

**PARISH CHURCH OF ST JOHN THE BAPTIST,  
NEEDHAM MARKET (with BADLEY)**

**ANNUAL REPORT FOR YEAR ENDING DECEMBER 2020**

**LEGAL & ADMINISTRATIVE INFORMATION**

**CHURCH LOCATION:** High Street, Needham Market, Ipswich, Suffolk in the Diocese of St Edmundsbury and Ipswich

**CORRESPONDENCE** The Rectory  
10 Meadow View  
Needham Market  
Ipswich  
IP6 8RH

*The following served on the PCC during 2020*  
*Revd Canon Diane Williams, Revd Sarah du Boulay*

**CHURCHWARDEN**  
David Sewell

**DEANERY SYNOD REPRESENTATIVES**  
Dr Kate Holmes elected April 2017 (elected to Diocesan synod 2018)

<b>PCC MEMBERS</b>	<b>ELECTED</b>	<b>PCC MEMBERS</b>	<b>ELECTED</b>
Jean Annis	April 2011	Peter Groom	April 2017
David Long	April 2018	Margaret Wilcox	April 2018
Helen Grimbley	April 2019	Michael Turner	April 2019
Elizabeth Whitehead	October 2020		

**TREASURER**  
Mr R Brown appointed Treasurer (non-voting PCC Member) commenced January 2000

**PCC SECRETARY**  
Mrs C Long appointed Minutes Secretary, commenced January 2021

**INDEPENDENT EXAMINER**  
Mr Hugh S Wolley The Granary, Hatcheston, Woodbridge, Suffolk.

**AIMS AND OBJECTIVES**

The PCC (Powers) Measure 1956 states the PCC “is to co-operate with the minister in promoting in the parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical”.

The PCC consists of the incumbent, Revd Diane Williams, two churchwardens, a maximum of twelve elected PCC members plus two Deanery Synod Representatives. The Treasurer is a non-voting member. A member of the ministry team is our Deanery Synod Representative and we have one vacancy and only one churchwarden. The PCC meets regularly to oversee finance, preparation for worship and social events/functions, the fabric and contents of the Church, discuss future ministry/ mission work and as representatives of the congregation, while supporting the incumbent in her work in our parish

The PCC is supported by the Standing Committee which consists of the incumbent plus officers of the PCC and meets between PCC meetings to deal with smaller issues and put together the initial framework for larger projects which need to be discussed by the whole PCC. The Ministry Team

includes our Curate, Revd Sarah du Boulay, and Kate Holmes, Lay Reader. We have a varied Sunday worship as well as Tuesday morning prayer time. A Home Group meets monthly. We also have a very active Mothers' Union. Tuesday Tots is well established. A variety of tasks from the leading of worship and preparing for services to flower arranging and involvement in general administration continue to be undertaken by many members of the congregation, without whose input the church would be much the poorer. During much of 2020 restrictions on church life were imposed nationally because of a Covid19 pandemic. The majority of services were online and some groups met on line. The school was either closed or restrictions were such that we could not go into the school. Community outreach was not possible and all meetings not on line were unable to continue.

### **ACHIEVEMENTS AND PERFORMANCE**

The total number of people reported as being on the Electoral Roll of our parish was 72 members at the APCM in April 2019. The usual number of Sunday attendees was difficult to quantify, there were usually between 20 and 28 on screen for a Zoom service with but with others watching the service as it was streamed either at the time or later on YouTube. The 8am Communion service was discontinued during closure. When the church was able to open for services, numbers of attendees were restricted to a maximum of 30 according to Government requirements. Neither Cafe Church or All Age Worship worked on line.

During the year to 31 December 2020 the quarterly returns fees completed for Diocese, included the following fees:

Marriages 0   Baptisms   0

Funeral Services In Church 5   Funeral Services at Crematorium 12   Graveside Funeral 3

Churchyard Burials 6   Burial of Cremated Remains in Churchyard 10

For some months of the year funeral services could not be held in church. A number of funerals were given to Civil Celebrants to take by the Funeral Directors.

The incumbent has continued as a governor at Bosmere Primary school and has worked closely with the head teacher and staff and other governors supporting their work during the pandemic. The pupils and staff gratefully appreciated the on line Christingle service and the Christingle bags provided to every child.

