

Parish of Plympton St Mary

A meeting was held to elect the churchwardens on Sunday 28 April 2019 in the church hall. Mr P Smith and Miss C Journeaux were proposed and there being no other nominations they were unanimously elected as churchwardens for the coming year. The Team Rector thanked them for their help over the previous year,

Annual Parochial Meeting

Sunday 28 April 2019

Present: Preb. R Harris (Chair), Rev W Sweeney, Rev R Wakerell and fifty four members of the electoral roll.
Apologies: Rev S Sharland, Rev M Brimicombe and sixteen members of the electoral roll.

The minutes of the previous APCM were read. It was proposed by Miss L Skinner and seconded by Mr K Escott that these were correct and so were signed.

Matters Arising

Mrs Harris asked about the Friends of St Mary's. This would be discussed later.

Electoral Roll

This year a new Electoral Roll had to be prepared. Mrs Crawford reported that there was 169 on the Roll slightly less than last year. Mrs Crawford was retiring as Electoral Roll Officer, having served in this capacity for twenty-six years. She was thanked for the efficient way in which she had fulfilled this ministry and presented with a bouquet of flowers.

Election Of Members To The PCC.

There were four vacancies for membership of the Parochial Church Council. Nominations had been received for Mr C Bunney, Mrs J Banbury, Mrs M Nicholls and Mr M Lewis. There being no other nominations those proposed were elected unopposed.

Annual Report On The Financial Affairs Of The Parish, Its Funds and Property.

Treasurer's Report.

Mr Bunney explained that a number of changes had been made over the past year to ensure that the parish is following best financial practice. A Finance Group has been established which meets monthly to monitor the budget, scrutinize proposed expenditure ensuring not only best value for money but also that the expenditure is required. The Finance Group reports to the PCC at each meeting through the Treasurer's report.

The sale of Pinewood Close had helped offset our financial deficit and enabled us to pay the Common Fund in full.

Mr Bunney wished to thank Mr Smith for his help and support over the past year.

Mr Ruse questioned whether the Stewardship campaign of last year had been successful. A lot of parishioners were starting their new pledges on 1 January so this would show in next year's accounts.

The Vicar thanked Mr Bunney for his work over the past year.

Health and Safety -

Risk assessments had been carried out throughout the church. Fire safety training and evacuation training has been implemented.

Safeguarding -

There were two safeguarding concerns during the year. Policies had been adapted accordingly. Mr Snelling was thanked for his work over the past year.

Deanery Synod - Mrs Stead, Mrs Weir and Mr P Smith have attended meetings regularly.

This annual report was accepted by all present.

Chairman's report

The Team Rector thanked all those who had contributed to the work in the parish during the last year. He paid particular tribute to Mr K Escott who was retiring from the PCC having served as a member for twenty five years and previously as a churchwarden.

It was noted that the Churchwardens and PCC members have been required to address many additional responsibilities arising from new guidance and legislation.

Rev R Beck retired in January. Father Will Sweeney was licensed as Team Vicar in March. Rev S Sharland came in September as Curate in Training and is to be ordained priest in September. Several retired clergy have joined the congregation and are taking an active role in leading worship.

The legal situation with relating to St. Mary's Hall and its construction on land belonging to Plympton St. Mary Infant School Trust is moving towards resolution. The legal fees for settling this are likely to cost £10,000.

Plympton St. Mary Infant School has entered a management partnership with St Christopher's Multi Academy Trust. This enables the staff and governors to work more closely with Old Priory Junior Academy. Father Will is arranging for lay ministers to take communion to the housebound - contact Mrs C Nicholls or Father Will.

The Friends of St Mary's. It is hoped to form this group in the future. The intention is that it will be formed under the auspices of the PCC.

PLYMPTON ST. MARY THE BLESSED VIRGIN

The PCC is a corporate body established by the Church of England. It operates under the PCC (Powers) Measure 1956 and the Synodical Government Measure 1969. The PCC is registered with the Charity Commission, registered number 1128769. This report has been drawn up in the frameworks of the Charities Act 1993, Charity SORP 2005 and Church Accounting Regulations 2006.

The address for correspondence is The Team Office, Market Road, Plympton, Plymouth, PL7 1QW The Council's bankers are NatWest 14 Old Town Street, Plymouth PL1 1DG and Lloyds 13 Fore St, Ivybridge PL21 9AD. The Independent Examiner is Best Accounting.

