

**The Shrine and Parish Church of St Mary Willesden
Annual Vestry Meeting
&
Annual Parochial Church Meeting
Sunday 15 May 2022 at 12 noon in church**

VESTRY MEETING

AGENDA

1. Apologies
2. Minutes of previous year's Vestry Meeting, Saturday 24 April 2021
3. Election of Churchwardens

**DRAFT
Minutes of the Vestry Meeting held on Saturday 24 April 2021 in Church**

Present in Church: In the chair Fr Chris Phillips, and 14 lay members.

1. Apologies: none were received
2. Minutes of previous year's Vestry meeting held on Saturday 10 October 2020

The minutes of the 2020 Vestry meeting had been circulated before the meeting. These were unanimously accepted and adopted as a correct record of the meeting.

3. Election of Churchwardens

Two nominations for the post of Churchwarden had been received, for Roger Macklen and Stephen Halliwell. In the absence of any further nominations, Roger Macklen and Stephen Halliwell were unanimously elected to serve as Churchwardens for the year 2021-22.

Fr Chris wished to record his thanks to Roger for his service as sole Churchwarden during the last year. This had been a very challenging and demanding role in view of the extra responsibilities and duties arising from the pandemic and he had coped magnificently.

This concluded the business of the Vestry Meeting.

Chairman

Secretary

**The Shrine and Parish Church of St Mary Willesden
ANNUAL PAROCHIAL CHURCH MEETING
Sunday 15 May 2022 at 12 noon in church**

AGENDA

1. Apologies
2. Minutes of previous year's APCM, Saturday 24 April, 2021
3. Presentation of Electoral Roll
4. PCC Secretary's Report
5. Presentation of PCC Accounts to 31.12.2021 (separate bundle)
6. Appointment of Independent Examiner
7. Report on Fabric, Goods and Ornaments
8. Report on proceedings of Deanery and Diocesan Synods
9. Election of 6 members of the PCC for three years
10. Parish Reports
 - i) Bellringers
 - ii) Sunday School and Youth Group
 - iii) St Mary's School
11. Fr Chris's report
12. Any Other Business

DRAFT

Minutes of the Annual Parochial Church Meeting 2021 held on Saturday 24 April 2021 in Church immediately following the Vestry meeting

Present in Church: In the chair Fr Chris Phillips, and 14 lay members.

1. Apologies: None had been received.

2. Minutes of the APCM held on Saturday 10 October 2020

The minutes were unanimously accepted and adopted as a correct record of the meeting.

3. Electoral Roll Report

The current total is 94, 56 of whom live outside the parish.

Kathy Watters raised a question about the qualification for being on the Electoral Roll. Many people on the Roll have not attended church recently. People living in the parish do not have to attend Mass but are all eligible to be on the Roll. The requirement for people living *outside* the parish is that they should have attended Mass three times in the last year. Kathy asked if this rule still applies given that the pandemic may have prevented people from attending for health reasons.

Fr Chris was not aware of any change in the rules. Several church members were participating by Zoom and this would qualify as an attendance. If queried they ought to be able if necessary to prove they had watched by providing their computer browser history. However this is a matter that we should probably address at a future PCC meeting, and it was agreed to put the subject on the agenda for the next PCC.

4. PCC Secretary's report

The Secretary's report had been circulated before the meeting. No further questions were asked.

5. Accounts

The Treasurer's report and accounts had been circulated before the meeting.

Kathy Watters queried the difference in water costs for the Vicarage, which had increased from £299 to £439 since the previous year. Catherine explained that this was due to a water meter having been installed. However the most recent bill this year had been for over £1000. It was possible that this was due to a leak and Fr Chris would investigate this.

No further questions were forthcoming and the Accounts were unanimously approved. Fr Chris thanked Catherine for her work on the accounts.

6. Appointment of Examiner

Catherine proposed that we reappoint Alan Rix as Independent Examiner. This was seconded by Kathy Watters and agreed unanimously.

7. Report on Fabric, Goods and Ornaments

Roger Macklen as Churchwarden had submitted a written report on the various works in progress in the Church, Parish Centre and the Cottages. No questions were raised.

8. Deanery and Diocesan Synods Report and election of Deanery Synod representatives

Reports had been submitted by our Deanery and Diocesan Synod representatives. Due to the pandemic, only one meeting of the Deanery Synod (Anglicans in Brent) had taken place, at St Matthew's Willesden, on the subject of the work of the Children's Society and children's mental health.

The Diocesan Synod had also met three times, twice on Zoom and once in person, attended by our representative Stephen Halliwell. A new Synod will be elected in July this year and Stephen hopes to continue to be one of Brent's representatives.

9. Election of 3 members of the PCC for three years

Diane Shrouder and Catherine McArdle have reached the end of their three year terms on the PCC and are required to step down. In addition there is one further vacancy which remains unfilled from last year. No nominations were received for anyone to fill these vacancies, so they remain unfilled for the present although we can fill them at any time during the year if required.

10. Parish Reports

Reports had been received and circulated from the Bell Ringers, Sunday School and St Mary's School.

Bell Ringers: Fr Chris commented that the Bell Ringers had been unable to ring for the last year because the entrance to the Tower is currently boarded up.

St Mary's School: Stephen Halliwell asked when the School services in Church might be permitted to resume. Fr Chris is in contact with the school and hoped that services might resume in June when all social distancing restrictions should be lifted.

Lucky Enekeme asked that we should record our thanks to the Head Teacher and the staff of the School for their work during the pandemic in supporting the children, families and the community during lockdown.

