



Parish of Holywell-cum-Needingworth
Annual Report of the Parochial Church Council
for the year ended 31st December 2020

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Enclosures:

1. Accounts including Independent Examiner's Report
2. Minutes of 2020 Vestry Meeting and APCM

1. Membership of the PCC

The members of the PCC are elected at the Annual Parochial Church Meeting in accordance with the Church Representation Rules. There are also co-opted members in the PCC. During the year the PCC's membership was as follows:

Ex-officio members of the PCC

Rector:	Revd Sheila Anthony
Churchwarden (Vice Chair):	Mr S York
Churchwarden:	Mrs J Harvey
Deanery Synod representatives:	Mrs M Perryman, Mrs H Williamson

Elected and co-opted members

The 2018 APCM agreed to increase the number of elected members to four, each being elected for a maximum term of three years and then being eligible for re-election.

Elected Members:	Mrs C Peilow Dr C Mills Mrs C Armit Mr M Williamson
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Co-opted Members:	Mr B Peilow (Treasurer) Mrs J Turnbull (Secretary)
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2. Church attendance and services 2020

Since comparisons with 2019 will be meaningless, given the small number of services we were able to hold in 2020, this is a list of the types of service we did hold in the year, with average attendances:

<i>Service</i>	<i>Number of services held</i>	<i>Average attendance (Adult/Child/Communicant)</i>
All-Age Service	3	15 A, 2 C
Ashing service	1	8 A
Café Sunday	3	13 A, 6 C
Carol service (outdoor)	1	50 A, 20 C (est.)
Evening Prayer	5	3 A
Funeral	1	78 A
Holy Communion (BCP)	5	15 A, 15 Comm.
Interment of ashes in Remembrance Garden	2	11 A
Morning Worship	2	24 A
Music Makers	2	22 A, 22 C
Open the Book	11	
Sung Eucharist	3	25 A, 1 C, 24 Comm.

There were no baptisms, weddings or confirmations during the year.

Stephen York

3. Review of the Year

a) An overview of the year.

This year certainly has been challenging! Due to the Covid-19 pandemic, peoples' lives and the way we do church have radically changed.

Two events which managed to go ahead were the snowdrop coffee morning and the successful fundraising event for the Welcome Space project. Michael Williamson did a sterling job organizing a Gilbert and Sullivan evening on 14 March but then things began to change.

As the first lockdown began on 16 March 2020, we were informed that we had to close our churches for services, including baptisms, weddings and funerals and for private prayer. I immediately began to run a short service online. The link was uploaded to our Benefice website, our church and all the villages' Facebook pages, ensuring that there was a continued presence. It was encouraging to see that not only members of our churches but people who were unable to attend church under normal circumstances were able to connect in this way. I think there is no doubt that an online presence will need to continue in the future.

It was very difficult for those who had to cancel their weddings and also for those unable to have a funeral service inside the church, causing considerable distress. Thankfully, weddings and funerals were again allowed in our churches albeit with very few people able to attend.

It was particularly painful that we were unable to come together for Easter although efforts were made to ensure online services over that period.

A lot of work was undertaken on risk assessments to enable a gradual reopening of our churches for private prayer. We began with a booking system but thankfully we were able to relax this and return to opening the church each day from 22 September.

At Pentecost, we had planned a week long mission, Light 2020, emanating from this Benefice led by Through Faith Missions and which included twelve benefices. We decided that we would continue to do this online and we also set up prayer stations in our churches. The mission began with a commissioning service and ended with a celebration service when Ven Hugh McCurdy spoke. Through the week we hosted on zoom interesting online talks and at the end of the week had a healing service online. It was probably the first time such an event had been held online and was quite a learning curve.

Our plans for the patronal festival weekend also had to be changed. The theme was altered to 'Saying Thank You – paying tribute to our Covid19 Heroes'. The traditional well dressing was replaced by a collage of appropriate images made by June York. Several stalls were put up in the churchyard, and there was a steady stream of visitors, pleased to be out in the sunshine. Plans were to repeat this for the Harvest festival, however, this had to be abandoned due to stricter regulations.

As the pandemic began to subside, rules began to be relaxed and we were able to meet together as a Benefice in St Mary's church, as it was the largest and most adaptable space. It was encouraging to see some members of the church family come together again and interesting that we gained some new people. Initially, we had Holy Communion, in one kind only, although by December we were allowed to receive both bread and wine. Also, in December we had our first All Age Service, which was very successful, with twelve families attending and our first Holy Communion service in St John the Baptist church.

A remembrance service was held at the War Memorial, allowing organizations to lay their wreaths although numbers were restricted in consideration of safety.

Several members of the church took part in the villages' Advent window displays, including the church porch for the final day.

Sadly, in December the number of people affected physically by the pandemic began to rise rapidly, particularly in our area, forcing us to cancel services once again. This immediately impacted our Christmas services, but our main concern was for people's safety. We were able to run various Christmas services including a successful Lockdown Nativity online, although it was difficult to keep young children focused upon the screen, and a very well attended outdoor Carol Service in the school playground.

Over this period, a group of people from the church has been active in making regular telephone calls to those isolated in their homes. Cards were delivered on Mothering Sunday, Easter and Christmas.

Another helpful connection was Sunday coffee on zoom which Tim Berry hosted.

Other good news is that Carol Peilow was licensed as a Lay Reader in the middle of the pandemic.

Holywell Primary School

For the first three months, the children were able to enjoy an Open the Book assembly every week and weekly Prayer Space sessions. After lockdown, all access into the school was stopped, preventing the annual Experience Christmas and Easter events and the termly services in the church.

Just before lockdown, the school had a SIAMs inspection when the school was rated 'good'. SIAMs is an inspection by the Church of England which assesses the quality of Christian education in the school and connection with the church.

I was able to stand down as Chair of Governors in November although I continue as an ex-officio foundation governor. The head, Paul Baddeley, is excellent and is keen to grow connections with the church. Alex Grant was appointed as deputy head, beginning in the Autumn term.

The expected OFSTED inspection was put on hold because of the pandemic.

b) Worship

Thank you to Cecily Marshall who played the organ for choir practice in the first three months of 2020.

