

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

PAROCHIAL CHURCH COUNCIL ANNUAL REPORT 2023-4

Vicar=s APCM report 2023- 2024

In 2023 – 2024 (to March) we (approximately) conducted 16 Baptisms, 5 Weddings and 2 Blessings. At St Mary's there were also 11 funerals. A further 7 funerals were conducted at the crematorium or cemetery. 9 burials of ashes also took place.

In January of 2023 I was commissioned (list A) into the Royal Army Chaplain's Dept. Posted to 104 Royal Artillery (the Welsh Borderers). This unfortunately meant that I took the decision to leave the Army Cadet Force – as I deemed it unlikely that I could commit to the time requirements.

I attended the Royal Military Academy Sandhurst for Mod A (initial military training) at the end of May 2023. I attended Mod B/D (final training) in November 2023.

During Mod D I was injured my knee, when I fell off the obstacle course three days before the final parade. It has taken over three month for it to heal – healing which is ongoing. I am grateful for all the support and work people have done in the parish which has allowed me to do this piece of work. I do find the Army an immensely rewarding piece of ministry. But, I know I could not do it without the good will and support of the ministry team and everyone from the congregation.

Throughout the year I have supported the 'Breakfast Club' at the Cathedral. I usually volunteer to undertake chaplain duties at least once a month on a Thursday morning.

During the reporting period I have been a member of Diocesan Synod and have attended all meetings as well as attending all the Diocesan Bishop's training days. I have been on and supported the Deanery standing committee. In February of 2024 the new Area Dean (Revd. Andrew Blythe) asked me to support him by becoming one of the 5 Assistant Area Deans.

We have had some great services during the year. We have continued to support the local Air Training Corps squadron with ATC Sunday in Februarys. We have had the Coronation of King Charles on 11 in May 2023. We had 5 people confirmed in church at the end of November and have 1 more person being confirmed in the Cathedral on Easter Saturday. We have seen Erika Fletcher be licensed as a Licensed Lay Minister (LLM) in the Diocese and specifically to us here at St Mary's. Jean Hockett decided to retire from her post as LLM - and she becomes LLM emeritus. We have, to name a few. held Light Partys, All Age services, Breaking the Bread services and our more traditional forms of worship. Each it seems adds a variety and breadth of liturgical worship that is well received and enjoyed by many.

Early in 2023 the vicarage was identified as for sale – and that process is ongoing, although it is thought we are getting closer to seeing a resolution about the future of the current house and the purchase of a new one.

We too have had a number of activities and social gatherings which have been very well received.

I would like to thank in particular Revd. Rosanne Roberts who has quite often stepped into gaps in the worship rota when I have found myself needed elsewhere (usually the army) or ill. I thank our Church Wardens Jenny Downes and Colin Revell, and I thank too everyone on committees, Rotas = (cleaning / flowers / intercessions / prayers) – our technical people Peter (x2) and Derrick our vergers, as well as John Clift our choir master who has been brilliant through the year leading the choir and arranging our Sunday worship singing. Thank you to all of you.

My feeling is that, post pandemic, we have turned a corner (somewhat). I understand we could always do with more people, more money, more Holy Spirit! – but essentially I feel St Mary's isn't in a bad place. It has been a good year with many new faces joining us – as well as sadly some good and faithful members of our church moving on, or called to glory.

It has as usual been a busy year with much going, quite a lot of it I may have forgotten about – for which I apologise

Blessings

Graham Bowkett

Vicar, St Mary's Charlton Kings

PASTORAL TEAM

The Pastoral Team continues to support the clergy in every way we can. We accompany them, by request, to meetings with those planning a Wedding, Funeral or Baptism and we attend these services, then provide follow-up support as required. We also keep our clergy informed about anyone who is sick in hospital, or at home.

Currently we visit all 4 of our local Care Homes. At Charlton Kings Care Home we regularly take Communion to 6 Residents and 2 visiting Spouses. At Nazareth House Greta Knowles visits once a month providing Communion in a group setting when possible, and otherwise on a one-to-one basis. At Bafford House and Greville House a Communion Service is held monthly where the singing of hymns is particularly popular. We also take our turn to lead the Weekly Service at Greville House (Andrew Meakin, Alison Talbot and Jane and Nigel Jones work alongside Anna Chaplains and other churches).

