



Holy Trinity Church, Main Road, Bolton-le-Sands. LA5 8DU  
St Mark's Church, Main Road, Nether Kellet. LA6 1ER

Reg. Charity No. 1144401

## **Financial Accounts & Report for the Year Ending 31 December 2021**

Treasurer: Andy Hampshire. Independent Examiner: Elizabeth Bateman

Approved by Bolton-le-Sands Parochial Church Council on 22 March 2022 and signed on its behalf  
by

..... (Chairperson of the PCC) ..... (signed 22/3/22).....(Signature)

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## **2021 Report and Accounts for the Parochial Church Council of Holy Trinity Church, Bolton le Sands and St Mark's Nether Kellett**

### **Aim and purposes**

Holy Trinity Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Holy Trinity and St Mark's Churches.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Holy Trinity and St Mark's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- ✠ Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- ✠ Provision of pastoral care for people living in the parish.
- ✠ Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of Holy Trinity and St Mark's.

### **Structure, governance and management**

The method of appointment of PCC members is set out in the Church Representation Rules. At Holy Trinity the membership of the PCC consists of the incumbent (our vicar), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

PCC members who have served at any time from 1st January 2021 until the date this report was approved are:

#### **Ex Officio members:**

Incumbent: The Reverend Nancy Goodrich (Chairman) – until 13 June 2021

Wardens: Peter-John Davies, Mary Bunting

#### **Elected members:**

Ann Basham (from 25 April 2021)

Keith Budden (until 25 April 2021)

Andrew Hampshire (Treasurer)

Duncan Johnson (from 2 Feb 2021)

Andrew Williams

David Bateman

Rob Daunt

Margaret Hutchinson

Russell Longton

Kath Brough

Margaret Foster

Brian James

Robert Whittaker

### **ELECTORAL ROLL 2021.**

The Electoral Roll for Holy Trinity and St Mark's has reduced from 137 to 134, as at 31/12/2021.

Rob Daunt, Electoral Roll Officer

## **Independent Examiner's Report to the Trustees of Bolton le Sands Parochial Church Council**

I report on the accounts of the church for the year ended 31 December 2021 which are set out on pages 4 to 9.

### **Respective Responsibilities of Trustees and Examiner**

The church's trustees are responsible for the preparation of the accounts. The church'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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the 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 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 which:

1. 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 accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. In my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

(signed 1 February 2022)

Elizabeth Bateman CPFA

1 Greenwood Crescent, Bolton le Sands, Carnforth LA5 8BE

Date: 1 Feb 2022

**Parochial Church Council (PCC) of Holy Trinity, Bolton-Le-Sands & St Mark's Nether Kellet**

**Notes to the financial statements for the accounting year ending December 2021**

**1. Accounting policies**

**Basis of financial statements** : The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015).

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

**Fund accounting** : *Endowment Funds* are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

*Restricted Funds* comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor, and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

*Unrestricted Funds* are income funds which are to be spent on the PCC's general purposes.

*Designated funds* are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Funds designated as invested in fixed assets for the PCC's own use are abated in line with those assets' annual depreciation charges in the SOFA. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

**The accounts are prepared on a Receipts and Payments basis**

**Fixed assets** : Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Investments are valued at market value at 31 December 2021

**Bolton le Sands Holy Trinity**  
**Statement of Financial Activities**

**For the period from 01 January 2021 to 31 December 2021**

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Receipts</b>						
Planned giving	40,502	—	422	—	40,924	36,858
Collections and other giving	3,670	—	—	—	3,670	3,704
Other voluntary receipts	16,095	2,147	974	—	19,216	29,732
Gift Aid recovered	11,818	—	—	—	11,818	15,132
Other receipts	—	—	30	—	30	—
Activities for generating funds	4,308	—	133	—	4,441	5,528
Investment Income	14	—	1,759	—	1,774	1,994
Receipts from church activities	3,651	3,984	—	—	7,635	5,356
<b>Total income</b>	<b>80,062</b>	<b>6,131</b>	<b>3,318</b>	<b>—</b>	<b>89,512</b>	<b>98,307</b>
<b>Payments</b>						
Cost of generating funds	1,450	—	35	—	1,485	86
Missionary and Charitable Giving	20	—	1,748	—	1,768	1,625
Parish Share	67,000	—	—	—	67,000	65,914
Clergy and Staffing costs	2,637	—	—	—	2,637	3,579
Church Running Expenses	9,470	1,085	2,998	—	13,555	14,602
Church Repairs & Maintenance	193	751	1,468	—	2,413	5,148
<b>Total expenditure</b>	<b>80,772</b>	<b>1,837</b>	<b>6,249</b>	<b>—</b>	<b>88,859</b>	<b>90,955</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(710)</b>	<b>4,293</b>	<b>(2,931)</b>	<b>—</b>	<b>652</b>	<b>7,351</b>
<b>Transfers</b>						
Gross transfers between funds - in	—	—	—	—	—	10,782
Gross transfers between funds - out	—	—	—	—	—	(10,782)
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	—	—	—	8,681	8,681	3,900
<b>Net movement in funds</b>	<b>(710)</b>	<b>4,293</b>	<b>(2,931)</b>	<b>8,681</b>	<b>9,334</b>	<b>11,251</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>	<b>6,333</b>	<b>26,886</b>	<b>9,362</b>	<b>65,379</b>	<b>107,961</b>	<b>96,709</b>
<b>Total funds carried forward</b>	<b>5,623</b>	<b>31,179</b>	<b>6,431</b>	<b>74,060</b>	<b>117,295</b>	<b>107,961</b>
<b>Represented by</b>						
Unrestricted						
General fund	5,623	—	—	—	5,623	6,333
Designated						
Capital Reserve	—	14,309	—	—	14,309	13,877
Communications Development	—	1,721	—	—	1,721	2,544
Graveyard Designated Fund	—	14,399	—	—	14,399	10,465
Project Fund	—	750	—	—	750	—
Restricted						
100 Club Prize Fund	—	—	98	—	98	—
Agency collection	—	—	337	—	337	337
CBF and Diocese investment (use of School)	—	—	451	—	451	439
Choir Fund	—	—	474	—	474	474
Fabric Fund	—	—	249	—	249	1,370
Flower Fund	—	—	137	—	137	20
Graveyard Fund (Restricted)	—	—	617	—	617	806
Organ Fund	—	—	2,833	—	2,833	3,375
St Mark's Fabric	—	—	(5)	—	(5)	1,299
St Mark's Toilet Fund	—	—	355	—	355	355
Vicar's Discretionary Fund	—	—	883	—	883	883
Legacy Funds for school	—	—	—	74,060	74,060	65,379