Orchestra

Thank you, Carole Mills and orchestra, for leading worship at our All Age Services in our first three months.

Clusters/Fellowship Group

Until lockdown groups met on Monday to Friday evenings where people enjoy studying the Bible together and becoming equipped for the Christian life. After lockdown only the Men's Group continued to meet on zoom.

Churchyard

Les and Pat were prevented for quite some time from tending the wild garden but a big thank you to them for stepping in again as soon as they could and making it look wonderful again.

Herald

Thank you to John McAngus who puts a lot of time and effort into producing the Herald, often at very short notice. Thank you to all who deliver the Herald – we are hugely grateful.

Thank you

A huge thank you to all who work so hard in the ministry of this church, despite all the difficulties this year. Thank you to Jill and Stephen as churchwardens and to all PCC members for your continued support and enthusiasm. Thank you to those who lead worship and to all those who take good care of the church building. Thank you to everyone for your welcome and hospitality.

Last, but not least, we are delighted to welcome Revd Dr Caroline Yandell, who has moved into Earith. She will be an excellent colleague to me and a real help in the Benefice.

I continue to pray for increase of numbers in this church family and pray that this church be known as a place of warm welcome and hospitality.

Heavenly Father: Let your glory shine, your power fall and your kingdom come in these parishes.

Sheila Anthony

c. Safeguarding

During 2020, the PCC has given due regard to the House of Bishops' guidance in relation to safeguarding and as such continued to adopt the House of Bishops' Promoting a Safer Church's

safeguarding statement. A signed copy of the parish statement is available on the benefice website and also displayed in the church alongside contact details for the diocesan safeguarding officer, incumbent and the Parish safeguarding officer. A copy of the parish safeguarding handbook is also available on the noticeboard. All church officers in positions of leadership or working with children or vulnerable adults have received the appropriate safeguarding training. As Parish Safeguarding Officer, I have not been able to attend an annual PSO update meeting as face to face safeguarding training was suspended due to the pandemic

The PCC has not been informed of any safeguarding concerns during 2020. Activities involving children and vulnerable adults continued to be authorised by the PCC. These activities were severely affected by the restrictions imposed during the Corona virus pandemic. Due regard was given to the advice from the Government and Church of England during this time.

Appropriate risk assessments were undertaken and implemented for the benefice church services when these resumed in November 2020.

Carole Mills, Parish Safeguarding Officer

d. Men's Group

During 2020 the Benefice Men's Group has continued to meet regularly on a Tuesday night using Zoom. in a range of different homes. Typically, between six and ten men from different churches within the Benefice and those with no connection at all have met. Discussions are very varied, sometimes on topical news items, sometimes on questions of faith or ethics prompted by someone's recent reading, and sometimes more formally using a course book, with prayer at the end of the evening.

Stephen York

e. Fund-Raising

Having expected 2019 to be tough, last year taught us what the word was really all about. The table shows the casualty list of events which were not able to take place due to COVID restrictions. The early part of the year saw the innovation of the Snowdrop Coffee Morning although we little realised that it would be the only such event of the year. Hindsight also offers a poignant reflection on the Gilbert and Sullivan Concert which took place so close to the first lockdown. Although many were involved in making the event such a success, Michael Williamson's dedicated and thorough attention to every detail of the organization and preparation deserve our warmest thanks. COVID restrictions meant the Well-Blessing could not take place this year, however the theme of 'thanks' was used to mark the Patronal Weekend with a socially distanced 'walk through' of the Churchyard. The event proved extremely popular. Grateful thanks to all who kindly contributed and helped but especially to the WI for their donations and their attendance in force, and to Sara Brown and Sarah Lewis who worked so hard during planning and on the day. The Christmas Draw was a huge success. Sincere thanks to everyone who contributed prizes and sold tickets (a special accolade to Margaret Perryman – top ticket seller!), and to Felicity Leonard for organizing it. Sue Dawson continues with her sterling work on the 200 Club (new members always welcome!), and Joyce Brinkhurst has spent a good deal of lockdown making and selling her cards. Thanks to both. And finally, a huge thank you to everyone who has generously given of their time and efforts, and especially the fund-raising team for their enthusiasm, positivity and inspiration during an incredibly difficult year.

Carol Peilow

Source	2020	2019	Remarks
200 Club	£ 880	£ 1,032	
Joyce's Cards	£ 100	£ 100	
Meridian Concert	£ 150		Dec 2019
G&S Concert	£ 1,263*	-	*For Welcome Space. Also

			£200 remains in main account from sponsorship.
Lenten Lunch	£ 245+	£ 165++	+To CBM Overseas disability charity++to DEC for Cyclone Idai appeal
Cream Teas	£ -	£ 307	
Patronal Festival	£ 760*	£ 935**	*Includes £100 to Welcome Space ** Excludes £47 in sales included in tea towels below.
Music Festival Teas	£ -	£ 466+	* Includes £200 to Village Hall Trust
Harvest Produce Sale	£ -	£ 139+	+ 2019 Christian Aid
Harvest Lunch	£ -	£ 160	
Coffee Mornings	£ 626	£ 840	
Back to Front Events	£ -	£ 153	
Meal with Friends	£ -	£ 130	
Christmas Fair	£ -	£ 366	
Christmas Draw	£ 944	£ 700	
Christmas Cards	£ 506*	£ 373	*Some sales in 2021 account
Plants	£ 175		
Tea Towels	£ -	£ 92	
Well	£ 50+	£ 85+	+ Booked to donations accounting code
Hole in the Wall	£ 23+	£ 172+	+ Booked to donations accounting code
Smartie tubes	£ 7+	£ -	+ Booked to donations accounting code
Other	£ 248	£ 137	
Sub-Total '	£ 5,652	£5,591	Booked to fundraising accounting code. Excludes + entries and the £200 VH Trust share of MF Teas
Total	£ 5,977	£6,352	Includes + entries

Funds raised in 2020 are shown in the above table with the 2019 figures for comparison. The accounting convention of rounding to the nearest pound has been retained.

