

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT BARTHOLOMEW, KIRBY MUXLOE

England & Wales · Charity number 1132635

## Details

---

Other names	PCC OF KIRBY MUXLOE AND LEICESTER FOREST EAST WITH BRAUNSTONE WEST
Status	Registered
Legal form	Previously excepted
Registered	2009-11-10
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	6 Station Road Kirby Muxloe Leicester LE9 2EJ
Phone	01162910860
Email	<a href="mailto:melvyn.cavanagh@yahoo.co.uk">melvyn.cavanagh@yahoo.co.uk</a>
Website	<a href="http://www.stbartskm.org">www.stbartskm.org</a>

## Activities

---

**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** Regular public worship and provision of sacred space. Pastoral work. Teaching of Christianity through sermons, courses, and small groups. Taking of religious assemblies in schools. Promoting the whole mission of the Church through provision of activities for senior citizens, children and youth, parents and toddlers and other special need groups. Supporting other charities in the UK and overseas.

## Classification

---

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Leicestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£58,409	£60,531	-	-
2024-12-31	£63,862	£60,734	-	-
2023-12-31	£82,046	£78,862	-	-
2022-12-31	£68,437	£74,606	-	-
2021-12-31	£58,200	£66,117	-	-
2020-12-31	£67,528	£81,394	-	-

## Trustees

Name	Role	Appointed
Andrew Nicholas Crabtree		2015-06-30
JANET CARPENTER		
Rev Gareth Hutchinson		2020-06-30
SANDRA VANESSA HUBNER		

---

# Accounts

---

**PARISH OF KIRBY MUXLOE SAINT BARTHOLOMEW'S CHURCH**  
**ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31 DECEMBER 2025**

### **Administrative information**

The Parish of Kirby Muxloe is part of the Diocese of Leicester within the Church of England. The Parish Church of Saint Bartholomew is situated in Main Street, Kirby Muxloe. The correspondence address for the PCC is St Bartholomew's Church Hall, Main Street, Kirby Muxloe LE9 2AH. The Parochial Church Council (PCC) is registered with the Charity Commission. Its charity number is 1132635.

The Church website is at [www.stbartskm.org](http://www.stbartskm.org)

We are a group of ordinary people from diverse backgrounds who welcome others to join with us as we journey together as followers of Jesus Christ. We long for God's Holy Spirit to transform our lives and communities in ways that show our faith and place God above all things. We express this by:

- Worshipping God in established and contemporary styles.
- Placing prayer at the centre of all we do.
- Enjoying life together.
- Serving our neighbours in the name of Christ.
- Encouraging and nurturing young and old in their knowledge and love of God.
- Studying, following and promoting the Bible's message of hope for all people.

- Encouraging other people to discover Jesus Christ for themselves.
- Supporting the worldwide Church

**PCC members** who have served from 16<sup>th</sup> May 2025 until the APCM on 09<sup>th</sup> May 2026 are:

*Team Rector (Chair):* The Revd Gareth Hutchinson,

*Representatives on the Deanery Synod*  
Sandra Hubner

*Parish Wardens:* none

*Elected Members:*

Andrew Crabtree  
Chris Fox  
Lynne Haywood-Murphy  
Rachel Tansey  
Janet Carpenter

**PCC Standing Committee:**

Rector: Revd Gareth Hutchinson  
Churchwarden: none  
Elected: Sandra Hubner  
Treasurer: Kevin Tansey

Safeguarding Officer: Jen Ryder  
Electoral Roll Officer: Rachel tansey

## Structure, governance and management

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

The Parish is in the Deanery of Sparkenhoe East, and since 2015 is part of the joint Benefice of Desford and Kirby Muxloe, within the 'Ivanhoe' Group Ministry which also includes the Benefice of Groby and Ratby.

One or two Churchwardens may be elected by the Annual Meeting of Parishioners. The PCC

elects one of its lay members as Vice Chair. It also nominates its Treasurer, Secretary, Electoral Roll Officer, Safeguarding Officer and Deputy Wardens are not necessarily members of the PCC.

The PCC regularly receives reports from its working groups including Pastoral Care; Social; Finance; Fabric; Hall management; Safeguarding, Mission and Worship.

The Standing Committee of the PCC consists of the Rector, Churchwarden(s), plus further co-options as required.

## Objectives and activities

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Activities of the charity, in accordance with Church of England recommendations, are:

Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and the bereaved. Teaching of Christianity through sermons, courses, and small groups. Taking of religious assemblies in schools. Promotion of Christianity through the staging of events and meetings, and the distribution of literature. Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special need groups. Supporting other charities in the UK and overseas.

The PCC has the responsibility of co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the buildings of St Bartholomew's Church, Kirby Muxloe (a Grade II\* listed building) and its church hall.

The stipend of the Rector was paid by the Diocese of Leicester. The PCC is responsible to the Diocese for ensuring payment of financial contributions, the "Parish Gift", expected to reflect the real costs of clergy posts, including housing, pension contributions and the costs of training clergy for the future. In addition, the PCC reimburses clergy expenses (including those of the non-stipendiary assistant minister) such as petrol etc. and disburses funds in payment for occasional offices according to the policy of the Church of England.

---

## Achievements and performance

### Church attendance

As of our APCM in 2026, there were 42 people on the Electoral Roll.

Licensed lay ministers in the parish include Reader Carolyn Winkless.

Sunday services were held each week on an alternating pattern as follows....

**1<sup>st</sup> Sunday** – 4.00pm in Church Hall  
– All Age Worship Service

**2<sup>nd</sup> Sunday** – 10.30am in Church –  
Holy Communion

**3<sup>rd</sup> Sunday** – 4.00pm in Church Hall  
– Informal Worship of varied styles

**4<sup>th</sup> Sunday** – 10.30am in Church –  
Holy Communion

*(5<sup>th</sup> Sundays will be 10.30am –  
Benefice Holy Communion)*

The regular worshipping community is around 50 people, but not all these attend each week and further people attend occasionally, especially at christenings.

During 2025 there were 16 funerals in St Bartholomew's Church and conducted at other locations by St Bartholomew's. 14 Committals/Burials were also conducted. There were 2 weddings and 4 baptisms in the Church.

In 2025 the following also took place:

- St Bartholomew's Church was open on Saturdays from 10 a.m. until 4 p.m.
- A monthly 'Drop-in' was held on Saturday mornings in the church hall. On Tuesday afternoons the rear rooms of the hall were used as a Tea Shop.
- House Groups met regularly for study and

fellowship, including a Lent course and Bible & Chat courses. Mothers' Union met monthly (until June). Other regular meetings included 'Bellringing practice, 'Solo'ne Rangers' lunch group and so on, more details of these can be found in the fuller St Bartholomew's APCM Report.

Paper issues of the church magazine, *The Lantern*, were produced and distributed by volunteer to around 500 households.

### Review of the year

The PCC met five times during the year, in January, April, June, September, and November.

We were fortunate at Christmas to be able to hold services including Christingle, Holy Communion, and so on.

We have continued regular assemblies in Kirby Muxloe Primary school, and were excited to welcome them into the church at Christmas for their annual years 6 Carol Services.

The Safeguarding Officer presented a report utilising a new format report introduced the previous year for annual Safeguarding reporting. The report was completed and accepted by the PCC for submission to the Diocese and will continue to be used in the future to measure progress in the management of Safeguarding.

The church is linked with CMS Mission Partners Ben and Katy Ray in Tanzania. The parish sent contributions to the Church Mission Society. Other charities supported through special collections included The Children's Society.

