

## **Parish of Plympton St Mary**

A meeting was held to elect the churchwardens on Thursday 27 May 2021 by Zoom due to the ongoing Covid-19 pandemic. Mr P Smith and Miss C Journeaux were proposed and there being no other nominations, they were unanimously elected as churchwardens for the coming year. The Rector thanked them for their help over the previous year.

### **Annual Parochial Church Meeting**

#### **Thursday 27 May 2021 By Zoom**

Present: Rev R Harris, Mrs M Nicholls Miss M Buttle, Mr R Ruse Mr M Lewis, Mrs L Lewis Miss D Tozer Mr P Smith, Mrs D Smith, Miss C Journeaux Mrs C Harris Mrs G Stook Rev J Greenfield Mr K Escott. Miss L Skinner

Apologies: Mrs J Escott, Mr C Banbury Mrs J Banbury Mr I Duckworth Mrs S Duckworth Mr S Snelling

The meeting opened with prayers led by Rev J Greenfield.

The minutes of the previous APCM had been distributed read and signed.

#### Matters Arising

There were no matters arising.

#### Electoral Roll

There are 152 currently on the electoral roll. Eight fewer than last year.

#### Election of members onto the PCC.

Miss L Skinner Mr I Duckworth and Mr R Ruse were re-elected to stand for three years.

#### Treasurer's Report

See written report. Mr Bunney reported that the impact of the covid pandemic had cost the parish about £24,000 partly from loss of fundraising and hiring of the hall. Some money had been saved on utility bills.

#### Appointment of External Auditor

This decision was being deferred until the next PCC meeting.

#### Deanery Synod Report

See written report prepared by Mr P Smith. There were five meetings throughout the year.

#### Churchwardens' Report

See written report prepared by Mr P Smith and Miss C Journeaux. Although access to the church had been denied for several months due to the pandemic, small amounts of essential maintenance has been done on the building.

#### Health and Safety Report

See report prepared by Mr I Duckworth. Risk assessments have been updated throughout the pandemic and safety measures put in place during the re-introduction of services.

#### Safeguarding

See report prepared by Mr S Snelling. Those requiring new DBS checks would be notified shortly.

#### Chairman's Report

Rev Harris reported that this had been a particularly hard year for everyone, due to Covid-19.

He gave thanks to many including the Incident Management Group (consisting of churchwardens, health and safety officers, treasurers and secretaries of both St Maurice and St Mary's church, and the team administrator) who had met regularly throughout the year. Thanks were given to the churchwardens and Mr P Smith who had worked on establishing a food bank in Plympton. In recognition of his work, Mr Smith will be made a Companion of St Boniface on 19 June 2021. In preparation of services recommencing, church stewards and cleaners were needed to ensure safety of all, he thanked those who had come forward, and also those who had been involved with setting up the Zoom facility for on line services. It was noted that the on line carol service in 2020 had had over 5,000 views.

He noted that some of the weddings and funerals that had been held in church had been streamed and money had become available to obtain equipment to continue this. It is important that skills learnt throughout the pandemic are not lost.

Special thanks were given to Mrs S Duckworth, the team administrator, who had worked tirelessly keeping up to date with government regulations.

Finally he thanked members of the PCC and congregation who had supported him throughout this time.

The meeting ended with prayers at 8.20pm

## **PLYMPTON ST. MARY THE BLESSED VIRGIN**

The PCC is a corporate body established by the Church of England. It operates under the PCC (Powers) Measure 1956 and the Synodical Government Measure 1969. The PCC is registered with the Charity Commission, registered number 1128769. This report has been drawn up in the frameworks of the Charities Act 1993, Charity SORP 2005 and Church Accounting Regulations 2006.

The address for correspondence is The Team Office, Market Road, Plympton, Plymouth, PL7 1QW The Council's bankers are NatWest 14 Old Town Street, Plymouth PL1 1DG and Lloyds 13 Fore St, Ivybridge PL21 9AD. The Independent Examiner is Best Accounting.

The PCC has delegated the day-to-day management of the parish to the Team Rector, the Revd Prebendary Robert Harris

This report covers the year to December 2021.

### **OBJECTIVES**

St. Mary's PCC has the legal responsibility of co-operating *"with the incumbent in promoting in the parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical."* It serves the whole parish of Plympton St. Mary and, together with our sister parish of Plympton St. Maurice forms the Plympton Team Ministry serving all those who live in Plympton. It is also responsible for maintaining various buildings in the parish including St. Mary's church and St. Mary's Hall.

When planning our activities for the year the PCC have considered the Charity Commission's guidance on Public Benefit and, in particular, the specific guidance on charities for the advancement of religion.

### **THE PAROCHIAL CHURCH COUNCIL**

The appointment of PCC members is governed by the Church Representation Rules. After ex-officio posts (clergy, readers, churchwardens and \*deanery synod representatives) have been filled, one third of the ordinary members retire each year, but can be re-elected. Elected members normally serve three-year terms.

