

# St Helena's and St Mary's Church, Bourn

## Annual report

### Bourn APCM 2015

#### Minister's Report for the Year 2014

For a small village church we are remarkably active, as I realise when I review the events, initiatives and involvements of the previous year. Sometimes we become over-busy, but mostly this activity springs from the desire of faithful Christians to express and explore and share their faith in many different ways, and it is a joy to be part of a church family which is so alive.

I want to begin with a review of our prayer and worship. Our regular pattern of Sunday and Wednesday worship in church, with Monday, Tuesday and Wednesday home groups, has continued throughout the year, forming a steady bedrock of prayer and formation. 2014 saw an exciting new initiative: OASIS, a time of refreshment in prayer and worship, which took place quarterly in Bourn, provided as a generous gift by Jonathan and Isla who lead worship in Huntingdon Methodist Church. Junior Church, for our youngest members, began in the spring and now runs monthly alongside the 10:30am Communion service, led now mainly by Danny and Rilla, not only providing age-appropriate worship for the youngsters, but allowing parents to participate in Eucharistic worship. One notable area of innovation this year which met a real need very appropriately was a Worship for All service on Remembrance Sunday, which took place alongside a more formal service in Longstowe, meaning that all ages were catered for appropriately on this occasion. This was followed by a further Act of Remembrance at the village War Memorial of Tuesday 11<sup>th</sup> November which 60 of the school children attended with their teachers, and was a moving occasion for all. We also experimented very successfully with a beautifully presented Café-Church style event in the village hall for Mothering Sunday, organised by Pip and Joy. We experienced a few special events elsewhere during the year, such as the joint Pet Service with Longstowe and the Team Pentecost Service in Elsworth and Fiona's leaving service in Elsworth in September.

As always, our musicians and choir have played a vital role in our worshipping life during this year. The younger members of the choir worked with Marietjie for many months to earn their RSCM *Voice for Life* medals, which were awarded on 25 May, and they were subsequently featured in the Ely Life Diocesan newsletter. We hosted the Archdeaconry of Cambridge Musical Society when they came to sing evensong in Bourn later in the year, and the choir took part in the Ely Choir Festival. The highlight of the year for the choir, and others of us who joined them, was the October trip to St Papoul in France where we sang in the magnificent abbey. Huge thanks must be recorded to Ian Harris for his management of that event, which also served as something of a finale for Bill Maddams whose service to the choir was so very much appreciated and who is much missed now he and Jo have moved to Penrith.

Children and young people continue to be at the heart of our mission and ministry in Bourn Church and it is a delight to include so many families in our monthly and seasonal worship, though it should be remembered that many more children are reached through our work in the schools, so Sunday worship alone does not tell the whole story of our children's work.

I continue to lead weekly assemblies in school, supported by Marietjie, and the school comes to church *en masse* at Harvest and Christmas for their services. In 2014 for the first time they also came for an Easter service which was well received and will now become part of the yearly calendar. Several classes came up to church for RE visits and the after-school club team offered a weekly after-school club during the summer term. We were sad to lose Claire Harris as a Foundation Governor this year, after many years of service to the school, and are still looking for a third Foundation Governor to join Paul Gildersleve and Chris Clarke in this valuable work. The SIAMS inspection in the autumn provided an excellent opportunity for the staff, governors and school to think through again what it means to be a Church of England school and the subsequent outstanding award was well deserved and is a significant encouragement to all in the school.

Out of school we offered a February half-term and Easter holiday Activity Morning in the Barn on Manor Farm, both of which were very successful and provided a wonderful opportunity for engagement with

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the biblical story for children and adults alike. Sally once again led a wonderful week-long summer holiday club with a hugely dedicated and committed team of helpers. Sally is stepping down from this leadership role now and we are currently reviewing in what form our summer outreach will take.

Our older church children, in the 8-13 age bracket, enjoyed a monthly discipleship group at the Rectory in the first half of the year, though sadly time pressures have prevented that from being resumed. However, Theo did join the WCCYM confirmation preparation sessions in the autumn and was confirmed by the Rt Revd Rowan Williams in the deanery confirmation in November (to the immense delight of his parents!). Most of our youth work is carried out of course by Rilla, our youth worker, supported by the WCCYM network of youth work. Rilla works exceptionally hard, in quite challenging circumstances, to offer a visible expression of Christ's invitation to a life of faith among many youngsters who have no other contact with a formal church. Much of what Rilla does, through Rock Solid youth group, Comberton Village College, and other forums, isn't seen within the regular church congregation, so it is all the more important that we support her and her work in our prayers.