[Financial Information follows]

## St Bartholomews Church, Kirby Muxloe

### Statement of Financial Activities for the Year Ended 31<sup>st</sup> December 2025 - INCOME/EXPENDITURE

£'s	Unrestricted	Restricted	2025	2024
Net Income/(Outgoings)				
2025 Net movement	(3,918.66)	1,796.25	(2,122.41)	3,127.44
Balances b/fwd at 01/01/2025	37,639.62	1,984.05	39,623.67	36,496.23
Movement adjustment (2024 debtors/cre)	0.00	0.00	0.00	
Movement adjustment (2026 debtors/cre)	0.00	0.00	0.00	
Balancing figure	0.00	0.00	0.00	
<b>Balances c/fwd at 31/12/2025</b>	<b>33,720.96</b>	<b>3,780.30</b>	<b>37,501.26</b>	<b>39,623.67</b>

### Income & Expenditure

#### INCOME

Ref		Unrestricted General	Restricted Giving	Restricted Projects	2025	2024
	<b>VOLUNTARY INCOME</b>					
1	Tax-efficient planned giving	21,068.24			21,068.24	22,446.54
2	Other planned giving	2,980.37			2,980.37	3,970.89
3	Collection at services	1,521.08			1,521.08	1,928.02
4	All other recurring giving	59.00			59.00	0.00
5	All other non-recurring giving	113.00			113.00	371.50
6	All tax recovered	8,308.03	0.00	296.25	8,604.28	12,109.74
7/8	Legacies/Grants received	1,000.00			1,000.00	0.00
	<b>ACTIVITIES FOR GENERATING FUNDS</b>					
9	Fund raising	3,261.40	687.68	1,965.00	5,914.08	9,105.93
	<b>INCOME FROM INVESTMENTS</b>					
10	Dividends, interest	1,514.17		0.00	1,514.17	1,657.99
	<b>CHURCH ACTIVITIES</b>					
11	Fees retained	3,797.00			3,797.00	4,085.00
12	Church & Hall lettings	4,043.25			4,043.25	90.00
13	Parish Office	0.00			0.00	0.00
14	Magazine	4,633.20			4,633.20	4,824.39
	Diocesan Fees for Clergy	2,850.00			2,850.00	3,272.00
15	Other income sources	311.11			311.11	0.00
	<b>TOTAL INCOME</b>	<b>55,459.85</b>	<b>687.68</b>	<b>2,261.25</b>	<b>58,408.78</b>	<b>63,862.00</b>

#### EXPENDITURE

Ref		2025	2024
	<b>FUNDRAISING COSTS</b>		
17	Fundraising costs	0.00	0.00
	<b>CHARITABLE ACTIVITIES</b>		
18	Mission giving and donations	500.00	687.68
	<b>CHURCH ACTIVITIES</b>		
19	Parish share	30,870.00	30,870.00
20	Salaries*	1,523.50	1,557.82
21	Expenses, Training & Mission	1,737.53	1,012.50
22	Church running expenses	7,070.41	6,425.48
23	Church utility bills	6,752.00	6,636.81
24	Costs of trading	2,790.47	2,401.46
	<b>GOVERNANCE COSTS</b>		
25	Governance costs	200.00	200.00
	Diocesan Fees for Clergy	2,850.00	3,272.00
	<b>MAJOR CAPITAL EXPENDITURE</b>		
26	Major repairs to the church	0.00	816.00
27	Major repairs to the hall	0.00	465.00
28	New Building / Capital expenditure	0.00	0.00
29	Magazine	4,775.00	4,402.42
28	Other*	309.60	120.00
	<b>TOTAL EXPENDITURE</b>	<b>59,378.51</b>	<b>60,531.19</b>
	<b>TOTAL NET MOVEMENT</b>	<b>(3,918.66)</b>	<b>1,796.25</b>

The accounts have been independently examined by Margaret Palmer on 4th March 2026

Signed: 

Date: 10th March 2026

Treasurer (Dr. Kevin Tansey)

## St Bartholomews Church, Kirby Muxloe

### Statement of Financial Activities for the Year Ended 31<sup>st</sup> December 2025 - BALANCE SHEET

#### STATEMENT OF ASSETS & LIABILITIES at 31st December 2025

ACCUMULATED FUNDS	general	restricted	total		
Balance at 01/01/25	41,069.99	(1,446.32)	39,623.67		
Surplus/deficit for year	(3,918.66)	1,796.25	(2,122.41)	Check	
Balance at 31/12/25	37,151.33	349.93	37,501.26	totals	37,501.26

MONETARY ASSETS	general	restricted	total		
Santander current	4,049.70	1,796.25	5,845.95		
Cash	0.00	0.00	0.00		
CBF Deposit Fund	30,041.90	1,613.41	31,655.31	Check	
Sub-total	34,091.60	3,409.66	37,501.26		37,501.26
Debtors at 01/01/26	0.00		0.00		
Creditors at 01/01/26	0.00		0.00		
After debtor/creditor movement	34,091.60	3,409.66	37,501.26	totals	37,501.26

Statement of funds					
Cash	Cash at 1/1/25	0.00			
	Cash at 31/12/25	0.00			
Santander current	Balance at 1/1/25	9,473.46			
	many transactions				
	Balance at 31/12/25	<b>5,845.95</b>			
CBF deposit	Balance at 1/1/25	28,606.66	LDBoF Fabric Fund	Balance at 1/1/25	1,543.55
	interest	1,435.24		interest	69.86
	Transfers in 2025	0.00		Transfers in 2025	0.00
	Balance at 31/12/25	<b>30,041.90</b>		Balance at 31/12/25	<b>1,613.41</b>
	Bank Balance at 31/12/25	<b>3,139.42</b>			
	Outstanding debtors at 31/12/25	(3,882.96)			
	Outstanding creditors at 31/12/25	6,589.49			
			RESTRICTED funds total		3,409.66
			UNRESTRICTED funds total		34,091.60
Carry forward bank balance	all outstanding paid	5,845.95			

The accounts have been independently examined by Margaret Palmer on 4th March 2026

Signed:   
Treasurer (Dr. Kevin Tansey)

Date: 10th March 2026

Margaret Palmer  
50 Barbara Avenue  
Kirby Muxloe  
Leicester  
LE9 2HD

St Bartholomew's Kirby Muxloe PCC  
C/o Church Hall  
Kirby Muxloe  
Leicester  
LE9 2EB

4th March 2026

Dear Kevin Tansey

I have independently examined the records for St Bartholomew's Church, checking the data for income and expenditure has been correctly entered onto the spreadsheet for 2025. The bank account has been reconciled, showing the correct opening and closing balances for the year 2025.

A full audit has not been undertaken.

On checking the accounts to the 2025 spreadsheet, the following items were identified as having discrepancies or paperwork missing:

Date	Amount	identifier	Description
18.1.25	20.00	BT	Donation Baptism - no paperwork for this transaction. Important paperwork completed and checked for all transactions.
6.4.25	280.00	BT	Skip Hire - no paperwork for this transaction. Important paperwork completed and checked for all transactions.
11.7.25	53.60	BACs	Sign Engraving from St M Desford - no paperwork for this transaction. Important paperwork completed and checked for all transactions.
7.8.25	58.67	BACs	Etsy - paperwork has hand written amount on with question mark, not able to see actual amount on the invoice for the £3.96 and £1.85. Important all paperwork clearly shows invoiced amount when making a claim.
12.9.25	456.51	Cheques	Stub on paying in book for cheques does not have date and amount banked. Good practice to complete this information and ensure consistency.
23.9.25	110.00	BT	Hall Hire - Paperwork shows £131 thus does not agree with payment made of £110. No note on paperwork to explain why difference. Important that paperwork agrees with amount paid.
30.12.25	112.98	DD	British Gas Church Electricity - no paperwork for this transaction. Important paperwork completed and checked for all transactions.

18.1.26	120.00	BACs	Funeral Verger x 2 - paperwork shows £180.00 but only paid £120.00. Note on paperwork to say one of the payments claimed previously but not obvious. Important paperwork completed correctly to agree with payment due and made.
---------	--------	------	---

### Notes and Suggestions:

It is important that expense claims are checked before payment is made, agreed to all calculations and totals of the amount paid. Receipts must be produced for all purchases on the claims form.

It would be good practice if all paperwork included the name of the person for whom an expense claim is being made, either by the Verger or Organist and whether for a funeral or wedding.

