

**ST MARY'S PARISH CHURCH, CHARLTON KINGS  
DIOCESE OF GLOUCESTER**

**PAROCHIAL CHURCH COUNCIL ANNUAL REPORT 2022**

**Vicar's APCM report 2022-2023**

At the time of report I have been in post as the Vicar of Charlton Kings for approaching five years. It has been a challenging and demanding period of ministry.

We have left the period of the covid pandemic behind and have started to return to 'normal' life. There is a perceived lag in people coming back and being entirely comfortable in public spaces and events. -We, as we begin 2023, have now started to pull away and have had some very successful and well-attended services.

- All Age Worship services on the 1<sup>st</sup> Sunday of each month, a Taize service on the evening of the 2<sup>nd</sup> Sunday and a Breaking the Bread service on the 3<sup>rd</sup> Sunday have all proved popular and well received. The Prayer and Praise service on the evening of the 4<sup>th</sup> Sunday has not proved to be particularly well received and going forward it is suggested the Liturgy Committee discuss other options as we look to the future.
- We continued fellowship and refreshment arrangements after the principal Sunday Service, and after the Thursday Holy Communion Service in church which have been popular and create a good community feeling.
- We have not been able to completely pay our Parish Share – contributing £70k of a £92k request. We have agreed in the year to come to pay £80k
- The Vicar is on the Diocesan Synod.
- The Vicar visits 125 Air Training Corps (although not an ATC chaplain) and has invited them to join services in St Mary's such as Air Training Corps Sunday – which was well received. The Vicar is no longer an Army Cadet Force Chaplain but was, in January 2023, commissioned as a Reserve Forces Chaplain in the RACHD stationed with the 104<sup>th</sup> Regiment of Royal Artillery Newport South Wales. The vicar did, however, spend two weeks with Gloucestershire ACF at Okehampton in Devon with nearly 200 cadets and 100 instructors. It proved an excellent opportunity for mission with many fruitful engagements with young and old(er) ACF volunteers presenting themselves.
- The churchyard continues to be maintained by the Parish Council. They have engaged in general upkeep, such as tree maintenance and more complex work such as maintenance of the Grade II listed perimeter wall to the churchyard.
- I extend my thanks to everyone who has served on the PCC and committees over the last year. Thank you for your commitment and hard work. We particularly thank Dr Martin Grinter for his work as the Parish Treasurer as he stands down and hands over to Mrs Dana Dundas - this transition is under way but Martin has generously said he will handrail Dana in the next few months as she gets to grips with her new role. Thank you to Martin for all his hard work and dedication over 10 years.

- I wish to extend my sincere gratitude to the two Church Wardens – Mrs Jenny Downes and Mr Colin Revell. They have done all they can to make sure St Mary's continues to function and all statutory rules are followed.

Mrs Jean Hockett stood down as Church Warden after completing her six year term of office and has also taken the decision to cease being a Reader in the Parish at Easter 2023. Jean is finishing 26 years of dedicated work and commitment to the Church of England as Reader. This is a remarkable and amazing contribution to the Church and this Parish in particular. We give her the greatest of thanks and all our prayers for the future.

- I must also express our thanks to Martin Grinter who, after 10 years as our Treasurer is going to stand down at the APCM 2023. He has done a consistently thorough job in keeping the accounts and guiding the PCC through what we can afford during all those years.

- I thank Derrick and Margaret Walker. Margaret suffering some ill health never-the-less has continued to do all she can for St Mary's.

- I place on record my thanks to all our servers, money counters, the choir, bell ringers, and the holy dusters. Mr Mike Downard, Mrs Hilda Ridley and everyone who supports and contributes to making these necessary, but not always glamorous systems, work are invaluable. I would also like to thank Mr John Clift, our Choir Master, for the contribution which music has and does make to the worship of our Church and the life of St Mary's.

- I thank the great work all the committee members have contributed over this and previous years. Becky Revell too needs a mention for her work as Safeguarding officer. She has stated that she wishes to stand down from this office. Thanks also to those who maintain and operate the IT equipment. Thank you to each of you.

