

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

ANNUAL REPORT & FINANCIAL STATEMENTS

31 DECEMBER 2021

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 2021

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2021

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.

The Annual Parochial Church Meeting (APCM) on 10th October 2020 approved the proposal to rescind the "Tetbury PCC Constitution" dated April 1988, and to adopt the constitution entitled "Revised Constitution of the Parochial Church Council". This then became effective from 27th April 2021, when the minutes of that meeting were duly approved.

The revised constitution 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 Treasurer, wait at least a year before standing for re-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: Stewardship, Fabric, Communications and Outreach, Faith and Growth, and Pastoral Care 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

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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 2021.

Achievement and Performance

Maintenance of Worship (*including Church Attendance*)

Our pattern of worship varied significantly through the year, due to changing legal restrictions and government advice relating to the COVID-19 pandemic, with on-going consultation between the Rector, Churchwardens, PCC and more widely about what was most helpful and appropriate.

For the first six months of 2021, the main act of service each week continued to be 10am Sunday Worship on Zoom. During this time, the worship continued to be framed to be as engaging as possible. This included readers and intercessors contributing from their own homes; 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; and a "virtual coffee time" after the worship.

Through this time, we estimate that on average 118 people attended worship "live" each week, with 45 views afterwards on YouTube.

In line with government restrictions, all acts of worship in the church building were suspended in January and February, with a "gradual return" begun in early March with the weekly 9.30am Wednesday Service of Holy Communion. On Sunday 27th June the final Sunday Worship on Zoom was held, and Sunday 4th July saw the return to regular weekly 10am Sunday Worship in the church building, with the 8.30am BCP services added at the beginning of September.

During this time, our usual Sunday attendance was 69 adults, but now also with around 10 people a week joining live online, with an additional 90-100 people sharing in the recording each week. Once Little Fishes Sunday School resumed in Advent, we had five or six children attending.

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

- Evening services online through Holy Week, including Stations of the Cross, the introduction of a Tenebrae Service, a Maundy Thursday reflection, and Good Friday service including the dramatic reading of the Passion Gospel.
- Easter began outside St Marys' Church as we lit the Easter Fire, and processed into church for the 9pm "Service of Light and First Communion of Easter" on Easter Eve. Then, on Easter morning, we shared 8.30pm BCP Service of Holy Communion in church, and 10am Worship on Zoom.
- Following the announcement of the death of His Royal Highness, The Prince Philip, on 4th April 2021, the bells were tolled, and special Services of Evening Prayer were held that day, both in church and also online; and the church building was open through the coming days as a focus for those who wished to pray and remember. Our response was reported on BBC Points West on the evening of the announcement.
- Through the autumn, our stewardship campaign - "The Gift of Love" - was an opportunity to reflect and pray on how we use all that God has gifted to us, and God's call to support our ministry of loving service in this community. Grateful thanks go to all who increased their regular giving, or started giving regularly for the first time.
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- “Celebrate Harvest” (17th October) was a lovely family-friendly service for all ages. Celebrating the abundance of God’s creation in music, readings and prayer, the service included an opportunity for everyone to come forward to hang their requests on a prayer tree.
- We enjoyed a wonderful concert given by St Martin’s Voices on Friday 29th October, followed on Saturday 30th October by a Choral Workshop leading into a moving act of worship entitled: “Desolation, Consolation and Inspiration: An act of Worship for All Saints and All Souls”.
- For All Souls itself, as is now traditional, we wrote to all families for whom we have held funeral services in the past three years. Our special focus was those families bereaved since January 2020, where funerals have been held in such difficult circumstances. These families were invited to the 6pm service in church (Sunday 31st October), with others invited to join the online live-stream or recording. In addition, as we did in 2020, we invited all families to come into church during the afternoon for a time of personal prayer and reflection. Again, this was a moving occasion, with music playing, and a team of welcomers to assist people in lighting candles, and to pray or speak with them as needed.
- The Remembrance Sunday Service was held outdoors, gathering at the Tetbury War Memorial, with music, readings and prayers led by Canon Poppy Hughes.
- Given concern about large gatherings indoors, instead of the Christmas Eve Crib Service, we again 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 4.00-5.30pm on 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. Again, our grateful thanks go to Peter and Ann Lisle-Taylor for creating the churchyard “Stations of the Nativity”. This was followed by both Midnight Mass and 10am Christmas Morning service in the church.

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 ensuring 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 February, we said goodbye to Joe Nagle, who worked with Poppy to develop and lead our Zoom Worship, and wished Joe well in his move to Wales with husband, Michael. And our grateful thanks go also to Neville Parton, Matt Morton and John Sharp who continued to host the Zoom Worship.

