

# 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**

*Licensed Lay Minister*  
**Mike Bridges**

[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 2022**

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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 2022

### 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 2022) 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 2022.

### Clergy

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

Reverend Liz Gifford (*Permission to Officiate*)

### Licensed Lay Minister

Mike Bridges (*Deanery Synod*)

### Churchwardens

Heather Thompson (*Deanery Synod*)

Wendy Thorne (*Deanery Synod*)

### Elected Members

Denise Collisson

Brian Marson

Ann Morland

Dawn Sawyer (*Treasurer*)

Chris Solman

Ann Swanney (*PCC Secretary*)

Norman Swanney (*Fabric*)

### 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. Also, 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.

### Achievement and Performance

#### *Church Attendance*

There are 108 parishioners on the Church Electoral Roll, 62% of whom live within the parish and 38% outside the parish.



# St John's Church Studley

## *PCC Review of the Year*

The PCC met six times during the year. The average level of attendance was 80%. The Standing Committee held four meetings.

After the resignation of our two Churchwardens in January, Heather Thompson and Wendy Thorne agreed to act as interim Churchwardens until the 2022 APCM.

The PCC was pleased to welcome Mike Bridges as a Licensed Lay Minister (LLM) appointed to St. John's.

The PCC's response to The Fairer Share Survey was forwarded to the Diocese, along with members' comments asking for a more realistic system.

It was decided that the long-overdue redecoration of the Church be postponed due to prohibitive costs and a lack of funds.

Morning prayer now takes place on Tuesday and Wednesday mornings in the Parish Lounge. The Chat Café takes place on Mondays and Wednesdays and received a Warm Places grant.

Communion was started once a month for those who are vulnerable but was later suspended as too few people were attending.

In February, coffee in the hall after church was restarted after Covid and in March the PCC agreed that we should continue to wear masks in church.

A weekly email news sheet was started to inform members of services and what was happening in church. This could also be printed by members and delivered to those not on email.

We are grateful to our church neighbours Mike and Ruth who continue to cut the grass and keep the churchyard in very good order.

In April Ann Morland stepped down as Church Administrator after 30 years and will be sorely missed.

In May, Abigail O'Driscoll offered to develop, over a six month period, a shared online admin facility for PCC use and this proposal was gratefully received.

St. John's was open for quiet reflection during the period of mourning for Queen Elizabeth II and there was a book of remembrance for people to sign.

The new boiler that was installed has been noisier than expected and the manufacturer was contacted for advice. Soundproofing work was done in November which helped matters.

New electric sockets were installed at the back of church to service the amplifier and the loop system.

The PCC agreed to take part in a Burial Ground Survey which will start in the Summer of 2023.

The PCC will adopt the National Churches guidelines and policy relating to Domestic Abuse.

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

St John's had always prided itself in paying its Deanery Share commitment to Salisbury Diocese in full but for the first time in over 40 years we failed to do so. At the beginning of the year 2022 the PCC took the decision to inform the Diocesan Board of Finance (DBF) that we would struggle to meet our commitment. As it was, we managed to pay £37,200 of the £59,704 due which was 67% and exceeded what we had anticipated when we first contacted the DBF. We used all of our planned giving which included the Standing Orders, Planned Giving envelopes and the Gift Aid



## St John's Church Studley

rebate to the DBF. The rest of the monies received were to pay for our overheads, heating, lighting, insurance etc. and this was only possible due to our fundraising endeavours. Our net worth is £46,400 of which £13,430 is held in restricted funds and it also includes the remaining £10,000 of the Hunt Legacy.

Fabric costs were restrained to health and safety essentials only and were paid from Endowment funds and VAT refunds. Any shortfall was topped up from Reserves and not the general fund. There has been remedial action with soundproofing of the new boilers which had proved to be noisy and the PCC agreed with the majority of the congregation that this needed addressing.

Our fundraising consisted of a fabulous Valentine Afternoon Tea in the hall, followed by a Philomena Concert, the return of the Fish & Chip Supper with Holiday Souvenir Auction, Quiz night, Sponsored Ride4 event and two talks, Lamb to the Slaughter and the start of the Scottish Series. Without this fundraising our financial position would have been far more precarious.

The 100 Club is still strongly supported and it is with grateful thanks to Ian Bennett who manages the collection of monies each year and the monthly draw. The 100 Club still retains patrons who, though spread far and wide, are still supporting us here at St John's.

The Chat Café is growing and now covers two mornings a week and the Hall Committee were able to obtain a Warmer Spaces Grant from the DBF to support its endeavours whilst a Costs of Living crisis hit the country. The after Church Coffee is well attended and the donations given from both events are well received.