Fr Chris said that we need another PCC Governor for the School, and asked if anyone felt called to do this. It is not necessary to be on the PCC, just appointed by the PCC.

11. Vicar's Report

The Vicar's report had been circulated before the meeting. Fr Chris reported on how the Church community had responded to the difficulties of the pandemic. Our community was badly hit by the virus in the first wave. However St Mary's was one of the few churches which remained open following the second lockdown. Our continued ability to worship when permitted in church observing social distancing, and throughout the pandemic using social media, sent an important signal to the parish that we were there for them.

We are still supporting the Food Bank and hope to be able to have them back in church as soon as permissible.

Our relationship with the School continues with Fr Chris providing regular pre-recorded videos. We have also been able to donate money for the provision of laptops for vulnerable children.

He recorded his thanks to all those who had stepped up to face the challenge of the pandemic, in particular to Roger who had been managing as the sole Churchwarden for the last six months in spite of his health difficulties; to the rest of the Standing Committee and the PCC, and all other members of the church family who had come forward to help where needed.

There are strong signs of hope with the availability of the vaccines. It is clear that people are seeking a return to the status quo, and we look forward to being able to return to something approaching normal in the coming weeks. We hope to be able to draw on our experience and lessons learned as we begin to build up our parish again.

12. AOB

It was agreed to postpone the appointment of sidespeople to the first meeting of the PCC.

In conclusion Fr Chris wished to place on record his thanks to everyone involved with the church who showed their commitment in very challenging circumstances. Thanks to the dedication of many people we are in a strong position to rebuild and develop in the year ahead.

3. Electoral Roll Report

Separate sheet

4. PCC Secretary's Report 2021-22

The Vestry Meeting and APCM were held on 24 April 2021 in Church.

At the Vestry meeting Roger Macklen and Stephen Halliwell were elected as Churchwardens.

At the APCM there were two unfilled vacancies on the PCC but no nominations for the following year were received, so these vacancies were left unfilled. Catherine McArdle, who had had to step down having come to the end of her 3 year term of office on the PCC, was co-opted to continue as a non elected member.

The new PCC met briefly the same day after conclusion of the APCM to make the following appointments:

Vice Chairman: Roger Macklen
PCC Secretary: Alison Harvey
Treasurer: Catherine McArdle

At the first full meeting of the new PCC on 17 May the following appointments were made:

Standing Committee: Incumbent, Churchwardens, Treasurer, Secretary
Electoral Roll Officer: Ros Glaser
Stewardship/Gift Aid Officer: Elsie Points
Health & Safety Officer: Stephen Halliwell
Safeguarding Officer: Sharon Dennis
DBS checker: Alison Harvey

At a subsequent meeting Linda Boakye was appointed as Children's Champion and the Buildings Committee was reappointed comprising Fr Chris, Roger Macklen, Stephen Halliwell, Esther Ugwunkwo, Fitzroy Taylor and Kathy Watters. Later in the year Fitzroy Taylor stepped down and was replaced by Elsie Points.

The current list of Sidesmen was reappointed.

The PCC met 10 times and Standing Committee met 8 (9) times.

All meetings had on the Agenda the mandatory subjects of Youth, Health and Safety and Safeguarding. The PCC re-adopted our Safeguarding Policy as we are required to do every year (following the Safeguarding and Clergy Discipline Measure 2016 duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults) and a copy of the Policy and contact details for the Safeguarding Officer was placed in the Church porch.

Stephen Halliwell as our Health and Safety officer provides monthly reports, and prepared a Health and Safety Policy which the PCC has now adopted.

We received and discussed regular reports from the Buildings Committee on the ongoing works in and around the Church, and in the Parish Centre and the Cottages.

We received monthly reports from the Treasurer on the PCC and Fabric Accounts. The September meeting discussed and agreed our Common Fund payment to the Diocese, and the December meeting included agreement of our yearly charitable giving of 5% of unrestricted income to a range of charities.

In November the Diocese of London issued their 2030 Vision statement, looking forward to 2030 in the hope of building back from the pandemic with the aim that every Londoner should encounter the love of God in Christ. The PCC examined these documents in the hope that they may provide ideas we can use when we meet later this year to discuss renewal of our Mission Action Plan.

We have been in regular contact with the Food Bank to see when they might be able to re-start their sessions in church, and we are delighted that this has now been possible from the end of April.

The PCC meeting on 17 May 2021 was notable for being the first occasion when we met in Church rather than by Zoom. Subsequent meetings have mostly been in church though some have had to be by Zoom.

Covid restrictions prevented us holding a Summer Fayre or Bazaar, but the Pilgrimage took place in December 2021 although on a smaller scale than usual. However a combined Pilgrimage and Summer Fayre will take place in July 2022, all being well. In February this year we were able to reinstate the monthly Open Mornings with coffee and refreshments.

Alison Harvey
PCC Secretary

- 5. Presentation of PCC Accounts to 31.12.2021 (separate bundle)**
- 6. Appointment of Independent Examiner**

7. Report on Fabric, Goods and Ornaments 2021 – 2022

Fabric

1:- Church

(A) Water under the Church

Since last year the company Drain 365 has investigated the area of the Graveyard around the South Porch.

Two more surveys were carried out at the same time the first was from Wessex Archeology to check below the surface of the Graveyard. The other report was from an arboriculturist checking the status of tree roots. As an aside, a large tree was cut down next to the South Gate by Tree Surgeons employed by the Borough

With this data Drain 365 excavated the area at the South Gate and installed a new soakaway, since then the pillars next to the South Door in Church have dried out and the stonework is a bit more friable.