The PCC has delegated the day-to-day management of the parish to the Team Rector, the Revd Prebendary Robert Harris

This report covers the year to December 2019.

OBJECTIVES

St. Mary's PCC has the legal responsibility of co-operating *"with the incumbent in promoting in the parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical."* It serves the whole parish of Plympton St. Mary and, together with our sister parish of Plympton St. Maurice forms the Plympton Team Ministry serving all those who live in Plympton. It is also responsible for maintaining various buildings in the parish including St. Mary's church and St. Mary's Hall.

When planning our activities for the year the PCC have considered the Charity Commission's guidance on Public Benefit and, in particular, the specific guidance on charities for the advancement of religion.

THE PAROCHIAL CHURCH COUNCIL

The appointment of PCC members is governed by the Church Representation Rules. After ex-officio posts (clergy, readers, churchwardens and *deanery synod representatives) have been filled, one third of the ordinary members retire each year, but can be re-elected. Elected members normally serve three-year terms.

Name	Position	Date appointed	Date membership ceased/ceases
<u>Ex Officio</u>			
Revd Prebendary Robert Harris	Team Rector	March 2016	
Revd Will Sweeney	Team Vicar	September 2017	
Revd Sarah Sharland	Curate	September 2018	
Revd Richard Wakerell	Associate Priest	October 2018	
Robert Harrison	Reader		
<u>Churchwardens</u>			
Claire-Louise Journeaux		April 2019	January 2021
Philip Smith*		April 2019	January 2021
<u>Members</u>			
Jane Banbury		April 2019	April 2022
Mavis Buttle		April 2017	April 2020
Chris Bunney		April 2019	April 2022
Mila Collier		April 2017	April 2020
Ian Duckworth		April 2018	April 2021
Margaret Leigh		April 2017	April 2020
Peter Leigh		April 2017	April 2020
Mike Lewis		April 2019	April 2022
Mary Nicholls		April 2019	April 2022
Rodger Ruse		April 2018	April 2021
Lucy Skinner		April 2018	April 2021
Sam Snelling		April 2017	April 2020
Cheryl Stead*		April 2018	April 2021
Deborah Tozer		April 2017	April 2020
Helen Weir*		April 2018	April 2021

PAROCHIAL CHURCH COUNCIL MEETINGS - 2019

The PCC consists of the clergy (ex officio) and fifteen members of the congregation including an Hon. Treasurer and Hon. Secretary. Members of the PCC have to be on the Electoral Roll and are voted on during the APCM for a period of three years at a time.

The PCC met six times during last year with one extraordinary meeting with St Maurice PCC.

Discussions included the care and management of the parish buildings and the formation of a “Major Projects Group” The Treasurer has kept us up to date with the financial position of the church, with the help of the Finance Committee meeting once a month.

Safeguarding and Health and Safety requirements are agenda items at each meeting

The PCC has complied with its duty under section 5 of the Safeguarding & Clergy Discipline Measure 2016.

Deborah Tozer – PCC secretary

CHURCHWARDEN REPORT TO THE APCM FOR 2019

CHURCH FABRIC

Church, Churchyard & Fabric

During 2019, we have ensured that our H&S processes have been integrated into our normal maintenance, and repair schedules. The use of method statements and permits to work have been based on the development of **H&S and Fire Policies** for each site (Church, Churchyard and Hall) for which we are very grateful to Ian Duckworth and Mike Lewis, whose expertise and timeliness has been most welcome. In addition, H&S and Fire Procedures for events based in Hall and Church have now been embedded into the organisation of concerts and events so we can be confident that appropriate processes are in place to reduce risk to public and volunteers. We had a Fire Inspection by D&D Fire Officer prior to our Christmas Services and recognised that we had our systems in a good state. A recommendation was made to have emergency LED Torches in case of lighting failure in the evenings and packs have been set up for each exit from Church and for use in the Tower.

The three **Volunteer days** in 2019, enabled much churchyard work to be done and the public comment how well the churchyard looks. However, a bout of sciatica curtailed Phil Smith's activity and renewed efforts will be necessary in 2020. I am grateful to our Sexton, Bob Dyer who, with his wife Jean, continue to care for the cremation plots despite the challenge of age.

The South and West doors, and Priest door will need to be varnished again in 2020 after rubbing down due to weathering and we continue to make some progress under the Quinquennial (2016) Report subject to financial controls.

The new **gas boiler (replaced 2018)** is working efficiently and keeping the church warm until the West door is opened! A Wi-Fi linked control system continues to allow heating to be adjusted remotely and effectively.

