

**ANNUAL REPORT and FINANCIAL STATEMENTS  
of the PAROCHIAL CHURCH COUNCIL  
for the year ended 31 DECEMBER 2016**

**THE CHURCH OF ST JAMES THE GREAT, SILSOE**

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

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Dear Friends

It is now nearly twenty months since Kath and I and our family arrived here in Silsoe. It has been an exciting and very busy time. During this period I have watched and listened, have changed some things and have planned for the year ahead. I have also realised that some of my plans have simply not been possible because of resources and time.

Looking back over 2016, Silsoe has had a very busy year - services, weddings, baptisms, funerals, school visits, meetings, community events, happy times, sad times. We have all journeyed together. I would like to say a big thank you to everyone who has contributed to the work of building God's Kingdom here in Silsoe. Without you things would just not be possible and I would be a burnt out wreck!

This Report reflects that journey in Silsoe and I am sure that you will be amazed with the events of this last year. However, we must remember that we are part of a group of three churches in one Benefice: one Christian community, one family in the service of Christ, who enjoy three places of worship to serve Him in. It is one of my particular goals that we should grow closer together, and feel more that we belong together, as time goes by.

Finally, you will be glad to hear that our Benefice team is growing and we will soon have on board Gillian Kern as a Church of England Reader and Ian Smith as a Self-Supporting Curate; we will all be part of the team serving across the Benefice churches.

**Wishing you all every blessing**

Signed: *Dave Bell*

**Reverend Dave Bell**



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



## 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, 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 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  
Fellowship and Pastoral Care  
Discipleship and Spiritual Growth  
Mission and Neighbourhood Outreach  
Building and Churchyard  
Leadership and Administration*

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



## *WORSHIP and SERVICES*

The PCC works with the other PCCs in our joint Benefice to offer a range of services over the course of a year that we all hope our communities will find both beneficial and spiritually fulfilling.

On most Sundays there is a morning Parish Communion service held at Silsoe, a mid-morning Holy Communion Service held at Flitton and an Evensong Service at Pulloxhill. A Family Service (without communion) is held once a month at Silsoe in place of Parish Communion. On the first Wednesday of each month a Said Communion Service is held at Silsoe.

All are welcome to attend our services. During 2016, the average weekly attendance at services in Silsoe on a 'normal' Sunday was 40 adults and 6 children (2015: 37 adults, 6 children) but this number increases significantly at festivals and at special services.

At St James the Great we run a number of special services through the year:



Our **Mothering Sunday** service provides children with an opportunity to worship specifically with their mothers. In 2016, Revd Bell encouraged the congregation of over 70 to take a full and active part in this specially prepared service. Every lady in the congregation was presented with a posy and the service closed with a prayer of thanks giving for mothers. Most members of the congregation remained to enjoy refreshments and to recover after an active but stimulating and thought provoking Mothering Sunday service.

On Good Friday we hold a **Procession of Witness**, walking with a cross from the Millennium Green to the Church where a short service is held. Following the service children and adults enjoy refreshments including hot cross buns.



Our annual **All Souls Service** in October offers recently bereaved parishioners and other people a way of honouring their departed loved ones. Everyone is offered the opportunity to place a white carnation for their loved one in a cross of remembrance

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### **WORSHIP and SERVICES**



At our annual **Remembrance Service**, Revd Bell led a brief service outside in front of the village war memorial during which the names of the fallen were read and wreaths placed on the memorial on behalf of the village and veterans. At 11am 2 minutes' silence was observed before those gathered went into the Church for the Remembrance Service.

Emphasising the relevance to Silsoe & the devastating loss of life, Revd Bell reflected on the life of Corporal Walter Upton; born in Silsoe, he joined the 2nd Battalion South Wales Borderers & was killed on 1 July 1916, the first day of the Battle of the Somme.

Following the service many of the congregation remained to enjoy refreshments and meet and chat with friends old and new. From the collection taken at the service, we sent a donation of £400 to the Royal British Legion (2015: £350 to **Help for Heroes**).



At Christmas, we have a full range of services – a **Carol Service**, **Christingle**, **Blessing of the Crib** and **Christmas Midnight Service** all attract many individuals and families in the community.

The Church is always beautifully decorated with flowers, candles and a Christmas Tree. It is very pleasing to report that the Church can be full to capacity for these services, often with several generations of a family attending to worship together.



Following our Christingle Service, we made a donation to the Children's Society of **£235** from the collection. In 2015 we sent the collection of £135.

We updated our hymn books through the year with the purchase of Mission Praise books.



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### *WORSHIP and SERVICES*

We enable our community to celebrate and thank God at the milestones of the journey through life.

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 17 baptisms of children, 9 weddings and held 6 funerals in our Church this year (In 2015: 1 adult baptisms, 12 child baptisms, 4 weddings, 9 funerals).

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, **£561.50** was donated to 7 charities, (2015:£100) - £56.50 to *Cancer Research UK*, £195 to the *Alzheimer's Society*, £60 to *Harefield Hospital Trust*, £35 to *Keech Hospice*, £118 to *Great Ormond Street Hospital Children's Charity*, £65 to *Macmillan Cancer Support* and £32 to *East Anglian Air Ambulance*. One couple nominated our Church to receive the whole collection. The total amount donated to the Church (including Gift Aid) from retiring collections was **£808** (£2015: £272).





### *FELLOWSHIP and PASTORAL CARE*

On Sunday 28 August, we held our first **Church and Messy Church Picnic**. Members of the congregation and Messy Church members gathered together in the garden of the Village Hall to share a picnic meal together in the sunshine. Following the food, we all adjourned inside for some energetic team games led by Kath Bell, involving beanbag balancing, climbing through hula hoops and passing volleyballs back and forth. Everyone young and old joined in and Revd Bell handed out 'medals' to all.



At the close, Revd Bell led an informal worship based around the Feeding of the Five Thousand. All in all it was a lovely event and hopefully will become an annual event.

Following our **Harvest Festival** service, some of the Harvest gifts brought by the children were auctioned for the benefit of the **Sue Ryder St John's Hospice** at Moggerhanger - the proceeds do not form part of the Church's income - and raised **£65** for the Hospice, 2015: £128.