At the end of 2022, the Soup Run co-ordinators, Rachel and Adrian Brown regretfully announced their retirement as soup run leaders and coordinators for St John's. The Reverend Alastair Wood has taken on their role as soup run co-ordinator. The three remaining soup run leaders and their teams have pledged to continue this vital work in the community - hopefully gaining another soup run leader shortly. If you feel that this something you would like to be involved with then please do contact Alastair. We are still supporting the Foodbank; all donations gratefully received.

As you are aware I have announced my intention to stand down as PCC Treasurer at the APCM, this was not a decision taken lightly nor easily but a decision that was thrust upon me. The PCC Treasurer needs to be supported by the whole PCC and in its present form this is not the case. It has been an honour to be St John's treasurer over the past 10 years and I am happy to support the new treasurer over the coming months.

Thanks go to Norman Swanney for all his support and to our independent examiner Karen Jones, who audited our accounts for 2022.

### **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: 14 April 2023

**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 2022**

**RECEIPTS & PAYMENTS ACCOUNT**

Note 1a	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total 2022	Total 2021
		General	Designated	Funds	Funds		
		£	£	£	£	£	£
<b>Receipts</b>	Note 1b,4						
Receipts from donors							
Planned Giving		30,917	0	0	0	30,917	33,421
Collections		1,013	0	0	0	1,013	711
Income tax recovered		8,202	0	0	0	8,202	8,430
	Note 6a	40,132	0	0	0	40,132	42,561
Other voluntary receipts	Note 6b	10,511	0	212	3,503	14,226	9,684
Activities for generating funds	Note 6c	3,444	2,750	370	0	6,564	10,799
Receipts from church activities	Note 6d	9,482	0	0	0	9,482	3,748
Investment income	Note 6e	812	0	0	4,194	5,006	889
<b>Total Receipts</b>		<b>64,382</b>	<b>2,750</b>	<b>582</b>	<b>7,697</b>	<b>75,411</b>	<b>67,682</b>
<b>Payments</b>							
Church Activities							
Diocesan Share & Fees	Note 1a	40,906	0	0	0	40,906	58,659
Church operating costs	Note 1b	15,939	0	0	0	15,939	13,992
Charitable giving	Note 3, 1c	0	0	1,076	0	1,076	533
Governance costs		492	0	0	0	492	527
Loan Repayment		0	0	0	0	0	0
Costs of generating funds	Note 7b	1,458	4,956	0	0	6,415	17,894
Major works & fabric repairs	Note 7b	0	0	0	11,734	11,734	18,352
<b>Total Payments</b>		<b>58,795</b>	<b>4,956</b>	<b>1,076</b>	<b>11,734</b>	<b>76,561</b>	<b>109,958</b>
Excess (Deficit) of Receipts over Payments		5,587	(2,206)	(494)	(4,037)	(1,150)	(42,277)
Transfers between funds	Note 5	(3,810)	2,011	525	1,274	0	0
<b>Net of Receipts/Payments after transfers</b>		<b>1,777</b>	<b>(195)</b>	<b>31</b>	<b>(2,763)</b>	<b>(1,150)</b>	<b>(42,277)</b>
Bank accounts & cash at 1st January		2,742	40,405	952	3,451	47,550	89,827
Bank accounts & cash at 31st December		<b>4,519</b>	<b>40,210</b>	<b>983</b>	<b>688</b>	<b>46,400</b>	<b>47,550</b>

**STATEMENT OF ASSETS & LIABILITIES**

<b>Cash Funds</b>							
Bank current & deposit accounts		4,519	40,210	983	688	46,400	47,550
<b>Other Monetary Assets</b>							
Debtors		0	0	0	0	0	0
Income tax recoverable		6,266	0	0	0	6,266	6,266
		6,266	0	0	0	6,266	6,266
<b>Investment Assets</b>							
Funds/shares at market value		15,152	0	0	13,430	28,582	30,274
<b>Assets retained for charity use</b>							
Stock		0	250	0	0	250	250
Office Equipment/Machinery		0	1,520	0	0	1,520	1,600
Lawn Mower		360	0	0	0	360	379
Chalices		2,608	0	0	0	2,608	2,745
		2,968	1,770	0	0	4,737	4,974
<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: 25th February 2023

