

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

ANNUAL REPORT FOR YEAR ENDING DECEMBER 2021

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 2021
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)

PCC MEMBERS	ELECTED	PCC MEMBERS	ELECTED
Helen Grimby	April 2019	Michael Turner	April 2019
Elizabeth Whitehead	October 2020	David Long	April 2021
Ian Jeffreys	April 2021	Margaret Brown	April 2021

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 Milestonehouse, High Street, Yoxford Suffolk. IP17 3EP

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.

lockdown. We also have a very active Mothers' Union. Tuesday Tots is well established although it was closed for the beginning of the year, during the Summer we were able to meet in a friendly pub garden in the town, moving back to the church hall in the Autumn. We find now that we have an almost completely new group of mums, grandmother's and very young children. Most born during the lockdown which means most were not used to mixing with others and the mums had been very isolated but they have gelled well and are beginning to work together. 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 2021 restrictions on church life continued to be imposed nationally because of the Covid19 pandemic. Many of the 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 difficult and most 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 69 members at the APCM in April 2021. 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 needed to be limited according to Government requirements for social distancing. We found neither Cafe Church or All Age Worship worked on line. We experimented with a informal openair service that we called "Wild Church" in the Autumn and as the weather warms up that will be worth pursuing. We held a Remembrance service but again attendance was strictly limited because of the Covid situation there was no Civic service as would normally be held. As Covid 19 infections were growing it was decided to cancel the annual Crib Service on Christmas eve but Midnight Mass and Christmas services went ahead.

During the year to 31 December 2021 the following services were held:-

Marriages 3 Baptisms 5

Funeral Services In Church 9 Funeral Services at Crematorium 8 Graveside Funeral 0

Churchyard Burials 6 Burial of Cremated Remains in Churchyard 8

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 incumbent was able to join the school for their online Harvest service in which each class participated from their classroom. We are looking forward to being able to go into the school and continue with the good relationships we have.

We did our best in 2021 to sustain the pattern of general worship, it proved impossible to sustain ecumenical and joint services with Christchurch, The All Soul's Service, a Memorial service when we remember those of the community who have died was held in church in 2021. All the bereaved were invited to attend or submit names of those to be remembered. Numbers attending were quite low this year

The two deaneries of Bosmere and Stowmarket, now known as the Gipping Valley Deanery, have gelled well and after a year of on-line meetings we finally able to meet in person towards the end of 2021.

After two and a half years our curate, Revd Sarah du Boulay, is well established in the church and the community and has proved a real asset. Her plans for St John's food pantry came to fruition in the Summer of 2021 and there is clearly a need for it in the community. With numbers using it growing week on week. Sarah has drawn together a wonderful a team of volunteers who work

the Summer of 2021 and there is clearly a need for it in the community. With numbers using it growing week on week. Sarah has drawn together a wonderful a team of volunteers who work together with her week on week running the pantry. We know that this is much appreciated within the community and hopefully it will continue after Curacy with us ends.

Fundraising was still difficult during 2021. We did hold our produce stalls which produced a wonderful contribution to church funds. Three members of the church took part in the Historic Churches Cycle ride and stride raising £840 from which St Johns received £420 which again was a very welcome contribution.

PLANS FOR THE FUTURE

2022 will prove to be an interesting and exciting year for St Johns as our incumbent will be retiring at Easter. We will be, thorough the Diocesan process, actively seeking a new incumbent who will work with us as we move forward. We are strong enough to continue to serve the community to worship God, to care for one another and even to grow during the impending vacancy and look forward to the new ideas and initiatives that he or she will bring to us.

FINANCIAL REVIEW

Total receipts on unrestricted funds totalled £56,214 and £58,745 was spent providing Christian ministry from St John the Baptist church as detailed in the financial statement. The largest element of this expenditure was £50,000 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. The net result of income over expenditure on unrestricted funds was a deficit of £2,531 and this was deducted from the reserves accumulated in previous years, resulting in a balance carried forward on unrestricted reserves of £21,726.

