



Looking to God, Looking to Care, Looking to Grow

**The Annual Meeting of Parishioners and Annual Parochial Church Meeting
Thursday 22nd May 2025 at 7.00 pm in St. George's School, Bourton**

Draft Minutes

ANNUAL MEETING OF PARISHIONERS

- 1. Opening Prayers** were said by Rev. Graham Southgate followed by a welcome.
- 2. Apologies:** Mona Tyler, Caroline Worthington, Steve Harris, Val Rowe, Tony Moorby, Pat Ross Hurst, Helen and Paul Bedford
- 3. Minutes** of the last meeting on 16th May 2024 – Approval of the minutes was proposed by Jane Parker, seconded by Ashley Kemp with unanimous approval. There were no matters arising.
- 4. Election of Churchwardens** (*Open to all those on the Civic and Church Electoral Rolls*)
The following Churchwardens were elected:- Margaret Martin and Harry Allen for St. George's Bourton, Chris Reeves and Celia Cotton for St. Mary's Kilmington, Jane Parker and Steve Harris for St. Peter's Stourton and Val Rowe for St. Martin's Zeals. They will be sworn into office at the Archdeacon's Visitation on 11th June at St. Denys, Warminster. Ross Coad was not standing again and was thanked for his term of office.

ANNUAL PAROCHIAL CHURCH MEETING

(Open to those on the Church Electoral Roll (CER))

- 1. PCC Annual Report for 2024** – Graham said that this had been approved by the PCC on 9th May. It has also been emailed to those on the Church Electoral Roll. There were no comments or questions.
- 2. Churchwardens' reports** on the fabric, goods and ornaments of each Church and presentation of the inventories.

Harry Allen presented St George's inventory and delivered the following Fabric Report.
All the fire extinguishers were serviced, as normal, in March 2024. No new ones were required this year. As reported at the last meeting the bell tower key had been stolen and a replacement could not be found. Following discussion it was agreed that the tower needed to be locked and a combination lock was subsequently fitted to ensure only authorised entry was possible. During the 2024 repointing of sections of the outside walls was carried out. Inside the church three areas of plaster were repaired; a large section at the rear on the north wall and two smaller sections on the south wall.
In late 2024 a number of slates came loose on the north wall next to the tower. This was repaired in time for the Christmas service.

Chris Reeves presented St. Mary's inventory and presented the following Fabric Report.
St. Mary's had its Quinquennial this year. The north west window requires some repair and reparation and there have been some tiles off the roof.

Jane Parker presented St. Peter's inventory and delivered the following Fabric Report.

St. Peter's had the interior ceiling decorated in March 2025 (St Peter (634436): List B application approved ref 2024-105496). With formal permissions in place, the Church team directly appointed Paul Wills (decorator for the Stourhead estate) to carry out the approved redecoration works. A scaffold was erected in early March and decorations carried out to the plaster ceilings of the Nave, North and South Aisles. During decoration Paul Wills raised concern that there were issues with parts of the cornicing. Approval was quickly sought to enable the repairs to be made whilst the scaffolding was in place.

We were delighted to have received funds from the Memorial Hall Committee of £1400 and a Listed Worship Grant of £927.

St. Peter's QQI is due this year.

The Church Silver is now held by Salisbury Cathedral as of November 2024, saving the LCC Bank Safety Deposit box fees.

The Clock has been duly serviced and kindly paid for by Harry Parker.

Ross Coad presented the inventory for St. Martin's and delivered the following report.

Fabric- Heating: I reported last year that we had applied for a faculty to install new modern electric heaters down the nave and chancel. I understand that this faculty approval is expected within the next month or so. We have funds reserved for this work and are expecting support from the Friends to assist should there be any shortfall.

QQ works detailed in the report of 2022 have been attended to - where scaffolding is not required. We are indebted to the Friends of St Martins for their help towards funding the repointing of the churchyard wall. (£571 donation rec'd)

We have received advice from a number of experts concerning our 2 magnificent copper beech trees and now had relevant branches and deadwood trimmed out. The Friends have also assisted with this expense. (£1500 donation rec'd).

The parish now faces major decisions concerning the remainder of the QQ work. The major outstanding item is the state of the windows throughout St Martins. The East windows as well as the large West window are in very poor condition. Initial quotations suggest these will cost some £100,000 to make good for a 50+ year future. We have £7000 reserves.

Damp is a constant QQ factor esp within the Chancel. The Rector has highlighted the connection between damp and lack of open window draught for our damp English climate. There are no windows that open throughout St Martins other than 2 at the very back of the nave. Realistically we need to develop some windows that open in the chancel as part of the windows overhaul, thus assuaging the damp.

The future. I have outlined the realities of St Martin's fabric and fundings above. Now the PCC and its sub committee the LCC need to develop plans concerning fabric for the future.

Do we have practical confidence in the ongoing vision and requirement for St Martin's to seek the major funding to overhaul the windows?

If we manage to overhaul the windows, together with the new heating system, will the building layout be suitable for the coming generations of worshippers that many of us consider are around in the village of Zeals?

