

**ST JOHN THE BAPTIST
MIDSOMER NORTON**

**ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL**

for the year ending 31st December 2024

Incumbent:

Rev Guy C Scott

Bank:

National Westminster PLC
3 High Street
Midsomer Norton
Radstock
BA3 2LE

Independent Examiner:

Mr Paul Justin

The PCC is working to comply with the duty to have 'due regard' for the House of Bishops' Safeguarding Policy and Practice Guidance as evidenced by the Parish Dashboard (Level 3).

Registered Charity 1143117

St John's Church, Midsomer Norton has the responsibility of co-operating with the incumbent, Guy Scott, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Membership

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. Members of the PCC are either *ex officio* or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year the following served as members of the PCC:

| | | |
|---|--|--------------------------------|
| Incumbent: | Rev Guy Scott | Chairman |
| Assistant Curate | Rev Philip Hopper | Up to 2 Feb 2024 |
| Associate Priest | Rev Philip Hopper | After 2 Feb 2024 |
| Churchwardens: up to APCM 2024 | Mrs Hilary Denning Mrs Pat Clynes | Vice-chairman Vice-chairman |
| Churchwardens: after APCM 2024 | Mrs Hilary Denning Mrs Pat Clynes | Vice-chairman Vice-chairman |
| Deanery Synod Representatives: up to APCM 2024 | Beth Davies, Hilary Denning, Carol Moore | |
| Deanery Synod Representatives: after APCM 2024 | Hilary Denning, Carol Moore | |
| Elected members: up to APCM 2024 | Linda Broadhurst, Robert Broughton, Sally Curtis Lesley Garvey, Kay Harvey, Heather Hill, Margaret Marshall, David Moore, Ann Munton | |
| Elected members: after APCM 2024 | Linda Broadhurst, Robert Broughton, Sally Curtis, Lesley Garvey, Kay Harvey, Heather Hill, Margaret Marshall, Ann Munton, Kaj Scarsbrook | |
| Treasurer | Kay Harvey | |
| Secretary | Margaret Marshall | |
| Safeguarding Officer | Ann Munton | |

The PCC is in the process of adopting the safeguarding policies and procedures of the Church of England

Committees

Standing Committee

This is the only committee required by law. There has to be a minimum of five members, the incumbent and church wardens being *ex officio*. It is usual to have the PCC treasurer and secretary on the Standing Committee. The committee has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Standing Committee members
up to APCM 2024

Rev Guy Scott, Rev Philip Hopper
Pat Clynes, Hilary Denning,
Kay Harvey, Margaret Marshall

Standing Committee members
after APCM 2024

Rev Guy Scott,
Pat Clynes, Hilary Denning,
Kay Harvey, Margaret Marshall

Electoral Roll and Church Attendance

There are 94 parishioners on the Church Electoral Roll, of whom 24 are not resident in the parish.

The Churchwardens are asked to count their congregations annually and also assess the number of regular attenders. In 2024 the number of regular churchgoers was assessed at 90. These figures partially establish the Parish Share to the Diocesan Common Fund. The other factor is self-assessed ability to pay. It was agreed that we should be in Category D. (Evenly placed – mid point)

Safeguarding

A review of safeguarding activity at St John's in 2024.

DBS Checks

| | |
|--|-------------------------|
| DBS checks carried out in 2024 | 7 (6 enhanced, 1 basic) |
| DBS checks due but not yet carried out | 0 |

Safeguarding Training

| Training Course | No. of people completed training 2024 |
|---|---------------------------------------|
| Safeguarding Basic Awareness | 2 |
| Safeguarding Foundation | 2 |
| Safeguarding Leadership | 1 |
| Domestic Abuse | 2 |
| Safer Recruitment and People Management | 2 |
| Modern Slavery | 1 |

An online tool called the Parish Dashboard is used to demonstrate our compliance with safeguarding policy and practice. Towards the end of 2024 significant additional safeguarding requirements were added to the Parish Dashboard.

The PCC is working to comply with the duty to have 'due regard' for the House of Bishops' Safeguarding Policy and Practice Guidance as evidenced by the Parish Dashboard (Level 3).

Review of the Year

The full PCC met 6 times during the year and there were also 2 extraordinary meetings. The average attendance was 74%. The Standing Committee met on 5 occasions between PCC meetings. Minutes of these meetings were received by the full PCC and discussed where necessary.

