

**THE ANNUAL REPORT AND ACCOUNTS OF  
THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF WESTBURY  
(Charity No. 1134367)**

**For the year ended 31 December 2020**



Parish Church of All Saints, Westbury



Holy Saviour Church, Westbury Leigh

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY

## TRUSTEES' REPORT

For the year ended 31 December 2020

### Aims and Purposes

The Parochial Church Council (PCC) of the Ecclesiastical Parish of Westbury has the responsibility of cooperating with the clergy of the White Horse Team in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social, and ecumenical.

### Objectives & Activities

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

The PCC has the responsibility of cooperating with the incumbent in promoting the ecclesiastical parish and the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has the responsibilities for both church buildings and the Parish Hall.

In accordance with the Charity Commission's guidance on public benefit the incumbent, clergy of the White Horse Team and the PCC have ensured that all worship is open to all and encourage parishioners to take an active part in all aspects of the life of the Church.

### Achievements & Performance

The achievements and performance of this year have been substantially affected by the global coronavirus pandemic. Public worship was suspended from 23 March 2020 – 3 July 2020 and from 5 November to 2 December 2020.

We were pleased to welcome our new Team Rector, The Rev'd Rebecca Harris at a licensing led by the Bishop of Salisbury on 5 February. This event was attended by many members of the wider community as well as the congregations of the White Horse Team. Despite the impact of the coronavirus, Rev'd Rebecca Harris has begun her ministry well and developed strong links across the community.

The normal pattern of worship for Lent, Easter and Advent and Christmas was interrupted and services moved online using the Zoom platform. New ways of delivering services on YouTube and Facebook were created including a Good Friday meditation and Christmas Midnight Mass.

The clergy and lay leadership team have worked hard to respond to events and work to try to include as many people in the new patterns of worship as possible.

A White Horse Team pastoral plan was put into place to ensure that all members of our churches were telephoned regularly, and any practical needs met. This highlighted that the White Horse Team needs to improve its systems to ensure that all members of the congregation and not just those on the electoral roll were contacted. A weekly e-newsletter was introduced to reach as many people as possible and enable our church community to keep in touch with each other.

The leadership team were conscious that not everyone is able to access digital services and communication, so paper newsletters, Easter and Christmas cards supplemented telephone and email communications.

From January – March 2020 average attendance figures were similar to those seen in 2019.

Sundays at All Saints':

Said Communion (12), Parish Communion (40), Evening Worship (15), Silent Prayer (4),  
Evening worship was shared with Westbury Methodist Church.

Mid-week at All Saints':

First Steps to Worship (18), Holy Communion (16), Morning Prayer (3)

Sundays at Holy Saviour:

Family Communion (24).

One Sunday per month at Westbury Junior School:

Café Church (16)

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY**

## **TRUSTEES' REPORT**

**For the year ended 31 December 2020**

Outside the lockdowns, services of Holy Communion were held at All Saints' on 1st and 3rd Sundays. We also opened All Saints' for private prayer on Saturday mornings between 10.00 am – 12.00 noon, from June to the end of the year. Occasional services were held at Holy Saviour, using the Community Hall to allow for social distancing.

Holy Communion was taken to residents of four residential homes and several housebound parishioners, when visits were permitted.

There have been 2 Baptisms and 12 funerals conducted in our churches, as well as 14 in the crematorium during the year.

There is a Mother's Union branch and a Prayer Network that undertakes to pray regularly for all who request this ministry. Online study groups were held including Saying Yes to Life, The Alpha Course and The Prayer Course.

Little Saints' which started in 2019 was unable to continue during the lockdown. We are not sure whether or when it will be able to resume.

We held a successful Team social event with Dilton Marsh PCC on Valentines Night at Westbury Leigh Community Hall. Other social events were unable to take place this year and the only fundraising events were an Autumn Craft Fair held in the Church and a raffle at Christmas.

The Ministry Team continued to work this year in a limited way with the local schools due to the coronavirus pandemic. Collective Worship was recorded and sent to the schools. Team Vicar, Caroline Husband was appointed Foundation School governor at Westbury Leigh Church of England Primary school. The Rev'd Russell Chamberlain and Charmian Horseman both stepped down as Foundation school governors.

Links with the wider Christian Church in Westbury continue through participation with the Westbury Churches Together with two live streamed events from the West End Baptist Church and regular online meetings of church leaders.

The PCC would like to record their thanks to the many people who volunteer their time and energies for the work of the Church and for those who provide gifts and donations and participate in fundraising activities, without which we could not continue.

## **Financial Review**

The PCC reported in 2019 that it faced a difficult year ahead due to the shortfall in its regular income. During 2020, like most churches the PCC's income was impacted by the coronavirus pandemic. There was a reduction in income from fees due to the reduction of services for life events. Opportunities for fundraising events such as the summer TractorFest and others were removed. The closure of the church for 3 months and the subsequent reduction in services also reduced casual giving.

The PCC worked hard to encourage people who made their planned giving in cash to move to standing orders and a facility for online giving was introduced to ensure that giving could be made easily from home. A stewardship campaign was undertaken in May and we are grateful to those who responded positively to that campaign.

