

THE PARISH OF
LEIGH-ON-MENDIP with DOWNHEAD



ANNUAL REPORTS
& FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDING
31ST DECEMBER 2017

Priest in Charge:

The Reverend Anthony Dickson
Nunney Rectory
Nunney
Frome
BA11 4LZ

Bankers:

Lloyds TSB
25 Cheap Street
Frome
Somerset
BA11 1BW

National Westminster Bank Plc
7 High Street
Wells
Somerset
BA5 2AD

Investments:

CCLA
Senator House
85 Queen Victoria Street
London
EC1V 4ET

Independent Examiner:

Richard Blunden ACIB
Primrose House
The Hedgerow
Leigh-on-Mendip
Radstock
BA3 5QP

Architect:

Mark Taylor
Beech Tyldesley, Chartered Architects
Heritage Courtyard, 17d Sadler Street
Wells
Somerset
BA5 2RR



ST GILES CHURCH, LEIGH-ON-MENDIP and ALL SAINTS, DOWNHEAD

Annual Report of the Parochial Church Council for the year ending 31 December 2017

Aims and Purposes

The Parochial Church Council of St Giles Church, Leigh-on-Mendip with All Saints, Downhead (PCC) has the responsibility of co-operating with the incumbent, the Rev Anthony Dickson, in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. This includes the care of two church buildings.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at either St Giles' or All Saints and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how services can involve the groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. To facilitate this work it is important that we maintain the fabric of St Giles' and All Saints.

ACHIEVEMENTS AND PERFORMANCE

Worship and Prayer

There were 59 parishioners on the Electoral Roll as at the end of 2017. The statistics for Mission Count for 2017 gave an average weekly attendance on a normal Sunday of 14 for St Giles' and 4 for All Saints. Church membership figures from 2017 Parish Survey form were 15 for St Giles' and 2 for All Saints. Both are reported as Socio-Economic Category E.

Currently St Giles' offers two services a month, on the first Sunday at 11.00 a.m. a non-eucharistic All Age Service takes place whilst on the last Sunday of the month at 09.15 there is a service of Holy Communion. All Saints Downhead have one service a month which is Evensong at 6.00 p.m. on the third Sunday. Both churches are on the rotation for the fifth Sunday combined service which is shared with Stoke St Michael and the churches of the Postlebury Group.

During the year there were no baptisms or weddings at St Giles' but two baptisms at All Saints, Downhead. There were two funerals at St Giles' and 4 interment of ashes. There was one funeral at All Saints.

Two meetings of the Worship Committee were held during the year at which representatives from the United Parish of Postlebury and the Benefice of Leigh-on-Mendip with Stoke St Michael met to discuss allocation of services for such occasions as Easter, Harvest and Christmas.

Grateful thanks are extended to the Rev Colin Horn for his continued work and support in the benefice and to the benefice choir who continue to support services during the year under the leadership of Simon Francis.

On the 29 January the third of the Leigh Remembers short services of commemoration for the fallen of the First World War on the 100th anniversary of their death took place. The life of Harold Huntley who died in Arras, France aged 25 years was remembered. On 22 October four soldiers were remembered, Reginald Rabbitts (Ypres, Belgium aged 29), Joseph Andrews (Ypres, Belgium aged 35), Ernest Willcox (Ypres, Belgium aged 31) and Horace Huntley (Ypres, Belgium aged 28). Both services took the form of the reading of a poem, citations and prayers and thanks are extended to those who took part and particularly to Graham Harris for setting up the display of information and for writing the citations. One further service will be held in April 2018.

Pastoral Care

The Vicar is available to visit by arrangement. Enquiries relating to occasional offices, i.e. baptisms, weddings and funerals should, in the first instance, be made by telephoning Nunney Rectory or using the Nunney Rectory email address (nunney.rectory@gmail.com). Either the Vicar or the Parish Administrator will try and respond within twenty-four hours.

Mission and Evangelism

Helping those in need is a demonstration of faith and we continue to support the Children's Society via the Christingle service in December and the Royal British Legion with the service of Remembrance in November. We also collect for Zambia Link during Lent using the Jars of Grace.

The parish magazine is distributed monthly and further copies are always available in church. The magazine keeps parishioners informed of the important matters affecting the Church together with information on the services for the month ahead.