(B) Archdeacons Triennial Visit in 2022

Archdeacon Catherine came to St Mary's and carried out a full study of the Fabric, the Bookwork and all the goods.

We have received a report detailing what we need to do to be compliant.

(C) Squirrels in the Churchyard

As in 2021 we have had occasion to call on a Pest Control expert but less often in 2022. With trees in the Churchyard Squirrels are inevitable.

(D) Church Internal and External Lighting

Some LED lights have failed and been fixed, another light failed recently and the light outside the South Porch, Contractor being contacted for further action.

(E) Boarding up of Bell Tower and Vestry entrance next to Holland Vault

This year Bakers of Danbury came and installed gates next to the Belfry Tower and the Vestry Door, they removed the wood that had been installed by the Diocese during the Pandemic.

(F) Quinquennial Report from new Architect Sarah Earney

A full inspection report has been received and the Standing Committee and the Buildings Committee are scheduled to discuss a future programme of works to be reported to the new PCC. It also covers the item in last years report about the replacement of Cementitious Mortar with Lime Mortar which we will be asking Maintenance Booker website for suitable contractors.

Sarah raised the issue of high level damp especially in the Upper Vestry and the left side of the Chancel Arch where a recent plaster fall happened.

Maintenance Booker have been asked to provide a quote for a high level inspection of the whole roof.

(G) Police Report on Church Safety from Project Horizons Team

Acting Sergeant Lizzy Hopkins has delivered a report for the Church's attention about the security of the building, this will be discussed by the buildings committee and reported to the new PCC in May.

The report also refers to outside lighting for the Church, which will also be discussed at PCC.

(H) Church End Redevelopment

On a related topic The Church is connected to the Church End Redevelopment and Church members can ask Father Chris or Roger for details of latest developments.

(2) Cottage 1 Refurbishment

Within this last year a Major Revamp of the Cottage has been carried out, including Damp Proofing, Fresh Electrical Fittings, Full redecoration and refreshed roof tiling including new flashing on the Chimneys.

Works still to be done are in the Back Garden, to include removal of earth bank against the back wall of the cottage, three new doors for exterior cupboard space, fresh guttering and levelling of back garden.

(3) Parish Centre

Various repairs have been carried out on the plumbing, this has led to the requirement for a full scale report on the plumbing from Culkin Plumbing, we await several clarifications on the report which is very comprehensive.

The Parish Centre Roof is going to have all the moss removed in late May.

The tree next to the Parish Centre has been cut back.

The Nursery have removed the Rattan Fence from the Back Garden and are clearing the front of the Centre from Rubbish.

Fire Alarm and Fire Extinguisher checks have been completed.

The children from the House next door have further damaged the gate into the Back Garden, the Diocese have been informed.

We are in discussion with Brent over the possibility of a dropped kerb.

(4) Goods and Ornaments

A full up to date inventory of all the goods and ornaments was carried out for the Archdeacons Triennial Visitation.

There were no gifts in the year of 2021 – 2022.

The Memorial Tablet of Ivor and Betty Davies has now been installed on the South Wall of the Church.

Stephen Halliwell is the Current Health and Safety Officer and continues to report to the PCC.

Full services have been resumed in Church and Bread and Wine are now available to communicants.

Roger Macklen and Stephen Halliwell
Church Wardens

8. Reports on proceedings of Deanery and Diocesan Synods

Deanery Synod (Anglicans in Brent)

(i) Meeting Thursday 3 June 2021 at St Matthew's Willesden

Talk by Catherine Allard, Head Teacher of John Keble School, Harlesden

Catherine talked about being Head Teacher of a flourishing Church School. John Keble is a very diverse school with pupils of many different cultures and religions though all are encouraged to participate in Christian worship, and many parents of children of other faiths are happy for their children to attend Christian services. It is always made clear to parents that the school's ethos is Christian. Holy Communion is celebrated in the school every week.

She described the school's vision and values of compassion, hope, trust and wisdom. The children are encouraged to take responsibility for their own behaviour and respect each other. This has resulted in very few incidents of poor behaviour.

The aim is to be a nurturing, Christian sanctuary of learning where all can flourish. They offer a large amount of support to struggling families including a foodbank, uniform bank, home visits, a holiday club and breakfast clubs.

Talk by a representative from the London Diocesan Board for Schools

He described the work of the LDBS in giving support and advice to church schools, of which there are 5 in the Brent Deanery. All of these are primary schools and it is regrettable that there is no Church secondary school in the Deanery. The work of the Board includes education issues, building networking links, support for project management of building works, advice on matters like GDPR, HR, employment law and legal issues. They also provide support and training for school governors. It has been proved that Church schools perform better than the London and national averages. He described the work of school governors and encouraged us to consider becoming a governor.

(ii) 22 September 2021, St Andrew's Sudbury

The facilitator talked about 2030 Vision for churches in London. The Vision is for everyone in London to encounter the love of Christ. We then, in small groups, discussed what this entails and how we plan to achieve this.

(iii) December 2021, St Michael's, Willesden Green

The main speaker talked about dementia and its challenges. A carer gave a personal account of a case she cared for and some tips on how to handle some issues. The meeting also prayed for other concerns within our communities - particularly mental health, post lockdown recovery, refugees and climate/eco issues.

(iv) 10 March 2022, St Cuthbert's, Wembley

The topic of the meeting was Looking at Racial Injustice. Beginning with a talk from Wilson Gill, Vicar of Emmanuel Church Southall and Dean of Cultural Diversity in the Willesden Area. Brent is the most racially and culturally diverse borough in the UK.

