

**Ewelme Benefice
Dursley Parochial Church Council
Registered Charity No. 1130972**

Trustees Annual Report 2021

Dursley Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Revd Canon Michael Cozens, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is specifically responsible for the churches of St James the Great Dursley (the parish church) and St Mark Woodmancote and the Parish Centre located behind the church of St James.

Our Vision

As members of the Ewelme Benefice, we will work together to share in the Diocese of Gloucester's LIFE Vision. *'I have come that they may have life, and have it to the full'.*

John 10:10

Objectives and activities

The PCC is committed to enabling as many people as possible to worship at our churches and be part of our community. Patterns of worship are discussed by the PCC which makes suggestions on how to improve contact with everyone within the parish. We try to enable all people to live out their faith as part of our parish community through:

- Worship and prayer; hearing about the Gospel, and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To do this work it is important that we maintain the fabric of our buildings.

Safeguarding

We reviewed all our Safeguarding policies and procedures in our April 2021 PCC meeting. The Church Choir which was not meeting in its entirety for the first half of 2021 resumed in September and the Safeguarding training, DBS checks and risk assessments necessary for its resumption was undertaken and completed. We are continuing to use the Parish Dashboards to dictate our Safeguarding requirements in conjunction with the Parish Safeguarding Handbook, and the Parish Safeguarding Officer undertook the Safeguarding Leadership training, Safer Recruitment and People Management training and the Domestic Abuse training, the latter which will be a requirement for the PCC Trustees to undertake during 2022, alongside the Safeguarding training they have already completed. The DBS process continues to be rolled out as and when checks require updating. Safeguarding is regularly reported on at PCC meetings and our policies and procedures will be reviewed annually as dictated by the Parish Safeguarding Handbook and Dashboards.

Achievements and Performance

The covid pandemic has continued to have a big effect on how we can carry out our objectives and activities. Throughout we have followed C of E and Gloucester Diocesan directions for the use of our church buildings and the conduct of services. The churches were closed for services after Christmas 2020 and we returned to holding Benefice Services via Zoom until Easter Day when a service was held in St James. We were able to open St James each day for private prayer during this period. Services then continued to be held in church following Covid guidance with social distancing where possible and the requirement for face masks to be worn. The choir returned to sing at the main services although the pattern of monthly services continued to be reduced. Sadly the Children's Church has not resumed and Messy Church has not been held this year. Christmas 2021 was celebrated with reduced attendance at most services. The decision was taken to cancel the Crib and

Christingle services due to concerns about rising Covid numbers. St James was opened on Christmas Eve for people to visit and to collect Christingles. After Covid restrictions were eased, 1 wedding was held in St James and 9 baptisms. During the year there were 23 funerals of which 7 were held in church and the rest at local crematoria.

The clergy have continued to undertake a limited number of home visits and pastoral contact has continued to be maintained by telephone calls and through the 'Buddies' system set up in March 2020. Regular services in some of the local nursing and residential homes were able to recommence in the autumn and have continued under Covid restrictions.

In October, following an interview process with 3 candidates, Mrs Clare White was appointed as Benefice Administrator. Clare succeeds Clive Orchard who had indicated that he would like to step back from the role which he had held for some 18 years. We were able to mark Clive's long service and his commitment to the life of the parish and wider benefice after the Benefice Advent Carol Service.

Contact with Dursley C of E Primary Academy has been maintained through Teams meetings for governors and the provision of recorded worship by the Rector. The Open the Book team also provided recorded OTB stories for the Academy to show to classes. Some in-school Collective Worship was possible in the autumn and the whole school held a Christmas Service in St James in December. At this service, thanks were given to Paul Daniels on his retirement as Principal. A new Principal, Mrs Toni Holford-Wright, was appointed in September and she takes up her role in January 2022.

During 5 weeks of the school summer holidays, the parish again joined with other churches from Churches Together in Cam and Dursley to offer a Pop-up café with craft activities. In Dursley this was run once a week in conjunction with members of Dursley Tabernacle.