A growing number of home visits are made to provide comfort and company, but also to give Communion if required. These visits are usually monthly but when requested, they can become more frequent eg in 'End of Life' situations. We would like to express our gratitude to our extended Pastoral team here – those who carry out some of these visits – David Brawn, Brenda Davitt, Greta Knowles and more recently, Dilys Jones.

Memory Lane, our monthly service for those living with Dementia and their Carers, continues to be popular with enthusiastic participation in the singing – and the eating cakes afterwards. We would like to thank our team of supporters who join us regularly – Jean Hockett, Joy Bond, Mags Hutchins, David Brawn, Jeff Couthurst, Peter Aylott and Ray Talbot.

We are a little closer to securing two 'Blue Badges' for our disabled passengers who need transport to/from church services - but this appears to be a drawn-out process.

Finally, we would like to thank everyone who feeds us information about anyone who might benefit from our support (from our prayers, our phone calls and our visits). Together we all demonstrate our faith through our behaviour – doing what Jesus would do – and long may this continue.

Heather Anderson-Paine, Jenny Downes, Alison Talbot, Erika Fletcher
Pastoral Team

CHURCHWARDEN=S REPORT 1st January to 31st December 2023

The Churchwardens continue to be extremely grateful for the significant contribution to the running of the church made by many members of our congregation, particularly by members of the PCC. There are many roles and tasks that are fulfilled quietly in the background, which are rarely observed in progress, but the results of which are very much noticed and are vital to helping sustain and grow worship in our church and community, we are truly grateful to everyone who gives of their time and talents so freely. We are also extremely grateful to Rosanne & Erika for the help and support they regularly give to Graham in leading our worship, as well as the many others who are able and willing to step in to organise or lead a service, help with communion or daily prayers, ensure that weddings, funerals & baptism run smoothly and countless other tasks and times that we would not be able to do such a good job without their help. Thank you!

One of the many administrative tasks of the Churchwardens is to report to the diocese regarding our statistics for the mission; a fairly tedious task at best, but an essential one which gives us a picture over time of how things are going for our church. The data for St. Mary's and other churches is available for everyone to see, in a condensed format, on the diocesan website. It is noticeable that our overall attendance at services had been reducing steadily up to the end of 2019, after which the covid pandemic skews the data too much for valid comparisons. I am really heartened to note, however, that whilst we have not quite returned to the pre-pandemic levels of attendance in many areas, data shows that our average weekly attendance in October, the month chosen as the barometer for measurement of attendance, has risen to the highest level since 2015. Our numbers of children attending church are also the highest we have recorded over the last ten years, bolstered by both attendances from uniformed youth organisations and by our all-age services. This confirms that we are a growing and successful worshipping community and that we are helping to spread the Good News and to help develop more regular worshipping habits throughout our Parish. We do need to be mindful that this is not a moment to take our collective foot off the gas, but we also must take this opportunity to recognise these successes and keep these in mind when we review what we can still do better so that we are able to rightly focus on these very positive statistics.

Jenny Downes and Colin Revell Churchwardens

ESTATES COMMITTEE □ Report 2023 □ 2024

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.

First and foremost we would like to thank all those who help to maintain our estate including (in no particular order) the churchyard clear up volunteers, church cleaners, steeple keeper, tech team, verger, Parish Council and those who do various maintenance tasks for us.

Fire, Health & Safety

The annual discharge check on the emergency lights, extinguisher checks, electrical safety, gas safety and lightening conductor checks have been completed.

The Red Cedar had a branch splitting away from the main trunk. This was organised by Parish Council as agreed with the Tree Preservation Officer.

The H&S check of the churchyard with the Parish Council has been carried out resulting in a couple of minor additions and risks being resolved at the time.

Projects

CCTV and Intruder Alarm work gained DAC approval.

A report on the state of the tower was commissioned and a quote for work has been

received. Further quotes and architect drawings are now required so that we can apply for DAC approval.

The Parish Council have obtained architects drawings and quotes for the conservation of the lytch gate.

Quinquennial

A new Architect was interviewed and appointed. He subsequently performed the quinquennial inspection on November 24th. We await the report.

Eco matters

The Parish Council have contracted a new person for cutting the grass after the previous contractor stopped attending. He is keen and interested.

