

**St Michael & All Angels, Bishop's Cleeve
with
The Ascension, Southam**



**Annual Parochial Church Meeting
Sunday 29th May 2022**

**3.00pm
*in St Michael's Church***

Reports & Financial Statement



St Michael and All Angels at Bishop's Cleeve with the Church of the Ascension at Southam

Annual Meeting of the Parish and Annual Parochial Church Meeting

Sunday 29 May 2022 at 3pm, at St Michael's Church

AGENDA

Opening Prayers and Welcome

A register will be taken of those present, and apologies will be noted.

VESTRY MEETING

Re-election of our Churchwardens for the coming year.

ANNUAL PAROCHIAL CHURCH MEETING

Approval of 2021 Minutes

Matters Arising

Reports

All statutory reports are included in the APCM booklet and are published on the website.

Any questions for clarity or discussion should be sent in advance of the APCM by email to PCC Secretary Zoe Homes zhomes@stmichaelsbishopsleeve.co.uk by midday on Friday 27 May.

Electoral Roll

PCC Secretary's Report

Financial Statements (see churchwebsite. Copies available on PCC Noticeboard in church.)

Churchwardens' Report on the Fabric, Goods and Ornaments of the Parish

Deanery Synod Report

Additional reports -

Children & Families Ministry Report

Life Groups at St Michael's

Elections

Elections to the PCC - Barbara Farmer, Jennifer Waller, Glenda Green

Participation

Pre-submitted Questions

Closing Prayers



Parish of Bishop's Cleeve with Southam
Annual Meeting of the Parish and Annual Parochial Church Meeting
Sunday 27 June 2021 at 3pm, St Michael's Church, Bishops Cleeve
DRAFT MINUTES

Attendees

A register was taken of those present, and apologies were noted (please see Appendix A).

Opening

Malc Allen [MA], Rector and Chair of this APCM meeting, welcomed everyone to the meeting, and opened in prayer.

He reminded those present that whilst we were gathered for formal business, this was also an Act of Worship to God, an opportunity in the life of our Church to look back over the last year and mark a point from which to move forward.

ANNUAL MEETING OF THE PARISH (Vestry Meeting)

MA explained that this the point that we re-elect our Church Wardens for the coming year. Ann and Andrew were elected last year, and they are both willing to stand again, and as there have been no other nominations or any objections, they can be elected without discussion or vote.

Ann Jessop and Andrew Young were duly elected as Church Wardens for the coming year.

MA shared that he is pleased to be working with Ann and Andrew, they have been working brilliantly together as a team, together with John who looks after Southam, and have been an excellent support to the Church and leadership team. Andrew concentrates on Church life, while Ann specialises in the Church building and all that entails. They have both helped immeasurably over this last year of the pandemic, ensuring we are safe to open and operate when we have chosen to do so. And all done with Jesus at the centre, with careful thought and prayer.

ANNUAL PAROCHIAL CHURCH MEETING

Approval of 2020 Minutes

Those present were happy the minutes of the last APCM held on 17 October 2020 are a true and accurate record, and MA signed these for the Church files.

2. Matters Arising

There were no Matters Arising sent in advance, and none were brought to the meeting.

Reports

Church members received the following reports in advance, and no comments or questions were submitted ahead of the meeting.

3. Electoral Roll

There are 233 people on the roll. In the last year we have had people six leave and four people join.

MA thanked Ro Hunt for her work on this and noted that this is a baton Ro would like to pass on to someone else during the course of the coming year. Any Church member interested in looking after the Church Electoral Roll should speak to Ro in the first instance.



4. PCC Secretary's Report

MA thanked Louise Titley for her work as PCC Secretary up until October 2020 and Zoe Homes for taking on the role and providing the report for APCM. The report charts the breadth of discussions in this period, providing an overview of what has been going on at the Church.

MA is keen that PCC is about the Church mission and fellowship as well as finances and the building and thanked all members for being open to wide ranging discussions on these topics.

5. Audited Accounts and Financial Report

A video explaining the Financial Report was provided in advance and played at the meeting (also available on the website).

The 2020 accounts were signed off by PCC earlier in the year. Church members are encouraged to read the Financial Handbook, available on the website. Any future questions about the accounts or handbook should go to the PCC Secretary by email.

MA noted that the reports show better news than we might have been expecting, given the last 18 months. The Church Gift Day will be on Sunday 4 July and will be an opportunity to give over and above what we'd normally give if we are able. Part of this will be to help with the described deficit, but it is also about supporting Church Family Ministry and our Mission Partners. More details about the Gift Day are available on the website and Facebook.

MA asked that his thanks to Dan for looking after the Church accounts, and all that entails, is recorded.

6. Churchwardens' Report on the Fabric, Goods and Ornaments of the Parish

MA thanks Ann and Andrew for their report, there were no questions or comments.

7. Deanery Synod Report

MA thanked Sue Blakey, Bob Simms and Louise Titley for acting as our Deanery Synod representatives, and asked Church members to pray for the Synod as they discuss management and financial matters over the coming months.

8. Safeguarding Report

MA thanked Angie and Ann for their work in ensuring we are fully compliant with the Safeguarding guidance.

The above statutory reports were approved en-bloc by those present.

Proposer: Ann Jessop | Secunder: Tony Dixon

Some additional reports on the life of the Church over the last year have been published on the St Michael's website, and Church members are encouraged to read those and pray for the activities being run in our community.

Elections

9. Elections to the PCC

As there are sufficient places on PCC for those who wish to join, there did not need to be a vote.

John Donovan, James Hall and Dan Snape were all duly re-elected to PCC for another three years.

No new members were nominated for election on this occasion.



Participation

10. Pre-submitted Questions

Attendees had been asked to submit questions in advance, but we had not received any, so MA opened the meeting to questions.

Maggie asked about whether the results of the survey on Worship would be published. MA confirmed the results were very much in line with what we had been doing, but will check about publication. But MA wondered if the results were of continued relevance a year on.

Ann Jessop thanked John Donovan for acting as Church Warden for Southam, which helps her greatly. MA confirmed he is very thankful to John for his hard work.

Thanks and Scripture

MA offered his personal thanks to a number of individuals and groups who have been of particular support to him over the last few months:

- To Richard Reakes, for all he has given over the past years to St Michael's – he will be missed.
- To our Retired Clergy, for all the help and support they have offered over the last year, especially in the local community.
- To Fran and Angie, for all the important admin work, especially during the pandemic.
- To Sallie and Melinda for how they have dealt with the pandemic in relation to our Church Family Ministry – please pray for their work.
- To Kelly Owen, for leading on our website and social media – please do read Kelly's report included in the APCM booklet.
- The Church Leadership Team, for everything they've done over the year.
- Our PCC, for continuing to be open to discussions online.
- To all those who have helped and supported him during his time off, a particularly difficult time for him.

MA asked... Will we return back to normal? What will it be like? What is God calling us back to? Something different? Something adventurous? Something beyond our Church walls? Are we up for it? God is calling us to something new and wonderful, risky and scary, adventurous where we might make mistakes. But we must be encouraged that God's people have been here before, and we will thrive as we move forward.

MA shared some verses from Scripture including these from Hebrews 10:

So now wrap your heart tightly around the hope that lives within us, knowing that God always keeps his promises! Discover creative ways to encourage others and to motivate them toward acts of compassion, doing beautiful works as expressions of love. This is not the time to pull away and neglect meeting together, as some have formed the habit of doing. In fact, we should come together even more frequently, eager to encourage and urge each other onward as we anticipate that day dawning.

We have been here before. It is tempting to pull back, settle back and relax into life. But we must not do that; we must strive for more.

MA prayed.

At the end of the meeting, MA invited Richard Reakes forward to say a few words about his new appointment as Rector of the Countesthorpe Benefice of the Four Saints near Leicester.

MA closed meeting with a blessing at 3.50pm.



Appendix A: Those in Attendance

Names	NOT on Electoral Roll	Names	NOT on Electoral Roll
Rev Malc Allen	*	Barbara Jordan	
Rev Bill Blakey	*	Sally Lavis	
Sue Blakey		Sue Mann	
Tony Dixon		John Munden	
John Donovan		Ann Nixon	*
Kelly Dunn		John Nixon	*
Glenda Green		Fran Rawlinson	
Linda Hall		Simon Roper	
Alan Hazell		Rev Richard Reakes	*
Maureen Hazell		Rev John Sharpe	*
Katie Higham		Rev Maggie Sharpe	*
Zoe Homes		Louise Titley	
Mary Hughes		Wendy Treble	
Ro Hunt		Jenny Waller	
Ann Jessop		Andrew Young	



REPORTS

Electoral Roll

At the APCM last year we had 233 members listed. Two names have been removed and seven new members added. The roll now stands at 238

If you have not filled in an application yet but would like to be on the Electoral Roll as a member of our Church family, forms are available online, and from the office. Please speak to Fran or a member of the PCC if you would like to be included in the roll.