Deanery Synod

We have space for three representatives on the Wotton Deanery Synod, currently we have one vacancy. There was one meeting during the year, on 22 September at Holy Trinity, Wickwar. The Diocesan Director of Education gave a presentation followed by discussion on activities church communities do with schools and the relationships between parishes and schools. The other main topics discussed were the Deanery Strategic Review and Finance. The treasurer reported that 61% of the deanery commitment had been received so far which was a good result. The Zoom meeting scheduled for 17 November was cancelled, and there were no other deanery synod meetings during the year. The Dursley churchwardens are representing the parish on the Deanery Synod Strategic Review working party.

Electoral Roll

Numbers on the Electoral Roll for 2021 were 150, and increase of 2 on the previous year. Chris Raffle continued to serve as Electoral Roll Officer.

The Messenger Parish Magazine was published monthly during the year with an increasing number of printed copies when COVID restrictions were eased for church buildings. The Magazine also appears online on the Benefice website. We continue to be very grateful to Judith Staddon for her role in producing the magazine each month and for the small group who work with her.

Fabric

Although the state of the fabric at both St James' and St Mark's remains generally in fine fettle, the year has not been without its challenges. Following an Ecclesiastical Insurance Risk Management Review in 2020, work (mainly of an electrical nature) was carried out at both churches (as well as at the Parish Centre) to comply with current regulations. Most of

the work was completed during the year but further electrical modifications at St James' will have to wait until 2022 when funds are available. The repair of the internal wall monuments at St. James' (project cost £32,000) has had to be scaled back to cover the seven monuments most at risk (cost 12,650 plus VAT) and work is due to commence on 10th January 2022. We are in possession of a Faculty to enable the work to proceed. We have received a grant of £4,500.00 from Gloucestershire Historic Churches Trust and a further grant of £2,550.00 from Torch Acre Trust. An additional £3,000.00 is promised from St Andrew's Conservation Trust on completion of the project. In November, in response to a Quinquennial requirement, a survey was carried out on the bells and bell frame. This has revealed a number of issues which will occupy the Fabric Team and others in 2022. Due to changes in the weather pattern, the gutters and downpipes at both churches (as well as at the Parish Centre) will require clearance twice a year. During 2021, this work was undertaken in both July and again in December. The churchyard has continued to be well cared for by a dedicated group of gardeners and grass cutters. The existing wooden church display case on the steps leading to the porch at St James' is rotten and will be replaced by a metal unit early in 2022.

A report from the Churchwardens

Firstly we would like to thank everyone who has quietly got on with all those 'behind the scenes' jobs during this second year affected by the pandemic. especially the gardeners, the cleaners, the flower arrangers, the coffee makers, the book stall, and the administrators; it's been lovely to welcome Clare to the main role and be allowed to raise a glass to Clive after the Benefice Advent Carol Service. Together we continue to show that we are a family of God all working together. The year began with the third of the lockdowns and so back to Zoom services before being able to celebrate Easter together back in church despite the restrictions. The services resumed with booking in, ensuring mask wearing and hand sanitising, appropriate seating spaces and carefully choreographed communion and a couple of months of coffee before the new variant appeared! Thank you to the choir who have continued to sing for the Sunday services and are now able to be all together again. For half of the year, areas of the church have been cordoned off, due to the unsafe wall monuments. Austin Meares has worked tirelessly to obtain grants and funding for these finally to be made safe in January 2022. We are greatly indebted to Austin for the time and effort that he has put into this project. We will start 2022 with the church in a safe state. Of course we continue to look for volunteers to help out in all areas of the church life so please don't hesitate to chat to one of us. No offer is ever too small!

The Finance Report is included in the Independent Examiners Report carried out by Azets.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. The members of the PCC are listed below. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. Elected members serve for 3 years to enable a rotation of the membership.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish including how the funds of the PCC are to be spent. The PCC held 5 meetings during 2021, 3 of which were held virtually, via Zoom. We held a very short meeting in the Church immediately after the APCM in May to make the necessary election of PCC Officers.

A monthly Service of the Word has been held in St Mark's church during the year. The Bishop's Council requested the Church Commissioner's to draw up a Scheme for the closure of St Mark's. This Scheme is still awaited and will then be sent out for consultation.

