

# Saint John the Evangelist

Parish Church  
Upper Studley  
Trowbridge  
Wiltshire

## Clergy

*Vicar of St John's*  
**Reverend Alastair Wood**

*Retired priest with  
Permission to Officiate*  
**Reverend Liz Gifford**

[www.stjohns-studley.org](http://www.stjohns-studley.org)

 **THE CHURCH  
OF ENGLAND**  

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**DIOCESE OF SALISBURY**

## Annual Report & Accounts

**of the  
Parochial Church Council  
for the year ended:**

**31 December 2020**

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# St John's Church Studley

## ANNUAL REPORT & ACCOUNTS OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020

### Administrative information

The parish church of St. John the Evangelist, Upper Studley,  
address: Church Lane, Trowbridge, BA14 0EH.

The parish is part of the Diocese of Salisbury within the Church of England. St. John's Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1160751.

### Membership

Members of the PCC are elected by the Annual Parochial Church Meeting (APCM), appointed ex-officio, or co-opted. The following served as members from APCM 2020.

### Clergy

Reverend Alastair Wood (*Vicar & Chair of PCC*)

Reverend Liz Gifford (*Permission to Officiate*)

### Churchwardens

Carole Price

John Roxburgh

### Elected Members

Pippa Smith (*Deanery Synod Rep*)

Heather Thompson (*Deanery Synod Rep*)

Wendy Thorne (*Deanery Synod Rep*)

Vanessa Rose

Jan Shrapnell

Chris Solman

Alison Tyas

Craig Bain

Mike Bridges

Martin Daniells

Ann Morland

Dawn Sawyer

Ann Swanney (*Secretary*)

### Co-opted Members

Norman Swanney (*Fabric Committee*)

### 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 operates a standing committee and a hall management committee, plus a fabric committee for the upkeep of the church. The PCC is also responsible for the associated surroundings though not, formally, the maintenance of the churchyard.

### Objectives and Activities

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



# St John's Church Studley

## **Public Benefit**

The incumbent and the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion, encouraging people to live out their faith as part of our parish community.

## **Achievement and Performance**

### *Church Attendance*

There are 124 parishioners on the Church Electoral Roll, 62% of whom are resident within the parish and 38% outside the parish.

The PCC met six times during the year, three of the meetings being on Zoom. The average level of attendance was 84%. The Standing Committee had six meetings by email to deal with items which could not wait until the next PCC.

### *PCC Review of the Year*

At the start of the year the PCC welcomed the new St John's website that had been set up. When the pandemic lockdown started in March, it was decided to add a 'donate' button to enable church members and others to continue to support the church more easily.

With the PCC's approval a polymer injection method was used to underpin and stabilise the church chancel in January. The stonework and the chancel window were repaired in the autumn.

The PCC gave its support to Sunday 'Brunch' services which were launched in January to take place in the hall once a month. This got off to a very promising start, attracting new and younger people.

It was decided that candles would no longer be used in flower displays after one caught fire.

Following a churchwardens' review the PCC agreed to a new system for managing keys to be introduced, to improve safeguarding. All keys for the church and hall would only be issued by a churchwarden and must be returned to them. A new key register is to be kept up to date.

Because of Covid 19 the PCC agreed in March to stop holding services in church until it was safe to do so. All hall bookings were also cancelled. In August the church opened again with a limited number of people having to book a place. Hand sanitisers were installed at all three entrances.

Between August and the next lockdown some open-air services were held in the vicarage garden and the church was open for a service on Christmas day.

During the closure of the church, services were pre-recorded and made available to the congregation online, thanks to the efforts of the Revd Alastair and Junie Wood.

The APCM was unable to take place in April and PCC members kept their positions until the APCM in October, which was held on Zoom.

With much regret the PCC agreed that the Print Centre should cease to be a business in July due to the lack of orders and Covid 19.

With PCC approval, work was started to refurbish the hall, kitchen and toilets with one room to be used as a parish hub for mission and outreach. The print centre was turned into a parish office.

