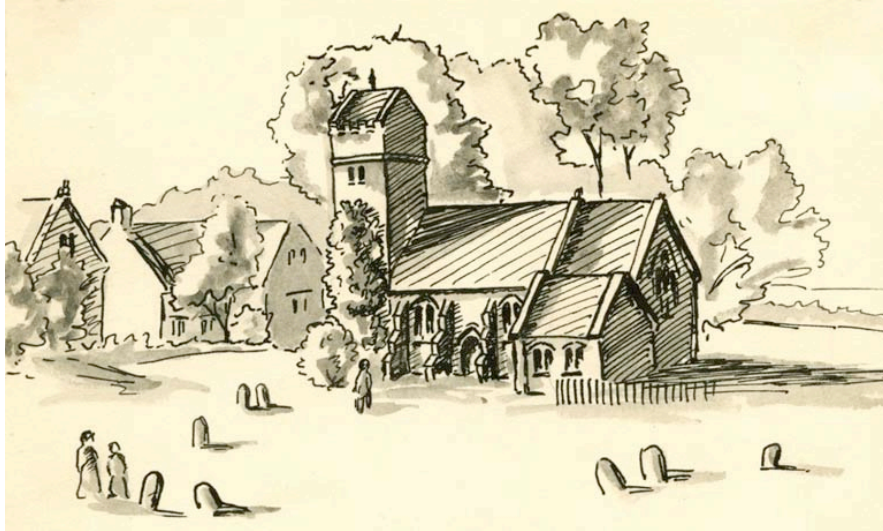


ST PETER'S CHURCH  
MONKTON FARLEIGH



ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2020

**St Peter's Church, Monkton Farleigh**  
**Annual Report and Financial Statements**

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## St Peter's Church, Monkton Farleigh

### Annual Report

#### Administrative information

St Peter's is part of the Benefice of North Bradford on Avon and Villages. The Benefice is situated in Wiltshire and is part of the Diocese of Salisbury within the Church of England. The Benefice offices are at Office 2, 1a The Mount Pleasant Centre, Bradford on Avon, Wiltshire BA15 1SJ.

The Parochial Church Council ("PCC") is a charity excepted from registration with the Charity Commission.

#### Membership of PCC

The trustees, members of the PCC, who have served from 1 January 2020 (unless shown otherwise) until the date of this report, are as follows:

|                                      |  |
|--------------------------------------|--|
| <i>Incumbent</i>                     | Reverend Ann Keating   |
| <i>Warden</i>                        | Vacant   |
| <i>Deanery Synod representatives</i> | Denise Davies (resigned 29 October 2020)<br>Carolyn Woods (elected 29 October 2020)  |
| <i>Elected Members</i>               | James Bradshaw (resigned 29 October 2020)<br>Jill Burns (resigned 29 October 2020)<br>Malcolm Burns<br>Valarie Calpin<br>Denise Davies (resigned 29 October 2020)<br>Colin Dobson (resigned 29 October 2020)<br>Rachel Exley, Secretary<br>Carolyn Woods |
| <i>Treasurer</i>                     | Diane Aderyn   |

#### Structure and governance

The PCC is a corporate body established by the Church of England. Its governing documents are the Parochial Church Council (Powers) Measure 1956, as amended, and the Church Representation Rules.

PCC members are recruited in a number of ways. The clergy, church warden and the treasurer are members by virtue of their office. The Deanery Synod representatives are elected by the annual parochial church meeting (APCM). Other members of the PCC are elected annually at the APCM or co-opted.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including all parish finance and its management and control.

### **Aims and purposes**

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

### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at St Peter's and to become part of the parish community. The PCC maintains an overview of worship in the parish and makes suggestions on how services can involve all groups within the community.

When planning activities the PCC has considered guidance from the Charity Commissioners on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

The main activities of the PCC seek to enable ordinary people to live out their faith in the parish through:

- the provision of regular public worship that is open to all;
- the provision of pastoral work including the visiting of the sick, the elderly and the bereaved;
- the teaching of the Christian faith through sermons, home groups, children's meetings and links with the local school;
- the promotion of the Christian faith through various events organised by the PCC; and
- the support of other charities involved in Christian outreach and development.

