



**Report and Financial Reports
for the Year Ended 31st December 2024**

**of the
Parochial Church Council
of the
Ecclesiastical Parish of St Giles Church, Codicote
Registered Charity Number 1210550**

Vacancy (until July 2024)

Curate in Charge:

Revd Dr Christie Gilfeather
4 Bury Lane,
Codicote
Herts
SG4 8XT

Bank:

The Co-operative Bank PLC
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Independent Examiner:

Mrs Susan Boardman FCA
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Annual Report for the year ended 31 December 2024

Church Council Report

Aims and Purposes

St. Giles Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Rev'd Dr Christie Gilfeather, in promoting in the ecclesiastical parish of Codicote the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also responsible for the maintenance of the building of St. Giles Church Codicote, for its graveyard, churchyard, and Parish Centre, and for deciding, with the incumbent, how the church's money is used.

Objectives and Activities

The PCC is committed to enabling as many people as possible to participate in Christian worship, either within the church building or at activities ("Fresh Expressions") elsewhere in the parish. To that end, we support enterprises which share the love of God in word and deed, and which call all people to respond to the Gospel of Jesus Christ.

The PCC maintains an overview of worship throughout the parish and suggests how our activities can engage with individual residents and the many groups active in the parish. Our worship enables people to respond to the love of God in Christ through prayer and sacrament, music, and scripture, whilst equipping them for service in the world.

When planning our activities for the year, we keep in mind the Charity Commission's directives with respect to public benefit, particularly its guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- worship and prayer; growth in understanding of the Gospel; and deepening their trust in Jesus.
- pastoral support to those who live and/or work in the parish.
- acts of service in and beyond the parish
- mission and outreach

To facilitate this work, it is important that we maintain the fabric of St. Giles Church and its surrounding churchyard and buildings.

Worship Pattern, Prayer and Home Groups

All are welcome to attend the services and arranged by St. Giles. Our worship pattern is as follows:

1st Sunday	8:00 am Said Communion
	10.00 am – 11.30 am Café Church in the Peace Memorial Hall
2nd Sunday	9.30 am Holy Communion
3rd Sunday	9.30 am Morning Worship
4th Sunday	9.30 am Holy Communion

5th Sundays are subject to festivals and holidays, and the decision about the style of service is either taken by PCC or at the discretion of the incumbent when the rota is being produced, depending on the time of year.

Group meeting at The Bury (led by Philippa and Nicole) ran throughout 2024. Team clergy and members of the congregation at St Giles also meet every Tuesday morning for morning prayer.

Curate In Charge Report

When I arrived at St Giles in July, I was taken aback by the very warm welcome I received, not only from the church but also from the village. This was summed up well by the lovely celebration held at the John Clements following my licencing, which included a surprise performance from the community choir!

The summer presented a good opportunity to meet lots of people and get to know those in the church I hadn't yet had a chance to talk with. I was delighted to be welcomed so warmly into people's homes and to hear about their love of our church.

The beginning of the new school year arrived and since then I've been taking collective worship every other week and welcoming the children into church for their termly school service.

Harvest was another good celebration where we welcomed Andrea from the Farming Community Network to talk about the work of a charity that St Giles has supported in recent years. We gathered to celebrate All Souls Day and give thanks for those who we have loved and lost, and that was a good opportunity to encourage and support one another in our bereavements. Remembrance Sunday was very successful, and it was a particular joy to welcome children from the uniformed groups into church. They did a wonderful job of leading the prayers.

Another significant event in the life of our church was Ian MacFarlane's decision to retire down from his various responsibilities which he has so diligently undertaken for many years. We are all very grateful for all that he has done.

Then of course, there was Christmas! There was much joy and celebration over the festive period. The whole church came together to serve in different ways to make it all possible. Thank you to everyone for the parts you have played.

I'd like to use the rest of my first APCM report to reflect on some of what made me want to apply for the job of being vicar of St Giles. The first thing is, of course, God! I had a strong sense of calling to this parish, which is still with me now. What a joy it is to serve you all in this season of the life of this church which has stood in this village for over 900 years. When I read the parish profile, I was struck by your deep desire to reach out beyond the walls of the church into the wider village community. St Giles has a presence here, not just in the physical sense of having a building, but also because members of our church are deeply committed to the rest of our community. This is a very good thing. I also noticed a desire to

work more with children and young people, and I'm excited to see where we might continue to grow in this area in the coming years.

The last thing I will mention (and I could say more!) is the worship at St Giles. Here I have found a deep desire to meet with God in our times of worship, in the scriptures, in our music and in the eucharist. All of this is held within an inclusive and welcoming culture, where we care deeply about what happens in church without being fussy. There is space here for everyone to participate fully in our worship.

Looking forward, it is with great hope that I pray for the future of our church. God has given us many gifts, and I pray that he might enable us to grow in faith, wisdom and number. The book of Nehemiah reminds us that 'the joy of the Lord is your strength' (8:10). St Giles is a church which has joy in spades, and it is one of the things I love most about it. May our joy be captivating and inviting to those around us and may the Lord bless us as we seek to bless our community.

Christie Gilfeather

Church Wardens' Report for Year ended December 2024

2024 was another busy year for the church wardens, a significant amount of time was taken up with fabric and general maintenance matters, which are covered in the annual report of the Fabric Committee.

The first half of the year was spent keeping St Giles running during the vacancy. Additionally administrative arrangements were changed in January when our own administrator left the parish. The Welwyn Team administrator has now taken over some of the duties with others distributed across the wider team.