Business matters covered, Finance, Parish Share, Church Hall, Open & Closed Churchyards, the Parish Safeguarding Policy, Health and Safety, St John's School, Parish Office, Parish Giving Scheme, Church Clock Repair and the Launchpad Initiative. Following this initiative we have introduced a monthly Family Eucharist at 10.00am on Sundays.

Social events arranged by the Social Committee during the year included, Quiz Night, Italian Evening, Afternoon Tea, Harvest Lunch and Mini Christmas Fair.

Father Philip was licensed as Associate Priest by Bishop Trevor Wilmott at the Candlemas service.

A plant stall was held at Midsomer Norton Town Fayre and a prayer tree displayed at the Midsomer Norton Christmas Lights Switch-on evening.

Financial Statements (see separate sheets)

Report on Fabric, Goods and Ornaments (Churchwardens)

Last year we completed our usual maintenance tasks to ensure that we are safe and legal.

Fire extinguishers were found to be satisfactory and PAT testing was completed.

The organ and pianos, here and in the church hall have been tuned.

The air terminals on the lightning conductor were checked and found to be in good order and the gutters have been regularly cleared of fallen leaves and debris.

The boilers in the church, vestry and church hall were serviced in the summer and found to be in good order.

The clock has been stripped, cleaned and extensively repaired. Now that it is clean and in good working order, an annual service has been established to maintain its good condition.

The road from Church Square to the Church Hall was in poor repair and as the majority of the traffic is ours to and from the church hall on that little stretch, in negotiation with our neighbours, the road surface was replaced.

As a result of violent winter storms this year a large conifer tree in the open churchyard was blown over. Only one headstone was damaged but it did tear up part of the central path through the churchyard. The tree has now been cleared and the tarmac path mended.

The Churchyard gardening team continue to make steady progress in clearing very overgrown areas in the open churchyard and are uncovering many graves which were hitherto unreachable.

More work was undertaken in the Church Hall. The interior wall under the windows was removed, reinsulated and replaced with new plasterboard. The wall was repainted and the curtains washed and repaired.

Deanery Synod Report

At the beginning of each Synod there is a short Act of Worship led by each benefice in the Deanery, during which we hear of their ministry and any events in which they are participating.

After financial reports for the Deanery group, there are updates about the Food Bank which has now moved to our church hall following the closure of the Salvation Army hall which was their previous distribution centre.

During 2024 the main focus of the Synod was discussion of the parish share system. How might this affect parishes who are unable to meet the new parish share and in the likelihood of a reduced number of priests being funded in the future, how would this impact our churches? It is likely that through natural wastage, e.g. retirement, there will be probably be four priests for the Deanery, rather than the five we currently have, providing services to 18 churches. It is anticipated that only 4 benefices will be able to pay the full parish share.

We end the Synod with a prayer.

The 2024 Annual Report was approved by the PCC and signed on its behalf by

Rev G C Scott

Date

FINANCIAL REPORT 2024

The report below reflects the main points for the church funds. Our Independent Examiner PAUL JUSTIN has examined the accounts and verified their contents. The members of the PCC are the Trustees and the report was prepared by the Treasurer and approved by the PCC.

The Parish Share is set by the Diocesan Board of Finance and is calculated using the number of regular worshippers and the economic level of the parish. Due to the continued generosity and support of our Church members, the Parish Share set for 2024 was paid in full.

There are no loans outstanding.

GENERAL FUND ACCOUNT

The main expenditure from the General Fund is the Parish Share. This is set by the Diocese of Bath & Wells and covers the cost of clergy stipends, houses and training. It also includes the support provided by the Diocese for services including training, stewardship advice, legal advice and membership of the Parish Buying network. In 2024, the PCC paid the requested Parish Share amount of **£54,379.72** in full.

Planned giving income was **£41,263.40** with a further **£2,100.00** donated on the Gift Day. **£10,474.56** was reclaimed on 2023 donations, from HMRC, through the Gift Aid scheme.

The total Receipts for 2024 were **£131,693.18** against an amount for 2023 of **£110,263.61**. The rental income from hall lettings decreased slightly in 2024. An increase in the hourly rate will be due in March 2025.

Contactless giving donations totalled **£2,050.87**.

Total Expenditure in 2024 was **£130,552.38**, which represents a small profit of **£1,140.80** for the year. Significant expenditure includes the tarmacking of the approach to the church hall, maintenance of the hall and repairs to the church organ. Repairs to the tower clock were met entirely from two very generous bequests. Annual heating and lighting costs decreased by £3000 in 2024.

Payments are monitored and contracts analysed to obtain the lowest rates possible. The PCC is a member of the Parish Buying group.