The restricted funds saw a net outflow of £29,173 largely as a result of expenditure on external church building repairs as recommended in our last Quinquennial review. This work is ongoing and further expenditure of £20,000 is anticipated in the early part of 2022. This will be funded from the balance on restricted funds, most of which are held for the purposes of maintenance and enhancement of the church fabric and at the year end amounted to £117,380.

RESERVE POLICY

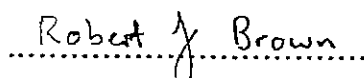
It is PCC policy to maintain a positive balance on each of the restricted and unrestricted funds. Ideally, the balance on the general fund should be sufficient to cover emergency situations that may arise from time to time. Sadly this has not proved feasible in recent years and this year was not sufficient 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.

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.

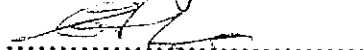
Signed on behalf of the PCC



Revd Canon Diane Williams
(Vicar)



Mr R Brown (Treasurer)



Mrs C Long (PCC Minutes Secretary)

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 31st December 2021, 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 H. J. WOLLEN A.C.A.

Address MILESTONE HOUSE, HIGH STREET, YOXFORD IP7 3EP

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

For the year ending 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2021 £	2020 £
INCOMING RESOURCES					
Voluntary income	2(a)	40,945	13,488	54,433	74,883
Activities for generating funds	2(b)	2,402	420	2,822	987
Income from investments	2(c)	31	0	31	96
Church activities	2(d)	12,836	0	12,836	11,928
TOTAL INCOMING RESOURCES		<u>56,214</u>	<u>13,908</u>	<u>70,122</u>	<u>87,894</u>
RESOURCES EXPENDED					
Fund-raising costs	3(b)	0	0	0	0
Church activities	3(a)	58,745	42,907	101,652	65,011
TOTAL RESOURCES EXPENDED		<u>58,745</u>	<u>42,907</u>	<u>101,652</u>	<u>65,011</u>
NET INCOMING/(OUTGOING) RESOURCES		-2,531	-28,999	-31,530	22,883
TRANSFER BETWEEN UNRESTRICTED AND RESTRICTED FUNDS					
	7	174	-174	0	0
NET MOVEMENT IN FUNDS		<u>-2,357</u>	<u>-29,173</u>	<u>-31,530</u>	<u>22,883</u>
BALANCES B/FWD 1 JANUARY		24,083	146,553	170,636	147,753
BALANCES C/FWD 31 DECEMBER		<u>21,726</u>	<u>117,380</u>	<u>139,106</u>	<u>170,636</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 2021

	Note	2021 £	2020 £
FIXED ASSET			
Investment asset Central Board Of Finance		1,099	961
CURRENT ASSETS			
Debtors	5	3,195	1,147
Short term deposits		26,489	26,489
Cash at bank and in hand		127,037	144,198
		<u>156,721</u>	<u>171,834</u>
LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR			
Other creditors	6	<u>18,714</u>	<u>2,159</u>
NET CURRENT ASSETS		<u>138,007</u>	<u>169,675</u>
NET ASSETS		<u>139,106</u>	<u>170,636</u>
FUNDS			
Unrestricted	7	21,726	24,083
Restricted	7	117,380	146,553
		<u>139,106</u>	<u>170,636</u>

Robert J Brown

R J Brown (Hon Treasurer)

Approved by the Parochial Church Council on 10 March 2022 and signed on its behalf by:

