Michele noted that much of what we did prior to the pandemic fitted within this mission statement. It will provide a focus for considering the activities we wish to embrace in the coming months.

Many possible activities were considered and discussed. Eight initial priorities have been identified:

- Re-establish worship in church.
- Support the Director of Music in monthly music events.
- Maintain an 'outside presence' at different times of the year, such as the outdoor crib and Christmas and the outdoor Easter Garden.
- Re-establish hospitality such as Sunday lunches and coffee mornings.
- Support youth and children's work. Michele noted the youth team has been meeting regularly for prayer and the hope is to start in-person youth activities later this year.
- Continue to have a strong connection to St Paul's school.
- Continue to have an on-line presence.
- Plan a service of thanksgiving to reflect on the last year and to acknowledge/celebrate the generosity shown by so many people in so many ways, both within our parish and beyond, during the pandemic.

Michele noted there are other matters which we will be considering as the year proceeds. For example, plans for work on the church roof were suspended at the start of the pandemic. In addition, the diocese is considering how the church can support the mental health of those in our communities and we will be reflecting on how we can provide support to the local community around mental health and in other ways.

## 6. **Concluding Business**

### 6a. **Questions and any other business**

**Community library:** Frances Onians reported that the community library will be closing in its current format. It has been hosted in the Parish Room for five years by a group of dedicated volunteers and was popular with a small number of people. Frances is writing an article for the June Chipperfield News and will be asking if a different group of people might like to consider taking it on, perhaps with a different format. A small number of books and jigsaws will be kept, so they are accessible to visitors to the Parish Room. The remaining books are being given to children's groups or the Mount in Bovington.

**Church roof:** Frances Onians reported that she and Stephen Morrill have met with the surveyor and new quotes for the church roof repairs will be made this year.

**Time of church services on Sunday:** Anne King asked if the church services will remain at 9am and 10.30am, or return to the pre-Covid schedule of 8am and 10am, as the earlier times are better for some people. Michele confirmed that the time of services will be reviewed as the easing of restrictions progresses. The times are not 'fixed'. Michele also advised that Choral Evensong is going to be introduced once a month from June or July for a trial period.

**Singing in church:** Fay Dent asked if we would be able to resume congregational singing shortly. Michele confirmed that unfortunately there is no proposed return to singing as yet. Anne King reminded us that people may like to join the choir!

**On-line services:** Lesley Edwards asked if there has been formal thanks to the 'technical team' who has orchestrated all the on-line services and other events during the last sixteen months. It was agreed a written card would be sent to Martin Dean, Paul Rodgers and others who have supported our on-line presence this year. Michele noted that we will be looking to widen the technical team going forward, so the burden is not too great on those involved.

6b. The date of next meeting has not yet been finalised. Sunday 10<sup>th</sup> April 2022 is a possible option but as this date falls on Palm Sunday other dates will be explored.

6c. Philip Waine led us in a Closing Prayer.

*Lucy Wood, PCC secretary, 16.5.21*

## **RECTOR'S REPORT – January 2021 to December 2021**

By the time this report is presented to the 2022 APCM, much of what happened in 2021 will seem like a distant memory, perhaps in part because in 2021 life in the church and the community continued to be disrupted by COVID-19. None of us could have ever imagined that two years on we would still be grappling with the consequences of the pandemic. In my report for 2020 I made the comment that these strange times we continue to live in *may prove to be a defining moment in the life of St Paul's Chipperfield*. Whilst our churches no longer remain closed, worship continues to feel curtailed; the wearing of face masks, needing to sing behind a mask, not being able to share the peace or receive communion in both parts, or fully engage in social activities that help to build and to sustain us as community has been difficult. The return to attending worship in person has been slow, as many have continued to be cautious about meeting in church. And again in Christmas 2021 there was a need to make last-minute changes to our plans. But as I said last year we know and need to be confident in the truth that *in all things God works for the good of those who love him*.

Living with disruption for an extended period is difficult: those fallow periods - *seasons of exile* - can be disheartening, destabilising and lead to disenchantment and grumbling. But they can also be times of renewal and strengthening, in which growth in trust and faith are possible. Engaging in lament is one of the ways we can bring our concerns to God with honesty and trust. Our Lent study this year focussed on the Psalms of Lament. These psalms show us how to pray and remain faithful and hopeful in difficult seasons. The study was held on Zoom, and those who attended were encouraged to compose their own psalms of lament. Such an exercise can help us to understand those things for which we should be grateful; and living intentionally from the perspective of gratitude guards us against despondency and transforms us. *Seeds of Hope*, a Prayer Journal for Lent, was prepared to complement the study: it gave us an opportunity to reflect on a passage of scripture each day and to call to mind those things for which we could be grateful.

Our Lenten approach stood us in good stead as we journeyed through Holy Week towards Easter and were faced with the disappointment of not being able to meet in church for these significant occasions in the church's year. Sadly COVID again disrupted our Palm Sunday, Maundy Thursday, Good Friday and Easter Day celebrations, but we are grateful to have been able to meet on line. I know that many of you will have been disappointed at not being able to meet in person to give thanks to God for the saving work of the cross and resurrection of Christ, but will join me in thanking our small technical team Martin Dean and Paul Rogers for their commitment and dedication to keeping us on line and connected.

Among the blessings of these times is that it has meant we have had to work more closely together both in St Paul's and with Holy Cross, we have come to recognise the limits of our control, have had to learn to live with and accept last minute changes and disappointments. But above all we have grown to be more accepting and adaptable, more open and willing to embrace change and try new things. Our journey with God should always take us forward.

Music has always been an important aspect of the life of St Paul's and its connection to the community. In 2020, at the height of the pandemic, we took a leap of faith and appointed a Director of Music, Ben Atkinson-Rowley. Ben has given us much to celebrate in 2021. Our worship is being renewed through the introduction of a new communion setting, new hymnbooks and new choral services. This year's choral services included Faure's Requiem at All Souls in remembrances of those we have loved and lost and the Advent Carol Service on Advent Sunday. Live music always lifts the spirit and feeds the soul. The many concerts in 2021 were a sign of hope and gave much

needed refreshment to the village. Thanks Ben for all you bring and give to our community.

Other joys this year were our outdoor services, namely the Songs of Praise service of thanksgiving on The Common in August and the two Crib Services in December. My thanks to the team who made this possible, and to everyone who attended and participated in the services. Outdoor services give us the opportunity to be a visible presence in the community, they allow those who are on the fringe of church or simply passing by to step closer. Something to consider as we move forward.

In difficult seasons it is important for us to look for *seeds of hope*, to be alert to and recognise the opportunities and green shoots before us. A number have already been mentioned above, and I now turn to Messy Church, a new initiative in the Benefice which is also cause for celebration and hope. As a result, a number of new families have started attending church. It's early days but the signs are promising; so we can be confident that with dedication and commitment, this will grow and flourish.

In addition to our regular services, St Paul's church serves its community by enabling them to celebrate those life-affirming and life-changing moments in their lives. The birth of a child brings great joy to family and friends, in baptism we recognise the blessedness of children and give thanks to God for that life. Couples married in church often remark that making their vows before God and receiving his blessing as they begin their new life together is very special and affirming, and it equips them for a lifelong marriage of faithfulness and love. Funeral services enable bereaved family and friends to affirm the preciousness of life, entrust loved ones to God, and support each other in our grief. This year we have celebrated 8 baptisms, 3 weddings, held 7 funerals and 8 interments of ashes. We continue to give thanks to God for the lives of service and commitment of those who have died, as our Churchwardens have already noted, we particularly remember this year Giles Wyburd, Chris Smith and Terry Simmonds who contributed so much to the life of our church and village. May they rest in peace and rise in glory. We continue to pray for those who are bereaved.

We remember also those members of our community who have felt particularly vulnerable this year and have not been able to return to regularly worshipping in church. I am grateful to you for the continued support and care you give them through your visits and telephone conversations; and I also know that these are greatly appreciated.

During September and October 2021 there was an Autumn sermon series focussing on the theme of *Generosity*. God is the source and enabler of our generosity. The series started by considering the Generosity of God and ended with looking at the principles for generous living. Restrictions during the last eighteen months have impacted our finances, there were times in the year when our treasurer had genuine concerns, but thanks to your generosity we were able to meet all our financial commitments including the charitable donations that the PCC commit to giving in recognition of and faithfulness to the generosity of God towards us. My heartfelt thanks to all of you for your faithfulness and generosity.

Since becoming your Rector I have had the privilege of working with some very committed and faithful people. During the pandemic I have been touched by the mutual support you have for one another and the commitment you have, not only to St Paul's but to the village community. I am very grateful to our Churchwardens Phil and Ann Waine for the considerable amount of work they do behind the scenes. Additionally, Phil, for his care and commitment to his role as Reader and I am especially thankful for his willingness to ministry at Holy Cross, in addition to St Paul's. I am grateful to Fay Dent, our Treasurer, for her commitment and due diligence. To all those who welcome visitors to our services, the life of the church would not be sustained were it not for the many volunteers - among them the flower arrangers, the choir, those on the cleaning rota, the sidespeople, lesson readers, intercessors, those who wash the altar linen, and who give their time and energies to the service of others. It has been very good to be able to resume offering hospitality after the service, and to be able to catch up with each other's news. Thank you to those who provide refreshments for us after the service. My thanks to all of you for your hard work and commitment to the community of St Paul's and Chipperfield Village.

This year I would particularly like to thank Sue Walker and Stephen Morrill for their quiet, unwavering service and care; nothing is ever too difficult, all things are made possible, and what they do on our behalf is carried out with generosity, gentleness and humility. Thanks also to Sonya Tolmie, our Benefice Administrator whose attention to detail is staggering: Sonya does an amazing job at managing the office efficiently and effectively. On a personal note, I am so very grateful to her for the support she gives me on a daily basis, and for the prompts and notes that miraculously appear in my diary which keep me on track and help me to meet my various commitments and obligations including missed days off. There are of course many more people I could thank by name but please don't think that no mention by name means that I have not noticed the contribution you have made to St Paul's this year. So thank you all for turning up, joining up, and signing up to be part of this community. In the many years that I have been here I don't think that I have

ever publicly thanked my family, but especially my husband Bob, for the love and support they give. The last two years have been particularly difficult for Bob and I and our family, so I'd like to take this opportunity to thank Bob for his generosity, patience, understanding and tireless encouragement given to help and enable me hold this office as your priest and pastor.

And what of the future?

If you were to ask me to settle on one word for the year it would be *re-building*. Re-building our life of faith and fellowship. We see in Acts that worship, study fellowship, prayer and generous living (Acts 2:42-47) results in the growth of the church. Focusing even on one aspect of this five-fold approach will have an impact on our common life. The re-introduction of home groups has sat in the background for over a year, but it is not time to make this a priority. It is my firm belief that every member of our church family needs to be part of a home group who meet regularly for study, fellowship, prayer or some other activity that enables us to learn and grow together as disciples of Christ and builds up the common life of the church. Re-establishing home groups is a priority for this year.

Being a visible presence in the community is important, and whilst the last two years of pandemic have been disruptive and caused much uncertainty, God is faithful, and there have been opportunities to grow and build relationships. Outdoor services have their challenges, but they have been joyous, brought an informality to our worship, and been a positive contribution to community life. Something to be considered in the future.

Another priority is to encourage the families who have started attending Messy Church and to develop our work with young children and families.

In addition there is a need to review our Mission Action Plan.

Last year I noted in my report that the valuing of *fellowship; the unexpected kindnesses received from others; the pulling together of the village, and an overwhelming sense of gratitude for the life you have here* was a recurring theme in your stories and those of the village. I also posed a question:

*'What, I wonder, would church look like if we actively promote, encourage and embed a culture of random acts of kindness and gratitude as a hallmark of St Paul's?'*

It was both a vision for, and a challenge to this community to live in ways that communicated the unbounded love God has for us: may we become that visible presence of God's kingdom in our hurting world, and be known *'a place of connection and community that nurtures relationships and brings a sense of hope, trust and faith'*

I continue to be hopeful about this way of life for St Paul's and am confident that, as we work together and walk hand in hand under the guidance of the Holy Spirit, it will come to pass.

*Yours in Christ*  
*Reverend Canon Michele du Saire,*  
*Rector to the Benefice of Sarratt and Chipperfield.*

## **CHURCH WARDENS REPORT 2021/22**

### **Building & Fabric**

The following is the record of the works that have taken place throughout the year to maintain the church, parish room and church yard.

**January:** Church gutters cleared. Parish room gutters three times (undersized and need more frequent attention).

**February:** Parish room painting of three walk-in cupboards, black legs of chairs and tables. New hymnbooks purchased.

**March:** Surveyor checked movement in the walls of the entrance porch which was minimal, but was monitored over the summer.

**April:** Audio upgrade - control box fitted for microphones and speakers in rear pew.

**May:** Two working parties were held in the past year, in spring and autumn. Dangerous rotten dead Scots pine removed, ongoing maintenance of flint wall and Scots pine tree in churchyard cut down as rotten.

Lightening conductor inspection.

**June:** Ad hoc clearance of storm damage in the churchyard.

**July (ongoing to September):** Churchyard benches and Stabb gates oiled or preservatives applied. Minor repairs to flint churchyard walls. Parish room gutters cleared.

**Spring/ Summer:** IT Project in 3 phases. Phases 1 and 2 focused on upgrade and replacement of old audio equipment, including new audio loop. Amplifier fixed and speakers replaced, microphone sockets changed to XLR, one additional installed and new audio hardware to facilitate online services.

**Nov/Dec:** Phase 3 - AV enhancements completed - more to do on cameras and screens. All audio work now completed.

**August:** Wooden cupboard doors: quotations requested but most joiners too busy to carry out the work at present.

**September:** Two gazebos purchased and stored in cupboard which used to contain the old sink at the back of the church. Old hymnbooks donated to Books2Africa charity.

