

# 2024 Annual Report and Accounts



St John the Evangelist, Hailey



Holy Trinity, Witney



St John the Baptist, Curbridge



St Mary the Virgin, Witney

## 2024 Annual Report and Accounts



Registered Charity 1129784

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## 1. Legal and administrative details

<b>Full Parochial Name</b>	The Parish of Witney  The churches of St John the Baptist, Curbridge; St John the Evangelist, Hailey; Holy Trinity, Witney; and St Mary the Virgin, Witney. The Windrush church is affiliated to the Parish.
<b>Charity registration number</b>	1129784
<b>Church Office</b>	St Mary the Virgin, Church Green, Witney, OX28 4AW  Tel: 01993 779492  E-mail: <a href="mailto:office@witneyparish.org.uk">office@witneyparish.org.uk</a>
<b>Bankers to the PCC</b>	Barclays Bank PLC, 30 Market Square, Witney, OX28 6BJ
<b>Independent examiner</b>	Whitley Stimpson Limited, 13-15 High Street, Witney, OX28 6HW

The following are schools and charities associated with the Parish of Witney and whose transactions are not included in these accounts:

The Batt School Trust (excepted charity)	The Rector is a trustee on induction and Church Wardens are ex-officio trustees.
Hailey Church of England School Trust (excepted charity)	The Rector is an ex-officio trustee and the PCC appoints one ex-officio trustee.
Collier and Goose Ham (Witney Ecclesiastical Charity, no. 238857)	The Rector is an ex-officio trustee, the PCC nominates two trustees and the Rector and the two nominative trustees appoint two co-optative trustees.
Witney Ecumenical Youth Trust:	The PCC appoints two trustees who are normally officers of the PCC.
St Mary's Church (Witney) Preservation Trust (Charity no. 284576)	The Rector is a trustee on induction or the priest in charge during an interregnum.
The Friends of Hailey Church (Charity no. 293821)	The "Vicar of Hailey" is an ex-officio member of the committee.

**Membership of the Parish of Witney Parochial Church Council and Deputy Wardens**

As elected at the Annual Meeting on 21 April 2024:

Clergy	The Rev'd Canon Toby Wright <sup>1</sup> - Chair The Rev'd Canon Dr Joanna Collicutt The Rev'd James Elward The Rev'd Preb Mark Thomas The Rev'd Sally Wright
Churchwardens	Ms Kate Banks <sup>1</sup> Mr Jeremy Lasman <sup>1</sup>
Deputy Churchwardens	St Mary's Mr Ashley Arnold Mr Andrew Brown Holy Trinity Mrs Dair Henderson <sup>2</sup> Mrs Charlotte Tremain <sup>1</sup> Hailey Ms Kirsty Morgan <sup>1</sup> Curbridge Mr Ian Galletley <sup>1</sup>
Deanery Synod (elected)	Ms Kate Banks Mrs Sue Hodges Mrs Linda Taft Ms Laverne Williams
Holy Trinity 2 <sup>nd</sup> Representative	Mrs Sue Hodges
LLM Representative	Mr Richard Young
Secretary (non-voting)	Mrs Kate Lockwood

<sup>1</sup> member of the Standing Committee

<sup>2</sup> not a member of the PCC

The Clergy, Churchwardens and Deanery Synod members are all ex-officio members of the Council. Each church has places on the PCC for Deputy Wardens ex-officio but these places can be relinquished and another representative elected from the church.

## **2. Annual Report for the year ended 31 December 2024**

The Trustees are pleased to present their annual report and financial statements of The Parish of Witney Parochial Church Council (PCC) for the year ended 31 December 2024.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and complies with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland published on 2 October 2019 and effective from 1 January 2019.

### **2.1 Reference and Administration Details**

The charity's name is *The Parochial Church Council of the Parish of Witney* and also operates under the name of *The Parish of Witney*.

