

Report of the Parochial Church Council of Belbroughton-with-Fairfield

THE PARISH OF BELBROUGHTON-WITH-FAIRFIELD

**HOLY TRINITY, BELBROUGHTON
ST MARK'S CHURCH, FAIRFIELD**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS OF THE

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED

31 DECEMBER 2021

Report of the Parochial Church Council of Belbroughton-with-Fairfield

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

BACKGROUND

The Parish of Belbroughton-with-Fairfield comprises the churches Holy Trinity, Belbroughton and St Mark's, Fairfield and is part of the Diocese of Worcester within the Church of England.

Canon Sue Oliver retired in 2021. The Reverend Canon Wyn Beynon is now acting as an Interim Minister (non-stipendiary part-time) for our churches, from September 2021.

St Leonard's Clent left the Holy Cross South Group in February 2021, to start the process of joining with Hagley churches. The move of St James the Great, Churchill, St James the Great, Blakedown and St Peter, Broome, with regards to the Holy Cross South Group, is still not completed.

The reorganisation of the Deaneries means that Belbroughton and Fairfield churches are now within the Bromsgrove & Redditch group, of which the Rural/Area Dean is Revd Paul Lawlor, although this has not formally been completed.

PURPOSE and OBJECTIVES

The Parochial Church Council (PCC) of Belbroughton-with-Fairfield is responsible for the financial affairs of the church. It is responsible for the maintenance of the church buildings and adjacent graveyards at Holy Trinity, Belbroughton, and St Mark's Church, Fairfield together with the Belbroughton Church Hall and the Parish Office. In addition, it has a responsibility to assist the clergy in the management of church affairs in the parish, and promoting the mission of the church.

The PCC is a charity and the members of the PCC are trustees. The PCC is currently defined as an '*excepted charity*' because its annual income is below £100,000 and therefore it is not required to register with the Charity Commissioners.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Holy Trinity and St Mark's. The PCC maintains an overview of worship throughout the parish and encourages other groups within the parish to be involved with our services.

We try to enable ordinary people to live out their faith as part of our parish community through worship and prayer and provision of pastoral care for people living in the parish.

To facilitate this work, it is important that we maintain the fabric of the churches, church hall and parish office.

PRINCIPAL OFFICE (and address for correspondence)

Belbroughton Church Office, 19 Church Road, Belbroughton, Stourbridge, DY9 9TE.

Telephone 01562 730777

Email bfcoffice@btconnect.com

Website www.bfc-worcs.co.uk

Report of the Parochial Church Council of Belbroughton-with-Fairfield

MEMBERSHIP

The method of appointment of PCC members is set out in the Church Representation Rules. Apart from the ex-officio members who are members by virtue of their status (eg the incumbent and readers), members of the PCC are elected by those members of our congregation who are on the Electoral Roll and who attend the annual parochial church meeting. Everyone who attends our services or are involved with the local churches are encouraged to register on the Electoral Roll and to stand for election to the PCC. In addition, the PCC can co-opt members with specific responsibilities through the year but their membership must be ratified at the following annual parochial church meeting.

Pauline and Peter Jones are intending to leave the parish in late spring 2022.

Interim Priest in Charge	Revd Canon Wyn Beynon
Readers	Pauline Jones
Churchwarden – Holy Trinity	Glynn Ashman*
Churchwarden – St Mark's	Mary Fairbairn
Hon. Treasurer	John Penlington*
Hon. Secretary	Christine Starling
Other members	Pauline & Peter Jones Wendy Penlington Malcolm Portman Anna Hunt Carol Brogan Terry & Iris Barker Joanna Rowe-Kimp

During calendar year 2021, the PCC held **five** meetings. some of which were held on Zoom due to the COVID Pandemic restrictions. An annual parochial church meeting (APCM) was held in 2021.

COMMITTEES AND REPRESENTATIVES

The PCC has a Standing Committee which has power to transact the business between meetings subject to directions given by the Council. Members of the Standing Committee are denoted by * in the list of the PCC members. The Standing Committee did not meet during calendar year 2021.