All harvest gifts of soup (tinned or packet) were donated to the Soup Kitchen run by Noah Enterprises.

The remainder of the gifts were donated to Sue Ryder Hospice at Moggerhanger, Leonard Cheshire Home in Ampthill and the Conifers Care Home in Silsoe.



*Sue Ryder St John's Hospice*



*Leonard Cheshire Home*



*Conifers Care Home*

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### *FELLOWSHIP and PASTORAL CARE*



In October, the congregation recognised the tremendous support that Margaret and Brian Finney have given to the Church over 34 years. Revd Bell presented them with an engraved salver and flowers. The event was a surprise to both of them and they were clearly moved by the gesture to acknowledge their contributions.

Brian served on the PCC for over 20 years, was a churchwarden for 7 years & served as PCC Secretary for 5 years. For the past 34 years Margaret & Brian have both been nominated sides persons and also helped on the flower & cleaning rotas. They have also supported all the Church activities in their different ways; Margaret hosting harvest suppers and baking for numerous events whilst Brian's handyman skills ensured that the fabric of the Church remained in good repair.

In making the presentation Revd Bell, on behalf of himself and the congregation, expressed sincere thanks and gratitude for their dedication and support over the years and wished them well now that they were free from the demands of the rotas.

Some members of our Parish are unable to attend Church due to sickness or age. Revd Bell visited all Church members who had requested it, to celebrate communion with them in their homes. He also visited the residents at Taymer Nursing Home.

We have volunteers who are willing to drive people to and from the Church and if you would like to come to Church to worship with other members of the Parish but are unable to get there unaided, please contact one of the Churchwardens.



### *DISCIPLESHIP and SPIRITUAL GROWTH*

Over the last year, **Messy Church** has taken place quarterly. In February and May 2016 we welcomed many new faces into the Village Hall to participate in craft and worship activities around the themes of 'Easter: New Life' and 'Pentecost' respectively. We experienced very good attendance to both of these sessions, with c. 68 attendees (adults and children) in February and 47 in May.



This year we also held an extra summer session at the village hall, inviting people to share in a Messy Church picnic. Although this did not bring great numbers (with less than 20 attending on the day) it was a lovely way to share fellowship in a different way and something we hope to build upon over the coming summer.

The November session saw Messy Church move back into the Church, a move which was welcomed by all who attended. With 49 in attendance along with helpers from the congregation the session on 'Christ the King' was a great success.



We have now moved permanently back into the Church and the wall hanging we have created is proudly displayed in the Church.

Every Messy Church session sees an attendance of at least 40. One of the most notable things about people attending is that we have new faces at every session and it is not the same people returning each quarter. We have had people attend from all over the county, including Stopsley, Shefford, Barton and Luton as well as our parish villages. This is extremely gratifying as it means that our Messy Church is achieving its main aim, that of reaching out to the 'messy corners' of the parish and encouraging attendance of people who may otherwise be intimidated by the more formal reputation the church has.

In June, we welcomed members of other churches in the Diocese to a **Confirmation Service** led by the Bishop of Bedford. There were 13 Confirmation Candidates of whom 5, Jim Ellis-Jones, Carrie Steer and Christopher, Dawn and Stephen Swain, were from Silsoe. After the service, the candidates, their families and the congregation were provided with refreshments.

A collection was taken at the service for the benefit of the Church of England **Education of Ordinands** fund and raised **£226.54** – this does not form part of the PCC's income or expenditure and is not included in these accounts.



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### *DISCIPLESHIP and SPIRITUAL GROWTH*

Slow progress was made with the introduction of a **Sunday School**; DBS (Disclosure and Barring Service) checks were made and a lot of preparation done but the first service with Sunday School did not take place until January 2017.



Members of the PCC are appointed **Foundation Governors** of **Silsoe VC Lower School** - Mrs Liddle and Mr Steer served for the whole of 2016. Revd Bell is also a Governor.

At Easter, Harvest time and Christmas children from Silsoe VC Lower School have special services in the Church during normal school hours; we are very pleased to welcome the children, their parents and teachers to celebrate these occasions in our Church.

Classes from the school visit the Church and Churchyard on a regular basis as part of their spiritual, moral, social and cultural development.

This year, we were pleased to welcome staff and pupils from **Oracle Care School** to a Christmas service in our Church.



And to have the **9<sup>th</sup> Ampthill & Woburn (Bagder Hill) Scout Group** hold their Carol Service in the Church.



### *MISSION and NEIGHBOURHOOD OUTREACH*

Together with the Parish Council, the PCC supports the production of the local monthly Parish magazine, **Silsoe News**. This 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.



We continue to work with the children at Silsoe VC Lower School who make up our **Children's Choir**. On Mothering Sunday, the Choir, led by Katie Shattock and Carrie Steer, performed 2 action songs. At Revd Bell's insistence, the congregation were "encouraged" to do the actions and sing in support of the children.

In the new school year work began to prepare for the Christingle service. We have now changed how we rehearse the choir as Mrs Purdue has given permission for us to do this during the school day meaning that we could again open it up to all children from year 1 upwards. The children worked very hard and we were very fortunate to have help from one of the teachers at the school, Mrs Theresa Coles, who slotted in extra practices in the weeks running up to the service. The children gave a great, confident performance of their two songs during the Christingle service and we are now looking forward to our future projects.



During 2016 a number of **social events** were held for the benefit of the local community and to raise funds for the Church. These were organised either directly by the PCC or by the Friends of Silsoe Church.



On Wednesday 17 August the first **James' Discovery Trail** was run in the Church. The Trail was planned for the school holidays and aimed at providing an interesting but informative opportunity for children and their parents to learn more about their local Church. As each person came in they were given a map of the Church and an answer sheet. The map showed ten locations around the Church and at each one there was a question about that part of the Church. The children quickly got the hang of the Trail and were soon moving around the Church with great purpose to find the answers and complete their answer sheet. When the answer sheets were given in at the end each child was presented with a "I completed James' Discovery Trail" sticker and had the opportunity to enter a colouring competition. The colouring activity proved extremely popular and offered parents the opportunity to enjoy a quiet cup of tea or coffee and cake in relative calm

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### *MISSION and NEIGHBOURHOOD OUTREACH*



At Harvest time, we held a **Harvest Supper** in the Village Hall celebrating local produce. 78 people sat down to Supper, helping to raise **£489**, net. (2015: 64 people, £322 net).