- Thank you to Jenny Downes for the brilliant work done by her and the team that run the Little Fishes. Little Fishes continues to be a brilliant gathering of mums and carers and is a fantastic example of St Mary's ability to meet people where they are.

- I must also mention the Pastoral Visiting Team – and thanks to Heather, who has taken over as coordinator. They continue to support the most vulnerable in our community and make sure St Mary's continues to engage with people once they become no longer, for whatever reason, unable to attend church in person.

- We have conducted, in 2022, 10 infant baptisms and 2 adults, 9 weddings and a blessing. We have also had 14 funerals, 25 cremations, 10 interments, 3 memorial services and 3 services at the cemetery.

- We have welcomed Revd Rosanne Roberts to the team as Associate Priest and Mrs Erika Fletcher continues her training as Reader and will qualify in September of this year.

Blessings

*Graham Bowkett*

*Vicar, St Mary's Charlton Kings*

## CHURCHWARDENS' REPORT 1<sup>st</sup> January to 31<sup>st</sup> December 2022

In 2022 we thanked Jean for her service as Churchwarden and welcomed Jenny Downes as she took up the post of Churchwarden following the APCM. I have been personally very grateful for all of Jean's advice and guidance during my time working with her as Churchwarden. As noted in last year's report, we have continued to try to rebuild following the pandemic and have had some successes, especially with attendance at the all-age service and the range of Christmas services. We introduced some new patterns of worship namely the once-a-month Breaking of the Bread service at the 10 am Sunday Eucharist and two new evening services, a Taizé and a Prayer & Praise service, both of which have proven more popular than the more traditional Choral Evensong services. These developments have been a really positive change to report after the extent to which Covid restricted or prevented us from gathering as we would have liked. The Churchwardens would like to thank Graham, Rosanne & Jean for all the hard work that has been involved in both developing new forms of worship and extending our existing provision. We are also grateful to Erika as she completes her training to become Reader in September 2023 and takes on more responsibility for the worship within the church. Rosanne has been welcomed as Assistant Priest and has been crucial in supporting worship at St. Mary's whilst Graham has been required to attend to his duties as Army Chaplain. We must also thank the congregation for their feedback and support over the past year; it is really greatly appreciated. Whilst the number of people attending services is not back up to pre-pandemic levels, it is [slowly] improving and 2022 has seen a number of new people join the worshipping congregation.

*Jenny Downes and Colin Revell Church Wardens*

## PASTORAL TEAM

Since the gradual easing of Covid lockdown restrictions the team reverted to much of our activities in former times. We made fewer phone calls and "garden" visits, but we still kept an awareness of our more vulnerable members at St Mary's, and acted accordingly.

We resumed visiting and taking Holy Communion to people at home (as other lay ministers of Communion are also doing), and also to our local care homes.

The Wot-Nots group merged into the new group The Library Social Club, that incorporates free transport for those who need it. Our involvement with supporting the clergy in 11 weddings and wedding blessings, and 12 baptisms picked up as the Covid restrictions finally ended and we befriended several families through some memorable services; many of which had been postponed many times.

Our funeral ministry continued to be heavy and 30 funerals and memorial services were conducted by our clergy with support from the team, at both our church and the crematorium.

The dementia-friendly service, "Memory Lane", has been going since May 2022 and attracts a small but faithful congregation. We have also been visited by local professionals and chaplains who are interested in this initiative. We would like to thank David Brawn and Jeff Coulthurst who play the piano for this, and Ray Talbot who organises the sound, also others who have come from time to time to help, or just cheer us on.

We continue to be grateful to people who make us aware of something or someone we may have missed. This is Pastoral Care from the congregation (and community) to the congregation (and community), which confirms us all in our membership of the body of Christ.

*Heather Anderson-Paine (Pastoral Team Lead), Jenny Downes and Alison Talbot*

## **ESTATES COMMITTEE**

*Responsible for the management of our properties. Matters relating to the fabric of the church, the hall and their grounds; also, the use of the hall.*

During the past year the Estates committee has primarily focused on some of the smaller tasks around the church which, although no less important, are normally less obvious to the everyday observer. Alongside this is the regular maintenance tasks and some more urgent repairs.

Our works have included stabilising the floor at the front of the church, drainage repairs around the disused outside toilet and around the front guttering, and a small number of ongoing roof repairs.