We learned about the aims of the group to place the issue of racial diversity higher on Churches' agendas, to develop a mentoring network for BAME clergy in the area, to encourage the development of intercultural churches in the Willesden area, and ensure that all these aims are part of the Willesden Area and Deanery plans and feeds into the Diocesan Racial Justice Priority Group.

*Alison Harvey
Esther Ugwunkwo
Deanery Synod representatives*

Report of the Diocesan Synod to the Annual Parochial Church Meeting

This year a new Synod was elected for three years. I was elected as one of those to represent the laity of the Brent Deanery. Fr Chris was elected to represent the Clergy of Brent deanery and was also elected to the Bishop of London's council which deals with urgent matters that happen between meetings of the full Synod. The full Synod meets three times a year and the Bishop's council five times or sometimes more if an emergency arises.

Our first meeting was at St Pauls Church in Hammersmith in December 2021. The meeting began with a Eucharist and an address by the Bishop of London. Our first job was to elect Clergy and Laity vice Chairs to deputise if the Chair is absent for some reason. The Clergy elected Rev. Christopher Trundle and Ade Adebajo was elected lay vice president.

The Synod received a report from the Diocesan Advisory Committee which deals with property and has been concerned with reducing the energy consumption by them.

There was a report from the Board for Schools which was concerned about falling rolls and the bad state of some buildings particularly in inner London. The Primary Schools remained popular but the lack of Church Secondary Schools, only 13 in London, was a problem.

The London Diocesan Fund presented its financial report for this year and the forecast for the next five years, which had set a deficit budget for this year because of the pandemic. This obviously cannot go on for more than a few years until drastic action, such as a cut in Clergy numbers, would be necessary.

There was a report on the progress of safeguarding and particularly of training for PCC members and other leaders.

On a happier subject Bishop Rob of Edmonton reported that after many years of a partnership between London and the African Countries of Mozambique and Angola there was to be the formation of a new Anglican Province. The partnership will be celebrated in July.

The business of the Synod will continue.

Stephen Halliwell
Diocesan Synod Representative

9. Election of 7 PCC members for three years

10. Parish Reports

i) Bell Tower Report 2021-22

There has been no activity during the past year. Our small band of ringers will be resuming when access is possible and after a safety check on the bell installation is made - to be arranged with the Middlesex Association Bell Restoration Officer. Also a maintenance then can be done on the tower clock by contractors.

David Wilson
Tower captain

ii) **Sunday School Report.**

Sunday School Report.

5th September 2021

Sunday school started with some positivity this year with 5 children and now we have 20 children on the Sunday school register.

11 – 13th March 2022, Sunday school under 11 to 7 years went to Walsingham pilgrimage for weekend with Fr Chris, Hannah, and Catherine.

We did a lot of activities with the Sunday school such as growing seeds in the pot, making sand cross and Easter Garden. The children also did the reading on Friday 15th April.

Little fishes started 8th September 2021 and is going on every Wednesday. It is run by Hannah and has been successful.

Things Discussed.

Fr Chris and I discussed the following options for this summer holiday:

1. Date has been fixed to take the youth to Walsingham Pilgrimage and it's Monday 1/08/22 to Friday 5/08/22
2. Three places we decided to take the Sunday school during the summer holiday, they are: Ealing Lido, North Finchley leisure centre and the Zoo.

We also discussed that on the summer fair Sunday school will do fund raising by baking or make pancake. We will plan to bring and share picnic on the last week before schools re-open in September.

We hope that the number of children attending Sunday school will increase and that we will be able to restart youth Sunday school.

Sunday school is to create a budget and plan for the children's Christmas party for December 2022 and purchase food and some small gifts.

*Linda Boakye.
Hannah Phillips.*

iii) **St Mary's School**

Separate sheet

11. **Fr Chris's Report**

12. **Any Other Business**

Safeguarding Report – April 2022

The Parish of St Mary's is committed to its responsibility to protect and safeguard the welfare of children and vulnerable adults. To achieve this, the Diocese of London requires certain actions to be taken in order to fulfil our responsibility.

Sharon Dennis was appointed Parish Safeguarding Officer to work with the Incumbent and the PCC to implement the Diocese of London Safeguarding Policy and associated procedures. The relevant details of the PSO is displayed in the church and on the church's website.

St Mary's has formally adopted the House of Bishops Safeguarding Policy.

St Mary's aspires to ensure that all those authorised to work with children and vulnerable adults are appropriately recruited according to safer recruitment practice and are adequately supported.

The church's information regarding safeguarding is all displayed on its website

DBS Checks are carried out by the DBS evidence checker for posts that involve working with children, young people and vulnerable adults.

Training - which is underpinned by the Diocesan Safeguarding Policy. All individuals who need to undertake and complete different levels of safeguarding training have been informed and sent the relevant information to do so. Most of the individuals concerned have now completed the relevant training required.

Respond

St Mary's aspires to create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to promptly and consistently; to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser.

Sharon Dennis
Safeguarding Officer

Electoral Roll Report 2022

One person has rejoined the Electoral Roll after being away, and the total is now 95, 56 of whom live outside the parish.

Rosalind Glaser

Electoral Roll Officer

Treasurer's Report to the Annual Parochial Church Meeting 15th May 2022

All the accounts associated with the PCC – the general PCC Account and the Fabric Account – are disclosed within the 2021 accounts. Unrestricted funds relate to all transactions concerning the general financial activity of the church. Restricted funds primarily relate to the Fabric Account but also include monies received and expended for a particular purpose e.g. restricted donations such as the Harvest Appeal. For 2021 there is additional restricted expenditure due to the National Heritage Grant received.

