



The Parish Church of St Peter, St Paul and St Thomas of Canterbury, Bovey Tracey

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31st DECEMBER, 2020

AIMS AND PURPOSES

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Graham Hamilton, in promoting the whole mission of the church, pastoral, evangelistic, social and ecumenical, within the boundaries of the ecclesiastical parish. The PCC is also specifically responsible for the maintenance of the Church Room.

OBJECTIVES AND ACTIVITIES

The following Mission Statement was agreed in 2008:

'We believe that God's great purpose is to bring all creation to enjoy the peaceful rule of Jesus. We believe that as a network of churches in the Bovey area we are called to:

- **Enable** people of every age and background to become disciples of Jesus Christ
- **Engage** with God through the Bible, Prayer and Sacrament
- **Encourage** one another to live Christ-like lives
- **Enhance** loving unity among Christians at every level
- **Empower** every disciple to fulfil their calling, exercise their gifts in God's world and thus
- **Exalt** God's name in our lives and our praises.'

A shortened version of this Mission Statement is:

'Our mission is to enable all people to know Jesus and to enjoy His rule in their lives.'

When planning our activities, our incumbent and PCC seek to enable as many people as possible to live out their faith as part of our benefice's community through i) worship and prayer, learning about the gospel and developing their knowledge of, and trust in, Jesus; ii) provision of pastoral care for people living in the benefice, and iii) mission and outreach. This is in accordance with the guidance from the Charity Commission on public benefit and particularly the specific guidance on the advancement of the Christian faith. To facilitate this work it is important that we maintain the fabric of the Church of PPT and the church Room which provides facilities for many people and meetings.

REVIEW OF THE YEAR

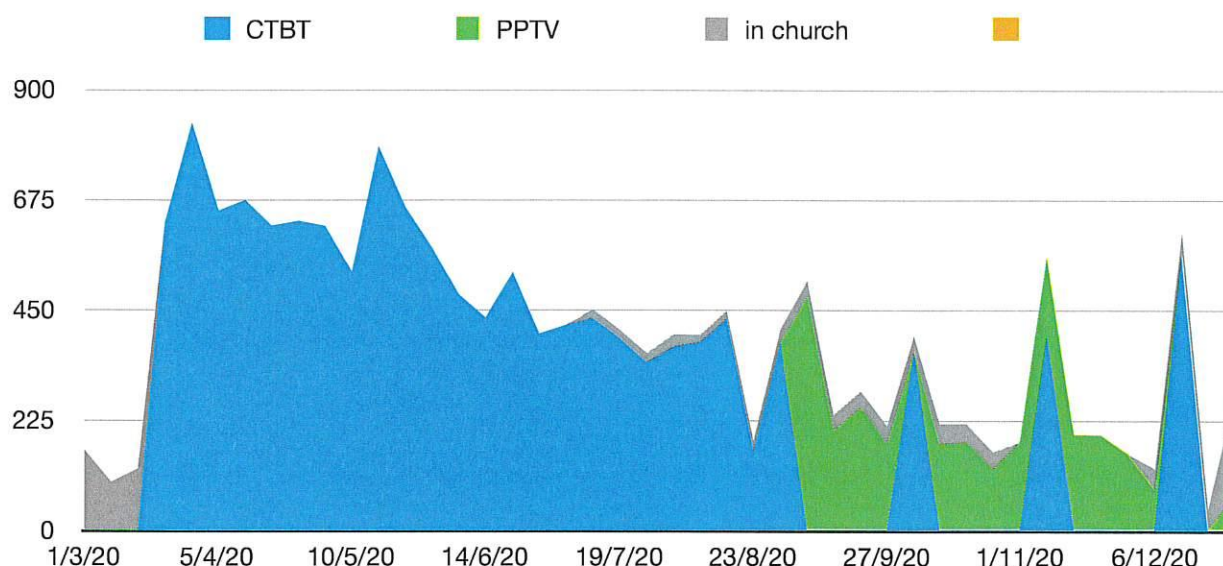
The PCC met ten times in 2020, twice in person, the rest through Zoom. Many minor issues were resolved through email exchanges. The APCM was delayed until 3 October 2020. An average of 11 PCC members attended, with 2 apologies. The issues that dominated our discussions were finance and employing staff, minor works to the fabric and coping with the challenges of the COVID pandemic, providing pastoral care and public worship.