We have replaced the fuse board in the vestry along with other smaller electrical works to improve both safety and compliance, along with some future proofing for further planned projects. The dishwasher for the Parish Centre was installed - whilst financed by donations, which we are grateful for - did require alterations to both the services and fittings in the kitchen. The wall behind the Parish Centre has also had attention to prevent further deterioration and collapse.

Our ongoing regular maintenance includes several health and safety items including emergency lighting, fire extinguishers, gas safety, first aid provision etc.

The small, but dedicated team of volunteers continued with the monthly churchyard clear-up sessions, helping to keep the church surroundings looking great. Whilst the maintenance of the Churchyard is now the responsibility of the Parish council, it is still important it represents the church well. We have ongoing meetings with the Council who have plans for a great number of repair works to walls & the Lytch gate for coming years and have had a conservator report on the Preaching cross and a number of the historic tombs, all of which is great news.

Currently we are seeking quotes for several larger projects for the coming year or two including an upgraded CCTV and security system, further electrical works, a new boiler for the Parish Centre. Consultations around a disabled toilet and kitchen in the church are ongoing.

We are grateful to all those who help to keep the church looking in such good condition year round, our maintenance teams, to the holy dusters who keep it in such good shape, and to all of you for your support. If we all play our part, either by volunteering time, through financial donations, or just leaving the building as you found it, it can enhance our environment for us all.

*Peter Aylott and Peter Ryan  
Chairmen*

## **LITURGY AND EDUCATION COMMITTEE**

*Responsible for advising members of the ministry team, as requested, on any aspects of worship and services. Plans courses.*

The committee meets regularly to discuss worship patterns at St Mary's. Several innovations have been introduced during the last year and the response has been mostly positive. The congregation are encouraged to share their opinions about new developments and this is important.

The past seasons are always reviewed and Christmas and Easter being especially noted for attendances and participation. This year the weather had some effect on participation but generally congregation numbers held up well.

The introduction of the All Age and Breaking the Bread Service have been successful as have the changes to the Evening services. The time of the evening service has been changed to 5.30pm instead of 6.30pm as well as the content. Weeks 1 and 3 have Evensong, week 2 has Taizé style worship and week 4 is a Words and Music session.

St Mary's is a worshipping community that aims to be relevant to Faith and those who practice their faith within it. Growing our church community is always one of the topics discussed and participation in the Choir, Serving, Welcoming, reading etc is reported on and it is hoped to encourage more members to offer their services.

Dilys Jones  
Committee Chair.

## **OUTREACH AND PARISH LIFE COMMITTEE**

*Responsible for fostering our relations with the world beyond the church family. To include areas of major interest including Outward Giving, links with Karnataka Central (South India) and Vasteras (Sweden), notice boards, advertising, press releases, web site, representation from the Church Neighbours and the Ecumenical Working Group, the social and spiritual life of the church family, courses, pilgrimages, outings, parties.....*

[this Committee has not met during 2022]

## **THE FRIENDS OF ST MARY'S**

We have not been able to re-establish ourselves as a social group particularly well during this year. We held a Welcome Back Tea party and were able to meet up with Friends for a delightful event. We have been able to provide Birthday cards, Easter cards and Christmas cards as usual doing an order and delivery service to help some of our members.

Our "Big" event was the delivery of the Credence Table that was designed to match the Nave Altar. It was commissioned by the Friends from Auspicious Furniture in Nailsworth, the makers of the nave altar, and its delivery was a wonderful occasion with the craftsman actually seeing his work in situ. Those present were delighted to receive this beautiful item as a gift from the Friends to the Church.

We were not able to hold an AGM for two years and hope to be able to right this in 2023. We are forever grateful for our loyal members who provide funds. Thank you for your continued support.

Dilys Jones  
Chairman

## TRUSTEES REPORT

### Administrative Information

**Name** Parochial Church Council of Charlton Kings, St Mary

**Location** St Mary's is located in the centre of the village, the churchyard being bounded by Church Street, New Street and Horsefair Street.