The year ended with the second Bourn Village Nativity, organised again by Joy and Pip and wonderfully including the talents and good will of so many adults and children in the village, many of whom do not otherwise identify with the church. This outreach, planned and carried out so thoroughly and faithfully, is a very significant expression of our aspirations as an outward-looking church and it is important that we build on the links which this has established. It was very good to welcome many of the families into church a few days later for the crib service which had been written for us this year by Heinrich.

Our worshipping life was much enhanced during the year by the involvement of two ordinands, Anne Kember who was with us for a short placement and Tim Rogers who has joined us for 5 terms. Both have been willing to get stuck into anything and everything with a refreshing energy and enthusiasm and have been a great blessing to our communities and ministry.

I've deliberately focussed on our children's, youth and family ministry because it is the stated aim of our PCC to grow our church in this area, but of course much else happens within and because of our church, including some excellent and discreet pastoral care, the Merrybourn group led by Elizabeth Lawson, support for the Rendezvous summer holiday club for the over-65s, and the various fundraising activities such as the fete, the spring café and two concerts. We were also host to 7 weddings, 4 baptisms, 6 funerals, one memorial service and 2 burials of ashes in 2014 with all their attendant pastoral care and support from many within the church community.

The PCC is at the early stages of planning, with the architect, the provision of refreshment and toilet facilities within the church. I believe that such facilities are a vital resource for us to be offering more effective hospitality as a church, as a foundation for our ministry and our mission, both to regular attenders and to the many hundreds of visitors who come to our church every year. I hope very much that the coming year will see these plans substantially advanced.

And finally 2014 was a time of change for us in the Papworth Team as the Team vision and strategy for the next 10 years was formulated and presented and we are beginning to work more intentionally as a cluster with Caxton, Longstowe and Kingston, sharing resources and encouraging one another where possible so that our shared mission may be better equipped and sustainable in the years to come. We also bade farewell to Fiona and Robin in September, after 10 years in the Papworth Team, and began the work of preparing for a new Team Rector to be appointed.

So 2014 has been a year full of action and activity, but it has been grounded in prayer and shaped by worship, with a clear focus on carrying out of the church and into the community the love of God which is so richly offered to us. Both Paul and I feel blessed to exercise ministry in this Church family, with two excellent churchwardens and such a cooperative PCC. We extend our heartfelt thanks to all who participate in ministry and mission in this church community.

Revd Dr Alexandra Clarke

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**Financial Review and Investment Policy**

Thankfully again in 2014 we have managed to keep our heads above the water -- If one removes the donations (£1679) from total income -- the net "revenue" amount of £39,544 just covers the total expenses of £39,103 -- The balance sheet [on page 9] confirms an overall improvement of £5,337 made up of two very generous gifts plus £2,800 growth in the value of the Endowment Fund and other investments which also produced an improved income of £4,766 in the year (by some £600 above 2013). Again we had an excellent net surplus (£1,136) from the Parish Magazine, for which great credit and enormous thanks go to Ann Gildersleve, Graham Bruce and all the many people who arrange collections of all payments and free delivery of the magazine to most village residents.

All forms of income were marginally increased in the year -- the cash collections were materially boosted by a number of very well attended events (sadly mainly funerals) which more than made up for the reduced income from Tax Recoveries which were lower in 2014 because of one major donation in 2013 upon which a large tax rebate was claimed.

On the expenditure side of the coin -- our Diocesan share again went up but only by £330; it is expected to remain at about the same level in 2015. Thankfully (as can be seen on page 11 of the accounts) and excepting the most worthwhile increase (by £500) on outreach (mainly for children) our costs were held in check. We are again most grateful to the Parish Council and the Village Hall Trustees for their generous contribution to our costs of keeping the Churchyard and Village Hall grassed areas (owned by us) close to same cost as in 2013.

As Churchwardens we have a duty to perform to try to keep our church an active and invigorating yet peaceful and welcoming place for all in our village and beyond its bounds. We could not do all, or anything like all, that is done without the great help and support of so many people, churchgoers and non-churchgoers alike. They have helped us as a church in the past 12 months and they contribute meaningfully to keeping our church running smoothly as we seek to serve and work among the people of Bourn. Alexandra has made mention of them in her earlier statement but we too wish to thank them all for the huge amount they all do not only to keep the Church going but also to maintain many other treasured elements of the good life we can all lead in this our village.