Ro Hunt

PCC Secretary Report for APCM

This report covers the period between the APCM in June 2021 and April 2022.

PCC met six times in this period, in August, September, November, February and twice in April. We returned to in-person meetings in September, and have enjoyed once again being able to undertake church business in this way.

PCC business has very much been aligned with the mission of our church, and PCC members have continued to support the desire to bring health and wellbeing issues and its relationship with faith to the heart of teaching and action. We have spent the majority of our time together discussing the ministry of our parish.

We have also met twice for fellowship, which has been a welcome opportunity to consider our own personal wellbeing, how we can best serve our Church and the Lord, and to bring PCC business to God in prayer.

In addition to our own PCC meetings, we have also had two joint PCC meetings with our counterparts in the WGO parish, to discuss the recruitment of our new Team Vicar. This included the Preliminary Vacancy Meeting with Archdeacon Phil, and one to formally adopt our new Benefice Profile. While that process has now been paused in order that we can work towards recruiting a new Team Rector, it was a welcome opportunity for the two PCCs to get to know each other a little better and work together towards a common goal. While we are sad that Rev Malc will soon be retiring, we look forward to being fully involved with the new Team Rector recruitment process over the coming months.

Over this period, PCC has:

- Continued to support our Church Leadership Team on building a strong wellbeing theme into Church teaching and activities.
- Returned to corporate worship in church, adjusting our response to the pandemic as needed in line with the Government guidance and with love for our congregation.
- Adopted a new trial service pattern to best use our limited clergy resources whilst encouraging as many people as possible to join us for worship. This has included a new monthly café church, continuing with our Church on the Hill programme, and incorporating traditional and contemporary worship styles on alternate Sundays.
- Worked with the Churchwardens to ensure proper stewardship and use of our facilities. This has included approving spending on a number of headstones in need of repair.
- Continued conversations with the Diocese regarding the Glebe Land housing project, and committed to working with them further on the Coming Home Report.
- Set up a special Organ Servicing Fund to ensure we have the monies in place when that work is required.



- Committed to support Christians in the workplace through the provision of information.
- Supported CLT in running the Living in Love and Faith course in church, as part of our desire to be the most welcoming and hospitable people on the planet.
- Employed the services of the local Community Payback Scheme to help us look after our churchyard.
- Celebrated being able to repair the Church chimes at St Michael's, and with Southam over the restoration of the Veronica painting.
- Appointed a new Safeguarding Officer.
- Continued to prayerfully and carefully look after church finances by spending money where it is needed but cutting costs where possible. We had an extraordinary PCC meeting in April 2022 to approve the 2021 financial accounts.

In everything we have done and through every topic we have discussed over the last eleven months, we have collectively done our best to always look to Heaven for guidance, use our gifts to serve God as both individuals and as a group, been graceful in our discussions, and prayerful in our decision making. The year ahead will no doubt continue to present its challenges, especially as we look to recruit both a Team Rector and Team Vicar to our benefice, but we hope and pray we will look back and see continued and new developments in our mission to bring Jesus to those around us.

My formal thanks to all PCC Members, including those who also sit on Standing Committee and are involved in the Core Appointment Team, for all their support, work, and prayerful doing of church business.

I would also like to add my thanks on behalf of the PCC to Rev Malc Allen for his ministry and service, and for joyfully and skilfully leading our PCC discussions over the last few years. This is certainly the end of an era for our benefice. May God bless you in your retirement, and us as we adjust to this new period in the life of our churches.

Prepared by Zoe Homes, PCC Secretary, April 2022

PCC Calendar

PCC Fellowship Morning	Saturday 11 June	10am to 12noon	In Church
Standing Committee	Tuesday 14 June 2022	7.45pm to 8.45pm	In Church
PCC	Tuesday 28 June 2022	7.45pm to 9.15pm	In Church
Standing Committee	Tuesday 30 August 2022	7.45pm to 8.45pm	In Church
PCC	Tuesday 13 September 2022	7.45pm to 9.15pm	In Church
PCC Fellowship Morning	Saturday 29 October 2022	10am to 12noon	In Church
Standing Committee	Tuesday 15 November 2022	7.45pm to 8.45pm	In Church
PCC	Tuesday 29 November 2022	7.45pm to 9.15pm	In Church
Standing Committee	Tuesday 24 January 2023	7.45pm to 8.45pm	In Church
PCC	Tuesday 7 February 2023	7.45pm to 9.15pm	In Church

Minutes

Minutes of PCC meetings and related papers are made available on the noticeboard in church following approval, and on request to the PCC Secretary by email.



Agenda Items

The deadline for any agenda items and related papers is always **12noon on the Thursday prior to each Standing Committee** meeting date.

Requests should be sent in writing to our PCC Secretary via zhomes@stmichaelsbishopscleeve.co.uk in as much detail as possible.

Fellowship Mornings

Note that no formal business is carried out at PCC Fellowship Mornings, these are opportunities to come together for worship and prayer.

APCM Report – Finance

The Financial Statements for year ended December 2021 can be found on the church website along with a video report from our treasurer, Dan Snape. Paper copies of the statements are also available to view on the PCC noticeboard in church.

Look at the bottom of the homepage of our website - <https://www.stmichaelsbishopscleeve.co.uk/>



Report from Churchwardens Andrew Young & Ann Jessop for St Michael's and John Donovan Deputy Churchwarden for Southam for the PCC April 2022 and for the APCM May 2022

This report covers the year 2021, with some reference to the first part of 2022.

The churchwardens

The churchwardens for St Michael's in Bishop's Cleeve are Andrew Young and Ann Jessop. John Donovan is Deputy Churchwarden for the Church of the Ascension at Southam. All three will stand again at the 2022 APCM. All three are willing to speak to you about any matters that concern you.

The Benefice

The Benefice is looking quite different this year as Team Vicar Richard left in August 2021, and Team Rector Malc has announced his intention of retiring at the end of September 2022. Now, more than ever, our two parishes, with four churches, need to work together and help each other.

Andrew says this

Through 2021 and into 2022 we have seen much change in our parish as we moved between and then out of lockdowns, we saw Richard leave us for a new role in Leicestershire, and Malc announced his impending retirement.

During this past year I have been involved in a number of areas of the church via the Church Leadership Team, via our PCC, and via Ann and her great team in her role while she looks more at the fabric than I do, as well as many of the outward facing activities such as church watch and interactions around the main building and graveyard.

With Richard leaving us in August 2021, I was voted in as Parish Representative for St Michael's, working with both John Donovan as rep for Southam and Jean Wickens as rep for Woolstone, Gotherington and Oxenton, to deal with the vacancy created. A working model was proposed to both PCCs in the benefice to help us to effectively produce the required Benefice profile document. After much prayer, discussion, and hard work by many to collate all the required data, we summarised our key areas of strength and areas to focus on, as well as providing details of the vicarage, and the many valuable ministries we have. There was also a considerable focus on the Person Profile section about what we, as God's people, are looking for in our next Team Vicar. This involved my speaking to many of you to get feedback, input, thoughts, and wisdom, as people were praying about this and sharing what they got from that. We had managed to get to the point where our joint PCCs had approved the profile when Malc intimated to us that he was planning on retiring in September this year, thereby leading to us to pause the recruitment for a new Team Vicar, as instead we would focus on appointing a new Team Rector first.

The Churchwardens across the benefice have been engaged with the Archdeacon and Area Dean about timings and process for this recruitment and we are pushing for a level of pace not normally seen in C of E recruitment of clergy, given the circumstances we find ourselves in as we come out of Covid times to find ourselves with potentially no permanent clergy in role from September. There is a tentative timetable agreed with the Archdeacon, which is quicker than would normally be scheduled, and that will hopefully see us with a new Team Rector in role mid-December 2022.

Alongside this, I have led the recruitment process for the new Administration Lead within our busy Church Office and am now working with Fran Rawlinson to ensure the office is set up and running as she sees fit, with Fran stepping into the senior role.

