

THE PARISH OF ST ANDREW CHIPPENHAM  
WITH ST NICHOLAS TYTHERTON LUCAS  
Reg Charity 1131163



**Annual Report and  
Financial Statements for the  
year ended 31<sup>st</sup> December 2020**



**ST ANDREW'S CHURCH OFFICE, MARKET PLACE, CHIPPENHAM, SN15 3HT**  
<http://www.standrewschippenham.org.uk>

Hold fast to that which is good. Love & Serve the Lord

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020  
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## Notes to the Financial Statements

### 14 FUNDS (CONTINUED)

FUNDS- COMPARATIVE	Bal b/f at 01/01/2019	Income	Expenditure	Transfer	Gains/ (Losses)	Bal c/f at 31/12/2019
	£	£	£	£	£	£
<b>Unrestricted Funds</b>						
General- St Andrews	317,351	127,381	(137,652)	105,000	-	412,080
General- St Nicholas	15,983	6,440	(7,052)	-	-	15,371
Designated (Fabric)	297,999	23,164	(8,245)	(29,490)	20,638	304,066
Choir	1,495	-	-	-	-	1,495
Organ restoration	2,780	-	(546)	-	-	2,234
Friends of St Andrews	3,825	5,125	(2,710)	-	-	6,240
Mission- designated	766	-	(5,000)	5,000	-	766
Hall	81,340	27	(857)	(80,510)	-	-
	<u>721,539</u>	<u>162,137</u>	<u>(162,062)</u>	<u>-</u>	<u>20,638</u>	<u>742,252</u>
<b>Restricted Funds</b>						
Mission- Syrian Refugees	2,222	-	(1,534)	-	-	688
Flower	962	1,587	(1,601)	-	-	948
Organ restoration	52	5,884	-	-	-	5,936
Traidcraft	700	4,143	(4,234)	-	-	609
	<u>3,936</u>	<u>11,614</u>	<u>(7,369)</u>	<u>-</u>	<u>-</u>	<u>8,181</u>
	<u>725,475</u>	<u>173,751</u>	<u>(169,431)</u>	<u>-</u>	<u>20,638</u>	<u>750,433</u>

#### Transfers

A transfer was made from the designated fabric fund to general- St Andrews fund in respect of capital additions made in the year.

There was an ongoing project to renovate the church hall, and as such, the trustees has transferred amounts from general funds and the designated fabric fund to a designated hall fund. This project was completed during 2019.

Transfers have also been made to reflect the allocation of a proportion of regular giving received to the mission designated fund.

#### Fund descriptions

##### **Restricted funds**

*Mission Fund - Syrian Refugees-* This is a restricted fund held on behalf of local volunteers to assist with the settlement of Syrian Refugees in the Chippenham area.

*Flower Fund* - This is a fund to support the activities of the Church's flower arrangers.

*Organ restoration fund* - This is a fund set up towards a specific restoration project for the organ.

*Traidcraft Fund* - This is a fund which supports the Traidcraft charity from profits made in church through the sale of Traidcraft fairtrade goods.

##### **Unrestricted and designated funds**

*General funds* - these can be used for PCC ordinary purposes and are split between St Andrews and St Nicholas parish.

*Fabric Fund* - This is an unrestricted fund for the maintenance and repair of the Church building.

*Choir Fund* - This is a fund to support the activities of the Church Choir.

*Organ restoration fund* - This is a fund set up to pay for the restoration and upkeep of the organ.

*Friends of St Andrew's Fund* - This is a fund made up of funds raised by the Friends of St Andrew's to support church projects usually for the Church's Fabric.

*Mission* - This is a fund to support charities for which collections in church have been made or which the PCC should be supporting through the transfer of funds from the general fund during the year. This was reclassified from restricted funds as a designated fund during the prior year.

*Hall* - The money previously held by the Diocese from the sale of the St Catherine's room has been included in this fund to fund the hall project.

### 15 RELATED PARTY TRANSACTIONS

No related party transactions took place during the year (2019: £Nil).

## Notes to the Financial Statements

### 12 CREDITORS

	2020 £	2019 £
<b>Creditors</b>		
Trade creditors	4,447	5,226
	<u>4,447</u>	<u>5,226</u>
<b>Accruals</b>		
Independent examination fee	2,282	2,100
Other accruals	-	180
	<u>2,282</u>	<u>2,280</u>

### 13 SUMMARY OF ASSETS BY FUND

	Unrestricted Funds	St Nicholas	Total Unrestricted funds	Restricted Funds	Total 2020
	£	£	£	£	£
Tangible fixed assets	442,336	-	442,336	-	442,336
Investment fixed assets	129,287	-	129,287	-	129,287
Current assets	176,956	19,760	196,716	9,915	206,631
Liabilities	(10,897)	-	(10,897)	(306)	(11,203)
	<u>737,682</u>	<u>19,760</u>	<u>757,442</u>	<u>9,609</u>	<u>767,051</u>

### SUMMARY OF ASSETS BY FUND - Comparative

	Unrestricted Funds	St Nicholas	Total Unrestricted funds	Restricted Funds	Total 2019
	£	£	£	£	£
Tangible fixed assets	407,466	-	407,466	-	407,466
Investment fixed assets	125,987	-	125,987	-	125,987
Current assets	200,974	15,371	216,345	8,181	224,526
Liabilities	(7,546)	-	(7,546)	-	(7,546)
	<u>726,881</u>	<u>15,371</u>	<u>742,252</u>	<u>8,181</u>	<u>750,433</u>