Thanks are expressed to Kate Earl, Jane Palmer and Caroline Maddocks who led the appointment process for a new team Vicar. They drafted following consultation, the parish profile, which was used to describe the parish, our mission & vision, and the qualities sought for the appointed individual. The closing date for applications was the 3rd of March, with shortlisting and interviews being held later in March and April.

A formal announcement of the new curate in charge, Rev Dr Christie Gilfeather was made in church on 12th May.

At the APCM on 19th May, both Kate and Jane stepped down as wardens. Jane after 6 years of amazing support to St Giles, in particular, with regards to the vestry project. We expressed our thanks to them.

We (Bruce & Sue) were duly appointed as the new churchwardens at the same meeting. We were formally sworn in by the Archdeacon at the visitation service that took place on 9th July.

At the end of May we were contacted by the Archdeacon's office to work on the welcome service for our new Curate in charge. A wonderful service was held on 17th July attended by clergy, the extended congregation of the Welwyn team and the wider community. This was followed by refreshments and singing at the John Clements. This was a joyous occasion and real team effort, bringing together flowers, bells, choir, food fellowship and a meaningful service to celebrate the event.

Three days later St Giles opened its doors for village day. After an initial downpour, the sun shone. It was so lovely to see many people of all ages milling around the church and its surroundings. The sheep were regularly visited. Particular thanks to Welwyn Harmony, Caroline Agarwala, Chris Coxall, the Friends, the events team, the flower arrangers, and the myriad of people who baked and served refreshments and those that helped set up/take down.

Either side of these events we continued to welcome people into the church from pre-school and primary school leaving services, to hosting evensong, several weddings and baptisms.

The pre-school extended their hours in September and spent the summer upgrading the parish centre garden. Inside they provided new flooring, more storage, and new sofas.

On 1st October we met with Darren Collins, the rural Dean who carried out the annual inspection of St Giles on behalf of the Archdeacon. He concentrated on maintenance and fabric issues. We also discussed the Mission Action plan. He commented very favourably on the successful completion of the vestry project.

During the Autumn term and run up to Christmas we supported Christie in welcoming many people to St Giles via services and events. These included Harvest, All Souls, Christingle, School services, Carol and Crib services, Midnight Mass and Christmas Day.

Sue Grant & Bruce Lendrum

Proceedings of the Parochial Church Council

The PCC met six times during 2024. Meetings to July were chaired by Team Rector David Munchin and from September by Christie Gilfeather, Curate in Charge of Codicote.

The PCC teams met between the main meetings to carry forward the business of the PCC. Each team leader provided regular updates to the full PCC. The PCC also received reports from Deanery Synod and The Welwyn Team Council following their respective meetings.

The PCC established terms of reference for The Standing Committee in July and for the five Teams at the September PCC meeting. The Standing Committee met to agree the PCC agenda from August onwards.

The year began with Codicote Parish in vacancy, being well-supported by our Team Rector and personnel from the Welwyn Team, particularly Cathrine Jupp, Reader. The PCC appointed two representatives (Jane Palmer and Caroline Maddocks) to serve on the interview panel alongside Bishop Jane, Archdeacon Janet, and Team Rector David. The PCC discussed and approved the Parish Profile, which was collated and written by our churchwardens Jane and Kate. A copy of this is available on the church website.

Rev'd Dr Christie Gilfeather was appointed as Curate in Charge of Codicote in May and was formally welcomed to the Parish on 17th July in a wonderful service led by Archdeacon Janet. This was well attended by the St Giles church family, many Codicote residents, representatives from the Welwyn Team and other invited visitors. Christie and her husband Rev'd Dr Ryan Gilfeather moved into the vicarage on Bury Lane in July.

At our APCM in May 2024, Sue Grant and Bruce Lendrum were appointed Churchwardens replacing Kate Earl and long serving warden, Jane Palmer.

Another key change during the year was that the PCC became a registered charity with the Charity Commission. This was because our income during the previous year had exceeded the threshold for required registration. Having charity status means that an organisation is controlled by a board of trustees, and the assets are held in trust by them. The trustees are required to adhere to charity law as well as regulatory restrictions and requirements.

Frances Maddex

Fabric Report

The 51-page 2023 Quinquennial Review was received, and a detailed action plan has been drafted. This was reviewed at each meeting of the fabric committee. There are many items, and the fabric committee has attempted to put them in priority order. Items that require major decision or expenditure were referred to the PCC.

Ash was thanked for all his hard work, including the work in the porch, upgrading the noticeboards, and fixing the alter rail. Work has also begun on repairing the floor in front of the choir stalls.

As in previous years, two working party days were held in April & November to ensure that the church and surrounding areas are tidy. These were long days and volunteers worked very hard to ensure weeds were pulled, paths and drains cleared, branches chopped and removed, gravestones cleaned, furniture polished, rubbish removed and much more. Our thanks were expressed to all who helped out and gave up their time to support St Giles in this way. There was a great amount of chatting and fellowship.

Remedial work and gardening were carried out for the new incumbent to move into the vicarage.

Statutory requirements were successfully carried out, including the 5-yearly EICR, which included necessary remedial works, PAT testing, and checks for fire extinguishers and the

roof alarm. Additionally, the two lawnmowers were serviced. A mowing rota has been set up and is monitored via a WhatsApp group.

In the autumn, gutters, gullies, and drainpipes were cleared, and this will be repeated in the spring of 2025. The septic tank and cesspit were also emptied as part of routine maintenance.

Extensive surveys of drains, water and damp was undertaken, and remedial action taken especially with regards to the chancel. The damp will need to dry out before we can embark on any redecoration of the interior of the church.

Unfortunately following the annual service of the boilers, it was confirmed that 2 of the 3 boilers were not working and repair was not recommended at this point. This has meant that the church has been reliant on 1 boiler, and it has been particularly cold in the church this winter. Fabric committee has requested estimates for a couple of possible solutions as replacement in the current boiler location has not been recommended.