The Re-wilding area was to be quadrupled with the junior school involved. The Parish Council organised preparation of the area, signage and suitable seeds.

We gained the eco Bronze Award and are now working towards the Silver Award. We have created a "compost heap" (not for general use but solely for reptile and insect habitat) and put up bird and bat boxes and an insect hotel. Information has been supplied to Rosanne for publishing in the pew sheets when space allows which should gain us the Silver Award.

Peter Aylott Chairman

LITURGY AND EDUCATION COMMITTEE

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

St Mary's continues to provide a spiritual presence to its loyal congregation in person and online. The IT team provide services Sunday services via the internet giving the congregation the chance to join in regular worship even if they are unable to get to church. Over the year we were able to celebrate the usual festivals and other special events such as Remembrance Sunday, which we were able to share with our community. This service at the War Memorial has grown in popularity over the last couple of years with the support of the Parish Council. Christingle and Crib services form a special part of the Christmas celebrations for many village families. The Advent and Nine Lessons and carols services have a special place in St Mary's calendar and last year they were, on the whole, well attended as were the Midnight and Christmas day service.

The pattern of morning worship has been maintained with All Age and Breaking the Bread services are now well-established. Some new comers have expressed a positive response to these services. It was decided to make changes to evening worship with both regular Evensong Services, Taize, Words and Music and lately Compline. There is support for the changes and it is important that the views of the congregation are sought.

Our grateful thanks go to the Clergy, Churchwardens and the IT team for their dedication and determination to keep St Mary's worshipping and we look forward to the future with optimism and renewed enthusiasm.

*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.....

1The Outreach Committee has resumed its work and has been very busy in 2023-4. The Village Fair was attended and good interest was shown in our stall. A Quiz with Fish and Chips went very well and it is hoped to have this again in 2024. Our celebration of Halloween was very well received with about 200 adults and children coming into church. In January 2024 a Burns Night supper was arranged and we are grateful to Becky Revell, who had completed a catering safety course, for her co-ordination of the arrangements. February 2024 saw an extremely successful Barn Dance and Buffet supper which we have been asked to repeat.

Lent Lunches of home made Soup, Bread, fruit and tea or coffee were, again, well received with between 24 and 30 people coming each week. As a result we are planning to do similar lunches after the memory Lane services on the last Friday of each month. Again we are grateful to both Committee members and several others who made the soups.

*Jenny Downes
Chairman*

THE FRIENDS OF ST MARY=S

The year began with the Committee giving serious consideration as to whether 'The Friends' was still a viable organisation. The church as a whole was still in recovery after the Covid pandemic and The Friends were similarly experiencing the same need to recover and rebuild. It was decided that we would continue but that the future would be kept under review.

Our Chairman, Dilys Jones, wished to stand down from a position she had held, in two phases, for a total of twelve years. The Committee, on behalf of the Members, expressed their gratitude for Dilys' very significant commitment and contribution over the years and were delighted that she was willing to continue as a member of the Committee. Jean Hockett became the new Chairman.

Activity during the year included the revival of the quarterly newsletter which is sent to all members. We also held a number of successful fun, fellowship and fundraising events, including a Cricket and Canapés evening, a Harvest Thanksgiving Ploughman's Lunch, a Christmas Card and Craft sale and, most recently a Pancake and Coffee morning and succeeded in raising just over £1,000.00 to put towards projects in support of St Mary's Church, Charlton Kings. We are not a 'closed shop' and all our events are open to members and non-members alike.

We have also been delighted to welcome five new members during the year – but we would love to welcome many more to join in the faith, fun and fellowship of fundraising in support of our lovely church. The future viability of any organisation depends on new blood and new ideas so, to find out more about The Friends, see the information in St Mary's or contact Jean Hockett (Chairman) or Jenny Downes (Hon. Treasurer) – and do come along to the events we organise.