Name	Position	Date appointed	Date membership ceased/ceases
<u>Ex Officio</u>			
Revd Prebendary Robert Harris	Team Rector	March 2016	
Revd Richard Wakerell	Associate Priest	October 2018	
Robert Harrison	Reader		
<u>Churchwardens</u>			
Claire-Louise Journeaux		May 2021	May 2022
Philip Smith**		May 2021	May 2022
<u>Members</u>			
Jane Banbury		April 2019	April 2022
Mavis Buttle		October 2020	May 2023
Chris Bunney		April 2019	April 2022
Lyudmila Collier		October 2020	May 2023
Ian Duckworth		May 2021	May 2024
Keith Escott*		October 2020	May 2023
Christine Harris*		October 2020	May 2023
Mike Lewis		April 2019	April 2022
Mary Nicholls		April 2019	April 2022
Rodger Ruse		May 2021	May 2024
Lucy Skinner		May 2021	May 2024
Sam Snelling		October 2020	May 2023
Deborah Tozer		October 2020	May 2023

\*Denotes Deanery Synod representative

\*\* Philip Smith was elected to serve as Deanery Synod representative to May 2023

## **PAROCHIAL CHURCH COUNCIL REPORT TO THE APCM FOR 2021**

The PCC consists of the clergy licensed to the Parish (ex officio), Readers licensed to the Parish, three members elected to the Deanery Synod and twelve members of the congregation including an Hon. Treasurer and Hon. Secretary. Members of the PCC have to be on the Electoral Roll and are voted on during the APCM for a period of three years at a time.

During 2021, much of the business of the PCC continued to be enacted online, including a meeting held via ZOOM in April 2021. The PCC met in person during October 2021. This was in compliance with the Church Representation Rules (2020) which removed the requirement to have at least four PCC meetings per annum. Responsibility for many of the functions of the PCC, in particular Safeguarding and Health & Safety, was delegated to the Incident Management Group.

The PCC has complied with its duty under section 5 of the Safeguarding & Clergy Discipline Measure 2016.

*Revd Prebendary Robert Harris - Team Rector*

## **CHURCHWARDENS' REPORT TO THE APCM FOR 2021**

### **CHURCH FABRIC**

Following the second "Covid-19" year, the church has opened its doors to normal use which meant a focus on improving the fabric as much as we can.

Unfortunately, there has been no return to previous levels of attendance and giving so the budget for Fabric remains only sufficient for essential works or to raise the profile and impact of the church.

We have been able to carry out some maintenance of church and churchyard by the use of the quite enthusiastic Community Payback Team from the Plymouth Probation Service.

The church building itself, as recognised in the Diocesan Quinquennial inspection of August 2021, needs an ongoing programme of both external maintenance (slates, gullies, downpipes, and some stone work), for which a maintenance contract with a specialist building company has been set up that will only address small urgent repairs but will offer quotes for more extensive works, and an internal programme of wall plaster and ceiling monitoring care and replacement where necessary. The budget for such on-going maintenance is extremely limited. Some water ingress and consequent lath and plaster deterioration has been recorded during the year in the church (South transept on Parvis inner wall; Bell Tower/Main Aisle junction), and the Vestry. The church toilet flat roof may need to be re-sealed in dry weather to reduce damp in the WC.

Following a failed Covid-related Heritage Lottery Grant bid application in spring 2021 to provide equipment for streaming of services and use for exhibition/training events, a major audio-visual upgrade was discussed and it was decided by the PCC to go ahead using our own reserves. This professional-grade equipment has been installed at a cost of approximately £20 000. We were able to record and stream some services at the end of 2021.

The Winter daytime lighting in church remains poor when the church suffers from low-light conditions. This problem arises from on-going light failure, despite being LEDs, and solving this will require on-going minor electrical work unless a major scheme can be brought into play. As lighting has H&S implications, this may need consideration before Autumn 2022.

There were increased costs of internet access and licensing for broadcasting funerals, weddings and services to comply with Copyright Law.

Cleaning in church remains a challenge due to the unavailability of our loyal pre-Covid Team.

**The Church Hall** has required maintenance work due to poor weather and water ingress. The roof required valley and tile replacement and the internal décor required redecoration to encourage hirers to return. The Hall has now been decorated internally, and the lighting improved, but there will still need to be some Fire equipment, kitchen upgrading and exterior woodwork maintenance to ensure we can maximise use and income generation. The garden has been improved in appearance by Dennis following a major clearance effort during lockdown.

The main hall flooring continues to suffer from long-term lifting of wood tiles due to deteriorating adhesive and some damp and a proper solution may take up a significant portion of reserves.

With grateful thanks to the two H&S advisers, who provide a separate report for the APCM, there has been regular updating of our H&S Risk Assessments during the imposed Covid lockdown changes. This led to a successful Christmas programme that was well received by the community and was an example of good-practice.

### **Cleaning**

The Verger, Keith Escott, and a small reliable team of “PPE protected volunteers”, have been very supportive of the need for thorough Covid-focused cleaning between services to ensure adequate cleanliness. On occasion this has meant multiple sessions of cleaning two or three times in one day.