Charity Registration Number: 1129784

Principal Office: St Mary the Virgin, Church Green, Witney, OX28 4AW

### **2.2 Trustees**

The Trustees and officers who served during the year and since the year end were as follows:

- Ms Kate Banks
- Mr Ashley Arnold
- Mr Andrew Brown (from 21 April 2024)
- The Rev'd Canon Dr Joanna Collicutt (until 26 May 2024)
- The Rev'd Dr Christopher Dingwall-Jones (from 17 July 2024)
- The Rev'd James Elward
- Mr Maurizio Fantato (until 21 April 2024)
- Mr Ian Galletley
- Dr Melody Helm (until 21 April 2024)
- Mrs Sue Hodges
- The Rev'd Dr Hester Jones (from 7 January 2025)
- Mr Jeremy Lasman
- Mrs Elspeth Lewis (from 12 May 2024 until 3 October 2024)
- Ms Kirsty Morgan
- Mrs Janice Staniland (from 21 April 2024)
- Mrs Linda Taft
- The Rev'd Preb Mark Thomas
- Mrs Charlotte Tremain
- Ms Laverne Williams (from 21 April 2024)

- The Rev'd Sally Wright (until 28 April 2024)
- The Rev'd Canon Toby Wright (until 28 April 2024)
- Mr Richard Young

### **Objectives and Activities**

The main objectives of the charity are:

1. promoting the whole mission of the church - pastoral, evangelistic, social and ecumenical. The PCC is responsible for cooperating with the Ministry Team to meet this objective;
2. enabling as many people as possible to worship at our churches and to become part of our parish community. The PCC maintains an overview of activities throughout the parish and makes suggestions on how we can involve the many groups that live within our parish; and
3. putting faith into practice in our services and worship through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. In particular, we aim to enable ordinary people to live out their faith as part of our parish community through:

- a) Worship and prayer; learning about the Gospel; and development of their knowledge and trust in Jesus Christ as both Saviour and Lord. There is also provision of pastoral care for people living in the parish.

In particular, our aims for 2024 were:

- to continue to embed our vision that we are called to be a community of mercy and kindness, and to progress supporting strategies which will enable the realization of this vision;
- to encourage spiritual growth for all those in the various communities we serve, through the creative use of technology, and other channels of communication;
- to continue to encourage regular pattern of daily prayer through the Daily Office and other spiritual disciplines;
- to sustain the appreciation of our Eucharistic ministry for all who worship with us; and
- to maintain our regular pattern of worship and our existing ministries established amongst young people, schools, the Windrush estate and the care homes within the Parish during a period of vacancy.

- b) To facilitate this work it is important that we maintain the fabric of our four church buildings. In particular, our aims for 2024 were:

- To develop and implement plans for priority projects for the renewal of the fabric of St Mary's;
- to progress the repair of the roof at Holy Trinity; and
- to continue our programme of maintenance of all the churches as outlined in the most recent quinquennial inspections.



## 2.3 Achievements and Performance

The vision of the Parish continues to be that we should be a community of mercy and kindness. Our strategy is summarised in the diagram below :



During 2024, we were delighted to welcome our new Team Vicar, Rev'd Dr Chris Dingwall Jones to the Parish. While we extremely pleased that our Team Rector, the (now) Very Rev'd Toby Wright was appointed to the influential role as Dean of Wells Cathedral, it was with great sadness that we said goodbye to him, his wife, Rev'd Sally Wright, and their children, Caspar and Felicity, after more than 15 years service within the Parish. In addition, Rev'd Canon Dr Joanna Collicutt retired from her role as Assistant Priest in the Parish. They all continue to be much missed. However, with the support of the Diocese, we were able to progress a successful recruitment process for a new Team Rector, using the key elements of our strategy (above) as inputs to the development of both the role and Parish Profiles. We were very excited to appoint Rev Dr Hester Jones to the post of Team Rector, as the first female Team Rector of the Parish of Witney. Her licencing took place in early January 2025.

We remain grateful to God for answers to prayer in respect of both of these important appointments and also in sustaining the various ministries of the Parish through this period of change. We are grateful for the work of each member of the Ministry Team and in particular to Rev Preb Mark Thomas, who provided pastoral oversight during the vacancy.

**Social and Climate Justice:** The parish has continued to host a monthly Eco forum, which has attracted a wide range of speakers and interested parties to discuss related issues impacting at local, national and international level. Of particular note was the Windrush River Blessing Service, at which the Bishop of Dorchester presided.

Donations from the Hardship Fund totalled £4,509 largely in support of those facing food poverty in our local community. The Parish also continues to support the Besom project, the Witney Fridge and overseas aid charities. In addition, individual churches have raised £4,608 in support of external charities.

The parish has continued to support the Asylum seekers resident in the Oxford Witney Hotel, both financially, through the Asylum fund, and also through input to multi agency and community forums, to address a wide range of their needs including support for residency .