Fund Raising

During the year harvest suppers and auctions for both churches were held and we are grateful to the auctioneer, Michael Joyce of Cooper and Tanner for his faithful support. The PCC ran the skittles at the Leigh-on-Mendip Village Fair in June which was a successful event with very good weather.

FINANCIAL REVIEW

Total receipts of ordinary unrestricted funds were £11,642, of which £5,586 was from unrestricted planned voluntary donations and a further £1,717 was reclaimed from HMRC Charities as Gift Aid. Restricted grants and donations of £164,253 were also received towards the upkeep of the church buildings and a further £680 of Gift Aid was reclaimed on restricted donations. A breakdown of the grants and donations received appears in the notes included in the financial statements.

Planned giving through cheques and standing orders increased by 5.5% in 2017 due to some generous increases in regular donations. At the end of the year there were 24 people giving regularly to support the work of the church and we continue in our efforts to persuade more of our regular worshippers to use either of these methods of payment for their donations.

£11,534 was spent on our regular outgoings from unrestricted funds, including the Diocesan Parish Share of £8,503 which was paid in full and largely provides the stipends and housing for the clergy. The sum that the churches have to find is allocated according to a formula that is based mainly on the number of regular worshippers and in 2017 the amount paid to the Diocese amounted to £449 per church member. (This will increase to £472 per member in 2018, partly due to a general decline in membership throughout the Diocese).

The net result for the year was a very small excess of receipts over payments of £108 in unrestricted funds. The balances carried forward at 31 December for unrestricted funds totalled £11,702, with an additional £5,546 set aside for repairs to the Chancel roof and Tower Room projects and the payment of fees for an archaeological assessment of the church and congregational seating at St Giles' church which is carried forward as designated funds.

There are also restricted funds totalling £46,090 to be used for the upkeep of the church buildings, including specific grants and donations for the Flower Fund for St Giles' church, the Quinquennial inspection for All Saints Church and various building projects planned for both churches in 2018/19.

Reserves Policy

It is the PCC policy to maintain a balance of unrestricted funds which equates to at least three months' general running expenses to smooth out fluctuations in cash flow and to meet emergencies.

This amount to £2,598 for St Giles' church and £1,136 for All Saints church and the unrestricted (including designated) funds carried forward to next year are well in excess of these figures.

It is our policy to invest the short-term investment fund balances with the CCLA Church of England Deposit Fund

VOLUNTEERS

Friends of Leigh Church – FOLC – were very active during the year and provided regular updates on progress to the PCC. The PCC are very grateful to FOLC, and in particular Graham Harris, for their invaluable help in submitting successful bids to the Listed Places of Worship Roof Fund for repairs to the Chancel Roof and to the Heritage Lottery Fund for Places of Worship Fund for money to tackle the Nave roof and parapets. The repairs to the Chancel Roof were completed during the year including work on the gulleys around the east end of the church. The LPoW have indicated that they would consider funding for additional gulley work and a response is being prepared. The stage two HLF bid was successful with a grant received of up to £180,000 for Stage II in a Works and Heritage project of up to £282,000 targeting the Nave roof structure, heritage trails and events and promotion. Further smaller successful bids were made for the development of the Tower Room including a servery, provision of a toilet and the utilities required to provide these services.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity excepted from registration with the Charity Commission

The method of appointment of PCC members is set out in the Church Representation Rules. The PCC consists of the incumbent (our Priest in Charge), churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The PCC met nine times during the year (including two extraordinary meetings) with an average attendance of 95%. The standing committee which consists of the officers and wardens and has the power to transact the business of the PCC between meetings, continues to meet occasionally with the standing committee of Stoke St Michael.

Administrative Information

St Giles' Church is situated in Church Walk, Leigh Street, Leigh-on-Mendip. All Saints Church is situated in Park Lane, Downhead. The correspondence address for both churches is Ashville, Monger Lane, Midsomer Norton, Radstock BA3 2SP. The churches are part of the Frome Deanery which is in the Diocese of Bath and Wells within the Church of England.