The **churchyard lane potholes** were repaired in 2019 with some Plymouth Councillor support but the drains suffered with heavy rainfall – being cleared by Highways a number of times (mostly leaves and soil brought down from Ridgeway end).

Some **trees** are not in a good state – two cherry trees were removed in 2019, and replaced “in memory” very quickly a few boundary trees were pruned and rogue saplings removed but there are a few boundary trees/hedges at church curtilage may need professional removal due to location overhanging the road or neighbours' gardens.

Equipment: We had a full church and Hall electrical survey which led to some minor upgrading of the electrical contact breakers. Following a minor electrical fire in Katherine Chapel, we replaced the lamps and checked the wiring and required scaffolding to be erected. This allowed some additional checking to be done. We are reminded we need an on-going programme of refurbishment in Church and Hall when our financial position allows other than basic repairs to be carried out.

Bell Tower: I am again grateful to the Tower Captain and Steeple Keeper, for regular maintenance programme and appropriate use of H&S Permits to Work etc as well as their care for the building and contents. [We note with great sadness the loss of our steeple keeper John Stook over the Christmas period]

Church improvements and refurbishment: We need to upgrade the toilet if possible (possibly with grant funding) as this facility is used by the community to reduce maintenance costs of clearing the septic tank. Improvements would include water saving features but also roof resealing. There remains a need to plan regular work on wall and ceiling plaster in church as there are occasional falls of old plaster, including horse hair and lime plaster on the ceiling in the nave. The churchwardens, together with H&S officers, team administrator and Fr Robert continue to review improvements that can be made without significant expenditure.

Church Use: We have used the church for more concerts during 2019 and this has raised some income but refreshments and limited support from the community require these promoted more effectively.

Artefact Inventory: Records/Registers

Checking Inventories is an on-going process and the use of a full record of historic woodwork, memorials, stonework and fine arts is held in the church as made some years ago, is essential. We have disposed of some redundant items and tried to ensure the church is as uncluttered as possible.

Sidespersons and other Rotas

We have lost some regular sidespersons due to ill health for varying degrees of time and are requesting additional help to cover the rotas. However, we continue to find people willing to commit to helping in an official capacity, so this pressures remaining people to do more.

I am grateful to Mark Chanter, churchyard contractor, for working flexibly – including PAT testing, and to and Roger Triscott (Builder) for flexibility in carrying out tasks at sometimes short notice to reduce storm and other damage. A few spotlights were replaced in church (disconnected when flickering or failed). It appears that some lights were faulty. Each one costs circa £80 to replace

Bookings in Church and Hall

These are very well managed by Mrs Duckworth in the Office. Mrs Duckworth administers the Church and Hall Hire enquiries and agreements, in addition to the weighty responsibility of parish administration, and the income from this is invaluable. The Pre-School ceased use of the Hall in July and some refurbishment will need to be carried out as soon as practicable.

I remain grateful to Claire-Louise Journeaux, as well as very grateful to Keith Escott for their continued support in both office and church tasks, and to Keith for his work above and beyond his role as Verger in relation to Sunday Services and Funerals.

Hall maintenance and refurbishment

We have continued to consider kitchen refurbishment (Cooke/worktops etc) and, perhaps eventually, hall floor replacement as a priority but this will need to be carefully planned as finances are tight. I will continue to investigate and respond to any grant applications that may be possible.

The repair of roof ridge tiles has been agreed in principle (£500+) but has been deferred until after the winter period. As the the Trust issues are moving towards a resolution, 2020 will be a time to act.

Throughout the year Phil Smith works tirelessly to maintain the church and churchyard along with the hall. He gives freely of his time and without his huge level of support and involvement it would be impossible for St Mary's to maintain the standard of environment we appreciate- thank you for all you do Phil.

Phil Smith and Claire-Louise Journeaux – Churchwardens

TREASURER'S report to the APCM for 2019

Financial Annual Statement Year 2019

2019 has been a year of consolidation, fine tuning plus greater focus on forecasting and budget captures increasing our ability to predict and manage our financial affairs in a much more robust approach.

Our collective approach for financial discipline continues delivering an under spend against forecast but regrettably overspend against our current income.

While expenditure has broadly stabilised across the year in real terms, we are seeing circa £56K overspend per year. This provides a current "survival period" of 3 years.

