

The Churches of
St Mary & St Lawrence, Great Waltham
and
St John the Evangelist, Ford End
in the Parish of
Great Waltham with Ford End

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2021**

Chair of the Parochial Church Council

Roger Bearman
Woodstock
Church Lane
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Chelmsford
CM3 1LH

Bank:

Barclays Bank plc

Independent Examiner:

Mr Ian Bond

Registered Charity Number: 1171387

THE CHURCHES OF ST MARY & ST LAWRENCE, GREAT WALTHAM AND ST JOHN THE EVANGELIST, FORD END ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2021

Administrative Information

The church of St Mary & St Lawrence is situated in Great Waltham and the church of St John the Evangelist is situated in Ford End. They are both in the Parish of Great Waltham with Ford End which is part of the Diocese of Chelmsford within the Church of England. For administrative purposes, the Parish sits within the Episcopal Area of Bradwell and forms part of the Deanery of Chelmsford North. The parish was interregnum (without a priest in charge) for all of 2021. The parish joined 7 other parishes in the area to become the North Chelmsford Mission and Ministry Partnership (NCMMP), which was commissioned in 2017.

The Parochial Church Council (PCC) is a charity that is registered with the Charity Commission Charity Number 1171387)

PCC members who have served since the Annual Parochial Church Meeting in May 2021 are:

Chair of the PCC	Roger Bearman	PCC Lay Representatives
Representatives on the Deanery Synod	Roger Bearman Sarah Matthews	Roger Bearman* Phil Lilley* David Tyler
Church Wardens:		Andrew Reid*
Great Waltham	Jo Pritchard David Williams	Helen Powell*
Ford End	Sheila Bearman	Sheila Bearman*
		Jo Pritchard*
		Florence Townsend
		Enid Adcock
Treasurer	Andrew Reid	David Williams*
Gift Aid Officer	Sheila Bearman	NCMMP Representatives
Secretary to the PCC	Alison Bates (non-PCC Member)	Roger Bearman*
		Sheila Bearman*
		David Williams*

* Denotes member of Standing Committee.

Structure, Governance and Management

Objectives and Activities

The PCC has the responsibility of co-operating with the Incumbent (or with the Chair of the PCC in the event of interregnum) in promoting the whole mission of the Church (pastoral, evangelistic, social and ecumenical) throughout the ecclesiastical parish. It also has maintenance responsibilities for both churches and their churchyards.

Church Attendance and Other Matters

If we thought the Covid 19 pandemic was abating at the end of 2020 we were badly mistaken. Once again we had to close our churches and cancel all our services from Christmas through to the end of March.

However, the churches were re-opened in April with a school visit in Ford End and soon services were regularly running at both ends of the Parish. Social distancing and masks were the order of the day and our standard practice then, and still is at this time, is celebrating the Eucharist with the host only.

From April we have been alternating the Sunday services between Great Waltham and Ford End. With the diminishing number of available clergy outside our parish to cover services whilst we remain in interregnum we were indeed fortunate to be able to ensure a service was held every Sunday. In late April the Rev. Carolyn Tibbott was licensed as an Associate Priest to the parish. Based in Broomfield, Rev. Carolyn, along with her curate Rev Dawn Butcher, provided one day a week in the Parish and led many Sunday services. Not to be overlooked, Rev Sandra Sykes and the late Rev. Neil Richardson also led us in worship. Our three Churchwardens have worked tirelessly to keep the churches operating and with the teams that support them at both ends of the Parish we are back on track.

Special services which took place were the World Day of Prayer, the deferred celebration of 150th. birthday of Ford End Church when we welcomed Bishop John and Remembrance Services in both Churches. How good it was to have the Christmas Tree festival and the Christmas Fayre back in Great Waltham church in December.

The PCC met on six occasions including the APGM on 23rd May 2021. Sheila Bearman, David Williams and Jo Pritchard were re-elected as churchwardens. Unfortunately for us, Florence and Russ Townsend moved out of the Parish. These two were at the centre of our church life in the Parish for many years and in so many ways. We acknowledge with thanks their contribution as we also thank all the PCC members and those who quietly help and support the churches operation.

During 2021 we have had a gentle push to try and encourage our village communities, who perhaps do not attend services, to think about contributing financially toward the upkeep of the Churches. This has met with some success and our finances are certainly beginning to recover as can be seen in the full accounts attached. Ford End church received a substantial legacy (under the trusteeship of The Friends of Great Waltham and Ford End Churches Trust) specifically for the upkeep of the fabric and building for which we are extremely grateful. We must keep looking for new sources of revenue which in the foreseeable future may well be a huge challenge

At the end of 2021 the Electoral Roll stood at 75. During the year there were 7 weddings, 3 baptisms and sadly 10 burials and 4 interment of ashes.