**Outreach:** The worshipping community on the new Windrush estate has continued to flourish, with regular Messy Church services. This is a joint 'greenhouse' initiative with the Baptist Church. It is funded only in part through the Parish of Witney.

In addition, the team has run a variety of community events particularly during school holidays, adopting an approach which seeks to meet people where they are, both physically and spiritually.

More broadly, the parish has engaged in numerous outreach activities, which 'overlap' with other areas of priority focus. Most significantly, the programme of highly successful festivals and events in all our churches was maintained.

**Buildings and Place:** The main repairs to the roof at Holy Trinity were completed, and the work was blessed by the Bishop of Dorchester in September. Further work on the vestry roof is continuing.

At St Mary's, the detailed designs for the replacement of the outer North Porch and Winchester Room doors, and the boxing in of the West door with an interior glass porch were progressed as a prelude to seeking permission to move forward through the relevant planning and faculty processes. Proposals to develop a plan to net zero for the church were sought, and the successful partner was appointed to produce the plan in 2025.

The Quinquennial survey for St John's Hailey was completed, and this is now with their DCC to refine their maintenance plan based on its findings and recommendations.

The Quinquennial survey for St Mary's was progressed, and the final report is awaited from our Inspecting Architect.

**Children and Youth:** Led by our Schools Chaplain and Youth Worker, our contact with the 11 schools in the Parish has continued, providing regular input to collective worship throughout the year, as have all the activities for young people hosted in our churches. The Young Disciples group was 'paused' given the reduction in numbers of attendees, as many progressed to further education.

**Older People:** The work of the Anna Chaplaincy ministry within the Benefice continued to develop, in particular with strengthened relationships with the 6 care homes in the Parish, and through the offer of home communion. The Wednesday weekday service of Holy Communion at St Mary's continued to attract a regular congregation of up to 20, and benefitted from regular monthly attendance from a group of residents from a number of care homes in the Parish. Our continued offering of Zoom and streamed services remains highly valued to all those who have not yet felt able to rejoin church worship in person.

**Teaching & Spirituality:** We were able to continue a number of teaching and supporting groups last year, including Lent and Advent courses. The nurture group met during term time, and a series of 'talking theology' talks were offered. The Benefice retreat at Wantage was led by the then Team Rector, and proved extremely powerful and enriching for all those who attended. In addition to our regular practise of meeting for morning and evening prayer, a number of specific prayer groups were held, including a regular time of prayer for Christians suffering persecution for their faith.



These are some of the highlights of 2024; they represent a small part of the ongoing successful ministries offered across the Parish. We remain grateful to the leadership, commitment and energy provided by the whole of our Ministry Team throughout the year. We also recognise the immense contribution of a large number of enthusiastic volunteers, without whom these amazing achievements would not have been possible.

## **Financial Review**

The total income for the year end 31 December 2024 was £380,539 and total expenditure amounted to £411,621.

The unrestricted income for the Parish was £267,245 while core operating costs totalled £262,117, resulting in an operating surplus of £5,128. This outcome reflects the continued extraordinary generosity of our congregations who responded to a further appeal in 2024 for funds to support the operating costs of the Parish, to the tune of nearly £23,035 (net of Gift Aid). In addition, the Parish was able to host a number of major festivals and events through the year in support of Parish Funds which raised just over £31,000. The parish also benefitted from a legacy to St Mary's of £13,300 which did not carry any specific restrictions as to its use.

As a result, the Parish was able to cover its operating costs in full including 100% payment of our allocated Parish Share. The Diocese of Oxford applied £13,047 discounts to the parish's initial allocation of £126,547, resulting in the amount paid, as shown in these accounts of £113,500. These discounts arose as a result of the full payment of our share in 2023 (£5,276) and the Team Rector and the Team Vicar vacancies for the majority of the year. The Parish Share allocation for 2025, after allowing for the discount from the Diocese has been confirmed as £119,485.

Our unrestricted expenditure increased by 8.25%. However, the 2024 expenditure includes provision for the costs of two Quinquennial surveys (at St John's Hailey and St Mary's) as well as the costs of the 5 year electrical inspection and other enhancements to lighting and circuitry in St Mary's. Excluding these costs, our operating costs rose by 5.7%, an increase dominated by the increase in energy costs. Our tariffs have recently been renegotiated for both Gas and Electricity, which should result in a significant reduction in these costs in 2025.

