

The Parochial Church Council of the
Ecclesiastical Parish of St Leonard, Flamstead

Registered Charity Number – 1179567

Annual Report and Accounts

For the Calendar Year to 31st December 2022

Introduction

St Leonard's PCC Annual report to APCM April 2023

The first item of note for the PCC in April 2022 was the news that our Vicar Jo had been appointed as Assistant Rural Dean. She was inducted into the role on Ascension Day.

Our financial situation was noted as causing concern and sadly that has remained the case to date. One way forward to improve this, was to produce a schedule for charging for the use of the church. Much work was done by Karen as treasurer, ably assisted by Leslie and Clare and with the support and contributions from the PCC. Details of the hire charges for the church can be obtained from the treasurer, the vicar, or from the church wardens.

We are still waiting for the new print run of For All Seasons – our unique Mass book. We understand that there have been difficulties for the greeting team as there are frequently not enough copies of the old book to go round now. However, we hope this will be resolved shortly.

Work to the trees in the churchyard has been reported in the church wardens' report.

Of note this year is the installation of the new boiler. Whilst fully supporting the Church of England's desire to be zero carbon in the next few years, we felt, and had consultant advice to the effect that, only a high performance gas boiler would do the task we needed. It was installed just after Christmas and is performing well.

We cannot go further without commenting on the international success of the medieval mice. These delightful additions to our congregation were produced by Miranda Motley supported by the village WI and have proved to be an internet sensation!

Following from the pandemic and the need to keep distance from each other, we had discontinued the use of the collection plate. In June we decided to restart use of the plate. We acknowledged that many of the congregation now give to the monthly planned giving scheme and many others tap their cards into the "Goodbox" All those who give in this way are urged to drop a card into the plate saying that they give through their bank. This enables their gift to be blessed like everyone else's and helps the sidespeople to know whether to wait for a donation or move on. We ask the greeters to make sure that everyone is given a card when they collect their hymn book etc.

In October we were aware of a veritable flood of rainwater running into church from the South aisle roof. This roof was to have been repaired by Universal Stone during the major works, but time and the bat license expiry made this impossible. We were fortunately able to secure the services of a local builder and the roof is now watertight.

After much consideration and contact with neighbours we took the decision to remove the laurel hedge. The reasons for this were many.

- It is not a native species.
- It is poisonous and therefore does not provide a habitat for wildlife.
- It is very expensive to maintain and with church finances as they are, it was beyond our means to keep it in good order.
- We had received several complaints over a number of years from neighbours who disliked the fact that it prevented sunlight from entering their gardens and that it was often very overgrown.

We have reached a compromise with neighbours. Where the hedge has been removed all are delighted. At the request of the neighbours on the other side we have agreed to leave it, but maintenance and removal of all clippings is now their responsibility.

With great regret we had to discontinue our regular church cleaning contract as we did not have the funds. I think all are now aware of the fact that the church does not look its best at the moment and unless we can get a committed band of regular volunteer cleaners it will only get worse. Miranda would be delighted to hear from potential volunteers who are good team players. If she can get enough people, her plan is for each team to work one session per month.

Two final pieces of information. We are planning a major restoration of the bells. They have not had any real maintenance work for very nearly 100 years so it is high time! We do not have a date yet but perhaps late this year or early next year. We hope to display them to you all both before they are taken away and before they are rehung.

After some three years in the role of PCC secretary I have decided to step down and try to make an attempt at retirement! I do hope someone will come forward to take this on and I will be happy to induct and support in the early weeks.

Mary Jenkin
April 2023

Aims, Purposes and Objectives

The PCC is, in common with other such bodies, constituted under the Parochial Church Council Powers Measure 1956 and the Church Representation Rules 1957 (as

amended). As such, it has the legal responsibility of co-operating with the incumbent in promoting, in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is responsible for St Leonard's Church and its churchyard, together with the burial ground at God's Acre.

Ecclesiastically, Flamstead is part of a United Benefice with St John's Church in Markyate, which is served by the same Vicar. The respective PCCs (and in particular their Treasurers) seek to share the benefits and burdens of this structure in the most effective manner possible.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship and makes suggestions for the improvement of our services and activities. When planning our activities for the year, the incumbent and the PCC are mindful of the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

We try to enable ordinary people to live out their faith and spirituality as part of our parish community through worship and prayer, learning about the Gospel; and developing their knowledge and trust in scripture and the person of Jesus Christ. We provide pastoral care for all and any who live in the parish, regardless of any connection they may or may not have with the worshipping life of the church; and we conduct work of mission and outreach. Equality of access is of especial importance to this PCC and is reflected in the Equality Policy which was approved during the course of 2018 and the very prominent and broad statements of welcome which are displayed in our church and on our website. We are a member of the Inclusive Church network.

Our buildings and land, St Leonard's Church and Churchyard, together with God's Acre, are very important in the life of the parish, and it is of particular importance that the PCC maintains these properties and makes them accessible to all.

Structure and administrative information

St Leonard's Church is situated in the centre of Flamstead. Its correspondence address is either 41, Trowley Hill Road (the vicar's address) or via the Administrator, Mrs Pandora Abel Smith, at the parish office, St John's Church, Church End, Markyate.