*Jean Hockett
Chairman*

TRUSTEES REPORT

Administrative Information

Name Parochial Church Council of Charlton Kings, St Mary

Location St Mary=s is located in the center 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

Name	Role	Elected / ex-officio
Revd Graham Bowkett	Vicar & Chairman	Ex officio
Mrs Jenny Downes	Churchwarden and Deanery Synod Representative	Elected / Ex officio
Mr Colin Revell	Churchwarden	Elected
Mrs Dana Dundas	Treasurer	Elected
Mrs Ann Haseler	Secretary, Diocesan and Deanery Synod Representative	Elected / Ex officio
Ms Heather Anderson-Payne	Ex Officio	Pastoral care
Mrs Vivien Barr	PCC Lay member	Elected
Mrs Erika Fletcher	PCC Lay Member and Deanery	Elected / Ex officio
Mr Peter Lidgard	PCC member	Elected
Miss Bethany Revell	PCC member	Elected
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

ELECTORAL ROLL

We now have 132 on the Roll. This is a drop from last year due to a careful check and revision, taking out a number of people who have moved or died.

St Mary's Charlton Kinds Annual Financial Report for the year ending
31 December 2023.

1 Introduction

1.1 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 2023.

1.2 In 2022 the accounts moved from being prepared on an Accruals basis to a Receipts and Payments basis, meaning 2023 accounts has been prepared a full year on that basis without any need for any technical adjustments. This method has proven simpler than in previous years, and it is the Treasurers recommendation that we continue to prepare the accounts on this basis. During 2023 the Treasurer retired at the Annual General Meeting and a new Treasurer was appointed.

1.3 The accounts have been prepared in accordance with section xxx

1.3 The income position has increased compared to previous years by £34,820, primarily due to Legacies, Hall Lettings and increased in service collections.

1.4 The expenditure costs this year have increased for St Mary's, with the increase expenditure being Parish Share, heating & lighting and repairs and maintenance.

1.5 We ended the period with a net income (after expenses) of £26,137 compared to 2022 being a net income (after expenses) £24,017.

1.6 We are supported by our our independent examiner, Jane Liston, for her guidance in charity financial accounting practices and in examining these accounts and thank her for her services.

2 Accounts Summary

Code	Description	Current Year £	Previous Year £	Notes
Income/Expenditure		26,137	24,017	
Income				
01	Tax efficient planned giving	46,197	46,485	Standing orders, envelopes or through the PGS (net of Tax recovered by the PCC)
02	Other planned giving	6,528	4,907	Standing orders, envelopes or through the PGS
03	Other collections at services	19,441	14,336	Collections from services including card transactions
04	Other Giving & Donations - Recurring	6,812	5,592	Other collections
05	Other Giving & Donations - Non-Recurring	3,616	6,150	Cash box & one-off donations (2022 part of Little Fishes)
06	Special Appeals	-	1,625	Special donations
07	All tax recovered through Gift Aid	16,486	15,546	Including received through PGS
08	Legacies received	45,893	21,000	
11	Fund Raising Events	466	740	Burns night, fish supper, coronation service, fayres, pancakes etc
12	Dividends & Interest	909	394	Including general bank interest
14	Total Parochial Fees Income	12,934	13,930	All Parochial Fee Income, Including Deposits
16	Hall Lettings	11,446	7,043	Parish Centre Hire & Church hire for all clubs including little fishes excluding fundraising does not incur hire costs)
18	Insurance Claims	-	130	2022 (Churchyard railings)
22	Other Income	2,562	591	Coffee money, Little Fishes, Other
Total Income		173,289	138,469	
Expenditure				
31	Donations/Grants to Charities & Mission Giving	(20)	(408)	Bellringers, Friends of Gloucester Cathedral etc
32	Parish Share	(80,000)	(70,000)	Diocesan Parish Share
33	Salaries & Wages	(11,915)	(16,088)	NIC and Pension (if applicable) and payments to verger, bell ringers, choir etc
34	Clergy Expenses	(1,889)	(1,126)	Including travel and secretarial assistance (if not on payroll)
37	Local Mission and Evangelism Projects	15	-	Including outreach programs (2022 included on other lines)
39	Insurance costs	(6,703)	-	
41	Minor Repairs/Routine Maintenance	(14,790)	(7,741)	2023 Includes boiler repairs (circa £9.8k), Electrical work (circa £2.8k), lights, alarms, gutter work, sound and lighting, clock maintenance and painting etc
42	Administration costs	(2,805)	(4,700)	2023 Bank charges, printing costs, stationery, PC hardware peripherals and software, website hosting etc
43	Other Church Expenses/Provision of Services	(686)	(600)	Running costs such as Altar expenses etc
44	Churchyard Maintenance	-	(94)	Inc. all costs associated with the Churchyard
45	Flowers	(193)	-	
46	Music costs	(761)	-	inc. licenses and other costs associated with choir and organ
47	Heating & Lighting costs	(8,830)	-	include Church Hall unless you receive a letting income, in which case use Costs of Trading (49)
48	Water Rates	(82)	-	
49	Costs of Trading	(9,035)	(12,287)	Parish centre consumables and cleaning costs
50	Governance Costs	(600)	-	Independent Examination or Audit fee, PCC member training etc
52	Parochial Fees Remitted to visiting Minister	(812)	-	Use for Casual duty fees (Weddings, Funerals etc). See Parochial Fees tab
58	Sundry Expenses	(4,986)	-	Sundry expenses & accounting adjustments
59	Major Repairs/Redecoration to Church Building	(3,060)	(1,408)	2023 Tower external survey
Total Expenses		(147,152)	(114,452)	
Net (Expenses) / Income Resources		26,137	24,017	