Restricted Income totalled £113,294, reflecting the continued fund raising in respect of the Holy Trinity roof appeal, and grant funding from the Diocese of Oxford in support of our Schools Chaplain and Youth Worker. In addition, a legacy of £7,000 was received in support of the upkeep of the churchyard at St John's, Hailey.

Restricted expenditure of £131,504 included the costs associated with both of these initiatives.

The Parish was able to continue to support both those in our local community in financial need, and also our Asylum seeker friends in Witney, through the Hardship and Asylum funds respectively. Donations totalling £6,459 were made from these funds.

Finally, the Parish made donations totalling £4,608 to external charities in the year.

## **2.4 Reserves Policy**

The trustees have examined the charity's requirements for reserves taking account of the main risks to the organisation. In 2018, the trustees reviewed these requirements and adopted a new Funds and Reserves Policy. This requires that the PCC maintains an average of £7,000 over the year, to meet unexpected changes in cashflow, while

each DCC (Hailey, Holy Trinity and St Mary's) maintains an average of £5,000, to cover minor maintenance issues. The policy assumes that unexpected major maintenance/repairs would be covered by emergency appeals to the respective congregations.

Therefore, in order to meet the agreed funding policy for the year ended 31 December 2024, the trustees consider that the amount required in reserves should be approximately £22,000. The level of general reserves as of 31 December 2024 amounted to £51,659 significantly in excess of the figure required by our agreed policy.

## **2.5 Financial Risk Assessment**

The major financial risks to the Charity are considered to be the following:

1. Reduction in planned giving as a result of withdrawal of support from existing regular givers, potentially driven by on-going cost of living pressures. Mitigated by the development and execution of the on-going stewardship campaign, and a campaign to encourage legacy giving.
2. Reduction in unplanned giving and income from festivals and other major events held in our churches, due to poor weather.
3. Operating Cost inflation, as a result of increased UK inflation.
4. Major project expenditure increasing during the execution phase of a project (e.g. mid way through a building project, significant cost escalation from a supplier). Mitigated by the implementation of more rigorous supplier and contract management processes for major projects, and the creation and proactive management of funding contingency throughout the project's lifecycle.
5. Unexpected and unbudgeted expenditure, most likely related to the need for emergency repairs and restoration to one of our historic buildings, or as a result of recommendations from recent Quinquennial reports (Both Hailey and St Mary's were subject to Quinquennial inspections in 2024, with the reports awaited). Quinquennial recommendations to be assessed by the respective DCCs. Five year maintenance plans to be developed on the basis of these findings, and associated funding plans created. Funding shortfalls to be mitigated by grant funding applications and continued fund raising events.

Although it remains possible that we will continue to have to hold an appeal for funds to cover our operating costs in 2025, we have launched a stewardship campaign in March 2025, with a target of increased giving from 100 donors of an average £300 p.a. If this is achieved, it will place the finances of the Parish on a far more stable footing.

## **Structure, Governance and Management**

The Parish of Witney Parochial Church Council (PCC) is registered as a charity with the Charity Commission. The Trustees of the parish are the PCC, which has the responsibility of cooperating with the incumbent, in promoting the whole work of the Church in the ecclesiastical parish. The PCC is governed by two pieces of Church of England legislation, called Measures. These are the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969, as amended).

Overall responsibility for day-to-day management remains with the incumbent, working in close collaboration with the Ministry Team and the Standing Committee. The charity does not have paid employees with management responsibility.

## **2.6 Appointment of Trustees**

The trustees keep the composition of the PCC under review and will seek to co-opt additional members with appropriate skills and expertise should the need arise. Interested parties are given details of the background of the charity in order to make them aware of current activities. Licensed members of the Ministry team are ex officio trustees. Churchwardens are elected at the Annual Parishioners Church meeting. All other trustees are elected at the Annual Parochial Church meeting in accordance with the Benefice CRR Scheme.

Approved by the trustees on 25 April 2025 and signed on its behalf by:



The Rev'd Dr Hester Jones, Rector  
St Mary the Virgin  
Church Green  
Witney  
OX28 4AW

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF WITNEY**

I report to the Parochial Church Council on the financial statements of The Parish of Witney for the year ended 31 December 2024, which are set out on pages 11 to 21.