PARISH SHARE

The Parish Share represents the main payment from the General Fund making up 41.65 % of the total 2024 payments (compared with 46.35% in 2023).

PCC ST JOHN THE BAPTIST, MIDSOMER NORTON

Registered Charity No. 1143117

CHURCH MANAGEMENT AND ADMINISTRATION

The PCC continues to use the services of an accounting firm to manage the intricacies of employee tax and pension matters.

A revised method of invoicing for hall rental was introduced in December 2022 and is working well. There was an issue with rent arrears but this has now been resolved.

UTILITIES

The cost of gas and electricity to both the church and the hall more than doubled in 2022-23 but have decreased. Phone/broadband charges are monitored.

CHARITY COLLECTIONS

The charities supported during the year were Ukraine Relief Fund, the Christian Aid Middle East Appeal and the Ripple Effect. A total of £1161 was donated. The congregation also supports charities such as Children's Hospice Southwest and the local Foodbank, where giving is in time and resources.

TRADING ACTIVITIES

The hall lettings showed a decrease of £424.00 in 2024.

RESTRICTED INCOME AND PAYMENTS

CHURCHYARD ACCOUNT

The only income to this account in 2024 was interest of £60.06 on a legacy invested in shares.

PCC ST JOHN THE BAPTIST, MIDSOMER NORTON

Registered Charity No. 1143117

| INCOME | 2023 | 2024 | EXPENDITURE | 2023 | 2024 |
|-------------------------------|--------------------|--------------------|-----------------------|--------------------|--------------------|
| | TOTAL | | | TOTAL | |
| Tax efficient planned giving | £31,469.00 | £39,140.50 | Phone/internet | £1,061.58 | £1,148.50 |
| Gift Day | £2,180.00 | £2,100.00 | Fund raising costs | £559.87 | £367.61 |
| Other planned giving | £5,020.90 | £2,123.40 | Insurance costs | £3,621.01 | £3,827.37 |
| Other collections at services | £5,078.45 | £5,834.27 | Parish share | £47,286.72 | £54,379.72 |
| Bequests | | £28,000.00 | Clock repair | £0.00 | £23,316.00 |
| recurring grant | £27.13 | £0 | Salaries/wages | £15,047.66 | £16,013.53 |
| nonrecurring grant | £600.00 | £500.00 | DBF Fee share | £5,409.00 | £4,817.00 |
| Magazine | £671.86 | £566.41 | Heating/lighting | £9,597.73 | £6,485.78 |
| Spring concerts | £602.47 | 0 | Admin supplies | £2,174.29 | £1,710.50 |
| | | | Water bill | £616.24 | £682.68 |
| | | | Deanery fee/Misc | £216.00 | £279.39 |
| Hall Letting | £15,505.92 | £15,081.92 | Clergy expenses | £502.25 | £1,294.87 |
| | | | Church maintenance | £3,055.25 | £5,047.95 |
| | | | Music costs | £596.78 | £1,881.67 |
| Fund raising | £4,911.59 | £3,673.17 | Hall maintenance | £3,325.49 | £1,015.00 |
| Charity appeal | £1,128.47 | £509.71 | Bell ringers | £600.00 | £400.00 |
| | | | C/yard maintenance | £234.00 | £0 |
| Dividends/interest | £998.31 | £1,286.16 | Provision of services | £1,745.93 | £1,569.09 |
| error | £0.00 | £539.00 | Tarmac cost | £2,180.00 | £3,120.00 |
| Walsingham | £6,008.00 | 0 | Pension | £6,058.00 | £252.12 |
| Tax recovered via Gift Aid | £10,617.61 | £10,775.77 | Charity | £2,919.33 | £1,161.00 |
| Christmas Tree Festival | £1,744.00 | 0 | Overpaid/refund | £203.00 | £731.00 |
| Donations | £2,262.90 | £2,134.87 | Bank charges | £45.60 | £52.00 |
| Tax reimbursed re salary | 0 | 0 | Auditor/accountant | £413.00 | £438.00 |
| Parochial fees income | £21,437.00 | £19,428.00 | Hygiene | £561.60 | £561.60 |
| TOTALS | £110,263.61 | £131,693.18 | | £108,030.33 | £130,552.38 |

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PCC ST JOHN THE BAPTIST, MIDSOMER NORTON

Registered Charity No. 1143117

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2024

POLICIES ADOPTED BY THE TRUSTEES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 on the Receipts and Payments Basis.

