

Annual Report and Financial Statements
for the Year Ended 31 December 2023
for the Parochial Church Council of
St Mary the Virgin, Henley on Thames

Incumbent:
The Revd. Jeremy Tayler BTh BSc MA
The Rectory, Hart Street
Henley on Thames
RG9 2AU

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Charity Information

Charity	Parochial Church Council of St Mary the Virgin, Henley on Thames
Address	St Mary's Parish Office Hart Street Henley on Thames Oxon RG9 2AU
Registered Charity Number	1130100
Website	www.stmaryshenley.org.uk
Email address	office.hwr@btinternet.com
Incumbent	The Revd. Jeremy Tayler BTh BSc MA
Bankers	Barclays Bank plc
Independent Examiner	Neil Hutt Abben Consulting Limited Woodside Colmore Lane Henley on Thames RG9 5LX

Annual Report

For Year Ended 31 December 2023

Background

The Church of St Mary the Virgin is a large Grade II* listed building in Hart Street, Henley on Thames, with its Grade I listed late mediaeval Chantry House in the churchyard behind the church. The Parish is part of the Henley Deanery and the Diocese of Oxford within the Church of England. It shares a joint benefice with St Nicholas, Remenham.

Structure, governance and management

The PCC is registered with the Charity Commission with charity number 1130100. Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM), in accordance with the Church Representation Rules. All those attending church are encouraged to register on the Electoral Roll and to stand for election to the PCC. It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish and to comply with statutory legislation.

The PCC is responsible for all parish finance, its management and control, including the appointment of a treasurer. The PCC is also required to ensure that the financial statements are examined by an independent examiner prior to the presentation to the APCM.

The PCC's responsibilities in relation to the financial statements

The members of the PCC are responsible for preparing an Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK GAAP).

The law applicable to charities in England and Wales requires the members of the PCC to prepare Financial Statements, for each year, which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources, of the PCC for that period. In preparing the Financial Statements, the PCC is required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the PCC will continue in operation.

The members of the PCC are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and to enable them to ensure that the Financial Statements comply with: the Charities Act 2011; the accounting policies set out in Note 1 of the Financial Statements; Accounting and Reporting by Charities SORP applicable to charities preparing their accounts in accordance with FRS102 Update Bulletin 1; and the applicable Charities (Accounts and Reports) Regulations. They are responsible for safeguarding the assets of the PCC and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Annual Report (continued)
For Year Ended 31 December 2023

Objectives and activities

The PCC has the responsibility of cooperating with the incumbent, the Revd. Jeremy Tayler in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance and management responsibilities for the Chantry House. This Report gives details of the activities of the PCC and its committees through the financial year to 31 December 2023.

When planning our activities for the year, the incumbent and 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 PCC is committed to enabling as many people as possible to worship at St Mary's and to become part of our parish community.

PCC Membership

During the year ended 31 December 2023 the following served as members of the PCC:

Incumbent:	The Revd. Jeremy Tayler BTh BSc MA (Chairman)
Assistant Curate:	The Revd. Romey Poston (stood down during 2023)
Church Wardens:	Robin Hartley Sue Hockley
Hon Treasurer:	Merelina Tebbot (appointed 14 June 2023)
Hon Secretary:	Shiela Croton
Director of Music:	Sebastian Thomson
Representatives on the Deanery Synod:	Carol Brook-Partridge (until 2024) Sheila Croton (until 2024)
Elected Members:	Kathryn Turner (passed away 2 December 2023) John Louth (Stood down as Hon Treasurer 14 June 2023) Martin Whittaker Joan Edwards Andrew Merryweather

Annual Report (continued)
For Year Ended 31 December 2023

Annual Review

2023 has been a year of recovery for St Mary's after several challenging years as we struggled with the consequences of Covid 19. St Mary's was particularly vulnerable as a parish because of the age profile of our congregation going into the pandemic. Church attendances were still depressed in 2022, but in 2023 there have been positive signs of recovery and even growth. We had strong attendances on Easter Sunday and at Christmas, and many more children and families engaged in church life than before the pandemic (although there is still very much work to do on this front).