PCC members who have served from 1 January 2017 until the date of this report was approved are as follows

Incumbent	Rev Anthony Dickson	Chairman
Wardens	Mr Stephen Britten Mr Tom Rodford	
Elected Members	Mrs Anthea Brooks (Secretary) Mrs Margaret Loten (Treasurer) Mrs Susan Rodford (Safeguarding Officer and Deanery Synod representative) Mr David Mattick Ms Paula Freeland Mr Chris Ingrem Mr Alastair Weston	

Approved by the Parochial Church Council on 23 April 2018

and signed on their behalf by *Reverend Anthony Dickson* (PCC Chairman)

PCC OF LEIGH-ON-MENDIP WITH DOWNHEAD
FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2017

Receipts and Payments Account

RECEIPTS	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£	£
Voluntary Income					
Tax efficient planned giving	5366	0	1839	7205	6824
Other planned giving	220	0	0	220	220
Collections at services	1567	0	195	1762	1926
Other giving/donations (Note 3a)	605	0	26958	27563	4657
Tax recovered through Gift Aid	1717	0	680	2397	2283
Grants received (Note 3b)	0	0	137295	137295	18800
	<u>9475</u>	<u>0</u>	<u>166967</u>	<u>176442</u>	<u>34710</u>
Fundraising events (Note 3c)	1351	0	0	1351	1819
Income from investments (CBF/NatWest)	16	0	227	243	99
Fees retained by the PCC	800	0	0	800	1252
	<u>11642</u>	<u>0</u>	<u>167194</u>	<u>178836</u>	<u>37880</u>
 PAYMENTS					
Church Activities					
Parish Share paid to Diocese	8503	0	0	8503	8017
Expenses of clergy	471	0	0	471	412
Regular church running expenses (Note 3d)	1696	0	2281	3977	4756
Church Utility Bills (Electricity)	637	0	0	637	486
Governance costs (Accounts, Meetings etc)	54	0	0	54	34
	<u>11361</u>	<u>0</u>	<u>2281</u>	<u>13642</u>	<u>13705</u>
Fundraising costs	163	0	0	163	458
Charitable Donations (Note 3e)	10	0	320	330	237
Repairs and improvements (Note 3f)	0	5454	149515	154969	4406
	<u>11534</u>	<u>5454</u>	<u>152116</u>	<u>169104</u>	<u>18806</u>
 Excess Receipts or Payments	108	-5454	15078	9732	19074
Bank current and deposit accounts 1 Jan	12194	10400	31012	53606	34532
Transfers: Designated funds for Tower Room	-2600	2600	0	0	0
Designated funds for Gullies - Not used	2000	-2000	0	0	0
Bank current and deposit accounts 31 Dec	<u>11702</u>	<u>5546</u>	<u>46090</u>	<u>63338</u>	<u>53606</u>
 Statement of Assets and Liabilities					
Cash Funds:					
TSB General Fund-LoM	3007	3300	79	6386	6505
TSB Fabric Fund-LoM	0	0	7925	7925	8301
NatWest Current Account-LoM	0	2246	29087	31333	14607
NatWest Bell Fund-LoM	0	0	603	603	0
Central Board of Finance Deposit Account-LoM	1504	0	0	1504	8691
TSB General Fund-DH	2680	0	1469	4149	2796
Central Board of Finance Deposit Account-DH	4511	0	6927	11438	12706
	<u>11702</u>	<u>5546</u>	<u>46090</u>	<u>63338</u>	<u>53606</u>

The attached notes on pages 2 and 3 form part of these financial statements.

Approved by the PCC on 12th March 2018 and signed on their behalf by:

Reverend Anthony Dickson (Chairman)

PCC OF LEIGH-ON-MENDIP WITH DOWNHEAD
FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2017

NOTES

1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations and Section 130 the Charities Act 2011 using the Receipts and Payments basis.

2 The movements in restricted funds during the year were:

Leigh on Mendip	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Bell Fund	0	603	0	0	603
Charitable Giving	0	320	-320	0	0
Flower Fund	34	140	-95	0	79
Fabric Fund (Mtce & Repairs)	8301	5177	-5553	0	7925
NatWest (Major Repairs&Imp)	14607	158922	-144442	0	29087
	<u>22942</u>	<u>165162</u>	<u>-150410</u>	<u>0</u>	<u>37694</u>

Downhead	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
TSB General Fund	1175	2000	-1706	0	1469
CBF Deposit Account	6895	32	0	0	6927
	<u>8070</u>	<u>2032</u>	<u>-1706</u>	<u>0</u>	<u>8396</u>

Totals	<u><u>31012</u></u>	<u><u>167194</u></u>	<u><u>-152116</u></u>	<u><u>0</u></u>	<u><u>46090</u></u>
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- a. The restricted funds in the LoM Fabric Fund and Downhead TSB General Fund relate to planned giving pledges restricted for the upkeep of the church and are used for general running expenses, routine repairs and maintenance.
- b. The restricted funds in the LoM NatWest account are in respect of grants and donations received for major repairs and improvements to St Giles' Church.
- c. The restricted funds in the Downhead CBF Deposit account are in respect of a legacy received in 2013 for the upkeep of the church and the proceeds of redeemed War Stock.