Church Officers

Church Officers are elected by the PCC and the following were appointed in 2021:

Planned Giving Officer	Wendy Penlington
Electoral Roll Officer	Margaret Ashman
Child and Vulnerable Adult Protection Officer	Anna Hunt

Report of the Parochial Church Council of Belbroughton-with-Fairfield

ELECTORAL ROLL

The number of parishioners on the Electoral Roll as at 31 December 2021 was as follows:

Holy Trinity, Belbroughton	40
St Mark's, Fairfield	25*
Total	65*

*Note: it has been since discovered that a duplicate person is on the Roll of St Mark's, so this number should be reduced by 1.

Worship

Pauline Jones and Alison Lewis are licensed by the Bishop to take various services in the Parish and to take conduct funerals and to preside at 'Extended Holy Communion' when appropriate. Revd Kim Topham is available to conduct funerals in the parish, as and when required. In addition, Rosie Padmore of Clent and Carol Brogan of Fairfield are Authorised Lay Ministers (Worship Leaders) – . The PCC is grateful to all these individuals for their ministry.

INDEPENDENT EXAMINER

The independent examiner for the 2021 financial year was Mrs Jane Bailey.

EMPLOYEES and CHURCH OFFICE

The Church has two part-time employees who are administrators in the Church Office. The employees report to the incumbent. Appropriate deductions are made from earnings in accordance with the PAYE requirements of HMRC. The PCC were offered the employees a pension arrangement in accordance with the auto-enrolment requirements.

The cost of operating the Church Office during 2021 and paying the staff was met partly by the PCC and partly from the Bournheath Trust and from contributions from the parishes of Blakedown, Churchill and Broome. Clent no longer contribute to the Church Office, but make twice-yearly contributions towards costs of producing the Parish News for Clent.

Report of the Parochial Church Council of Belbroughton-with-Fairfield

WORSHIP

Worship is usually based on Common Worship, Order One and adapted for each liturgical season.

During the COVID pandemic there was a reduction in the number and type of services which were made available to parishioners. Broadly the regular services which were available were:

Holy Trinity, Belbroughton – In 2021, the church endeavoured to hold one Holy Communion service, two Morning Praise and one Worship for All service per month. However, due to COVID restrictions and weather this has not always been possible. When services were not allowed, the Church was available to be open for private prayer. Correct social distancing was maintained. During 2022, services should be easier due to reduction of restrictions and the arrival of Revd Canon Wyn Beynon. Thanks are due to all those who have led our services including Revd Sue Humphries, Revd Barry Bones, Sally Pemberton, Alison Lewis, and Pauline Jones, amongst others.

St Mark's Church, Fairfield – Not many services were held in 2021, due to the effect of the COVID pandemic. Services resumed later in 2021, with two morning services a month, one being a service of Holy Communion.

In addition, there were other special services from time to time.

The group that attend Breach House Care Home each month were not been able to do so during the Pandemic

Lent study groups are usually arranged in the new Holy Cross South Group. They will restart in 2022, being led by Revd Canon Wyn Beynon.

During 2021, Revd Canon Wyn Beynon led a Habitus 1 course, held at Blakedown, open to all across our five churches.

Churchyard

During 2021, Holy Trinity church, Belbroughton won first prize in the Large Best Kept Churchyard competition.

A new noticeboard was put up by the entrance to the churchyard, and access closed off by the kissing gate, to stop fouling.

Report of the Parochial Church Council of Belbroughton-with-Fairfield

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

The PCC has a duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

The PCC is conscious of its obligations to protect children and vulnerable adults but in 2021 it did not have current documentation describing the procedures in place. Governance and documentation were improved during 2021.

Scarecrow Weekend

The organization of the Scarecrow Weekend was transferred to a completely separate organization, and committee. Due to the pandemic, a festival was not held in 2021; it is intended to restart this in 2022.

Deanery Synod

No report.

Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Revd Canon Wyn Beynon has visited all church members who have requested it, to celebrate communion with them at their homes.

Report of the Parochial Church Council of Belbroughton-with-Fairfield

BUILDING AND PROPERTY RESPONSIBILITY

The Churches, Churchyards and Church Hall

The PCC is responsible for the upkeep of the Church buildings, adjacent churchyards, Belbroughton Church Hall and the Church office.

During 2021, no major tasks were undertaken.