### Closing Balances for 2025

#### Expenditure 2025

#### Cleared 2026

Date	Name	Amount	
6.1.26	Expenses (12/25)	83.37	BACs
18.1.26	Funeral Verger x 2	120.00	BACs
19.1.26	LDBoF Church Fees for 2025	2720.40	BACs
19.1.26	100% Giving Children's Society	238.83	BACs
20.1.26	100% Giving & Donation to CMS	720.36	BACs
<b>TOTAL</b>		<b>3882.96</b>	

#### Income 2025

#### Cleared 2026

Date	Description	Amount
5.1.26	Cheques banked	767.09
7.1.26	Bart's Fair Trade Card Sales	250.00
15.1.26	HMRC Gift Aid Payment	5572.40
<b>TOTAL</b>		<b>6589.49</b>

Yours sincerely

Margaret Palmer

---

# Accounts

---

**PARISH OF KIRBY MUXLOE SAINT BARTHOLOMEW'S CHURCH**  
**ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

## **Administrative information**

The Parish of Kirby Muxloe is part of the Diocese of Leicester within the Church of England. The Parish Church of Saint Bartholomew is situated in Main Street, Kirby Muxloe. The correspondence address for the PCC is St Bartholomew's Church Hall, Main Street, Kirby Muxloe LE9 2AH. The Parochial Church Council (PCC) is registered with the Charity Commission. Its charity number is 1132635.

The Church website is at [www.stbartskm.org](http://www.stbartskm.org)

We are a group of ordinary people from diverse backgrounds who welcome others to join with us as we journey together as followers of Jesus Christ. We long for God's Holy Spirit to transform our lives and communities in ways that show our faith and place God above all things. We express this by:

- Worshipping God in established and contemporary styles.
- Placing prayer at the centre of all we do.
- Enjoying life together.
- Serving our neighbours in the name of Christ.
- Encouraging and nurturing young and old in their knowledge and love of God.
- Studying, following and promoting the Bible's message of hope for all people.

- Encouraging other people to discover Jesus Christ for themselves.
- Supporting the worldwide Church

**PCC members** who have served from 22<sup>nd</sup> May 2023 until the APCM on 12<sup>th</sup> May 2024 are:

*Team Rector (Chair):* The Revd Gareth Hutchinson,

*Representatives on the Deanery Synod*

Janet Carpenter  
Sandra Hubner  
Hilary Wheeldon  
Charmaine Odlum (ex officio)

*Parish Wardens:* Charmaine Odlum

*Elected Members:*

Melvyn Cavanagh  
Andrew Crabtree  
Paul Eales  
Sandra Hubner  
Paula Walton

**PCC Standing Committee:**

Rector: Revd Gareth Hutchinson  
Churchwarden: Charmaine Odlum  
Elected: Sandra Hubner  
Treasurer: Kevin Tansey

Safeguarding Officer: Charmaine Odlum

## Structure, governance and management

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

The Parish is in the Deanery of Sparkenhoe East, and since 2015 is part of the joint Benefice of Desford and Kirby Muxloe, within the 'Ivanhoe' Group Ministry which also includes the Benefice of Groby and Ratby.

One or two Churchwardens may be elected by the Annual Meeting of Parishioners. The PCC elects one of its lay members as Vice Chair. It also nominates its Treasurer, Secretary,

Electoral Roll Officer, Safeguarding Officer and Deputy Wardens are not necessarily members of the PCC. In 2022 Kevin Tansey was Treasurer; Paul Eales was Electoral Roll Officer and the Safeguarding Officer was Charmaine Odlum. Andrew Crabtree was responsible for Health & Safety.

The PCC regularly receives reports from its working groups including Pastoral Care; Social; Finance; Fabric; Hall management; Safeguarding, Mission and Worship.

The Standing Committee of the PCC consists of the Rector, Churchwarden(s), plus further co-options as required.

## Objectives and activities

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Activities of the charity, in accordance with Church of England recommendations, are:

Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and the bereaved. Teaching of Christianity through sermons, courses, and small groups. Taking of religious assemblies in schools. Promotion of Christianity through the staging of events and meetings, and the distribution of literature. Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special need groups. Supporting other charities in the UK and overseas.

The PCC has the responsibility of co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the buildings of St Bartholomew's Church, Kirby Muxloe (a Grade II\* listed building) and its church hall.

The stipend of the Rector was paid by the Diocese of Leicester. The PCC is responsible to the Diocese for ensuring payment of financial contributions, the "Parish Gift", expected to reflect the real costs of clergy posts, including housing, pension contributions and the costs of training clergy for the future. In addition, the PCC reimburses clergy expenses (including those of the non-stipendiary assistant minister) such as petrol etc. and disburses funds in payment for occasional offices according to the policy of the Church of England.

---

## Achievements and performance

### Church attendance

At 31st December 2022 there were 82 people on the Church Electoral Roll, 12 of whom were not resident within the parish.

Licensed lay ministers in the parish include Reader Carolyn Winkless.

Sunday services were held each week on an alternating pattern as follows....

- 1<sup>st</sup> Sunday** – 4.00pm in Church Hall  
– All Age Worship Service
- 2<sup>nd</sup> Sunday** – 10.30am in Church –  
Holy Communion
- 3<sup>rd</sup> Sunday** – 4.00pm in Church Hall  
– Informal Worship of varied styles
- 4<sup>th</sup> Sunday** – 10.30am in Church –  
Holy Communion  
(5<sup>th</sup> Sundays will be 10.30am –  
*Beneficent Holy Communion*)

The regular worshipping community is around 50 people, but not all these attend each week and further people attend occasionally, especially at christenings.

During 2023 there were 30 funerals in St Bartholomew's Church. In addition, members of the Ministry Team conducted a total of 12 funerals at other locations. There were 4 weddings and 5 baptisms in the Church.

In 2023 the following also took place:

- St Bartholomew's Church was open on Saturdays from 10 a.m. until 4 p.m.
- A monthly 'Drop-in' was held on Saturday mornings in the church hall. On Tuesday afternoons the rear rooms of the hall were used as a Tea Shop.
- House Groups met regularly for study and fellowship, including a Lent course and

Bible & Chat courses. Mothers' Union met monthly in the church hall. Other regular meetings included 'Bellingring practice, 'Solo'ne Rangers' lunch group and so on, more details of these can be found in the fuller St Bartholomew's APCM Report.

Paper issues of the church magazine, *The Lantern*, were produced and distributed by volunteer to around 500 households.

### Review of the year

The PCC met seven times during the year, in January, March, May, June, August, October, and November, with Standing Committee meeting in January.

We were fortunate at Christmas to be able to hold services including Christingle, Holy Communion, and so on.

We have continued regular assemblies in Kirby Muxloe Primary school, and were excited to welcome them into the church at Christmas for their annual years 6 Carol Services.

The Safeguarding Officer presented a report utilising a new format report introduced the previous year for annual Safeguarding reporting. The report was completed and accepted by the PCC for submission to the Diocese and will continue to be used in the future to measure progress in the management of Safeguarding.

The church is linked with CMS Mission Partners Ben and Katy Ray in Tanzania. The parish sent contributions to the Church Mission Society. Other charities supported through special collections included The Children's Society.

[Financial Information follows]

## St Bartholomews Church, Kirby Muxloe

### Statement of Financial Activities for the Year Ended 31<sup>st</sup> December 2023 - INCOME/EXPENDITURE

£'s	Unrestricted	Restricted	2023	2022
Net Income/(Outgoings)				
2023 Net movement	3,184.49	0.00	<b>3,184.49</b>	<b>(6,168.54)</b>
Balances b/fwd at 01/01/2023	31,932.69	1,379.05	33,311.74	
Movement adjustment (2022 debtors/cre)	0.00	0.00	0.00	
Movement adjustment (2024 debtors/cre)	0.00	0.00	0.00	
Balancing figure	0.00	0.00	0.00	
<b>Balances c/fwd at 31/12/2023</b>	<b>35,117.18</b>	<b>1,379.05</b>	<b>36,496.23</b>	