In my role, I have also offered support and input on various topics within the Church Leadership Team and I helped to run the Living in Life and Faith course within the church during March and April.

I am always happy to speak to anyone about our missional activities, the Rector and Vicar recruitment process, or anything else people would like to discuss. Just let me know and we can catch up.



Ann says this

The law

The Representation Rules require that the churchwardens bring to the APCM *a report upon the fabric, goods and ornaments of the church or churches of the parish, under section 51 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991*. Therefore, much of this report is about the buildings and contents. The inventory is available to view at this meeting. The 2019 quinquennial report is also on view. The building and contents are an inheritance which we have a duty to care for and to hand down to future generations. The 1991 Measure also says *Any person or body carrying out functions of care and conservation under this Measure or under any other enactment or rule of law relating to churches shall have due regard to the role of a church as a local centre of worship and mission*. So, the churchwardens and those assisting them are directly concerned in the main aims of the church and share the vocation to live the Christian life. We are all one body.

Fabric in 2021-2, St Michael's, compiled by Ann Jessop

We are constantly aware of the cost of maintaining such an important building and we mitigate the expenses by reclaiming the VAT, by applying for grants from outside sources for special projects, by regular and determined work by our volunteers wherever possible.

- Forrester's takes care of the maintenance of our roofs and gutters and drains twice a year.
- We are taking measures to deter pigeons on the South side.
- Smart Water has been applied to our lead roofs.
- The roof needs constant vigilance and an inspection will be carried out soon, by MT Roofing, with particular attention to the South Transept roof.
- Routine checks, tests and servicing on electrics, boiler, mower, lightning conduction, fire provision, clock, bells, heating, organ etc are all up to date.
- The clock chiming mechanism first broke down in December 2019. In 2020, the great wheel from the quarter train was restored, thanks to a generous grant from Bishop's Cleeve Parish. So, it was disappointing soon after to find the chiming mechanism failed again and this was found to be caused by the failure of the three motors which drive the auto-winding system. These were 47 years old. We obtained three quotes for this work, which cost about £8,000. We applied for various grants to pay for replacing the obsolete motors, then appealed to the Community who responded with overwhelming enthusiasm and generosity. The motors were replaced by Smiths of Derby, and at the same time they installed a night-time silencer, so that the chimes no longer sound during the night.
- The bells were rung for the 2021 weddings as required, and ringers gradually resumed Sunday ringing and practice night ringing. The bells are in good order but are due for a professional inspection soon.
- Minor projects and repairs have included clearance, cleaning and cataloguing in the vestry and storerooms, repair of the Payter device, some decorating, supply and fit of new toilet seat, repair of parquet floor, replacement of failed electrical units, repair of tap, others.
- Our cleaning/dusting teams are back at work but could use some more workers who can spare an hour once a month. Our contractor cleaner Andy Fallon is restored to six hours per week. It is more important than ever to be clean, and so we strive to maintain high standards as best we can.
- The AV Team mostly work independently of our team and they have had to cope with some setbacks, but finally we have in place an up to date and snag free AV system. Valuable items have been marked with Smart Water.



Fabric in 2021-2, Southam Church, compiled by John Donovan

We are up to date with the required tests and checks, including fire extinguishers and electrical equipment.

Prior to re hanging the very special painting of the Veronica Legend, which Jo Winson so expertly restored, a roofing contractor was engaged to rectify the leaking roof, and the tubular conduit that the bell rope is threaded through. When all this work was completed, a decorator was engaged to paint the East wall, where the Veronica painting hangs. Four coats of Lime wash were applied; the resulting finish was a marked improvement to the wall and acted as a fitting background for the painting to be re hung against.

The humidity levels in the church have been stable, no doubt the now watertight roof has contributed toward this.

No quinquennial work on the church is outstanding; we do expect a quinquennial inspection sometime in the next twelve months.

Other St Michael's matters

Covid 19

Like everyone else working in our two churches, our team has been severely challenged by Covid-19. Now, we are in a more normal situation, and the churches have resumed many of their normal activities, though with a reduced number of services. Infection rates are still high and we still take careful precautions, particularly with our process for Holy Communion.

Heritage

In 2021 we were unable to hold any heritage events, tours, or open days. There is still work to be done in sorting and cataloguing our interesting collection of documents and other items in the porch room.

With the help of Linda Hall, we hope to produce something for the Queen's Jubilee, with an Open Afternoon on 5th June, potentially to include history, music, flowers, bunting, a new tree.

Safety, Training, Hygiene

To avoid unnecessary meeting and mixing during the pandemic, we suspended all live training courses in Safeguarding, First Aid, Food Hygiene, Fire Safety. Some of these can be covered by online training. We hope to build up our training programme and our skills base in the coming years. We are pleased to work with John Nixson, our newly appointed Safeguarding Officer.

A recent visit from the Environmental Health Officer resulted in our achieving a 5* rating for the church kitchen. This endorsement is down to the leadership and vigilance of Jane Powell and Anne Nixon.

Emergency services now ask for our What3words, rather than a postcode. See [What3words.com](https://www.what3words.com) for further details.

For our two churches, the words are as follows.

- St M West door: union.achieving.tame
- St M South door: prep.rush.gladiators
- St M Main gate: play.cure.fuels
- Southam door: editor.dame.agents



Churchyard (Report compiled in consultation with Ro Hunt)

Ours is a closed churchyard which means there can be no new burials. (The exception is that existing plots can be opened to receive the remains of another family member, if there is room.) The Closed Churchyard became the responsibility of Tewkesbury Council in 1990. Subsequently, the church wished to provide better maintenance than the Borough was delivering, so they took on themselves some maintenance work in return for an annual grant from the Borough. In September 2019 we entered into a formal contract with the Borough, defining the level of the annual payments to us (£6,000, index linked) and the extent of our duties, which include care of lawns, gates, walls, trees, paths, graves. The Borough still will have ultimate responsibility. We can only manage on this small budget because our volunteers put in so much work.

This is a space which is so important to the whole community. Three rights of way cross it, and the public frequently meet us here. The grass is cut by Gotherington Garden Services (Vince Larcombe). The benches are cleaned regularly and treated each year. The Garden of Remembrance continues to be lovingly cared for by Keith and Annie Hawkes, while Tony Dixon and Ro Hunt tend the garden by the priests' door. A memorial stone on the West side, near the Memorial Garden, commemorates those who have made a significant contribution to church life. Those persons who are honoured in this way will have their names and stories included in a loose-leaf book to be kept in church.

Since the APCM last year, there have been several new developments.

- We have started using the services of the Community Payback Scheme. (Formerly Community Service Program) The participants of the scheme in our group work on Saturdays in St Michael's churchyard. We have met some excellent people who have done sterling work in the churchyard, including digging, hedging, clearing, weeding, strimming, composting.
- We have repaired the worst of the potholes in the paths.
- We have repaired the drain covers.
- We have repaired damage to the 2 outside stores and improved that area.
- We have created special habitats for insects and natural areas of fauna to encourage wildlife.
- Chris Arnold, tree surgeon, inspected, and made safe all our trees.
- Clevely Memorials are in the process of making safe some headstones which had become loose.
- We have treated the panel fencing on the NW boundary.
- The stone walls have been inspected and a significant repair is pending.
- A new wildflower area has been prepared along the Rectory boundary wall to attract pollinators and brighten the wall.
- A new tree to celebrate the Queen's jubilee will be planted in section C.

The Ethos

The churchwardens are supported by a team whose Ethos Statement is as follows.

1. With our church leaders and all church members we strive to uphold the Diocese Mission Statement, the St Michael's Mission Statement, and the St Michael's PCC Code of Practice.
2. As a Team with special responsibilities, we describe our ethos as follows:
 - We maintain our faith, hope and love in all that we do for this church.
 - God is in all that we do.
 - To labour is to pray.

We assist the churchwardens as needed in all their duties.