The Statement of Financial Activities gives the year end figure for all the accounts. Looking at Unrestricted Funds there was a surplus of £5,731 at the end of 2021 – compared with a surplus of £2,024 in 2020. There was a surplus (of £66,203) for Restricted Funds (including transactions for both the PCC and Fabric Account) compared with a surplus of £43,203 in 2020 – the Fabric Account is primarily responsible for this surplus with a profit of £49,303 being due to investment income and the appreciation in investment value. Restricted income for the general PCC account also includes the “reserves” payment received from the National Heritage Grant.

2021 was another year impacted by Covid and the fact that various fundraising events did not take place. However, Church did not close and services continued as normal even though “normal” did not, at times, include socialising inside church and refreshments were not able to be served after the Sunday service.

The first striking contrast between 2020 and 2021 accounts is with Planned Giving. During lockdown there had been an increase in Planned Giving over 2020. This situation did not continue in 2021. In 2021 Planned Giving (the envelope scheme) raised £9,818 which was a 23% decrease in the figure raised in 2020 (£12,701). There are a constant number who continue to support the work of the church via Direct Giving (standing orders via the bank). Direct Giving raised £14,023 in 2021 compared with £13,645 in 2020 (an increase of 3%). Cash collections at services did show an increase of 117% over 2020 - £2,127 in 2021 compared with £982 in 2020. This increase was a consequence of services happening in Church on a weekly basis.

Donations and Appeals increased by 120% in 2021 compared with 2020 (£17,010 compared with £7,735). Part of this large increase was due to a one-off donation of £10,000 received. The remaining “unrestricted” amount of £3,245 includes: donations (£1,154), candles (£147), memorial candles (£47), filming fee (£750) and Easyfundraising (£72). The Church was used as a Polling Station during 2020 for the first time - £1,000 was received as a fee. During 2020 a credit card machine was purchased for church and the facility to make online donations added to the website. During 2021 £74 was raised via this facility. No Gift Day was held in 2021.

Restricted income (£3,765) includes the Children's Society Christingle Service (208), the Harvest offering (£303) in addition to Backpacks (£2,170), Little Fishes (£500) and the Fogger purchased to disinfect the church building at the end of each service (£584). All these transactions can be seen as expenditure items.

There was a 65% increase in Income Tax recovered – £13,079 in 2020 compared with £7,928 received in 2019. During the course of 2021 two large donations were received which totalled £25,000 – the income tax recovered from these donations certainly helped to bring about this difference. All monies raised from Income Tax recovery are extra money for the Church to use and is achieved not just because of the income tax paid by members of the congregation who donate via Planned or Direct Giving but also from the Gift Aid Small Donations Scheme (GASDS).

Fundraising activities during the year raised £868 compared with £598 in 2020 (an increase of 45%). No Saturday Open Mornings were held in 2021 but we did have weekly Christmas Stalls in December which raised £507. Some “Sell” activities continued during the year - £261 was raised by Traidcraft sales, Sale of Jams/Pickles £51, Easter Cards £23, Christmas Cards £20 and Face Coverings £7.

Parish Centre lettings resumed towards the end of 2021 and raised £680. These lettings were only from Martial Arts. An Income of £33,600 was received from the Montessori Nursery.

2021 was another stable year as far as our rental properties were concerned. Cottage No. 2 continues to be let and managed by Cameron Stiffs (a commercial letting agency). As such the figures shown are gross profits (any expenditure needed plus tenancy renewal fees are deducted from the rental income received at source). Although Cameron Stiffs do charge a management fee for the services they provide – they do deal with any problems which arise. Cottage No. 1 continues to be let independently of Cameron Stiffs. Income from Cottages No. 1 and 2 decreased by 4% in 2021 – £23,972 in 2021 compared with £24,994 in 2020. This decrease is due to charges incurred for No. 2 Cottage.

A total of £2,178 was received in fees during 2021. This figure is split between unrestricted (£653) and restricted (£1,525). Quarterly returns were sent to the Diocese with the Statutory Fee payments due (these can be seen in the expenditure figures).

As with 2020 there are no entries during 2021 for income received from insurance claims – a good position to be in.

During the course of 2021 a National Heritage Grant was received from the Culture Recovery Fund. The monies were intended to help towards the upkeep of the Church for the months of April, May and June 2021. Allowable expenditure included utilities in addition to clergy expenditure, organist payments, administration intended for the running of the church as well as the deposit for the Steel Gates and Grills. The grant also included an amount intended for our “reserves”. Reserves have always been a luxury but £16,900 is now in the PCC restricted accounts. The grant received was £33,930 but the expenditure made has not equalled the amount received. All the expenditure can be seen with the Incoming Resources amounts – the competition statement has yet to be signed by Fr Chris. Once this has been signed there will be an amount due to be refunded as the expenditure predicted for the three months was not the same. This refund (£6,971) is also listed but is only a provisional figure.

The Fabric Account income total of £91,935 includes a donation of £15,000 in addition to a VAT reclaim on Church building repairs of £1,374. Quarterly payments from the CBF Investment Fund in 2021 totalled £12,706 – compared with £12,270 in 2020. At the end of 2021 the final statement from the Investment Fund also showed that our investment had appreciated - our initial investment (of £370,000) had grown to £499,993 which produced a (paper only) profit of £62,855.

The following statements will explain how the money was spent

Fundraising trading costs for 2021 include Traidcraft (£207) and the Credit Card terminal (£23).

