

**ANNUAL REPORT and FINANCIAL STATEMENTS
of the PAROCHIAL CHURCH COUNCIL
for the year ended 31 DECEMBER 2020**

THE CHURCH OF ST JAMES THE GREAT, SILSOE

***GROWING AS A BEACON OF
CHRIST'S LIGHT IN OUR COMMUNITY***

Benefice website: <https://3churches.uk/>
Silsoe Church website: <https://silsoe.3churches.uk/>

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A LETTER FROM REVEREND DAVID PAYNE



In reviewing the past year, it is hard to resist the kind of truisms that we have become so used to – that it has been an unprecedented year; that we long for the return of the things we miss, that we struggle to fully comprehend the extent to which lives have been affected.

Instead, I'll simply remind you that the facts and figures you find in this report represent an involvement not just in the lives of individuals, but in the community of Silsoe as a whole. Behind these facts and figures lie all sorts of enterprise and achievement - school visits and collective worship, pastoral compassion, the safeguarding of the vulnerable, wedding and funeral ministry, practical support for foodbanks and other agencies, a wide range of worship and so on. The list is not exhaustive, and sometimes the effort to make it happen comes at a cost to us, but it can bring with it the fullness of life that Jesus described.

For that reason I want to thank you and pay tribute to all of you who have sustained the life of St. James in the past year, not only in a time of pandemic, but in a time of vacancy, when there has been challenge and uncertainty. I can clearly see ways in which God has been at work amongst you and through you, and I give thanks for that and, indeed, for you.

As we look forward from here, the calling we have is to demonstrate and live out God's love for our neighbours, whether in our street or further afield. I'm still trying to learn the song you sing here and to join in with it, in my own inimitable fashion, but above all else, I look forward to a year in which I can serve you in the call to discover and grow the Kingdom of God here.

With my heartfelt thanks and every blessing in Jesus Christ.

Growing as a Beacon of Christ's Light in Our Community

INTERREGNUM/VACANCY

From August 2019 until November 2020, our parish did not have a vicar - we were in an interregnum/vacancy. During that period, the PCC organised services on a regular basis - whether in Church or recorded due to coronavirus restrictions - and we are very grateful to all the vicars, readers and lay people who helped to provide regular services.

Our Churchwardens have had significant additional duties during this period and the PCC express their sincere thanks to Mr Olney and Mrs Liddle for the care, effort and diligence with which they shouldered these extra tasks.

We were unable to hold a service in church for Reverend Payne's Licensing which took place on 10 November 2020; instead a service was held on Zoom. The service was led by Bishop Alan, Bishop of ST Albans and over 100 people, including people from Reverend Payne's previous benefice, were able to participate.

A recording of the Licensing Service is available to watch at:

<https://3churches.uk/licensing-of-rev-payne/>

We were able to take online donations after the service and these were subsequently donated to the Ordination of Candidates Fund in the St Albans Diocese, including Gift Aid but net of banking fees, in the amount of £95.93.

We warmly welcome Reverend Payne and his wife, Jo, to Silsoe and the Benefice.

INTRODUCTION

The Parish of St James the Great is a Church of England parish situated in Silsoe, Bedfordshire. It is part of the Ampthill & Shefford Deanery, within the Diocese of St Albans which is part of the Church of England. The Parish forms part of a joint Benefice with two neighbouring parishes, St John the Baptist, Flitton and St James the Apostle, Pulloxhill.

St James the Great Church is situated in the High Street, Silsoe, Bedfordshire, MK45 4DR; the correspondence address is The Vicarage, Fir Tree Road, Silsoe, MK45 4EA.

The Parochial Church Council (PCC) is a body corporate (PCC Powers Measures 1956, Church Representation Rules 2006) and is a charity excepted from registration with the Charity Commission.

The PCC has the responsibility of co-operating with the vicar in promoting in the ecclesiastical parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. The parish was in Vacancy until November 2020, when Reverend David Payne was licensed as the Priest-in-Charge of the Benefice. Reverend Payne and his wife, Jo, moved into The Vicarage in October 2020.

The PCC is also specifically responsible for the maintenance and upkeep of the Church and Churchyard of St James the Great, Silsoe.

The PCC are of the opinion that activities during this year (and preceding years) meet the Charity Commission's guidance on public benefit and the guidance on charities for the advancement of religion.

We try to enable ordinary people to live out their faith as part of our Parish community 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.
- Missionary and outreach work.

OUR VISION

Growing as a beacon of Christ's light in our community

OUR VALUES

Welcome Prayer Community Worship Friendships Christ Centred

The PCC has developed a Mission Action Plan (MAP) to help us work towards our Vision; keeping to our Values, and we have structured this Report and our Financial Statements to help show the progress we make within the various areas of our MAP:

*Worship and Services
Discipleship and Spiritual Growth
Mission and Neighbourhood Outreach
Fellowship and Pastoral Care
Building and Churchyard
Leadership and Administration*

A copy of our MAP can be found on our website at <https://silsoe.3churches.uk/>

Growing as a Beacon of Christ's Light in Our Community

WORSHIP and SERVICES

2020 was a year like no other with the global COVID-19 pandemic. No services were held in any of our Churches within the Benefice from mid-March until the beginning of September; Christmas Morning Communion on 25 December 2020 at Pulloxhill Church was the last service held in the Benefice before the Churches closed again due to the pandemic.

During the Vacancy the Churchwardens from all 3 parishes in the Benefice worked together with our Ministry Team and retired vicars living in the Benefice. When our Churches were closed, we managed to provide our congregation and parishioners with recorded services on the Virtual Vicar page of the Benefice website. When services resumed we recorded one of the live services each week and made those recordings available on the Virtual Vicar page for people who were shielding or isolating and unable to get to church.

We are very grateful to our Ministry Team of Readers Gillian Kern and Roy Pinnock and our Lay Leaders of Worship Margaret Butt and Maggie Jeeves and the Reverends Anne Barker, Julie Cox and Anna Garvie together with everyone else who has contributed to both live and recorded services during the Vacancy. Following his Licensing, Reverend Payne has recorded a service each week for broadcast on the Virtual Vicar. Due to lockdown restrictions Reverend Payne has only been able to take one service in Silsoe Church with a congregation present – the Coming of the Light on 20 December 2020. We were able to decorate the Church for this service and are grateful to Bruce Liddle from Newbury Farm Plants who kindly donated the Christmas Tree.

Our thanks also go to Gillian Chapple who produces the service videos, accompanying Service Sheets and manages the Virtual Vicar channel.

During 2020 there were 21 Sunday services and 6 Wednesday in our Church in addition to services for baptisms, weddings and funerals.), The average weekly attendance on a 'normal' Sunday was 23 adults and 1 child (2019: 41 adults, 3 children) and at Wednesday morning communion 6 adults. Under the COVID-19 restrictions in place from September onwards, the number of people allowed to attend a service was severely restricted. A total of 48 recorded services were made available during 2020, with a recorded average of 50 viewings per service. However, those numbers do not include people who view services with 'cookies' disabled or if there is more than one person watching on a device. Each service was accompanied by a Service Sheet which people could download.