WORSHIP and PRAYER

The normal pattern of services (8.00 am Prayer Book Communion on the first Sunday of the month and 9.30am, 11.00 am and 5.00 pm every Sunday.) stopped abruptly with the COVID Lockdown on 22 March.

PPT worked with Bovey Baptist and Methodist churches to provide a Sunday service live-streamed from individual homes. These services began on 29 March and continued until 30 August, and were led by a mix of clergy and lay people from PPT, Bovey Baptist, Bovey Methodist and St John's Bovey. Special united services were organised for Harvest, Remembrance and Christmas. On 6 September we began to stream a live service at 9.30am on our own Youtube channel (PPTV), and the Sunday communion moved to 11am. This stopped for the second lockdown in November and resumed in December. Numbers attending fluctuated between 15 and 35. The number of 'views' on Youtube is more difficult to evaluate: 1 view might be one person watching for 5 minutes, or a family of four watching the whole service, but the diagram below shows the number

of views on the Churches Together, PPT Youtube channels and those attending in person through 2020.



From the end of March we have tried to hold a daily prayer meeting online through Zoom, at different times in the morning and evening and these services have attracted between 6 and 15 regular attenders.

A Wednesday Communion in church resumed on 8 July and continued through the rest of the year, apart from the second lockdown in November.

A 10am Sunday Communion resumed on Sun 12 July. Those attending the services in church had to maintain social distance and book seats in advance (the capacity of PPT with social distancing was calculated as 32 pews). Face masks were required from August, and no congregational singing has been permitted inside. Communion was received in one kind (bread only) until the PCC agreed to introduce small communion cups in December.

The only services at Easter 2020 were held on Zoom and Youtube. At Christmas 2020 an outdoor carol service was attended by 92 adults and 10 children, and 105 adults and 6 children attended services inside the church.

We are very grateful for those who have worked so hard to establish and maintain the online services, overcoming many technical challenges and a very heavy workload in editing the broadcasts: particular mention should go to Simon Merrett, Matt Day, Dan Swan, Mark and Robin Alexander. Our thanks to those who have been willing to appear on camera to speak or sing, and those who have played instruments or sung solo in church.

No weddings could be held in 2020, and there were only 2 baptisms, and nine funerals (2 held by clergy from St John's while its building was unavailable.)

CHURCH BUILDINGS

Early in 2020 the PCC became concerned that the children's groups meeting in the Lady chapel were at risk of lead paint discovered on the rood screen and the group was moved to the main body of the church. Storm Dennis destroyed the stone cross on the Chancel roof, but no damage to the roof has been detected. The church was closed for lockdown from April to June, and birds used a small broken window pane in the north aisle to gain access, nest and make a considerable mess during these months. The vicar checked the building weekly, and the church yard grass was mown by Mr Chris Dell. Volunteers cleaned the church on Sat 27 June before the church was re-opened for private prayer and public services. Since then the Monday Group have restored the church and churchyard to a very high degree of cleanliness and order. The new church cleaner Mrs Cheryl Newport cleans the church and church room every week.

During the summer repairs were made to a window frame in the south wall of the church room which was allowing water ingress. In October after a faculty was granted, a new sound system was installed by ACSL systems, for a cost of £13,000, and a hearing loop added shortly afterwards.

PASTORAL CARE

The year began normally with a full staff team. Rosie Stephens went on maternity leave at the end of February and Mrs Rachel Knightly was employed as a Play worker to provide some maternity cover.

When the COVID crisis began, all small groups and home pastoral visiting had to stop. Jill Hosford has worked tirelessly to keep in touch with sick and housebound members of the congregation. An Emergency Care Team was established, and Mrs Ros Pugsley co-ordinated this through the busiest months that followed. Many members of the congregation were also involved with the Bovey COVID support group. Staff team and PCC members tried to keep in touch with every member of the congregation, and the Vicar produced a weekly email message, sent by post to those not online.

