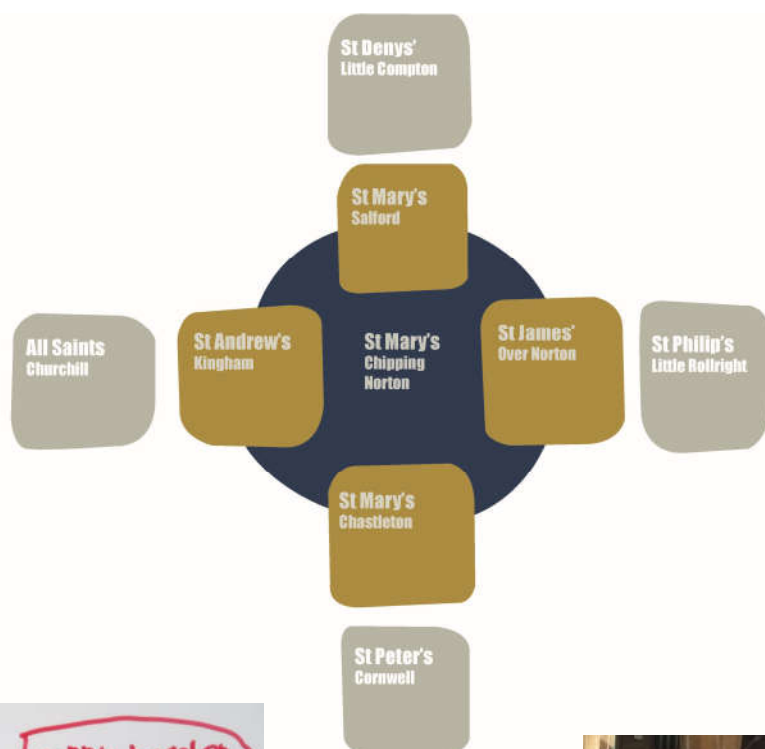


St Mary's

Chipping Norton

St James'

Over Norton



ANNUAL REPORT 2019

Welcome

As I compile this report, we are gripped in the uncertainty of a global Coronavirus pandemic, which will obviously have a major impact on the way that God wants to use us and grow us in the coming months. The different contributions to the report, though, were written specifically to cover what happened in 2019, and so - while we cannot escape reading it in light of today's backdrop - may I invite you to use it as an aid to reflecting on and celebrate what God has been doing among us, to remind us of his faithfulness as we prepare for a time of trial in the weeks and months ahead.

As I hope you will recognise, God has again been good to us in 2019, bringing us new opportunities, vision and growth. I will attempt, in this year's report, to capture some of the many ways in which we have been blessed in our ministries through which we continue to seek to **share the life-changing love of Jesus, serving our whole community**. A particular welcome to any of you who have joined our church family in the past year.

Recent reports have been structured around the areas of focus that God gave us in 2017 to 'Love, Serve and Grow', but this year - as a staff team and as a PCC - we've felt led to rethink how we might articulate the particular purpose and vision that God given us in a way that will resonate better with the whole church family, and help us better to know how anything that we do 'fits' into the bigger picture of church life. I will elaborate a bit further in the report itself, but this year's report will simply be structured around some of the broad areas of ministry in which we enjoy serving as a church family.

As ever, 2019 brought a mixture of high points and times of sadness. In particular, our 'Building to Serve' project has been taking more definite shape, as will be detailed below, and this is leading us ever more actively to embrace the many and varied opportunities that it promises for us to be a presence for Jesus in the very heart of our town.

As is traditional in these reports, we have tried to give a snapshot of what went on in 2019. We can't hope to capture everything that's happened, but are aiming to inspire and encourage as we look forward to another exciting year. Once again, though, because we're all in this together, as you read on, please keep an open mind as to possible exciting and fulfilling new ways in which God might stir you to serve in the life of the church!

Rev'd James Kennedy
Team Rector and Vicar of Chipping Norton



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Introductory Notes

1. This is the nineteenth annual report since 2001 required under the Church Accounting Regulations 1997 for St. Mary's Church, Chipping Norton, and St. James' Chapel, Over Norton, part of the Chipping Norton Benefice, the Deanery of Chipping Norton, the Diocese of Oxford, the Church of England.
2. St Mary's PCC is required to co-operate with the Team Rector in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical, as stated in the Parochial Church Councils (Powers) Measure 1956.
3. St Mary's PCC also has maintenance responsibilities for the Parish Centre and a house at 137, Cornish Road.
Correspondence Address:

The Church Office, St Mary's Parish Rooms

Church Street, Chipping Norton, Oxon, OX7 5NT

www.stmaryscnorton.com

The church building itself is located in Church Street, Chipping Norton.

Registered charity number: 1132070

Church Life

I hope that the report that follows will give a reasonable flavour of what God has been doing in and through us in 2019. I know that we can't hope to cover everything, so - as I begin by saying each year - if you're among the large proportion of the church family who contribute faithfully week in, week out, please would you accept ***my heartfelt thanks for all that you do***, whether seen or unseen.

.....

There has been much talk nationally of the role that the church might play in response to Covid-19 and in that light, although not strictly relevant to this 2019 report, the way that the church family at St Mary's has thrown itself into serving the most vulnerable has been wonderful to witness. ***God has certainly been at work opening new doors for us to reach out with the gospel***, but also highlighting that it was very much ***his providential timing*** that enabled us to minister effectively from our new premises at 16 Market Place. I have no doubt that, in the wake of coronavirus, the needs that we know only too well will escalate significantly, making it all the more essential for the church's presence to be felt in the heart of our community.

As I wrote last year and as Gina has outlined further in this report - through what will be known as ***The Branch*** - we are being given a tremendous privilege in the shape of our ***'Building to Serve' campaign*** to go on a ***journey together*** and to invest concretely in people's lives in Chipping Norton, both now and for the decades to come. ***I very much hope that you will feel God stir you to join with us and commit to giving as generously and sacrificially as you are able*** to bring this vision into being.

.....

2019 was, again, a year of growth for us, both numerically and in our discipleship. In our Sunday sermons, we dug into a variety of books from the Bible, as well as one or two thematic series: We started in ***Colossians***, recognising the importance of each being ***Fruitfulness on the Frontline*** in which God has placed us. In Lent, we then looked to ***Luke (Learning from Jesus)***, before switching our focus after Easter to ***Hospitality***, and then to the example of ***Ruth (Little Story, Big Love)***. During the summer months, we looked at a few of the Bible's ***Memorable Meals***, and then - leading towards the launch of our 'Building to Serve campaign' - we considered the way in which ***Mark's*** gospel reveals how ***Jesus Gives***. Then, in the Autumn, as we completed the purchase of the

Old Bank, we turned to ***Nehemiah (New Walls, New Heart)***, before returning to seasonal Advent passages in ***Matthew (Signs and Surprises)***.

It has been a joy to see ***new musicians and vocalists*** join our team of worship leaders and our corporate worship included a ***Healing Service*** with John Woolmer in May, as well as a regular pattern of gathered prayer (***Old Bank Prayers*** (weekly 12-1pm on Mondays), ***1st Priority Prayer*** (monthly on the first Wednesday, joining others from the North Cotswold Gospel Partnership and Town Prayer at intervals), as well as marking the national week of prayer for ***Thy Kingdom Come*** (between Ascension and Pentecost)

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As well as a considerable focus on local mission (see detail in the more specific reports below), we continued to support three main mission partners in 2019 - ***Bruce and Jan Rossington of AIM (African Inland Mission)***; then also ***Open Doors*** (keeping the persecuted church firmly in our minds and prayers, and with 40+ of us attending their Standing Strong Conference in November); and ***ZOE (Zimbabwean Orphans through Extended hands)***, our Tearfund Connected Church partner. Sadly we had to cancel plans for a mission trip to Zimbabwe following Cyclone Idai. In addition, we were pleased to support ***Innovista*** again, as well as ***Operation Christmas Child*** through their shoebox appeal, and ***The Children's Society*** through our Christingle service.

Looking forward, because we have found it difficult to develop close reciprocal relationships with ZOE in the way that we had hoped, the PCC have decided to use 2020 to explore possible new partnerships with either ***Rafiki Thabo*** (with whom our youth visited the Taita–Taveta Diocese in Kenya in 2018) or ***Great Lakes Outreach*** (Burundi, Simon Guillebaud).

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Many further aspects of our church life this past year will be covered in the various sections below, but I will mention here just a few other things in the hope of recording as broad a perspective as possible of where God has been leading us over the course of the year:

- Our programme of ***Women's Events***, has continued with hugely popular breakfasts giving a platform for some inspiring speakers (in April this year, Annie Hughes), and with ***Mary's Kitchen*** and '***Create***' events drawing people in from well beyond our church family. In September, we also joined the North Cotswold Gospel Partnership Women's Convention in Burford, being inspired by Clare Heath Whyte.

- **‘Men United’** has continued to engage Men both in discipleship and socially (such as our rugby screenings in the Parish Rooms and regular Curry evenings). Specifically with discipleship and nurture in mind, our regular Men’s Fellowship Breakfasts in the Parish Rooms have continued to be popular, with local speakers giving testimonies.
- 50+ of us again spent a week together growing in community and in faith in the summer at **New Wine**. The week was also again extremely significant in the spiritual journeys of one or two.
- **Alpha** - in May, following a launch at which Warren Furman spoke passionately, we hosted another Alpha, which fed into a discipleship course, written by John Coyne, afterwards.
- **Marriage Preparation** - In March and October, James and Emma Kennedy again led 15 couples through a Marriage Preparation Day.
- **Pause for prayer** - in September, in order to make space to listen to God in the run up to the launch of the ‘Building to Serve’ campaign, we pressed the pause button on all regular meetings for a month, inviting everyone to devote the time to prayer.
- **Parish Rooms dividing wall** - facilitated through a Gift Day in 2017, and only 2 years late! - the ‘moveable wall’ in the Parish Rooms was installed in December, making a tremendous difference to the versatility of the rooms.

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Looking ahead...

Since we discerned our Mission Statement *‘to share the life-changing love of Jesus, serving our whole community’*, many changes have taken place and many people have joined the church family who were not involved in that discernment process. The Staff Team and PCC have been aware that, while it has served us well, it may be time to revisit the process of discernment, seeking a more easily memorable (and so more useful) summary of what we feel God has placed us here to do. At our recent PCC Away Day, the phrase **‘Living in God’s love, Living out God’s love’** showed considerable promise. We therefore hope (Covid-19 permitting) to explore this together on Church Away Day - scheduled tentatively for Sunday September 13th...

Also on the distant horizon is a planned **week of Mission**, with other churches in the North Cotswold Gospel Partnership, in **the week before Easter 2021**.

Building to Serve

Building to Serve

The Building to Serve campaign was officially launched in October 2019 with the aims of:

- I. Converting the former NatWest bank building at 16 Market Place into a visible, vibrant and accessible 'hub' in the centre of Chipping Norton where we can work out our mission of serving the community, meeting the needs of the most vulnerable through practical support; and
- II. Enhancing our historic church building, enabling it to serve better as both a place of worship and as a valuable resource for the town, equipped for today's needs and for those of future generations.

The launch providentially coincided with the purchase of 16 Market Place, Chipping Norton, renamed the Old Bank. Since then we have been blessed with the support of a philanthropic graphic designer who has generously lent us his creative capacity to develop a brand, brochure, posters and a website to help us publicise our vision. The vision now has a name – **The Branch**.

Procurement of No.16 Market Place.

November 2018, St Mary's church placed an offer of £550,000 (subject to survey) to the agent working on behalf of Midlands Bank, to purchase the former NatWest Bank, Chipping Norton. On receipt of the offer the Midlands bank accepted it, with the desire to move swiftly. Due to several structural and mechanical defects St Mary's revised their offer to £490,000 which was subsequently accepted by The Midlands Bank on the 29th January 2019. To fund the purchase James Kennedy secured a senior loan agreement with the Oxfordshire Diocese to the sum of £350,000 and a junior loan from an independent source to the sum of £140,000. The purchase was finally completed on the 4th October 2019.

Concept development

Early January 2019, St Marys instructed Acanthus Clews architectural firm in Banbury to compile a design feasibility for both 16 Market Place and the church building. The brief for the Old Bank, to create a multi-purpose community accessible building with office spaces for both small local business (to generate income to support the

running costs of the building) and office / meeting spaces for the church staff and local community.

The architects were tasked with supplying 3 viable options based on a successful, moderate and poor fundraising outcome.

Option 1 – Low cost renovation with make good of the existing building.

Option 2 – Moderate expense with demolish rear extension, replacing with a new extension, plus building and making good.

Option 3- High level expense by demolishing 80% of existing building and levelling basement with significant building works.

Having received the feasibility report in July 2019, the PCC made the decision to push for option 3. The plans for option 3 have been shared with both the church family, town council and potential donors, receiving very positive feedback alongside a wish to see the concept developed further. The next stage throughout the spring of 2020 will be to progress the concept design further and submit a preplanning application in early May with a formal planning application being submitted in the summer months of 2020.

The design brief for the church was to meet the current needs of the growing congregation and bring the building up to current standards with a focus on heating, seating, creating an adaptable space, lighting and audio. We received the plans in July 2019 and have shared this information with the church family.

Next stages are to contact the DAC in Spring 2020 to engage them in the current proposals for the grade 1 listed building.

Program of works

Throughout the past 6 months the build team have been working on developing a budget based on the initial costs received from a quantity surveyor for the Old Bank, and have plotted an initial programme of works and budget forecast. Both these documents have been filtered into the current business plan and communicated with the relevant parties.

The Fundraising Strategy

Our strategy is to (1) target philanthropic giving in the local community; (2) apply for Grants from Trusts, and (3) appeal to the church family for support pledged over 5 years. In the first instance we will be fundraising for the Old Bank, as this is the first element of the Building to Serve campaign, but the church will have the opportunity

to pledge support to either or both projects and the strategy will, in time, focus more heavily on raising funds for the church improvements.

(1) Philanthropic Giving

Our first major fundraising event will be on 7th February 2020. This event is targeted at potential local philanthropists living in the villages surrounding Chipping Norton who may have an interest in contributing to, or leaving a legacy for, their local town through the Old Bank. It will be pitched at creating an emotional engagement with the vision we have for the Old Bank, effectively starting a conversation which may end in a significant gift.