**October:** Sink removed from cupboard in narthex.

**November:** Churchyard and church working party.

NB: Tap and Go machine was initially installed in December 2019 but has been recently upgraded.

## **Our Church Family**

We are extremely grateful for the many people who help to keep the church running, including sidespersons, readers, caterers, our choir, floral team, sacristans, church cleaners and those who open and close the church each day. We want to pass on our thanks to each and every one of you who have contributed in any way, not forgetting our 'broadcasting team' who offer such a valuable service to those who cannot attend church in person. We are blessed with an amazing Christmas team who assemble the outside crib and purchase, install and decorate our two Christmas trees. Building the crib is no mean feat and last year was no exception, taking two days overall (including frequent breaks in Blackwells!). The outdoor crib is much admired and for the past two years we have delayed removing it and the external Christmas tree until Candlemas.

Once again, we offer our gratitude to our Hon Treasurer, Fay Dent, for the hours and hours of hard work that she and her team have spent on our church accounts. We thank our PCC Secretary, Lucy Wood, for the patience and efficiency she brings to that role. Special thanks to Anne Wyburd who helped compile the rotas for many years and we welcome Alison Bush, who has replaced her. Finally, I cannot, of course, mention the word 'efficient' without naming Sonya, our Administrator. In fact, I believe that 'Efficiency' must be her middle name! How could we ever function as churchwardens without her?

Sadly, we lost two regular members of the congregation last year. Giles Wyburd was a long-standing, much respected member of the congregation and we will miss him striding up to the lectern to read the Lesson, particularly on Remembrance Sunday. Chris Smith, who passed away a few days after Christmas, will also be missed. Terry Simmonds, a stalwart of Chipperfield Baptist Church who attended numerous services at St Paul's sadly passed away last November. Terry was a 'village legend' and will be greatly missed - village events will not be the same without Terry and his camera!

Last November the Benefice held a 'Messy Church' at Sarratt village hall, followed by a second event in January at St Paul's. Both Messy Churches were well attended, great fun and more are planned. A new Youth Team has been formed to pave the way for further events for older children. Our Family Services continue once per month and we are grateful to those who work so hard to organise these. Our apologies if we have inadvertently missed any activity or person from the thank you list - which clearly tells us that the church needs every one of our hard-working volunteers! More help is always required and always welcome so please do not hesitate to come forward if you think you can support us in any way at all. Don't wait to be asked!

### **Rev'd Michele**

No churchwarden's report would be complete without mentioning the love, hard work and faith of our rector, Michele. Michele continues to work hard to produce liturgy formats for the various services, making them easy to follow and more accessible to all. During her years with us, her attention to pastoral matters has been a deep source of encouragement to St Paul's and is much appreciated by all who receive it.

### **COVID**

It has been, for all of us, another 'on and off' year with regard to the pandemic. With the advent of a vaccine and more scientific and medical knowledge of the virus, we have managed to be able to encourage and welcome members of the congregation back to the church. Our church family have trickled back slowly and it is quite understandable that some people have been nervous about returning. However, it is our sincere hope that more people will feel confident enough to return in person in the coming months. We greatly appreciate the 'COVID safety team' who have helped to keep us safe during these uncertain times.

### **Music Concerts**

Ben Atkinson, our Director of Music, is a man of many talents and last year he organised five fund-raising concerts in the church (including taking part in one of them). The concerts were a mixture of classical music and songs from the West End and each and every one of them was entertaining, excellent and exhilarating. Not only that - they were hugely welcome after the long period of starvation of live entertainment due to the pandemic. Thank you, Ben - and we look forward to many more.

And finally.....this will be Ann's **final** year of being a churchwarden. Please, please think seriously about taking over this role, (made all the more easier by the sharing of duties with other members of the congregation).

*Ann & Philip Waine  
Churchwardens*

## **REPORT OF THE PCC MEETINGS 2021**

### **Churchwardens**

Philip and Ann Waine kindly offered to continue as churchwardens were re-elected at the APCM in May.

### **Members of the PCC and Deanery Synod Representatives**

Judy Olney stepped down as a member of the PCC and Deanery Synod representative after many years of service in both roles, as well previously serving as our churchwarden and taking on countless other commitments to support the church family. We have been blessed by Judy's wisdom and care during her time in office and give her a heartfelt thanks for all she has done, and continues to do, in support of church life.

Our re-elected members were James Bush and Sue Walker. The continuing members for 2021-22 were Clare Brook, Alison Bush, Ian Chantrell, Fay Dent (treasurer), Pippa Frow, Jennie Laurie, Lucy Wood (secretary) and David Zerny. Elaine Dean has continued as our Deanery Synod representative this year and we continue to seek a second representative.

### **Financial Matters**

Caroline Hargrove has kindly continued as our independent examiner and details of the church finances in 2021 are given in the Treasurer's report. The Diocesan share for 2021 was £48,870.

### **Parish Administration**

Sonya Tolmie, our Benefice Administrator, has continued her outstanding support of the PCC throughout 2021 as we have continued to negotiate the challenges of the coronavirus pandemic.

### **Revision of the Electoral Roll**

There was a revision of the Electoral Roll during 2021. As in 2020, the Benefice records for the members of the Electoral Roll enable the Annual Report to be distributed electronically to all members with email addresses. Hard copies will be made available on request.

## **Safeguarding**

Sue Walker has continued in the vital position of Benefice Safeguarding Co-ordinator and the Parish Administrator, Sonya Tolmie, has provided the administrative support for processing DBS checks. A separate safeguarding report gives details of actions taken during 2021.

## **Building, Fabric and IT**

Full details of the repair and maintenance of the church approved by the PCC in 2021 are given in the Churchwardens' report. In December 2019, the PCC was advised that the roof requires significant repair work, although there is no imminent risk. A full appraisal of the requirements was going to take place in 2020, alongside a proposal to have a wider restoration and improvement to the internal aspects of the church. However, the project has been deferred due to the continuing coronavirus pandemic.

## **Church restrictions during the coronavirus pandemic**

The church was closed for public worship from 1 January to 21 April 2021, due to the continued prevalence of coronavirus. The suspension of worship during this period was reviewed and agreed by the PCC at monthly meetings in January, February and March. During the same period, the church was opened for supervised private prayer twice a week, with Sue Walker kindly organising the rota for supervision.

Once services resumed 'in person', those wishing to attend were asked to register with Sonya, and measures were put in place to enable adequate social distancing. Two services each month continued to be live-streamed and recorded. Many members of our church family have been involved in preparing and broadcasting worship throughout the year; the PCC are deeply grateful for all those who gave so freely of their time and talents to make this possible, with special thanks to Martin Dean and Paul Rodgers.

## **Music at St Paul's**

Ben Atkinson has continued in the position of Director of Music. He presented a vision for the year to the PCC in January 2021, including:

- **New hymn books:** The new edition of 'Ancient and Modern' has 800 hymns, with 500 'traditional' and 300 'contemporary' hymns from the last 10-15 years.
- **New communion mass setting:** The new choice has been chosen to provide a 'lighter and more accessible' setting, written by a local Hertfordshire composer. It is for a four-part choir with organ.
- **Introduction of a choral evensong:** A quarterly choral evensong, possibly on the 5<sup>th</sup> Sunday of the month.

- **Regular concerts:** Up to nine concerts a year [each month excluding July, August and December].
- **Choirs:** In the medium term, to diversify the church choir by bringing in new members. Also, to liaise with the school to consider opportunities for forming a children's choir.
- **Piano and organ lessons:** Ben has already had interest and uptake for giving lessons in the church.
- **New church piano:** To raise funds for the purchase of a new church piano.

## **Youth and Families**

The All Age Services have been held in the church each month from April 2021 onwards, with on-line streaming for those unable to attend in person. Messy church was started towards the end of 2021 (see Churchwardens report). The Benefice youth team continued to meet throughout the year and, although it has not been possible to have youth activities due to the pandemic, thought and prayer has guided the team as they consider plans going forward. At the time of writing, activities for Year 6 (Age 11) and above are due to commence shortly. The PCC agreed the setting up of a Benefice Instagram account to enable a weekly message to be offered to our local community. Instagram is already being used by the Church of England and other local churches such as Flaunden and St Lawrence's. Whilst the account is being run by the youth team, it is a benefice-wide account.

Ian Chantrell stepped down as a school governor for St Paul's school, Chipperfield and the PCC agreed to propose Lyndsey Billinge as a new school governor.

## **Mission Action Plan (MAP) review**

A review of the MAP was initiated during 2021, with three 'Zoom' meetings, led by David Zerny, for members of the PCC. A new mission statement was agreed and a proposed list of priorities was drawn up. A breakfast meeting for all members of the church family to review the MAP was planned for November 2021, but was postponed due to the Omicron variant causing a surge in infections.

## **Mission Giving**

The details of our annual Mission Giving are given in the Treasurer's report. In addition, in September, a donation of £250 each was made to two charities supporting refugees from Afghanistan, Red Cross Afghanistan Appeal and UNHCR Afghanistan Appeal.

## **Thanks**

Thanks are given to Sue Walker and Ann & Phil Waine for setting up and bringing welcome refreshments to our PCC meetings held in the Narthex of the church. Some meetings have also been held remotely by Zoom.

*Lucy Wood, Secretary*

## **SAFEGUARDING REPORT**

Safeguarding continues to be of major importance, one which the Diocese of St Albans takes very seriously. We receive regular newsletters and emails from the Diocese Safeguarding team. The team are always very helpful and we are grateful for their support.

In my report last year, I said we had signed up on the Dashboard and this has been a great tool ensuring we keep up to date with all the paperwork coming from the Diocese. An action plan is printed off and presented to the PCC at their meetings. This ensures the PCC know where we are.

Sonya has continued to be of great help in updating the spreadsheet of training and DBS records. She reminds us all when updates fall due. Thank you very much, Sonya.

## **TRAINING**

Training is still a must for all those involved with children, young people and vulnerable adults. Training has to be renewed every three years by completing the highest previous training level.

A big thank you to all those whose training is up to date and a big ask for those not there yet to do so as soon as possible. Training is on-line and takes no more than an hour and a half. Any queries, do contact either Sonya or myself.

## **DISCLOSURE AND BARRING SERVICE**

Sonya continues to remind people when their DBS checks become due for renewal and assists them with their applications. DBS checks for the church now have to be renewed every three years.

### **PCC members and DBS checks**

Where a PCC sponsors and approves, in its own name, children's work or work with vulnerable adults, **all** PCC members should complete a DBS check.

## **POLICY STATEMENTS**

Each year, PCCs in the Diocese must confirm their commitment to adopting and adhering to the Diocesan Policies. I bring to your attention the resolution passed at the June 2021 PCC meeting:-

*"At its meeting on 23 June 2021, the PCC of St Paul's Church, Chipperfield, agreed unanimously to comply with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to*

*the House of Bishops' Guidance on safeguarding children and vulnerable adults)*".

It adopted the Diocese of St Albans Policies for Safeguarding Children, Vulnerable Adults and for responding to Domestic Abuse, and Employment of Ex-Offenders. It accepted the Best Practice Guidelines for the Diocese and pledged to continue to work towards full compliance with the Measure and the details implied by the policies and best practice guidelines.

In addition. Livestreaming Policies are all in place.

## **GDPR**

We have Data Privacy Notices in place from 2018 and review periodically all the data.

*Sue Walker  
Safeguarding Co-ordinator*

## **DEANERY SYNOD REPORT**

Year ending 31<sup>st</sup> December 2021

The Deanery Synod met three times in 2021: in March, July and November, all by Zoom, with good attendance from the 12 members of the House of Clergy and 27 members of the House of Laity. The Deanery Standing and Pastoral Committee (DSPC) met by Zoom in January and May.

Rupert Barnes has stepped down as Treasurer. A new Treasurer, Tony Barton, new Diocesan Secretary, Guy Parks, both from St. Oswald's, were appointed. Duncan Kerr has stepped down as Lay Chair after many years; and John Rhodes, from Rickmansworth and a Diocesan Synod member, agreed to be Deanery Lay Chair.

Simon Cutmore, the new Rural Dean, was on study leave from February to May and during this time Charles Burch stepped in as Acting Rural Dean.

At the March meeting, Rev Canon Dr Tim Bull gave a presentation on 'Promoting Vocations' as the C of E makes progress towards its aim of 50% more ordinands compared with 2017.

Bill Seddon issued written reports on the informal General Synod Zoom meetings held in February and April.

Following Covid restrictions during which services had been recorded or live-streamed, most churches were re-opened in March and all were open by Easter.

New curates were ordained for Christ Church (Nicolette Wolfe) and St. Andrews, Chorleywood (James Rigby).  
Fr Sam Frampton, curate at Mill End, was licensed to St. Matthews, Oxhey.

In July, the guest speaker was Rachel Brockie from the Children's Society. She presented worrying child statistics indicating that in SW Herts. 5 in 30 have mental health issues; 19% live in poverty. Parishes are encouraged to include an approach to children's mental health in their MAP. The CS could help with this.

Bill Seddon gave a presentation and issued the agenda for the July General Synod.

Several Parishes reported they were making progress on revising their MAPs

The following will represent the Deanery in Diocesan Synod:  
House of Clergy: S Cutmore, T Horlock, T Russoff, D Snowball.  
House of Laity: N Challis; C Harer; L Palmer; J Rhodes

There was no Deanery Quiz this year.  
The Ascension Day service was held at St. Mary's

Rev. Daniel Drew gave a presentation at the November meeting on 'Reaching New People' in which the importance of personal testimony, festivals, use of public spaces and meeting others outside church, were explored in establishing a "culture of evangelism".

*Elaine Dean  
Deanery Synod Member*

## **SIDEPERSON'S REPORT 2022**

For 9am services there are 2 needed per month.  
Duty frequency: every 1 ½ months.