To facilitate these activities, it is important that PCC maintains the fabric of St Peter's church.

### **Safeguarding**

The PCC takes seriously the need to ensure that children and vulnerable adults are kept safe whilst involved in the church's activities and services.

The PCC has adopted the Benefice policy on safeguarding and copies of this are displayed in the church or can be obtained from the rector.

## **Electoral Roll**

The electoral roll was updated in March 2020 and shows 34 members.

## **Review of the year**

The coronavirus pandemic overshadowed the lives of the country in 2020 and the church was not exempted from this. The impact of lockdowns and government guidelines introduced to reduce the spread of the virus meant that for much of the year it was not possible to hold normal services at St Peter's or at any of the other churches in the benefice. As explained below, the PCC worked with the ministry team to adjust the church's activities to these new circumstances.

When permitted during lockdowns the PCC have made it possible for villagers to have a period of private prayer and reflection by opening the church for two mornings each week.

In response to the closure of the church for communal worship the Benefice and the Church of England have moved to offer services and many other resources online. Our rector, Rev Ann Keating, and her team have worked hard to record a service which is posted on You Tube every week. In addition, the service is also distributed via the Monkton Farleigh village website and What's App groups. These services have been widely appreciated and accessed including by many who would not normally attend services in church.

As part of the move online the Benefice web site has become more important than ever and we are grateful to those who maintain the site. In addition, St Peter's continues to use What's App and the Monkton Farleigh village web site platforms to explain and promote its activities as well as providing a way to reach younger members of the community who are regular users of online communications. PCC also maintains a page on the Church of England website "A Church Near You" which allows us to reach those wanting to find out about services and life events such as weddings and funerals.

Covid-19 restrictions lead to the cancellation of many of the usual events at St Peter's including the special services for Easter, Mothering Sunday and Harvest. In addition, the annual church fete was cancelled which was disappointing for all of the village as well as removing a significant source of income for St Peter's. Further comments on the impact of the pandemic on church finances are set out below.

In September, St Peter's celebrated the relaxation of the rules restricting communal worship by holding a communion service in the churchyard. The morning was blessed with good weather and everyone attending enjoyed the chance to worship together again.

St Peter's marked Remembrance in November with a service in the churchyard at which a two-minute silence was observed and wreaths were laid by representatives of village organisations. Despite poor weather the service was well attended by villagers including current serving members of the armed forces.

As social distancing and other measures to stop the spread of the virus continued in autumn it became clear that it would not be possible to hold the usual Christmas events including the popular village carol service. In response to this, the PCC devised a programme of activities to show that the church

was active in the community and to provide some cheer during a difficult time. The centre piece of these activities was a Christmas tree festival with trees decorated by all 4 churches in the benefice and many other local organisations. A Nativity trail, primarily for children, was set up in the churchyard. On Christmas Eve a lantern parade made its way through the village to St Peter's where the crib was displayed outside of the church. All of these Christmas events were well attended and well received, and it is likely they will be held again.

During the year new notice boards for the church and the parish council were installed on the pavement in front of St Peter's. The new notice boards were made of oak by a member of the church community and are a handsome addition to the village. During the lockdowns the notice board was of increased importance as a way of keeping villagers informed about activities at St Peter's.

The quinquennial inspection carried out in 2018 by the church architect noted that the fabric of St Peter's is, generally, in good condition. However, in Spring 2020 urgent repairs were required to make the vestry roof watertight. These repairs proved to be more extensive than anticipated with a consequent impact on the related costs. The quinquennial report identified the need for repairs to the tower roof but it will not be possible to do this work until the necessary resources have been generated through fund raising activities and seeking grants.

