

**THE PARISH OF ST MARY THE VIRGIN
ST MARYCHURCH
TORQUAY**



**THE VESTRY MEETING
AND
THE ANNUAL PAROCHIAL CHURCH MEETING
SUNDAY 9TH MAY 2021

REPORTS OF PARISH ACTIVITIES
AND FINANCIAL STATEMENT FOR THE YEAR ENDING 31 DECEMBER 2020**

ST MARY THE VIRGIN, ST MARYCHURCH, TORQUAY
ANNUAL VESTRY MEETING TO BE HELD ON SUNDAY 9TH MAY 2021

AGENDA

1. Chairman's Welcome
 2. Minutes of meeting held on Sunday 20 September 2020
 3. Election of Church Wardens
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ANNUAL PAROCHIAL CHURCH MEETING

AGENDA

1. Apologies
2. Minutes of the last meeting held on 20 September 2020
3. Introduction
4. To receive the Annual Report 2020
5. To adopt the Financial Statements for the year ending 31st December 2020
6. Appointment of Independent Examiner

ST MARY THE VIRGIN, ST MARYCHURCH, TORQUAY

MINUTES OF ANNUAL VESTRY MEETING HELD ON SUNDAY 20 SEPTEMBER 2020

1. Chairman's Welcome

Roger paid tribute to Christine as our Churchwarden. Chris has had an enormous weight on her shoulders and is usually the person people first direct their complaints too! She has shown a great commitment and passion to the role and on behalf of St Marys, Roger expressed thanks for her service.

2. Minutes of meeting held on Sunday 21 April 2019.

Roger explained that the minutes of the vestry meeting from 21 April 2019 cannot be located at present and requested members agreed for the PCC to approve the vestry minutes if indeed located. There were no objections to this proposal.

3. Election of Church Wardens

The only nomination for Church Warden was Chris Hinchcliffe, proposed by Nicola Hall and seconded by Margaret Roper. There were no objections to Chris Hinchcliffe being appointed for a further year. This still leaves a vacancy and Fr Roger expressed the need for another person to share the load, he asked people to think carefully about this role.

ST MARY THE VIRGIN, ST MARYCHURCH, TORQUAY

MINUTES OF ANNUAL PAROCHIAL CHURCH MEETING HELD ON SUNDAY 20 SEPTEMBER 2020

1. **Apologies.** No apologies were received prior to the meeting. There were 26 members present and the Rural Dean.
2. **Minutes of last meeting held on 21 April 2019**

Roger explained that the minutes of APCM from 21 April 2019 cannot be located at present and requested members agreed for the PCC to approve the APCM minutes if indeed located. There were no objections to this proposal.
3. **Introduction- Rural Dean**

Fr Roger explained that due to Covid-19 and the restrictions in place, the business for this meeting was minimal and some items usually on the Agenda are not this year. He explained that despite this, he is happy to discuss anything not on the agenda. He explained that at this meeting members would be elected to the PCC and that these members are elected trustees to assist in the life and work of the parish. We are currently in an interregnum and it is indeed right to express thanks for all of the work of Fr Robert and Debra. He expressed the realisation was that Debra did a lot of the behind the scenes jobs and it is important people pull together to assist the Churchwarden and PCC in fulfilling these roles.
4. **To receive a report on the Electoral Roll**

There are currently 52 members on the electoral roll. Many of these are not resident in the parish. This means that there are 9 elected seats to fill on the PCC plus two representatives of the Deanery Synod, the Churchwardens and the vicar who are ex officio members.
5. **To receive a report from The Churchwarden**

The report of the Churchwarden had been circulated prior to the meeting. Chris expressed thanks to everyone for all the support she has received. She explained it has been a steep learning curve being churchwarden. She explained it is her passion for our ministry to continue in the tradition and hope we can all move forward as part of the Christian fellowship we share.
6. **To receive the report on the proceeding of the Deanery Synod**

The report of the Deanery Synod had been circulated prior to the meeting. Chris explained that being part of the Deanery Synod is very rewarding and it is a joy to be with fellow Christians in our community. She expressed that the biggest eye opener is noticing the amount of poverty in Torbay, something we have highlighted in our mission action plan. She explained she feels that our MAP focuses on more work being needed for our community and school. Chris also expressed thanks to Rural Dean for his continued support to us.
7. **To consider and Adopt the Financial Statements for the year ending 31 December 2019**

The Financial Statement had been circulated prior to the meeting. Roger explaining, it is interesting but uncomfortable reading. He expressed thanks to Ray for his hard work as Treasurer. Explaining we don't have to examine the accounts in detail, but he was happy to receive questions for clarification. No questions were raised. Explaining our financial position is £40,000 less than last year, we are running at a loss and serious action needs to be taken to address this. this will be an important role of our newly elected PCC. The financial

statements have been examined and approved by the independent examiner. Requested someone to propose to adopt them. Proposed by Alma Pearson and seconded by Meg Joliffe. No votes against and no abstentions. Financial statements adopted.