The People

Churchwarden Andrew Young works closely with the Rector and Church Leadership Team and his activities are described elsewhere in this report. The rest of the Team work closely with Churchwarden Ann Jessop. Tony Dixon works hard with Ann at training stewards, who serve and welcome at all our services, which was particularly challenging during the pandemic. Tony mostly manages outdoor work and maintenance work. Nick Watson works closely with Tony and is responsible for the flag. We are grateful to have the continued support of John Donovan who finds time to complete skilled building and joinery tasks in St Michael's as well as carrying out his duties at Southam. Sandy Meade and Jenny Waller are our leading stewards and carry out routine safety tasks and liturgical duties. Ro Hunt is now on the team specifically for churchyard responsibilities. John Nixon has joined us recently and takes part in all our activities. All members take part in planning, gardening, working parties, meeting contractors, taking care of our congregations. Two of the team are trustees of St Michael's Centre. Two have previously been churchwardens. Two have previously been PCC Secretaries. One has previously been a PCC Treasurer. One is our Safeguarding Officer. All are experienced and tactful in church work and are committed to the Christian life. Members are also variously involved in children's work, ecumenical work, Transitional Cleeve, Hospital Chaplaincy, First Aid, Street Pastors, and other activities. This is a very experienced and effective team.

There is also a much wider Team of workers who are dusters, polishers, launderers, flower arrangers, church-watchers, caterers, gardeners, stewards, welcomers, First Aiders, bellringers. They have worked as needed in 2021 but, during the pandemic, some of these teams were laid off, so that we were not constantly meeting and risking spreading the virus. Gradually, we have built up the teams again and our church is constantly busy and often open. We are always ready to welcome new helpers on our rotas.

End of churchwardens' report.



Tewkesbury & Winchcombe Deanery Synod Report 2021

Your Deanery Synod reps are Bob Simms, Sue Blakey and Louise Titley

The full Deanery Synod has met twice this year: once by Zoom in June 21 and once in person in Jan 22. A summary of discussions is recorded below.

In June

- Archdeacon Phil talked through with us the Church of England's 'A Vision for the C of E for the 2020s. The Vision has a Core statement of "Jesus Shaped and Christ Centred" surrounded by concentric circles of "Bolder, Humbler, Simpler".
- It was reported that the Deanery Strategic Plan had been worked on and taken further with a temporary facilitator appointed to help create a coherent plan
- We were encouraged to sign up to the Diocesan Safeguarding Dashboard.

In September/October treasurers met to discuss Parish Share

In January

- Stephen Introduced the Life Together Diocesan Vision which is a slightly refocused vision for the next 5 years.
- Barrie Voyce (Diocesan vision for Youth Connectors) presented the Diocesan vision for Youth Connectors.
 - ◇ To support Deaneries and Parish Churches to prioritize Young People's Ministry
 - ◇ To grow young people as disciples and leaders
 - ◇ To enable Young People to explore the Christian Faith
 - ◇ To connect Young People, churches and Schools
 - ◇ To create meaningful "rites of passage"
 - ◇ To utilise social media
 - ◇ To connect ecumenically
- Barrie also introduced the newly appointed Deanery Youth Connector – Amy Todd, who will be working across the Deanery
- Richard Witham from the Sportily Leadership Team presented "Play sports, talk life" an initiative for Children and Young People to explore sport and faith together.
- It was reported that all benefices but one managed to pay the Parish Share they were committed to.
- Deanery Strategic Plan had been unable to convene as planned, however, the aim was to put a draft plan before the bishops in May.
- Bishop Rachel's deanery visitation day for 23 March was announced.
- It was reported that the Deanery is seeking an Eco Ambassador.

The next meeting will take place on 15 June 22.



Safeguarding Report

Why safeguard?

Safety and wellbeing for ourselves and others are key for us all in every aspect of our lives, including within the church family. Sometimes we can find ourselves in situations of responsibility for ensuring that others are protected from harm or that any concerns or allegations are responded to appropriately.

The Church of England, together with many other organisations, has had to look extremely carefully and critically at the way that Safeguarding concerns are dealt with and the steps taken to reduce the possibility that harm may occur. The publication of the Independent Inquiry into Child Sexual Abuse (IICSA) report into the Church of England in 2020 was a key landmark in the church's revision and development of Safeguarding nationally and has led to significant changes and new processes.

The local church has an essential role to play in bringing policies and practices to life on a day-to-day basis. Although some of the requirements may seem challenging, they provide a clear baseline for building positive and progressive approaches to everything that we do as a church within the parish and the benefice, increasing safety of everyone.

It is important to recognise that every one of us might become the victim of harm or abuse and every one of us has the potential to cause harm or abuse to another, often unintentionally. Adopting a committed approach to Safeguarding by weaving it into the way that we live out church life offers the opportunity to reduce risk and ensure that concerns are dealt with well.

Safeguarding fits closely within the areas of church life that we have been looking at recently, especially in the context of the teaching about Living Well Together and Living in Love and Faith.

What is Safeguarding?

Safeguarding describes the way that we organise, deliver, manage, and review all aspects of our church life. This includes taking care about the way that we recruit and support everyone who plays a role with children, young people, and vulnerable adults within and on behalf of the church and making sure that we listen with care to any concern or allegations so that they can be dealt with in a timely and appropriate manner.

Each parish is required to appoint a Parish Safeguarding Officer (PSO) who has responsibility for promoting good Safeguarding practice, for monitoring the way that Safer Recruitment processes (including DBS checks) are followed, for making sure that training requirements are met and for ensuring that any concerns or allegations are dealt with in accordance with CofE and statutory requirements, working closely with the Diocese of Gloucester Safeguarding Team.

Safeguarding at St Michael's and Church of the Ascension

The Parish has adopted a Safeguarding Policy which reflects the requirements set out by the Diocese and keeps this under regular review through the PCC.

Summary information about Safeguarding including contact details for the PSO, the Diocesan Safeguarding Team and statutory agencies can be found on the noticeboard by the café in St Michael's and on the church website.

The Safer Recruitment processes for anyone taking on a role with children, young people or vulnerable adults is processed via the Church Office. This includes completion of applications for DBS Disclosures which are processed by an organisation called Thirty-One Eight (previously the Churches Child Protection Advisory Service) who act as intermediaries with the Disclosure and Barring Service (DBS) on behalf of the Diocese.

DBS Disclosure Certificates for church roles must now be reviewed every three years, this is a tighter requirement than was previously the case. For new applications it is worth considering signing up to



the DBS Update service, free for volunteers, and linking the new certificate to this service. This reduces the need for new applications at the point of review and is supported via the Diocesan Safeguarding Team. If you know that your DBS Certificate needs reviewing or updating, please contact the Church Office.

Safeguarding Dashboard

The Diocese has recently started to promote a new resource for parishes, the Safeguarding Dashboard. This enables the PSO to track and review Safeguarding data and to develop an easy-to-follow Action Plan to address any gaps and deficits. The Action Plan can be shared with the PCC to support and track progress. The Dashboard also collects all the data previously submitted to the Diocese for annual reporting purposes, reducing the demands on parishes.

As the new PSO I am starting to collect the relevant information to complete an Action Plan report to the PCC.

Training

Safeguarding training modules continue to be available online although face-to-face training sessions are now returning following the interruption forced by the Covid restrictions.

A wider range of roles now require completion of at least the Basic Awareness training module to ensure that Safeguarding issues are understood and addressed as comprehensively as possible within church life. The Diocese provides a detailed schedule of training required for each role.

I was able to attend the first PSO Induction course run recently by the Diocesan Safeguarding Team, offering a chance to talk through expectations, to meet PSOs from other parishes and to meet two members of the Diocesan Team. The Team intends to build a pattern of routine follow-up contacts with PSOs to support us in our role.

As well as ensuring that everyone completes the minimum required training modules for their role, I hope that we will be able to deliver some thematic training and information sessions to get to grips with issues that can have an impact on safety and wellbeing, for example looking at safe and savvy use of the internet and social media platforms.

Support from the Diocese

The Diocesan Safeguarding Team have provided clear and supportive advice when required, enabling issues to be progressed effectively.

And finally

Please feel free to chat to me or contact me if there is anything about Safeguarding that you would like to discuss, especially if you have any concerns or questions.

Tel: 07591 221660

Email: safeguarding@stmichaelsbishopsleeve.co.uk

If you are worried about the immediate safety of anyone, please call the Police on 999.

John Nixon
Parish Safeguarding Office
May 2022



Additional Reports on the life of the Church

- Children & Families Ministry Report
- Life Groups at St Michael's

Children and Families Ministry Report 2020-2022

The children and families' ministry team have been running two busy weekly baby & toddler groups, which remained open throughout every possible period during the pandemic, except when legally forced to close. We have met a new class of '20-21 babies, when local baby groups remained closed and we are currently working with over 40 families, at least 20 different families in both Praise and Play 1 on Mondays and Praise and Play 2 on Thursdays. These groups have provided a lifeline to isolated parents and carers during the pandemic and many risk assessments and new ways of delivery had to be overcome during this time. We use a baby signing session, based on Makaton sign language, singing and prayers, Godly Play stories, nursery rhymes, and parachute games, catering for both babies and toddlers. Pastoral support and the welcome are a major strength of our groups.