In July, the PCC reluctantly took the decision to reduce its final three Fairer Share payments to the Diocese of Salisbury to 20% to protect its limited reserves. This reduced our total payment by £14,061.

The PCC hopes to be able to increase its fundraising activities in 2021 and will encourage its members to give generously.

## **Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to approximately £20,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of approximately £36,000 held on unrestricted (including designated) funds at the year-end was comfortably above this target, although the funds are largely designated for particular purposes. It is the PCC's hope to maintain this over time but are mindful of the reduction in such funds during the year.

## **Volunteers**

Many volunteers stepped down or adapted their roles during 2020 due to the coronavirus pandemic to protect themselves and their families. It is hoped that the government restrictions and introduction of a vaccine will enable these volunteers to return during 2021. The PCC would like to thank those volunteers who supported the additional duties required to help keep our congregation safe.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY

## TRUSTEES' REPORT

For the year ended 31 December 2020

### Structure, Governance & Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is registered with the Charity Commission.

The method of appointing the PCC members is set out in the Church Representation Rules. Clergy, Churchwardens, and elected representatives on the Deanery Synod are ex-officio members and up to 12 members are elected at the Annual Parochial Church Meeting. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The Parochial Church Council for the Ecclesiastical Parish of Westbury (PCC) is a registered charity, number 1134367.

The principal office of the charity is The White Horse Team Office, Churchyard, Westbury, BA13 3BT.

The registered Trustees at the time of this report are:

<i>Priest in Charge</i>	The Rev'd Rebecca Harris (from 5 February 2020)	
<i>Team Vicar</i>	The Rev'd Caroline Husband	
<i>Team Curate</i>	The Rev'd Melanie Otto	
<i>Churchwarden</i>	Elisabeth Thomas Ruth Hann (from 18 October 2020)	
<i>Deanery Synod Reps</i>	Elisabeth Thomas (from 18 October 2020)	
<i>Elected Members</i>	Iain Brownlie Debbie McEntee Brian Osborne	Sharon Jones Lily Munday
<i>Ex-officio</i>	Ashley Jones LLM	Susan Bell (Team Safeguarding Officer)

The Parish Church is located off the Market Place in Westbury and is dedicated to All Saints'. There is a chapel of ease at Westbury Leigh which is dedicated to the Holy Saviour. The Parish is part of the White Horse Team Ministry in the Heytesbury Deanery in the Diocese of Salisbury within the Church of England.

There are two Church Schools in Westbury and our Foundation Governors are:

<i>Westbury Junior School:</i>	Brian Osborne Rev'd Melanie Otto	Ian Cunningham
<i>Westbury Leigh Junior School:</i>	The Rev'd Caroline Husband (appointed summer 2020)	

The Electoral was reviewed in 2020 and registered 113 members.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY  
(Charity number 1134367)  
For the year ended 31 December 2020**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the charity trustees, 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 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 Charities 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.

**James Gare FCA DChA**

2 Henford Close  
Warminster  
Wiltshire  
BA12 9RA

Date

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY

## RECEIPTS AND PAYMENTS ACCOUNTS

For the year ended 31 December 2020

### Section A Receipts and payments and movements in investments

	General funds to the nearest £	Designated funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>						
Fundraising	2,670	65	615	-	3,350	7,599
Grants	1,338	-	-	-	1,338	-
Church hall lettings	-	9,343	-	-	9,343	9,058
Sales of goods and services	457	-	50	-	507	14
Fees from occasional services	5,443	-	-	-	5,443	2,754
Dividends and interest	3,885	264	609	-	4,758	6,285
Gift Aid donations	40,967	-	20	-	40,987	53,018
Other donations	6,132	-	95	-	6,227	-
Gift aid reclaimed	8,921	-	-	-	8,921	12,402
Other income	-	-	-	-	-	848
<b>Total receipts</b>	<b>69,813</b>	<b>9,672</b>	<b>1,389</b>	<b>-</b>	<b>80,874</b>	<b>91,978</b>
<b>A3 Payments</b>						
Giving - mission and relief and development agencies	-	-	146	-	146	58
Pastoral care	-	-	-	-	-	110
Parish Share	44,297	-	-	-	44,297	59,653
Worship	2,052	-	59	-	2,111	4,738
Fundraising	500	-	80	-	580	884
Administration	9,202	-	555	-	9,757	10,092
Premises	14,829	5,972	-	-	20,801	21,693
<b>Total payments</b>	<b>70,880</b>	<b>5,972</b>	<b>840</b>	<b>-</b>	<b>77,692</b>	<b>97,228</b>
<b>Net of receipts/(payments)</b>	<b>(1,067)</b>	<b>3,700</b>	<b>549</b>	<b>-</b>	<b>3,182</b>	<b>(5,250)</b>
<b>A4 Investment gains</b>						
Unrealised (losses) / gains on CBF	-	-	5,358	10,948	16,306	33,012
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>5,358</b>	<b>10,948</b>	<b>16,306</b>	<b>33,012</b>
<b>Net of receipts / (payments) and investment gains</b>	<b>(1,067)</b>	<b>3,700</b>	<b>5,907</b>	<b>10,948</b>	<b>19,488</b>	<b>27,762</b>
<b>A5 Transfers between funds</b>	<b>1,067</b>	<b>(1,145)</b>	<b>78</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Monetary funds last year end</b>	<b>-</b>	<b>33,491</b>	<b>74,643</b>	<b>158,552</b>	<b>266,686</b>	<b>238,924</b>
<b>Monetary funds this year end</b>	<b>-</b>	<b>36,046</b>	<b>80,628</b>	<b>169,500</b>	<b>286,174</b>	<b>266,686</b>