Key points for 2019 are:

- 2018 plus 2019 common fund fully paid this year, now up to date.
- A small increase from "giving" circa £1,000 (offset reductions so holding neutral position).
- Loss of preschool hall income (circa £8.5K Sept to Dec) had significant impact on income. Some additional hall hires valued at circa £1.4K Sept to Dec
- Further invoices received from solicitors.
- Fundraising played a significant role in preventing further debt being realised.
- Utility contracts renewed for further 2 years with minimal increases.
- Other contracts saw average of circa 3% increase (factored into 2020 forecast).
- Essential repairs completed but no proactive maintenance.
- 2020 forecast and budget completed/signed off and now implemented.
- Projected "survival period" now using all income streams.

Three points worthy of further mention are:

- Common fund will be paid monthly going forward to provide improved cash flow understanding.
- A greater year end debt has been offset by increased income across our fundraising activity.
- Continued invoices from solicitors, these will continue into 2020

Overall our financial position remains "very delicate" and we remain challenged by the need to reduce expenditure further or identify new revenue streams. If nothing changes over the next 18 months we will be forced to make very difficult decisions, particularly if parish giving declines.

The one positive this year is we have avoided dipping further into the "house sale" capital figure, with a concerted effort I would like to maintain this position next year.

I will continue to look for ways to resolve the cost deficit with you and look forward to your support over the next financial year.

Finally, I would like to thank everyone for their support and diligence this year. Your desire to expand and establish new revenue streams while striving for best value spending will give us the best opportunity for continued financial survival. I'm determined to see us reach a cash positive position at some point!

Chris Bunney - Treasurer

TABLE A --- ALL ACCOUNTS 906, 914 & 922

SUPPORTING DETAIL FOR FINANCIAL STATEMENTS - Year ended 31 December 2019

NOTES TO THE FINANCIAL STATEMENTS - Year ended 31 December 2019 (Auto Populate)