The last quinquennial inspection of St Mark's Church and Holy Trinity was in 2019. The next inspection for is due in 2024

The Church Hall was open on and off during 2021. Substantial work will need doing in 2022, in particular Electrics expires in June 2022. If this work is not done before the end of May, then the hall will have to close until work is completed.

The PCC appointed someone to work on an Albermarle scheme to transfer responsibility and running of the Church Hall, over to the Church Hall Management Committee.

Finances – Insurance

The church property insurance for the PCC is arranged with Ecclesiastical Insurance Group plc, Beaufort House, Brunswick Road, Gloucester GL1 1JZ.

During 2020, the cost of Insurance was allowed to be paid out of Restricted Fabric funds, on the advice of the Diocese Finance Office.

Bank Accounts and Investments

The PCC operates a bank account(s) with HSBC plc, 114 High Street, Stourbridge West Midlands DY8 1DZ. In addition, there is a deposit held in the Central Board of Finance Church of England Deposit Fund managed by CCLA Investment Management Limited.

Appropriate controls are in place to ensure the moneys remain secure. In particular, all payments by cheque must be authorised by any two named members of the PCC. Nevertheless the Hon. Treasurer is able unilaterally to make bank payments but does so only after receiving appropriate authority to make the payments. These transactions are inspected by the external examiner.

Details of the PCC's financial affairs are set out in the attached accounts and notes.

Gift Aid

Gift Aid has been claimed during 2021.

Report of the Parochial Church Council of Belbroughton-with-Fairfield

Financial review

The financial position of the charity at the end of the reporting period is:-

Unrestricted funds:	£18,608
Restricted funds:	£229,619

Restricted funds contain money that can only be used for specific purposes, these provide reassurance to donors that their contributions are used in a manner they have chosen.

Receipts

Total receipts on Unrestricted funds were £34,114. These receipts include weekly collections and standing orders, fundraising, legacies and gift aid repayments. The PCC is extremely grateful to all givers, especially the people who commit to standing orders, either directly to the PCC or to the Parish Giving Scheme. Without this regular income, the church would not be viable.

COVID restrictions has meant that the churches were not able to provide normal services at all times, and this has led to lesser funds being received throughout the year. St Mark's was closed for Sunday services until June of 2021.

Fundraising brought in £306. This was mainly from the Coffee Mornings held t the Church Hall. This figure was reduced due to the pandemic. Thanks are due to Pat Westley, Jill Edwards and the many other ladies who helped. We hope this will be a regular meeting in 2022.

Fees for weddings, funerals, monuments, etc netted £8,359 (after payments to organists, bellringers, vergers, non-stipendiary ministers), (Holy Trinity £8,039, St Mark's £320) compared with £10,502 the previous year.

The Bournheath Trust granted £5,742 towards helping the incumbent in his work, which was used to pay for the salaries and running costs of the office, by means of transferring the grant to the BFC Ministry office account. The PCC are most grateful to the Bournheath Trust for this grant.

We are grateful for legacies left to Belbroughton from the estates of Gladys Parton and Evelyn Holroyd.

We were grateful to receive a grant of £2,250 from the Parish Council in December, towards the maintenance of the churchyards. We thank the Belbroughton & Fairfield Parish Council for their grant.

Restricted income of £204 in the form of interest on invested capital was also received and is detailed in the Financial Statements.

During the year, a grant from the Bournheath Trust of £810 was used to pay for legal advice on the Fairfield driveway.

Payments

£552 was spent on Fabric funds for Holy Trinity and £47 for St Mark's.

The contribution to the Parish Share was set to £17,400, which reflected the low income received during 2021; this was agreed with the Diocese.

Insurance of the church buildings was charged to Restricted Fabric Funds, as agreed with the Diocese Finance Officer. (£4,143 for Holy Trinity, £1,377 for St Mark's).

Utility bills had increased to £2,856 and are expected to increase in 2022, due to rising energy prices.

Churchyards needed a lot of improvement/upkeep, and therefore Holy Trinity spent £3,680 and St Mark's spent £2,160.

Holy Trinity won an award for best kept churchyard of its size.

Holy Trinity spent £264 on church cleaning, whereas St Mark's did not have a cost; we are grateful to all those volunteers who helped keep the church clean during the year.