### 14 FUNDS

	Bal b/f 01/01/2020 £	Income £	Expenditure £	Transfer £	Gains/ (Losses) £	Bal c/f 31/12/2020 £
<b>Unrestricted Funds</b>						
General- St Andrews	412,080	128,324	(133,682)	43,372	4,398	454,492
General- St Nicholas	15,371	10,052	(5,663)	-	-	19,760
Designated (Fabric)	304,066	12,241	(3,788)	(35,353)	-	277,166
Choir	1,495	-	-	-	-	1,495
Organ restoration	2,234	-	-	-	-	2,234
Friends of St Andrews	6,240	4,296	(1,988)	(6,253)	-	2,295
Mission- designated	766	-	1,000	(1,766)	-	-
	<u>742,252</u>	<u>154,913</u>	<u>(144,121)</u>	<u>-</u>	<u>4,398</u>	<u>757,442</u>
<b>Restricted Funds</b>						
Mission- Syrian Refugees	688	-	(688)	-	-	-
Flower	948	196	(369)	-	-	775
Organ restoration	5,936	1,854	-	-	-	7,790
Traidcraft	609	2,441	(2,006)	-	-	1,044
	<u>8,181</u>	<u>4,491</u>	<u>(3,063)</u>	<u>-</u>	<u>-</u>	<u>9,609</u>
	<u>750,433</u>	<u>159,404</u>	<u>(147,184)</u>	<u>-</u>	<u>4,398</u>	<u>767,051</u>

## The Parish of St Andrew, Chippenham with St Nicholas, Tytherton Lucas

Charity no 1131163

### ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020

## Aims and Purposes

The Parochial Church Council of St Andrew, Chippenham with St Nicholas, Tytherton Lucas (the PCC) has the responsibility of co-operating with the incumbent, the Rev. Rod Key, in promoting the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Church and other buildings of St Andrew's and St Nicholas Church.

## Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at both St Andrew's and St Nicholas and become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how services can involve the many groups that live in the parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

- Worship and prayer; learning 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 facilitate the work, it is important that we maintain the fabric of our Churches and other Buildings.

## Achievements and Performance

### Chairman's report

The scene for the 2020 report should be comments around life after Brexit but here we are in the midst of the COVID-19 pandemic. There is no longer a normal or is there? As with any family St Andrew's has adjusted to the new and variable conditions. The creative clergy and church officers have led us in maintaining, as far as possible, some of the important routines to the life and wellbeing of St Andrew's.

Many of the regular functions and events, e.g. the weekly Wednesday Coffee Shop Mornings and the annual Autumn Fayre, were not possible due to the social mixing constraints to avoid spreading the virus and lockdown conditions. Apart from the social enjoyment of these regular functions they were also vital in helping to raise the funds necessary to assist in maintaining the church infrastructure. For similar reasons income was virtually eliminated from hiring out King Alfred's Hall and the Club Room. Fortunately the regular giving and special appeals have been successful with generous donations which will help reduce the impact of the lost income.

Innovative changes in the regular Sunday services content and seating layout, with awareness meeting and spacing limitations, have allowed for two regular morning services. For those members of the congregation who were unable to attend these services a home service routine is prepared for each Sunday so we can be gathered together in spirit if not in body. The Christmas week walk-through events were a great success featuring music and displays for visitors to experience and enjoy during a slow journey on a meandering course through the church. Despite the difficulties the Car Park project was progressed and completed. We now have a much improved facility which will assist us and visitors to St Andrew's.

As usual St Andrew's has remained open to everybody for those who seek a place for private prayer and contemplation which again has been most welcome to visitors and residents of Chippenham. Weddings, Baptisms and funeral services have been maintained with due consideration for the prevailing conditions.

The reality is that we still have a difficult journey through 2021 with the task of winning through this Pandemic. But we will respond together to ride this storm and support each other.

## Notes to the Financial Statements

### 9 TANGIBLE FIXED ASSETS

	Freehold land & Buildings £	Office Equipment £	Total £
<b>COST</b>			
At 1st January 2020	404,000	11,354	415,354
Additions for year	36,000	-	36,000
At 31st December 2020	<u>440,000</u>	<u>11,354</u>	<u>451,354</u>
<b>DEPRECIATION</b>			
At 1st January 2020	-	7,888	7,888
Charge for year	-	1,130	1,130
At 31st December 2020	<u>-</u>	<u>9,018</u>	<u>9,018</u>
<b>NET BOOK VALUE</b>			
At 31st December 2020	<u>440,000</u>	<u>2,336</u>	<u>442,336</u>
At 31st December 2019	<u>404,000</u>	<u>3,466</u>	<u>407,466</u>

The Church also has silverware on permanent loan to the Heritage Centre. These have been valued at £11,300.

### 10 FIXED ASSET INVESTMENTS

	Listed Investments £
<b>MARKET VALUE</b>	
At 1st January 2020	125,987
Sales	(1,098)
Change in market value	4,398
At 31st December 2020	<u>129,287</u>

All investments are UK Investments or investments within a portfolio managed within the UK.

