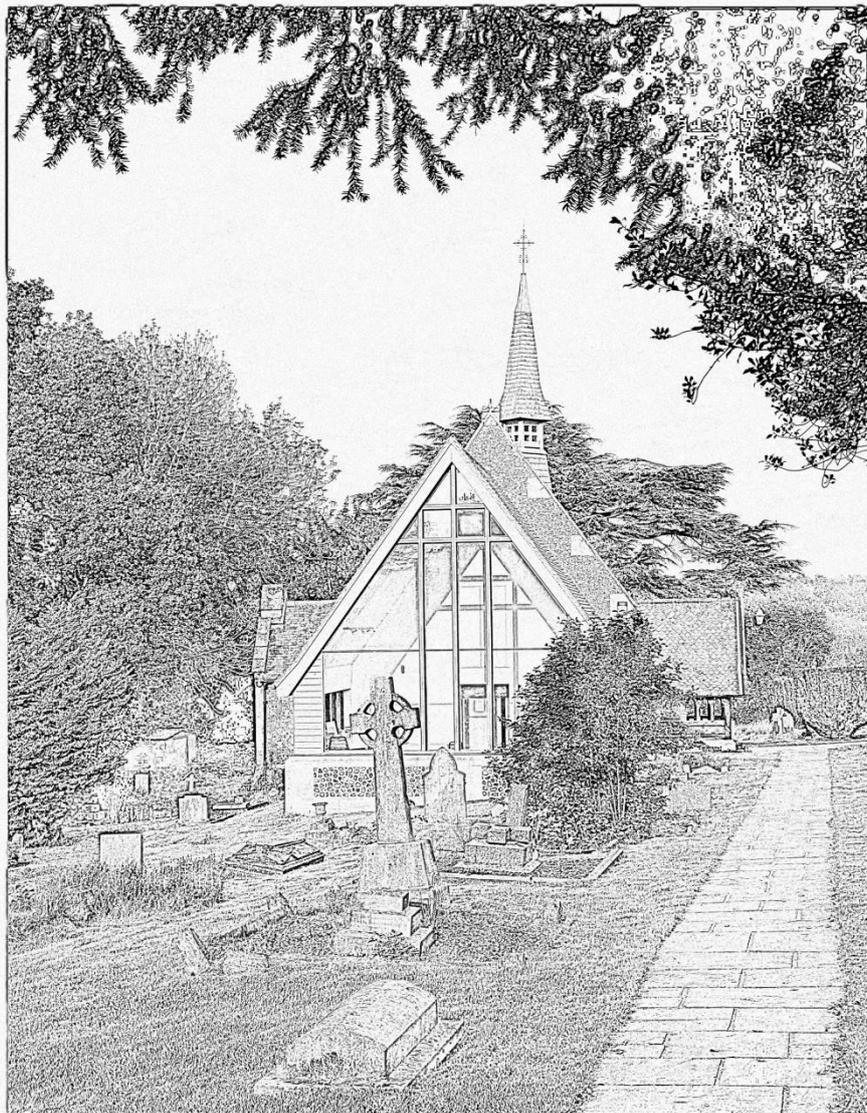


St John the Evangelist
London Road, Bourne End

Reports for the APCM

Sunday 25th October 2020



Minutes of the Annual meeting of Parishioners - Sunday 7th April 2019

The meeting took place within the morning service which was led by Rev. Rebecca Fardell and there were 23 people present.

Apologies for absence: John and Barbara Driver, Frances Thomas, David Gubbay, David, Harriet and Dora Manson, Janet Ivin, Susan and Robert Clark

The minutes of the meeting in 2018 were approved (proposed by Stephen Fletcher and seconded by Susan Marshall and all in favour) and signed by Rebecca Fardell. There were no matters arising.

Election of Church Wardens

John Marshall (proposed by Susan Clark and seconded by Janet Ivin) and Helen King (proposed by Edith Harkins and seconded by Susan Marshall) were re-elected as Wardens, all in favour.

The Wardens and Deputies, Susan Marshall and Michael Pritchard, were thanked for their work over the past year.

Annual Parochial Church Meeting

The congregation were encouraged to look back over the past year and give thanks for what has been happening in the church.

Reports for the meeting had been approved at the last PCC meeting in March and copies had been made available for the congregation to read prior to the meeting. There were no questions from the congregation. The reports were unanimously accepted by the APCM.