For 10.30am services there are 2 sidespeople needed 3 times per month.  
Duty frequency: every 2 months.

In addition, there are frequently extra services requiring sidespeople, e.g. at Christmas and Easter and for occasional evening services and musical events. This increases the frequency for those willing to do such extras.

### **Sidespeople on Current List**

Stephen Morrill

Chris Pinney

Ian Chantrell

Peter Corbett

Richard and Lesley Edwards

Pippa Frow

Jenny Laurie / Lucy Williams

Stephen Morrill

Imogen Roberts

Anne Stickland

Ann Waine

Alison Bush

James Bush

Jennifer Hibbert

**More sidespeople are badly needed.**

***Alison Bush  
April 2022***

### **ELECTORAL ROLL REPORT 2021/22**

There are currently 94 names on the electoral roll. The number on the roll in 2020 was reported in the booklet as 91, however it was actually 89. Changes since the last APCM have been as follows: 4 deletions (3 through death and 1 request to be removed), 9 additions. A full review has been completed on residency. Of the 94 on the roll, 74 are residents in the ecclesiastical parish of Chipperfield and 20 are non-residents.

***Pippa Frow  
May 2022***

# **REPORT ON THE FINANCIAL AFFAIRS OF THE PAROCHIAL CHURCH COUNCIL**

## **Treasurer's Report for the year ended 31 December 2021**

It has been another difficult year financially for us in 2021, as the Covid pandemic has again caused our church to be closed for part of the year. Fortunately, we started the year on a high when we were nominated by a parishioner to receive £25,000 from Bridgepoint Charitable Trust and this has protected us, to a large degree, against the financial effects of Covid.

You will see from the accounts that our church giving for 2021 is down by quite a lot on last year. Whilst this is due, in part, to the fantastic financial support we had last year, it also reflects the fact that we are still unable to have a collection in church. The fees for weddings, funerals and baptisms are up this year, as we were able at last to enjoy wedding celebrations. However, our income from hiring out the Parish Room was only £5,000 as bookings are still recovering following the restrictions of Covid.

On the expenditure there are no big surprises and most of our expenses are in line with last year, apart from an increase in energy costs, which have had an impact on our finances, and will continue to do so in the future. In November our gas supplier, CNG, went into liquidation and we were assigned to another supplier. As a result, the gas bills have soared and the electric charges have also increased considerably. On average, over the months of November, December, January, February and March, we have paid £750 per month for our energy. I have negotiated a slightly better deal for our gas to come into effect in November this year but we must be prepared for considerable increases in charges going forward.

We have made a few purchases that were considered necessary for the running of the church. We purchased a lovely gazebo in early August, to enable us to have outdoor services on Chipperfield Common. The services were a huge success and enjoyed by both our church community and several passers-by. One service was followed by a barbecue, served from the Parish Room, and the weather was kind to us too.

Over the course of the year, we have undertaken major upgrades to our audio systems in the church, making the sound quality significantly better and helping with the online streaming of services. Our thanks go to Martin Dean and Paul Rodgers. We have been able to stream and record many services this year and, whilst this has caused some additional costs for various equipment and licences etc., it is good to see the church keeping up with

technology and able to put St Pauls on the internet, enabling those at home to join in with our services.

The music at St Pauls has changed over the last year with the addition of the concerts and the various choral evensongs that Ben has organised, together with the special services for Easter and Christmas. Ben had raised the need for a better piano, so it was decided to purchase one in time for our Christmas services. The concerts have proved very popular and have also started to provide an income, now that we can have increased audience numbers. We feel extremely blessed to have such a high quality of music at St Pauls, which we can all enjoy and also brings an income into the church.

We have been able to continue our tradition of making mission payments of 10% of our church donations. This year, we donated £1,760 to each of the following charities: The Children's Society, Dens, Médecins sans Frontières, Age Concern UK and Afghanistan Refugees UNHCR.

Finally, I would like to thank you all for your continued support of our church. We are very fortunate here in Chipperfield that, despite the pandemic, our finances are still very secure and every time I start to think we may have a shortfall coming another amazing donation appears. We also have a very strong team of supporters giving freely of their time, energy and skills which not only ensure that all the business of the church gets done, it gets done at a low cost.

Many thanks to you all.  
Fay

*Fay Dent  
Treasurer*

# St Paul's Church Chipperfield

## End of Year Financial Statements

**2021**

• **Statement of Financial Activities**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	86,518	16,850	—	103,368	128,508
Income from charitable activities	8,348	—	—	8,348	4,850
Other trading activities	5,240	—	—	5,240	5,015
Investments	2,674	—	—	2,674	2,689
Other income	6,057	5,000	—	11,057	9,099
<b>Total income</b>	<b>108,837</b>	<b>21,850</b>	<b>—</b>	<b>130,687</b>	<b>150,161</b>
<b>Expenditure on:</b>					
Raising funds	4,716	—	—	4,716	2,790
Expenditure on charitable activities	95,338	15,689	—	111,027	94,961
Other expenditure	9,609	78	—	9,687	3,539
<b>Total expenditure</b>	<b>109,663</b>	<b>15,767</b>	<b>—</b>	<b>125,430</b>	<b>101,290</b>
Gains / losses on investment assets	—	—	—	—	1,494
<b>Net income / (expenditure) resources before transfer</b>	<b>(826)</b>	<b>6,083</b>	<b>—</b>	<b>5,257</b>	<b>50,365</b>
<b>Transfers</b>					
Gross transfers between funds - in	1,070	1,037	—	2,107	6,270
Gross transfers between funds - out	—	(2,107)	—	(2,107)	(6,270)
<b>Other recognised gains / losses</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Net movement in funds</b>	<b>244</b>	<b>5,013</b>	<b>—</b>	<b>5,257</b>	<b>50,365</b>
<b>Total funds brought forward</b>	<b>56,140</b>	<b>51,107</b>	<b>—</b>	<b>107,247</b>	<b>56,882</b>
<b>Total funds carried forward</b>	<b>56,385</b>	<b>56,119</b>	<b>—</b>	<b>112,504</b>	<b>107,247</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	56,385	—	—	56,385	56,140
<b>Restricted</b>					
Allen Graves	—	1,636	—	1,636	1,636
Church Repair Fund	—	12,400	—	12,400	12,400
Director of Music	—	16,591	—	16,591	10,507
Electronics	—	—	—	—	2,000
Flower Fund	—	195	—	195	259
Jim Pritchard Fund	—	136	—	136	136
Music Fund	—	—	—	—	1,037
Organ Repair & Maintenance Fund	—	1,288	—	1,288	1,288
Oven Fund	—	—	—	—	0
Rector's Discretionary Fund	—	520	—	520	520
Redecoration Fund	—	10,168	—	10,168	10,168
Women's Fund Raising	—	264	—	264	264
Youth Work	—	12,922	—	12,922	10,892
	56,385	56,119	—	112,504	107,247

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
6420	Jordon Fund	—	—
6430	Investment Fund	23,128	23,128
	<b>Total Fixed assets</b>	<b>23,128</b>	<b>23,128</b>
<b>Current assets</b>			
6501	Bank current account	8,073	8,290
6505	Parish Room Account	1,935	502
6510	CCLA (CBF) deposit account	88,086	73,086
6520	Unused	—	—
6530	Petty Cash	—	—
6535	Catering Petty Cash	—	—
6590	Cash in hand	443	331
Z05	Accounts Receivable	—	—
	<b>Total Current assets</b>	<b>3,580</b>	<b>10,319</b>
		<b>102,117</b>	<b>92,528</b>
<b>Liabilities</b>			
6602	Uncleared Cheques	—	—
6699	Agency collections	(1,692)	(2,291)
Z04	Accounts Payable	14,433	10,701
	<b>Total Liabilities</b>	<b>12,741</b>	<b>8,409</b>
	<b>Net Asset surplus(deficit)</b>	<b>112,504</b>	<b>107,247</b>
<b>Reserves</b>			
	Excess / (deficit) to date	5,257	45,504
Z01	Starting balances	107,247	56,882
Z02	Other gains/(losses)	—	4,861
	<b>Total Reserves</b>	<b>112,504</b>	<b>107,247</b>
<b>Represented by funds</b>			
	Unrestricted	56,385	56,140
	Designated	—	—
	Restricted	56,119	51,107
	Endowment	—	—
	<b>Total</b>	<b>112,504</b>	<b>107,247</b>

## Analysis of income and expenditure

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
0101 - Gift Aid - Bank	7,736	—	2,780	—	10,516	56,630
0110 - Gift Aid -White Envelopes	616	—	—	—	616	275
0210 - Monthly SO Tax Effective	33,965	—	1,495	—	35,460	24,107
0301 - Loose plate collections	2,156	—	—	—	2,156	745
0310 - Monthly SO Not Tax Efficient	370	—	—	—	370	368
0401 - Envelopes - Weekly & Monthly	755	—	—	—	755	769
0410 - Card Payments	77	—	—	—	77	1,421
0501 - Donations not tax claimable	2,990	—	10,000	—	12,990	12,716
0510 - Website Donations	1,771	—	—	—	1,771	225
0550 - Donations appeals etc	25	—	—	—	25	10,735
0601 - Tax recoverable on Gift Aid	10,957	—	1,575	—	12,532	16,317
0701 - Legacies	100	—	—	—	100	3,200
0801 - Recurring grants	—	—	1,000	—	1,000	1,000
08A1 - Non-recurring one-off grants	25,000	—	—	—	25,000	—
Total	86,518	—	16,850	—	103,368	128,508
<b>Income from charitable activities</b>						
0901 - Baptism Fees	60	—	—	—	60	107
0915 - Catering Fund Income	—	—	—	—	—	20
1101 - weddings and funerals fees	8,288	—	—	—	8,288	4,723
Total	8,348	—	—	—	8,348	4,850
<b>Other trading activities</b>						
0910 - Fund Raising	48	—	—	—	48	46
1235 - Parish Room Hire	5,042	—	—	—	5,042	4,563
1240 - Parish Room - Trans funds	—	—	—	—	—	406
1245 - Church Hire	150	—	—	—	150	—
Total	5,240	—	—	—	5,240	5,015
<b>Investments</b>						
1001 - Dividends	—	—	—	—	—	—
1020 - Bank and building society interest	2,674	—	—	—	2,674	2,689
Total	2,674	—	—	—	2,674	2,689
<b>Other income</b>						
0451 - CAF Donation	500	—	5,000	—	5,500	6,475
0710 - VAT Recovered	168	—	—	—	168	—
1040 - Musical Events	5,391	—	—	—	5,391	2,640
1210 - Saratt payment due	—	—	—	—	—	(14)
Total	6,057	—	5,000	—	11,057	9,099
<b>INCOME TOTAL</b>	<b>108,837</b>	<b>—</b>	<b>21,850</b>	<b>—</b>	<b>130,687</b>	<b>150,161</b>

## EXPENDITURE

### Raising funds

1730 - Costs of Musical Event	4,716	—	—	—	4,716	2,790
<b>Total</b>	<b>4,716</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>4,716</b>	<b>2,790</b>

### Expenditure on charitable activities

1735 - Catering Fund Expenses	25	—	—	—	25	10
1850 - Mission Giving	11,160	—	—	—	11,160	10,878
1910 - Parish share	48,870	—	—	—	48,870	49,473
2001 - Office Costs	2,636	—	—	—	2,636	1,407
2050 - Salary of parish administrator	5,681	—	—	—	5,681	6,037
2101 - Expenses of incumbent	86	—	—	—	86	45
2130 - Parsonage house expenses	—	—	—	—	—	46
2150 - Vicar's telephone	489	—	—	—	489	566
2170 - Education. Schools	55	—	—	—	55	87
2201 - Parish training and mission.	16	—	—	—	16	269
Alpha						
2301 - Church Insurance	2,378	—	—	—	2,378	2,348
2310 - Church Broadband/Zoom License Charge	412	—	—	—	412	330
2320 - Organ / piano tuning	—	—	—	—	—	576
2330 - Church maintenance	1,363	—	—	—	1,363	5,090
2331 - Cleaning	1,683	—	—	—	1,683	2,365
2335 - Organist Fees	105	—	9,780	—	9,885	2,895
2340 - Upkeep of services	1,039	—	3,297	—	4,336	603
2350 - Upkeep of churchyard	4,345	—	—	—	4,345	4,570
2360 - Administration	590	—	—	—	590	1,433
2370 - Visiting speakers / locums	45	—	—	—	45	272
2375 - License fees due for music	1,045	—	—	—	1,045	800
2401 - Church running - electric	1,754	—	—	—	1,754	2,352
2410 - Church running - gas	1,528	—	—	—	1,528	1,433
2420 - Church running - water	220	—	—	—	220	189
2440 - Church running - Flowers	—	—	190	—	190	77
2501 - Magazine expenses	12	—	—	—	12	14
2560 - Hall running - maintenance	—	—	—	—	—	65
2570 - Parish Room Expenses	28	—	—	—	28	20
2601 - Governance costs examination/audit fee	9	—	—	—	9	43
2710 - Church major repairs - Installation	—	—	—	—	—	142
2720 - Church interior and exterior decorating	196	—	—	—	196	516
2725 - Church Audio Upgrade	3,321	—	2,422	—	5,743	—
2840 - Gazebos	1,255	—	—	—	1,255	—
2845 - Piano	5,000	—	—	—	5,000	—
<b>Total</b>	<b>95,338</b>	<b>—</b>	<b>15,689</b>	<b>—</b>	<b>111,027</b>	<b>94,961</b>

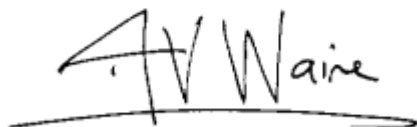
### Other expenditure

2355 - Weddings and Funeral Expenses	4,900	—	—	—	4,900	2,963
2365 - Bank Charges	194	—	—	—	194	126
2930 - Website and Technology costs	4,514	—	78	—	4,593	450
<b>Total</b>	<b>9,609</b>	<b>—</b>	<b>78</b>	<b>—</b>	<b>9,687</b>	<b>3,539</b>
<b>EXPENDITURE TOTAL</b>	<b>109,663</b>	<b>—</b>	<b>15,767</b>	<b>—</b>	<b>125,430</b>	<b>101,290</b>
<b>GRAND TOTAL</b>	<b>(826)</b>	<b>—</b>	<b>6,083</b>	<b>—</b>	<b>5,257</b>	<b>48871</b>

**Financial Accounts Approved**  
Signed on behalf of the PCC by:

The Reverend Cannon Michele du Saire (Incumbent)

Mrs Ann Waine (Church Warden)

A handwritten signature in black ink that reads "Ann Waine". The signature is written in a cursive style with a long horizontal flourish underneath the name.