### Income & Expenditure

#### INCOME

Ref		Unrestricted General	Restricted Giving	Projects	2023	2022
	<b>VOLUNTARY INCOME</b>					
1	Tax-efficient planned giving	23,459.32			<b>23,459.32</b>	22,782.73
2	Other planned giving	6,845.01			<b>6,845.01</b>	2,752.59
3	Collection at services	2,060.09			<b>2,060.09</b>	1,544.54
4	All other recurring giving	299.70			<b>299.70</b>	3,577.16
5	All other non-recurring giving	1,554.40			<b>1,554.40</b>	1,874.58
6	All tax recovered	942.91	0.00	0.00	<b>942.91</b>	6,256.12
7/8	Legacies/Grants received	1,000.00			<b>1,000.00</b>	0.00
	<b>ACTIVITIES FOR GENERATING FUNDS</b>					
9	Fund raising	5,344.53	4,084.04	0.00	<b>9,428.57</b>	1,178.32
	<b>INCOME FROM INVESTMENTS</b>					
10	Dividends, interest	1,016.47		0.00	<b>1,016.47</b>	500.53
	<b>CHURCH ACTIVITIES</b>					
11	Fees retained	9,284.60			<b>9,284.60</b>	6,672.00
12	Church & Hall lettings	11,788.00			<b>11,788.00</b>	11,086.10
13	Parish Office	0.00			<b>0.00</b>	0.00
14	Magazine	4,898.70			<b>4,898.70</b>	4,237.30
	Diocesan Fees for Clergy	7,876.60			<b>7,876.60</b>	3,770.00
15	Other income sources	1,592.04			<b>1,592.04</b>	2,205.00
	<b>TOTAL INCOME</b>	<b>77,962.37</b>	<b>4,084.04</b>	<b>0.00</b>	<b>82,046.41</b>	68,436.97

#### EXPENDITURE

Ref		2023	2022
	<b>FUNDRAISING COSTS</b>		
17	Fundraising costs	0.00	0.00
	<b>CHARITABLE ACTIVITIES</b>		
18	Mission giving and donations	0.00	4,084.04
	<b>CHURCH ACTIVITIES</b>		
19	Parish share	35,000.00	35,000.00
20	Salaries*	3,659.05	4,080.65
21	Expenses, Training & Mission	1,444.73	1,821.51
22	Church running expenses	6,892.01	7,878.22
23	Church utility bills	4,517.65	3,920.92
24	Costs of trading	9,139.62	9,681.69
	<b>GOVERNANCE COSTS</b>		
25	Governance costs	200.00	200.00
	Diocesan Fees for Clergy	7,876.60	3,770.00
	<b>MAJOR CAPITAL EXPENDITURE</b>		
26	Major repairs to the church	0.00	80.00
27	Major repairs to the hall	0.00	0.00
28	New Building / Capital expenditure	0.00	0.00
29	Magazine	4,400.00	4,834.20
28	Other*	1,648.22	2,160.00
	<b>TOTAL EXPENDITURE</b>	<b>74,777.88</b>	<b>78,861.92</b>
	<b>TOTAL NET MOVEMENT</b>	<b>3,184.49</b>	<b>(6,168.54)</b>

The accounts have been independently examined by Margaret Palmer on 14th April 2024

Signed:



Date: 14th April 2024

Treasurer (Dr. Kevin Tansey)

Margaret Palmer  
 9 Hewitt Drive  
 Kirby Muxloe  
 Leicester  
 LE9 2EB

St Bartholomew's Kirby Muxloe PCC  
 C/o Church Hall  
 Kirby Muxloe  
 Leicester  
 LE9 2EB

14th April 2024

Dear Kevin Tansey

I have independently examined the records for St Bartholomew's Church, checking the data for debtor's and creditor's has been correctly entered onto the spreadsheet for 2023. The bank account has been reconciled, showing the correct opening and closing balances for the year 2023.

A full audit has not been undertaken.

On checking the accounts to the 2023 spreadsheet, the following items were identified as having discrepancies or paperwork missing:

Date	Amount	Identifier	Description
22.2.23	14.00	2698	████████ Church Maintenance (i12/2) - Receipt for £3.50 missing
13.3.23	1390.00	BT	Anstey + District Funerals x 4 - The paperwork does not match the email. There is a difference in the addition of £30 on the email although total shows the same amount as the claim
13.4.23	2605.00	BT	As this is not part of the usual monthly payments paperwork should be obtained
7.7.23	50.00	2753	Hall Hire (████████) DEPOSIT ref (i4/7) - The paperwork shows the original £67.50, this should be amended to the correct amount and intialled
17.7.23	372.11	DD	Eon Church Hall Gas - No paperwork for this transaction
14.8.23	490.47	2769	████████ F NSM x 4 + 07/23 Exp (i11/8) - Receipts missing for 5 x £3.00 and £2.90. There has been a manual change on one claim from £27.60 to £37.60, any changes should be initialled
11.9.23	312.98	2778	████████ NSM x 3 + 08/23 Exp (i8/9) - No receipt for £4.99
13.9.23	202	2780	████████ 07-08/23 Exp (i8/9) -Underpayment of 27p. Claimed 50% of £31.05 as £15.25 should have been £ 15.52
29.9.23	312.20	2785	████████ NSM X3 (i27/9) - Underpayment of £6.30. Miscalculation of mileage 24 @ 45p = £10.80, claimed only £7.65 twice
27.10.23	92.92	DD	British Gas Church Hall Electricity - No paperwork for this transaction
2.11.23	130.35	BACs	████████ NSM (████████) - Underpayment of £3.15. Miscalculation of mileage 24 @ 45p = £10.80, claimed only £7.65
2.11.23	130.35	BACs	████████ NSM (████████) - Underpayment of £3.15. Miscalculation of mileage 24 @ 45p = £10.80, claimed only £7.65

24.11.23	130.35	BACs	██████ NSM (██████) - Underpayment of £3.15. Miscalculation of mileage 24 @ 45p = £10.80, claimed only £7.65
5.12.23	85.92	BACs	██████ Expenses (11/23) - Underpayment of 22p. Claimed 50% of £39.95 as £19.75 should have been £ 19.97
14.12.23	404.00	BT	Funeral (██████) A + D - Paperwork amended, good practice to initial any changes made
15.12.23	50.00	BT	██████ Hall Hire (11-12/23) - No paperwork for this transaction
27.12.23	10.00	BT	BOR Donation (██████) - No paperwork for this transaction
31.12.23	104.00	BT	Fundraiser ( Film night) - No paperwork for this transaction
1.1.24	20.00	BT	Church Table Hire Donation - No paperwork for this transaction

**Note:**

It is important that expense claims are checked before payment is made. Receipts must be produced for all purchases on the claims form.

All calculations and totals should also be checked to ensure they agree to the claim amount.

As you are now making more payments by BACs it would be good practice for expenses relating to funeral, weddings etc to have the name of the person it relates to on the form.

**Closing Balances for 2023**

**Creditors**

Date	Name	Amount	
27.1.23	██████ Funeral Verger	50.00	BACs
1.2.24	100% Giving Carol Service	155.06	BACs
1.2.24	100% Giving Children's Society	298.76	BACs
<b>TOTAL</b>		<b>503.82</b>	

**Debtors**

Date	Description	Amount
5.1.24	Cheques banked December on January statement	570.77
3.1.24	Funeral (██████) from Buckminster	232.00
<b>TOTAL</b>		<b>802.77</b>

Yours sincerely

Margaret Palmer

---

# Accounts

---

**PARISH OF KIRBY MUXLOE SAINT BARTHOLOMEW'S CHURCH**  
**ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

## Administrative information

The Parish of Kirby Muxloe is part of the Diocese of Leicester within the Church of England. The Parish Church of Saint Bartholomew is situated in Main Street, Kirby Muxloe. The correspondence address for the PCC is St Bartholomew's Church Hall, Main Street, Kirby Muxloe LE9 2AH. The Parochial Church Council (PCC) is registered with the Charity Commission. Its charity number is 1132635.

The Church website is at [www.stbartskm.org](http://www.stbartskm.org)

We are a group of ordinary people from diverse backgrounds who welcome others to join with us as we journey together as followers of Jesus Christ. We long for God's Holy Spirit to transform our lives and communities in ways that show our faith and place God above all things. We express this by:

- Worshipping God in established and contemporary styles.
- Placing prayer at the centre of all we do.
- Enjoying life together.
- Serving our neighbours in the name of Christ.
- Encouraging and nurturing young and old in their knowledge and love of God.
- Studying, following and promoting the Bible's message of hope for all people.
- Encouraging other people to discover Jesus Christ for themselves.