Services are still available to watch at:

<https://3churches.uk/all-recorded-service-from-the-virtual-vicar/>

We were not able to hold any of our major festival services – Mothering Sunday, Easter, Remembrance, Carol Service, Crib and Christmas Eve Midnight Service. Traditionally, a lot of people attend these services and the collections from those services have contributed on average just under 13% of our total Congregational Giving. During the year, we introduced an online facility for those people who wished to make a donation by credit or debit card. The finance charges shown under Leadership and Administration are the fees taken by the provider of the online facilities. Our thanks go to everyone who has continued to support the Church financially this year.

We were able to hold our Remembered with Love service at the beginning of November but the numbers allowed to attend were restricted due to social distancing requirements. Simon Stranks led the service and a recording is available to watch here:

<https://silsoe.3churches.uk/remembered-with-love-2020/>

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WORSHIP and SERVICES – continued

We have endeavoured to enable our community to celebrate and thank God at the milestones of the journey through life despite the pandemic restrictions.

Through **baptisms** we thank God for the gift of life, in **marriage** public vows are exchanged with God's blessing and through **funeral services** family and friends express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping.

We have celebrated 2 baptisms, 2 weddings and held 10 services for funerals, burial of ashes and memorials in our Church or in the Churchyard in 2020 (In 2019: 13 baptisms; 3 weddings, 8 funerals/burial of ashes/memorial services).

Fee income includes the statutory fees charged and optional extras such as permission to record the service, heating, etc. Acting on guidance from the Church of England, certain income which had been included under Fees is now included in Donations and the 2019 comparison figures have been adjusted to reflect this.

At weddings, a retiring collection is taken and the couple are invited to nominate a charity to share that collection equally with the Church. As a result, **£37.50** (2019: £366) was donated to 2 charities - £18.75 each to the Alzheimers Society and Cancer Research UK. The total amount donated to the Church (including Gift Aid) from retiring collections was **£37.50** (2019: £359.01).



DISCIPLESHIP and SPIRITUAL GROWTH

We were able to hold 2 Family Services before lockdown but were unable to hold any Messy Church events.

At Easter, Harvest time and Christmas children from Silsoe VC Lower School would normally have special services in the Church when we would welcome the children, their parents and teachers to celebrate these occasions and classes from the school would visit the Church and Churchyard on a regular basis as part of their spiritual, moral, social and cultural development. We look forward to being able to resume these activities in 2021.

Although we were unable to hold our usual Christingle service in Church, working with Silsoe Lower School and the other schools in the Benefice, we held a virtual Christingle service – bags containing the components for making a Christingle were provided for the children. Reverend Payne together with his wife, Jo, recorded a Christingle service in Silsoe School and invited children to send pictures of their completed Christingles. There were over 110 views of the service and over 30 photos of Christingles were sent in. These can be seen at:

<https://3churches.uk/virtual-christingle-13-december-2020/>



The **Foundation Governors** of **Silsoe VC Lower School** are appointed by the PCC. During 2020, the Foundation Governors were Elaine Couzens and Simon Stranks.

Reverend Payne became an ex-officio Governor of the School in November 2020.

MISSION and NEIGHBOURHOOD OUTREACH

Neither the PCC nor **the Friends of Silsoe Church** were able to hold any social events during 2020. The money raised by the Friends of Silsoe Church is ultimately donated to the Church and, during 2020, the Friends donated just under **£1,875** (2019: nearly £4,750). The donations covered things such as the Welcome Mat, repairs to the lych gate and some electrical work. The PCC are grateful to the Friends for their ongoing support of the Church.



Smartie Fundraising continued during 2020 and raised **£276.50** (2019: £60.49 net) - we provide you with a tube of Smarties, you eat the Smarties and then fill the tube with coins, before returning the tube to us. And if you can Gift Aid your donation, it means we can claim a further 25% from the tax man.

Together with the Parish Council, the PCC supports the production of the local monthly Parish magazine, **Silsoe News**, by providing grants to help cover costs, when these are not met by advertising income. In 2019 a grant of £250 was made, but one was not needed in 2020. Silsoe News is distributed free to every house in the village and provides local news and information to the whole community, including a full list of services for each church in the Benefice, as well as keeping our parishioners informed of the important matters affecting our Church.

General information about the Benefice can be found at <https://3churches.uk/> and information specific to St James the Great, Silsoe can be found at <https://silsoe.3churches.uk/>.

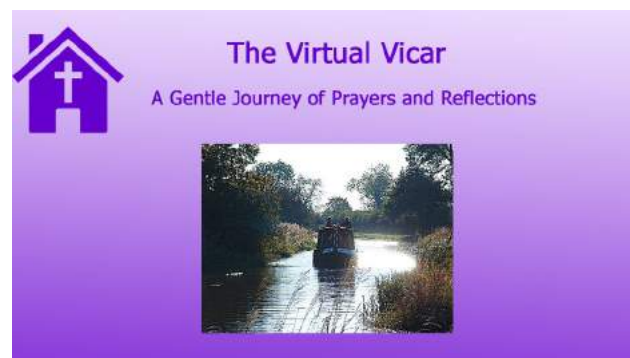
We also have a **Facebook** page - <https://www.facebook.com/ThreeChurchesUBSFP/>

As well as our recorded services, a variety of resources have been made available on our digital channels. These include prayers and simple home worship services including a reflection for use on the day of a funeral. We also participated in Prayers for the Nation during November publishing a prayer at 6pm each day.

FELLOWSHIP and PASTORAL CARE

We have endeavoured to keep in touch with our congregation and parishioners during the pandemic, however a number of the PCC are in the vulnerable or elderly category. We hope that the digital resources and recorded services we have made available have helped people. We are aware that some people do not have access to, or are not comfortable using, the internet. Unfortunately, due to performing rights licensing and copyright requirements mainly associated with music, we are only able to make most services available via our websites.

However, we have two recordings which can be distributed on DVD or CD without infringing any copyright requirements.



Songs of Praise is a collection of 6 readings and hymns – all chosen by the 3 Churches Choir

<https://3churches.uk/songs-of-praise-for-sunday-5-july-2020/>

A Gentle Journey is a selection of prayers and reflections accompanied by restful music and tranquil images. Lasting just over 15 minutes, we hope that you will find peace and relaxation, comfort and inspiration – a time of quiet contemplation as you listen to these words of praise.

<https://3churches.uk/a-gentle-journey/>

If you, or anyone you know, would like a disc with these two recordings on, please email Gillian Chapple on virtualvicar@3churches.uk.



During 2020 Michael Olney retired as Churchwarden after 20 years. At the end of the Welcoming the Light service in December, Jill Little presented Mike with engraved glasses, a bottle of wine and a gift voucher.