Approved by the PCC on _____ and signed on its behalf
 Revd Graham Bowkett, Vicar

4 Notes to the Accounts for the year ending 31 December 2023.

4.1 Accounting Policies

4.2 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.

4.3 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.

4.4 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.

4.5 Money handled on behalf of others, for example major outward giving appeals and donations made to charities at funerals held in the church.

4.6 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.

4.7 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.

4.8 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).

4.9 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. Legally the amount due to the Diocese and other ministers is not to be treated as PCC income.

4.10 Reserves Policy.

St Mary's Church continues to retain unrestricted reserves of for administrative purposes such as the payment of salaries and essential bills development purposes, for off-setting any end-of-year deficit and for improvements to the church and Parish Centre. Restricted funds continues to 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 is revisited as necessary.

5 Other Notes

5.1 Clergy Expenses

Clergy expenses reflect travel, telephone and IT expenses and the direct purchases made on behalf of the PCC.

5.2 Church Services and Maintenance

General maintenance covered the routine checks on the gutters, roof, boiler, fire extinguishers, CCTV and alarm systems, and minor electrical work.

5.3 Costs of running the Parish Centre and of fundraising

These are the costs of running the Parish Centre and raising funds for the church includes power, insurance, consumables, maintenance and the salary of our cleaner

5.4 Administration (including staff costs)

In support of the clergy, St Mary's relies extensively on the skills, knowledge and expertise of unpaid volunteers. We employ a Parish Secretary, a Choir Master and a Parish Centre cleaner. 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.

5.5 Administration

These costs include phone, internet, IT, bank charges and office consumables.

5.6 Governance

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

5.7 The absence of the Balance Sheet

A balance sheet does not feature in the Receipts and Payments accounting system.

5.8 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.

St Mary's Charlton Kings Annual Financial Report for the year ending

31 December 2023.

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1.2 In 2022 the accounts moved from being prepared on an Accruals basis to a Receipts and Payments basis, meaning 2023 accounts has been prepared a full year on that basis without any need for any technical adjustments. This method has proven simpler than in previous years, and it is the Treasurer's recommendation that we continue to prepare the accounts on this basis. During 2023 the Treasurer retired at the Annual General Meeting and a new Treasurer was appointed.

1.3 Income has increased compared to the previous year to £33,054 primarily due to Legacies, Hall Lettings and increased service collections.

1.4 Outgoings this year also increased, including the Parish Share, heating & lighting, repairs and maintenance.

1.5 We ended the period with a net income (after expenses) of £28,631 compared to 2022 being a net income (after expenses) £24,017.

1.6 We are supported by our independent examiner, Jane Liston, for her guidance in charity financial accounting practices and in examining these accounts and thank her for her services.

