

## **2021 ANNUAL REPORT AND ACCOUNTS FOR THE PAROCHIAL CHURCH COUNCIL OF ST. MARY'S, WHADDON**

### **Aims and Purposes**

St Mary's Parochial Church Council (PCC) has the responsibility of working with the vicar in promoting, in the ecclesiastical parish of Whaddon, the whole mission of the Church of England, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St Mary's Church Whaddon.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship in our church and to become part of our parish community at St Mary's. The PCC maintains an overview of worship and makes suggestions on how our services can welcome the village community to worship. Our services seek to put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith through:

- Worship and prayer; learning about the Gospel and developing their knowledge and trust in Jesus,
- Provision of pastoral care for people living in the parish.

To facilitate this work, it is important that we maintain the fabric of St Mary's Church, Whaddon.

### **Achievements and Performance**

In normal time, St Mary's offers a range of services through the month and over the course of the year that we hope our community find both beneficial and spiritually fulfilling. However, at the end of 2020 England entered its third lockdown due to the ongoing Coronavirus pandemic, and at the start of 2021 we reluctantly made the decision to once again close our church for communal worship and to return to on-line, weekly Zoom services shared with our sister church of St Peter and St Paul Bassingbourn.

As lockdown restrictions started to be eased, Bassingbourn resumed in-person services at the end of March, but at St Mary's, due to the ongoing work to the roof and the scaffolding in the nave, we continued with our on-line services. Ahead of our Palm Sunday service, palm crosses were distributed around the village, and on Easter Sunday we held an open air, in-person Sunrise Service. This was held in the churchyard in order to comply with covid regulations and, as the service was outdoors, we were able to include communal singing for the first time since the start of the pandemic.

We were finally able to resume in-person services inside the church from the beginning of May, with services held in the main body of the church and chairs arranged to ensure social distancing between family 'bubbles'. At the end of May we held our Whaddon Whit celebrations, which included covid-compliant Morris dancing and the singing of the Whaddon Whitsun song around the village, followed by a service in church.

At the start of 2021 we were also in an interregnum and, due to the impact of the Covid pandemic on the finances of the Diocese of Ely, we had not been authorised to advertise our vacancy, though a draft joint Parish Profile had been prepared in anticipation. We were finally given the go-ahead to advertise for a new part-time vicar in April 2021. Interviews for the post were held on 30<sup>th</sup> June and Rev Helen Orr was appointed as our new vicar. Her Service of Institution and Induction took place at Bassingbourn on 29<sup>th</sup> September 2021, and the following Sunday she presided at our Harvest Festival in St Mary's Whaddon.

In November we held our Remembrance Sunday service and, for the first time in a number of years, were joined by representatives from Bassingbourn Barracks at the service. Due to the ongoing Covid pandemic, it was necessary to request those wishing to attend the Remembrance Day service to notify us in advance, so that we could arrange the seating in the church to maintain social distancing between family 'bubbles'.

For the latter part of the year, following the appointment of our new vicar, the pattern of services at St Mary's was as follows:

1<sup>st</sup> Sunday of the month: Morning Prayer led by either a churchwarden or Helen Strudwick

2<sup>nd</sup> Sunday of the month: Morning Prayer led by either a churchwarden or Helen Strudwick

3<sup>rd</sup> Sunday of the month: Holy Communion led by either Rev Helen Orr or Rev Amanda O'Neill

4<sup>th</sup> Sunday of the month: Holy Communion or Morning Praise led by the Ministry Team

We were also able to hold our normal pattern of Christmas services (including the Carol Service, Informal Carols on Christmas Eve and Christmas morning Family Communion), albeit with added restrictions to keep everyone safe due to the pandemic.

## **Deanery Synod**

Normally two members of the PCC sit on the Synod for the Shingay Deanery, the vicar and Mrs Anne Warrack, but during the interregnum only Anne Warrack was in a position to attend. The Deanery Synod provides the PCC with an important link between the parish and the wider structure of the Church of England. During the course of 2021 the functioning of the Deanery Synod was impacted by the Covid Pandemic which restricted the number of meetings. The Deanery Synod has been tasked by Ely to prepare a new Deanery Plan and all PCCs in the Deanery will have the opportunity to contribute to the drafting of that Plan, though no progress was made in 2021.

## **Churchwarden's Report on Fabric, Goods and Ornament**

### **Nave and Aisle Roofs**

Following the theft of all the lead from the roofs of the nave and aisles in June 2019, in January 2021 Historic England agreed to fund £25,000 towards the cost of re-roofing the north aisle in terne-coated stainless steel, and work commenced on this first phase of re-roofing in February 2021, with Brown and Ralph as contractors. Subsequently, in February 2021 we were offered £23,000 from the Amey Community Fund towards Phase 2 of the works, comprising the south aisle and nave roofs. This grant aid, when combined with the £4,000 grant from Cambridgeshire Historic Churches Trust, the payment from the insurance and the fund raising undertaken by the PCC and community, was sufficient to cover the cost of Phase 2. Work commenced on Phase 2 in February 2021 with Brown and Ralph undertaking both phases of the re-roofing project in parallel.