The church is very grateful to them for such dedication over a lengthy period of time.

### **Community and Ecumenical work**

The use of the Hall has continued throughout lockdowns and on reopening and maintained a community support dimension to our mission. Plymouth City Council made significant demands on the Foodbank to support folk across Plymouth but also provided grants to support the work. Volunteers from across Plympton have formed a resilient Foodbank organisation underpinned by the infrastructure of the Trussell Trust. Ecumenical and agency links are still being developed that support residents at times of need. We look forward to an increasingly confident return of social events in our church and hall premises during 2022.

### **Thanks**

We are grateful for those who have assisted in any way with keeping the church functioning: in particular our Administrator, Sarah, attending many meetings and maintaining contact with community groups so we could resume hall hire as soon as feasible; churchyard volunteers helping with strimming and tidying with increased footfall; the small dedicated church cleaning team who maintained Covid cleaning through lockdown and between services; the Foodbank volunteers who kept donations flowing out to folk over the last 18 months and carried out the support roles necessary. The Verger, Keith, who maintained the support for baptisms, weddings and funerals as well as Sunday services to ensure that planned services could go ahead – including operation of the sound system, office support for orders of service, and cleaning after each service.

*Phil Smith and Claire-Louise Journeaux – Churchwardens*

# TREASURER'S report to the APCM for 2021

TABLE A --- ALL ACCOUNTS 906, 914 & 922						
SUPPORTING DETAIL FOR FINANCIAL STATEMENTS - Year ended 31 December 2021						
NOTES TO THE FINANCIAL STATEMENTS - Year ended 31 December 2021 (Auto Populate)						
	Return of Parish Finance	Unrestricted £	Designated £	Restricted £	TOTAL 2021 £	TOTAL 2020 £
<b>1. Regular giving</b>						
1a - Tax efficient planned giving	1	£ 38,423.38	£ -	£ -	£ 38,423.38	£ 40,194.55
1b - Other planned giving	2	£ 11,837.04	£ -	£ -	£ 11,837.04	£ 14,670.04
1c - Collections at services	3	£ 2,898.04	£ -	£ -	£ 2,898.04	£ 8,574.68
1d - Other recurring donations		£ -	£ -	£ -	£ -	£ -
1e - Income tax recovered	6	£ 7,055.17	£ -	£ -	£ 7,055.17	£ 7,943.33
		<b>£ 60,213.63</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 60,213.63</b>	<b>£ 93,569.58</b>
<b>2. Other voluntary receipts</b>						
2a - Grants	8	£ -	£ -	£ -	£ -	£ -
2b - Legacies	7	£ 1,000.00	£ -	£ -	£ 1,000.00	£ 30,285.61
2c - Non-recurring donations and appeals	4	£ 5,265.62	£ -	£ -	£ 5,265.62	£ 6,286.51
		<b>£ 6,265.62</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,265.62</b>	<b>£ 36,572.12</b>
<b>3. Activities for generating funds</b>						
3a - Gross income (Fundraising activities)	9	£ 2,599.36	£ -	£ -	£ 2,599.36	£ 2,678.43
3b - Adverts (Church magazine)	12	£ -	£ -	£ -	£ -	£ 340.00
3c - Sale of old pews		£ -	£ -	£ -	£ -	£ -
		<b>£ 2,599.36</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,599.36</b>	<b>£ 3,018.43</b>
<b>4. Income from investments</b>						
4a - Dividends	10	£ -	£ -	£ -	£ -	£ -
4b - Interest received	10	£ 16.76	£ -	£ -	£ 16.76	£ 185.28
4c - Rent received	10	£ -	£ -	£ -	£ -	£ -
		<b>£ 16.76</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 16.76</b>	<b>£ 185.28</b>
<b>5. Income from church activities</b>						
5a - Statutory fees - weddings, funerals, etc.	11	£ 12,819.00	£ -	£ -	£ 12,819.00	£ 12,325.70
5b - Gross income (Church magazine)	12	£ -	£ -	£ -	£ -	£ 1,023.23
5c - Gross income (Hall lettings)	12	£ 7,843.75	£ -	£ -	£ 7,843.75	£ 5,118.32
5d - Gross income (Bookstall / Candles)	12	£ 212.44	£ -	£ -	£ 212.44	£ 271.55
5e - Recovered shared admin costs + house sale	13	£ 6,566.51	£ -	£ -	£ 6,566.51	£ 3,665.42
5f - Insurance claim receipts	13	£ -	£ -	£ -	£ -	£ -
5g -		£ -	£ -	£ -	£ -	£ -
		<b>£ 27,441.70</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 27,441.70</b>	<b>£ 22,404.22</b>
<b>6. Other receipts</b>						
6a - Loan received	13	£ -	£ -	£ -	£ -	£ -
6b - Sale of investment	13	£ -	£ -	£ -	£ -	£ -
		<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>7. Cost of generating funds</b>						
7a - Cost of Fundraising Events (Summer Fair etc)	17	£ 20.00	£ -	£ -	£ 20.00	£ 447.64
		<b>£ 20.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 20.00</b>	<b>£ 447.64</b>
<b>8. Church activities</b>						
8a - Mission giving and donations	18	£ 134.70	£ -	£ -	£ 134.70	£ 122.89
8b - Diocesan parish share	19	£ 87,119.00	£ -	£ -	£ 87,119.00	£ 92,520.00
8c - Salary costs (verger, organist, choir, etc.)	20	£ 20,877.99	£ -	£ -	£ 20,877.99	£ 22,084.84
8d - Clergy and staff expenses	21	£ 827.11	£ -	£ -	£ 827.11	£ 3,806.82
8e - Church expenses: mission and evangelism	22	£ 1,419.42	£ -	£ -	£ 1,419.42	£ 671.98
8f - Church running expenses	23	£ 32,506.62	£ 2,716.74	£ -	£ 35,223.36	£ 23,314.49
8g - Examination of annual accounts	23	£ 330.00	£ -	£ -	£ 330.00	£ 288.00
8h - Church utility costs	24	£ 8,069.25	£ -	£ -	£ 8,069.25	£ 6,904.84
8i - Expenses on parish magazine		£ -	£ -	£ -	£ -	£ -
8j - Major repairs to the church building	27	£ 3,419.18	£ -	£ -	£ 3,419.18	£ -
8k - Major repairs to the church hall	28	£ -	£ -	£ -	£ -	£ -
8l - New building work to the church or church hall	29	£ -	£ -	£ -	£ -	£ -
8m -		£ -	£ -	£ -	£ -	£ -
		<b>£ 154,703.27</b>	<b>£ 2,716.74</b>	<b>£ -</b>	<b>£ 157,420.01</b>	<b>£ 149,713.86</b>
<b>9. Other costs</b>						
9a - Loan repaid	99	£ -	£ -	£ -	£ -	£ -
9b - Purchase of investment	99	£ -	£ -	£ -	£ -	£ -
		<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>10. All investments are re-valued each year, with the latest valuation date being 31 December 2021</b>						



