

**PRIORY CHURCH OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY  
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR 2021**

### **1. Administrative information**

The Priory Church of St Mary and St Cuthbert is situated in the village of Bolton Abbey and is part of the Diocese of Leeds. The correspondence address is Church Office, Bolton Abbey, Skipton, BD23 6AL.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission.

PCC members who have served since the date of the last report, 26 January 2021, until the date of this report are:

#### **Clergy**

Rev N. J. Mercer

Rector, Chairman

#### **Churchwardens**

Mr M. J. Hey

Mrs S. Barker - to 23 May 2021

Dr C Ray - from 23 May 2021

#### **Diocesan Synod Representative**

#### **Deanery Synod Representatives**

Mrs S. Barker

Mr P. Lambert (non-voting)

#### **Honorary Member**

Duke of Devonshire

Patron

#### **Elected Lay Representatives**

Mrs E. Adams-Lambert

Environment Officer/Village Hall representative

Mrs S. Barker

Mrs E. Clayton

Priory Heritage Project

Mr B. J. Cody

Mrs E. Crabtree

Mrs J. Crawford

Mrs R. Fisher

Electoral Roll/Friends

Mrs A.E. Hartley

to 23 May 2021

Mr M. J. R. Heatley

PCC Treasurer

Miss L. E. Heatley

to 23 May 2021

Mrs G. Holme

Mr P. Lambert (non-voting)

Mr C. P. Middleton

Mrs R Murgatroyd

23 May 2021- 21 September 2021

Mrs K. J. Templeton

PCC Secretary /Guides organiser

Mr G. Yates

### **2. Structure, Governance and Management**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### **3. Mission Statement**

A community seeking to live well with God, gathered around Jesus Christ in prayer and fellowship and committed to welcome, worship and witness.

#### **4. Church Attendance**

- a. There are 127 parishioners on the Church Electoral Roll. Of these 95% live outside the Parish.
- b. During 2021 there were 10 baptisms in the Priory Church and 21 couples were married; There were 3 funerals at the Priory (1 burial) and 4 at the Crematorium with 5 internment of cremated remains, and 1 memorial service. Once again, there were no confirmations this year.

#### **5. Review of the Year**

I anticipated that in 2021 we would have been beginning to emerge from the pandemic of 2020 and the year would start to return to normal. However, the pandemic was far from spent and we had another year of lockdown and further restrictions which, once again, impacted the life and worship of Bolton Priory.

Although the previous lockdown was lifted on the 7<sup>th</sup> December 2020, by the 7<sup>th</sup> January 2021 another lockdown had been imposed and the Priory had to lock its doors once again. The Tower remained open for private prayer and on-line services continued consisting of an 8am service of Holy Communion and a 10.30am Sung Eucharist. As in the previous year, this proved remarkably successful with excellent attendance figures. On-line services continued for the rest of the year and only came to an end on Advent Sunday (28<sup>th</sup> November) after cameras were installed at the Priory allowing us to stream services for the first time in the 854 year history of the Priory (see below). As from Palm Sunday (28<sup>th</sup> March 2021) however the Priory was able to hold a single service of Holy Communion at 10.30am until the 8am service was restored on Advent Sunday.

Liquid Worship was also, inevitably, impacted for a second year but continued on-line. Once again, attendance figures have been encouraging and we have approximately 20-30 "worshippers" each Sunday. When the weather permitted, we were able to hold a couple of Liquid Worship Services outside the Priory. However, the highlight of the year was the combined Liquid Worship/Adult Worship Harvest Festival on the 3<sup>rd</sup> October when over 100 people attended the service. This was the first attempt to combine junior and senior worship. There was some extremely positive feedback from both parents and children. Two Nativity Services took place in December with children from the Boyle and Petyt School playing the principal parts assisted by some members of the congregation. The School also held their Carol Service at the Priory but parents were unable to attend due to a new variant of COVID-19 (omicron) which emerged in December. However, this service was live streamed and had over 400 viewers. Due to a surge in omicron infections, Christingle was cancelled but Christingles were available from the Tower on Christmas Eve.