19<sup>th</sup> April 2022

## Parish Prayer

Almighty God, fill us with your love.

Jesus our Saviour, teach us to serve and care with generosity and joy,  
courage and hope, humility and gentleness.

Holy Spirit, stir and inspire us. Strengthen and equip us to faithfully  
proclaim in word and deed the all-embracing love of God.

Guide us and help us to be vibrant imitators of Christ making him  
known in the world.

For the sake of the kingdom and in the name of Jesus Christ.

Amen.



**St Paul's Church  
Chipperfield**

**End of Year Financial Statements**

**2021**

• **Statement of Financial Activities**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	86,518	16,850	—	103,368	128,508
Income from charitable activities	8,348	—	—	8,348	4,850
Other trading activities	5,240	—	—	5,240	5,015
Investments	2,674	—	—	2,674	2,689
Other income	6,057	5,000	—	11,057	9,099
<b>Total income</b>	<b>108,837</b>	<b>21,850</b>	<b>—</b>	<b>130,687</b>	<b>150,161</b>
<b>Expenditure on:</b>					
Raising funds	4,716	—	—	4,716	2,790
Expenditure on charitable activities	95,338	15,689	—	111,027	94,961
Other expenditure	9,609	78	—	9,687	3,539
<b>Total expenditure</b>	<b>109,663</b>	<b>15,767</b>	<b>—</b>	<b>125,430</b>	<b>101,290</b>
Gains / losses on investment assets	—	—	—	—	1,494
<b>Net income / (expenditure) resources before transfer</b>	<b>(826)</b>	<b>6,083</b>	<b>—</b>	<b>5,257</b>	<b>50,365</b>
<b>Transfers</b>					
Gross transfers between funds - in	1,070	1,037	—	2,107	6,270
Gross transfers between funds - out	—	(2,107)	—	(2,107)	(6,270)
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>244</b>	<b>5,013</b>	<b>—</b>	<b>5,257</b>	<b>50,365</b>
<b>Total funds brought forward</b>	<b>56,140</b>	<b>51,107</b>	<b>—</b>	<b>107,247</b>	<b>56,882</b>
<b>Total funds carried forward</b>	<b>56,385</b>	<b>56,119</b>	<b>—</b>	<b>112,504</b>	<b>107,247</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	56,385	—	—	56,385	56,140
<b>Restricted</b>					
Allen Graves	—	1,636	—	1,636	1,636
Church Repair Fund	—	12,400	—	12,400	12,400
Director of Music	—	16,591	—	16,591	10,507
Electronics	—	—	—	—	2,000
Flower Fund	—	195	—	195	259
Jim Pritchard Fund	—	136	—	136	136
Music Fund	—	—	—	—	1,037
Organ Repair & Maintenance Fund	—	1,288	—	1,288	1,288
Oven Fund	—	—	—	—	0
Rector's Discretionary Fund	—	520	—	520	520
Redecoration Fund	—	10,168	—	10,168	10,168
Women's Fund Raising	—	264	—	264	264
Youth Work	—	12,922	—	12,922	10,892
	56,385	56,119		112,504	107,247

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
6420	Jordon Fund	—	—
6430	Investment Fund	23,128	23,128
	<b>Total Fixed assets</b>	<b>23,128</b>	<b>23,128</b>
<b>Current assets</b>			
6501	Bank current account	8,073	8,290
6505	Parish Room Account	1,935	502
6510	CCLA (CBF) deposit account	88,086	73,086
6520	Unused	—	—
6530	Petty Cash	—	—
6535	Catering Petty Cash	443	331
6590	Cash in hand	—	—
Z05	Accounts Receivable	3,580	10,319
	<b>Total Current assets</b>	<b>102,117</b>	<b>92,528</b>
<b>Liabilities</b>			
6602	Uncleared Cheques	—	—
6699	Agency collections	(1,692)	(2,291)
Z04	Accounts Payable	14,433	10,701
	<b>Total Liabilities</b>	<b>12,741</b>	<b>8,409</b>
	<b>Net Asset surplus(deficit)</b>	<b>112,504</b>	<b>107,247</b>
<b>Reserves</b>			
	Excess / (deficit) to date	5,257	45,504
Z01	Starting balances	107,247	56,882
Z02	Other gains/(losses)	—	4,861
	<b>Total Reserves</b>	<b>112,504</b>	<b>107,247</b>
	<b>Represented by funds</b>		
	Unrestricted	56,385	56,140
	Designated	—	—
	Restricted	56,119	51,107
	Endowment	—	—
	<b>Total</b>	<b>112,504</b>	<b>107,247</b>

## Analysis of income and expenditure

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
0101 - Gift Aid - Bank	7,736	—	2,780	—	10,516	56,630
0110 - Gift Aid -White Envelopes	616	—	—	—	616	275
0210 - Monthly SO Tax Effective	33,965	—	1,495	—	35,460	24,107
0301 - Loose plate collections	2,156	—	—	—	2,156	745
0310 - Monthly SO Not Tax Efficient	370	—	—	—	370	368
0401 - Envelopes - Weekly & Monthly	755	—	—	—	755	769
0410 - Card Payments	77	—	—	—	77	1,421
0501 - Donations not tax claimable	2,990	—	10,000	—	12,990	12,716
0510 - Website Donations	1,771	—	—	—	1,771	225
0550 - Donations appeals etc	25	—	—	—	25	10,735
0601 - Tax recoverable on Gift Aid	10,957	—	1,575	—	12,532	16,317
0701 - Legacies	100	—	—	—	100	3,200
0801 - Recurring grants	—	—	1,000	—	1,000	1,000
08A1 - Non-recurring one-off grants	25,000	—	—	—	25,000	—
Total	86,518	—	16,850	—	103,368	128,508
<b>Income from charitable activities</b>						
0901 - Baptism Fees	60	—	—	—	60	107
0915 - Catering Fund Income	—	—	—	—	—	20
1101 - weddings and funerals fees	8,288	—	—	—	8,288	4,723
Total	8,348	—	—	—	8,348	4,850
<b>Other trading activities</b>						
0910 - Fund Raising	48	—	—	—	48	46
1235 - Parish Room Hire	5,042	—	—	—	5,042	4,563
1240 - Parish Room - Trans funds	—	—	—	—	—	406
1245 - Church Hire	150	—	—	—	150	—
Total	5,240	—	—	—	5,240	5,015
<b>Investments</b>						
1001 - Dividends	—	—	—	—	—	—
1020 - Bank and building society interest	2,674	—	—	—	2,674	2,689
Total	2,674	—	—	—	2,674	2,689
<b>Other income</b>						
0451 - CAF Donation	500	—	5,000	—	5,500	6,475
0710 - VAT Recovered	168	—	—	—	168	—
1040 - Musical Events	5,391	—	—	—	5,391	2,640
1210 - Sarratt payment due	—	—	—	—	—	(14)
Total	6,057	—	5,000	—	11,057	9,099
<b>INCOME TOTAL</b>	<b>108,837</b>	<b>—</b>	<b>21,850</b>	<b>—</b>	<b>130,687</b>	<b>150,161</b>

## EXPENDITURE

### Raising funds

1730 - Costs of Musical Event	4,716	—	—	—	4,716	2,790
Total	4,716	—	—	—	4,716	2,790

### Expenditure on charitable activities

1735 - Catering Fund Expenses	25	—	—	—	25	10
1850 - Mission Giving	11,160	—	—	—	11,160	10,878
1910 - Parish share	48,870	—	—	—	48,870	49,473
2001 - Office Costs	2,636	—	—	—	2,636	1,407
2050 - Salary of parish administrator	5,681	—	—	—	5,681	6,037
2101 - Expenses of incumbent	86	—	—	—	86	45
2130 - Parsonage house expenses	—	—	—	—	—	46
2150 - Vicar's telephone	489	—	—	—	489	566
2170 - Education. Schools	55	—	—	—	55	87
2201 - Parish training and mission.	16	—	—	—	16	269
Alpha						
2301 - Church Insurance	2,378	—	—	—	2,378	2,348
2310 - Church Broadband/Zoom	412	—	—	—	412	330
License Charge						
2320 - Organ / piano tuning	—	—	—	—	—	576
2330 - Church maintenance	1,363	—	—	—	1,363	5,090
2331 - Cleaning	1,683	—	—	—	1,683	2,365
2335 - Organist Fees	105	—	9,780	—	9,885	2,895
2340 - Upkeep of services	1,039	—	3,297	—	4,336	603
2350 - Upkeep of churchyard	4,345	—	—	—	4,345	4,570
2360 - Administration	590	—	—	—	590	1,433
2370 - Visiting speakers / locums	45	—	—	—	45	272
2375 - License fees due for music	1,045	—	—	—	1,045	800
2401 - Church running - electric	1,754	—	—	—	1,754	2,352
2410 - Church running - gas	1,528	—	—	—	1,528	1,433
2420 - Church running - water	220	—	—	—	220	189
2440 - Church running - Flowers	—	—	190	—	190	77
2501 - Magazine expenses	12	—	—	—	12	14
2560 - Hall running - maintenance	—	—	—	—	—	65
2570 - Parish Room Expenses	28	—	—	—	28	20
2601 - Governance costs	9	—	—	—	9	43
examination/audit fee						
2710 - Church major repairs - installation	—	—	—	—	—	142
2720 - Church interior and exterior decorating	196	—	—	—	196	516
2725 - Church Audio Upgrade	3,321	—	2,422	—	5,743	—
2840 - Gazebos	1,255	—	—	—	1,255	—
2845 - Piano	5,000	—	—	—	5,000	—
Total	95,338	—	15,689	—	111,027	94,961

### Other expenditure

2355 - Weddings and Funeral Expenses	4,900	—	—	—	4,900	2,963
2365 - Bank Charges	194	—	—	—	194	126
2930 - Website and Technology costs	4,514	—	78	—	4,593	450
Total	9,609	—	78	—	9,687	3,539
<b>EXPENDITURE TOTAL</b>	<b>109,663</b>	<b>—</b>	<b>15,767</b>	<b>—</b>	<b>125,430</b>	<b>101,290</b>

<b>GRAND TOTAL</b>	<b>(826)</b>	<b>—</b>	<b>6,083</b>	<b>—</b>	<b>5,257</b>	<b>48871</b>
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**Financial Accounts Approved**  
Signed on behalf of the PCC by:

The Reverend Cannon Michele du Saire (Incumbent)

Mrs Ann Waine (Church Warden)

19<sup>th</sup> April 2022

**Report to the Trustees/Members of St Paul's Church, C  
Council on accounts for the year ended 31 December 20**

I report to the trustees on my examination of the accounts  
for the year ended 31 December 2020 set out on pages x

**Responsibilities and basis of report**

As the charity's trustees, you are responsible  
in accordance with the requirements of the C

I report in respect of my examination of the T  
section 145 of the 2011 Act and in carrying o  
all the applicable Directions given by the Cha  
145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm  
come to my attention in connection with the  
to believe that in, any material respect:

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# Accounts

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**ST PAUL'S CHURCH  
CHIPPERFIELD**

**ANNUAL MEETINGS**

**SUNDAY 16<sup>th</sup> MAY 2021, 11.30am**

**AT ST PAUL'S CHURCH**



**REPORT  
FOR THE YEAR ENDED  
31 DECEMBER 2020**

*To be so on fire with the love of Jesus  
that all are drawn to him.*



✝ *Living God's Love*

# **St Paul's Mission Action Plan**

## **Our Vision**

A community that is so on fire with the love of Jesus that all are drawn to him.

## **Our Priorities**

- To encourage people to deepen their relationship with God through prayer, worship, study and fellowship.
- To identify the pastoral needs of the community and seek to show love and care and to build relationships.
- To bring children, young people and families into a deepening relationship with God

## **ADMINISTRATIVE INFORMATION**

St Paul's Church Chipperfield is situated on the Common in Chipperfield and is part of the Diocese of St Albans within the Church of England.

The correspondence address is Holy Cross and St Paul's Church Office, Village Hall, The Green, Sarratt, Herts WD3 6AS.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

Incumbent:	The Revd Canon Michele du Saire
Reader:	Philip Waine
Treasurer:	Fay Dent

PCC members who have served for the year up to the date of this report are:

Wardens:	Philip Waine (until 2021)
	Ann Waine (until 2021)

Representatives of the Deanery Synod:	Judy Olney (until 2023)
	Elaine Dean (until 2023)

Elected members:	Clare Brook (until 2022)	Sue Walker (until 2021)
	James Bush (until 2021)	Alison Bush (until 2023)
	Pippa Frow (until 2023)	Ian Chantrell (until 2023)
	David Zerny (until 2023)	Jennifer Laurie (until 2023)
PCC Secretary	Lucy Wood (until 2023)	

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

St Paul's Church is part of the Benefice of Holy Cross, Sarratt and St Paul's Chipperfield. Each church has its own PCC that meets regularly and separately. Joint PCC meetings occur occasionally during the year. Wardens of both churches meet regularly together with the incumbent. Other committees include: Standing, Finance and Building & Fabric Committee. The Children and Youth Committee is a joint one with Holy Cross.