Split as follows:

	2020 £	2019 £
UK Index linked Government bonds	16,489	15,100
UK Investment Grade bonds	10,973	8,346
Active Managed fixed inc- diversified	-	3,815
UK Investment Companies	42,318	46,278
European Investments	-	2,976
North American Investments	6,155	-
Global Investments	37,892	37,166
Alternatives	14,216	9,206
Cash	<u>1,244</u>	<u>3,100</u>
	<u>129,287</u>	<u>125,987</u>

### 11 DEBTORS

	2020 £	2019 £
HMRC	3,526	5,307
Other	<u>1,106</u>	<u>2,263</u>
	<u>4,632</u>	<u>7,570</u>

## Notes to the Financial Statements

### 8 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2019
	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>			
Donations and legacies	108,899	5,306	114,205
Other trading activities	37,360	2,165	39,525
Investments	10,403	-	10,403
Church activities	5,475	4,143	9,618
Total income and endowments	162,137	11,614	173,751
<b>EXPENDITURE ON:</b>			
Raising funds	12,667	1,601	14,268
Church activities	149,395	5,768	155,163
Total expenditure	162,062	7,369	169,431
<b>NET INCOME/ (EXPENDITURE)</b>	75	4,245	4,320
<b>GAINS/(LOSSES) ON INVESTMENT ASSETS</b>	20,638	-	20,638
<b>TRANSFERS BETWEEN FUNDS</b>	-	-	-
<b>NET MOVEMENT IN FUNDS</b>	20,713	4,245	24,958
<b>RECONCILIATION OF FUNDS:</b>			
<b>FUNDS BROUGHT FORWARD</b>	721,539	3,936	725,475
<b>FUNDS CARRIED FORWARD</b>	742,252	8,181	750,433

## Deanery Synod

The Deanery Synod had three meetings during 2020, two of which were by Zoom. St Andrew's is represented by Rev. Rod Key, Dick and Eryl Spencer. The main focus of these meetings is to share good practice and ideas from member churches on how to make the Gospel meet modern day needs. This was accomplished by:

- Disseminating Deanery activities and initiatives via a Newsletter;
- Hearing presentations from Diocesan officers, individuals and churches on how growth can be achieved and existing congregations supported;
- Discussing in syndicates how ideas from these presentations can be applied to the participant's churches.
- The November meeting was a good example of this with the Archdeacon of Malmesbury, Ven. Christopher Bryan, in attendance. After watching a video presentation by Bishop Viv, themes for transforming the church stimulated by the video were discussed and developed in syndicate groups. These ideas were noted by the Archdeacon for inclusion in planning for the next 5 years on how the church can be revitalised to meet today's needs.
- The link with Mukono has been disbanded but it is hoped to start a link with a new community in the near future.

## Church Buildings

Due to COVID-19 restrictions, 2020 was a year of marking time. The benefit of prior years' investment has been that there has been minimal intervention required during the year for maintenance.

The Church Flat tenants renewed their lease to November and following a short void of 2 weeks new tenants, a family, have taken a six-month lease. The fence works to demarcate the church flat garden from the King Alfred Hall have been on hold due to lockdown. These are commencing now.

The planned works to create the revised parking with upgraded landscaping were completed to schedule before the pandemic adversely impacted general activity. These are in use now. In the course of excavating a de-commissioned font was uncovered. This likely dates to the 1440's and it is suspected it was buried in line with Canon Law when the church was re-

modelled in the 1870's and the present font installed. The original position of the font, including its draining channel, were identified in the Hungerford Chapel. The font is drying out slowly pending cleaning by an archaeologist and can then be restored to its original position subject to a decision being taken on that being the preferred option.

Minor but persistent roof leaks have previously been identified, principally along the line of the nave and the South Aisle. We are evaluating the revisions to the hoppers to see if this alleviates the problem.

The town council took over responsibility from Wiltshire Council for the maintenance of the churchyard in July. A health and safety evaluation identified two minor trip hazards (as defined by their guidance) which have been addressed. There is a concern for the health of one of the cedar trees in the Churchyard and the Council will evaluate this further. All other trees are healthy.

During the summer, the northern corner of the Church yard was allowed to grow out as a wildflower area to promote a natural in town habitat for wildlife. Bird boxes have also been installed throughout the churchyard. This initiative has inspired a plan by local residents to request permission to install beehives in the Churchyard, with the added benefit that they discourage antisocial behaviour in their immediate vicinity, and to plant espaliered fruit trees against the retaining wall on St Mary St. The Town Council is supportive of both those initiatives.

### ***Pastoral Care & Volunteers***

It has felt at times this year that we've been fighting for the very life of the church – both locally and nationally. I can't speak for the national situation, but I know that St Andrew's and St Nicholas' will come through because of the undaunted goodwill of those we always rely on as the life-blood of our church family – our volunteers.

Pastorally, the normal tools of our trade – visiting, face-to-face contact, church, coffee shop, events and much more – were swept away. But within 2 weeks of lockdown, we had a group of people regularly phoning those we could identify as isolated or vulnerable, and they have continued that telephone contact all year where it is needed. There will have been gaps, I'm sure, for which I ask your forgiveness, but the goodwill has been there throughout.