In October, the **Friends of Silsoe Church** ran their annual quiz and followed that with a concert in the Church in November. The funds raised by the Friends are ultimately donated to the Church – usually in support of a specific project – in 2016, the Friends paid for a new Church Noticeboard.



Following the success of the first Open Day in November 2015, we repeated the **Open Day** again this year. The aim of the day is to give villagers the opportunity to see and meet the range of societies, clubs and amenities available to them. This year 21 (2015: 17) organisations presented information about their activities and representatives were on hand to speak with those interested in joining or understanding more about the organisation.

Overall it was estimated that between 200 and 300 people attended at some time during the event, many enjoying the refreshments offered throughout the day.

A major attraction this year was the opportunity for people to have a go at bell ringing. Tower captain Simon Stranks, with help from other ringers, took parties into the ringing chamber where everyone was given the chance to ring. The lists of those interested quickly filled to capacity and was clearly an attraction for all ages; for some it was the realisation of a dream come true.

We also ran a second James' Discovery Trail during the day.

Many of the organisations reported a very high level of interest in their activities with some taking firm commitments to join or support the organisation.



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### *MISSION and NEIGHBOURHOOD OUTREACH*

Also during 2016, we began holding **Open Church** between 10:00am and 11:30am on the first Saturday of the month with refreshments available; giving people the opportunity to meet Revd Bell and in the Church- a place to drop in to catch up informally. This is also a time for wedding or baptism enquiries from across the benefice and for couples to confirm wedding arrangements or to pay fees.

Another new introduction through the year was **Chez Nixon** - a monthly home group held on Mondays between 12 noon and 2pm. The group meet firstly for fellowship and luncheon. After lunch a bible reading is shared, in 2016 the readings were from John's Gospel. After the reading there is an open discussion, initially around the reading but sometimes the spirit will lead in other directions! The average attendance is about 10 people. We would use this opportunity to thank Chris and Gilly Nixon for their hospitality and for letting the group meet in their house.

We have also begun to build a **Contacts Database** of people in the village who want to be kept up-to-date with information about the Church. We will be using e-mail to send copies of things like this Report to people – letting them know what has been happening in our Church community and saving paper at the same time!

**Smartie Fundraising** continued during 2016 and raised £267.38. net (2015:£71.31) - 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. Please ask in Church for your tube of Smarties.





### *BUILDING and CHURCHYARD*

We want our Church to be a safe, warm and welcoming environment in which our community can worship together and in private. We would like to thank all the volunteers who work so hard to keep our Church warm and clean and those who help keep the Church community alive.

In 2015 we spent a significant amount of money (£80,282.66) installing a new heating system and reordering the rear of the Church with a further £4,738.11 being spent in 2016 for the completion of the work. However, during 2016 we were able to get a grant from the Listed Places of Worship Scheme of £11,698.92 to cover some of the VAT costs.

During 2016, we installed a **baby changing station** in the toilet

A new **noticeboard** was commissioned and the opportunity taken to relocate it to an area where it would be more visible to people walking by. We are grateful to the Friends of Silsoe Church who made a grant to cover these costs.

The new **Garden of Remembrance** area along the wall by the lych gate was completed



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**BUILDING and CHURCHYARD**

The **Annual Parish Visitation** took place on 2 August 2016 and was carried out by the Revd Canon Lynda Klimas. All aspects of the Church and Churchyard were inspected as were the registers and inventory. Everything was found to be in order and the Revd Klimas commented on our neat and tidy Churchyard and how very well cared for the Church is.



### **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.

At present there are 60 parishioners on the **Electoral Roll**, five of whom are 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.

PCC members who have served from 1 January 2016 until the date this Report was approved are as follows:

*Ex officio members:*

Vicar:

The Revd David Bell

Churchwardens:

Mr Michael Olney

Chairman

Mrs Gillian Liddle

Deanery Synod Representatives

Mr Alan Aldridge

Mr Martyn Gates

Diocesan Synod Representative & Health & Safety Officer

*Elected members:*

Mr Paul Biscoe

Secretary

Mrs Sheila Biscoe

Mrs Gillian Chapple

Treasurer

Mr Darren Couzens

Mr Brian Finney

Resigned 27 April 2016

Mrs Jan Jarrard

Mrs Katie Shattock

Mr Jonathan Steer

Mr Simon Stranks

*Co-opted member:*

Mrs Carrie Steer

Co-opted 28 July 2016

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 2016 with an average level of attendance of 83%. 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.

In October a Safeguarding Course was run in the Church by Chris Lees from the Deanery, which was very well attended. Through the year members of the PCC attended a number of other courses and workshops including ones covering Managing Places of Worship and Fundraising.

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## *LEADERSHIP and ADMINISTRATION*

### DEANERY SYNOD REPORT

The Deanery Synod has met three times since the last AGM:

- April's meeting was held at All Saints, Southill. The main speaker was Revd Barbara Jones who is the chaplain to the Bedfordshire Fire and Rescue service.
- July's meeting was held at St John the Baptist's Church, Eversholt. The main subject of the discussion was the Deanery Mission Action Plan.
- November's meeting was held at St. Peter's Church, Arlesey. The main speaker was Dr Colin Pilbeam, the subject of his presentation was 'In the community for mission and ministry.'

Activities organised by the Synod were:

- Walk and Talk on 24 April - hosted by Woburn.
- Deanery Evensong on 12 May at Maulden
- Living God's Love - 7 September a day spent in the Deanery by Bishop Alan.
- Deanery Evensong on 26 February 2017 at St Mary, Woburn

### PARISH SHARE

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' our Vicar with Pulloxhill and Flitton and do not have to pay the full cost of a vicar.