The PCC is a body corporate by virtue of the PCC Powers Measure 1956 and the Church Representation Rules (as amended). It is a charity registered with the Charity Commission.

During the year, the following served as members of the PCC:

Ex-officio	The Rev. Joanna Burke, Incumbent (Chair)
Wardens	Mary Jenkin, John King
Elected	Laura Parr
	Claire Rudd
	Hope Clayton
	Miranda Motley
	Clive Hayward
	Leslie Webster
	Anne-Francoise Brenton
	Suvro Dhutta-Treasurer (with Karen Barton assisting)

Secretary: Mary Jenkin
Safeguarding Officer: Mary Jenkin

The PCC met each month during 2023.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law, FRS 102 (Financial Reporting Standards) and SORP 2015 (Statement of Recommended Practice).

The law applicable to charities in England & Wales requires the trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods and principles in the current SORP.
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements on an accruals basis.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the Financial Statements comply with the Charities Act, Charity Reporting and Accounting Guidance, and the relevant trust instruments. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are further responsible for employing staff to undertake key roles in the Church, mindful of the Parochial Church Councils (Powers) Measure 1956, statutory employment legislation and current Church of England Guidelines. The PCC employed a Church Administrator throughout 2022, the cost of which was shared with St John's Markyate PCC. Remuneration is calculated and reviewed annually with reference to employee experience/qualifications, Retail Price Index, local comparators and performance, and is monitored through annual reviews conducted by the Vicar.

Financial Report

Reference is made to the financial statements attached to this Annual Report.

Introduction

St. Leonards reopened just before Christmas in 2021, and 2022 has largely been a year of rebuild and planning, including building up the congregation, replanning of finances, and refresh our stewardship drives and building back

our planned donations. We are pleased to report that the stewardship drive is starting to show positive results and we continue to be well supported by significant one – off donations. FoSL continues to play a major role in supporting us to maintain the fabric of the Church and we would like to express our heartfelt gratitude to everyone for their continued generosity.

Activities during 2022

We are working with the Flamstead Heritage Project to organise events which help in engagement with the broader community. We had a wonderful Puppet Theatre at the Church during the year and we have continued with such events during the 1Q 2023 with the Ploughman Supper, a beautiful concert and more of such events are planned for rest of the year and they have all been financially accretive to help in maintaining the Church.

Financial challenges

We have seen positive progress through the stewardship drives, increase in visits to the Church post reopening and consequently, our income is gradually improving. However, against that backdrop, operating costs for running the Church have gone up considerably, including a sharp increase in the utilities bill. We have to maintain a certain temperature at all times in the Church to preserve the historic wall paintings and the increase in gas prices will continue to add considerably to our monthly costs going forward. We also have a full year of Parish charges for 2022, which has increased compared to the prior year, alongwith the carry forward of the 2020 charges which we could not pay due to the lack of funds at the time. Overall, as a result of the above, we have been running a material shortfall between our operating costs and income for most of 2022.

Against this backdrop, we continue to re-assess our finances and are considering a number of areas where we can reduce costs to cover the shortfall better going forward, alongside an increased number of fund raising activities to boost our income.

by: Karen Barton, treasurer

Sacristy team

Sacristy Team Annual Report for APCM – April 23rd 2023

Current Sacristy Team Members – Miranda Motley, Brenda Randall, Beryl Wright and Tricia Janes.

Once again, we have had a busy year and have found it necessary to refine and adapt our previous patterns of work to fit in with post-covid thinking. We do not see this as a negative, but as a golden opportunity to make what we do more relevant and meaningful. With that in mind, we have enjoyed working in partnership with Jo,

our Vicar, Mary and John, our Wardens, our serving team and the wider church and parish community.

Over the past year we have been able to support Jo at several funerals, weddings and baptisms. This is a very important and rewarding part of what we do and we try to ensure that at least two members of the team are present at each one. At some of the larger funerals and weddings we have a full team in attendance to ensure safety standards and the smooth running of the particular event.

With economy ever in mind, we have been as frugal as is humanly possible with our limited resources and have tried to use creative thinking to save every penny we can. We were extremely disappointed with the quality of the products from our usual candle supplier, Charles Farris, and made this known to them via email. Jo brought the matter up with her colleagues at a deanery meeting and it would appear that this is a universal problem, so we will continue to find ways to make what we do have stretch and not order in more supplies to compensate.

Over the last year we have enjoyed providing hospitality for a wide range of events and our kitchen has played a huge part in making all this possible. From feedback received, we are obviously getting it right and people are really enjoying visiting us and using our space. We have noticed that although we are primarily a place of worship and spiritual refreshment, non-religious people feel quite at home and comfortable in our space, which is very healthy and heartening.

Going forward, we recognise the need to recruit new, younger members to the team and are seeking to increase our numbers. Not only will this share the workload, but it will help to provide the team with, hopefully, new ideas and fresh thinking. We are hoping to encourage people to come forward to join us by hosting a 'Secrets of the Sacristy – Why we do what we do' talk sometime in the next year.