In the interim, the PCC agreed that a long-term Environmental Performance Assessment should be undertaken before proceeding any further with drain and decoration work. We have asked that this assessment also look into longer term heating options.

The hedge in the garden of remembrance was damaged significantly by box moth and it was therefore replaced in December by a new yew hedge. Many thanks were given to the Parish Council that gave St Giles a grant towards the cost of this.

Following considerable discussion, the Diocese are consulting the Diocesan Chancellor on giving final consent for the Leaping Board to be replaced. It is very much hoped that a new leaping board will be in place in 2025.

During the Autumn term the sound system was also serviced and has been working better since. The fabric committee will be considering a new system in 2025.

The Architect finally signed off the Vestry Project in December 2024. It was lovely to see the servery area used in earnest over the Christmas period.

Many thanks are expressed to James Howe who looks after the sheep and regularly tends the graveyard.

Sue Grant & Bruce Lendrum

The Welwyn Team 2024

The Team Council met on three occasions in 2024, 7th February, 29th May, and 25th September.

The Team Council consists of the Team Rector, five representatives of the Ministry Team, two lay representatives from each church. Team council meetings are a useful opportunity to

learn about what is happening in other team churches, as well as to encourage each other and have a space for fellowship between the different congregations.

The more specific purposes and tasks of the Team Council are laid out in its constitution.

Matters discussed in these meeting included:

- Special events in the churches
- Seasonal services
- Safeguarding
- Team events and activities (e.g. Summer Evensongs)

Pattern of Prayer in the Welwyn Team:

Each day members of the clergy team and members of the congregations gather at one of the team churches to say morning or evening prayer. This is a good opportunity to worship together and pray for the work of all of our churches. Anyone is welcome to attend these services, regardless of which church you belong to. The pattern is as follows:

- Monday: 5pm Evening prayer at St Peter's Tewin
- Tuesday: 8:30am Morning prayer at St Giles Codicote
- Wednesday: 8am Bible study, 9am morning prayer and 9:30am eucharist at St Mary's Welwyn
- Thursday: 5pm Evening prayer at All saints Datchworth
- Friday: 8:30am Morning prayer at St Michael's Woolmer Green
- Saturday: 9am Parish prayers at St Mary's Welwyn

Lent course:

2024, the seven Lent Groups in the team followed a course produced by the Welwyn Garden City churches. It was centred around an exhibition of modern religious art at the Focolare Centre for Unity. Everyone agreed that this had been a most successful topic; the Lent groups had been popular, and the art exhibition itself had been interesting and enjoyable.

Christie Gilfeather

Welwyn Hatfield Deanery Synod 2024

This year saw significant personnel changes across the Deanery, while maintaining focus on important initiatives in youth engagement, pastoral care, and community support. The introduction of new support services and resources, combined with structural changes in pastoral organisation, demonstrates an ongoing commitment to serving both church members and the wider community. Preparation for the 2025 Year of Spiritual Renewal and Wellbeing indicates a forward-looking approach to church life and ministry.

Key Personnel Changes:

- Aled Lloyd Owen joined as new Lay Chair, introduced in March 2024

- Rev Andy Gardner retired from St. John's South Hatfield in July 2024
- Rev Laura Bechervaise joined St. John's South Hatfield
- Rev Sara and Rev Indira Broschat joined St. Mary's North Mymms and St. Etheldreda with St. Luke's respectively
- Christie Gilfeather became licensed as Team Vicar at Codicote church
- Bishop Alan returned to work in May/June 2024 after successful surgery
- Archdeacon Janet returned from sabbatical
- Rev Emma and husband Chris welcomed a new baby boy

Notable Presentations and Initiatives:

- March 2024: Rev Ruth Barr presented on inclusive procedures for hearing-impaired congregants, particularly relevant as her church prepared to welcome a profoundly deaf curate
- March 2024: Rachel Drury presented on the Alban Way project, targeting youth engagement in church:
 - Working with Year 6 students in three schools
 - Running year-long programs for 18-35 year olds
 - Including residential weekends and pilgrimages on the Camino way
- June 2024: Dispute Advisory Service presentation by Suzanne Clackson and Corinne Lewis, offering:
 - Confidential support for church-related conflicts
 - Four front-line advisors providing listening and mediation services
 - Self-referral options and early intervention emphasis
- October 2024: Furniture Friends charity presentation by Catherine and Stephen Jupp:
 - Providing essential furniture to those in need
 - Operating with 22 volunteers
 - Working through social worker and clergy referrals

Pastoral and Organisational Developments:

- Pastoral Committee restructured, moving away from "committee" terminology
- WhatsApp group established for pastoral communications
- Representatives sought from three deanery areas
- Standing Committee to handle grants separately from pastoral matters
- Successful deanery-wide Lent group based on Art Exhibition at Focolare centre
- Development of Knowledge Hub planned to share policies and building project information
- Initiative to encourage inter-church visits within the deanery

Diocesan and Wider Church Matters:

- 2025 designated as Diocesan Year of Spiritual Renewal and Wellbeing
 - Comprehensive program of events planned
 - Including quiet days, pilgrimages, and retreats
 - There were plans for Archbishop Justin to visit the diocese on January 11, 2025. This visit did not go ahead following the Archbishop's resignation.
- Elections held for Diocesan Synod representatives
 - Six clergy vacancies and five lay vacancies

- Church of England produced "Pray Your Part" booklet for general election period
- Ongoing emphasis on maintaining up-to-date safeguarding training
- Regular meetings maintained good attendance levels:
 - March: 9 clergy, 15 laity
 - June: 4 clergy, 15 laity
 - October: 10 clergy, 13 laity

Mary Henn, Gillian Thwaites

Safeguarding

Safeguarding is a standing agenda item at every PCC meeting.