3 Receipts and Payments analysis	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
a. Other giving/donations				
Wallsafe	248	0	248	188
Flower Fund	0	140	140	225
LoM Bellringers	45	602	647	345
Friends of Leigh Church	0	26090	26090	2622
Other Donations	312	126	438	1277
	<u>605</u>	<u>26958</u>	<u>27563</u>	<u>4657</u>

Approved by the PCC on 12th March 2018 and signed on their behalf by:

Reverend Anthony Dickson (Chairman)

PCC OF LEIGH-ON-MENDIP WITH DOWNHEAD
FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2017

NOTES

3 Receipts and Payments analysis (Continued)	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
b. Grants received				
Listed Places of Worship Roof Repair Fund	0	84330	84330	
Heritage Lottery Fund-Grants for Places of Worship	0	1574	1574	
Fund for Church Growth	0	13500	13500	
Big Lottery Fund-Awards for All	0	8295	8295	
Wainwright Futures Foundation	0	5500	5500	
Garfield Weston Foundation	0	3000	3000	
Rank Foundation (Pebbles Fund)	0	750	750	
The Wakeham Trust	0	400	400	
Leigh on Mendip Parish Council	0	600	600	
Churchyard Maintenance Grant-Downhead	0	500	500	
DCMS/Topmark -LPW Vat Repayments	0	18846	18846	
	<u>0</u>	<u>137295</u>	<u>137295</u>	<u>18800</u>
c. Fundraising events - Receipts				
LoM Village Fete	416	0	416	493
Harvest Suppers - Leigh on Mendip	779	0	779	707
Downhead	156	0	156	101
	<u>1351</u>	<u>0</u>	<u>1351</u>	<u>1301</u>
d. Church running expenses				
Insurance	1158	445	1603	1749
Cleaning, Minor Repairs & Mtce	107	1046	1153	535
Administration costs	240	4	244	269
Provision of services/Subscriptions	191	0	191	145
Churchyard Maintenance	0	690	690	640
Flowers for Festivals etc	0	96	96	518
Quinquennial Inspection (LoM-2016)	0	0	0	900
	<u>1696</u>	<u>2281</u>	<u>3977</u>	<u>4756</u>
e. Charitable donations				
St Luke's Hospital for Clergy	10	0	10	10
Waddington Centre, Zambia	0	125	125	130
RBL Poppy Appeal	0	138	138	53
Children's Society (Christingle)	0	57	57	44
	<u>10</u>	<u>320</u>	<u>330</u>	<u>237</u>
f. Major Repairs & improvements				
Furniture for Café in Tower Room (St Giles)	0	1522	1522	
Nave Roof - Development Phase (St Giles)	0	26808	26808	
Chancel Roof repairs (St Giles)	5454	88289	93743	
Servery in Tower Room (St Giles)	0	2293	2293	
Architect's fees re Toilet project (St Giles)	0	1800	1800	
Tower Room (St Giles)	0	20218	20218	
Utilities for Servery & Toilet at St Giles	0	7751	7751	
Replacement LED lighting at St Giles	0	834	834	
	<u>5454</u>	<u>149515</u>	<u>154969</u>	<u>4406</u>

Approved by the PCC on 12th March 2018 and signed on their behalf by:

Reverend Anthony Dickson (Chairman)

Independent Examiners Report to the PCC of Leigh on Mendip with Downhead

I report on the accounts of the church for the year ended 31 December 2017 which are set out on pages 1 to 3.

Respective responsibilities of the Trustees and the 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 needed.

It is my responsibility to

- Examine the accounts under section 145 of the 2011 Act
- To follow the directions 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 the 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 an explanation 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:**
 - a. To keep accounting records in accordance with section 130 of the 2011 Act and**
 - b. To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met**
- (2) To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.**

Name Richard Blunden
Relevant professional qualification ACIB
Address Primrose House Leigh on Mendip Somerset
Date 09 March 2018