For some time, it has been the wish of the PCC to create a flexible space at the rear of the church and in autumn 2020 the necessary permission was received from the Diocese which allowed a pew to be removed creating additional space. The expanded area has already proved ideal as a space for private prayer and reflection during the lockdowns. In 2021, the PCC plan to furnish this area, equip a children's corner and develop activities based around the space once Covid-19 restrictions are lifted.

A number of long serving members of the PCC retired during the year. The PCC wish to thank all them for their work and, especially, Denise Davies who did much to increase our engagement with families and still serves as a Lay Pastoral Assistant; Colin Dobson who served as church warden and managed the fete for a number of years; and Jill Burns for her work with Open the Book at the village school, other activities for children and for her 6 years of support with weddings and wedding preparation in the Benefice.

### **Financial review**

The closure of St Peter's during the lockdown and the restrictions on communal worship led to income from regular giving, donations and collections being lower than in previous years. The PCC continues to encourage support through regular donations under tax efficient giving schemes and the events of 2020 show the importance of a predictable income to managing St Peter's continuing activities. The PCC remains grateful to all those who give to the church.

Regular giving is facilitated by St Peter's use of the Parish Giving Scheme (PGS) which operates a centralised system for collecting giving by church members. Participation in PGS reduces the administrative burden on parishes and improves cash flow. During 2021 there will be an initiative to ask more people to enrol on PGS and encourage existing users of PGS to increase their support for the church.

The summer fete has been the principal fund-raising event for the church but the effect of the measures to reduce the spread of Covid-19 meant it was not possible to hold the fete in 2020. This was extremely disappointing as this event was very popular with villagers and visitors and, as a consequence, raised a significant amount for St Peter's.

The PCC is pleased that despite limited financial resources St Peter's has once again been able to pay its Parish Share in full and on time. Payment of the Parish Share continues to place a considerable burden on resources but every effort will be made to ensure that St Peter's continues to pay its full contribution to the Diocese.

Generosity and giving are important aspects of Christianity and the PCC is thus pleased that it has been able to continue to donate to village organisations as well as local and national charities during the year under review, albeit at a reduced level.

Ministry costs include the contribution paid by St Peter's towards Benefice costs. These central expenses include the running costs of the Benefice office and the salary of the Benefice administrator.

The extended closure of the church has led to savings in some costs such as heating and cleaning but this has not been sufficient to offset the loss of income from collections and other donations.

Expenditure on repairs and maintenance during 2020 principally relate to the work to make the roof above the vestry watertight. Grants of £3,500 were received to help meet the costs of the work together with a generous donation of £2,000 from Winsley PCC, for which the PCC is extremely grateful. In addition, the PCC applied successfully to the Listed Places of Worship scheme to recover the VAT related to these costs.

Expenditure on the churchyard in 2020 mostly relates to the cutting of hedges. In 2019, churchyard costs were higher because of work on maintenance of the tress in the churchyard.

Total cash balances in the General (Unrestricted) Fund reduced from £17,691 to £12,221 reflecting the excess of payments over receipts during 2020.

### **Reserves Policy**

The PCC aims to maintain on unrestricted funds at such a level that available cash balances are equivalent to approximately six months' general fund expenditure. This is equivalent to £12,000 and is held to smooth out fluctuations in cash flow and to meet unexpected costs. The cash balance held of £12,221 was in excess and so this objective was achieved.

Approved by the PCC on 23 March 2021 and signed on its behalf by

**INDEPENDENT EXAMINER'S REPORT - 2020**  
to the PCC of St Peter's Church, Monkton Farleigh

I report on the financial statements of the church for the year ended 31 December 2020 which are set out on pages 9 to 13.

**Respective Responsibilities of Trustees and the Examiner:**

As the members of the PCC, you are responsible for the preparation of the financial statements. The members of PCC consider that an audit is not required for the year under section 144(2) of the Charities Act, 2011 (the 2011 Act) and that an independent is needed.

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 Commissioners (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 PCC and a comparison of the financial statements with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning 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 financial statements present a "true and fair view" and the report is limited to the 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
  - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare financial statements 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 financial statements to be reached.