FUNDS

General funds represent the funds of the PCC that are not subject to any restrictions. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They should not include the accounts of Church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

RECEIPTS

VOLUNTARY INCOME AND CAPITAL SOURCES

Collections are recognized when received by or on behalf of the PCC. Income tax recoverable on covenants or Gift Aid donations is recognized when the income is received by or on behalf of the PCC. Funds raised by fetes, garden parties and similar events are accounted for on a net basis. Sale of books and magazines from the Church bookstall are accounted for gross.

OTHER ORDINARY RECEIPTS

Rental income from the letting of Church premises is recognized when the rental is received.

RECEIPTS FROM INVESTMENTS

Dividends and interest are accounted for when receivable.

GAINS AND LOSSES ON INVESTMENTS

Realized gains or losses are recognized when investments are sold.

PAYMENTS

GRANTS

Grants and donations are accounted for when paid over.

ACTIVITIES DIRECTLY RELATING TO THE WORK OF THE CHURCH

The Diocesan Parish Share is accounted for when payable.

FIXED ASSETS

Consecrated and beneficed property is excluded from the accounts by the Charities Act 2011. No value is placed on moveable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

OTHER FIXTURES, FITTINGS AND OFFICE EQUIPMENT

Equipment used within the Church premises and purchased for a sum more than £1,500 are shown in the Statement of Assets and Liabilities as a Tangible Fixed Asset

INVESTMENTS

Investments are shown at the lower of 'Bid Market Value' or 'Market Value.' It has been agreed that any excess cash should be deposited with the CBF Church of England Deposit Fund or the Fabric Fund current account.

CURRENT ASSETS

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

RESERVE POLICY – AGREED 2015

Three to six months average expenditure within the Funds. To be reviewed 2026.

EMPLOYMENT POLICY

Salaries are paid at a minimum of the agreed Living Wage Foundation rate; the Trustees agree honoraria.

RISKS

None of the key management receives a salary direct from the accounts. The stipend for the Reverend G. SCOTT is paid by Bath & Wells Diocesan Board of Finance. No Social Investments schemes are undertaken.

PCC ST JOHN THE BAPTIST, MIDSOMER NORTON
Registered Charity No. 1143117

| STATEMENT OF ASSETS AND LIABILITIES | | | |
|---|------------------|--------------|--------------|
| | RESTRICTED FUNDS | TOTAL | TOTAL |
| | £ | 2024 | 2023 |
| Sound system | | 7500 | 11250 |
| | | | |
| CBF Income Shares – St. Barnabas Trust (889.62 units at £23 per unit) | | 20553 | 19906 |
| COIF Income Shares – Gregory Legacy (89 units at £20.46 per unit) | 1820 | 1820 | 1700 |
| | | | |
| CASH FUNDS | | | |
| Bank Current Account | 497 | 34477 | 33336 |
| CBF Deposit Account | | 28500 | 27140 |
| | | | |
| | | | |
| TOTAL ASSETS | | 92850 | 93332 |
| LIABILITIES | | | |
| No loans outstanding | | | |
| | | | |

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PCC ST JOHN THE BAPTIST, MIDSOMER NORTON

Registered Charity No. 1143117

INDEPENDENT EXAMINER'S CERTIFICATE FOR THE PCC ACCOUNTS

Report to the trustees of MIDSOMER NORTON PAROCHIAL CHURCH COUNCIL on the accounts for the year ended 31 December 2023.
RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

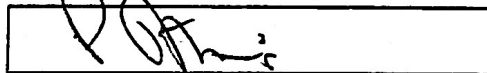
My Examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 EXAMINERS 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 Charities Act.
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.
2. To which in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

SIGNED



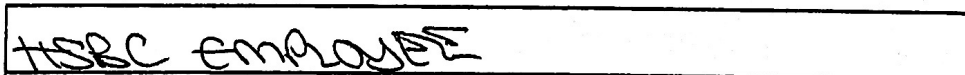
Date



NAME

PAUL JUSTIN

Relevant Professional Body- if any



ADDRESS



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PCC ST JOHN THE BAPTIST, MIDSOMER NORTON
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The unrestricted fund is commonly known as the General Fund

The restricted funds comprise,

The Churchyard Account which may only be used for the maintenance of the Open and Closed Churchyards.

The Fabric Fund provides for major works and maintenance of the Church.