**Responsibilities and basis of report**

As the charity's 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 Trust'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**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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. the accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



1 May 2025.

**L Adkins BSc (Hons) BFP FCA**  
**Whitley Stimpson Limited**  
**Chartered Accountants**  
13-15 High Street  
Witney  
Oxfordshire  
OX28 6HW

## 2024 Annual Report and Accounts



Registered Charity 1129784

Witney Parish Group Statement of Financial Activities	As at 31/12/2024	As At 31/12/2023
<b>General and Unrestricted Income</b>		
Donations and legacies	213,523	189,153
Income from charitable activities	18,846	23,719
Investments	73	101
Other income	35	451
Other trading activities	34,768	30,060
<b>Total General and Unrestricted Income</b>	<b>267,245</b>	<b>243,484</b>
<b>Restricted Income</b>		
Donations and legacies	104,788	57,631
Investments	23	1
Other income	-	-
Other trading activities	8,483	18,079
<b>Total Restricted Income</b>	<b>113,294</b>	<b>75,711</b>
<b>Total Income</b>	<b>380,539</b>	<b>319,195</b>
<b>General and Unrestricted Expenditure</b>		
Expenditure on charitable activities	244,606	233,359
Other expenditure	3,199	-
Raising funds	14,312	8,779
<b>Total General and Unrestricted Expenditure</b>	<b>262,117</b>	<b>242,138</b>
<b>Designated Expenditure</b>		
Expenditure on charitable activities	18,000	-
<b>Total Designated Expenditure</b>	<b>18,000</b>	<b>-</b>
<b>Restricted Expenditure</b>		
All mission giving and charitable grants & donations	32,550	31,388
Expenditure on charitable activities	90,649	126,509
Other expenditure	8,305	11,870
Raising funds	-	977
<b>Total Restricted Expenditure</b>	<b>131,504</b>	<b>170,744</b>
<b>Total Expenditure</b>	<b>411,621</b>	<b>412,882</b>
General and Unrestricted funds b/f	46,531	45,185
Surplus / (Deficit)	5,128	1,346
Transfers in	-	-
Gains and losses	-	-
Transfers out	-	-
<b>General and Unrestricted funds c/f</b>	<b>51,659</b>	<b>46,531</b>
Restricted & Designated Funds b/f	79,668	174,701
Surplus / (Deficit)	36,210	95,033
Transfers in	-	-
Gains and losses	-	-
Transfers out	-	-
<b>Restricted funds c/f</b>	<b>43,458</b>	<b>79,668</b>
<b>Total Funds per financial return</b>	<b>95,117</b>	<b>126,199</b>

# 2024 Annual Report and Accounts



Registered Charity 1129784

Witney Parish Group Fund Movement by Type	As at 31/12/23	Incoming funds	Outgoing Funds	Transfers	As at 31/12/24
<b>General fund</b>	<b>46,531</b>	<b>267,245</b>	<b>262,117</b>	<b>-</b>	<b>51,659</b>
<b>PCC Restricted Funds</b>					
Asylum Fund	618	2,400	1,950	-	1,068
Hardship Fund	3,264	3,488	4,509	-	2,243
Friends of Curbridge restricted	2,668	202	1,200	-	1,670
Pioneer Outreach	-	-	-	-	-
Youth Worker PCC	13,729	30,000	33,300	-	10,429
PCC Restricted Fund	210	-	-	-	210
PCC Charitable Giving	-58	1,022	1,590	-	-626
<b>Total PCC Restricted Funds</b>	<b>20,431</b>	<b>37,112</b>	<b>42,549</b>	<b>-</b>	<b>14,994</b>
<b>Holy Trinity Rest/Des Funds</b>					
HT Appeals for major renovations	23,385	62,423	80,413	-	5,395
HT Roof Appeal <i>Designated</i>	18,000	0	18,000	-	-
HT Charitable Giving	-120	3,005	2,789	-	96
<b>Total Holy Trinity Rest/Des Funds</b>	<b>41,265</b>	<b>65,428</b>	<b>101,202</b>	<b>-</b>	<b>5,491</b>
<b>St John Hailey Restricted Funds</b>					
St John Hailey Rest Funds	2,604	-	-	-	2,604
St John Hailey Churchyard	-	7,000	-	-	7,000
St John Hailey Charitable Giving	-161	77	229	-	-313
<b>St John Hailey Appeal Fund</b>	<b>2,443</b>	<b>7,077</b>	<b>229</b>	<b>-</b>	<b>9,291</b>
<b>St Mary's Appeal Fund</b>	<b>14,137</b>	<b>3,537</b>	<b>5,524</b>	<b>-</b>	<b>12,150</b>
<b>St Mary's Restricted Funds</b>					
St Mary's Choir and Music Fund	1,234	-	-	-	1,234
St Mary's Charitable Giving	158	140	-	-	298
<b>Total St Mary's Funds</b>	<b>1,392</b>	<b>140</b>	<b>-</b>	<b>-</b>	<b>1,532</b>
<b>Total Restricted Funds</b>	<b>61,668</b>	<b>113,294</b>	<b>131,504</b>	<b>-</b>	<b>43,458</b>
<b>Total Designated Funds</b>	<b>18,000</b>	<b>-</b>	<b>18,000</b>	<b>-</b>	<b>-</b>
<b>Total Funds</b>	<b>126,199</b>	<b>380,539</b>	<b>411,621</b>	<b>-</b>	<b>95,117</b>



