

**THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN
AND ST MARY MAGDALEN, TETBURY**

ANNUAL REPORT & FINANCIAL STATEMENTS

31 DECEMBER 2020

Charity Number 1132325

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY**

ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY

TRUSTEES' ANNUAL REPORT

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Structure, governance and management

The method of appointment of PCC members, who are therefore Trustees of the charity, is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Objectives and activities

The PCC is the key decision-making body of a Church of England parish, and a crucial body in the leadership of our church. It consists of clergy, churchwardens, Deanery Synod Representatives, and PCC members elected by the Annual Parochial Church Meeting.

The PCC is an ecclesiastical entity. As the "executive body" of a Church of England parish it exists to ensure a parish carries out its duties, as defined in law. The PCC is also a legal entity, a charity, and the PCC members are trustees of that charity, so they have certain legal responsibilities, and also follow guidelines for best practice in terms of governance.

Under the Parochial Church Council (Powers) Measure 1956, the key responsibilities of the PCC are:

- To work with the Rector to enable our church to play its part in God's mission to his world. To develop an engaging and compelling picture of God's vision and purposes for us, shaping all that we do and are as his people in this place, with the ministries and resources we need to fulfil this mission.
- To co-operate with the Rector in sharing leadership, discerning how we are called by Christ to be about God's mission and ministry here in Tetbury.
- To ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of finance, employment and appointments. Key areas here are safeguarding, financial oversight supported by the Treasurer, health and safety, disability, insurance, risk assessment, data protection, and acting as a good employer of any paid workers.
- To care for the buildings and churchyard so that they may be best suited for the purpose of the church's ministry and mission.
- To be a channel of consultation within the wider Church through its synodical structures on matters that affect the Church locally and nationally

The PCC carries out most of its functions through five committees established in 2015 to improve clarity and oversight. The five committees are: Stewardship, Fabric, Community and Outreach, Faith and Growth, Pastoral and Social Justice. Under their remit, each committee meets four times a year, with five full PCC meetings annually; the Chair and members are elected in May each year, and other members co-opted as required; as appropriate, the Committee remits include oversight of the key priorities identified in our vision work, "Imagining our Future and Shaping our Plans". The Standing Committee meets only where urgent business needs to be enacted between PCC meetings. There were no Standing Committee meetings in 2020.

At the Annual Parochial Church Meeting (APCM) on 10th October 2020, the meeting approved the proposal to rescind the "Tetbury PCC Constitution" dated April 1988, and to adopt the revised constitution submitted. This sets out: why the PCC exists and its responsibilities; membership and officers; meeting cycle of the full PCC and committees; and a code of conduct. A key change was that, at the end of their term of office, any PCC member (elected or ex-officio), with the exception of The

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Treasurer, wait at least a year before standing for re-election to the PCC. The new constitution will come into effect following the APCM in 2021.

Achievement and Performance

Maintenance of Worship (including Church Attendance)

Between Sunday 6th January and Sunday 15th March 2020, regular public worship was maintained in the church building of St Mary The Virgin & St Mary Magdalen, with two Sunday morning services at 8.30am and 10.00am.

In March 2020, in response to the coronavirus pandemic, the initial suspension of church services by the Church of England (17th March) was followed by Government legislation (26th March) which required all places of worship to be kept closed except for a small number of specified uses that did not include public worship.

At the suggestion of Joe Nagle, a member of the congregation in Shipton Moyne, the decision was taken to move to live Sunday Worship on Zoom. With Joe's support, Poppy Hughes created and led the first service online on Mothering Sunday (22nd March) with 72 "registrations" (the number signing in to join worship). This rose to over 90 on the second Sunday and over 100 the following week. Subsequently, having purchased the necessary licence, attendance through the first lockdown was consistently around 120-130 (over 100 registrations with many people sharing screens).

In this initial period, significant work was done to support people who struggled to access Zoom. Key factors were: Mailchimp emails with a simple "click" link to join; providing telephone advice; and including the Zoom local-rate telephone number so people were able to dial in rather than access the services online.

Joe and Poppy also worked to make the worship as engaging as possible. This included opportunities to "unmute" to greet one another, share the peace, and bid farewell with "God be with you"; recorded hymns and reflections using a combination of music and images; the shared "chat prayers" during the intercessions. The introduction of "virtual coffee time" was also a welcome opportunity for community.

The restriction on public worship in church buildings was lifted on 4th July. In the previous weeks, the Rector Poppy Hughes consulted with churchwardens, the PCC and wider congregation on the way forward. The overwhelming response was to retain the 10am Sunday Worship online as the main act of worship. This reflected people's valuing of the worship, and that the requirements for physical distancing meant we could not safely accommodate our regular congregation in the church building. In addition, people felt continuing online services was more inclusive, with particular concern for those who did not feel confident about returning to the church building; it would "future-proof" us if restrictions to church buildings were re-introduced (as proved the case); and they allowed for a sense of gathering and community that was difficult with physical distances and face coverings in the church building.