Giving to date

- We have received circa £130,000 in financial gifts. In addition we have further pledges of about £350,000

Giving in kind – we have been hugely blessed by:

- Graphic design support – BrandCooke, who created a website and marketing materials.
- The support of two high profile philanthropic donors who are happy to use their profile and networks to promote St Mary's plans for the Old Bank to other local philanthropists.

(2) Grants

In early 2019 St Mary's commissioned a prospects report detailing charitable trusts that give grants to this type of project. We have begun to approach some of these trusts. Many cannot be targeted yet as part of their requirement is that up to 50% of funds have already been raised (or identified/pledged). To date we have positive leads from a couple, the Architectural Heritage Fund and Diocese of Oxford Development fund.

(3) The Church family

In early 2020 we will approach the church family to make a pledge, over a number of years, with a designated target to cover certain core costs of the Building to Serve project.

Resources

In addition to the brochure, posters and website that BrandCooke has generously created for us, we have drafted a *business plan*. This enables us to communicate effectively to grant providers and philanthropists the critical strategic, financial and business thinking that has gone into this project, including a sustainability budget. This will be a key tool in encouraging their commitment and financial support.

Communication

Communicating St Mary's vision to the church and the local community has been a particularly important part of the launch of the campaign. A simple brochure was distributed to the **church family** at the launch in October, which was followed by a consultation with the congregation on 17th November where views and questions were encouraged. The congregation continue to be updated through Mailchimp and the St Mary's website.

Chippy News has been a very useful tool for keeping the **local community** up to date with the purchase of the Old Bank and St Mary's vision for it. We held a meeting with the Town Council on 20th November where our plans were very well received. This was followed by an Open Day in the Old Bank on 11th December where the doors of the building were open for the public to come in, see plans, ask questions and give feedback. This was a very instructive exercise and we were thrilled to welcome about 150 people through the doors.

Prayer is a key communication tool in a church project. The launch was preceded by 24 hrs of prayer and a month or so later we established weekly prayer meetings in the Old Bank with weekly prayer requests circulated on the Prayer Tree. This enables the eager intercessors in the church to be praying into this important project.

Children, Schools and Families

It's been a fantastic year for our children and young families at St Mary's! We've seen increased numbers of children and young people both overall, and attending each week. Over 90 under 18's are now on our registers. We thank God for each one of them.

Sparklers, **Ignite** and **Oneway** continue to be led by an amazing team of volunteers who serve the whole church each week - THANK YOU to them. The children have engaged with much excellent teaching - the highlight for them being the **Creation Care** series which uncovered a great deal of passion for God's beautiful world. We also really enjoyed the family prayer session as part of **Thy Kingdom Come** where families enjoyed food and a range of creative prayer activities together in church.

The role of the volunteers has been particularly important since September 2019, when we said goodbye to Becca Sterry in her capacity as Children and Families Worker. We thanked Becca for all she did for St Mary's, especially in setting up **Mini Movers**. Since then we have been unable to appoint her successor, so - while we have ensured that Sunday ministries could continue full steam ahead as before - other aspects of what we do during the week have had to operate on a slightly reduced basis, recognising that some of the volunteer teams are under-resourced, which has meant a greater burden for others. Emma Kennedy has stepped in to cover the Church children's groups and Martha Simpson to oversee the community children groups, but this situation is not sustainable in the long-term and so we will

need to recruit a new Children and Families Worker as soon as we are able.



St Mary's Minis has also seen growth in numbers and has an excellent reputation in the community as a safe, kind and friendly group. Much of this is down to Anna Mitchell who has been leading **Minis** and **Mini Movers** over the last year, so huge thanks to her. **Mini Movers** continues to be a good collaboration with St Mary's School and, after a period of instability, is now finding its feet again.

The benefits of working in closer collaboration with the other providers of **Under 5's** care have really shown in producing some joint resources (the **Under 5's Map**). And of course, a huge highlight of

the year was welcoming so many families to Pandemonium and subsequently to Feast and Fun. It was AMAZING to see how the church responded and God worked through all this.

The Future: Ignite (3-5's) are beginning to outgrow their space in the tower vestry, so we are pleased that the PCC has agreed to clear out some of the furniture to make more room for this very enthusiastic and fun-loving group! We're also aware that young families are not as well connected with each other as we'd like, so in 2020 we'd like to seek new ways help people get to know and support each other.

Martha Simpson

The role that the **Nurture Room** plays in the Primary School has continued to evolve over the last year. This has been particularly reinforced by strengthening relationships between Catherine and staff and with Top School, plus the joined-up work with **Parent Drop-in**. On average 70-80 children have contact with the **Nurture Room** in a term and increasingly parents / carers are involved, either directly in sessions or through contact with Catherine. In September we engaged a **Family Support Worker** to further enable us to meet our intention of keeping the whole family at the heart of all we do. Measuring impact and tracking progress is essential in this work and it has been valuable to have begun using the widely recognised Boxall Profile tool with the children.



A recent visit from Angela Curran-Smith, Diocese Church-School Relationship Adviser, was affirming and provided valuable guidance in how to develop the Nurture Room further. It has also been encouraging that several Oxfordshire Primary Schools have been in contact and visited to find out about the Nurture Room and how it benefits the school. Catherine is now part of a countywide Nurture Network run by the Mulberry Bush School and has found this a helpful forum and source of training, guidance and resources.

Parent-drop in sessions continue, overseen by Emma Kennedy, and are allowing us to further extend our holistic work with the whole family. Over the last 2.5 years I have worked with over 50 families, from issues around parenting, debt, through to safety planning and advocacy. The school is increasingly valuing this work.

Full Circle, the intergenerational lunchtime project led by Yvonne Champion, has now been running for one year and has really flourished in that time. Eighteen children have been involved to date and the four volunteers, who include Daphne Williams and Robin Hayden, have all agreed that both adults and children benefit greatly from the shared experience which is always dominated by laughter.

A new project initiated by Catherine this year has been **Creating Space** which provides support and education for women and families. Taking a creative approach and focusing on domestic abuse and mental health, this work has been motivated by the recognition that these, along with debt, are the most pressing issues in our town. We are currently supporting nine women and their families and we already had enough referrals from health visitors, schools and social workers to fill at least one more programme.

The number of those in the **Under 5's Network** has grown this year to thirty-two and some really tangible outcomes have resulted from the termly meetings.. For example, breastfeeding support clinics, a sling library and most recently enabling the Freedom Programme (domestic abuse support) to be established. Valuable guest speakers have been welcomed on topics such as Early Help Assessment and School Readiness, and the sense of peer-support and motivation to respond to the needs of our community has deepened.

The Future: Our intention is to grow the team in the Nurture Room and over the next year we will aim to train up a Nurture Assistant and engage more volunteers. We will continue to develop a whole-school approach to nurture and be innovative in our ways of working. Catherine is also keen to develop the use of cooking, gardening and forest school in the nurture provision.

Building on the work of **Creating Space** will be a high priority in the coming year. The rate of domestic abuse cases in the town continue to rise (there were 282 Violent and Sexual Crimes reported in Chipping Norton last year) and mental health issues dominate the lives of those we work with and yet the services on offer are minimal. Once again, offering holistic and ongoing support which is based on strong relationships will remain forefront of all we do and working in collaboration with other agencies in the town will be key to this.

Catherine Spring

Youth

2019 was a really great year for seeing young people really flourish and grow in their gifts. There was much to celebrate this year and here are a few highlights.

Encounter has become a real fixture for young people to come and worship on Sunday evenings. It has been amazing to see young people from all around the area unite together to worship God along with the rest of our congregation. It has been incredible to see this service develop and see youth using their gifts to serve the church.

We had a fabulous **Day Away** in May bouncing in a trampoline park, putting at crazy golf, dining at pizza express and joining in the worship at Gas St church in Birmingham. It was such a blessing to spend time away together and encounter God in a new way with lots of other Christians.

New Wine in the summer was certainly another highlight with lots of our young people coming along and camping with the church. It was a real joy to see the fellowship enjoyed by all and hear about the ways in which God was speaking to them and how they were really growing in the love for Jesus. It was definitely a real springboard for many as the Holy Spirit was at work in their hearts.

In our weekly groups we have been digging into God's word in lots of exciting ways. In **Ablaze** we worked our way through fruitfulness on the frontline, thinking how we can be Christians right where God has placed us. We gathered lots of the church family to come and share their experience of seeing fruit from their own frontlines here in Chippy which was a really great opportunity to get to know others. We also spent a whole term really getting to grips with Nehemiah and seeing the journey God took him on, in rebuilding the city and the people's hearts. This gave us great encouragement in the face of opposition and challenge in school but also excitement about what God is doing here in the building to serve project.

In gearing up for **Youth Alpha** in January 2020, we spent time thinking about what it looks like to share our faith and the challenges we might face in doing that. We strived to inspire and equip young people to be inviting their friends along.

We also tackled the big subject of 'Sex & Relationships' with at both **Spark** and **Impact**. This proved hugely helpful for the young people as they navigate this as teenagers. The cultural and social pressures are really tough and so hearing from God on His design for sexuality was really helpful in order to them a firm grounding on how they can flourish in this area and enjoy God's good gifts.

We also looked at Philippians and Colossians in the groups too which was a real encouragement hearing from Paul writing to a church two millennia ago but having huge relevance to us now.

Remix has continued to be a really great opportunity to share the gospel and live out our faith whilst sharing life with lots of young people within our community. We have shared testimony, shown videos and unpacked culture to open up the discussion on the gospel. We have approximately 50 young people at Remix each week and we are privileged to be able to serve our community in this way.

The **Boy's Hikes** continue to be a real opportunity to engage guys who we build relationships with, to come and enjoy walks, breakfast and hear another bloke's story of how Jesus has transformed their lives. It has been a really fruitful year.

We have seen a few young people come to church because of the work we are doing in many different ways and our prayer is that this will happen more so especially through Youth Alpha.

We have such a great team of quality leaders within the youth ministry and without them and their passion and commitment to see young people come to know and follow Jesus, it simply wouldn't happen and so I am ever so so thankful to all of them for their partnership in the gospel. What a great God we serve and church family we are a part of. Amen.

Jonny Lowe

Small Groups & Pastoral

Small Groups are providing essential support and encouragement to church family members. As the church grows, small groups become increasingly important places to feel a sense of belonging. In 2019, at St Mary's, two new groups formed (one a multiplication) and two disbanded. Two post Alpha groups have continued, one as a regular Small Group; the other focusses on discipleship. This gives a total of thirteen groups with approximately 130 members. In Kingham and Churchill, the group led by John and Brenda Ingram tried to continue after they moved but it proved too difficult. Some members were absorbed into the group led by Mark Burbridge and Ann Lewis' group.

The groups vary very much in character - some well established, with good numbers and thriving. Others are small in numbers and this can cause a tendency to cancel meetings. We continue to invite newcomers to the church into appropriate groups as soon as they are inclined. Around 13 have joined groups. About 7 have left (moved, death, dropped out). There are always some who find the challenge of time, commuting, work and family life too much to commit to a group.

In 2019, we had a **Small Group Leader's meeting** in which we looked at the value 'Every Member Ministering'. There was an essential Safeguarding Training evening which SG leaders joined in at St Mary's. In May, we had a Small Group Members' Celebration as a way to help members feel part of the bigger picture of Small Groups, to envision as well as to provide some reflection and coaching about the life of the groups.

The groups continue to be provided with material using the 4Ws format for their meetings based on the sermon series. Roger and I write the bulk of it but Amanda and Judith also wrote some which is excellent as this brings new approaches and fresh voices.

The Small Group Leaders all have such a heart for their Small Groups and recognise the value of them. They do a wonderful job gathering their groups together week by week or fortnight by fortnight. The SG Pastors give me real support and wisdom in my role as well as being an encouragement and a sounding board to their leaders. Jo Rees has needed to step down as Pastor and I'm looking to appoint another.

Looking forward, I feel the need to make the message of Small Groups being at the core of life at St Mary's more prominent so that any newcomer and fringe member recognises how central they are and how important to feeling part of St Mary's.

And, yes, I'm planning another ***Small Group Members Gathering*** to celebrate together what God is doing among our groups!

Ursula Simpson

Come for Tea continues to meet Monday once a month to cultivate friendships while enjoying singing some hymns and reflecting on some element of faith together.

Out to Lunch is now a regular monthly feature Tuesday once a month with a team of volunteers making initial contact, ensuring our guests can enjoy a home-cooked meal. Guests are now able to stay into the afternoon as staff of the Bridge at Chip-ping Norton School bring pupils to help with afternoon activities.

A Pastoral support Group meets occasionally to find appropriate ways of providing pastoral care to those with connections with church, to discern the gifts of others, match with discerned needs, and encourage, enable and support their use and to set up training to enhance skills. To this end, an awareness day is organized for 4th April for possible bereavement visitors in the Deanery. In the coming year we hope to re-establish our friendly links with those not in small groups so that everyone who would like to maintain contact with church is encouraged and enabled to do so.

Our links with ***the care homes*** continue as a small number of volunteers visit residents and take services regularly. The clergy visit the Intermediate Care Unit weekly.

Judith Marshall

Outreach

Outreach & Store (overseen by Emma Kennedy): Donations & requests continue to flood in, but unfortunately Marta left for the US and I lost the support I was receiving to keep the store in order. PLEASE continue to pray for someone to take this on, it is so necessary to enable our outreach work, but takes a large chunk of my time.

Outreach Network (overseen by Emma Kennedy): This continues to grow in size and value and has been a very important part of our planning and strategy building for The Branch.

Pandemonium in the Park! (coordinated by Emma Kennedy, Catherine Spring, Becca Sterry, Jonny Lowe, Toby Artis, and Gareth Harper): Last year we stepped up a gear in numbers (approx 1400), budget and entertainment. Whilst it takes a good deal of planning, on the day we are volunteer rich and it seems to be a real encourager. As James and I are on sabbatical this year it was decided that we would have a break for a year - probably a wise decision in light of where we find ourselves.