# 2024 Annual Report and Accounts



Registered Charity 1129784

<b>Witney Parish Group</b>		
<b>Balance sheet as at 31 December 2024</b>	<b>As at 31/12/2024</b>	<b>As at 31/12/2023</b>
<b>Fixed assets</b>		
Tangible assets	7,985	8,878
<b>Total fixed assets</b>	<b>7,985</b>	<b>8,878</b>
<b>Current assets</b>		
Cash at bank and in hand	115,724	162,022
Accrued income	13,300	-
<b>Total Current assets</b>	<b>129,024</b>	<b>162,022</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year - Accruals	40,380	44,501
Deferred income	1,512	200
<b>Total Liabilities</b>	<b>41,892</b>	<b>44,701</b>
	-	
<b>Net Asset surplus (deficit)</b>	<b>95,117</b>	<b>126,199</b>
<b>Reserves</b>		
Excess / (Deficit)	31,082	93,688
Reserves	126,199	219,886
<b>Total Reserves</b>	<b>95,117</b>	<b>126,199</b>
<b>Represented by</b>		
Unrestricted	51,659	46,531
Designated	-	18,000
Restricted	43,458	61,668
No Endowment funds	-	-
<b>Total</b>	<b>95,117</b>	<b>126,199</b>

Approved by the Parochial Church Council on 25 April 2025 and signed on its behalf by:

*Ann Jones*

The Rev'd Dr Hester Jones, Rector  
(PCC Chairman)

*J. Lasman*

Mr Jeremy Lasman  
(PCC Treasurer)

**NOTES TO THE ACCOUNTS  
for the year ended 31 December 2024**

**1. Accounting Policies**

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**a) Basis of Preparation**

The Financial Statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 2 October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 2 October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 January 2019 which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

**b) Public Benefit Entity**

The Parish of Witney meets the definition of a public benefit entity under FRS 102.

**c) Going Concern**

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**d) Income Recognition Policies**

Voluntary income and capital sources:

- Planned giving under Gift Aid is recognised only when given.
- Income tax recoverable on Gift Aid donations is recognised when the donation is received.
- Collections and sundry donations are recognised when they are received.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Activities for generating funds:

- Proceeds from the sales of books and magazines from the church bookstall and from fundraising events are accounted for gross.
- Rental from the letting of church premises is recognised when the rental is due.

Investment income:

- Interest entitlements are accounted for as they accrue. Not currently applicable but, dividends will be accounted for when due and payable.

Gains and losses on investments (not currently applicable):

- Realised gains or losses will be recognised when the investments are finally sold.
- Unrealised gains or losses will be accounted for on revaluation of investments at 31 December each year.

e) Fund Accounting

The trustees are satisfied that the charity's assets are available and adequate to fulfil its obligations. It has been policy to invest surplus funds with the CBF Church of England Investment Fund, but given the minimal interest rates on deposits, it has been our practice to invest any surplus in the Business Reserve Account held with Barclays Bank.

f) Expenditure and Irrecoverable VAT

Charitable activities:

- Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.
- The Diocesan quota and Parish Share is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance sheet.

g) Cash and Cash equivalents

Cash and cash equivalents include cash in hand and deposits at call with banks.

h) Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and Machinery – 25% reducing balance