- Supporting the worldwide Church

**PCC members** who have served from 22<sup>nd</sup> May 2022 until the APCM on 28<sup>th</sup> May 2023 are:

*Team Rector (Chair):* The Revd Gareth Hutchinson,  
*Associate Minister:* The Revd Rob Marsh

*Representatives on the Deanery Synod*  
Janet Carpenter  
Sandra Hubner  
Hilary Wheeldon  
Charmaine Odlum (ex officio)

*Parish Wardens:* Charmaine Odlum

*Elected Members:*

Melvyn Cavanagh  
Andrew Crabtree  
Paul Eales  
Sandra Hubner  
Jan Kirkham (*to December 2022*)  
Jeff Kirkham  
Paula Walton

**PCC Standing Committee:**

Rector: Revd Gareth Hutchinson  
Churchwarden: Charmaine Odlum  
Elected: Sandra Hubner  
Treasurer: Kevin Tansey

Safeguarding Officer: Charmaine Odlum

## Structure, governance and management

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

The Parish is in the Deanery of Sparkenhoe East, and since 2015 is part of the joint Benefice of Desford and Kirby Muxloe, within the 'Ivanhoe' Group Ministry which also includes the Benefice of Groby and Ratby.

One or two Churchwardens may be elected by the Annual Meeting of Parishioners. The PCC elects one of its lay members as Vice Chair. It also nominates its Treasurer, Secretary,

Electoral Roll Officer, Safeguarding Officer and Deputy Wardens are not necessarily members of the PCC. In 2022 Kevin Tansey was Treasurer; Paul Eales was Electoral Roll Officer and the Safeguarding Officer was Charmaine Odlum. Andrew Crabtree was responsible for Health & Safety.

The PCC regularly receives reports from its working groups including Pastoral Care; Social; Finance; Fabric; Hall management; Safeguarding, Mission and Worship.

The Standing Committee of the PCC consists of the Rector, Churchwarden(s), Secretary plus further co-options as required.

## Objectives and activities

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Activities of the charity, in accordance with Church of England recommendations, are:

Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and the bereaved. Teaching of Christianity through sermons, courses, and small groups. Taking of religious assemblies in schools. The provision of a youth club with a Christian ethos. Promotion of Christianity through the staging of events and meetings, and the distribution of literature. Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special need groups. Supporting other charities in the UK and overseas.

The PCC has the responsibility of co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the buildings of St Bartholomew's Church, Kirby Muxloe (a Grade II\* listed building) and its church hall.

The stipend of the Rector was paid by the Diocese of Leicester. The PCC is responsible to the Diocese for ensuring payment of financial contributions, the "Parish Gift", expected to reflect the real costs of clergy posts, including housing, pension contributions and the costs of training clergy for the future. In addition, the PCC reimburses clergy expenses (including those of the non-stipendiary assistant minister) such as petrol etc. and disburses funds in payment for occasional offices according to the policy of the Church of England.

---

## Achievements and performance

### Church attendance

At 31st December 2022 there were 91 people on the Church Electoral Roll, 15 of whom were not resident within the parish.

Licensed lay ministers in the parish include Reader Carolyn Winkless.

Sunday services were held each week on an alternating pattern as follows....

- 1<sup>st</sup> Sunday** – 4.00pm in Church Hall  
– All Age Worship Service
- 2<sup>nd</sup> Sunday** – 10.30am in Church –  
Holy Communion
- 3<sup>rd</sup> Sunday** – 4.00pm in Church Hall  
– Informal Worship of varied styles
- 4<sup>th</sup> Sunday** – 10.30am in Church –  
Holy Communion  
(5<sup>th</sup> Sundays will be 10.30am –  
*Beneficent Holy Communion*)

The regular worshipping community is around 60 people, but not all these attend each week and further people attend occasionally, especially at christenings.

During 2022 there were 11 funerals in St Bartholomew's Church. In addition, members of the Ministry Team conducted a total of 4 funerals at other locations. There were 6 weddings and 12 baptisms in the Church.

In 2022 the following also took place:

- St Bartholomew's Church was open on Saturdays from 10 a.m. until 4 p.m.
- A monthly 'Drop-in' was held on Saturday mornings in the church hall. On Tuesday afternoons the rear rooms of the hall were used as a Tea Shop.
- House Groups met regularly for study and fellowship, including a Lent course and

Bible & Chat courses. Mothers' Union met monthly in the church hall. Other regular meetings included 'Bellingring practice, 'Solo'ne Rangers' lunch group and so on, more details of these can be found in the fuller St Bartholomew's APCM Report.

Paper issues of the church magazine, *The Lantern*, were produced and distributed by volunteer to around 500 households.

### Review of the year

The PCC met seven times during the year, in January, March, May, June, August, October, and November, with Standing Committee meeting in January.

We were fortunate at Christmas to be able to hold services including Christingle, Holy Communion, and so on.

We have continued regular assemblies in Kirby Muxloe Primary school, and were excited to welcome them into the church at Christmas for their annual years 6 Carol Services.

The Safeguarding Officer presented a report utilising a new format report introduced the previous year for annual Safeguarding reporting. The report was completed and accepted by the PCC for submission to the Diocese and will continue to be used in the future to measure progress in the management of Safeguarding.

The church is linked with CMS Mission Partners Ben and Katy Ray in Tanzania. The parish sent contributions to the Church Mission Society. Other charities supported through special collections included The Children's Society.

[Financial Information follows]

## St Bartholomews Church, Kirby Muxloe

### Statement of Financial Activities for the Year Ended 31<sup>st</sup> December 2022 - INCOME/EXPENDITURE

£'s	Unrestricted	Restricted	2022	2021
Net Income/(Outgoings)				
2022 Net movement	(6,186.97)	18.43	(6,168.54)	(7,916.16)
Balances b/fwd at 01/01/2022	38,119.66	1,360.62	39,480.28	
Movement adjustment (2021 debtors/cre)	0.00	0.00	0.00	
Movement adjustment (2023 debtors/cre)	0.00	0.00	0.00	
Balancing figure	0.00	0.00	0.00	
<b>Balances c/fwd at 31/12/2022</b>	<b>31,932.69</b>	<b>1,379.05</b>	<b>33,311.74</b>	

### Income & Expenditure

#### INCOME

Ref		Unrestricted General	Restricted Giving	Other	2022	2021
	<b>VOLUNTARY INCOME</b>					
1	Tax-efficient planned giving	22,782.73			22,782.73	24,827.70
2	Other planned giving	2,752.59			2,752.59	3,417.91
3	Collection at services	1,544.54			1,544.54	1,001.41
4	All other recurring giving	3,577.16			3,577.16	1,215.59
5	All other non-recurring giving	1,874.58			1,874.58	2,930.38
6	All tax recovered	6,256.12	0.00	0.00	6,256.12	6,335.14
7/8	Legacies/Grants received	0.00			0.00	0.00
	<b>ACTIVITIES FOR GENERATING FUNDS</b>					
9	Fund raising	0.00	1,178.32	0.00	1,178.32	273.92
	<b>INCOME FROM INVESTMENTS</b>					
10	Dividends, interest	482.10		18.43	500.53	144.08
	<b>CHURCH ACTIVITIES</b>					
11	Fees retained	6,672.00			6,672.00	6,267.00
12	Church & Hall lettings	11,086.10			11,086.10	4,917.66
13	Parish Office	0.00			0.00	0.00
14	Magazine	4,237.30			4,237.30	2,405.75
	Diocesan Fees for Clergy	3,770.00			3,770.00	4,458.00
15	Other income sources	205.00	2,000.00		2,205.00	5.84
	<b>TOTAL INCOME</b>	<b>65,240.22</b>	<b>3,178.32</b>	<b>18.43</b>	<b>68,436.97</b>	<b>58,200.38</b>