Feast and Fun (Overseen by Martha Simpson & Emma Kennedy): This was new last year and designed to address food deprivation and lack of things to do during the summer holidays. We targeted the more vulnerable families that we worked with and opened it up to Lifeskills families too. We ran for 5 days, volunteers were very forthcoming and we really connected with families who kept coming back. Over 300 meals were served, fun was had on bouncy castles in church and much creating went on. We partnered with the Theatre and received Section 106 money and a donation from Kingham Sculpture and Cottsway Housing.



Christians Against Poverty (CAP): (Leader – Mark Burbridge + befrienders) It has been a hard year for CAP and all those working alongside. Complete over demand meant they had to take “A time to Breathe” and pause services and referrals for 6 months. This was timely as Mark was unwell, and Coenraad is now confident to take on new clients, however we do need to prioritise and pray for a new debt coach.

CAP Lifeskills (Leader – Hannah Charles): Life Skills has taken off this year and they have run 2 full courses and are half way through their third course (12 on each course). Hannah is an inspiring leader and through the course, befriending and sharing life, has led 6 women to faith and baptism. James Pringle and Lena Proctor support this ministry from St Mary's and it is hosted in the Parish Rooms. It would be great to increase our church's level of involvement.

Christmas Hampers & Stockings: This was a last minute decision, as Health Visitors made 10 referrals for families who they knew would not have adequate food and presents for their children at Christmas. We extended this to 28 to include other families we support. The church were incredibly generous with over 400 donations of items and £1400 in cash (which was spent on individual presents for the children and a fresh Christmas meal and food for that week). The Clergy delivered the parcels and they were received with much gratitude and several burst into tears.

Minutes of APCM 2019

St Mary's, Chipping Norton with St James', Over Norton *Annual Parochial Church Meeting and Meeting of Parishioners*

Sunday, March 17th, 2019 at 12.30 p.m. in the Parish Rooms.

1. The Revd Dr James Kennedy opened the meeting with a welcome to all 73 members present. We were here to celebrate so much that had happened in the life of our church over the past twelve months – a celebratory atmosphere that would continue for some after the Rugby results of the day before! We were here also to look at the emerging and exciting plans we had for the future – a future which was relevant to each one of us present – a vision for everyone to embrace – a place for each one of us to fit into.

James read Isaiah 54:2 **“Enlarge the place of your tent, stretch your tent curtains wide, do not hold back; lengthen your cords, strengthen your stakes.”**

We were urged to prepare for even bigger things, building together with God.

James then opened the meeting with prayer.

2. Eight **Apologies for Absence** were received.
3. No items of **A.O.B.** had been requested.
4. **The minutes of the 2018** meeting were read, approved and signed as a correct record. There were no **Matters Arising**.

5. Meeting of Parishioners

(a) Proposal of resolution to suspend the maximum 6 year term of office for churchwardens (s.3 of Churchwarden's Measure 2001)

Proposed by Heather Knight, seconded by Stephen Bank and carried unanimously.

(b) Election of Churchwardens.

Two nominations had been received.

Graham Povey had been proposed by Jonny Lowe and seconded by Stuart Cutting.

Tim Woolcock had been proposed by Chris O'Shea and seconded by Philip Sharman.

There being no other nominations, both were elected unanimously.

(c) Resolution: That the Deanery Synod representatives from St. Mary's, with St James' Parish should be allowed to serve for more than two terms on Deanery Synod.

Proposed by Judith Marshall and seconded by Rachel Sharman and carried unanimously.

6. The Annual Report for 2018

A single document, "**The Annual Report 2018**", together with **Annual Accounts for the period 1st January 2018 to 31st December 2018**, had been distributed to everyone.

James spoke of some of the highlights from the previous year under the headings of

LOVE

SERVE

GROW

- The development of our worship as we express our love for God.
- The launch of ENCOUNTER – enabling some to worship more freely and to include young people.
- Reaching out tangibly and lovingly in service.
- Pandemonium in the Park which had really blessed the town and helped to put St Mary's firmly on the map – amazing responses had been received.
- Doors had opened right across the age spectrum - in care homes, in schools, REMIX especially where vulnerable children had been noticeably helped.
- In St Mary's School where staff had seen transformations take place through the exciting three developments instigated by the church. (All were urged to pray for the health of staff involved.)
- These things were having a measurable and lasting effect – e.g. the attendance of non-attenders!
- The impact on the town.
- The report from the health centre where one doctor had 'seen love in action'.

But James also spoke of the challenges that lay ahead.

All this comes at a cost. James referred us to Page 30 of the report and the needs of the Chipping Norton Area Christian Trust where more people were needed to give and support in order to keep our ministries sustainable.

- The number of our small groups has continued to grow as well as the numbers attending them.
- Sunday growth had been slower but this was due in no small part to the physical constraints of the building, particularly where the children and young people were concerned.
- We want to serve the town through our buildings.
- BUILDING TO SERVE!
- Developments were exciting but, by way of explanation, James wanted to emphasise the importance of the plans we were pursuing for both the church and the former bank premises.
- We have a bigger picture! We have a community that is in greater need than it has been for centuries – socially and financially. Local authority statistics bore this out. Chipping Norton stands out as a beacon of deprivation in Oxfordshire – 4th in the whole of Oxfordshire for children requiring free school meals – and it is getting worse. Local authority input has centralised in other towns but not here in Chipping Norton. Brexit uncertainty doesn't help the situation. James quoted the helper who had delivered a food parcel just before Christmas when a little girl had responded with "Mummy, so we can eat today"! - and this was not an isolated incident.
- We have a clear choice. We can sit back and watch or we can roll our sleeves up in an effort to meet the need. We can worry about our saving for a life pension or we can invest in the vision. We can impact the situation for generations to come.
- Scratch the surface? Or dig deep? Affect the lives of hundreds for years to come.
- The PCC feels this strongly – we say to God, "we want to 'break our hearts for what breaks yours'".
- Every hundred years or so there comes the opportunity to impact the generations yet to come. Christians have traditionally seized these opportunities as social and emotional needs have grown (hospitals/schools).
- We have a new vision today.
- We have a life changing vision.
- Our buildings have a life changing mission.
- We will invest for the future as the government beats a hasty retreat. We will fulfil this incredible opportunity as the former NATWEST bank has been given to us in this way.

- A stranger to the church and Chipping Norton has lent us £200,000 interest free for a year! The Diocese has come alongside with a loan. God is making this happen! £360,000 before we begin our appeal! £150,000 to own the bank outright.
- God will work in our hearts to make us a part of this vision – so much so that we will not be able to hold back! How exciting!

James concluded by expressing his thanks to so many – even to everyone unmentioned by name but certainly everyone here. All volunteering and giving so freely of themselves.

He especially thanked his staff team, naming each one, together with their partners – those new and those who had joined the team this year. Many of them had experienced particularly challenging times recently.

He then expressed both his personal and public thanks to Emma, his wife, and to each member of his family for their total support for him and his ministry in the church.

The Report on the Electoral Roll

This was included in the Annual Report under Church Attendance and taken as read.

The Churchwardens' Report

Tim Woolcock expressed the wardens' thanks to all those who had volunteered their help over the previous year by taking on some of the wardens' duties. He especially thanked Matthew Carpenter for doing all the churchwarden's activities at the 8.00 a.m. Sunday services. He also thanked Linda Carpenter for her continuing help and support.

The Churchwardens' Fabric Report

Graham Povey also thanked Linda for her constant e-mail support! Graham gave his special thanks to the members of the Fabric Committee who had helped to manage and deal with so many different bits and pieces of church maintenance. Philip Sharman and members of the Men's Ministry Team were also thanked. Graham was grateful for the honour of being elected for a further year.

Deanery Synod

The Deanery Synod report was contained in the Annual Report document and taken as read.

The Church Finance Report

The Treasurer, Robert Freeman, spoke briefly to the finance papers. He thanked everybody for their generosity. He wished to thank Emily O'Shea for the amazing way she managed to handle complex figures and see to day to day income and expenditure. Robert was thanked for his commitment and faithful work.

7. The Adoption of the Independently Examined Accounts

It was proposed by Chris Mitchell and seconded by Chris Gregory that the meeting adopted the accounts. This was done unanimously.

8. The Appointment of Independent Examiner

Mark Knight proposed and David Bishop seconded that Mark Gillespie, an ex-treasurer, be approached to see if he was willing to be appointed again this year. This was carried unanimously.

9. Elections

Deanery Synod Members

There was one vacancy and one nomination had been received.

Jos Grant had been proposed by Peter Williams and seconded by Graham Povey.

Jos was duly elected.

PCC Members

There were three vacancies and three nominations had been received:

David Bishop, proposed by Daphne Williams and seconded by Matthew Carpenter

Nicola Riley, proposed by Sylvia Hawkins and seconded by Tim Woolcock

Kathryn Walton, proposed by Jan Pearman and seconded by Denise Povey

All were duly elected.

Thanks were expressed to all members of the PCC.

Sidespersons

The election of sidespersons was delegated to the churchwardens

10. Appointments

Churches Together in Chipping Norton Representatives.

Jen Williams (treasurer of CTCN) agreed to serve again together with Graham Povey and Matthew Carpenter. Sylvia Greathead volunteered to join the group. The vicar was also a member.

11. Any Other Business

There were no items of Any Other Business.

Graham Povey expressed thanks on behalf of everyone to James for his leadership in our church and the outreach to the town. All concurred with enthusiastic and lengthy applause. The meeting ended at 1.15 p.m.

Churchwardens 'Report

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him” Colossians 3:17

Support of the Churchwardens

The Churchwardens are extremely grateful for all the help received. It is rewarding to be part of a team so, if you have not yet joined a team, we would encourage you to do so and see for yourselves:

- Communion setting up / servers / cleaning
- Music / worship
- Song Pro / Sound / Cameras and screens
- Welcome / Coffee / refreshments
- Readers / Intercessors / Prayer ministry
- Flowers / Bells
- Children's ministry – Sparklers (creche), Ignite, One-Way and Ablaze

It is a wonderful way to show our support to the ministry team but, more importantly, service to the Father God we worship.

Church cleaning and maintenance

Weekly contract cleaning keeps the parish rooms, church carpet and toilets clean which is important as we hire out the premises on a regular basis.

We are grateful to the Men's Breakfast group who gave their time to do high level cleaning and several maintenance jobs including the second phase of pew stabilisation after the February breakfast meeting. The Chipping Norton Brownies helped again this year in November before Remembrance Day. These are fun occasions so please come and join us when you can. We do have individual people quietly cleaning sections of the church at a time which suits them so please consider if this would suit you.

Maintenance will be covered in the fabric report but we are very appreciative to those with needle skills who volunteered to do some restoration of the altar frontals and for the small team who temporarily lowered the flagpole to enable flags to be flown again and in preparation of its replacement.

Matthew Carpenter keeps the communion items in order and we have people who take small linen home to wash and iron. We are indebted to Matthew for looking after the 8am services and for changing the altar colours etc.

Project Envision

Following on from Project Resound that upgraded the sound system, Project Envision has vastly improved the visual tech and overcome some of the issues of the church pillar positions by adding two cameras that can feed both the main projector and pair of side screens. It has been used for its first Baptism with a camera aimed at the font so that the whole congregation can see via separate screens. There is also capability to feed additional screens and projectors for large services and the system was put to good use for the Remembrance, carol and Christingle services enabling far more people to feel involved.

Churchwardens: Graham Povey and Tim Woolcock, March 2020

Churchwardens 'Fabric Report

This report has been prepared in accordance with the requirements of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. It has been circulated to members of the Parochial Church Council and any amendments required by them have been incorporated.

All maintenance and repairs for the church, churchyard, parish rooms and 137 Cornish Road are logged centrally and monitored by the Fabric Committee (a sub-committee of the PCC) which includes the two Churchwardens. The committee submits reports and makes recommendations to the PCC. The PCC annually approves a small budget for maintenance of the fabric of the church and parish rooms, to be expended at the Fabric Committee's discretion. This may be supplemented by grants from the Friends of St Marys (FOCM). Financial support for the maintenance of 137 Cornish Road is often provided by Chipping Norton Area Christian Trust (CNACT).

Meetings

The Fabric Committee met seven times in the period 2019/20, including meetings dedicated to the preparation of a budget and to a work plan based on the recommendations of the Quinquennial Report of 2018.

Routine Maintenance/Cleaning of the Church, Churchyard and Parish Rooms

- Gordon Horner carries out an annual clearance of roof gutters and hopper-heads on the church and parish rooms.

- Drain Doctor Oxford undertake a twice-yearly clean of gullies, channels and underground drains.
- J & J Cleaning clean both the church and parish rooms weekly, focussing on toilets and carpet areas. In addition, R & B Maintenance are asked to complete an annual deep-clean of carpets on the platform in church and in the parish rooms.
- A high-level cleaning morning, led by the Men's Breakfast group, is undertaken early in the year. This is followed by lower level cleaning. CN Brownies volunteer to do a clean before the Remembrance service.
- Graham Povey continues to manage the church boiler and reports to the Fabric Committee. The boiler service contract is with Commercial Boiler Services Ltd. That of the Parish Rooms and 137 Cornish Road is with Boiler Care.
- The annual PAT (portable appliance testing) was completed in the church and the parish rooms in July 2019 by Matt Cubley.
- Executive Fire Protection Ltd carried out the annual inspection of fire extinguishers in the church, parish rooms and St James' Over Norton. A church plan showing the designated location of appliances is displayed in the church and the church office.
- Electrical testing is carried out every five years. It was last undertaken by Mark Walters in May 2018.
- Lightning protection testing is done periodically. Southern Lightning Engineers came to test and inspect in December 2018.
- Whites of Appleton carried out their annual inspection and maintenance of the bells in December 2019. [There are cracks that need to be monitored on the headstock of the 5th bell and the handstroke stop on the third bell needs a repair.]
- The maintenance of the churchyard, including its paths, trees, memorials and one gully and drain (by the porch), is the responsibility of the Town Council. They contract Richard Taylor to do regular mowing of the grass but usually call in Treotech Arboricultural Services for major tree works. Chipping Norton Green Gym undertake several days of valuable clearance work each year, but we take responsibility for burning the bulky green waste. We also have a licence from WODC for a domestic green waste bin suitable for flower waste.