Work on the north aisle and south aisle roofs proceeded smoothly, with only modest timber repairs required to replace defective boarding under the lead, though the lead catch pits that collect the rainwater from the gutters were all found to be defective and required replacing. However, when work commenced on the nave roof significant rot was discovered in the timbers supporting the roof. Peter Stuart, a specialist engineer from Andrew Firebrace Partnership, was appointed to advise on the repairs. These included cutting out areas of defective oak and using resin reinforced with stainless steel rods to regain the necessary strength in the structural timbers. Elsewhere, rot in the Victorian softwood timbers was cut out and new timbers were spliced in. In order to undertake these repairs a 'crash-deck scaffold' had to be erected within the nave of the church, and it was fortunate that at that time worship was taking place on-line (due to the Covid pandemic) as the church had to be closed to the public. This additional work required approval via an amendment to the Faculty (dated 24<sup>th</sup> March 2021) and incurred significant additional costs, which were all covered by fundraising in the community, including some very generous individual donations. The works to all three roofs was effectively completed by the end of April and the church was once again watertight, with only lead flashings and dismantling of the scaffold taking place in May. All works were completed by 24<sup>th</sup> May 2021, including the application of Smartwater to all new lead flashings and catch-pits.

### **Church heating and associated works**

The theft of leadwork from the roof meant the re-roofing project had to take precedence over all other works on the church, and fundraising for Phase 2 of the heating project was temporarily put on hold. While the scaffolding for the re-roofing project was erected, the opportunity was taken to instruct the Brown and Ralph to re-build the brick flue from the boiler (approved under the Faculty for Phase 2 of the heating works). Following completion of the re-roofing project two fund raising events for the Heating project took place in the latter half of the year. An extension of time for the Faculty for undertaking Phase 2 of the Heating was also obtained.

### **Other, more routine works**

The Health and Safety Risk Assessment was reviewed and updated in January 2021 and, at the same time, the annual inspection and checking of the fire extinguishers and inspection of plugs fuses and leads for all portable electrical appliances took place. While the

scaffolding for the re-roofing was in place the opportunity was taken to clear the leaves from the gutters to the chancel, and Brown and Ralph were instructed to clear a blockage on the downpipe from the hopper head on the north side.

On 26<sup>th</sup> August 2021 OC Electrical were on site to replace a defective halogen lamp fitting in the chancel with a new, low-energy LED light fitting.

On 26<sup>th</sup> October 2021 Shelford Heating attended the church to undertake the annual boiler service ahead of the winter heating season.

### **Thanks**

The Covid pandemic has severely restricted opportunities for fund raising over much of 2021, but we would like to record our thanks to all those in the community who have supported the limited fundraising that we were able to undertake, and also those who responded so generously when the additional defects were identified in the nave roof.

Once again, we would like to record our thanks to all the ladies on the flowers and cleaning rota for their continued good works over the course of the year and, in particular, for their work in cleaning the church following the closure while the works on the roof were undertaken. Thanks are also due to Anne Warrack for changing the altar fronts as required during the course of the year, and to Pete Coningsby for cutting the grass and maintaining the churchyard.

Karen Coningsby and David Grech, Church Wardens 2021/2022

### **Financial Report**

Total receipts into the unrestricted General Fund were £10,300 of which £7,500 were voluntary donations, £1,200 was from Gift Aid and £400 from fund raising efforts. After a decrease in receipts last year, income for 2021 was nearer its pre-Covid level, in spite of ongoing restrictions and cancellation of the church fete for the second year running. Total payments from the General Fund were £10,600 which included £7,100 Ministry Share and £2,000 insurance. Whaddon paid its full Ministry Share in 2021, as well as paying an extra instalment to partially offset the shortfall in 2020. The balance in the Barclays account carried forward at 31<sup>st</sup> December on unrestricted funds totalled £5,000.

Total receipts into restricted funds were £140,300 of which £116,900 were grants and donations specifically for the church roof. A further £20,000 was a loan from the Cambridgeshire Historic Churches Trust to aid cash flow with the roofing project, and this was repaid within the year. Payments totalled £165,500 of which £144,300 were payments to the building contractor and professional fees for the church roof. There was no expenditure on the organ during 2021, and a modest expenditure on outreach material for worship from the restricted Charity Account.