### Correspondence Address

St Mary's Parish Office, New Street, Charlton Kings, Cheltenham, Gloucestershire GL53 8JJ

**Status** The PCC is a registered charity, number 1138069.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

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

The PCC normally meets ~~between~~ four times each year. Other committees, as detailed below, have responsibility for overseeing and advising on particular areas of Church Life.

## OBJECTIVES AND ACTIVITIES

St Mary's PCC has the responsibility of co-operating with the incumbent and the Church Wardens in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for St Mary's Church and churchyard, and the Parish Centre. In the past year we have maintained our pattern of worship on Sundays and weekdays and have sought to ensure that our Church remains an accessible place of welcome, prayer and fellowship for the whole community.

### Parochial Church Council Members 2022-3

<b>Name</b>	<b>Role</b>	<b>Elected / ex-officio</b>
Revd Graham Bowkett	Vicar & Chairman	Ex officio
Mrs Jenny Downes	Churchwarden and Deanery Synod Representative	Elected / Ex officio
Mr Colin Revell	Churchwarden	Elected
Dr Martin Grinter	Treasurer, PCC Lay Member	Elected
Mrs Ann Haseler	Secretary, Diocesan and Deanery Synod Representative	Elected / Ex officio
Dr Anne Grinter	Diocesan and Deanery Synod Representative	Ex-officio
Ms Heather Anderson-Payne	PCC Lay Member	Elected until 04 04 22
Mrs Vivien Barr	PCC Lay Member	Elected
Mrs Erika Fletcher	PCC Lay Member and Deanery Synod Representative	Elected / Ex officio
Mrs Dilys Jones	PCC Lay member	Elected until 04 04 22
Mr Peter Lidgard	PCC Lay member	Elected 04 04 22
Miss Bethany Revell	PCC Lay member	Elected 04 04 22
Mrs Rebecca Revell	PCC Lay member and Deanery Synod Representative	Elected / Ex officio
Mr Peter Ryan	PCC Lay Member	Elected
Mrs Alison Talbot	Lay Pastor	Ex-officio
Mrs Jean Hockett	Diocesan and Deanery Synod Representative	Ex officio

## ELECTORAL ROLL

We now have 152 on the Roll. This is one more than last year after losing 6 and gaining 7.

## Preface to Financial Review

How have we done?			
St Mary's Finances at a glance			
2022			2021
Outward giving to other charities			
£40			£349
Our contribution to the diocesan parish share			
£70,000			£70,000
All Income			
£138,469			£134,827
All Expenditure			
£114,452			£140,581
Income to run St Mary's			
£138,302			£98,209
Net Income after "Running St Mary's"			
£25,393			(£6,745)
Lobby Refurbishment cost			
£1,408			£27,264
All Reserves			
£134,952			£113,938

## **Financial Review 2022**

The PCC uses the financial resources of St Mary's to enable worship, witness and service throughout the year. We support other charities through Outward Giving and we maintain and improve the fabric of the church building so that it remains a visible sign of God's presence and blessing in Charlton Kings. This review provides a snapshot of our financial position at the end of December 2022.

The decline in income of previous years was reversed, primarily by the receipt of two legacies to the value of £21,000.

This year the cost of running St Mary's, that is expenditure excluding major projects and donations to charities, amounted to approximately £113,000. The major expenditure was, as is usual, the parish share contribution of £70,000 (£92,000 requested). Income received by the PCC to pay these bills was just over £138,000 – resulting in a surplus of over £25,000. As hoped for giving rose with the reopening of the church for regular services. Nonetheless donations by direct debit through the Parish Giving Scheme and standing orders remain the bedrock of regular and predictable income.

The DEC appeal for Ukraine dominated the £5,500 raised for outward giving to other charitable activities. Five years ago St Mary's was raising typically £10,000 a year for Outward Giving.

On a technical note these accounts have been generated on the Receipts & Payments basis, a simpler system than used in previous years.

We are indebted to our independent examiner, Jane Liston, for her guidance in charity financial accounting practices and in examining these accounts.