No professional fees were incurred for the Independent Examiner.

Staff costs and employee benefits:

Benefice payments ('Office costs') of £5,400 was transferred to the BFC Ministry account to cover some of the costs of salaries and expenses of running the Church Office.

No pension schemes are being operated for the two members of staff.

There are no employees receiving benefits of more than £60,000 and neither employee's total benefits exceeded £10,000 in the year.

The following two disclosures are required by the Charity Commission rules:

Disclosure of trustees' remuneration and benefits and related party transactions:

One PCC member (Carol Brogan) received remuneration for verger fees at funerals at St Mark's; this amounted to £40. One PCC member (Margaret Ashman) received remuneration for verger fees at funerals and weddings at Holy Trinity; this amounted to £415. One PCC member (Mrs Penlington) received remuneration for verger fees at funerals at Holy Trinity; this amounted to £415.

Reserves Policy

It is PCC policy to try and maintain a balance on unrestricted funds which equates to at least three months of unrestricted payments. This is equivalent to £10,967. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £18,608, held in unrestricted funds at the year end, together with the amounts payable to and by the PCC, has met this target.

Future income

It is hoped that with the relaxation of COVID restrictions, 2022 should allow for more fundraising activities, and the Scarecrow Festival is planned, which has been a good income-earner for Holy Trinity in the past.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our churchwarden Mr Glynn Ashman, our Treasurer, Mr Penlington, and their wives, who have worked so tirelessly on our behalf. Thanks are also due to the many people who have helped the PCC through the pandemic and regularly support us in helping before and after the services.

Report of the Parochial Church Council of Belbroughton-with-Fairfield

MAGAZINE

A monthly magazine, called the Parish News, is published and distributed to subscribers and available to purchase in the local shop/post office in Belbroughton and Fairfield. The cost in 2021 was 50p per copy. The magazine publicises church and community news in Belbroughton, Fairfield and Clent. The magazine is financed by sales, advertising, and donations. The PCC is grateful to Christine Starling and the various distributors. The circulation of the magazine is approximately 630 copies each month.

THANKS

The PCC appreciates the continuing support given by all volunteers who undertake various tasks including flower arranging, serving refreshments, acting as vergers or sidesmen, leading prayers, reading at services etc.

REVIEW OF THE YEAR

The PCC are saddened to lose the support of Pauline and Peter Jones in 2022, as they move south.

PUBLIC BENEFIT

The PCC confirms that it has complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance on public benefit published by the Charity Commission.

SPECIAL NOTES

Faculties in graveyards – 3 applications were successfully processed in the year to reserve graves at Holy Trinity.

MATTERS EXCLUDED FROM THESE ACCOUNTS

These accounts do not include any transactions which relate to the following items:

- a) Special collections held for specific causes, ie at funerals, British Legion Remembrance Day
- b) Income and expenditure of the Easter Lilies and Flower Fund
- c) Income and expenditure relating to the operation of the Church Hall. Separate accounts have been prepared by the Church Hall Committee and a copy is appended to this PCC Annual Report.

The costs of running the Church Office (including employing the administrators and profit/loss associated with producing the parish magazine) is not fully recognized in these accounts. These accounts include only that part of the cost which is paid through the PCC. The balance of the cost is met from contributions of Blakedown, Churchill and Broome parishes and profits from the parish magazine.

Report of the Parochial Church Council of Belbroughton-with-Fairfield

**“The annual report referred to in paragraph (1)(b) shall include a statement as to whether the council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).
“ APCMs and Safeguarding Guidance 2019**

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

Table 1 Safeguarding activity

Activity	2019	2020	2021	2022 to date (10.05.2021)
DBS Checks performed	5	2	6	3
Referrals to DSA/ADSA	0	0	0	0
Advice from DSA/ADSA sought	0	0	0	0
DBS's not renewed/lapsed	0	2	1	0
Safeguarding C0 training completed (Basic from 2022)	7	0	3	0
Safeguarding C1 training completed (Foundation from 2022)	2	0	2	2
Safeguarding C2 training completed (Leadership from 2022)	0	0	0	1