**Bolton le Sands Holy Trinity**  
**Income / expenditure comparative figures**  
**Selected period: 01 January 2020 to 31 December 2021**

Description	01/01/2020-31/12/2020	01/01/2021-31/12/2021	Fund	Fund type
<b>Income</b>				
0101 - Bank Standing order Tax Effic.	27,440	33,692	General	Unrestricted
0105 - Planned giving-cheques Tax	450	300	General	Unrestricted
0110 - Envelopes Tax efficient	—	—	General	Unrestricted
0120 - Charity Cheques	585	35	General	Unrestricted
0201 - Envelopes-planned giving	5,767	4,131	General	Unrestricted
0202 - Planned Giving Bank (S/O)	2,349	2,344	General	Unrestricted
0220 - Graveyard: Planned giving	—	—	General	Unrestricted
0301 - Loose plate collections	1,683	1,814	General	Unrestricted
0302 - Plate Gift Aid (Pew envelopes)	1,510	1,187	General	Unrestricted
0310 - Loose plate collection-Occ.	171	241	General	Unrestricted
0315 - Gift Aid envelopes, occ. offices	197	426	General	Unrestricted
0410 - Giving through church boxes	2	1	General	Unrestricted
0501 - One-off gifts	—	—	General	Unrestricted
0502 - Donations/Gifts	5,213	8,847	General	Unrestricted
0503 - Donations: Graveyard	—	—	General	Unrestricted
0504 - Donations; Text, Online,	8,090	7,084	General	Unrestricted
0505 - Donations - refreshments	271	162	General	Unrestricted
0510 - Gifts of quoted securities	—	—	General	Unrestricted
0550 - Donations for specific appeals	342	—	General	Unrestricted
0560 - Mission Cost of travel	—	—	General	Unrestricted
0570 - Giving Relief: Charity Giving	—	—	General	Unrestricted
0601 - Tax recoverable on Gift Aid	11,894	11,818	General	Unrestricted
0701 - Legacies	—	—	General	Unrestricted
0902 - Refreshments - sales	—	—	General	Unrestricted
0910 - Rummage sales etc	—	—	General	Unrestricted
0915 - Fund Raising-Fetes, Sales etc.	742	2,900	General	Unrestricted
0918 - Sale of small items	440	1,161	General	Unrestricted
0921 - Hundred Club 65%	—	247	General	Unrestricted
1020 - Bank interest	121	14	General	Unrestricted
1030 - Rent from lands or buildings	150	—	General	Unrestricted
1101 - Fees: weddings & funerals	2,839	3,429	General	Unrestricted
1102 - Community Use of Church	300	222	General	Unrestricted
1220 - Funds: Printing	—	—	General	Unrestricted
1250 - Magazine income - advertising	2,150	—	General	Unrestricted
1260 - Parish magazine sales	2,195	—	General	Unrestricted
1330 - Refunds	—	—	General	Unrestricted
<b>Totals</b>	<b>74,909</b>	<b>80,062</b>		
<b>Expenditure</b>				
1720 - Costs of stewardship	—	—	General	Unrestricted
1730 - Costs of fetes & other events	30	581	General	Unrestricted
1732 - Cost of small items for sale	4	702	General	Unrestricted
1734 - Payment card/text commission	3	9	General	Unrestricted
1735 - Refreshments costs	49	158	General	Unrestricted
1801 - Giving to missionary societies	—	—	General	Unrestricted
1830 - Giving - relief and	—	—	General	Unrestricted
1850 - Home mission	—	—	General	Unrestricted
1870 - Secular charities	342	20	General	Unrestricted
1880 - School Barchester	—	—	General	Unrestricted
1910 - Ministry parish share etc	65,914	67,000	General	Unrestricted

