

Parochial Church Council of the Parish Church of St Mary Magdalene, Woodstock

Registered Charity Number 1164329

Trustees Report and Financial Statements for the year ended 31 December 2021

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Administrative Information & Trustees' Report

Membership of the PCC

PCC members who have served at any time since 1 January 2021 are:

Ex Officio Members & Trustees:

Team Rector The Very Reverend Jeremy Auld
 Curate Reverend Annette Wade, transferred to Kidlington 1 Sept 2021
 Associate Priest Reverend Dr Shaun Henson
 Deanery Synod representatives are ex officio members of the PCC

Members & Trustees':

Name	Role	Committees	
		Standing/ Finance	Deanery Synod
Ms Jenny Atkinson	PCC Member Elected for 3 years from 25 Oct 2020		
Mr Mike Bowles	PCC Member Elected for 3 years from 11 July 2021	Yes	
Ms Sarah Forshaw	PCC Member and Safeguarding officer re-elected for 3 years from 11 July 2021		
Mr Michael Holmes	PCC Member ex officio due to being on the Deanery Synod	Yes	Yes
Dr Ben Knighton	PCC Member Elected for 3 years from 25 Oct 2020		
Mr Ray Morris	PCC Member		
Dr Joan Perry	PCC Member & associate church Warden		
Mrs Sandy Rasch	PCC Member & PCC Secretary ex officio due to being on the Deanery Synod		Yes
Mr Aidan Salter	PCC Member & Treasurer re-elected for 3 years from 11 July 2021	Yes	
Mr Mike Shergold	PCC Member retired Feb 2021		
Ms Ruth Sutherland	Churchwarden re-elected for 1 year from July 2021 & PCC Member	Yes	
Mr Christopher Wallworth	Churchwarden & Vice Chair re-elected for 1 year from July 2021 & PCC Member	Yes	

Other

Clergy Secretary	Mrs Marion Williams
Independent Examiner	Mr Frank Collingwood FCA
Planned Giving officer	Glynda Salter
Electoral Role officer	Carol Holmes
Bankers	Barclays Bank
	CAF Bank (Charities Aid Foundation)
Insurers	Ecclesiastical Insurance Company
Solicitors	Winkworth Sherwood LLP
Associate Priests	Revd Stephen Pix
	Revd Andrew Bunch
Licenced Reader	Dr Ben Knighton

Aims and Purpose

The Parochial Church Council of St Mary Magdalene has the responsibility of co-operating with the clergy, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church buildings of St Mary Magdalene, Park Street, Woodstock, Oxford OX20 1SJ.

Committees

The PCC operates through several committees, which meet between full meetings of the PCC. The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council. Its membership is detailed on page 1.

Electoral Roll

At the qualifying date, there were 101 people on the electoral role. The average Sunday attendance during October was 54 adults and 2 children and 10 online registrations accounting for an estimated 15 people.

Structure Governance and Management

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Powers Measure. The PCC is a Registered Charity number 1164329

The method of appointment of PCC members is set out in the Church Representation Rules. Membership of the PCC consists of Ex Officio members who are appointed and then churchwardens and members elected by those members of the congregation who are on the electoral role of the church and those elected to be deanery synod representatives. All those who are members of our congregation are encouraged to register on the Electoral Role and stand for election to the PCC. A term of office for an elected member of the PCC is 3 years and the person may stand for re-election.

Deanery Synod

St Mary Magdalene is currently entitled to appoint two members of the Deanery Synod. Those elected to the Deanery Synod are automatically members of the PCC. Our Church is part of the Woodstock Deanery which itself is a part of the Diocese of Oxford. This provides the PCC with an important link between the parish and the wider structure of the Church.

Safeguarding.

All relevant volunteers and employed people have had DBS checks. Checking and monitoring systems are in place, however we must all remain vigilant about safeguarding our community and any concerns even small should be detailed to Sarah Forshaw our safeguarding officer on Sarah Forshaw sjfwoodstock@outlook.com or phone 07585 603425 or contact the church office. Please don't hesitate to mention any little thing, as it all helps to build a picture. Experience from outside our Parish shows that it is the little issues reported that can make sure we protect people.

Ecumenical Relationships

Our church is part of the Benefice of Woodstock and Bladon which consists of the parishes of St Mary Magdalene, Woodstock and St Martin, Bladon.