	Return of Parish Finance Code	Unrestricted £	Designated £	Restricted £	TOTAL 2019 £	TOTAL 2018 £
1. Regular giving						
1a - Tax efficient planned giving	1	£ 46,345.66	£ -	£ -	£ 46,345.66	£ 47,944.99
1b - Other planned giving	2	£ 12,676.04	£ -	£ -	£ 12,676.04	£ 11,415.16
1c - Collections at services	3	£ 12,727.56	£ 67.06	£ 91.93	£ 12,886.55	£ 11,658.72
1d - Other recurring donations		£ -	£ -	£ -	£ -	£ -
1e - Income tax recovered	6	£ 21,661.33	£ -	£ -	£ 21,661.33	£ 5,301.69
		£ 93,410.59	£ 67.06	£ 91.93	£ 93,569.58	£ 76,320.56
2. Other voluntary receipts						
2a - Grants	8	£ -	£ -	£ -	£ -	£ -
2b - Legacies	7	£ 500.00	£ -	£ -	£ 500.00	£ -
2c - Non-recurring donations and appeals	4	£ 3,665.09	£ 2,538.51	£ 2,337.89	£ 8,541.49	£ 10,000.75
		£ 4,165.09	£ 2,538.51	£ 2,337.89	£ 9,041.49	£ 10,000.75
3. Activities for generating funds						
3a - Gross income (Fundraising activities)	9	£ 15,822.76	£ -	£ -	£ 15,822.76	£ 12,126.51
3b - Adverts (Church magazine)	12	£ 520.00	£ -	£ -	£ 520.00	£ 190.00
3c - Sale of old pews		£ -	£ -	£ -	£ -	£ -
		£ 16,342.76	£ -	£ -	£ 16,342.76	£ 12,316.51
4. Income from investments						
4a - Dividends	10	£ -	£ -	£ -	£ -	£ -
4b - Interest received	10	£ 470.13	£ -	£ -	£ 470.13	£ 144.00
4c - Rent received	10	£ -	£ -	£ -	£ -	£ -
		£ 470.13	£ -	£ -	£ 470.13	£ 144.00
5. Income from church activities						
5a - Statutory fees - weddings, funerals, etc.	11	£ 17,176.00	£ -	£ -	£ 17,176.00	£ 22,500.00
5b - Gross income (Church magazine)	12	£ 1,363.60	£ -	£ -	£ 1,363.60	£ 1,623.76
5c - Gross income (Hall lettings)	12	£ 26,975.25	£ -	£ -	£ 26,975.25	£ 33,278.77
5d - Gross income (Bookstall / Candles)	12	£ 623.79	£ -	£ -	£ 623.79	£ 591.89
5e - Recovered shared admin costs + house sale	13	£ 2,337.16	£ -	£ -	£ 2,337.16	£ 209,164.09
5f - Insurance claim receipts	13	£ 1,382.00	£ -	£ -	£ 1,382.00	£ 4,922.00
5g -		£ -	£ -	£ -	£ -	£ -
		£ 49,857.80	£ -	£ -	£ 49,857.80	£ 272,080.51
6. Other receipts						
6a - Loan received	13	£ -	£ -	£ -	£ -	£ -
6b - Sale of investment	13	£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
7. Cost of generating funds						
7a - Cost of Fundraising Events (Summer Fair etc)	17	£ 2,392.19	£ -	£ 45.36	£ 2,437.55	£ 1,372.60
		£ 2,392.19	£ -	£ 45.36	£ 2,437.55	£ 1,372.60
8. Church activities						
8a - Mission giving and donations	18	£ 2,165.44	£ 1,137.64	£ 256.93	£ 3,560.01	£ 3,679.74
8b - Diocesan parish share	19	£ 181,118.00	£ -	£ -	£ 181,118.00	£ 14,460.00
8c - Salary costs (verger, organist, choir, etc.)	20	£ 20,853.08	£ -	£ -	£ 20,853.08	£ 18,983.87
8d - Clergy and staff expenses	21	£ 5,162.88	£ -	£ -	£ 5,162.88	£ 4,614.12
8e - Church expenses: mission and evangelism	22	£ 598.26	£ 233.33	£ -	£ 831.59	£ 1,288.60
8f - Church running expenses	23	£ 32,989.58	£ 368.00	£ -	£ 33,357.58	£ 29,660.22
8g - Examination of annual accounts	23	£ 258.00	£ -	£ -	£ 258.00	£ -
8h - Church utility costs	24	£ 10,876.57	£ -	£ -	£ 10,876.57	£ 11,571.60
8i - Expenses on parish magazine		£ -	£ -	£ -	£ -	£ -
8j - Major repairs to the church building	27	£ 295.80	£ -	£ -	£ 295.80	£ 24,936.72
8k - Major repairs to the church hall	28	£ -	£ -	£ -	£ -	£ -
8l - New building work to the church or church hall	29	£ -	£ -	£ -	£ -	£ -
8m -		£ -	£ -	£ -	£ -	£ -
		£ 254,317.61	£ 1,738.97	£ 256.93	£ 256,313.51	£ 109,194.87
9. Other costs						
9a - Loan repaid	99	£ -	£ -	£ -	£ -	£ -
9b - Purchase of investment	99	£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -

10. All investments are re-valued each year, with the latest valuation date being 31 December 2019

TABLE B --- ALL ACCOUNTS 906, 914 & 922						
FINANCIAL STATEMENTS - Year ended 31 December 2019						
RECEIPTS AND PAYMENT ACCOUNT (Auto Populate)						
	Note	Unrestricted £	Designated £	Restricted £	TOTAL 2018 £	TOTAL 2018 £
RECEIPTS						
Voluntary receipts						
Regular giving	1	£ 93,410.59	£ 67.06	£ 91.93	£ 93,569.58	£ 76,320.56
Other voluntary receipts	2	£ 4,165.09	£ 2,538.51	£ 2,337.89	£ 9,041.49	£ 10,000.75
Activities for generating funds	3	£ 16,342.76	£ -	£ -	£ 16,342.76	£ 12,316.51
Investment income	4	£ 470.13	£ -	£ -	£ 470.13	£ 144.00
Income from church activities	5	£ 49,857.80	£ -	£ -	£ 49,857.80	£ 272,080.51
Other receipts	6	£ -	£ -	£ -	£ -	£ -
Total receipts		£ 164,246.37	£ 2,605.57	£ 2,429.82	£ 169,281.76	£ 370,862.33
PAYMENTS						
Cost of generating funds	7	£ 2,392.19	£ -	£ 45.36	£ 2,437.55	£ 1,372.60
Church activities	8	£ 254,317.61	£ 1,738.97	£ 256.93	£ 256,313.51	£ 109,194.87
Other costs	9	£ -	£ -	£ -	£ -	£ -
Total payments		£ 256,709.80	£ 1,738.97	£ 302.29	£ 258,751.06	£ 110,567.47
Excess of receipts over payments		-£ 92,463.43	£ 866.60	£ 2,127.53	-£ 89,469.30	£ 260,294.86
TRANSFERS						
Transfers between funds						
101 - Incoming Transfers between accounts		£ 353,798.60	£ -	£ -	£ 353,798.60	£ 237,113.56
102 - Outgoing Transfers between accounts		-£ 98,757.14	£ -	£ -	-£ 98,757.14	£ 236,600.02
Excess of receipts over payments (after transfers)		£ 162,578.03	£ 866.60	£ 2,127.53	£ 165,572.16	£ 734,008.44
Net movement in funds		£ 162,578.03	£ 866.60	£ 2,127.53	£ 165,572.16	£ 734,008.44
RECONCILIATION OF FUNDS						
Total funds at 1 January		£ 301,922.62	£ -	£ -	£ 301,922.62	£ 41,113.98
Total funds at 31 December		£ 210,809.50	£ 1,871.58	£ 2,127.53	£ 214,808.61	£ 301,922.62

