

ST. PAUL'S

Annual Report
and
Financial Statements

Year ended 31 December 2023

Registered Charity No. 1133066

PCC Annual Report for the year to 31 DECEMBER 2023

	The Parochial Church Council of St Paul's Letchworth
Registered charity number (if any)	1133066
Charity's principal address	179 Pixmore Way, Letchworth, Hertfordshire. SG6 1QT

Names of the PCC Members who manage the charity:

Name	Office (if any)	Dates acted if not for whole year	Notes
Rev Jeni McQuaid	Incumbent		
Rev Amanda Ferris	Associate Vicar		
Rev Nick Smith	Associate Vicar	From February 2023	
Rachel Snow	Assistant Curate	To February 2023	
Jess Batten	Assistant Curate	From July 2023	
Derek Snow	Church warden	To February 2023	
Nathan Mellors	Church warden	From April 2023 to October 2023	
Natalie Bhakhri	Church warden	From April 2023 to November 2023	
Chris Dingwall	Treasurer		Co Opted May 2023
Judith Nash	Synod Rep.	To June 2026	
Madeline Nicholas	Synod Rep.	To June 2023	
Irene Adam			Elected Member
Keith Blundell	PCC Secretary		" "
Sam Brazier			" "
Beccie Galloway			" "
Ben Grierson-Hill			" "
Anne Hignell			" "
Louise Hoy			" "
Chris Hulme			" "
Miriam John			" "
Hannah Mellors			" "
Helen Pattinson			" "
Dan Pinco			" "
Paul Thomson			" "
Judith Nash			" "
Kunal Bhakhri		To November 2023	" "
Pam Hull		To April 2023	" "
Paul Owen		To April 2023	" "
Emily Wilkinson		To April 2023	" "
Emma Vernon	Children and Families Worker		Observer
Claire McDonnell	Youth Worker		Observer

Names and addresses of advisors:

Architects	Iain Frearson, 20 Shott Lane, Letchworth Garden City, Hertfordshire, SG6 1SE
Bankers	National Westminster Bank, Station Place, Letchworth. SG6 3AL
Deanery Synod representatives (entitled to attend PCC)	Judith Nash

Structure, governance and management

Description of the charity's trusts

How the Church is constituted

St Paul's Letchworth is a registered charity as well as being part of the Church of England.

The structure and governance arrangements of the charity are set out by the Church of England and St Albans Diocese. The church sits within the Hitchin Deanery and the Archdeaconry of St Albans. Full details of governance arrangements are set out on the St Albans Diocese website.

St Paul's is part of a Joint Benefice with All Saints' Willian, jointly served by the incumbent, associate minister, curate, and readers. All Saints' is administered by its own PCC, appointed from its own membership, and has separate financial records and accountability. St Paul's PCC has no responsibility for the pastoral or administrative affairs of All Saints'.

PCC and Committees

The responsibilities of St Paul's PCC are enshrined in the Parochial Church Councils (Powers) Measure 1956. As such, the purpose of the PCC is to cooperate with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is responsible for the maintenance of all church buildings and grounds, ensuring the smooth running of the church and for ensuring that the church is compliant with all relevant legislation relating to its functions – health and safety, data protection, safeguarding and employment law. The ordained ministers, curates, readers, and church wardens become members of the PCC on appointment. Elected members are appointed by ballot of church members at the APCM on 3-year terms, with vacancies during the year being filled by PCC.

PCC meets its objectives achieved through:

- Full PCC meetings 6 times a year, bi-monthly
- Standing Committee, which has powers to act on behalf of PCC, meeting 6 times a year bi-monthly, alternating with PCC
- Missionary Committee which oversees the church's links with our mission partners
- Ad hoc task groups, formed during the year as required.

None of St. Paul's objectives would have been achieved without the dedication and support of our 3 staff members (our Children and Family's worker, our Youth Worker, and our Parish Administrator) and the very many church members who give their time voluntarily and unstintingly in all areas of church life.

Summary of the objects of the charity set out in its governing and the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit) document

Our Vision – *“To see lives transformed by the light and love of Jesus for all”*

The first notable thing about this report, is that rather than being written by a Churchwarden, it comes from your Vicar, for the second year running! I am grateful beyond words to John Cliff for being willing to stand for election this year. I implore you to continue to pray for a second warden, I also beg your forgiveness for any errors in the below as it is being written during Easter preparations.

I have such hope as I sit and write this, not just in the risen Jesus (what else is needed!) but in the fruit I am seeing after a few tough years emerging from Covid and making some difficult, but much needed changes. We are once again seeing the numbers that we saw before the pandemic (235). Our demographic has changed, we are younger, we are messier, and we look a little more like the disciples, thank you Jesus!

It is impossible to thank all the people who pour themselves out in service to make this happen, so I will just draw on a few highlights of the last year.

