

**The Parish of Salisbury Plain**  
**ANNUAL REPORT AND ACCOUNTS OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31<sup>st</sup> December 2020**

**Administrative information**

The Parish of Salisbury Plain was created on 1<sup>st</sup> January 2014 and is a one-parish benefice comprising the historic parishes of All Saints' & St Mary, Chitterne; St Mary's Orcheston; St Mary's Shrewton; and St Thomas à Becket, Tilshead. It is part of the Diocese of Salisbury within the Church of England. The correspondence address is The Rectory, Chapel Lane, Shrewton, SP3 4BX

The Parochial Church Council (PCC) is a charity registered with the Charity Commission (No. 1173846) Registration was effective 18<sup>th</sup> July 2017. PCC members who have served from 7<sup>th</sup> October 2020 until the date this report was approved are:

*Incumbent:* The Revd Canon Eleanor Rance Chairman

*Assistant Curate:* The Revd Stéphane Javelle

*Wardens:* Mike Badham-Thornhill Vice Chairman  
Richard Essberger  
Ewart Grant  
Gay Jennings-Bramly  
John Smedley

*Representatives on the Deanery Synod:*

Sarah Gooch  
Mary Lace

*Elected members:* John Badgery Secretary  
Andrew Macdonald  
Debby Potter  
Robert Pryor  
Virginia Pryor  
Hilda Renshaw  
Sally Shepherd

*Co-opted Members:* Sam Shepherd Treasurer

## **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.

## **Objectives and Activities**

The Salisbury Plain Benefice PCC has the responsibility of co-operating with the incumbent, the Revd Canon Eleanor Rance, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has oversight of the Maddington Church Room in the historic parish of Maddington/Shrewton.

## **Achievements and Performance**

### **CHURCH ATTENDANCE & WORSHIP**

As at 31<sup>st</sup> December 2020 there were 159 parishioners on the Church Electoral Roll. It is difficult to provide 'average' figures for worship during 2020 due to the fact that for long periods the churches were not in use, and when they re-opened not all felt able to return. What follows gives an indication of the type of worship that was possible and roughly what numbers attended/viewed:

Zoom worship on Sundays – an average of around 20-25 people attending in the morning and 6-10 in the evenings.

Worship in churches on Sundays- an average across the parish of around 20 for the main morning service (though capacity was an issue for Orcheston)

Daily prayers- the ministry team began to record an audio clip of prayers in March 2020. These were then distributed to the mailing list of 100 households on a daily basis.

YouTube- films for reflection were provided for Holy Week & Easter and Rogation Sunday. Remembrance Sunday (155 views), Advent Sunday (139 views) and the Christmas Carol Service (83 views) each had services created for YouTube.

Worship at home- the creation of resources for Holy Week and Easter was the first focused activity for those who were stuck at home and unable to access the internet. All the booklets that were subsequently created were also made available by email to the parish mailing list. Around 20 households from among our regular worshipping community have no access to the internet at all. For this group of people, regular written contact was maintained from March onwards. In total a series of 3 booklets were created for the period leading up to the re-opening for public worship. During the second lockdown a further set of booklets were provided for All Souls and Remembrance, and during Advent a second audio clip to include readings was sent out daily with the prayers. In Chitterne a Stable and Crib scene were

created with figures contributed from across the village. This provided a focal point for reflection within the village.

Remembrance Sunday was also marked quietly in each of the 4 villages in the parish, outside, with the opportunity to mark the 2 minutes silence while socially distanced.

Worship on Christmas Day in 2020 was permitted inside the churches, along with provision of two Zoom services on Christmas Eve for any who felt unable to attend church in person.

Attendance on Christmas morning is not indicative of the numbers we normally expect, but it is here for reference.

Chitterne	20
Orcheston	18
Shrewton	35
Tilshead	29

### **Ministry, including worship, with Schools & Families in 2020**

Until early March 2020, the children of both church schools in the parish received weekly visits from the clergy ministry team for collective worship, both schools were also supported by the clergy in their capacity as governors. From Easter onwards, as the schools established new systems for contacting and supporting families at home, the clergy began to contribute pre-recorded Collective Worship. From September this became a regular weekly pattern, with a service for both schools and a specially prepared act of worship for the youngest children being prepared each week. In addition, the clergy worked with the schools to direct support to more vulnerable families, on occasion providing resources during lockdown. Over the summer, a uniform swap shop was run for Shrewton school, and provision of financial and food support was co-ordinated between the clergy, Candlemas and the local schools. The following additional resources were provided:

Easter Worship	Tilshead & Shrewton
Getting ready for school	resources for all children beginning in the 2 schools sent to families during summer term, with video introduction
Year 6 Leaving reflections	regular videos provided for Shrewton school during summer term
DSAT Leavers service	hosted by Eleanor Rance for the whole DSAT year 6 community
Leaver's Day Prayer Space	resources provided for an event run within Tilshead school
End of Year Worship	Recorded and sent to both schools for use across the community



Welcome of new children	clergy team welcomed year R children and families into school on first day of term
Weekly Collective worship	provided in MP4 format from September for both schools
Harvest loaves	resources and instructions provided for loaf-making in school
Christmas Crib visit	Year R children hosted to put together the Crib in Shrewton

Family Service & Tea was the hardest service to replicate online, not least because younger children find it hard to 'connect' on a screen. Pastoral contact was maintained in different ways, principally by setting up a new form of delivery of our usual activity groups. The Activity 'takeaway' bag was first created for 5 weeks during the summer holidays and supported by the Shrewton Methodist Church. For each week children received a bag containing activities, recipes, and opportunities for reflection and exercise. The bags were accompanied over the summer months by a geocache trail in Maddington woods, and the opportunity to participate in pebble painting, and a small competition. The activity packs were such a success that they have become a regular part of our ministry, with bags also being created for half-term and Christmas. A WhatsApp group allowed for families to swap ideas and photos, and to share their exploits. Up to the end of 2020 a total of 212 bags had been distributed with more planned for the holidays in 2021.

#### **Occasional Offices in the Benefice (or at the crematorium):**

Baptisms	2	(Chitterne 0, Orcheston 0, Shrewton 2, Tilshead 0)
Marriages	2	(Chitterne 0, Orcheston 1, Shrewton 0, Tilshead 1)
Funerals	13	(Chitterne 5, Orcheston 1, Shrewton 7, Tilshead 0)

In addition to this there were 4 services to bury ashes (Chitterne 0, Orcheston 1, Shrewton/Rollestone/Maddington 3, Tilshead 0). Assistance and support to bereaved families was also offered to 11 families, and one memorial service took place. During the first lockdown those who had died were named on the external noticeboard in Shrewton, in a public acknowledgment of our shared loss. This display was warmly received both by families of those who had died, but also by the wider community. It was striking that for many this was the only opportunity for them to learn of a person's passing, and to pay their respects. For All Souls Day 2020, as we were not permitted to have a service in church, grave lights (long lasting candles) were lit at every grave where a burial had taken place in the previous 12 months, and a service was printed and distributed for personal use, while mirrored by a service on zoom. The provision of lighted candles at graves allowed family members to visit separately (and therefore safely), and many noted how important it had been to find the light burning a day or two later.



## **Review of the year- Ministry**

From the commencement of the first lockdown in March 2020, pastoral ministry was transformed within the parish. Many of those who work as volunteers across the villages were unable to participate in their usual roles, but most took on a new approach, notably with phone contact, writing letters, and running errands for those who were in need of practical support. The clergy worked closely with parish councils, GP partnerships, schools, carers and a large number of volunteers throughout the first lockdown, extending many aspects of pastoral care on through the summer and into the second and third lockdown periods. New partnerships and networks were established, especially with local charities, and professionals experienced in support of the vulnerable or those at risk. From this closer partnership new opportunities for ministry are now developing, and it is hoped that in due course these can be brought into the 'routine' work of the parish.

## **Review of the year -Governance**

The PCC met on 4<sup>th</sup> March, for the APCM in October, and online (Zoom) in November. Changes to Church Representation Rules meant that much of the decision making during the course of 2020 could be undertaken by correspondence, with decisions and resolutions being recorded, and added to minutes at subsequent meetings. The PCC was closely involved in the process of returning to worship in churches in the summer of 2020, passing a resolution to suspend Holy Communion initially, as new routines were established. In November the PCC received an update about the challenges presented to our finances during the preceding months. It was agreed to address this further in the early part of 2021. Meanwhile the PCC agreed for a letter to be sent to the members of the Electoral Roll in three of the villages in order to explain the challenges faced and to encourage further financial support. The Churchwarden would contact members in our other village personally. During 2020 the PCC also approved various maintenance tasks, and supported applications for works to be undertaken under Faculty Jurisdiction rules.

The PCC complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 by having due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults within the parish. Those due for safeguarding refresher training attended a course online as provided by the diocese.