#### EXPENDITURE

Ref				2022	2021	
	<b>FUNDRAISING COSTS</b>					
17	Fundraising costs	0.00		0.00	0.00	
	<b>CHARITABLE ACTIVITIES</b>					
18	Mission giving and donations	0.00	1,178.32	1,178.32	300.17	
	<b>CHURCH ACTIVITIES</b>					
19	Parish share	35,000.00		35,000.00	35,000.00	
20	Salaries*	4,080.65		4,080.65	3,845.44	
21	Expenses, Training & Mission	1,821.51		1,821.51	1,331.64	
22	Church running expenses	7,878.22		7,878.22	5,706.76	
23	Church utility bills	3,920.92		3,920.92	2,905.47	
24	Costs of trading	9,681.69		9,681.69	3,639.15	
	<b>GOVERNANCE COSTS</b>					
25	Governance costs	200.00		200.00	175.00	
	Diocesan Fees for Clergy	3,770.00		3,770.00	4,458.00	
	<b>MAJOR CAPITAL EXPENDITURE</b>					
26	Major repairs to the church	80.00		80.00	534.86	
27	Major repairs to the hall	0.00		0.00	3,224.00	
28	New Building / Capital expenditure	0.00		0.00	0.00	
29	Magazine	4,834.20		4,834.20	4,800.00	
28	Other*	160.00	2,000.00	2,160.00	196.05	
	<b>TOTAL EXPENDITURE</b>	<b>71,427.19</b>	<b>3,178.32</b>	<b>0.00</b>	<b>74,605.51</b>	<b>66,116.54</b>
	<b>TOTAL NET MOVEMENT</b>	<b>(6,186.97)</b>	<b>0.00</b>	<b>18.43</b>	<b>(6,168.54)</b>	<b>(7,916.16)</b>

The accounts have been independently examined by Margaret Palmer on 27th February 2023

Signed:



Date:

12th March 2023

Treasurer (Dr. Kevin Tansey)

## St Bartholomews Church, Kirby Muxloe

### Statement of Financial Activities for the Year Ended 31<sup>st</sup> December 2022 - BALANCE SHEET

#### STATEMENT OF ASSETS & LIABILITIES at 31st December 2022


ACCUMULATED FUNDS	general	restricted	total	
Balance at 01/01/22	41,550.03	(2,069.75)	39,480.28	
Surplus/deficit for year	(6,186.97)	18.43	(6,168.54)	Check
Balance at 31/12/22	35,363.06	(2,051.32)	33,311.74	33,311.74
	totals			

MONETARY ASSETS	general	restricted	total	
Santander current	5,828.34	0.00	5,828.34	
Cash	0.00	0.00	0.00	
CBF Deposit Fund	26,063.16	1,420.24	27,483.40	Check
Sub-total	31,891.50	1,420.24	33,311.74	33,311.74
Debtors at 01/01/23	0.00		0.00	
Creditors at 01/01/23	0.00		0.00	
After debtor/creditor movement	31,891.50	1,420.24	33,311.74	33,311.74
	totals			

Statement of funds					
Cash	Cash at 1/1/22	0.00			
	Cash at 31/12/22	0.00			
Santander current	Balance at 1/1/22	6,856.31			
	many transactions				
	Balance at 31/12/22	<b>5,828.34</b>			
CBF deposit	Balance at 1/1/22	25,592.07	LDBoF Fabric Fund	Balance at 1/1/22	1,401.81
	interest	471.09		interest	18.43
	Transfers in 2022	0.00		Transfers in 2022	0.00
	Balance at 31/12/22	<b>26,063.16</b>		Balance at 31/12/22	<b>1,420.24</b>
	Bank Balance at 31/12/21	<b>5,395.18</b>			
	Outstanding cheques at 31/12/22	(6,102.89)			
	Outstanding credits at 31/12/22	6,536.05			
			RESTRICTED funds total		1,420.24
			UNRESTRICTED funds total		31,891.50
Carry forward bank balance	all outstanding paid	5,828.34			

The accounts have been independently examined by Margaret Palmer on the 27th February 2023

Signed:



Date:

12th March 2023

Treasurer (Dr. Kevin Tansey)

Margaret Palmer  
9 Hewitt Drive  
Kirby Muxloe  
Leicester  
LE9 2EB

St Bartholomew's Kirby Muxloe PCC  
C/o Church Hall  
Kirby Muxloe  
Leicester  
LE9 2EB

27<sup>th</sup> February 2023

Dear Kevin Tansey

I have independently examined the records for St Bartholomew's Church, checking the data for debtor's and creditor's has been correctly entered onto the spreadsheet for 2022. The bank account has been reconciled, showing the correct opening and closing balances for the year 2022.

A full audit has not been undertaken.

**Notes:**

It is important that expense claims are checked before payment is made. Receipts must be produced for all purchases on the claims form.

All calculations and totals should also be checked to ensure they agree to the claim amount.

Payment of £35 each month received from CAF however there is no paperwork to identify the reason for the income. Although these are re-occurring payments paperwork at the beginning of the year should be provide by the Company in relation to the income.

It is not good practice for [REDACTED] to be giving temporary personal funds to the church.

Consideration should be given to the increase in expenditure in relation the decrease in income.

On checking the accounts to the 2022 spreadsheet, the following items were identified as having discrepancies or paperwork missing:

Date	Amount	Identifier	Description
8.2.22	173.67	422560	████████ NSM Widdowson + 01/22 Exp (i4/2) – Overpayment of £3.40 as Costa Coffee shows £0.00 therefore no monies paid. No receipt for parking at Bradgate Park £3.00.
8.3.22	59.67	422565	████████ (02/22) Exp. (i5/3) - No receipt for coffee and chat @ Desford for £1.
21.3.22	154.74	422566	████████ (02/22) Exp. (i5/3) - Overpayment of 12p additional lent books 5 @ 6.50 is £32.50 divided by 2 = £16.25, however £16.37 claimed.
21.3.22	154.74	422566	████████ (02/22) Exp. (i5/3) - Is the conversion from dollars to sterling the actual amount charged. Paperwork is showing a dollar rate which does not equate to the claim made and therefore would create an overpayment of 88p. All claims should be for the actual amount spent.
5.4.22	368.88	422577	████████ (Wedd NSM)+03/22 Exp. (i2/4) – Underpayment of £2.70 as claim shows 4 visits @ 2.70 but only 3 claimed.
6.5.22	495.00	422586	████████ 04 Exp.+3x Funeral NSM (i4/5) - No breakdown attached for the 223 miles claimed.
7.5.22	285.75	422601	████████ 05/22 Exp.+ Wedding NSM (i3/6) - No receipts for £10 colour printing and £6 Three wick candle.
26.5.22	50.00	422596	Hall Hire Refund (████████) - No paperwork for this refund.
18.10.22	109.57	422641	████████ (09/22) Exp. (i8/10) - Is the conversion from dollars to sterling the actual amount charged. Paperwork is showing a dollar rate which does not equate to the claim made and therefore would create an underpayment of £4.18. All claims should be for the actual amount spent.
7.9.22	89.35	422631	████████ NSM Fun+08/22 Exp (i3/9) - No receipt for £6.95 Audio Lead.
10.11.22	86.84	422653	████████ 10/22 Exp. (i5/11) - Overpayment of 50p as Jenno's receipt shows £3.00 not £3.50 as claimed.
14.12.22	128.94	422669	████████ NSM + 11/22 Exp. (i4/12) - No receipts for £5.80 Coffee at Wild Cafe and £3.00 Park and Ride.
31.12.22	35.95	422683	████████ 12/22 Exp - Overpayment of 35p as Books for all age service should be £9.64 not £9.99.

## Closing Balances for 2022

### Creditors

Date	Name	Amount		Number
4.12.22	████████ Funeral Verger	45.00	Cheque	422670
31.12.22	████████ Church Expenses	21.67	Cheque	422676
31.12.22	████████ (12/22) Fee & Exp.	90.80	Cheque	422677
31.12.22	████████ 12/22 Exp	101.98	Cheque	422678
31.12.22	M. Bown & Co Ltd Insurance	3,130.60	Cheque	422679
31.12.22	Spot On Ltd Hall Clean 12/22	260.00	Cheque	422680
31.12.22	Praise Mercy Hall Cleaning-12/22	60.00	Cheque	422681
31.12.22	████████ 12/22 Exp	35.95	Cheque	422683
31.12.22	Children's Society - Christingle	245.09	Cheque	422687
31.12.22	Ben & Katy Ray Cards - CMS	111.80	Cheque	422688
31.12.22	████████ - Temporary Funds Return	2,000.00	Cheque	422689
<b>TOTAL</b>		<b>6,102.89</b>		

### Debtors

Date	Description	Amount
5.1.22	Cheques banked December on statement January	272.11
6.1.22	Little Cooks Hall Hire (11-12/22)	193.75
6.1.22	My Tribe Hall Hire (11-12/22)	87.50
9.1.22	Lantern Advert Vista	104.00
1.2.22	HMRC Gift Aid Payment	5,706.69
1.2.22	Funeral (Howkins) Burial of Ashes	172.00
<b>TOTAL</b>		<b>6,536.05</b>

Yours sincerely

Margaret Palmer

---

# Accounts

---

**PARISH OF KIRBY MUXLOE SAINT BARTHOLOMEW'S CHURCH**  
**ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

## Administrative information

The Parish of Kirby Muxloe is part of the Diocese of Leicester within the Church of England. The Parish Church of Saint Bartholomew is situated in Main Street, Kirby Muxloe. The correspondence address for the PCC is St Bartholomew's Church Hall, Main Street, Kirby Muxloe LE9 2AH. The Parochial Church Council (PCC) is registered with the Charity Commission. Its charity number is 1132635.