# Charlton Kings, St Mary's Receipts & Payments Account

for the year ended 31 December 2022

	Notes	General fund	Designated fund	Restricted fund	2022	2021
		£	£	£	£	£
<b>Incoming resources</b>						
Voluntary income:						
Planned giving		51,392	-	-	51,392	47,645
Collections, donations & other giving		27,703	-	-	27,703	55,526
Income tax recovered		15,524	-	22	15,546	13,581
Legacies		21,000	-	-	21,000	2,000
Activities for generating funds						
Magazine/Bookstall sales/Hall Lettings etc		7,043	-	-	7,043	1,625
Income from other Properties		-	-	-	-	300
Fund raising events		740	-	-	740	831
Investment income:						
Interest & dividends		249	-	145	394	18
Income from charitable activities:						
Parochial fees		13,930	-	-	13,930	7,850
Other incoming resources:						
Insurance claims		130	-	-	130	1,375
Gain on disposal of fixed assets		-	-	-	-	-
Loans received		-	-	-	-	-
Other		591	-	-	591	4,076
<b>Total incoming resources</b>		<b>138,302</b>	<b>-</b>	<b>167</b>	<b>138,469</b>	<b>134,827</b>
<b>Resources expended</b>						
Charitable activities:						
Donations/Grants to charities		(40)	-	-	(40)	(349)
Mission & Outreach		(233)	-	(135)	(368)	(587)
Parish Share		(70,000)	-	-	(70,000)	(70,000)
Clergy expenses		(1,126)	-	-	(1,126)	(1,011)
Church running expenses		(7,741)	-	-	(7,741)	(9,003)
Churchyard maintenance		(94)	-	-	(94)	(1,275)
Cost of Parish Centre & raising funds		(12,287)	-	-	(12,287)	(6,231)
Running costs:						
Support costs		-	-	-	-	-
Administration costs (inc. staff costs)		(16,088)	-	-	(16,088)	(10,688)
Other		(4,700)	-	-	(4,700)	(5,076)
Governance costs		(600)	-	-	(600)	(1,020)
Major expenditure						
Repairs to church buildings		-	-	(1,408)	(1,408)	(27,264)
Repairs to other property		-	-	-	-	-
Capital purchases/additions		-	-	-	-	-
Loan repayments		-	-	-	-	-
<b>Total resources expended</b>		<b>(112,909)</b>	<b>-</b>	<b>(1,543)</b>	<b>(114,452)</b>	<b>(132,504)</b>
<b>Net (outgoing)/ incoming resources</b>		<b>25,393</b>	<b>-</b>	<b>(1,376)</b>	<b>24,017</b>	<b>2,323</b>
Transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before gains		25,393	-	(1,376)	24,017	2,323
Gains on investment assets		-	-	(3,003)	(3,003)	4,871
Net movement in funds		25,393	-	(4,379)	21,014	7,194
Funds brought forward at 1 Jan 2022		59,140	-	54,798	113,938	106,744
Funds carried forward at 31 Dec 2022		84,533	-	50,419	134,952	113,938

Note: 2021 figures are restated following the change to Receipts and Payment accounting.

Approved by the PCC on

and signed on its behalf

 7<sup>th</sup> April 2023.

Revd Graham Bowkett, Vicar

## **Notes to the Financial Statements for the year ending 31 December 2022**

### **Accounting policies (the inevitable legal "small print")**

#### **Basis of financial statements**

These financial statements have been prepared under the Charities Act 2011. The historical cost convention is used, that is, there is no allowance of inflation.

#### **Basis of accounting**

In a departure from previous financial reports these accounts have been drawn up on the "receipts and payments" basis where income and expenditure are matched to the year in which they occur.

Please use the notes that follow to amplify the basic information set out in the Receipts and Payments (R&P) statement. Figures in parenthesis indicate a negative sum.

Money handled on behalf of others, for example major outward giving appeals and donations made to charities at funerals held in the church, are not included in the R&P statement. Details are recorded in the notes.

#### **Fund accounting**

St Mary's financial resources are classified according to restrictions imposed on their use by donors or by legislation. Monies donated for specific purposes are classified as restricted and are accounted for in the heading "restricted" funds. Monies that are available for use at the discretion of the PCC are termed "general or unrestricted". The money is held in a number of bank and savings accounts and in shares. Local bank accounts hold a mix of restricted and unrestricted funds. The Church of England Central Board of Finance manages for us one unrestricted savings account (Development Fund), one restricted account (Fabric Fund) and restricted investment shares.