Ben Peilow

f. The Church in the Community

Communication

The Herald continued its role as the church's monthly printed communication with the Benefice, under the editorship of John McAngus. The print run is approx. 2900 copies, and the cost is shared by all three parishes. About 100 households, and several families not living in the parish, also receive their *Herald* by e-mail, in colour. Stephen York still arranges distribution in Holywell-cum-Needlingworth and wishes to thank our circle of volunteer distributors who give their time every month to delivering copies. Some volunteers had to drop out in 2020 because of the pandemic but we were able to find new volunteers very easily – there is a lot of goodwill towards the Herald in our community.

The Meridian Benefice website (www.meridianbenefice.org.uk) continues to be maintained by Stephen York and is updated once a week to provide a link to Revd Sheila's online talks and occasionally fresh news items and changes to the service patterns. Contributions of news from around the Benefice are always welcome. Revd Sheila and Stephen York share the placing of announcements on the village's three Facebook pages.

Stephen York

g. Charitable Donations

Our ability to make charitable donations this year has been severely constrained by the impact of COVID restrictions. Fortunately, the Lenten Lunch did take place, and we were able to send £245 to CBM, the Overseas Disability Charity in March.

Ben Peilow

h. Open the Book.

At the start of 2020, the open the book team continued to go into Holywell cum Needingworth school once a week to share a dramatized bible reading with the pupils and staff. The year 6 students were enthusiastic participants in these sessions. However, since the first lockdown due to the Covid pandemic in March 2020, we were unable to continue with these sessions, which remained the case until the end of 2020.

Dr Carole Mills

i. Church Music

Choir

Sadly, the choir has not been able to sing at worship since the first lockdown began in March. Although there were indications in the middle of the year that choral singing might be feasible, it soon became apparent that there was no realistic prospect of doing so even before the 'second wave' of COVID arose in mid-Autumn. An informal group was able to lead at the well-attended and socially distanced Carols in the School Car Park, the return of live singing to Worship must await developments in 2021. In the meantime, a warm welcome awaits anyone who feels they might be able to add to our numbers, also extended to an instrumental musician who feels they could help us out. We'd be delighted to hear from you.

Ben Peilow

Church Orchestra

The church orchestra consists of a small number of musicians who play at the all age services once a month. However due to the corona virus pandemic, once the first lockdown occurred in March 2020, it was not been possible for this to continue, despite the resumption of all age services towards the end of the year.

Carole Mills

j. Bellringers.

In my last Tower Report I stated 'the future of ringing at Holywell looked very good by the end of the year' and finished the report with the statement 'We finished 2019 optimistic about our future ringing at Holywell'. 2020 will go down in ringing history for all the wrong reasons.

The year began well with regular learner's practices and continued progress by the group of learners at Holywell who started ringing during 2019. Bell control was getting better and we were just starting to introduce ringing in rounds and making changes. We continued to see a steady stream of visiting bands ringing Quarter peals, with Cambridgeshire members of the Ladies Guild ringing two Quarters on February 13 and a Huntingdonshire District band ringing a Quarter on February 25. Tragically this latter Quarter included Jon Reed, who had helped with ringing at Bluntisham and Holywell over many years, and this would prove to be his penultimate Quarter before his unexpected and sudden death on March 19th. A Huntingdonshire District Quarter peal was rung at Holywell on Saturday 7th March, with Roger Beaman on number 4 bell, and this would prove to be the last Quarter or Peal at Holywell in 2020. With the imposition of Coronavirus restrictions later that month all full circle ringing ended at Holywell. In Cambridgeshire the last recorded performance on tower bells took place at Soham on Monday 16th March, after which all normal tower ringing effectively ceased.

During the remainder of 2020 I have made several visits to the tower in order to perform maintenance tasks, including vacuuming the tower stairs, intermediate chamber and belfry using an industrial vacuum cleaner borrowed from Huntingdon District. The belfry remains dry and the bells are generally in good order. The bells were rung up and down again on a few occasions to ensure that no obvious

problems existed.

Fortunately, Holywell retains its Ellacombe chimes from the 1915 bell frame installation. These came into their own during the months of lockdown during 2020 and allowed chiming of the bells with complete social distancing. Based on responses seen on social media and comments passed by various members of the public the 'normality' created by the chimes was much appreciated in very abnormal times. Few towers in Huntingdonshire have a working set of Ellacombe chimes and it has proven to be extremely fortuitous that a set was installed at Holywell some 105 years ago.

We finished 2020 hopeful that later in 2021 we can resume ringing at Holywell. To what extent we will be able to quickly reassemble a full band for services remains to be seen. I am hopeful that we will be able to resume training evenings, but clearly much of the work done in 2019 has now been undone. Nationally the Central Council of Church Bell Ringers is already planning a network of 'Recovery Champions' to coordinate a return to full circle ringing as soon as it is safe and legal to do so. I hope those plans will come to fruition before the end of 2021.

Roger Beaman, Tower Captain

4. Parochial Church Council – PCC Secretary

The PCC has the responsibility to co-operate with the Rector, churchwardens and lay ministry team in promoting in the ecclesiastical parish of Holywell cum Needingworth, the entirety of the Church's mission including its pastoral, evangelistic, social and ecumenical aspects. It also has maintenance responsibilities for the Church. During the year the membership of the PCC was as indicated at Paragraph 1 above. The PCC has met five times since the APCM last April, four of those meetings being held via Zoom.

Joanna Turnbull Secretary

5. Church Electoral Roll

The Electoral Roll was revised in advance of the 2020 APCM. There were no additions to the Roll and four deletions, leaving 50 on the Roll the end of the year

Carol Armit, Electoral Roll Officer

6. Deanery Synod Report 2019

There were just two meetings of the Deanery Synod due to Covid 19 restrictions.

January 2020

The Diocesan Safeguarding team made a presentation bringing Synod up to date with the latest requirements and reminding us why it is so important.

The treasurer reported that all Parishes had paid their ministry share in full in 2019, meaning that the Deanery would receive 2.5% rebate. All Parishes were urged to pay by direct debit as we then get another 2.5% rebate. 2.5% is worth £6,500 to the Deanery.