In August 2020 the Rector and PCCs of the Benefice acting jointly requested that the bishop authorise the dispensing with the weekly requirements for worship set out in Canon B 11, and authorise weekly celebration of the Holy Communion on Saturday evenings at 5pm as meeting the requirements of Canon B 14. This permission was granted to the end of 2020.

In the following period, attendance at 10am Sunday Worship online ranged between 60-75 registrations (75-90 people attending allowing for shared screens). The worship was shared on YouTube, with an average of over 70 views per week for online Sunday services in 2020.

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In addition to online worship, a weekly Service of Holy Communion was introduced at 5pm on Saturdays, and a mid-week service at 9.30am on the first Wednesday of the month. This pattern continued, except for the four-week lockdown in November. Services were attended by 12-25 people.

Across the year, we continued to observe major festivals and key events, either online or in the church building, using different approaches to meet Covid-secure requirements. Noting particularly:

- Evening services online through Holy Week, including BCP Evensong, Stations of the Cross, and Maundy Thursday reflection. The service on Good Friday included the dramatic reading of the Passion Gospel, and for the service on Easter Day we shared pictures of Easter gardens made by the children.
- VE Day Evensong online on 8th May, marking 75 years since the surrender of Nazi Germany to the Allies.
- An Animal Service online in July.
- Sharing personal accounts of faith journeys during the "sermon slot" in Sunday Worship online.
- For the first time, marking Creation Season in online worship through the four Sundays of September. We joined the Christian family across the world, celebrating the good gift of creation, and committing to prayer and action to protect our common home. Across the month the foci for services were: God as creator, sharing our Common Home with guest speaker The Revd Noel Sharp, Harvest Festival, and knowing Jesus as the Bread of Life.
- Writing to all those families for whom we have held funeral services in the past three years, inviting them to share in an All Souls' Service online on the evening of Sunday 1st November, with an invitation to come into church during the day for a time of personal prayer and reflection. This was a lovely occasion, with music playing, and a team of welcomers to assist people in lighting candles, and to pray or speak with them as needed.
- Remembrance Sunday Service online, and a representative gathering at the Tetbury War Memorial, with a simple service led by the Revd Poppy Hughes.
- Weekly Service of Compline only through the November lockdown, responding to the Archbishops' Call to Prayer for the Nation.

We celebrated Christmas with a combination of "services" online and in the church building. Instead of our usual Christmas Eve Crib, we invited families to "Journey to Bethlehem", following illuminated tableaux from the Nativity of Christ in the churchyard, and coming into church to the Crib Scene under the altar. Held 4.00-6.00pm on 22nd, 23rd and 24th December, there were carol singers in the churchyard, a team of welcomers, carols playing in church, and both children and adults left with a small gift. Our grateful thanks go to Peter and Ann Lisle-Taylor for creating the churchyard "Stations of the Nativity". The "Journey to Bethlehem" was followed by Midnight Mass in church; an online Christmas Midnight Vigil and Christmas Day Worship online.

We are grateful to the many people who have supported and enabled our worship through the year. Online, our thanks goes particularly to Diana Sharp for preparing slides each week; John and Diana Sharp for looking after the "waiting room" and ensure the meetings are as secure as possible; Jonathan Adkins for beautiful arrangements of well-loved hymns; St Martin's Voices for the recorded hymns; the ministers who have prepared and led the worship; and to our readers and intercessors. In this, particular thanks goes to Joe Nagle, Neville Parton, Matt Morton and John Sharp who have hosted the worship and looked after all the technology with such skill.

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For worship in the church building, particular thanks go to Valerie Trumper and Sarah Williams. As vergers, their skill and loving care has ensured that the services are set up and conducted smoothly and safely in these very difficult circumstances.

Ministry

Our Incumbent, The Revd Canon Poppy Hughes, completed her seventh full year in ministry with us. She returned from her three-month sabbatical in mid-January; has continued as Area Dean for Cirencester Deanery; and was invited to become a Canon of Gloucester Cathedral in December 2020.

The Revd Robert Church completed his three years training as full-time Assistant Curate. He moved to become a Chaplain in the Royal Navy, with his last Sunday with the Benefice on Sunday 7th June, and he left with our grateful thanks for his ministry with us. Then in July we were delighted to welcome Pauline Setterfield as Curate, and to celebrate her Ordination as Deacon on Saturday 19th September. Pauline has quickly become a loved and valued member of the team.