We have continued to run a small Oasis Parents' group with creche and more focused Christian content in church during the pandemic, now headed up by Lucy Barbour, our Pioneer Minister, with CFM support. We hope to move this group to St Michael's Centre shortly, refreshing its content and mission, with new mums joining the group recently. This group is for all parents or carers of children of any age - use of the creche is not compulsory! A joint P&P/Oasis social is planned for July 2022 to encourage more from P&P groups to join Oasis.

There remains a Godly Playroom in St Michael's Church, and Godly Play is one of our varied expressions of Children's Sunday morning and toddler group ministry. One member of our congregation has recently trained to be a Practitioner of Godly Play. Sunday morning children's groups at St Michael's run on the third Sunday of the month, under the new pattern of services, which includes **Nightlights** - our supervised creche for 0-3's, **Sparklers** – our Godly Play session for 4-8's, and **Blaze**, our youth group for 9-13's. We also have a Nightlights creche on the first Sunday for our intergeneration café-style service.

CFM has been fully involved with leading baptism Alpha preparation courses for parents/Godparents throughout much of the pandemic, (with 3 full Alpha zoom courses and two shorter zoom alpha courses having run since summer 2020). CFM conducted pastoral follow-up with parents post-alpha, supporting parents into life groups and one to one discipleship where possible.

CFM has continued working with vulnerable families, issuing Foodbank vouchers, and accessing other funding sources where appropriate, and positive safeguarding work.

A Benefice-wide community holiday club has run every year for 5 years until lockdown, the numbers of children attending increasing to 72 places in 2019, with priority places given to most vulnerable families. During the pandemic it could not run. We truly thank God that our two Holiday Club Leaders, Marion and Andrew were saved from Covid-19, and we thank all who were praying for them, and others who were gravely ill during the pandemic.

In 2021, the CFM team gathered holiday club and toddler group families for a special family café-style service run as an alternative to Halloween and also for our Christingle service. Birthday cards continue to be sent to holiday club children. This year, despite Tammy and Mal Shaw coming forward to lead a holiday club - time, a reduction in holiday club ministry team available, and lack of available venue has led to this not going ahead.



This year through careful listening to God, who is always doing new things, we are feeling led to grow young people in faith with a small group of children now in secondary school (those too old for holiday club), to take part in a **Youth Alpha** week planned for August 2022.

Nine young people have provisionally booked and we will look to organise a baptism/confirmation service afterwards, as at least one young person wants to be baptised. CFM is meeting with Amy Todd, the new youth development adviser and has also contacted Tim O'Leary, leader of Cleeve School CU to look for opportunities for working together/sharing good practice, as part of the Youth Alpha project, and developing a realistic youth agenda going forward. Lucy and CFM team also plan to meet with Sportily (church).
Sallie Mumford

We are pleased to say **Jaffa** reopened in March 2022. JAFFA is a thriving lunchtime Bible club at BCPA primary school with 23 children on the rota, many coming every week. This is the result of the hard work of Judith Jenkins and her team which Melinda joined recently.

Many of the children were going to this club two years ago and are now coming back, post-covid. The school and the headteacher are very supportive, and the team feel blessed to be able to share the Gospel with the children in a child friendly, non-judgemental way.
Melinda Morris

Lego Bible Club: Melinda and her team have run the first Lego Bible Club session this term, with 2 children attending from BCPA. Numbers are slowly increasing and Melinda has a strong team with her in this new initiative. It is aimed at school years 4-6, but this may be extended to younger year groups to enable more children to attend.
Melinda Morris

Urban Saints continued to meet online throughout lockdown returned to meeting face to face in St Michael's Centre in September. We have games, craft, news time and Bible time. Our young leader Gabby Snape has been a great help. Numbers have grown over the past year and we are continuing to grow, including feed-through from Jaffa. The second hall in SMC has been booked to enable this growth. We do need more members to join this growing outreach ministry. *Tammy and Mal Shaw*

Challenges: We are acutely aware that we do not have a bespoke Youth provision or Youth Minister in this Benefice, although it is our strong desire to have one. Like many other churches, we face the challenge of reducing numbers of available ministry team members across all teams since Covid, which has limited what we are currently able to do, such as holiday club, schools work and Sunday morning children's ministry, plus the restrictions on visitors into schools. We continue to trust that God will guide us with His priorities and His good plans.

Additionally, although not under the remit of CFM team, our lovely 'Open The Book' Teams were serving our primary schools in the Benefice, until Covid called a halt to visitors into schools. Although there are now opportunities for OTB to return to schools, and possible opportunities for bible clubs in other schools, we lack enough ministry team members to make this happen.

CFM team hours have also been reduced due to personal health and economic factors, with Sallie currently aiming to work 20 hours per week, and Melinda 10 hours. Please bear with us, we are doing as much as we can within the hours available.

A huge thank you to everyone who has worked in all our children and families' teams throughout the pandemic and beyond. None of this would happen without your loving commitment, faithfulness, dependability, prayerfulness, support and laughter. Bless you all.

Sallie Mumford
Melinda Morris



Life Groups Report 2021

Another challenging year with constantly changing Covid restrictions, but Life Groups kept meeting and supporting one another. Many groups chose virtual meetings using Zoom as a consideration to those more vulnerable, but others took the opportunity to meet face to face, sometimes indoors but frequently outdoors as the weather and daylight allowed. WhatsApp messages asking for prayer support were used by many groups.

Inevitably such testing times have resulted in some losses. One fairly new group hadn't formed a strong enough bond together and has disbanded, whilst another group of older members found the challenges of Zoom too difficult and no longer meet.

Whilst groups choose their own topics for study for much of the year, there have been 2 courses which all groups were encouraged to follow as a church-wide exercise. Fortunately both were available free of charge online.

At the start of the year *Lifting the Lid* covered areas of mental health and faith. It was a very well resourced and presented course and covered a range of topics not normally discussed such as depression, anxiety, eating disorders and suicide. Some topics were quite challenging but overall it was felt that the discussion and further resources available were incredibly useful.

Pastoral Principles was used in the autumn as preparation for the Church of England's discussion on Living in Love and Faith. This course gave us as a church community the opportunity to examine afresh our life together with topics including fear, prejudice, silence and hypocrisy. The aim of the course being to enable churches to be a living, compassionate, caring and safe environment. Time will tell how much we have taken on board.

For many their Life Group gave the teaching and support that kept them strong in their faith at a time when church gatherings were a very strange environment with masks, no singing and little chance to talk to each other. This was only possible with the commitment and love shown by all the leaders as they shepherded those in their care, together with the mutual support of their members. Thank you to all of them.

Heb 6:10

God is not unjust, He will not forget your work and the love you have shown Him, as you have helped His people and continue to help them.

Sue Blakey



FINANCIAL STATEMENTS V4

The Parochial Church Council of the Ecclesiastical Parish of
Bishops Cleeve
For the year ended 31 December 2021

Prepared by ADM Accountancy Services Limited

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Independent Examiners Report

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

We report on the accounts of the charity for the year ended 31 December 2021.

Respective responsibilities of trustees and examiner

- The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

- Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of the report. These procedures provide only the assurance expressed in our opinion.

Opinion

- In our opinion:

The accounts, including the revenue account and balance sheet, are in agreement with the accounting records kept by the society under s75 of the Co-operative and Community Benefit Societies Act 2014;

- Having regard only to, and on the basis of, the information contained in those accounting records, the revenue account and balance sheet comply with the requirements of the Co-operative and Community Benefit Societies Act 2014; and
- For the preceding period of account, the financial criteria for the exercise of the power conferred by section 84 were met in relation to the year.

Signature.