Miranda Motley on behalf of the St. Leonard's Sacristy Team.

by: Miranda Motley on behalf of the St. Leonard's Sacristy Team

Vicar's report

This has been an exceptionally busy year: re-starting our church after Covid, vacancy and the closure for building works; driving forward our heritage project, becoming a community hub, providing a village focus for the death of the Queen, and coping with an unusually high number of funerals during the winter as well as all our usual worship and activities.

Ordinary Sunday attendance figures have held steady and even show a slow improvement.

Although we are still very worried about our finances and are substantially in deficit, we have achieved a great deal that feels positive.

We have been very fortunate to have a new and highly qualified treasurer, Suvro Dhutta who is working with Karen Barton. Both Karen and Suvro have

been handling finances rather more complex than those of the average church. I am immensely grateful to them both.

In early 2022 I became Assistant Rural Dean, supporting the Rural Dean Dennis Stamps of St Nicholas, Harpenden. In late 2023 I stepped down from my role as chair of the diocesan Racial Justice Action Group because of the pressure of work in the parish.

With the help of Roy Roberts from St John's, I have recently started bringing the website up to date. This is still work in progress. The website will be 'migrated' to a new system later in the summer which should allow us to make it look better. The website now contains pages about hire of St Leonard's, the book exchange and our complaints procedure.

Worship and life events

A joint worship committee was formed after Easter last year to plan the calendar of worship together with St John's.

Over the year, we held 2 weddings, baptised 8 children and 8 asylum seekers and held 8 funerals or memorial services in church. We expect 6 weddings this summer, with 2 more already booking in for 2024.

In June, Sunday School re-started on the first Sunday of each month, with new leaders: Claire Hayward, Jen Carson, Claire Smith and Emily Spry. Numbers have been good and the impact on family services very fruitful. Numbers at family services are nearly double those at 'normal' Sunday morning services.

The major cultural festivals of Harvest, Christingle, Remembrance Sunday, Plough Sunday and Mothering Sunday were all well attended.

We hosted the bellringers' evensong and tea on 9 July.

The Queen passed away in September. The churchwardens and sacristy team had already prepared and were ready to open the church doors that evening for those wishing to sign a book of remembrance, light candles, reflect or pray. Large numbers from the village came to sign the book and honour the late Queen. We held a service of commemoration for her on 18 September.

We used the screen and projector provided by the Heritage Lottery to share watching the funeral with the community on 19 September.

Our All Souls' Service took place on 5 November, with the St George's MusSoc Choir led by Russell Tucker.

Christmas was very rewarding with over 500 people through the doors over Christmas Eve and Christmas Day. For the first time we held a Baby and Toddler Crib service at 11am to which about 50 people came.

Hymns have been chosen collectively: with two 'hymn choosing mornings' to enable members of the congregation to choose the hymns.

As I write, Anne-Francoise Brenton, John King and Jeffrey Burke are working to re-start the choir from Easter Sunday.

We have struggled to find organists during much of the year. Some of our regular organists have moved away, found other commitments or simply retired. The situation has eased a little recently.

We have made the altar in the north aisle a place to remember and pray for the people of Ukraine and Iran.

We also serve an uncountable 'silent congregation': those who visit quietly during the day to enjoy the peace, light a candle, explore the history or pray.

Mission and outreach

Little Leos, our new Baby and Toddler Group started in June and has proved a real success. The group is small, but numbers have grown so that a good morning has 7 or so families present. Parents are able to make new friends and children can play and learn to socialise. Some of the families are coming forward for baptism and joining family services.

We have begun collecting for the Luton Foodbank with a good response. Liz Stringer kindly collects the food to take it into Luton.

In mid-March 2022, the Holiday Inn on the A5183 in the parish became temporary home to 140 rising to 192 asylum seekers. We have welcomed several of them into our congregation, some have sought baptism and a few are now asking for confirmation. They are a real blessing to us.

Saturday morning Bible classes for asylum seekers started on 13 August. About 8 men attend each week. In Lent these classes have been merged with the Lent Group, watching 'The Chosen', with lunch generously provided by Miranda Motley afterwards.

Some of our congregation members have also been volunteering at the drop in café for asylum seekers run at Markyate Baptist Church.

We held a mission planning afternoon in church on Sunday 12 February.

Clare Rudd has kindly updated the MAP.

Schools and education

Relationships with Flamstead Village School have become fruitful, with the interim head, Mrs Geoghan bringing the school for harvest festival and at

Christmas. I have been to school to lead assembly on three occasions. The school nursery and reception classes visited on 20 September.

Three classes of children from Beechwood Park School visited successively on 7 June. We also shared a very well attended Advent evensong with Beechwood Park on 4 December.

Apple Trees Nursery visits often and the Pre-school has visited.

The cubs visited on 19 October to see the bells and have a tour of the church run by Mark Jenkin.

The University of the Third Age visited on 9 August.

(Some of the above had a heritage overlap)

Churchyard and God's Acre

We held two churchyard working parties, which substantially improved the appearance of the churchyard after the difficult Covid period and the building work.