Our Clergy and Readers Team meets every six weeks, and continues to provide loving and generous support to ministry here. In July, Poppy held briefing sessions for the team on how to design and lead worship on Zoom, and their ministry was much valued over the following months. Members are now three Readers, Sarah Parton, Martin Green and Andrea Aveyard; and nine clergy with Permission to Officiate: welcoming Liz Angell this year joining Peter Hyson, Barry Raven, Ian Aveyard, Richard and Margaret Maslen, Nick Tucker, Julie Nicholson and Terry Bardell. During the year, Ursula Gray stood back from public ministry as a result of ill health. We continue to pray for her with thanks for her support through the years.

Key, through the year, was Joe Nagle's ministry. He designed and refined the technical process for the worship on Zoom, and provided faithful and prayerful support as "Minister 2" leading responses and the chat prayers through the service week by week.

Churches Together. We value our membership of Tetbury Area Churches Together (TACT) and continue to play a full part in its activities. We were able to hold one session of "iSingPOP CELEBRATE" in January, prior to lockdown. This continued to be successful, inviting families to share in a Bible story, craft activities and prayer, following by teatime. We were pleased to continue meeting online, but otherwise our usual activities were restricted through the year, with one shared service online for Christian Aid/Cafod.

In memoriam

We remember before God all the faithful members of our church congregation, and their loved ones, who died in 2020 including Joan Carwardine, David Holborrow, Joyce Lodwick, Charles Nicholls, Gilly Pain, Pat Rees, Dennis Scales, Vera Stevens, and Joan Thomas.

Our vision and mission

Our vision is for our church community to be a place of vibrant Christian faith, connecting with our local community, and supported by creative, sustainable ways of working together. Reporting here focusses on the first four priorities, with the fifth (the creative use of our buildings) being difficult through this year.

- In seeking to **(1) draw children and young people to know God** we continued to have strong links with St Mary's Church of England VA Primary School. Poppy, Rob and then Pauline continued to lead Collective Worship, providing pre-recorded worship for the school each week. The after-school club Faith Explorers resumed on Zoom in September 2020, with nine children and led by Poppy, Sarah Parton and Sarah Williams. We also send "God bless you" cards to all 350 children, and the class teachers, at the beginning of the new school year; and a small gift of chocolates and a

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Christmas card to all 70+ staff at Christmas. Our thanks go to our four Foundation Governors for their continued support: Rosemary Bailey, David Greenwood, Leslie Baldwin and Poppy Hughes.

In Sir William Romney School, our Curate Rob and Youth Worker Mandie Winbow continue to provide a loving Christian presence with support in the school. During the year, Mandie faced the long illness and death of her beloved husband Paul, and numerous restrictions at school. We are grateful for her unfailing and loving support of SWR students.

The "Journey to Bethlehem" was the highlight of events for families this year. We look forward to resuming our many activities with children when that is possible – from Little Fishes Sunday School to iSingPop CELEBRATE.

- In **(2) working to grow disciples**, most significant has been the continued strength of our home groups in Lent and Advent. In Lent, we explored the meaning and significance of The Beatitudes as a central statement of the Christian Faith. Then in Advent our theme was "Comfort and Joy". Initially the Lent Groups were held in people's homes, moving to pre-recorded online sessions after lockdown. By Advent, we were able to provide five groups meeting on Zoom. We are grateful to all those who host and lead the home groups.
- Providing **(3) loving pastoral care** has been vital and challenging this year, as home visits and visits to our care homes have been inadvisable or prohibited. Our Pastoral Assistants are Michele Maund, Sarah Williams, Valerie Trumper and Sue Sherwood, providing pastoral support in various ways, including telephone calls to congregation members and those we usually visit. We have continued to support the Food Bank, and were involved in the "Feeding the 5,000" initiative organised by The Long Table in Stroud, and delivering meals to people in need.
- Work goes on to **(4) improve our communications**. Our new website was launched in early 2020, and the introduction of the "Keeping in Touch" emails has helped to continue sharing information and support. Poppy has continued to write for *The Tetbury Advertiser* as an opportunity to share news and reflections.

Fabric

Due to lockdown restrictions, only essential maintenance has been possible this year, and much of the planned work has been paused. As Chair of the Fabric Committee, Poppy is hugely grateful to the committee members, who are each responsible for specific areas of the remit.

Giving their **(1) overview of general maintenance** Peter and Ann Lisle-Taylor highlight the following:

- The Quinquennial Inspection commenced in August 2019 by David Newton, owing to Lockdowns and family issues the report has yet to be submitted.
- Work has now been completed on repairs to the Gallery collapse. Work was interrupted by lockdown and artisan availability. Number of working days; plasterer 11, Joiner 16.
- A survey by the Rope Access team supervised by David Newton revealed cause for concern of the top tower west end grotesque.