## **Notes to the Financial Statements**

<b>GRANTS - MISSIONARY &amp; CHARITABLE</b>	<b>2,020</b>	<b>2,019</b>
	£	£
<b><u>MISSION FUND - DESIGNATED</u></b>		
<b>BALANCE OF FUNDS AS AT 1st JANUARY 2020</b>	766	766
<b>TRANSFER TO / FROM GENERAL FUNDS - Ordinarily 10% of regular giving</b>	(1,766)	5,000
<b>NET EXPENDITURE IN THE YEAR - see below</b>	1,000	(5,000)
<b>TOTAL FUNDS AS AT 31st DECEMBER 2020</b>	-	766
<b><u>NET EXPENDITURE</u></b>		
<b>INCOME from Collections / Appeals</b>		
Other Collections	-	-
	-	-
<b><u>EXPENDITURE</u></b>		
<b>Regular Giving Distributed :-</b>		
International		
US	(1,000)	1,000
Embrace the Middle East /Bible Lands	-	500
Hope & Homes for Children	-	250
Natron Healthcare Project	-	300
Wellboring	-	200
	(1,000)	2,250
Local		
Sisters of the Church	-	500
Chippenham Street Pastors	-	500
Relate	-	250
Sat7	-	250
Secret Gardens Project - Womens refuge	-	250
Doorway	-	500
Rise Trust-Springboard	-	500
	-	2,750
<b>Other</b>		
CLAPA	-	-
	-	-
<b>Total</b>	(1,000)	5,000
<b>TOTAL NET EXPENDITURE IN THE YEAR</b>	1,000	(5,000)
<b><u>MISSION RESTRICTED FUND - SYRIAN REFUGEES</u></b>		
<b>BALANCE OF FUNDS AS AT 1st JANUARY 2020</b>	688	2,222
<b>EXPENDITURE - see below</b>	(688)	(1,534)
<b>TOTAL FUNDS AS AT 31st DECEMBER 2020</b>	-	688
<b><u>EXPENDITURE</u></b>		
Payment to Refugees for Driving lessons	688	1,534

# Notes to the Financial Statements

## 4 TRUSTEE AND KEY MANAGEMENT PERSONNEL REMUNERATION AND BENEFITS

The PCC considers that its key management personnel comprises the trustees. There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

### Trustees' Expenses

Trustees received £Nil (2019: £Nil ) for expenses incurred while carrying out duties as trustees.

## 5 COFFEE SHOP ACCOUNT

	2020	2019
	£	£
<b>INCOME</b>		
Cash takings for year	2,045	12,173
	<u>2,045</u>	<u>12,173</u>
<b>EXPENDITURE</b>		
Cash payments for coffee, milk, sugar, napkins etc	38	807
	<u>38</u>	<u>807</u>
<b>SURPLUS FOR THE YEAR</b>	<u>2,007</u>	<u>11,366</u>

## 6 SOCIAL EVENTS COMMITTEE

	2020	2019
	£	£
<b>INCOME</b>		
Cash received at Sunday Services and other events, concerts	459	1,379
	<u>459</u>	<u>1,379</u>
<b>EXPENDITURE</b>		
Expenditure on refreshments	62	381
	<u>62</u>	<u>381</u>
<b>SURPLUS FOR THE YEAR</b>	<u>397</u>	<u>998</u>

Phoning round people to see if they needed practical support, I found our efforts were redundant. I think one person asked for one volunteer to pick up a prescription. That was it. Simply because everyone in church was already looking after each other, checking on neighbours, sorting deliveries ... it was all in hand! We were able to direct some volunteers to help at St Peter's with the wonderful "Food Box" work they have been doing.

Sadly, our retired priests all had to shield during the crisis (and Bryan had already decided to retire from ministry) and so did Margaret Gubbins, but I do thank them for their moral and prayer support. And especially thanks Eryl, who helped most willingly, and gave Sue and I much-needed breaks. We were all saddened by the death of Derek Copeland before Christmas – especially since his final year was bereft of the social gatherings and visiting he so much enjoyed. We pay tribute to his long and dedicated service to church and community.

Financially, our wardens and treasurer have kept us afloat – again through goodwill and loyalty to our church family – and Barry Hayward secured us an unbelievable government grant to help us through. And I was simply blown away by the generosity and goodwill that everyone showed on the amazing Gift Day.

The church has never been neglected – always clean and welcoming whenever it's been open – and flowers have always brought our beautiful building alive. But Christmas was nothing short of a triumph. I've never seen the church look so beautiful, and I think we can be justly proud of our "walk through" carols – and of one stranger's comment, "In the middle of a really rubbish Christmas, walking through the church last night was the most magical Christmas experience I can remember."

A heartfelt thank you to everyone.

## Social Responsibility

Because of restrictions imposed by the COVID-19 pandemic preventive measures and the Chair's underlying health issues the Social Responsibility Committee only met once during 2020. The pandemic effectively curtailed the Committee's usual activities in promoting the Gospel via social action.

However, the following did take place:

- St Andrew's received a Bronze Eco Church Award; I would very much like to thank Rod and the Fabric Committee as well as my colleagues on the

Social Responsibility Committee for their encouragement, support and initiatives in gaining this award.

- Traidcraft sales have continued, in church when the COVID-19 restrictions were lifted and on line at all other times. This is an important part of St Andrew's witness in supporting farmers and suppliers in developing countries by ensuring that they are paid adequately for their produce
- St Andrew's continues to support Wellboring, Christian Aid and The Children's Society.

## Ecumenical Relationships

St Andrew's is a member of Chippenham Churches Together (CCT) and is actively involved in the running and development of that organisation, being represented on the Executive and the associated Ministers Meeting.

Unfortunately, the COVID-19 Pandemic control restrictions meant that only one CCT Forum was held, the organisation mainly being a medium for sharing news and ideas from the member churches on line.

St Andrew's continues to be represented on other ecumenical initiatives in Chippenham such as SAT – 7 and Chippenham Street Pastors.

## Financial Review

The accounts presented for the Parish incorporate those of St Andrew's and St Nicholas, Tytherton Lucas.