As Chair of the PCC I would like to thank everyone who contributes to the well running and administration of our Churches and who once more have been very supportive in a difficult year. At Great Waltham particular thanks to Peter Wells who has greatly assisted the churchwardens and at Ford End all the team who have similarly assisted the churchwarden there.

Financial Review

The PCC is particularly grateful that the level of Giving increased during the year, against the continued background of temporary church closures arising from Covid, together with the Parish being interregnum for the whole year. Planned Giving, either via bank standing order or via the envelope scheme increased by 12% compared to 2020 and was over 93% of the level achieved in 2019, prior to the pandemic.

Fees for weddings and funerals increased over 50% from 2020 when a number of weddings had be postponed. Church lettings increased four fold from 2020, but still only half of the level in 2019 and likewise, funds generated by the December 2021 events were a significant increase over 2020, but only a quarter of levels in 2019.

Unrestricted Funds expenditure, excluding the Parish Share and one-off items associated with Grants received, increased by approximately £6,000 on a like-for-like basis. This was mainly driven by an increase in costs for utilities following material rebates in 2020 an an increase in maintenance and administration.

The PCC authorised £30,000 to be paid to the Diocese as a contribution to the Parish Share, against a net share assessment (after fee credits) of £46,286. The PCC received a vacancy credit for the full year of £12,321 for being interregnum for the full year. By not paying the full Parish Share as assessed by the Diocese, the accounts show a surplus on "normal activities" of £4,234 however, had the Parish Share been paid in full, a deficit of £12,052 would have arisen.

<u>Deficit on normal activities</u>	
2021	(£12,052) Assuming full Parish Share paid
2020	(£16,819) Assuming full Parish Share paid
2019	(£7,232) Assuming full Parish Share paid
2018	(£2,808)
2017	(£1,671)
2016	(£3,872)
2015	(£2,023)
2014	(£3,673)
2013	(£12,007)
2012	(£6,577)
2011	(£3,569)
2010	(£7,439)

The market value of the Great Waltham Chancel Fund investments increased by £11,332 in the year to 31 December 2021, as stock markets increased, and there were dividends and interest during the year of £2,335 (2020: £2,349). This income was offset by £1,781 expenditure on insurance premium and £380 expenditure at Great Waltham. (For an explanation of the origin of the Chancel Fund, please see the Appendix.)

**Independent Examiner's Report to the Parochial Church Council
of the Parish of Great Waltham with Ford End (the PCC)**

I report to the PCC on my examination of the PCC Accounts for the year ended 31st December 2021, which are set out on pages 6 to 12.

Respective responsibilities of the PCC and the Independent Examiner

The PCC 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 PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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

To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC, as a body, for this report or for the opinions I have formed.

Signed

Ian Bond – Independent Examiner

Date

6 May 2022

GREAT WALTHAM with FORD END PAROCHIAL CHURCH COUNCIL

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
Incoming resources						
<i>Incoming resources from donors</i>	2a	47,403	1,078		48,481	42,457
<i>Other voluntary incoming resources</i>	2b					8,324
<i>Activities for generating funds</i>	2c	1,035	60		1,095	
<i>Other ordinary incoming resources</i>	2d	8,118			8,118	4,323
<i>Income from investments</i>	2e	1		2,335	2,336	2,353
Total incoming resources		56,557	1,138	2,335	60,030	57,458
Resources expended						
<i>Activities directly related to the work of the churches</i>	3a	52,282	1,006	2,161	55,449	57,248
<i>Grants</i>	3b	40			40	40
Total resources expended		52,322	1,006	2,161	55,489	57,288
Net incoming/(outgoing) resources		4,235	132	174	4,541	170
Gains/(losses) on investment assets				11,331	11,331	5,152
Net movement in funds		4,235	132	11,505	15,872	5,322
Total funds brought forward at 1 January		6,469	8,984	103,701	119,154	113,832
Total funds carried forward at 31 December		10,704	9,116	115,206	135,026	119,154