We give thanks for the wonderful leadership of Alexandra Clarke who, despite having only a very part time position, has continued to immerse herself so fully in parish life. We benefit greatly from her organizational, pastoral and creative skills. Consequently, unlike some other parishes, we have avoided decline in numbers, and indeed have seen growth in some areas, on which we with Alexandra are focusing. We also recognize with thanks the part played in helping all of this to happen by Chris, Theo and Oliver.

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### **Reserves Policy**

The present Endowment Fund Trustees – The Team Rector (Vacant -- So Alexandra Clarke is holding this post); The Hon Treasurer (Tim Lawson); The Hon Secretary (Vivien Bruce) A Churchwarden (Jane Dobinson); & A PCC Member (Ian Hildrew) are pleased with both the income generated by the fund and the growth of the fund - Both Investment Managers chosen – CBF Church of England Funds administered by CCLA Investment Management Ltd & M & G Equities Investment Fund for Charities "Charifund" have done well in what was a difficult year; the Trustees continue to keep a watching eye on relative performance both so far as the levels of income and capital growth are concerned.

All the other PCC Cash is held on Deposit accounts except for (now) just over £10,000 within the Fabric Fund which is held in some further CCLA CBoF units.

### **Statement of Parochial Church Council's Responsibilities**

The PCC are responsible for preparing financial statements for each financial year which give a true and fair view of the affairs and of the surplus or deficit for that year. In preparing those financial statements, the PCC are required to:-

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis.

The PCC is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position. They are also, with the Churchwardens, responsible for safeguarding the assets and hence take reasonable steps for the prevention and detection of fraud and other irregularities.

### **Church Wardens**

**Miss Jane Dobinson**

**Mr Ian Hildrew**

## **St Helena's and St Mary's Church, Bourn Independent Examiner's Report**

### **Independent Examiner's Report to the Parochial Church Council of St Helena's and St Mary's Church, Bourn**

I report on the financial statements of the Charity for the year ended 31 December 2014 set out on pages 8 to 12.

#### **Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

#### **Basis of Independent Examiners' Report**

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 charity 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 trustees concerning such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent Examiners' Statement**

In connection with my examination, no matter has come to my attention:

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

Janet Cronk FCA CTA  
CKLG Limited  
Chartered Accountants  
9 Quy Court  
Colliers Lane  
Stow-cum-Quy  
Cambridge  
CB25 9AU

30 March 2015

St Helena's and St Mary's Church, Bourn  
Statement of Financial Activities (income and expenditure account)  
for the year ended 31 December 2014

	Notes	Unrestricted funds		Designated Investments	Discretionary Fund	Endowment Funds	Total funds	
		Undesignated Current / 8001D £	Designated Deposit 8002D £				2014	2013
<b>Incoming resources</b>								
Unrestricted, undesignated resources		22,524	220	-	-	-	22,744	22,982
Other voluntary incoming resources								
Donations and legacies		1,679	-	-	-	-	1,679	12,191
Gross income from events and activities		3,312	-	-	-	-	3,312	3,855
Other incoming resources		7,850	-	-	-	-	7,850	6,428
Income from investments		4,907	238	377	11	5	5,538	5,016
<b>Total incoming resources</b>	1	40,272	458	377	11	5	41,123	50,472
<b>Resources expended</b>								
Activities directly relating to the work of the Church		34,731	-	-	-	-	34,731	35,854
Charitable giving		1,160	-	-	-	-	1,160	1,060
Church management and administration		3,212	-	-	-	-	3,212	3,591
<b>Total resources expended</b>	2	39,103	-	-	-	-	39,103	40,505
<b>Net incoming resources / (resources expended)</b>		1,169	458	377	11	5	2,020	9,967
Transfers between funds		(3,594)	94	-	-	3,500	-	-
Unrealised gains on investments		-	-	508	-	2,809	3,317	14,922
<b>Net income / expenditure for the financial year</b>		(2,425)	552	885	11	6,314	5,337	24,889
Total funds brought forward		24,284	52,757	9,281	1,446	111,209	198,977	174,088
<b>Total funds carried forward</b>		21,859	53,309	10,166	1,457	117,523	204,314	198,977

The statement of financial activities includes all gains and losses recognised in the period.