November zoom meeting

Deanery officers were elected. Clergy had been asked to complete a Parish Audit. Some were doubtful as to its value as it appeared to major on buildings.

The Deanery has been asked to produce a Deanery Plan by March 2022. The clergy considered this had come at a very bad time with the extra work that had been incurred due to the covid pandemic.

Each Church shared the plans that they had for Christmas services in the light of the covid restrictions.

The treasurer reported that all Parishes were struggling financially due to dramatically reduced giving during the covid lockdown. Two parishes said that they would be unable to pay in full and others thought that if they paid in full this year, they may not be able to in future years.

7. Churchwardens' and fabric report

a. Inventory

The silverware, glass and vestments have all been checked. The inventory has been updated and together with the church Terrier forms a complete inventory of church property.

b. Maintenance.

Fire extinguishers replaced (Chubb, under contract)

Boiler and fuel tank (SS Motors, under contract). The lack of a proper fuel tank capacity meter remains a problem.

A full PAT test was conducted in February 2020. The next full one is due in 2022.

Lightning conductors were tested in October.

Gutters were cleared in December.

The church organ was serviced and retuned in December.

c. The church's Quinquennial inspection

This was carried out by the architects in October. We received a good report but a long list of desirable repairs to the masonry and other tasks.

d. Churchyard and the Wild Garden

As a closed churchyard, its upkeep is carried out by the Parish Council. The Wild Garden looks better year on year and is enjoyed by a large number of villagers and visitors. Thanks are due to Mr and Mrs L Staddon for their regular work and the attention they continue to give to it.

The Garden of Remembrance continues to be maintained by a rota of monthly volunteer wardens during the year. Continuing dry summer weather has further damaged the grass plot and re-turfing/re-seeding is planned in 2021.

The approach to the main church gates was particularly muddy. This will be improved by the installation of a tarmac continuation between the road and the churchyard path, and Bob Black Construction have offered to do this free of charge in early 2021.

e. Church cleaning and support

Our dedicated rota of church cleaners has continued to give the church a weekly clean during the year.

f. Church opening

We have continued to open the church every day during the hours of daylight, even in the lockdown periods, thanks to a team of three parishioners living in Holywell.

g. Volunteering

As churchwarden I am very aware that much dedicated work and support is given by the 'official' duty rotas and church groups, whose work is complemented by much informal volunteering and support. More volunteers are welcome, particularly for church opening and closing, sides people, intercessions prayers and serving at the altar. Please contact a churchwarden or member of the PCC if you feel you could help with any of these duties from time to time.

The Diocese has introduced a set of forms covering church volunteers, including job descriptions and signed agreements, and these will be actioned for all voluntary workers in our church during 2021. Our thanks to Dr Carole Mills for overseeing the production of the necessary paperwork.

Stephen York, Churchwarden

8. New facilities and re-ordering

With the architects' office being closed for much of the time, only slight progress has been made during 2020 on the Welcome Space project, though technical problems about the height of the bellringing floor have been solved, and plans have been taken to a stage where they can be put

before the DAC. Fresh consultations with statutory bodies will be necessary.

Stephen York, Churchwarden

9. PCC Treasurer's Report

To call 2020 a challenging year would be something of an understatement. The impact of COVID-19 has predominated with the principal financial outcome of our only being able to pay 69% of the Ministry Share Contribution requested of us. Other consequences will appear in the succeeding paragraphs.

Total receipts on unrestricted funds were £21,525, a drop of nearly 20% on last year. 2020 Gift Aid recovery will appear in the 2021 accounts. Last year's proportion of sources seems to be borne out again, so about 60% of this comes from planned giving, collections, tax recovery and donations. Fundraising, statutory fees, together with Bluntisham and Colne's share of the production costs of the 'Herald' account for nearly all the remainder. Restricted income amounted to £52,942. £50,000 of this is from a legacy, the donor of which has requested to remain anonymous, a further legacy of £50 was bequeathed to the church from the estate of the late Penny Cook. The remainder came from the Gilbert & Sullivan Concert in March for Welcome Space, just before lockdown, £935 from the Christmas Draw, for the upkeep of the church and £74 in interest.

This year, both Unrestricted and Restricted income exceeded expenditure, the former by £955, the latter by £46,620. Planned has again dropped although some of this reduction may be due to COVID-19. The number of donors has remains stable with some new contributors but sadly offset by the loss of others. Other giving and donations show a small drop from last year, but it is here that the greatest impact of the loss of services and other activities is probably the most acute. Despite the challenges, Fundraising has maintained its profile despite the need to cancel a number of planned events. The overall figure of £6,652 is very close to the 2019 figure, although it should be noted that only 60% of this is unrestricted. Little maintenance was undertaken, and an assessment needs to be made of what needs to be done arising from the 2020 Quinquennial Review. Our donations to deserving causes this year were much reduced, again due to the cancellation of events that would otherwise have generated funds for them. All of the Restricted expenditure, £6,322, went in architect's fees for developing the Welcome Space project.

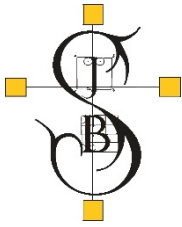
My headline was that we succeeded in paying only £13,218 (69%) of our assessed Parish Share of £19,236.76, a direct result of the lack of services due to the restrictions imposed due to the COVID-19 pandemic, although the increased pressure imposed by the last few years' increases has been a contributory factor. Whereas last year the amount paid exceeded all voluntary unrestricted income (collections, donations, Gift Aid recovery), this year it has been 88%. It was 61% of our total income.

The purpose of the share is, largely, to provide stipends and housing to the clergy but includes other diocesan expenses. It is a voluntary contribution, so in law cannot be a 'first charge'. As a result, although I understand other parishes have done this, I *do* not consider it proper to look to draw down on our modest unrestricted reserve *to* reduce the shortfall which would only compound problems in future years. The Diocese has in its accounts made provision for reduced income from the Parish Share due to COVID-19. *In* April, I was invited by the Deanery Treasurer *to* assess what the shortfall might be due to the first lockdown and indicated it would be 15% (£2,886) with the assumption that we would reopen by June 2020. As we know, this did not happen and the shortfall for the year stood at 31%.