Back in church, again our grateful thanks go to all who make our worship welcoming, inclusive and safe, including: the Churchwardens Michele Maund and Sue Thomas and our team of welcomers; vergers Valerie Trumper and Sarah Williams; and Co-directors of Music Margaret Greenwood and Jonathan Adkins, and the congregational choir. And particular thanks this year to John Sharp for his incredible skill and dedication in establishing our much-valued live stream of Sunday Worship (with Diana’s able support).

Readers and Clergy

Our Incumbent, The Revd Canon Poppy Hughes, completed her eighth full year in ministry with us. She stood down as Area Dean for Cirencester Deanery in December 2021. The Revd Pauline Setterfield continued into her second year of curacy. She was ordained priest in Gloucester Cathedral on Saturday 26th June, and we were delighted to share as she presided at the Eucharist for the first time on Sunday

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4th July. Pauline is a loved and gifted member of the team, with a particular focus on pastoral care, including now chairing the PCC Committee with oversight of Pastoral Care and Social Justice.

Our Clergy and Readers Team meets every six weeks, and continues to provide loving and generous support to ministry here. Members are now two Readers, Sarah Parton and Andrea Aveyard; and nine clergy with Permission to Officiate: Liz Angell, Ian Aveyard, Terry Bardell, Peter Hyson, Richard and Margaret Maslen, Julie Nicholson, Barry Raven and Nick Tucker. During the year, Martin Green stood back from public ministry in the Benefice as a result of ill health. We continue to pray for Martin, with thanks for his ministry through the years.

Churches Together. We value our membership of Tetbury Area Churches Together (TACT) and continue to play a full part in its activities. Under the leadership of Sarah Parton and Claire Nelson (Five Valleys Christian Fellowship), we re-imagined our family-focussed “iSingPOP CELEBRATE” and held three Celebrate events through the year: Celebrate Creation (July), Celebrate Harvest (October) and Celebrate Christingle (December). More widely, we were pleased to continue meeting online and then in person; and our shared worship was almost back to “normal” with services for The Week of Prayer for Christian Unity (January, online); World Day of Prayer (March, online); Christian Aid/Cafod (May, online) and Remembrance Sunday (November, in person).

In memoriam

We remember before God all the faithful members of our church congregation, and their loved ones, who died in 2021 including Diran Hoonanian and Dr Theo Stening.

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) again 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 and Pauline continued to lead Collective Worship, providing pre-recorded worship for the school each week and actively involved in planning each term. We also send “God bless you” cards to all 350 children, and the class teachers, at the beginning of the new school year; and small gifts of chocolates and a card to all 70+ staff at Easter and 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 Youth Worker Mandie Winbow continues to provide a loving Christian presence with support in the school. Mandie supports and mentors students, with small-group activities and one-to-one help. We are grateful for her unfailing and loving support of SWR students.

As well as the “Celebrate” events and also “Journey to Bethlehem”, it was wonderful to welcome Little Fishes back in church in Advent 2021. The children made beautiful posters around the themes of Hope, Love, Joy and Peace. Our grateful thanks go to the committed and creative team of leaders.

- In **(2) working to grow disciples**, most significant has been the continued strength of our home groups in Lent and Advent. In Lent, we drew on the reflections from “Candles in the Dark: Faith,

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hope and love in a time of pandemic" by the former Archbishop of Canterbury, Rowan Williams. With five home groups meeting each week, each session focused on a different aspect of love.

Entitled "God in the everyday", our Advent Quiet Day and home group sessions drew on our lockdown experience of sharing Zoom worship at our kitchen table. We took time to reflect together on our relationship with God in the "warp and weft" of our lives, and to deepen our understanding of how God might be working in us and through us, each and every day.

We are grateful to all those who host and lead the home groups.

For the first time since 2017, we were also able to take a group on pilgrimage to stay with the Iona Community in July 2021. With a group of eight from St Marys', this was a new experience for most people, and continues to provide spiritual nourishment and inspiration to all.

- Our grateful thanks to all who share in our ministry of **(3) loving pastoral care**, in visiting and supporting friends and neighbours in the community. Our Pastoral Assistants, Michele Maund, Sarah Williams, Valerie Trumper and Sue Sherwood have responded to changing circumstances, taking opportunities as they arise to provide Communion both to people at home, and in our care homes, Kingsley House and Upton Mill; also blessed to be able to lead a carol service for the residents of Kingsley House. We have continued to support the Food Bank and were involved in the "Feeding the 5,000" initiative at Easter 2021 organised by The Long Table in Stroud, and delivering meals to people in need. In December 2021 we began looking at ways in which we might work with St Mary's Day Centre Wednesday and Friday Club which ceased operating at Christmas.