Missionary and charitable giving shows all transactions made during the year, both through restricted and unrestricted payments. £5,100 was allocated to 6 charities at the December 2021 meeting of the PCC. The cheque sent in February 2021 to the Jason Roberts Foundation was not cleared and the repayment of the amount is shown as a credit in the expenditure figures.

A total of £50,267 was paid to the Diocese for our 2021 Common Fund – this was a 9% increase over the 2020 payment. Of this £49,769 is the actual Common Fund and £498 the Schools Levy. All monthly payments were made by direct debit with no reductions in the amount paid.

Church running expenses (including minor repairs) increased by 29% (£2,584) over the year. In addition to heating, lighting and insurance costs are concerned running costs also included Circuit testing (£773), PAT testing (£107), Boiler service (£173), an Arboricultural report (£647) and squirrel baiting (£600).

Church Major Works for 2021 consisted of the deposit (£4,800) for the Steel Gates and Grills. The final payment for these gates was made from the Fabric Account.

As with 2020 not all the visits to tune the Organ were made. The amount listed (£255) is for the one visit made during the year.

Upkeep of services (which includes candles, communion wine and incense in addition to our copyright licence), had a 9% increase (£114) in expenditure. This increase was only to be expected as services took place each week.

There was a 5% increase (£794) in expenditure for the Parish Centre (£16,038 in 2021 compared with £15,244 in 2020). In addition to the standard electricity, gas, water and insurance costs upkeep costs of the Parish Centre include £1,483 for the alarms; £2,075 for refuse collections; £487 for pest control; £505 for toilet repairs; £900 for garden work; £800 for exit door lighting and £119 for floor repairs. Major works for the Parish Centre relate to the Emergency lighting. During 2021 the Parish Centre continued to produce a regular income and made a profit of £17,562 (a profit of £18,576 was made in 2020).

Most of the day to day expenses from Cottage No. 2 are deducted by Cameron Stiffs. Annual expenditures for insurance are still paid by the PCC.

Cottage No. 1 experienced electrical and damp problems at the start of 2021. Some remedial work was done but it became apparent that major expenditure was needed. The tenant of No. 1 Cottage went into temporary accommodation and work commenced in June 2021. The work finished in September 2021. Due to cash flow difficulties payments were made from both the PCC and Fabric Accounts with the total cost being £43,733.

There was a 10% increase in General Administration costs (£1,447) in 2021 compared with £1,310 in 2020). Expenditure includes coffee and tea for Sunday refreshments, paper cups, toilet rolls and paper towels. This figure also includes the £200 paid for the sponsorship of a

lamp in the chapel of St Hugh in Walsingham. There are also other random items of both large and small expenditure which add up during the year.

During 2021 the HSBC bank introduced bank charges. These bank charges include a monthly fee plus % charges for both cash and cheque deposits. Each credit card transaction also incurs a fee but these are taken at source and do not appear in the accounts.

In addition to the Cottage No. 1 expenditure Fabric Account expenditure also includes Archaeological Impact Assessment (£2,029), Churchyard drainage work (£3,264) and the balance of the Steel Gate expenditure (£6,972).

At the start of the year the bank balance was £7,487. At the end of the year the balance at the bank stood at £50,321. It has to be remembered that this balance includes the "reserves" amount of £16,900 in addition to the amount due to be repaid to the Culture Recovery Fund. The balance of £50,321 also includes the donation of £15,000 which was banked in the PCC fund in error and was then moved to the Fabric Account. The "working" balance for day to day transactions is in the region of £12,000.

Monthly accounts continue to be presented to the PCC.

During 2021 St Mary Willesden was formally registered as a charity by the Charity Commission – our registration number is 1194838.

I would like to thank Alan Rix for independently examining the accounts. We are extremely lucky to have had the services of Alan who has generously given of his time without asking for payment.

Catherine McArdle
Hon. Treasurer

PCC OF ST MARY WILLESDEN

**ACCOUNTS FOR THE
YEAR ENDING
31 December 2021**

Charity registration number: 1194838

**Independent Examiner's Report to the members of St Mary Willesden,
Parochial Church Council.**

I report to the trustees on my examination of the accounts of the PCC of St Mary, Willesden for the year ended 31st December 2021.

Respective responsibilities of the PCC and Independent Examiner

As the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

As members of the PCC you 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.

I report in respect of my examination of the 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 and I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Alan M Rix B.Sc. MIET
31 Norfolk Road
Uxbridge
Middx
UB8 1BL

11th March 2022

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

BALANCE SHEET AT 31 DECEMBER 2021

	Notes	2021	2020
		£	£
Fixed assets			
Tangible fixed assets	5	1,517,369	1,465,040
Other assets			
Long Term Investments (Net)	5a	499,993	437,138
Total non current assets		<u>2,017,362</u>	<u>1,902,178</u>
Current assets			
Debtors	7	22,292	4,108
Cash at bank and in hand	6	<u>86,754</u>	<u>72,363</u>
		109,046	76,471
Creditors: amounts falling due within one year	8	<u>-27,511</u>	<u>-4,015</u>
Net current assets		81,535	72,456
Total assets less liabilities		<u>2,098,897</u>	<u>1,974,634</u>
NET ASSETS		<u>2,098,897</u>	<u>1,974,634</u>
Funds	9	<u>2,098,897</u>	<u>1,974,634</u>
		<u>2,098,897</u>	<u>1,974,634</u>

Approved by the Parochial Church Council and signed on its behalf on 25 April 2022