Tracy West of the Rose and Crown has been extremely helpful in gathering support from the village to improve God's Acre. We are considering removing one of the hedges (probably the back hedge bordering the field) to make space for further burials.

We held a churchyard summit on 20 July which has resulted in the Parish Council taking forward existing plans for ramped access to the churchyard from the village hall.

Harry Birtley has handed over the reins of managing God's Acre after many valuable years' work keeping the records and burial ground in order. Chris Motley has generously taken over and is computerising the records.

We are in the process of forming a churchyard management team with a view to producing a churchyard management plan. In particular we would like a 'living churchyard' and to be more wildlife friendly.

Heritage

In May, we parted company from Paul Vitty who had been the Heritage Project Community Engagement Officer.

The Heritage Programme Board have worked hard to revise the Interpretation Plan (i.e. the signs and other educational materials that will teach visitors about the heritage of St Leonard's both inside and outside the building) in the light of

consultation with various interested groups which showed that the previous plans were not appropriate.

The Heritage Project held an evening on 13 October to explain to the village how the project had worked and to recruit volunteers.

St Leonard's was taken off the Heritage at Risk Register and included in national press coverage in November.

Claire Smith was appointed to manage the Heritage Events in January 2023. She has already made an impact.

The heritage project has funded, contributed to, and/or hosted the following: a village supper on a heritage theme, a graffiti expert's visit and report, a mosque visit, some astonishingly popular knitted medieval mice and monthly ramblers' coffee mornings.

In the planning stages are a community memory project, an archaeological survey ('Geophys'), a school theatre production (which we hope will be with St Luke's School, Redbourn), a story telling event, some fascinating lectures and a 900th anniversary Arts and Heritage Festival in 2024 as a grand finale.

Community Use, concerts and other events

We were made the surprise offer of a high quality piano in the summer. The offer was made through a local professional musician, Andy Massey, during the Scarecrow Festival and the piano arrived on 11 October. The piano is not owned by St Leonard's but by a Ltd company owned by Jan Telensky. He allows us to use the piano which is housed in St Leonard's and he is involved in planning the concerts. We hope that the piano will be a real benefit to the village as well as to our worship, fundraising and our local musicians. A Music Team was quickly formed and has now staged two concerts. The first in December was free and raised a substantial and welcome sum in donations. The second in March was ticketed and was very successful. Further concerts are planned for this year.

The pre-school held its Fiesta in St Leonard's on 10 September

Computer Friendly began to use the St Giles Room for free monthly sessions in early 2023.

The fundraising team held a very popular Plough Supper on the Saturday evening before Plough Sunday.

Leslie Webster has set up a book exchange in the St Giles' Room which now has a separate children's section, thanks to a bookcase kindly donated by Ian Ridley. Donations of books have been plentiful and there is evidence of increasing use.

We hosted a tea in memory of Daphne Parry on 19 November and also a birthday tea to give thanks to Eric Edwards and Harry Birtley on 25 November. A baptism family has used the St Giles' room for a post baptism lunch and made a generous donation.

St Leonard's was hired for use as a recording studio for the first time on 18 February 2023.

It can be stressful and time consuming hosting outside events, but they are vital if we are to be a blessing for our community, to draw new people in, to build the goodwill of the village, and to raise much needed funds. For these and all future events the quality of our warm welcome and tolerance is vital if groups are to return.

Fabric.

A separate and detailed report on fabric is expected from Charlie Hill and Gary Clayton, both surveyors who have kindly agreed to review our church fabric and report back to us on what needs doing. (*Editor's note: in fact these matters are dealt with by the church wardens*).

There have been frustrating delays in installing the new boiler and the joinery in the north aisle. Thanks are due to Mary Jenkin who has applied successfully for the faculty for the boiler in difficult circumstances. The boiler is now installed and running and making a real difference to maintaining a constant temperature. The joinery to house the heritage project materials is now due to be installed after Easter. St Leonard's should become much tidier once this work is complete.

We have in February taken the decision to cancel our contract cleaners because in the light of our deficit, we cannot justify the cost. Miranda Motley is preparing a cleaning rota.

The church has to remain heated all the time to maintain a steady level of humidity: this is essential to prevent the wall paintings from further decay. Because a large portion of our substantial heating bills is due to the need to preserve the fabric of the building, FoSL have kindly agreed to pay for the portion that reflects the benefit to the fabric. Suvro and Tim Wright (FoSL treasurer) have agreed to meet to determine the proportion to be paid by FoSL.

None of this considerable list of worship, work and activities would be possible without the dedicated support of some truly wonderful volunteers and the goodwill, generosity and prayers of our faithful congregation.

Safeguarding Matters

Following the first two safeguarding courses attended by both CWs, further courses have been attended by MJ. JK has yet to attend all required courses.

There has been one safeguarding issue reported this year.

There is outstanding training required from some PCC members.

