



Annual Report and Financial Statements 2023

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PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, BURES

ANNUAL REPORT 2023

REVIEW OF THE YEAR

The church of St. Mary the Virgin, Bures, Suffolk is a thriving parish church serving the village of Bures which straddles the Suffolk-Essex border. The church seeks to follow Jesus Christ in making disciples, by enabling Christians to grow in their lives of faith and reach out into the village community with the good news. The Electoral Roll comprises 117. The PCC meets bi-monthly to discuss and agree policy. Our general pattern of services has been two services every Sunday, one in Bures with Little Cornard and Assington alternating for the second service. An 8am Communion Service in Bures has also been offered on the first Sunday of the month. If there is a 5th Sunday in the month, this is generally a Benefice service in one of the Parishes. Additional services have also been offered for special days such as Christmas, Easter and the Coronation of King Charles III.

The PCC met five times during the year plus an APCM on 4th May 2023. It was agreed to form 3 sub-committees of the PCC: Finance Committee, Fabric Committee and Outreach and Activities Committee. These Committees seem to be working well. The Photocopier was moved from the Community Centre to the church kitchen and therefore the kitchen had to be kept locked. The clapper from the Tenor Bell fell off, damaging the hammer that chimes the hour on the clock, but David Lee kindly managed the repairs. In an effort to save paper, the Pew News now comes out as a fortnightly Benefice Newsletter email, although some printed copies are in church for those without email.

Heather Whittle was appointed School Foundation Governor and at the APCM in May Andy Boyce was elected Churchwarden. The Treasurer changed our bank from Santander to Unity Trust Bank and encouraged everyone to join the Parish Giving Scheme. The Fair Trade stall at church closed as Fair Trade have ceased to trade. All policies were reviewed and updated and there were celebrations for the Coronation and the annual Big Top service in July.

St. Mary's received a generous donation from the Open Gardens weekend and a donation from the Harvest Hop Barn Dance held in place of the Harvest Supper. There was the usual over 75's Harvest Lunch in church, much enjoyed by all who attended. We gratefully received a grant from the Bures Music Festival for upgrades to the kitchen units. Proceeds from the Autumn Fair were shared between Smile Malawi and Pancreatic Cancer Research. An Alpha Course was run and a very successful Benefice Weekend at Launde Abbey.

The Growing in God focus group have been involved in the Growing Rural diocesan training and discussions of our vision and strategy were discussed more widely, including at a PCC meeting. To complement the focus on sharing Jesus' story in our everyday relationships, the PCC have begun work on supportive projects to increase the usefulness of the church building. The busy year ended with rather unexpected and expensive urgent electrical work needing to be done in the church and outside on the path lights. At the end of 2023 our new Plan for Growth is coming together and will be in place early in 2024.

AIMS & OBJECTIVES

The Parochial Church Council (PCC) has the responsibility of co-operating with the Minister in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical (PCC Powers Measure 1956 section 2)

The PCC is committed to serving the village of Bures by enabling as many people as possible to hear the good news of Jesus Christ and join in the worship of our church throughout the parish. When planning our activities for the year, we have considered the Commission's guidance on public benefit, and particularly the supplementary guidance on charities for the advancement of religion. Our goal is to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning from the Bible; enabling the development of knowledge and trust in Jesus Christ.
- Provision of pastoral care for people living in the parish.
- Outreach work.
- To facilitate this work it is important that we maintain the fabric of the Church of St. Mary the Virgin and the surrounding churchyard.

MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

Position	Name	Term of Office
Incumbent (Chair)	Rev. Daniel Whiffin	
Associate Ministers (SSM)	Rev. Tricia Box	
	Rev. Simon White	
Readers (appointed by the APCM)	Mr. Andrew Clift	
	Mr. Murray Emerson	
Churchwardens	Mrs. Chris Tomkinson	2018–
	Mr. Andrew Boyce	2023–
Treasurer	Mr. Charles Whittle	
Deanery Synod Reps.	Mr. Alan Ryman	2023–2026
	Mr. Derek Wolsten-Croft	2023–2026
Diocesan Synod Reps.	Mrs. Charlotte Scott	2021–2024
	Mrs. Marjorie Elder	2021–2024
Elected Members	Mrs. Kate Buckle	2021–2024
	Mr. Dick Gould	2021–2024
	Mrs. Sue Emerson	2021–2024
	Mrs. Sarah Manning	2022–2025
	Mrs. Jay Sargeant	2022–resigned May 2023
	Mrs. Andrea Carter	2022–2025
	Mrs. Jan Lindsey Smith	2023–2026
	Mrs Carol Barnham	2023–2026
Co-opted Member	Mrs. Susan Ryman (Secretary)	

COMMITTEES OF THE PAROCHIAL CHURCH COUNCIL

The PCC operates through the Standing Committee, the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

During 2023, the PCC also had the following sub-committees:

- Finance Committee;
- Fabric Committee;
- Outreach and Activities Committee.

SAFEGUARDING

The PCC has elected to adopt the House of Bishops' "Promoting a Safer Church" safeguarding policy statement. A copy can be found on the National Church of England website and/or Diocesan website and a hard copy on the church notice boards.

The PCC has reviewed all roles where persons in roles for our church are in position of leadership or have contact with children or vulnerable adults and the level of training required. The PCC requires such persons to comply with our duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

CHURCH RETURN BY TYPE 2023

Electoral Roll : Resident - 98 Non Resident - 19

Average Weekly Attendance : Adults – 62 Young Persons – 3
(as counted during the census month of October 2023)

The Parochial Church Council of St Mary
the Virgin, Bures

Financial Statements for the year ended
31 December 2023

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
FINANCIAL STATEMENT FOR THE YEAR ENDING 31 DECEMBER 2023

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PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2023

This report on the accounts of the PCC for the year ended 31 December 2023 which are set out in pages 2 to 8 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ["The Regulations"] and s.145 of the Charities Act 2011 ["The Act"].

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and section 144 (2) of the Charities Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the Terms of the Regulations.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 (5) (b) of the Act and to be found in the Church Guidance 2011 Edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those 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 to comply with the requirements of the Act, and the Regulation 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;

Signed:

Examiner:



Date: 17.11.24

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
FINANCIAL STATEMENT FOR THE YEAR ENDING 31 DECEMBER 2023

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2023	2023	2023	2022
		£	£	£	£
	<u>Note</u>				
INCOMING RESOURCES					
Voluntary income	2a	102,929	15,720	118,649	82,107
Activities for generating	2b	3,375	4,694	8,069	6,126
Income from investmen	2c	597	1,912	2,509	1,005
Income from Church ac	2d	9,904	16,012	25,916	21,709
TOTAL INCOMING RESOURCES		<u>116,805</u>	<u>38,338</u>	<u>155,143</u>	<u>110,947</u>
RESOURCES USED					
Parish Share	3a	51,544	-	51,544	47,978
Church running costs	3b	18,279	33,679	51,958	66,188
Cost of generating fund	3c	609	805	1,414	1,491
TOTAL RESOURCES USED		<u>70,432</u>	<u>34,484</u>	<u>104,916</u>	<u>115,657</u>
NET (DEFICIT)/SURPLUS		<u>46,372</u>	<u>3,854</u>	<u>50,226</u>	<u>(4,710)</u>
Bank and deposit accounts					
Balances brought forward		21,303	38,062	59,365	64,075
Net (deficit)/surplus		46,372	3,854	50,226	(4,710)
Balances carried forward		<u>67,675</u>	<u>41,916</u>	<u>109,591</u>	<u>59,365</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
2 - INCOMING RESOURCES