Some small groups continued to meet online through Zoom, and others kept in touch with members by telephone. Some groups began to meet as groups of six in the garden when restrictions were lifted. In July Mark Alexander resumed some youth work, and Rachel Knightly worked hard throughout to provide materials for the livestream services and families at home during lockdown, and arrange imaginative activities for families, including Easter pictures, Bubble Blast, Christmas Bake-Off and Zoom Nativity.

Safeguarding

This year the PCC once again updated the safeguarding policy in the light of guidance issued by the Diocese. Mrs Jane Midgley took over the role PCC Safeguarding representative, and became the Parish Safeguarding Officer when Mark Sugden was made redundant from his role in November. I wish to record my particular gratitude for Mark's hard work and skill when a complaint was lodged against a staff member in March. Mark investigated the matter and worked closely with the Diocesan Safeguarding team until the matter was resolved.

MISSION AND EVANGELISM

The PCC considers that the church exists to make disciples for Jesus Christ, each of whom has a responsibility to give a reason for the hope that is within them. The group of 12 following **The Vine Project** since September 2018 tried to resume the course in the summer, but the disruption of COVID proved too great.

Rosie conducted a session of marriage preparation at the end of February, but all marriages were postponed, and only two baptisms have been conducted. Nine funerals were held in PPT.

Each year the Vicar aims to make evangelistic and nurture courses a priority. *Walking the Way* began normally in January 2020 until lockdown and resumed online in May, finishing in August.

DEANERY SYNOD

The Vicar regularly attended the weekly prayers of the Moreton deanery chapter, which continued online through lockdown.

There was a meeting of Moreton Deanery Synod in February 2020, on the subject of youth work. Mark Alexander spoke well, but the meeting was poorly attended.

The Deanery Plan was completely undermined by the decision of the Moretonhampstead benefice to combine with the the Chagford benefice in the Okehampton deanery and this also made Moreton too small to be viable. After a token consultation the Bishop of Exeter decreed that the Moreton Deanery should be combined with the Deanery of Newton Abbot. While the PCC accepted that this was a necessary decision, it wrote a letter of complaint about the whole deanery planning process. A final meeting of Moreton Deanery Synod was held through Zoom on 10 October to thank Rev Mandy Rylands for her efforts as Rural Dean.

ECUMENICAL RELATIONSHIPS

This year PPT, Bovey Baptist and Bovey Methodist churches have worked more closely together than ever before - holding weekly united services from March to August, and united online services for special occasions such as Harvest, Remembrance and Christmas since. The ministers and staff continue to meet regularly on Zoom for mutual support, and Mrs Rachel Knightly worked closely with Abi Evans the baptist family worker to provide content for the livestream and special events. Rev Nick Debney from St John's Bovey has also been a supportive member of the

ministers' fraternal, but Father Pat Costello from the RC Holy Spirit church has not been well enough to participate.

FINANCIAL REVIEW

This has been an extraordinary complicated and turbulent year for our finances, and we wish to pay tribute to the hard work and dedication of Tafline Percy, our church treasurer, who now keeps the church accounts on special accounting software. She has had to deal with multiple changes to the Government Furlough scheme, maternity payments and some complications with HMRC.

The final accounts for 2020 when compared with 2019 show increased income and reduced expenditure, but a complicated story lies behind these figures.

Total receipts on general (unrestricted) funds were £143,027 of which £104,782 was voluntary donations, and a further £31,805 was from Gift Aid. Gift Aid is being processed much more swiftly this year, and represents gift aid recovered on more than this year's income.

Restricted donations of £333 to Outward Giving, an unrestricted legacy of £1000, a grant of £4890 to the Fabric Fund from the Parish Church Charit, and receipts of £8328 from the Government Furlough scheme were also received and are detailed in the financial statements.