Andrew Moss

ADM Accountancy Services Ltd

10 Homelands Commercial Centre

Bishops Cleeve

Cheltenham

Date: TBC

Statement of Financial Activities

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
Incoming resources					
Incoming resources from donations, legacies and similar					
Gift aided income	1	169,663	-	169,663	145,687
Collections and donations	2	17,529	8,802	26,331	19,772
Legacies and similar	3	3,000	1,000	4,000	-
Incoming resources from operating activities					
Investment income	4	53	-	53	489
Other incoming resources					
Weddings		12,893	-	12,893	2,272
Funerals		17,080	-	17,080	14,295
Income (Baptism)		100	-	100	-
Income (RC contribution)		-	-	-	4,800
Grants		25,788	7,935	33,723	44,732
Total Other incoming resources		55,861	7,935	63,796	66,099
Total Incoming resources		246,105	17,737	263,842	232,047
Resources expended					
Other expenditure					
Direct costs		114,234	-	114,234	116,764
Administration		15,295	788	16,083	16,948
Clergy expenditure		8,138	-	8,138	3,900
Salaries		68,706	-	68,706	69,592
Repairs and maintenance		8,720	19,748	28,468	58,835
Utilities		13,926	-	13,926	13,350
Total Other expenditure		229,020	20,537	249,556	279,389
Transfer of Funds		(12,253)	12,253	-	-
Total Resources expended		216,767	32,790	249,556	279,389
Net surplus (deficit) for the year		29,339	(15,053)	14,286	(47,342)

	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
1. Gift Aided Income					
Income (PGS)		134,470	-	134,470	123,840
Income (Gift Aid)		6,349	-	6,349	7,891
Income (Gift Aid to be claimed)		1,377	-	1,377	3,726
Income (Standing Orders)		5,052	-	5,052	7,624
Income (Electronic Donations)		22,415	-	22,415	2,606
Income (Fabric)		-	7,637	7,637	7,979
Total Gift Aided Income		169,663	7,637	177,300	153,666

	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
2. Collections and Donations					
Income (Cash and cheque donations)		17,529	465	17,994	11,792
Total Collections and Donations		17,529	465	17,994	11,792
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
3. Legacies and Similar					
Income (Legacies)		3,000	1,000	4,000	-
Total Legacies and Similar		3,000	1,000	4,000	-
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
4. Investment Income					
Income (Banking Interest)		53	-	53	489
Total Investment Income		53	-	53	489
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
5. Other Incoming Resources					
Income from weddings		9,988	-	9,988	2,112
Income from funerals		17,080	-	17,080	14,295
Income (Baptism)		100	-	100	-
Income (RC contribution)		-	-	-	4,800
Grants		25,788	7,935	33,723	44,732
Total Other Incoming Resources		52,956	7,935	60,891	65,939
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
6. Other Expenditure					
Direct costs		114,224	-	114,224	116,764
Administration expenses		15,295	788	16,083	16,948
Repairs and maintenance		8,720	19,748	28,468	58,835
Utilities		13,926	-	13,926	13,350
Administration salaries		68,706	-	68,706	69,592
Clergy expenses		8,138	-	8,138	3,900
Total Other Expenditure		229,010	20,537	249,546	279,389

Balance Sheet

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve As at 31 December 2021

	NOTES	31 DEC 2021	31 DEC 2020
Fixed Assets			
Tangible Fixed Assets	2	2,973	2,140
Investments (Savings Bonds)		-	5,000
Total Fixed Assets		2,973	7,140
Current Assets			
Debtors and prepayments	4	-	3,746
Cash at bank and in hand	5	128,686	110,758
Total Current Assets		128,686	114,504
Liabilities: amounts falling due within one year			
Other creditors and accruals	6	4,802	9,072
Rounding		-	-
Net Current Assets		123,884	105,431
Total Assets		126,857	112,571
Funds			
Restricted Funds	7	9,299	24,352
Unrestricted Funds	8	117,558	88,219
Total Funds		126,857	112,571

The accounts were approved by the board of trustees on TBC and signed on its behalf by:

M Allen

Charity No. 1135929

Notes to the Financial Statements

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

1. Accounting Policies

Basis of preparing the financial statements

The financial statements are prepared under the historical cost convention adopting the following principle accounting policies all of which

Incoming resources - Donations and gifts are reflected in the financial accounts when they are received.

Resources expended - Expenditure is included in the financial accounts as incurred.

Investments - Investments are included in the financial accounts at the lower of cost or estimated value.

Reserves - The PCC will maintain three month's costs in general reserves at all times.

References to churches - All figures that relate to The Ascension Southam are noted as such. All other figures relate to St Michael's Bishops Cleeve.

Tangible fixed assets

Depreciation is provided, at the following annual rates in order to write off each asset over its estimated useful life.

Account	Method	Rate
Church and Office Equipment	Straight Line	25%

Investments

Fixed asset investments are stated at cost less any provision for diminution in value.

	2021	2020
2. Tangible Assets		
Office and church equipment		
Cost		
Opening Balance	3,154	3,154
Church and Office Equipment	1,996	-
Total Cost	5,150	3,154
Depreciation		
Opening Balance	(1,014)	(226)
Less Accumulated Depreciation on Church and Office Equipment	(1,163)	(788)
Total Depreciation	(2,177)	(1,014)
Total Office and church equipment	2,973	2,140
Total Tangible Assets	2,973	2,140

	2021	2020
3. Investments		
£5,000 Savings (income) Bonds	-	5,000
Total Investments	-	5,000

	2021	2020
4. Debtors		
Prepayments and accrued income	-	3,746
Total Debtors	-	3,746

	2021	2020
5. Cash at Bank and in Hand		
Petty Cash	70	70
PCC Current Account	46,800	39,232
Business Reserve Account	37,518	20,176
Closed - The CBF CoE Deposit Fund	-	2,093
Southam Current Account	44,299	49,187
Total Cash at Bank and in Hand	128,686	110,758

	2021	2020
6. Creditors		
Accounts payable	2,546	5,729
Accruals and deferred income	2,256	3,344
Other creditors	-	-
Total Creditors	4,803	9,073

7. Restricted Fund

Fund	Note	Opening Balance	Fund Income	Fund Expenditure	Transfers	Closing Balance
		£	£	£	£	£
Children and Families	1	14,253	0		(12,253)	2,000
Fabric and Development	2	6,293	10,333	(15,993)		633
Rope	3	1,681	700	(50)		2,331
Churchyard	4	2,125	6,204	(4,494)		3,835
Organ	5		500			500
Totals		24,352	17,737	(32,790)	(12,253)	9,299

1. This Fund is used to fund the work of the Children and Family Minister.
2. Fabric and Development Fund - This fund is used for maintenance and improvement of the fabric of the church.
3. Rope Close Fund - This fund is used for the maintenance of the church bells and ropes.

4. Churchyard Fund - This fund is for the maintenance of the churchyard and graveyard.
5. Organ Fund - This fund is for the service of the organ.

8. Unrestricted Fund

These funds have been designated and reviewed annually by the Trustees from unrestricted general funds for the following specific purposes.

Fund	Note	Opening Balance	Fund Income	Fund Expenditure	Transfers	Closing Balance
		£	£	£		£
Southam Church - General	1	665	11,888	(11,778)		775
Southam Church - Fabric	2	48,523	40	(5,038)		43,525
Total Designated		49,188	11,928	(16,816)		44,300
General	3	39,031	242,445	(210,218)		71,758
Total Unrestricted		88,219	254,373	(227,034)		116,058

1. Southam Church General - The fund is used for the upkeep and maintenance of the Church of the Ascension Southam.
2. Southam Church Fabric Fund - The fund is used for the maintenance and improvement of the fabric of the Church of the Ascension.
3. It is PCC policy that the general reserves should at all times hold one month's of expenditure in reserves; and this should be increased. General reserves also include the Designated Funds shown in note 9.

9. Designated Fund

The following Designated Funds are included within the General Fund as PCC reserve the right to use the funds for other purposes if needed.

Designated Fund	Note	Opening Balance	Fund Income	Fund Expenditure	Transfers	Closing Balance
		£	£	£	£	£
Designated Children and Families Fund	1	0	5,972	(2,210)	21,368	25,130
Designated Fabric Fund	2	0	2,729	(3,654)	5,925	5,000
Designated Organ Fund	3				10,000	10,000
Designated Emergency Fund	4	350	250			600

1. Designated Children and Families Fund - The fund is designated, but not restricted, to be used to fund the work of the Children's and Family Minister.
2. Designated Fabric Fund - The fund is designated, but not restricted, to be used for the maintenance and improvement of the fabric of the Church of the Ascension.
3. Designated Organ Fund - The fund is designated, but not restricted, to be used for the servicing of the organ.
4. Designated Emergency Fund - The fund is designated, but not restricted, to be used for emergency support to those in need at the discretion of the Rector and in accordance with the rules laid out in the financial handbook.

