

# Saint John the Evangelist

Parish Church  
Upper Studley  
Trowbridge  
Wiltshire

## Clergy

*Vicar of St John's*  
Reverend Alastair Wood

*Permission to Officiate*  
Reverend Liz Gifford

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



DIOCESE OF SALISBURY

## Annual Report & Accounts

of the  
Parochial Church Council  
for the year ended:

**31 December 2021**

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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 2021

### **Administrative information**

The parish church of St. John the Evangelist, Upper Studley, address: Church Lane, Trowbridge, Wiltshire 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 have served as members since APCM 2021.

### **Clergy**

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

Reverend Liz Gifford (*Permission to Officiate*)

### **Churchwardens** (*to November 2021*)

Carole Price

John Roxburgh

### **Elected Members**

Craig Bain

Mike Bridges

Ann Morland

Vanessa Rose

Dawn Sawyer (*Treasurer*)

David Shepard

Jan Shrapnell

Pippa Smith (*Deanery Synod*)

Ann Swanney (*PCC Secretary*)

Norman Swanney (*Fabric*)

Heather Thompson (*Deanery Synod*)

Wendy Thorne (*Deanery Synod*)

Alison Tyas

### **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 in the churchyard though not, formally, its maintenance.

### **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.

### **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.



# St John's Church Studley

## **Achievement and Performance**

### *Church Attendance*

There are 117 parishioners on the Church Electoral Roll 62% of whom live within the parish and 38% outside the parish.

The PCC met seven times during the year, three meetings being on Zoom. The average level of attendance was 83%. The Standing Committee had two meetings by email.

### *PCC Review of the Year*

At the start of 2021, the church remained closed due to Covid and services continued to be online.

There was a request from a member of the congregation for the PCC minutes go online but the PCC decided against this as it would mean the minutes would be viewed by the public. A separate church members' area was planned for the website.

Following the direction of the national safety team, church wardens and PCC members will need to apply for DBS clearance, which would last for five years.

The PCC welcomed the prospect of transferring Mike Bridges' Lay Minister's Licence to St. John's.

In June, Sunday services started again at 10 am with limited seating and a booking system. Services at 8 am and evensong were not resumed. Sacred space was held once or twice a month.

There was concern about children's parties taking place in the hall regarding potential damage. The PCC suggested that someone should be there to let the party in and see them out at the end. And a refundable deposit could be taken in case of breakages or damage, to ensure the hall could continue to be available to the community.

The church was open in September to offer refreshments to those taking part in 'Ride and Stride' in aid of church funds and the Wiltshire Historic Churches Trust.

The redecoration of the hall has been completed and new tables and chairs bought. The cost to hall users has increased which has resulted in the Honeypot Day Centre, after many years, moving to another venue.

We are hugely grateful to our neighbours Mike and Ruth who have volunteered to keep our churchyard in good order and cut the grass. The Town Council continues to have overall responsibility for the care and maintenance of the churchyard.

Dawn, our treasurer, gave a presentation to the PCC in September on the Salisbury Diocese 'Generous Giving' campaign.

The PCC accepted the offer of a piano which has been placed in the church.

We continue to be troubled by flies at certain times of the year which we are unable to remove because of the presence of bats.

We did manage to have a successful Michaelmas Fayre in September but have not managed to have any other social events this year.

The PCC agreed to accept the offer from our builder, John Teague to fit a window at the back of the church hall free of charge. Thanks to Alastair and Junie for making this possible.

At the end of the year, we were sorry to learn that Carole Price and John Roxburgh our church wardens resigned their office.



# St John's Church Studley

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

The financial statements for 2021 are shown in the following pages. At the beginning of 2021 we never imagined that we would spend most of the year either in lockdowns or we would be having limited services and little contact with our church family. The effect this had on our accounts has been catastrophic as we had to curtail our fundraising activities but throughout the pandemic our planned giving though reduced was still being gratefully received.

In the General Fund (which covers the day-to day running costs) our deficit at the end of the year was £18,212. To meet our commitment to pay the Deanery Share of £56,862 we again had to draw on the rapidly diminishing Hunt legacy.

Together with this expenditure, the decision to replace the heating system in church plus the purchasing of chairs and tables for the refurbished hall means therefore the legacy now stands at £11,175. The family of the late Brian Weston kindly donated £1,250 to the church and now we are out of restrictions we can look at purchasing items to enhance our beautiful church

The plans to redecorate the church were put on hold as the quotes received far exceeded what we had to spend and it was decided to suspend the plans until we are in a position to proceed.

In the brief windows of opportunity, we were able to hold a Michaelmas Fayre in September organised by the Smith family and supported by the PCC. The fayre was a huge success, we made a profit of £2,203 and we were able to donate to Dorothy House from the proceeds of the grand draw. The intrepid cyclists from St John's were also able to participate in the 'Ride & Stride' and our 100 Club also brought much needed and vital funds.