The planned giving through envelopes and bankers orders increased to £94,791, largely in response to the Vicar's emergency appeal in April 2020, to which 65 individuals (44% of the congregation) generously responded. Pledges of about £25,000 were made.

Total expenditure on general funds for the year was £107,810, a large reduction from 2019.

The PCC began the year employing Mr Mark Alexander as a full-time ministry assistant, Mrs Rosie Stephens as the Family Worker (24hr/wk), Mr Mark Sugden as office manager (16hrs/wk), Mrs Camilla Matheson as First Steps Co-ordinator, and contracting Mrs Diana James as church room cleaner.

In March Rosie Stephens went on maternity leave and the PCC employed Mrs Rachel Knightly as play worker to provide some maternity cover until December 2020.

As the accounts for 2019 were being prepared it became clear that our regular income was declining, and our expenditure could not be sustained, though previous generous legacies had obscured the issue. This realisation coincided with the onset of COVID, and the collapse of income from cash collections, church room bookings, and fees for occasional offices. The PCC after much agonising made the decision in April to reduce the hours of the office manager from 16 to 8, to put Mark Alexander on the government furlough scheme, to end the contract with Mrs Diana James and to make Camilla Matheson and Rachel Knightly redundant. The vicar made an emergency appeal after Easter to address the shortfall, and avoid making all staff redundant.

The PCC reviewed the situation in June. In light of the generous response to the appeal the PCC decided to recruit a new church cleaner (Mrs Cheryl Newport) as we prepared to return to use of church buildings, to offer Mrs Rachel Knightly a new role as Family Support Worker, and to offer Mr Mark Alexander a new reduced contract for 14 hrs a week, while utilising the Job retention scheme to supplement his income, with effect from 1 July.

The PCC reviewed the situation again in October in order to plan for the longer term, and the possibility of Rosie Stephens returning from maternity leave in January 2021 with reasonable job security, and the options for providing some support for young people. Although income had increased, employing local staff was only possible by drawing down funds from the designated Local Ministry Fund and the restricted Youth & Children's Fund. The PCC agreed a second package of changes for staff members: Mark Alexander's contract for 14 hrs/wk was extended to 31 December (and has subsequently been extended again as the Furlough scheme was continued) and Rosie has returned as Family Worker for 16 hrs/wk rather than 24. Sadly the PCC decided to make Mark Sugden's role as office manager redundant, with effect from 1 November 2020.

The Diocese requested £82,930 in Common Fund payment for 2020, a decrease of £1887 from 2019, as a result of the implementation of the revised formula for Common Fund, for which the Vicar and Mrs Dawn Hamilton had been campaigning at Diocesan Synod since 2016. Nevertheless the method of calculation remains essentially a flat rate for each participant, defined as any adult worshipping monthly, after an allowance for buildings and a socio-economic modifier, and functions as a regressive tax upon growing churches. The PCC renewed its resolve to pay at least the cost

of clergy figure, which the Diocese calculates as £64,500, and because the PCC accidentally paid less than that figure in 2019 it repaid the arrear in 2020, to give a total payment to the Diocese of £67,850 in 2020. It should be noted that PPT still pays more Common Fund than any other church in the Deanery.

Restricted Funds

No Gift Day was held in 2020 because of COVID, but some outward giving was collected after specific services and events.

The Local Ministry Fund (mentioned above) was reduced by £15321 in 2020, and will be gone by 2021. The Youth & Children's Fund remains at £20,000, but will be exhausted by 2023 if we continue to employ a family worker and a part-time youth worker.

The Fabric Fund was reduced by £9983. The new sound system was the main expense.

Reserves Policy

The PCC has resolved to maintain a balance on our general (unrestricted) funds which equates to at least three months' salaries for all our staff, Common Fund payments and regular bills, but to include funds in the Local Ministry Fund and Youth & Children's Fund to local staff costs. This equates to £23,500 in December 2020.

STAFF

This was a very difficult year for all those employed by the PCC as local staff. All had their hours reduced, and their contracts changed or terminated. All remained patient and cheerful and worked hard to enable the life of the church to continue. We go into 2021 with a much smaller team, and we are therefore more reliant on volunteers.