The summer fete and autumn bazaar were not able to be held this year.

The church heating system has continued to pose problems this year and it was agreed that the fabric committee would investigate a replacement boiler.

### **Financial Review** *by the treasurer*

The financial statements for 2020 are shown in the following pages. During 2020 the very generous legacy of over £136,000 from the estate of the late Ivor Hunt enabled us to underpin and repair the Chancel and restore the stained-glass window. Without the legacy this work could not have been done without extensive fundraising.



## St John's Church Studley

After major fabric works in 2019 and 2020 and making up the shortfall on our Share commitment to the central church, the Hunt legacy stands at close to £57,000 at the end of December 2020. The legacy is not infinite but it is important to St John's that we continue to pay our way and meet our Share bill in these difficult times.

Much delayed plans to redecorate the church will also be a challenge to our funds in 2021 but we have also been blessed with further gifts from the estates of Mike Bailey and Bob Maltby which have been gratefully received.

The COVID pandemic saw a dramatic reduction in our income as we plunged into a national lockdown in March 2019 and, as the year progressed, the majority of services were suspended or held with limited capacity. Our usual enjoyable social events which also bring in much needed revenue, could not take place.

Thankfully, our church family rallied round by donating through the church website and many moved to standing orders for their planned giving, though cash envelopes were still available. However, as in 2019 our income did not match our outgoings and this was brought into focus with a deficit in the general fund (which covers the day-to day running costs) of £15,500.

Similar challenges faced the Hall and Print Centre. After many years of great service to the church and community the latter proved to be increasingly unviable and the PCC took the decision to close it in July. Remaining funds were transferred to the church hall where the lockdown gave the opportunity to modernise and transform the venue into a community hub. The print centre is now a parish office and with the improved kitchen and toilet facilities it aims to bring in much needed revenue. We hope it will become the centre of the local community. Work is ongoing and thanks are extended to all those that helped with the project.

Our Hope Fund paid out £750 to support those less fortunate than ourselves and despite a reduction in the number of teams, we were able to continue with the Trowbridge Soup Run which is becoming even more vital to our community. We were still able to make donations to the Women's Education Partnership, Samaritan's Purse and the Storehouse Project.

For their vital help to our Treasurer, thanks go to Jill and Eric Brown, Ann and Norman Swanney and our independent examiner Karen Jones a qualified management accountant who has taken on the role for the first time. A special thanks to the churchwardens and the parish administrator for all the support they have given the Treasurer throughout the year. It has been true blessing in these exceptional circumstances.

### **Reserves Policy**

It is PCC policy to keep a balance on unrestricted funds which equates to at least six months unrestricted payments, to cover emergency situations that may arise from time to time. We invest any available balances with CCLA CBF Church of England Funds.

