



The Parish of Ottery St Mary

*Address for correspondence:
The Loft, The College, Ottery St Mary EX11 1DQ*

Annual Report and Financial Statements

of the Parochial Church Council

for the year ended
31st December 2021

Rector:
The Reverend Lydia Cook

Bankers:
Santander
PO Box 1109
Bradford
BD1 5ZJ

Independent Examiner:
Mr Nik Cross
32 Pavey Run
Ottery St Mary, Devon EX11 1FQ

Our web site:
www.otterystmary.org.uk

The Parochial Church Council is a Registered Charity no [1133945](#)

The Parochial Church Council of Ottery St Mary the Virgin, St Edward the Confessor and the Saints

Annual Report for the year ended 31st December 2021

Aim and Purpose

The Parochial Church Council of the Ecclesiastical Parish of Ottery St Mary ("the PCC") has the responsibility of cooperating with the Incumbent, the Reverend Lydia Cook (from October 2021), in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. As well as St Mary's Church, it also has responsibility for the Church of St Edward the Confessor, Wiggaton ("Wiggaton") which is licensed as a District Church, with its own elected District Council and Deputy Churchwarden.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our Churches, and to become part of our parish family. When planning our activities, the PCC has considered the Charity Commission's guidance on public benefit, and in particular the specific guidance on charities for the advancement of religion. Our services and worship put faith into practice through prayer and scripture, music and sacrament. We try to enable ordinary people to live out their faith as part of our parish family, through:

- Worship and prayer: learning about the Gospel, and developing their knowledge and trust in Jesus;
- Provision of pastoral care for people living in the parish; and
- Mission and outreach work.

Achievements and Performance

Worship and Prayer

In January, due to much increased levels of Covid 19 transmission and a new national lockdown, the churchwardens took the decision to suspend Sunday services in church. The church remained open for Private Prayer on Wednesday and Friday mornings, and funerals continued to take place in church. A new weekly online service called St Mary's Musings was launched and a written reflection was also circulated by email and a hard copy was delivered to those with no internet capability.

The church opened again at Easter and from April held one service each Sunday, a holy communion on the first Sunday of the month and a service of the word on the remaining Sundays. Morning Prayer resumed weekly on a Wednesday and Evensong was re-introduced once a month on the fourth Sunday of the month from September.

From October 2021 with the arrival of the Rev Lydia Cook a new pattern of services was introduced with a resumption of regular services of sung Holy Communion on Sundays, the provision of two Book of Common Prayer services a month (Holy Communion and Evensong) and a midweek celebration of Holy Communion. Opportunities for prayer were also extended with services of Morning Prayer twice a week in Ottery and once a week in Wiggaton, and Evening Prayer four times a week in Ottery. It has not yet been possible to restart the healing services.

We continued to offer weekly online services for parishioners who have been unable to return to church through the St Mary Musings.

Baptisms are generally held on Sunday afternoons due to the number of guests many families wish to invite.

At present there are 162 parishioners on the Electoral Roll, 132 of whom live within the parish. 3 names were added during the year, and 10 were removed, either because of death or moving away. The average Sunday attendance at the 10.30am Service on Sundays was 60.

We held a Good Friday reflection and two services of Holy Communion on Easter Day, one in the churchyard and one in church. This was the first time the church had been open since January.

The Remembrance services were very well attended by the town and uniformed organisations.

The annual Advent Carol service for the Mission Community went ahead as did Christmas Carol services for the Guides and The Kings School.

Christmas attendance was affected by the sudden onset of the Omicron variant of Covid. The Crib service was held outside and attracted 150 people. Attendance at the other Christmas services was lower than pre-pandemic.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. There have been 17 Baptisms, 18 weddings and 32 funerals (15 in church and 17 at the crematorium) during the year.

Those who are no longer able to come to Church are not forgotten. As well as online services there is a team of Visitors – part of the Pastoral Link Scheme, a prayer list in the church weekly bulletin and from October Home Communions restarted.

Home Groups

Tuesday home group has met weekly online throughout the year. 'Explore' met in person during the year, when Covid lockdown rules allowed.

Deanery Synod

Four members of the PCC sit on the Otter Vale Deanery Synod. This provides the PCC with a link with the churches around us, and also with the Diocese as a whole. It also receives reports from the General Synod. Two meetings were held on-line in 2021, and one face-to-face.

Church Fabric

St Mary's church building is vested in Ottery St Mary Church Corporation ("The Governors") by Royal Charter. As such the PCC has no responsibility for the upkeep of the fabric. The PCC has a working relationship with the Church Corporation, for which they are very grateful. Wiggaton building maintenance is self-funded, with the year-end restricted fund for that purpose standing at £20,927.