On Easter Sunday 2023 we were able to announce that we had the finance necessary to complete the essential work on the roof. At the time of writing the sheeting is due to come down and I am so filled with gratitude to all who have made this possible. To those who gave, to those who served, to those who wrote grant applications and liaised with Architects, my heartfelt thanks. Though we are still waiting on a few grants to meet the additional work that was uncovered, I am filled with faith that God will provide our needs.

In June we had the great joy of accompanying 13 people in baptism and/or confirmation. The service was so joyful as candidates shared their testimonies and many were baptised by full emersion. We look forward to hosting Bishop Jane again in the summer to do it all again!

In 2022 we noticed that people in their 20s were trying St Paul’s but not sticking. We began the Emerge Home Group to form a place where they could meet one another and grow in their faith and discipleship. There were 4 people at the time of starting, and we are now able to boast 27 members. Praise God! This is the missing demographic in church.

It has been wonderful to restart Men’s Ministry thanks to Nick Smith and Nick Pitman. The first meeting with Michael Emmet as guest speaker was very well attended as was the social later in the term and we hope it will be the first of many.

Although Jess Batten only joined us in the summer, she has immersed so fully in the life of the church it feels as if she’s been here for years! Jess and Nick have been instrumental in supporting the Emerge Group while Laura Hulme has been on mat leave for which I am enormously grateful.

Our young people continue to grow both in faith, with a number making commitments to follow Jesus at New Wine last summer and numerically. Claire has launched “Alert” for the younger youth and “After Hours” for the older youth either side of the SIX:30 on the first Sunday of the month and they

frequently attract many of the young people who sit together in the service. As their friendships deepen so does their connectivity with their faith.

We continue to see families join the church largely thanks to the continuing creativity and hard work of our Children and Families worker Emma. This year Em has launched "Prayers with Bears" and an after-school club both of which have seen "unchurched" families come and build relationships with us. This breaking down of walls is critical to our evangelism.

Over 100 of us attended New Wine in the summer. The weather was horrific, so camping was a challenge (to put it mildly!) but several people came to faith and encountered God in powerful ways. No weather can stop Him! That said, please do pray for a more temperate weather week this year!

One of our focuses recently has been increased connectivity between all our ministries, and we see more new congregation members worshipping on Sunday having "joined the dots" from other ministries such as Toddlers and Alpha. I am indebted to the whole ministry team for being more mindful of the need to pass the baton on as we engage with people, but also to Miriam John who has worked wonders with our communication.

All that you read above is underpinned and supported by our Administrator Vicky Cameron who deals with more on a daily basis than I think any of us realise and I wish to express my deep gratitude to her.

In all that we do, the PCC, as trustees have had regard to the guidance issued by the Charity Commission on public benefit document.

Summary of the main activities during the year

Our activities are:

Regular public worship open to all; administration of the sacraments, including preparation for baptism and marriage; conducting funerals; the provision of sacred space for personal prayer and contemplation; pastoral work, including visiting the sick and bereaved; Christian teaching through talks, courses and small groups; taking religious assemblies in schools; youth work with a Christian ethos; promoting the whole mission of the church through a range of activities for older people; work with young children and their families - parents and toddlers; collaborating with our Ecumenical brothers and sisters in Letchworth on a range of community activities, including the provision of a Food Bank and The Ark, a drop in centre for homeless and vulnerable adults; supporting other charities in the UK and overseas.

Safeguarding

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

Financial review

Brief statement of the charity's policy on reserves

- Financial results

The PCC is committed to maintaining the following reserves:

- Capital Fund - representing the PCC's strategic interest in the curate's accommodation.
- Working Capital reserve - equivalent to 3 months expenditure

The principal sources of income and expenditure are set out in the financial statements for the year. The funds available to the PCC at year-end remain adequate to achieve its objectives in 2024.



Provisions are in place to meet the estimated costs arising from 5-yearly quinquennial reviews. The PCC continue to seek funding in the next financial period for the repairs to the North Aisle roof, including fund-raising and financial grants.

Declaration

The members declare that they have approved this Unaudited Draft PCC Annual Report above.

Signed on behalf of the PCC.