During 2016, the Diocesan Common Fund apportioned the costs relating to the vicar equally between all three parishes, despite their different sizes. The PCC has taken the view that it is appropriate for Silsoe to make donations towards the cost of the Parish Shares of both Flitton and Pulloxhill PCCs in order to bring the attribution of the Parish Share more closely in line with the respective size of the parishes. In 2016, we donated £1,000 to each of these parishes (2015: £1,116).

At the end of 2016, the PCC formally requested that the Diocese alter the apportionment for 2017 onwards such that Silsoe PCC covered 40% of the cost of the Stipendiary Contribution.

### FINANCIAL REVIEW

Our Financial Statements are presented in a way that we hope links the financial information to our 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 the Report.

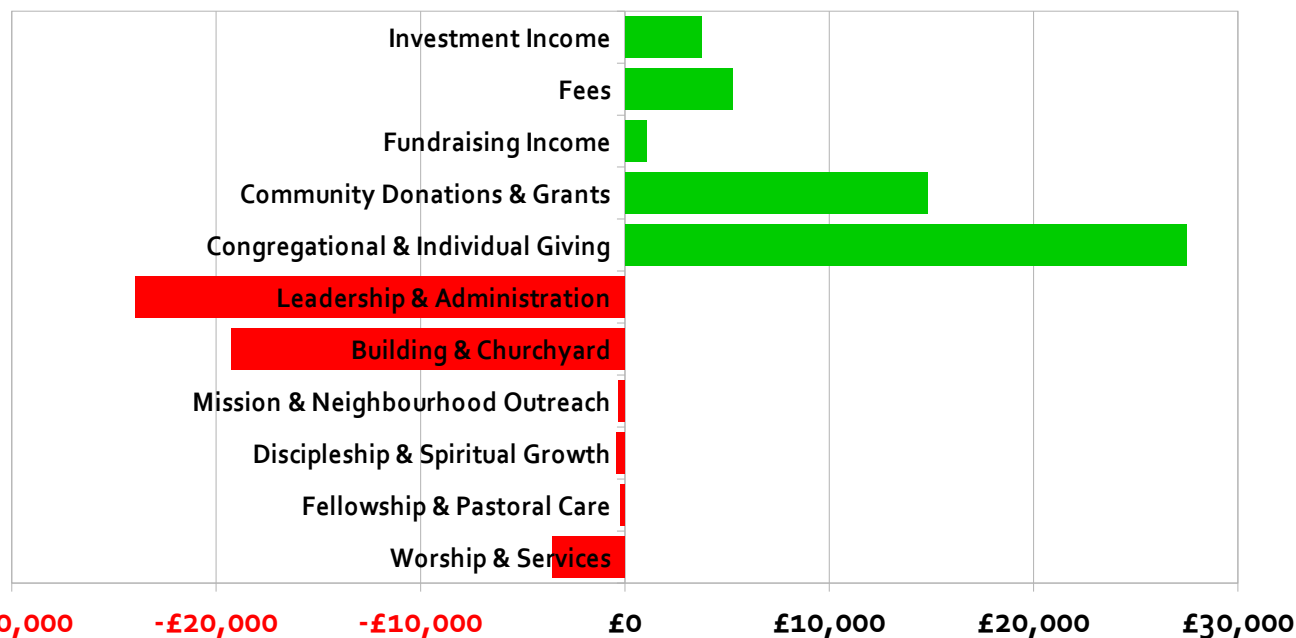
The chart below displays the income and expenditure for 2016. Income exceeded expenditure by £4,694.89 due to a grant of £11,698.92 received from the Listed Places of Worship Scheme in connection with VAT paid out on major building work in 2015 – when expenditure exceeded income by £80,753.29.

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*LEADERSHIP and ADMINISTRATION*

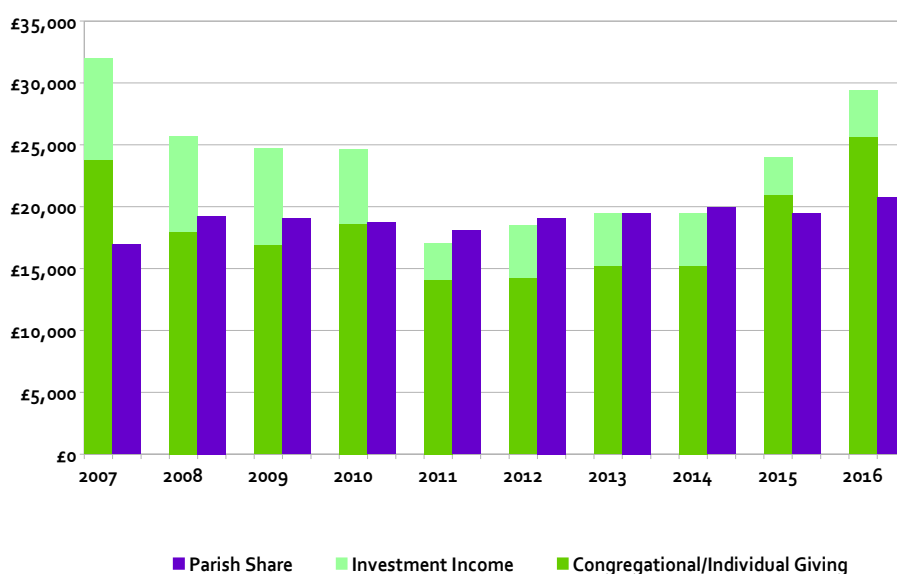
## FINANCIAL REVIEW - continued

**Income & Expenditure 2016 - Income exceeded expenditure by £4,694.89**

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.