## **For 2021...**

The PCC's priority will be to support the wider church community in getting back into more familiar routines and patterns of ministry and worship. However, it will also wish to take into account many lessons learned about new forms of contact, support and ministry during the pandemic. A first survey has been undertaken in early 2021, and work will continue in this field throughout the year. The PCC will also continue to explore how it can be more effective with the limited resources it holds, and how best to explore and implement the numerous reports and initiatives launched by the Church of England in recent months.

## Financial Review

Receipts for the financial year were £112,300 (2019 £109,800). Although this amount appears to have risen this masks considerable falls in our routine income.

Planned giving over the year was similar to the previous year, however money received in the collection plate has been cut right back due to the loss of our services for most of the year.

We continue to receive a number of generous grants from local organisations. For these we are most grateful to Shrewton Parish Council and Tilshead Parish Council for grants towards grass cutting costs. Wiltshire Council for the repair of the steps at the top of the St Mary's Shrewton churchyard. The Friends of St Mary's Shrewton have provided support for the repair of steps, a replacement flag, new floodlighting and a new oil-fired boiler. The Friends of St Thomas a Becket have provided support towards the cost of a complete rewiring of the church and towards the cost of repairs to the roof of the south aisle. Wiltshire Historic Churches Trust provided grants towards the cost of repairs to the tower of All Saints & St Mary's Chitterne.

Our reimbursement of Gift Aid on qualifying donations has also fallen through the fall in collection receipts. Parochial fees have also fallen, partially as a consequence in the reduction in weddings.

There have been fewer of our normal fund-raising events leading to a further reduction in income.

Income from Bank Deposits and Trusts has been lower.

Maddington Church Hall fee income for most of the year has also been lost.

The main sources of income that appear to lift our total income have been repayment of VAT for the building work in 2019 in Orcheston and for Chitterne in 2019 & 2020 and Tilshead in 2020 together with the various grants referred to above.

Total expenditure was £194,300 (2019 £173,900) to enable the Benefice in Ministry throughout our four villages.

Our contribution to the Parish Share fell slightly to £57,700. Clergy expenses £2,900. Of this total of £60,600 we have only raised 55% from our Planned giving and church collections including the related gift aid.

The Salisbury DBF share of parochial fees reduced in line with a reduction in fees received.

General running costs of insurance, heating, electricity are similar to the previous year at about £12,000.



During the year there has been considerable expenditure paid for out of church reserves for quinquennial repairs to Chitterne Tower roof, Chitterne organ refurbishment, total rewiring of the church in Tilshead and assorted works in Shrewton.

The overall financial result is a net expenditure of £82,100.

## **Reserves Policy**

At the PCC meeting on 6<sup>th</sup> June 2018 a Financial Management Policy paper was presented to and approved by the PCC, including the following "Salisbury Plain Benefice Reserves Policy".

1. The Reserves of Salisbury Plain Benefice are those unrestricted funds required to ensure prudent financial management.
2. The Reserves do not include funds that were raised for designated purposes, or are restricted in terms of their donation, or are endowments nor property assets.
3. They will ensure that the PCC will meet all the normal costs of running the Benefice, including the ability to pay our Parish Share, our fees to the Diocesan Board of Finance, building insurance, utility bills, costs of service, administration and day to day repairs.
4. The reserves should also meet minor unexpected repair costs including minor works identified in Quinquennial reports.
5. The Reserves Policy recognises that through the Benefice, the four constituent villages will be able to support each other when necessary.
6. The expected running costs for 2021 will be around £90,000. Church of England guidance suggesting three months reserves would give an appropriate reserve of £23,000.
7. In the event that our reserves are consistently below the target sum or are consistently above the target, the PCC will take responsibility to remedy the situation. When reserves drop too low funds should be allocated from a designated fund where that fund is not immediately required for the designated purpose. Where reserves are too high funds could, with the approval of the PCC, be used either supporting a project in the community or designating to an underfunded fabric fund or similar.
8. This Policy should be reviewed annually.

**Approved by the PCC on 17<sup>th</sup> March and signed on their behalf by Revd Canon Eleanor Rance (PCC Chairman)**



## INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE SALISBURY PLAIN BENEFICE

This report on the financial statements of the PCC for the year ended 31 December 2020, which are set out on pages 1 to 3, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 43 of the Charities Act 1993 ('the Act').

### Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 43 (2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the regulations.

### Basis of this report


My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishops' Council. 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 financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide 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, 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 41 of the Act; and
  - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulationshave 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.