Administrative information

St James the Great Church, Silver Street, Dursley

St Mark's Church, Woodmancote, Dursley

These churches form part of the Parish of Dursley which is part of the Ewelme Benefice with the parish of Uley with Owlpen and Nympsfield. The Benefice is part of the Diocese of Gloucester within the Church of England.

The correspondence address for these churches is via the Parish Office c/o The Rectory, Broadwell, Dursley. GL11 4JE

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1130972

PCC members who have served at any time from 1st January 2021 until the date of this report are:

Ex-officio members:

Incumbent: The Revd Canon Michael Cozens

Associate priests: The Revd Ian Gardner

The Revd Jane Wood

Reader: Tony King

Churchwardens: Caroline Marrow (Lay Vice-chair)
Christine Morgan

Elected members:

David Smith Deanery Synod representative

Elizabeth Oakley Deanery Synod representative

Edwina Walton PCC Secretary

Sally Pearson PCC Treasurer

Austin Meares

Chris Raffle

Sarah Hodge until May 2021

Marcia Heaven

Ian Unsworth

Corinne Unsworth


Jan Vonberg

Gill Mather


Kathie Rebbeck

Parish Safeguarding Officer: Rachel Brown

Revd Canon Michael Cozens, PCC Chairman
March 2022


23.4.22

CAROLINE MARROW, CHURCHWARDEN 4
TRUSTEE


24/4/22
CHRISTINE MORGAN
CHURCHWARDEN TRUSTEE

ST JAMES DURSLEY AND ST MARK'S WOODMANCOTE PAROCHIAL CHURCH COUNCIL

NOTES ON ANNUAL ACCOUNTS YEAR ENDING DECEMBER 2021

1. Basis of Accounting

These financial statements have been produced on a Receipts and Payments basis in accordance with the Church Accounting Regulations 2006.

They have been produced utilising the Diocesan cashbook, developed by the Gloucester Diocesan Board of Finance as a simple way of recording receipts and payments, for the average PCC. It uses the information entered to produce a generic Receipts and Payments Account and Finance Return.

2. Accounting Policies

The financial statements include transactions and assets for which the PCC can be held responsible. They do not include the accounts of other church groups that owe affiliation to another body, nor those that are for informal gatherings of church members

During the year the PCC have agreed Financial Control Procedures to ensure the PCC meets the legal requirements and good practice recommendations set out in the [Charity Commission Guidance on Internal Financial Controls for Charity](#).

These will be reviewed annually at the first PCC meeting following the APCM.

3. Year End Balances

The Statement of Assets at page 3, shows at the year end 2021 we were holding £59607.98 across all our accounts. This represents a £10,126 improvement on last year.

The balance on the PCC Dursley Stewardship account includes a £3k grant from the Ouseley Trust which is to provide 3 year support for the appointment of an Assistant Director of Music. It has not been possible to progress this appointment in 2021.

Income in the Parish Centre account has improved as hall lettings have returned.

Expenditure from the St Marks Account has been lower than income in the year.

The balance in the Fabric Account is £1.5k lower than last year, continuing a year on year trend.

4. Receipts and Payments

The Receipts and Payments Accounts on page 4 shows the areas of expenditure and income across all accounts and allows comparison with last year.

Parish Share: At the beginning of the year the PCC made a commitment to a Parish Share of £48k. As with many other parishes the impact of Covid made meeting this commitment challenging. During the year the PCC made a contribution of £46k and has contributed a further £2k from the 2022 accounts to meet the 2021 commitment in full. This figure is still £16k less than the commitment made in 2020. The commitment from the PCC for 2022 is currently £48k but this figure will be reviewed in June 2022.