Treasurer's report

The accounts had been audited by Peter Hinson. Considering that we are a very small congregation, financially we were in a stable situation with the giving. More people were now giving on standing orders so the weekly collection was down. During the past year, the cost of heating and lighting has been high while problems with the meter had been sorted out. There had been some large outgoings: CCTV cost £4000, repairs to the stonework £5000. The cost of maintain the grounds was lower than the previous year due to the very hot, dry summer.

Our thanks to Edith Harkins for all that she does as treasurer.

The Treasurer's report was accepted, proposed by Laura Frey, seconded by Karen Evans and all in favour.

Electoral roll

This had been displayed in church for the two weeks prior to the meeting. The number on the role stands at 31 members. The electoral roll was approved and accepted, proposed by Stephen Fletcher, seconded by Michael Pritchard and all in favour.

Stephen Fletcher is standing down as electoral roll officer and Susan Marshall has agreed to take the roll on. Proposed by Stephen Fletcher, seconded by Laura Frey, all in favour.

Election of Deanery Synod representative

Stephen Fletcher is standing down as the representative and there were no nominations. Rebecca Fardell will represent the church at the meetings and feed information back to the PCC.

Appointment of Sides people

The following people were appointed as our service wardens: John Marshall, Susan Marshall, Michael Pritchard, Helen King, Edith Harkins, and Jane Manson. Bert Harkins was appointed for the first time. Proposed by John Marshall, seconded by Gladys Greenwood and all in favour.

Election of PCC members

Janet Ivin has stepped down this year and she was thanked for all she does in the church. Michael Pritchard was up for re-election to the PCC and was willing to stand for another term. He was re-elected for another three years, proposed by Audrey Gubbay and seconded by Alex Thomas. The PCC now had two vacancies. Karen Evans was elected, proposed by Michael Pritchard and seconded by Helen King. George Einchcomb was also elected, proposed by Laura Frey and seconded by Helen King. All were in favour of these appointments.

The PCC now stands at:

Clergy – Rebecca Fardell

Wardens – John Marshall and Helen King

Elected laity members of the PCC:

Elected at APCM 2019 to serve until April 2022: Michael Pritchard, Karen Evans, George Einchcomb

Elected at APCM 2018 to serve until 2021: Gladys Greenwood

Elected at APCM 2017 to serve until April 2020: Sue Marshall and Laura Frey

Co-opted member as treasurer – Edith Harkins.

Election of an Independent Financial Examiner

Peter Hinson AIB was voted to be our independent examiner for another year.

Safeguarding

The Diocesan safeguarding policies reflect that every person is created, loved and of value to God.

Karen made a formal declaration to confirm that St John's "has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Karen was thanked for her work as our safeguarding officer and for keeping us up to date with all the changes that are taking place in this area.

The meeting closed at 11am

Vicar's Report for St John's Annual Report 2019

As I look back over 2019, there is much for us to thank God for, both as individuals and as a church family. Although there have been sad times, there have also been many days of rejoicing and we have welcomed new people into our church family.

I am encouraged and blessed by how the body of Christ works together at St John's and to see so many people serving in different ways to enable us to worship God and share his love with others. I would like to take this opportunity to thank all who give so generously of their time, gifts and money to support the work of God at St John's, and to express my gratitude for all the ways in which you encourage and care for me. I would like to say a particular thank you to our churchwardens, John and Helen, and our deputy wardens Mike and Sue. Being churchwarden is an important position with much responsibility, and we all benefit from the prayerful dedication with which our wardens undertake their role.

For me perhaps the highlights of 2019 were the opportunities we had to build relationships with the people of Bourne End and the morning we spent reflecting on our mission as a church. From this, we developed our Mission Action Plan which has been agreed by the PCC and will help us set our priorities for the coming years. In it we said that

'our vision is to grow in spirit and in number so that St John's might be a beacon for Christ in Bourne End. We would like people to find a welcoming, caring, praying community that can be more central to the needs and activities of the village and parish both as people and as a building.'

This is an exciting and challenging vision which will help us as we seek to reach up to God; reach into one another; and reach out to all around us.

I am so thankful for all God has done and am excited about what he is going to do in us and for us and through us in the year to come. As some of you may remember, the prayer I have been praying for us since I was appointed as your vicar comes from Paul's letter to the Philippians. I think this year we can see that God has answered this prayer in us and I look forward to seeing how our love abounds more and more as we continue to seek to follow Christ in the days ahead.

And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless for the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ – to the glory and praise of God.

Philippians 1.9-11

With love and prayers

Rebecca

PCC Secretary's report for the 2020 Annual Parochial Church Meeting

Over the past year, the PCC has met in January, March, May, July, October and November 2019

There are seven elected members of the PCC. These are: Laura Frey, Gladys Greenwood, Edith Harkins, Sue Marshall, Mike Pritchard, George Einchcombe and Karen Evans. Helen King and John Marshall are on the committee as Churchwardens.