The PCC have spent almost 12 months seeking to ascertain 'what God is doing in the parish' and therefore what we need to offer to support Him in this work. The PCC will no doubt speak to this in due course.

3. Treasurer's Report and Approval of Accounts – Ashley Kemp ran through his Report, which with the Accounts had already been emailed to the Church Electoral Roll. George Bullivant proposed approval of the Accounts and Catherine Spencer seconded with unanimous approval. Margaret Martin, on behalf of Bourton church wanted to thank Ashley for the time spent on working on Bourton Trustees and record their appreciation.

4. Appointment of Examiner of PCC accounts. Ashley Kemp recommended the appointment of Charles Vizor for another year. Catherine Spencer proposed and Glenis Allen seconded and all approved. Charles was thanked for his work on this and for carrying on.

5. Deanery Synod Report – Chris Reeves delivered his report as follows.

Heytesbury Deanery Synod has met three times discussing Pastoral Reorganisation, Vacancies and Development of Making Jesus Known. In Making Jesus known, the Heytesbury Deanery supports the Maridi Link with some funding towards the provision of 10 houses, an outside kitchen and funding towards their student fees while they are studying at the Chaima Christian College.

Robert Shuler has taken on the role of Deanery Treasurer until a replacement comes forward.

6. Election of Deanery Synod representatives x 1 (*Open to those on the CER*)

Chris Reeves and Steve Harris have one more year. No-one came forward to fill the Vacancy.

7. Report on and reception of the Church Electoral Roll

Elizabeth Hames reported as follows.

THE PARISH OF UPPER STOUR ELECTORAL ROLL REPORT 2024-2025

THIS IS THE COMPLETE REVISION OF THE ROLL

At the close of registration for 2024 there were 99 on the roll

This breaks down as follows

BOURTON:	There were 25 residents
KILMINGTON:	There were 23 residents
STOURTON:	There were 16 residents
ZEALS:	There were 32 residents
NON-RESIDENTS:	There were 3 persons

This year for the new Electoral roll for 2025 the break down for each village and Non-Residents that enrolled were:

BOURTON:	23	Residents
KILMINGTON:	16	Residents
STOURTON:	17	Residents
ZEALS:	29	Residents
NON-RESIDENTS:	7	Residents

TOTAL ON THE ROLL IN 2025 92 (Ninety Two)

The numbers decreased by 7 persons

Elizabeth was warmly thanked for overseeing the renewal. It's quite a task - undertaken every 6 years.

8. Election of Parochial Church Council representatives x 6 (*Open to those on the CER*)

George Bullivant, Ashley Kemp, Caroline Worthington and Jane Joyce and were elected for a one year term. So 4 out of a possible 6 were re-elected. Graham Southgate thanked the members of the PCC

9. Date of next meeting - tbc April/May 2025 PCC to determine.

(After the meeting the PCC set the Annual Meetings at 7.00 pm on Thursday, 30th April at a Zeals venue tbc)

10. Any Other Business – Glenis Allen missed mention of Open the Book in 2024 and recognition of its work in the schools. Graham Southgate apologised for this omission and thanked her and the Open the Book team for all the work it does. Jane Joyce also apologised for this omission in the Review of the PCC.

11. Closing Prayer

Kilm'ton	Kilm'ton	Kilm'ton	Kilm'ton	Stourton	Stourton	Stourton	Stourton	Stourton	Stourton	Stourton
Aggregate (nearest £)	UN-RESTRICTED (nearest £)	RESTRICTED (nearest £)	RESTRICTED (nearest £)	Aggregate (nearest £)	UN-RESTRICTED (nearest £)	RESTRICTED (nearest £)	RESTRICTED (nearest £)	RESTRICTED (nearest £)	RESTRICTED (nearest £)	RESTRICTED (nearest £)
Churchyard Tower/Bldg				Bells Organ Roof						
4,495	4,495			3,060	3,060					
190	190			200	200					
1,237	1,237			2,604	2,604					
20	20			7,850	7,850					
1,339	1,339			3,236	£3,236					
13	13			0	0					
535	535			5,750	5,750					
7,829	7,829	0	0	22,700	22,700	0	0	0	0	0
2,922	2,922	0	0	929	929					
1,408	1,408			760	£760					
0				0	0					
0				0	0					
0	0			0	0					
7,829	7,829	0	0	22,700	22,700					
12,159	12,159	0	0	24,388	24,388					
435	435		£0.00	276	276					
0				0	0					
0	0			0	0					
7,686	7,686			7,686	7,686					
0	0			0	0					
0	0			0	0					
0	0			6	6					
1,478	1,478			7,503	7,503					
2,289	2,289			835	835					
0	0			0	0					
0	0			2,160	2,160					
0	0			0	0					
0	0			0	0					
0	0	0	0	0	0					
11,887	11,887	0	0	18,465	18,465					
392	392	0	0	0	0	0	0	0	0	0
663	663	0	0	5,923	5,923	0	0	0	0	0
0	0	0	0	0	0					
663	663	0	0	5,923	5,923					
18				7						
0				0						
0				0						
125	125	0	0	11,834	11,082	752	0	0	0	0
0				0	0					
0				0	0					
125	125			11,834	11,082	752	0	0	0	0
0	0			0						
7,836	7,331	506		0						
2,237	2,237			2,237	2,237					
0	0			0						
26,000	£23,600	0	2,400	0						
0				15,000	15,000					
0				0						
0				0						
36,199	33,293	506	2,400	29,071	28,319	752	0	0	0	0
537	537	0	0	7,646	7,646	0	0	0	0	0
0	0	0	0	0						
0	0	0	0	0						
537	537	0	0	7,646	7,646	0	0	0	0	0
1,734	1,734			0						
6,402	5,909	£493		10,253	10,253					
2,237	2,237			2,237	2,237					
0	0			0						
27,360	24,961	0	2,400	0	0					
0	0			15,750	15,750					
0	0			0						
0	0			0						
38,270	35,377	493	2,400	35,886	35,886	0	0	0	0	0