Children and Families Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Childrens and Families Fund Account		
Opening Balances	14,253	11,434
Income		
Children and families grants and donations	-	11,500
Total Income	-	11,500
Expenditure		
Children and families expenses	-	8,681
Total Expenditure	-	8,681
Transfer to designated Children & Families Fund		
Transfer of Funds	(12,253)	-
Closing Balance	2,000	14,253

Fabric and Development Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Fabric Fund Account		
Opening Balance	6,293	9,347
Income		
Donations and grants	9,833	13,470
Other	500	-
Total Income	10,333	13,470
Expenditure		
Admin	788	935
Repairs and maintenance	15,205	38,602
Total Expenditure	15,993	39,538
Transfer of funds from Unrestricted		
Transfer of Funds	-	23,014
Closing Balance	633	6,293

Rope Close Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Rope Close Fund Account		
Opening Balance	1,681	1,815
Income		
Donations	700	-
Total Income	700	-
Expenditure		
Repairs and maintenance	50	134
Total Expenditure	50	134
Closing Balance	2,331	1,681

Churchyard Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Churchyard Fund Account		
Opening Balances	2,125	-
Income		
Grants received	6,204	6,100
Total Income	6,204	6,100
Expenditure		
Repairs and maintenance	428	-
Other expense	4,066	3,975
Total Expenditure	4,494	3,975
Closing Balance	3,835	2,125

Organ Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	NOTES	2021 FINAL ACCOUNTS - ORGAN	2020 FINAL ACCOUNTS - ORGAN
Income			
Legacy income		500	-
Total Income		500	-
Closing funds			
		500	-

General Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
General Fund Account		
Opening Balance	39,031	84,155
Income		
Gift aided income	29,419	13,737
Collections and donations	4,950	9,276
Investment income	28	268
Roman Catholic contribution	-	4,800
Wedding, funerals and baptism	29,522	16,567
Grants	22,788	22,072
Legacies	3,000	-
Income (PGS)	134,470	123,840
Income (Southam contribution)	10,017	11,130
Total Income	234,195	201,690
Expenditure		
Expense		
Parish Share	94,596	103,915
Diocesan Board of Finance Payment	9,764	2,227
Parish Fee (Stewarding)	3,072	1,300
Wedding additional costs	2,905	160
Parish Fee (Funeral)	805	615
Music	827	839
Specified donations	142	4,825
Children and families expenses	2,123	702
Administration expenses	14,952	15,880
Clergy expenses	8,138	3,900
Salaries	68,706	63,092
Repairs and maintenance	3,279	14,127
Utilities	12,911	12,218
Total Expense	222,221	223,800
Transfer of Funds to Restricted Funds		
Transfer of Funds	(12,253)	23,014
Closing Balance	63,258	39,031

The General Fund includes the following designated funds:

Designated Children and Families Fund

Designated Fabric Fund

Southam Church - General Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Southam Church - General Fund Account		
Opening Balance	665	3,858
Income		
Collections and donations	2,539	2,004
Income (Other Grants)	3,000	-
Investment income	25	11
Gift aided income	4,605	5,814
Gift Aid SDS	1,168	1,866
Other income	551	-
Total Income	11,888	9,694
Expenditure		
Income (Southam contribution)	10,017	11,130
Administration expenses	343	133
Repairs and maintenance	403	493
Utilities	282	416
Insurance	733	716
Total Expenditure	11,778	12,887
Closing Balance	775	665

Southam Church - Fabric Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Southam Church - Fabric Fund Accounts		
Opening Balance	48,523	49,304
Income		
Investment income	-	210
Collections and donations	40	513
Total Income	40	723
Expenditure		
Other repairs and maintenance	5,038	1,504
Total Expenditure	5,038	1,504
Closing Balance	43,525	48,523

FINANCIAL STATEMENTS V4

The Parochial Church Council of the Ecclesiastical Parish of
Bishops Cleeve
For the year ended 31 December 2021

Prepared by ADM Accountancy Services Limited

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Independent Examiners Report

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

We report on the accounts of the charity for the year ended 31 December 2021.

Respective responsibilities of trustees and examiner

- The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

- Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of the report. These procedures provide only the assurance expressed in our opinion.

Opinion

- In our opinion:

The accounts, including the revenue account and balance sheet, are in agreement with the accounting records kept by the society under s75 of the Co-operative and Community Benefit Societies Act 2014;

- Having regard only to, and on the basis of, the information contained in those accounting records, the revenue account and balance sheet comply with the requirements of the Co-operative and Community Benefit Societies Act 2014; and
- For the preceding period of account, the financial criteria for the exercise of the power conferred by section 84 were met in relation to the year.

Signature.

Andrew Moss

ADM Accountancy Services Ltd

10 Homelands Commercial Centre

Bishops Cleeve

Cheltenham

Date: TBC

Statement of Financial Activities

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
Incoming resources					
Incoming resources from donations, legacies and similar					
Gift aided income	1	169,663	-	169,663	145,687
Collections and donations	2	17,529	8,802	26,331	19,772
Legacies and similar	3	3,000	1,000	4,000	-
Incoming resources from operating activities					
Investment income	4	53	-	53	489
Other incoming resources					
Weddings		12,893	-	12,893	2,272
Funerals		17,080	-	17,080	14,295
Income (Baptism)		100	-	100	-
Income (RC contribution)		-	-	-	4,800
Grants		25,788	7,935	33,723	44,732
Total Other incoming resources		55,861	7,935	63,796	66,099
Total Incoming resources		246,105	17,737	263,842	232,047
Resources expended					
Other expenditure					
Direct costs		114,234	-	114,234	116,764
Administration		15,295	788	16,083	16,948
Clergy expenditure		8,138	-	8,138	3,900
Salaries		68,706	-	68,706	69,592
Repairs and maintenance		8,720	19,748	28,468	58,835
Utilities		13,926	-	13,926	13,350
Total Other expenditure		229,020	20,537	249,556	279,389
Transfer of Funds		(12,253)	12,253	-	-
Total Resources expended		216,767	32,790	249,556	279,389
Net surplus (deficit) for the year		29,339	(15,053)	14,286	(47,342)

	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
1. Gift Aided Income					
Income (PGS)		134,470	-	134,470	123,840
Income (Gift Aid)		6,349	-	6,349	7,891
Income (Gift Aid to be claimed)		1,377	-	1,377	3,726
Income (Standing Orders)		5,052	-	5,052	7,624
Income (Electronic Donations)		22,415	-	22,415	2,606
Income (Fabric)		-	7,637	7,637	7,979
Total Gift Aided Income		169,663	7,637	177,300	153,666

	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
2. Collections and Donations					
Income (Cash and cheque donations)		17,529	465	17,994	11,792
Total Collections and Donations		17,529	465	17,994	11,792
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
3. Legacies and Similar					
Income (Legacies)		3,000	1,000	4,000	-
Total Legacies and Similar		3,000	1,000	4,000	-
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
4. Investment Income					
Income (Banking Interest)		53	-	53	489
Total Investment Income		53	-	53	489
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
5. Other Incoming Resources					
Income from weddings		9,988	-	9,988	2,112
Income from funerals		17,080	-	17,080	14,295
Income (Baptism)		100	-	100	-
Income (RC contribution)		-	-	-	4,800
Grants		25,788	7,935	33,723	44,732
Total Other Incoming Resources		52,956	7,935	60,891	65,939
	NOTES	UNRESTRICTED	RESTRICTED	2021 TOTAL	2020 TOTAL
6. Other Expenditure					
Direct costs		114,224	-	114,224	116,764
Administration expenses		15,295	788	16,083	16,948
Repairs and maintenance		8,720	19,748	28,468	58,835
Utilities		13,926	-	13,926	13,350
Administration salaries		68,706	-	68,706	69,592
Clergy expenses		8,138	-	8,138	3,900
Total Other Expenditure		229,010	20,537	249,546	279,389

Balance Sheet

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve As at 31 December 2021

	NOTES	31 DEC 2021	31 DEC 2020
Fixed Assets			
Tangible Fixed Assets	2	2,973	2,140
Investments (Savings Bonds)		-	5,000
Total Fixed Assets		2,973	7,140
Current Assets			
Debtors and prepayments	4	-	3,746
Cash at bank and in hand	5	128,686	110,758
Total Current Assets		128,686	114,504
Liabilities: amounts falling due within one year			
Other creditors and accruals	6	4,802	9,072
Rounding		-	-
Net Current Assets		123,884	105,431
Total Assets		126,857	112,571
Funds			
Restricted Funds	7	9,299	24,352
Unrestricted Funds	8	117,558	88,219
Total Funds		126,857	112,571

The accounts were approved by the board of trustees on TBC and signed on its behalf by:

M Allen

Charity No. 1135929

Notes to the Financial Statements

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

1. Accounting Policies

Basis of preparing the financial statements

The financial statements are prepared under the historical cost convention adopting the following principle accounting policies all of which

Incoming resources - Donations and gifts are reflected in the financial accounts when they are received.