The following appointments were made further to the APCM last year:-

Treasurer – Edith Harkins,

Electoral Roll Officer – Susan Marshall

Chairman – Rebecca Fardell

Church Wardens – John Marshall and Helen King

Deputy Wardens – Sue Marshall and Michael Pritchard

The main topics for discussion throughout the year have been:

1. Following up the recommendations of the Quinquennial Inspection.
2. Continuing investigating the possibility of moving the reredos and communion table.
3. Moving and fixing the preaching lectern.
4. Developing links with the village community through the pub evening and joining in village events such as quiz evenings, village show, and community café.
5. Giving and allocation of funds raised on the gift day, and further giving throughout the year.
6. Completion of safeguarding training for all PCC members and updates from the Diocese.
7. Our Mission Action Plan review
8. Outreach through the Harvest Lunch, Christmas Bazaar, Westbrook Hay concerts, Remembrance Sunday and the production of a new Welcome Leaflet to be distributed to the new houses at The Paddocks.
9. The ongoing problems with Glis glis and the need to eradicate them from the building.
10. Fitting CCTV and putting up appropriate signage.
11. Arranging ongoing maintenance of the church and churchyard and the designation of the churchyard as a Country Wildlife Site.
12. Special services throughout the year such as Christmas, Harvest and Easter

Once again, we thank all members of the PCC for the hard work and time that they put into making the church an active and welcoming place of worship and for their support of activities to reach out into the community of Bourne End.

Helen King (Churchwarden)

Wardens' Report 2019-2020

Throughout the year, every effort has been made to ensure that the church buildings and the churchyard have been kept in good repair and that, where necessary, work has been carried out to rectify any problems. Work parties have taken place during the year to keep the church and ground tidy and a professional gardener has been employed for grass-cutting and hedge-trimming.

During one of the work parties, the hedge to the left of the car park was cut right back so that the CCTV camera had a clearer view of the car park in order to identify any vehicles used to "fly-tip". Notices warning of the presence of CCTV have been placed in the car park and around the church and the incidences of "fly-tipping" have been drastically reduced.

Having identified risks to the ministers preparing communion, permission was granted to use the credence table for communion in the chancel whilst communicants stood to take communion.

Prior to applying for a Faculty to re-site the reredos and move the communion table forward, Investigative work was done by an appropriate expert to see how the reredos and communion table were constructed. During this investigative work it was discovered that the original communion table (consecrated in 1855) had been hidden beneath the present communion table and reredos when they were placed in their current position in 1889. This was removed before replacing the present communion table and has been used instead of the credence table for communion services. A Faculty has now been applied for to move the carved communion table forward and to re-site the reredos and to renovate the original communion table. This would enable the minister preparing communion to stand behind the communion table and face the congregation.

The PCC are continuing to act on the suggestions put forward by the church architect in his Quinquennial Inspection.

Our continued thanks go to all who help in the maintenance of our church and grounds and, in particular, to Mike Pritchard for painting woodwork and for continuing to maintain the seals around the windows. We would also like to thank Bert Harkins for his expertise in cleaning brass work and, together with Edith, for all the cleaning that they undertake in the church.

A detailed plan of the graves in the churchyard has been produced. Thanks to Mike Pritchard for all his hard work on this task.

1

The church has continued to hold its popular Coffee Mornings and Pot Luck Lunches throughout the year and, of course, the Lent Lunches throughout Lent. These Lent Lunches raise money for an appropriate charity.

A welcome card from the church has been delivered to the residents who have moved into the new houses in The Paddocks in Bourne End Lane.

Helen King and John Marshall

Safeguarding Report

The PCC has adopted the Diocesan safeguarding policies which reflect that every person is created, loved and of value to God.

'The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).'

Deanery Synod Report

In 2019 St John's did not have a representative on Berkhamsted Deanery Synod. This report is based on one written for Sunnyside Church by Kath Jones.

Being on the Deanery Synod is an opportunity to meet members of other churches in the deanery and share ideas.

During 2019 they met twice in addition to the Annual Deanery Lecture. In **April**, Dean Pursey, the Diocesan Youth Officer, spoke to highlight the importance of Youth and Children's work and the need for each parish to have a clearly defined strategy. He also stressed the importance and responsibility for each member of the congregation in supporting this work and being an enthusiastic witness to young people by "walking with them in Christ".