8. **Appointment of Auditor.** It was agreed that Mr Ian Barrett from Newton Abbot would continue as auditor of the accounts. This was proposed by Marguerite Aspinall and seconded by Margaret Roper. No votes against and no abstentions. Auditor appointed for further year.

9. **Motion: The Annual Parochial Church Meeting adopts the policy whereby members of the PCC are elected for a maximum of 2 years of office before standing down for at least 1 year.** Proposal was put to members. Proposed by Meg Joliffe, seconded by Ken Jeffrey. No votes against, no abstentions. Motion carried.

10. **Election of members of the Deanery Synod.** The nominations for Deanery Synod were;
- Nicola Hall proposed by Jeremy Aspinall and seconded by Chris Hinchcliffe
 - Chris Hinchcliffe proposed by Janet Morgan and seconded by Nicola Hall

There being no further nominations, Nicola and Chris were duly elected to Deanery Synod and become ex officio members of the PCC.

11. **Election of members of the PCC.** Roger explaining, we have 9 seats available. The nominations for PCC were.

- Valerie Oswin proposed by Cora Gant and seconded by Elaine Davies
- Jeremy Aspinall proposed by Janet Morgan and seconded by Nicola Hall
- Graham Ward proposed by Nicola Hall and seconded by Chris Hinchcliffe
- Peter Gaston proposed by Valerie Oswin and seconded by Alma Pearson.
- Wendy Piddlesden proposed by Margaret Roper and seconded by Chris Hinchcliffe.
- Angela Lee proposed by Nicola Hall and seconded by Wendy Piddlesden.
- Jan Condict proposed by Jeremy Perver and seconded by Jennie Kay.

There were no further nominations and therefore all above duly elected to the PCC.

12. **Deputy Churchwarden:** Roger explained we could appoint deputy churchwardens to assist with the running of the Church and who would assist Chris. Explained they would not be legally responsible in the same way as a Churchwarden. Roger requested a motion that the PCC could appoint two deputy churchwardens. He explained they would not be automatic members of the PCC and if this motion is carried then it would not come into effect until the next APCM, but members could approve the PCC electing two deputy churchwardens. All were in favour, no against, no abstentions.

Roger expressed thanks to everyone for their continued support. Explained the purpose of the Rural Dean is to encourage and support the parish during interregnum and it is a real joy to be able to do this. he expressed he wishes people to encourage each other to work together for the life of this Church. Explaining many people do not live in the parish and we need to touch more people in our community. Every parish has different people with different views and opinions, but we all need to work together. Roger expressed thanks to the retired clergy, Fr Geoffrey and Fr Tony for their generous support and thanked Rob for his contribution to the life and work of the parish and to Neville for his work in relation to the virtual choir and behind the scenes to ensure our music goes smoothly. The meeting closed at 11.15. Next PCC meeting Monday 28th September 2020 at 6.30pm in Church or on Zoom.

Churchwarden's Report for 2020

I think I can safely say that 2020 was a year as no other. We said goodbye to Father Robert and Debra at the end of February, then beginning our interregnum. On the 22nd March, one day before lockdown, primroses were delivered to all members of the congregation not in Church that day and who were on the electoral roll to mark Mothering Sunday. The love of our Mothering Church was spread amongst our community via a living plant. At 4 months into my post as Churchwarden we went into lockdown. Churches were shut until lockdown ended. We discovered the joys of zoom. I still had responsibility for the church building, so I did a little detour on workdays to visit church to ensure the wellbeing of the fabric. It did get some tender loving care.

The PCC met regularly via zoom during lockdown. We had to decide whether to open Church again after lockdown. We felt that it was important to open. Following a risk assessment, we came up with our Covid precautions, and to allow a reduced number of services.