NOTE

Income from church activities for both receipts and payments includes funding transfers
Between the 906 & 914 account as automated transfers.

Funds automatically transferred between 906 to 914 accounts as the 906 account gets close to a upper and lower limit figure.

Set up to maximise interest from 914 account. 906 account has no interest applied to it.

Between the 922 & 906 account as manual transfers.

Funds transferred via bank instruction only as 922 account has no cheque or payment facility

Used as a deposit only account

TABLE C --- ALL ACCOUNTS 906, 914 & 922

FINANCIAL STATEMENTS - Year ended 31 December 2019

STATEMENT OF ASSETS AND LIABILITIES

		Unrestricted	Designated	Restricted	TOTAL	TOTAL
		£	£	£	2018	2018
					£	£
Investments						
CCLA (Investment Fund)	10	£ -	£ -	£ -	£ -	£ -
CCLA (Property Fund)	10	£ -	£ -	£ -	£ -	£ -
M&G (Charifund)	10	£ -	£ -	£ -	£ -	£ -
CBF (Investment Fund)	10	£ -	£ -	£ 9,359.67	£ 9,359.67	£ 9,359.67
		£ -	£ -	£ 9,359.67	£ 9,359.67	£ 9,359.67
Cash Funds						
Bank Accounts 906, 914, 922		£ 210,809.50	£ 1,871.58	£ 2,127.53	£ 214,808.61	£ 301,922.62
CBF deposit fund		£ -	£ -	£ -	£ -	£ -
		£ 210,809.50	£ 1,871.58	£ 2,127.53	£ 214,808.61	£ 301,922.62
Other monetary assets						
Church Yard maintenance equipment (TBA)		£ 1,000.00			£ 1,000.00	£ 1,000.00
Office equipment (TBA)		£ 2,000.00			£ 2,000.00	£ 2,000.00
		£ 3,000.00	£ -	£ -	£ 3,000.00	£ 3,000.00
Assets retained for church use						
Church Hall (unconfirmed value as of 2019)		£ -	£ 194,970.00	£ -	£ 194,970.00	£ 194,970.00
		£ -	£ 194,970.00	£ -	£ 194,970.00	£ 194,970.00
Liabilities						
Cheques written in 2019 but yet to be cashed		£ 2,795.63			£ 2,795.63	£ 2,795.63
Full year Common Fund outstanding payment		£ -	£ -	£ -	£ -	£ 86,760.00
					£ -	£ -
		£ 2,795.63	£ -	£ -	£ 2,795.63	£ 89,555.63

The **designated** fund relates to funds set aside by the PCC to meet the cost of future church building resetting and renovation if sold

The **restricted** fund relates to undecided activity however deemed to be a restricted amount

NOTE

Figures under monetary assets are estimations of the value for church yard and office equipment.

These are "unrealised" figures to acknowledge there is an asset value in the equipment however may not represent "sale" figure or the cost of renewal when and if required