Description	01/01/2020-31/12/2020	01/01/2021-31/12/2021	Fund	Fund type
2001 - Assistant staff costs	—	—	General	Unrestricted
2002 - Gifts & Discretionary giving	39	413	General	Unrestricted
2060 - Organist	300	900	General	Unrestricted
2101 - Working expenses of	33	—	General	Unrestricted
2102 - Assistant clergy expenses	—	—	General	Unrestricted
2120 - Council tax (vicarage)	2,784	858	General	Unrestricted
2130 - Parsonage house expenses	—	266	General	Unrestricted
2150 - Vicar's telephone	411	171	General	Unrestricted
2170 - Education	290	9	General	Unrestricted
2201 - Parish training and mission	149	—	General	Unrestricted
2202 - Supper Club expenses	—	—	General	Unrestricted
2220 - Cost of mission travel	—	—	General	Unrestricted
2301 - Church running - insurance	1,886	1,964	General	Unrestricted
2310 - Church office: phone,	579	571	General	Unrestricted
2330 - Church maintenance	96	—	General	Unrestricted
2331 - Cleaning	—	16	General	Unrestricted
2335 - Hospitality	—	—	General	Unrestricted
2340 - Upkeep of services	1,542	1,261	General	Unrestricted
2342 - Replacement/New Furnishings	—	—	General	Unrestricted
2343 - Replacement/New Equipment	146	193	General	Unrestricted
2345 - Under 18s	—	—	General	Unrestricted
2350 - Upkeep of churchyard	—	—	General	Unrestricted
2360 - Administration	918	757	General	Unrestricted
2370 - Visiting speakers / locums	10	26	General	Unrestricted
2401 - Church running - electric	1,243	1,454	General	Unrestricted
2410 - Church running - gas	1,586	2,465	General	Unrestricted
2420 - Church running - water	77	81	General	Unrestricted
2430 - St Mark's running	633	548	General	Unrestricted
2440 - St Mark's: Heat & light	619	340	General	Unrestricted
2501 - Magazine expenses	1,500	—	General	Unrestricted
<b>Totals</b>	<b>81,191</b>	<b>80,772</b>		

# Bolton le Sands Holy Trinity

## Balance Sheet detailed

		As at 31/12/2021	As at 31/12/2020
<b>Fixed assets</b>			
	5501: Shares-2 The Nook	68,546	59,929
	5502: Shares-J I Hall Legacy	514	449
	5503: Deposit 2 The Nook	5,000	5,000
	<b>Total Fixed assets</b>	<b>74,060</b>	<b>65,379</b>
<b>Current assets</b>			
	6501: Bank current account	14,019	13,456
	6502: Nat West Graveyard Account	197	827
	6503: Bank current account - 'Raise the Roof'	—	—
	6505: Nat West Reserve Account	311	756
	6510: CCLA (CBF) deposit account	28,558	28,543
	6590: Cash account	147	134
	<b>Total Current assets</b>	<b>43,234</b>	<b>43,718</b>
<b>Liabilities</b>			
	6650: Unpresented cheques	—	—
	6699: Agency collections	—	1,136
	Z06: Wedding deposits	—	—
	<b>Total Liabilities</b>	<b>—</b>	<b>1,136</b>
	<b>Net Asset surplus (deficit)</b>	<b>117,295</b>	<b>107,961</b>
<b>Reserves</b>			
	Excess / (deficit) to date	652	7,351
	Z01: Starting balances	107,961	96,709
	Z02: Gains/(losses) on investment assets	8,681	3,900
	Z03: Gains and losses own use	—	—
	<b>Total Reserves</b>	<b>117,295</b>	<b>107,961</b>

Represented by Funds		
Unrestricted	5,623	6,333
Designated	31,179	26,886
Restricted	6,431	9,362
Endowment	74,060	65,379
<b>Total</b>	<b>117,295</b>	<b>107,961</b>

*There may be minor discrepancies in the totals if the pence are not being shown*



## **FINANCIAL REPORT for 2021**

The final sentence in my last annual report said that 2021 would *'once again, be a challenge, but one that I am sure the Parish can rise to in exactly the same way that it did in 2020'*.

The challenge at the time was that of the trauma and sadness caused by covid 19, of 'lockdowns' and all their many consequences. Church life had adapted well to these pressures over the previous twelve months, and I am pleased to say that all the challenges of 2021 were met, certainly from a financial point of view.

At the beginning of 2021 we were not to know that there would be the further challenge of having to be without a vicar from June onwards. Everyone in our church pulled together at this time, but I think that particular praise and thanks should be given to our two Wardens, Mary Bunting and Peter-John Davies. They were ever-present in organising, facilitating and keeping us focused on doing the right things.

My personal thanks also go to those who have helped with specific and major aspects of our finances - David Bateman our Planned Giving Secretary, Brian James who oversees what is always a challenging Fabric budget, Andy & Helen Williams for fundraising, Rob Daunt who coordinates funeral arrangements, Hazel Cooper, weddings and Linda Leicester who keeps a careful eye on all things needed in the vestry.

There are others, too many to name individually, who help as well - counting collections, ordering goods etc - and my thanks go to them.

Finally, once again thanks to Elizabeth Bateman for her professional approach in completing the Independent Examination of our accounts.