#### **Income**

Donations, fees, interest and legacies are included in financial statements when received. Recovered Gift Aid is included when there is reasonable certainty as to payment by HMRC. Funds raised by events are accounted for gross.

#### **Fund raising**

St Mary's does not contract with commercial participators or professional fundraisers. Where appropriate we draw on the advice, guidance and publicity materials supplied by the charities we support. Fund raising events are advertised in the pew sheet, on the website and included in other material sent out by email only to recipients who have signed up to receive this information. The use of the data collections held by St Mary's is subject to review to ensure compliance with General Data Protection Legislation (GDPR).

#### **Parochial fees**

The PCC receives parochial fees for weddings and funerals conducted in the church. Part of the money received is made up of statutory fees due to the PCC and also to the Gloucester Diocese,

as set out by the Archbishops' Council under the Ecclesiastical Fees Measure. The balance relates to charges as fixed by the PCC, for extras such as bells, flowers and heating, or paid to visiting ministers, Readers or Non-Stipendiary Ministers. Our R&P statements show only the fees due to the PCC (statutory & non-statutory) as legally the amount due to the Diocese and other ministers is not to be treated as PCC income.

#### Reserves Policy

Following the completion of the heating project the PCC has reviewed its reserves policy. St Mary's Church will retain unrestricted reserves of £20,000 for administrative purposes such as the payment of salaries and essential bills. The remaining £65,000 is to be used for development purposes, for off-setting any end-of-year deficit and for improvements to the church and Parish Centre. Restricted funds, currently £50,000 (including shares) will be set aside for the maintenance work identified in the Quinquennial Review, other essential remedial work as it arises and specific charitable work as defined by the donors. This policy will be revisited as necessary.

## Incoming Resources

Note 1	General funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Income from donations and legacies</b>	115619	22	115641	118751
Planned Giving	51392	0	51392	47644
Collections, donations & other giving	27703	0	27703	55526
Income tax recovered	15524	22	15546	13581
Legacies	21000	0	21000	2000

Unrestricted income from all sources, under the heading of General Funds, is the money that the PCC is able to use to run St Mary's on a day-to-day basis. The downward trend of previous years was reversed primary by increased legacies.

The benefit of donors using the **Parish Giving Scheme (PGS)** and Standing Order arrangements was demonstrated once again in 2022. The PGS is our recommended means for those considering ways to financially support St Mary's. Information about the PGS is available at the back of the church. Collections at services increased almost threefold to £13,000. Within this a little over £2,400 was donated to the church at funerals, baptisms and weddings.

Care should be taken when comparing the 2021 figures as the latter include the £25,000 donation for the west door lobby and vat recovery on this project.

As shown here **legacies** are a most valuable and lasting way to support St Mary's mission and ministry in Charlton Kings. If you would like to know more please speak to the churchwardens or treasurer.

The contactless card readers are now gaining more use and donations to St Mary's by this means tripled to over £3,000. Donations via the website remain negligible.

**Recovered gift aid** remains a vital source of income. The PCC encourages every donor who is a taxpayer, to Gift Aid his or her donation within the limits set by HM Revenue. St Mary's received over £15,500 in this way without any financial impact on the donors.

### **Note 2**

#### **Activities for generating Funds: £7,783 (2021: £2,756)**

Reopening the Parish Centre increased the income from lettings to just over £7,000. For comparison in recent, pre-pandemic, years hall lettings raised between £9,000 - £11,000. Funds raising through the Burn's night and Lenten Lunches raised over £700, a proportion of which was donated to Christian Aid.

### **Note 3**

#### **Investment Income: £249 (2021: £19)**

Bank and savings interest are gradually increasing. The Restricted shares were valued at £29,756 on 31 December 2022 giving a loss, on paper, of £3,003.

#### **Note 4**

##### **Income from Church Activities (Parochial fees): £13,930 (2021: £7,850)**

Wedding and funeral fees almost doubled as some of the weddings postponed due to the pandemic have now taken place. St Mary's continues to benefit from lay fees due to those supporting these services being donated to the church.