Other Works include:

- February: SHC Ltd. Rope Access team removed four sections of displaced lead downpipes, survey carried out on three Tower top grotesques. Work commenced in rebuilding collapsed NE gallery ceiling structure.
- March: Plasterer commenced work on gallery ceiling. Site meeting to hold cost of gallery repairs to £6,000.

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- April: Owing to C of E guidance, all work in church halted.
 - June: Klargester Sewage System repaired. Concern express to Architect about delay in Q.I. Report. Plasterer returned to continue gallery ceiling repair.
 - July: Rope Access team replaced downpipes assembly. Ambulatory gutters cleaned and Smart Water tracing applied. Plasterer completed work on gallery ceiling.
 - August: Chandeliers' mechanism serviced. Main and Ambulatory roofs inspected. West Door Entrance inspected for guarantee defects. Woodworm survey carried out on ground floor box pews.
 - September: Roof contractor repaired slates on roofs. Joiner returned to carry out structural repairs to gallery decking. Trip- hazard slabs around church relaid.
 - October: Q.I. Architect submitted interim list of defects for Ecclesiastical Insurance Survey, carried out by Martin Barnard with Churchwarden Michèle Maund, and Peter L-T in attendance.
 - November: E-Bound Roof Alarm extended Warranty approved by Mike Hardwick. Ecclesiastical Insurance instigates a system of Risk Assessments and Inspections.
 - December: Fire Safety annual service carried out. West Gallery choir stalls cleaned after repairs. "Road to Bethlehem" event tableaux erected in churchyard

Reporting on (2) heating & lighting Ian Thomas notes:

- There are no known critical issues with the church heating or lighting and non-critical work is paused until the Covid-19 access restrictions are noticeably relaxed.
- Two of the exterior overdoor lights have been repaired and the exterior lights over the churchyard gates and paths linked to the over door lights so that all are automatically switched "on" during darkness. The 2019 quinquennial suggested that the foundations for the supports of the path lights needed renewal; operation of these lights is controlled from within the church and examination did not suggest that this was critical so this will be taken forward when the Covid-19 access restrictions are relaxed.
- Restoration of minor electrical works, following the repairs to the gallery structure and plasterwork, await relaxation of access restrictions.
- Approval was given to remove the life-expired floodlights mounted on the ambulatory roofs, but to retain, repair and modernise the east and west end and tower floodlights. This has not been implemented yet due to the Covid-19 access restrictions.
- Approval has been given to update the pew heaters within the church. Most of the church heating is currently switched "off" as the building is closed due to access restrictions. This has not yet gone forward due to these restrictions and pending further discussions on the future uses of the church building.
- One comment in the energy audit carried out in the church was that the lighting (fluorescent tubes) in the office and possibly the kitchen tended to flicker and should be updated; Again, this has not proceeded during the access restrictions. This is not considered critical, as these spaces are currently not used, and the users had not noticed any problems.

As (3) Captain of the Tower, John Sharp reports:

- Added brackets to the headstock for the #7 bell to minimize slippage against the wheel.

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- General ongoing maintenance (making sure ropes are adjusted correctly, clappers greased, stays and sliders are sound)
 - Maintenance for the clock. In May, I called in Gillet and Johnston due to the clock losing time. On servicing the clock, we found many parts were worn and had to be taken away for repair. Lockdown has impacted the progress of the work. Hopefully the clock will be back and running in the Spring of 2021
 - After March, minimal bell ringing was allowed. After restrictions eased in June we rang 4 bells (socially distanced and masked). This stopped when the second lockdown started in early November. There has been no ringing since.

Leading work to improve our performance in relation to **(4) environmental impact**, Rosemary Bailey reports in relation to the fabric of the church:

- The ESOS energy report was sent to our PCC, DAC and DEO.
- The Diocese of Gloucester, having committed to a 80% reduction in carbon emissions relating to its buildings by 2030, needs this information as a baseline.
- Key recommendations for us.
 - Smart meters
 - BN thermic heaters under pews
 - Removal of storage heaters in ambulatories
 - Continue lighting update to LEDs/equivalent.
 - Quattro seal draft proofing - doors
 - Trial roof insulation - small area
 - Solar PV array on south nave roof
- Our Church registered for the Eco church award. All the PCC committees completed an audit relating to this award.
- The 'building' section sits in the bronze award category but with some questions still to be answered and next steps to be agreed.
- All our electrical needs are supplied on an approved green tariff.

For **(5) the PA System**, David Greenwood notes the work in 2020 includes:

- The two belt pack radio microphones have been replaced.
- The system including the hearing loop is working correctly.
- There is on-going work to maintain the system.