### **Financial Review: Highlights summary**

The following highlights will be expanded upon later in the report, but give a brief overview of significant items:-

- Unrestricted income up 7% to £80062 and almost back to 2019 levels.
- Unrestricted expenditure (excluding Parish Share) down 10% to £13772.
- Parish Share contribution increased by 2% to £67000.
- Parish Share 'paid in full' for fifth consecutive year, but after Diocesan grant of £7658.
- Reserves little changed from last year and still adequate for normal circumstances
- New vicar appointed during December.

### **Detailed Financial Review**

#### **Receipts & Payments**

A summary of the year's Receipts & Payments is given in the attached Statement of Financial Activities (SOFA). There then follows under the heading 'Receipts/payments comparative figures – General account', a more detailed look at how the figures for the General Account are made up. This covers the day-to-day running of the church and also gives the comparative figures for 2020. There was other income and expenditure through the various Designated and Restricted accounts and more detail about these is covered later in the report.

There is only one presentational change this year, with the addition of code 921 = 'Hundred Club 65%'. This is to show the surplus from the 100 Club that was set up at the end of the year. 35% of contributions from scheme members is returned as prize money, 65% going into the General Fund.

The following remarks expand upon the figures in the SOFA/Comparative figures, in the order that they appear in that report.

## Unrestricted Receipts:

In 2021 unrestricted receipts went up by £5253 to £80062, an increase of 7%. This was in the main due to an increase in **Planned Giving** of £4211. Planned Giving – by monthly standing order or weekly envelope scheme – forms the backbone of our finances and it is worth noting how the figures have changed in recent years.

### Planned Giving Scheme

	<u>2018</u>	<u>2021</u>
No. of standing orders	40	60
No. of weekly envelopes	<u>48</u>	<u>13</u>
Total No. of Givers	<u>88</u>	<u>73</u>
Total income from both sources	<b>£34200</b>	<b>£40700</b>

It can be seen that the number of Givers has gone down, and this reflects the general trend in the numbers who regularly attend church, the 'Regular Weekly Attendance' figure that we report to the Diocese having reduced from 97 to 90 in the same period. However, the 'No. of Givers' total does underestimate the true figure, as many standing orders/envelopes are made on behalf of couples. I estimate that the true number of individuals in the scheme is over 90 in 2021.

Whilst the numbers have gone down, the total amount given has gone up. As more than 50% of our total income comes from the scheme, it is clear how important this trend has been. Hopefully the generosity of our congregation will continue to grow in this way in the future.

'Collections and Other Giving' stayed much the same as in 2020, at £3670 and the detrimental effects of 'lockdowns' were still evident in 2021. Our churches were closed with no services for a substantial part of the year, hence much lower cash collections. In 2019 collections totaled £11000 and hopefully 2022 will see a return to a normal routine of services, with a concomitant level of income.

Income in 'Other Voluntary Receipts' went up again in 2021. As in 2020 a mid-year review of our finances predicted a substantial shortfall of income by the year-end. The PCC responded in a similar way to 2020, by joining in the Diocese-wide 'Giving Day' in early December. Our congregation responded magnificently, with 45 separate donations totaling £10625. A further £2656 in Gift Aid will add to income when the claim is made in 2022.

This bonus came at a critical time in the history of the Parish. Nancy, our vicar, had moved on to her new parish in June and the PCC met with the Diocese to start the process for finding her replacement. Whilst it is Diocesan policy to maintain clergy numbers wherever possible, their finances have suffered like ours over the last two years and potentially difficult decisions had to be considered. Whilst payment of the Parish Share is far from being the only criterion, the placing of the job advert was dependent to some extent on the Diocese confidence in our ability to pay the Parish Share by the end of 2021, and in future years. The results of the Giving Day enabled me to write expressing this confidence, and the post for a full-time vicar was advertised immediately thereafter, with clearly satisfactory results!

Returning to the SOFA, 'Gift Aid' of £11818 in the general account was virtually the same as 2020, being the sum claimed on relevant income during the previous financial year. The 'prior year' total of £15132 includes additional Gift Aid received through restricted and designated funds mainly due to the 'Loo & Brew' project.

The next line, 'Activities for generating funds', £4308, reflects the remarkable efforts and success of our Social committee, who continued to adapt to the problems created by lockdowns and the severe restrictions on social events of any kind. Things were worse in 2020 – the higher figure of £5528 does not really compare like with like as it included £4325 from The Messenger magazine which moved to a free online-only version in 2021.

The final income line, 'Receipts from Church activities', £3651 reflects income from weddings and funerals and was £800 higher than 2020, mainly because there were five weddings in 2021 against two in 2020.

Note: In previous years I have added a note about the other income that is generated by activities in church, but which does not go through our accounts. Funds raised by Mothers Union events in church, Children's Society Christingle & collections etc are examples of valuable contributions made in this way. This year, I'll have to blame the coronavirus for the fact that I haven't got full records, but the figure is in the £ hundreds. Additionally, our Parish Share payments include an element of help to deprived parishes in the Diocese and the pro-rata total in 2021 was £9425. I therefore hope that, even to the lay reader, this is evidence that we are not totally inward looking with regard to our finances.

### **Unrestricted Payments:**

Excluding Parish Share payments: After a 39% fall in costs in 2020 I had not expected any further reductions last year, so the 10% reduction to £13772 may seem surprising. However, this was due to the unique circumstances created when we are without a vicar – the 'interregnum'. In general, a Parish covers the working expenses of its incumbent and there were none of these for six months of 2021, hence the reduction.