We are a member of Churches Together in Woodstock. At Easter and Christmas, a combined service information sheet is door dropped to all addresses in Woodstock covering all the churches services. We are in covenant with the Woodstock Methodist Church in Woodstock and joint services are normally held during the year, in a normal year but this has not been possible this year.

Gränna church is our twin church in Sweden, and we learn and provide prayer support from each other although this year no physical contact has been possible because of Covid.

The PCC support the Woodstock Youth Work Trust with prayer, finance from the diocese and a trustee. The PCC helped the Woodstock Youth Trust to apply for and obtain funding for outreach to schools, and to set up a Chaplaincy Team Leader at The Marlborough C of E School. This funding enables Mat Bodinham, the Chaplaincy Team Leader, to provide guidance and support to the pupil's part time.

Volunteers

The PCC wish to thank all the volunteers who work so hard to make our church the vibrant, friendly community that it is. In particular all those who clean the church (and we have had additional cleaning requirements this year due to Covid), make the churchyard look so lovely, open/ close the church, provide maintenance help, lead daily prayers, lead or take services, manage the AV/streaming, make tea/coffee, staple orders of services, welcome people, count collections, organise things and many, many other activities. Often this help is just carried out quietly and without fuss and can sometimes occur without publicly being thanked. Without the support of this great body of helpers it would not be possible for us to provide the wonderful environment and support to enable our Church to carry out ministry to the Parish.

Review of the year

The size of the congregation has been slowly increasing since the beginning of the year. We are not back to pre-Covid numbers. At the end of the year a typical Sunday was around 60 people at the main service (which is also streamed to c 15 people), 10 people at the 8am service and on a Wednesday communion we have around 6.

During 2021 the Parochial Church Council (PCC) met on 5 occasions in the year for normal PCC meetings. The Annual Parochial Church Meeting was held later than normal due to covid in July.

Covid issues. We started back in church at the beginning of the year and the chairs were positioned so that a 2m gap between each bubble could be maintained. Pre booking was instigated although in the end we did not turn anyone away (a couple of times regulars left so that visitors could worship). Later in the year we stopped the pre booking and the chairs required less spacing. However, throughout the whole year the spacing of chairs has been much more generous than before Covid and we asked everyone to wear masks. Part way through the year we were allowed to sing with masks on, although our cantors have continued to lead us. The services are still being streamed.

Until the late autumn we also were keeping the doors open to ensure good ventilation but with the winter we have decided to keep the doors closed to keep warmer and avoid excessive heating costs. Kneelers are still tucked away, and service sheets are created for each service and worshippers take them home to avoid cross contamination.

In the latter part of the year we started offering tea and coffee after the service but paused again due to Omicron version of Covid. We hope to restart refreshments as soon as it is safe.

Curate. Annette Wade has grown in experience and capability and in the autumn was seconded to Kidlington Parish to assist there which went so well it has turned permanent. We thank Annette for her work with us and pleased that she is continuing her training and expanding her experiences to assist her in Her journey of Christian leadership.

Church Building. The stained glass of the east and west windows was repaired and cleaned, so now look much better and are watertight. The drainage for the south wall was also completed to divert water away from the wall and avoid damp. We are waiting for the wall to dry out before repairing the internal redecoration affected. The notice board was repaired and redecorated.

Roof. An invasive inspection of the lead roofs by roofing contractors and our architect occurred and concluded that the lead roofs and lead valley gutters of the church have come to the end of their effective useful life and water is now ingressing into the building. The lead is so old that it has now become brittle and cracked. Any repairs undertaken now do not last because the metal is brittle and only last a short time before it cracks again.

The roof needs to be replaced to protect the fabric of the Grade II* building and to provide a dry interior. It was decided to find out how much a new roof would cost. Designs were drawn up and tendered and the cost of replacement is expected to be £150,000. This considers some inflation that will occur during the fundraising period. It was decided to start this campaign early in 2022 and Mike Bowles has offered to help for this large task. In early 2022 we obtained a grant for £5,000 to start off our fundraising.

The bell that calls worshippers is now cracked. (The peal of bells are all fine). We are trying to see if we can get a replacement from a disused church.

The church is now being let out again for others to use the church. We have obtained a premises licence for those who wish to serve alcohol on the premises. The reasoning was that the number of events in the year would exceed that allowed with temporary licences.