Churchyard Matters

Boundaries

Having dealt with business noted last year concerning the trees along the boundary with Church Road, we received complaints from some neighbours about the overgrown laurel hedge along the north boundary of the churchyard. After consideration of the on-going costs of managing this hedge, and the overall negative wildlife value of cherry laurel, it was decided to remove the hedge and replace it with a mixture of native species. The hedge along the western half of this boundary has been removed, with the appreciation of neighbours. Along the eastern half of the boundary, the neighbours have undertaken to maintain the hedge, and take away all cuttings from the churchyard, at their own expense.

A letter of authority has been received to repair the brick wall along the eastern (Trowley Hill Road) boundary of the churchyard; discussions with FoSL and the chosen builder are in progress.

MJ is working closely with Tracey West to develop God's Acre in order to provide additional grave spaces.

Memorial Garden

Plans for a memorial garden for the burial of ashes remain under consideration, along with the development of particular wildlife-friendly areas and a general environmentally positive approach to management.

NW corner

Our ownership of the area at the northwest corner of the churchyard, immediately behind the Three Blackbirds, has been asserted by removal of the low fence erected by the last tenant of number 4 Trowley Hill Road.

Ramp

An application for a Faculty to build a ramp giving wheelchair access between the churchyard and the village hall car park has been made.

Future management of boundaries, memorial garden, wildlife conservation and other matters concerning the churchyard including liaison with the Heritage Project will be kept under review by a designated churchyard management team.

Faculties or List B Permissions Granted this year.

New Boiler (MJ)

Notice board to replace the old one knocked down by the roof contractors. (MJ)

Organ relocation to original place at West end of Nave. (MJ)

Work to repair stonework to buttress etc. (MJ)

Faculties Applied for and awaited.

Limewash to walls of tower stairs (MJ)

Memorial Bench for Mr J Taunton. (MJ)

Removal, renovation and rehang of all 6 bells (MJ)

Removal and replacement of clock to facilitate above. (MJ)

Grave reservations. (MJ)

Replacement and repair of damaged bricks in wall bordering Trowley Hill Road (JK)

Installation of ramp from churchyard to Village Hall (JK)

Fabric Matters

The former Buildings Management Committee has been disbanded and a new Fabric Committee established to keep the buildings and fittings of the church under review and to give advice and, where appropriate, to carry out repairs.

Repairs to the south aisle and pipe work have been made.

Preparatory joinery to support the display cabinets funded by the NLHF has been carried out in the north aisle, in coordination with the installation of a new boiler and associated gas pipe work.

The AV system installed during the final stages of the Heritage Building project has been used to great effect, not only in regular church services, but also at weddings and funerals. Plans for refurbishment of the bells have been made.

A full Fire Safety inspection has been carried out.

The alarm system has been serviced and sensitivity reduced.

Electoral Roll

Deaths, resignations and new additions since the last APCM have resulted in an electoral roll listing 64 communicants, of whom 16 are not resident in Flamstead. A copy of the current electoral roll is pinned to the notice board in the St Giles room and is available from the church wardens.

Music at St Leonard's

Following Dr Jan Telensky's generous gift to the village of a Steinway piano, we hosted the village's first concert, free entry, to celebrate its good fortune. The concert, on 16th December, featured a miscellany of the village's many musical talents and was highly successful. It stimulated the formation of the organisation "Music at St Leonard's", and a committee to manage it.

A successful and lucrative concert featuring a talented piano soloist Yifan Chen and a prodigious 14-year-old violinist Teo Gertner accompanied by local pianist Andy Massey was held on 18 March.

Further concerts featuring music of various genres are planned for 20 May, 30 June, 5 August, 7 October and 18 November.

Training Matters

Training Attended

HR Training (MJ)

CW Training (MJ)

DAC training (MJ)

Safeguarding training (2 session MJ)

Archdeacon's visitation attended. (JK & MJ)

Mary Jenkin
John King

Churchwardens – April 2023

Fabric Matters

Are dealt with in the Church warden's report.

Vicarage

Because the Vicar doesn't live in the vicarage the diocese has placed Father Richard Brown of Holy Cross Marsh Farm to live there.

Safeguarding Report for APCM April 2023

Events

I am aware of one safeguarding issue that was reported to me by the Vicar and had been managed appropriately.

Training

I have been briefed, via on-line training, about the new safeguarding dashboard and have started to add our data. This is an on-going matter at the moment.

I believe that most members of the PCC have completed their C0 and C1 courses and I will be following up at the next PCC meeting.

It is necessary for us all to check our DBS certificates to ensure that it is less than three years since issue. This is a change from the former regulation of five years.

I understand that a joint training session was held in church to facilitate access to those who find on-line training unsatisfactory. I await their certificates.

Mary Jenkin
Parish Safeguarding Officer.
April 2023

Report of Deanery Synod for APCM April 2023

The first meeting of the Deanery Synod for the current year was in July 2022. Rev Jo Burke talked about Racial Justice as Rev Jairo Nyaongo was unable to attend as arranged.

Synod met in St John's Harpenden on 22 November 2022 and held a round table discussion about how to work together as a deanery.

Synod met again on 17 January at St Nicholas Harpenden when it heard a presentation on the new system of discernment for vocations.