During 2024 there were four safeguarding issues raised. All issued raised were escalated using the appropriate channels.

The Parish Safeguarding Officer (PSO) is now able to complete DBS checks for St. Giles. The St. Giles safeguarding e-mail address: safeguarding@stgiles-church.org.uk is now active.

During the earlier part of 2024 the focus for the role of the PSO was to ensure all PCC members had a valid DBS. This was an essential requirement for the St Giles to achieve charitable status with all PCC members becoming Trustees and was fully achieved in August 2024.

Compliance with safeguarding training for PCC members has progressed for some during the year, however some PCC members still have several outstanding modules to complete and must focus their efforts on completing these promptly. Modules can be accessed through <http://www.stalbans.anglican.org/diocese/safeguarding-training>

The Church of England Safeguarding Sunday was held on 17th November 2024 in St. Giles church. The congregation was reminded of the parish safeguarding processes and who to report concerns to.

New National guidance was issued in the form of a Safeguarding Code which describes five Standards that Parishes will be measured against. The five Standards are:

- Culture, Leadership & Capacity
- Prevention
- Recognising
- assessing & Managing Risk
- Learning, Supervision & Support.

For the PCC to understand and implement the new five standards, a small subgroup consisting of the Curate in Charge, PSO, Reader and a Churchwarden was established. The inaugural meeting of this subgroup took place at the beginning of December 2024 where the new standards were discussed, and the group reviewed a survey called 'Responding Well Culture Survey' which the PCC will be required to complete in 2025.

Debra Brewer

Admin and Communications

From February 2024, when Diana Patoir left the parish, much of the administration for St Giles has been done by Tina Hassan, Welwyn Team Administrator, with some jobs undertaken by local volunteers. The PCC agreed to pay for enhanced admin hours during the vacancy and settling-in period of the new Curate in Charge.

The Communications team met three times in 2024. Each meeting began with a brief review of activity since the last meeting, noting things that might be improved. Then an area of focus was discussed. In 2024 we covered the website, Christmas advertising, the weekly update email, sound/projection system, new pew giving postcards and the Parish Magazine.

Good communication both within the church family and with the wider community is very important. The team is committed to building on what is already effective and improving areas identified as needing attention.

Frances Maddex

School Governors Report

As a Foundation Governor, my role is to:

- preserve the school's religious character.
- support and challenge senior leadership ensuring accountability.
- oversee how the school manages and invests its budget.

The school takes their responsibility as a Church school very seriously and Christian values infuse the school culture. Each week, a full school assembly takes place, often with parents and carers invited, and Governors are always welcome. Prayers form an integral part of this ceremony.

The full Governing Body meets each half term in person on the school site, each meeting begins with a prayer. Both the governors and staff take their responsibilities seriously, working collaboratively to sustain and develop the school in alignment with our shared Christian values.

Headteacher, Mrs. Pollard, meets regularly with the Diocesan team, most recently in the Autumn term, when they discussed the School Self-Evaluation Form (SEF). The meeting was positive, and they considered the key aims and targets for the school as a church school. The high regard in which Mrs Pollard is held was reiterated by her re-appointment as Trustee Diocesan Board of Education for another term of office.

The annual Governors' Day took place on 3rd May 2024. Governors each have agreed areas of focus and speciality, based on their expertise and interest. However, they are encouraged to visit all classes and activities during their visits and engage both with staff and pupils. This 'open door' approach reflects the school's open, transparent relationship with Governors and demonstrates how the Headteacher encourages and responds to feedback.

Unable to attend on this date, I arranged a separate visit in the Autumn term. Mrs Pollard and I spent half a day visiting classes, meeting with pupils, and discussing how the school and Church can work even more closely in 2025 when Christy is established in post. My subject areas of responsibility are English, Phonics and Early Reading and I was impressed by the confidence with which pupils from all classes communicated, both verbally and through their writing. The displays were current, engaging and, clearly interacted with, and the relationships between staff and pupils and peers are positive and cheerful.

Since having been elected as Church Warden, Sue Grant has had to relinquish her role as the Diocesan Governor. This vacancy has been discussed at PCC and we hope to fill it shortly.

Since joining St Giles, Christie has attended school Governors' meetings and demonstrated her commitment to forging closer links between church and school with regular visits and meetings with Mrs Pollard.

The school prioritises Safeguarding and Governors all completed PREVENT and safeguarding training. Additional training is facilitated and encouraged.

The school is in an OFSTED window and Governors have undertaken training designed to support and prepare us for the anticipated inspection. All training is run in addition to the half termly meetings ensuring that there is sufficient time to review, reflect and refine school process and practice.

The expansion of the school site is now complete, and the new space and resources are being utilised effectively and creatively. The atmosphere is positive, the behaviour good and the expanded site and opportunity to visit separate buildings on site will certainly help to prepare pupils for their transition to secondary school.

The school held services in the church at Easter, Harvest, Christmas and, for Year 6 leavers and their families in the summer. At the latter, each of the Year 6 leavers was given a Bible from St Giles and prayed for.

As previously reported, both the Headteacher and the PCC agreed that the relationship between the church and school should be developed further. To that end:

- Cafe Church has been promoted to pupils and their families throughout the year and several families are now regular attendees to this worship.
- Part of the interview process for our new vicar focused on this priority. Christie had several ideas and was able to demonstrate evidence of impact of similar initiatives she has implemented in previous roles.