For St Andrews, COVID-19 restrictions on activities reduced income in a number of areas, particularly the Coffee Shop, Autumn Fayre and Hall & Church Lettings. However, thanks to the generosity of our congregation a very successful Gift Day in October helped to offset this as have successful efforts to secure government grants. This has limited the deficit in the St Andrews General account to £5,358.

Designated funds (including the Fabric Fund) produced a surplus of £11,761. (Whilst the planned car park improvements were completed at a total cost to the Fabric fund of £36,000, this has been treated in the accounts as a Capital asset in the balance sheet rather than a day-to-day expense.) The overall position at St Andrew's was therefore an unrestricted surplus of

## Notes to the Financial Statements

		Unrestricted Funds			Restricted Funds	TOTAL
		St Andrews	St Nicholas	Designated	Total	2019
		£	£	£	£	£
<b>EXPENDITURE COMPARATIVE</b>						
<b>3a) Raising funds</b>						
Coffee Shop	Note 5	807	-	-	807	807
Social Events Committee	Note 6	381	-	-	381	381
Flowers		-	-	-	1,601	1,601
Fundraising activities						
Autumn Fayre-expenses		-	-	437	437	437
Friends of St Andrew's		-	-	2,710	2,710	2,710
Church Flat Expenses		7,237	-	-	7,237	7,237
Investment management		-	-	-	-	-
Rathbones management charge		-	-	1,095	1,095	1,095
		8,425	-	4,242	12,667	14,268
<b>3b) Church activities</b>						
<u>Grants</u>						
Grants - Missionary and Charitable	Note 7	-	-	5,000	5,000	6,534
<u>Ministry</u>						
Parish share		90,000	3,750	-	93,750	93,750
Clergy expenses		1,194	641	-	1,835	1,835
Other expenses		180	67	-	247	247
<u>Other</u>						
Church running expenses						
-heating & lighting		5,861	170	-	6,031	6,031
-insurance		5,442	878	-	6,320	6,320
-cleaning		1,304	-	-	1,304	1,304
-water		79	-	-	79	79
Church maintenance		1,591	611	-	2,202	2,202
Fabric maintenance		-	-	4,647	4,647	4,647
Major works		-	-	2,158	2,158	2,158
Unpaid cheque		-	30	-	30	30
Organ & Piano maintenance		1,214	-	-	1,214	1,214
Upkeep of services		1,188	-	-	1,188	1,188
Director of Music		4,557	-	-	4,557	4,557
Other organists		160	585	-	745	745
Music		432	-	-	432	432
Office Expenses		5,115	54	-	5,169	5,169
Miscellaneous expenses		157	-	1,311	1,468	1,468
Depreciation		1,597	-	-	1,597	1,597
Church Hall						
-heating & lighting		2,280	-	-	2,280	2,280
-insurance		2,063	-	-	2,063	2,063
-cleaning		931	-	-	931	931
-maintenance		113	-	-	113	113
Churchyard		-	266	-	266	266
Memorial garden expenses		308	-	-	308	308
Magazine		1,263	-	-	1,263	1,263
Traidcraft purchases		-	-	-	4,234	4,234
<u>Governance</u>						
Independent Examiner prior year fee		98	-	-	98	98
Independent Examiner current year fee		2,100	-	-	2,100	2,100
<b>Total</b>		129,227	7,052	13,116	149,395	155,163
<b>TOTAL EXPENDITURE</b>		137,652	7,052	17,358	162,062	169,431



## Notes to the Financial Statements

		Unrestricted Funds			Restricted Funds	TOTAL FUNDS	
		St Andrews	St Nicholas	Designated		2020	2019
		£	£	£	£	£	£
<b>EXPENDITURE</b>							
<b>3a) Raising funds</b>							
Coffee Shop	Note 5	38	-	-	38	-	807
Social Events Committee	Note 6	62	-	-	62	-	381
Flowers		-	-	-	-	369	1,601
Fundraising activities							
Autumn Fayre-expenses		-	-	-	-	-	437
Friends of St Andrew's		-	-	1,988	1,988	-	2,710
Church Flat Expenses		715	-	-	715	-	7,237
Investment management							
Rathbones management charge		-	-	1,098	1,098	-	1,095
		815	-	3,086	3,901	369	14,268
<b>3b) Church activities</b>							
<u>Grants</u>							
Grants - Missionary and Charitable Note 7		-	-	(1,000)	(1,000)	688	6,534
<u>Ministry</u>							
Parish share		96,550	3,750	-	100,300	-	93,750
Clergy expenses		109	-	-	109	-	1,835
Other expenses		-	-	-	-	-	247
<u>Other</u>							
Church running expenses							
-heating & lighting		4,932	194	-	5,126	-	6,031
-insurance		5,541	888	-	6,429	-	6,320
-cleaning		1,347	-	-	1,347	-	1,304
-water		81	-	-	81	-	79
Church maintenance		1,463	-	-	1,463	-	2,202
Fabric maintenance		-	-	2,690	2,690	-	4,647
Major works		-	-	-	-	-	2,158
Unpaid cheque		-	-	-	-	-	30
Organ & Piano maintenance		1,186	-	-	1,186	-	1,214
Upkeep of services		1,481	-	-	1,481	-	1,188
Organist and music leader		1,635	-	-	1,635	-	4,557
Other organists		140	255	-	395	-	745
Music		107	-	-	107	-	432
Office Expenses		7,002	26	-	7,028	-	5,169
Miscellaneous expenses		272	-	-	272	-	1,468
Depreciation		1,130	-	-	1,130	-	1,597
Church Hall							
-heating & lighting		2,407	-	-	2,407	-	2,280
-insurance		2,101	-	-	2,101	-	2,063
-cleaning		-	-	-	-	-	931
-maintenance		1,209	-	-	1,209	-	113
Churchyard		33	550	-	583	-	266
Memorial garden expenses		727	-	-	727	-	308
Magazine		951	-	-	951	-	1,263
Traidcraft purchases		-	-	-	-	2,006	4,234
<u>Governance</u>							
Independent Examiner prior year fee		363	-	-	363	-	98
Independent Examiner current year fee		2,100	-	-	2,100	-	2,100
<b>Total</b>		132,867	5,663	1,690	140,220	2,694	142,914
<b>TOTAL EXPENDITURE</b>		133,682	5,663	4,776	144,121	3,063	147,184