Fundraising: Fundraising activities have continued to be impacted by the constraints of Covid. During the year the following has been raised:

Event	Amount Raised
100 Club (for Fabric Account)	£1116.00
Art Project	£525.00
Book Stall	£3324.92
Cakes	£19.85
Coffee Cake and Music	£441.22
Christmas Fair	£2945.05
Children's Society	£743.55
Coffee	£118.81
Open Garden	£625.50
Patronal Picnic	£61.50
Plant Stall	£654.24
Ride and Stride	£176.00
Wreath Making	£300.00
Total	£11051.64

(figures include cost of fundraising)

5. Parish Finance Return

This return which is required by the Diocese, and generated from the Diocesan Cashbook, used to record all transactions across all our accounts and investments, is included at page 5

6. Appointment of Independent Examiners

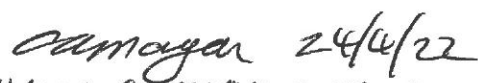
These accounts have been examined by Azets, Chartered Accountants. Their report is included at page 6.

Each year the APCM must approve the appointment of Independent Examiners for the coming year. It is recommended that Azets are appointed for 2022.

Sally Pearson (Treasurer) February 2022


23.4.22

CAROLINE MACROW: CHURCHWARDEN
TRUSTEE


CHRISTINE MORGAN: CHURCHWARDEN
TRUSTEE

St James PCC Dursley Statement of Assets 31 December 2021

Account	Account Name/Description	Opening ACTUAL Balance	Transactions In	Transactions Out	ACTUAL Balance
		£49,482.49	£115,129.83	(£105,004.34)	£59,607.98
A	PCC Dursley Treasurers Account 02391588 (cash)	£8,419.91	£88,867.49	(£86,331.54)	£10,955.86
B	PCC Dursley Fabric Account 02391693 (cash)	£13,173.58	£4,878.42	(£6,418.62)	£11,633.38
C	PCC Dursley Stewardship Account 07974395 (cash)	£100.77	£9,615.11	(£6,700.00)	£3,015.88
D	St Marks Treasurers Account 02476397 (cash)	£4,903.51	£6,694.00	(£2,860.47)	£8,737.04
E	St Marks Business Bank Instant 06009130 (cash)	-	£200.00	(£200.00)	-
F	St James Parish Centre (cash)	£707.52	£4,519.07	(£2,493.71)	£2,732.88
G	CBF Fabric Fund 616190001D (cash)	£6,500.00	-	-	£6,500.00
H	CBF Legacy Fund 616292001D (cash)	£13,203.15	-	-	£13,203.15
I	McClaverty Shares (Inv)	£2,474.05	£355.74	-	£2,829.79

Signature

24.4.22

CAROLINE MARELOW: CHURCHWARDEN
Trustee

MARGARET 24/4/22
CHRISTINE MORGAN: CHURCHWARDEN
Trustee

PCC Dursley Receipts & Payments Accounts

For the Year ended 31 December 2021

Notes	General fund £	Designated fund £	Restricted fund £	2021 £	2020 £
Incoming resources					
Voluntary income:					
Planned giving	49,192	-	665	49,857	45,360
Collections, donations & other giving	9,817	-	4,047	13,864	27,052
Income tax recovered	10,997	-	-	10,997	12,582
Legacies	700	-	-	700	-
Activities for generating funds					
Magazine/Bookstall sales/Hall Lettings etc	5,302	-	-	5,302	2,862
Income from other Properties	-	-	-	-	-
Annual Fete/events	8,774	-	2,278	11,052	6,055
Investment income:					
Interest & dividends	85	-	6	91	179
Income from charitable activities:					
Parochial fees	1,957	-	-	1,957	1,169
Other incoming resources:					
Insurance claims	-	-	-	-	-
Gain on disposal of fixed assets	-	-	-	-	-
Loans received	-	-	-	-	-
Other	3,968	-	373	4,341	5,833
Total incoming resources	90,792	-	7,369	98,161	101,092
Resources expended					
Charitable activities:					
Donations/Grants to charities	(25)	-	(2,861)	(2,886)	(1,934)
Mission & Evangelism	(40)	-	(1,000)	(1,040)	(650)
Parish Share	(46,000)	-	-	(46,000)	(64,000)
Clergy expenses	(803)	-	-	(803)	(1,723)
Church running expenses	(9,854)	-	(5,842)	(15,696)	(16,092)
Churchyard maintenance	(50)	-	-	(50)	(142)
Cost of raising funds	(535)	-	(683)	(1,218)	(1,028)
Running costs:					
Support costs	(109)	-	-	(109)	-
Administration costs (inc. staff costs)	(10,831)	-	-	(10,831)	(9,774)
Other	(7,274)	(949)	(900)	(9,123)	(9,051)
Governance costs	(635)	-	-	(635)	(420)
Major expenditure					
Repairs to church buildings	-	-	-	-	-
Repairs to other property	-	-	-	-	-
Capital purchases/additions	-	-	-	-	-
Loan repayments	-	-	-	-	-
Total resources expended	(76,156)	(949)	(11,286)	(88,391)	(104,814)
Net (outgoing)/ incoming resources	14,636	(949)	(3,917)	9,770	(3,722)
Transfers between funds	(96)	-	96	-	-
Net incoming/(outgoing) resources before gains	14,540	(949)	(3,821)	9,770	(3,722)
Gains on investment assets	356	-	-	356	155
Net movement in funds	14,896	(949)	(3,821)	10,126	(3,567)
Funds brought forward at 1 Jan	12,682	750	36,050	49,482	53,049
Funds carried forward at 31 Dec	27,578	(199)	32,229	59,608	49,482