Fixtures and Fittings – 10% reducing balance

i) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets, which include accrued income and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction

is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

## 2. Fixed assets

Witney Parish Group Depreciation summary for the year 2024	Plant and Machinery 25%	Fixtures and Fittings 10%	Total
<b>Cost</b>			
Brought forward	5,679	29,520	35,199
Additions/Disposals	-	-	-
<b>Total</b>	<b>5,679</b>	<b>29,520</b>	<b>35,199</b>
<b>Depreciation</b>			
Brought forward	5,642	20,679	26,321
For the year 2024	9	884	893
<b>Cumulative total</b>	<b>5,651</b>	<b>21,563</b>	<b>27,214</b>
<b>Net Asset Value 31/12/2023</b>	<b>28</b>	<b>7,957</b>	<b>7,985</b>

## 3. Creditors

Creditors	2024	2023
Deferred Income	£1,512	£200
Accruals	£40,380	£44,501
<b>Total</b>	<b>£41,892</b>	<b>£44,701</b>

Deferred income relates to wedding deposits received in the year for weddings that will be held in future years. All of the deferred income brought forward from 2023 is included in the 2024 closing balance.

## 4. Legal Status of the Charity

The Parochial Church Council of The Parish of Witney is a registered charity and was formed under a Deed of Trust dated 21 May 2009.

## 5. Staff costs

During 2024 the Parish of Witney employed two salaried employees:

- Michelle Bailey-Wells as Parish Administrator and Gift Aid Secretary, salary costs funded through the PCC account (unrestricted) totalling £13,572 gross
- Laverne Williams, Schools Chaplain and Youth Worker, salary costs funded from the Youth Worker restricted Fund, totalling £32,550 gross

Reimbursements totalling £8,687 (2023: £9,504) were paid to the clergy to cover their administrative and travelling expenses. This reflects the size of the Ministry Team.

There were no other disclosable transactions in respect of the members of the Witney PCC or persons closely related to them or other related parties.

There were no employees who received employee benefits of more than £60,000.

## 6. Connected Charities

The following charities are connected charities of the Parish of Witney:

- St Mary's Preservation Trust (Charity number 284576)
- The Friends of Hailey Church (Charity number 293821)
- The Friends of St John the Baptist Church, Curbridge (registered as a charity with HMRC, reference XT32258)

The transactions of these charities are not included in these accounts.

## 7. Restricted and Designated Funds

The purposes for material funds held are:

### Youth Worker PCC

Funds donated to cover the salary and associated expenditure of the Witney Parish Schools Chaplain and Youth Worker.

### HT Appeals for major renovations

Funds donated to enable major repairs to the roof of Holy Trinity to be carried out and improvements to the facilities in the church for the disabled.

### HT Roof Appeal (designated)

Transfer of funds from the General Fund to a Designated Fund in support of the major renovations to be carried out in Holy Trinity church (as above).

Asylum Fund

Funds donated to provide financial support to the 200+ Asylum seekers who were moved into the Oxford Witney hotel in November 2022.

St Mary's Appeal Fund

Funds donated to enable major renovations to the fabric and facilities of St Mary's to be carried out.

Charitable Giving Funds

Although not material in the context of either the General Funds or the total Restricted Funds held by the charity, a number of Charitable Giving restricted funds have been created for the Parochial Church Council and for each of the three District Church Councils to ensure the correct accounting for monies raised by the charity on behalf of other charities.

Hailey Churchyard

As stated, a legacy of £7,000 was received in 2024 to enable the upkeep of the churchyard at St John's church Hailey.