ST LEONARD'S FLOWER GUILD

St Leonard's Flower Guild consists of a happy band of 15 flower arrangers who all love what they do and are very keen. Anyone who wishes to join is welcomed and will be helped to learn if required. Demonstrations have occasionally been given. The ladies buy flowers, source and cut foliage, making sure it is properly conditioned and then arrange, all of which can be time consuming. Flowers are then watered regularly and removed when dead. We really enjoy decorating the church at Easter, Harvest and Christmas, but also make Mothering Sunday posies and arrange for Remembrance Day and the Scarecrow Festival, endeavouring to use Liturgical colours where applicable. Occasionally arrangements have been done by a more experienced member of the team for funerals, memorial services and weddings - normally for people we know and with donations to the Guild - but most of these are done by outside arrangers invited by the families involved. Some ladies are on a fortnightly roster to make sure that there is a vase of flowers in the church from the end of Lent until Advent. We have also arranged for flower festivals in St Leonard's and helped out at St John's when needed. We are given monies from the sale of lilies in memory of loved ones at Easter, and receive the occasional donation, but it is through the generosity of the arrangers who invariably donate flowers, including for Mothering Sunday posies, that we are able to continue. We are currently endeavouring to give up the use of Oasis which we find quite a challenge. It takes much organisation and energy to do what we do, but we all love it and feel privileged to be able to work in such a beautiful environment - and to enjoy the cakes, coffee and chat - an essential part of a flower arranger's life!

Jackie Scopes

April 2023

Approval

With the exception of the Financial Statements which have been ratified by email, these Reports were approved by the PCC on 13th April 2023 and signed on their behalf by Mary Jenkin (Church Warden and chair of PCC during the vacancy)

Parochial Church Council Of Flamstead
Statement of Financial Activities
For The Year Ended 31st December 2022

	Year Ended 31st December 2022			TOTAL
Note	Unrestricted Funds	Restricted Funds	Endowment Funds	2022
	£	£	£	£
INCOMING RESOURCES				
Voluntary income	2a)			
Other voluntary incoming resources	2b)			
Incoming resources from operating activities				
- to further the Council's objects	2c)			
- to generate funds	2d)			
Income from investment	2e)			
TOTAL INCOMING RESOURCES				
	76,958	125,085	536	202,579
RESOURCES EXPENDED				
Grants and charitable giving	3a)			
Activities directly relating to the work of the church	3b)			
Church management and administration	3c)			
Expenditure relating to activities to generate funds	3d)			
TOTAL RESOURCES EXPENDED				
	79,517	78,501	-	158,018
NET OUTGOING RESOURCES BEFORE TRANSFERS				
	(2,559)	46,584	536	44,561
TRANSFERS BETWEEN FUNDS				
	1,400	(897)	(503)	-
NET MOVEMENT IN FUNDS				
	(1,159)	45,687	33	44,561
BALANCES BROUGHT FORWARD AT 1ST JANUARY				
	12,790	41,033	2,977	56,800
BALANCES AT 31ST DECEMBER				
	11,631	86,720	3,010	101,361

	Year Ended 31st December 2021			TOTAL
	Unrestricted Funds	Restricted Funds	Endowment Funds	2021
	£	£	£	£
Voluntary income	41,715	-	-	41,715
Other voluntary incoming resources	25,948	659,895	-	685,843
Incoming resources from operating activities				
- to further the Council's objects	8,038	-	-	8,038
- to generate funds	-	-	-	-
Income from investment	1	-	463	464
TOTAL INCOMING RESOURCES	75,702	659,895	463	736,060
RESOURCES EXPENDED				
Grants and charitable giving	-	-	-	-
Activities directly relating to the work of the church	82,233	631,994	-	714,227
Church management and administration	4,230	8,000	-	12,230
Expenditure relating to activities to generate funds	1,632	-	-	1,632
TOTAL RESOURCES EXPENDED	88,095	639,994	-	728,089
NET OUTGOING RESOURCES BEFORE TRANSFERS				
	(12,393)	19,901	463	7,971
TRANSFERS BETWEEN FUNDS				
	(5,088)	5,536	(448)	-
NET MOVEMENT IN FUNDS				
	(17,481)	25,437	15	7,971
BALANCES BROUGHT FORWARD AT 1ST JANUARY				
	30,271	15,596	2,962	48,829
BALANCES AT 31ST DECEMBER				
	12,790	41,033	2,977	56,800

The notes on pages 19-24 form part of these accounts.

Parochial Church Council Of Flamstead
Balance Sheet as at 31st December 2022

	Note	2022	2021
		£	£
FIXED ASSETS			
Tangible	4	9,550	19,100
Investment assets	5	1,275	1,637
		10,825	20,737
CURRENT ASSETS			
Debtors	6	16,276	21,831
Short term deposits		3,374	3,316
Cash at bank and in hand		169,701	140,924
		189,351	166,071
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	7	98,815	130,008
NET CURRENT ASSETS		90,536	36,063
NET ASSETS		<u>101,361</u>	<u>56,800</u>
FUNDS			
Unrestricted		11,631	12,790
Restricted	10	86,720	41,033
Endowment	9	3,010	2,977
		<u>101,361</u>	<u>56,800</u>

Approved by the Parochial Church Council on 28th April 2024 and signed on its behalf by:

The Reverend Jo Burke

The notes on pages 19 to 24 form part of these accounts.