Some particular highlights of 2023:

- We were able to bring back the Regatta Café, an important part of our ministry of hospitality for those visiting the town during the Henley Royal Regatta, and a useful source of income for Chantry House maintenance. The café had to pause during the pandemic, but following a successful return in 2023, in 2024 we look to refine and update our offer.
- The Coronation of King Charles III was marked with a special service of Choral Evensong at St Mary's. These occasions are important in the life of the local community, and reflect St Mary's role as the Civic Church for Henley.
- The choir continues to be a focus of parish life. New singers have been successfully integrated, and the quality of the choir is appreciated both by the regular congregation and the wider community on those occasions when we are able to draw larger congregations. We continue to seek to recruit new members, and particularly children and young people.
- We look forward to 2024, with plans to introduce a new regular service aimed at children and families, and a renewed emphasis both on growth and on fundraising.

Church Attendance

The number of parishioners registered on the Electoral Roll at the 2023 APCM was 114 (2022 - 114)

Financial review

Total receipts on ordinary unrestricted funds were £127,973 (2022 - £125,085) and are detailed in the Financial Statements.

The Financial Statements for 2023, with the notes thereto, give a complete picture of our finances. We show a reduction of £16,814 (2022 - decrease of £63,084) on our unrestricted funds for the year. The parish donated 2% (2022 - 3%) of income to charities, emergency funds and other good causes.

Committees

The PCC operates through a number of committees, which meet as required and report back to the PCC.

Standing Committee: This is the only committee required by law. It has the power to transact the business of the PCC between meetings of the latter, subject to any directions given by the PCC. In St Mary's the Standing Committee also performs the function of a Finance Committee (no such separate committee exists here) in overseeing and managing income and expenditure (other than special projects), preparing budgets for the PCC approval and planning and monitoring our stewardship activities. The present members of the Standing Committee are the Rector, the wardens, the treasurer and the secretary.

Chantry House Management Committee: This body, a sub-committee of the PCC, takes responsibility for all matters concerning the maintenance, letting and management of the Chantry House. This committee comprises Fr. Jeremy Tayler, Robin Hartley, Martin Whittaker (Chairman) and Merelina Tebbot (Treasurer), Joan Edwards, John Louth, Clare Croton and Sue Hockley. Julie Griffin is the contact responsible for booking and billings.

Charity Committee: This body is responsible for deciding how charitable giving should be organised. It comprises: Robin Hartley (Chairman), Carol Brook Partridge, Joan Edwards and Andrew Merryweather.

Reserves policy

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately six months' unrestricted payments, to cover emergency situations that may arise from time to time. The balance of £241,005 (2022 - £257,819) on unrestricted funds including the capital value of our General Fund COIF shares more than fulfils this target.

The balance in the Chantry House Repair Fund of £4,814 (2022 - £5,632) together with the funds invested within the CBF Church of England Investment Fund valued at £23,173 (2022 - £21,181) on 31 December 2023 are retained towards meeting the costs likely to arise in maintaining such an ancient and historic building.

It is our policy to invest our funds balances with the CBF Church of England Deposit Fund, with the exception of our COIF Funds which are invested as income units in the CCLA Investment Management Ltd, COIF Charity funds.

For and on behalf of the Parochial Church Council

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Chairman

19 March 2024

Statement of Financial Activities
For the Year Ended 31 December 2023

		2023			2022
	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Income and endowments from:					
Donations and legacies	2(a)	82,564	30,000	112,564	94,493
Other trading activities	2(b)	37,859	5,319	43,178	29,108
Investments	2(c)	7,550	807	8,357	5,572
Total		127,973	36,126	164,099	129,173
Expenditure on:					
Charitable Activities	3	(152,636)	(16,367)	(169,003)	(185,297)
Total		(152,636)	(16,367)	(169,003)	(185,297)
Net income/(expenditure)		(24,663)	19,759	(4,904)	(56,124)
Transfers between funds		-	-	-	-
Gains/(losses) on investment assets		7,849	1,993	9,843	(14,069)
Net movement in funds		(16,814)	21,752	4,939	(70,193)
Total funds brought forward		257,819	38,815	296,634	366,827
Total funds carried forward		241,005	60,567	301,573	296,634