The Parish Room is managed separately to the church by a committee chaired by an appointee of the PCC.

# **AGENDA FOR THE ANNUAL MEETING OF PARISHIONERS and APCM**

## **Introduction**

At this year's APCM we reflect on the past year and look forward to the future. We will be assuming that you will have read all the reports in this booklet prior to the meeting and their appearance on the agenda is simply to give electoral roll members the opportunity to ask questions on the reports.

## **Annual Meetings**

Members present and apologies for absence for both meetings

## **Annual Meeting of Parishioners**

1. Welcome, opening prayers
2. Minutes of the last meeting (page 5)
3. Election of Church Wardens

## **Annual Parochial Church Meeting**

1. Minutes of previous meeting and matters arising (page X-X)

### **2. Reports**

- a) Rector's Report (pages X-X)
- b) Church Wardens' Report 2020/21 (pages x-x)
- c) Report of the PCC meetings 2020 (pages x-x)
- d) Safeguarding Report (pages x-x)
- e) Deanery Synod Report (pages x-x)
- f) Sidespersons report 2020/21 (pages x)
- g) Electoral Roll Report (page x)

### **3. Accounts**

Report on the Financial Affairs of the Parochial Church Council (page x-x)

- a) Treasurer's Report
- b) Adoption of Accounts for year ending 31 December 2020
- c) Appointment of Independent Examiner

### **4. Elections**

- d) Election of 2 members of the Parochial Church Council and 1 member of the Deanery Synod (JO standing down).
- e) Appointment of Electoral Roll Officer
- f) Appointment of Sidespersons (page 19) [can be at PCC apparently]

### **5. Reflecting on the last year and looking to the future**

## 6. Concluding Business

- a) Questions and any other business
- b) Date of next meeting - TBC Sunday xx March/April 2022.
- c) Closing Prayers

### ST PAUL'S CHURCH CHIPPERFIELD

#### *Minutes of the Annual Meetings of Parishioners held on Sunday 15<sup>th</sup> March, 2020 at 11.30am in the Church*

Ian Chantrell, Churchwarden, and 25 members of the Electoral Roll were present.

**Apologies for absence** were received from Michele du Saire, Alison and James Bush, Susan Ellis, Anne Stickland, Peter Corbett, Clare Brook, Pam and Keith Dawson, Lesley Edwards, Giles Wyburd, Yvonne and David Collette, Tony and Valerie Briselden.

#### **Annual Vestry Meeting**

##### **1. Welcome and opening prayer**

Ian Chantrell welcomed all to the meeting and opened with the Parish prayer.

##### **2. Minutes of the 2019 Annual Vestry Meeting**

Stephen Morrill proposed and Philip Waine seconded the adoption of the minutes. The minutes were approved.

##### **3. Election of Churchwardens**

Philip Waine and Ann Waine have offered to be our Churchwardens for the forthcoming year. Lucy Wood proposed and Sue Walker seconded the election of Philip Waine. He was appointed unanimously. Ian Chantrell proposed and Sue Walker seconded the election of Ann Waine. She was appointed unanimously.

Ann and Philip were thanked for stepping forward to fulfil this important role. Lucy Wood suggested that we continue to seek someone to become Churchwarden for 2021 or 2022.

The meeting concluded at 11.40 a.m.

## **Annual Parochial Church Meeting**

### **1a. Minutes of the 2019 Annual Parochial Church Meeting.**

Judy Olney proposed and David Zerny seconded the adoption of the minutes. The minutes were approved.

### **1b. Matters Arising from the Minutes.**

No matters arising.

### **2a. Church Warden's report**

The Church Warden's report printed in the booklet was noted. As expressed in the report, Ian Chantrell thanked all those in the church family who have contributed so willingly during the past twelve months and particularly during Michele's period of absence. David Zerny thanked Alison and Ian for the additional commitments they have taken on, with the many things which go on 'behind the scenes'. Stephen Morrill thanked Sonya Tolmie for arranging the wide range of priests and organists who have given us interesting services and music throughout the year.

### **2b. Report of the PCC meetings 2019**

The report of the PCC meetings printed in the booklet was noted.

### **2c. Safeguarding report**

The safeguarding report printed in the booklet was noted.

### **2d. Deanery Synod report**

The Deanery Synod report printed in the booklet was noted. Philip Waine reported that the Deanery has been very active in supporting us during Michele's period of absence, with David Hall at Christ Church making himself available to give advice on a regular basis.

### **2e. Sidespersons report**

The Sidespersons report printed in the booklet was noted. Frances Onians reported that since the list was published, Chris and Sally Collins have stepped down. This means we only have three sidespeople for the early 8am service. Anne Wyburd asked if anyone present could volunteer to take on this role. There was one possible volunteer.

### **2f. Electoral Roll report**

Pippa Frow reported that following the revision of the electoral roll, current membership stands at 91.

### **3a. Treasurer's report**

The Treasurer's report printed in the booklet was noted. Fay Dent presented the accounts:

2019 has been stable year for the finances, with a small working profit of £1,045. The accounts show a credit balance £7,679; this is due to CBF Church of England Investment Fund Income Shares being revalued at market value during 2019, giving us £6,634 benefit on paper. If we discount this advantage in 2019, we are in credit by £171 on the general fund and by £874 on the restricted fund. Total assets now stand at £56,883 represented by £31,232 in the general fund and £25,651 in the restricted fund.

Church Income from donations and legacies in 2019 was £57,346, representing a decrease of £2,863 from 2018. This trend is likely to continue. However, we have a fantastic response as and when we need funds via small appeals such as the organ repair and oven renewal. Fay apologised for the lack of comparative data due to new accounts system. Additional income has come from the usual funds, such as Chipperfield parish council (£1,000), the Hollyberry Fair (£1,300) and Chipperfield choral society (£500). The Parish Room hire virtually in line with last year at £9,657. Expenditure is slightly higher than 2018. Increases include: utilities up slightly; the additional cost of relief vicars at about £1,000; administration up by about £1,000; additional bank charges; and a general small increase in broadband charges, music license fees, cleaning cost etc. Diocesan share in 2019 was £47,937 and in 2020 it will be £49,473 this is an increase of £1,536.

Frances Onians asked about the card reader for donations and whether a larger, permanent card reader had been considered. Fay reported that a stand has been purchased so the current card reader can be permanently available for donations at the back of church. It will be available shortly. An upgraded version will be considered in the future.

### **3b. Adoption of the accounts**

Judy Olney proposed and Philip Waine seconded the adoption of the accounts for the year ending 31 December 2019. The accounts were approved.

Lucy Wood read out the following message from Peter Corbett, “At the end of Treasurer’s report please give Fay my congratulations for the transfer of accounts to a commercial accounting package. Also thanks to our auditor John Hill who has done the job for a number of years and is stepping down.”

**3c. Appointment of the Independent Examiner**

As John Hill is stepping down, we do not currently have someone to act as an independent examiner for 2020. Those present were asked to consider if they know someone who would be willing to take on this pro bono role. Lucy Wood will make arrangements for an extraordinary meeting to take place to make this appointment once a volunteer is found.

**4a. Election of two lay representatives to the Deanery Synod**

Alison Bush proposed and Clare Brook seconded the re-election of Judith Olney as a lay representative to the Deanery Synod. Judith was re-elected for a further three-year term (2020-23). Lucy Wood noted there was one vacancy for a representative to the Deanery Synod, should someone wish to step forward and Elaine Dean kindly offered to join Judy. Stephen Morrill proposed and Sue Tyler seconded the election of Elaine Dean as a lay representative to the Deanery Synod.

**4b. Election of members of the Parochial Church Council (six renewals and one new appointment)**

Judith Olney proposed and Fay Dent seconded the re-election of Alison Bush to the PCC.

Lucy Wood proposed and Ann Waine seconded the re-election of Ian Chantrell to the PCC.

Ian Chantrell proposed and Ann Waine seconded the re-election of Lucy Wood to the PCC.

Lucy Wood proposed and Ian Chantrell seconded the re-election of Pippa Frow, Fay Dent and David Zerny to the PCC. Alison, Ian, Lucy, Pippa, Fay and David were all re-elected for a further three-year term. Ann Waine proposed and Sue Walker seconded the election of Jennifer Laurie to the PCC. Jenny was elected for a three-year term.

**4c. Appointment of Electoral Roll Officer**

Pippa Frow has agreed to remain as our Electoral Roll Officer.

**4c. Appointment of Sidespersons**

This list of serving sidespersons on page 19 of the booklet was noted. Ian thanked Anne Wyburd for her continuing work organising the rotas

and for all those serving as sidespersons. It was noted that Chris and Sallie Collins have now stepped down. Stephen Morrill proposed and Frances Onians seconded the appointment of those listed. Anne asked those present to consider volunteering as a sidesperson in the coming year.

## **5. Reflecting on the past and looking to the future**

### **5a. Reflecting on the last year**

Ian Chantrell reflected on the past year and thanked the many people who have contributed to the safe running of the church with open hearts.

### **5b. Church restoration project**

Following the leak in the church roof discovered in November, Frances Onians gave a short overview of the restoration project, due to begin in the Summer of 2020. She stressed this was not a formal project launch but an overview to those members of the electoral roll who were present.

She described the areas needing attention and asked the congregation what else might be considered. Responses to this were: the choir lighting; the replacement of the window ledge shelves including their attachments; and the possible reordering of the Morkill Chapel. The questioner was advised that this latter item had been considered and rejected by the PCC at this time.

A show of hands about whether it was worth the cost of installing Double Glazing suggested by a 2:1 majority that it was not considered necessary. Richard Edwards pointed out that the cleaning requirements of any double glazing would also be an important consideration.

Frances then listed the skill sets needed and asked those present to consider whom they knew who might be willing to give time to this project. Following that she summarised the ways of financing which will be essential for the project's success, including grants and trust applications.

Her final point was to ask for this to be bathed in prayer.

## **6. Concluding Business**

### **6a. Questions and any other business**

**Youth Work:** Anne Stickland asked for her concern to be raised about the continued lack of anything constructive on re-establishing youth work. Anne reported that she and Ian Chantrell have a meeting set up

with the Diocesan Youth Missioner on April 21st to discuss the matter further. Ian confirmed that one of the priorities in our Mission Statement is to bring children, young people and families into a deepening relationship with God.

**Jordan Graves:** Mary Nobbs asked about progress with the restoration and maintenance of the Jordan graves. Stephen Morrill confirmed the restoration work has been out to tender, but there has been no response to date. Stephen asked if anyone knows of someone who would be interested in this work. Frances Onians confirmed she will be talking to the gardener, Kevin, about maintenance of the Jordan plots.

**Director of Music:** Anne Wyburd asked about progress with filling the position of Director of Music. Philip Waine confirmed there have been expressions of interest in the last 12 months, but no suitable applicant. However, there has been a further expression of interest recently and this is being followed up.

6b. The date of next meeting has not yet been planned. Sunday 14 March 2021 is a possible option but as this falls on Mothering Sunday other dates will be explored.

6c. Ian Chantrell led us in a Closing Prayer.

*Lucy Wood, PCC secretary, 15.3.20*

## **RECTOR'S REPORT (to come from Michele)**

### **CHURCH WARDENS REPORT 2020/21**

#### **Building & Fabric**

We are usually blessed with a good number of volunteers for our churchyard clear-ups and 2020 did not disappoint, when over 35 people arrived to help at our socially-distanced November clear-up, organised by Frances Onians. Willing workers were rewarded with bacon butties, coffee, and tasty cakes made by members of the congregation.

Stephen Morrill organised the decoration of the vestry and a deep clean of the church and parish room soon after the lockdown was announced.

Thanks to Mary Nobbs for organising and funding the refurbishment of the car-park gates, they look great!

A new churchyard bench has been donated by a long-standing Chipperfield family in memory of their grandmother.

Honey fungus was discovered in a silver birch tree opposite Blackwells. This was removed and other silver birch trees are being monitored.

The flint wall has been maintained and some major holes have been patched. Parish room gutters were cleaned.

The electrical consumer units in church (behind the organ and in the vestry) were replaced with one new unit and new wiring, and a new five-year fixed wiring certificate was issued on completion.

In November resistors were fitted to all the key contacts on the three manuals of the church organ (approved by the Diocese).

Gas appliances were serviced and a new burner fitted to the gas heater at the back of church.

A thermostat was fitted to switch off the underfloor heating on the rare occasions that the church exceeds the set temperature.

We are, as always, extremely grateful to Stephen Morrill for undertaking many of the maintenance tasks and for overseeing and organising a team to assist with many of the jobs in and around the church and parish room.

Although the church roof requires significant repair, any thoughts of fund-raising and planning have had to be put on hold due to the pandemic. Likewise we have had to delay planning wider restoration and improvement to the internal aspects of the church, such as underfloor heating; heat retention measures; electrics; audio-visual system; redecoration and a new aisle carpet.

## **Coronavirus (Covid-19) Pandemic**

The life of our church community during 2020 has been dominated by the Coronavirus pandemic, which resulted in all churches being required to cease public worship on 23<sup>rd</sup> March 2020. Throughout the rest of the year, there have been various phases of lockdowns and restrictions which have shaped many aspects of our worship and fellowship.

St Paul's was one of very few churches in the Diocese that managed to hold an in-church APCM just before the first full lockdown. We closed the doors of the church with a heavy heart, but decided that St Paul's was going to be locked up in name only! A large blue and white banner supporting the NHS and donated by a member of the congregation was soon purchased and erected below the Resurrection Window, which was lit up in blue every evening to show our support and gratitude to NHS and frontline workers during the first wave of the pandemic. The porch outside the parish room became a collection point for DENS and for face creams and other goodies which were passed on to NHS workers.