Fabric projects in 2019/20 - Church

- **Tower Parapet and Lead Flashings:** P R Alcock and Sons secured a loose stone of the tower parapet and renewed/repointed lead flashings on the tower roof. [Funded by Friends of St Mary's]
- **Downpipe and Gully:** P R Alcock and Sons part-replaced and re-fixed the downpipe at the west end of the south aisle and installed a new gully at its foot. [Funded by Friends of St Mary's]
- **Fractured Drain:** John Harding renewed a section of underground drain, south of the tower, which had fractured and collapsed.
- **Altar Frontals:** The blue and white altar frontals were skilfully repaired by volunteers. [The green and red frontals still need repair.]
- **'enVision':** The project, funded by the Gift Day in 2018 and carried out in September 2019, replaced the main projector and screen to provide a wider and brighter picture in the same aspect ratio as the auxiliary monitors. It also added cameras to relay the speaker, baptisms etc. onto the screens around the church. Adjacent to the sound desk, a new matching desk has been installed from which the AV operator can also control the cameras. Ethernet cables have been laid within the church itself to add more AV functionality and to enable future WiFi connectivity. To complete the WiFi installation, additional 13A spurs are needed within the church and at high-level in the tower.
- **Flagpole:** The defective wooden flagpole was lowered by a team of volunteers at the end of 2019. The weathercock was removed, and the pole was re-erected with a temporary arrangement for flying the flag. Quotations for a replacement flagpole have been obtained and a recommendation made to the PCC. Advice is currently being sought from the Diocesan Advisory Committee about the re-gilding of the weathercock. [Funding application to be made to the Friends of St Mary's]
- **Floor and Pews:** A working party on 13 July 2019 made temporary but effective improvements to the wood-block floor and stabilised a number of pews. Further work was done on 8 February 2020.
- **Donations:** A card-payment machine is now in operation in the church, although many cash donations are still being placed in the unlocked box intended for 'Hello' cards. The need for a secure wall box remains under review.

- **Heating System:** Flooding in the boiler room resulting from the failure of the sump pump after a period of high rainfall caused damage to the burner control box and the subsequent failure of the pressurisation unit. The sump pump and pressurisation pump had to be replaced and burner problems rectified.

Fabric projects in 2019/20 – Parish Rooms

- **Partition:** The installation of the new sliding room divider – funded by the Gift Day in 2017 - was completed in January 2020.
- **Roof:** A guideline quotation has been obtained for stripping and re-slating the east slope of the roof.

Security

Acts of minor vandalism in the church have necessitated the replacement of the Perspex covers to the porch notice boards and required several unscheduled visits by the fire extinguisher maintenance engineer. The extinguishers are now being stored in the tower lobby and have to be put out for services. Notwithstanding, the building will continue to remain open in daylight hours for the benefit of visitors and church members.

The main entrance to the Parish Rooms has been provided with a new security installation, incorporating a camera and intercom, that enables the door to be unlocked from the first-floor offices. Although this is not intended to be in use at all times, it provides those working in the offices the option of additional security and addresses the problem of lone working.

Health and Safety

All policies and risk assessments for St Mary's Chipping Norton and St James Over Norton were reviewed and discussed by the PCC at its meeting on 18 September 2019.

A slide is included in the Sunday rolling PowerPoint showing the 3 main fire exit routes.

The first aid box is situated in Church in the tower hallway. There is a similar box in the Parish Centre kitchen. A list of qualified first aiders willing to be called upon is needed.

Dawkins Mausoleum

The mausoleum on the north side of the church, erected by the Dawkins family under a private faculty of 1800, remains the property and responsibility of that family.

As an act of goodwill, the building has been freed of ivy and tree saplings by church volunteers, and cement tell-tales have been installed across cracks in the stonework. The unsightly metal security fencing that has surrounded the building for many years has now been removed. The serious condition of the building was highlighted in the 2018 Quinquennial Inspection Report, and it is intended to make a fresh approach to the Dawkins/Kettlewell family, in due course, to try to negotiate repairs.

137 Cornish Road

No works were required in 2019/20 other than the annual boiler service. The annual inspection of the property was undertaken in December.

Churchwardens: Graham Povey and Tim Woolcock, March 2020

Church Safeguarding Report

At St Mary's Chipping Norton we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture the PCC have followed guidance to:

Appoint:

The PCC has appointed Bethany Boddy as Designated Parish Safeguarding Officer (PSO). Bethany will work with the incumbent and PCC. Bethany is a lay person with experience in safeguarding children and vulnerable adults within her professional capacity. Bethany is also the recruiter following the safer recruitment policy. The PCC has a separate DBS administrator. The PSO has been given a copy of the parish safeguarding policy and procedures and is trained in the relevant courses from the diocese.

Safer Recruit, Support and Train:

- All workers are given a copy of the good practice guide
- All workers are given a copy of the pocket safeguarding guide which has the details of the PSO and diocese safeguarding officers
- All workers are required to complete a confidential declaration form
- Workers within specific roles with children, young people and vulnerable adults require a DBS certificate, the PCC currently uses the APCS company to process DBS applications, with any DBS concerns the diocese is notified and requests to see certain certificates. The roles involving children, young people and vulnerable adults require a clear DBS certificate
- Workers are required to attend safeguarding training appropriate to their roles, training is offered face to face or online if required and is currently delivered through the diocese
- All workers are requested to give a name of a referee

- All workers have responsibility to inform the PSO or incumbent or diocese safeguarding team if they during the three years prior to renewing the DBS certificate have any cautions or criminal convictions
- Records are kept according to the data protection act

Display:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'.
- Contact details of the PSO, Churchwarden and any other local leaders are displayed on the church notice board.
- Contact details for the Diocesan Safeguarding Team – including phone, email and website details are given to all workers at recruitment and displayed on a poster in the church
- Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine are displayed in the church on a poster and also is the automatic reply for the safeguarding email

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;
- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- Comply with all data protection legislation especially in regard to storing information about the 'church workforce'. Including volunteers and any safeguarding records;

- Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Moving forwards to the next year

All processes will be regularly reviewed. Risk assessments will be completed for activities and safeguarding concerns will be responded to as above.

Declaration

In completing the above the PCC has complied with the duty to have due regard to the House of Bishop's guidance on safeguarding children and vulnerable adults.

Bethany Boddy - Parish Safeguarding Officer

Chipping Norton Deanery Synod

There have been 3 meetings of the CN Deanery Synod this year and some changes of personnel, with a farewell to Oliver Chapple, our previous Deanery Treasurer and his position taken over by Dr Brian Ford. The vacant minister's position at Hook Norton has been filled by Revd Janet Faull, who was welcomed into the Deanery at the June meeting, along with other new Deanery Synod reps from the 31 Parishes in our very rural Deanery, which are organised into a number of Benefices.

We also learnt that our current Area Dean, Revd Sally Welch will be leaving her post after 5 years, in June 2020. She will be working on the Pilgrim Paths project – an initiative which was created in the Chipping Norton Deanery, with great success, and which Sally will expand into the whole Oxford Diocese. Sally has been supported as Area Dean in these latter months by Revd David Salter, who has been Associate Area Dean. David will assume the role of Area Dean once Sally steps down.

At the meeting in June Revd David Salter gave excellent feedback from the Diocesan Common Vision Conference – “Putting Into Deep Water” - that he had attended. This was a follow-up to our call to become “a more Christ-like church for the sake of God's world: more contemplative, more compassionate and more courageous”, with an associated Parish Planning Tool that can be used across the Deanery.

A further issue raised at the June meeting was that of a response to the Electoral Review Group from General Synod, who proposed a limit on Lay Deanery synod membership to 2 x 3year terms. The Lay Synod reps of the CN Deanery voted basically for the options maintaining no term limit, unless the APCM resolved to impose it.

The good news on the Parish Share front is that as a Deanery we paid 100% of it in 2019 and so get a 2% reward for doing so, but our CN Deanery share will go up by 4% in 2020! However Rev David Salter has secured £2500 as a fund for Mission Development within the Deanery.

A concern expressed at Deanery Synod this year has been that the rural churches still need to fight for a louder voice within the wider Church. To this end, it has been suggested that there be a joint Deanery meeting in Deddington Church, to discuss how we can use digital services in the Church of England. This will be on September 21st 2020.

On a final note at the February meeting we were asked to think of what qualities we would seek in our new Bishop of Dorchester, with the departure of Bishop Colin - a hard act to follow - who has what is required viz. a great heart for and experience of rural ministry.

Jo Graves

March 2020

PCC Membership

Members of the PCC are those ex-officio (Clergy and Churchwardens), those elected by the Annual Parochial Church Meeting (APCM) and those co-opted by the PCC.

During the year the following served as members of the PCC:

Vicar	Rev Dr James Kennedy
Associate Minister	Rev Ursula Simpson
	Rev Jackie Jones
	Rev Canon Roger Simpson
Curate	Rev Martha Simpson
	Rev Toby Artis
	Rev Judith Marshall
Churchwardens	Graham Povey, Tim Woolcock

Deanery Synod:

<i>Until 2020</i>	Jos Grant
	Jo Graves
	Chris Mitchell

Elected members:

<i>Until 2020</i>	Mark Knight
	Peter Williams
	Bill Rees
<i>Until 2021</i>	Mary Smith
	Jamie Bell
	Robert Freeman
<i>Until 2022</i>	Kathryn Walton
	Nicola Riley
	David Bishop

<i>Co-opted members</i>	Jules Clarke (Treasurer)
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Officers:

<i>Chair</i>	Rev Dr James Kennedy
<i>Lay chair</i>	Nicola Riley
<i>Secretary</i>	Peter Williams
<i>Treasurer</i>	Robert Freeman/Jules Clarke
<i>Electoral Roll Officer</i>	Emma Bayley
<i>Planned Giving Officer</i>	Jen Williams

The following served on the Team Benefice Council: Jo Graves, Graham Povey.

The following represented St Mary's on Churches Together in Chipping Norton: Jen Williams (Treasurer), Judith Marshall and Graham Povey and Matthew Carpenter.

PCC Committees

There are a number of subcommittees of the PCC. Much has been achieved and many aspects of the life of our church depend on their continued work. We would like to thank all those who have served on them.

- a) **Standing Committee:** This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to directions given by the PCC.
- b) **Fabric Committee:** helps the churchwardens with the maintenance and development of the church fabric including matters relating to the management of the Parish Centre, and liaising with the Town Council in the management of the churchyard.
- c) **Missions Team:** meets to consider the church's 'mission' in the broadest sense. The team advises the PCC and assists with the strategic planning, development and communication regarding Gift Days and ongoing links/ partnerships with other mission-related organisations and activities.
- d) **Buildings Teams:**
 - i) Old Bank Team - meets fortnightly (as required) to manage the forthcoming buildings project.
 - ii) Church Team - meets *ad hoc*

The teams have been delegated responsibility for operational decisions between PCC meetings and advises the PCC during the planning and development phases of the project, guiding also with regard to communication and fundraising strategies.

In addition to the above, the PCC can set up additional committees. The PCC met 6 times during the year.

Church Attendance

During 2019, after a year of stability last year, we again saw modest growth in both our adult and children's congregations (average attendance 119 adults and 28 children at 10.45 - up from 110 and 27 respectively). Average total Sunday attendance (adults and children) across all services in the parish (8am, 9.15 Over Norton and 10.45) is approximately 170.

2020 Electoral Roll Revision

Following the annual revision of the Electoral Roll, the number on the Electoral Roll as from 14th March 2020 has decreased from 171 to 167. (including 3 new additions, and 7 who have either died or moved away)

Emily O'Shea

(pp Emma Bayley, Electoral Roll Officer)

14 March 2020

During 2018, we held 27 funerals either at St Mary's or at the crematorium, (including those of Derek Privett, David Clinch, David Hawtin, David Pearman, Dawn Wood and Karin Wiseman (in Gt Tew Church).

We held 4 church weddings at St Mary's, and 6 infant baptisms & 5 adults by immersion.

Other services:

- Churches Together in Chipping Norton annual service
- Healing Service
- 'Encounter' Services
- Remembrance Day Service
- All Souls Service of Remembrance
- Carol Service
- Christingle Service

Finance Report

St Mary's finance function is pleased to present the twelve-month financial results to 31 December 2019.

The overall picture saw a funds reduction of £58,665, including a reduction on £72,786 on restricted funds. This is largely due to expenditure in the Buildings fund against the significant one-off gift of £100k received in 2018.

16 Market Place

2019 saw the purchase of 16 Market Place for £490,000 with loans taken in order to purchase the building structured as follows:

£140,000 (repayable in October 2020 at 0% interest); and

£350,000 (repayable over five years, from October 2020, at 3.5% interest per annum).

Incoming resources

Income decreased from £325,287 (year ending December 31st 2018) to £224,287 (year ending December 31st 2019). Income was particularly high in 2018 due to large one-off donations totalling £120,000 including the gift of £100k restricted to the building project.

In addition, St. Mary's did not run a "Gift Day" in 2019 as it did in 2018.

However, planned giving rose 5% from £90,130 in 2018 to £94,658 in 2019. As did grant income which rose 35% on 2018 levels, and included:

£8,732 received from CNACT for children and youth projects;

£3,706 from The Friends of St. Mary's Church, for church fabric;

£5,500 in grants for Pandemonium in the Park and Feast & Fun;

£1,346 from All Saints Churchill and

£1,500 from St. Andrew's Kingham both for CAP.

Outgoing Resources

Total outgoings rose from £214,512 to £282,942 largely related to the buildings project.

£36,770 was spent on items such as feasibility reports and surveys and the buildings project contributed to an increase in salaries and wages from £26,853 (in 2018) to £53,128 (in 2019).

£3,054 was spent on interest repayments on the larger of the two loans taken out to purchase 16 Market Place.

Expenditure on Community Engagement rose from £4,104 in 2018 to £8,074 due to our two big summer events Feast & Fun and Pandemonium in the Park.

The largest items of expenditure related to the ongoing operations of the church (the parish share and staff costs), as well as our missions giving, representing 10% of our unrestricted voluntary income.

The church is extremely grateful to those who provided the income to support all of the activities of the church in 2019. We are constantly humbled by the generosity and self-sacrifice shown.