More broadly, we continued our focus on social justice for all people, with our regular Second Sunday Collections. And the church community has become increasingly involved in issues around the climate crisis and climate injustice. Under the leadership of Rosemary Bailey, we worked for – and received – the Eco-Church Silver Award. This is a rigorous assessment of our work to support environmentally sustainable practices and care for creation. The survey covered worship and teaching; management of finances, building and land; community and global engagement; and personal lifestyles. A highlight of the year was our participation in Churches Count on Nature (June 2021).

- Work goes on to **(4) improve our communications**. Our website, with the new design launched in early 2020, continues to be well used, while the "Keeping in Touch" emails provide weekly 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, Sue Thomas is hugely grateful to the committee members, Peter and Ann Lisle-Taylor, Ian Thomas, John Sharp, and Rosemary Bailey who are each responsible for specific areas of the remit. Our thanks go to David Greenwood who has stepped down from the committee.

The gallery repairs and the restoration of minor electrical works, necessary for this work to take place, have been completed,

The Quinquennial Inspection commenced in August 2019 by David Newton, has now been received and will form the basis of remedial work over the next few years. Major works will include some masonry work and drainage work. In November, the Electrical Quinquennial Inspection took place over 4 days .

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by A J Smith. The report has been recently received and will form part of the prioritisation of remedial work alongside the main Quinquennial Inspection Report.

To note:

- Regular surveys take place on the state of the gallery under ceiling and woodworm infestation.
- Annual and bi-annual checks were carried out on fire extinguishers, roof alarms and other similar items.
- A chalet bug hotel and a hedgehog box have been made and sited in the churchyard as part of our ongoing Eco Church journey.
- General maintenance (making sure ropes are adjusted correctly, clappers greased, stays and sliders are sound) takes place regularly
- Maintenance for the clock. The clock is now back and running.
- Our thanks to Rosemary Bailey who has assisted in the church qualifying for a silver Eco Church award.
- Plans are ongoing for a limited rewilding of the churchyard.

Financial Review.

The accounts of the church are shown below. The largest single payment was the Parish Share of £53,174 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 fund is to allow sufficient time for either a sudden or continued decline in income to be reversed or a sudden or continued increase in expenses to be matched by increased income before the point is reached at which it becomes difficult to pay bills as they fall due. 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 2021

The financial statements for the year ended 31 December 2021 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 2021
2. A statement of assets and liabilities as at 31 December 2021
3. Notes amplifying matters of detail.

Overview

During 2021 total funds increased slightly from £114,269 to £116,782.

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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 a gradual return towards normal activities in the second half of the year and a strong performance from the PCC's investments resulted in a small surplus for the year

General fund: surplus of £904

In 2021, receipts of the general fund fell short of payments by £4,677, but a gain of £5,581 on the CBF Investment Fund shares resulted in a small surplus of £904.

The coronavirus pandemic resulted in some significant changes to the PCC's income and expenditure compared with the year immediately before the pandemic (2019). In particular, income from the church shop (£6,432 lower in 2021 than in 2019) and fees for weddings and funerals (£6,149 lower in 2021 than in 2019) were much lower than they would normally be and for the second year running there was no summer fete (the summer fete raised £1,628 in 2019). On the expenditure side, nothing was spent on purchases of stock for the church shop in 2021 (£3,557 in 2019). Heating and lighting cost £5,908 less in 2021 than in 2019 because the church building was open for much less of the year.

Many of the other costs were lower in 2021 than in the year before the pandemic because of the reduced use of the church building due to the pandemic and the fact that activities which would normally have occurred could not occur.

Fabric Funds

The two fabric funds (the Friends Fund and the Fryer Fund) increased in value over the course of 2021 by £2,840 in aggregate due to some very generous donations and the increase in value of the Funds' investments. £1,499 less was spent on repairs in 2021 than in 2020. The main project was the repair of the tower clock (£2,272).

In March 2021, the PCC received from the church architect the latest quinquennial report on the church fabric. This recommended a range of repairs during the quinquennial period considered by the architect to be essential to avoid serious damage to the building fabric or for reasons of safety with an order of cost of between £19,000 and £47,350. To place this in context, on 31 December 2021, the two fabric funds had total assets of £44,829.

Eileen Davis and Alison Parkhouse funds

The Eileen Davis Fund pays for the costs of the PCC's schools and family worker. It received grants of £1,250 from the Sylvanus Lysons charity in 2020 and met salary costs of £2,244, leaving a balance of £665 at the end of the year. The Sylvanus Lysons charity has agreed to provide further grant funding between 2022 and 2024 which will meet some of the costs of the PCC's schools and family worker in those years. The PCC will need to meet the remaining costs from its funds (including the balance remaining in the Eileen Davis fund).