Date: 7 March 2021

Signature: 

Name: John Chubb-Tutt

Position: Treasurer

## SALISBURY PLAIN BENEFICE PCC

## Statement of Account as at 31 December 2020

## RECEIPTS AND PAYMENTS

	Shrewton	Orcheston	Chitterne	Tilshead	Maddington	Benefice	Total	2019 Total
<b>RECEIPTS</b>								
<u>Voluntary Receipts</u>								
Planned Giving - Gift Aid	11,947.00	5,958.00	7,350.00	600.00	480.00		26,335.00	25,437
Other Planned Giving	220.00						220.00	970
Church Collections	648.53	629.15	1,407.00	860.50			3,545.18	11,778
Sundry Donations	3,612.04	986.64	1,023.28	695.70	156.58	437.00	6,911.24	7,077
Grants	11,517.79	15.00	3,100.00	12,825.00			27,457.79	10,403
Gift Aid Refund	3,464.58	1,798.83	2,057.72	739.46	323.43		8,384.02	12,225
<u>Church Activities</u>								
Parochial Fees	3,049.00	691.00	1,514.00	505.00		52.00	5,811.00	10,752
<u>Generating Funds</u>								
Fund-Raising Events	840.06		940.40	1,444.50	620.00		3,844.96	11,490
<u>Receipts from Investments</u>								
Bank & Deposit Interest		9.40	11.30				20.70	245
Trusts		400.59	384.71	4,531.38			5,316.68	6,003
<u>Other Receipts</u>								
Maddington Fees					829.00		829.00	2,479
VAT Grant		4,703.67	13,966.37	3,349.41			22,019.45	5,603
Wayleaves							-	126
Insurance claim							-	1,707
Allotment fees	340.50						340.50	386
Field rent	420.00						420.00	420
Miscellaneous	667.00	25.00	100.00			36.84	828.84	2,677
<b>Total Receipts</b>	<b>36,726.50</b>	<b>15,217.28</b>	<b>31,854.78</b>	<b>25,550.95</b>	<b>2,409.01</b>	<b>525.84</b>	<b>112,284.36</b>	<b>109,778</b>
<b>PAYMENTS</b>								
<u>Church Activities</u>								
Diocesan Parish Share	29,724.30	10,350.76	10,800.58	6,805.90			57,681.54	59,673
Clergy Expenses	717.56	717.55	717.55	738.57			2,891.23	2,955
DBF Share of fees	1,579.00	42.00	526.00	330.00			2,477.00	2,426
<u>Running Expenses</u>								
Insurance	2,600.64	967.59	2,809.41	2,382.68	417.50		9,177.82	9,212
Maddington Costs					272.00		272.00	-
Electricity & Telephone	240.17	85.01	669.16	378.64	736.87		2,109.85	2,191
Heating Oil	448.81						448.81	1,019
Water	81.00			81.00	43.46		205.46	214
Building Maintenance	13,041.25	3,345.56	71,536.97	20,294.88	4,382.73		112,601.39	85,395
Cost of Services	534.13	124.45	131.24	417.64		184.80	1,392.26	4,029
Upkeep of Churchyards	714.95		255.00	600.00			1,569.95	1,560
<u>Charitable Giving</u>								
Overseas							-	
Home	125.44	267.00	335.50			437.00	1,164.94	2,242
<u>Cost of Generating Funds</u>								
Fund-Raising Costs	8.92			904.93			913.85	433
<u>Church Management</u>								
Administration	838.42	188.42	188.42	188.42		25.00	1,428.68	2,540
<b>Total Payments</b>	<b>50,654.59</b>	<b>16,088.34</b>	<b>87,969.83</b>	<b>33,122.66</b>	<b>5,852.56</b>	<b>646.80</b>	<b>194,334.78</b>	<b>173,889</b>
<b>Excess of Receipts over Payments (Payments over receipts)</b>	<b>(13,928.09)</b>	<b>(871.06)</b>	<b>(56,115.05)</b>	<b>(7,571.71)</b>	<b>(3,443.55)</b>	<b>(120.96)</b>	<b>(82,050.42)</b>	<b>(64,111)</b>