You can watch a recording of the presentation here: <https://silsoe.3churches.uk/presentation-to-michael-olney/>

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FELLOWSHIP and PASTORAL CARE – continued

Paul and Sheila Biscoe stepped down from the PCC during 2020 after nearly 10 years. We were unable to make a presentation in front of our congregation but gave Paul and Sheila an engraved salver and a gift voucher.

We are very grateful to Mike, Paul and Sheila for their hard work, support and service to the Church over the years.

(The 2019 comparative figures in the Financial Statements include the leaving gifts presented to Dave & Kath Bell when Reverend Bell retired and to Ian and Christine Smith when Ian left to become Vicar at Renhold.)

As a village, Silsoe has generously supported the local Food Banks and the Church has been used as a collection point.



BUILDING and CHURCHYARD

Due to COVID-19 restrictions there was no Archdeacon's Visitation.

We added an electrical point to enable the rechargeable vacuum cleaner purchased last year to be left on charge securely. A large Welcome Mat was put into the porch to help remove dirt from people's shoes before they enter the Church with a view to keeping the carpet cleaner. We then had the carpet cleaned. We also added a small heater to the Vestry.

In the Churchyard we made some repairs to the lych gate

We are grateful to the Friends of Silsoe Church who made donations to cover the costs of these costs and also some work which had been done on trees in the Churchyard in 2019

We are very grateful to Mike Olney and Martyn Gates for all they do organising faculties, tenders and works to help keep our Church well maintained.

During 2020, after lengthy discussions with Wave – who supply water and sewerage facilities to the Church – a refund of nearly £100 was received due to incorrect VAT charges applied to our account since 2017.

LEADERSHIP and ADMINISTRATION

The method of appointment of PCC members is set out in the Church Representation Rules. At St James the Great, the membership of the PCC consists of the Vicar, Churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the Church. The PCC can co-opt additional members to the Council during the year to fill any vacancies. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

In 2020, there were 53 parishioners on the **Electoral Roll**, three of whom were not resident in the Parish.

The Vicar and two other members of the PCC sit on the **Deanery Synod**. This provides the PCC with an important link between the Parish and the wider structures of the Church of England.

PCC members who have served from 1 January 2020 until the date this Report was approved are as follows:

Ex officio or by invitation members:

Ministry Team:

Rev David Payne	Chairman – Licensed on 10 November 2020
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Churchwardens:

Michael Olney	Chairman until retired on 8 October 2020
Gillian Liddle	Deputy Chair
Simon Stranks	Elected on 8 October 2020

Deanery Synod Representatives

Alan Aldridge	Also Secretary from 23 October 2020
Martyn Gates	Also Health & Safety Officer

Elected members:

Dr Paul Biscoe	Secretary until resigned on 8 October 2020
Sheila Biscoe	Resigned on 8 October 2020
Gillian Chapple	Treasurer/Webmaster
Darren Couzens	Electoral Roll Officer from 23 October 2020
Maggie Jeeves	
Dr Chris Nixon	Elected on 8 October 2020
Katie Shattock	
Simon Stranks	Elected Churchwarden on 8 October 2020
Jackie Williams	Co-opted 28 January 2021

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

The full PCC met 6 times during 2020 with an average level of attendance of 89%. 4 of these meetings took place using Zoom due to Covid-19 restrictions. Our **Mission Action Plan** was regularly reviewed at these meetings. The PCC is required to appoint a **Standing Committee** which has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The members of our Standing Committee are the Vicar, Churchwardens, Secretary and Treasurer.

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LEADERSHIP and ADMINISTRATION - continued**SAFEGUARDING and HEALTH and SAFETY**

The Diocesan guidelines have been followed throughout the year. Safeguarding has been an agenda item for every PCC meeting and all members of the PCC have a DBS certificate appropriate to their role. Since our last report, our Parish Safeguarding Officer (PSO) Joanna Farbon has stepped down from the role and Elaine Couzens is now our PSO. Elaine has her DBS certificate and successfully completed the Foundation and Leadership Safeguarding training. We had one new PCC member who has a DBS certificate and successfully completed the online Co and C1 safeguarding training.

A link to the Parish Safeguarding Handbook can be found on our website at <https://silsoe.3churches.uk/>

The PCC are grateful to Martyn Gates who keeps a watchful eye on things as the Health and Safety Officer.

DEANERY SYNOD

Our Deanery Synod representatives are Alan Aldridge and Martyn Gates (House of Laity).

Due to the Covid 19 pandemic there was only 1 formal meeting of the Ampt Hill and Shefford Deanery during 2020. This meeting took place on 11 March. There were supplementary meetings to discuss the possible reorganisation of parishes following a request from Bishop Richard in a letter dated May 2019 concerning pastoral provision across the Diocese.

The meeting on 11 March was held at St Mary's Clophill. It was attended by 6 clergy members and 32 Laity members:

- Reverend Caren Topley was commissioned as Assistant Rural Dean.
- The guest speaker was Reverend Grace Sentamu. Grace belongs to the Diocesan Group for minority ethnic Concerns.
- There were reports from: the Treasurer, the Rural Dean and the Lay Chair,
- There were reports on: the Pre-Lambeth Conference, Safeguarding and the General Synod.
- News from the Parishes of Woburn Sands and Ampt Hill.

Pastoral Provision: The possible reorganisation of parishes was discussed in meetings with the Deanery Synod, Church Wardens and incumbents. The proposals were refined to three scenarios. None of these proposals involved changes to the Benefice of Silsoe, Flitton and Pulloxhill.

PARISH SHARE & VACANCY EXPENSES

The Parish is required to contribute to the **Diocesan Common Fund** to cover the cost of having a Vicar. Within the joint Benefice, we 'share' a vicar with Pulloxhill and Flitton and do not have to pay the full cost of a vicar. The full Stipendiary Contribution for a vicar is split between the 3 parishes, with Silsoe paying 40% and Flitton and Pulloxhill each paying 30%. For 2020, our Parish Share was reduced to reflect that we did not have a vicar for 10 months – the reduction in the Parish Share is to help with the additional costs incurred due to the Vacancy. The final figure for our Parish Share for 2020 was £23,213 (2019: £23,858) For 2021, our Parish Share is £26,669 but has been reduced by a credit of £1,043 from the Ministry Support Contribution fund to £25,626.

During the Vacancy services were taken by a number of different people, including some retired vicars. The Church of England set out the fees to be paid to retired vicars. If a vicar took more than one service on a day in the Benefice, the total fees payable were divided equally between the churches where the services took place. Fees for recorded services were split equally between all 3 parishes.

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LEADERSHIP and ADMINISTRATION - continued

PARISH SHARE & VACANCY EXPENSES – continued

Other Vacancy Expenses such as national advertising, candidates’ expenses and the provision of a COVID safe interview location were shared by the 3 parishes in the same proportion as other joint Benefice expenses, ie 50% Silsoe, 25% each Pulloxhill and Flitton.