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



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

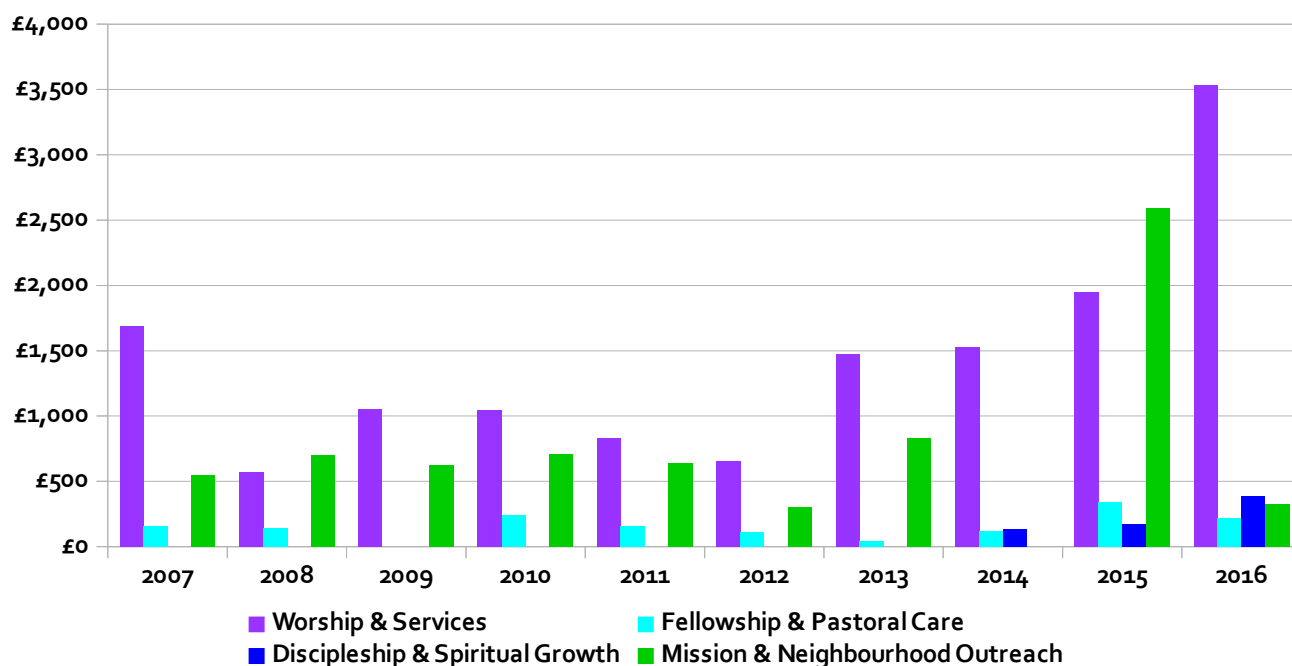


## *LEADERSHIP and ADMINISTRATION*

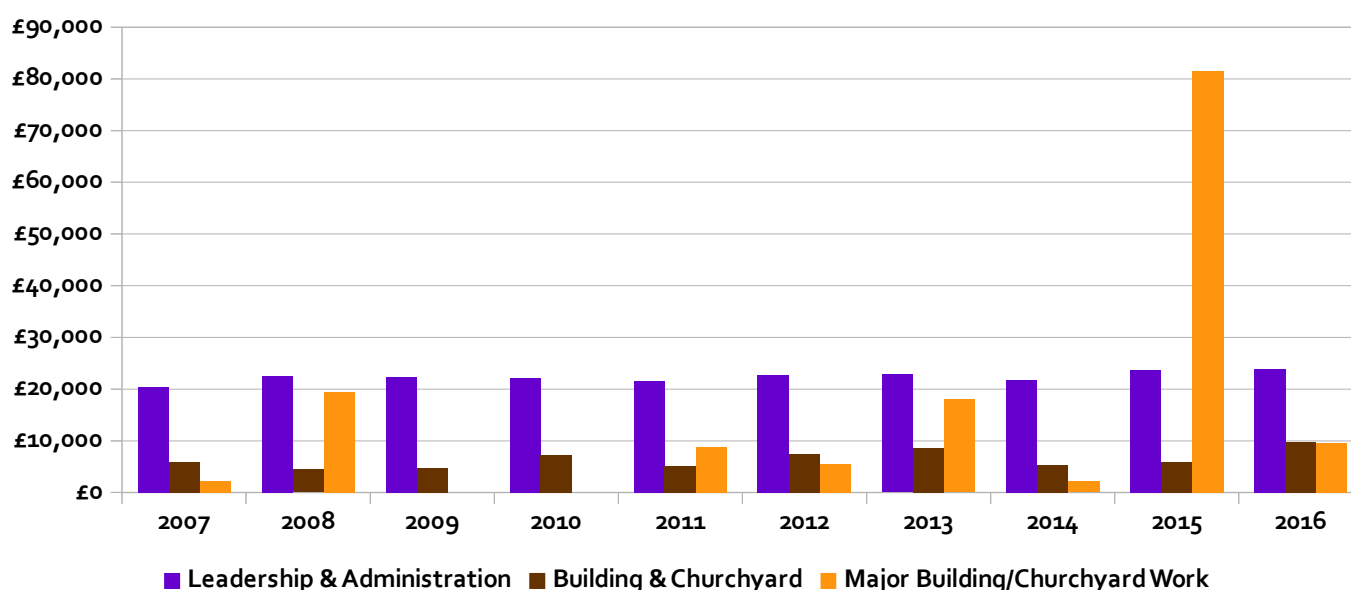
### FINANCIAL REVIEW – continued

The charts below 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.