On 25 March 2023

	
Rev Jeni McQuaid	Keith Blundell
Minister	Secretary

Statement of financial activities

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income					
Voluntary Income	2	210,506	179,833	390,339	358,902
Income from fees and charges	2	28,781	150	28,931	28,296
Income from local mission activities		0	1,921	1,921	3,326
Income from investments		10,435	0	10,435	1,787
Other		889	0	889	1,647
Total incoming resources		250,610	181,904	432,514	393,958

Expenditure

Ministry	3	49,581	25,854	75,435	33,225
Parish share		90,313	0	90,313	86,409
Support provided to missionaries		19,335	0	19,335	18,453
Cost of generating fees and charges		33,152	2,719	35,872	31,599
Costs of local mission activities		4,226	14,613	18,839	12,595
Buildings and other running costs	3	115,466	50,466	165,933	177,816
Total resources used		312,073	93,652	405,726	360,097

Net income/(expenditure)

Transfer between funds

Total funds brought forward

Total funds carried forward

(61,463)	88,251	26,788	33,861
89,973	(89,973)	0	0
34,530	26,528	61,058	27,196
63,040	24,805	87,846	61,057

Balance Sheet

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	5	9,912	9,912
Total fixed assets		9,912	9,912
Current assets			
Debtors	6	46,621	17,651
Cash and cash equivalents	7	286,062	261,381
Total current assets		332,683	279,032
Creditors: amounts falling due within one year	8	8,510	7,887
Net current assets		324,173	271,145
Total assets less current liabilities		334,085	281,057
Provisions for liabilities	9	246,239	220,000
Total net assets		87,846	61,057
Funds			
Restricted funds	10	24,805	26,528
Unrestricted funds		63,040	34,529
Total funds		87,846	61,057

Approved on behalf of the board of trustees:

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Chris Dingwall
Treasurer

Date:

Notes to the financial statements

1 Significant accounting policies

Basis of accounting

These financial statements are presented in pounds sterling. All values are rounded to the nearest pound. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies (valuation rules and method of accounting) since last year.

The principal accounting policies adopted are set out below.

Going concern basis

The financial statements have been prepared on the basis that the charity is a going concern.

Recognition of income

Income is included in the Statement of Financial Activities (SOFA) when:

- The church becomes entitled to the resources;
- The church is virtually certain to receive the resources; and
- The monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Gift Aid tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Gifts in kind, donated services and volunteer help

Gifts in kind, donated services and volunteer help are not included in the SOFA.

Investment income

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Tangible fixed assets

Tangible fixed assets costing in excess of £5,000 will be capitalised over the estimated useful life of the asset. Expenditure below £5,000 is treated as expenditure in the year taking place.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents comprise on hand and demand deposits that are subject to an insignificant risk of changes in value.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities and charges

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

2 Analysis of Income

Voluntary Income

Covenanted giving
Collections
Donations, gifts and grants
Gift Aid tax recoverable

Total

	Unrestricted £	Restricted £	2023 £	2022 £
	163,307.53	4,080	167,388	167,101
	3,699.00	0	3,699	3,156
	10,885.70	142,419	153,305	129,360
	32,613.87	33,334	65,947	59,285
	210,506	179,833	390,339	358,902

Income from fees and charges

Weddings and funerals
Church hall lettings

Total

4,167	150	4,317	6,648
24,614	0	24,614	21,648
28,781	150	28,931	28,296

3 Expenditure Analysis

Ministry

Clergy
Children and families
Youth work

Total

Unrestricted £	Restricted £	2023 £	2022 £
6,922	21,875	28,797	2,018
22,317	1,961	24,278	20,941
20,342	2,018	22,360	10,266
49,581	25,854	75,435	33,225

Buildings and other running costs

Church building
Equipment non capital and maintenance
Administration costs
Independent examiner fee

Total

Unrestricted £	Restricted £	2023 £	2022 £
76,365	0	76,365	135,613
6,669	50,466	57,136	9,554
32,432	0	32,432	31,899
0		0	750
115,466	50,466	165,933	177,816

Church building expenditure includes a provision made for major works arising from the Quinquennial review (see notes 9 & 10).

4 Staff costs

Staff Costs

Wages and salaries
Social security costs
Pension costs

	2023 £	2022 £
	60,110	45,791
	0	612
	3,848	3,699
Total	63,959	50,102

St Paul's contributes 6% of salaries to employee personal pension schemes. Members of PCC receive no fees, allowances or travelling expenses for serving on the PCC.

Average number of employees in the year:

Ministry team
Administration

	No.	No.
	2.0	2.0
	0.6	0.6
Total	2.6	2.6

5 Tangible assets

	2023 £	2022 £
Cost at 1 January 2022	9,912	9,912
Cost at 31 December 2022	9,912	9,912

6 Debtors

	2023 £	2022 £
Trade debtors	0	0
Gift Aid tax recoverable	46,463	14,619
Taxation and social security	41	3,033
Other debtors	0	0
Prepayments and accrued income	117	0
Total	46,621	17,651

7 Cash and cash equivalents

	2023 £	2022 £
Short term deposits	231,697	221,531
Cash at bank and in hand	54,365	39,850
Total	286,062	261,381

8 Creditors and accruals falling due within one year

	2023 £	2022 £
Trade creditors	231	151
Accruals and deferred income	8,241	7,196
Other creditors	38	540
Total	8,510	7,887

9 Provisions for liabilities

	2023 £	2022 £
Balance at the start of the reporting period	220,000	118,530
Amounts added in current period	56,514	118,234
Amounts charged against the provision in the current period	30,275	16,764
Balance at the end of the reporting period	246,239	220,000

Amounts charged against the provision in the current period reflects the expenditure incurred towards the

Quinquennial works, and expenditure relating to the removal of asbestos from the church hall that was included within the provision set in 2021.