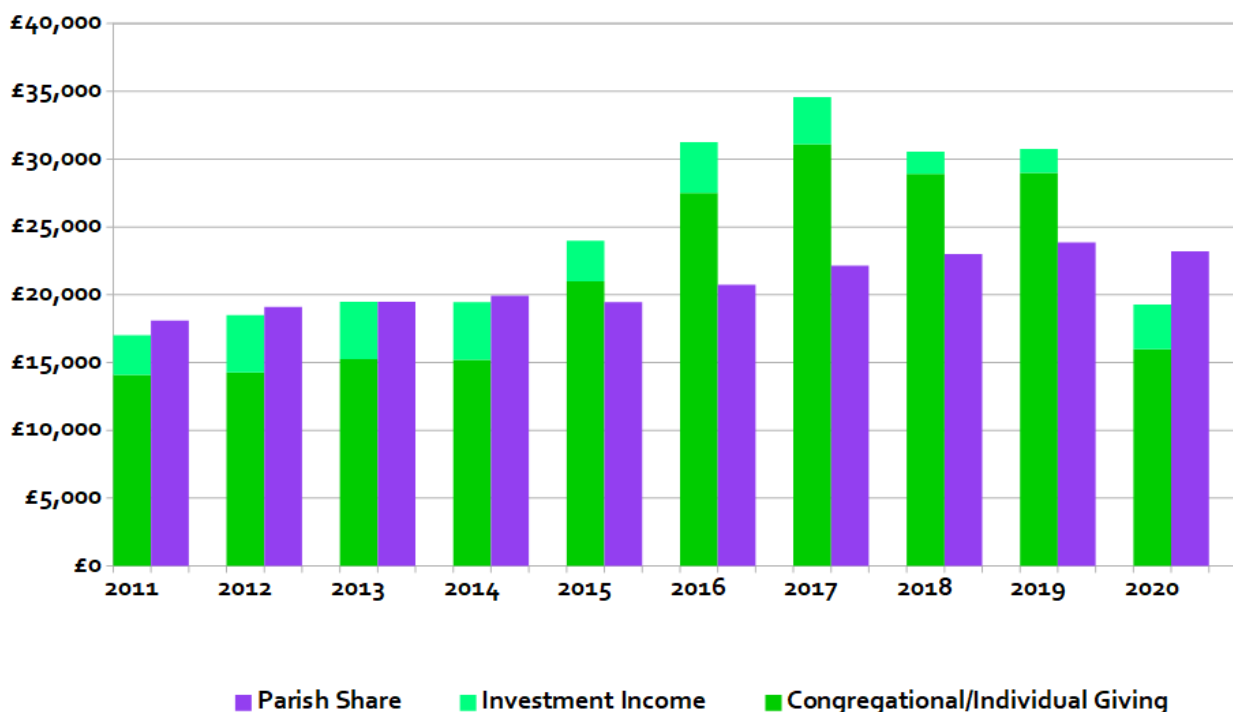
A grant was also made to Reverend Payne to assist with moving to and settling into the Vicarage.

FINANCIAL REVIEW

Our Financial Statements are presented in a way that we hope clearly links the financial information to our Mission Action Plan (MAP). We have annotated the Financial Statements to indicate where clarification or further detail can be found in the body of this Report. The Financial Statements should be read in conjunction with this Report.

Compared to 2019, income reduced by about 33% while expenditure has only decreased by about 20%; expenditure exceed income by £9,275.64 compared to £5,112.55 in 2019. The effect of the closure of the Church due to the pandemic has exacerbated the decline in income which we had been expecting due to several large donors either dying or moving away from the parish.

Congregational/Individual Giving compared to Parish Share (incl. Benefice Support Donations)

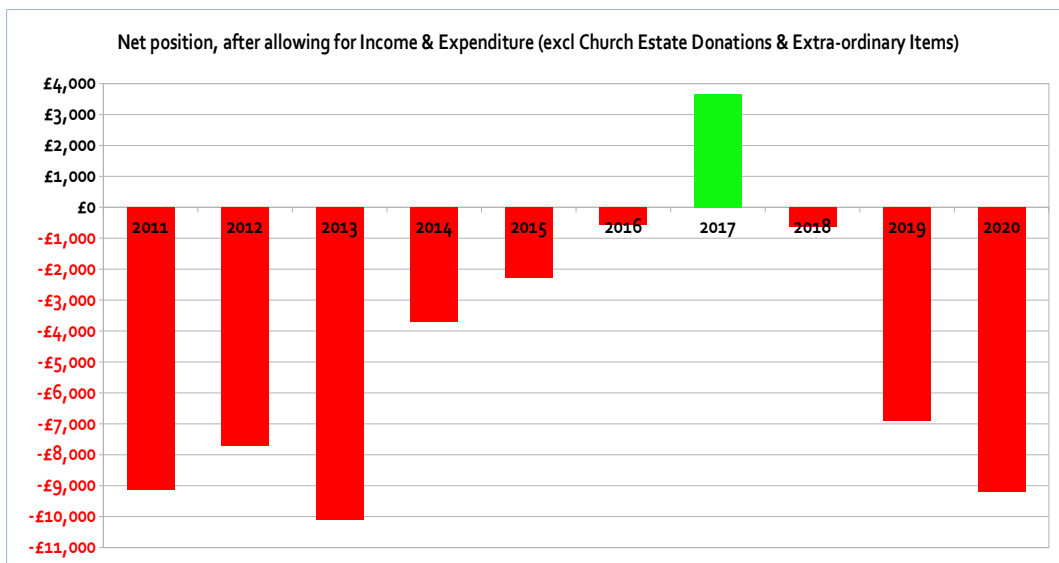


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LEADERSHIP and ADMINISTRATION - continued

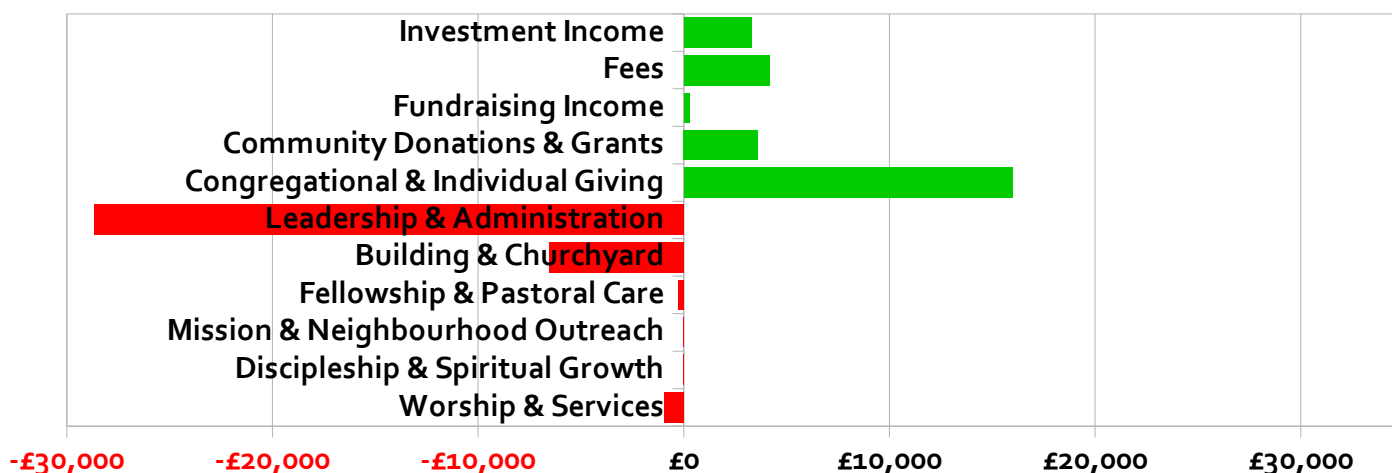
FINANCIAL REVIEW – continued

The chart below shows the position in recent years of the shortfall, allowing for Regular Income and Regular Expenditure – since 2005 there has always been a shortfall between Income and Expenditure (excluding extra-ordinary items), except in 2017.