Caroline Maddocks

Music Report

It has continued to be a huge blessing and privilege to lead the choir at St Giles during 2024. During the course of the year, the choir has led the congregation in worship at all sung Eucharist services. The choir has also sung at many special services throughout the year, including Palm Sunday, Easter Day, the Welwyn Team Summer Evensong, Harvest Festival,

Remembrance Sunday, Christmas Carol Service and the Midnight Eucharist service. Whilst we endeavour to sing and play to the very best of our ability, in order to provide a good lead to the congregation, the focus remains firmly on aiming to bring glory to God through our prayerful worship.

We are greatly indebted to our two in-house organists, Caroline and Margaret, who have unfailingly accompanied the choir at both services and choir practices all through the year. In addition, between them, Margaret and Caroline have taken the place of Liz Waller as music lead in respect of non-choir Morning Worship services. A big thank you to them both.

We should like to thank those members of St Giles who facilitate our singing/organ playing; Ian for arranging the annual organ tuning/service in November, in time for the Christmas services, and for keeping the church open for our Friday evening choir practices; and Sue for setting the heating timer to come on two hours before our in church evening practices.

We should also like to thank the Communications Team for their amazing publicity throughout the year, particularly the sterling advertising for singers in the community to join the choir for the carol service. In addition, our heartfelt thanks to the Events Team for masterminding delicious food and drink following certain special services, including the carol service and the summer evensong service; this ministry provides the icing on the cake for these kinds of services.

We should also thank Christie, Ryan and Catherine and the many members of the congregation for their frequent encouragement and positive comments about the choir.

The 2024 carol service was a resounding success; there are eight of us in the regular choir, and the carol service choir, including singers from the community, swelled the numbers to as many as 20. The additional singers comprised a combination of St Giles' members/Codicote residents who have joined the carol service choir for many years, plus a significant number of singers from the community, who joined the choir either for the first time in 2024 or 2023. One of these, a soprano, joined the regular choir full time at the end of December 2024. We extend a warm welcome to Emma!

The choir and organists have maintained a close bond over the past year, offering prayer and practical support to each other in times of need. We all enjoy the camaraderie of choir practices and occasional bring and share buffet meals.

Nicole May

Events Team

The events team continue to liaise closely with the wider PCC and our church family to ensure all events are supported and a warm welcome offered to all visitors. We meet regularly to plan future events and review past ones and are always keen to welcome newcomers. If anyone would like to join the events team or help at any event, please contact me or the aforementioned.

The first major event we undertook in 2024 was to welcome our Curate in Charge on 17th July with a Welcome Service followed by a party at the John Clements Sports and Community Centre. A great time had by everyone.

Traditionally the largest event in our calendar is Codicote Village Day. This year it was held on 20th July. We opened the church, with a wonderful flower display/ quiz, served Teas and had great fun with the teddy zip wire. A fantastic time was had by all those who came along.

Throughout the past year the Events Team also contributed to:

- **Mothering Sunday 10th March:** all in attendance were offered beautiful spring posies that the events team and floristry team (and others) had prepared in advance. This is a long-established tradition at St Giles, and we were delighted to welcome occasional visitors to the service.
- **Good Friday Service 29th March:** Hot Cross Buns were served in the Peace Memorial Hall, due to the proximity to the village green where the service was held.
- **Summer Evensong 4th August:** Lead by Christie, this service was well attended, and wine and fantastic nibbles were arranged and served by the Events Team at the back of the church using our hospitality area, a great success.
- **Harvest Festival 13th October:** A brilliant speaker was provided by the Farming Community Network who was well received. The usual Harvest auction was held in The Goat Pub prefaced by a short service led by Christie and supported by members of the Events Team.
- **All Souls Memorial Service 3rd November:** this service was for remembering, with thanksgiving, friends and relatives who have died. Refreshments were served afterwards.
- **Remembrance Service 10th November:** a short service at the War Memorial in the churchyard was held as usual, extremely well attended, followed by a formal service in the church attended by the Scout troop and Brownies. Members of the Events team attended to ensure all were made welcome.
- **Christingle Service 2nd December:** As always, this service attracts numerous families to the church who are less frequent visitors. The Events team provided a range of refreshments, designed to appeal to all ages after the service.
- **Carol Service 15th December:** this lovely service was well attended, and we all revelled in the Christmas spirit, the normal choir numbers swelled due to individuals joining us from the village. Mince pies and mulled wine prepared and served by the events team in the hospitality area at the back of the church.
- **Midnight Service 24th December;** the events team attended the service and ensured a warm welcome was given to all.
- **Christmas Day Service 25th December:** This was led by Ryan, a very joyous service. Events team were in attendance.

In addition to our recurring events, the Events team are proactive in reviewing new and established Village events to determine how we can make the most of these to represent the church and model the warm welcome St Giles offers to visitors and our congregation.

Gillian Thwaites

St Giles Coffee Shop

The coffee shop is held every Friday from 9.00 -12.00. There are four teams, each team doing one Friday a month. It is run by volunteers mainly from the church. Several volunteers left during the year, and it was difficult to find replacements. However, following

a plea to the W.I. names were put forward of people who might help. One came to try it out in December and has agreed to join the team. Others are trying it out in January 2025 and if they agree there will be a full complement again.

Attendance remained steady and the new housing developments have provided more newcomers to the village, some of whom have used the coffee shop as a means of getting to know people and what there is for them in Codicote.

The coffee shop continues to be an important part of village life.

Sylvie Lendrum

The Parish Magazine

Ian Macfarlane continued his role as editor. The magazine publishes 10 issues per year (May-April). It has a distribution of around 400 made by 20+ volunteer deliverers with over 40 advertisers.