There were no cost changes of particular significance, apart from the £1500 production costs of the Messenger in 2020 being eliminated in 2021. The costs which did increase were as a result of the resumption of church activities during the year – costs of social events and of providing regular worship.

As well as benefiting from cost savings due to the interregnum we also received substantial benefits from the Diocese during that time and it is, I think, worth mentioning them briefly here as without them our costs would have been significantly higher.

Firstly, the only direct cost to the Parish of the recruitment process for a new vicar was a minimal £70 – the cost of placing the advert. Everything else was provided centrally. Furthermore, we were blessed with a series of visiting clergy, including all three of our Bishops, who took services for us on Wednesdays and Sundays. Whilst we may at times wonder why the Parish Share is quite as high as it is, there is no doubt that the pooling of resources at Diocesan level does provide good efficiencies, and parishes benefit in many ways, both seen and unseen.

Finally, turning to the Parish Share, we were able to pay this in full for the fifth year running, although the 'in full' was only after a contribution from Diocesan Reserves which reduced the request by £7568. Over the five-year period these grants have totaled £64893, so again we must be grateful for The Diocese' forbearance.

There was a small (£710) shortfall of unrestricted (General) income against expenditure at the year-end which was covered by the General Reserve.

We are fortunate to have sufficient Restricted and Designated reserves to cover normal repairs and maintenance to the fabric of Holy Trinity, so that these costs do not drain unrestricted income. Similarly, expenditure on maintenance of the graveyards is covered by income from burials. This is accounted for via the designated graveyard reserve.

The 'Designated' and 'Restricted' funds columns on the SOFA show the income and expenditure passing through these areas. 2021 was a quiet year, particularly in terms of Fabric expenditure, and hopefully this reflects the fact that our buildings, particularly Holy Trinity, are in a good state of repair.

### **Reserves Policy**

The SOFA report lists a number of accumulated reserves under three different headings: Unrestricted, Designated and Restricted. I will cover relevant points in turn:-

- Unrestricted: General Fund: as noted above, most of our income is unrestricted and is used to pay the majority of costs, including Parish Share. To ensure that there is always enough cash available to cover fluctuations in cash flow, it is PCC policy to keep a minimum balance to cover two months' normal expenditure, excluding Parish share, (currently equating to approximately £4000) in the General Reserve. Whilst the balance fell during the year it is still adequate.

- Designated: Capital Reserve: it is PCC policy that any legacies received, where specific instructions for use are not given, are used for fabric expenditure, and this fund consists of the balance of such receipts. There was one legacy of £1000 during the year. There is a potential liability in excess of £20000 for repair to the stone louvres in the belltower, which are in an unstable and dangerous condition. It is hoped that some grant funding may be available to cover part of the cost but is prudent, at the moment, to minimise any further calls on this Reserve until the situation becomes clearer.
- Designated: Graveyard fund: during 2021 it was PCC policy that fees received from burials and graveyard monuments are reserved for expenditure on maintaining the graveyards. The balance rose in 2021 but this would have been substantially offset by Lancaster City Council's bill of £2380.80 for cutting the grass. This invoice was received until January, too late to include in the 2021 figures, so will show in 2022. In January 2022 the PCC reviewed its policy for this Reserve in order to avoid unused balances rising to more than two years' expenditure on graveyard maintenance.
- Restricted Funds: there are a number of small Restricted funds where cash has been raised/donated for specific purposes in the past and there has been little movement in most of these during the year. In 2021 there was only one fund with movement in excess of £1000 - The Fabric Fund holds legacies and donations made specifically for the fabric of Holy Trinity and the balance reduced by £1121 due to normal maintenance costs.

## **THE FUTURE**

As I write this report at the beginning of 2022 we have just emerged from 'Plan B' and most restrictions on social gatherings are ending. Whilst we are now skilled at recognizing people from just their eyes and hairstyles, it will be good to get rid of those masks and back to all the activities that we once considered as normal – sharing the peace by touching hands, not just waving them about; relaxing over coffee and biscuits; hugs whenever we feel like it; even perhaps daring to let out a modest cough!

Things that, from a treasurer's point of view, make us more relaxed about parting with our cash!

We will need this because our expenses will be going up as activity increases, our Parish Share will be going up and our Reserves may be going down. My once again gloomy prediction is that we will face another shortfall by the end of the year unless something changes.

But change *is* coming. We have a new vicar. We have a growing congregation. We have expertise and enthusiasm. We have the power of prayer, and suddenly I'm not gloomy any more.

Andy Hampshire

**Treasurer, Holy Trinity & St Marks**

The following pages contain various reports about different aspects of church life during 2021.

## **Fabric Group Report.**

### **Overview**

It's been a busy year for the fabric group, despite the inability to meet in person. The maintenance work has continued throughout the year at both churches. Statutory inspections have all been completed.

We continue to address emergent work and the items categorised as urgent in the Quinquennial Inspection Reports (QIR) for both churches. The next QIRs are due in December 2022 for Holy Trinity and January 2023 for St Marks. Outstanding urgent items are; the tower safety rope, the tower louvres and the tower roof access door.