177
23.4.22

CAROLINE MARRON: CHURCHWARDEN/REVEREND

carolanne 24/4/22
CHRISTINE MARRON: CHURCHWARDEN/REVEREND

Parish Finance Return 2021

The form below is produced by the Archbishops' Council's Statistics division, and should be submitted using their webportal at: <http://parishreturns.churchofengland.org/>



Return of Parish Finance to December Rev Michael G Cozens

Parish code:	Gloucester	Deanery:	St James Dursley
Parish name:	, 616031	Dioecese:	Wotton

INCOMING RESOURCES				RESOURCES EXPENDED			
UNRESTRICTED (nearest £)		RESTRICTED (nearest £)		UNRESTRICTED (nearest £)		RESTRICTED (nearest £)	
Voluntary income/ receipts				Costs of generating income			
1	£	47,401	£	665	£	535	£
2	£	1,791			£	25	£
3	£	4,174	£	-	£	46,000	£
4	£	2,893	£	797	£	8,016	£
5	£	10,997			£	913	£
6	£	700	£	-	£		
7	£	2,750	£	3,250	£		
8	£	70,706	£	4,712	£		
TOTAL Voluntary Income:							
Activities for generating funds							
9	£	8,774	£	2,278	£	40	£
Gross income from fundraising activities						14,656	£
Income from Investments						6,271	£
						695	£
Church activities							
11	£	1,957	£	-	£		
Statutory fees retained by the PCC (weddings, funerals etc)							
Gross income from trading (e.g. hall lettings, magazine, bookstall). NOT fundraising.							
12	£	5,451	£	-	£		
Other income resources							
13	£	3,819	£	373	£	75,921	£
Any other income/ receipts not already listed							
TOTAL INCOMING RESOURCES (FROM FINANCIAL STATEMENTS)						15	£
A	£	90,792			£	76,471	
B	£	7,369			£	11,286	
C	£	98,161			£		
PLANNED GIVERS AND LEGACIES						87,757	
14			44		£		
15			2		£		
16			2		£		
100			20.5		£		
Cash and Investment Balances							
91 Cash and deposit balances as at 31 December 2021						96,215	£
92 Investments as at 31 December 2021						2,890	£

Independent Examiner's Report

For the year ended 31 December 2021

Independent Examiner's Report to the PCC of Dursley Parish Church

I report to the trustees on my examination of the accounts of Dursley Parish Church (the Trust) for the year ended 31 December 2021

Responsibilities and basis of report:

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006.

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:

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. Accounting records were kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

Signed: *I. Lansdown*

Name: Ian Lansdown

Date: *26 April 2022*

Relevant professional qualification of professional body:
INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

Address:

Azets
Prospect House
5 May Lane
Dursley
Gloucestershire GL11 4JH