**TABLE B --- ALL ACCOUNTS 906, 914 & 922**  
**FINANCIAL STATEMENTS - Year ended 31 December 2021**

**RECEIPTS AND PAYMENT ACCOUNT (Auto Populate)**

	Note	Unrestricted £	Designated £	Restricted £	TOTAL 2021 £	TOTAL 2020 £
<b>RECEIPTS</b>						
<b>Voluntary receipts</b>						
Regular giving	1	£ 60,213.63	£ -	£ -	£ 60,213.63	£ 71,382.60
Other voluntary receipts	2	£ 6,265.62	£ -	£ -	£ 6,265.62	£ 36,572.12
Activities for generating funds	3	£ 2,599.36	£ -	£ -	£ 2,599.36	£ 3,018.43
Investment income	4	£ 16.76	£ -	£ -	£ 16.76	£ 185.28
Income from church activities	5	£ 27,441.70	£ -	£ -	£ 27,441.70	£ 22,404.22
Other receipts	6	£ -	£ -	£ -	£ -	£ -
<b>Total receipts</b>		<b>£ 96,537.07</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 96,537.07</b>	<b>£ 133,562.65</b>
<b>PAYMENTS</b>						
Cost of generating funds	7	£ 20.00	£ -	£ -	£ 20.00	£ 447.64
Church activities	8	£ 154,703.27	£ 2,716.74	£ -	£ 157,420.01	£ 149,713.86
Other costs	9	£ -	£ -	£ -	£ -	£ -
<b>Total payments</b>		<b>£ 154,723.27</b>	<b>£ 2,716.74</b>	<b>£ -</b>	<b>£ 157,440.01</b>	<b>£ 150,161.50</b>
<b>Excess of receipts over payments</b>		<b>-£ 58,186.20</b>	<b>-£ 2,716.74</b>	<b>£ -</b>	<b>-£ 60,902.94</b>	<b>-£ 16,598.85</b>
<b>TRANSFERS</b>						
<b>Transfers between funds</b>						
101 - Incoming Transfers between accounts		£ 251,194.68	£ -	£ -	£ 251,194.68	£ 226,518.47
102 - Outgoing Transfers between accounts		-£ 251,194.68	£ -	£ -	-£ 251,194.68	-£ 226,518.47
<b>Excess of receipts over payments (after transfer)</b>		<b>-£ 58,186.20</b>	<b>-£ 2,716.74</b>	<b>£ -</b>	<b>-£ 60,902.94</b>	<b>-£ 16,598.85</b>
<b>Net movement in funds</b>		<b>-£ 58,186.20</b>	<b>-£ 2,716.74</b>	<b>£ -</b>	<b>-£ 60,902.94</b>	<b>-£ 16,598.85</b>
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds at 1 January</b>		<b>£ 198,209.76</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 198,209.76</b>	<b>£ 214,808.61</b>
<b>Total funds at 31 December</b>		<b>£ 137,306.82</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 137,306.82</b>	<b>£ 198,209.76</b>

**NOTE**

Income from church activities for both receipts and payments includes funding transfers  
Between the 906 & 914 account as automated transfers.