Resources expended - Expenditure is included in the financial accounts as incurred.

Investments - Investments are included in the financial accounts at the lower of cost or estimated value.

Reserves - The PCC will maintain three month's costs in general reserves at all times.

References to churches - All figures that relate to The Ascension Southam are noted as such. All other figures relate to St Michael's Bishops Cleeve.

Tangible fixed assets

Depreciation is provided, at the following annual rates in order to write off each asset over its estimated useful life.

Account	Method	Rate
Church and Office Equipment	Straight Line	25%

Investments

Fixed asset investments are stated at cost less any provision for diminution in value.

	2021	2020
2. Tangible Assets		
Office and church equipment		
Cost		
Opening Balance	3,154	3,154
Church and Office Equipment	1,996	-
Total Cost	5,150	3,154
Depreciation		
Opening Balance	(1,014)	(226)
Less Accumulated Depreciation on Church and Office Equipment	(1,163)	(788)
Total Depreciation	(2,177)	(1,014)
Total Office and church equipment	2,973	2,140
Total Tangible Assets	2,973	2,140

	2021	2020
3. Investments		
£5,000 Savings (income) Bonds	-	5,000
Total Investments	-	5,000

	2021	2020
4. Debtors		
Prepayments and accrued income	-	3,746
Total Debtors	-	3,746

	2021	2020
5. Cash at Bank and in Hand		
Petty Cash	70	70
PCC Current Account	46,800	39,232
Business Reserve Account	37,518	20,176
Closed - The CBF CoE Deposit Fund	-	2,093
Southam Current Account	44,299	49,187
Total Cash at Bank and in Hand	128,686	110,758

	2021	2020
6. Creditors		
Accounts payable	2,546	5,729
Accruals and deferred income	2,256	3,344
Other creditors	-	-
Total Creditors	4,803	9,073

7. Restricted Fund

Fund	Note	Opening Balance	Fund Income	Fund Expenditure	Transfers	Closing Balance
		£	£	£	£	£
Children and Families	1	14,253	0		(12,253)	2,000
Fabric and Development	2	6,293	10,333	(15,993)		633
Rope	3	1,681	700	(50)		2,331
Churchyard	4	2,125	6,204	(4,494)		3,835
Organ	5		500			500
Totals		24,352	17,737	(32,790)	(12,253)	9,299

1. This Fund is used to fund the work of the Children and Family Minister.
2. Fabric and Development Fund - This fund is used for maintenance and improvement of the fabric of the church.
3. Rope Close Fund - This fund is used for the maintenance of the church bells and ropes.

4. Churchyard Fund - This fund is for the maintenance of the churchyard and graveyard.
5. Organ Fund - This fund is for the service of the organ.

8. Unrestricted Fund

These funds have been designated and reviewed annually by the Trustees from unrestricted general funds for the following specific purposes.

Fund	Note	Opening Balance	Fund Income	Fund Expenditure	Transfers	Closing Balance
		£	£	£		£
Southam Church - General	1	665	11,888	(11,778)		775
Southam Church - Fabric	2	48,523	40	(5,038)		43,525
Total Designated		49,188	11,928	(16,816)		44,300
General	3	39,031	242,445	(210,218)		71,758
Total Unrestricted		88,219	254,373	(227,034)		116,058

1. Southam Church General - The fund is used for the upkeep and maintenance of the Church of the Ascension Southam.
2. Southam Church Fabric Fund - The fund is used for the maintenance and improvement of the fabric of the Church of the Ascension.
3. It is PCC policy that the general reserves should at all times hold one month's of expenditure in reserves; and this should be increased. General reserves also include the Designated Funds shown in note 9.

9. Designated Fund

The following Designated Funds are included within the General Fund as PCC reserve the right to use the funds for other purposes if needed.

Designated Fund	Note	Opening Balance	Fund Income	Fund Expenditure	Transfers	Closing Balance
		£	£	£	£	£
Designated Children and Families Fund	1	0	5,972	(2,210)	21,368	25,130
Designated Fabric Fund	2	0	2,729	(3,654)	5,925	5,000
Designated Organ Fund	3				10,000	10,000
Designated Emergency Fund	4	350	250			600

1. Designated Children and Families Fund - The fund is designated, but not restricted, to be used to fund the work of the Children's and Family Minister.
2. Designated Fabric Fund - The fund is designated, but not restricted, to be used for the maintenance and improvement of the fabric of the Church of the Ascension.
3. Designated Organ Fund - The fund is designated, but not restricted, to be used for the servicing of the organ.
4. Designated Emergency Fund - The fund is designated, but not restricted, to be used for emergency support to those in need at the discretion of the Rector and in accordance with the rules laid out in the financial handbook.

Children and Families Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Childrens and Families Fund Account		
Opening Balances	14,253	11,434
Income		
Children and families grants and donations	-	11,500
Total Income	-	11,500
Expenditure		
Children and families expenses	-	8,681
Total Expenditure	-	8,681
Transfer to designated Children & Families Fund		
Transfer of Funds	(12,253)	-
Closing Balance	2,000	14,253

Fabric and Development Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Fabric Fund Account		
Opening Balance	6,293	9,347
Income		
Donations and grants	9,833	13,470
Other	500	-
Total Income	10,333	13,470
Expenditure		
Admin	788	935
Repairs and maintenance	15,205	38,602
Total Expenditure	15,993	39,538
Transfer of funds from Unrestricted		
Transfer of Funds	-	23,014
Closing Balance	633	6,293

Rope Close Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Rope Close Fund Account		
Opening Balance	1,681	1,815
Income		
Donations	700	-
Total Income	700	-
Expenditure		
Repairs and maintenance	50	134
Total Expenditure	50	134
Closing Balance	2,331	1,681

Churchyard Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
Churchyard Fund Account		
Opening Balances	2,125	-
Income		
Grants received	6,204	6,100
Total Income	6,204	6,100
Expenditure		
Repairs and maintenance	428	-
Other expense	4,066	3,975
Total Expenditure	4,494	3,975
Closing Balance	3,835	2,125

Organ Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	NOTES	2021 FINAL ACCOUNTS - ORGAN	2020 FINAL ACCOUNTS - ORGAN
Income			
Legacy income		500	-
Total Income		500	-
Closing funds			
		500	-

General Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
General Fund Account		
Opening Balance	39,031	84,155
Income		
Gift aided income	29,419	13,737
Collections and donations	4,950	9,276
Investment income	28	268
Roman Catholic contribution	-	4,800
Wedding, funerals and baptism	29,522	16,567
Grants	22,788	22,072
Legacies	3,000	-
Income (PGS)	134,470	123,840
Income (Southam contribution)	10,017	11,130
Total Income	234,195	201,690
Expenditure		
Expense		
Parish Share	94,596	103,915
Diocesan Board of Finance Payment	9,764	2,227
Parish Fee (Stewarding)	3,072	1,300
Wedding additional costs	2,905	160
Parish Fee (Funeral)	805	615
Music	827	839
Specified donations	142	4,825
Children and families expenses	2,123	702
Administration expenses	14,952	15,880
Clergy expenses	8,138	3,900
Salaries	68,706	63,092
Repairs and maintenance	3,279	14,127
Utilities	12,911	12,218
Total Expense	222,221	223,800
Transfer of Funds to Restricted Funds		
Transfer of Funds	(12,253)	23,014
Closing Balance	63,258	39,031

The General Fund includes the following designated funds:

Designated Children and Families Fund

Designated Fabric Fund

Southam Church - General Fund

The Parochial Church Council of the Ecclesiastical Parish of Bishops Cleeve For the year ended 31 December 2021

	2021	2020
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Total Income	40	723
Expenditure		
Other repairs and maintenance	5,038	1,504
Total Expenditure	5,038	1,504
Closing Balance	43,525	48,523