We did our best in 2020 to sustain the pattern of general worship, it proved impossible to sustain ecumenical and joint services with Christchurch. It proved impossible to hold the town's Civic Service or Remembrance Day Service in 2020. The All Soul's Service, a Memorial service, when we remember those of the community who have died was held on line with all the bereaved invited to attend or submit names of those to be remember. A large number of those contacted and invited either attended or submitted names to be remembered.

In October 2020 the two deaneries of Bosmere and Stowmarket were united into one deanery with the name of Gipping Valley Deanery at the end of 2020 a third benefice went into vacancy.

This has all entailed a great deal of extra work for our incumbent, so we are very fortunate to have the support of the ministry team here in the parish. During 2020 we were delighted when Revd Sarah du Boulay priesting was held in September. She will be with us for continuing training for about another year, Sarah is proving to be an asset in ministry at St. John's and in the deanery and we look forward to her ministry developing among us as her fresh ideas and enthusiasm re-invigorate the church at St. John's. She has already given us paws for thoughts walks, Angel wings for fun and is working on a food pantry to support towns people.

Fundraising was impossible during the pandemic, we did hold one produce stall which raised more than they normally due and members of the church took part in the Historic Churches Cycle ride raising a very welcome contribution.

### PLANS FOR THE FUTURE

We beginning to develop plans for mission, ministry and outreach although the pandemic has restricted what we have been able to do in the past year. Our focus at the moment is on being more accessible in the community and meeting the needs of those who are struggling post Covid 19. This means we will start St Johns Pantry, bereavement support and work with young people in the community. There will be much else to follow. All of this ties in with the Diocesan Growing in God process. We will continue to fundraise whilst remembering our fellowship our spiritual life and our service as a church are why we are here

### FINANCIAL REVIEW

Total receipts on unrestricted funds totalled £80,815 and £61,503 was spent providing Christian ministry from St John the Baptist church as detailed in the financial statement. The largest element of this expenditure was £53,300 contribution towards our diocesan parish share, which largely provides the stipends & housing of the clergy and the cost of ministry ,support & training. The sum that the parishes in the deanery have to find is shared between them according to a formula based mainly on the clergy time enjoyed; as The net result of income over expenditure on unrestricted funds was a surplus of £19,312 and this was added to the reserves accumulated in previous years, resulting in a balance carried forward on unrestricted reserves of £24,083.

### RESERVE POLICY

It is PCC policy to maintain a positive balance on each of the restricted and unrestricted funds. Ideally, the balance on the general fund should be sufficient to cover emergency situations that may arise from time to time. Sadly this has not proved feasible in recent years and this year was not sufficient to cover day to day expenditure including our full commitment to the diocesan parish share. With such low reserves, any failure in income levels to increase in line with inflation or major non-routine expenditure would leave PCC finances severely stretched and increasingly unable to meet annual diocesan parish share commitments.

The unrestricted income includes a generous legacy of £27,768 from the estate of a former parishioner, part of which was used in the current year to increase our contribution to Diocesan parish share and part being earmarked for improvement to the church building in future years.

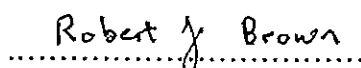
There is no significant change to the balance on restricted funds which at the year end amounted to £146,553, most of this being held on funds for the maintenance and enhancement of the church fabric.

It is our policy to invest our longer term funds in an interest bearing account with COIF Charity Funds, whilst bank accounts are maintained with Santander UK plc and Barclays bank for day to day requirements.


Signed on behalf of the PCC



Revd Canon Diane Williams  
(Vicar)



Mr R Brown (Treasurer)



Mrs C Long (PCC Minutes Secretary)

*The master copy will be signed during the meeting.*

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ST JOHN THE  
BAPTIST CHURCH, NEEDHAM MARKET PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31<sup>st</sup> December 2020, which are set out on pages 1 to 6.