2020 was not a realistic year on which to base estimated running costs. Given that we have a maintenance load that will need funding and a slightly increased Parish Share {(£150 more due to the reduced discount received in 2020 as we did not pay the full assessed amount), I estimate the costs per day to meet our needs as £40 in running costs and £53 for the Parish share.

As in previous years, I have restated the PCC policy to maintain a credit balance on unrestricted funds which equates to two months' unrestricted payments. This equates to approximately £5,200 but at the end of the year we were below that figure. The reserve is held to smooth out fluctuations in cash flow through the year and to meet emergencies. The impact of COVID-19 suggests an even higher figure might be warranted, although achieving it would be a different matter altogether. As a result, and with regret, my conclusion remains as in previous reports. Whilst gratefully acknowledging the considerable efforts made, and generosity, we need to continue to find ways to made to increase income and investigate the difficult area of potential economies

Ben Peilow, Treasurer



St John the Baptist Parish Church

Holywell-cum-Needingworth Parochial Church Council

28 March 2021

**PARISH OF HOLYWELL-cum-NEEDINGWORTH
PARISH CHURCH OF ST JOHN THE BAPTIST ANNUAL ACCOUNTS
FOR THE YEAR JANUARY TO DECEMBER 2020**

My Report is contained in the Parish Annual Report and is copied at Enclosure 1 to this covering letter. The Independent Examiner's Report is to be found at Enclosure 2.

The Accounts, Enclosure 3, consist of the following:

Statement of Assets and Liabilities including Account Balances
Receipt and Payments Account
Copy of the Finance Return for Submission to the Diocese of Ely

Signed on Original

Ben Peilow, OBE
Treasurer
Holywell-cum-Needingworth PCC

Enclosures:

1. Copy of Treasurer's Financial Report for 2020 (when filed separately from Annual Report)
2. Independent Examiner's Report
3. Accounts
4. Copy of the Finance Return submitted to the Diocese of Ely

Mr B F Peilow OBE, Treasurer, Holywell-cum-Needingworth PCC

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Meridian Benefice

The churches of Bluntisham-cum- Earith
Colne and Holywell-cum-Needingworth



Parish of St John the Baptist, Holywell

Report of the Independent Examiner to the Parochial Church Council of St John the Baptist, Holywell

The financial statements of the PCC for the year ending December 31st 2020 are set out on the following pages. This report below is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 and Section 43 of the Charities Act 1993.

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and Section 43(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under Section 43(7)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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:

- i) 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 Act, and
 - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed on original

Sarah Lewis MA, ACA

Orchard Cottage

The Front

Holywell

St Ives PE27 4TG

Date: 24 March 2021

Holywell-cum-Needingworth Parish Church Accounts 2020
Statement of Assets and Liabilities
Cash Funds [Note 4]

	2020	2019
Barclays Bank Community Account – General Fund	£ 2,481.70	£ 1,521.69
Central Board of Finance Deposit Account – General Fund	£ 2,212.36	£ 2,203.00
Barclays Bank Community Account – Fabric Fund	£ 76,996.46	£ 30,725.90
Central Board of Finance Deposit Account – Fabric Fund	£ 27,900.42	£ 27,782.45
EBF Church Charity Lands	£ 461.17	£ 461.17
Total Cash Funds	£109,915.11	£ 62,694.21

Debtors

Nil

Creditors

	2020	2019
Diocese of Ely Board of Finance	-	£ 217.00
The Children's Society	-	£ 248.64
	-	
Total Creditors	-	£ 465.64

Movement in Restricted Funds [Note 5]

	Brought forward	Receipts	Payments	Transfers	Carried forward
Bell fund	£ 17.46	70.00	-	-	£ 87.46
Choir Fund	£ 447.54	-	-	-	£ 447.54
Organ Fund	£ 1,322.39	1,332.39	-	-	£ 1,332.39
Welcome Space	£19,235.67	51,862.68	(5,602.14)	-	£65,496.21
Keith Adams bqst	£25,045.00	-		-	£25,045.00
TOTAL	£46,068.06			-	

Designated Funds [Note 6]

	Brought forward	Receipts	Payments	Transfers	Carried Forward
Prayer Room (m)	£ 160.00	-	-	-	£ 160.00
Fabric (f)	£ 3,470.00	935.00	-	-	£ 4,405.00
Cafe Sunday Food (m)	£ 164.70	-	-	-	£ 164.70
	£ 3,794.70				£ 4,729.70

Charities and Restricted Bequests treated on the Balance Sheet as Investments

[Note 7]

	Brought forward	Receipts	Payments	Transfers	Unrealised Capital Gain	Carried forward
EBF Howes Bequest	£ 3,336.64	25.08	-	-	-	£ 3,361.72
EBF Ing Grave Trust (Inv)	£28,071.04	729.28	-	-	-	£28,800.32
EBF Powell Trust (Inv)	£27,489.92	728.42	-	-	-	£28,218.34
	£58,897.60	1,482.78	-	-	-	£60,380.38

Notes

1. The Financial Statements of the Parish Accounts have been prepared in accordance with Church Accounting Regulations 2006¹ using the Receipts and Payments basis of accounting.

2. The Accounting Package has been provided by the Diocese of Gloucester and was the current year's version.

3. The following assets are recognised but are not valued in this Statement of Assets and Liabilities:

- Moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
- Tangible assets held by the Churchwardens on special trust for the PCC, recorded on an asset register.

4. This table shows the cash funds in each bank account on 31 December. Additionally, although managed by the Diocese of Ely, the Charity Lands Fund is accounted for as a Cash Fund and more properly belongs in this box.

5. This table shows the breakdown and movement in the Restricted Funds. It is a subset of the funds shown in the first table and does **not** represent new money. A further legacy donation of £50,500 was received earlier this year and the donor has asked to remain anonymous. It was given for the express purpose of the Reordering Project, currently entitled 'Welcome Space'.