Mission and Evangelism

The Explore home group have supported Kay Ammon, based in Kenya, in her work to combat gender-based violence. Members of Explore and the wider Parish Church together generously pay to support Kay's daughter's schooling in Kenya.

Other Activities

In March each year the PCC publishes a separate document containing reports and details of the 20 organisations and groups that are part of our Church family. Activities range from Bell ringing to Tots' Time - the latter was a new initiative which opened in June 2021, running weekly during school term time. Many of the PCC's activities were curtailed or partially suspended due to the pandemic, but where possible these activities have had a careful risk assessment and where possible have restarted.

Financial Review

Our unrestricted funds for St Mary's show a deficit of £1,505 on receipts of £97,148. Wiggaton contributed an additional deficit of £232 on receipts of £5,539. Our combined Diocesan Common Fund contribution was set at £77,482 of which we were only able to pay £66,464, due in the main to the reduction in our receipts outpacing the savings we could make (excluding Common Fund payment shortfall).

Unrestricted funds - Receipts

The consolidated shortfall of unrestricted receipts compared with 2020 (£8,769 lower, attributable to St Mary's) can be largely explained as follows

Decreases vs 2020

- an attrition of £5,883 in overall giving. Whereas planned giving was lower by £10,189, ad-hoc giving and donations increased by £4,306. As a knock-on effect, gift aid recovery from HMRC reduced by £4,179.
- OSM received £5,828 in Furlough pay subsidy in 2020, and none in 2021.

Increases vs 2020

- For St Mary's, hire of the church building and statutory fees from weddings and funerals together increased by £6,358, reflecting the backlog of postponed weddings resulting from 2020 lockdowns.
- Fundraising across the two churches increased by £2,217 but this was against the backdrop of no St Mary's Summer Fair for the second year running. The increase was due to a well-patronised Christmas Tree festival run by the PCC (in past years it has been organised by the Friends of the Church of Ottery St Mary whose own funds benefited).
- St Mary's Church Shop receipts increased by £1,630 as the shop (mainly closed in 2020) was re-opened in the summer. The balance against cost of stock was positive by £1,594.
- Grants (unrestricted) were received to the value of £1,349 from the Governors, the Friends and the Heale Trust consisting of contributions to
 - the wages cost of our Administrator
 - advertising our Church Services following the re-opening of the building after COVID restrictions were loosened
 - the gas heating bill
 - cost of floodlighting the church
 - 25% of our cleaning costs
 - The cost of printing and posting copies of the weekly "Contact Sheet" to congregants, during the COVID restrictions

Unrestricted funds - Payments

Overall, for most of 2021 activity only partially recovered – there were far fewer church services, at which average attendance was lower. This reduced level of activity, along with a Common Fund payment of 90% of the requested amount, led to outgoings reducing year-on-year by £8,329. Key areas where lower outgoings can be seen were:

- Clergy expenses - £2,934 lower, reduced request from Otter Vale Team
- Employee/self-employed costs¹ - £1,588 lower, reduced activity and ceasing of honorarium
- Common Fund - £7,791 lower (see above)

¹It is the church's policy to pay at least the national minimum wage to its staff. Pay levels are reviewed annually and adjusted by 2% or to align with any change in the national living wage. At the end of 2021, the PCC was informed of the statutory 6.6% increase in the National Living Wage from April 2022. The hourly rate of the Church Administrator was also increased effective January 2022, taking into account a benchmark from another church in the vicinity.

Increases in other costs offset the above savings by around £4,500, including £564 higher fundraising costs and £1,227 increase in church shop outgoings.

In October 2021, our gas supplier CNG Energy became one of the casualties of the unprecedented turbulence in the energy market. Our account was transferred by Ofgem to Pozitive Energy, and our kWh charge rate rose by 130%, which has been reflected in the final months' costs of 2021, and in our 2022 budget.

For outgoing charitable grants, the PCC continued its policy, in respect of St Mary's, not to make such grants to other charities out of general fund donations, given that it has been unable to meet its Common Fund commitment. Special collections and charity-designated ad-hoc collections for such bodies are treated as liabilities and remitted to the targeted organisations along with any Gift Aid due, the latter to be reclaimed later. The breakdown of such remittances is shown in Table 5 below. Wiggaton DCC has not adopted this policy, and made donations totaling £498 from its general fund, as well as designated collections to the value of £402.

Restricted funds

Grants were received for the Vicar's Charities fund (£300), Tots' Time (£500) and St Mary's Flower Fund (£250). The Tots' Time grant was earmarked for the purchase of equipment and toys, and a contribution to heating the building during the weekly winter sessions.