Fr Chris Phillips
Vicar



Catherine McArdle
Hon. Treasurer

The accompanying notes form a part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
Incoming resources					
<i>Voluntary income</i>	2a	52,292	30,724	83,016	43,721
<i>Activities for generating funds</i>	2b	59,120		59,120	59,412
<i>Church activities</i>	2c	653	1,525	2,178	1,444
<i>Fabric Account income</i>	2d		91,935	91,935	40,506
Total incoming resources		112,065	124,184	236,249	145,083
Resources expended					
<i>Costs of generating voluntary income</i>	3a	148		148	137
<i>Fund-raising trading costs</i>	3b	230		230	171
<i>Church activities</i>	3c	105,956	15,349	121,305	99,548
<i>Fabric Account costs</i>	3d		42,632	42,632	
Total resources expended		106,334	57,981	164,315	99,856
Net incoming/(outgoing) resources		5,731	66,203	71,934	45,227
Net movement in funds		5,731	66,203	71,934	45,227
Total funds brought forward at 1 January 2021		-14,643	-100,467	-115,110	-160,337
Total funds carried forward at 31 December 2021		-8,912	-34,264	-43,176	-115,110

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies

a Accounting convention

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions. It is also the first year that they have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS102)).

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Restricted funds - 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 the year is carried forward as a balance on that fund.

c Incoming resources

All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.

Planned giving receivable is recognised only when received.

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

Income from investments

Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised when it is receivable.

d Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

Church Activities

The diocesan parish contribution is accounted for when paid.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) (a) and (c) of the Charities Act 2011.

f Investments

The Church assesses investments for impairment whenever events or changes in circumstances indicate that the carrying value of an investment may not be recoverable. If any such indication of impairment exists, the Church makes an estimate of the recoverable amount. If the recoverable amount of the cash-generating function is less than the value of the investment, the investment is considered to be impaired and is written down to its recoverable amount. An impairment loss or favourable reversals are recognised immediately in the "Statement of Financial Activities".

g Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors.

h Provisions

Provisions recognised in the balance sheet are reviewed at the reporting date and adjusted to reflect the current best estimate of the settlement amount.

Provisions for liabilities or charges are measured at the best estimate of their settlement value. If the settlement date of a provision is likely to be more than 12 months from the reporting date and the time value of money is material to the amount, the provision is shown at its present value at the reporting date. The discount rate will reflect the cost of capital by using a market rate of interest representative of the financing cost to St Mary's.

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021

2 Incoming resources

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
a Voluntary income					
Planned giving		23,841		23,841	26,345
Collections at all services		2,127		2,127	982
Gift Day					731
National Heritage Grant (Below)	2a1		26,959	26,959	
Sundry donations and appeals		13,245	3,765	17,010	7,735
Income tax recoverable		13,079		13,079	7,928
		52,292	30,724	83,016	43,721
b Activities for generating funds					
Bazaars and other fundraising events		868		868	598
Parish Centre Lettings		34,280		34,280	33,820
Cottage Rents		23,972		23,972	24,994
		59,120		59,120	59,412
c Income from Church Activities					
Fees from weddings, funerals etc.		653	1,525	2,178	1,444
		653	1,525	2,178	1,444
d Fabric Account					
VAT Reclaim on Church Building Repairs			1,374	1,374	
Sundry donations and appeals			15,000	15,000	
Long Term Investment Income CBF Investment Fund Dividend			12,706	12,706	12,270
Reversals on LT Investments			62,855	62,855	28,236
			91,935	91,935	40,506
Total incoming resources		112,065	124,184	236,249	145,083

National Heritage Grant Analysis

	2a	£	£	£	£
Organist Payment	3c		845		
Clergy Expenses	3c		91		
Clergy Telephone	3c		257		
Administration	3c		419		
Administration - Photocopier Rental	3c		324		
Administration - Photocopying Copy Charge	3c		146		
Church - Upkeep of Church - minor repairs	3c		1,232		
Church - Upkeep of Church Services	3c		160		
Church Utilities & Insurance	3c		1,785		
Expenses Allocated to Date S/T			5,259		
Gates and Grills deposit	3c		4,800		
Reserve Top-up (Bank PCC)			16,900		
Total Grant Claim Allowed (Above)	2a1		26,959	b	
Grant Funds Received Including Reserves Top-up			33,930	a	
Grant Repayment Provided (not Confirmed)	8		-6,971	(b - a)	

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021

3 Resources expended

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
a <i>Costs of generating voluntary income</i>				
Stewardship costs	148		148	137
	148		148	137
b <i>Fundraising trading costs</i>				
Bazaar/Traidcraft/etc. costs	230		230	171
	230		230	171
c <i>Church Activities</i>				
Missionary and charitable giving:				
Overseas:				
Embrace the Middle East	850		850	700
Mercy Ships	850		850	
Operation Smile	850		850	
Covax	850		850	
HART - UK				700
Home:				
Backpacks		2,170	2,170	
Brent Carers Centre				700
Jason Roberts Foundation	-700		-700	700
United Borders				700
The Passage				700
Brent Food Bank				180
Church:				
St Mungo's	850		850	
The Children's Society	850		850	
Christingle Collection - Children's Society		208	208	
The Children's Society Haiti Earthquake Appeal		303	303	
Open Doors				700
	4,400	2,681	7,081	5,080
Ministry costs:				
Diocesan Parish Contribution	50,267		50,267	46,130
Clergy General Expenses:	182	91	273	458
Vicarage Costs				439
Telephone	769	257	1,026	1,002
Church Running Expenses:				
Heating, Lighting, Insurance	5,604	1,785	7,389	7,133
Other	2,330		2,330	1,747
Church Maintenance:				
Minor Repairs	513	1,232	1,745	
Major Works (Steel Gates)		4,800	4,800	1,233
Organ/Piano tuning	255		255	575
Upkeep of Services	1,244	161	1,405	1,291