VOLUNTEERS

We are grateful to all those volunteers who continue to maintain the church, its worship and community life. The range of tasks has changed this year to include operating cameras and sound equipment, wiping down pews between services as well as the more familiar roles such as acting as welcomers, reading and leading prayers at services, cleaning and maintaining the fabric of our buildings and grounds, supporting the sick and housebound. We have endeavoured to ensure that all volunteers have access to the relevant health and safety policies and risk assessments and these have been made available to all on the new PPT website, www.pptbovey.church, which was developed by Mr Tom Harrison.

Regular support in leading services is provided by the Lay Readers, Mrs Eleanor Oelmann, Mrs Carolyn Laycock, whose licenses were renewed for 5 years this year, the ministry assistant Mr Mark Alexander, Canon Michael Sansom and Rev Paul Reynolds.

We remain very grateful to the Monday Maintenance Group for keeping the church buildings and grounds in good condition and for undertaking all routine maintenance and repair work. This essential work is always carried out promptly and efficiently and saves much expenditure of the church's funds.

A new team of volunteers is now supporting the administration of the church, and the vital work of safeguarding (Jane Midgley), organising rotas (Jill Hosford, Ruth Flynn), service bookings (Roy White) and printing and posting leaflets and service orders (Mike Limb).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment and election of PCC members is set out in the newly revised Church Representation Rules 2020. At the APCM in 2020 the electoral roll renewed its decision of 2015 to reduce its elected representation on the PCC from 12 to 9 and also voted that Lay Readers would no longer be Ex-officio members. This takes effect from the APCM in 2021. All those who regularly attend church are encouraged to register on the Electoral Roll and to stand for election to the PCC and to the Deanery Synod. A Revision to the way that PCC members are elected was approved by the PCC during 2017 as a result of the need for a postal ballot in 2017.

ADMINISTRATIVE INFORMATION

The parish church of St Peter, St Paul and St Thomas of Canterbury (PPT) is situated on East Street, Bovey Tracey, Devon. It is a parish in the Diocese of Exeter, within the Church of England.

The address for correspondence is The Church Rooms, Coombe Cross, Bovey Tracey, Newton Abbot, Devon TQ13 9EN.

The parish website can be accessed via www.pptbovey.church

The Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2020) and has been registered with the Charity Commission (Charity #1128849, since 27th March, 2009).

At the APCM in October 2020 Mr Jack Knightly, Mr Mark Alexander and Mrs Jill Hosford were elected to serve on the PCC.

PCC members standing down at the time of the Annual Parochial Church Meeting in October 2020 were Mrs Eleanor Oelmann and Mr Peter Francis.

Those who served from the Annual Parochial Church Meeting held on 3 October 2020 until the date of this report are:

Ex-officio Members (by right of office)

Incumbent	Rev'd Graham Hamilton	Chairman
Churchwardens	Mr Roy White, Mr Mike Limb	(Vice-Chair)
Diocesan Synod	Mrs Dawn Hamilton	
Deanery Synod	Mr Roy White	
Representatives :	Mr Charles Beauchamp Mr Mathew Percy	

Elected Members

Mrs Jill Hosford	Mrs Jane Midgley	(Secretary)
Mrs Jane Sugden	Mrs Taflne Percy	(Treasurer)
Mrs Sharon Alexander	Mr Jack Knightly	
HH Francis Gilbert QC	Mr Mark Alexander	

Approved by the PCC on and signed on their behalf by Rev Graham Hamilton (PCC Chairman)

**Independent Examiner's Report to the Trustees of
The Parochial Church Council of the Ecclesiastical Parish of St Peter, St Paul and St Thomas of
Canterbury, Bovey Tracey**

I report on the accounts of the Charity, for the year ended 31st December 2020, as set out on pages 8 to 9.

Respective responsibilities of Trustees and Independent 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 Charities Act), and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission, (under Section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Charity's Trustees, concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit and, consequently, I do not present an audit opinion on the accounts.