During the year we received £21,570 of which £5,337 was due to the DBF and £2,303 was due to third parties leaving £13,930 for the church.

#### **Note 5**

##### **Income from other sources: £591 (£2021: £5,451)**

The category 'gathers up' all the other income received during the year and there is little to be drawn by comparing year-to-year variations. This figure includes a belated settlement of £130 for an insurance claim, 'coffee' money, Little Fishes weekly payments and one online donation for memorial candles. The other donations for these candles will be included in the 2023 accounts.

#### **Resources Expended**

<b>Note 6 Expenditure on Church Activities</b>	<b>General funds £</b>	<b>Restricted funds £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
<b>Church Activities</b>	(112,909)	(135)	(113,044)	(105,240)
Donations/Grants to charities	(40)	-	(40)	(349)
Outreach and Children	(233)	(135)	(368)	(587)
Parish Share	(70,000)	-	(70,000)	(70,000)
Clergy expenses	(1,126)	-	(1,126)	(1,011)
Church running expenses	(7,741)	-	(7,741)	(9,003)
Churchyard maintenance	(94)	-	(94)	(1,275)
Parish Centre expenses (inc salary cost)	(12,287)	-	(12,287)	(6,231)
Administration costs (inc. organist and secretary costs)	(16,088)	-	(16,088)	(10,688)
Other (inc. insurance)	(4,700)	-	(4,700)	(5,076)
Governance	(600)	-	(600)	(1,020)

#### **Donations to Charities £40 (2021: £349)**

It is considered best practice that donations passing through our account to third parties should not be considered as PCC income and are therefore not listed in the R&P statement. £40 was donated to the Friends of Gloucester cathedral (£20) and to the G&B Association of Bellringers (£20) and were made from general funds.

Donations of £1,139 made at funerals held in the church for charities nominated by the family are not included in these accounts. A list of the charities is available on request.

The other charities supported by St Mary's were;

Disasters Emergency Appeal (DEC) for Ukraine: £4,082 raised during the appeal. Gift aid recoverable by DEC and recovered by St Mary's amounted to £635. £2139 of donations was paid into the DEC account through the Nat West bank as, at the time, they were offering to match donations. Assuming the offer was fulfilled the total amount raised was £7,069.

Children's Society: £334 (inc £53 of recovered gift aid from 2012) was raised through the Christingle service, money boxes and carol singing.

DEC appeal for the Pakistan floods raised £274.30, including recovered gift aid.

Christian Aid: £267 was raised through the Lenten Lunches and other donations

Royal British Legion: £212 was raised at the Remembrance Sunday service

Missions to Seafarers: £192.00 was raised following a talk by a visiting speaker

#### **Note 7**

##### **Outreach (Comfort and Joy)**

The balance of £493 is carried forward from 2021 was boosted by recovered gift aid of £21 and £135 was spent on Easter gifts under the C&J banner leaving £379 available for use in 2023. £233 was spent holding the local mission including the Lenten lunches and Burn's night.

#### **Note 8**

##### **Parish Share £70,000 (2021: £70,000)**

At the beginning of the year the PCC agreed to a Parish Share contribution of £70,000 against the Diocesan request of £91,683.

#### **Note 9**

##### **Clergy Expenses £1,126 (2021:1,011)**

Clergy expenses reflect Graham's travel, telephone and IT expenses and the direct purchases made by him on behalf of the PCC.

#### **Note 10**

##### **Church Services and Maintenance**

	<b>General funds £</b>	<b>Restricted funds £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Church running expenses	(7,741)	-	(7,741)	(9,003)
Provision of services	(1,185)	-	(1,185)	(1,986)
Music	(624)	-	(624)	(427)
General Maintenance	(1,775)	-	(1,775)	(2,799)
Heating, Lighting & Water	(4,158)	-	(4,158)	(3,473)
Flowers	-	-	-	(309)
Cleaning	-	-	-	(10)

General maintenance covered the routine checks on the gutters, roof, boiler, fire extinguishers, CCTV and alarm systems, and minor electrical work. Scheme. Comparisons with 2021 for heating costs are, of course, weather dependent. Increased utility costs started to feed through especially in the last quarter of 2022.