Funds automatically transferred between 906 to 914 accounts as the 906 account gets close to a upper and lower limit figure.

Set up to maximise interest from 914 account. 906 account has no interest applied to it.

Between the 922 & 906 account as manual transfers.

Funds transferred via bank instruction only as 922 account has no cheque or payment facility

Used as a deposit only account

**TABLE C --- ALL ACCOUNTS 906, 914 & 922**  
**FINANCIAL STATEMENTS - Year ended 31 December 2021**

**STATEMENT OF ASSETS AND LIABILITIES**

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>TOTAL</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>2021</b>	<b>2020</b>
				<b>£</b>	<b>£</b>
<b>Investments</b>					
CCLA (Investment Fund)	10 £ -	£ -	£ -	£ -	£ -
CCLA (Property Fund)	10 £ -	£ -	£ -	£ -	£ -
M&G (Charifund)	10 £ -	£ -	£ -	£ -	£ -
CBF (Investment Fund)	10 £ -	£ -	£ 9,359.67	£ 9,359.67	£ 9,359.67
	£ -	£ -	£ 9,359.67	£ 9,359.67	£ 9,359.67
<b>Cash Funds</b>					
Bank Accounts 906, 914, 922	£ 137,306.82	£ -	£ -	£ 137,306.82	£ 198,209.76
CBF deposit fund	£ -	£ -	£ 2,041.40	£ 2,041.40	£ 1,699.32
	£ 137,306.82	£ -	£ 2,041.40	£ 139,348.22	£ 199,909.08
<b>Other monetary assets</b>					
Church Yard maintenance equipment (TBA)	£ 1,000.00			£ 1,000.00	£ 1,000.00
Office equipment (TBA)	£ 2,000.00			£ 2,000.00	£ 2,000.00
	£ 3,000.00	£ -	£ -	£ 3,000.00	£ 3,000.00
<b>Assets retained for church use</b>					
Church Hall (unconfirmed value as of 2019)	£ -	£ 194,970.00	£ -	£ 194,970.00	£ 194,970.00
	£ -	£ 194,970.00	£ -	£ 194,970.00	£ 194,970.00
<b>Liabilities</b>					
Cheques written in 2021 but yet to be cashed	£ 2,323.66			£ 2,323.66	£ 2,795.63
Full year Common Fund outstanding payment	£ -	£ -	£ -	£ -	£ -
	£ 2,323.66	£ -	£ -	£ 2,323.66	£ 2,795.63

The **designated** fund relates to funds set aside by the PCC to meet the cost of future church building resetting and renovation if sold

The **restricted** fund relates to undecided activity however deemed to be a restricted amount

**NOTE**

Figures under monetary assets are estimations of the value for church yard and office equipment.

These are "unrealised" figures to acknowledge there is an asset value in the equipment however may not represent "sale" figure or the cost of renewal when and if required