Churchyard.

There was extensive work undertaken to cut back trees and vegetation in the early part of the year, particularly from near the west wall of the churchyard which protects that wall from damage (the wall does not belong to the church). Paths were improved by putting down more gravel to make them less prone to weeds. The Churchyard is exceedingly well looked after by Jenny Atkinson and a few helpers supplemented by some contract help when required.

The Community Fund

Has again offered Christmas lunch for those who are on their own. 23 lunches were sourced from a local catering provider. These were served in the Church after the main Christmas service by volunteers. It is anticipated that there will be other community events in 2022.

Governors

Christine Arjun (Jeremy Auld's wife), Ann Cripps and Aidan Salter are all foundation governors at The Marlborough C of E School along with Clare Hayns who is a parent governor, and many will recall that Clair was our Curate a few years ago. The school has coped with Covid, and external reviews show the school has improved. Revd Jeremy Auld is a governor at Woodstock Primary school.

Giving options

We are really grateful for all the regular donations we receive which is the backbone to our finances.

For those who want to give regularly please contact the Parish giving scheme on 0333 002 1260 and to set up a direct debit for you. this can be monthly, quarterly or annually. You will need your bank details and our parish code 270627292. This is a great scheme and reduces our administration time substantially and is free for us to use.

Alternatively, cheques and donations can be put in the wall safe between the west door and the font or please contact Glynda Salter our planned giving officer or Aidan Salter stmmtreas@gmail.com our treasurer for other ways to donate and for gift aid details.

For debit and credit cards there is a contactless unit at the back of church that should always be working. To change the donation amount, press the up or down arrow, or tap the screen in the middle and input a figure. Alternatively, online at one of our "give a little" pages. (Gift aid details can also be taken this way as well).

For the general St Mary Magdalene Church Fund visit: <https://bit.ly/stmmwoodstock>

For the community fund visit: <https://bit.ly/WandBcommunity>

For upkeep of the churchyard visit: <https://bit.ly/stmmchurchyard>

For the roof appeal <https://bit.ly/StMMRoof>

Financial Review

The PCC would very much like to thank everyone who has made financial donations, large and small. Regular giving via the parish giving scheme which increases giving in line with inflation is so helpful and particularly so in this last year of the Covid pandemic. For those who give by direct debit please consider increasing donations in line with inflation. Fundraising was again restricted this year and we look forward to being able to get back together in fellowship whilst carrying out fundraising activities when the pandemic is over.

All of this is vital. Without your support the PCC would be unable to serve the parish and the local community and provide the Clergy to guide us and provide pastoral support for the whole community here in Woodstock and to keep of the building so that it can be used by the whole community.

Income. Overall, the total income increased by £11,337 which is very encouraging. The increase was due to several things including collections in services increased by £827 despite services in the early part of the year being restricted in numbers. The church being used by others in the community also increased by £1716. Planned giving grew by 1.6% which is less than CPI inflation so is a little disappointing. Weddings and funerals also grew by £1,716 although upto two thirds of that income goes in costs. We had a legacy from the estate of J Vickery of £1,000 and from the estate of Paul Duffie for £3,326 and we would encourage all to consider adding a legacy in their will. Overall, a good result.

Expenditure. Overall, total expenditure increased by £17,308, however £13,658 of that was from restricted funds particularly on repairs to the stained-glass windows and improvements to the drainage on the south side of the church. In unrestricted costs we also spent a further £7,101 on repairs which included the roof plus an investigation of the roof. That investigation concluded that we need to replace the lead on the roof which is detailed elsewhere. We paid our full parish share this

Trustees' Report and Accounts for St Mary Magdalene PCC, Woodstock, 2021

year which primarily funds our clergy salaries, pensions, training and accommodation. Church running expenses have increased from unrestricted funds, primarily because there were more services than the previous year, which incurred more organists' fees. From the Churchyard restricted fund we are employing a contractor to assist the work in the churchyard our volunteers undertake and some other costs of plants etc.

Loan. We have a loan of £35,000 from Blenheim which started as £80,000. This loan is interest free and at the end of December 2021 the agreement finished in September 2022. In March 2022 there was a meeting with Blenheim, and it was agreed to extend the loan for a further 6 years. The agreement for the loan states that the PCC should use its best endeavours to pay the loan back at £5,000 a year or quicker if funds allow. We have managed to achieve over £5,000 repayment a year despite Covid in the last 4 years of the loan so that should be achievable.