The shortfalls have been covered, in the main, by using up the reserves held by the PCC. We are in the position of having substantial reserves due to two sizeable bequests received 2003 and 2013.

Income & Expenditure 2020 - Expenditure exceeded income by £9,275.64



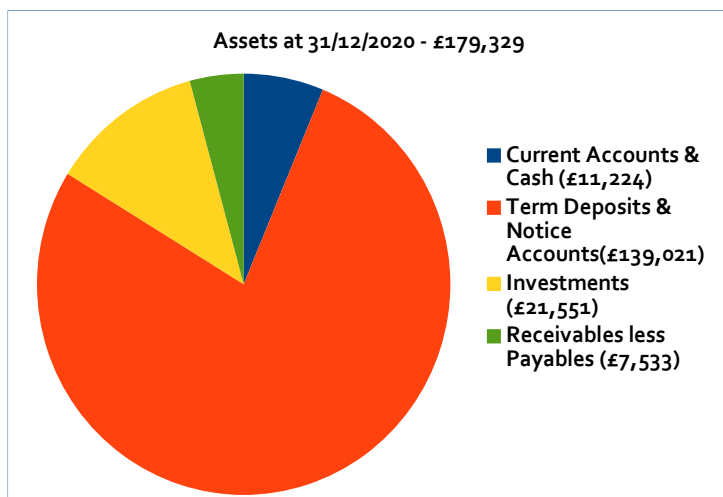
Community Donations and Grants includes donations the PCC receives from the Church Estate Fund and the Friends of Silsoe Church. Both of these organisations are independent of the Silsoe PCC and their financial statements do not form part of the PCC's Financial Statements. The Church Estate Fund was established in the 1930s and, under the terms of its Trust documentation, is allowed to make donations towards the upkeep of the Church and the maintenance of Church services. However, the donations are limited to the clear income of the fund - the Trustees may not spend the capital.

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LEADERSHIP and ADMINISTRATION - continued

FINANCIAL REVIEW – continued

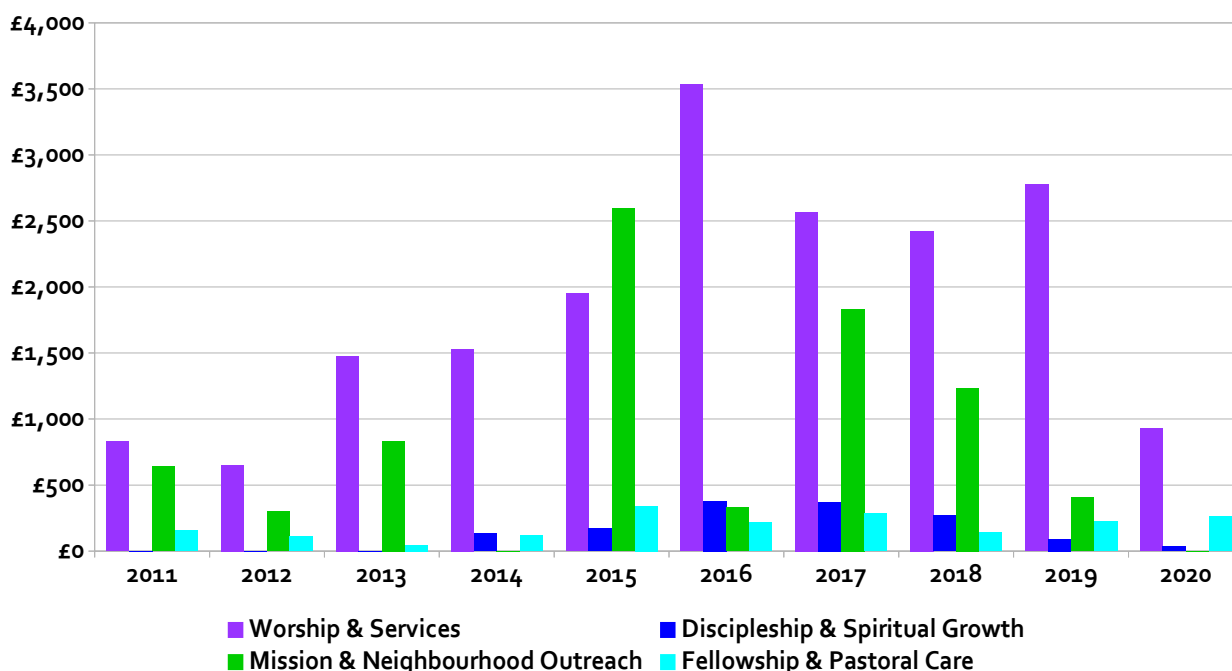
Investment income, which is primarily interest on cash deposits, has been in decline for several years due to low interest rates but increased in 2020 as we had been able to put money into fixed term deposits at favourable rates. These rates end in 2021 and we expect any new fixed term deposits to be at lower rates of interest. Investment opportunities are limited as the PCC do not consider it appropriate to place money in investments where the capital invested is at risk.



At 31 December 2020 the PCC had monetary assets totalling £179,329 (2018: £187,213).

The following charts show the historical expenditure in the various MAP areas – these have been split into two charts due to the differences in scale. The MAP categories of expenditure were introduced in 2015 and, in order to prepare charts illustrating progress over the years, historic figures have been reallocated from the previous accounting categories to the MAP categories as far as practically possible. (In 2019, the leaving gifts for Revs Bell and Smith have been excluded and in 2020 Vacancy Expenses have been excluded)