2 Summary

Charlton Kings St Mary's Receipts & Payments Account

for the year ended 31 December 2023

	Notes	General fund £	Designated fund £	Restricted fund £	2023 £	2022 £
Incoming resources						
Voluntary income:	1					
Planned giving		51,703	-	-	51,703	51,392
Collections, donations & other giving		35,343	-	195	35,538	27,703
Income tax recovered		17,394	-	-	17,394	15,546
Legacies		40,893	-	-	40,893	21,000
Activities for generating funds	2					
Magazine/Bookstall sales/Hall Lettings etc		11,308	-	-	11,308	7,043
Income from other Properties		255	-	-	255	-
Annual Fete/events		993	-	-	993	740
Investment income:						
Interest & dividends		1,141	-	359	1,500	394
Income from charitable activities:						
Parochial fees	3	10,910	-	-	10,910	13,931
Other incoming resources:						
Insurance claims		-	-	-	-	130
Gain on disposal of fixed assets		-	-	-	-	-
Loans received		-	-	-	-	-
Other		1,030	-	-	1,030	591
Total incoming resources		170,970	-	554	171,524	138,470
Resources expended						
Charitable activities:						
Donations/Grants to charities	4	(40)	-	-	(40)	(40)
Mission & Evangelism		(281)	-	-	(281)	(369)
Parish Share	5	(80,000)	-	-	(80,000)	(70,000)
Clergy expenses	6	(1,889)	-	-	(1,889)	(1,126)
Church running expenses	7	(13,047)	-	-	(13,047)	(7,741)
Churchyard maintenance		-	-	-	-	(94)
Parish centre running costs & fundraising	8	(11,831)	-	-	(11,831)	(12,287)
Running costs:						
Support costs		(10)	-	-	(10)	-
Administration costs (inc. staff costs)	9	(15,264)	-	-	(15,264)	(16,088)
Other	10	(5,415)	-	-	(5,415)	(4,700)
Governance costs	11	(600)	-	-	(600)	(600)
Major expenditure	12					
Repairs to church buildings		-	-	(3,060)	(3,060)	(1,408)
Repairs to Parish Centre		(11,456)	-	-	(11,456)	-
Capital purchases/additions		-	-	-	-	-
Loan repayments		-	-	-	-	-
Total resources expended		(139,833)	-	(3,060)	(142,893)	(114,453)
Net (outgoing)/ incoming resources		31,137	-	(2,506)	28,631	24,017
Transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before gains		31,137	-	(2,506)	28,631	24,017
Gains on investment assets		-	-	3,739	3,739	(3,003)
Net movement in funds		31,137	-	1,233	32,370	21,014
Funds brought forward at 1 Jan 2023		84,533	-	50,419	134,952	113,938
Funds carried forward at 31 Dec 2023		115,670	-	51,652	167,322	134,952

*produced using the Diocesan Cashbook v5

Approved by the PCC on

and signed on its behalf

Revd Graham Bowkett, Vicar

3 Notes to the Accounts for the year ending 31 December 2023.

3.1 Accounting Policies

3.2 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.

3.3 Basis of accounting.

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.

3.4 Please use the notes (adjacent to the related figures) to disaggregate the consolidated information set out in the Receipts and Payments (R&P) statement. Figures in parenthesis () indicate a negative sum.

3.5 Money handled on behalf of charities where St Mary's is, in effect, acting as an agent are not included in this statement. An example being donations at funerals held in the church to charities chosen by the family.

3.6 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.

3.7 Income.

Donations, fees, interest and legacies are included in financial statements when received. Recovered Gift Aid is included when received. Funds raised by events are accounted for gross.

3.8 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).

3.9 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. Legally the amount due to the Diocese and other ministers is not to be treated as PCC income.

3.10 Reserves Policy.

St Mary's Church retains unrestricted reserves of for administrative purposes such as the payment of salaries and essential bills development purposes, for off-setting any end-of-year deficit and for improvements to the church and Parish Centre. Restricted funds are 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 is revisited as necessary.

Incoming Resources

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.

Note 1

Voluntary Income £145,528 [2022:115,641]

Planned giving utilising the **Parish Giving Scheme (PGS)** and Standing Order arrangements remain the bedrock of voluntary income and are our recommended means for those considering ways to financially support St Mary's. Planned giving rose slightly and in addition, collections and other giving increased by over £10,000. This year saw a doubling in the value of **legacies** to over £40,000 and 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.

Use of the contactless card readers continued to grow with donations to St Mary's now exceeding £4,600.

At over £17,000 **Recovered gift aid** is a vital source of income with no financial impact on the donors. The PCC encourages every donor who is a taxpayer, to Gift Aid his or her donation within the limits set by HM Revenue.