2019's Deanery Lecture, was held in **May** when the speaker was Rev'd Lucy Winkett, first woman cleric at St Paul's and a contributor to Radio 3 and 4. Her title was 'Good or fake news' She stressed the importance of community, whether discussing the news with others (including those outside our comfort zone) and studying the bible in housegroups. She felt that a large percentage of people lack a sense of hope for the future and are unsettled. The many divergent sources of daily news on the internet, social media and other channels can be exhausting.

These lectures are open to everyone so watch out for notice of the one arranged in 2020. At the meeting in **October** the speaker was Margaret Pritchard Houston, Children's Mission Enabler at St Alban's. She talked about how there was often a double standard in churches about children and adults making a 'noise' in church whereas often children were just participating. Children are often guests at an adult service and so can be disrupting. But church surely is for every one of every age. She explained that if adults were taking children to another event like a circus or show, the adult would talk the child through what was going on, what was happening. She said that surely this should also happen in a church service as it is a family event which children are part of.

Treasurer's Report January – December 2019

The accounts have once again been audited by Peter Hinson.

The figures are more or less in line with the previous year. The only difference being the Grass and Hedge Cutting. The gardener did not present his 2018 bills until Spring 2019, as he does not seem to do any paperwork until winter.

The increased expenditure in Miscellaneous is due to the Quinquennial Report £ 900 and the Reredos exploration.

Weekly giving was up in 2019 although the overall amount in miscellaneous donations is down this is because received a very large donation in 2018.

We were able to donate £ 5000 to the Salvation Army apart from our normal giving after Gift Day.

I am pleased to be able to do the Accounts for our Church and thank everybody for the trust they place in me.

Edith Harkins

11:03 AM

11/01/20

Accrual Basis

Church
UK Balance Sheet - Standard
As at 31 December 2019

	<u>31 Dec 19</u>
ASSETS	
Current Assets	
Cash at bank and in hand	
CBF Funds PCC 2001D	20,862.09
ChrtCom Shares	530.07
Current Account /8355	-123.75
Reserve Account Nat West-2515	12,914.12
Total Cash at bank and in hand	<u>34,182.53</u>
Total Current Assets	34,182.53
NET CURRENT ASSETS	34,182.53
TOTAL ASSETS LESS CURRENT LIABI...	34,182.53
NET ASSETS	<u>34,182.53</u>
Capital and Reserves	
Opening Bal Equity	493.07
Opening Balance	35,702.57
Profit for the Year	-2,013.11
Shareholder funds	<u>34,182.53</u>

Independent Examiner



Peter Stuart Hinson AIB
14th February 2020

Independent Examiner's Report to the Parochial Church Council, St John the Evangelist, Bourne End

I report on the accounts of the Church for the year ended 31st December 2019

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from 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 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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 accounts to be reached.



Peter Stuart Hinson AIB
Gable House, Shootersway Lane, Berkhamsted,
Herts. HP4 3NW

14th February 2020

Church Profit & Loss Prey Year Comparison January through December 2019

	Jan - Dec 19	Jan - Dec 18	£ Change	% Change
Income				
Church Fees				
Funeral Fees	808.00	304.00	504.00	165.8%
Wedding Fee	910.00	43.00	867.00	2,018.3%
Total Church Fees	<u>1,718.00</u>	<u>347.00</u>	<u>1,371.00</u>	<u>395.1%</u>
Churchyard	0.00	200.00	-200.00	-100.0%
Collections & C				
Collections Cash	1,169.40	1,042.54	126.86	12.2%
Covenants Envelopes	4,926.95	4,592.92	334.03	7.3%
Covenants Standing Or...	4,820.00	5,105.00	-285.00	-5.6%
Tax Refund	4,216.89	3,916.30	300.59	7.7%
Total Collections & C	<u>15,133.24</u>	<u>14,656.76</u>	<u>476.46</u>	<u>3.3%</u>
Designated Fund				
GIFT DAY	4,685.00	3,345.00	1,340.00	40.1%
Outreach	436.77	476.80	-40.03	-8.4%
Total Designated Fund	<u>5,121.77</u>	<u>3,821.80</u>	<u>1,299.97</u>	<u>34.0%</u>
Divdnd & Intrst				
CBF Interest	174.45	116.40	58.05	49.9%
NW Interest	32.22	15.95	16.27	102.0%
Divdnd & Intrst - Other	0.00	4.43	-4.43	-100.0%
Total Divdnd & Intrst	<u>206.67</u>	<u>136.78</u>	<u>69.89</u>	<u>51.1%</u>
FairsJumbleSale				
Bike Ride	230.50	261.00	-30.50	-11.7%
Total FairsJumbleSale	<u>230.50</u>	<u>261.00</u>	<u>-30.50</u>	<u>-11.7%</u>
Misc Donations				
Rental	3,648.98	11,792.28	-7,943.28	-67.4%
Parish Room Rental	0.00	175.00	-175.00	-100.0%
Total Rental	<u>0.00</u>	<u>175.00</u>	<u>-175.00</u>	<u>-100.0%</u>
Total Income	<u>26,259.16</u>	<u>31,390.60</u>	<u>-5,131.44</u>	<u>-16.4%</u>
Expense				
Charity				
DENS	0.00	250.00	-250.00	-100.0%
Donations Given	910.00	750.00	160.00	21.3%
MAF	915.00	500.00	415.00	83.0%
Salvation Army	5,000.00	270.00	4,730.00	1,751.9%
World Vision	0.00	216.00	-216.00	-100.0%
Total Charity	<u>6,825.00</u>	<u>1,986.00</u>	<u>4,839.00</u>	<u>243.7%</u>