£535 was withdrawn from the Abide fund to provide the Syrian family with emergency help with household bills, and to facilitate the provision of a laptop by the local school for the older children.

In 2021, a new volunteer took over responsibility for the Flowers Fund, and it was agreed that the accounting would be migrated from paper records to the cloud-based accounts package employed by St Mary's. The decision was also made to migrate the Bell-ringer's fund and Wiggaton's accounts in 2022 (whilst remaining the responsibility of their respective treasurers), providing greater transparency and avoiding the need for manual consolidation at year-end.

The figures for Flowers and Bellringers are shown as a constituent of the Restricted Funds; Wiggaton's funds are treated in the same way as those of St Mary's. The Heale Trust - considered as a 'connected trust' and not an element of the PCC charity's books - will be published in 2022 for the first time as a (separate) restricted fund.

Restricted cash reserves for both churches are largely invested in the CBF Church of England Deposit Fund. The largest elements for St Mary's are funds held for choir music and robes (£4,073); [ex]-Abide (£3066); Vicar's charities (£2,901). For Wiggaton, during the year, all Ayre bequest (£4,220), Cook bequest (£1,470) and In Memoria (£169) funds in the CBF deposit account were withdrawn, of which £5000 was used to buy units in the CBF Investment Fund. The remainder (£859) was transferred from the Ayre bequest to the Building Fund, which now stands at £20,927.

Investments

The value of St Mary's invested funds (largely restricted) rose to a market valuation of £49,166 (2020: £46,742); but interest income on 'cash' accounts remained negligible as bank rates continue at very low levels.

Financial governance

During the year, the Treasurer reported in detail bi-monthly, both to the PCC and the Standing Committee, on the progress of St Mary's finances against budget and against the previous year.

The PCC has a written policy outlining who may authorise what level of expenditure, and the level at which alternative estimates/quotes need to be obtained. The PCC is satisfied that the way in which receipts are handled is secure and achieves an acceptable level of accountability.

Reserves Policy

St Mary's unrestricted reserves policy is to retain sufficient cash funds to cover three months' normal expenditure (equivalent in 2021 to about £25K). It has not been possible to fulfil this policy; and the budget process for 2022 suggested that some £9000 in cash would need to be carried over from the 2021 year-end in order to provide sufficient cash for the first few months of 2022. Wiggaton has about £5,100 in its unrestricted General Fund which represents over nine months' expenditure coverage.

Table 1

Financial Statement for the Year Ended 31 December 2021

Receipts and Payments Accounts, PCC of the Ecclesiastical Parish of Ottery St Mary (Consolidated**)

Receipts and Payments Accounts, PCC of the Ecclesiastical Parish of Ottery St Mary (Consolidated**)										U	R	E	U	R	E	U	R	E	U	R	E
Receipts	Note	Unrestricted	Restricted	Endowment	Total		2020	Chk	Ottery St Mary			Wiggaton			Ringers			Flowers			
									Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	
<u>Income and Endowments</u>																					
Income from Charitable Activities		9332			9332		3899	OK	9332												
PCC fees income		6941			6941		2924	OK	6941												
Hire of church buildings		1174			1174		626	OK	1174												
Income from catering		943			943		8	OK	943												
Printing & stationery income		274			274		341	OK	274												
								OK													
Income from Donations and Legacies		79765	6503		86268		105455	OK	75031	5815		4734	402				36				250
Giving							3960	OK													
Tax-efficient planned giving		43507			43507		52164	OK	41252			2255									
Other planned giving		7435			7435		8967	OK	7135			300									
Cash collections at church services		2505			2505		1792	OK	1931			574									
Donations		9294	453		9747		5990	OK	8744	15		550	402				36				
Gift Aid from HMRC		12782			12782		16961	OK	11727			1055									
Grants - Non Recurring		3109	1050		4159		12527		3109	800											250
Grants – Recurring		1132			1132		894	OK	1132												
Legacies			5000		5000		2200	OK		5000											
								OK													
Income from other trading activities		5844	3945		9789		2190	OK	5086			758	42				2950				953
Church shop receipts		3111			3111		1481	OK	3111												
Fetes, bazaars, other fund-raising events		2733	42		2775		649	OK	1975			758	42								
Flowers income			953		953			OK													953
Bellringers' fees			2950		2950		60										2950				
Investment income		1381	0		1381		1537	OK	1334			47					0				
Interest received		1381	0		1381		1537	OK	1334			47					0				
								OK													
Other incoming resources		6365	54		6419		12318	OK	6365								54				
Other receipts			54		54		5893	OK									54				
Reimbursement of costs from other churches		6365			6365		6425	OK	6365												
								OK													
TOTAL RECEIPTS		102687	10502		113189		125399	OK	97148	5815		5539	444				3040				1203