**Mission Action Plan Spending Areas - Graph 1**



**Mission Action Plan Spending Areas - Graph 2**



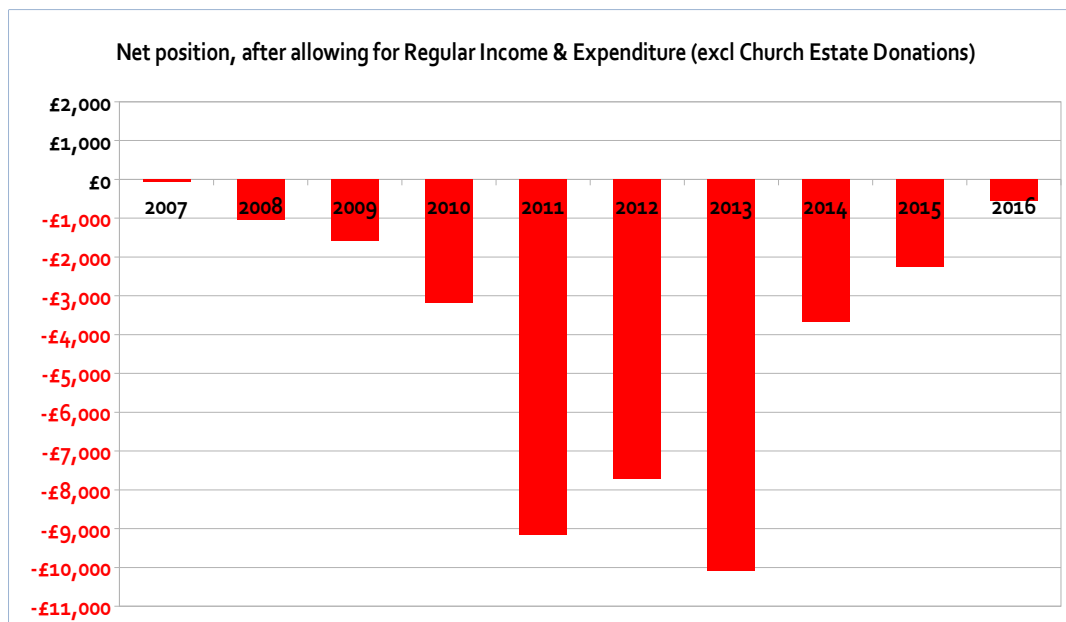
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## *LEADERSHIP and ADMINISTRATION*

### FINANCIAL REVIEW – continued

The chart below shows the position in recent years of the Shortfall, allowing for Regular Income and Regular Expenditure – 2005 was the last year in which Regular Income exceeded Regular Expenditure.

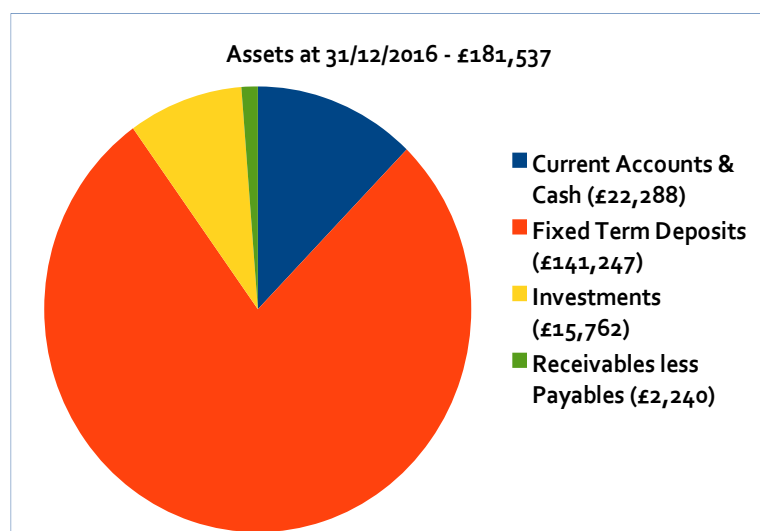


The shortfalls have been covered, in the main, by using up the reserves held by the PCC. We are in the position of having substantial reserves due to two sizeable bequest received 2003 and 2013.

For the last 2 years, Congregational & Individual Giving exceeded the Parish Share (including Share support to other churches in the Benefice) – something we have not seen since 2007.

As can be seen, Congregational Giving has been declining over the years, but in 2015 increased by 38% and a further 31% in 2016; the cumulative effect of this is that Congregational Giving has grown from £15,208 in 2014 to £27,501 in 2016 – this is due in part to our growing Congregation and to people reviewing their giving.

Investment income, which is primarily interest on cash deposits, has been in decline for several years due to low interest rates. The large expenditure of capital in 2015 will reduce the investment income further in the future. 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 2016, the PCC had monetary assets totalling £181,536.69 (2015: £175,267.01).

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## **LEADERSHIP and ADMINISTRATION**

### **FINANCIAL REVIEW – continued**

#### **Vicar's Expenses**

A parochial church council is expected to meet certain expenses of the vicar. The three PCCs of the joint Benefice agreed that Revd Bell's expenses should be shared between the three PCCs in proportion, with Silsoe PCC 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 Leadership & Administration. Details of the Vicar's total expenses are given in the Appendix.

#### **Joint Benefice Expenses**

Following guidance given by the St Albans Diocesan Board of Finance, certain expenditure which had previously been included in the Vicar's Expenses – such as reference material for services – has now been allocated to a different category – Joint Benefice Expenses which the three PCCs have agreed should be split in the same proportions as the Vicar'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'.

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.

"*The Scott/Shaw Bequests Fund*" is a Designated Fund which the PCC has designated for use in connection with improvements to the Church and the Churchyard where these costs are not covered by specific donations or Restricted Funds. It is also designated to cover some of the costs incurred that are linked to our Vision and MAP (to the extent that those costs are not met by other donations and grants and subject to a limit in any one year of the amount of interest earned on the Fund). In addition, the PCC decided that the Parish Share support donations should be met from this Fund.

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.

continued/...



## *LEADERSHIP and ADMINISTRATION*

### **FINANCIAL REVIEW - continued**

At the end of 2016 the following Restricted Funds were in place:

Maintenance of the Church, Churchyard and specific graves - '*the Grave Bequests*'  
Provision of hymn books, service papers, etc - '*the Service Papers Fund*'  
Provision of flowers, oasis, foliage, etc - '*the Flower Fund*'

During 2016, several other Restricted Funds were created but these were fully paid out during the year and the Garden of Remembrance Fund was used up.

### **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.

The Independent Examiner's report can be found on Page 27.

The PCC is very grateful to Mrs Ann Swain who has acted as Independent Examiner for several years.