### **Holy Trinity Bell Tower Telecommunications Proposal**

In 2016 Net Systems Ltd. designed a telecommunications system for the tower, which if installed would provide annual revenue for the church however, delays due to legislation changes have caused the installation to be shelved. I continue to enquire about the installation of the system but have not received any positive news to date. This installation would have included the replacement of the stone louvres with fiberglass replicas, therefore it is linked to the decision to replace the existing; failing stone louvres.

The situation with the existing; failing stone louvres is that several have eroded to a point where some have dropped out and have necessitated the fitting of temporary restraints and barriers at ground level. The lowest quote of £25,573.43 has been provided for the replacement of the existing stone louvres. Our current balance in the fabric fund would only meet about 50% of the replacement cost. Fundraising is in place to raise the balance from national and local trusts. A faculty for the work will be approved in March 2022.

The tower bird screens were replaced this year and the bell chamber was sanitised in anticipation of the work on the louvres.

### **Holy Trinity QIR Report**

Outstanding items are; the tower safety rope, the tower louvres and the tower roof access door. All of these items could be completed when the louvre work is commenced.

### **St Marks QIR Report**

There are no urgent action requirements from the QIR. The front gutters were replaced and the shrub was removed from the roof and the ridge was repointed.

### **Emergent work**

The following items of emergent work have been completed at Holy Trinity.

- Tower clock failure
- Chancel arch erosion removed and joint between arch stones monitored.
- Exterior lights replaced.
- Leaking central heating system repaired.
- New noticeboards.
- Replacement sump pump in boiler room.

The following items of emergent work have been completed at St mark's

- Central heating system repaired.

**Gardens:** The church gardens continue to be looked after by our teams of volunteers, and their work is much admired by the community who pass through the church grounds on a regular basis.

**Cleaning:** Despite pandemic constraints, the church has been cleaned each week by four teams of volunteers. A Spring Clean is being planned to prepare for Easter and the arrival of our new Vicar.

*Len Johnson, Margaret Hutchinson, Brian James, Rob Daunt and John Lane.*

## **2021 Annual Report Communications and Social Team.**

### **Communications Team Report.**

Our objectives are; to provide effective channels of communication internally and externally about the mission and ministry of The Parish and to build up Christ's church in Bolton-le-Sands and Nether Kellet.

Externally In the past 12 months we have had over 16 thousand people view our website. We have had over 10 thousand views of our Facebook posts. On Facebook 70% are women with the core age range of 35-54. We send an eletter out twice a week to 190 people and an email newsletter to a wider audience of 280. Zoom has become an increasingly important communication channel and we have online parishioners in other parts of the UK. Also America, Spain and Sweden. We now broadcast many of our services on Zoom.

Our printed magazine "The Messenger" went online during Covid and has been viewed over a thousand times in the last 12 months. Our focus is not in producing printed material but we do ask parishioners to distribute copies of our weekly bulletin "The Link" to people who do not have access to it online.

We produce and circulate posters for each of our events which are displayed in 20 locations throughout the village.

Looking forward we are looking to improve our communications with families with a very exciting online project.

Internally we have now fully launched our "Parish Online Office". It currently has 65 users. This has improved dramatically the security of our parish documents and made internal communications a lot simpler.

Our objective is not about numbers but in supporting the worship and social teams to make people aware of how Holy Trinity and St Mark's are the churches in the centre of the villages.

### **Social Team Report**

Our objectives are: to provide a programme of social events for the parish, to provide a series of fundraising events and to co-operate with other churches in social activities. Covid has severely affected what the social team have been able to do but with a bit of ingenuity we have still provided events and fundraising. Income in 2021 was down by about 50% on the previous year (see annual accounts).

We moved a lot on to Zoom. Burn's Night, Men's Breakfast, weekly IT workshops, Cafe church. We did manage to have our Advent Fair in church which was well attended and raised £2,022. We recently launched a "100 Club" but the uptake has been disappointing. We are now back providing activities. We have raised over £500 with Community Coffee Mornings year to date, we raised over £60 on our Zoom Burns Night. We have a series of concerts and recitals in the year ahead. As always, with both the Communication and Social teams, the more people we have helping the better able we are to deliver our objectives.

## **AGPM 2021 held on Sunday 15<sup>th</sup> May 2022.**

### **Church Wardens report.**

In many ways writing the report of our church life in 2021 has been a complex and unique report to present. At the beginning of the year no one would have anticipated, nor comprehended, the continued difficulties that COVID would give rise to, or expected Nancy to move on.

However, by faith, perseverance, and working together we achieved much in the year. God was good to us. We 'did our bit', and for sure He did His!

As a church community we have been welcoming, adaptable and generous.

No one would have ever dreamt of using so much technology to deliver services or had fast track teaching on how to zoom! There are many more now who are 'whiz kids' with their iPad and computers due to their Zoom learnings!

Firstly, we want to thank Nancy for her faithful love, care and service to the parish. She spent hours, days, here in church and at home, planning, praying, and sometimes weeping with, and for, those who were suffering in one way or another. Our lives have been enriched because of her and her family's presence.

We set three, what we called pillars, or foci for the church last year:

1. Children's and young people's work
2. Discipleship
3. Pastoral care

Although these are 'work in progress'; as we review the year, we consider all that all pillars have been developed in the church family life, and in the lives of many individuals.