Table 2

Payments	Note	Unrestricted	Restricted	Endowment	Total	2020	Ottery St Mary			Wiggaton			Ringers			Flowers		
							Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment
<u>Charitable activities</u>																		
<i>Charity management & administration</i>		139			139	980	139											
Bank and transaction fees		81			81	33	81											
Independent examination of accounts		58			58	47	58											
						900												
<i>Charity running costs</i>		644			644	1253	644											
Cleaning materials		284			284	79	284											
Printing & stationery costs		360			360	274	360											
						900												
<i>Church running costs</i>		12892	818		13710	14027	11900	702		992	44			72				
Church electricity and gas		6132			6132	7148	5947			185								
IT licences & support		877			877	368	877											
Legal & associated subscriptions etc		560	72		632	547	560							72				
Printer lease & printing charges		1872			1872	1855	1872											
Church routine repairs		1558	746		2303	1511	1417	702		141	44							
Church telecoms		1005			1005	810	1005											
Church water/sewage		223			223	232	223											
Insurance		666			666	655				666								
						900												
<i>Clergy Expenses</i>		2380			2380	5194	2380											
<i>Cost of services</i>		783	294		1076	843	783	294										
<i>Cost of catering</i>		174			174	119	174											
<i>Costs of church shop</i>		1517			1517	278	1517											
<i>Cost of flowers</i>			751														751	
<i>Diocesan Quota (Common Fund)</i>		66464			66464	74255	66464											
<i>Employee costs</i>		12464	1650		14114	14052	12464							1650				
<i>Grants</i>		1346	921		2267	2345	848	519		498	402							
Mission & evangelism			166		166	255		166										
Donations to other charities		1346	755		2101	1190	848	353		498	402							
						900												
<i>Training</i>						90												
<i>Fundraising expenses</i>		1266	25		1291	702	1266										25	
<i>New building work to the church</i>						7509												
<i>Other outgoings</i>		4355	25		4380	4453	74			4281				25				
TOTAL EXPENSES		104424	4484		108908	126102	98653	1515		5771	446			1747			776	

Table 3

						U	R	E	U	R	E	U	R	E	U	R	E
						Ottery St Mary			Wiggaton			Ringers			Flowers		
	Note	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment
<i>Other receipts & payments</i>																	
Purchase of fixed assets & investments																	
All receipts		102687	10502		113189	97148	6768		5539	444			3040			1203	
All payments		104424	4484		108908	98653	2266		5771	446			1747			776	
Transfers between funds																	
Net movement in funds		-1737	6018	207	4488	-1505	4502	207	-232	-2		1293				427	
Total funds Brought Forward		20617	85183	3551	109350	14526	55252	3551	6,091	25928		3335				668	
Total funds Carried Forward		18880	91201	3757	113838	13021	59755	3757	5859	25926		4627				1095	

Table 4

2021 Parochial Church Council of Ottery St Mary										
Consolidated Statement of Assets & Liabilities										
Independently examined and approved 17/02/2022										
Acc no	Unrestricted	Note	Restricted	Note	Endowment	Note	Total 2021	Note	2020	Note
Explanation										
Cash Funds										
Bank Current Accounts	11285	1	5960	1a			17244		13990	1
Bank Deposit Accounts	362		4113	2			4475		5224	1a
PayPal account		3							1128	2
CBF Deposit Accounts	OSM: 615278001E	4	35735	4			44783		46919	3
Cash in Hand+Petty cash		3	95	5			167		107	4
										5
Sub-tot	20767		45903				66669		67367	
Other Monetary Assets										
Income Tax Recoverable	3256	6					3256			6
Undeposited receipts										
DONR (text giving)	10	3					10			
SumUp (card-reader)	5	3					5			
Sub-tot	3270						3256			
Investment Assets										
CBF Investment Fund			49166	7	2970	8	52136		45582	7
CBF Fixed Interest Fund					1084	9	1084		1161	8
Sub-tot			49166		4054		53220		46742	9
Assets retained for Church use										
Total	7575	10					7575		6907	10
Sub-tot	7575						7575		6907	
Stock										
Shop stock	2198	11					2198		1722	11
Guide books	766	12					766		2587	12
Printing materials (OSM Church Office)	360						360		55	13
Sub-tot	2963						2963		4364	
Liabilities										
Creditors										
Supplier accounts payable	-256		-1036				-1292			
Payroll liabilities	-89						-89			
Sub-tot	-345		-1036				-1381			
Total										
	34410		94033		4054		132489		125381	