6. Designated Accounts enable the Treasurer to manage the 'Main' (m) and 'Fabric' (f) accounts more effectively and are, as with the previous table, a subset of those accounts. By way of example, the Christmas Draw has been for the upkeep of the church for many years. In annotating this as specifically for fabric, this shows that we are acceding to the wishes of those who have contributed to the Draw for this purpose. Three designated funds sit in the main account, one reflects contributions for the school prayer room, the second reflecting a donation for food for cafe Sunday. The third is the residue of sponsorship money for the Gilbert and Sullivan Concert. This should be brought into either the main account or fabric fund by a ledger transfer.

7. The Trust Funds shown in this final table are administered on our behalf by the Diocese of Ely and are effectively permanent endowments. The gains recorded reflect activity in 2019 and should not be

¹ PCC Accountability, 5th Edition 'The Charities Act 2011 and the PCC'

used as a guide for expectations as to what happened last year.

Signed on Original

B F Peilow, OBE
Commander Royal Navy
Honorary Treasurer

26 January 2021

Approved by the PCC on 25 March 2021 and signed on their behalf:

Signed on original

Reverend Sheila Anthony (Rector)

Signed on original

Mr Stephen York (Churchwarden)

Signed on original

Mrs Jill Harvey (Churchwarden)

St John the Baptist, Holywell-cum-Needingworth's Receipts & Payments Account

for the year ended 31 December 2020

Notes	2020			2019	
	General fund £	Designated fund £	Reserve fund £	£	£
Incoming resources					
Voluntary income:					
Planned giving	7,310	-	-	7,310	8,643
Collections, donations & other giving	4,912	-	70	4,982	5,295
Income tax recovered	2,876	-	-	2,876	2,620
Legacies	-	-	50,500	50,500	2,000
Activities for generating funds					
Magazine/Bookstall sales/Hall Lettings etc	-	-	-	-	1,710
Income from other Properties	-	-	-	-	-
Annual Fete/events	3,354	-	2,298	5,652	5,791
Investment income:					
Interest & dividends	53	-	74	127	111
Income from charitable activities:					
Parochial fees	415	-	-	415	2,079
Other incoming resources:					
Insurance claims	-	-	-	-	-
Gain on disposal of fixed assets	-	-	-	-	-
Loans received	-	-	-	-	-
Other	2,605	-	-	2,605	325
Total incoming resources	21,525	-	52,942	74,467	28,574
Resources expended					
Charitable activities:					
Donations/Grants to charities	(245)	-	-	(245)	(935)
Mission & Evangelism	(2,165)	-	-	(2,165)	(693)
Parish Share	(13,218)	-	-	(13,218)	(18,749)
Clergy expenses	(60)	-	-	(60)	-
Church running expenses	(1,050)	-	-	(1,050)	(1,703)
Churchyard maintenance	-	-	-	-	-
Cost of raising funds	(591)	-	-	(591)	(2,815)
Running costs:					
Support costs	(104)	-	-	(104)	(25)
Administration costs (inc. staff costs)	(96)	-	-	(96)	(72)
Other	(3,041)	-	-	(3,041)	(2,808)
Governance costs					
Major expenditure	-	-	-	-	-
Repairs to church buildings	-	-	(6,322)	(6,322)	(410)
Repairs to other property	-	-	-	-	-
Capital purchases/additions	-	-	-	-	-
Loan repayments	-	-	-	-	-
Total resources expended	(20,570)	-	(6,322)	(26,892)	(28,230)
Net (outgoing) incoming resources	955	-	46,620	47,575	344
Transfers between funds					
Net incoming/outgoing resources before gains	955	-	46,620	47,575	344
Gains on investment assets	-	-	1,483	1,483	806
Net movement in funds	955	-	48,103	49,058	1,150
Funds brought forward at 1 Jan 2020	14,677	160	105,388	120,225	120,225
Funds carried forward on 31 Dec 2020	15,632	160	153,491	169,283	121,375

*reproduced using the Disclosure Cockbook v5

Parochial Fees Note

The PCC received parochial fees as detailed below during the year. Part is made up of statutory fees due to the PCC or the DBF, as prepared by the Archbishops' Council under the Ecclesiastical Fees Measure 1986. The balance relates to charges as fixed by the PCC, for extras such as bells, flowers and special heating, or paid to visiting ministers, Readers or Non-Stipendiary Ministers as set out in the DBF's Parochial Fees policy.

Of these fees only the amount due to the PCC (statutory & non-statutory) is shown above as legally the amount due to the DBF and other ministers (as set out in the DBF policy) should not be treated as PCC income.

During the year, the PCC received parochial fees totalling	£2,336.00
Statutory Fees due to the PCC totalled	£275.00
Statutory Fees due to the DBF totalled	£1,755.00
Statutory Fees received on behalf of a third party	£120.00
Non-Statutory Extras due to the PCC totalled	£140.00
Non-Statutory Extras due to a third party totalled	£40.00
The PCC also received Deposits for the following year totalling	£0.00

In total the PCC repaid the following Fees during the year	Balance owed at year-end (inc. in Creditors)	
Payment to DBF of Statutory Fees	£1,972.00	£0.00
Payment to visiting ministers/Readers/NSMs	£40.00	
Payment to visiting ministers/Readers/NSMs	£120.00	
Payment to visiting ministers/Readers/NSMs (This includes fees for Sunday Services)	£0.00	£0.00

Accounts List code

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Please type the Previous year's figure into the appropriate cell. Note: This also includes deposits received in the current year for future years.

Please type the Previous year's figure into the appropriate cell.

