

## **ANNUAL REPORT FOR YEAR ENDING DECEMBER 2025**

### **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 2025*

**Revd Tracey James**

#### **CHURCHWARDENS**

Mr David Sewell and Mr Ian Jeffreys

#### **DEANERY SYNOD REPRESENTATIVE**

Mr Philip Pitt

#### **PCC MEMBERS**

#### **ELECTED**

Margaret Brown	May 2025
Tony Leigh-Pollitt	May 2025 (resigned)
Bernadette Pitt	April 2023

#### **PCC MEMBERS**

#### **ELECTED**

Kate Dines	April 2023
David Long	April 2018 (resigned)
Michael Turner	April 2023

#### **TREASURER**

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

#### **PCC SECRETARY**

Mrs K. Dines appointed Minutes Secretary, commenced May 2025.

#### **INDEPENDENT EXAMINER**

Mr Hugh S Wolley A.C.A.,

### **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 Tracey James, two churchwardens, a maximum of nine elected PCC members plus two Deanery Synod Representatives. The Treasurer is a non-voting member. 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 has included Revd Aileen Mortimer and Kate Holmes, Lay Reader. Seven Elders were commissioned in autumn 2025.

We have a regular 10.00am Eucharist as well as Wednesday Morning Prayer and monthly Messy Church. A Home Group has also met monthly. We have a very active Mothers' Union and well-established Tuesday Tots. 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.

## **ACHIEVEMENTS AND PERFORMANCE**

The total number of people reported as being on the Electoral Roll of our parish was 60 members at the APCM in April 2025. The usual number of Sunday attendees is about 45 – 50 people. Messy church has an average attendance of 15 children plus parents and carers.

During the year to 31 December 2025 the quarterly fee returns completed for Diocese, included the following fees:

Marriages 2 Baptisms 0

Funeral Services in Church 10 Funeral Services at Crematorium 4 Graveside Funeral 0

Churchyard Burials 10 Burial of Cremated Remains in Churchyard 15

The incumbent continues as a governor at Bosmere Primary school and is working closely with the head teacher and staff, supporting their work and taking assemblies, and her expertise is used as a basis for lessons at different times. The group taking Open the Book into school are welcomed at least once a term. This year, Foundation, Key Stage 1 & 2 have again all been to church for Christingle services.

The town's Civic Service was held during January. The All Souls' Service, a memorial service when we remember those of the community who have died, was also held and very well attended.

Revd Tracey has continued to mentor curacy training for Revd Alison Roberts during the vacancy in her own Haughley, Stowupland & Wetherden benefice and this has also been of great benefit to our own ministry team.

Our main fund-raising activities this year continued to be the monthly produce stalls over the summer and Christmas Bazaar in December. We also enjoyed concerts given by Castleton Brass and by local talent.

As part of our fundraising for overseas mission we again held Lent Soup Lunches for the Bishops' Kagera fund and the collection of dry goods donated for Harvest were taken to St John's Pantry. We also received harvest goods from Bosmere Primary School Harvest Festival. We continue to collect food items from the congregation. We also held a concert to raise funds for Christian Aid.

## **PLANS FOR THE FUTURE**

We will be starting our monthly All Ages Eucharist at Epiphany 2026. In 2027 it will be 700 years since the first name appears on our vicars' board, so we are planning a festival to celebrate at St John's and hoping to join in with the re-development plans of St Edmund's Abbey in Bury St Edmunds.



Due to our rotting floor, we have a major building project in the pipeline. Our aim is to create a level floor as far as possible and to provide an accessible toilet. Other considerations include replacing the organ, installing a server at the back of church and possibly installing glass entry doors and re-locating the Font. This is all subject to obtaining approval by the Diocesan Advisory Committee and raising sufficient funds. During this year the Diocesan Advisory Committee (DAC) visited the church and were very enthusiastic about our plans. Particular thanks to David Long for presenting a clear vision of our hopes for how this will go forward.

We hope to re-establish our previous ecumenical connections within the town.