The decision was taken during the year to increase the price to £1 (£10pa) and there was an increasing use of colour with cover photos provided by Dave Hancock. The deliverers, supporters, contributors, Parish Council and readers are greatly appreciated. Magazines are available in a number of retail outlets in Codicote – Robarts, Days, Sunny's and Vanstone Park.

In 2025, Ian Macfarlane is standing down and Katie Garnish is taking over from March Parish Magazine

Ian Macfarlane

Financial Review

The Finance Team consisting of Treasurer, Rich Redfern, Made Awotesu, Mary Henn and Wardens met twice in 2024. Regular information was provided by email during the year by the Treasurer who also reported regularly to PCC. 2024 saw further increased use of contactless giving via SumUp with donations for St Giles and mission partners.

The Church continues to provide valuable support to nominated mission partners, with our monthly and festival giving to 2024 mission partners. Parish Share with other costs resulted in the General Fund ('day-to-day') expenditure of £75,385 (£76,934 in 2023). Income was £86,014 (£72,607 in 2023) – a surplus of £10,629 compared to a deficit of £4,328 in 2023.

Parish Share

We met our full Parish Share (request for payment to the Diocese) in 2024 of £34,171, reduced from 2023 of £37,084. This reduction was because we were still in vacancy prior to Christie's arrival as Curate-in-charge during 2024

Income

An increase in our general fund income of £86,014 in 2024, was mainly due to substantial increase in non-recurring donations. Planned giving was slightly down to £35,406 from £35,680 in 2023. Collections at services increased to £1,786, up from £1,202 in 2023 and non recurring giving/donations increased from £1,729 to £10,022. We continue to be grateful to the 40+ regular donors (33 with Gift Aid), most of whom give by BACS payments and an increasing number who use the Parish Giving Scheme whereby Gift Aid is collected and credited 'automatically'; this £2k (BACS + GA) and £1.7k (PGS + GA) approx. monthly income allows us to budget with more certainty. We claim tax back via Gift Aid and the Gift Aid Small Donations Scheme.

Fees (net) decreased in 2024 to £5,271 from £6,542 in 2023.

Income increased regarding trading activities which includes hire of the Parish Centre, used every morning in term time by Pre-School*, Giles Coffee Shop and Café Church with income increasing from £10,322 in 2023 to £14,624 in 2024. *A new contract was put in place with Pre-School as it expanded with longer hours and subsequent increased income for St Giles.

Expenditure

The level of expenses in the year reduced with total expenditure of £75,385 in 2024 compared to £76,934 in 2023 These costs include the following:

As noted above, our Parish Share requested and paid was £34,171 in 2024 and this represented around 45% of our general fund expenditure.

Salaries and wages and expenses of clergy and staff have increased from £4,037 to £5,566. We ceased to have our own church administrator but have the services of the church administrator based at St Mary's, Welwyn.

Church running costs including churchyard maintenance, utility bills and alarm are the second largest set of expenditure and have reduced from £23,970 to £21,716.

Several areas of expenditure are seen as important parts of our life as a church and it is important that the activity of the church helps the chosen mission partners with our regular monthly mission giving in 2024 totaling £4,680.

We have been due to review our mission giving currently in support of Youthscape, Emmaus and Farming Community Network and confirmation of mission supports will take place in 2025. We also supported the 3 2024 mission supports on festival occasions of Easter (Emmaus), Harvest (FCN) and Christmas (Youthscape).

Insurance

The church building and contents are insured in one policy with Ecclesiastical Insurance for a limit of £9,980,000 and the Parish Centre building and contents for £3,330,000.

NFU provide the insurance policy in respect of the sheep with a Public and Product Liability limit of £10m and sheep sum insured at £500.

Ian Macfarlane

Restricted Funds

Restoration/Improvement:

The Improvement Fund set up in 2019 decreased after payments by £7,130 during 2023 with a year-end balance of £44,360.

(In 2019, £3,000 was transferred from the Restoration Fund. The flooring cost will be funded by Restoration Fund monies and any excess remaining from the transfer of £3,000 will be repaid to the Restoration Fund.)

We are grateful, as ever, for the support of the Friends of St Giles and we continue to work closely with them.

Churchyard Upkeep: Balance of £1,225 and most years a Parish Council grant is requested and received for regular upkeep of the newer parts of the churchyard. We have 2 War Graves and receive an annual grant for their upkeep.

Garden of Remembrance: Balance of £2,409 represents money received to be used to purchase the next Garden of Remembrance head stones and inscriptions.

Improvement: Balance of £44,360, as above regarding the vestry and improved facilities inside St Giles.

Organ: Balance of £3,996 to fund major repairs over and above regular tuning and maintenance.

Parish Centre: Balance of £167 was given when the Parish Centre was built, for use on new fixtures and fittings.

Parish Magazine: Balance of £1,850 represents a working balance and has had a Parish Council grant previously.

Restoration funds: Balance of £4,901 is retained towards meeting maintenance costs of the church building. The church is grateful for the support of the "Friends of St Giles" in this area – a separate, independent, charity (No. 1070629) established for this purpose.

Codicote School-Leavers Books: Balance £58 is for a gift for Codicote Schoolchildren leaving for secondary school each summer. Members of the congregation are invited to donate towards this fund each year accordingly.

Minor Restricted Funds: Balance of £1,050 represents donations given for specific projects not included above.

The Roof & Fabric fund was reopened after a donation of £8,000 plus £2,000 Gift Aid was generously donated in 2021 for a specific purpose as advised to the treasurer and vicar. The balance at 31st December 2023 is £2,451.

Ian Macfarlane

Reserves Policy

No changes have been made to the reserves policy adopted by the PCC in 2012 and the PCC will continue to hold in reserve three months' worth of budgeted costs.