The Church website is at [www.stbartskm.org](http://www.stbartskm.org)

We are a group of ordinary people from diverse backgrounds who welcome others to join with us as we journey together as followers of Jesus Christ. We long for God's Holy Spirit to transform our lives and communities in ways that show our faith and place God above all things. We express this by:

- Worshipping God in established and contemporary styles.
- Placing prayer at the centre of all we do.
- Enjoying life together.
- Serving our neighbours in the name of Christ.
- Encouraging and nurturing young and old in their knowledge and love of God.
- Studying, following and promoting the Bible's message of hope for all people.
- Encouraging other people to discover Jesus Christ for themselves.
- Supporting the worldwide Church

**PCC members** who have served from 23<sup>rd</sup> May 2021 until the APCM on 22<sup>nd</sup> May 2022 are:

*Team Rector (Chair):* The Revd Gareth Hutchinson,  
*Associate Minister:* The Revd Rob Marsh

*Representatives on the Deanery Synod*  
Janet Carpenter  
Sandra Hubner  
Hilary Wheeldon  
Charmaine Odlum (ex officio)

*Parish Wardens:* Charmaine Odlum

*Elected Members:*  
Melvyn Cavanagh  
Andrew Crabtree  
Paul Eales  
Jean Evans  
Sandra Hubner  
Jan Kirkham  
Jeff Kirkham  
Paula Walton  
Emma Fletcher (to Jan 2022)

**PCC Standing Committee:**  
Rector: Revd Gareth Hutchinson  
Churchwarden: Charmaine Odlum  
Elected: Sandra Hubner  
Treasurer: Kevin Tansey

Safeguarding Officer: Charmaine Odlum

## Structure, governance and management

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

The Parish is in the Deanery of Sparkenhoe East, and since 2015 is part of the joint Benefice of Desford and Kirby Muxloe, within the 'Ivanhoe' Group Ministry which also includes the Benefice of Groby and Ratby.

One or two Churchwardens may be elected by the Annual Meeting of Parishioners. The PCC elects one of its lay members as Vice Chair. It also nominates its Treasurer, Secretary,

Electoral Roll Officer, Safeguarding Officer and Deputy Wardens are not necessarily members of the PCC. In 2021 Kevin Tansey was Treasurer; Paul Eales was Electoral Roll Officer and the Safeguarding Officer was Charmaine Odlum. Andrew Crabtree was responsible for Health & Safety.

The PCC regularly receives reports from its working groups including Pastoral Care; Social; Finance; Fabric; Hall management; Safeguarding, Mission and Worship.

The Standing Committee of the PCC consists of the Rector, Churchwarden(s), Secretary plus further co-options as required.

## Objectives and activities

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Activities of the charity, in accordance with Church of England recommendations, are:

Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and the bereaved. Teaching of Christianity through sermons, courses, and small groups. Taking of religious assemblies in schools. The provision of a youth club with a Christian ethos. Promotion of Christianity through the staging of events and meetings, and the distribution of literature. Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special need groups. Supporting other charities in the UK and overseas. Many of these activities were disrupted during the Covid-19 Pandemic, but they remain an important part of the church's

identity and we hope to revive them where appropriate in 2022.

The PCC has the responsibility of co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the buildings of St Bartholomew's Church, Kirby Muxloe (a Grade II\* listed building) and its church hall.

The stipend of the Rector was paid by the Diocese of Leicester. The PCC is responsible to the Diocese for ensuring payment of financial contributions, the "Parish Gift", expected to reflect the real costs of clergy posts, including housing, pension contributions and the costs of training clergy for the future. In addition, the PCC reimburses clergy expenses (including those of the non-stipendiary assistant minister) such as petrol etc. and disburses funds in payment for occasional offices according to the policy of the Church of England.

---

## Achievements and performance

### Church attendance

At 31st December 2021 there were 91 people on the Church Electoral Roll, 15 of whom were not resident within the parish.

Licensed lay ministers in the parish include Reader Carolyn Winkless.

Sunday services were held each week. The regular worshipping community is around 67 people, but not all these attend each week and further people attend occasionally, especially at christenings.

The main Sunday services were held at 11.15am with a weekly midweek Holy Communion service on Tuesdays at 9am. On a fifth Sunday there was a benefice-wide Holy Communion at 10.30 a.m. in one of the benefice churches. An average of 10 people attended Holy Communion on Tuesday mornings.

During 2021 there were 11 funerals in St Bartholomew's Church. In addition, members of the Ministry Team conducted a total of 6 funerals at other locations. There were 7 weddings and 9 baptisms in the Church.

In 2021 the following also took place:

- St Bartholomew's Church was open on Saturdays from 10 a.m. until 4 p.m.
- A monthly 'Drop-in' was held on Saturday mornings in the church hall. On Tuesday afternoons the rear rooms of the hall were used as a Tea Shop.
- House Groups met regularly for study and fellowship, including a Lent course with materials prepared by York Course. Mothers' Union met monthly in the church hall. Other regular meetings included 'Bellringing practice, 'Solo'ne Rangers' lunch group, Men's lunch group and Prayer breakfast.

Paper issues of the church magazine, *The Lantern*, were produced and distributed by volunteer to around 500 households.

### Review of the year

The PCC met seven times during the year, in January, March, May, June, August, October, and November, with Standing Committee meeting in January.

We were fortunate at Christmas to be able to hold both physical 'in church' services including Carols, Christingle, Holy Communion, and so on.

We have continued regular assemblies in Kirby Muxloe Primary school, and were excited to welcome them into the church at Christmas for their annual years 6 Carol Services.

The Safeguarding Officer presented a report utilising a new format report introduced the previous year for annual Safeguarding reporting. The report was completed and accepted by the PCC for submission to the Diocese and will continue to be used in the future to measure progress in the management of Safeguarding.

The church is linked with CMS Mission Partners Ben and Katy Ray in Tanzania. The parish sent contributions to the Church Mission Society. Other charities supported through special collections included The Children's Society.

[Financial Information follows]

## St Bartholomews Church, Kirby Muxloe

### Statement of Financial Activities for the Year Ended 31<sup>st</sup> December 2021 - INCOME/EXPENDITURE

£'s	Unrestricted	Restricted	2021	2020
Net Income/(Outgoings)				
2021 Net movement	(7,916.16)	0.00	(7,916.16)	(13,865.44)
Balances b/fwd at 01/01/2021	46,035.82	1,360.62	47,396.44	
Movement adjustment (2020 debtors/cre)	0.00	0.00	0.00	
Movement adjustment (2022 debtors/cre)	0.00	0.00	0.00	
Balancing figure	0.00	0.00	0.00	
<b>Balances c/fwd at 31/12/2021</b>	<b>38,119.66</b>	<b>1,360.62</b>	<b>39,480.28</b>	