### FINANCIAL REVIEW

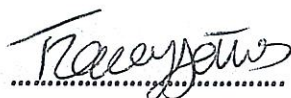
Total receipts on unrestricted funds totalled £61,498 and £58,881 was spent providing Christian ministry from St John the Baptist church as detailed in the financial statement. The largest element of this expenditure was £46,000 contribution towards our diocesan parish share, which largely provides the stipends & housing of the clergy and the cost of ministry support & training. The net result of income over expenditure on unrestricted funds was a surplus of £2,723 and after a small transfer from a restricted reserve, this was added to the reserves accumulated in previous years, resulting in a balance carried forward on unrestricted reserves of £33,537. The restricted funds saw a nett outflow of £2,927. The balance on restricted funds at the year end amounted to £93,467, most of which are held for the purposes of maintenance and enhancement of the church fabric.

### 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 Charities 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 Tracey James  
(Vicar)



Mr R Brown (Treasurer)



Mrs K Dines (PCC 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 2025, 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 ACA

Address

MILESTONE HOUSE, HIGH STREET,  
YOXFORD, IP17 3EP



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

For the year ending 31 December 2025

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2025 £	2024 £
<b>INCOMING RESOURCES</b>					
Voluntary income	2(a)	39,892	4,760	44,652	51,408
Activities for generating funds	2(b)	3,188	4,768	7,956	8,451
Income from investments	2(c)	1,110	1,079	2,189	2,439
Church activities	2(d)	17,308	0	17,308	14,657
<b>TOTAL INCOMING RESOURCES</b>		<u>61,498</u>	<u>10,607</u>	<u>72,105</u>	<u>76,955</u>
<b>RESOURCES EXPENDED</b>					
Fund-raising costs	3(b)	0	0	0	0
Church activities	3(a)	58,881	13,428	72,309	81,118
<b>TOTAL RESOURCES EXPENDED</b>		<u>58,881</u>	<u>13,428</u>	<u>72,309</u>	<u>81,118</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		2,617	-2,821	-204	-4,163
<b>TRANSFER BETWEEN UNRESTRICTED AND RESTRICTED FUNDS</b>	7	106	-106	0	0
<b>NET MOVEMENT IN FUNDS</b>		<u>2,723</u>	<u>-2,927</u>	<u>-204</u>	<u>-4,163</u>
BALANCES B/FWD 1 JANUARY		30,814	96,394	127,208	131,371
BALANCES C/FWD 31 DECEMBER		<u>33,537</u>	<u>93,467</u>	<u>127,004</u>	<u>127,208</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 2025**

	Note	2025 £	2024 £
<b>FIXED ASSET</b>			
Investment asset Central Board Of Finance		1,043	1,062
<b>CURRENT ASSETS</b>			
Debtors	5	1,665	1,248
Short term deposits		26,490	26,489
Cash at bank and in hand		100,492	99,765
		<u>128,647</u>	<u>127,502</u>
<b>LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
Other creditors	6	<u>2,686</u>	<u>1,356</u>
<b>NET CURRENT ASSETS</b>		<u>125,961</u>	<u>126,146</u>
<b>NET ASSETS</b>		<u>127,004</u>	<u>127,208</u>
<b>FUNDS</b>			
Unrestricted	7	33,537	30,814
Restricted	7	93,467	96,394
		<u>127,004</u>	<u>127,208</u>

Robert J Brown

R J Brown (Hon Treasurer)

Approved by the Parochial Church Council on 10 March 2026 and signed on its behalf by:

P. I. Pitt

P Pitt

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 2025**

**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 2025

**2 INCOMING RESOURCES**

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2025 £	2024 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift Aid donations	24,029	755	24,784	23,114
Tax recoverable	6,170	189	6,359	5,723
Parish Giving & Other Schemes	933	0	933	877
Other	962	0	962	1,150
Collections at services	2,537	88	2,625	2,132
Tax Recoverable - GASDS	1,659	0	1,659	1,542
Grants	0	2,566	2,566	800
Donations, appeals, etc				
Gift Aid donations	203	609	812	537
Tax recoverable	42	298	340	109
Other	3,357	255	3,612	10,424
Legacies	0	0	0	5,000
	<u>39,892</u>	<u>4,760</u>	<u>44,652</u>	<u>51,408</u>
<b>2(b) Activities for generating funds</b>				
Fund-raising	3,188	4,768	7,956	8,451
	<u>3,188</u>	<u>4,768</u>	<u>7,956</u>	<u>8,451</u>
<b>2(c) Income from investments</b>				
Interest and Other	<u>1,110</u>	<u>1,079</u>	<u>2,189</u>	<u>2,439</u>
<b>2(d) Income from church activities</b>				
Church hall lettings	723	0	723	362
Church hall contribution towards costs	950	0	950	900
Cottage rent	5,520	0	5,520	6,600
Fees	9,772	0	9,772	6,554
Refreshments	343	0	343	241
	<u>17,308</u>	<u>0</u>	<u>17,308</u>	<u>14,657</u>
<b>Total incoming resources</b>	<u>61,498</u>	<u>10,607</u>	<u>72,105</u>	<u>76,955</u>