Philip Waine gathered a team together to record and broadcast online services on YouTube, the first of which went out on Easter Sunday. The simple format of a reading, two hymns (with words on screen), prayers and a talk seemed to work, with members of the congregation and the wider village community taking part. I would like to pass on a special thank you to Philip, who sprung into action and organised our online VE Day Service in a matter days after it was announced that churches would again be locked down. Anne Stickland and her team organised online Family Services and the feedback on the local social media site with regard to St Paul's church has been most gratifying.

We offer heartfelt thanks for the technical expertise and hard work of Martin Deane and Paul Rodgers, without whom we would not be able to have an online presence. Martin is our cameraman and editor and Paul deals with the complexity of licences required and also monitors our YouTube channel. We thank David Clough, David Heath and latterly, Ben Atkinson, for playing the organ for the broadcasts and to all those who planned and took part in them. Forty-nine broadcasts from the benefice of St Paul's & Holy Cross are now available to view on YouTube and our services have been watched over 10,000 times. We have also been able to live-stream services, and these too have proved successful.

In the summer, with our help and co-operation, St Paul's school was able to hold a Leavers Service in the church, which was beamed live by our technical team to a screen in Blackwells, enabling parents to view the proceedings from outside the window.

With careful planning and co-ordination, overseen by Stephen Morrill, we were still able to host the county Music Exams (using the parish room only), and participants and examiners alike were extremely grateful.

Following a slight relaxation in the rules for worshipping, a special training for sidesmen was organised, risk assessments written and St Paul's opened its doors for public worship again in September, beginning with a Holy Communion service.

In early December there was a window of opportunity for our new Director of Music to organise two socially-distanced live concerts in the church. Ben enthralled us by playing a whole hour of works by Chopin in the first concert and one month later he engaged three amazing professional singers and musicians, who performed excerpts from Les Miserables and Phantom of the Opera. These concerts enabled us to raise much needed funds for the church and what a joy it was to be able to attend live recitals after the lockdown starvation of live performances.

Our technical team sprung into action again when they live-streamed St Paul's school nativity play for the parents, and this was much appreciated.

With careful planning, we managed to hold three small Christmas Day services and a sterling building team erected a beautiful crib beneath the Resurrection Window, which was not removed until Candlemas (2nd February). The Crib Service was replaced by an invitation to villagers to come and (safely) listen to carols being broadcast to the churchyard on the afternoon of Christmas Eve while they visited the crib. Over 150 people were welcomed by Michele as they visited the churchyard on Christmas Eve, and many more people have enjoyed the seeing the crib since then.

After 18 years of writing News from the Benefice, I decided it was time to retire and I encourage you to contact Sonya, our administrator, who can arrange for you to receive the weekly Welcome Sheet instead. For those of you missing my 'And finally'.....see the end of this report!

## **The Church Family**

We thank God that our rector, Michele, was able to return to work this year following her successful recovery from an operation and treatment for cancer. Her hard work and dedication to the Benefice are greatly appreciated.

Sadly, a much loved and regular member of our congregation, Freda Driver, died on 3rd May, following a stroke, and she will be greatly missed.

In September we welcomed Ben Atkinson, our new Director of Music. Ben came to us with an impeccable CV, having studied music at Cambridge, and his previous full-time job was directing the music for the global touring company producing Les Miserables. He and his wife, Freya welcomed a new addition to their family, baby Nova, in January this year.

We are thankful for the many people who have helped keep the church running in the past extraordinary year, among them our sidespersons, choir, floral team, church cleaners and all those people who open and close the church each day. We thank those who have written Risk Assessments and helped with all of the extra tasks required to ensure safety whilst the church was open last summer. We all like to sit in a warm church and greatly appreciate the work carried out throughout the year by Frances Onians in controlling our heating system.

We offer our gratitude for our Hon Treasurer, Fay Dent, for the hours and hours of hard work that she and her team have spent 'doing the books' this past year. We are also pleased to welcome our new auditor, Caroline Hargrove.

We thank our PCC Secretary, Lucy Wood, for her patient and efficient chairing of our meetings and one of her extra tasks this past year has been teaching the PCC how to log on to Zoom. We are, as always, hugely grateful to Sonya, our extremely efficient Administrator, for her tireless support in normal times and in particular during these current unprecedented times.

Our sincere apologies if we have inadvertently omitted some thank-yous. There are so many people who carry out so many tasks in and around the church that we are bound to have overlooked one or two, but please be assured, we are grateful for every aspect of help the church receives.

There is light at the end of the COVID tunnel: we have vaccines and, as I write this, some members of our congregation have already been immunised. We are all missing each other, we are missing real-time worship and prayer in our beautiful church, but we WILL return.

And finally.....I conclude this report with the words of our Queen: *“We should take comfort that while we may have more still to endure, better days will return. We will be with our friends again; we will be with our families again; we will meet again.”*

*Ann & Philip Waine  
Churchwardens*

## **REPORT OF THE PCC MEETINGS 2020**

### **Churchwardens**

Our Churchwardens Alison Bush and Ian Chantrell both decided to step down this year, Alison after completing a very busy three year term and Ian after extending his term to five years. We are so very grateful for their dedication and wisdom throughout their time in office, especially during Michele's time of absence. Philip and Ann Waine kindly offered to take on the role and were elected as our new Churchwardens at the APCM in March, which was held just before church closures due to the coronavirus pandemic.

### **Members of the PCC**

We were delighted to appoint Jenny Laurie as a new member of the PCC. Jenny is a well-known member of our church family and she is already closely involved with many aspects of our community. Our re-elected members were Alison Bush, Ian Chantrell, Fay Dent (treasurer), Pippa Frow, Judy Olney, Lucy Wood (secretary) and David Zerny. The continuing members for 2020-21 were Clare Brook, James Bush and Sue Walker.

### **Deanery Synod Representatives**

Philip Waine stepped down as a Deanery Synod representative this year, as he moved to the role of Churchwarden. Judy Olney kindly agreed to continue and we are very pleased that Elaine Dean offered to be our second representative.

## **Financial Matters**

John Hill stepped down as our auditor in 2019; the PCC thanked John for many years of expertly auditing the church accounts. We were delighted that Caroline Hargrove kindly offered to take on this role. Caroline was appointed as our new auditor in December 2020. Details of the church finances in 2020 are given in the Treasurer's report. The Diocesan share for 2020 was £ £49,473. During 2020, the PCC agreed to the inclusion of a 'donation button' on the Benefice website, so donations could be made on-line.

## **Parish Administration**

Sonya Tolmie, our Benefice Administrator, has continued her outstanding support of the PCC throughout 2020 both during Michele's time of absence and during the coronavirus pandemic.

## **Revision of the Electoral Roll**

There was a revision of the Electoral Roll during 2020. As in 2019, the Benefice records for the members of the Electoral Roll enable the Annual Report to be distributed electronically to all members with email addresses. Hard copies will be made available on request.

## **Safeguarding**

Sue Walker has continued in the vital position of Benefice Safeguarding Co-ordinator and the Parish Administrator, Sonya Tolmie, has provided the administrative support for processing DBS checks. A separate safeguarding report gives details of actions taken during 2020.

## **Building, Fabric and IT**

Full details of the repair and maintenance of the church approved by the PCC in 2020 are given in the Churchwardens' report. In December 2019, the PCC was advised that the roof requires significant repair work, although there is no imminent risk. A full appraisal of the requirements were going to take place in 2020, alongside a proposal to have a wider restoration and improvement to the internal aspects of the church. However, this has been deferred due to the coronavirus pandemic.

## **Garden of Remembrance: choice of stones for memorials**

The PCC agreed there should be a choice of two stones, Nabresina Limestone and Lunar Granite, for memorials in the Garden of Remembrance.

## **Church closure and restrictions during the coronavirus pandemic**

The church was closed for public worship from March to August 2020. The government closed all places of worship from March to June 2020 and the PCC decided to extend the suspension of public worship in the church through to September so that we could take the necessary steps to ensure we opened

safely and with joy. From September to December 2020, some services were able to resume but with limited numbers due to the requirements of social distancing. Many members of our church family were involved in preparing and broadcasting worship throughout this period; the PCC are deeply grateful for all those who gave so freely of their time and talents to make this possible. From Easter onwards there was a pre-recorded service every week and a DVD lending library was set up for almost all the on-line service. From July to December, the church was also opened for private prayer at specific times during the week.

### **Music at St Paul's**

The PCC appreciated all the organists who were able to provide us with wonderful music during the first half of the year. In June 2020, we received four expressions of interest for the post of Director of Music. Following interviews and the securing of specific funding, the PCC was delighted to appoint Ben Atkinson to the position of Director of Music for a period of three years, commencing on 6<sup>th</sup> September 2020. Due to the restrictions in place, it was agreed for Ben to start on a part time basis for the first three months.

### **Youth and Families**

The All Age Services have continued throughout 2020, with on-line services from March onwards. The Benefice youth team met 'remotely' throughout the year and although it has not been possible to have youth activities during the pandemic, thought and prayer has guided the team as they consider plans going forward. We were delighted to propose Ian Chantrell as a school governor for St Paul's school, Chipperfield and he was elected during 2020.

### **Mission Action Plan (MAP) review**

In 2019 it was agreed the MAP review should be open to all members of the church and a breakfast meeting was planned for Saturday, 25<sup>th</sup> April 2020. However, this had to be postponed due to the coronavirus pandemic. It is now planned for a revision of the MAP to take place in 2021. Three 'Zoom' meetings, led by David Zerny, for members of the PCC have already taken place in early 2021 to start this process.

### **Alpha course**

A joint Benefice Alpha course was arranged for January to April 2020. The early sessions took place successfully but the course had to be suspended when the coronavirus 'lockdown' was imposed in March.

### **Commonwealth War Graves plaque**

In 2019, a plaque to commemorate the three Commonwealth War Graves in the churchyard was offered by the Commonwealth War Graves Commission; it

was agreed this should be placed near the main lychgate and it was put in place on the brickwork of the lychgate porch during 2020.

### **Mission Giving**

The details of our annual Mission Giving are given in the Treasurer's report. During the first 'lockdown', an additional £500 was donated to DENS to support their work.

### **Thanks**

Thanks are given to Judy Olney and Alison & James Bush for hosting our PCC meetings during early 2020. From March 2020 to December 2020 the meetings were held remotely by Zoom.

*Lucy Wood, Secretary*

## **SAFEGUARDING REPORT**

Safeguarding continues to be of importance, one which the Diocese of St Albans takes very seriously. We receive regular newsletters and emails from the Diocese Safeguarding team. An online forum was arranged recently for all safeguarding officers and clergy regarding the role of the Parish Safeguarding Officer. Revd Michele and I attended separate forums and afterwards put our thoughts together. An outcome of the forum is we are signed up on the Dashboard which is a great tool ensuring we keep up to date with all the paperwork coming from the Diocese.

I was sorry to say goodbye to Debbie Kingston when she moved away; I had enjoyed her company and thoughts, and miss her. Holy Cross have been asked if they would like to replace Debbie with a link on safeguarding between the two churches.

Sonya has continued to be of great help in updating the spreadsheet of training and DBS records. She reminds us all when updates fall due. Thank you very much, Sonya.

## **TRAINING**

Throughout lockdown the Welcome Sheet has encouraged people to complete their module C0 and C1 training online. This has had some success and I thank all those who are now up to date. *C0 module* is for vergers, servers, welcomers, refreshment helpers, sidespersons, PCC members, churchwardens and choir members. C0 is a pre-requisite for all other core training modules. *C1 module* is for clergy, readers, vergers, welcomers, those

in direct work with children, young people or vulnerable adults, churchwardens, parish safeguarding officers, servers, choir/music/drama leaders where there are children or vulnerable adults in the group. *C2 module* is for churchwardens, parish safeguarding officers, home group leaders and those whose role involves leadership work with children, young people or vulnerable adults. We are waiting for dates for group online C2 training. Modules C0, C1 and C2 have to be refreshed every three years by completing the highest previous training level.

## **DISCLOSURE AND BARRING SERVICE**

Sonya has reminded people when their DBS checks have become due for renewal and has helped them with their applications. With the church having been closed for most of the year and traditional duties put on hold, we have not pursued first time checks with current volunteers. These will be taken up when the church opens for services and volunteers are sought once again to undertake the numerous roles.

### **PCC members and DBS checks**

Where a PCC sponsors and approves, in its own name, children's work or work with vulnerable adults **all** PCC members should complete a DBS check.

## **YOUTH GROUP**

I joined in the zoom meetings to advise re training and DBS checks.

## **RISK ASSESSMENTS**

In a small way I have assisted Ian Chantrell with drafting these assessments which have been drawn up before the church has been able to open for services and private prayer. We also completed assessments for funerals and weddings during lockdown.

## **POLICY STATEMENTS**

Each year, PCCs in the Diocese must confirm their commitment to adopting and adhering to the Diocesan Policies. I bring to your attention the resolution passed at the February 2020 PCC meeting:-

*"At its meeting on 13 February 2020, the PCC of St Paul's, Chipperfield, agreed unanimously to comply with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' Guidance on safeguarding children and vulnerable adults)".*

It adopted the Diocese of St Albans Policies for Safeguarding Children, Vulnerable Adults and for responding to Domestic Abuse; it accepted the Best Practice Guidelines for the Diocese and pledged to continue to work towards

full compliance with the Measure and the details implied by the policies and best practice guidelines.

At our January meeting this year (2021) I suggested we review the policies AFTER the APCM with the newly elected PCC at their first meeting. These will then be signed by the newly elected churchwarden for the year 2021/22.