Signed: Jane Langley

Dated: 8 March 2021



**St Peter's Church, Monkton Farleigh**  
**Financial Statements for the year ended 31 December 2020**

**General (Unrestricted) Fund Receipts and Payments Account**

|  | 2020         | 2020           | 2019         | 2019          |
|--|--------------|----------------|--------------|---------------|
|  | £            | £              | £            | £             |
| <b>Receipts</b>  |              |                |              |               |
| <i>Regular giving</i>  |              |                |              |               |
| Planned giving   | 9,103        |                | 7,469        |               |
| Collections and other giving                                       | 746          |                | 3,333        |               |
| Income tax recovered   | 2,065        |                | 3,900        |               |
|  | <u>2,065</u> |                | <u>3,900</u> |               |
|  |              | 11,914         |              | 14,702        |
| <i>Other voluntary receipts</i>                                    |              |                |              |               |
| Donations  | 2,787        |                | 130          |               |
| Grants   | 3,671        |                | -            |               |
| Bequests   | 2,500        |                | -            |               |
|  | <u>2,500</u> |                | <u>-</u>     |               |
|  |              | 8,958          |              | 130           |
| <i>Receipts from activities for generating funds</i>               |              |                |              |               |
| Summer Fete  | -            |                | 5,897        |               |
| Other events   | 1,152        |                | 125          |               |
|  | <u>1,152</u> |                | <u>125</u>   |               |
|  |              | 1,152          |              | 6,022         |
| <i>Receipts from church activities</i>                             |              |                |              |               |
| Fees received  | 2,691        |                | 3,271        |               |
|  | <u>2,691</u> |                | <u>3,271</u> |               |
|  |              | 2,691          |              | 3,271         |
| <i>Receipts from investments</i>                                   |              |                |              |               |
| Bank deposit interest  | 29           |                | 92           |               |
|  | <u>29</u>    |                | <u>92</u>    |               |
|  |              | 29             |              | 92            |
| <b>Total receipts</b>  |              | <u>24,744</u>  |              | <u>24,217</u> |
| <b>Payments</b>  |              |                |              |               |
| <i>Church Activities</i>   |              |                |              |               |
| Ministry   | 2,563        |                | 3,948        |               |
| Diocesan parish share  | 9,770        |                | 10,019       |               |
| Fundraising costs  | -            |                | 1,728        |               |
| Heating and lighting   | 629          |                | 1,310        |               |
| Giving   | 190          |                | 1,120        |               |
| Insurance  | 1,836        |                | 1,793        |               |
| Repairs and maintenance  | 13,026       |                | 324          |               |
| Churchyard   | 867          |                | 2,166        |               |
| Cleaning   | 358          |                | 455          |               |
| Fees paid  | 975          |                | 1,396        |               |
|  | <u>975</u>   |                | <u>1,396</u> |               |
| <b>Total payments</b>  |              | 30,214         |              | 24,259        |
| <b>Excess of (payments over receipts) / receipts over payments</b> |              | <u>(5,470)</u> |              | <u>(42)</u>   |

**St Peter's Church, Monkton Farleigh**  
**Financial Statements for the year ended 31 December 2020**

**General (Unrestricted) Fund Receipts and Payments Account - continued**

|  | 2020<br>£ | 2020<br>£           | 2019<br>£ | 2019<br>£           |
|--|-----------|---------------------|-----------|---------------------|
| <b>Excess of (payments over receipts) / receipts over payments</b> |           | (5,470)             |           | (42)                |
| <b>Transfers</b>   |           |                     |           |                     |
| From restricted church fabric fund                                 |           |                     | -         |                     |
| From restricted churchyard fund                                    | -         |                     | 390       |                     |
|  | <hr/>     | -                   | <hr/>     | 390                 |
| <b>Bank current and deposit accounts at 1 January</b>              |           | 17,691              |           | 17,343              |
| <b>Bank current and deposit accounts at 31 December</b>            |           | <hr/> <u>12,221</u> |           | <hr/> <u>17,691</u> |