When lockdown restrictions were eased, we were able to hold other services during the year. Although dramatically restricted in numbers there were 3 funerals at the Priory, 4 funerals at the crematorium in Skipton and 5 internment of ashes. There was one memorial service. We held 21 weddings and 10 baptisms.

The undoubted highlight of the year was the installation of live streaming cameras in the Priory in December. This had been carefully researched by the PCC over the year in advance and received overwhelming support from the PCC in September 2021. Three cameras were subsequently installed (together with WiFi) to enable live streaming. There were, inevitably, technical and operational problems to overcome but by Christmas the technology was working well and ably operated by Paul Middleton. Due to the omicron variant, the Boyle and Petyt School were unable to invite parents to their Carol service in December but it was streamed instead and viewed on-line by over 400 people including a grandparent from South Africa. The Duke of Devonshire was unable to attend the Estate Carol Service but was able to watch the service from Chatsworth. Already in the New Year we are attracting a large number of on-line worshippers which heralds a new age in worship and a milestone in the 854 year history of Bolton Priory.

We were also delighted to select a new organ scholar in 2021. Amelie Chaduc is a grade 8 piano student from Skipton Girls High School who is now learning organ under the direction of the Director of Music, Dr Tim Raymond.

Despite the pandemic, the outreach of the Priory continued. Donations were made to the Church Mission Society, SELFRA, Skipton Food Bank and Baby basics. A collection for Afghan Refugees was also initiated. The Museum of the Moon exhibition had to be cancelled once again and is now scheduled for October 2022.

Finally, it was once again a difficult year for the Church management and governance. Yet again, the Church Office was closed for much of the year and we continued to hold PCC and Finance meetings on Zoom in the early part of the year. We were able to gather for the APCM in the Village Hall on 23<sup>rd</sup> May 2021 and thereafter. Susan Barker stood down as Church Warden and we welcomed Dr Chris Ray as the new Church Warden along with Matt Hey.

It has been another extraordinarily difficult year but I am pleased to report that the Church has continued to hold together. We have suffered some damage however, not least to our finances and there is an anticipated loss of up to 20% of congregations across the country. Some are still nervous about coming back to Church and some have migrated on-line in the meantime. I am confident however that we will be able to repair ourselves and thrive once more. Overall, this decade is likely to see continued decline in Church numbers so it is incumbent on the current generation to equip Bolton Priory for ministry and mission for the coming decade and beyond. We have a Gospel to proclaim to this and future generations.

## **6. Financial Review**

Total receipts on ordinary unrestricted funds during the year amounted to £185,408 (2020 - £144,507). Total expenditure from those funds amounted to £179,817 (2020 - £186,380). The net result of this was a surplus for the year of £5,591 (2020 - Deficit - £41,873). Our Diocesan Share for the year was set at £103,084 but we only managed to pay £89,084, a shortfall of £14,000. In 2020 our Share was also set at £103,084 and we paid that in full but only by heavily drawing from our Reserves. We have informed the Diocese that we are unlikely to, again, draw on Reserves to pay our Share which has been set at £97,930 for 2022.

## **7. Reserves Policy**

It is the PCC policy to maintain adequate reserves in unrestricted funds to cover any eventuality for the maintenance of this ancient church. As a consequence, at the year end, we held £35,368 in a general reserve account. This account is held by the Central Board of Finance but, unfortunately, attracts little interest at this time.

