

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

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 22nd May 2022 until the APCM on 28th 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 Odum. 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....

- 1st Sunday** – 4.00pm in Church Hall
– All Age Worship Service
- 2nd Sunday** – 10.30am in Church –
Holy Communion
- 3rd Sunday** – 4.00pm in Church Hall
– Informal Worship of varied styles
- 4th Sunday** – 10.30am in Church –
Holy Communion
- (5th Sundays will be 10.30am –
Benefice 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 '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 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 31st 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	
Balances c/fwd at 31/12/2022	31,932.69	1,379.05	33,311.74	

Income & Expenditure

INCOME

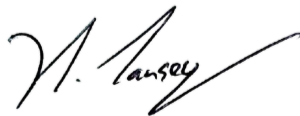
Ref		Unrestricted General	Restricted Giving Other	2022	2021
	VOLUNTARY INCOME				
1	Tax-efficient planned giving	22,782.73		22,782.73	24,827.70
2	Other planned giving	2,752.59		2,752.59	3,417.91
3	Collection at services	1,544.54		1,544.54	1,001.41
4	All other recurring giving	3,577.16		3,577.16	1,215.59
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
	ACTIVITIES FOR GENERATING FUNDS				
9	Fund raising	0.00	1,178.32 0.00	1,178.32	273.92
	INCOME FROM INVESTMENTS				
10	Dividends, interest	482.10		500.53	144.08
	CHURCH ACTIVITIES				
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
	TOTAL INCOME	65,240.22	3,178.32 18.43	68,436.97	58,200.38

EXPENDITURE

Ref				2022	2021
	FUNDRAISING COSTS				
17	Fundraising costs	0.00		0.00	0.00
	CHARITABLE ACTIVITIES				
18	Mission giving and donations	0.00	1,178.32	1,178.32	300.17
	CHURCH ACTIVITIES				
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
	GOVERNANCE COSTS				
25	Governance costs	200.00		200.00	175.00
	Diocesan Fees for Clergy	3,770.00		3,770.00	4,458.00
	MAJOR CAPITAL EXPENDITURE				
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
	TOTAL EXPENDITURE	71,427.19	3,178.32 0.00	74,605.51	66,116.54
	TOTAL NET MOVEMENT	(6,186.97)	0.00 18.43	(6,168.54)	(7,916.16)

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 31st 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	totals	35,363.06	(2,051.32)	33,311.74	33,311.74

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	totals	31,891.50	1,420.24	33,311.74	33,311.74

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	5,828.34			
CBF deposit			LDBoF Fabric Fund		
	Balance at 1/1/22	25,592.07	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	26,063.16	Balance at 31/12/22	1,420.24	
	Bank Balance at 31/12/21	5,395.18			
	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

27th 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
TOTAL		6,102.89		

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
TOTAL		6,536.05

Yours sincerely

Margaret Palmer