

COSTESSEY PAROCHIAL CHURCH COUNCIL ANNUAL REPORT

YEAR END 31ST DECEMBER 2021

This report is required by the Church Representation Rules and the Church Accounting regulations and it covers financial matters considered by Costessey Parochial Church Council (PCC) during the year as well as events, organised by the Church in the parish.

The P.C.C. met on a regular basis and the annual checks in the following areas have taken place:

Church Terriers, Risk Assessment, Firefighting equipment and Portable Appliance Tests.

The Benefice and Parish:

We are fortunate that the Costessey Benefice and Costessey Parish are one and the same.

Unlike many parishes who find themselves part of a Benefice with other parishes and having to share the Benefice Clergy. We have the one Vicar for the Benefice and the Parish.

For the Diocese of Norwich the term *Benefice* is used as a common unit on which to base staff and other resources within the Diocese

Costessey is part of the Diocesan Church Planting & Regeneration (CPR) project.

This has meant we have received:

Curate post - .50% fte.

Families/YP worker - (25 hours per week).

The fund has also allowed for the purchase of computers, T.V and other equipment to enable live streaming of services.

This means the fund has paid for our Curate Matt's time in the parish and we are very appreciative of that, not only in relation to the finance but more especially to Matt and his contribution to the Clergy team and the work in Costessey in general. It's never easy having to 'share' oneself around but we have all enjoyed his contribution.

When reading the accounts for the year 2021 it is worth bearing in mind that the full on cost to the Diocese for one Vicar is £60,000. In 2021 we were only invoiced for £30,000 of which we only managed to pay £21,000

For 2022 we have been invoiced £36,000

The Parish has also benefited from being allocated two Ordinands – Naomi and Charlotte.

Naomi has been with us since 2020 and will shortly be leaving us for her first Curacy at St. Peter Mancroft Church, Norwich. Naomi has greatly contributed to the life of the Parish and the Clergy team and been another pair of hands to help put the Parish back together. She has played a large part in the work to form Costessey Cares.

We thank her for her commitment to us amidst all her study requirement and wish her well in her new post.

Charlotte joined us during the year as part of her on the job training. We look forward to working with her.

Whilst Ordinand's are a useful presence in the Parish they come with an additional commitment for the Vicar. Their training needs are another priority the Vicar needs to fit into his busy parish life.

A final important member of the Clergy team is Rev. Bill – the powers that be say, he is retired, but he seems to us he works pretty hard and we all enjoy his services and commitment. We thank him for giving up his time to be part of this parish.

Premises and Property

St. Edmunds Church – the completion of the work on the new Vestry doors was delayed as a result of Covid restrictions but should be completed in the New Year.

St Helen's Church – work to make the Parish Office in the former 'green room' was completed and is now being used by the Families Worker, the Clergy and as a general meeting place.

The pursuance of the plans for the St. Helen's site in general got off to a good start with much interest in some initial ideas. The desire to bring the site into the 21st century and meet the identified needs of the community, are still very much part of the Buildings Working Group priorities and will be pursued.

Parish Activities

Covid restrictions brought disruption to the normal pattern of worship.

All credit to the Clergy team, who rose to the occasion and continued various productions accessible via the internet.

Once churches were allowed to open, both our churches were although initially not simultaneously. This meant the congregations got used to sharing services which brought the congregations together.

From September onwards both churches were opened each Sunday under a new service pattern, albeit mask wearing being compulsory.

The new patterns of worship were approved by the PCC which saw St. Helen's reverting to a 9.30 start and St Edmunds 11am. The style of worship will be more modern for St. Helen's and traditional for St Edmunds.

The Clergy and PCC will continue to monitor the congregation's views.

Members of the congregation continued until August to give their time to support the community by delivering food parcels to families identified by the Ormiston Victory school, as being in need. Each week roughly 20 parcels were provided by the Soul Foundation and delivered to families in and around Costessey. In August, Ormiston Victory decided to carry out the deliveries themselves but greatly appreciated the support we had provided for about a year.

Fund raising events have not been possible again this year but a

Quiz night was successfully held.

The Gift Day held in October which asked the congregation to review their 'giving' to the church.