The notes form part of these financial statements

Balance Sheet
31 December 2023

	Notes	2023 £	2022 £
Fixed Assets			
Investments	4	116,486	106,643
Current Assets			
Debtors	5	-	-
Short term deposits	6	165,316	174,883
Cash at bank	7	<u>19,771</u>	<u>15,108</u>
Total Current Assets		185,087	189,991
Liabilities			
Creditors: Amounts falling due within one year	8	-	-
Net Current Assets		<u>185,087</u>	<u>189,991</u>
Total Net Assets		<u>301,573</u>	<u>296,634</u>
The Funds of the Charity			
Unrestricted - general		178,354	191,705
Unrestricted - designated		<u>62,651</u>	<u>66,866</u>
Total Unrestricted Funds		241,005	258,571
Restricted Income Funds		60,567	38,063
Total Reserves and Funds		<u>301,573</u>	<u>296,634</u>

The notes form part of these financial statements.

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

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19 March 2024

**Notes to the Financial Statements
for the Year Ended 31 December 2023**

1 Accounting Policies

Basis of preparation and going concern

The Financial Statements have been prepared under the historical cost convention with items recognised at cost unless otherwise stated in the relevant notes to these Financial Statements.

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 1997, as amended by the Church Accounting Regulations 2006, together with the SORP: Accounting and Reporting by charities preparing their Financial Statements in accordance with FRS 102 Update Bulletin 1 and the Charities Act 2011.

The members of the Parochial Church Council (PCC) consider that there are no material uncertainties about the PCC's ability to continue as a going concern.

Funds

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted Funds can only be used for a particular restricted purpose under the objectives of the charity. Restrictions arise when a specified wish is made by the donor or when funds are raised for particular restricted purposes.

The Financial Statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Voluntary and other income

Donations, collections, legacies and similar income are included in the year in which they are receivable which is when the charity becomes entitled to the resource.

Funds raised by fetes, garden parties and similar events are accounted for gross. Sales of books and magazines are accounted for gross.

Income from letting of church premises is recognised when it is received.

Investment income

Income from investments is included in the Statement of Financial Activities in the year in which it is received.

Gains and losses from investment assets

Realised gains and losses are recognised when investments are sold. Unrealised gains and losses are accounted for by revaluation each year end on 31 December.

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Notes to the Financial Statements (continued)
for the Year Ended 31 December 2023

1 Accounting Policies (continued)

Activities directly related to the work of the church

The diocesan parish share is accounted for when paid.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resource.

Investment assets

Investments are valued at market value each year end at 31 December.

Fixed assets

Consecrated and benefice property is excluded from the Financial Statements in accordance with s.10 of the Charities Act 2011.

No value is placed on movable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities. If material, it is disclosed in the notes to the Financial Statements.

All fixtures, fittings and office equipment are charged to expenditure when acquired. Material items are disclosed in the notes to the Financial Statements.

Current assets

All amounts owing to the PCC (together with any sums paid in advance in respect of future events) are shown as debtors, less any provision for amounts that may prove uncollectable.

Cash is held on deposit from time to time with the Church of England and Barclays and Lloyds Banks.

Interest and dividends are recognised when they are received.

Notes to the Financial Statements (continued)
for the Year Ended 31 December 2023

2 Income and endowments from:

	2023			2022
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
(a) Donations and legacies				
Covenants and Gift Aid	42,081	-	42,081	45,425
Income tax recoverable	11,425	-	11,425	10,785
Collections (open plate) at services	18,147	-	18,147	16,462
Sundry donations	9,161	-	9,161	7,001
Legacies and grants	1,750	30,000	31,750	14,820
	<u>82,564</u>	<u>30,000</u>	<u>112,564</u>	<u>94,493</u>
(b) Other trading activities				
Lettings	3,450	4,369	7,819	4,000
Miscellaneous	6,348	-	6,348	3,490
Fees	9,686	-	9,686	7,666
Property receipts	18,375	950	19,325	13,952
	<u>37,859</u>	<u>5,319</u>	<u>43,178</u>	<u>29,108</u>
(c) Investments				
<i>Dividend income from COIF shares</i>				
- General Fund (Earlsfield, Turnour, Bayley and Williams bequests)	1,101	-	1,101	1,097
- Assistant Clergy Fund (Williams, Giles and Jackson bequests)	1,460	-	1,460	1,454
<i>Dividend from CBF CoE investment</i>				
- Chantry House Repair Fund	-	633	633	630
<i>Interest</i>				
- General Fund	2,045	-	2,045	942
- Chantry House Repair Fund	-	157	157	81
- Assistant Clergy Fund	558	-	558	219
- Fabric Fund	-	16	16	82
- Charitable Donations Fund	-	-	-	-
- Organ Fund	-	1	1	20
- Nancy Baker Bequest Fund	2,386	-	2,386	1,047
	<u>7,550</u>	<u>807</u>	<u>8,357</u>	<u>5,572</u>