Return of Parish Finance				January to December 2019				If form is NOT completed for entire parish, please list below the churches included:			
Are your accounts Receipts and Payments [X] OR Accruals [] ?				Parish Name: Plympton St Mary				Parish Code (6 digits): Deanery: PLYMOUTH Diocese: EXETER			
RECEIPTS/INCOME				PAYMENTS/EXPENDITURE							
		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)			UNRESTRICTED (nearest £)	RESTRICTED (nearest £)				
Voluntary giving				Costs of generating funds							
1	Tax efficient planned giving	£ 46,345.66	£ -	17	Costs of fundraising activities	£ 2,392.19	£ 45.36				
2	Other planned giving	£ 12,676.04	£ -	Church activities							
3	Collections at services	£ 12,727.56	£ 91.93	18	Mission giving and donations	£ 2,165.44	£ 256.93				
4	All other giving and voluntary receipts, including special appeals (recurring and one-off)	£ 3,665.09	£ 2,337.89	19	Diocesan parish share contribution	£ 181,118.00	£ -				
6	Gift Aid recovered	£ 21,661.33	£ -	20	Salaries, wages and honoraria	£ 20,853.08	£ -				
7	Legacies received (capital value)	£ 500.00	£ -	21	Clergy and staff expenses	£ 5,162.88	£ -				
8	Grants (include recurring and one-off)	£ -	£ -	Church expenses							
Total voluntary giving				22	Mission and evangelism costs	£ 598.26	£ -				
Activities for generating funds				23	Church running expenses (including governance)	£ 33,247.58	£ -				
9	Fundraising activities (gross proceeds)	£ 15,822.76	£ -	24	Church utility bills	£ 10,876.57	£ -				
Income from investments				25	Costs of trading	£ -	£ -				
10	Dividends, interest, income from property etc.	£ 470.13	£ -	Major capital expenditure							
Church activities				27	Major repairs to the church building	£ 295.80	£ -				
11	Fees retained by PCC (weddings, funerals etc.)	£ 17,176.00	£ -	28	Major repairs to church hall/other PCC property including redecoration	£ -	£ -				
12	Trading activities (gross proceeds), NOT fundraising	£ 28,962.64	£ -	29	New building work to the church, church hall, clergy housing or other PCC property.	£ -	£ -				
Other incoming resources				Other expenditure							
13	Other receipts/income not already listed	£ 3,719.16	£ -	99	Other Expenditure (loans Repaid)	£ -	£ -				
13	Other Income (loans received)	£ -	£ -	99	Other Expenditure (Purchase of Investment)	£ -	£ -				
13	Other Income (Sale of Investment)	£ -	£ -	Totals (from Financial Statements)							
101	Internal Account to Account Funding Transfers (between accounts 906, 914, 922)	£ 353,798.60	£ -	102	Internal Account to Account Funding Transfers (between accounts 906, 914, 922)	£ 98,757.14	£ -				
Totals (from Financial Statements)				Totals (from Financial Statements)							
A	RECEIPTS/INCOME	£ 517,524.97	£ 2,429.82	C	PAYMENTS/EXPENDITURE	£ 157,952.66	£ 302.29				
B	COMBINED TOTAL	£ 519,954.79		D	COMBINED TOTAL	£ 158,254.95					
PLANNED GIVERS AND LEGACIES				CASH AND INVESTMENT BALANCES							
14	Number of tax efficient planned givers	52		31	Cash and deposit balances as at 31/12/19	£ 359,572.31	£ 2,127.53				
15	Number of other planned givers	135		32	Investments as at 31/12/19	£ -	£ 9,359.67				
16	Number of new legacies received in year	1									
Please refer to the accompanying notes to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in PCC Accountability, 5th edition				Name: CHRIS BUNNEY				Date: 31st January 2020			
				Position: TREASURER							
				Email or telephone: chrishunney01@gmail.com				07803 283 733			
<p>Looking back across 2019, were there any exceptional circumstances or significant changes that may have led to unusual figures? Please provide details in this box.</p> <p>1. Figures include automatic und transfers between 906 & 914 accounts (income and expenditure). Included to give a fully transparent view of all financial transactions across the three accounts included in financial returns</p> <p>2. This provides a slightly distorted figure of the actual balance held in the three working accounts as of 3rd January statements as follows</p> <p>922 account = £ 158,542.05 914 account = £ 56,529.01 906 account = £ 1,000.00</p> <p>Total value = £216,071.06</p>											

Notes to accompany annual report 2019

We are now in the second year where the financial affairs have been consolidated and brought under a consistent set of headings allowing a greater understanding and management of our financial affairs. We have also benefited this year from a full capture of activities giving rise to the first fully understood set of expenditure impacts, providing us with the ability to set a forecast, budget and monthly tracking. This allows us to see a projected end of year financial position on the assumption the forecast and budget are strictly adhered to.

1. Regular Giving

Regular giving this year is very similar to last year in terms of income received from parishioners. However, due to some tax recovery from 2018 paid into the account during 2019 the overall figure shows an increase by circa £17,000

2. Other voluntary Receipts

A reduction of circa £1,000 from last year despite receiving a small legacy/donation of £500

3. Activities for generating funds

Generating funds showed an increase of circa £4,000.