The provision carried forward reflects the total estimated costs required for the entirety of the necessary works to the church roof as detailed within the Quinquennial report dated June 2021. The provision has been increased to reflect the estimated costs of the additional necessary work discovered during the repairs.

The provision has been charged to the General Fund. Any deficit within the General Fund at the time when provision is due will be covered by the Buildings Fund (which has been the recipient fund of the "Raising the Roof" fundraising campaign) and other unrestricted funds.

10 Funds

Fund Name	Type	Fund Balance Brought Forward	Income	Expenditure	Fund Balance Carried Forward
		£	£	£	£
General Fund	Unrestricted	-£30,382	£330,583	£311,101	-£10,899
Capital	Designated	£9,912	£-	£-	£9,912
Working Capital	Designated	£55,000	£-	£-	£55,000
Legacy	Designated	£-	£10,000	£972	£9,028
Associate Vicar Grant	Restricted	£-	£25,000	£21,875	£3,125
Audio Visual Equipment	Restricted	£35	£86	£86	£35
Buildings	Restricted	£-	£46,829	£-	£46,829
Buildings (Provision)	Restricted	£-	£-	£46,829	-£46,829
Children's Welfare	Restricted	£50	£750	£171	£629
Children's Work	Restricted	£3,276	£5,416	£4,528	£4,164
Church Holidays and Retreats	Restricted	£5,948	£2,726	£3,043	£5,631
Community Café	Restricted	£5,493	£270	£1,466	£4,297
Connect Diocese	Restricted	£107	£-	£45	£62
Energy Fund	Restricted	£1,279	£1,000	£2,279	£-
Fabric Fund	Restricted	£-	£93,750	£50,605	£43,145
Fabric Fund (Transfer to General Fund)	Restricted	£-	£-	£43,145	-£43,145
Flowers	Restricted	£408	£150	£250	£308
Home Worship Packs	Restricted	£295	£-	£140	£155
Little Eden	Restricted	£2,940	£-	£2,899	£40
Luncheon Club	Restricted	£1,237	£2,718	£2,112	£1,842
New Bibles	Restricted	£-	£650	£650	£-
Refreshments	Restricted	£-	£272	£272	£-
Toddlers	Restricted	£1,865	£651	£802	£1,714
Uniform Bank	Restricted	£18	£-	£-	£18
Warm Space	Restricted	£755	£-	£755	£-
Welfare	Restricted	£2,120	£-	£-	£2,120
WLTD0	Restricted	£22	£738	£437	£323
Youth Worker	Restricted	£681	£898	£1,235	£343

Capital fund represents the cost of the Church's equity interest in 89 Howard Drive.
 Working Capital reserve represents approx. 3 months' costs, excluding funded building works.
 The building fund is restricted to major building works, including the major works arising from the Quinquennial report.

The changes within the General fund represent the excess of income and endowments over expenditure and includes the expenditure associated with the increase in the provision.

Any deficit within the fund once the provision is due will be covered by the Buildings fund and unrestricted funds. In addition to the figure for the Buildings Fund, the PCC has been informed of their successful application to the Beds and Herts Historic Churches Trust for a grant worth £8,000 towards the North Aisle repairs.

Analysis of net assets between funds

	General funds	Designated Funds	Restricted Funds	Total 2023
	£	£	£	£
Fixed assets	0	9,912	0	9,912
Current assets	153,876	64,028	114,779	332,683
Creditors and provisions	(254,749)	0	0	(254,749)
Transfers between funds	89,973	0	(89,973)	0
Total net assets	(10,899)	73,940	24,805	87,846

11 Transactions with related parties

The Church of England and its Diocese in St Albans is a related party. Payments were made to the Diocese of St Albans as follows:

	2023	2022
	£	£
Parish Share	90,313	86,409
Total	90,313	86,409

Parish share is a contribution to the running costs of the Diocese and includes Ministry stipendiary costs.

	2023	2022
	£	£
Wedding and funeral fees	2,258	4,343
Total	2,258	4,343

Diocesan fees are recovered in full as part of the fees charged.

Fee income is included in note 2: income from fees and charges.

Voluntary income includes donations from church members, including PCC members.

Church members, including PCC members, are reimbursed for costs incurred whilst helping with church activities.

There were no other transactions with related parties.

UNAUDITED DRAFT