Mission Action Plan Spending Areas - Graph 1

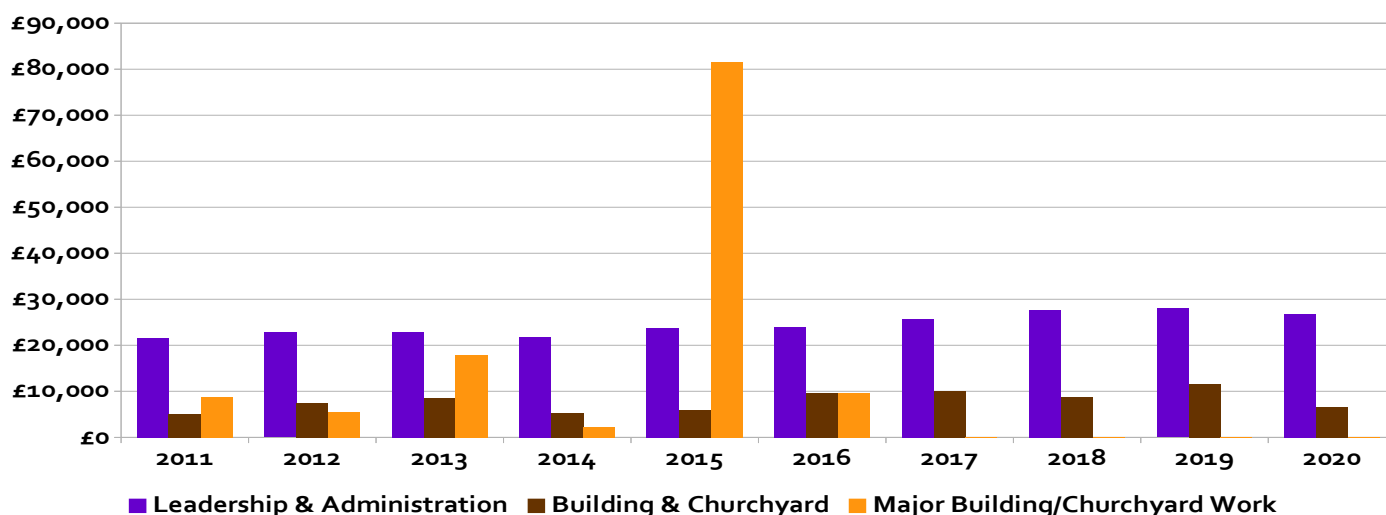


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LEADERSHIP and ADMINISTRATION - continued

FINANCIAL REVIEW – continued

Mission Action Plan Spending Areas - Graph 2

**Ministry Team Expenses**

A parochial church council is expected to meet certain expenses of the vicar and the ministry team. The three PCCs of the joint Benefice agreed that the team's expenses should be shared between the three PCCs in proportion, with Silsoe PCC generally paying 50% of the expenses. It was further agreed that Silsoe PCC would pay all the expenses initially and that the other PCCs would make periodic reimbursements. These financial statements only reflect the proportion of those expenses falling due to Silsoe PCC and are included in the appropriate categories under, mainly, Leadership & Administration. Details of the **Ministry Team's** total expenses are given in the Appendix.

Joint Benefice Expenses

Following guidance given by the St Albans Diocesan Board of Finance in 2016, certain expenditure which until 2017 had been included in the Vicar's Expenses – such as reference material for services – was allocated to a new category – Joint Benefice Expenses. With the growth of the Ministry Team and shared work between the 3 parishes, certain other items of expenditure are now shared across the Benefice and these are also included in the Joint Benefice Expenses. The three PCCs have agreed that Joint Benefice Expenses should generally be split in the same proportions as the Ministry Team's Expenses. Again, Silsoe PCC pay all the expenses and the other PCCs make periodic reimbursements. These financial statements only reflect the proportion of those expenses falling due to Silsoe PCC and are included in the appropriate MAP categories (mainly Leadership & Administration). Details of the total **Joint Benefice Expenses** are given in the Appendix.

Restricted, Unrestricted and Designated Funds

It is a requirement of the Charities Act and the Church Accounting Regulations that information contained in PCC financial statements be presented in such a way so as to demonstrate that where the PCC has received money for specific purposes, that money has only been used for those purposes. Where money is donated for a specific cause (or with certain restrictions placed on its use) it is known as 'Restricted Funds', all other funds are known as 'Unrestricted Funds'.

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LEADERSHIP and ADMINISTRATION - continued**FINANCIAL REVIEW** – continued**Restricted, Unrestricted and Designated Funds** - continued

The PCC may use Unrestricted Funds for any purposes it sees fit and may, if it feels it appropriate, create Designated Funds for specific purposes. At a later date, the PCC may re-designate those funds for other purposes.

There is an Unrestricted Fund - "*the General Reserves Fund*" - which has been built up over the years by unrestricted donations and any excess of general income over expenditure. This is used to cover any expenditure not covered by the general income, donations and contributions from Restricted and Designated Funds.

At the start of 2020 there were 2 Designated Funds - "*The Scott/Shaw Bequests Fund*" which was designated for use in connection with improvements to the Church and the Churchyard and costs linked to our Vision and MAP. The second fund was "*The Kilgour Memorial Fund*" which was designated for use in connection with special projects. However, during the year the PCC decided to re-designate these funds as part of the General Reserves Fund until such time as the effects of the pandemic are clearer.

At the end of 2020 the following Restricted Funds were in place:

Maintenance of the Church, Churchyard and specific graves - '*the Grave Bequests*'
Provision of flowers, oasis, foliage, etc - '*the Flower Fund*'

During 2020, other Restricted Funds were created but these were fully paid out during the year – this included the Restricted Fund created to be used towards the Joint Benefice Expenses. This latter Fund was extinguished through the year but it is anticipated that further donations will be received in the future. This Fund was distributed by way of donations to Flitton and Pulloxhill towards their share of the Joint Benefice Expenses with the remainder of the Fund being set against Silsoe's share.

Examination of the financial statements

The PCC is required to have its financial statements examined by an Independent Examiner but is not required to have a formal audit. An Independent Examiner is described under the Charities Act as an independent person who is considered to have the requisite ability and practical experience to carry out a competent examination of the financial statements. 'Independent' means the individual must have no connection with the PCC or the Parish that might appear to be prejudicial to an impartial examination of the financial statements.

Our Independent Examiner is John Playle FCCA, FAIA, PGCertEd, an international lecturer in Accounting and Finance and Certified Accountant and Tax Advisor. The Independent Examiner's report can be found on Page 23



Signed:

Approved by the PCC on 18 March 2021 and signed on their behalf by **Reverend David Payne** (PCC Chair)

CONSOLIDATED STATEMENT OF INCOME and EXPENDITURE for the year ended 31 December 2020