### Income & Expenditure

#### INCOME

Ref		Unrestricted		Restricted		2021	2020
		General		Giving	Projects		
	<b>VOLUNTARY INCOME</b>						
1	Tax-efficient planned giving	24,827.70				24,827.70	25,256.50
2	Other planned giving	3,417.91				3,417.91	3,745.66
3	Collection at services	1,001.41				1,001.41	815.28
4	All other recurring giving	1,215.59				1,215.59	1,614.10
5	All other non-recurring giving	2,930.38				2,930.38	1,051.63
6	All tax recovered	6,308.89		26.25	0.00	6,335.14	7,776.67
7/8	Legacies/Grants received	0.00				0.00	0.00
	<b>ACTIVITIES FOR GENERATING FUNDS</b>						
9	Fund raising	0.00		273.92	0.00	273.92	14,307.50
	<b>INCOME FROM INVESTMENTS</b>						
10	Dividends, interest	144.08			0.00	144.08	240.21
	<b>CHURCH ACTIVITIES</b>						
11	Fees retained	6,267.00				6,267.00	1,974.25
12	Church & Hall lettings	4,917.66				4,917.66	4,443.25
13	Parish Office	0.00				0.00	0.00
14	Magazine	2,405.75				2,405.75	3,278.80
	Diocesan Fees for Clergy	4,458.00				4,458.00	2,669.00
15	Other income sources	5.84				5.84	356.04
	<b>TOTAL INCOME</b>	<b>57,900.21</b>		<b>300.17</b>	<b>0.00</b>	<b>58,200.38</b>	67,528.89

#### EXPENDITURE

Ref				2021	2020		
	<b>FUNDRAISING COSTS</b>						
17	Fundraising costs	0.00		0.00	0.00		
	<b>CHARITABLE ACTIVITIES</b>						
18	Mission giving and donations	0.00		300.17	627.50		
	<b>CHURCH ACTIVITIES</b>						
19	Parish share	35,000.00		35,000.00	34,500.00		
20	Salaries*	3,845.44		3,845.44	4,704.57		
21	Expenses, Training & Mission	1,331.64		1,331.64	1,443.43		
22	Church running expenses	5,706.76		5,706.76	5,711.33		
23	Church utility bills	2,905.47		2,905.47	3,245.47		
24	Costs of trading	3,639.15		3,639.15	19,385.54		
	<b>GOVERNANCE COSTS</b>						
25	Governance costs	175.00		175.00	225.00		
	Diocesan Fees for Clergy	4,458.00		4,458.00	2,669.00		
	<b>MAJOR CAPITAL EXPENDITURE</b>						
26	Major repairs to the church	534.86		534.86	300.00		
27	Major repairs to the hall	3,224.00		3,224.00	0.00		
28	New Building / Capital expenditure	0.00		0.00	5,000.00		
29	Magazine	4,800.00		4,800.00	3,200.00		
28	Other*	196.05		196.05	382.49		
	<b>TOTAL EXPENDITURE</b>	<b>65,816.37</b>		<b>300.17</b>	<b>0.00</b>	<b>66,116.54</b>	81,394.33
	<b>TOTAL NET MOVEMENT</b>	<b>(7,916.16)</b>		<b>0.00</b>	<b>0.00</b>	<b>(7,916.16)</b>	<b>(13,865.44)</b>

The accounts have been independently examined by  
Margaret Palmer, 9 Hewitt Drive, Kirby  
Muxloe, Leicester, LE9 2EB on 2nd March  
2022

Signed:



Date:

17th March 2022

Treasurer (Dr. Kevin Tansey)

## St Bartholomews Church, Kirby Muxloe

### Statement of Financial Activities for the Year Ended 31<sup>st</sup> December 2021 - BALANCE SHEET

#### STATEMENT OF ASSETS & LIABILITIES at 31st December 2021

ACCUMULATED FUNDS	general	restricted	total	
Balance at 01/01/21	49,466.19	(2,069.75)	47,396.44	
Surplus/deficit for year	(7,916.16)	0.00	(7,916.16)	Check
Balance at 31/12/21	41,550.03	(2,069.75)	39,480.28	39,480.28
totals				

MONETARY ASSETS	general	restricted	total	
Santander current	12,486.40	0.00	12,486.40	
Cash	0.00	0.00	0.00	
CBF Deposit Fund	25,592.07	1,401.81	26,993.88	Check
Sub-total	38,078.47	1,401.81	39,480.28	39,480.28
Debtors at 01/01/22	0.00		0.00	
Creditors at 01/01/22	0.00		0.00	
After debtor/creditor movement	38,078.47	1,401.81	39,480.28	39,480.28
totals				

Statement of funds				
Cash	Cash at 1/1/21	0.00		
	Cash at 31/12/21	0.00		
Santander current	Balance at 1/1/21	10,720.71		
	many transactions			
	Balance at 31/12/21	<b>12,486.40</b>		
CBF deposit	Balance at 1/1/21	25,449.84	LDBoF Fabric Fund	
	interest	142.23	Balance at 1/1/21	1,401.07
	Transfers in 2021	0.00	interest	0.74
	Balance at 31/12/21	<b>25,592.07</b>	Transfers in 2021	0.00
			Balance at 31/12/21	<b>1,401.81</b>
	Bank Balance at 31/12/21	<b>6,856.31</b>		
	Outstanding cheques at 31/12/21	(684.70)		
	Outstanding credits at 31/12/21	6,314.79		
			RESTRICTED funds total	1,401.81
			UNRESTRICTED funds total	38,078.47
Carry forward bank balance	all outstanding paid	12,486.40		

The accounts have been independently examined by Margaret Palmer, 9 Hewitt Drive, Kirby Muxloe, Leicester, LE9 2EB on 2nd March 2022

Signed:  Date: 17th March 2022

Treasurer (Dr. Kevin Tansey)

Margaret Palmer  
9 Hewitt Drive  
Kirby Muxloe  
Leicester  
LE9 2EB

St Bartholomew's Kirby Muxloe PCC  
C/o Church Hall  
Kirby Muxloe  
Leicester  
LE9 2EB

2<sup>nd</sup> March 2022

Dear Kevin Tansey

I have independently examined the records for St Bartholomew's Church, checking the data for debtor's and creditor's has been correctly entered onto the spreadsheet for 2021. The bank account has been reconciled, showing the correct opening and closing balances for the year 2021.

A full audit has not been undertaken.

On checking the accounts to the 2021 spreadsheet, the following items were identified as having discrepancies or paperwork missing:

Date	Amount	Identifier	Description
29.1.21	232.42	422441	██████████ - Overpayment of 60p due to incorrect figure in total payable.
30.4.21	218.85	422466	██████████ - No receipt for 2 garden waste bin stickers £75.80.
18.5.21	46.00	Bank Transfer	██████████ - No paperwork for this income.
15.6.21	40.00	Bank Transfer	Lantern Subs (No Receipt) - No paperwork for this income.
17.6.21	15.00	Direct Debit	EOn Church Hall Gas - No paperwork for this payment.
6.7.21	70.00	Bank Transfer	Lanterns Subs from ██████████ - No paperwork for this income.
21.7.21	25.00	Bank Transfer	██████████ Hall Hire - No paperwork for this income.
10.7.21	45.00	422518	██████████ Funeral Verger - No amount recorded on the claim form. Also incorrect cheque number on this paperwork 2618 recorded not 2518.

7.9.21	254.66	422532	████████████████████ ████████████████████ ████████████████████ £1.35 overpaid on claim. Note to say to deduct and adjust on next claim but no evidence this has been actioned.
13.12.21	30.00	Bank Transfer	Lantern Ad (██████████) - No paperwork for this expenditure. <b>KT: Income not Expenditure</b>
17.12.21	119.00	Direct Debit	eOn Church Hall Gas - No paperwork for this expenditure.

**Notes:**

It is important that expense claims are checked before payment is made, to ensure all receipts have been received for each purchase. All calculations and totals should also checked to ensure they are agreed to the claim amount.

**Closing Balances for 2021**

**Creditors**

Date	Name	Amount		Number
27.10.21	AA Pat Testing	70.03	Cheque	222300
14.12.21	██████████ BoR	2.50	Cheque	222311
16.12.21	FW Burns & Son Organ Tune	132.00	Cheque	222318
10.1.22	Spot On (Leicester) Ltd Hall Cleaning	180.00	Cheque	222551
15.1.22	The Children's Society Christingle	146.92	Cheque	222552
15.1.22	CMS Christmas Collection	153.25	Cheque	222555
<b>TOTAL</b>		<b>684.70</b>		

**Debtors**

Date	Description	Amount
17.1.22	Zumba Hall Hire (11-12/21)	80.50
18.1.22	HMRC Gift Aid Payment	6234.29
<b>TOTAL</b>		<b>6314.79</b>

Yours sincerely

Margaret Palmer