The Alison Parkhouse fund exists to support an organ scholar. The fund received income on the investment of its balance and spent £913 on tuition costs leaving a balance of £5,619 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.

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At the end of the year, the PCC had total reserves of £116,782 of which £65,669 were held in the general fund and are therefore unrestricted and £51,113 were restricted. The breakdown of the restricted funds is shown in note 3. 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 the repairs highlighted in the quinquennial report mentioned under "Fabric Funds".

Stewardship campaign

The PCC held a stewardship campaign in autumn 2021 which aimed to increase its income. The campaign was successful and is currently estimated to be likely to increase the income of the PCC by £8,700 in a full year (including gift aid) if indications of intent given in the course of the campaign are fully carried into effect.

Prospects for 2022

The results for 2022 will depend to a large extent on how quickly the PCC's activities can return to a normal level following the pandemic. However, the PCC should be able to meet its financial obligations in 2022.

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 collections, 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
17 January 2022

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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 10th March 2022 and signed on their behalf by:

Revd Poppy Hughes's

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REFERENCE & ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2021

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 2021 until the date this report was signed were:

The Revd Poppy Hughes	(Chair, Ex Officio member)
The Revd Pauline Setterfield	(Curate, Ex Officio member)
Sarah Parton	(Reader, Ex Officio member)
Rosemary Bailey	(Deanery Synod, Ex Officio member to 2023)
Alun Bendle	(to 2023)
Diana Challis	(to April 2021)
Donna Crowther (Gardner)	(to 2022)
Michael Hardwick	(Treasurer, to 2023)
Wendy Hanvey	(to 2024)
Alison Hesketh	(to 2022)
Peter Hodgson	(to 2024)
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)
Sarah Williams	(to 2024)

The PCC met on five occasions in 2021. The PCC has met twice in 2022 up to the time of this report, the same as the equivalent period in 2021.

Independent Examiner

Joshua Kingston, BSc (Hons) ACA
Burton Sweet Limited
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 DECEMBER 2021

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 2021.

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.

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.

Joshua Kingston, BSc (Hons) ACA
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Date: 22nd March 2022

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
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STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 31 DECEMBER 2021

	General Fund £	Restricted funds £	2021 All funds £	2020 All funds £	Notes
Income					
Voluntary income					
Planned giving	42,318	1,425	43,743	43,724	
Collections, donations and other giving	11,683	5,724	17,407	26,823	4
Income tax recovered	11,756	3,081	14,837	12,963	
Activities for generating funds					
Shop sales	2,471	-	2,471	1,380	5
Income from properties	1,375	-	1,375	300	
Annual fete/events	1,849	-	1,849	-	6
Investment income					
Dividends and interest	1,214	544	1,758	2,139	
Income from charitable activities					
Parochial fees	4,937	-	4,937	4,483	
Other income					
Other	171	-	171	615	
Total income	77,774	10,774	88,548	92,427	

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STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 31 DECEMBER 2021

	General Fund £	Restricted funds £	2021 All funds £	2020 All funds £	Notes
Expenditure					
Charitable activities					
Donations/grants to charities	(600)	-	(600)	(730)	7
Mission and evangelism	(387)	-	(387)	(273)	8
Parish share	(53,174)	-	(53,174)	(53,770)	
Clergy expenses	(1,258)	-	(1,258)	(899)	9
Church running expenses	(7,788)	(7,607)	(15,395)	(15,691)	10
Cost of raising funds	(482)	-	(482)	(577)	
Running costs					
Administration costs (including staff costs)	(10,666)	(2,244)	(12,910)	(14,055)	11
Other	(7,262)	(913)	(8,175)	(8,549)	12
Governance costs	(834)	-	(834)	(792)	
Major expenditure					
Repairs to church buildings	-	-	-	(1,251)	
Capital purchases/additions	-	(689)	(689)	(946)	13
Total expenditure	(82,451)	(11,453)	(93,904)	(97,533)	
Net (expenditure)/income before gains	(4,677)	(679)	(5,356)	(5,106)	
Gains/(Losses) on investment assets	5,581	2,288	7,869	2,793	14
Net movement in funds	904	1,609	2,513	(2,313)	
Funds brought forward at 1 Jan 2021	64,765	49,504	114,269	116,582	
Cash and investment assets carried forward at end of year	65,669	51,113	116,782	114,269	