Signed: *Mike Olney* 09/03/2017

Approved by the PCC & signed on their behalf by **Mr Michael Olney (PCC Chairman)**



## CONSOLIDATED STATEMENT OF INCOME and EXPENDITURE for the year ended 31 December 2016

	<u>Page</u>	<u>2015</u>	<u>2016</u>
		£	£
<b>INCOME</b>			
<b>Congregational &amp; Individual Giving</b>		<b>20,996.72</b>	<b>27,500.71</b>
<i>At Services</i>			11,660.45
<i>By Standing Order</i>			8,254.00
<i>Donations</i>			2,762.61
<i>Gift Aid Tax Rebates</i>			4,823.65
<b>Community Donations &amp; Grants</b>	14,18	3,007.30	<b>14,814.01</b>
<b>Fundraising Income</b>	12-13	3,655.45	<b>1,076.15</b>
<b>Fees</b>		4,298.50	<b>5,274.00</b>
<b>Investment Income</b>		2,990.02	<b>3,749.29</b>
<b>Sundry Income</b>		<u>450.00</u>	<u>0.00</u>
<b>TOTAL INCOME</b>		<b><u>35,397.99</u></b>	<b><u>52,414.16</u></b>
<b>EXPENDITURE</b>			
<b>Worship &amp; Services</b>	4-6	<b>1,949.58</b>	<b>3,534.43</b>
<i>Service Requisites</i>			1,290.06
<i>Organists</i>			715.00
<i>Church Flowers &amp; Decorations</i>			332.87
<i>Charitable Donations</i>	6		1,196.50
<b>Fellowship &amp; Pastoral Care</b>	7-8	<b>340.86</b>	<b>217.64</b>
<b>Discipleship &amp; Spiritual Growth</b>	9-10	<b>169.86</b>	<b>389.41</b>
<i>Messy Church</i>			164.49
<i>Sunday School</i>			10.20
<i>Confirmation Expenses</i>			214.72
<i>Charitable Donations</i>			0.00
<b>Mission &amp; Neighbourhood Outreach</b>	11-13	<b>2,594.15</b>	<b>328.72</b>
<i>Children's Choir</i>			0.00
<i>Silsoe News</i>			0.00
<i>Fundraising Expenses</i>	12		322.87
<i>Charitable Donations</i>			0.00
<i>Social Events (non-fundraising)</i>			5.85
<b>Building &amp; Churchyard</b>	14-15	<b>87,355.77</b>	<b>19,279.39</b>
<i>Building Maintenance</i>			4,493.68
<i>Electricity, Gas &amp; Water</i>			2,428.41
<i>Churchyard Maintenance</i>			2,804.19
<i>Major Improvements</i>	14		9,553.11
<b>Leadership &amp; Administration</b>	16-22	<b>23,741.06</b>	<b>23,969.68</b>
<i>Parish Share</i>	17		18,745.00
<i>Donations to Benefice Churches</i>	17		2,000.00
<i>Insurance</i>			2,013.87
<i>Education &amp; Development</i>			0.00
<i>Stationery &amp; Postage</i>			383.91
<i>Equipment Maintenance &amp; Repair</i>			264.39
<i>Telephone &amp; Broadband</i>			417.71
<i>Travel</i>			144.80
<i>Donation to Vicar's Housing Cost</i>			0.00
<b>TOTAL EXPENDITURE</b>		<b><u>116,151.28</u></b>	<b><u>47,719.27</u></b>
<b>INCOME EXCEEDED EXPENDITURE BY:</b>		<b><u>80,753.29</u></b>	<b><u>4,694.89</u></b>



## ANALYSIS OF MOVEMENTS IN FUNDS for the year ended 31 December 2015

<i>See Page 21 for more information</i>	General Inc. & Exp £	General Reserves £	Scott/ Shaw Beq £	Grave Bequests £	Flower Fund £	Service Papers £	Garden Fund £	Other Restricted £
<b>FUND at 1 JANUARY 2015</b>		5,540.74	235,355.67	13,996.59	42.99	893.85	0.00	0.00
<b>INCOME</b>								
<b>Congreg. &amp; Individual Giving</b>								
<i>At Services</i>	9,437.91	9,242.11						195.80
<i>By Standing Order</i>	4,789.00							
<i>Donations</i>	1,137.42				163.00		500.00	985.50
<i>Gift Aid Tax Rebates</i>	3,544.31				40.75		125.00	273.83
<b>Community Donats. &amp; Grants</b>								3,007.30
<b>Fundraising Income</b>	2,267.95							1,387.50
<b>Fees</b>	3,977.00							321.50
<b>Investment Income</b>		66.73	2,349.13	559.11	0.63	10.66	3.76	
<b>Sundry Income</b>								450.00
<b>TOTAL INCOME</b>	<b>24,957.79</b>	<b>66.73</b>	<b>2,349.13</b>	<b>559.11</b>	<b>204.38</b>	<b>10.66</b>	<b>628.76</b>	<b>6,621.43</b>
<b>EXPENDITURE</b>								
<b>Worship &amp; Services</b>								
<i>Service Requisites</i>	508.29					18.00		
<i>Organists</i>	530.00							
<i>Church Flowers/Decorats.</i>	12.79				185.50			
<i>Charitable Donations</i>	450.25							244.75
<b>Fellowship &amp; Pastoral Care</b>	103.01							237.85
<b>Disc'ship &amp; Spiritual Growth</b>								
<i>Messy Church</i>			66.26					
<i>Sunday School</i>	3.60							
<i>Charitable Donations</i>	100.00							
<b>Mission &amp; N'hood Outreach</b>								
<i>Children's Choir</i>	11.57		242.14					
<i>Silsoe News</i>	250.00							
<i>Fundraising Expenses</i>	1,095.39							432.94
<i>Charitable Donations</i>								350.00
<i>Soc Events (non-fundraising)</i>	212.11							
<b>Building &amp; Churchyard</b>								
<i>Building Maintenance</i>	1,482.33	18.01						1,215.74
<i>Electricity, Gas &amp; Water</i>		819.49						2,113.05
<i>Churchyard Maintenance</i>	748.12			559.11				117.25
<i>Major Improvements</i>			78,622.82					1,659.84
<b>Leadership &amp; Administration</b>								
<i>Parish Share</i>	17,254.75							
<i>Donats to Benefice Churches</i>	232.00		2,000.00					
<i>Insurance</i>			2,040.73					
<i>Education &amp; Development</i>	358.28							
<i>Stationery &amp; Postage</i>	251.87							
<i>Equip Maintenance &amp; Repair</i>	55.66							
<i>Telephone &amp; Broadband</i>	219.20							
<i>Travel</i>	78.57							
<i>Donat to Vicar's House Cost</i>	1,000.00							250.00
<b>TOTAL EXPENDITURE</b>	<b>24,957.79</b>	<b>837.50</b>	<b>82,971.95</b>	<b>559.11</b>	<b>185.50</b>	<b>18.00</b>	<b>0.00</b>	<b>6,621.43</b>
<b>SURPLUS/SHORTFALL</b>	0.00	770.77	80,622.82	0.00	18.88	7.34	628.76	0.00
<b>CHANGE IN MARKET VALUE</b>				190.46				
<b>FUND at 31 DECEMBER 2015</b>		<b>4,769.97</b>	<b>154,732.85</b>	<b>14,187.05</b>	<b>61.87</b>	<b>886.51</b>	<b>628.76</b>	<b>0.00</b>