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

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

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


**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee of any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Name HUGH WOLLEY

Address MILESTONE HOUSE, YOXFORD IP173EP

**Parochial Church Council of St John The Baptist, Needham Market**  
**Statement of Financial Activities**

**For the year ending 31 December 2020**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2020 £	2019 £
<b>INCOMING RESOURCES</b>					
Voluntary income	2(a)	68,608	6,375	74,883	49,395
Activities for generating funds	2(b)	352	635	987	5,831
Income from investments	2(c)	27	69	96	355
Church activities	2(d)	11,928	0	11,928	12,929
<b>TOTAL INCOMING RESOURCES</b>		<u>80,815</u>	<u>7,079</u>	<u>87,894</u>	<u>68,510</u>
<b>RESOURCES EXPENDED</b>					
Fund-raising costs	3(b)	0	0	0	587
Church activities	3(a)	61,503	3,508	65,011	67,650
<b>TOTAL RESOURCES EXPENDED</b>		<u>61,503</u>	<u>3,508</u>	<u>65,011</u>	<u>68,237</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		19,312	3,571	22,883	273
<b>TRANSFER BETWEEN UNRESTRICTED AND RESTRICTED FUNDS</b>	7	0	0	0	0
<b>NET MOVEMENT IN FUNDS</b>		<u>19,312</u>	<u>3,571</u>	<u>22,883</u>	<u>273</u>
BALANCES B/FWD 1 JANUARY		4,771	142,982	147,753	147,480
BALANCES C/FWD 31 DECEMBER		<u>24,083</u>	<u>146,553</u>	<u>170,636</u>	<u>147,753</u>

The notes on pages 3 to 6 form part of this account

**Parochial Church Council of St John The Baptist, Needham Market**  
**Balance Sheet at 31 December 2020**

	Note	2020 £	2019 £
<b>FIXED ASSET</b>			
Investment asset			
Central Board Of Finance		961	899
<b>CURRENT ASSETS</b>			
Debtors	5	1,147	954
Short term deposits		26,489	26,489
Cash at bank and in hand		144,198	121,164
		<u>171,834</u>	<u>148,607</u>
<b>LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
Other creditors	6	<u>2,159</u>	<u>1,753</u>
<b>NET CURRENT ASSETS</b>		<u>169,675</u>	<u>146,854</u>
<b>NET ASSETS</b>		<u>170,636</u>	<u>147,753</u>
<b>FUNDS</b>			
Unrestricted	7	24,083	4,771
Restricted	7	146,553	142,982
		<u>170,636</u>	<u>147,753</u>

Robert J Brown

R J Brown (Hon Treasurer)

Approved by the Parochial Church Council on 18 February 2021 and signed on its behalf by:



D B Long

The notes on pages 3 to 6 form part of these accounts

**Parochial Church Council of St John The Baptist, Needham Market**  
**Notes to the Financial Statements**

**For the year ending 31 December 2020**

**1 ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention. The financial statements 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**

Restricted Funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended 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 on that fund. The PCC does not usually invest separately for each fund.

Unrestricted Funds are general funds which can be used for PCC ordinary purposes.

**Incoming resources**

Planned giving, collections, donations and interest are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

**Resources expended**

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

**Fixed assets**

Consecrated and beneficed property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For inalienable property there is insufficient cost information available and therefore such assets are not valued in the accounts.

The Church Hall and Cottage are in the custody of the Diocesan Board of Finance, although managed by Needham Market Parochial Church Council. Therefore, they have not been valued as one of the PCC's assets in these statements.

Equipment used within the church premises or purchased for use by the PCC or its officers is written off through the Statement of Financial Activities in the year of purchase.

**Investments**

Investments are held in the balance sheet at valuation.

**Parochial Church Council of St John The Baptist, Needham Market**  
**Notes to the Financial Statements**

For the year ending 31 December 2020

**2 INCOMING RESOURCES**

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2020 £	2019 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift Aid donations	26,695	720	27,415	27,318
Tax recoverable	6,674	179	6,853	6,810
Parish Giving Scheme	1,453	0	1,453	356
Other	3,310	0	3,310	3,173
Collections at services	970	54	1,024	3,962
Tax Recoverable - GASDS	975	24	999	2,258
Grants	250	0	250	2,750
Donations, appeals, etc				
Gift Aid donations	250	4,075	4,325	499
Tax recoverable	63	1,019	1,082	206
Other	100	304	404	2,063
Legacies	27,768	0	27,768	0
	<u>68,508</u>	<u>6,375</u>	<u>74,883</u>	<u>49,395</u>
<b>2(b) Activities for generating funds</b>				
Fund-raising	352	635	987	5,831
	<u>352</u>	<u>635</u>	<u>987</u>	<u>5,831</u>
<b>2(c) Income from investments</b>				
Interest and Other	<u>27</u>	<u>69</u>	<u>96</u>	<u>355</u>
<b>2(d) Income from church activities</b>				
Church hall lettings	300	0	300	653
Cottage Rent	6,600	0	6,600	6,000
Fees	4,979	0	4,979	6,058
Refreshments	49	0	49	218
	<u>11,928</u>	<u>0</u>	<u>11,928</u>	<u>12,929</u>
<b>Total incoming resources</b>	<u>80,815</u>	<u>7,079</u>	<u>87,894</u>	<u>68,510</u>