## 8. Income and expenditure analysis for the year ended 31 December 2024

Witney Parish Group Income and Expenditure	As at 31/12/2024	As at 31/12/2023
General and Unrestricted Income		
0101 Gift aid - bank	102,382	96,361
0201 Other planned giving	6,170	3,805
0301 Loose plate collections	16,836	12,080
0501 One off gift aid gifts	-	140
0401 Regular gift days	6,185	-
0550 Donations appeals etc	28,553	39,794
0601 Tax recoverable on gift aid	34,932	32,834
0701 Legacies	13,300	-
0801 Recurring grants	450	450
08A1 Non-recurring one-off grants	4,080	2,670
0902 Income from refreshments	634	853
0910 Fundraising events own funds	31,069	26,602
0915 Subscriptions income 200 club	1,684	1,658
0917 Income from sale of goods	81	-
1020 Bank and deposit account interest	73	101
1101 Fees for weddings and funerals	18,846	22,999
1105 Fess for use of church organ	-	720
1240 Church lettings - fund raising	1,935	1,800
1315 Unallocated misc credits	-	451
Prior year adjustment	35	166
<b>Total General and Unrestricted income</b>	<b>267,245</b>	<b>243,484</b>
Restricted Income		
0101 Gift aid - bank	720	720
0301 Loose plate collections	260	-
0550 Donations appeals etc	25,375	10,459
0601 Tax recoverable on gift aid	433	190
0701 Legacies	7,000	7,656
0801 Recurring grants	15,000	11,000
08A1 Non-recurring one-off grants	56,000	27,606
0910 Fundraising events own funds	5,677	14,226
0912 Fundraising for other charities	2,806	3,853
1020 Bank and deposit account interest	23	1
<b>Total Restricted income</b>	<b>113,294</b>	<b>75,711</b>
<b>Total income</b>	<b>380,539</b>	<b>319,195</b>

## 2024 Annual Report and Accounts



Registered Charity 1129784

Witney Parish Group Income and Expenditure	As at 31/12/2024	As at 31/12/2023
General and Unrestricted Expenditure		
1730 Costs of fetes & other events	12,653	7,339
1732 Cost of goods purchased for resale	1,659	1,440
1801 Giving to missionary societies	100	100
1850 Home mission	1,386	734
1852 Ministry fees + subscriptions	3,249	2,879
1910 Parish share	113,500	106,600
2001 Organists staff	9,180	9,020
2005 Other organists	625	910
2050 Salary of parish administrator	13,572	13,562
2101 Clergy expenses	8,687	9,504
2201 Parish training	50	1,265
2301 Church running - insurance	17,899	17,522
2305 Office costs	4,509	5,515
2310 Church office - telephone	3,631	4,500
2320 Organ / piano tuning	990	294
2330 Church maintenance	6,319	8,818
2331 Cleaning	3,620	4,172
2340 Upkeep of services	3,294	4,600
2342 Upkeep of services flowers	519	100
2350 Upkeep of churchyard	3,024	1,109
2360 Administration	3,474	2,962
2362 Software	1,789	1,522
2365 Catering costs	223	386
2401 Funeral expenses	3,011	3,466
2402 Wedding expenses	1,020	1,596
2403 Odbf fees	4,357	4,506
2420 Church running - water & waste disposal	2,186	1,054
2440 Church running - heating and lighting	27,659	22,778
2450 Depreciation charge	893	995
2601 Governance costs examination/audit fee	2,820	2,800
2701 Church major repairs - structure	-	90
2710 Church major repairs - installation	3,020	-
2852 Architects & other professional fees	3,199	-
<b>Total General and Unrestricted expenditure</b>	<b>262,117</b>	<b>242,138</b>

# 2024 Annual Report and Accounts



Registered Charity 1129784

Witney Parish Group Income and Expenditure	As at 31/12/2024	As at 31/12/2023
Designated Expenditure		
2701 Church major repairs - structure	18,000	
<b>Total Designated Expenditure</b>	<b>18,000</b>	
Restricted Expenditure		
1730 Cost of fetes and other events	-	977
1830 Giving - relief and development agencies	2,579	17,802
1850 Home mission	7,323	1,314
1870 Giving to secular charities	1,164	322
2051 Youth worker salary and related expendit	32,550	31,388
2201 Parish training	750	433
2305 Office costs	-	68
2320 Organ / piano tuning	122	120
2330 Church maintenance	125	68
2340 Upkeep of services	75	-
2350 Upkeep of churchyard	145	590
2360 Administration	160	1,547
2362 Software	60	-
2701 Church major repairs - structure	78,146	53,659
2710 Church major repairs - installation	-	50,583
2852 Architects & other professional fees	8,305	11,870
Prior year adjustment	-	3
<b>Total Restricted expenditure</b>	<b>131,504</b>	<b>170,744</b>
<b>Total expenditure</b>	<b>411,621</b>	<b>412,882</b>
Witney Parish Group Summary Surplus/Deficit	As at 31/12/2024	As at 31/12/2023
General/Unrestricted	5,128	1,346
Designated	- 18,000	-
Restricted	- 18,210	- 95,033
<b>Total Surplus/Deficit</b>	<b>- 31,082</b>	<b>- 93,687</b>