As **(6) Chair of Friends of St Marys**, Crispin Auden would like to thank all those who have donated so generously in the last year. It is only with such support that we can hope to maintain and improve the fabric and grounds of our beautiful Church for the benefit of future generations. Crispin is also leading work to review whether the main organ can, or should, be repaired or replaced which – if agreed – would require a major fund-raising campaign.

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Financial Review.

The accounts of the church are shown below. The largest single payment was the Parish Share of £53,770 paid to the Diocese of Gloucester, which contributes primarily to the cost of ministry in this parish, but also includes a contribution to the costs of the national Church of England.

Reserves policy.

The PCC seeks to maintain a minimum balance of £30,000 in its general fund, representing three months' estimated expenditure on the general fund, including salaries but excluding fabric expenditure, and working capital of £5,000. The purpose of maintaining a minimum balance in the general fund is to allow sufficient time for a continued or sudden decline in income to be reversed without descent to a point where, for reasons such as cash flow, normal operations are difficult. The PCC also seeks to maintain a minimum balance of £20,000 for fabric purposes. The purpose of maintaining a minimum balance for fabric purposes is to allow for repairs to the fabric to be carried out if an unforeseen but urgent need for them emerges.

Treasurer's Report on the Financial Statements for 2020

The financial statements for the year ended 31 December 2020 have been prepared on a receipts and payments basis and have been independently examined. The Examiner's Certificate is included with the accounts, which comprise

1. A statement of receipts and payments for the year ended 31 December 2020
2. A statement of assets and liabilities as at 31 December 2020
3. Notes amplifying matters of detail.

Overview

During 2020 total funds decreased slightly from £116,582 to £114,269.

The restrictions on the PCC's activities arising from the coronavirus pandemic had a significant impact on the nature of the income and expenditure of the general fund, but generous donations largely mitigated the adverse impact on the PCC's finances.

General fund: deficit of £5,167

In 2020, receipts of the general fund fell short of payments by £7,621, but a gain of £2,454 on the CBF Investment Fund shares reduced the deficit to £5,167.

The coronavirus pandemic resulted in some significant changes to the PCC's income and expenditure:-

Income

General fund income was £26,184 lower in 2020 than in 2019, a fall of 26%.

Collections were down by £4,334 compared with 2019 because there were fewer services in church, and fewer people attended them, the majority participating in public worship from their homes through the Sunday morning service over zoom.

Donations were up by £4,934 due to the generous response from members of the church and others to the crisis.

Shop receipts were down by £7,523 because the shop was largely closed from March 2020.

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Income from properties was down by £4,410 because there were no Radio 3 or Music Festival concerts in 2020.

Income from fund raising events was down by £3,661 because there were no fund raising events in 2020.

Parochial fees were down by £6,603 because there were fewer weddings and funerals in church in 2020.

Expenditure

General fund expenditure was £15,186 lower in 2020 than in 2019, a fall of 15%.

Heating and lighting cost £6,321 less in 2020 than in 2019 because the church building was open for much less of the year.

Shop stock purchases were down by £3,206 because the shop was largely closed from March 2020 to the end of the year.

Many of the other costs were lower in 2020 than the previous year because of the reduced use of the church building due to the pandemic and the fact that activities which would normally have occurred (such as the summer fete, Christmas market and festival choir) could not occur.

Fabric Funds

The two main fabric funds (the Friends Fund and the Fryer Fund) increased in value over the course of 2020 by £3,924 in aggregate due to some very generous donations. £2,591 more was spent on repairs in 2020 than in 2019. The main projects were the repair of the balcony (£5,429) and of a leaning downpipe (£1,752).

Eileen Davis and Alison Parkhouse funds

The Eileen Davis Fund pays for the costs of our schools and family worker. It received grants of £2,250 from the Sylvanus Lysons charity in 2020 and met salary costs of £2,220, leaving a balance of £1,659 at the end of the year.

The Alison Parkhouse fund exists to support an organ scholar. The fund received income on the investment of its balance and spent £1,307 on tuition costs leaving a balance of £5,856 at the end of the year.

Reserves policy

As set out on page 8, the PCC seeks to maintain a minimum balance of £30,000 in its general fund for non-fabric purposes, and a minimum balance of £20,000 for fabric related work.

At the end of the year, the PCC had total reserves of £114,269 of which £64,765 were held in the general fund and are therefore unrestricted and £49,504 were restricted. The breakdown of the restricted funds is shown in note 3. The PCC is considering a range of fabric related projects, such as improving heating and renovating the organ and it is likely that much of the difference between the total reserves held and minimum balances which the PCC seeks to maintain will be used to pay for these projects and projected deficits.