Operation Christmas Child boxes, was this year organized by Andree Taylor.

Once again the Vicar worked with The Costessey Branch of the Royal British Legion and organised a Remembrance Day Service. It was good to be able to invite people to attend this year, which the community fully supported. It was good to see the Scouts Brownies, Boys/Girls Brigade join with the Veterans and parade along The Street to the Church and form part of the service at the War Memorial. However, this year they did not attend the service in the church because of Covid restrictions.

It was good to see the work by Edward and Naomi in setting up Costessey Cares with other partners in the community, was recognized by Edward being elected Chairman of the organization.

The Parish in general

It is stating the obvious that for any organization 2021 was a difficult year. More so for those organizations trying to identify community needs relevant to their organization and develop a plan to propel their organization forward in a timely and beneficial way. Despite the many issues thrown up by Covid, the Clergy team under the leadership of the Vicar have attempted to do that and produced –

The Mission of the Church

The church desires growth in Height (worship and prayer), Width (reaching, serving and partnering with our community) and Depth (in discipleship and love for one another).

Work on all aspects of the Mission of the Church have been pursued, in addition to the usual rhythm of events during the church year starting with:

Advent service organized by Jason Lambert (Organist).

Carol Service	Christingle	Midnight Service
Christmas Day	Lent Services	Easter Holiday Clubs
Gift October	Shoe Boxes	SHED garden services

Support

This report has highlighted some of the work in the parish but there is much more which goes unannounced as part of the Costessey Christian family. We sincerely thank all those who support the parish in anyway.

Denis Collen

Libby Glover

Churchwardens

March 2022

St Edmund's Church & St Helen's Church
Costessey, Norwich

Annual Report

and

Financial Statement of The Receipts & Payments Account

of the

Parochial Church Council

for the year ending 31st December 2021

Priest in Charge:
Revd Edward Land
The Vicarage
Folgate Lane
Old Costessey
Norwich NR8 5DP

Bank:
NatWest Bank PLC
21 Gentleman's Walk
Norwich NR2 1NA

Independent Examiner:
Mrs M-A Edwards
MAE Bookkeeping & Accounts
156 Fakenham Road
Briston
Melton Constable NR24 2DH

Costessey PCC

Financial Statements for the Year Ended 31st December 2021

Financial Report

Overview

Like 2020, 2021 was a very difficult year due to the ongoing effects of the Coronavirus pandemic. Although both churches opened their doors to worshippers it was evident that the number of people attending had decreased.

The services at St Helen's continued to be live-streamed and were regularly "followed". However, the resultant drop in attendance made quite an impact on finances

Receipts

The General Fund receipts for 2021 (£42904) show a decrease of £4362 in comparison to 2020 (£47266).

There was no income from Costessey News

Hall Hire income was £755. The hall is regularly used by the Brownies and a Zumba Class

Hall hire fees have been increased for 2022 and it is hoped that the hall can be used by other groups especially after the kitchen is re-furnished

There were 2 gifts received in the year. One for Children's work and the other for the fabric at St Edmund's

Payments

The parish share request for 2021 was £36000. £21390 was paid towards it during the year, leaving a shortfall of £14610.

The parish share request for 2022 is set at £36,497 as per Diocesan email 06/01/22

The PCC decided to increase the direct debit for the Parish Share to £2000 pcm for 2022

Payments from the General Fund decreased by £2964.

Maintenance and refurbishment costs for St Helen's Church & Hall totalled £5871 of which £3302 was paid for from the 2020 Offering October Gift Day

St Edmund's

Heat, light and water costs show a slight decrease of £201.

Insurance costs increased by £180

£262 was spent on a microphone, stand and lectern paid for from the 2020 October Gift Day

St Helen's

The cost of maintenance increased significantly due to the refurbishment of the Church Office in St Helen's Hall

Heat, Light and Water costs decreased due to church and hall being closed for a long period.

The cleaner has been reinstated as the hall is being used more frequently. This costs £27 per week.

Magazine

There was no income (or expenditure) relating to Costessey News in 2021.

The PCC has agreed to restart the Costessey News in 2022. This is being undertaken by Lynda Jones.

Mission & Charities.

There was only one collection taken during the year.