Financial position at the end of the year

Note 13 of the accounts provides a view of the St Mary's financial position at the start and end of the financial year.

The total balance of funds has fallen by £58,655, with £25,001 remaining in the Buildings Fund. Other funds to note:

£9,815 as a provision for missions in early 2020,

£7,277 remains in our Projects Fund¹,

£1,726 remains in an Equipment Reserve, and

£4,506 is set aside for CAP.

The general fund has fallen from £7,398 to £5,897.

¹ For your information, according to Accrual accounting in a Charity setting, a "Fund" does not necessarily relate to cash, but rather includes treatment of assets. For the end of year cash position, please see "Cash at bank and in hand" line of the Balance Sheet on pg.3 of the Financial Statements.

The general fund

Some key points for the general fund for the year ending 31st December 2019 are:

- General Fund Expenditure for 2019 was budgeted at £153,647, against which £149,791 was spent,
- General Fund budgeted income for 2019 was £164,983 to which £157,073 was actually received.

We have again produced a challenging budget for 2020 with a budgeted loss of £6,925 for the year on the general fund. Since there is only £7,398 remaining in the general fund at the 2019 year-end we will need to remain careful with general fund expenditure.

This care is now considered especially in light of the significant affects of Covid-19 on us all through this year.

Other notes

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Emily O'Shea (Finance Administrator), approved by Jules Clarke (Treasurer)

Chipping Norton Area Christian Trust (CNACT)

CNACT exists to support and facilitate the mission of the church, and was established as a financially distinct entity in 2014.

It is through CNACT that we employ our Youth Worker (Jonny Lowe), Children and Families' Worker (currently vacant, previously Becca Sterry) and our Schools and Outreach Worker (Catherine Spring).

In order to finance those specific ministries, a number of people choose to give sacrificially to CNACT, over and above their general giving to St Mary's. We are extremely grateful for that financial support, as it is primarily through these posts that we are able a) to nurture our children and young people in faith, and b) to reach out actively into our community and it has been tremendously exciting to see how things have continued to grow and thrive in 2019.

In order to simplify the financial picture going forwards, from 2020, CNACT's salary costs will be rolled into the total 'Building to Serve' budget. The latter will therefore include not only building costs related to the church and The Branch,

but also the total ministry-related costs for a five-year period (Outreach, Youth, Children and Administrative).

In this section, a brief financial summary is offered for CNACT, and we would love to encourage anyone already giving to CNACT to continue to do so in the coming years.

If any of you, though, would like to start to give regularly to help us to sustain these vital posts, may we urge you to make your pledge, along with any gift/pledge that you would like to give to the building works themselves, to the 'Building to Serve' campaign? For further details, please contact georgina.orchard@stmaryscnorton.com.

CNACT financial projection for June 2019-May 2020 (excluding PCC contributions):

Income:

<i>Committed giving (inc Gift Aid)</i>	<i>£11,500</i>
<i>Grants + other gifts and contributions</i>	<i>£24,000</i>
<i>TOTAL</i>	<i>£35,500</i>

Outgoings

<i>Youth Worker:</i>	<i>£-24,000</i>
<i>Children and Families' Worker:</i>	<i>£ -4,500</i>
<i>Schools and Community Worker:</i>	<i>£-19,500</i>
<i>Other costs</i>	<i>£ -700</i>
<i>TOTAL:</i>	<i>£-48,700</i>

= operating deficit of £-13,200

A financial report up to 31st May 2019 is included in the appendix to this report along with the church financial report.

Trustees:

Jamie Bell, Linda Carpenter, Sue Coyne, James Kennedy

Treasurer:

Mark Carpenter

Staff

Once again, 2019 saw some change within our staff team, to all of whom I am immensely grateful for their support, encouragement and commitment.

In March (after some months of administrative delay!), we formally welcomed **Sue Coyne** to the team as a Licensed Lay Minister. In July, **Judith Marshall** was ordained deacon and joined **Martha Simpson** and **Toby Artis** as our third Curate. **Gareth Harper** continues in his training role with us as an Ordinand with St Mellitus College in London.

As our 'Building to Serve' Campaign took shape during the first half of the year and was formally launched in October, we welcomed **Alastair Ewer** and **Georgina Orchard** to their roles as 'Project Manager' and 'Campaign Director' respectively.

After six years licensed to the clergy team as an Associate Minister, Rev **Jackie Jones** retired from licensed ministry in the team. We are very grateful to her for all that she has done to serve across the Benefice in that time, and look forward to seeing her from time to time as she retains her Permission to Officiate (PTO).

After two years working as our Children's and Families worker, **Becca Sterry**'s contract came to an end. We are grateful for all that she was able to do for us in that time and wish her well in her new role as a Teaching Assistant. We continue to look for the right person to step into that role, so please keep praying that God leads us to them.

The rest of the team remained unchanged, with **Jonny Lowe** completing the 4th of his 5 years with us as Youth Worker (he will be going to Wycliffe Hall to train for ordination in September 2020 so please pray both for him, Katie and baby Poppy, and also that God will bring us the right successor). **Emma Kennedy** continues (in her volunteer capacity) to oversee our Community and Outreach ministries, also both picking up day-to-day responsibilities for our Children's ministry as well as line-managing **Catherine Spring** (Schools and Community Worker). **Emily O'Shea** (Administrative Manager and Finance) and **Emma Bayley** (Office Administrator) both continued to offer essential administrative support the whole team.

We remain extremely grateful to our clergy for their ongoing support - to Rev **David Salter** (Team Vicar), Rev **Ursula Simpson** (Associate Minister in charge of Pastoral and Small Group Ministries), Rev **Roger Simpson** (supporting Mission and Evangelism) and for the fantastic regular assistance that we receive from other clergy (namely Rev **Victor Story**, Rev **John Coyne**, Rev **Mike Selwood** and Rev **Jan Fielden**).

In November, the Staff Team benefited from two days away together with external input at the Global Leadership Summit videocast.

The PCC has continued to grow together and to be an amazing source of encouragement and godly counsel. I would again particularly like to thank them all for their wisdom, kindness and willingness to give their time to see the life-changing love of Jesus shared even more widely as we serve our community.

James Kennedy (Vicar)

Agenda of APCM 2020

Annual Parochial Church Meeting and Meeting of Parishioners

XXXXXX, XXX XX 2020 at XX.XX in the Parish Rooms.

1. Welcome and Prayer
2. Apologies for Absence
3. Announcement of Any Other Business
4. Minutes of the Last Meeting and Matters Arising
10. Meeting of Parishioners for the Election of Churchwardens
 - (a) Proposal of resolution to suspend the maximum 6 year term of office for churchwardens (s.3 of Churchwarden's Measure 2001)
 - (b) Election of Churchwardens.
6. The Annual Report for 2020 to include
 - The Annual Report Document
 - The Report on the Electoral Roll
 - The Churchwardens' Report
 - The Churchwardens' Fabric Report
 - Church Safeguarding Measures
 - Deanery Synod Report
 - The Church Finance Report.
7. The Adoption of the draft Accounts (pending Independent Examination)
8. The Appointment of Independent Examiner
9. Elections
 - Deanery Synod
 - Parochial Church Council
10. Appointments
 - Representatives for Churches Together in Chipping Norton
11. Any Other Business (to be notified to the secretary before the meeting.)

Closing Prayer

The first meeting of the new PCC will be held on XXXXXX, XX XXX 2020 and will begin with a short communion service, at 7.00 p.m. in church, to which everyone is welcome.

St. Mary's Church, Chipping Norton PCC

Financial Statements

For the Period 1 January 2019 to 31 December 2019

Charity Number: 1132070

St. Mary's Church, Chipping Norton PCC

Financial Statements

For the Period 1 January 2019 to 31 December 2019

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St. Mary's Church, Chipping Norton PCC

Financial Statements

For the period 1 January 2019 to 31 December 2019

Reference and Administrative information

Charity Name: St. Mary's Church, Chipping Norton PCC

Charity registration number: 1132070

Registered Office: Church Office
The Parish Rooms
Church Street
Chipping Norton
Oxfordshire
OX7 5NT

Bankers: CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Trustees: For a list of Trustees please refer to "Annual Report 2019".

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)

Trustees' Report

For the period 1 January 2019 – 31 December 2019

Aim and Purposes:

The objectives of the PCC are to promote in the ecclesiastical parish the whole mission of the Church.

Objectives and Activities:

Family

Being a true and lively family is important to us - a whole family in unity, with people of all ages embraced and valued. Like any family, we try to have fun together, and to invest in friendship and relationship with each other. We also recognise and celebrate our belonging within the wider Church, working together with other denominations as much as we can, and drawing strength from our own place as part of the Oxford Diocese, in the Church of England.

Nurture

Families care for each other. At St. Mary's it is no different. We take our responsibilities seriously to share what we have whenever we perceive a need. We seek always to support and encourage one another, extending God's grace practically by caring for each other, listening, and bringing strength to each other however we can.

Growth

We want St. Mary's to be a place where people are always growing spiritually - through faithful Bible teaching, training, and exercising faith, through obedience, surrender and through commitment to serve.

Community

Our place in Chipping Norton is to love our whole community, and to be found at the heart of our community. We are called to be an outward focused church, reaching out wherever we find doors opening.

Witness

We desire to share the good news of Jesus, proclaiming it afresh to each generation here in our local community and playing our part in taking the good news to all corners of the world so that we can share in the joy of seeing lives changed by his life-giving love.

Service

At St Mary's we are uniquely placed to know and to serve our whole community and so we actively seek to step out constantly in compassion, coming alongside the lost and the vulnerable, no longer living for ourselves, but for but for the one who died for us.

Achievements and Performance:

For a review of our achievements and performance during 2019 please refer to "Annual Report 2019".

Financial Review:

For a review of the 2019 finances please refer to "Annual Report 2019".

Structure, Governance and Management:

The organisation is an unincorporated charity, having registered with the Charity Commission on 9 October 2009.

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Mary's the membership of the PCC consists of the incumbent (our vicar), churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the church. All those who attend our services are encouraged to register on the Electoral Roll.

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. New members receive initial training into the workings of the PCC.

Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing the financial statements, the trustees are required to:



- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on

And signed on behalf of the board by

 JAMES KENNEDY Date 16 September 2020
 TIMOTHY WOOLCOCK Date 16 September 2020

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF ST MARY'S CHURCH PCC, CHIPPING NORTON

I report to the trustees on my examination of the accounts of St Mary's Parochial Church Council Chipping Norton for the year ended 31 December 2019, which are set out on pages 5 to 14.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the trustee'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 2011 Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Management Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

(1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

(2) the accounts do not accord with those records; or

(3) the accounts do 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.



Francis James Harper ACMA

Falmoor, 29 Meriden Road, Hampton-in-Arden, B92 0BS

Dated: 4 Nov 2020

St. Mary's Church, Chipping Norton PCC

Statement of Financial Activities (Including Income and Expenditure Account)

For the period 1 January 2019 to 31 December 2019

	No- te	Unrestric- ted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestric- ted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Incoming resources	3						
Income from:							
Donations and legacies		143,185	66,448	209,633	158,455	142,912	301,367
Charitable activities		14,184	215	14,399	16,936	6,891	23,827
Investments		255	-	255	93	-	93
Total		157,624	66,663	224,287	175,484	149,803	325,287
Resources expended	4						
Expenditure on:							
Charitable activities		160,590	122,352	282,942	166,934	47,608	214,542
Total		160,590	122,352	282,942	166,934	47,608	214,542
Net income/(expenditure)		(2,966)	(55,689)	(58,655)	8,550	102,195	110,745
Transfers between funds		17,097	(17,097)	-	(100)	100	-
Net movement in funds		14,131	(72,786)	(58,655)	8,450	102,295	110,745
Reconciliation of funds:							
Total funds brought forward		54,231	114,345	168,576	45,781	12,050	57,831
Total funds carried forward		68,362	41,559	109,921	54,231	114,345	168,576



The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

St. Mary's Church, Chipping Norton PCC

Balance Sheet as at 31 December 2019

	No- te	Unrestric- ted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestric- ted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Fixed assets							
Tangible assets	9	522,170	-	522,170	18,500	-	18,500
Total fixed assets		522,170	-	522,170	18,500	-	18,500
Current assets							
Debtors	10	933	-	933	4,643	260	4,903
Cash at bank and in hand	12	47,116	43,779	90,895	52,306	116,762	169,068
Total current assets		48,049	43,779	91,828	56,949	117,022	173,971
Creditors: amounts falling due within one year	11	176,857	2,220	179,077	21,218	2,677	23,895
Net current assets/(liabilities)		(128,808)	41,559	(87,249)	35,731	114,345	150,076
Total assets less current liabilities		393,362	41,559	434,921	54,231	114,345	168,576
Creditors: amounts falling due after one year	11	325,000	-	325,000	-	-	-
Total net assets or liabilities		68,362	41,559	109,921	54,231	114,345	168,576
Funds of the Charity							
Restricted income funds		-	41,559	41,559	-	114,345	114,345
Unrestricted funds		68,362	-	68,362	54,231	-	54,231
Total funds		68,362	41,559	109,921	54,231	114,345	168,576

Approved by the Trustees:

 JAMES KENNEDY Date 16 September 2020
 TIMOTHY WOOLCOCK Date 16 September 2020

Notes forming part of the Financial Statements for the period ended 31 December 2019

1. Basis of preparation

(a) Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements comply with the Charities Act 2011, the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102). The charity constitutes a public benefit entity as defined by FRS 102. The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

(b) Changes to accounting estimates and prior year errors

No changes to accounting estimates have occurred in the reporting period. No material prior year error has been identified in the reporting period.

2. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

2.1 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

2.2 Income

(a) Recognition of income

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to, and more likely than not to receive the income, and the amount can be measured reliably.

(b) Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

(c) Grants and donations

Income from donations and legacies is received by way of grants, donations and gifts. Donations are included in full in the Statement of Financial Activities on their receipt. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the formal offer of funding is communicated in writing to the charity. No government grants were received during the reporting period.

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

(d) Gift Aid

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

(e) Income from interest

Interest is included in the accounts when receipt is probable, and the amount receivable can be measured reliably.

(f) Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

2.3 Expenditure and liabilities

(a) Resources expended

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

(b) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These costs have been allocated to activity cost categories in proportion with direct expenditure on charitable activities (excluding exceptional items).