**ANALYSIS OF MOVEMENTS IN FUNDS for the year ended 31 December 2016**

<i>See Page 21 for more information</i>	General Inc. & Exp £	General Reserves £	Scott/ Shaw Beq £	Grave Bequests £	Flower Fund £	Service Papers £	Garden Fund £	Other Restricted £
<b>FUND at 1 JANUARY 2016</b>		4,769.97	154,732.85	14,187.05	61.87	886.51	628.76	0.00
<b>INCOME</b>								
<b>Congreg. &amp; Individual Giving</b>								
<i>At Services</i>	11,660.45							
<i>By Standing Order</i>	8,254.00							
<i>Donations</i>	1,886.68				625.37	200.00		50.56
<i>Gift Aid Tax Rebates</i>	4,613.42				153.84	50.00		6.39
<b>Community Donats. &amp; Grants</b>			11,698.92					3,115.09
<b>Fundraising Income</b>	1,076.15							
<b>Fees</b>	5,274.00							
<b>Investment Income</b>		96.70	3,158.30	475.65	5.78	12.86		
<b>TOTAL INCOME</b>	32,764.70	96.70	14,857.22	475.65	784.99	262.86	0.00	3,172.04
<b>EXPENDITURE</b>								
<b>Worship &amp; Services</b>								
<i>Service Requisites</i>	535.46					754.60		
<i>Organists</i>	715.00							
<i>Church Flowers/Decorats.</i>					332.87			
<i>Charitable Donations</i>	1,196.50							
<b>Fellowship &amp; Pastoral Care</b>	185.69							31.95
<b>Disc'ship &amp; Spiritual Growth</b>								
<i>Messy Church</i>	164.49							
<i>Sunday School</i>	10.20							
<i>Confirmation Expenses</i>	214.72							
<b>Mission &amp; N'hood Outreach</b>								
<i>Children's Choir</i>								
<i>Silsoe News</i>								
<i>Fundraising Expenses</i>	322.87							
<i>Charitable Donations</i>								
<i>Soc Events (non-fundraising)</i>	5.85							
<b>Building &amp; Churchyard</b>								
<i>Building Maintenance</i>	4,493.68							
<i>Electricity, Gas &amp; Water</i>	645.51							1,782.90
<i>Churchyard Maintenance</i>	971.35			475.65				1,357.19
<i>Major Improvements</i>	1,333.70		7,590.65				628.76	
<b>Leadership &amp; Administration</b>								
<i>Parish Share</i>	18,745.00							
<i>Donats to Benefice Churches</i>			2,000.00					
<i>Insurance</i>	2,013.87							
<i>Education &amp; Development</i>								
<i>Stationery &amp; Postage</i>	383.91							
<i>Equip Maintenance &amp; Repair</i>	264.39							
<i>Telephone &amp; Broadband</i>	417.71							
<i>Travel</i>	144.80							
<b>TOTAL EXPENDITURE</b>	32,764.70	0.00	9,590.65	475.65	332.87	754.60	628.76	3,172.04
<b>SURPLUS/SHORTFALL</b>	0.00	96.70	5,266.57	0.00	452.12	491.74	628.76	0.00
<b>CHANGE IN MARKET VALUE</b>				1,574.79				
<b>FUND at 31 DECEMBER 2016</b>		4,866.67	159,999.42	15,761.84	513.99	394.77	0.00	0.00



## CONSOLIDATED BALANCE SHEET as at 31 DECEMBER 2016

	<u>2015</u> £	<u>2016</u> £
<b>OPENING BALANCE at 1 JANUARY</b>	255,829.84	175,267.01
Add: Change in market value of investments	190.46	1,574.79
Add: Excess of income over expenditure	<u>80,753.29</u>	<u>4,694.89</u>
<b>CLOSING BALANCE at 31 DECEMBER</b>	<u>175,267.01</u>	<u>181,536.69</u>
<b>MADE UP OF:</b>		
Investments with the Central Board of Finance	14,187.05	15,761.84
Bank accounts & cash	3,230.09	22,287.81
Fixed term deposits	140,080.00	141,246.79
Plus: Money due but not received	17,906.89	2,967.13
Less: Money owed but not paid	<u>137.02</u>	<u>726.88</u>
<b>TOTAL</b>	<u>175,267.01</u>	<u>181,536.69</u>
<b>ALLOCATION BETWEEN FUNDS</b>		
General Reserves - Unrestricted	4,769.97	4,866.67
Scott/Shaw Bequests - Designated	154,732.85	159,999.42
Grave Bequests - Restricted	14,187.05	15,761.84
Flower Fund - Restricted	61.87	513.99
Service Papers Fund - Restricted	886.51	394.77
Garden of Remembrance Fund - Restricted	<u>628.76</u>	<u>0.00</u>
<b>TOTAL</b>	<u>175,267.01</u>	<u>181,536.69</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: *Gillian A Chapple* 09/03/2017  
Mrs Gillian A Chapple - Treasurer



## REPORT OF THE INDEPENDENT EXAMINER

I report on the financial statements for the year ended 31 December 2016 which are set out on Pages 23 to 26.

### Respective responsibilities of the Parochial Church Council & Independent Examiner

The Parochial Church Council considers that an audit is not required for this year under section 144(2) 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
- 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 Parochial Church Council 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the financial statements.

### Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare financial statements which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed: *A Swain*  
**ANN SWAIN**

01/10/2017