In August our five yearly Quinquennial inspection took place, with Covid precautions in place. The Church of England's quinquennial inspection system provides for the inspection of church building's every five years by an architect or chartered building surveyor. The quinquennial report is one of the key documents which assists the Parochial Church Council (PCC) in the care and repair of a church building, for which it is legally responsible. It gives a snapshot of the repair needs of the building, and lists the repairs required according to their priority.

The QI report has started to be looked at by the Fabric Committee, so that the essential work is costed and undertaken, finances permitting.

I can report that some basic yearly maintenance has been maintained in the Church and Church hall. This includes the servicing of gas boilers and security system. There is outstanding work on the Tower cabin leak which has received PCC approval at a cost of £3500. In November the Church boiler control panel broke. Two months later it is now fixed, and we have wifi control in church as opposed to in the boiler room. We thank the Cornerstone shop for their generous donation of £8,000 towards the Fabric fund.

Future projects include :- investing in internet access for the Parish office. No decisions made yet. We have discussed having a new sound system in Church, no decisions made yet. There is further work to be done in the Tower requiring rope access.

The Wednesday maintenance team is led by Graham Ward, who at October APCM was appointed by the PCC as Warden of The Fabric, a role much appreciated by the PCC. Our wonderful housekeeping team are well and truly thanked by all for their contributions. I thank all our Wednesday prayer rota volunteers and our two deputy churchwardens Angela and Wendy for their very much appreciated support, plus the Flower team led by Jenny.

As we begin to emerge from lockdown, I hope that we see church community returning to services. We await the go ahead from the Diocese to proceed with advertising for a new incumbent. (Subject to our Mission Action Plan being shared with our congregation). Finally, if you have any ideas for future, events, fundraising or anyone willing to help with all the jobs which need doing, to keep our Church open, please let any member of the PCC know. Members are listed on the noticeboard at the back of Church or in our newly published Welcome leaflet collated by Jeremy. Thanks also to anyone I have forgotten.

Chris Hinchliffe.

Deanery Synod Report 2020

Dear Reader, my Apologies, but I am going to repeat my words from last year as to what Deanery synod is and what it does just to plug the message again.

What is "Deanery Synod" ?. The word "Synod" comes from the greek word meaning assembly or meeting. The main functions of the Deanery Synod are to discuss and reflect on matters of the Church of England as they affect the deanery and generally to ' promote in the Deanery the whole mission of the church, pastoral, evangelistic, social and ecumenical.'

In the Church of England, the Deanery Synod is convened by the Rural Dean and /or the Joint Lay Chair who is elected by the elected lay members. It consists of all clergy licensed to a benefice within the Deanery plus elected members. The deanery synod acts as a forum for the airing of parish views, any common problems, the communication of Diocesan Synod decisions, the consideration of relevant business and the referral to Diocesan Synod of matters of concern.

My main role is to be prepared to contribute to the meeting, bringing views, experience and expertise from our parish to debate and discuss at Synod.

I have to report back to the Parish Church Council on the content of meetings and of any decisions taken.

The meeting starts with a brief communion service.

The following is a brief overview from each meeting:-

The meeting in June 2020 was cancelled.

12th November 2020 by Zoom. The new Rural Dean designate, Revd. Nathan Kiyaga was introduced. Along with Fr Peter March and Revd. Stephen Yates as Assistant Rural Deans. The Archdeacon of Totnes was present, and he thanked Father Roger for his service as The Rural Dean of Torbay.

The deanery Mission plan was discussed.

Feedback was given form the parishes, mostly about the difficulties faced during the lockdown and keeping in touch with communities.

Chris Hinchliffe

PCC Secretary Report

In 2020, the PCC met on 7th January , 10th February , 9th March, 2nd April, 25th April, 28th May, 6th June, 22nd June, 6th July, 20th July, 3rd August, 17th August, 7th September, 28th September, 28th October and 25th November.

The PCC members during this time were Nicola Hall, Christine Hinchliffe, Jeremey Aspinall, Wendy Piddlesden, Margaret Roper, Jan Condict, Janet Morgan, Angela Lee, Val Oswin, Graham Ward and Peter Gaston.

In January 2020, Marguerite resigned as Treasurer, she was job sharing with Mark Locke, and Ray Antieul agreed to takeover the role.

In February, we began to make progress with the mission action plan and initial development of the parish profile. Ray was able to retrieve a healthy sum of £7000 back from our energy suppliers. The PCC approved work to be undertaken on the Tower Cabin at a cost of £3500 and work to repair the Organ at a cost of £390+VAT. We said goodbye to Fr Robert and Debra.