Though we were not in a position to support other charities financially as in previous years, we were able throughout 2021 to maintain our presence at the Trowbridge Soup Run. This was predominately supported by four teams, each and every Saturday night! It cannot be overestimated how well this service supports those less fortunate in our community. If you would like to join this initiative, please contact Rachel and Adrian Brown. We are also supporting the foodbank in Trowbridge, more recently by donating food hampers made up from contributions collected in church.

Thanks go to Norman Swanney for all his support to the treasurer and to our independent examiner Karen Jones, who audited our accounts for 2021 and has agreed to do so again for 2022. A special thanks to our church family that has supported each and every one of us over the past year; though our finances are dwindling, our capacity to look after each holds no bounds.

## **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: 6<sup>th</sup> April 2022

**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 2021**

**RECEIPTS & PAYMENTS ACCOUNT**

Note 1a	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total 2021	Total 2020
		General	Designated				
		£	£	£	£	£	£
<b>Receipts</b>	Note 1b,4						
Receipts from donors							
Planned Giving		33,421	0	0	0	33,421	34,065
Collections		711	0	0	0	711	1,217
Income tax recovered		8,430	0	0	0	8,430	9,543
	Note 6a	42,561	0	0	0	42,561	44,825
Other voluntary receipts	Note 6b	4,660	1,250	920	2,854	9,684	29,283
Activities for generating funds	Note 6c	4,527	5,477	795	0	10,799	9,425
Receipts from church activities	Note 6d	3,748	0	0	0	3,748	7,219
Investment income	Note 6e	464	0	0	425	889	1,202
<b>Total Receipts</b>		<b>55,962</b>	<b>6,727</b>	<b>1,715</b>	<b>3,278</b>	<b>67,682</b>	<b>91,955</b>
<b>Payments</b>							
Church Activities							
Diocesan Share & Fees	Note 7a	58,659	0	0	0	58,659	60,036
Church operating costs	Note 7b	13,992	0	0	0	13,992	18,206
Charitable giving	Note 3, 7b	0	0	533	0	533	3,004
Governance costs		527	0	0	0	527	523
Loan Repayment		0	0	0	0	0	0
Costs of generating funds	Note 7b	995	16,159	740	0	17,894	16,957
Major works & fabric repairs	Note 7b	0	0	0	18,352	18,352	62,734
<b>Total Payments</b>		<b>74,174</b>	<b>16,159</b>	<b>1,273</b>	<b>18,352</b>	<b>109,958</b>	<b>161,461</b>
Excess (Deficit) of Receipts over Payments		(18,212)	(9,432)	442	(15,074)	(42,277)	(69,506)
Transfers between funds	Note 5	20,955	(38,480)	0	17,525	0	0
<b>Net of Receipts/Payments after transfers</b>		<b>2,742</b>	<b>(47,912)</b>	<b>442</b>	<b>2,451</b>	<b>(42,277)</b>	<b>(69,506)</b>
Bank accounts & cash at 1st January		0	88,317	510	1,000	89,827	159,333
Bank accounts & cash at 31st December		<b>2,742</b>	<b>40,405</b>	<b>952</b>	<b>3,451</b>	<b>47,550</b>	<b>89,827</b>

**STATEMENT OF ASSETS & LIABILITIES**

<b>Cash Funds</b>							
Bank current & deposit accounts	2,742	40,405	952	3,451	47,550	89,827	
<b>Other Monetary Assets</b>							
Debtors	0	0	0	0	0	0	0
Income tax recoverable	6,266	0	0	0	6,266	7,157	
	6,266	0	0	0	6,266	7,157	
<b>Investment Assets</b>							
Funds/shares at market value	17,174	0	0	15,222	32,396	28,341	
<b>Assets retained for charity use</b>							
Stock	0	250	0	0	250	500	
Office Equipment/Machinery	0	1,600	0	0	1,600	1,684	
Lawn Mower	379	0	0	0	379	0	
Chalices	2,745	0	0	0	2,745	2,890	
	2,745	1,850	0	0	4,974	5,073	
<b>Liabilities</b>	0	0	0	0	0	0	

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

*DSavage*

Treasurer

Date: 25th February 2022

# 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 2021

### Note 1. Receipts & Payments analysis

The Church	Receipts £
a. Receipts from donors	
Planned giving	33,421
Collections	711
Income tax recovered	8,430
	<u>42,561</u>

b. Other voluntary receipts	
Legacies	1,250
Donations	3,198
Donations [Flowers]	0
Friends of St John's	2,854
Gift Day	767
Other misc. receipts	695
Salisbury Diocesan ref SWF Grant	0
	<u>8,764</u>

c. Charitable Giving - <i>for details see Note 3</i>	1,715
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d. Activities for generating funds	
Parish magazine - sales and adverts	100
Summer fete & Autumn bazaar	1,856
100 Club	2,348
Bookshop	223
Fairtrade	0
Coffee [Sunday]	0
	<u>4,527</u>

e. Receipts from Church Activities	
Church events & outings	87
Fees paid to the PCC	3,661
	<u>3,748</u>

f. Receipts from Investments	
Bank and CBF Deposit Fund Interest	464
Dividends on CBF Investment Fund	425
	<u>889</u>