GREAT WALTHAM with FORD END PAROCHIAL CHURCH COUNCIL

BALANCE SHEET AT 31 DECEMBER 2021

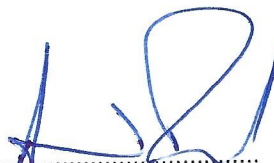
	Notes	2021 £	2020 £
Investments			
CBF Investment Fund Shares 3,908.29 shares at market value	7(c)	91,402	80,070
Current assets			
Debtors	5	1,759	1,150
Cash at bank and in hand			
Cash in hand (Bell Ringers)		39	289
Cash at Barclays Bank		16,896	16,092
Chancel Fund (CBF deposit fund)	7(c)	25,586	23,631
		42,521	40,012
		44,280	41,162
Creditors: amounts falling due within one year	6	(656)	(2,078)
Net current assets		43,624	39,084
NET ASSETS		135,026	119,154
Funds			
Endowment funds	7	115,206	103,701
Restricted funds	7	9,116	8,984
Unrestricted funds	7	10,704	6,469
		135,026	119,154

Approved by the Parochial Church Council on 26 April 2022

and signed on its behalf by:



Roger Bearman
Chairman of the PCC



Andrew Reid
Treasurer

The accompanying notes on pages 8 to 12 form part of these financial statements.

GREAT WALTHAM with FORD END PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2021**

1 Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP 2005 (Statement of Recommended Practice).

The financial statements have been prepared under the historical cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds:

Endowment Funds are funds, the capital of which must be maintained; only the income arising from the endowment may be used, either as restricted or unrestricted income, depending upon the purpose for which the endowment was established.

Restricted Funds comprise (a) income from trusts or endowments which may be expended only on those restricted objects provided for in the terms of the endowment or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. Such funds may be expended only on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance in that fund. The PCC does not usually invest separately for each fund.

Unrestricted Funds are the funds of the PCC that are not subject to any special restrictions regarding their use and which are available for application to the general purposes of the PCC.

Incoming Resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resources to which they relate are received. Grants and legacies are accounted for when the PCC is legally entitled to the amount due. All other income is recognised when it is receivable. All incoming resources are accounted for gross of any related expenditure.

Resources Used

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC. The Parish Share (payable to the Diocese in respect of clergy stipends, pensions and housing) is accounted for when paid or accrued for if necessary. All other expenditure is generally recognised when it is incurred and is accounted for gross but sometimes net profits from fund raising activities are received.

Fixed Assets

Consecrated and beneficed property is excluded from the Accounts by Section 96(2)(a) of the Charities Act 1993. Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a Faculty for disposal are inalienable property. For anything acquired prior to 2000 there is insufficient cost information available and, therefore, such assets are not valued in the financial statements. Subsequently, no individual item purchased from unrestricted funds has cost more than £1,000 so all such expenditure has been written-off when incurred.

Investments

Investments are shown at market value at the year end date. Any increase or decrease in value is recognised through income / expense through the endowment funds.

GREAT WALTHAM with FORD END PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

2 Incoming resources

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
a Incoming resources from donors					
Planned Giving					
Direct to bank by Standing Order	26,683			26,683	22,715
Envelope Scheme	6,327			6,327	6,372
Collections at all services	4,422			4,422	4,816
Sundry donations and appeals	1,397	920		2,317	729
Gift Aid tax recoverable for the year	8,574	158		8,732	7,825
	<u>47,403</u>	<u>1,078</u>		<u>48,481</u>	<u>42,457</u>
b Other voluntary incoming resources					
Grants					8,324
					<u>8,324</u>
c Activities for generating funds					
Fetes, bazaars and other fund-raising events	1,035			1,035	
Other funds generated		60		60	
	<u>1,035</u>	<u>60</u>		<u>1,095</u>	
d Other ordinary incoming resources					
Wedding, Funeral and Memorial Fees	6,398			6,398	3,948
Lettings of Church & Community Room	1,720			1,720	375
	<u>8,118</u>			<u>8,118</u>	<u>4,323</u>
e Income from investments					
Dividends received			2,323	2,323	2,242
Interest income	1		12	13	111
	<u>1</u>		<u>2,335</u>	<u>2,336</u>	<u>2,353</u>
Total incoming resources	<u>56,557</u>	<u>1,138</u>	<u>2,335</u>	<u>60,030</u>	<u>57,458</u>

GREAT WALTHAM with FORD END PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