Independent Examiner's statement

In connection with my examination, no matters have come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - o to keep accounting records in accordance with Section 130 of the Charities Act; or
 - o to prepare accounts which accord with the accounting records 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.

Ian Barrett FCA FCIE
Barretts Chartered Accountants
22 Union Street
Newton Abbot
Devon
TQ12 2JS

Dated - 27th May 2021

Parish Church of St Peter, St Paul and St Thomas of Canterbury **Charity number 1128849**
Financial Statements for the year ending 31st December 2020

Receipts and Payments Accounts

	Unrestricted	Designated	Restricted	2020	2019
RECEIPTS					
Donations and Legacies					
Regular giving					
Tax efficient planned giving	94791			94791	68833
Other Planned giving	7090			7090	10336
Collections at Services	1983			1983	11695
Gift Aid recovered	31805			31805	12182
Donations	918		333	1251	0
	<u>136587</u>	<u>0</u>	<u>333</u>	<u>136920</u>	<u>103046</u>
Other Voluntary Receipts					
Legacy	1000			1000	20275
VAT refund				0	3865
Sundry donations			600	600	1099
Friends of PPT				0	798
Turbulent Priest				0	760
Nourish				0	200
Church Charity			4890	4890	4500
Furlough receipts		8328		8328	0
	<u>1000</u>	<u>8328</u>	<u>5490</u>	<u>14818</u>	<u>31497</u>
Income from church activities					
Fees (net)	1870	120		1990	4140
Publications	135			135	694
Church Room -Letting	1470			1470	4617
1st Steps	505			505	1195
Office	1436			1436	690
Fund Raising				0	1004
	<u>5416</u>	<u>120</u>	<u>0</u>	<u>5536</u>	<u>12340</u>
Receipts from Investments					
CBF funds			100	100	42
Interest	24	6	0	30	220
	<u>24</u>	<u>6</u>	<u>100</u>	<u>130</u>	<u>262</u>
TOTAL RECEIPTS	143027	8454	5923	157404	147145
PAYMENTS					
Church Activities					
Parish Share	67850			67850	62000
Salaries-pastoral		25417		25417	33889
Salaries-non pastoral	5064	2994		8058	7452
Staff Expenses	710			710	3170
Administration	7008			7008	6566
Church Fabric		9833	5590	15423	29134
Worship	389			389	1864
Mission (Outreach & Nurture)	409		333	742	11665
Publications	393			393	139
Church Room costs	3140			3140	5092
1st steps		924		924	2371
Utilities	4431			4431	2662
Insurance	3148			3148	3937
Training	128			128	60
Special Projects	0			0	763
Youth mission	451			451	0
Sundry Donations	675			675	196
TOTAL PAYMENTS	93796	39168	5923	138887	170960
Net receipts (payments)	49231	(30714)	0	18517	(23815)
Balance - 1 January 2020	9626	62228	21920	93774	117589
Transfers				0	
Balance - 31st December 2020	58857	31514	21920	112291	93774

Statement of Assets and Liabilities

	Unrestricted	Designated	Restricted	2020 TOTAL	2019 TOTAL
Cash Funds					
Lloyds Current account	9557			9557	9174
Lloyds Deposit account	49238	28468	0	77706	59682
CBF Investment Funds		1689	21920	23609	23509
CBF Vicar's Fund		1357		1357	1352
Cash	62			62	57
	58857	31514	21920	112291	93774

Movements In Funds In the year

	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Designated					
Organ fund	5453	120			5573
Vicar's fund	1351	6			1357
Fabric fund	25674		-9833	5000	20841
Sound System Fund	5000			-5000	0
Local Ministry fund	24750	8328	-29335		3743
	62228	8454	-39168	0	31514
Restricted					
Fabric fund	0	5590	-5590		0
Glass Door fund	1216				1216
Youth fund	20000				20000
Outward mission fund	704	333	-333		704
	21920	5923	-5923	0	21920

Accounts approved by the PCC on 6th May 2021

Signed by Rev Graham Hamilton