	Unrestricted funds	Restricted funds	TOTAL FUNDS 2023	2022
	£	£	£	£
<u>2a Voluntary income</u>				
Gift Aided donations	44,653	8,370	53,023	53,354
Non-Gift Aided giving	4,943	-	4,943	3,768
Collections	5,768	1,878	7,646	5,217
Contactless/QR Code	398	16	414	-
Giving through church boxes	-	357	357	395
One off gifts	1,188	2,020	3,208	724
Legacies and grants	32,554	400	32,954	400
Donations, appeals, etc	30	350	380	2,677
Gift Aid recovered thereon	13,395	2,329	15,724	15,572
	<u>102,929</u>	<u>15,720</u>	<u>118,649</u>	<u>82,107</u>
<u>2b Activities for generating funds</u>				
Fetes, bazaars, bookstall	<u>3,375</u>	<u>4,694</u>	<u>8,069</u>	<u>6,126</u>
	3,375	4,694	8,069	6,126
<u>2c Income from investments</u>				
Interest & dividends	<u>597</u>	<u>1,912</u>	<u>2,509</u>	<u>1,005</u>
	597	1,912	2,509	1,005
<u>2d Income from church activities</u>				
Fees for weddings and funerals	784	345	1,129	2,458
Benefice weekend	-	15,550	15,550	6,690
Open Doors	1,166	-	1,166	885
Magazine advertising	3,744	-	3,744	5,102
Magazine sales	2,351	-	2,351	2,504
Other activities	1,859	117	1,976	1,643
Transfers from other churches	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,427</u>
	9,904	16,012	25,916	21,709
TOTAL INCOMING RESOURCES	<u>116,805</u>	<u>38,338</u>	<u>155,143</u>	<u>110,947</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
3 – OUTGOING RESOURCES

	Unrestricted funds £	Restricted funds £	Total Funds 2023 £	2022 £
<u>3a Parish Share</u>				
Ministry Element	45,033	-	45,033	47,978
Non-Ministry	6,511	-	6,511	-
	<u>51,544</u>	<u>-</u>	<u>51,544</u>	<u>47,978</u>
<u>3b Church Running Costs</u>				
Missionary and charitable giving:				
Giving to mission societies	-	2,000	2,000	4,984
Giving to relief and dev. agencies:	-	1,049	1,049	2,532
Home mission	200	-	200	677
Secular charities	30	5,690	5,720	1,159
	<u>230</u>	<u>8,739</u>	<u>8,969</u>	<u>9,352</u>
Clergy and staff costs:				
Assistant staff	116	-	116	130
Salary and payroll processing for	137	-	137	10,498
Visiting speakers	-	-	-	92
Working expenses of incumbent	1,036	-	1,036	404
	<u>1,289</u>	<u>-</u>	<u>1,289</u>	<u>11,124</u>
Church running				
Training and mission	40	-	40	210
Benefice weekend	-	14,175	14,175	4,330
Messy church	-	44	44	118
Counselling and education	-	-	-	337
Insurance	-	3,068	3,068	2,819
Organ tuning	-	-	-	186
Cleaning	1,157	-	1,157	1,232
Moveable furnishings	98	370	468	252
Upkeep of services	540	59	599	-
Worship materials	-	-	-	371
Upkeep of churchyard	77	-	77	57
Flowers	174	92	266	713
Administration	774	-	774	1,617
Catering	631	473	1,104	1,131
Photocopying	1,793	-	1,793	2,343
Software licences	666	-	666	622
Website and publicity	164	-	164	177
Church office	42	-	42	2,587
Electricity	1,646	-	1,646	2,295
Water	271	-	271	217
Oil	340	1,370	1,710	3,262
Broadband	498	-	498	91
Magazine costs	5,313	-	5,313	5,014
Regular maintenance	2,536	1,453	3,989	3,288
Major works	-	3,836	3,836	12,443
	<u>16,760</u>	<u>24,940</u>	<u>41,700</u>	<u>45,712</u>
Total	<u>18,279</u>	<u>33,679</u>	<u>51,958</u>	<u>66,188</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
3 – OUTGOING RESOURCES - CONTINUED