D B Long

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 2021

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 2021

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2021 £	2020 £
2(a) Voluntary income				
Planned giving				
Gift Aid donations	27,869	720	28,589	27,415
Tax recoverable	8,970	180	7,150	6,853
Parish Giving Scheme	450	0	450	1,453
Other	2,833	0	2,833	3,310
Collections at services	855	0	855	1,024
Tax Recoverable - GASDS	893	46	939	999
Grants	250	7,500	7,750	250
Donations, appeals, etc				
Gift Aid donations	189	295	484	4,325
Tax recoverable	47	74	121	1,082
Other	589	2,139	2,728	404
Insurance Claim	0	2,534	2,534	0
Legacies	0	0	0	27,768
	<u>40,945</u>	<u>13,488</u>	<u>54,433</u>	<u>74,883</u>
2(b) Activities for generating funds				
Fund-raising	2,402	420	2,822	987
	<u>2,402</u>	<u>420</u>	<u>2,822</u>	<u>987</u>
2(c) Income from Investments				
Interest and Other	<u>31</u>	<u>0</u>	<u>31</u>	<u>96</u>
2(d) Income from church activities				
Church hall lettings	0	0	0	300
Cottage Rent	6,600	0	6,600	6,600
Fees	6,236	0	6,236	4,979
Refreshments	0	0	0	49
	<u>12,836</u>	<u>0</u>	<u>12,836</u>	<u>11,928</u>
Total incoming resources	<u>56,214</u>	<u>13,908</u>	<u>70,122</u>	<u>87,894</u>

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

For the year ending 31 December 2021

3 RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2021 £	2020 £
3(a) Church activities				
Missionary and charitable giving				
Overseas				
Kagera Fund	0	301	301	259
Home				
Suffolk Historic Churches Trust	0	25	25	25
Relief of Hardship in Parish				
St John's Pantry	0	1,072	1,072	0
Covid Grant Vouchers	0	6,000	6,000	0
	<u>0</u>	<u>7,398</u>	<u>7,398</u>	<u>284</u>
Ministry: Diocesan parish share	50,000	0	50,000	53,300
Other ministry costs	1,923	0	1,923	2,426
Church running and maintenance	3,651	6,293	9,944	3,470
Church hall running costs	1,708	0	1,708	1,213
Church cottage running costs	615	0	615	365
Church office	807	0	807	1,099
Church roof renovation	0	0	0	3,044
Church Building Quinquennial Repairs	0	29,216	29,216	0
Sundry other	41	0	41	175
	<u>58,745</u>	<u>42,907</u>	<u>101,652</u>	<u>65,376</u>
3(b) Fund-raising costs				
Bazaars and other fund raising events	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL RESOURCES EXPENDED	<u>58,745</u>	<u>42,907</u>	<u>101,652</u>	<u>65,376</u>

4 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 2021

	2021 £	2022 £
5 DEBTORS		
Tax recoverable	2,653	702
Prepayments and accrued income	542	445
	<u>3,195</u>	<u>1,147</u>

6 LIABILITIES

Amounts falling due in one year		
Accruals for utilities, parish share and other costs	3,684	2,159
Accrual for Quinquennial Repairs completed by year end	15,030	0
	<u>18,714</u>	<u>2,159</u>

7 FUNDS

	Balance at 1 Jan 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Dec 2021 £
Unrestricted Funds					
General Fund	1,535	49,163	56,119	5,477	56
Ark Fund	0	85	1,708	1,623	0
Church Cottage Fund	4,656	6,600	615	-6,100	4,541
Flower Fund	124	366	303	174	361
Legacy Fund	17,768	0	0	-1,000	16,768
	<u>24,083</u>	<u>56,214</u>	<u>58,745</u>	<u>174</u>	<u>21,726</u>
Restricted Funds					
Capital Reserve Fund	961	138	0	0	1,099
Fabric Fund	37,264	1,549	914	0	37,899
Organ Fund	981	0	186	0	795
Special Collections Fund	350	301	301	0	350
Roof Repair and Church Building Fund	99,963	4,034	32,531	0	71,466
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	5,000	0	422	-572	4,006
St Johns Pantry Fund	0	500	1,072	572	0
Baxter Memorial Fund	269	1,386	1,481	-174	0
Covid Grant Fund	0	6,000	6,000	0	0
	<u>146,553</u>	<u>13,908</u>	<u>42,907</u>	<u>-174</u>	<u>117,380</u>

8 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Investment Fixed Assets	0	1,099	1,099
Current Assets	24,837	131,884	156,721
Current Liabilities	-3,111	-15,603	-18,714
Fund balance	<u>21,726</u>	<u>117,380</u>	<u>139,106</u>