## **1. Church Services:**

We flexed from dedicated Zoom services at the beginning of the year to hybrid service in mid-year, slowly but surely coming back to a new 'norm'. People adapted to the guidelines given by the government and diocese. Amazingly we were able to accommodate everyone without a booking system, and we are grateful to all who gave us their names and contact details so willingly.

We are grateful to Nancy for all the planning she put into that transition time and for all the clergy she organized to lead our services during the first months of the vacancy. It was not an easy task.

### **Specific Services:**

#### **St Mark's Church.**

We are grateful for the faithful few who have continued the Sunday services there.

#### **Holy Trinity Church**

The Sunday 10.30am services have indeed grown over the year, and we have had a number of people from within and outside the parish including children joining them which has been a joy to see. The Wednesday service has continued, with a faithful and growing congregation.

It has been a great pleasure meeting the visiting clergy at both services, listening and learning from them and gaining new insights from different perspectives. We have all learnt from them and we know without a shadow of a doubt how much they have enjoyed being with us. We have gained good friends. They see this church as a live, uniquely welcoming, compassionate church. You have received loads of complements!

The 2<sup>nd</sup> Sunday services have most definitely been appreciated by the families who attend. Indeed, there were occasions this service drew more people than the 10.30am service. (On Confirmation Day this year, we had 14 people standing outside church before 9.15am thinking the service was on!). We thank the small but faithful core group that are leading on this.

The services that were held in the Glebe Field were complex to organize in one sense but a joy as so many people were to at least see, wave, shout, and or speak to friends they had not seen for a long time. It has been fascinating watching people walking on the canal path stopping and from a distance watching and listening to the service. We should be grateful that unlike some countries, we are able to openly and freely do this.

Monthly Messy Church Service. We want to thank all those who have helped with the planning, organizing, leading, and practically supporting this service. It is amazing to see families queuing at the door waiting to come in. The energy and fun that happens during the service is exceptional and we have heard parents say after the service that 'that song will be singing in my head all day now!' Some parents who went to church where 'children should be seen and not heard' have found comfort and indeed a rekindling of their faith through these services. Again, we want to express our thanks to Jess and the whole team for all their good work.

Specific services including the Christingle service, carol service in the church grounds, and the 4pm Crib service in church which were unique and much appreciated. They are now all rooted into the Bolton le Sands calendar!

1. MU. We are grateful for the way Kath Lane, Chris Hampshire and the team have maintained their MU meetings and supported vulnerable members throughout the pandemic.
2. Men's Breakfast has continued during lock down and meant a great deal to many men as they have been able to continue and deepen friendship and fellowship
3. First Friday has continued to be a blessing. It is a joy seeing many different people taking on a role and the way so many people from outside the parish and indeed internationally are joining us. We even have someone from the USA and Madrid joining us on occasions.
4. House Groups have continued to anchor many people over the year. It is a joy seeing how these groups nurture, care and support each other. We would love to see more house groups starting
5. Andrew Williams has been running weekly crash courses on specific issues to do with zoom and computers and I know some of these people have gained confidence and perhaps even surprised their grandchildren with their extended abilities
6. Even with the COVID risk present, we ran a Christmas Fayre which although was hard work, allowed friends and villagers to spend time together.
7. Andrew and his Social and Communication team organized the Jazz Band concert in church. This was the first time many had stepped out into a more normal environment of meeting together for such a long time. It was a cathartic and therapeutic evening and also generated a generous gift to the church funds.
8. The Thomas Robinson Charity runs independently of church but is under the Trusteeship of the Vicar, Church Wardens and co-opted members including David Bateman. The First Tuesday Hub has played an integral role in the parish, meeting the emotional, practical and companionship needs of many. The armchair exercises bring fun and stretching together! It aligns well to our third pillar of pastoral care.

We are grateful for the Prayers. Those who faithfully, individually and in small groups pray for the work of the parish. If we do not continue to pray for the work here then we 'build on sand'. It is God's work we are doing and to do this we need to faithfully spend time with Him to know what we should be doing.

We thank the different working groups have continued with such good work during the year:

1. The great work of the Building and Fabric group to maintain our lovely historic building
2. The Graveyard and Gardening group. It is such a pleasure to see the grounds being transformed. I know many people who daily walk through the church value all of this work.
3. The Finance Team as they diligently work to ensure we can cover all of our commitments.
4. The Welcome Team as they faithfully turn up to church early to prepare and welcome people in. During lock down, we were especially grateful to those who helped us out as we dealt with extra COVID responsibilities.
5. The PCC members who have faithfully attended monthly meetings, discussed so many topics and have taken either a lead or supported on so many projects.
6. The Baptism team as they faithfully organized, welcomed and supported families before, during and after the baptisms, sometimes in lively noisy services. It is fascinating that even when people have left the parish and come home for baptisms, they still call it their church. What has been rooted in their younger years still impacts on them.
7. The groups that organized weddings and funerals and made sure these services ran efficiently and with care to support the families involved.
8. Ian Entwistle, the choir, the 'boys' band' and others who have enriched our services with their playing and led us in worship. Thank you.
9. The Coffee Mornings that took place that not only generated income for the church but enriched fellowship between attendees.

We want to recognize everyone who responded in practical ways to COVID:

1. Those who stepped up, went out of their way and cared for neighbours, friends, and those who you might not have known that well, and contacted, shopped, got medicines and kept 'an eye' on people
2. Those who cared and supported people going through bereavement during lockdowns when people were so isolated and alone.