3c cost of generating funds

Costs of fund raising	570	804	1,374	1,491
Bank / Transaction Charges	39	1	40	-
	<u>609</u>	<u>805</u>	<u>1,414</u>	<u>1,491</u>
TOTAL OUTGOING RESOURC	<u>70,432</u>	<u>34,484</u>	<u>104,916</u>	<u>115,657</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
4 – MOVEMENT IN FUNDS

Fund	Note	Brought forward £	Incoming resources £	Outgoing resources £	Carried forward £
Fabric Maintenance		10,819	8,459	(8,247)	11,031
Probert legacy – nave ceiling		17,500	669	-	18,169
Russe		-	2,000	(2,000)	-
Messy Church		428	62	(43)	447
Clock Trust		338	267	-	605
Sharp Flower fund		415	455	(325)	545
Dorcas Bridge		5,338	221	(473)	5,086
Tower Fund – Bells		2,464	132	(110)	2,486
Donor Specified		576	9,722	(9,110)	1,188
Launde		184	16,351	(14,176)	2,359
Total restricted funds		38,062	38,338	(34,484)	41,916
General fund	1	21,303	116,805	(70,432)	67,675
		59,365	155,143	(104,916)	109,591

Notes:

1

The General Fund includes £28,554, which has been designated by the PCC for future projects. These funds were designated from legacies received during the year.

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES

5 – STATEMENT OF ASSETS AND LIABILITIES

	<u>Total</u>	<u>General</u>	<u>Fabric</u>	<u>Donor</u>	<u>Sharp</u>	<u>Tower</u>	<u>Clock</u>	<u>Messy</u>	<u>Dorcas</u>	<u>Probert</u>	
		<u>Fund</u>		<u>Specified</u>	<u>Flower</u>	<u>Fund</u>	<u>Trust</u>	<u>Church</u>	<u>Bridge</u>	<u>Nave</u>	<u>Launde</u>
	£	£	£	£	£	£	£	£	£	£	£
Santander	18,158	17,333	825	-	-	-	-	-	-	-	-
Unity Trust Bank	47,962	37,256	2,666	1,096	545	2,299	605	447	20	669	2,359
Cash in hand	1,186	867	40	92	-	187	-	-	-	-	-
CCLA Deposit	42,285	12,219	7,500	-	-	-	-	-	5,066	17,500	-
Total Funds	109,591	67,675	11,031	1,188	545	2,486	605	447	5,086	18,169	2,359

Debtors

As at 31 December 2023, the PCC had paid a deposit of £250 towards the benefice weekend, which is due to take place in 2025.

Liabilities

The PCC has a photocopier lease agreement, which commenced on 1 December 2021 and finishes on 1 December 2026. As at 31 December 2023, the amounts due in respect of this lease are as follows:

	2023
Amounts Falling due within one year	1,219
Amounts falling due within 1 - 5 years	2,437
Total amounts due	3,656

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
NOTES TO THE FINANCIAL STATEMENT

1. Accounting Policies of the Parochial Church Council

The Financial Statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2011 using the Receipts and Payments basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

It is the aim of the PCC to retain a reserve fund equivalent to 3 months expenditure. Members would like to see a sum of £25,000 held in this fund, although they appreciate that this may not always be possible.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.
- Investments held beneficially by the PCC.
- Closing bank balances as shown in the receipts and payment account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loan or overdraft to the PCC
- Any arrears of Diocesan Quota of Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
NOTES TO THE FINANCIAL STATEMENT

2 – Bures PCC Charitable Giving 2023

	<u>£</u>
Suffolk Wildlife Trust	2,624.61
EPIC/Russe	2,000.00
DEC	1,048.55
Daws Hall	786.33
Royal British Legion	762.06
Pancreatic Cancer UK	630.53
Smile Malawi	630.52
RNID	256.42
SASRA	200.00
SCHT	30.00
	<hr/>
	8,969.02 <hr/>

This Annual Report and Financial Statement were approved by the PCC and signed by the chair:

Daniel Shiffin (Vicar) on **18 April 2024.**