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Prospects for 2021

The results for 2021 will depend to a large extent on whether and when the normal range of the PCC's activities can resume following the pandemic. However, even if the current restrictions on activities were to remain throughout 2021 the PCC should be able to meet its financial obligations.

Thanks

My thanks are due to all those who have given me so much help during the year, particularly Ros Tildesley who has helped with counting and banking the collection, John Saynor who claimed gift aid and reclaimed VAT, Diana Sharp as local agent for parochial fees and Diana Challis for managing the shop and dealing with good causes.

M J Hardwick
Church Treasurer
21 January 2021

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PCC members' responsibilities in respect of the financial statements

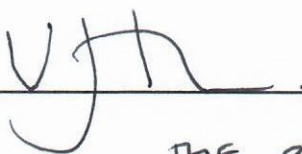
The members of the PCC are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the parish and of the income and expenditure of the parish for that period. In preparing these financial statements, the PCC is required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and accounting estimates that are reasonable and prudent;
- State whether applicable UK 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 charitable company will continue in business.

The PCC members are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the parish and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, and the Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the parish and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Parochial Church Council on Thursday 11th March 21 and signed on their behalf by:



THE REV. CANON VERONICA (POPP) HUGHES

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REFERENCE & ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2020

The Parish Church of St Mary the Virgin and St Mary Magdalen is situated at the end of Church Street, Tetbury. It is part of the Diocese of Gloucester within the Church of England. The correspondence address is The Parish Office, St Marys' Church, Church Street, Tetbury, Gloucestershire GL8 8JG. The parish is part of the United Benefice with Beverston, Long Newnton and Shipton Moyne, and the Incumbent is The Revd Veronica (Poppy) Hughes.

The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mary the Virgin and St Mary Magdalen, Tetbury, is a Registered Charity, number 1132325.

Trustees

The PCC members, and consequently Trustees of the charity, who have served since 1 January 2020 until the date this report was signed were:

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|------------------------------|--|
| The Revd Poppy Hughes | (Chair, Ex Officio member) |
| The Revd Rob Church | (Curate, Ex Officio member to June 2020) |
| The Revd Pauline Setterfield | (Curate, Ex Officio member from July 2020) |
| Sarah Parton | (Reader, Ex Officio member from March 2020) |
| Rosemary Bailey | (Deanery Synod, Ex Officio member to 2023) |
| Alun Bendle | (to 2023) |
| Wally Bleaken | (to October 2020) |
| Sharon Butler | (Deanery Synod, Ex Officio member to October 2020) |
| Diana Challis | (to 2021) |
| Donna Gardner | (to 2022) |
| David Greenwood | (Deanery Synod, Ex Officio member to October 2020) |
| Michael Hardwick | (Treasurer, to 2023) |
| Alison Hesketh | (to 2022) |
| Brian Kimber | (to October 2020) |
| Richard Mattick | (to 2023) |
| Michele Maund | (Churchwarden, Ex Officio member) |
| Hilary Rowland | (to 2022) |
| Diana Sharp | (to 2022) |
| Sue Sherwood | (to 2022) |
| Margo Smith | (to 2022) |
| Sue Thomas | (Churchwarden, Deanery Synod to 2023, Ex Officio member) |

The PCC met on four occasions in 2020. The PCC has met twice in 2021 up to the time of this report, the same as the equivalent period in 2020.

Independent Examiner

Neil Kingston FCA
Burton Sweet
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol B48 1UR

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 DECEMBER 2020

I report to the trustees on my examination of the accounts of The PCC St Mary's Tetbury (the Charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the Charity 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 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 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.


Neil Kingston FCA
Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 21.3.2021

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY**

STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 31 DECEMBER 2020

| | General Fund £ | Restricted funds £ | 2020 All funds £ | 2019 All funds £ | Notes |
|---|-------------------------------|-----------------------------------|---------------------------------|---------------------------------|--------------|
| Income | | | | | |
| Voluntary income | | | | | |
| Planned giving | 42,219 | 1,505 | 43,724 | 44,220 | |
| Collections, donations and other giving | 13,035 | 13,788 | 26,823 | 35,787 | 4 |
| Income tax recovered | 12,412 | 551 | 12,963 | 20,798 | |
| Legacies | - | - | - | 437 | |
| Activities for generating funds | | | | | |
| Shop sales | 1,380 | - | 1,380 | 8,903 | 5 |
| Income from properties | 300 | - | 300 | 4,710 | |
| Annual fete/events | - | - | - | 3,661 | 6 |
| Investment income | | | | | |
| Dividends and interest | 1,484 | 655 | 2,139 | 2,442 | |
| Income from charitable activities | | | | | |
| Parochial fees | 4,483 | - | 4,483 | 11,086 | |
| Other income | | | | | |
| Other | 615 | - | 615 | 250 | |
| | | | | | |
| Total income | 75,928 | 16,499 | 92,427 | 132,294 | |
| | | | | | |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY**

STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 31 DECEMBER 2020

| | General Fund £ | Restricted funds £ | 2020 All funds £ | 2019 All funds £ | Notes |
|--|-------------------------------|-----------------------------------|---------------------------------|---------------------------------|--------------|
| Expenditure | | | | | |
| Charitable activities | | | | | |
| Donations/grants to charities | (730) | - | (730) | (731) | 7 |
| Mission and evangelism | (273) | - | (273) | (1,263) | 8 |
| Parish share | (53,770) | - | (53,770) | (53,222) | |
| Clergy expenses | (899) | - | (899) | (1,678) | 9 |
| Church running expenses | (6,585) | (9,106) | (15,691) | (21,304) | 10 |
| Churchyard maintenance | - | - | - | - | |
| Cost of raising funds | (477) | (100) | (577) | (4,249) | |
| Running costs | | | | | |
| Administration costs (including staff costs) | (11,835) | (2,220) | (14,055) | (20,411) | 11 |
| Other | (7,242) | (1,307) | (8,549) | (7,602) | 12 |
| Governance costs | (792) | - | (792) | (756) | |
| Major expenditure | | | | | |
| Repairs to church buildings | - | (1,251) | (1,251) | (58,191) | |
| Capital purchases/additions | (946) | - | (946) | (880) | 13 |
| Total expenditure | (83,549) | (13,984) | (97,533) | (170,287) | |
| Net (expenditure)/income before gains | (7,621) | 2,515 | (5,106) | (37,993) | |
| Gains/(Losses) on investment assets | 2,454 | 339 | 2,793 | 11,808 | 14 |
| Net movement in funds | (5,167) | 2,854 | (2,313) | (26,185) | |
| Funds brought forward at 1 Jan 2020 | 69,932 | 46,650 | 116,582 | 142,767 | |
| Cash and investment assets carried forward at end of year | 64,765 | 49,504 | 114,269 | 116,582 | |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY**

STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 DECEMBER 2020

| | General fund £ | Restricted funds £ | Total 2020 £ | Total 2019 £ | Notes |
|---|---------------------------|-----------------------------------|-----------------------------|-----------------------------|--------------|
| Cash funds | | | | | |
| Lloyds No 1 account | 7,536 | 17,868 | 25,404 | 14,278 | |
| Lloyds No 2 account | 2,362 | - | 2,362 | 2,642 | |
| Lloyds No 3 account | - | 2,545 | 2,545 | 3,354 | |
| Lloyds Fixed Term Deposit maturing 4 April 2022 | 5,000 | 5,000 | 10,000 | 10,000 | |
| CCLA Deposit account | 10,719 | 8,100 | 18,819 | 12,100 | |
| Cash in hand | 133 | - | 133 | - | 15 |
| Total cash funds | 25,750 | 33,513 | 59,263 | 42,374 | |
| Investment Assets | | | | | |
| CCLA CBF Investment Fund shares at market value | 39,015 | 15,991 | 55,006 | 74,931 | |
| Total cash and investment assets | 64,765 | 49,504 | 114,269 | 117,305 | |
| Other monetary Assets | | | | | |
| Debtors | - | - | - | - | |
| Assets retained for church use | | | | | |
| Church and contents, including office equipment | - | - | - | - | 16 |
| Shop stock | - | - | - | 7,498 | 5 |
| Liabilities | | | | | |
| Creditors | 32 | - | 32 | 379 | |

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY

ADDITIONAL INFORMATION & AMPLIFIED NOTES

YEAR ENDED 31 DECEMBER 2020

The information on the following pages does not form part of the statutory financial statements which are the subject of the independent examiner's report on page 13.

1. Basis of preparation

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

2. Collections for Good Causes

| | 2020 £ | 2019 £ |
|-------------------------|-----------|-----------|
| Balance brought forward | 723 | 1 |
| Collections | 1,222 | 8,383 |
| Passed to Good Causes | 1,945 | 7,661 |
| Awaiting disbursement | - | 723 |

In addition the carol singers at the Journey to Bethlehem before Christmas raised £151 for the Cirencester Foodbank.