Table 5

Grants to external charities – St Mary's

CHARITY	£3,713
(Designated)	Paid
Bible Society	£197
CHICKS	£681
Children's Society	£156
Friends of OSM	£122
India appeal	£314
MC Church Schools	£253
Melanesian Mission	£175
Mercy Ships	£22
Mission Aviation Fellowship (MAF)	£163
Mothers' Union	£175
Ottery Help Scheme	£75
Royal British Legion	£636
Tear Fund	£743

Grants to external charities – Wiggaton

CHARITY	£900
Shelterbox	£600
SightSavers	£300



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF OTTERY ST MARY

**On accounts for the year
ended**

31/12/2021

**Charity no
(if any)**

1133945

Set out on pages

1

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD/MM/YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed 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 (other than that disclosed below *) in connection with
the examination which gives me cause to believe that in any material
respect:

- accounting records were not kept in accordance with section 130 of
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in order to enable a
proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Nicholas Cross

Date:

17/2/22

Name:

NICHOLAS CROSS

**Relevant professional
qualification(s) or body
(if any):**

CIMA - CHARTERED ACCOUNTANT

Address:

32, PRYOR RUN
OTTERY ST MARY
EX11 1EQ

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32,
Independent examination of charity accounts: directions and guidance for
examiners).

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Volunteers

The members of the PCC would like to thank all the volunteers who work so tirelessly to make our Church a lively and vibrant community. Our especial thanks go to our Churchwardens and Deputy wardens.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, a representative of the Readers (if so decided at the Annual Parochial Church Meeting ["APCM"]), those elected to the Deanery Synod, and other members who are elected at the APCM by those on the Electoral Roll. Wiggaton's District Church Council is constituted such that, on an annual basis, a representative from one of Wiggaton's habitual worshippers shall be elected as a PCC member at the APCM.

Members of the congregation are always encouraged to join the Electoral Roll, and, if so qualified, to consider standing for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The full PCC met 12 times during the year, meeting nine times virtually and twice in a hybrid of in-person and via Zoom, and once in-person. The average level of attendance was 85%. To facilitate its work, the PCC operates through a number of committees, which meet between full meetings of the PCC.

Standing Committee.

This Committee met six times This is the only committee required by law. It also had two liaison meetings with the Church Corporation (The Governors) to discuss matters of common interest.

Link sub-committee attends to pastoral matters, supporting existing and new members. The **Charitable Giving Group** recommends to the PCC those charities which the church might support and supplies ongoing information to the church community at large.

Administrative Information

The Parish Church is situated at The College, Ottery St Mary. It is part of the Diocese of Exeter within the Church of England. The correspondence address is The Parish Office, The College, Ottery St. Mary EX11 1DQ. Wiggaton's church is located at Sidmouth Rd, Wiggaton, Ottery Saint Mary EX11 1PX.

The PCC is a body corporate (PCC Powers Measure 1956, and the Church Representation Rules 2020) and a Charity registered with the Charity Commission.

PCC members who have served from 1st January 2021 until the date this report was approved were:

Position	Name	From/to	Standing committee
<i>Ex Officio</i>			
The Incumbent	Rev'd Lydia Cook	From Oct 2021	Yes
Churchwardens	Mrs Rosie Hall	From May 2021	Yes
	Mrs Margaret Whitlock	From Oct 2020	Yes
	Mr Grenville Gilbert	To May 2021	Yes
Deanery Synod Reps	Mr John Maybery [#]	From Oct 2020	
	Mr Philip Whitlock	From Oct 2020	Yes
	Mrs Rosie Hall	From Oct 2020	
	Mrs Diana Passey	To Jul 2021	Yes
	[#] Also elected from May 21 as the PCC representative for St Edmund's, Wiggaton		
<i>Elected Members</i>			
	Mr Brian Cammack	From Oct 2020	Yes
	Mr David Rose	To Mar 2022	

	Mrs Helen Atkinson	To Mar 2022	Yes
	Mrs Diana Gee	From Oct 2020	
	Mrs Gillian Coley	From Oct 2020	
	Mrs Sheila Williams	From Oct 2020	
	Mrs Susan Jeacock	From Oct 2020	
	Mrs Susan Clayton	From May 2021	
	Mr Stephen King	From May 2021	
	Mr Michael Farley	From May 2021	
	Mrs Ruth Sims	From May 2021	

Approved by the PCC on 23rd March 2022 and signed on its behalf by:



 Rev'd Lydia Cook (Chair)



 Mr Philip Whitlock (Treasurer)