INCOME	Page	2019		2020	
		£	£	£	£
Congregational & Individual Giving	5/14	29,148.55		15,979.06	
<i>At Services</i>			*12,488.75		3,202.43
<i>By Standing Order</i>			8,094.00		7,185.95
<i>Donations</i>	6		3,181.89		2,942.35
<i>Gift Aid Tax Rebates</i>			*5,383.91		2,648.33
Community Donations & Grants	11/15	6,689.18		3,615.33	
Fundraising Income		310.99		276.50	
Fees	6	3,033.00		4,159.00	
Investment Income	14	1,753.14		3,289.79	
Sundry Income		50.00		20.00	
TOTAL INCOME		<u>40,984.86</u>		<u>27,339.68</u>	
EXPENDITURE					
Worship & Services		-2,776.41		-930.49	
<i>Service Requisites</i>			-209.26		-62.97
<i>Robes & Vestments</i>			0.00		-236.82
<i>COVID-19 Precautions</i>			0.00		-114.37
<i>Organists</i>			-850.00		-190.00
<i>Church Flowers & Decorations</i>			-377.88		-31.50
<i>PRS/Visual Liturgy Licences</i>			-212.46		-161.40
<i>Service Books</i>			-17.81		0.00
<i>Charitable Donations</i>	3		-1,109.00		-133.43
Discipleship & Spiritual Growth		-92.32		-32.97	
<i>Messy Church</i>			-92.32		-32.97
Mission & Neighbourhood Outreach		-406.61		0.00	
<i>Social Events (non-fundraising)</i>			-156.61		0.00
<i>Silsoe News</i>			-250.00		0.00
Fellowship & Pastoral Care	10	-3,157.21		-264.47	
Building & Churchyard		-11,655.78		-6,719.73	
<i>Building Maintenance</i>			-7,355.51		-3,062.79
<i>Electricity, Gas & Water</i>			-1,844.06		-1,638.29
<i>Refund of Water Rates overcharged</i>	11		0.00		98.30
<i>Churchyard Maintenance & Sundries</i>			-2,456.21		-2,116.95
Leadership & Administration		-28,009.08		-28,667.66	
<i>Parish Share</i>	14		-23,858.00		-23,213.00
<i>Donations to Benefice Churches</i>	18		-28.50		-149.32
<i>Donations</i>			-100.34		0.00
<i>Insurance</i>			-2,115.33		-2,074.04
<i>IT Costs</i>			-22.80		-104.32
<i>Stationery & Postage</i>			-269.50		-71.55
<i>Equipment Maintenance & Repair</i>			-109.25		-377.74
<i>Telephone & Broadband</i>			-348.52		0.00
<i>Travel</i>			-915.44		-54.79
<i>Safeguarding</i>			-19.49		-6.00
<i>Vacancy Expenses</i>	14		-84.48		-2,511.98
<i>Finance Charges</i>	5		0.00		-31.42
<i>Sundry Running Costs</i>			-137.43		-73.50
TOTAL EXPENDITURE		<u>-46,097.41</u>		<u>-36,615.32</u>	
EXPENDITURE EXCEEDED INCOME BY:	15	<u>-5,112.55</u>		<u>-9,275.64</u>	

* restated due to mis-allocation in 2019

ANALYSIS OF MOVEMENTS IN FUNDS for the year ended 31 December 2020

<i>See Page 17 for more information</i>	General Inc & Exp	General Reserves	Grave Bequests	Flower Fund	Other Restrict
	£	£	£	£	£
FUND at 1 JANUARY 2020		660.27	20,158.80	685.24	0.00
Scott/Shaw & Kilgour Funds undesignated due to Covid 19		165,709.10			
INCOME					
Congreg. & Individual Giving					
<i>At Services</i>	3,202.43				
<i>By Standing Order</i>	7,185.95				
<i>Donations</i>	2,565.45			31.50	345.40
<i>Gift Aid Tax Rebates</i>	2,564.10			7.88	76.35
Community Donats. & Grants	0.00				3,615.33
Fundraising Income	276.50				
Fees	3,984.00				175.00
Investment Income	2,659.88		618.89	11.02	
Sundry Income	20.00				
TOTAL INCOME	22,458.31	0.00	618.89	50.40	4,212.08
EXPENDITURE					
Worship & Services					
<i>Service Requisites</i>	0.00				-62.97
<i>Robes & Vestments</i>	-236.82				
<i>Covid-19 Precautions</i>	0.00				-114.37
<i>Organists</i>	-190.00				
<i>Church Flowers/Decorats.</i>	0.00			-31.50	
<i>PRS/Visual Liturgy Licences</i>	0.00				-161.40
<i>Charitable Donations</i>	-37.50				-95.93
Disc'ship & Spiritual Growth					
<i>Messy Church</i>	-32.97				
Mission & N'hood Outreach	0.00				
Fellowship & Pastoral Care	-239.47				-25.00
Building & Churchyard					
<i>Building Maintenance</i>	-1,869.19				-1,193.60
<i>Electricity, Gas & Water</i>	0.00				-1,539.99
<i>Churchyard Maintenance</i>	-818.06		-618.89		-680.00
Leadership & Administration					
<i>Parish Share</i>	-23,213.00				
<i>Donats to Benefice Churches</i>					-149.32
<i>Insurance</i>	-2,074.04				
<i>IT Costs</i>	-104.32				
<i>Safeguarding</i>	-6.00				
<i>Stationery & Postage</i>	-71.55				
<i>Equip Maintenance & Repair</i>	-377.74				
<i>Telephone & Broadband</i>	0.00				
<i>Travel</i>	-54.79				
<i>Vacancy Expenses</i>	-2,362.70				-149.28
<i>Finance Charge</i>	-29.20				-2.22
<i>Sundries</i>	-35.50				-38.00
TOTAL EXPENDITURE	-31,752.85	0.00	-618.89	-31.50	-4,212.08
SURPLUS/SHORTFALL	-9,294.54	0.00	0.00	18.90	0.00
Change in Market Value			1,392.02		
Transfer from General Reserves Fund	9,294.54	-9,294.54			
FUND at 31 DECEMBER 2020		157,074.83	21,550.82	704.14	0.00

ANALYSIS OF MOVEMENTS IN FUNDS for the year ended 31 December 2019

<i>See Page 17 for more information</i>	General Inc.& Exp £	General Reserves £	Scott/ Shaw Beq £	Kilgour Memorial Fund	Grave Bequests £	Flower Fund £	Service Papers £	Other Restrict £
FUND at 1 JANUARY 2019	0.00	5,833.47	163,809.85	1,886.41	16,979.51	625.08	12.35	
INCOME								
Congreg. & Individual Giving								
<i>At Services</i>	12,488.75							
<i>By Standing Order</i>	8,094.00							
<i>Donations</i>	239.16					361.88		2,430.85
<i>Gift Aid Tax Rebates</i>	4,863.54					71.72		448.65
Community Donats. & Grants	227.17							6,462.01
Fundraising Income	310.99							
Fees	3,083.00							100.00
Investment Income		19.85	1,114.69	12.84	601.28	4.44	0.04	
Sundry Income	50.00							
TOTAL INCOME	29,356.61	19.85	1,114.69	12.84	601.28	438.04	0.04	9,441.51
EXPENDITURE								
Worship & Services								
<i>Service Requisites</i>			-209.26					
<i>Organists</i>	-850.00							
<i>Church Flowers/Decorats.</i>						-377.88		
<i>Service Books</i>	-5.42						-12.39	
<i>PRS/Visual Liturgy Licences</i>			-212.46					
<i>Charitable Donations</i>	-1,109.00							
Disc'ship & Spiritual Growth								
<i>Messy Church</i>			-92.32					
Mission & N'hood Outreach								
<i>Social Events</i>	-49.16		-107.45					
<i>Silsoe News</i>			-250.00					
Fellowship & Pastoral Care	-3,157.21		-223.71					-2,933.50
Building & Churchyard								
<i>Building Maintenance</i>	-2,760.62							-4,595.89
<i>Electricity, Gas & Water</i>	-27.94							-1,816.12
<i>Churchyard Maintenance</i>	-1,814.93				-601.28			-40.00
Leadership & Administration								
<i>Parish Share</i>	-23,858.00							
<i>Donats to Benefice Churches</i>								-28.50
<i>Donations</i>	-100.34							
<i>Insurance</i>	-2,115.33							
<i>IT Costs</i>	-22.80							
<i>Safeguarding</i>			-19.49					
<i>Stationery & Postage</i>	-241.00							-28.50
<i>Equip Maintenance & Repair</i>	-109.25							
<i>Telephone & Broadband</i>	-348.52							
<i>Travel</i>	-915.44							
<i>Vacancy Expenses</i>	-84.48							
<i>Sundries</i>	-137.43							
TOTAL EXPENDITURE	-34,549.66	0.00	-1,114.69	0.00	-601.28	-377.88	-12.39	-9,441.51
SURPLUS/SHORTFALL	-5,193.05	19.85	0.00	12.84	0.00	60.16	-12.35	0.00
CHANGE IN MARKET VALUE					3,179.26			
TRANSFER TO RESERVE FUND	5,193.05	-5,193.05						
FUND at 31 DECEMBER 2019	0.00	660.27	163,809.85	1,899.25	20,158.80	685.24	0.00	0.00