(c) Creditors

The charity has creditors which are measured at settlement amounts.

(d) Deferred income and provisions for liabilities

No material item of deferred income has been included in the accounts. No provisions for liabilities have been recorded.

2.4 Assets

(a) Tangible fixed assets

Tangible fixed assets are valued at cost. They are capitalised if they can be used for more than one year and cost at least £500. Fixtures, fittings and equipment are depreciated on a straight-line basis over three years.

(b) Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

2.5 Going concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

3. Analysis of income

	Unrestricted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestricted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Donations						
Donations and gifts	111,933	13,679	125,612	132,324	118,635	250,959
Gift Aid	26,867	27,478	54,345	24,856	3,610	28,466
Grants from charities	4,385	25,291	29,676	1,275	20,667	21,942
Total	143,185	66,448	209,633	158,455	142,912	301,367
Charitable activities						
Church activities	5,633	205	5,838	4,214	6,581	10,795
PCC fees	4,487	10	4,497	6,211	310	6,521
Providing facilities	4,006	-	4,006	4,679	-	4,679
Other	58	-	58	1,832	-	1,832
Total	14,184	215	14,399	16,936	6,891	23,827
Income from investments						
Interest	255	-	255	93	-	93
Total income	157,624	66,663	224,287	175,484	149,803	325,287

Donations and gifts included a one-off donation of £100,000 to the Building Project fund in 2018.
Gift Aid included a one-off amount of £25,058 for the Outreach (restricted) fund in 2019.

4. Analysis of expenditure on charitable activities

4.4 Analysis of expenditure by fund type

	Unrestricted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestricted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Charitable activities						
Worship	89,761	5,879	95,640	58,794	9,257	68,051
Community	40,844	89,476	130,320	39,141	17,905	57,046
Mission	29,985	26,997	56,982	68,999	20,446	89,445
Total	160,590	122,352	282,942	166,934	47,608	214,542

4.2 Analysis of expenditure type

	Activities undertaken directly	Support costs	Total 2019 (£)	Activities undertaken directly	Support costs	Total 2018 (£)
Charitable activities						
Worship	27,038	68,602	95,640	27,814	40,237	68,051
Community	82,070	48,250	130,320	29,920	27,126	57,046
Mission	27,159	29,823	56,982	41,942	47,503	89,445
Total	136,267	146,675	282,942	166,934	114,866	214,542

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

5. Analysis of support costs

5.1 Analysis of support costs: current year

Support cost	Worship	Community	Mission	Total
Facilities & administration	7,870	3,773	2,707	14,350
Staff costs	60,480	42,424	26,246	129,150
Other costs	252	2,053	870	3,175
Total	68,602	48,250	29,823	146,675

Basis of allocation: in proportion to costs on direct activities.

5.2 Analysis of support costs: previous year

Support cost	Worship	Community	Mission	Total
Facilities & administration	4,135	2,754	4,854	11,743
Staff costs	36,027	24,322	42,561	102,910
Other costs	75	50	88	213
Total	40,237	27,126	47,503	114,866

Basis of allocation: in proportion to costs on direct activities.

6 Details of certain items of expenditure

There were no amounts paid for any statutory external scrutiny of accounts or any other services provided by the independent examiner (2018: £0)

7 Analysis of staff costs

	2019 (£)	2018 (£)
Salaries and wages	24,553	21,652
Pensions	978	866
Total	<u>25,531</u>	<u>22,518</u>

There was 1 employee (full time equivalent) for the entire accounting period (2018: 1).

No employee received emoluments of more than £60,000.

During the year there were no ex-gratia payments and there were no redundancy payments.

8 Defined contribution pension scheme

The amount of contributions recognised in the SOFA as an expense for defined contribution pension schemes was £978 (2018: £866).

Along with the other support costs, pension costs are allocated to activities in proportion to the direct activity costs. All pension costs have been treated as unrestricted.

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

9 Tangible fixed assets

	Freehold land & buildings £	Fixtures, fittings & equipment £	Total £
Cost			
At the beginning of the year	18,500	-	18,500
Additions	494,712	13,436	508,148
At the end of the year	513,212	13,436	526,648
Depreciation			
At the beginning of the year	-	-	-
During the year	-	4,478	4,478
At the end of the year	-	4,478	4,478
Net book value			
At the beginning of the year	18,500	-	18,500
At the end of the year	513,212	8,958	522,170

10 Debtors

	2019 (£)	2018 (£)
Other debtors	933	4,903
Total	<u>933</u>	<u>4,903</u>

11 Creditors

11.1 Creditors: amounts falling due within one year

	2019 (£)	2018 (£)
Accruals and deferred income	14,077	23,787
Taxation and social security	-	108
Loans	165,000	-
Total	<u>179,077</u>	<u>23,895</u>

11.2 Creditors: amounts falling due after more than one year

	2019 (£)	2018 (£)
Loans	325,000	-
Total	<u>325,000</u>	<u>-</u>

Included in creditors is: a loan of £140,000, repayable within one year with no interest and; a loan of £350,000, with interest of 3.5%p.a., and of which £25,000 is repayable within one year.

12 Cash at bank and in hand

	2019 (£)	2018 (£)
Short term deposits	55,100	35,000
Cash at bank and on hand	35,795	134,068
Total	<u>90,895</u>	<u>169,068</u>

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

13 Charity funds

13.1 Details of material funds held and movements during the current period

Fund names	T y p e	Purpose and restriction	Fund balance brought forward £	Income £	Expend- iture £	Transfer £	Fund balance carried forward £
General fund	U	general fund	7,398	157,073	149,791	(8,783)	5,897
137 Cornish Rd	U	residential building	18,500	-	-	-	18,500
Over Norton	U	held for Over Norton chapel	5,042	551	517	-	5,076
Equipment	U	set aside to replace equipment	5,371	-	2,008	(1,637)	1,726
Fixed assets	U	unrestricted fixed assets	-	-	-	8,958	8,958
Market Place	U	purchase of 16 Market Place	-	-	-	4,712	4,712
Missions	U	for missions home & overseas	612	-	295	9,497	9,814
Nurture Room	U	to be spent on Nurture Room	-	-	-	1,340	1,340
Outreach	U	set aside for local outreach	1,000	-	1,000	2,000	2,000
Projects	U	set aside for special projects	13,277	-	6,000	-	7,277
Reserves fund	U	set aside for when needed	1,308	-	404	-	904
Vicar's fund	U	to be used at vicar's discretion	1,723	-	575	-	1,148
Youth	U	to be spent on youth projects	-	-	-	1,010	1,010
Bells	R	to be spent on bells	1,984	92	191	-	1,885
Building project	R	to be spent on building project	94,708	4,913	63,408	(11,212)	25,001
CAP	R	to be spent on CAP	933	6,026	2,578	125	4,506
Chippy fun day	R	for Pandemonium fun day	-	6,325	6,881	556	-
CNACT grant	R	from CNACT for youth/children	1,784	8,732	9,417	(556)	543
Envision	R	for improving visuals at church	6,874	3,015	3,780	(6,109)	-
Flower fund	R	to be spent on flowers	1,589	110	170	-	1,529
House for Duty	R	to support House for Duty post	76	750	826	-	-
Kitchen	R	for kitchen improvements	170	-	-	-	170
Living Stones	R	restricted to Living Stones	533	-	-	-	533
Life Skills	R	to be spent on CAP Life Skills	1,197	1,550	1,519	-	1,228
Long Lartin	R	for resources at Long Lartin	418	-	155	100	363
Minis	R	for Minis toddler group	419	247	542	-	124
Nurture Room	R	to be spent on Nurture Room	1,970	1,000	2,127	-	843
Outreach	R	to be spent on local outreach	1,272	32,625	30,493	-	3,404
Tearfund ZOE	R	donations etc. for Tearfund ZOE	252	59	59	-	252
Tech	R	to be spent on technology	-	219	219	-	-
Youth	R	to be spent on youth projects	179	1,000	-	-	1,179
Youth mission	R	for youth mission trip	(13)	-	(13)	-	-
Total			168,576	224,287	282,942	-	109,921

R – restricted income funds of the charity, U – unrestricted funds

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

13.2 Details of material funds held and movements during the previous period

Fund names	T y p e	Purpose and restriction	Fund balance brought forward £	Income £	Expend- iture £	Transfer £	Fund balance carried forward £
General fund	U	general fund	13,682	154,440	145,520	(15,204)	7,398
137 Cornish Rd	U	residential building	18,500	-	-	-	18,500
Over Norton	U	held for Over Norton chapel	4,689	554	201	-	5,042
Equipment	U	set aside to replace equipment	4,000	-	633	2,004	5,371
Missions	U	for missions home & overseas	(1,283)	250	12,000	13,645	612
Outreach	U	set aside for local outreach	1,000	-	1,000	1,000	1,000
Projects	U	set aside for special projects	-	20,000	6,723	-	13,277
Reserves fund	U	set aside for when needed	2,853	-	-	(1,545)	1,308
Vicar's fund	U	to be used at vicar's discretion	2,340	240	857	-	1,723
Bells	R	to be spent on bells	1,686	488	190	-	1,984
Building project	R	to be spent on building project	-	100,000	5,292	-	94,708
CAP	R	to be spent on CAP	373	3,669	3,109	-	933
Chippy fun day	R	for Pandemonium fun day	-	50	3,050	3,000	-
CNACT grant	R	from CNACT for youth/children	-	11,790	10,006	-	1,784
Envision	R	for improving visuals at church	-	12	1,638	8,500	6,874
Flower fund	R	to be spent on flowers	1,814	-	225	-	1,589
Gift Day	R	donations from Gift Day	-	14,420	1,820	(12,600)	-
House for Duty	R	to support House for Duty post	713	738	1,375	-	76
Kitchen	R	for kitchen improvements	170	-	-	-	170
Living Stones	R	restricted to Living Stones	533	-	-	-	533
Life Skills	R	to be spent on CAP Life Skills	-	1,600	403	-	1,197
Long Lartin	R	for resources at Long Lartin	1,461	-	1,143	100	418
Minis	R	for Minis toddler group	248	251	80	-	419
Nurture Room	R	to be spent on Nurture Room	-	2,750	780	-	1,970
Outreach	R	to be spent on local outreach	-	6,998	5,726	-	1,272
ReSound	R	for improved sound system	550	-	550	-	-
Tearfund ZOE	R	donations etc. for Tearfund ZOE	252	668	668	-	252
Trinity Room	R	for Trinity Room improvements	-	-	1,100	1,100	-
Youth	R	to be spent on youth projects	394	135	350	-	179
Youth mission	R	for youth mission trip	3,856	6,234	10,103	-	(13)
Total			57,831	325,287	214,542	-	168,576

13.3 Transfers between funds

£100 was transferred from the unrestricted Missions fund to the restricted Long Lartin fund. This has been promised to the chaplaincy at HMP Long Lartin for spending during 2019 and 2020.

£125 was transferred from the general fund to the restricted CAP fund for joint CAP projects.

£6,500 was transferred from the restricted Buildings fund to the general fund. This was to cover an apportionment of staff time spent on the Buildings project in 2019, for staff members whose main work is not on the Buildings project. £4,712 was transferred from the restricted Buildings fund to the Market Place designated fund as these costs were capitalised.

£6,109 was transferred from the Envision fund to the fixed assets fund, as restricted gifts were used to buy visuals equipment.

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

14 Summary of the assets and liabilities of each fund

Fund names	Fixed assets £	Debtors £	Cash £	Creditors £	Total £
General fund	-	933	16,821	11,857	5,897
137 Cornish Rd	18,500	-	-	-	18,500
Over Norton	-	-	5,076	-	5,076
Equipment	-	-	1,726	-	1,726
Fixed assets	8,958	-	-	-	8,958
Market Place	494,712	-	-	490,000	4,712
Missions	-	-	9,814	-	9,814
Nurture Room	-	-	1,340	-	1,340
Outreach	-	-	2,000	-	2,000
Projects	-	-	7,277	-	7,277
Reserves fund	-	-	904	-	904
Vicar's fund	-	-	1,148	-	1,148
Youth	-	-	1,010	-	1,010
Bells	-	-	1,885	-	1,885
Building project	-	-	26,118	1,695	24,423
CAP	-	-	4,506	-	4,506
CNACT grant	-	-	543	-	543
Flower fund	-	-	1,529	-	1,529
Kitchen	-	-	170	-	170
Living Stones	-	-	533	-	533
Life Skills	-	-	1,708	480	1,228
Long Lartin	-	-	363	-	363
Minis	-	-	124	-	124
Nurture Room	-	-	888	45	843
Outreach	-	-	3,404	-	3,404
Tearfund ZOE	-	-	252	-	252
Youth	-	-	1,179	-	1,179
Total	522,170	933	90,895	504,077	109,921

15 Trustee remuneration and benefits & related party transactions

None of the trustees have been paid any remuneration or received any other benefits from the charity or a related entity. No trustee expenses have been incurred.

The PCC of St. Mary's Church, Chipping Norton has a close relationship with The Chipping Norton Area Christian Trust; staff and volunteers from each organisation having worked together throughout the year on youth and children's projects. The Chair of The Chipping Norton Area Christian Trust, Rev Dr James Kennedy, is also the Chair of the PCC of St. Mary's Church, Chipping Norton. Staff employed by The Chipping Norton Area Christian Trust use office space at premises belonging to the PCC of St. Mary's Church, Chipping Norton at no cost.

During the year The Chipping Norton Area Christian Trust made grants of £8,732 to the PCC of St. Mary's Church, Chipping Norton for youth and children's projects as well as the training, expenses and accommodation of staff employed by The Chipping Norton Area Christian Trust. At 31 December 2019 a balance of £534 remained unspent and the balance has been carried forward for use in future periods.