This was for the Bishop's Afghan Fund.

Costessey PCC

Financial Statements for the Year Ended 31st December 2021

Receipts and Payments Accounts

	Unrestricted		Restricted Funds	Total 2021	General Fund		Totals 2018
	General	Designated			Total 2020	Total 2019	
Receipts	£	£	£	£	£	£	£
Planned Giving	19,405			19,405	18,959	18,752	11,342
Good Box	476			476			
Plate Collections	4,490			4,490	5,775	6,140	3,340
Donations	857			857	9,054	6,741	336
Gift Aid Rebate	4,901			4,901	4,526	3,540	3,961
Fees (Gross)	7,726			7,726	6,936	6,364	5,446
Fund Raising Activities							
Magazine Adverts	-			-	1,415	4,553	3,515
Magazine Sales/Misc	-			-	741	1,684	1,576
Hall Lettings	755			755	169	6,041	8,866
Other Fund Raising	2,986			2,986			
Special Functions	138			138	100	14,541	1,475
Youth Events	120			120			
Sunday Coffee	31			31	65	370	295
Endowment Dividends			20	20	152	282	
Bank Interest			300	300	290	366	
Legacies/Bequests		1,250	1,000	2,250		20,913	
Grants	1,000			1,000		19,487	
Insurance Claims	-			-			
Loan	-			-			
Transfer of Funds				-		13,788	
Sundry	19			19	505	18,531	1,082
Totals	42,904	1,250	1,320	45,474	48,687	112,328	41,234

Mission/Charities 2021

Collected		£	Forwarded	£
Sep-21	Bishop's Afghan Charity	194.23	Oct-21	194.23
Totals		194.23		194.23

Costessey PCC

Financial Statements for the Year Ended 31st December 2021

Receipts and Payments Accounts

Payments	Unrestricted		Restricted Funds	Total 2021	General Fund		Totals 2018
	General	Designated			Total 2020	Total 2019	
	£	£	£	£	£	£	£
Parish Share	18,000			18,000	24,000	25,000	20,000
Altar Requisites	-			-	28	180	75
Admin/Accounts	254			254	1,295	1,514	1,572
Clergy Expenses	569			569	2,173	856	145
Worship	247			247			
Fees to Diocese	5,023			5,023	5,152	2,112	3,730
Fees to Verger etc.	-			-	-	0	286
Services & Events	773			773			
Flowers	50			50	-	0	51
Organists	790			790	240	1,241	
Organ/Piano Maint	439			439	-	1,416	1,216
Subs/Licences	296			296	516	446	322
Youth Events	468			468			
Fund Raising Expenses							
Magazine Expenses	-			-	541	1,479	1,771
Social Functions	-			-	-	545	5
Hall Management	-			-	-	0	100
Church Running Costs							
St Edmund's							
Heat, Light & Water	1,446			1,446	1,647	1,721	653
Maintenance	172			172	1,215	289	579
Car Park Rent	10			10	10	10	
Supplies	273			273	118	194	15
Insurance	1,729			1,729	1,549	1,647	1,976
St Helen's							
Heat, Light & Water	1,451			1,451	1,276	3,777	3,737
Maintenance	5,871			5,871	665	369	3,177
Caretaker	216			216	300	1,216	1,173
Supplies	209			209	484	84	131
Insurance	781			781	697	742	724
St Edmund's Bell Project				-	-	18,945	
St Edmund's HLF Project				-	-	0	
St Edmund's Chancel Wall Project				-	-	3,401	
St Edmund's Heating Project				-	-	2,469	
St Edmund's Oak Cupboard Project				-	-	3,539	
St Helen's Hall Roof/Refurb Project				-	-	36,319	
Michael Richardson/Alpha 2020				-	-	900	
Transfer of Funds		-	-	-	-	13,788	
Sundry	315			315	1,373	4,297	1,157
Totals	39,382	-	-	39,382	43,279	128,496	42,595