*Sue Walker  
Safeguarding Co-ordinator*

## **DEANERY SYNOD REPORT**

Year ending 31<sup>st</sup> December 2020

The Deanery Synod did not meet during the last year owing to the Covid 19 pandemic. A meeting had been scheduled to be held at St. Paul's on the 11<sup>th</sup> of June but was later cancelled owing to restrictions. The proposed Deanery Synod meeting of November 25<sup>th</sup> did not take place.

In January there was a talk given at Christ Church by Canon Tim Bull. This was to replace the March Deanery Synod and parishes were requested to send representatives. The topic was 'Everybody Called: developing a culture of service' which looked at 3 areas:

1. God's call to everyone, lay and ordained
2. Discerning one's personal vocation
3. Working well together as clergy and laity

The Deanery Standing and Pastoral Committee met twice- once at the beginning of March at Christ Church and then online with Zoom on the 15<sup>th</sup> September. Deborah Snowball announced at the September meeting that Simon Cutmore had now been appointed as Rural Dean. Discussions are underway regarding the election of a new Deanery Secretary and the election of a new Lay Vice-Chair.

There was no Ascension Day Service in May this year but on September 29<sup>th</sup> there was a Festival of Preaching online. The Deanery Quiz did not take place this year.

*Deanery Synod Members  
Judy Olney and Elaine Dean*

## **SIDEPERSON'S REPORT 2021**

For 8 a.m. services there are:

3 sidespeople.

2 needed per month.

Duty frequency: every 1 1/2 months. More needed.

For 10 a.m. services there are:

3 pairs plus 7 singles.

2 sidespeople needed 3 times per month.

Duty frequency: every 2 months.

In addition, there are frequently extra services requiring sidespeople, e.g. at Christmas and Easter and for occasional evening services and musical events. This increases the frequency for those willing to do such extras.

### **Sidespeople on Current List**

#### **8 a.m.**

Stephen Morrill

Frances Onians

Chris Pinney

#### **10 a.m.**

David Midwinter

Ian Chantrell

Peter Corbett

Richard and Lesley Edwards

Pippa Frow

Jenny Laurie / Lucy Williams

Stephen Morrill

Imogen Roberts

Anne Stickland

Ann Waine

Anne and Giles Wyburd

**More sidespeople are badly needed.**

*Anne Wyburd  
March 2021*

## **ELECTORAL ROLL REPORT 2020/21**

There are currently 91 names on the electoral roll. The number on the roll in 2019 was 91. Changes have been as follows: 2 deletions (through death), 2 additions. Of the 91 on the roll, 66 are residents in the ecclesiastical parish of Chipperfield and 25 are non-residents.

*Pippa Frow  
February 2020*

## REPORT ON THE FINANCIAL AFFAIRS OF THE PAROCHIAL CHURCH COUNCIL

### Treasurer's Report for the year ended 31 December 2020

Well what a year that was.

At the beginning of the year our main financial concern was the news that our church roof needed some serious work. After a very generous donation of £12,500 to start that fund going, this problem had to be shelved in view of the much bigger concern of a worldwide pandemic. In March 2020 we moved into "lockdown". At that time none of us knew what that really meant, but we soon found out.

Financially it has been a year of ups and downs, with our church closed for the first half and last part of the year. The subsequent loss of our collections soon began to affect our bank balance and by June the position was so worrying that the PCC made the decision to reduce our payments of the parish share by £2000 per month for three months. This decision was not taken lightly as it was clear that the diocese, together with all charities, was also having financial problems. However, we had the card reader set up and working in church and the donate button working on our website. These additions started to be used more, together with the generous giving of all our congregation, so the finances began to feel a bit more stable. Although our income was down week by week our expenditure was also down.

In August, the PCC made the decision to employ a new Director of Music. There were still concerns about our finances at this time, but we were fortunate to receive the offer of donations to specifically support the funding of the position for the next three years. It was another prayer answered and Ben has already brought something very special to our church family.

Which brings us to November when St Paul's received another, very large, unexpected donation. It enabled me to pay off the balance we owed the diocese, make £10,000 worth of mission payments and end 2020 with a balance of £50,000 in our church funds, more than we had last year. It is an amazing answer to prayer when you think how difficult this year has been. The mission payments made were:

£1500	3 local schools for help with technology
£1750	DENS
£1500	The Children's Society
£1750	Hope for Justice
£1750	The Samaritans

£1750

Medicins Sans Frontieres

To clarify the make up of our accounts, we now have a total of £107,248 in our various bank accounts although £51,108 of it is for restricted work, meaning it can only be used for a specific purpose and I always think of these funds as not ours. This leaves a balance of £56,140 being the funds belonging to St Pauls Church, which I think is almost unbelievable!!

I really think God has blessed us in abundance in 2020 and it is also looking very favourable for 2021.

*Fay Dent*  
*Treasurer*

***Statement of financial affairs awaited***

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	£66,565	£16,703	—	£83,268	—
Income from charitable activities	£9,657	—	—	£9,657	—
Other trading activities	£9,379	£4	—	£9,383	—
Investments	£5,924	—	—	£5,924	—
Other income	£372	£899	—	£1,271	—
<b>Total income</b>	<b>£91,898</b>	<b>£17,606</b>	<b>—</b>	<b>£109,504</b>	<b>—</b>
<b>Expenditure on:</b>					
Raising funds	—	£18	—	£18	—
Expenditure on charitable activities	£86,493	£10,005	—	£96,498	—
Other expenditure	£5,234	£75	—	£5,308	—
<b>Total expenditure</b>	<b>£91,726</b>	<b>£10,098</b>	<b>—</b>	<b>£101,824</b>	<b>—</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>£171</b>	<b>£7,508</b>	<b>—</b>	<b>£7,679</b>	<b>—</b>
<b>Transfers</b>					
Gross transfers between funds - in	£27,818	£23,512	—	£51,330	—
Gross transfers between funds - out	(£23,512)	(£27,818)	—	(£51,330)	—
<b>Other recognized gains / losses</b>					
<b>Net movement in funds</b>	<b>£4,477</b>	<b>£3,202</b>	<b>—</b>	<b>£7,679</b>	<b>—</b>
<b>Total funds brought forward</b>	<b>£26,754</b>	<b>£22,449</b>	<b>—</b>	<b>£49,203</b>	<b>£49,203</b>
<b>Total funds carried forward</b>	<b>£31,232</b>	<b>£25,651</b>	<b>—</b>	<b>£56,883</b>	<b>£49,203</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	£31,232	—	—	£31,232	£26,754
<b>Restricted</b>					
Allen Graves	—	£1,636	—	£1,636	£1,711
Churchyard Fund	—	—	—	—	£333
Flower Fund	—	£344	—	£344	£240
Jim Pritchard Fund	—	£136	—	£136	£136
Music Fund	—	£1,037	—	£1,037	£1,037
Organ Repair & Maintenance Fund	—	£1,289	—	£1,289	£4
Oven Fund	—	£0	—	£0	—
Rector's Discretionary Fund	—	£520	—	£520	£520
Redecoration Fund	—	£10,168	—	£10,168	£10,168
Christmas Music Fund	—	£1,578	—	£1,578	£1,517
Women's Fund Raising	—	£226	—	£226	£101
Youth Work	—	£8,717	—	£8,717	£6,682

## Balance sheet

Class and code	Description	This year	Last year
<b>Investments</b>			
6420	Jordon Fund	—	—
6430	Investment Fund	£21,635	£18,267
	<b>Total Fixed assets</b>	<b>£21,635</b>	<b>£18,267</b>
<b>Current assets</b>			
6501	Bank current account	£6,169	£4,494
6505	Parish Room Account	£6,518	£4,738
6510	CCLA (CBF) deposit account	£23,086	£23,086
6520	Unused	—	—
6530	Petty Cash	£5	£168
6535	Catering Petty Cash	£311	£411
6590	Cash in hand	£16	£2,742
Z05	Accounts Receivable	£3,990	£365
	<b>Total Current assets</b>	<b>£40,094</b>	<b>£36,004</b>
<b>Liabilities</b>			
6602	Uncleared Cheques 2018	—	(£1,486)
6699	Agency collections	(£2,296)	—
Z04	Accounts Payable	£7,142	£6,553
	<b>Total Liabilities</b>	<b>£4,846</b>	<b>£5,067</b>
	<b>Net Asset surplus(deficit)</b>	<b>£56,883</b>	<b>£49,203</b>
<b>Reserves</b>			
	Excess / (deficit) to date	£7,679	—
Z01	Starting balances	£49,203	£49,203
Z02	Other gains/(losses)	—	—
	<b>Total Reserves</b>	<b>£56,883</b>	<b>£49,203</b>
	<b>Represented by funds</b>		
	Unrestricted	£31,232	£26,754
	Designated	—	—
	Restricted	£25,651	£22,449
	Endowment	—	—
	<b>Total</b>	<b>£56,883</b>	<b>£49,203</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Fixed assets - Tangible assets</b>						
Investment Fund -	£21,635	—	—	—	£21,635	£18,267
<b>Totals</b>	<b>£21,635</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£21,635</b>	<b>£18,267</b>
<b>Current assets - Cash at bank and in hand</b>						
Bank current account -	(£17,430)	—	£23,599	—	£6,169	£4,494
Parish Room Account -	£6,582	—	(£64)	—	£6,518	£4,738
CCLA (CBF) deposit account -	£23,086	—	—	—	£23,086	£23,086
Petty Cash -	£31	—	(£26)	—	£5	£168
Catering Petty Cash -	£311	—	—	—	£311	£411
Cash in hand -	£16	—	—	—	£16	£2,742
<b>Totals</b>	<b>£12,595</b>	<b>—</b>	<b>£23,509</b>	<b>—</b>	<b>£36,105</b>	<b>£35,639</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	£3,990	—	—	—	£3,990	£365
<b>Totals</b>	<b>£3,990</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£3,990</b>	<b>£365</b>
<b>Liabilities - Agency accounts</b>						
Agency collections -	—	—	(£2,296)	—	(£2,296)	—
<b>Totals</b>	<b>—</b>	<b>—</b>	<b>(£2,296)</b>	<b>—</b>	<b>(£2,296)</b>	<b>—</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
Uncleared Cheques 2018 -	—	—	—	—	—	(£1,486)
Accounts Payable -	£6,989	—	£154	—	£7,142	£6,553
<b>Totals</b>	<b>£6,989</b>	<b>—</b>	<b>£154</b>	<b>—</b>	<b>£7,142</b>	<b>£5,067</b>
<b>Grand total</b>	<b>£31,232</b>	<b>—</b>	<b>£25,651</b>	<b>—</b>	<b>£56,883</b>	<b>£49,203</b>

## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Gift Aid - Bank	£38,535	—	£12,412	—	£50,946	—
Gift Aid -White Envelopes	£4,862	—	—	—	£4,862	—
Loose plate collections	£4,191	—	£333	—	£4,523	—
Card Payments	£48	—	—	—	£48	—
Donations not tax claimable	£1,947	—	£29	—	£1,976	—
Donations appeals etc.	£1,574	—	£1,000	—	£2,574	—
Tax recoverable on Gift Aid	£12,908	—	£1,900	—	£14,808	—
Legacies	£1,500	—	£1,000	—	£2,500	—
Recurring grants	£1,000	—	—	—	£1,000	—
Other funds generated	—	—	—	—	—	—
<b>Total</b>	<b>£86,565</b>	<b>—</b>	<b>£16,703</b>	<b>—</b>	<b>£93,268</b>	<b>—</b>
<b>Income from charitable activities</b>						
weddings and funerals fees	£9,657	—	—	—	£9,657	—
<b>Total</b>	<b>£9,657</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£9,657</b>	<b>—</b>
<b>Other trading activities</b>						
Parish Room Hire	£8,854	—	£4	—	£8,858	—
Church Hire	£525	—	—	—	£525	—
<b>Total</b>	<b>£9,379</b>	<b>—</b>	<b>£4</b>	<b>—</b>	<b>£9,383</b>	<b>—</b>
<b>Investments</b>						
Dividends	£3,939	—	—	—	£3,939	—
Bank and building society interest	£1,986	—	—	—	£1,986	—
<b>Total</b>	<b>£5,924</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£5,924</b>	<b>—</b>
<b>Other income</b>						
CAF Donation	£157	—	—	—	£157	—
VAT Recovered	£200	—	£899	—	£1,099	—
Sarratt payment due	£15	—	—	—	£15	—
<b>Total</b>	<b>£372</b>	<b>—</b>	<b>£899</b>	<b>—</b>	<b>£1,271</b>	<b>—</b>
<b>INCOME TOTAL</b>	<b>£91,898</b>	<b>—</b>	<b>£17,606</b>	<b>—</b>	<b>£109,504</b>	<b>—</b>

## EXPENDITURE

### Raising funds

Costs of fetes & other events	—	—	£18	—	£18	—
Total	—	—	£18	—	£18	—

### Expenditure on charitable activities

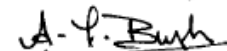
Catering Fund Expenses	£41	—	£2,537	—	£2,578	—
Mission Giving	£7,621	—	£316	—	£7,936	—
Parish share	£47,937	—	—	—	£47,937	—
Office Costs	£2,105	—	—	—	£2,105	—
Salary of parish administrator	£6,017	—	—	—	£6,017	—
Expenses of incumbent	£674	—	—	—	£674	—
Parsonage house expenses	£58	—	—	—	£58	—
Vicar's telephone	£592	—	—	—	£592	—
Parish training and mission. Alpha	£141	—	—	—	£141	—
Church Insurance	£1,395	—	—	—	£1,395	—
Church Broadband Charge	£355	—	—	—	£355	—
Organ / piano tuning	—	—	£595	—	£595	—
Church maintenance	£449	—	—	—	£449	—
Cleaning	£2,874	—	—	—	£2,874	—
Upkeep of services	£2,988	—	—	—	£2,988	—
Upkeep of churchyard	£3,861	—	£75	—	£3,936	—
Administration	£2,401	—	£781	—	£3,182	—
Visiting speakers / locums	£211	—	—	—	£211	—
License fees due for music	£508	—	—	—	£508	—
Church running - electric	£1,570	—	—	—	£1,570	—
Church running - gas	£624	—	—	—	£624	—
Church running - water	£202	—	—	—	£202	—
Church running - Flowers	—	—	£307	—	£307	—
Hall running - electricity	£1,000	—	—	—	£1,000	—
Hall running - gas	£1,000	—	—	—	£1,000	—
Hall running - insurance	£1,000	—	—	—	£1,000	—
Hall running - maintenance	£406	—	—	—	£406	—
Parish Room Expenses	£100	—	—	—	£100	—
Church major repairs - installation	—	—	£5,394	—	£5,394	—
Hall + interior and exterior decorating	£363	—	—	—	£363	—
Total	£86,493	—	£10,005	—	£96,498	—