Notes to the Financial Statements (continued)
for the Year Ended 31 December 2023

3 Charitable Activities

		2023		2022
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
(a) Grants				
<i>Missionary and charitable giving</i>				
- Secular charities	1,120	-	1,120	1,000
- Missionary societies and other	1,390	-	1,390	2,880
	<u>2,510</u>	<u>-</u>	<u>2,510</u>	<u>3,880</u>
(b) Activities directly related to the work of the church				
<i>Ministry</i>				
- Parish Share	40,000	-	40,000	37,000
- Clergy Expenses	2,325	-	2,325	2,683
- Deanery Quota	2,626	-	2,626	1,351
<i>Church</i>				
<i>Running costs</i>				
- Energy	5,025	-	5,025	9,396
- Telephone	1,497	-	1,497	1,212
- Insurance	12,305	-	12,305	11,279
<i>Maintenance</i>				
- Repairs and renewals	16,127	8,984	25,111	33,182
- Music, choir and organ	14,808	-	14,808	20,406
- Printing and postage	3,256	-	3,256	1,905
- Health and safety	3,291	-	3,291	2,506
<i>Upkeep of services</i>				
- Sacristy	3,376	-	3,376	1,489
- Salaries, etc.	37,220	-	37,220	34,878
<i>Chantry House Costs</i>				
- Energy and water	-	3,993	3,993	2,830
- Telephone	-	606	606	606
- Maintenance	-	225	225	5,878
- Cleaning and admin	-	2,559	2,559	1,883
	<u>141,857</u>	<u>16,367</u>	<u>158,224</u>	<u>168,484</u>
(c) Other costs				
General Admin	3,811	-	3,811	1,248
Advertisements and website	1,680	-	1,680	5,120
Independent Examiners fees	1,920	-	1,920	5,340
Miscellaneous	858	-	858	1,225
	<u>8,269</u>	<u>-</u>	<u>8,269</u>	<u>12,933</u>
	<u>152,636</u>	<u>16,367</u>	<u>169,003</u>	<u>185,297</u>

Notes to the Financial Statements (continued)
for the Year Ended 31 December 2023

4 Investments

	2023			2022
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
General Fund - COIF				
2,021 shares at £19.84 (22 - £18.17)	40,107	-	40,107	36,731
Assistant Clergy Fund - COIF				
2,679 shares at £19.84 (22 - £18.17)	53,165	-	53,165	48,691
Henley and District Housing Trust				
£350 2.5% Loan Stock	40	-	40	40
Restricted Funds				
Chantry House Repair Fund				
CBF CoE Investment Fund				
1025 shares at £22.61 (22 - £20.66)	-	23,174	23,174	21,181
	<u>93,312</u>	<u>23,174</u>	<u>116,486</u>	<u>106,643</u>

5 Debtors

	2023			2022
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
Income Tax recoverable	-	-	-	-
Other debtors	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Notes to the Financial Statements (continued)
for the Year Ended 31 December 2023

6 Short term deposits

	2023			2022
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
General Fund	-	-	-	1,034
Chantry House Repair Fund	-	4,814	4,814	5,632
Assistant Clergy Fund	19,819	-	19,819	17,730
Fabric Fund	-	546	546	529
Charitable Donations Fund	-	-	-	25
Nancy Baker Bequest Fund	77,457	-	77,457	82,988
Chantry House Lettings Deposit	-	111	111	108
Organ Fund	-	-	-	53
The Ellen Buckland Bequest Fund	62,569	-	62,569	66,784
	<u>159,845</u>	<u>5,471</u>	<u>165,316</u>	<u>174,883</u>