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)

Accounts for 1 January 2019 – 31 December 2019

Appendix A: Income and expenditure in the general fund

Income

1 Donations & Legacies	2019	2018
1.10 Planned Giving		
D1 Planned giving - Gift Aided - standing orders	82,640	77,512
D2 Planned giving - Gift Aided - envelopes	6,827	7,954
D3 Planned giving - non-Gift Aided - standing orders	2,139	2,425
D4 Planned giving - non-Gift-Aided - envelopes	1,027	1,639
Total 1.10 Planned Giving	92,633	89,530
1.20 One-off Gifts		
D5 One-off gifts - Gift-Aided	5,121	5,615
D6 One-off gifts - not Gift-Aided	4,858	6,720
D7 Wall box	612	738
Total 1.20 One-off Gifts	10,591	13,072
D8 Gift Aid recovered	26,866	24,856
D10 Collections at services	8,195	8,679
D11 Grants and donations from organisations	4,349	1,275
Total 1 Donations & Legacies	142,634	34,809
2 Income from charitable activities		
A1 Coffees, lunches etc.	502	499
A2 Men's events	214	528
A3 Women's events	851	982
A4 Youth events	2,022	1,908
A5 Minis	50	164
A6 PCC fees	4,487	6,211
A7 Administrator costs reimbursement	1,832	1,832
A8 Mini Movers	162	134
T1 Hire of church building	826	1,497
T2 Hire of Parish Rooms	3,180	2,912
T9 Other trading	58	270
Total 2 Charitable Activities	14,184	16,936
4 Income from investments		
I1 Bank interest	255	93
Total 4 Income from investments	255	93
Total Income	157,073	154,440

Expenditures

7 Charitable activities

7.1 Worship

W1 Worship general	2,337	3,256
W2 Hospitality	3,372	1,287
W3 PA/AV equipment	135	499
W4 Children on Sundays	1,518	1,166
W5 Church maintenance	7,429	5,495
W6 Church cleaning	2,529	2,210
W7 Church utilities	4,125	3,887
W8 Church building plans	250	100
Total 7.1 Worship	21,695	17,900

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)

Accounts for 1 January 2019 – 31 December 2019

Income and expenditure in the general fund (continued)

7.2 Community		
C1 Marriage & parenting	290	651
C2 Children	52	189
C3 Youth	2,021	1,726
C4 Women	985	1,059
C5 Men	223	784
C6 Small groups	438	715
C7 Conferences & events	211	281
C8 Parish Rooms maintenance	1,193	2,351
C9 Parish Rooms cleaning	1,976	2,359
C10 Parish Rooms utilities	2,021	1,807
C11 137 maintenance	0	426
Total 7.2 Community	9,410	12,347
7.3 Mission - church led		
M1 Community engagement	940	1,217
M2 Alpha	522	554
M3 CAP	1,800	2,294
M4 Schools/Nurture	85	66
M5 Social Action	2,643	4,448
Total 7.3 Mission - church led	5,990	8,580
7.4 Mission - other	100	140
7.5 Facilities & administration		
O1 Photocopying	2,742	2,486
O2 Postage & stationery	1,189	675
O3 Telephones	1,643	1,186
O4 Publicity	1,258	204
O5 Information technology	610	1,388
O6 Other admin costs	726	711
O7 Insurance	4,692	4,457
Total 7.5 Facilities & administration	12,860	11,106
7.6 Staff costs		
S1 Parish share	59,219	56,507
S2 Salaries & wages	24,553	21,652
S4 Pension costs	978	866
S5 Staff/PCC/volunteer training	854	2,478
S6 Accommodation	8,067	7,751
S7 Working expenses	4,703	4,880
S8 Staff/volunteer gifts & recognition	1,242	1,098
Total 7.6 Staff costs	99,616	95,234
8 Other costs		
Z2 Bank charges	120	213
Total 8 Other costs	120	213
Total Expenditures	149,791	145,520
Net Operating Income	7,282	8,920
Transfers	-8,783	-15,204
Net Operating Income after Transfers	-1,501	-6,284

St. Mary's Church, Chipping Norton PCC

Financial Statements

For the Period 1 January 2019 to 31 December 2019

Charity Number: 1132070

St. Mary's Church, Chipping Norton PCC

Financial Statements

For the Period 1 January 2019 to 31 December 2019

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St. Mary's Church, Chipping Norton PCC

Financial Statements

For the period 1 January 2019 to 31 December 2019

Reference and Administrative information

Charity Name: St. Mary's Church, Chipping Norton PCC

Charity registration number: 1132070

Registered Office: Church Office
The Parish Rooms
Church Street
Chipping Norton
Oxfordshire
OX7 5NT

Bankers: CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Trustees: For a list of Trustees please refer to "Annual Report 2019".

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)

Trustees' Report

For the period 1 January 2019 – 31 December 2019

Aim and Purposes:

The objectives of the PCC are to promote in the ecclesiastical parish the whole mission of the Church.

Objectives and Activities:

Family

Being a true and lively family is important to us - a whole family in unity, with people of all ages embraced and valued. Like any family, we try to have fun together, and to invest in friendship and relationship with each other. We also recognise and celebrate our belonging within the wider Church, working together with other denominations as much as we can, and drawing strength from our own place as part of the Oxford Diocese, in the Church of England.

Nurture

Families care for each other. At St. Mary's it is no different. We take our responsibilities seriously to share what we have whenever we perceive a need. We seek always to support and encourage one another, extending God's grace practically by caring for each other, listening, and bringing strength to each other however we can.

Growth

We want St. Mary's to be a place where people are always growing spiritually - through faithful Bible teaching, training, and exercising faith, through obedience, surrender and through commitment to serve.

Community

Our place in Chipping Norton is to love our whole community, and to be found at the heart of our community. We are called to be an outward focused church, reaching out wherever we find doors opening.

Witness

We desire to share the good news of Jesus, proclaiming it afresh to each generation here in our local community and playing our part in taking the good news to all corners of the world so that we can share in the joy of seeing lives changed by his life-giving love.

Service

At St Mary's we are uniquely placed to know and to serve our whole community and so we actively seek to step out constantly in compassion, coming alongside the lost and the vulnerable, no longer living for ourselves, but for but for the one who died for us.

Achievements and Performance:

For a review of our achievements and performance during 2019 please refer to "Annual Report 2019".

Financial Review:

For a review of the 2019 finances please refer to "Annual Report 2019".

Structure, Governance and Management:

The organisation is an unincorporated charity, having registered with the Charity Commission on 9 October 2009.

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Mary's the membership of the PCC consists of the incumbent (our vicar), churchwardens and members elected by those members of the congregation who are on the Electoral Roll of the church. All those who attend our services are encouraged to register on the Electoral Roll.

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. New members receive initial training into the workings of the PCC.

Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing the financial statements, the trustees are required to:



- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on

And signed on behalf of the board by

 JAMES KENNEDY Date 16 September 2020
 TIMOTHY WOOLCOCK Date 16 September 2020

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF ST MARY'S CHURCH PCC, CHIPPING NORTON

I report to the trustees on my examination of the accounts of St Mary's Parochial Church Council Chipping Norton for the year ended 31 December 2019, which are set out on pages 5 to 14.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the trustee'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 2011 Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Management Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

(1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

(2) the accounts do not accord with those records; or

(3) the accounts do 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.



Francis James Harper ACMA

Falmoor, 29 Meriden Road, Hampton-in-Arden, B92 0BS

Dated: 4 Nov 2020

St. Mary's Church, Chipping Norton PCC

Statement of Financial Activities (Including Income and Expenditure Account)

For the period 1 January 2019 to 31 December 2019

	No- te	Unrestric- ted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestric- ted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Incoming resources	3						
Income from:							
Donations and legacies		143,185	66,448	209,633	158,455	142,912	301,367
Charitable activities		14,184	215	14,399	16,936	6,891	23,827
Investments		255	-	255	93	-	93
Total		157,624	66,663	224,287	175,484	149,803	325,287
Resources expended	4						
Expenditure on:							
Charitable activities		160,590	122,352	282,942	166,934	47,608	214,542
Total		160,590	122,352	282,942	166,934	47,608	214,542
Net income/(expenditure)		(2,966)	(55,689)	(58,655)	8,550	102,195	110,745
Transfers between funds		17,097	(17,097)	-	(100)	100	-
Net movement in funds		14,131	(72,786)	(58,655)	8,450	102,295	110,745
Reconciliation of funds:							
Total funds brought forward		54,231	114,345	168,576	45,781	12,050	57,831
Total funds carried forward		68,362	41,559	109,921	54,231	114,345	168,576



The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

St. Mary's Church, Chipping Norton PCC

Balance Sheet as at 31 December 2019

	No- te	Unrestric- ted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestric- ted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Fixed assets							
Tangible assets	9	522,170	-	522,170	18,500	-	18,500
Total fixed assets		522,170	-	522,170	18,500	-	18,500
Current assets							
Debtors	10	933	-	933	4,643	260	4,903
Cash at bank and in hand	12	47,116	43,779	90,895	52,306	116,762	169,068
Total current assets		48,049	43,779	91,828	56,949	117,022	173,971
Creditors: amounts falling due within one year	11	176,857	2,220	179,077	21,218	2,677	23,895
Net current assets/(liabilities)		(128,808)	41,559	(87,249)	35,731	114,345	150,076
Total assets less current liabilities		393,362	41,559	434,921	54,231	114,345	168,576
Creditors: amounts falling due after one year	11	325,000	-	325,000	-	-	-
Total net assets or liabilities		68,362	41,559	109,921	54,231	114,345	168,576
Funds of the Charity							
Restricted income funds		-	41,559	41,559	-	114,345	114,345
Unrestricted funds		68,362	-	68,362	54,231	-	54,231
Total funds		68,362	41,559	109,921	54,231	114,345	168,576

Approved by the Trustees:

 JAMES KENNEDY Date 16 September 2020
 TIMOTHY WOOLCOCK Date 16 September 2020

Notes forming part of the Financial Statements for the period ended 31 December 2019

1. Basis of preparation

(a) Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements comply with the Charities Act 2011, the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102). The charity constitutes a public benefit entity as defined by FRS 102. The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

(b) Changes to accounting estimates and prior year errors

No changes to accounting estimates have occurred in the reporting period. No material prior year error has been identified in the reporting period.

2. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

2.1 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

2.2 Income

(a) Recognition of income

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to, and more likely than not to receive the income, and the amount can be measured reliably.

(b) Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

(c) Grants and donations

Income from donations and legacies is received by way of grants, donations and gifts. Donations are included in full in the Statement of Financial Activities on their receipt. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the formal offer of funding is communicated in writing to the charity. No government grants were received during the reporting period.

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

(d) Gift Aid

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

(e) Income from interest

Interest is included in the accounts when receipt is probable, and the amount receivable can be measured reliably.

(f) Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

2.3 Expenditure and liabilities

(a) Resources expended

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

(b) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These costs have been allocated to activity cost categories in proportion with direct expenditure on charitable activities (excluding exceptional items).

(c) Creditors

The charity has creditors which are measured at settlement amounts.

(d) Deferred income and provisions for liabilities

No material item of deferred income has been included in the accounts. No provisions for liabilities have been recorded.

2.4 Assets

(a) Tangible fixed assets

Tangible fixed assets are valued at cost. They are capitalised if they can be used for more than one year and cost at least £500. Fixtures, fittings and equipment are depreciated on a straight-line basis over three years.

(b) Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

2.5 Going concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

St. Mary's Church, Chipping Norton PCC (Charity number: 1132070)
Accounts for 1 January 2019 – 31 December 2019

3. Analysis of income

	Unrestricted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestricted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Donations						
Donations and gifts	111,933	13,679	125,612	132,324	118,635	250,959
Gift Aid	26,867	27,478	54,345	24,856	3,610	28,466
Grants from charities	4,385	25,291	29,676	1,275	20,667	21,942
Total	143,185	66,448	209,633	158,455	142,912	301,367
Charitable activities						
Church activities	5,633	205	5,838	4,214	6,581	10,795
PCC fees	4,487	10	4,497	6,211	310	6,521
Providing facilities	4,006	-	4,006	4,679	-	4,679
Other	58	-	58	1,832	-	1,832
Total	14,184	215	14,399	16,936	6,891	23,827
Income from investments						
Interest	255	-	255	93	-	93
Total income	157,624	66,663	224,287	175,484	149,803	325,287

Donations and gifts included a one-off donation of £100,000 to the Building Project fund in 2018.
Gift Aid included a one-off amount of £25,058 for the Outreach (restricted) fund in 2019.

4. Analysis of expenditure on charitable activities

4.4 Analysis of expenditure by fund type

	Unrestricted funds 2019 (£)	Restricted funds 2019 (£)	Total funds 2019 (£)	Unrestricted funds 2018 (£)	Restricted funds 2018 (£)	Total funds 2018 (£)
Charitable activities						
Worship	89,761	5,879	95,640	58,794	9,257	68,051
Community	40,844	89,476	130,320	39,141	17,905	57,046
Mission	29,985	26,997	56,982	68,999	20,446	89,445
Total	160,590	122,352	282,942	166,934	47,608	214,542

4.2 Analysis of expenditure type

	Activities undertaken directly	Support costs	Total 2019 (£)	Activities undertaken directly	Support costs	Total 2018 (£)
Charitable activities						
Worship	27,038	68,602	95,640	27,814	40,237	68,051
Community	82,070	48,250	130,320	29,920	27,126	57,046
Mission	27,159	29,823	56,982	41,942	47,503	89,445
Total	136,267	146,675	282,942	166,934	114,866	214,542

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5. Analysis of support costs

5.1 Analysis of support costs: current year

Support cost	Worship	Community	Mission	Total
Facilities & administration	7,870	3,773	2,707	14,350
Staff costs	60,480	42,424	26,246	129,150
Other costs	252	2,053	870	3,175
Total	68,602	48,250	29,823	146,675

Basis of allocation: in proportion to costs on direct activities.

5.2 Analysis of support costs: previous year

Support cost	Worship	Community	Mission	Total
Facilities & administration	4,135	2,754	4,854	11,743
Staff costs	36,027	24,322	42,561	102,910
Other costs	75	50	88	213
Total	40,237	27,126	47,503	114,866

Basis of allocation: in proportion to costs on direct activities.

6 Details of certain items of expenditure

There were no amounts paid for any statutory external scrutiny of accounts or any other services provided by the independent examiner (2018: £0)

7 Analysis of staff costs

	2019 (£)	2018 (£)
Salaries and wages	24,553	21,652
Pensions	978	866
Total	<u>25,531</u>	<u>22,518</u>

There was 1 employee (full time equivalent) for the entire accounting period (2018: 1).