**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 2021

	General fund £	Restricted funds £	Total 2021 £	Total 2020 £	Notes
Cash funds					
Lloyds No 1 account	9,657	14,715	24,372	25,404	
Lloyds No 2 account	1,697	-	1,697	2,362	
Lloyds No 3 account	-	5,020	5,020	2,545	
Lloyds Fixed Term Deposit maturing 4 April 2022	5,000	5,000	10,000	10,000	
CCLA Deposit account	4,719	8,100	12,819	18,819	
Cash in hand	-	-	-	133	15
Total cash funds	21,073	32,835	53,908	59,263	
Investment Assets					
CCLA CBF Investment Fund shares at market value	44,596	18,278	62,874	55,006	
Total cash and investment assets	65,669	51,113	116,782	114,269	
Other monetary Assets					
Debtors	-	-	-	-	
Assets retained for church use					
Church and contents, including office equipment	-	-	-	-	16
Shop stock	5,805	-	5,805	-	5
Liabilities					
Creditors	740	-	740	32	

**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 2021

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 11.

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

	2021 £	2020 £
Balance brought forward	-	723
Collections	1,236	1,222
Passed to Good Causes	1,236	1,945

3. The movements in restricted funds during the year were

Restricted Funds	Use	Balance at 1 January 2021 £	In £	Out £	Balance at 31 December 2021 £
Alison Parkhouse	Organ scholarship	5,856	676	913	5,619
Eileen Davis	Children and Family Worker	1,659	1,250	2,244	665
Friends	Preservation and improving of church building and grounds	28,544	10,801	2,961	36,384
Fryer	Upkeep of fabric of church and churchyard	13,445	335	5,335	8,445
Total		49,504	13,062	11,453	51,113

**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 2021

4. Collections, donations and other giving

Collections, donations and other giving comprise:

	General £	Restricted £	2021 £	2020 £
Collections	2,996	-	2,996	1,147
Donations	8,687	3,632	12,319	22,732
Grants	-	2,092	2,092	2,944
Total	11,683	5,724	17,407	26,823

In 2021, grants received were as follows:

1. £1,250 from the Sylvanus Lysons charity towards the cost of employing our family worker
2. £842 from DCMS to meet the cost of VAT on repair work.

5. Shop account

The shop was largely closed from March 2020 until October 2021 because of the coronavirus pandemic and repairs to the balcony above the shop. Due to the coronavirus pandemic and the health risk which would have been involved to the persons concerned no stock count was carried out in January 2021.

The following shows the shop trading account for the two-year period 1 January 2020 to 31 December 2021.

	2020/21 £	2019 £
Sales	3,851	8,903
Less stock consumed	2,025	4,080
Less expenses	40	12
Net profit	1,786	4,811

The statement of receipts and payments does not include the value of stock in hand at 31 December 2021 of £5,805 (£7,498 on 31 December 2019).

6. Annual Fete/Events

Event surpluses comprise:

	General Fund	Restricted Funds	Total
Plant stall at Count for Nature Day	£215	-	£215
St Martins Voices Concert	£630	-	£630
Christmas market	£774	-	£774
Totals	£1,619	-	£1,619

7. Donations and Grants to charities

Grants from the general fund comprise Tetbury in Bloom (£500) and Tetbury Area Churches Together (£100).

8. Mission and Evangelism

Mission and evangelism costs of £387 comprise £202 for local mission and evangelism projects and £185 for children/youth work costs.

**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 2021

9. Clergy expenses

The total cost of clergy expenses was £1,803, but £545 was recharged to other parishes.

10. Church running expenses

Church running expenses comprise:

	General £	Restricted £	2021 £	2020 £
Minor repairs cleaning and maintenance	-	7,607	7,607	9,106
Worship costs	1,182	-	1,182	508
Music and licences	1,143	-	1,143	1,004
Heating and lighting	5,420	-	5,420	5,007
Water rates	43	-	43	66
Total	7,788	7,607	15,395	15,691

11. Administration costs

Administration costs comprise:

	General £	Restricted £	2021 £	2020 £
Salaries and wages	9,549	2,244	11,793	12,369
Administration	1,117	-	1,117	1,686
Total	10,666	2,244	12,910	14,055

The total cost of salaries and honoraria charged to the general fund was £13,479, but £3,086 was recharged to other parishes and £844 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 £1,590, but £473 was recharged to other parishes.

12. Other costs

The main cost under the heading "other costs" is insurance - £6,887 (£6,683 in 2020).

13. Capital purchases

Capital payments comprise:-

Laptop for Benefice office	£689
Total	£689

**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 2021

14. Gains /(losses) on investment assets

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

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.