7 Cash at bank

	2023			2022
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
General Fund	(15,262)	-	(15,262)	876
St Mary's Choir Fund	3,029	-	3,029	4,080
Chantry House Letting Fund	-	2,740	2,740	1,904
Fabric Fund	-	28,166	28,166	(1,834)
Clock Fund	-	1,016	1,016	10,000
The Ellen Buckland Bequest Fund	82	-	82	82
	<u>(12,151)</u>	<u>31,922</u>	<u>19,771</u>	<u>15,108</u>

8 Creditors falling due within one year

	2023			2022
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
Creditors for goods and services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Notes to the Financial Statements (continued)
for the Year Ended 31 December 2023

9 Details of Funds

Unrestricted Funds

The Unrestricted Funds of the PCC consist of the following:

The General Fund, this consists of:

- A current account with Barclays Bank
- A deposit account with the Church of England
- 2021 shares in the Charities Official Investment Fund (COIF)
- £350 Henley and District Housing Trust 2.5% Loan Stock

The investments arise from various bequests over many years.

The Loan Stock has not been converted to COIF units as the Official Custodian ruled that they are not a marketable security.

The Assistant Clergy Fund, this consists of:

- A deposit account with the Church of England
- 2021 shares in the Charities Official Investment Fund (COIF)

The investments arise from various bequests over many years.

The Ellen Buckland Bequest Fund, this consists of:

- A current account with Barclays Bank
- A deposit account with the Church of England

The St Mary's Choir Fund, this consists of:

- A deposit account with Lloyds Bank

The fund continues to pay scholarships to singers during the year and to develop the capabilities of choir members.

The Nancy Baker Fund, this consists of:

- A deposit account with the Church of England

Restricted Funds

The Restricted Funds of the PCC consist of the following:

The Chantry House Repair Fund, consists of:

- A deposit account with Barclays Bank
- 1025 shares in the CBF Church of England Investment Fund

The freehold of the Chantry House is held by the Oxford Diocesan Board of Finance as custodian trustees for the PCC on terms which allow all income derived from letting it or using it to generate income, to be spent by the PCC for its own purposes. No rent is payable.

Notes to the Financial Statements (continued)
for the Year Ended 31 December 2023

9 Details of Funds (continued)

The original value of the freehold property is not included with the Financial Statements. Improvements to the property are included within expenditure in the year in which incurred.

The PCC is responsible for keeping the Chantry House in good order. Any major expenditure incurred for restoration and improvement will require the permission of the Diocese as freeholders. The transactions arising from letting and other activities are handled by a committee. They are accountable to the PCC for the effective administration of the Chantry House activities.

The Chantry House Repair Fund is restricted by PCC resolution to donations for and expenditure on the restoration, alteration and improvement of the Chantry House.

Fabric Fund, consists of:

- A current account with Barclays Bank
- A deposit account with the Church of England

The fund is restricted by PCC resolution to donations for and expenditure on the restoration, alteration and improvement of the church fabric.

Charitable Donations Fund, consists of the following:

- A current account with Barclays Bank

The fund is restricted by PCC resolution to expenditure on charitable donations.

The Organ Fund, consists of:

- A deposit account with the Church of England

The fund is restricted by PCC resolution to repair work on the organ.

The Clock Fund, consists of:

- A current account with Barclays Bank

The fund is restricted to the repair and maintenance of the church clock or any suitable project with the permission of the donor.

**Report of the Independent Examiner to the members of:
The Parochial Church Council of St Mary the Virgin, Henley on Thames
For the year ended 31 December 2023**

I report on the financial statements of the PCC for the year ended 31 December 2023, which are set out on pages eight to seventeen.

Respective responsibilities of the PCC and the examiner

The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act)) and that an independent examination is needed. It is my responsibility to:

- examine the financial statements (under section 145 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees/members concerning 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 financial statements present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements 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 a proper understanding of the financial statements to be reached.

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Neil Hutt
Abben Consulting Limited

19 March 2024