The intention is that in the event that the income from members needed to be diverted to another cause (for example a building project) or the church would otherwise be unable to meet its financial obligations (for example due to an emergency), the reserves would provide the funds to allow the church to continue to meet its obligations with no impact on the mission objectives or work of the church.

This reserve will be held as a designated amount, i.e. it is still available to be spent at the discretion of the PCC (which may be delegated to a standing committee), if they feel it meets the intention for which it is designated.

The PCC recognises that it may take time to be able to build up these reserves, and so in the short term will exclude parish share from any calculation of reserves (since this will result in a lower target). This is on the basis that in an emergency, Parish Share payments can be postponed until later in the year and if required, a case can be presented to the Diocese. While it is the intention that in the long term, Parish Share will be included in the reserve calculation, these reserves are not designed to meet shortfalls in Parish Share contributions.

Recommended Level for 2024: at the year ending 31st December 2020, the Finance Team recommended that this fund remains at £6,500 and no change recommended.

Ian Macfarlane

Structure, Governance, and Management

Members of the PCC are ex-officio, elected at the Annual Parochial Church Meeting, appointed or co-opted in accordance with the Church Representation Rules.

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 to be spent.

PCC members are all trustees of the PCC registered Charity and required to act within Charity Law and regulations. Given its wide responsibilities, the PCC operates through a number of Teams which meet as needed and report back to the full PCC.

Administrative Information

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission (number 1210550)

Correspondence Address

Frances Maddex
213 Valley Road South,
Codicote,
Hitchin,
Herts.
SG4 8UH

PCC Membership

PCC Members who have served at any time from 1st Jan 2024 until the date this report was approved are:

Ex Officio Members

Team Rector: Rev'd Canon Dr David Munchin (September 2023 to July 2023)
Curate in Charge: Rev'd Dr Christie Gilfeather (July 2022 – September 2023)

Wardens

Jane Palmer (2018 – May 2024)
Kate Earl (2023 – May 2024)
Sue Grant (2024 – Present)
Bruce Lendrum (2024 – present)

Reader (Appointed)

Catherine Jupp (2023 – present)

Deanery Synod Representatives

Gill Thwaites (2022 – present)
Mary Henn (May 2023 – present)

Elected PCC Members (Dates run from APCM to APCM)

Made Awotesu (2020 – present)
Colin Beck (2020 – May 2024)
Debra Brewer (2024 – present)
Malcolm Dawn (2021 – present)
Frances Maddex (2023 - present)
Caroline Maddocks (2022-present)
Nicole May (2023 - present)
David Stott (2022 – present)
Philippa Thompson (2024 – present)

Co-opted Members (from July 2024 until July 2025)

Ian Macfarlane

Officers: (from July 2024 until July 2025)

Lay Vice-Chair David Stott
PCC Treasurer Ian Macfarlane
PCC Secretary Frances Maddex

Safeguarding Debra Brewer
Electoral Roll Jan Raper

PCC Teams

Standing Committee

Christie Gilfeather (Chair), Sue Grant, Bruce Lendrum, Ian Macfarlane
Frances Maddex

Fabric David Stott (leader), Colin Beck, Malcolm Dawn, Sue Grant (from July 2024), Mary Henn, Bryan Hillan (until May 2024), Stephn Jupp, Jane Palmer (until May 2024), Janet Reddish,

Finance Ian Macfarlane (leader), Richard Redfern, Made Awotesu, Sue Grant, Mary Henn, Bruce Lendrum

Events Gill Thwaites (leader), Sue Grant, Sylvia Lendrum, Caroline Maddocks, Bron Wild,

Communications Frances Maddex (leader), Sue Grant (from July 2024), Bruce Lendrum (from July 2024), David Stott (until July 2024), Philippa Thompson

Café Church Christe Gilfeather (leader), Becky Bick, Kate Earl (until July 2024), Catherine Jupp, Frances Maddex, David Rice-Oxley, Emma Rice-Oxley

Approved by the PCC on 7th May 2025 and signed on their behalf by the Rev'd Dr Christie Gilfeather.



Rev'd Dr Christie Gilfeather, Curate in Charge and Chair of PCC


STATEMENT OF ASSETS & LIABILITIES


31 December 2024

	Total funds	Unrestricted funds	Restricted funds
Cash funds			
Building Societies	10	3	7
Current accounts	6,624	9,131	(2,507)
Deposit accounts	106,987	13,156	93,832
Cash & floats	50	50	-
Total cash funds	113,671	22,339	91,332
Other monetary assets		Unrestricted funds	Restricted funds
Gift Aid Claims General Fund		115	-
Gift Aid Claims Restoration Fund		-	125
Gift Aid Claims Other Causes		51	-
LPOW VAT Improvement Fund		-	285
		166	410
Assets retained for the charity's own use			Original cost
Fixtures, fittings & equipment (Note 2)			22,633
Parish Centre			150,000
			172,633
Liabilities		Fund to which liability relates	Amount due
Lettings Spring term rent in advance		General Fund	1,477
Other Causes Gift Aid & collections to be paid to Causes		General Fund	106
Vestry project Final Retention held, plus VAT		Improvement Fund	1,799
			3,382

The accounts were approved on the 7th May 2025

Signed on behalf of all the trustees by

 (Curate in charge)

 (Treasurer)