In March, the PCC were joined by Archdeacon Douglas Dettmer in order to explain the timetable through the vacancy. The PCC appointed a writing group to finalise the parish profile and agreed a budget for 2020. The PCC discussed the fees charged for weddings and funerals and decided to request £20 charge for the organ fund, £20.00 for the bel fund and £50.00 common charge for heating/general running costs. The PCC by a majority decision agreed to sell back our 72.55% equity interest in 28 Barewell Road to the Diocese.

In April, the PCC were required to have virtual PCC meetings as a result of Covid and we therefore decided to meet more frequently. The PCC developed a plan to maintain contact with all members of the congregation and developed a weekly worship bulletin with the assistance of Roger Carlton as Rural Dean. The PCC decided to put Tracey our cleaner and Rob Atkins our organist on furlough. We invited the congregation to a Congregational meeting to discuss the parish profile and mission action plan to be held on 4th May. Our income began to drop considerably. We expressed our thanks to the Cornerstone Shop for their donations in the first quarter and Ray continued to try and make savings on our utilities and office suppliers.

In May and June, the PCC considered all of the feedback which was given at the congregational meeting and made several amendments to the parish profile and mission action plan. We began to consider re-opening the Church.

In July, the PCC agreed risk assessments and Covid policies to be able to open the church safely. We agreed to open the Church every Wednesday between 10am and 2pm for private prayer. The PCC agreed to take Rob Atkin off furlough. Ray Antieul resigned as our Treasurer and we thank him for all of his hard work.

In August, the quinquennial inspection took place and the PCC agreed to re-open the Church for 8am services too. Peter March joined the PCC meeting as a representative for the Bishop of Ebbsfleet. Rob Atkin resigned as our Organist.

In September, the PCC agreed to re-open the hall and we took Tracey off furlough. The APCM was held on 20th September and the first PCC meeting of the newly elected PCC was held on 28th September. The PCC appointed officers and Peter agreed to become our new Treasurer.

In October, the PCC began to implement our mission action plan. A welcome leaflet was developed. The PCC began looking at how we could 'Rescue Christmas!'.

In November the Quinennieal report was considered by the PCC and an action team was implemented.

The PCC would like to express their thanks to Chris for taking on the role of Churchwarden and would like to express their gratitude for our retired clergy ad Roger Carlton as Rural dean during this time.

FINANCIAL REPORT 2020

2020 was a tumultuous year for the Parish financially as in all other respects.

Not only did we have to cope with the effects of the COVID 19 virus pandemic, the Parish being in interregnum from February following the retirement of Fr. Ward, but the Treasurer Ray Antieul resigned at very short notice at the end of September.

We thank Ray for his work as Treasurer, and for continuing to assist with the operation of the Payroll until the end of the Financial Year.

Peter Gaston, the new Treasurer has reverted to the Receipts and Payments method of accounting, and so the figures for 2020 are not always precisely comparable with those of previous years, although orders of magnitude remain the same, and it has not been possible to give full comparative figures.

The effects of the pandemic in closing the Church to services for a period, and the general effects of lockdown and people shielding, especially the elderly and vulnerable, has led to a big drop in income from offerings. We are particularly thankful for those who are giving regularly through the Parish Giving Scheme and by Standing Order without whose regular support, the Parish would already have gone to the wall. Thanks, are also due to the Gift Aid recorder, Mrs Margaret Roper for her work in reclaiming tax from HMRC.

Income from Hall lettings also declined significantly as the hall was closed for most of the year due to COVID restrictions. The financial effect of this was partly offset by furloughing the Hall cleaner and reduced utility bills but was still significant.

There were no significant works on the fabric, other than routine maintenance, during the year, but the Quinquennial Inspection took place in the autumn, and the PCC will be considering the work to be done in 2021 and subsequently.

The overall financial situation of the parish is still very worrying with a deficit for the year on the General Account of £16,213 leaving unrestricted funds of only £26,353, a totally unsustainable position.

In view of this, after the year end the Parish disposed of its interest in 28 Barewell Road for £152,000.

This resource will provide a breathing space to rebuild the Parish life and finances but is the very last chance that the Parish has to become viable and self-sustaining.