Church Profit & Loss Prev Year Comparison January through December 2019

	Jan - Dec 19	Jan - Dec 18	£ Change	% Change
Church Expenses				
Church Yard				
Effluent Disposal	170.00	170.00	0.00	0.0%
Grass & Hedge Cutting	2,145.00	660.00	1,485.00	226.0%
Church Yard - Other	409.20	993.49	-584.29	-58.8%
Total Church Yard	<u>2,724.20</u>	<u>1,823.49</u>	<u>900.71</u>	<u>48.4%</u>
Fire Extinguish	120.00	54.00	66.00	122.2%
Insurance	874.94	874.95	-0.01	0.0%
Light & Heat	2,632.31	2,967.21	-334.90	-11.3%
Miscellaneous	698.00	4,098.00	-3,400.00	-83.0%
Repairs & Renew	0.00	5,404.62	-5,404.62	-100.0%
Roof Repairs	0.00	385.00	-385.00	-100.0%
Secretarial	265.43	359.62	-94.19	-26.2%
Wafers & Candle	53.98	60.73	-6.75	-11.1%
Water Rates	67.75	36.60	31.15	85.1%
Total Church Expenses	<u>7,437.61</u>	<u>16,065.22</u>	<u>-8,627.61</u>	<u>-53.7%</u>
Contributions				
Diocesan Fees	<u>10,831.00</u>	<u>10,439.00</u>	<u>392.00</u>	<u>3.8%</u>
Total Contributions	<u>10,831.00</u>	<u>10,439.00</u>	<u>392.00</u>	<u>3.8%</u>
Miscellaneous Services	<u>1,769.93</u>	<u>463.25</u>	<u>1,306.68</u>	<u>282.1%</u>
Organist	855.00	0.00	855.00	100.0%
Vicars Expenses	436.16	392.77	43.39	11.1%
Total Services	<u>1,291.16</u>	<u>392.77</u>	<u>898.39</u>	<u>228.7%</u>
Sundry	117.57	235.06	-117.49	-50.0%
Web & e-mail	0.00	24.24	-24.24	-100.0%
Total Expense	<u>28,272.27</u>	<u>29,605.54</u>	<u>-1,333.27</u>	<u>-4.5%</u>
Profit for the Year	<u>-2,013.11</u>	<u>1,785.06</u>	<u>-3,798.17</u>	<u>-212.8%</u>

Electoral Roll Report 2019

St John the Evangelist, Bourne End Electoral Roll

No.	Surname	First Name
1	Bailey	Rose
2	Bellaby	Marion
3	Clark	Robert Norman E
4	Clark	Susan Elizabeth
5	Clarkson	Sheila Mary
6	Driver	Barbara Mary
7	Driver	John
8	Einchcomb	George
9	Evans	Karen Jayne
10	Frey	Laura
11	Greenwood	Gladys May
12	Gubbay	Audrey Alice
13	Gubbay	David Robin
14	Harkins	Edith
15	Harkins	Robert
16	Ivin	Janet Mary
17	King	Helen Joan
18	Manson	Catherine Jane
19	Manson	David Charles
20	Marshall	John
21	Marshall	Susan Jean
22	Pritchard	Michael Gwyn
23	Scott	Stephanie
24	Stanbridge	Daphne
25	Thomas	Alexander J S
26	Thomas	Frances Maureen
27	Welch	Jenny
28	Wilding	Peggy
29	Wrathall	Julie Ann
30	Wrathall	Timothy Peter

The number on our Electoral Roll is 30. 3 have left our Electoral Roll. We welcome 2 who have joined us.