ERROR: The B/owed balances do not agree. Please check your opening balances

Parish Finance Return

The form below is produced by the Archbishops' Council's Statistics division, and should be submitted using their webportal at: <http://parishreturns.churchofengland.org.uk/>



Return of Parish Finance

If the form is NOT completed on behalf of the entire parish, please list below the churches included:

Parish code: 140196
 Parish name: St John the Baptist, Holywell-cum-Needlingworth

Diocese: Ely
 Deanery: St Ives

INCOMING RESOURCES		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)	RESOURCES EXPENDED		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
1	Voluntary income/ receipts			17	Costs of generating income	£ 591	£ -
2	Tax efficient planned giving	£ 6,510	£ -	17	Costs of fund-raising activities		
3	Other planned giving	£ 800	£ -	18	Church activities	£ 245	£ -
4	Collections at services	£ -	£ -	19	Mission giving and donations		
5	All other giving and voluntary receipts, including Special Appeals (recurring and one-off)	£ 4,912	£ 70	20	Diocesan parish share contribution	£ 13,218	£ -
6	Gift Aid recovered	£ 2,876	£ -	21	Salaries, wages and honoraria	£ -	£ -
7	Legacies received (capital value)	£ -	£ 50,500	22	Clergy and staff expenses	£ 60	£ -
8	Grants (include recurring and one-off)	£ -	£ -	23	Church expenses		
	TOTAL Voluntary Income:	£ 15,098	£ 50,570	24	Mission and evangelism costs	£ 2,165	£ -
9	Activities for generating funds			25	Church running expenses	£ 3,304	£ -
	Gross income from fundraising activities	£ 3,354	£ 2,298	26	Church utility bills	£ 532	£ -
	Income from Investments	£ -	£ -	27	Cost of trading	£ -	£ -
10	Dividends, interest, income from property etc.	£ 53	£ 74	28	Governance costs	£ -	£ -
11	Church activities			29	Major capital expenditure		
	Statutory fees retained by the PCC (weddings, funerals etc)	£ 415	£ -	30	Major repairs to the church building	£ -	£ -
12	Gross income from trading (e.g. hall lettings, magazine, bookstall), NOT fundraising.	£ -	£ -	31	Major repairs to church hall or other PCC property, including redecoration	£ -	£ -
13	Other incoming resources			32	New building work to the church, church hall, clergy housing or other PCC property	£ -	£ 6,322
	Any other income/ receipts not already listed	£ 2,605	£ -		SUB-TOTAL for Church activities & expenses	£ 19,524	£ 6,322
	TOTAL INCOMING RESOURCES (FROM FINANCIAL STATEMENTS)	£ 21,525	£ -		Other payments/expenditure not already listed	£ 454	£ -
A	Unrestricted	£ 21,525			TOTAL RESOURCES EXPENDED (FROM FINANCIAL STATEMENTS)	£ 20,569	
B	Restricted	£ 52,942			Unrestricted	£ 6,322	
C	TOTAL	£ 74,467			Restricted	£ 26,891	
	PLANNED GIVERS AND LEGACIES				TOTAL	£ 17,406	£ 92,647
14	Number of tax efficient planned givers	17			Cash and investment balances	£ -	£ 60,380
15	Number of other planned givers	1		31	Cash and deposit balance as at 31 Dec 2020	£ -	£ 92,647
16	Number of new legacies received in year	2		32	Investments as at 31 Dec 2020	£ -	£ 60,380
100	Weekly Average Planned Giving per Planned Giver	9					

This section needs to be completed manually as the figures are not recorded within the Cashbook

Account basis on which basis are your accounts prepared (indicate ONE)
 Receipts and payments [X] Accruals []
 *produced using the Diocesan Cashbook v5

Date: 26-Jan-21
 Name: B F Fellow, OBE
 Position: PCC Treasurer
 Telephone or email: benfellow@btopenworld.com

Please refer to the notes on the following pages to help clarify what is included in each section. The item numbers refer to PPF notes, consistent with the guidance provided in PCC-Accountability, 2013.

- 1 Money that is given regularly under Gift Aid through a standing order, by envelope scheme, or by cheque. Figures should be net, i.e. receipts planned giving excluding any tax recovered. Also include money given through charity vouchers (gross amount) e.g. CAF or Sovereign Giving and money given through Payroll Giving (gross amount)
- 2 Money given regularly without Gift Aid through standing order, by envelope scheme, or by cheque.
- 3 Collections at Sunday, midweek, wedding, baptism and funeral services, and Sunday schools. Include one-off gifts given in collections at services through Gift Aid envelopes (net amount), but exclude money given through planned giving envelopes. Do NOT include collections that go directly to a charity and do not 'go through the PCC books' e.g. Christian Aid Week. Other collections for a specific charity are restricted income Proceeds of annual
- 4 Report here: Other Recurring Giving /Donations: Gift Days, money given in church boxes and wall safes, and other ad-hoc donations from individuals which are likely to recur in future years. Non-recurring Giving/Donations: Include one-off donations given outside services. Include the proceeds of all special appeals (which are usually restricted), but also one-off Gift Days for general funds. Include gifts of shares at market value. [Combines previous RPF 4 and 5]
- 6 The amount of tax recovered from HMRC on all money given to the PCC under Gift Aid. This should be split between Gift Aid recovered on restricted and unrestricted donations and allocated to the appropriate fund. This should include claims through the Gift Aid Small Donation Scheme, on small (less than £20) cash donations <http://www.hmrc.gov.uk/charities/gasds/records.htm>. If no tax has been recovered through Gift Aid, an explanatory note should be provided in the financial statement.
- 7 The capital amount of a legacy, together with interest from the probate process, should be recorded in the year(s) that it appears in the accounts. (Note that the legacy may have been included as an asset in last year's Statement of Assets and Liabilities.) Any interest from legacy investments should be recorded as income from investments
- 8 External grants received from trusts and other funding bodies for the PCC's general fund or for a restricted purpose. Include VAT recovered through the Listed Places of Worship scheme. This does not include transfers within a benefice. Include one-off and recurring grants. [Combines previous RPF 8 and 8A]
- 9 Fundraising: Money raised from sponsored activities, jumble sales, fetes, and other activities where the primary purpose is fund-raising. Income should be stated gross, and any costs must be recorded separately as payments.
- 10 Dividends, interest and income from property, bank and other deposit interest including any reclaimed tax on investment income. Include dividends from shareholdings. Include rent received from land or buildings owned by PCC.
- 11 Statutory Fees retained by PCC: PCC Fees for weddings, funerals etc. Do not include fees due to the clergy and organist etc. as these are not PCC funds.
- 12 Income received by the PCC from trading activities including bookstall, letting of the church hall, sales and advertising of church magazines. Income received from other church activities which are not fundraising activities eg membership fees for groups, payments for events etc. All trading receipts must be stated as gross figures. The costs must be recorded separately as payments.
- 13 All other receipts: These are often 'capital' in nature: sale of buildings, investments, insurance claims, transfers from term deposits, loans received, repayment of loans made by the church to others; but will also include contributions from other churches in the benefice to shared costs.
 - A The TOTAL UNRESTRICTED incoming resources as shown on your examined/audited financial statements, excluding any revaluation of assets.
 - B The TOTAL RESTRICTED incoming resources as shown on your examined/audited financial statements, excluding any revaluation of assets.
 - C The SUM TOTAL incoming resources as shown on your examined/audited financial statements, including any revaluation of assets.
- 14 Each tax efficient giver should only be counted ONCE. If more than one person is associated with a Gift Aid donation, only ONE person should be counted.
- 15 Each planned giver should only be counted ONCE. If more than one person is associated with a planned giving, only ONE person should be counted.
- 16 A legacy should only be counted in the first year that money from it is received. Each legacy should only be counted once, even if payments from the estate are spread over several years.
- 17 Costs of generating income: Include the costs of fundraising events, which have contributed to the income recorded in Fund-raising income box above. Also include fees paid to a professional fund-raiser, the costs of a Christian Stewardship campaign and the costs of supporting regular giving e.g. envelopes.
- 18 Mission Giving and Donations: Include donations to external missions and charities that come from the PCC's receipts. Collections that go directly to external charities should not be included.
- 19 Diocesan parish share contribution: All payments made during the year, whether for current or previous years Share.