PARISH OF ST MARY THE VIRGIN, ST MARYCHURCH, TORQUAY, DEVON					
RECEIPTS AND PAYMENTS FROM 1ST JANUARY 2020 TO 31ST DECEMBER 2020					
GENERAL FUND				(Where available)	
				2019	
RECEIPTS	£			£	
Direct Giving	28,489				
Legacies	1,500				
Direct Giving & Legacies				47,543	
Donations, appeals and Fundraising activities	2,252			3,587	
Covid Furlough Refund	2,238				
Hire of Halls	4,647			8,513	
Fees and Other	1,271			831	
Other					
TOTAL	40,397			60,474	
PAYMENTS					
Parish Share	30,918			33,247	
Clergy Expenses	523				
Church Supplies	812			2,233	
Insurance	8,380				
Routine Maintenance	296			4,418	
To Organ Fund/ Organ repairs	822			414	
Wages and Organist fees	5,503			5,789	
Administration Costs	1,872				
Utilities	7,482				
TOTAL	56,609			80,528	
DEFICIT FOR YEAR	-16,213			-20,054	
FABRIC FUND					
RECEIPTS					
Donation from Cornerstone Shop and others	14,000			500	
Transfer from Remembrance Plaque Fund	25				
TOTAL	14,025			500	
PAYMENTS					
Quinquennial Survey	1,015				
Roof				17,972	
DEFICIT / SURPLUS FOR YEAR	0			-17,972	
ORGAN FUND					
RECEIPTS					
Transfer from General Fund/ Other	822			90	
PAYMENTS					
Organ Repairs	1,074			0	
DEFICIT / SURPLUS FOR YEAR	-252			90	
REMEMBRANCE PLAQUE					
PAYMENTS					
Transfer to Fabric Fund	25				
DEFICIT / SURPLUS FOR YEAR	-25			0	

PARISH OF ST MARY THE VIRGIN, ST MARYCHURCH, TORQUAY, DEVON							
STATEMENT OF ASSETS AND LIABILITIES							
							2019
		Unrestricted	Restricted		Total		Total
		Fund	Funds		Funds		Funds
		£	£		£		£
FIXED ASSETS							
Freehold Property		100,000	0		100,000		100,000
CURRENT ASSETS							
Debtors		15	0		15		5,720
Cash at Bank		29,142	16,174		45,316		40,365
CURRENT LIABILITIES							
Unpresented Cheques		-2,804	0		-2803.86		-890
NET CURRENT ASSETS		26,353	16,174		42,527		45,195
TOTAL ASSETS		126,353	16,174		142,527		145,195
MOVEMENT OF FUNDS DURING 2020							
			BALANCE		SURPLUS		BALANCE
			31.12.19		/DEFICIT		31.12.20
			£		£		£
UNRESTRICTED FUNDS							
GENERAL FUND			142,195		-16,213		
ADJUSTMENT FOR CHANGE IN ACCOUNTING basis					371		126,353
RESTRICTED FUNDS							
FABRIC FUND			2,467		13,010		15,477
ORGAN FUND			252		-252		0
OVERSEAS MISSION			302		0		302
MUSIC FUND			395		0		395
REMEMBRANCE PLAQUE			25		-25		0
TOTAL FUNDS			145,636		-3,110		#####

PARISH OF ST MARY THE VIRGIN, ST MARYCHURCH, TORQUAY, DEVON

NOTES TO THE FINANCIAL STATEMENT

1. ACCOUNTING POLICIES

Basis of Preparing the Financial Statements.

The accounts are produced on a Receipts and Payments basis. As a small charity, it is not obliged to follow the Charities SORP (FRS 102).

Previous year's accounts were produced in accordance with the SORP, and so are not directly comparable. Some comparative figures are unavailable due to a different classification of activities.

Taxation

The Charity is exempt from tax on its charitable activities.

2. FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

3. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration or other benefits for the year ended 31 December 2020, nor for the year ended 31 December 2019.

There were no trustees' expenses paid for the year ended 31 December 2020, nor for the year ended 31 December 2019.

4. STAFF COSTS

One Cleaner/ caretaker was employed during the year. (2019: 1).

An Organist / choirmaster was engaged until 30th September 2020. (2019: all year).

5. DEBTORS AND CREDITORS are all due within one year.

**Independent Examiner's Report to the Trustees of The Parochial Church
Council of the Ecclesiastical Parish of St Mary The Virgin, St Marychurch,
Torquay**

Charity number 1128269

I report to the trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, St Marychurch, Torquay for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- (2) The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Ian Barrett FCA FCIE
Barretts Chartered Accountants and Chartered Tax Advisers
22 Union Street
Newton Abbot TQ12 2JS

Dated: 5th May 2021