Christie Gilfeather

Ian Macfarlane

The notes on pages 25 and 26 form part of these accounts

31 December 2024

	Unrestricted funds		Restricted funds		Total funds	
	2024	2023	2024	2023	2024	2023
Receipts						
Gift Aid - planned giving	35,406	35,680	-	-	35,406	35,680
Other planned giving	2,220	2,220	-	30	2,220	2,250
Collections at services	1,786	1,202	-	25	1,786	1,227
All non recurring giving/donations	10,022	1,729	26,882	16,092	36,904	17,821
Tax recovered through gift aid	10,988	9,301	7,013	2,909	18,001	12,211
Grants	4,250	5,000	7,934	54,528	12,184	59,528
Investment income	574	611	876	598	1,451	1,209
PCC fees (Net)	5,271	6,542	-	-	5,271	6,542
From trading/other activities	14,624	10,322	4,952	3,603	19,575	13,925
Other incoming resources	873	-	1,005	450	1,878	450
Legacies	-	-	-	-	-	-
Total receipts	86,014	72,607	48,662	78,236	134,676	150,842
Payments						
Mission Giving	4,680	4,680	-	-	4,680	4,680
Parish Share	34,171	37,084	-	-	34,171	37,084
Salaries, wages, honoraria	5,566	4,037	-	-	5,566	4,037
Expenses of clergy and staff	421	282	-	-	421	282
Mission and evangelism projects	4,903	4,514	4,275	4,179	9,177	8,693
Church running costs	17,170	17,922	2,549	1,975	19,719	19,897
Church utility bills	4,546	6,048	-	-	4,546	6,048
Costs of trading (PC)	3,468	1,917	-	7,684	3,468	9,601
Governance costs	460	450	-	-	460	450
Major repairs	-	-	12,973	76,608	12,973	76,608
Sub total	75,385	76,934	19,797	90,446	95,182	167,380
Asset purchases						
Equipment purchases	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Total payments	75,385	76,934	19,797	90,446	95,182	167,380
Net of receipts/(payments)	10,629	(4,328)	28,865	(12,210)	39,494	(16,538)
Transfers between funds	-	-	-	-	-	-
Cash funds last year end	11,710	16,038	62,467	74,677	74,177	90,715
Cash funds this year end	22,339	11,710	91,332	62,467	113,671	74,177

NOTES TO THE FINANCIAL STATEMENTS**31 December 2024****1 Accounting Policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

2 Fixed assets retained for Church use

<u>Fixtures, fittings & equipment</u>	<u>Fund to which asset belongs</u>	<u>Original Cost (£)</u>
Bollard lights	General Fund	1,616
Piano - Clavinova	General Fund	1,330
Sound equipment	General Fund	2,657
Sound equipment & South Aisle Projector	General Fund	5,463
Laptop	Community Outreach	383
Coffee maker	Community Outreach	1,917
Water heater	General Fund	744
Fridge	General Fund	175
Sound Equipment/projector	minor restricted	797
Mower	Churchyard	599
Screen & projector	General Fund	714
Projector	Community Outreach	746
Burglar alarm	Burglar alarm	3,834
Meille vacuum cleaner	General Fund	250
Stihl mower	Churchyard	485
TP-Link Router etc	General Fund	146
Contactless device, reader & terminal	General Fund	FOC
Microphone & lead	General Fund	116
Laptop	General Fund	661
		22,633

3 Movement on Unrestricted funds

	Balance b/fwd	Receipts	Payments	Transfers	Balance c/fwd
General Fund	5,210	86,014	(75,385)	-	15,839
Designated Reserve Fund	6,500	-	-	-	6,500
	11,710	86,014	(75,385)	-	22,339

Movement on Restricted funds

	Balance b/fwd	Receipts	Payments	Transfers	Balance c/fwd
Churchyard upkeep	1,225	30	-	-	1,255
Codicote School-Leavers Books	58	177	(235)	-	0
Garden of Remembrance	2,409	1,005	(2,474)	-	939
Improvement	44,360	39,766	(12,973)	-	71,153
Minor restricted funds	1,050	-	-	-	1,050
Organ	3,996	1,106	-	-	5,103
Parish Centre	167	-	-	-	167
Parish Magazine	1,850	4,980	(4,040)	-	2,790
Restoration Funds	4,901	1,598	(75)	-	6,424
Roof & Fabric	2,451	-	-	-	2,451
	62,467	48,662	(19,797)	-	91,332

NOTES TO THE FINANCIAL STATEMENTS

31 December 2024

5 Transactions with PCC Members

PCC Members expenses

No members of the PCC were paid expenses but several were reimbursed for costs paid on behalf of the PCC.

Other transactions with PCC members or related parties

There were no transactions with members of the PCC to report.

Donations and planned giving received from members of the PCC are not disclosed.

6 CONNECTED CHARITIES

The Friends of St Giles

The PCC are supported by the fund raising activities of the Friends of St Giles, which has a separate charity registration.

7 Maunsell-Woods Bequest

This trust is administered by the Incumbent and the treasurer.

The principle objective is the upkeep and maintenance of the Maunsell-Woods window and grave.

During the year money was withdrawn to contribute to fencing in the graveyard.

The investment is held as CBF Investment Fund Shares £

Market value	B/Fwd	10,093
Disposal in the year, at historic cost		-
Annual revaluation	Net gain/ (loss)	375
Market value	C/fwd	<u>£10,467</u>

INDEPENDENT EXAMINERS REPORT

to the

PAROCHIAL CHURCH COUNCIL OF ST GILES CHURCH, CODICOTE

I report on the accounts of the PCC for the year ended 31 December 2024, which are set out on pages 23 to 26

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider 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 accounts 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 examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention, other than that disclosed below:

- 1 which gives me reasonable cause to believe that in any material respect the
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts 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.



SUSAN BOARDMAN FCA

Chartered Accountant

08 May 2025

36 Reynards Road
Welwyn
Hertfordshire
AL6 9TP