**St Helena's and St Mary's Church, Bourn**  
**Balance Sheet**  
**as at 31 December 2014**

	Notes	2014 £	2013 £
<b>Fixed assets</b>			
Land	4	5,000	5,000
Investments	3	127,689	120,490
		<u>132,689</u>	<u>125,490</u>
<b>Current assets</b>			
Cash at bank and in hand		72,271	74,635
<b>Current liabilities</b>			
Accruals		(600)	(1,100)
Licences paid in advance		(46)	(48)
		<u>(646)</u>	<u>(1,148)</u>
<b>Total assets less current liabilities</b>		<u>204,314</u>	<u>198,977</u>
<b>Funds</b>			
Unrestricted undesignated		21,859	24,284
Unrestricted designated		53,309	52,757
Unrestricted designated investments		10,166	9,281
Restricted funds		1,457	1,446
Endowment funds		117,523	111,209
<b>Total funds</b>		<u>204,314</u>	<u>198,977</u>

Approved by the Parochial Church Council and signed on its behalf on 29 March 2015

Mr Ian Hildrew  
Churchwarden

Mr Tim Lawson  
Treasurer

**St Helena's and St Mary's Church, Bourn**  
**Notes to the financial statements**  
**for the year ended 31 December 2014**

	2014	2013
	£	£
<b>1 Incoming resources</b>		
Planned giving		
Gift aid - standing orders	9,215	9,006
Collections		
Envelope giving	5,765	5,296
Income tax and VAT recoverable	3,740	5,864
Cash collections (incl Wall Box)	4,024	2,816
	<u>22,744</u>	<u>22,982</u>
Other voluntary incoming resources		
Donations	1,679	12,191
	<u>1,679</u>	<u>12,191</u>
Fund-raising events		
Special events	3,312	3,855
	<u>3,312</u>	<u>3,855</u>
Other incoming resources		
Magazine sales / advertising	3,663	3,620
Fees, net direct payments	3,384	1,781
Parish Council and Village Hall committee	800	1,025
Other	3	2
	<u>7,850</u>	<u>6,428</u>
Income from investments		
Interest receivable	341	467
Endowment fund income	4,766	4,158
Dividends	431	391
	<u>5,538</u>	<u>5,016</u>
	<u>41,123</u>	<u>50,472</u>
<b>Total incoming resources</b>		



**St Helena's and St Mary's Church, Bourn**  
**Notes to the financial statements**  
**for the year ended 31 December 2014**

	2014	2013
	£	£
<b>2 Resources used</b>		
Activities directly relating to the work of the Church		
Parish share of Diocesan expenses	21,674	21,344
Parish share of Deanery expenses	54	-
Parish share of Team expenses	5,108	5,108
WCCYM & Childrens work	1,547	1,059
Church printing expenses	327	282
Expenses of church fees	217	184
Electricity and oil	1,545	2,410
Insurance	2,785	2,860
Churchyard maintenance	1,739	1,619
General maintenance	(265)	988
	<u>34,731</u>	<u>35,854</u>
Charitable giving		
Donations	1,160	1,060
	<u>1,160</u>	<u>1,060</u>
Church management and administration		
Parish magazine	2,527	2,506
Accountancy	600	600
Miscellaneous	85	485
	<u>3,212</u>	<u>3,591</u>
<b>Total expenditure</b>	<u><u>39,103</u></u>	<u><u>40,505</u></u>

**St Helena's and St Mary's Church, Bourn**  
**Notes to the financial statements**  
**for the year ended 31 December 2014**

	Other funds		Endowment funds				Total funds
	Bourn Church Fabric Fund	no. units	Francis Grave Fund	no. units	Bourn Holben Bequest	no. units	
At 1 January 2014	732.07		66.28		126.00		
Additions	29.23		-		-		
At 31 December 2014	761.30		66.28		126.00		
	Bourn Church Fabric Fund	Francis Grave Fund	Bourn Holben Bequest	Charity Endowment Fund	Total Endowments	Total	
	£	£	£	£	£	£	
At 1 January 2014	9,281	771	1,597	108,841	111,209	120,490	
Additions	377	-	-	3,505	3,505	3,882	
Unrealised gain on revaluation	508	37	85	2,687	2,809	3,317	
At 31 December 2014	10,166	808	1,682	115,033	117,523	127,689	

**4 Fixed assets**

The PCC decided that the value of its land should remain at £5,000 at the balance sheet date.