£6,403. As a result, it has been possible to maintain the Church's Parish Share pledge to the Diocese at the increased level agreed in November 2019. Looking to the future, provision will need to be made in the Fabric account for the work necessary to meet the requirements of the latest Quinquennial report that was deferred due to the COVID-19 restrictions during 2020.

For St Nicholas, a small surplus of £4,389 was achieved mainly as a result of the Gift Day which helped to make up for reduced income.

At the time of writing COVID-19 restrictions are still in place and whilst they continue, will have a further impact on the Parish's finances and activities in 2021. However, the Trustees have considered the impact on the Church's current and future financial position and believe that the Church's level of reserves will enable it to continue as a Going Concern for at least 12 months from the date that these Accounts were approved.

## Reserves Policy

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least six months unrestricted payments. This equates on average to around £150,000. It is held to smooth out fluctuations in cash flow and meet emergencies. The cash balance held on unrestricted funds at the end of 2020 was approximately £190,000.

## Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Andrew's with St Nicholas, the membership of the PCC consists of the incumbent (the Priest in charge) who is the Chairman, a Vice Chairman, Churchwardens and members elected by those members of the congregation on the electoral roll of the church. All members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The 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 spent.

The full PCC meets six times a year. The PCC has eight active Sub-Committees:

**St Nicholas Church** - to order the affairs of St Nicholas' Church, Tytherton Lucas.

**Standing and Finance Committee** - general management of church and finances.

**Fabric Committee** - to look after the maintenance of Church buildings and churchyard.

**Organ Committee** – to plan the restoration of the organ and raise funds through donations and grants to complete the work required.

**Hall Committee** – to promote and market the newly refurbished King Alfred Hall to generate income for the Church

**Children and Young People** - to oversee children's and young people's activities in Church.

**Social Events Committee** – the co-ordination of social activities and catering in church.

**Social Responsibility Committee** - World Development and social responsibility issues and initiatives; distribution of mission and charitable giving.

**Friends of St Andrew's Committee** – to promote the aims of the Friends of St Andrew's to the wider community and to raise funds for the maintenance and improvement of St Andrew's Church. This Committee is not currently active.

The Committees are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

## Notes to the Financial Statements

	Unrestricted Funds				Restricted Funds	TOTAL 2019
	St Andrews	St Nicholas	Designated	Total		
INCOME AND ENDOWMENTS COMPARATIVE	£	£	£	£	£	£
<b>Donations and legacies</b>						
Planned giving	61,453	2,892	-	64,345	-	64,345
Income tax recovered	15,162	674	113	15,949	599	16,548
Collections	5,886	2,050	-	7,936	-	7,936
Gift Day	4,215	-	-	4,215	-	4,215
Sundry donations	2,215	-	2,039	4,254	4,707	8,961
Legacies	-	-	1,500	1,500	-	1,500
Feoffees	-	-	10,700	10,700	-	10,700
	88,931	5,616	14,352	108,899	5,306	114,205
<b>Other trading activities</b>						
Church Hall lettings	6,257	-	-	6,257	-	6,257
Use of Church	6,323	-	-	6,323	-	6,323
Coffee Shop	Note 5 12,173	-	-	12,173	-	12,173
Social Events Committee	Note 6 1,379	-	-	1,379	-	1,379
Flowers	-	-	-	-	1,587	1,587
Fundraising activities						
Autumn Fayre	-	-	5,302	5,302	-	5,302
Friends of St Andrews	-	-	5,110	5,110	-	5,110
Other Fundraising	-	-	60	60	578	638
St Nicholas Fundraising	-	756	-	756	-	756
	26,132	756	10,472	37,360	2,165	39,525
<b>Investment Income</b>						
Rent-Church Flat	5,458	-	-	5,458	-	5,458
Dividends	-	-	2,260	2,260	-	2,260
Bank Interest	3	68	1,232	1,303	-	1,303
Sheldon Road Trust income	1,382	-	-	1,382	-	1,382
	6,843	68	3,492	10,403	-	10,403
<b>Church activities</b>						
Parish magazine	1,184	-	-	1,184	-	1,184
Fees for weddings & funerals	3,537	-	-	3,537	-	3,537
Traidcraft	-	-	-	-	4,143	4,143
Memorial garden fees	734	-	-	734	-	734
Miscellaneous Income	20	-	-	20	-	20
	5,475	-	-	5,475	4,143	9,618
<b>TOTAL INCOME AND ENDOWMENTS</b>	127,381	6,440	28,316	162,137	11,614	173,751