On behalf of the PCC

**Reverend Alastair Wood** (*Chair*)

Date: 12<sup>th</sup> April 2021

**The Parochial Church Council (PCC) of the  
Ecclesiastical Parish of Studley: St John the Evangelist**

Registered Charity number 1160751

**Financial Statements for the year ended 31st December 2020**

**RECEIPTS & PAYMENTS ACCOUNT**

Note 1a	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total 2020	Total 2019
		General	Designated				
		£	£	£	£	£	£
<b>Receipts</b>	Note 1b,4						
Receipts from donors							
Planned Giving		34,065	0	0	0	34,065	37,869
Collections		1,217	0	0	0	1,217	3,543
Income tax recovered		9,543	0	0	0	9,543	9,588
	Note 6a	44,825	0	0	0	44,825	51,000
Other voluntary receipts	Note 6b	8,071	7,000	1,777	12,435	29,283	147,618
Activities for generating funds	Note 6c	4,053	5,372	0	0	9,425	30,641
Receipts from church activities	Note 6d	7,219	0	0	0	7,219	8,933
Investment income	Note 6e	449	0	0	752	1,202	2,794
<b>Total Receipts</b>		<b>64,618</b>	<b>12,372</b>	<b>1,777</b>	<b>13,187</b>	<b>91,955</b>	<b>240,985</b>
<b>Payments</b>							
Church Activities							
Diocesan Share & Fees	Note 7a	60,036	0	0	0	60,036	60,863
Church operating costs	Note 7b	18,206	0	0	0	18,206	21,597
Charitable giving	Note 3, 7b	0	0	3,004	0	3,004	3,007
Governance costs		523	0	0	0	523	641
Loan Repayment		0	0	0	0	0	0
Costs of generating funds	Note 7b	1,326	15,631	0	0	16,957	24,988
Major works & fabric repairs	Note 7b	0	0	0	62,734	62,734	21,307
<b>Total Payments</b>		<b>80,091</b>	<b>15,631</b>	<b>3,004</b>	<b>62,734</b>	<b>161,461</b>	<b>132,404</b>
Excess (Deficit) of Receipts over Payments		(15,473)	(3,259)	(1,227)	(49,547)	(69,506)	108,581
Transfers between funds	Note 5	12,341	(63,483)	595	50,547	0	0
<b>Net of Receipts/Payments after transfers</b>		<b>(3,133)</b>	<b>(66,742)</b>	<b>(632)</b>	<b>1,000</b>	<b>(69,506)</b>	<b>108,581</b>
Bank accounts & cash at 1st January		3,133	155,058	1,142	0	159,333	50,751
Bank accounts & cash at 31st December		<b>0</b>	<b>88,317</b>	<b>510</b>	<b>1,000</b>	<b>89,827</b>	<b>159,333</b>

**STATEMENT OF ASSETS & LIABILITIES**

<b>Cash Funds</b>							
Bank current & deposit accounts	0	88,317	510	1,000	89,827	159,333	
<b>Other Monetary Assets</b>							
Debtors	0	0	0	0	0	973	
Income tax recoverable	7,157	0	0	0	7,157	7,191	
	7,157	0	0	0	7,157	8,163	
<b>Investment Assets</b>							
Funds/shares at market value	15,025	0	0	13,317	28,341	26,518	
<b>Assets retained for charity use</b>							
Stock	0	500	0	0	500	778	
Office Equipment/Machinery	0	1,684	0	0	1,684	3,241	
Chalices	2,890	0	0	0	2,890	3,042	
	2,890	2,184	0	0	5,073	7,061	
<b>Liabilities</b>	0	0	0	0	0	0	

The attached **Notes** and Independent Examiner's **certificate** form part of these financial statements