3 Resources expended

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
a Activities directly related to the work of the churches					
Parish Share (Diocesan Quota)	30,000			30,000	29,750
Clergy expenses	774			774	285
Organists' fees	1,140			1,140	1,020
Churches insurance	5,191		1,781	6,972	6,969
Churches running expenses & administration	7,996	156		8,152	10,394
Churches fabric & maintenance	3,505		380	3,885	7,953
Churches utilities	2,720			2,720	457
Churchyards maintenance	956	850		1,806	420
	52,282	1,006	2,161	55,449	57,248
b Grants					
External Giving - Historic Churches Trust	40			40	40
	40			40	40
Total resources expended	52,322	1,006	2,161	55,489	57,288

GREAT WALTHAM with FORD END PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

4 Staff costs

a Wages and salaries

During the year the PCC made payments to part-time organists and vergers, none of which were large enough to attract Social Security Costs. The PCC shares the services of an administrator with two other 2 parishes and contributes its share of the costs. The administrator is employed by The Chignals with Mashbury PCC. This cost is included within the "Churches running expenses and administration cost".

Payments to PCC members

There were no other disclosable transactions in respect of PCC members, nor persons closely connected to them, nor other related parties.

5 Debtors

	2021	2020
	£	£
Gift Aid Recovery	1,759	570
Prepayment of Administration Expenses		580
	<u>1,759</u>	<u>1,150</u>

6 Creditors: amounts falling due within one year

	2021	2020
	£	£
CDBF Fees	14	972
Clergy expenses	264	
Other creditors	378	1,105
	<u>656</u>	<u>2,078</u>

GREAT WALTHAM with FORD END PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021

7 Statement of funds

	Bal b/fwd 1 Jan 2021	Income	Expenditure	Transfer	Gain on revaluation	Bal c/fwd 31 Dec 2021
	£	£	£	£	£	£
Unrestricted Funds						
General fund	6,469	56,557	(52,322)			10,704
	6,469	56,557	(52,322)	0		10,704
Restricted Funds						
Great Waltham Churchyard	1,664	1,008	(850)			1,822
Passion Play	993					993
Choir	200	130				330
Godly Play	1,947					1,947
Ford End Clock	1,006					1,006
Ford End Organ Fund	207		(156)			51
Great Waltham Organ Fund	2,296					2,296
Staging (see note (a) below)	671					671
	8,984	1,138	(1,006)	0		9,116
Endowment Funds						
Chancel Fund (see note (b) below)	103,701	2,335	(2,161)		11,331	115,206
	103,701	2,335	(2,161)		11,331	115,206
Total Funds	119,154	60,030	(55,489)		11,331	135,026

(a) The staging was funded by a variety of local organisations in 2015 and is intended to be used by all of these groups. The balance on the fund is intended to be used for maintenance of the staging.

(b) A Chancel Fund, administered by the Chelmsford Diocesan Board of Finance as Custodian Trustees, exists for the benefit of St Mary & St Lawrence, Great Waltham. The Chancel Fund comprises (i) an investment of 3,908.29 CBF Income Shares (ISIN GB0001830420) valued at £91,402 as at 31 December 2021 (£80,070 as at 31 December 2020) and (ii) £25,586 held in a CBF deposit account (£23,630 as at 31 December 2020), which represents the accumulated income on the investment. Although the PCC are 'Managing Trustees', the law requires all funds to be included in the PCC accounts. The PCC is able to claim against the accumulated income for one third of the insurance premium relating to the Great Waltham Church and certain maintenance and repairs to the Great Waltham Chancel, Church and Churchyard.

Please refer to the Appendix where a further description and the history of the Chancel Fund is given.

Appendix

Chancel Fund

The Chancel Fund is an Endowment Fund held by the Chelmsford Diocesan Board of Finance as Custodian Trustees. It was established for the upkeep and repair of the Chancel of the Church of St Mary & St Lawrence, Great Waltham and the accumulated income arising from the investment can be used for repairs and maintenance of the Chancel, the Church and the Churchyard. To understand why it exists, and where the money came from, it is necessary to look at the historical development of the Church of England.

Chancel repair liability has its roots in medieval times when every Church had its own priest or Rector. By virtue of his status, the Rector was entitled to income, known as Tithes, from land in the Parish, known as Glebe land. From this income, the Rector traditionally maintained the Chancel, whilst the Parishioners were responsible for the Nave. In those days, most of the land was owned by the local Squire, who often also had the right of patronage, whereby he could nominate the Rector, although sometimes the right of patronage was separately held.

In the case of Great Waltham the Chancel repair liability lay with the Patron and the Patron was not a local landowner but Trinity College, Oxford. In 1979 the College, as Patron, decided that it would 'redeem' its liability by payment of a capital sum of money and this was the source of the present Chancel Fund.