Note 2

Activities for generating Funds: £ 12,556 [2022: 7,783]

Parish Centre income from lettings of over £11,000 is now back at pre-pandemic levels. Fund raising of over £1,500 included £350 for both the Burns Supper and the Choir Fund.

Note 3

Parochial fees: £10,910 [2022: £13,931]

Of the £15,042 received from wedding couples and funeral directors once the Diocesan Board of Finance and third parties had received their statutory fees £10,910 was available for the church.

Resources Expended

Note 4

Donations to Charities £40 [2022: £40]

St Mary's supported the following Charities

Friends of Gloucester cathedral	£20	}	£234
G&B Association of Bellringers	£20		
Royal British Legion (Remembrance Sunday service)	£194*		
Children's Society (Christingle service)	£203*		
Disasters Emergency (DEC) Appeal for the Turkey/Syria earthquake	£637**		
Charities nominated by the family at funerals held in the church	£1,200***		

*to be passed to the charity in 2024 and recorded in that year's accounts

** not recorded in these accounts (St Mary's is acting as agent)

*** not included in these accounts – an equivalent sum was also donated to St Mary's

Note 5

Parish Share £80,000 [2022: £70,000]

Note 6

Clergy Expenses £1,889 [2022: £1,126]

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

Note 7

Church running expenses £13,047 [2022: £7,741]

This expenditure group includes;

Providing services	£1,037 2022: £1,185
Music including licences	£939 2022: £624
General Maintenance	£1,967 2022: £1,775
Utilities	£8,911 2022: £4158
Other minor expenses	£193

General maintenance includes the routine checks on the gutters, roof, boiler, fire extinguishers, CCTV and alarm systems, and minor fabric and electrical work.

Note: for a substantial part of the year the 'smart' electricity meters for the church and parish centre failed to operate correctly with one not recording any data. Every effort was made to ensure the faults were rectified by our utility supplier but, explicable no action was taken by the company until a year had passed. This meant that the bills for electricity consumption were not provided. The situation is unclear whether, in the absence of any consumption data, the company will attempt to recovery any costs in 2024.

Note 8

Costs of running the Parish Centre and of fundraising: £11,831 [2022: £12,287]

These are the day-to-day running costs of the Parish Centre including insurance, cleaner's salary, routine maintenance and utilities. The capital cost of replacing the boiler and other work (£11,456) is covered in Note 12.

Note 9

Running Costs

Administration (including staff costs) £15,264 [2022: £16,088]

Salaries

We employ Tracy as Parish Secretary, John as our Choir Master and Tracey as 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 in support of weddings and funerals.

Salaries	£8,673
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Salaries (parochial fees)	£3,719
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In addition St Mary's relies extensively on the skills, knowledge and expertise of unpaid volunteers.

£2,912 (2022: £2,160) was spent on phone, internet, IT (new computers), bank charges and office consumables.

Note 10

Other Expenditure £5,415 [2022: £4,700]

Church insurance is included in this category. Our insurer covers the church and parish centre in one premium of £6,703 and this is divided 3:1 (included in Note 8) which was the approximate breakdown when the two buildings were insured separately. Sundry expenses of £361 included those associated with events such as the Burns Supper and a contribution to robes for Erika Fletcher on becoming our Reader.

Note 11

Governance £600 [2022: £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 12

Major Expenditure

Church: £3,060 was spent on the assessment of environmental damage to the Tower in preparation for the major renovation project.

Parish Centre: £11,456 of which £8,684 was spent on the replacing the heating boiler and updating the system. A further £2,772 was spent on essential electrical maintenance.

Note 13

Payments of expenses to PCC Members and other parishioners £3,131 [2022: £2,262]

Expenses were 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 details are available on request.

Note 14

Tangible Fixed Assets

The current values are approximately

Parish Centre	£250,000 last valued in 2015
Church heating system	£119,000 depreciated over 20yrs
Parish centre heating system	£12,000

Note 15

Parochial Funds

Encompassed within these accounts are various sums of money that are retained for specific activities/projects. The funds to be carried forward into 2024 are:

Toilet Twinning	£60
Comfort & Joy	£98
Flower fund	£138
Little Fishes	£959
Choir Fund	£1,648
Lobby fund (R)	£6,427 (at the request of the donor to be used for new security systems)

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 2023, 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
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Date: 27 July 2024