8. The PCC greatly appreciates and thanks all those from the congregation who contribute so much to the work of the Priory Church, its worship and mission:

- a. The Serving Team led by Mr Michael Vineall.
- b. The Liquid Worship team led by Mrs Joan Mason.
- c. The administration department led by Mrs Margaret Cody assisted by Mrs Betty Nelmes.
- d. Mrs K. J. Templeton our Secretary to the PCC and our Treasurer, Mr Michael Heatley.
- e. The Finance Committee led by Dr Chris Ray.
- f. The Works Committee led by Mr Matt Hey.
- g. The cleaning teams organised by Mr Andrew Wade.
- h. The Choir and the Priory Director of Music, Dr Timothy Raymond.
- i. The floral teams co-ordinated by Mrs Lorna Freegard.
- j. The magazine team and its editor, Mrs Val Middleton.
- k. The Welcome Team led by Mrs Kate Templeton
- l. The Voluntary Offertory and general money counters.
- n. The Sacristan, Mrs Jen Hardaker.
- o. The coffee team led by Mrs Carol Dawson.
- p. The Priory Verger, Mr Peter Lambert.
- q. The Sidesmen led by Mrs Susan Whittaker.
- r. The Friends of Bolton Priory under their Chairman, Mrs Jill Riley.
- s. Our webmaster and Facebook administrator, Mr Paul Middleton.
- t. Concert organiser Mr Paul Middleton.
- u. Skipton Food Bank team led by Mrs Lyn Bartlett.
- v. Baby Basics contact, Mrs Mary Vineall.
- w. Last, but by no means least, the Priory Churchwardens, Mr Matt Hey and Dr C Ray.

On behalf of the PCC

*N. J. Mercer*

PRIORY CHURCH OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY

Registered Charity No 1129541

**ANNUAL REPORT**  
**AND**  
**FINANCIAL STATEMENTS**  
**OF THE**  
**PAROCHIAL CHURCH COUNCIL**  
FOR THE YEAR ENDED 31 DECEMBER 2021

**RECTOR:**

Revd N. J. Mercer  
The Rectory  
Bolton Abbey  
Skipton  
BD23 6AL

**BANKERS:**

Santander UK plc  
Bootle  
Merseyside  
L30 4GB

**INDEPENDENT EXAMINER:**

T. A. Barker  
Chartered Certified Accountant  
Barnhill  
Wetherby Road  
Collingham  
LS22 5AY

**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH  
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

	<u>Note</u>	<u>Unrestric ted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	
				<u>2021</u>	<u>2020</u>
<b>INCOMING RESOURCES</b>					
Incoming resources from donors	2 (a)	£144,499	£ 6,060	£150,559	£123,823
Other voluntary incoming resources	2 (b)	17,692	-	17,692	9,700
Income from ancillary trading	2 (c)	23,179	-	23,179	11,334
Income from investments	2 (d)	<u>38</u>	<u>75</u>	<u>113</u>	<u>1,180</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>185,408</u>	<u>6,135</u>	<u>191,543</u>	<u>146,037</u>
<b>RESOURCES USED</b>					
Grants	3 (a)	4,000	-	4,000	4,000
Activities directly relating to the work of the church	3 (b)	134,142	5,191	139,333	150,387
Church management and administration	3 (c)	<u>41,675</u>	<u>1,920</u>	<u>43,595</u>	<u>65,510</u>
<b>TOTAL RESOURCES USED</b>		<u>179,817</u>	<u>7,111</u>	<u>186,928</u>	<u>219,897</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>	9	5,591	(976)	4,615	(73,860)
BALANCES BROUGHT FORWARD AT 1 JANUARY		<u>93,818</u>	<u>151,865</u>	<u>245,683</u>	<u>319,543</u>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER</b>		<u>£ 99,409</u>	<u>£150,889</u>	<u>£250,298</u>	<u>£245,683</u>

PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH  
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY

BALANCE SHEET AT 31 DECEMBER 2021

	<u>Note</u>	<u>2021</u>	<u>2020</u>
<b>CURRENT ASSETS</b>			
Stock of books and postcards		£ 14,475	£ 16,487
Debtors	6	3,369	10,316
Short term deposits		224,599	213,482
Cash at bank and in hand		<u>11,225</u>	<u>8,025</u>
		<u>253,668</u>	<u>248,310</u>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	7	<u>(3,370)</u>	<u>(2,627)</u>
<b>NET CURRENT ASSETS</b>		<u>250,298</u>	<u>245,683</u>
<b>NET ASSETS</b>		<u>£250,298</u>	<u>£245,683</u>
<b>FUNDS</b>			
Unrestricted	5	£ 99,344	£ 93,818
Restricted		<u>150,954</u>	<u>151,865</u>
		<u>£250,298</u>	<u>£245,683</u>

Approved by the Parochial Church Council on 25 January 2022 and signed on its behalf by:

*N. J. Mercer*

Revd N. J. Mercer  
Rector

*M. J. R. Heatley*

Michael J. R. Heatley  
Honorary Treasurer

The notes on pages 6 to 9 form part of these accounts.

**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH  
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations' "true and fair view" provisions and is prepared under FRS102(2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

**ASSETS**

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Short term deposits

These are the cash held on deposit with the CCLA.

**FUNDS**

Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH  
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**2. INCOMING RESOURCES**

	<u>Unrestric ted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u> <u>2021</u>	<u>2020</u>
2(a) Income resources from donors				
Planned giving				
Gift aided	£ 64,033	£ -	£ 64,033	£ 64,458
Income tax recoverable	18,015	-	18,015	20,242
Not gift aided	1,004	-	1,004	1,948
Collections at all services	11,610	-	11,610	4,332
Votive candles	1,261	-	1,261	2,198
Donations	18,394	6,060	24,454	17,413
Grants	23,182	-	23,182	12,232
Legacies	7,000	-	7,000	1,000
	<u>144,499</u>	<u>6,060</u>	<u>150,559</u>	<u>123,823</u>
2(b) Other voluntary incoming resources				
Church boxes	15,048	-	15,048	9,341
Fund raising events	2,644	-	2,644	359
	<u>17,692</u>	<u>-</u>	<u>17,692</u>	<u>9,700</u>
2(c) Income from ancillary trading				
Bookstall	9,902	-	9,902	4,777
Magazine	3,256	-	3,256	3,096
Fees - see note	10,021	-	10,021	3,461
	<u>23,179</u>	<u>-</u>	<u>23,179</u>	<u>11,334</u>
2(d) Income from investments				
Bank interest	38	75	113	1,180
	<u>38</u>	<u>75</u>	<u>113</u>	<u>1,180</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>£185,408</u>	<u>£ 6,135</u>	<u>£191,543</u>	<u>£146,037</u>

Note: Fees

Fees due to the PCC

Weddings	£ 6,072	£ 1,512
Funerals, cremations etc	2,519	1,689
Video	1,430	260
As shown above	10,021	3,461
Heating/Cleaning	3,950	450
	<u>13,971</u>	<u>3,911</u>

Fees passed on to:

Diocese	7,166	2,391
Organist	5,395	1,130
Choir	2,500	130
Verger	1,665	390
	<u>16,726</u>	<u>4,041</u>

Total fees received	<u>£ 30,697</u>	<u>£ 7,952</u>
---------------------	-----------------	----------------



**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH  
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**3. RESOURCES USED**