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

**For the year ending 31 December 2025**

**3 RESOURCES EXPENDED**

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2025 £	2024 £
<b>3(a) Church activities</b>				
Missionary and charitable giving				
Overseas				
Kagera Fund	0	809	809	5,708
DEC Myanmar Earthquake	0	200	200	0
Home				
The Childrens Society	0	73	73	89
Relief of Hardship in Parish				
St John's Pantry	0	6,267	6,267	4,693
Christian Aid	0	280	280	387
Suffolk Historic Churches Trust	0	25	25	0
	<u>0</u>	<u>7,654</u>	<u>7,654</u>	<u>10,877</u>
Ministry: Diocesan parish share	46,000	0	46,000	44,000
Other ministry costs	954	0	954	1,029
Church running and maintenance	6,691	5,149	11,840	10,737
Church hall running costs	2,577	0	2,577	8,706
Church cottage running costs	709	0	709	3,900
Church office	1,701	0	1,701	1,330
Church Building Reordering Project	0	625	625	375
Church Building Quinquennial Repairs	0	0	0	0
Sundry other	249	0	249	164
	<u>58,881</u>	<u>13,428</u>	<u>72,309</u>	<u>81,118</u>
<b>3(b) Fund-raising costs</b>				
Bazaars and other fund raising events	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>58,881</u>	<u>13,428</u>	<u>72,309</u>	<u>81,118</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 2025

	2025 £	2024 £
<b>5 DEBTORS</b>		
Tax recoverable	843	1,070
Prepayments and accrued income	822	178
	<u>1,665</u>	<u>1,248</u>

<b>6 LIABILITIES</b>		
Amounts falling due in one year		
Accruals for utilities, parish share and other costs	2,686	1,356
	<u>2,686</u>	<u>1,356</u>

<b>7 FUNDS</b>					
	Balance at 1 Jan 2025 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Dec 2025 £
<b>Unrestricted Funds</b>					
General Fund	1,736	53,378	54,970	1,500	1,644
Ark Fund	17	1,990	2,577	606	36
Church Cottage Fund	2,215	5,520	709	-2,000	5,026
Flower Fund	304	610	625	0	289
Legacy Fund	26,542	0	0	0	26,542
	<u>30,814</u>	<u>61,498</u>	<u>58,881</u>	<u>106</u>	<u>33,537</u>
<b>Restricted Funds</b>					
Capital Reserve Fund	1,062	-19	0	0	1,043
Fabric Fund	48,748	2,763	25	0	51,486
Organ Fund	387	0	222	0	165
Special Collections Fund	599	1,264	1,362	0	501
Roof Repair and Church Building Fund	38,055	0	5,143	0	32,912
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
Rector and Curate's Fund	2,400	0	35	0	2,365
St Johns Pantry Fund	2,220	6,267	6,267	0	2,220
Ark Cooker Fund	0	288	0	-106	182
Messy Church Fund	1,158	44	374	0	828
	<u>96,394</u>	<u>10,607</u>	<u>13,428</u>	<u>-106</u>	<u>93,467</u>

<b>8 ANALYSIS OF NET ASSETS BY FUND</b>			
	Unrestricted Funds £	Restricted Funds £	Total £
Investment Fixed Assets	0	1,043	1,043
Current Assets	35,994	92,653	128,647
Current Liabilities	-2,457	-229	-2,686
Fund balance	<u>33,537</u>	<u>93,467</u>	<u>127,004</u>