- PCC members have been advised which safeguarding training they need to complete in 2022 and supplied with details so they can access training. Access to training during 2020 and 2021 was restricted by the COVID pandemic, but online options were available and PCC members could access support from church office staff to complete this.
- The PSO has been invited to network meetings and receives the minutes of these meetings.
- The Parish Safeguarding Toolkit has been completed using the online dashboard by the PSO and an action plan developed. Implementation is the responsibility of Church Officers and overseen by the PCC. A report on progress is available at each PCC meeting by sharing of the latest Dashboard report.
- Current children's activities in the Parish include Children's Choir (Belbroughton), with some children now also involved in Bellringers (Belbroughton). Adult activities including Adult Choir (Belbroughton), Coffee Mornings (Belbroughton) and Bellringers (Belbroughton).
- Role descriptions are in place where appropriate.
- Safer recruitment policies are followed.
- Social Media guidance has been developed for local use and an accompanying Social Media Policy. The first draft was considered at the PCC meeting 05/05/2021.

Anna Hunt jimannahunt@hotmail.co.uk 07734 942 536

Parish Safeguarding Officer

Belbroughton with Fairfield PCC

Report of the Parochial Church Council of Belbroughton-with-Fairfield

Organist's Report

The past year has been disappointing in some respects, on account of the delays in implementing essential repairs to the Church Organ. These important works are now in hand, with the first part of the repair process having started earlier this month.

The small machine, usually kept at the rear of the Lady Chapel, is functional, but limited in many respects. It is not suitable for this beautiful old church.

The choir has not been able to perform properly since Covid restrictions were imposed. It is unlikely that numbers will be as high as they were prior to Covid. We will be flexible and select anthems and music appropriately in the future.

We are all looking forward to the Organ blower motor being repaired. Whilst there is much more work that needs to be done to the organ, we look forward to the restoration of this delightful and potentially magnificent instrument that provides music that enhances our services in this ancient place of worship.

Irving Horne

Bellringers Report

We have had a successful year, recruiting some new learners and advancing others that have rung for longer. We have managed to ring for most Sunday services and held together during the pandemic with all the lockdowns. We have only lost one ringer mainly due to illness.

We have rung for the passing of Tim Cherry – one of the original initiators of ringing at Belbroughton and said goodbye to Sarah and James Bradley who have moved to Kent. The bells have been serviced and passed, the jubilee is in hand and the second set of muffles found in case of need.

Rosie Marshall
Tower Captain

Report of the Parochial Church Council of Belbroughton-with-Fairfield

TREASURERS REPORT

Considering the circumstances of the pandemic and the enforced lack of fundraising activities, the accounts are satisfactory for the year. Most of the information is shown in the financial review on the previous pages. Church offerings have largely held up against last year due to the number of people making regular contributions via standing orders. The income from using the church for such services as weddings and funerals was down by £2,000, due to pandemic restrictions. We have suffered financially by Clent leaving the benefice and not supporting the parish office, other than making a contribution to the magazine. Therefore, the PCC has decided that, as the parish office does all the work in producing the magazine, all proceeds should be retained by the office. The sundry income figure relates to grants for the Bournheath Trust towards the running of the parish office and was paid out to the office.

On the expenses side, we have, with agreement with the Diocesan treasurer, decreased our parish share payment to £17,400. This was due to our reduced income and the fact that we now have to support the parish office ourselves. Additionally, again with agreement, as last year, the accounts show the insurance payment coming from the Restricted Fabric funds. This has the authority of the Diocese.

We will make every effort to keep ourselves solvent in the coming year and hope that events like the reintroduction of the Scarecrow weekend and the fact that restrictions have been removed will boost our income. I do stress the importance of the regular giving and I thank all those who have signed standing orders, as well as those who make regular contributions to our collection plate.

John Penlington
Treasurer
14th May 2022

Report of the Parochial Church Council of Belbroughton-with-Fairfield

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Parochial Church Council and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

- (a) select suitable accounting practices;
- (b) make judgments and estimates that are reasonable and prudent;
- (c) state whether the policies adopted are in accordance with the Statement of Recommended Practice (SORP) "Accounting for Charities" and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Parochial Church Council will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the Parochial Church Council and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**Approved by the Parochial Church Council on
and signed on its behalf by:**



Revd Canon Wyn Beynon (Chairman)



G Ashman (Churchwarden)