## Notes to the Financial Statements

	Unrestricted Funds				Restricted Funds	TOTAL FUNDS	
	St Andrews	St Nicholas	Designated	Total		2020	2019
	£	£	£	£	£	£	£
<b>2 INCOME AND ENDOWMENTS</b>							
<b>2a) Donations and legacies</b>							
Planned giving	64,901	2,920	-	67,821	-	67,821	64,345
Other planned giving	682	-	-	682	-	682	-
Income tax recovered	16,356	1,958	104	18,418	64	18,482	16,548
Collections	3,785	201	-	3,986	-	3,986	7,936
Gift Day	8,218	4,657	-	12,875	-	12,875	4,215
Sundry donations	1,261	27	-	1,288	1,094	2,382	8,961
Legacies	-	-	-	-	-	-	1,500
Feoffees	-	-	9,100	9,100	-	9,100	10,700
	95,203	9,763	9,204	114,170	1,158	115,328	114,205
<b>2b) Other trading activities</b>							
Church Hall lettings	4,895	-	-	4,895	-	4,895	6,257
Use of Church	2,094	-	-	2,094	-	2,094	6,323
Coffee Shop	Note 5 2,045	-	-	2,045	-	2,045	12,173
Social Events Committee	Note 6 459	-	-	459	-	459	1,379
Flowers	-	-	-	-	196	196	1,587
Fundraising activities							
Autumn Fayre	-	-	621	621	-	621	5,302
Friends of St Andrews	-	-	4,190	4,190	-	4,190	5,110
Other fundraising	1,405	-	-	1,405	696	2,101	638
St Nicholas Fundraising	-	250	-	250	-	250	756
	10,898	250	4,811	15,959	892	16,851	39,525
<b>2c) Investment Income</b>							
Rent-Church Flat	6,168	-	-	6,168	-	6,168	5,458
Dividends	-	-	1,905	1,905	-	1,905	2,260
Bank Interest	2	39	617	658	-	658	1,303
Sheldon Road Trust income	1,451	-	-	1,451	-	1,451	1,382
	7,621	39	2,522	10,182	-	10,182	10,403
<b>2d) Church activities</b>							
Parish magazine	650	-	-	650	-	650	1,184
Fees for weddings & funerals	3,977	-	-	3,977	-	3,977	3,537
Traidcraft	-	-	-	-	2,441	2,441	4,143
Memorial garden fees	1,652	-	-	1,652	-	1,652	734
Listed Places of Worship Grant	323	-	-	323	-	323	-
Miscellaneous Income	8,000	-	-	8,000	-	8,000	20
	14,602	-	-	14,602	2,441	17,043	9,618
<b>TOTAL INCOME AND ENDOWMENTS</b>	128,324	10,052	16,537	154,913	4,491	159,404	173,751

## Administrative information

St Andrew's Church is situated in the Market Place, Chippenham, Wiltshire. St Nicholas Church is situated in the village of Tytherton Lucas. The Parish is part of the Diocese of Bristol within the Church of England. The Church's correspondence address is the Church Office, Market Place, Chippenham, SN15 3HT. The Church's website is <http://standrewschippenham.org.uk>

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently registered with the Charity Commission.

PCC Members who have served at any time from 1<sup>st</sup> January 2020 until the date this report was approved are:

**Chair:** Rod Key (Priest in charge)

**Vice Chair:** George Silk (2018)

**Churchwardens:** Jenny Norris (2017) and Barry Hayward (2018)

**Deputy Churchwardens, St. Andrew's:** Margaret Harrison (2018) and Maurice Chadwick (2017)

**Deputy Churchwarden, St Nicholas:** Brian Elliott (2017)

**Licensed Lay Minsters:** Eryl Spencer, Margaret Gubbins

**Deanery Synod Representatives:** Richard Spencer (2018), Eryl Spencer (2019), Rod Key (2019)

**Secretary:** Pip Higman (2020)

**Treasurer:** Chris Norris (2017)

**Assistant Treasurer:** Sue Wood (2019)

### Additional Members:

James Adman (2018), Maurice Chadwick (2017), Ros Harford (2018), Dorryta Hayward (2018), Gavin Macrae (2020), Wendy Reeves (2017), Richard Spencer (2017), Allen Watkins (2020), Chris Watkins (2020), Paul Wilson (2018), and Barbara Parry (St. Nicholas)

The Priest in Charge, Licensed Lay Minsters, Churchwardens, and Deanery Synod representatives are ex-officio members of the PCC.

(Years in Brackets indicate year when elected)

**Investment Manager:** Rathbones, 10, Queen Square, Bristol BS1 4NT

**Accountants:** MHA Monahans, 14a Forest Gate, Chippenham Wilts SN15 3RS

**Electoral Roll Report:**

The number on the Electoral Roll as of 31<sup>st</sup> January 2021 was 147

(134 St Andrew's, 13 St Nicholas)

The comparable numbers for the same date the previous year were 146

(132 St Andrew's, 14 St Nicholas)

**Number of Baptisms in 2020 (2019 in brackets)**

0 (10) St. Andrew's; 0 (1) St. Nicholas

**Number of Thanksgivings in 2020**

3 (7) St Andrew's

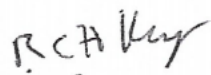
**Number of Marriages in 2020**

3 (4) St Andrew's; 0 (0) St Nicholas

**Candidates presented for Confirmation in 2020**

0 (5) St. Andrew's; 0 (0) St. Nicholas

**Approved by the PCC on 3<sup>rd</sup> April 2021 and signed on their behalf by the  
Rev. Rod Key (PCC Chairman)**

**ACCOUNTING POLICIES (CONTINUED)****Fixed assets****Consecrated benefice property**

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

**Moveable church furnishings**

Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

**Tangible fixed assets for use by the PCC**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Equipment used within the church premises is depreciated on a straight-line basis over 3 or 5 years depending on the expected life of the asset.