**St Peter's Church, Monkton Farleigh**  
**Financial Statements for the year ended 31 December 2020**

**Churchyard (Restricted) Fund Receipts and Payments Account**

|   | 2020      | 2020       | 2019      | 2019         |
|---|-----------|------------|-----------|--------------|
|   | £         | £          | £         | £            |
| <i>Receipts</i>                             |           |            |           |              |
| Interest                                    | 1         |            | 1         |              |
| Dividends from CBF<br>Investment Trust Fund | 64        |            | 62        |              |
| Excess of receipts over payments            | <u>64</u> | 65         | <u>62</u> | 63           |
| Transfers To General Fund                   |           | -          |           | (390)        |
|   |           | <u>65</u>  |           | <u>(327)</u> |
| Bank deposit account at 1 January           |           | 164        |           | 491          |
| Bank deposit account at 31 December         |           | <u>229</u> |           | <u>164</u>   |

**Church Fabric (Restricted) Fund Receipts and Payments Account**

|   | 2020       | 2020         | 2019       | 2019         |
|---|------------|--------------|------------|--------------|
|   | £          | £            | £          | £            |
| <i>Receipts</i>                             |            |              |            |              |
| Interest                                    | 14         |              | 20         |              |
| Dividends from CBF<br>Investment Trust Fund | 688        |              | 668        |              |
| Excess of receipts over payments            | <u>688</u> | 702          | <u>668</u> | 688          |
| Transfers To General Fund                   |            | -            |            | -            |
|   |            | <u>702</u>   |            | <u>688</u>   |
| Bank deposit account at 1 January           |            | 3,060        |            | 2,372        |
| Bank deposit account at 31 December         |            | <u>3,762</u> |            | <u>3,060</u> |

**St Peter's Church, Monkton Farleigh**  
**Financial Statements for the year ended 31 December 2020**

**Statement of Assets and Liabilities at 31 December 2020**

|   | Note | 2020<br>£ | 2019<br>£ |
|---|------|-----------|-----------|
| Cash funds  |      |           |           |
| Cash in hand  |      | -         | 305       |
| Lloyds Bank Current Account                         |      | 10,838    | 3,032     |
| CCLA Deposit Account                                |      | 1,383     | 14,354    |
| Unrestricted cash and bank balances                 |      | 12,221    | 17,691    |
| CCLA Deposit Account (restricted - churchyard fund) |      | 229       | 164       |
| CCLA Deposit Account (restricted - fabric fund)     | 2    | 3,762     | 3,060     |
| Total bank current and deposit accounts             |      | 16,212    | 20,915    |
| Other Monetary Assets                               |      |           | -         |
| Income tax claim                                    |      | 44        | 76        |
| Liabilities outstanding                             |      |           |           |
| Donations and fees payable to the Diocese           |      | (239)     | (168)     |
| Investment assets                                   | 3    | -         | -         |
| Total   |      | 16,017    | 20,823    |

The attached notes form part of these financial statements.

Approved by the PCC on 23 March 2021 and signed on their behalf by.

**St Peter's Church, Monkton Farleigh**  
**Financial Statements for the year ended 31 December 2020**

**Notes to the financial statements**

**1. Basis of preparation**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments Basis.

**2. Investment assets in trust**

Two investment funds are held by the Salisbury Diocesan Board of Finance in trust. The PCC only benefits from the interest and dividends generated from these investments and has no control of or, access to, the capital values.

At 31 December the market value of the investment funds in trust was as follows:

|                                     | 2020<br>£     | 2019<br>£     |
|-------------------------------------|---------------|---------------|
| CBF Investment Trust Fund 134001163 | 24,495        | 22,913        |
| CBF Investment Trust Fund 134001164 | <u>2,290</u>  | <u>2,142</u>  |
|                                     | <u>26,785</u> | <u>25,055</u> |