CONSOLIDATED BALANCE SHEET as at 31 DECEMBER 2020

	<u>Page</u>	<u>2019</u> £	<u>2020</u> £
OPENING BALANCE at 1 JANUARY		189,146.67	187,213.41
Add: Change in market value of investments		3,179.29	1,392.02
Less: Excess of expenditure over income		<u>-5,112.55</u>	<u>-9,275.64</u>
CLOSING BALANCE at 31 DECEMBER		<u>187,213.41</u>	<u>179,329.79</u>
MADE UP OF:			
Investments with the Central Board of Finance		20,158.80	21,550.82
Bank accounts & cash		12,550.33	11,224.37
Term deposits & notice accounts		146,335.94	139,021.13
Plus: Money due but not received		8,913.49	7,799.60
Less: Money owed but not paid		<u>-765.15</u>	<u>-266.13</u>
TOTAL		<u>187,213.41</u>	<u>179,329.79</u>
ALLOCATION BETWEEN FUNDS			
General Reserves - Unrestricted	18	660.27	157,074.83
Scott/Shaw Bequests - Designated	18	163,809.85	0.00
Kilgour Memorial Fund - Designated	18	1,899.25	0.00
Grave Bequests - Restricted		20,158.80	21,550.82
Flower Fund - Restricted		<u>685.24</u>	<u>704.14</u>
TOTAL		<u>187,213.41</u>	<u>179,329.79</u>

NOTES**INVESTMENTS:**

The investments with the Central Board of Finance cannot be spent. These represent the capital bequests for the Grave Trusts. The PCC is required to maintain the original capital which is invested with the Central Board of Finance of the Church of England. The capital value has been assessed using the bid price.

BANK ACCOUNTS:

The PCC has a number of bank accounts and deposit accounts with different organisations, making use of fixed term deposits to try to maximise interest earned. The PCC's main current account is with the Co-operative Bank. The fixed term and notice deposits are with United Trust Bank and Cambridge & Counties Bank

NON-MONETARY ASSETS:

The PCC holds the following non-monetary assets:

- Church plate, communion linen & vestments
- Ornaments and furniture in the Chancel, Vestry and body of the Church
- Sound system in the Church
- Sundry pieces of office equipment and machines

Signed:



Mrs Gillian A Chapple – Treasurer

Date: 10 March 2021

REPORT OF THE INDEPENDENT EXAMINER

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St James the Great, Silsoe on the annual report and financial statements for the year ended 31 December 2020 set out on Pages 2 to 22.

Respective responsibilities of the Parochial Church Council & Independent Examiner

The PCC is responsible for the preparation of the annual report and financial statements. The PCC considers that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the Standing Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair' view and my report is limited to those matters set out in the statement below

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with s.130 of the 2011 Act; or
- the financial statements do not accord with the accounting records

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

Signed:



John Playle - FCCA, FAIA, PGCertEd

11/04/2021
Date:

APPENDIX

Ministry Team and Joint Benefice expenses are dealt with by Silsoe PCC on behalf of all 3 parishes. Each parish's accounts will only include their portion of the figures shown below.

MINISTRY TEAM EXPENSES

	2019		2020	
	£	£	£	£
Travel	1,7224.30		24.30	
Vicarage Burglar Alarm Maintenance	142.68		147.00	
Phone & Broadband	697.06		0.00	
Sundries	<u>0.00</u>		<u>16.32</u>	
Less:		2,564.04		187.62
Travel costs received in connection with cremations				
Silsoe PCC	0.00		20.00	
Pulloxhill PCC	20.00		0.00	
Flitton PCC	<u>0.00</u>	<u>20.00</u>	<u>0.00</u>	<u>20.00</u>
NET EXPENSES		<u>2,544.04</u>		<u>167.62</u>
Paid by:				
Silsoe PCC	£83.80			
Flitton PCC	£41.91			
Pulloxhill PCC	<u>£41.91</u>			
		<u>£167.62</u>		

The Ministry Team comprised Reverend David Payne (from November 2020), Gillian Kern & Roy Pinnock (Readers) and Margaret Butt & Maggie Jeeves (Lay Leaders of Worship).

JOINT BENEFICE EXPENSES

	2019		2020	
	£	£	£	£
Photocopier expenses	389.78		798.00	
Less: Charges for use of copier	-249.22		-261.06	
A4 paper	77.93		38.85	
Stationery & Postage	96.78		0.00	
Materials for services	177.29		0.00	
Travel	45.60		0.00	
IT expenses (incl ZOOM)	45.60		93.52	
Safeguarding materials	32.97		0.00	
Recruitment expenses	0.00		1,247.76	
Retired Vicars fees for Virtual Vicar services	0.00		540.00	
Vicarage Utilities	<u>168.98</u>		<u>0.00</u>	
NET JOINT BENEFICE EXPENSES		<u>785.71</u>		<u>2,613.73</u>
Paid, in effect, by:				
Donations (inc Gift Aid)	£ 298.64			
Silsoe PCC	£1,067.53			
Flitton PCC	£ 623.78			
Pulloxhill PCC	<u>£ 623.78</u>			
		<u>£2,613.72</u>		

Recruitment expenses cover the cost of national advertising, candidates' expenses and deep cleaning of interview location. Fees in accordance with the Church of England guidelines were paid to retired vicars who recorded services whilst our churches were closed due to lockdown restrictions. Photocopier expenses include an adjustment in respect of 2019.

GILLIAN CHAPPLE – Treasurer, Silsoe PCC

Date: January 2021