Buildings are included at cost. No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. Land is not depreciated.

**Investments**

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SOFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are

**Funds****Unrestricted funds**

Unrestricted funds represent the remaining income funds of the PCC that are available for use at the discretion of the trustees in furtherance of the general objectives of the PCC and which have not been designated for other purposes.

**Designated funds**

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes, such as for purchasing for fixed assets or for spending on a future project. The aim and use of each designated fund is set out in the notes to the financial statements.

**Restricted funds**

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or the bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund. The PCC does not generally invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

**Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements and have taken into account the potential ongoing impact of the coronavirus Covid-19 pandemic. The budgeted income and expenditure is sufficient with the level of reserves for the PCC to be able to continue as a going concern.

# Notes to Financial Statements for the Year Ended 31 December 2020

## 1 ACCOUNTING POLICIES

### Basis of preparation

The PCC is an unincorporated charity registered in England and Wales. The address of the PCC is given and nature of the PCC's operations and principal activities are set out in the PCC's Annual Report.

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions, together with 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 Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include investment assets at fair value. The financial statements are presented in sterling which is the functional currency of the PCC and rounded to the nearest £.

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 the 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 Ireland issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### Recognition of income and endowments

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

### Grants and donations

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

### Gift Aid Tax claims on donations

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

### Legacies

For legacies, entitlement is the earlier of the PCC being notified of an impending distribution or the legacy being received. At this point income is recognised.

### Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the annual report.

### Other trading activities

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the PCC. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred. Funds raised from events and trading activities are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

### Investment income

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the PCC's right to receive payment is established.

### Recognition of liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable. Grants payable are recognised in the accounts when a commitment has been made externally and there no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC. The diocesan parish share is accounted for when due.

## INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S PARISH CHURCH, CHIPPENHAM WITH ST NICHOLAS CHURCH, TYTHERTON LUCAS

I report to the members on my examination of the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 14 to 27.

## RESPONSIBILITIES AND BASIS OF REPORT

As the charity's members 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 charity's accounts carried out under section 145 of the 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 not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Simon Cooper FCA  
MHA Monahans  
14a Forest Gate  
Pewsham  
Chippenham  
Wiltshire  
SN15 3RS

Date 6th May 2021

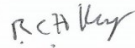
**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**


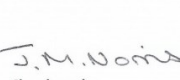
		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
		£	£	2020	2019
		£	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>	<b>Note</b>				
Donations and legacies	2(a)	114,170	1,158	115,328	114,205
Other trading activities	2(b)	15,959	892	16,851	39,525
Investments	2(c)	10,182	-	10,182	10,403
Church activities	2(d)	14,602	2,441	17,043	9,618
Total income and endowments		154,913	4,491	159,404	173,751
<b>EXPENDITURE ON:</b>					
Raising funds	3(a)	3,901	369	4,270	14,268
Church activities	3(b)	140,220	2,694	142,914	155,163
Total expenditure		144,121	3,063	147,184	169,431
<b>NET INCOME</b>		10,792	1,428	12,220	4,320
<b>GAINS ON INVESTMENT ASSETS</b>	10	4,398	-	4,398	20,638
<b>TRANSFERS BETWEEN FUNDS</b>		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		15,190	1,428	16,618	24,958
<b>RECONCILIATION OF FUNDS:</b>					
<b>FUNDS BROUGHT FORWARD</b>		742,252	8,181	750,433	725,475
<b>FUNDS CARRIED FORWARD</b>		757,442	9,609	767,051	750,433

**BALANCE SHEET AS AT 31 DECEMBER 2020**

		Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>Note</b>					
<b>Fixed Assets</b>					
Tangible Fixed Assets	9	442,336	-	442,336	407,466
Investments	10	129,287	-	129,287	125,987
		571,623	-	571,623	533,453
<b>Current Assets</b>					
Debtors	11	4,511	121	4,632	7,570
Expenses prepaid		291	-	291	446
Investments		88	-	88	83
Cash		191,826	9,794	201,620	216,427
		196,716	9,915	206,631	224,526
<b>Current Liabilities</b>					
Creditors	12	4,141	306	4,447	5,226
Accruals	12	2,282	-	2,282	2,280
Income in advance		4,474	-	4,474	40
		10,897	306	11,203	7,546
<b>Net Current Assets</b>		185,819	9,609	195,428	216,980
<b>Net Assets</b>		757,442	9,609	767,051	750,433
<b>Funds</b>	14				
<b>Restricted</b>					
Mission- Syrian Refugees		-	-	-	688
Flower		-	775	775	948
Organ restoration		-	7,790	7,790	5,936
Traidcraft		-	1,044	1,044	609
		-	9,609	9,609	8,181
<b>Unrestricted</b>					
General		454,492	-	454,492	412,080
St Nicholas		19,760	-	19,760	15,371
Designated (Fabric)		277,166	-	277,166	304,066
Choir		1,495	-	1,495	1,495
Organ restoration		2,234	-	2,234	2,234
Friends of St Andrews		2,295	-	2,295	6,240
Mission- designated		-	-	-	766
		757,442	-	757,442	742,252
		757,442	9,609	767,051	750,433

The financial statements were approved by the Parochial Church Council on 3rd April 2021 and signed on its behalf by:

  
Chair of PCC

   
Churchwarden Churchwarden