<b>Church Receipts - Total</b>	<b>62,205</b>
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<b>g. Church Hall - Receipts</b>	<b>£</b>
Hirings	1,744
Other income	3,730
Deposit interest	3
<b>Hall Receipts - Total</b>	<b>5,477</b>

<b>PCC Receipts - Total</b>	<b>67,682</b>
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The Church	Payments £
Church Activities	
Diocesan Share	56,862
	-
	<u>-</u>
	56,862

Church operating costs	
Administration	1,292
Clergy expenses	2,547
Printing excl Mag.	646
Heating. lighting	1,446
Insurance	3,066
Music	1,734
Running costs	821
Governance, misc. other costs	2,967
	<u>14,520</u>

Charitable Giving	1,273
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Costs of generating funds	
Magazine Printing	0
Summer fete & Autumn bazaar	140
100 Club	855
Bookshop	0
Fairtrade	0
	<u>995</u>

Church events & outings	0
Fees payable to Diocese (DBF)	1,797
	<u>1,797</u>

Capital works & maintenance	
Major works	0
Fabric maintenance & repair	18,352
	<u>18,352</u>

<b>Church Payments - Total</b>	<b>93,799</b>
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<b>Church Hall - Payments</b>	<b>£</b>
Utilities - electricity, water, refuse	4,380
Maintenance, repairs, improvements	11,570
Miscellaneous	209
<b>Hall Payments - Total</b>	<b>16,159</b>

<b>PCC Payments - Total</b>	<b>109,958</b>
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**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 2021**

<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>	<b>Church</b>					
	Hunt Legacy, to fabric	-	-	-	(17,525)	
	Hunt Legacy, to hall refurbishment	-	-	-	(12,006)	
	Hunt Legacy to Share deficit	-	-	-	(16,138)	
	Hunt Legacy	56,844	-	-	(45,669)	11,175
	Weston Legacy	-	1,250	-	-	1,250
	O'Doherty legacy, fabric	4,072	-	-	-	4,072
	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
	<b>Church sub total</b>	<b>80,041</b>	<b>1,250</b>	<b>-</b>	<b>(45,669)</b>	<b>35,623</b>
	Church Hall	8,275	5,477	16,159	7,189	4,782
	<b>PCC Total</b>	<b>88,317</b>	<b>6,727</b>	<b>16,159</b>	<b>(38,480)</b>	<b>40,405</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	-	920	433	-	-
	Annual Charity Draw	-	920	433	-	487
	Wiltshire Air Ambulance	-	-	-	-	-
	Dorothy House	-	-	-	-	-
	Women's Education Partnership	-	-	-	-	-
	Ride & Stride	-	795	740	-	55
	Other collections, etc	-	-	-	-	-
	Charitable Giving Total	-	1,715	1,173	-	542
	Organ fund, concert pending	510	-	-	-	510
	Hope Fund	-	-	100	-	100
	<b>Restricted Funds total</b>	<b>510</b>	<b>1,715</b>	<b>1,273</b>	<b>-</b>	<b>952</b>

<b>Note</b>	<b>Permanent Endowment Funds:</b>	<b>Opening balance £</b>	<b>Receipts £</b>	<b>Payments £</b>	<b>Transfers in (out) £</b>	<b>Closing balance £</b>
<b>4.</b>	<i>(only the income is due to the PCC)</i>					
	Fabric maintenance (Cutler)	614	276	18,352	17,525	63
	Churchyard maintenance (Barnes)	386	149	-	-	535
	LPoW Scheme VAT refund	-	2,854	-	-	2,854
		<b>1,000</b>	<b>3,278</b>	<b>18,352</b>	<b>17,525</b>	<b>3,451</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 2021 £</b>
<b>5.</b>						
	General fund deficit	22,884	(22,884)	-	-	-
	PCC allocation for hall refurb	(1,929)	1,929	-	-	-
	Fabric deficit	-	(17,525)	-	17,525	-
		<b>20,955</b>	<b>(38,480)</b>	<b>-</b>	<b>17,525</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

I report on the accounts of the Trust for the year ended 31<sup>st</sup> December 2021, which are set out on the previous pages of this report.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

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

### **Basis of 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:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

**Signed**



**Date:** 19<sup>th</sup> March 2022

Miss K Jones, ACMA  
Burchill Close  
Clutton  
Bristol BS39 5PR