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
Training Costs:				
Sunday School	327		327	
Education	194		194	104
Little Fishes	30	500	530	
Confirmation/First Communion	77		77	
Christingle	82		82	
Parish Centre Costs:				
Cleaning				977
Upkeep	16,038		16,038	14,267
Major Works	1,776		1,776	10,648
Other PCC Property:				
Upkeep of Cottages	1,615		1,615	1,136
Major Works Cottages	13,371		13,371	
Salaries and fees:				
Organist	3,325	845	4,170	2,665
Administration:				
General	1,028	419	1,447	1,310
Fogger		584	584	
Paper and Photocopying	464	146	610	427
Photocopier	1,019	323	1,342	1,342
Computer Supplies	839		839	438
Mission	55		55	159
Pilgrimage	106		106	
Bank Charges	46		46	
Statutory Fees to the Diocese		1,525	1,525	987
	105,956	15,349	121,305	99,548
d Fabric Account Costs				
Archaeological Impact Assessment		2,029	2,029	
Churchyard Drain work		3,264	3,264	
No. 1 Cottage Works		30,362	30,362	
Steel Gates		6,972	6,972	
Bank Charges		5	5	
		42,632	42,632	
Total resources expended	106,334	57,981	164,315	99,856

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021

4 Staff costs

	2021 £	2020 £
a Salaries and fees	4,170	2,665
Self-employed Organists play for weekly services, funerals and major festivals.		

b Related parties

There were no disclosable transactions in respect of PCC members, nor persons closely connected to them, nor other related parties.

Donations from related parties (PCC members) totalled £11,675 in 2021

5 Tangible fixed assets

	Freehold land and buildings	TOTAL 2021	2020
Cost or valuation	£	£	
Cottages	528,215	528,215	519,386
St Mary's Parish Centre	989,154	989,154	945,654
At 31 December 2021	1,517,369	1,517,369	1,465,040
Net book amounts			
At 31 December 2021	1,517,369	1,517,369	
At 31 December 2020	1,465,040	1,465,040	

5a Other assets - Long Term Investment

	2021	2020
Cost	£	
* CBF Investment Fund (Cost)	370,000	370,000
(Impairment)/Reversals for year 31/12/21	62,855	28,236
(Impairment)/Reversals at 31/12/20 (Cumulative) B/F	67,138	38,902
Net Investment At 31 December 2020	499,993	437,138
* Dividend on Long Term Investment	12,706	12,270

6 Analysis of Net assets by fund

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £
Fixed assets for church use	1,517,369			1,517,369
Investments by church		499,993		499,993
Current Account @ 31/12/21	50,321			50,321
Fabric Account @ 31/12/21		36,433		36,433
Current assets	7,292	15,000		22,292
Current liabilities	-5,230	-22,281		-27,511
	1,569,752	529,145		2,098,897

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2021

7 Debtors and Pre-Payments

	2021 £	2020 £
Voluntary Income:		
Income Tax Recoverable	7,068	2,008
Sundry donations and appeals	35	2,100
Activities for Generating Funds:		
Bazaars and other fund-raising events	69	
Parish Centre Lettings	120	
Fabric Account Income:		
Sundry donations and appeals	15,000	
	22,292	4,108

8 Creditors: amounts falling due within one year

	2021 £	2020 £
Voluntary Income:		
Grant Repayment of Over Claim	6,971	
Sundry donations and appeals	15,000	
Parish Centre Lettings	2,800	
Overseas:		
Covax	850	
Home:		
Jason Roberts Foundation		700
United Borders		1500
Clergy Expenses		
Clergy General Expenses	7	
Telephone	85	34
Funeral travel expenses		16
Church Running Expenses		
Heating, Lighting, Insurance	614	465
Other		200
Church Maintenance:		
Organ/Piano tuning	-518	-255
Parish Centre Costs:		
Upkeep	1,139	1121
Training Costs:		
Sunday School	22	
Little Fishes	9	
Christingle	9	

Administration:

General	95	
Paper and Photocopying		85
Computer Supplies	56	
Mission	17	
Pilgrimage	21	
Bank Charges	24	
Statutory Fees to the Diocese	305	149

Fabric Account Costs:

Bank Charges	5	
	<u>27,511</u>	<u>4,015</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY, WILLESDEN

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

9 Statement of funds

	Bal b/fwd 1 Jan 2021	Income	Expenditure	Bal c/fwd 31 Dec 2021
	£	£	£	£
Unrestricted Fund				
General fund	969,903			969,903
Insurance revaluation	496,489	52,329		548,818
PCC Unrestricted	-14,643	112,065	-106,334	-8,912
Restricted Fund				
PCC Restricted	5,108	32,249	-15,349	22,008
Fabric Account	-105,575	91,935	-42,632	-56,272
Old Vicarage Payment from Diocese	180,000			180,000
St Mary's House Sale	443,352			443,352
Total funds	1,974,634	288,578	-164,315	2,098,897

Independent Examiner's Report to the members of St Mary Willesden, Parochial Church Council.

I report to the trustees on my examination of the accounts of the PCC of St Mary, Willesden for the year ended 31st December 2021.

Respective responsibilities of the PCC and Independent Examiner

As the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

As members of the PCC you 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.

I report in respect of my examination of the 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 and I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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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.



Alan M Rix B.Sc. MIET
31 Norfolk Road

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11th March 2022