Conclusion. In unrestricted funds there was a slight surplus of £1,204. Restricted funds had a deficit of £4,723 showing we have spent money where donors want it to be spent.

Forward looking. We have a challenge ahead to raise the funds to replace the roof in addition to continuing to repay the outstanding interest free loan to Blenheim which was £35,000 as at 31 December 2021.

Reserves policy

It is PCC policy to try and maintain a balance on free (unrestricted) reserves equal to three months unrestricted payments which is about £25,000 but has mandated the treasurer to keep it above £16,000 for the foreseeable future. The balance on unrestricted reserves at 31 December 2021 was £18,825 (31 Dec 2020 £17,621). The PCC keeps the level under constant review.

Approved by the PCC on 30 April 2022

Chairman



Reverend Jeremy Auld

Treasurer



Aidan Salter

Parochial Church Council of the Parish Church of St Mary Magdalene, Woodstock

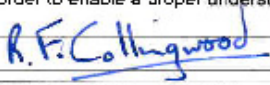
Registered Charity Number 1164329

Annual Accounts ending 31 December 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report			
Report to the trustees/ members of	Parochial Church Council of the Parish of St Mary Magdalene, Woodstock		
On accounts for the year ended	31 December 2021	Charity number	1164329
Set out on pages	7-11		
Responsibilities and basis of report	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021. As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.		
Independent examiner's statement	I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in any material respect: - the accounting records were not kept in accordance with section 130 of the Charities Act; or - the accounts did not accord with the accounting records; or - the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.		
Signed:			Date: 4 May 2022
Name:	Roland Frank Collingwood FCA		
Relevant professional qualification(s) or body (if any):			
Address:	8 Glovers Close Woodstock Oxfordshire OX20 1NS		

Statement of income and expenditure

	2021			2020
	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
INCOME				
Planned Giving	53,693	4,219	57,912	57,326
Gift Aid tax recovered	14,005	417	14,422	13,494
Collections	5,992		5,992	5,165
Wedding & Funeral Fees	12,307		12,307	8,680
Legacies	1,000	3,326	4,326	-
Donations	4,158		4,158	4,033
Sales & Visitors Donations	509		509	811
Church Use By Community	1,821		1,821	105
Bear Hotel Lease	3,500		3,500	3,500
Charges To Bladon	2,477		2,477	3,378
Interest	3		3	27
VAT Recoverable	1,263	973	2,236	1,807
Sundry Income	3		3	4
Total Income	100,731	8,935	109,666	98,329
EXPENDITURE				
Parish Share	54,302		54,302	53,115
Rector & Clergy Expenses	1,958		1,958	2,862
Church Running Expenses	6,699	2,187	8,886	5,306
Church Activities	764		764	(165)
Fees Shares Paid Out	6,702		6,702	5,687
Staff Costs	5,831		5,831	6,864
Costs Re Fundraising/Trading	-		-	2
Mission and Outreach	355		355	873
Utilities/Insurance	10,723		10,723	9,300
Office Costs	4,087		4,087	2,280
Repairs/Improvements	7,107	11,469	18,576	9,753
Sundry Expenses	1,000		1,000	-
Total Costs	99,528	13,656	113,184	95,877
Surplus for the year	1,204	(4,721)	(3,517)	2,452
Balances at start of year	17,621	(5,423)	12,198	
Balances at end of year	18,825	(10,144)	8,681	

Balance Sheet on 31 December 2021

	<u>2021</u>	<u>2020</u>
	£	£
Bank balances		
Barclays	3,727	3,578
CAF Bank	<u>41,652</u>	<u>46,729</u>
Total bank balances	45,379	50,307
Debtors and prepayments	<u>4,019</u>	<u>6,805</u>
Total assets	49,398	57,112
Less Creditors (payable within one year)	<u>(10,720)</u>	<u>(4,914)</u>
Total assets less current liabilities	38,678	52,198
Creditors (payable in more than one year)	<u>(30,000)</u>	<u>(40,000)</u>
<u>Net Assets</u>	<u>8,678</u>	<u>12,198</u>
Funds:		
Restricted	(10,147)	(5,423)
Unrestricted	<u>18,825</u>	<u>17,621</u>
<u>Total Funds</u>	<u>8,678</u>	<u>12,198</u>

Notes to the Accounts

1. Basis of Financial Statements

The Financial Statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards. The financial statements have been prepared under the Historic Cost Convention and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005). The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. All figures in brackets are negatives and in £ sterling.