Parochial Church Council Of Flamstead
Notes to the Financial Statements
For The Year Ended 31st December 2022

1) ACCOUNTING POLICIES

- a) The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice on Accounting and Reporting by Charities for charities SORP (FRS 102). 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.

b) Funds

Endowment funds are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established. Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) 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.

c) Incoming resources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants & legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

d) Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

e) Activities directly relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31st December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

f) Fixed assets

Consecrated and benefice 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. Assets acquired prior to 2005 are not valued in the financial statements.

Equipment used within the church premises is depreciated on a straight line basis over five years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

g) Investments

Investments have been included at cost.

h) Current assets

Amounts owing to the PCC at 31st December in respect of fees or other income are shown as debtors less provision for amounts that may prove uncollectable. Short term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank

Parochial Church Council Of Flamstead
Notes to the Financial Statements
For The Year Ended 31st December 2022

2) INCOMING RESOURCES	Year Ended 31st December 2022				TOTAL			
	Unrestricted Funds	Restricted Funds	Endowment Funds	2022	Unrestricted Funds	Restricted Funds	Endowment Funds	2021
a) Voluntary income	£	£	£	£	£	£	£	£
Gift Aid donations & other planned giving	32,439	-	-	32,439	31,326	-	-	31,326
Income tax recoverable*	(3,797)	-	-	(3,797)	6,842	-	-	6,842
Collections (open plate & good-box) at all services	3,905	-	-	3,905	488	-	-	488
Sundry donations	4,317	-	-	4,317	3,059	-	-	3,059
	36,864	-	-	36,864	41,715	-	-	41,715
*The income tax recoverable balance £ (3,797) relates to a small number of accruals made in earlier years which were in excess of the final qualifying claim and has thus been adjusted.								
b) Other voluntary incoming resources								
Grants	27,579	124,815	-	152,394	25,948	659,397	-	685,345
Donations, appeals etc	-	270	-	270	-	498	-	498
Legacies	-	-	-	-	-	-	-	-
Sundry income	1,040	-	-	1,040	-	-	-	-
	28,619	125,085	-	153,704	25,948	659,895	-	685,843
c) Income from activities to further the Council's objects								
Newsletter	5,378	-	-	5,378	5,010	-	-	5,010
Fees	2,826	-	-	2,826	3,028	-	-	3,028
	8,204	-	-	8,204	8,038	-	-	8,038
d) Income from activities to generate funds								
Hiring of church	125	-	-	125	-	-	-	-
Sales of All Seasons Book	-	-	-	-	-	-	-	-
Fund raising events	3,121	-	-	3,121	-	-	-	-
	3,246	-	-	3,246	-	-	-	-
e) Income from investment								
Dividends & interest	25	-	-	536	1	-	463	464
	25	-	-	536	1	-	463	464
TOTAL INCOMING RESOURCES	76,958	125,085	536	202,579	75,702	659,895	463	736,060

Parochial Church Council Of Flanstead
Notes to the Financial Statements
For The Year Ended 31st December 2022

	Year Ended 31st December 2022				TOTAL			
	Unrestricted Funds	Restricted Funds	Endowment Funds	2022	Unrestricted Funds	Restricted Funds	Endowment Funds	2021
3) RESOURCES EXPENDED	£	£	£	£	£	£	£	£
a) Grants	-	-	-	-	-	-	-	-
Charitable giving	-	-	-	-	-	-	-	-
b) Activities directly relating to the work of the Church								
Ministry: diocesan parish share	31,855	-	-	31,855	31,104	-	-	31,104
clergy expenses	50	-	-	50	2,029	-	-	2,029
Expenses of services including organist	6,422	-	-	6,422	4,029	-	-	4,029
Sunday School & other teaching	-	-	-	-	-	-	-	-
Church running expenses	9,929	-	-	9,929	10,884	-	-	10,884
Church repairs & maintenance	1,215	-	-	1,215	31,598	-	-	31,598
Upkeep of churchyard	2,540	-	-	2,540	250	-	-	250
Restoration costs	-	61,820	-	61,820	1,370	608,933	-	610,303
Surveyors' & architects' fees	1,056	464	-	1,520	-	10,886	-	10,886
Depreciation of church equipment	-	9,550	-	9,550	-	12,175	-	12,175
Sundry expenses	18,569	-	-	18,569	969	-	-	969
	71,636	71,834	-	143,470	82,233	631,994	-	714,227
c) Church management and administration								
Office expenses	3,725	-	-	3,725	1,818	-	-	1,818
Wages of Parish Clerk and community engagement officer	2,221	6,667	-	8,888	2,316	8,000	-	10,316
Bank charges	82	-	-	82	96	-	-	96
	6,028	6,667	-	12,695	4,230	8,000	-	12,230
d) Expenditure relating to activities to generate funds								
Expenditure re parish magazine	1,853	-	-	1,853	1,632	-	-	1,632
Expenses re fund-raising events	1,853	-	-	1,853	1,632	-	-	1,632
	79,517	78,501	-	158,018	88,095	639,994	-	728,089
TOTAL RESOURCES EXPENDED								