No employee received emoluments of more than £60,000.

During the year there were no ex-gratia payments and there were no redundancy payments.

8 Defined contribution pension scheme

The amount of contributions recognised in the SOFA as an expense for defined contribution pension schemes was £978 (2018: £866).

Along with the other support costs, pension costs are allocated to activities in proportion to the direct activity costs. All pension costs have been treated as unrestricted.

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9 Tangible fixed assets

	Freehold land & buildings £	Fixtures, fittings & equipment £	Total £
Cost			
At the beginning of the year	18,500	-	18,500
Additions	494,712	13,436	508,148
At the end of the year	513,212	13,436	526,648
Depreciation			
At the beginning of the year	-	-	-
During the year	-	4,478	4,478
At the end of the year	-	4,478	4,478
Net book value			
At the beginning of the year	18,500	-	18,500
At the end of the year	513,212	8,958	522,170

10 Debtors

	2019 (£)	2018 (£)
Other debtors	933	4,903
Total	<u>933</u>	<u>4,903</u>

11 Creditors

11.1 Creditors: amounts falling due within one year

	2019 (£)	2018 (£)
Accruals and deferred income	14,077	23,787
Taxation and social security	-	108
Loans	165,000	-
Total	<u>179,077</u>	<u>23,895</u>

11.2 Creditors: amounts falling due after more than one year

	2019 (£)	2018 (£)
Loans	325,000	-
Total	<u>325,000</u>	<u>-</u>

Included in creditors is: a loan of £140,000, repayable within one year with no interest and; a loan of £350,000, with interest of 3.5%p.a., and of which £25,000 is repayable within one year.

12 Cash at bank and in hand

	2019 (£)	2018 (£)
Short term deposits	55,100	35,000
Cash at bank and on hand	35,795	134,068
Total	<u>90,895</u>	<u>169,068</u>

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13 Charity funds

13.1 Details of material funds held and movements during the current period

Fund names	T y p e	Purpose and restriction	Fund balance brought forward £	Income £	Expend- iture £	Transfer £	Fund balance carried forward £
General fund	U	general fund	7,398	157,073	149,791	(8,783)	5,897
137 Cornish Rd	U	residential building	18,500	-	-	-	18,500
Over Norton	U	held for Over Norton chapel	5,042	551	517	-	5,076
Equipment	U	set aside to replace equipment	5,371	-	2,008	(1,637)	1,726
Fixed assets	U	unrestricted fixed assets	-	-	-	8,958	8,958
Market Place	U	purchase of 16 Market Place	-	-	-	4,712	4,712
Missions	U	for missions home & overseas	612	-	295	9,497	9,814
Nurture Room	U	to be spent on Nurture Room	-	-	-	1,340	1,340
Outreach	U	set aside for local outreach	1,000	-	1,000	2,000	2,000
Projects	U	set aside for special projects	13,277	-	6,000	-	7,277
Reserves fund	U	set aside for when needed	1,308	-	404	-	904
Vicar's fund	U	to be used at vicar's discretion	1,723	-	575	-	1,148
Youth	U	to be spent on youth projects	-	-	-	1,010	1,010
Bells	R	to be spent on bells	1,984	92	191	-	1,885
Building project	R	to be spent on building project	94,708	4,913	63,408	(11,212)	25,001
CAP	R	to be spent on CAP	933	6,026	2,578	125	4,506
Chippy fun day	R	for Pandemonium fun day	-	6,325	6,881	556	-
CNACT grant	R	from CNACT for youth/children	1,784	8,732	9,417	(556)	543
Envision	R	for improving visuals at church	6,874	3,015	3,780	(6,109)	-
Flower fund	R	to be spent on flowers	1,589	110	170	-	1,529
House for Duty	R	to support House for Duty post	76	750	826	-	-
Kitchen	R	for kitchen improvements	170	-	-	-	170
Living Stones	R	restricted to Living Stones	533	-	-	-	533
Life Skills	R	to be spent on CAP Life Skills	1,197	1,550	1,519	-	1,228
Long Lartin	R	for resources at Long Lartin	418	-	155	100	363
Minis	R	for Minis toddler group	419	247	542	-	124
Nurture Room	R	to be spent on Nurture Room	1,970	1,000	2,127	-	843
Outreach	R	to be spent on local outreach	1,272	32,625	30,493	-	3,404
Tearfund ZOE	R	donations etc. for Tearfund ZOE	252	59	59	-	252
Tech	R	to be spent on technology	-	219	219	-	-
Youth	R	to be spent on youth projects	179	1,000	-	-	1,179
Youth mission	R	for youth mission trip	(13)	-	(13)	-	-
Total			168,576	224,287	282,942	-	109,921

R – restricted income funds of the charity, U – unrestricted funds

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13.2 Details of material funds held and movements during the previous period

Fund names	T y p e	Purpose and restriction	Fund balance brought forward £	Income £	Expend- iture £	Transfer £	Fund balance carried forward £
General fund	U	general fund	13,682	154,440	145,520	(15,204)	7,398
137 Cornish Rd	U	residential building	18,500	-	-	-	18,500
Over Norton	U	held for Over Norton chapel	4,689	554	201	-	5,042
Equipment	U	set aside to replace equipment	4,000	-	633	2,004	5,371
Missions	U	for missions home & overseas	(1,283)	250	12,000	13,645	612
Outreach	U	set aside for local outreach	1,000	-	1,000	1,000	1,000
Projects	U	set aside for special projects	-	20,000	6,723	-	13,277
Reserves fund	U	set aside for when needed	2,853	-	-	(1,545)	1,308
Vicar's fund	U	to be used at vicar's discretion	2,340	240	857	-	1,723
Bells	R	to be spent on bells	1,686	488	190	-	1,984
Building project	R	to be spent on building project	-	100,000	5,292	-	94,708
CAP	R	to be spent on CAP	373	3,669	3,109	-	933
Chippy fun day	R	for Pandemonium fun day	-	50	3,050	3,000	-
CNACT grant	R	from CNACT for youth/children	-	11,790	10,006	-	1,784
Envision	R	for improving visuals at church	-	12	1,638	8,500	6,874
Flower fund	R	to be spent on flowers	1,814	-	225	-	1,589
Gift Day	R	donations from Gift Day	-	14,420	1,820	(12,600)	-
House for Duty	R	to support House for Duty post	713	738	1,375	-	76
Kitchen	R	for kitchen improvements	170	-	-	-	170
Living Stones	R	restricted to Living Stones	533	-	-	-	533
Life Skills	R	to be spent on CAP Life Skills	-	1,600	403	-	1,197
Long Lartin	R	for resources at Long Lartin	1,461	-	1,143	100	418
Minis	R	for Minis toddler group	248	251	80	-	419
Nurture Room	R	to be spent on Nurture Room	-	2,750	780	-	1,970
Outreach	R	to be spent on local outreach	-	6,998	5,726	-	1,272
ReSound	R	for improved sound system	550	-	550	-	-
Tearfund ZOE	R	donations etc. for Tearfund ZOE	252	668	668	-	252
Trinity Room	R	for Trinity Room improvements	-	-	1,100	1,100	-
Youth	R	to be spent on youth projects	394	135	350	-	179
Youth mission	R	for youth mission trip	3,856	6,234	10,103	-	(13)
Total			57,831	325,287	214,542	-	168,576

13.3 Transfers between funds

£100 was transferred from the unrestricted Missions fund to the restricted Long Lartin fund. This has been promised to the chaplaincy at HMP Long Lartin for spending during 2019 and 2020.

£125 was transferred from the general fund to the restricted CAP fund for joint CAP projects.

£6,500 was transferred from the restricted Buildings fund to the general fund. This was to cover an apportionment of staff time spent on the Buildings project in 2019, for staff members whose main work is not on the Buildings project. £4,712 was transferred from the restricted Buildings fund to the Market Place designated fund as these costs were capitalised.

£6,109 was transferred from the Envision fund to the fixed assets fund, as restricted gifts were used to buy visuals equipment.

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14 Summary of the assets and liabilities of each fund

Fund names	Fixed assets £	Debtors £	Cash £	Creditors £	Total £
General fund	-	933	16,821	11,857	5,897
137 Cornish Rd	18,500	-	-	-	18,500
Over Norton	-	-	5,076	-	5,076
Equipment	-	-	1,726	-	1,726
Fixed assets	8,958	-	-	-	8,958
Market Place	494,712	-	-	490,000	4,712
Missions	-	-	9,814	-	9,814
Nurture Room	-	-	1,340	-	1,340
Outreach	-	-	2,000	-	2,000
Projects	-	-	7,277	-	7,277
Reserves fund	-	-	904	-	904
Vicar's fund	-	-	1,148	-	1,148
Youth	-	-	1,010	-	1,010
Bells	-	-	1,885	-	1,885
Building project	-	-	26,118	1,695	24,423
CAP	-	-	4,506	-	4,506
CNACT grant	-	-	543	-	543
Flower fund	-	-	1,529	-	1,529
Kitchen	-	-	170	-	170
Living Stones	-	-	533	-	533
Life Skills	-	-	1,708	480	1,228
Long Lartin	-	-	363	-	363
Minis	-	-	124	-	124
Nurture Room	-	-	888	45	843
Outreach	-	-	3,404	-	3,404
Tearfund ZOE	-	-	252	-	252
Youth	-	-	1,179	-	1,179
Total	522,170	933	90,895	504,077	109,921

15 Trustee remuneration and benefits & related party transactions

None of the trustees have been paid any remuneration or received any other benefits from the charity or a related entity. No trustee expenses have been incurred.

The PCC of St. Mary's Church, Chipping Norton has a close relationship with The Chipping Norton Area Christian Trust; staff and volunteers from each organisation having worked together throughout the year on youth and children's projects. The Chair of The Chipping Norton Area Christian Trust, Rev Dr James Kennedy, is also the Chair of the PCC of St. Mary's Church, Chipping Norton. Staff employed by The Chipping Norton Area Christian Trust use office space at premises belonging to the PCC of St. Mary's Church, Chipping Norton at no cost.

During the year The Chipping Norton Area Christian Trust made grants of £8,732 to the PCC of St. Mary's Church, Chipping Norton for youth and children's projects as well as the training, expenses and accommodation of staff employed by The Chipping Norton Area Christian Trust. At 31 December 2019 a balance of £534 remained unspent and the balance has been carried forward for use in future periods.

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Appendix A: Income and expenditure in the general fund

Income

1 Donations & Legacies	2019	2018
1.10 Planned Giving		
D1 Planned giving - Gift Aided - standing orders	82,640	77,512
D2 Planned giving - Gift Aided - envelopes	6,827	7,954
D3 Planned giving - non-Gift Aided - standing orders	2,139	2,425
D4 Planned giving - non-Gift-Aided - envelopes	1,027	1,639
Total 1.10 Planned Giving	92,633	89,530
1.20 One-off Gifts		
D5 One-off gifts - Gift-Aided	5,121	5,615
D6 One-off gifts - not Gift-Aided	4,858	6,720
D7 Wall box	612	738
Total 1.20 One-off Gifts	10,591	13,072
D8 Gift Aid recovered	26,866	24,856
D10 Collections at services	8,195	8,679
D11 Grants and donations from organisations	4,349	1,275
Total 1 Donations & Legacies	142,634	34,809
2 Income from charitable activities		
A1 Coffees, lunches etc.	502	499
A2 Men's events	214	528
A3 Women's events	851	982
A4 Youth events	2,022	1,908
A5 Minis	50	164
A6 PCC fees	4,487	6,211
A7 Administrator costs reimbursement	1,832	1,832
A8 Mini Movers	162	134
T1 Hire of church building	826	1,497
T2 Hire of Parish Rooms	3,180	2,912
T9 Other trading	58	270
Total 2 Charitable Activities	14,184	16,936
4 Income from investments		
I1 Bank interest	255	93
Total 4 Income from investments	255	93
Total Income	157,073	154,440

Expenditures

7 Charitable activities

7.1 Worship

W1 Worship general	2,337	3,256
W2 Hospitality	3,372	1,287
W3 PA/AV equipment	135	499
W4 Children on Sundays	1,518	1,166
W5 Church maintenance	7,429	5,495
W6 Church cleaning	2,529	2,210
W7 Church utilities	4,125	3,887
W8 Church building plans	250	100
Total 7.1 Worship	21,695	17,900

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Income and expenditure in the general fund (continued)

7.2 Community		
C1 Marriage & parenting	290	651
C2 Children	52	189
C3 Youth	2,021	1,726
C4 Women	985	1,059
C5 Men	223	784
C6 Small groups	438	715
C7 Conferences & events	211	281
C8 Parish Rooms maintenance	1,193	2,351
C9 Parish Rooms cleaning	1,976	2,359
C10 Parish Rooms utilities	2,021	1,807
C11 137 maintenance	0	426
Total 7.2 Community	9,410	12,347
7.3 Mission - church led		
M1 Community engagement	940	1,217
M2 Alpha	522	554
M3 CAP	1,800	2,294
M4 Schools/Nurture	85	66
M5 Social Action	2,643	4,448
Total 7.3 Mission - church led	5,990	8,580
7.4 Mission - other	100	140
7.5 Facilities & administration		
O1 Photocopying	2,742	2,486
O2 Postage & stationery	1,189	675
O3 Telephones	1,643	1,186
O4 Publicity	1,258	204
O5 Information technology	610	1,388
O6 Other admin costs	726	711
O7 Insurance	4,692	4,457
Total 7.5 Facilities & administration	12,860	11,106
7.6 Staff costs		
S1 Parish share	59,219	56,507
S2 Salaries & wages	24,553	21,652
S4 Pension costs	978	866
S5 Staff/PCC/volunteer training	854	2,478
S6 Accommodation	8,067	7,751
S7 Working expenses	4,703	4,880
S8 Staff/volunteer gifts & recognition	1,242	1,098
Total 7.6 Staff costs	99,616	95,234
8 Other costs		
Z2 Bank charges	120	213
Total 8 Other costs	120	213
Total Expenditures	149,791	145,520
Net Operating Income	7,282	8,920
Transfers	-8,783	-15,204
Net Operating Income after Transfers	-1,501	-6,284