Costessey PCC

Financial Statements for the Year Ended 31st December 2021

Movement within Funds & Balance

	Opening Balance 01/01/21	Receipts	Payments	Closing Balance 31/12/21	Closing Balance 31/12/20
Endowment Funds					
Chancel	856	57	-	913	856
Churchyard	2793	218	-	3011	2793
Clive James	375	28	-	403	375
St Helen's Fabric	3662	2	-	3664	3662
Sub-Total	7,686	305	-	7991	7686
Restricted Funds					
Bells	1428	1	-	1,429	1428
Choir (St E)	213	-	-	213	213
Choir (St H)	368	-	-	368	368
Curson Legacy	1282	1	-	1,283	1282
Fabric (St E)	148	1000	-	1,148	148
Hall Roof Dev Fund	-	-	-	-	-
Organ Maintenance	359	-	-	359	359
Woolner Legacy (St H)	-	-	-	-	-
HLF Project (St E)	-	-	-	-	-
Chancel Wall (St E)	-	-	-	-	-
Heating (St E)	-	-	-	-	-
Oak Cupboard (St E)	-	-	-	-	-
M H Richardson Family	8,642	5	-	8,647	8642
M H Richardson St H Roof & Boiler	8,261	4	-	8,265	8261
Curson Bequest re G & M Munday	1,008	-	-	1,008	1008
Sub-Total	21,709	1011	-	22,720	21709
Unrestricted Funds					
Designated					
Bell Fund	57	-	30	27	57
Church Linen (St E)	182	-	-	182	182
Education	285	1	-	286	285
Equipment (St E)	490	-	-	490	490
Equipment (St H)	79	-	-	79	79
Fabric (St E)	3758	2	-	3,760	3758
Fabric (St H)	700	-	-	700	700
N.Chamberlain (St H)	263	-	-	263	263
Printer/Copier	649	-	-	649	649
Muriel Webb (St H)	1006	1	-	1,007	1006
N&J Vitkovich re Youth and Children	-	1250	-	1,250	-
Sub-Total	7,469	1254	30	8,693	7469
General Fund	16085	42904	39,382	19,607	16085
Total All Funds	52,949	45474	39,412	59,011	52,949

Total Funds Represented By

£

Natwest Current Account	19307
CCLA Deposit Account	39404
Clergy Expenses Float	300
	59011

Approval of Financial Statements.

The 2021 Financial Statements and Balance Sheet were approved at a meeting of the PCC, held on

Revd Edward Land, Priest in Charge

Mr Denis Collen, Churchwarden

Libby Glover, Churchwarden

Costessey PCC

Financial Statements for the Year Ended 31st December 2021

Statement of Assets and Liabilities

	Unrestricted		Restricted	Total	Total	Total	Total
	General	Designated	Funds	2021	2020	2019	2018
	£	£	£	£	£	£	£
Cash Funds:	300			300	250	250	
Bank Current Account	19,307		-	19,307	15,809	11,732	12,087
Bank Deposit Account		8,693	30,711	39,404	36,864	35,561	51,624
	19,607	8,693	30,711	59,011	52,923	47,543	63,711
<u>Other Monetary Assets</u>							
<u>Liabilities</u>							
Charity Donation to be forwarded.		-	-		20		-

Investment Funds Market Value at 31st December 2020	2021	2020	2019	2018
	£	£	£	£
Chancel Fund				
94.92 income shares in the CBF of the Cof E Investment Fund	2,223	1,945	1,820	1,533
Churchyard Fund				
365 income shares in the CBF of the Cof E Investment Fund	8,548	7,478	6,997	5,894
Clive James Memorial Fund				
45.37 income shares in the CBF of the Cof E Investment Fund	1,062	930	870	733

Independent Examiners Certificate

Report to the trustees/ members of:	Costessey PCC
On accounts for the year ended:	December 2021
Charity no (if any):	

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:			Date:	19 March 2022
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Name:	Marie-Anne Edwards
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Relevant professional qualification(s) or body (if any)	AATQB
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Address:	156 Fakenham Road, Briston, Norfolk, NR24 2DH

Independent Examiners Certificate

Report to the trustees/ members of:	Costessey PCC
On accounts for the year ended:	December 2021
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Signed:			Date:	19 March 2022
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Name:	Marie-Anne Edwards
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Relevant professional qualification(s) or body (if any)	AATQB
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Address:	156 Fakenham Road, Briston, Norfolk, NR24 2DH