3. The movements in restricted funds during the year were

| Restricted Funds | Use | Balance at 1 January 2020 £ | In £ | Out £ | Balance at 31 December 2020 £ |
|------------------|---|--------------------------------|---------|----------|----------------------------------|
| Alison Parkhouse | Organ scholarship | 6,930 | 410 | 1,484 | 5,856 |
| Eileen Davis | Children and Family Worker | 1,629 | 2,250 | 2,220 | 1,659 |
| Friends | Preservation and improving of church building and grounds | 15,682 | 14,226 | 1,364 | 28,544 |
| Fryer | Upkeep of fabric of church and churchyard | 22,383 | 701 | 9,639 | 13,445 |
| West Entrance | Improvement of West Entrance | 26 | 25 | 51 | - |
| Total | | 46,650 | 17,612 | 14,758 | 49,504 |

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY**

ADDITIONAL INFORMATION & AMPLIFIED NOTES

YEAR ENDED 31 DECEMBER 2020

4. Collections, donations and other giving

Collections, donations and other giving comprise:

| | General £ | Restricted £ | 2020 £ | 2019 £ |
|-----------------|---------------|-----------------|---------------|---------------|
| Collections | 1,147 | - | 1,147 | 5,481 |
| Donations | 11,732 | 11,000 | 22,732 | 8,038 |
| Special Appeals | - | - | - | 7,782 |
| Grants | 156 | 2,788 | 2,944 | 14,486 |
| Total | 13,035 | 13,788 | 26,823 | 35,787 |

In 2020, grants received were as follows:

1. £2,250 from the Sylvanus Lysons charity towards the cost of employing our family worker
2. £538 from DCMS to meet the cost of VAT on repair work.
3. £156 in coronavirus job retention scheme grant

5. Shop account

The shop has largely been closed from March 2020 because of the coronavirus pandemic and repairs to the balcony above the shop. The shop sales of £1,380 in the Statement of Receipts and Payments include money paid into the church wallsafe as donations. Due to the coronavirus pandemic and the health risk which would have been involved to the persons concerned no stock count has been carried out in January 2020. Consequently, it is not possible to state figures for stock consumed in 2020 or stock held on 31 December 2020 or to split the £1,380 shop sales figure between sales and donations.

6. Annual Fete/Events

Due to the coronavirus pandemic, the summer fete and Christmas market were cancelled and there were no tower tours or other events to raise funds for the PCC.

The Murder Mystery held in February raised £546 for the Friends of Tetbury Hospital..

7. Donations and Grants to charities

Grants from the general fund include Tetbury in Bloom (£500), TACT (£100), St Mary's School (£100) and the Poppy Appeal (£30).

8. Mission and Evangelism

Mission and evangelism costs of £273 comprise £12 for local mission and evangelism projects and £261 for children/youth work costs.

9. Clergy expenses

The total cost of clergy expenses was £1,234, but £335 was recharged to other parishes.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY

ADDITIONAL INFORMATION & AMPLIFIED NOTES

YEAR ENDED 31 DECEMBER 2020

10. Church running expenses

Church running expenses comprise:

| | General £ | Restricted £ | 2020 £ | 2019 £ |
|---|--------------|-----------------|---------------|---------------|
| Minor repairs. cleaning and maintenance | - | 9,106 | 9,106 | 6,695 |
| Worship costs | 508 | - | 508 | 2,278 |
| Music and licences | 1,004 | - | 1,004 | 918 |
| Heating and lighting | 5,007 | - | 5,007 | 11,328 |
| Water rates | 66 | - | 66 | 85 |
| Total | 6,585 | 9,106 | 15,691 | 21,304 |

11. Administration costs

Administration costs comprise:

| | General £ | Restricted £ | 2020 £ | 2019 £ |
|-----------------------|---------------|-----------------|---------------|---------------|
| Salaries and wages | 10,149 | 2,220 | 12,369 | 18,171 |
| Administration | 1,686 | - | 1,686 | 2,240 |
| Total | 11,835 | 2,220 | 14,055 | 20,411 |

The total cost of salaries and honoraria charged to the general fund was £13,740, but £3,236 was recharged to other parishes and £355 was met from fees for weddings and funerals. None of the salaries charged to restricted funds were recharged to other parishes.

The total cost of administration was £2,188, but £502 was recharged to other parishes.

12. Other costs

The main cost under the heading "other costs" is insurance - £6,683 (£6,535 in 2019).

13. Capital purchases

Capital payments comprise:-

| | |
|-------------------------------|-------------|
| Vacuum cleaner | £140 |
| Contactless donation terminal | £410 |
| Microphones | £396 |
| Total | £946 |

14. Gains /(losses) on investment assets

These are increases or decreases in CBF Investment Fund share values during the year.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN AND ST MARY MAGDALEN, TETBURY**

ADDITIONAL INFORMATION & AMPLIFIED NOTES

YEAR ENDED 31 DECEMBER 2020

15. Cash in hand

Cash in hand represents donations which had been received but not banked by the end of the relevant year.

16. Church and contents

These items are not required to be valued in the statement of assets and liabilities.