### Other expenditure

Weddings and Funeral Expenses	£5,053	—	£75	—	£5,127	—
Bank Charges	£181	—	—	—	£181	—
Total	£5,234	—	£75	—	£5,308	—
<b>EXPENDITURE TOTAL</b>	<b>£91,726</b>	<b>—</b>	<b>£10,098</b>	<b>—</b>	<b>£101,824</b>	<b>—</b>
<b>GRAND TOTAL</b>	<b>£171</b>	<b>—</b>	<b>£7,508</b>	<b>—</b>	<b>£7,679</b>	<b>—</b>

Financial Accounts Approved by the PCC on 13<sup>th</sup> February 2020 and signed on their behalf by:

Mrs. Alison Bush (Church Warden)



Mr. Ian Chantrell (Church Warden)



## Parish Prayer

Almighty God, fill us with your love.  
Jesus our Saviour, teach us to serve and care with generosity and joy,  
courage and hope, humility and gentleness.  
Holy Spirit, stir and inspire us. Strengthen and equip us to faithfully  
proclaim in word and deed the all-embracing love of God.  
Guide us and help us to be vibrant imitators of Christ making him  
known in the world.  
For the sake of the kingdom and in the name of Jesus Christ.  
Amen.



# St Paul's Church Chipperfield

## End of Year Financial Statements

### Year ending 2020

#### Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	104,943	23,565	—	128,508	83,237
Income from charitable activities	4,830	20	—	4,850	9,687
Other trading activities	5,015	—	—	5,015	9,383
Investments	2,689	—	—	2,689	2,556
Other income	4,099	5,000	—	9,099	1,271
<b>Total income</b>	<b>121,576</b>	<b>28,585</b>	<b>—</b>	<b>150,161</b>	<b>106,134</b>
<b>Expenditure on:</b>					
Raising funds	2,790	—	—	2,790	17
Expenditure on charitable activities	92,253	2,708	—	94,961	96,497
Other expenditure	3,539	—	—	3,539	5,308
<b>Total expenditure</b>	<b>98,582</b>	<b>2,708</b>	<b>—</b>	<b>101,290</b>	<b>101,822</b>
Gains / losses on investment assets	1,494	—	—	1,494	3,368
<b>3,368 Net income / (expenditure) resources before transfer</b>	<b>24,488</b>	<b>25,877</b>	<b>—</b>	<b>50,365</b>	<b>7,680</b>
<b>Transfers</b>					
Gross transfers between funds - in	2,556	3,714	—	6,270	51,329
Gross transfers between funds - out	(2,136)	(4,134)	—	(6,270)	(51,329)
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>24,908</b>	<b>25,457</b>	<b>—</b>	<b>50,365</b>	<b>7,680</b>
<b>Total funds brought forward</b>	<b>31,231</b>	<b>25,651</b>	<b>—</b>	<b>56,882</b>	<b>49,203</b>
<b>Total funds carried forward</b>	<b>56,139</b>	<b>51,108</b>	<b>—</b>	<b>107,247</b>	<b>56,883</b>

## Represented by

### Unrestricted

General fund	56,140	—	—	56,140	31,231
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### Restricted

Allen Graves	—	1,636	—	1,636	1,636
Church Repair Fund	—	12,400	—	12,400	—
Director of Music	—	10,507	—	10,507	—
Electronics	—	2,000	—	2,000	—
Flower Fund	—	259	—	259	343
Jim Pritchard Fund	—	136	—	136	136
Music Fund	—	1,037	—	1,037	1,037
Organ Repair & Maintenance Fund	—	1,288	—	1,288	1,288
Oven Fund	—	0	—	0	0
Rector's Discretionary Fund	—	520	—	520	520
Redecoration Fund	—	10,168	—	10,168	10,168
Music Fund	—	—	—	—	1,578
Women's Fund Raising	—	263	—	263	226
Youth Work	—	10,892	—	10,892	8,717

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
6420	Jordon Fund	—	—
6430	Investment Fund	23,128	21,634
	<b>Total Fixed assets</b>	<b>23,128</b>	<b>21,634</b>
<b>Current assets</b>			
6501	Bank current account	8,290	6,169
6505	Parish Room Account	501	6,517
6510	CCLA (CBF) deposit account	73,086	23,086
6520	Unused	—	—
6530	Petty Cash	—	8
6535	Catering Petty Cash	331	310
6590	Cash in hand	—	15
Z05	Accounts Receivable	10,319	3,989
	<b>Total Current assets</b>	<b>92,528</b>	<b>40,094</b>
<b>Liabilities</b>			
6602	Uncleared Cheques 2018	—	—
6699	Agency collections	(2,291)	(2,295)
Z04	Accounts Payable	10,701	7,142
	<b>Total Liabilities</b>	<b>8,409</b>	<b>4,845</b>
	<b>Net Asset surplus(deficit)</b>	<b>107,247</b>	<b>56,883</b>
<b>Reserves</b>			
	Excess / (deficit) to date	48,871	4,312
Z01	Starting balances	56,882	49,203
Z02	Other gains/(losses)	1,494	3,368
	<b>Total Reserves</b>	<b>107,247</b>	<b>56,883</b>
<b>Represented by funds</b>			
	Unrestricted	56,140	31,232
	Designated	—	—
	Restricted	51,108	25,651
	Endowment	—	—

Total

<b>107,247</b>	<b>56,883</b>
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## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Fixed assets - Tangible assets</b>						
Investment Fund -	23,348	—	(220)	—	23,128	21,634
<b>Totals</b>	<b>23,348</b>	<b>—</b>	<b>(220)</b>	<b>—</b>	<b>23,128</b>	<b>21,634</b>
<b>Current assets - Cash at bank and in hand</b>						
Bank current account -	(25,878)	—	34,168	—	8,290	6,169
Parish Room Account -	565	—	(64)	—	501	6,517
CCLA (CBF) deposit account -	58,086	—	15,000	—	73,086	23,086
Petty Cash -	57	—	(57)	—	—	4
Catering Petty Cash -	331	—	—	—	331	310
Cash in hand -	9	—	(9)	—	—	15
<b>Totals</b>	<b>33,173</b>	<b>—</b>	<b>49,037</b>	<b>—</b>	<b>82,208</b>	<b>36,104</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	10,319	—	—	—	10,319	3,989
<b>Totals</b>	<b>10,319</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>10,319</b>	<b>3,989</b>
<b>Liabilities - Agency accounts</b>						
Agency collections -	—	—	(2,291)	—	(2,291)	(2,295)
<b>Totals</b>	<b>—</b>	<b>—</b>	<b>(2,291)</b>	<b>—</b>	<b>(2,291)</b>	<b>(2,295)</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
Accounts Payable -	10,701	—	—	—	10,701	7,142
<b>Totals</b>	<b>10,701</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>10,701</b>	<b>7,142</b>
<b>Grand total</b>	<b>56,140</b>	<b>—</b>	<b>51,108</b>	<b>—</b>	<b>107,247</b>	<b>56,883</b>

## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
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### INCOME AND ENDOWMENTS

#### Donations and legacies

Gift Aid - Bank	60,315	—	8,315	—	68,630	50,946
Gift Aid -White Envelopes	275	—	—	—	275	4,861
Monthly SO Tax Effective	23,502	—	605	—	24,107	—
Loose plate collections	712	—	29	—	741	4,523
Monthly SO Not Tax Efficient	368	—	—	—	368	—
Envelopes - Weekly & Monthly	769	—	—	—	769	—
Card Payments	1,421	—	—	—	1,421	48
Donations not tax claimable	3,716	—	—	—	3,716	1,976
Website Donations	225	—	—	—	225	—
Donations appeals etc	735	—	10,000	—	10,735	2,573
Tax recoverable on Gift Aid	11,901	—	4,416	—	16,317	14,807
Legacies	—	—	200	—	200	2,500
Recurring grants	1,000	—	—	—	1,000	1,000
<b>Total</b>	<b>104,943</b>	<b>—</b>	<b>23,565</b>	<b>—</b>	<b>128,508</b>	<b>83,237</b>

#### Income from charitable activities

Baptism Fees	107	—	—	—	107	30
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Catering Fund Income	20	—	—	—	20	—
weddings and funerals fees	4,703	—	20	—	4,723	9,657
Total	4,830	—	20	—	4,850	9,687
<b>Other trading activities</b>						
Fund Raising	45	—	—	—	45	—
Parish Room Hire	4,563	—	—	—	4,563	8,858
Parish Room - Trans funds	406	—	—	—	406	—
Church Hire	—	—	—	—	—	525
Total	5,015	—	—	—	5,015	9,383
<b>Investments</b>						
Dividends	-	—	—	—	—	—
Bank and building society interest	2,689	—	—	—	2,689	2,556
Total	2,689	—	—	—	2,689	2,556
<b>Other income</b>						
CAF Donation	1,475	—	5,000	—	6,475	157
VAT Recovered	—	—	—	—	—	1,099
Musical Events	2,640	—	—	—	2,640	—
Sarratt payment due	(15)	—	—	—	(15)	15
Total	4,099	—	5,000	—	9,099	1,271
<b>INCOME TOTAL</b>	<b>121,576</b>	<b>—</b>	<b>28,585</b>	<b>—</b>	<b>150,161</b>	<b>106,134</b>

## EXPENDITURE

### Raising funds

Costs of Musical Event	2,790	—	—	—	2,790	17
Total	2,790	—	—	—	2,790	17

### Expenditure on charitable activities

Catering Fund Expenses	—	—	10	—	10	2,578
Mission Giving	10,878	—	—	—	10,878	7,936
Parish share	49,473	—	—	—	49,473	47,937
Office Costs	1,407	—	—	—	1,407	2,104
Salary of parish administrator	6,037	—	—	—	6,037	6,016
Expenses of incumbent	45	—	—	—	45	674
Parsonage house expenses	46	—	—	—	46	57
Vicar's telephone	566	—	—	—	566	592
Education. Schools	87	—	—	—	87	—
Parish training and mission. Alpha	269	—	—	—	269	140
Church Insurance	2,348	—	—	—	2,348	1,394
Church Broadband Charge	330	—	—	—	330	354
Organ / piano tuning	576	—	—	—	576	595
Church maintenance	4,790	—	300	—	5,090	448
Cleaning	2,365	—	—	—	2,365	2,873
Organist Fees	575	—	2,320	—	2,895	—
Upkeep of services	603	—	—	—	603	2,987
Upkeep of churchyard	4,570	—	—	—	4,570	3,936
Administration	1,433	—	—	—	1,433	3,181
Visiting speakers / locums	272	—	—	—	272	211
License fees due for music	800	—	—	—	800	508
Church running - electric	2,352	—	—	—	2,352	1,570
Church running - gas	1,433	—	—	—	1,433	624

Church running - water	189	—	—	—	189	201
Church running - Flowers	—	—	77	—	77	307
Magazine expenses	14	—	—	—	14	—
Hall running - electricity	—	—	—	—	—	1,000
Hall running - gas	—	—	—	—	—	1,000
Hall running - insurance	—	—	—	—	—	1,000
Hall running - maintenance	65	—	—	—	65	405
Parish Room Expenses	20	—	—	—	20	100
Governance costs examination/audit fee	43	—	—	—	43	—
Church major repairs - installation	142	—	—	—	142	5,394
Church interior and exterior decorating	516	—	—	—	516	—
Hall + interior and exterior decorating	—	—	—	—	—	363
Total	92,253	—	2,708	—	94,961	96,497
<b>Other expenditure</b>						
Weddings and Funeral Expenses	2,962	—	—	—	2,962	5,127
Bank Charges	126	—	—	—	126	180
Website and Technology costs	450	—	—	—	450	—
Total	3,539	—	—	—	3,539	5,308
<b>EXPENDITURE TOTAL</b>	98,582	—	2,708	—	101,290	101,824
<hr/>						
<b>GRAND TOTAL</b>	22,994	—	25,877	—	48,871	4,310

Financial Accounts Approved by the PCC on 27<sup>th</sup> January 2021 and signed on their behalf by:

Phillip Waine (Church Warden)

\_\_\_\_\_

Mrs Ann Waine (Church Warden)

\_\_\_\_\_

This report dated: 29/04/2021

\_\_\_\_\_

**Report to the Trustees/Members of St Paul's Church, Chipperfield Parochial Church Council on accounts for the year ended 31 December 2020.**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020

**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.

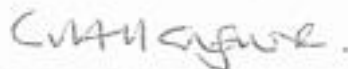
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

While I draw attention to a simple restatement of last year's uplift in the investment valuation(see Note (1)) 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.

Signed



Dated 4 May 2021

**Caroline Hargrove FCA**

**Note (1)**

In the interests of consistency an adjustment has been made to the prior year's accounts. Purely a matter of disclosure, an amount of £3,368 has been reclassified from "dividend income" to "other gains and losses" for the year ended 31 December 2019. No alternation has been made to retained profit.