The total balance of restricted funds carried forward into 2022 was £22,400. At the end of the year total cash assets amounted to £27,300.

Income and expenditure for the restricted fabric fund were exceptional in 2021 due to major works replacing the roof. This project is now complete, and a final summary of the roof contract, from installation of a temporary roof in July 2019 to receipt of the last instalment of VAT reclaimed in January 2022, are set out in the table below.

<b>Receipts</b>		<b>Payments</b>	
Donations	£ 49,000	Temporary roof	£ 5,000
Fund raising	£ 3,000	Professional fees	£ 7,000
Gift Aid tax reclaimed	£ 9,000	Building contractors	£ 113,500
Insurance	£ 15,000	Amey grant contrib'n	£ 2,500
Grants	£ 52,000	<b>Net Total</b>	<b>£ 128,000</b>
VAT reclaimed	£ 24,000	VAT	£ 24,000
<b>Total</b>	<b>£ 152,000</b>	<b>Total</b>	<b>£ 152,000</b>

Jenny Grech, Treasurer

## **Safeguarding**

The Safeguarding and Clergy Discipline Measures 2016 imposes a legal duty on all PCCs to have due regard to the House of Bishops Safeguarding Guidance in respect of children and vulnerable adults.

To that end Safeguarding is a standard agenda item for all our PCC meetings and the PCC has appointed Anne Newberry as our Safeguarding Officer to help ensure compliance.

## **Structure, Governance and Management**

The Parish of St Mary's Whaddon is part of the Diocese of Ely in the Church of England. More locally, it is part of the Shingay Deanery.

The incumbent holds the benefice in plurality with the benefice of Bassingbourn, being also the vicar of St Peter and St Paul, Bassingbourn. The appointment is half-time.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's Whaddon the membership of the PCC consists of the Incumbent, the Associate Minister, the two churchwardens, two Licensed Lay Ministers (though Erica Coomber stepped down from the PCC in December 2020), the Deanery Synod representative and members elected by those members of the congregation who are on the Electoral Roll of the church. All members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including how the funds of the PCC are to be spent.

At the start of 2021 the PCC had 12 members, dropping to 11 when Rev Claire Robertson stepped down to take up her appointment at Haslingfield, then rising to 12 on the

appointment of Helen Orr as vicar in October. The PCC met 9 times during the year, with an average attendance of 87.4%.

### **Administrative Information**

Address for correspondence is: The Church Office, 23 North End, Bassingbourn SG8 5NZ.  
The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently excepted from registration with the Charity Commission.

PCC members at the end of 2021 were as follows:

#### **Ex Officio Members:**

The Vicar: The Rev'd Helen Orr (Chair)  
Associate Minister: The Rev'd Amanda O'Neill  
Licensed Lay Minister: Mr Simon Morris  
Churchwarden: Mrs Karen Coningsby  
Churchwarden: Mr David Grech (Vice-chair)  
Deanery Synod Rep: Mrs Anne Warrack

#### **Elected Members:**

Mrs Susan Clarke (Secretary)  
Mrs Kay Clarke (Electoral Roll Officer)  
Mrs Jenny Grech (Treasurer)  
Mrs Iris Green  
Mr Peter Hasleden  
Mrs Helen Strudwick

#### **Co-opted (non-voting Member)**

Mrs Anne Newberry (Parish Safeguarding Officer)

#### **Bankers**

Barclays Bank, 23 High Street, Royston, Herts

#### **Independent Examiner**

Roger van Poortvliet ACA, 134 Bridge Street, Whaddon, Royston

## ST MARY'S CHURCH WHADDON

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2021

<b>GENERAL FUND</b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b><i>Receipts</i></b>	<b>£</b>	<b>£</b>
Collections at services	1,601.50	1,354.27
Standing orders and gift aided donations	4,337.51	6,141.00
Income tax refunded on charitable giving	1,058.45	1,226.92
Other donations and sales	155.00	304.00
Fees for funerals and weddings	219.00	829.00
Church fete	-	-
Other fund raising	872.75	406.92
<b>TOTAL RECEIPTS</b>	<b>8,244.21</b>	<b>10,262.11</b>
<b><i>Payments</i></b>		
Ministry Share	4,878.17	7,098.16
Fees to diocese for weddings and funerals	128.00	178.00
Insurance	1,989.28	2,008.51
Utilities and fire safety	590.08	650.39
Worship expenses and administration	542.60	515.62
Churchyard expenses	90.00	90.00
Bank charges (Goodbox and SumUp)	6.48	18.94
<b>TOTAL PAYMENTS</b>	<b>8,224.61</b>	<b>10,559.62</b>
<b><i>Receipts minus Payments</i></b>	<b>19.60</b>	<b>(297.51)</b>
Adjusted Bank Balance at 01 Jan	5,277.58	5,297.18
Adjusted Bank Balance at 31 Dec	5,297.18	4,999.67
Credit with Watsons Fuels	133.89	(51.90)