**Note 12****Costs of running the Parish Centre and of fundraising: £12,287 (2021: £6,231)**

These are the costs of running the Parish Centre and raising funds for the church. Costs for general fund raising were £62.

Parish Centre running costs ie; power, insurance, consumables, maintenance and the salary of our cleaner, amounted to £12,225. The cost of the new commercial dishwasher was covered by a very generous donation, with the associated electrical installation works included in the figure above.

**Note 14****Administration (including staff costs)**

	General funds £	Restricted funds £	Total 2022 £	Total 2021 £
Administration	(16,088)	-	(16,088)	(10,688)
Lay salaries including NIC	(8,328)		(8,328)	(6,672)
Lay salaries (parochial fees)	(5,600)		(5,600)	(2,115)
Administration costs	(2,160)		(2,160)	(1,901)

In support of the clergy, St Mary's relies extensively on the skills, knowledge and expertise of unpaid volunteers. We employ Tracy our Parish Secretary, John our Choir Master and Tracey our Parish Centre cleaner. Tracey's salary is included in the Parish Centre running costs. The lay salaries (parochial fees) were those paid to organists, bell ringers and our vergers supporting weddings and funerals. Lay members acting as vergers have generously donated their parochial fees to the church.

**Administration £2,160 (2021: £1,901)**

These costs include phone, internet, IT, bank charges (£500) and office consumables.

**Note 15****Other General Expenditure £4,700 (2021: £5,076)**

Church insurance is included in this category at a cost of £4,469. Our insurer covers the church and parish centre in one premium of £6,118 and this is divided 3:1 which was the approximate breakdown when the two buildings were insured separately. Sundry expenses of £231 included the leaving gift for Revd Adrian Beere.

**Note 16****Governance £600**

This covers the costs of examining our accounts and providing vital guidance on the detail of the legal requirements for charity accounting and reporting.

**Note 17****Major Expenditure £1,408**

There were no major church building related projects undertaken in 2022. The expenditure shown was the completion payment for the West Door Lobby.

### **Payments of expenses to PCC Members and other parishioners £2,262 (2021:£2,920)**

Over the year £2,262 was paid, on receipt of invoices, for “out of pocket” expenses incurred at the request of the PCC. The expenses covered consumables for church services, the parish centre, administration and building maintenance. These payments are assigned to the accounting lines appropriate for the expense and are available on request.

### **The absence of the Balance Sheet**

A balance sheet does not feature in the Receipts and Payments accounting system. For completeness the following descriptions are included for information.

### **Tangible Fixed Assets**

In recent years three assets have been recorded under this heading; the Parish Centre, the church heating system and the heating radiators installed in the parish hall. The lobby refurbishment is not included as a fixed asset. Previously these were either depreciated or revalued.

### **Debtors**

Any money owed to us and expected to be received during 2023, for example from HRMC for tax recovery on gift aid donations in the last quarter of 2022 will be accounted for in the 2023 accounts

### **Liabilities**

This is money (approximately £1,000) we are due to pay others in 2023 and consists of final transfers to charities that featured in appeals during the year and for which we have now recovered gift aid and additional donations during the year.

### **Funds**

Encompassed within these accounts are various sums of money that are retained for specific activities/projects. The funds are:

<b>Specific funds carried forward</b>	<b>General funds £</b>	<b>Restricted funds £</b>
Parish Centre Keyholders	(85)	
Childrens' Corner	20	
Little Fishes	378	
Lobby Project & Security		6,427
Comfort & Joy		379
Choir Fund	1,294	
Flower fund	331	

*( ) indicates future liability*

*Little Fishes funds are held in accounts B & C – to be reconciled in Fy 2023*



## **ST MARY'S CHARLTON KINGS PAROCHIAL CHURCH COUNCIL**

### **INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST MARY'S CHARLTON KINGS PAROCHIAL CHURCH COUNCIL**

This report on the financial statements of the PCC for the year ended 31 December 2022, which are set out on pages 1 to 16, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 144(2) of the Charities Act 2011 ("the 2011 Act").

#### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements, which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations
  - have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jane Liston MAAT ACA  
23 The Plantation  
Abbeymead  
Gloucester  
GL4 5TR

Date: 6 April 2023