Return of Parish Finance				January to December 2021		If form is NOT completed for entire parish, please list below the churches included:		Parish Code (6 digits):	
Are your accounts		Receipts and Payments [ X ] OR Accruals [ ] ?		Parish Name:		Deanery:		PLYMOUTH	
				Plympton St Mary		Diocese:		EXETER	
RECEIPTS/INCOME				UNRESTRICTED (nearest £)		RESTRICTED (nearest £)			
Voluntary giving									
1	Tax efficient planned giving	£ 38,423.38	£ -						
2	Other planned giving	£ 11,837.04	£ -						
3	Collections at services	£ 2,898.04	£ -						
4	All other giving and voluntary receipts, including special appeals (recurring and one-off)	£ 5,265.62	£ -						
6	Gift Aid recovered	£ 7,055.17	£ -						
7	Legacies received (capital value)	£ 1,000.00	£ -						
8	Grants (include recurring and one-off)	£ -	£ -						
Total voluntary giving		£ 66,479.25	£ -						
Activities for generating funds									
9	Fundraising activities (gross proceeds)	£ 2,599.36	£ -						
Income from investments									
10	Dividends, interest, income from property etc.	£ 16.76	£ -						
Church activities									
11	Fees retained by PCC (weddings, funerals etc.)	£ 12,819.00	£ -						
12	Trading activities (gross proceeds), NOT fundraising	£ 8,056.19	£ -						
Other incoming resources									
13	Other receipts/income not already listed	£ 6,566.51	£ -						
13	Other Income (Loans received)	£ -	£ -						
13	Other Income (Sale of investment)	£ -	£ -						
101	Internal Account to Account Funding Transfers (between accounts 906, 914, 922)								
Totals (from Financial Statements)		Unrestricted	Restricted						
A	RECEIPTS/INCOME	£ 96,537.07	£ -						
B	COMBINED TOTAL	£	£ 96,537.07						
PLANNED GIVERS AND LEGACIES									
14	Number of tax efficient planned givers	50 [53]							
15	Number of other planned givers	103 [135]							
16	Number of new legacies received in year	1							
PAYMENTS/EXPENDITURE				UNRESTRICTED (nearest £)		RESTRICTED (nearest £)			
Costs of generating funds									
17	Costs of fundraising activities	£ 20.00	£ -						
Church activities									
18	Mission giving and donations	£ 134.70	£ -						
19	Diocesan parish share contribution	£ 87,119.00	£ -						
20	Salaries, wages and honoraria	£ 20,877.99	£ -						
21	Clergy and staff expenses	£ 827.11	£ -						
Church expenses									
22	Mission and evangelism costs	£ 1,419.42	£ -						
23	Church running expenses (including governance)	£ 35,553.36	£ -						
24	Church utility bills	£ 8,069.25	£ -						
25	Costs of trading	£ -	£ -						
Major capital expenditure									
27	Major repairs to the church building	£ 3,419.18	£ -						
28	Major repairs to church hall/other PCC property including redecoration	£ -	£ -						
29	New building work to the church, church hall, clergy housing or other PCC property.	£ -	£ -						
Other expenditure									
99	Other Expenditure (Loans Repaid)	£ -	£ -						
99	Other Expenditure (Purchase of Investment)	£ -	£ -						
102	Internal Account to Account Funding Transfers (between accounts 906, 914, 922)								
Totals (from Financial Statements)		Unrestricted	Restricted						
C	PAYMENTS/EXPENDITURE	£ 157,440.01	£ -						
D	COMBINED TOTAL	£	£ 157,440.01						
CASH AND INVESTMENT BALANCES				UNRESTRICTED		RESTRICTED			
31	Cash and deposit balances as at 31/12/21	£ 137,983.16	£ 2,041.40						
32	Investments as at 31/12/21	£ -	£ 9,359.67						
Name		CHRIS BUNNEY		Date					
Position		TREASURER							
Email or telephone		chrisbunney01@gmail.com							
<p>Looking back across 2021, were there any exceptional circumstances or significant changes that may have led to unusual figures? Please provide details in this box.</p> <p>1. Covid-19 has had a significant impact on income streams (circa 50% reduction), along with increases in utility costs (circa 15% average)</p> <p>2. Figures in [---] represents last years figures for comparison purposes</p>									

INCLUDES ALL ACCOUNTS 906, 914 and 922

	Total		Unrestricted		Restricted	
<b>Voluntary Income</b>						
1 - Tax Efficient Planned Giving	£ 38,423.38	£ 38,423.38	£	20.00	£ 20.00	£ -
2 - Other Planned Giving	£ 11,837.04	£ 11,837.04	£	-	£ -	£ -
3 - Collections at Services	£ 2,898.04	£ 2,898.04	£	-	£ -	£ -
4 - All Other Giving & Voluntary Income	£ 5,265.62	£ 5,265.62	£	134.70	£ 134.70	£ -
6 - Gift Aid Recovered	£ 7,055.17	£ 7,055.17	£	87,119.00	£ 87,119.00	£ -
7 - Legacies Received (Capital Value)	£ 1,000.00	£ 1,000.00	£	20,877.99	£ 20,877.99	£ -
8 - Grants (Recurring & One Offs)	£ -	£ -	£	827.11	£ 827.11	£ -
<b>Activities for Generating Funds</b>						
9 - Gross Income from Fundraising Activities	£ 2,599.36	£ 2,599.36	£	-	£ -	£ -
<b>Investment Income</b>						
10 - Dividends, Interest, Income from Property	£ 16.76	£ 16.76	£	-	£ -	£ -
<b>Church Activity</b>						
11 - Statutory Fees Retained by PCC	£ 12,819.00	£ 12,819.00	£	3,419.18	£ 3,419.18	£ -
12 - Gross Income from Trading (building hire, sales etc)	£ 8,056.19	£ 8,056.19	£	-	£ -	£ -
<b>Other Incoming Resources</b>						
13 - Other Income	£ 6,566.51	£ 6,566.51	£	-	£ -	£ -
101 - Account to Account funding transfers	£ 251,194.68	£ 251,194.68	£	-	£ -	£ -
13 - Other Income (Loans received)	£ -	£ -	£	-	£ -	£ -
13 - Other Income (Sale of Investment)	£ -	£ -	£	-	£ -	£ -
<b>Planned Giving &amp; Legacies</b>						
14 - Number of Tax Efficient Planned Givers	52					
15 - Number of Other Planned Givers	135					
16 - Number of New Legacies Received	1					
100 - Weekly Average Planned Giving per Giver	£ 6.10					
<b>Total</b>	<b>£ 347,731.75</b>	<b>£ 347,731.75</b>	<b>£</b>	<b>93,754.67</b>	<b>£ 93,754.67</b>	<b>£ -</b>
<b>Cost of Generating Funds</b>						
17 - Fundraising Activities	£	20.00	£	20.00	£	£ -
<b>Church Activities</b>						
18 - Mission Giving & Donations	£	134.70	£	134.70	£	£ -
19 - Diocesan Parish Contribution (Common Fund)	£	87,119.00	£	87,119.00	£	£ -
20 - Salaries, Wages & Honoraria	£	20,877.99	£	20,877.99	£	£ -
21 - Clergy & Staff Expenses	£	827.11	£	827.11	£	£ -
<b>Church Expenses</b>						
22 - Church Expenses: Mission & Evangelism Costs	£	1,419.42	£	1,419.42	£	£ -
23 - Church Running Expenses	£	35,553.36	£	35,553.36	£	£ -
24 - Church Utilities Costs	£	8,069.25	£	8,069.25	£	£ -
25 - Cost of Trading	£	-	£	-	£	£ -
<b>Major Capital Expenditure</b>						
27 - Major Repairs to Church Building	£	3,419.18	£	3,419.18	£	£ -
28 - Major Repairs: Decorating	£	-	£	-	£	£ -
29 - New Building Work to Church or PCC Property	£	-	£	-	£	£ -
<b>Other Expenditure Resources</b>						
99 - Other Expenditure (Loans Repaid)	£	-	£	-	£	£ -
99 - Other Expenditure (Purchase of Investment)	£	-	£	-	£	£ -
102 - Account to Account funding transfers	£	-	£	-	£	£ -
<b>Cash &amp; Investment Balances</b>						
31 - Cash & Deposit Balance: Year End						
32 - Investments: Year End						
30 - Receipts & Payments: Year End						
<b>Total</b>	<b>£ 93,754.67</b>	<b>£ 93,754.67</b>	<b>£</b>	<b>93,754.67</b>	<b>£</b>	<b>£ -</b>