You know the saying, 'When the going gets tough, the tough get going' and in many ways you have done this, whether by adapting to new technology and ways the services are run; reaching out and caring for each other, and indeed to people outside our church community. We are a parish church; therefore, we should always focus on all people within our parish

The coming year, 2022, will no doubt be complex, and occasionally difficult, as we step into the unknown. Although we do not know how the year will pan out, God does.

We are pleased to welcome Peter Hamborg and his family and look forward to his guidance as we work together to build up both churches in the Parish.

Every one of us, whether we are young or getting on in years, has a role to play in the active ministry of our church. Each little act of service, prayer, encouragement, support, builds up the church body. Together we are called to forward God's Kingdom in this place.

Thank you for all you do in Christ's name.

Mary Bunting and Peter John Davies

28<sup>th</sup> April 2022.

### **Safeguarding report 2021**

Holy Trinity church has a safeguarding policy which is reviewed annually by the PCC.

There are two Parish Safeguarding Officers ( PSOs), Mary Bunting and Kath Lane.

Catharine Hough is our DBS checker.

PCC members have been DBS checked in line with church policy, and these are now required to be renewed every 3 years.

In line with guidance from the national church, there is a safer recruitment process in place for any role involving contact with children and young people under the age of 18, and vulnerable adults. Anyone volunteering to help with these groups should talk to the PSOs in the first instance. All volunteers must have been regular worshipers at church for at least 6 months.

There is a small team who offer Holy Communion to the housebound, all of whom have been approved as Eucharistic helpers prior to Covid restrictions. Guidance is in place to keep everyone safe, and this is being regularly reviewed.

There have been no incidents which needed reporting during the year.

### **AGM Report on St. Mark's, Nether Kellet**

Lockdown and restrictions closed the church from 15<sup>th</sup> March 2020 until 23<sup>rd</sup> May, 2021 when we opened for the first time and celebrated Whit Sunday with an afternoon Communion. Our first gathering was outside on 25<sup>th</sup> April, St. Mark's Day, and it was a joy to meet up again, safely distanced, after an absence of almost 14 months.

The evening of the 10<sup>th</sup> June 2021 was our last service with Reverend Nancy after which we presented her with a card and gift as a thank you for her time spent with us.

As Sunday 13<sup>th</sup> June was a farewell service at Holy Trinity for Nancy, we did not have one at St. Mark's, nor on Sunday 20<sup>th</sup> when many could not be present. However, from 27<sup>th</sup> June 2021 right through to the 24<sup>th</sup> April 2022 we met weekly at 10.30am. Though pre-Covid services had been at 9am, many of the older congregation were finding this more of a struggle given the many medical routines and physical challenges which faced them. While the time proved of mutual benefit to the two priests we were able to engage to provide us with Holy Communion, we felt for the duration of the interregnum we would maintain this time, otherwise we would only have been able to have Morning Prayer each week, as no other provision had been prepared to cover services at St. Mark's.

We are forever grateful to the Reverend Paul Warren and the Reverend Barbara Jones for their help over the last year. When we contacted them they were delighted to help us out and gave of their already busy lives freely and gladly. In between, on Sundays when they were unavailable, we held Morning Prayer and thanks goes also to David Bateman for his support.

Other events came after some of the restrictions were lifted; even so we kept a strict eye on safety measures when making the arrangements. The weekend of October 2<sup>nd</sup> and 3<sup>rd</sup> celebrated Harvest with an Open Day on the Saturday, a Harvest Morning Prayer at 10.30am and a Book of Common Prayer Evensong at 4pm on the Sunday. Unfortunately it rained (and heavily!) ALL weekend but we nevertheless had different visitors on both days, many who filled us in with lots of interesting facts about the village and its history so even the miserable weather did not dampen our spirits!

We had no actual Carol Service in December as uncertainty and restrictions continued, making such an event difficult within the limitations of social distancing, but we sang carols behind masks at every opportunity during our services and managed Holy Communion both Christmas Morning and Boxing Day, as it fell on a Sunday.

The church was opened the evening of Friday, March 4<sup>th</sup> for the World Day of Prayer when we put lighted candles in the windows and the porch. Few came, but it was good to observe silent prayer so all who passed by could see the door open in welcome.

Easter Sunday was a truly joyous occasion when we celebrated a full Communion for the first time since prior to closure in March 2020. It was good to sing the Easter hymns and give thanks and praise. Alleluia!

In our Morning Prayer of 24<sup>th</sup> April we thanked those there for remaining faithful against all odds during what has been a difficult period in our history, as well as an interregnum. As Monday 25<sup>th</sup> was St. Mark's Day we had a short evening service of prayers, readings and a hymn.

All this brings us more or less full circle and we welcome most warmly the Reverend Peter and his family. It is a shame so many of our very small congregation were not well enough to be at his induction because it was an occasion we had all eagerly looked forward to.

We pray for a continued faithful presence in our little church, an increase in numbers and some new and exciting ventures mingling with the old - God willing in the months and years ahead.

Our motto is Semper Fidelis 'Always Faithful' and with God's help and strength needed for the work ahead, it will, we are certain, ever be so.

As ever - Thy will be done Oh Lord.

Margaret Hutchinson, 20<sup>th</sup> April, 2022