MAGA ZINE	
0	
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5,578	5,578
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5,578	5,578
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0	
0	
0	
3,745	3,745
0	
0	
0	
0	
3,745	3,745
0	
1,833	1,833

[illegible]2,187 2,187

2,520	2,520
2,520	2,520



Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Parochial Church Council of Ecclesiastical Parish of Upper Stour		
On accounts for the year ended	31 st December 2024	Charity no (if any)	1131161
Set out on pages	n/a <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended. 31/12/2023

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").
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Independent examiner's statement	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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.
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I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.
* Please delete the words in the brackets if they do not apply.

Signed:		Date:	12 th MARCH 2025
Name:	Charles Vizor		

Relevant professional qualification(s) or body (if any):	
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Address:	Four Gables, Hazzards Hill, Mere, Warminster, Wiltshire BA12 6ET



Return of Parish Finance
January to December 2024

Upper Stour only

30 Are your accounts Receipts and Payments [Y] OR Accruals [] ? (indicate ONE)

If the form is NOT completed for the entire
St. Martin's, St. Peter's, St. Mary's and
St. George's LCCs

Parish Code (6)
Deanery:
Diocese:

HE13US
Heytesbury
Salisbury

RECEIPTS/INCOME		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
Voluntary giving			
1	Regular giving	£29,569	£0
3	Collections at services	£7,424	£0
4	All other giving and voluntary receipts, including special appeals (recurring and one-off)	£11,083	£0
6	Gift Aid recovered (regular giving and one-off donations)	£11,759	£0
7	Legacies received (capital value)		£0
8	Grants (include recurring and one-off)	£7,062	£0
	Total voluntary giving	£66,897	£0
Activities for generating funds			
9	Fundraising activities (gross proceeds)	£18,706	£0
Income from investments			
10	Dividends, interest, income from property etc.	£2,811	£0
Church activities			
11	Fees retained by PCC (weddings, funerals etc.)	£10,375	£924
12	Trading activities (gross), NOT fundraising	£5,578	£0
Other incoming resources			
13	Other receipts/income not already listed PLEASE NOTE BRIEF DETAILS IN BOX E	£1,625	
Totals (from Financial Statements)		Unrestricted £105,992	Restricted £924
A	RECEIPTS/INCOME		
B	COMBINED TOTAL	£106,916	

PAYMENTS/EXPENDITURE		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
Costs of generating funds			
17	Costs of fundraising activities	£4,994	£0
Church activities			
18	Mission giving and donations	£1,737	£0
19	Diocesan parish share contribution	£53,637	£0
20	Salaries, wages and honoraria	£4,512	£0
21	Clergy (Rector's still awaited) & staff expenses	£2,370	£0
Church expenses			
22	Mission and evangelism costs	£2,970	£0
23	Church running expenses, incl governance	£15,651	£0
24	Churches utility bills	£7,049	£0
25	Costs of trading	£0	£0
Major capital expenditure			
27	Major repairs to the church building	£2,160	£0
28	Major repairs to church hall/other PCC property including redecoration	£0	£0
29	New building work to the church, church hall, clergy housing or other PCC property.	£227	£0
Other expenditure			
Other payments/expenditure not already listed PLEASE NOTE BRIEF DETAILS IN BOX E		£2,562	£0
Totals (from Financial Statements)		Unrestricted £97,871	Restricted £0
C	PAYMENTS/EXPENDITURE		
D	COMBINED TOTAL	£97,871	

PLANNED GIVERS AND LEGACIES		UNRESTRICTED	RESTRICTED
14	Number of regular givers	52	£31,382
16	Number of new legacies received in year	0	£10,398

Please refer to the accompanying notes to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in <i>PCC Accountability</i> , 5th edn..		Name	Ashley Kemp	Date	05/03/25
		Position	PCC Treasurer		
		Email or telephone	treasurer@agkemp.co.uk		

Looking back across 2023, were there any exceptional circumstances (other than COVID 19) that may have led to unusual figures? Please provide details in this box.
Also: Unpaid Dec2024 debt £1148 to repaireir, churchwarden unresolved. box 30=Funerals and wed expenses (incomes in item 11) Box 13=mainly magazine profit

CHURCHES VISITOR
INDEPENDENT EXAMINER
SIGNED
12th MARCH 2025