## Financial Summary 2021

2021 has been our most difficult financial year to date, primarily due to Covid-19 and increased running costs.

### Annual Headlines

- Income compared to 2020 has reduced by 28%
- Expenditure compared to 2020 has increased by 10%
- A net negative impact compared to 2020 of 38%
- In addition, accelerated spend of project activity has further reduced our 2021 financial outturn to £137,696

The prediction at the start of 2020 based on project spend spread across 5 years set against a steady income of £13,000 offered a 7 year life span.

Based on the bullet points above and forecasted income / expenditure our predicted life span has now reduced to 1.3 years.

The table below captures the standout areas and figures as part of the headline figures

(Red highlights indicate a negative impact, green represents a positive impact)

	2021	2020		
Parish giving	£ 60,205.63	£ 93,569.58	36%	reduced number of people giving
Other incomes	£ 27,441.70	£ 22,404.22	22%	recovered admin costs
Church Running costs	£ 157,420.01	£ 149,713.86	5%	includes servicing, waste disposal, general maintenance and major one off repairs
General utilities	£ 8,069.25	£ 6,904.84	17%	general utility increases and covid
Common fund	£ 87,119.00	£ 92,520.00	6%	our share annual reduction

The accelerated project spend decision took into account the increased need to maintain contact, communication and social provision with/for our congregation and potential wider community. This includes primarily,

- An updated and enhanced audio and streaming capability for services and wedding/funeral services (the latter a potential income stream).
- Church hall uplift to refresh all décor enhancing appearance and usability for current and future hall hirers plus ability to provide improved environment for functions and events.

As restrictions begin to lift hall hires, church service collections and donations are expected to increase over the coming year. However, utility and service cost are also expected to increase. The table below represents a prediction based on an income of £9,000 per month for 2022 accounting for some increased cost going forward.

1) – Financial outturn 2021	£137,696
2) – Operational spend	- £ 60,396
3) – `Other Activity` spend	- £ 15,168
4) – Projected financial outturn	£ 62,132
5) – Projected *life span`	1.3 years

The graph below shows monthly figures across 2021



While it is hoped the worst is over, we still face significant challenges going forward. Further income streams are still required along with reducing our expenditure if we are to remain financially fluid over the next 2 to 3 years.

With our immediate `project` based spend almost complete focus must turn to our `operational` requirements. These are activities required as a minimum to ensure the continued running of the church.

With tight management and continued careful spend in line with our forecast and anticipated improved income we will see an upturn in our position by the end of the financial year.

#### NOTES TO THE FINANCIAL STATEMENTS

- Audit sign off this year has been delayed due to Covid impacts, as the treasurer is effectively shielding there is no identified date currently when this will be completed.
- Mrs S Duckworth remains as a part time Parish Administrator working 15 hours per week, her husband, Mr I Duckworth, is a member of the PCC.
- Mrs L. Collier, Director of Music receives a monthly payment, is a member of the PCC.
- Mr K. Escott receives fees for duty as the Verger at weddings and funerals.
- St Maurice PCC contributes a third of the administration costs.
- Mr M Chanter receives a monthly payment for maintaining the church yard grounds, he also receives payment for digging crem plots when required.
- A contract cleaner is engaged to clean the hall two days a week.
- Mr P Smith, is a member of the PCC, receives payment for acting as temporary Sexton when required
- None of those receiving pay and/or fees earned more than £50,000 p.a.
- There were no other disclosable transactions in respect of PCC members, persons closely connected with them or related parties.
- No PCC members were reimbursed travelling or substance expenses during the year.