# 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 2022

### Note 1. Receipts & Payments analysis

The Church	Receipts £
a. Receipts from donors	
Planned giving	30,917
Collections	1,013
Income tax recovered	8,202
	<hr/>
	40,132
b. Other voluntary receipts	
Legacies	-
Donations	1,764
Donations [Flowers]	-
Friends of St John's	3,503
Gift Day	2,293
Other misc. receipts	3,169
Salisbury Diocesan ref SWF Grant	3,285
	<hr/>
	14,014
c. Charitable Giving - <i>for details see Note 3</i>	582
d. Activities for generating funds	
Parish magazine - sales and adverts	-
Ride4 Event	932
100 Club	2,015
Bookshop	126
Fairtrade	-
Coffee (Sunday)	371
	<hr/>
	3,444
e. Receipts from Church Activities	
Church events & outings inc Chat Café	3,348
Fees paid to the PCC	6,134
	<hr/>
	9,482
f. Receipts from Investments	
Bank and CBF Deposit Fund Interest	812
Dividends on CBF Investment Fund	4,194
	<hr/>
	5,006
<b>Church Receipts - Total</b>	<b>72,661</b>
<b>g. Church Hall - Receipts</b>	<b>£</b>
Hirings	2,239
Other income	498
Deposit interest	14
	<hr/>
<b>Hall Receipts - Total</b>	<b>2,750</b>
<b>PCC Receipts - Total</b>	<b>75,411</b>

The Church	Payments £
Church Activities	
Diocesan Share	37,200
	-
	<hr/>
	37,200
Church operating costs	
Administration	816
Clergy expenses	1,584
Printing excl Mag.	717
Heating. lighting	1,695
Insurance	3,141
Music	1,877
Running costs	2,312
Governance, misc. other costs	4,289
	<hr/>
	16,431
Charitable Giving	1,076
Costs of generating funds	
Magazine Printing	-
Summer fete & Autumn bazaar	-
100 Club	850
Bookshop	334
Fairtrade	65
Chat Café	115
	<hr/>
	1,364
Church events & outings	94
Fees payable to Diocese (DBF)	3,706
	<hr/>
	3,801
Capital works & maintenance	
Major works	-
Fabric maintenance & repair	11,734
	<hr/>
	11,734
<b>Church Payments - Total</b>	<b>71,605</b>
<b>Church Hall - Payments</b>	<b>£</b>
Utilities - electricity, water, refuse	3,611
Maintenance, repairs, improvements	947
Miscellaneous	399
	<hr/>
<b>Hall Payments - Total</b>	<b>4,956</b>
<b>PCC Payments - Total</b>	<b>76,561</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 2022**

<b>Note 2.</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>Church</b>					
	Hunt Legacy, to fabric	11,175	-	-	(1274)	9,902
	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</b>	<b>35,623</b>	<b>-</b>	<b>-</b>	<b>(1274)</b>	<b>34,349</b>
	<b>Church Hall</b>	<b>4,782</b>	<b>2,750</b>	<b>4,956</b>	<b>3,285</b>	<b>5,861</b>
	<b>PCC Total</b>	<b>40,405</b>	<b>2,750</b>	<b>4,956</b>	<b>2,011</b>	<b>40,210</b>

<b>Note 3.</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>
	Annual Charity Draw	487	-	-	-	487
	MAF and Hope Centre	-	-	226	-	(226)
	Childrens Society - Christingle	-	212	-	-	212
	Ride & Stride	55	370	-	(425)	0
	<b>Charitable Giving Total</b>	<b>542</b>	<b>582</b>	<b>226</b>	<b>(425)</b>	<b>473</b>
	Organ fund, concert pending	510	-	-	-	510
	Hope Fund	(100)	-	850	950	0
	<b>Restricted Funds total</b>	<b>952</b>	<b>582</b>	<b>1076</b>	<b>525</b>	<b>983</b>

<b>Note 4.</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>
	Fabric maintenance (Cutler)	63	4040	11734	1274	(6357)
	LPoW Scheme VAT refund	2854	3503	-	-	6357
	<b>Fabric total</b>	<b>2917</b>	<b>7544</b>	<b>11734</b>	<b>1274</b>	<b>0</b>
	Churchyard maintenance (Barnes)	534	154	-	-	688
	<b>Total</b>	<b>3451</b>	<b>7697</b>	<b>11734</b>	<b>1274</b>	<b>688</b>

<b>Note 5.</b>	<b>Transfers between Funds</b>	<b>Unrestricted Fund £</b>	<b>Designated Fund £</b>	<b>Restricted Fund £</b>	<b>Endowment Funds £</b>	<b>Total 2022 £</b>
	Ride & Stride 2021	425	-	(425)	-	-
	PCC to Hall: Warm Air Grant	(3,285)	3,285	-	-	-
	Charity Draw	-	-	-	-	-
	Hope Fund	(950)	-	950	-	-
	Fabric top up required	-	(1,274)	-	1,274	-
	<b>Total</b>	<b>(3,810)</b>	<b>2,011</b>	<b>525</b>	<b>1,274</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 2022, 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:** 14 April 2023

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