*D. Sange*

Treasurer

Date: 17th March 2021

# The Parochial Church Council (PCC) of the Ecclesiastical Parish of Studley: St John the Evangelist

Registered Charity number 1160751

## Notes to the Accounts for the year ended 31st December 2020

### Note 1. Receipts & Payments analysis

The Church	Receipts £	The Church	Payments £
a. Receipts from donors		Church Activities	
Planned giving	34,065	Diocesan Share	56,861
Collections	1,217		-
Income tax recovered	9,543		-
	44,825		56,861
b. Other voluntary receipts		Church operating costs	
Legacies	7,000	Administration	1,485
Donations	3,904	Clergy expenses	2,188
Donations [Flowers]	0	Printing excl Mag.	196
Friends of St John's	12,435	Heating. lighting	5,762
Gift Day	3,471	Insurance	3,041
Other misc. receipts	196	Music	1,347
Salisbury Diocesan ref SWF Grant	500	Running costs	2,119
		Governance, misc. other costs	2,592
	27,506		18,730
c. Charitable Giving - for details see Note 3	1,777	Charitable Giving	3,004
d. Activities for generating funds		Costs of generating funds	
Parish magazine - sales and adverts	812	Magazine Printing	250
Summer fete & Autumn bazaar	236	Summer fete & Autumn bazaar	0
100 Club	2,238	100 Club	730
Bookshop	446	Bookshop	78
Fairtrade	273	Fairtrade	69
Coffee [Sunday]	47		
	4,053		1,126
e. Receipts from Church Activities		Church events & outings	200
Church events & outings	2,902	Fees payable to Diocese (DBF)	3,175
Fees paid to the PCC	4,317		3,375
	7,219		
f. Receipts from Investments		Capital works & maintenance	
Bank and CBF Deposit Fund Interest	449	Major works	57,466
Dividends on CBF Investment Fund	752	Fabric maintenance & repair	5,269
	1,202		62,734
<b>Church Receipts - Total</b>	<b>86,582</b>	<b>Church Payments - Total</b>	<b>145,830</b>
<b>g. Church Hall - Receipts</b>	<b>£</b>	<b>Church Hall - Payments</b>	<b>£</b>
Hirings	1,346	Utilities - electricity, water, refuse	3,652
Other income	154	Maintenance, repairs, improvements	7,144
Deposit interest	44	Miscellaneous	13
<b>Hall Receipts - Total</b>	<b>1,543</b>	<b>Hall Payments - Total</b>	<b>10,809</b>
<b>h. The Print Centre - Receipts</b>	<b>£</b>	<b>The Print Centre - Payments</b>	<b>£</b>
Income from magazines	1,270	Stock purchases	887
Other printing	1,869	Operating costs	3,696
Other income	689	Other costs	240
<b>Print Centre Receipts - Total</b>	<b>3,829</b>	<b>Print Centre Payments - Total</b>	<b>4,822</b>
<b>PCC Receipts - Total</b>	<b>91,955</b>	<b>PCC Payments - Total</b>	<b>161,461</b>

**The Parochial Church Council (PCC) of the  
Ecclesiastical Parish of Studley: St John the Evangelist**

Registered Charity number 1160751

**Notes to the Accounts for the year ended 31st December 2020**

<b>Note</b>	<b>Designated Funds: responsibility of the PCC</b>	<b>Opening balance £</b>	<b>Receipts £</b>	<b>Payments £</b>	<b>Transfers in (out) £</b>	<b>Closing balance £</b>
<b>2.</b>						
	Print Centre	5,052	3,829	4,822	(4,059)	-
	Church Hall	13,482	1,543	10,809	4,059	8,275
	Hall & Print Centre					
	sub total	<b>18,534</b>	<b>5,372</b>	<b>15,631</b>	<b>-</b>	<b>8,275</b>
	Hunt Legacy, to fabric	-	-	-	(50,547)	-
	Hunt Legacy, charitable giving	-	-	-	(595)	-
	Hunt Legacy to Share deficit	-	-	-	(12,341)	-
	Hunt Legacy					
	sub total	120,327	-	-	(63,483)	56,844
	O'Doherty legacy, fabric	4,073	-	-	-	4,073
	Ruby Mould legacy, disbursement pending	10,000	-	-	-	10,000
	Richard Cole bequest, disbursement pending	1,125	-	-	-	1,125
	imo Anne Tye (disbursement pending)	1,000	-	-	-	1,000
	Mike Bailey legacy	-	2,000	-	-	2,000
	Bob Maltby bequest	-	5,000	-	-	5,000
	Church					
	sub total	136,525	7,000	-	(63,483)	80,042
	<b>Total</b>	<b>155,058</b>	<b>12,372</b>	<b>15,631</b>	<b>(63,483)</b>	<b>88,317</b>