SALISBURY PLAIN BENEFICE PCC

Statement of Assets as at 31 December 2020

		Shrewton	Orcheston	Chitterne	Tilshead	Maddington	Benefice
<b><u>Current &amp; Deposit accounts</u></b>							
Orcheston Bank & Cash assets	31/12/19		£22,540.54				
	31/12/20		£12,897.57				
Chitterne Bank Deposit & Current A/cs & Cash	31/12/19			£77,673.09			
	31/12/20			£19,337.96			
Benefice Current Account	31/12/19	£6,865.16	£9,439.16	£1,100.77	£26,816.58	£5,857.97	£2,763.40
	31/12/20	-£7,062.93	£18,201.67	£3,320.85	£19,244.87	£2,414.42	£2,642.44
Outstanding Gift Aid to recover	31/12/19						£2,474.86
	31/12/20						£2,350.84
<b><u>Liabilities - DBF fees</u></b>	31/12/19	£643.00	£0.00	£119.00	£119.00		
	31/12/20	£250.00	£263.00	£0.00	£0.00		£52.00
<b><u>Investment Funds</u></b>							
Orcheston CCLA Fabric Fund	31/12/19		£2,212.89				
	31/12/20		£2,222.29				
Orcheston Church Cottage Income Shares	31/12/19		£12,431.90				
650 Shares in CBF CoE Investment Fund	31/12/20		£13,290.36				
Orcheston - Gaye - Income Shares	31/12/19		£918.05				
48 Shares in CBF CoE Investment Fund	31/12/20		£981.44				
Chitterne CBF Deposit Fund	31/12/19			£1,091.16			
	31/12/20			£1,905.79			
CBF Investment Fund	31/12/19			£8,605.93			
	31/12/20			£9,200.20			
CBF Accumulation Investment Fund Shares at	31/12/19			£57,522.18			
	31/12/20			£63,267.03			
Tilshead Empire Bungalow Fund 8,672 shares	31/12/19				£147,801.14		
7,727.76 Shares in CBF CoE Investment Fund	31/12/20				£158,007.19		
Tilshead Kempson Fund	31/12/19				£3,213.17		
168 Shares in CBF CoE Investment Fund	31/12/20				£3,435.05		
Land - Empire Bungalow Plot	31/12/19				£30,000.00		
	31/12/20				£30,000.00		
Shrewton Land - Field in Nett Road	31/12/19	£81,000.00					
	31/12/20	£81,000.00					
Shrewton Allotments	31/12/19	£1,000.00					
	31/12/20	£1,000.00					
Maddington Church Rooms	31/12/19					£1,000.00	
	31/12/20					£1,000.00	

**Note 1** Assets in current accounts have been adjusted for unrepresented cheques at 31/12/19 & 31/12/20 plus cash held



**SALISBURY PLAIN BENEFICE  
2020 BANK RECONCILIATION**

	<b>31/12/2019 OPENING BANK</b>	<b>31/12/2020 CLOSING BALANCE</b>	<b>CHANGE TO CASH BALANCE</b>
<b>SHREWTON</b>	£ 6,865.16	(£7,062.93)	(£13,928.09)
<b>ORCHESTON</b>	£ 34,192.59	£33,321.53	(£871.06)
<b>CHITTERNE</b>	£ 78,773.86	£22,658.81	(£56,115.05)
<b>TILSHEAD</b>	£ 26,816.58	£19,244.87	(£7,571.71)
<b>MADDINGTON</b>	£ 5,857.97	£ 2,414.42	(£3,443.55)
<b>BENEFICE</b>	£ 2,763.40	£ 2,642.44	(£120.96)
		<b>TOTAL</b>	<b>(£82,050.42)</b>
		<b>2020 DEFICIT</b>	<b>(£82,050.42)</b>

## Notes to the 2020 Accounts

### Salisbury Plain Benefice PCC

1. The Benefice of Salisbury Plain was legally constituted at the end of 2013.
2. The accounts have been prepared on a Receipts & Payments method.
3. The Statement of Account lists separately the accounts for each of the four former parishes, for Maddington Church Rooms, and a general account, which are then consolidated.
4. The Statement of Assets shows all cash holdings and other investment funds held.
5. The investment funds are at market value as at 31<sup>st</sup> December 2020. These funds are invested in the CBF Investment Fund by CCLA on behalf of the Parish.
6. Empire Bungalow Plot, Tilshead is at valuation prepared by Woolley & Wallis dated 20<sup>th</sup> September 2017.
7. Shrewton Land in Nett Road, Shrewton is at valuation prepared by Woolley & Wallis dated 3<sup>rd</sup> November 2017.
8. The Shrewton allotment land continues to be included at a nominal value of £1,000.
9. The Maddington Church Rooms in Shrewton continue to be included at a nominal value of £1,000.
10. Outstanding Gift Aid is the sum due to be reclaimed from qualifying donations in 2020.
11. Liabilities are those known fees owed to Salisbury Diocesan Board of Finance for fees incurred in the fourth quarter of 2020 but due for payment in January 2021.