- 20 Salaries, wages and honoraria: All payments to assistant staff, youth worker, verger, administrator, sexton, organist and choir. Include NI/Pension costs where applicable.
- 21 Clergy and staff expenses: Working expenses of the incumbent: e.g. telephone, postage, stationery, travel costs (car and/or public transport), secretarial assistance, office equipment, maintenance of robes. Hospitality/Assistant staff: Include costs, as for the incumbent, that are associated with expenses incurred by assistant clergy, pastoral staff and youth workers. Housing: all costs relating to clergy/staff housing paid by the PCC. (Including where applicable repair costs, water rates, council tax, and redecoration).
- 22 Mission and Evangelism: cost of outreach, courses, excluding staff salaries
- 23 Church expenses: Routine repairs and maintenance. Insurance. Miscellaneous: cleaning materials etc church /office phone. Churchyards all costs involved in their maintenance. Upkeep of services: organ tuning, worship materials, choir robes etc.
- 24 Church utility bills: total costs of electricity, gas, oil, water etc.
- 25 Costs of trading - Include the costs associated with the receipts for bookstall, hall lettings, magazine income etc.
- 26 Costs relating to the governance of the PCC, including any fees for audit or Independent Examination, training of PCC members in their role of Trustees, the production of the annual report, hire charges for any PCC meetings etc.
- 27 Major church repairs: include repairs that are not routine and internal and external decoration.
- 28 Major repairs to other PCC property: Incl repairs that are not routine and internal and external decoration.
- 29 New building work: new buildings, major alterations and extensions to church or other PCC property and including all associated professional fees and expenses
- 99 All other payments not included above, but mainly of a "capital" nature: purchase of fixed assets for church purpose, purchase of investments, transfer to term deposits, loans made and repayment of loans etc.
- D The TOTAL UNRESTRICTED resources expended, as shown on your financial statements.
- E The TOTAL RESTRICTED resources expended, as shown on your financial statements.
- F The SUM TOTAL resources expended, as shown on your financial statements.
- 30 Were your accounts prepared using the "Receipts and Payments" method (approved for PCCs with income under £250,000), or under the "Accruals" method? Please enter an X in the correct box.
- 31 The cash balance at 31/12/YY (all current and deposit accounts). This should be split by restricted and unrestricted.
- 32 The market value of your investments at 31/12/YY. This should be split by restricted and unrestricted.



Parish of Holywell-cum-Needingworth
Vestry Meeting
on Sunday 20th September 2020 at 2.00pm
via Zoom
followed by the
Annual Parochial Church Meeting
Minutes

Vestry Meeting

Election of Churchwardens

Nominations: **Mr Stephen York** Proposed: Mrs Carol Armit, Seconded: Mrs Ann Lorman
Mrs Jill Harvey Proposed: Mrs Ann Lorman, Seconded: Mrs Gillian Deller

Both were elected unanimously.

Annual Parochial Church Meeting. Revd Sheila Anthony and 10 members of the parish in attendance.

1. Apologies for absence. Mrs Heather Williamson, Mr Michael Williamson, Jill Harvey, Les and Pat Staddon.
2. Minutes of the previous APCM. The minutes were approved.
3. Matters arising. None.
4. Annual report and Accounts. The Annual Report was offered for approval as required by Charity Law. The Accounts which are included are offered for noting by the APCM having been previously approved and signed off by the PCC on 27th April 2020.

Carole Mills queried why the figures for the Café Service were not included in the Church Services – this was an error, the figures were Adults 14 and children 4. The report will be corrected accordingly.

Also the charitable donations were for 2019 not 2018 as stated in the report, this was an error and will be corrected.

5. Election of PCC members. There were no PCC members to be voted on.

6. Election of Sidespeople. The following signified that their willingness to continue as sidespeople:

Mrs Carol Armit, Mrs Carole Burgin, Mrs Brenda Butcher, Mrs Gillian Deller, Mrs Jill Harvey, Mr Ben Peilow, Mrs Carol Peilow, Mrs Margaret Perryman, Mr Michael Williamson, Mr Stephen York.

Elected unanimously.

7. Election of Independent Examiner. Mrs Sarah Lewis has served as Independent Examiner for the past two and a half years. She has expressed her willingness to continue. Proposed: Mr Ben Peilow, Seconded: Mr Tony Perryman. All were in agreement.

8. Any Other Business. SA thanked everyone for their hard work in such strange times.

Joanna Turnbull (Mrs)
Secretary to the PCC

27th September 2020