<b>Note</b>	<b>Restricted Funds: responsibility of the PCC</b>	<b>Opening balance £</b>	<b>Receipts £</b>	<b>Payments £</b>	<b>Transfers in (out) £</b>	<b>Closing balance £</b>
<b>3.</b>						
	Charitable Giving:					
	Charity Draw: takings/operating costs	-	-	20	20	-
	Annual Charity Draw	-	-	20	20	-
	Wiltshire Air Ambulance	215	-	215	-	-
	Dorothy House	147	-	147	-	-
	Women's Education Partnership	-	142	142	-	-
	Ride & Stride	-	1,195	1,210	15	-
	Other collections, etc	-	391	521	130	-
	Charitable Giving Total	362	1,727	2,254	165	-
	Organ fund, concert pending	510	-	-	-	510
	Hope Fund	270	50	750	430	-
	Restricted Funds total	<b>1,142</b>	<b>1,777</b>	<b>3,004</b>	<b>595</b>	<b>510</b>

<b>Note</b>	<b>Permanent Endowment Funds: (only the income is due to the PCC)</b>	<b>Opening balance £</b>	<b>Receipts £</b>	<b>Payments £</b>	<b>Transfers in (out) £</b>	<b>Closing balance £</b>
<b>4.</b>						
	Fabric maintenance (Cutler)	(1,615)	332	62,584	50,547	(13,322)
	Churchyard maintenance (Barnes)	115	421	150	-	386
	LPoW Scheme VAT refund	1,500	12,435	-	-	13,935
		<b>-</b>	<b>13,187</b>	<b>62,734</b>	<b>50,547</b>	<b>1,000</b>

<b>Note</b>	<b>Transfers between Funds</b>	<b>Unrestricted Fund £</b>	<b>Designated Fund £</b>	<b>Restricted Fund £</b>	<b>Endowment Funds £</b>	<b>Total 2020 £</b>
<b>5.</b>						
	General fund deficit	12,341	(12,341)	-	-	-
	Hunt Legacy to Fabric (Major works)	-	(50,547)	-	50,547	-
	Hunt Legacy, charitable giving (Note 3)	-	(595)	595	-	-
		<b>12,341</b>	<b>(63,483)</b>	<b>595</b>	<b>50,547</b>	<b>-</b>

**Note 6 Basis of preparation.**

- Basis of accounting.** The Accounts are prepared in accordance with the Charities Act 2011 on a **Receipts & Payments** basis.
- Funds.** Trustees are free to use unrestricted funds to further the charity's objects. Unrestricted funds include designated funds, where the trustees may create a fund for a specific purpose. Restricted funds are spent as directed by the donor.
- Changes to previous year's accounts:** None.



## ST JOHN'S ACCOUNTING POLICY

*Adopted at the P.C.C. of 17<sup>th</sup> June 1997*

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations using the Receipts and Payments basis.

**Funds:** General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

The purpose of any restricted funds is noted in the accounts.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other church groups that owe an affiliation to another body, e.g. the uniformed youth organisations, nor those that are informal gatherings of church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

### Statement of Assets and Liabilities

*The following assets are recognised in the statement of assets:*

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal. A monetary value is attached to these assets only when a specific faculty (permission) for disposal has been granted.
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.
- Any amounts owing to the PCC including church hall lettings and insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.
- Any investments held beneficially by the PCC.
- Closing bank balances as shown in the receipts and payment account.

*The following liabilities are recognised in the statement of liabilities:*

- Any loans or overdrafts advanced to the PCC.
- Any arrears of Diocesan, Deanery or Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

## Independent Examiner's Report to the Parochial Church Council of St John's Parish Church, Upper Studley Trowbridge

This report on the accounts of the PCC for the year ended 31 December 2020, which are set out in these pages, is in respect of an examination carried out under section 43 of the Charities Act 1993 (the Act).

### Respective Responsibilities of Trustees and Examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 7 of the Charities (Accounts & Reports) Regulations 1995.

### Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 43(7) of the Act. That examination includes a review of the accounting records kept by the PCC and a comparison of the Accounts with those records. It also includes considering 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, I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, there is a balancing figure of £7.74 in May which is not material but should be noted. No other matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act, and to prepare accounts which accord with the accounting records and comply with the regulations, as also contained in the Church Accounting Regulations, have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date: 11<sup>th</sup> April 2021

Miss K Jones, ACMA  
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