**Parochial Church Council of St John The Baptist, Needham Market**  
**Notes to the Financial Statements**

**For the year ending 31 December 2020**

**3 RESOURCES EXPENDED**

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2020 £	2019 £
<b>3(a) Church activities</b>				
Missionary and charitable giving				
Overseas				
Kagera Fund	0	205	205	708
Red Cross Australia Bush Fire Appeal	0	54	54	0
DEC Cyclone Isai Appeal	0	0	0	124
Home				
The Childrens Society	0	0	0	124
Suffolk Historic Churches Trust	0	25	25	25
British Legion	0	0	0	404
Possibilities	0	0	0	281
	<u>0</u>	<u>284</u>	<u>284</u>	<u>1,666</u>
Ministry: Diocesan parish share	53,300	0	53,300	50,500
Other ministry costs	2,426	0	2,426	2,074
Church running and maintenance	3,290	180	3,470	5,463
Churchyard upkeep	0	0	0	0
Church hall running costs	1,213	0	1,213	2,515
Church cottage running costs	0	0	0	365
Church office	1,099	0	1,099	1,179
Church roof renovation	0	3,044	3,044	3,838
Sundry other	175	0	175	50
	<u>61,503</u>	<u>3,508</u>	<u>65,011</u>	<u>67,650</u>
<b>3(b) Fund-raising costs</b>				
Bazaars and other fund raising events	0	0	0	587
	<u>0</u>	<u>0</u>	<u>0</u>	<u>587</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>61,503</u>	<u>3,508</u>	<u>65,011</u>	<u>68,237</u>

**4 STAFF COSTS**

Wages and salaries	<u>805</u>	<u>1,638</u>
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During the year the PCC employed two cleaners,  
but no payments were large enough to attract social security costs.

**PAYMENTS TO PCC MEMBERS**

There were no disclosable transactions in respect of PCC members.

**Parochial Church Council of St John The Baptist, Needham Market**  
**Notes to the Financial Statements**

For the year ending 31 December 2020

	2020 £	2019 £			
<b>5 DEBTORS</b>					
Tax recoverable	954	954			
Prepayments and accrued income	0	0			
	<u>954</u>	<u>954</u>			
<b>6 LIABILITIES</b>					
Amounts falling due in one year					
Accruals for utilities, parish share and other costs	2,159	1,753			
	<u>2,159</u>	<u>1,753</u>			
<b>7 FUNDS</b>					
	Balance at 1 Jan 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Dec 2020 £
<b>Unrestricted Funds</b>					
General Fund	378	46,147	60,277	15,287	1,535
Ark Fund	0	300	1,213	913	0
Church Cottage Fund	4,256	6,600	0	-6,200	4,656
Flower Fund	137	0	13	0	124
Legacy Fund	0	27,768	0	-10,000	17,768
	<u>4,771</u>	<u>80,815</u>	<u>61,503</u>	<u>0</u>	<u>24,083</u>
<b>Restricted Funds</b>					
Capital Reserve Fund	899	62	0	0	961
Fabric Fund	35,800	1,489	25	0	37,264
Organ Fund	1,161	0	180	0	981
Special Collections Fund	350	259	259	0	350
Roof Repair and Church Building Fund	103,007	0	3,044	0	99,963
Chair Fund	1,500	0	0	0	1,500
Altar Frontal / Church Furnishings Fund	165	0	0	0	165
Café Church Fund	100	0	0	0	100
Curate's Fund	0	5,000	0	0	5,000
Baxter Memorial Fund	0	269	0	0	269
	<u>142,982</u>	<u>7,079</u>	<u>3,508</u>	<u>0</u>	<u>146,553</u>
<b>8 ANALYSIS OF NET ASSETS BY FUND</b>					
	Unrestricted Funds £	Restricted Funds £	Total £		
Investment Fixed Assets	0	961	961		
Current Assets	25,742	146,092	171,834		
Current Liabilities	-1,659	-500	-2,159		
Fund balance	<u>24,083</u>	<u>146,553</u>	<u>170,636</u>		