<b>FABRIC FUND - RESTRICTED</b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b><i>Receipts</i></b>	<b>£</b>	<b>£</b>
Donations	3,214.50	33,950.00
Regular donations	2,100.00	1,300.00
Income tax refunded on charitable giving	1,534.50	8,192.50
Fund raising	435.00	1,337.50
Grants	-	52,000.00
VAT reclaimed (Listed Places of Worship Scheme)	-	23,239.15
Interest	154.10	14.69
Loan	-	20,000.00
<b>TOTAL RECEIPTS</b>	<b>7,438.10</b>	<b>140,033.84</b>
<b><i>Payments</i></b>		
Roofing project: Professional fees (including VAT)	1,939.48	5,691.68
Building contractors (including VAT)	-	136,104.81
Electrical repairs	203.40	248.53
Boiler service	291.48	184.25
Fundraising expenses	-	297.81
Third party contribution to release grant	-	2,530.00
Loan repayment	-	20,000.00
<b>TOTAL PAYMENTS</b>	<b>2,434.36</b>	<b>165,057.08</b>
<b><i>Receipts minus Payments</i></b>	<b>5,003.74</b>	<b>(25,023.24)</b>
Account Balance at 01 Jan	35,345.97	40,349.71
Account Balance at 31 Dec	40,349.71	15,326.47
<b>ORGAN FUND - RESTRICTED</b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b><i>Receipts</i></b>	<b>£</b>	<b>£</b>
Interest	16.50	2.03
<b>TOTAL RECEIPTS</b>	<b>16.50</b>	<b>2.03</b>
<b>TOTAL PAYMENTS</b>	<b>0.00</b>	<b>0.00</b>
<b><i>Receipts minus Payments</i></b>	<b>16.50</b>	<b>2.03</b>
Account Balance at 01 Jan	3,886.53	3,903.03
Account Balance at 31 Dec	3,903.03	3,905.06

<b>CHARITY ACCOUNT - RESTRICTED</b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b><i>Receipts</i></b>	<b>£</b>	<b>£</b>
Dividends	260.56	269.82
Interest	14.34	1.73
<b>TOTAL RECEIPTS</b>	<b>274.90</b>	<b>271.55</b>
<b><i>Payments</i></b>		
Zoom account	57.56	108.14
Outreach material for worship	116.00	344.00
Christmas card competition	30.00	30.00
<b>TOTAL PAYMENTS</b>	<b>203.56</b>	<b>482.14</b>
<b><i>Receipts minus Payments</i></b>	<b>71.34</b>	<b>(210.59)</b>
Account Balance at 01 Jan	3,289.83	3,361.17
Account Balance at 31 Dec	3,361.17	3,150.58

STATEMENT OF ASSETS AND LIABILITIES

AT 31 DECEMBER 2021

	General Fund	Fabric Fund	Organ Fund	Charity Account	TOTAL 2021	TOTAL 2020
Cash	£ 4,999.67	£ 15,326.47	£ 3,905.06	£ 3,150.58	£ 27,381.78	£ 52,911.09
Watson Fuels Credit	(£ 51.90)	-	-	-	(£ 51.90)	£ 133.89
<b>TOTAL ASSETS</b>	<b>£ 4,947.77</b>	<b>£ 15,326.47</b>	<b>£ 3,905.06</b>	<b>£ 3,150.58</b>	<b>£ 27,329.88</b>	<b>£ 53,044.98</b>
<b>LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>443.47</b>
<b>NET ASSETS</b>	<b>£ 4,947.77</b>	<b>£ 15,326.47*</b>	<b>£ 3,905.06</b>	<b>£ 3,150.58</b>	<b>£ 27,329.88</b>	<b>£ 52,601.51</b>

\*Within the Fabric Fund £3,808.69 is further restricted for the Heating Project

The Church also has an investment in a CBF Church of England Investment Fund which was valued at £10,631.82 at 31 December 2021. The investment is held as a Trust Fund, dividends from the investment are paid into the Charity account and can be used for Religious and Charitable work in the Parish. The Parish does not have access to the capital of the Trust Fund.

Signed J Grech

Date 25/4/22

**Jennifer Grech**  
Treasurer

I have examined the accounts and supporting documentation submitted to me and in my opinion the above Financial Statements indicate the true financial state of St Mary's Church, Whaddon at 31 December 2021

Signed Roger van Poortvliet

Date 25/4/22

**Roger van Poortvliet, ACA**  
Chartered Accountant

**134 Bridge Street**  
**Whaddon**