Parochial Church Council Of Flamstead
Notes to the Financial Statements
For The Year Ended 31st December 2022

4) TANGIBLE FIXED ASSETS: Restricted Funds

	Hearing Loop £	New Oak Chairs £	Organ £	TOTAL 2022 £	TOTAL 2021 £
Deemed cost As at 1st January 2022	1,500	13,506	47,768	62,774	62,774
Additions As at 31st December 2022	1,500	13,506	47,768	62,774	62,774
Depreciation As at 1st January 2022	1,500	13,506	28,668	43,674	1,500
Charge for the year	-	-	9,550	9,550	42,174
As at 31st December 2022	1,500	13,506	38,218	53,224	43,674
Net Book Value	-	-	9,550	9,550	19,100

5) INVESTMENT FIXED ASSETS: Endowment Funds

	2022 £	2021 £
£161.94 2.5% Consols	-	162
£200 4% Consols	-	200
932 Church of England Income shares	1,000	1,000
320 Church of England Income shares	275	275
Cost at 31st December	1,275	1,637

The market value of 320 Church of England Income shares was £6,607 (£7,494 at 31/12/21). The St.Alban's Diocese is the Custodian Trustee for these funds and the shares are vested with them. We continue to record them at cost, consistent with prior years.
The market value of 932 Church of England Income shares was £ 19,242 (£21,826 at 31/12/21). The St.Alban's Diocese is the Custodian Trustee for these funds and the shares are vested with them. We continue to record them at cost, consistent with prior years.

6) DEBTORS

	2022 £	2021 £
Income tax recoverable	14,775	19,953
Other debtors	1,501	1,878
	16,276	21,831

7) LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Accruals of utility & other costs	-	279
Other creditors	19,013	49,927
Loan from FoSL	79,802	79,802
	98,815	130,008

Parochial Church Council Of Flamstead
Notes to the Financial Statements
For The Year Ended 31st December 2022

8) ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	9,550	-	9,550
Investment Fixed Assets	-	-	1,275	1,275
Current Assets	(1,930)	189,546	1,735	189,351
Current Liabilities	13,561	(112,376)	-	(98,815)
Fund Balance	11,631	86,720	3,010	101,361

9) FUND DETAILS

The restricted funds includes the Restoration Fund which comprises funds raised and grants received to restore the church building.

The endowment funds comprise the following endowments:

	2022 £	2021 £
Bennett Charity	100	100
Lamp Endowment	62	62
Flamstead Trust	100	100
Mrs Kingham Trust	100	100
Burchmore Graves Trust	250	250
Chancel Fund-deposit fund	1,373	1,340
Chancel Fund-income shares	25	25
Richard's bequest - (previously Ordination Candidates Fund)	1,000	1,000
	<u>3,010</u>	<u>2,977</u>

Parochial Church Council Of Flamstead
Notes to the Financial Statements
For The Year Ended 31st December 2022

10) RESTRICTED FUNDS

	Restoration Fund	Leader Fund	Bell Fund	Oak Chair Fund	Organ Fund	Hearing Loop	Scott Grave	Alpha Course	TOTAL
Balance at 1st January	18,036	-	1,972	-	19,100	19	1,000	906	41,033
Additions									
Other Grants received	123,919	897							124,816
Grant from FoSL for exhibition area reallocated	-								-
Legacies received	-								-
Other donations	270								270
Gift Aid recoverable on donations	-								-
Fundraising	-								-
Expenditure									
Restoration costs	(68,487)	-							(68,487)
Surveyors & architects fees	(464)								(464)
Fundraising expenses	-								-
Fund depreciation					(9,550)				(9,550)
	(68,951)	-	-	-	(9,550)	-	-	-	(78,501)
Net balance on fund	73,274	897	1,972	-	9,550	19	1,000	906	87,617
Transferred to unrestricted funds		(897)							(897)
Balance at 31st December 2022	73,274	-	1,972	-	9,550	19	1,000	906	86,720

Note:

A grant of £82,864.20 was received on 15/2/22 from NLHF for expenditure in the period up to 31/12/21

Independent Examiner's Report to the Parochial Church Council of Flamstead

This report on the financial statements of the PCC for the year ended 31st December 2022, which are set out on pages 17 to 24, is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 (the Act).

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of section 144(2) of the Act do not apply. It is my responsibility to examine the accounts under section 145 of the Act; follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the Act; and state whether any particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with these records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
to keep accounting records in accordance with section 130 of the Act; and
to prepare accounts which accord with the accounting records and comply with the requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Angela M. Barker ACA
1B, Singlets Lane,
Flamstead,
Hertfordshire, AL3 8EN

31st May 2024

Independent Examiner's Report to the Parochial Church Council of Flamstead

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Independent examiner's statement

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to keep accounting records in accordance with section 130 of the Act; and
to prepare accounts which accord with the accounting records and comply with the requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



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31st May 2024