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY

## RECEIPTS AND PAYMENTS ACCOUNTS

For the year ended 31 December 2020

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	General funds to nearest £	Designated funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds and funds held in the CBF Church of England Investment Fund</b>	Lloyds TSB	-	36,046	16,279	-
	Bell ringers Account	-	-	6,486	-
	Bell ringers cash	-	-	109	-
	CBF Church of England Investments	-	-	57,754	169,500
	<b>Total cash funds</b>	-	36,046	80,628	169,500
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK
<b>B2 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>		<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Westbury Leigh Community Hall - insurance reimbursement	General		-	2,157
	Fees due from undertakers	General		-	-
	Fees due for undertaking weddings	General		-	-
	Dilton Marsh - share of administration costs	General		-	-
<b>B3 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>		<b>Amount due (optional)</b>	<b>When due (optional)</b>
	HMRC	General		243.00	-
	Deposits for weddings	General		-	-

Signed by one or two trustees  
on behalf of all the trustees

Signature

Print Name

Date of approval


Rev'd Rebecca Harris (Team Rector)
Elisabeth Thomas (Churchwarden)


# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY

## RECEIPTS AND PAYMENTS ACCOUNTS

For the year ended 31 December 2020

### Section C Statement of funds at the end of the period

	Brought Forward to nearest £	Income to nearest £	Expenditure to nearest £	Transfers to nearest £	Gains on Investments to nearest £	Carried Forward to nearest £
<b>C1 Unrestricted general funds</b>						
General fund	-	69,813	(70,880)	1,067	-	-
<b>Sub total</b>	-	69,813	(70,880)	1,067	-	-
<b>C2 Unrestricted designated funds</b>						
Discretionary Fund	3,683	264	-	-	-	3,947
Easter Thanksgiving	1,431	-	-	-	-	1,431
Phyllis Griffin Bequest	13,215	-	-	(1,201)	-	12,014
Parish Hall	12,998	9,403	(5,972)	-	-	16,429
Special Gift	2,143	-	-	56	-	2,199
Windows book	21	5	-	-	-	26
<b>Sub total</b>	33,491	9,672	(5,972)	(1,145)	-	36,046
<b>C3 Restricted funds</b>						
100 Club	350	615	(80)	-	-	885
A-S Choir	318	-	-	-	-	318
A-S Fabric	255	277	-	-	-	532
A-S Flower	845	10	(59)	-	-	796
A-S Garden	252	-	-	-	-	252
A-S Organ	7,716	-	-	-	-	7,716
A-S Organ & Choir	180	-	-	-	-	180
A-S Reordering	464	-	-	-	-	464
Bells Revenue	6,451	50	(15)	-	-	6,486
Children's Mission	520	85	(146)	-	-	459
Curacy	781	352	(540)	-	-	593
H-S Fabric	2,702	-	-	78	-	2,780
H-S Flower	19	-	-	-	-	19
Marlborough fund	8,665	-	-	-	886	9,551
St Aldham Grant	1,413	-	-	-	-	1,413
Tin Hut Deposit	43,712	-	-	-	4,472	48,184
<b>Sub total</b>	74,643	1,389	(840)	78	5,358	80,628
<b>C4 Endowment funds</b>						
AS Church Repair Fund	8,575	-	-	-	592	9,167
H-S Endowment	5,489	-	-	-	379	5,868
Holy Saviour church repair fund	9,304	-	-	-	643	9,947
Knight Endowment	6,231	-	-	-	430	6,661
Mabel Smith Endowment	120,170	-	-	-	8,298	128,468
Stafford Brown CCLA	8,783	-	-	-	606	9,389
<b>Sub total</b>	158,552	-	-	-	10,948	169,500
<b>Totals</b>	266,686	80,874	(77,692)	-	16,306	286,174



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WESTBURY**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**For the year ended 31 December 2020**

**Section D Notes to the accounts**

**D1 Basis of accounts preparation**

Although the accounts are prepared on a receipts and payments method, the unrealised gain on the funds held in the CBF Church of England Investment Fund have also been included to provide a fuller understanding of the Charity's monetary assets.

**D2 Endowments**

All Saints' Church Repair Fund incorporates: Cox bequest, Cutler/ Francis bequest, Massey Lopes bequest, Timsbury bequest.

Holy Saviour Church repair fund incorporates: Henry Butcher bequest, W/L Church Repair fund

Stafford Brown Endowment incorporates Gibbs bequest.