2. Fund Accounting

Restricted Funds are those funds which are given by a donor for a specific purpose or where the donor has instructed that there is a restriction on who can expend the donation (e.g., the Rector or the Churchwardens). Unrestricted Funds are income funds available to the PCC to be spent on the PCC's general purposes.

The work required for the stained-glass window fund has been undertaken and the donor has agreed how the surplus monies can be spent, which includes the work on the French drain completed in 2021, and in future, a dais for the chancel altar has been agreed and is being designed. We are still calling this the stained-glass fund for continuity.

The redevelopment fund is a negative and this is enabled by a loan from Blenheim. We paid off £5,000 this year. The original loan was £80,000 and owe Blenheim £35,000 as at the 31 December 2021.

The restricted funds are detailed below.

	Opening Balance	Movement in Year	Closing Balance
Restricted Funds	£	£	£
Organ Fund	5,000	0	5,000
Flower fund	1,678	(200)	1,478
Stained Glass windows Fund	21,326	(10,496)	10,827
Church Yard fund	1,184	(506)	678
Community	<u>1,078</u>	<u>911</u>	<u>1,989</u>
Sub Total	30,266	(10,291)	19,972
 Redevelopment Fund	 <u>(35,689)</u>	 <u>5,570</u>	 <u>(30,119)</u>
Sub Total	(5,423)	(4,721)	(10,147)
 Unrestricted Funds			
General Fund	17,621	1,204	18,825
 Total Funds	 12,198	 (3,517)	 8,678

3. Creditors payable in more than 1 year

Blenheim Supporting Ltd loaned £80,000 near the end of 2016 (and they also gave a generous donation). This enabled the redevelopment fund to carry out works on the church. Both were much appreciated. Without this loan it would not have been possible to undertake the work.

The terms of the interest free loan (which is unsecured) are that the PCC should make every endeavour to pay this off as quickly as possible in segments. The loan is interest free for 5 years. At the beginning of 2021 we had a balance outstanding of £40,000 and in the year, we have paid off £5,000. The outstanding balance of the loan was £35,000 at the end of 2021. In the balance sheet therefore £5000 of loan is in current liabilities due for payment within 1 year and £30,000 is shown as creditors payable in more than one year. We have now paid a further £5,000 (March 2022) and agreed an extension of

this loan for 6 years with a repayment schedule of £5,000 a year or faster if funds permit. We are very grateful for Blenheim's continued their support.

4. Incoming resources

Planned giving, collections and similar donations and fees for weddings/funerals and hire of the church are recognised when received. The Listed Places of Worship Grant Scheme, gives a grant equal to the VAT incurred within their criteria providing funds are available. These refunds are recognised in the year of the expenditure. Other grants and legacies are recognised when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable. All incoming resources are recognised gross.

5. Resources expended

Grants and donations are recognised when paid over or when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is recognised when due but is not a contractual payment however it is necessary to primarily support the salaries, housing, and training of the clergy in the Diocese. All other expenditure is generally recognised when it is incurred. All resources expended are recognised gross of VAT.

6. Staff costs

The PCC employed a part time Secretary for the clergy during the year.

The church organists, bellringers, retired clergy etc receive payments for weddings/funerals/services. These were paid in accordance with recommendations made by either the diocese or the PCC. They are not employed by the PCC and are responsible for their own tax reporting/liability where appropriate.

7. Analysis of net assets on 31 December 2021

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Cash at Bank	20,526	24,853	45,379
Debtors	4,019		4,019
Medium Term Loan		(35,000)	(35,000)
Creditors	(5,720)		(5,720)
			0
Total Funds	18,825	(10,147)	8,678

8. Payments to PCC Members

No payments were made to PCC members in connection with their duties as PCC members. Some PCC members received reimbursement of expenses incurred on behalf of the PCC, these sums related directly to costs incurred and supported by invoices/receipts.

All the banking permissions/mandates require two authorisations before a payment can be made.