	<u>Unrestric ted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u> <u>2021</u>	<u>2020</u>
3(a) Grants				
Missionary and charitable giving:				
Overseas mission societies	£ 1,000	£ -	£ 1,000	£ -
Christian relief agencies	-	-	-	-
Home mission and Church societies	-	-	-	-
Secular charities	<u>3,000</u>	<u>-</u>	<u>3,000</u>	<u>4,000</u>
	<u>4,000</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>
3(b) Activities directly relating to the work of the Church				
Ministry: Diocesan share	89,084	-	89,084	103,084
Clergy expenses	385	-	385	189
Organists and choir	5,154	865	6,019	4,564
Verger	1,248	-	1,248	1,084
Altar and books	672	-	672	2,174
Light and heat	1,960	-	1,960	4,693
Insurance	5,081	-	5,081	4,894
Repairs and renewals	19,747	-	19,747	21,182
Fund raising events	782	-	782	-
Bookstall	4,951	-	4,951	1,679
Magazine	2,376	-	2,376	1,360
Boyle Room	2,702	-	2,702	3,922
Flowers and requisites	<u>-</u>	<u>4,326</u>	<u>4,326</u>	<u>1,562</u>
	<u>134,142</u>	<u>5,191</u>	<u>139,333</u>	<u>150,387</u>
3(c) Church management and Administration				
Rectory	6,244	-	6,244	5,951
Parish administrator	12,000	-	12,000	11,940
Parish office	15,231	-	15,231	8,293
Office equipment - running costs	3,126	-	3,126	3,839
Printing, stationery, postage, telephone	4,296	-	4,296	3,957
Sundries	778	-	778	360
Heating project	<u>-</u>	<u>1,920</u>	<u>1,920</u>	<u>31,170</u>
	<u>41,675</u>	<u>1,920</u>	<u>43,595</u>	<u>65,510</u>
<b>TOTAL RESOURCES USED</b>	<u>£179,817</u>	<u>£ 7,111</u>	<u>£186,928</u>	<u>£219,897</u>

**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH  
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**4. STAFF COSTS**

	<b><u>Total Funds</u></b>	
	<b><u>2021</u></b>	<b><u>2020</u></b>
Wages and salaries	£ 18,192	£ 19,620
Social security costs	<u>          -</u>	<u>          -</u>
	<b>£ <u>18,192</u></b>	<b>£ <u>19,620</u></b>

During the year the PCC employed a parish administrator, an organist and a verger, one of whom earned over £10,000.

**5. ANALYSIS OF NET ASSETS BY FUND**

	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total</u></b>
Current assets	£102,714	£150,954	£253,668
Current liabilities	<u>(3,370)</u>	<u>          -</u>	<u>(3,370)</u>
Fund balance	<b>£ <u>99,344</u></b>	<b>£ <u>150,954</u></b>	<b>£ <u>250,298</u></b>

**6. DEBTORS**

Income tax recoverable	£ 2,908	£ 3,155
Other debtors	<u>461</u>	<u>7,161</u>
	<b>£ <u>3,369</u></b>	<b>£ <u>10,316</u></b>

**7. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Creditors for goods and services	£ 2,532	£ 1,883
Accruals	<u>838</u>	<u>744</u>
	<b>£ <u>3,370</u></b>	<b>£ <u>2,627</u></b>

**8. FUND DETAILS**

The unrestricted funds comprise the main church account and part of the restoration account.

The restricted funds comprise part of the restoration account, the music endowment account and the flower account.

**9. NET INCOMING/(OUTGOING) RESOURCES**

Church account	£ 4,569	£ (46,351)
Restoration account	<u>1,022</u>	<u>4,478</u>
	<b>£ <u>5,591</u></b>	<b>£ <u>(41,873)</u></b>
Restoration account	(1,845)	(30,429)
Music endowment account	305	(782)
Flower account	<u>564</u>	<u>(776)</u>
	<b>£ <u>(976)</u></b>	<b>£ <u>(31,987)</u></b>
	<b>£ <u>4,615</u></b>	<b>£ <u>(73,860)</u></b>

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE PRIORY CHURCH OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY PAROCHIAL CHURCH COUNCIL

I report on the accounts of the church for the year ended 31 December 2021 which are set out on pages 4 to 9.

#### Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church'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 Commissioners (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 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

1. which gives me 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 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 proper understanding of the accounts to be reached

***T. A. Barker***

T. A. Barker  
Chartered Certified Accountant  
Independent Examiner  
Barnhill  
Wetherby Road  
Collingham  
LS22 5AY

26 January 2022