*Chris Bunney - Treasurer*

## Independent Examiner's report for 2021

### **Independent Examiner's report to the trustees of the Parochial Church Council on the unaudited accounts of Plympton St Mary the Virgin.**

We report on the accounts of the Parochial Church Council of St Mary's Church Plympton (the Trust) for the year ended 31 December 2021.

#### **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 required.

It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, whether particular matters have come to our attention.

#### **Basis of independent examiner's statement**

Our examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 we do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

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

- (i) which gives us reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare the accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Best Accountancy Services*

**Best Accountancy Services (Plymouth) Ltd**  
**Licenced and Regulated by the Association of Accounting Technicians**  
**12 Colebrook Road**  
**Plympton**  
**Plymouth**  
**PL7 4AA**

Date: 16/03/2022

## **HEALTH and SAFETY report to the APCM for 2021**

During the reporting period 1st January to 31st December 2021, Plympton Team Ministry H&S team have continued to provide H&S support and advice to the PCCs and churchwardens across the Parish.

The team has provided H&S support and advice to the parish through the annual review of extant Risk Assessments, H&S policies and the Fire and evacuation plan, maintenance of the Permit to Work regime and completion of multiple risk assessments for various Church and Church Hall events and activities.

The COVID 19 pandemic continued to present the Parish with many challenges during 2021: the H&S team being part of the Plympton Team Ministry Incident Management Group. This group was set up to manage the many aspects necessary in ensuring the safety of the clergy, volunteers and public, whilst complying with the government and CofE COVID guidance and regulations.

This support included the provision of multiple risk assessments for life services, private prayer, and public worship in terms of social distancing and other COVID safe measures to enable the church and church hall to open safely and close when necessary. The team also produced an occupancy statement to support the bookings system necessary to enable the conduct of major services.

Support to the Parish Safeguarding officer and the churchwardens throughout the year ensured that the parish remained legally compliant to H&S, safeguarding and COVID related regulations.

Routine annual building maintenance and inspections, testing of fire appliances and heating systems have continued throughout 2021 despite the COVID restrictions, with the H&S team providing advice to the churchwardens as necessary.

Quarterly H&S meetings continued throughout the year; the supporting records are stored in the Church Office.

Signed 18<sup>th</sup> February 2022.



*Ian Duckworth NEBOSH Dip - Deputy Health and Safety Officer*

## **SAFEGUARDING report to the APCM for 2021**

### **Adults at risk of abuse:**

2 concerns raised

Case 1 – No risk identified – Signposted to relevant agencies

Case 2 – Risk identified - Concern reported to local authority.

### **Children & Young People:**

1 concern raised

Case 3 – No risk identified – DSA informed – Matter closed

### **DBS Renewals**

DBS Renewals continue however this is now becoming urgent. If you haven't had a DBS in the last 5 years and are in a role working with vulnerable adults or children and young people, please inform your coordinator, or contact me directly at [safeguarding.plymptonstmarys@gmail.com](mailto:safeguarding.plymptonstmarys@gmail.com)



## Training

Training compliance has not been as good as hoped for. All volunteers, group leaders and those with permission to officiate must complete the relevant training (see: <https://exeter.anglican.org/resources/safeguarding/safeguarding-training/>.)

There are now six relevant modules:

- Basic Awareness
- Foundation
- Domestic Abuse
- PTO Safeguarding
- Parish Safeguarding Representative (PSR) Induction
- Safeguarding Leadership Pathway

Details of the training you require are available in the link above.

**NB: Please send all certificates to [safeguarding@plymptonstmarys@gmail.com](mailto:safeguarding@plymptonstmarys@gmail.com) so we can add you to our training tracker.**

## Action Plan

We have completed several actions on our parish action plan. All details are now held on an electronic system 'Parish Safeguarding Dashboard'. We are not yet fully compliant with all requirements; however we are working well towards it. We have updated policies and procedures, and these have been agreed at PCC. Once training and DBS renewals are complete, we should be deemed fully compliant.



*Samuel Snelling - Parish Safeguarding Representative*

## DEANERY SYNOD Report to the APCM for 2021

Following on from 2020, Deanery Synod has remained on Zoom. There have been few developments of any note. With our on-going vacancy, and no release from high Common Fund assessments, it is difficult to feel enthusiastic about meetings being a good use of time, apart from it being a level between Parish and Diocese and having an Archdeacon who provides some support for our incumbent. Your representatives were Christine Harris, Keith Escott and Phil Smith.

*Phil Smith – Deanery Synod Representative*