Note

1. The Investment Asset is the monies raised by the sale of St. Barnabas, which are now invested in a CBF Income Shares account. The interest is intended for the general purposes of the Church but the capital is Restricted. Valued at bid market value.
2. The Gregory Legacy which is now invested in a COIF Income Shares. The interest is intended for the general purposes of the Church yard but the capital is Restricted. Valued at bid market value.
3. The Church Hall comprises the hall and car park.
4. Sound system purchased via Fabric Fund and by donation in 2022 and depreciated on a straight line basis over 4 years.

Approved by the Parochial Church Council and signed on its behalf:

Reverend **Guy SCOTT** (Chair)

Mrs Kay Harvey (PCC Treasurer)

Date: _____

Date: _____

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| | | | Hygiene | £561.60 | £561.60 |
| TOTALS | £110,263.61 | £131,693.18 | | £108,030.33 | £130,552.38 |

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Registered Charity No. 1143117

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2024

POLICIES ADOPTED BY THE TRUSTEES

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INVESTMENTS

Investments are shown at the lower of 'Bid Market Value' or 'Market Value.' It has been agreed that any excess cash should be deposited with the CBF Church of England Deposit Fund or the Fabric Fund current account.

CURRENT ASSETS

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

RESERVE POLICY – AGREED 2015

Three to six months average expenditure within the Funds. To be reviewed 2026.

EMPLOYMENT POLICY

Salaries are paid at a minimum of the agreed Living Wage Foundation rate; the Trustees agree honoraria.

RISKS

None of the key management receives a salary direct from the accounts. The stipend for the Reverend G. SCOTT is paid by Bath & Wells Diocesan Board of Finance. No Social Investments schemes are undertaken.

PCC ST JOHN THE BAPTIST, MIDSOMER NORTON
Registered Charity No. 1143117

| STATEMENT OF ASSETS AND LIABILITIES | | | |
|---|------------------|--------------|--------------|
| | RESTRICTED FUNDS | TOTAL | TOTAL |
| | £ | 2024 | 2023 |
| Sound system | | 7500 | 11250 |
| | | | |
| CBF Income Shares – St. Barnabas Trust (889.62 units at £23 per unit) | | 20553 | 19906 |
| COIF Income Shares – Gregory Legacy (89 units at £20.46 per unit) | 1820 | 1820 | 1700 |
| | | | |
| CASH FUNDS | | | |
| Bank Current Account | 497 | 34477 | 33336 |
| CBF Deposit Account | | 28500 | 27140 |
| | | | |
| | | | |
| TOTAL ASSETS | | 92850 | 93332 |
| LIABILITIES | | | |
| No loans outstanding | | | |
| | | | |

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PCC ST JOHN THE BAPTIST, MIDSOMER NORTON

Registered Charity No. 1143117

INDEPENDENT EXAMINER'S CERTIFICATE FOR THE PCC ACCOUNTS

Report to the trustees of MIDSOMER NORTON PAROCHIAL CHURCH COUNCIL on the accounts for the year ended 31 December 2023.
RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

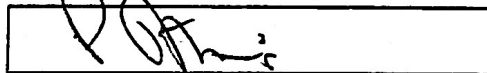
My Examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 EXAMINERS 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 Charities Act.
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.
2. To which in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

SIGNED



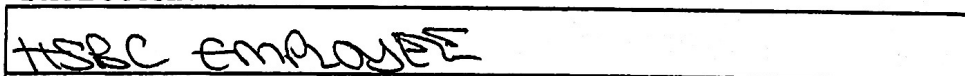
Date



NAME

PAUL JUSTIN

Relevant Professional Body- if any



ADDRESS



PCC ST JOHN THE BAPTIST, MIDSOMER NORTON
Registered Charity No. 1143117

The unrestricted fund is commonly known as the General Fund

The restricted funds comprise,

The Churchyard Account which may only be used for the maintenance of the Open and Closed Churchyards.

The Fabric Fund provides for major works and maintenance of the Church.

Note

1. The Investment Asset is the monies raised by the sale of St. Barnabas, which are now invested in a CBF Income Shares account. The interest is intended for the general purposes of the Church but the capital is Restricted. Valued at bid market value.
2. The Gregory Legacy which is now invested in a COIF Income Shares. The interest is intended for the general purposes of the Church yard but the capital is Restricted. Valued at bid market value.
3. The Church Hall comprises the hall and car park.
4. Sound system purchased via Fabric Fund and by donation in 2022 and depreciated on a straight line basis over 4 years.

Approved by the Parochial Church Council and signed on its behalf:

Reverend **Guy SCOTT** (Chair)

Mrs Kay Harvey (PCC Treasurer)

Date: _____

Date: _____