Largely down to the focused effort of the social committee providing an income just short of £16,000.

Magazine income also showed an increase of circa £300 primarily due to a concerted effort of chasing down outstanding invoices for advertising.

4. Income from investments

A small amount solely made up of interest on the 914 and the 922 accounts over the financial year.

5. Income from Church activity

This year shows a significant drop in this area due to the following three key reasons

- i. Substantial reduction in wedding/funeral payments
- ii. Loss of a significant income from single hall hiring group
- iii. Last year reflected the sale of Pinewood house

6. Other receipts

No activity

7. Cost of generating funds

Increase as now capturing all expenditure under specific headings rather than being taken from the overall profit of event prior to being handed to the treasurer.

8. Church activities

Other than two specific areas church activity figures remain similar to last year.

The exceptions are

- i. No recorded expenditure due to boiler replacement as per last year
- ii. A full settlement of the common fund stretching across 2018 and 2019.

9. Other Costs

- a. No activity

Chris Bunney - Treasurer

Independent examiner's report for 2019

Independent Examiner's report to the trustees of the Parochial Church Council on the unaudited accounts of Plympton St Mary the Virgin.

We report on the accounts of the Parochial Church Council of St Mary's Church Plympton (the Trust) for the year ended 31 December 2019.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is required.

It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- (i) which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare the accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Best Accountancy Services

Best Accountancy Services (Plymouth) Ltd
Licenced and Regulated by the Association of Accounting Technicians
12 Colebrook Road
Plympton
Plymouth
PL7 4AA

Date: 21/2/20

HEALTH and SAFETY report to the APCM for 2019

During the reporting period 1st January to 31st December 2019 Plympton St Mary's H&S team have worked closely with St Maurice to produce a single Plympton Team Ministry H&S Policy.

The team have provided H&S support and advice to the parish through annual review of extant Risk Assessments and the Fire and evacuation plan, maintenance of the Permit to Work regime and completion of multiple risk assessments for various Church and Church Hall events and activities.

A report with recommendations to upgrade the Fire Alarm and Detection systems in the Church and Church Hall have been passed to the PCC in response to an electrical fire in the Church in May.

Support to the Parish Safeguarding officer and the Church Wardens throughout the year ensured that the parish remained legally compliant to H&S and safeguarding regulations.

Provision of H&S advice and support to Kitchen Staff in respect of first aid, food handling and hygiene issues continued throughout the year and registration with the food standards agency is scheduled for 2020.

Routine testing of fixed electrical systems in the Church and Church Hall and PAT testing of portable appliances continues in response to H&S walkrounds and inspections conducted during 2018 in both the Church and Church Hall regarding the storage of flammables and other materials. Control of flammables storage along with a reduction in the flammable stock held is now in place to support this action.

Revision of the Lone working policy for staff and volunteers was conducted and approved by the PCC and is now implemented to ensure safe working practices and guidance are available.

Regular H&S meetings were held throughout the year and supporting documentation is held in the Church Office.

Signed: 28th January 2020



Ian Duckworth NEBOSH Dip - Deputy Health and Safety Officer

SAFEGUARDING report to the APCM for 2019

Parish Issues

Safeguarding Children & Young People – 1 concern received

- Case 1 – Risk identified; As issue related to preschool, information was passed to the manager.

Safeguarding Adults at risk – 3 concerns received

- Case 1 – No risk identified; pastoral care given
- Case 2 – Risk identified; pastoral care given, information provided if further help required
- Case 3 – No risk identified, deemed malicious allegation; handled through complaints procedure

Safeguarding Reviews & Audits

- A compliance audit was conducted of the Bell Tower at St Mary's which evidenced that policies and procedures are embedded into practice. Outcome is that the tower is now compliant with safeguarding guidelines and legislation.

Key points from Diocese

- A new parish dashboard (online system) is to be implemented in Spring 2020. This is to aid with compliance with safeguarding across the parish
- Domestic abuse awareness continues to be a priority and the Diocese have launched a course to promote awareness of domestic abuse, particularly within parish communities.

Actions from Parish Safeguarding Audit 2018

Following an annual audit, the following actions were highlighted as the priorities for 2019:

- Ensure safer recruitment practices are more robust. Use application forms, interviews (informal), references, role profiles and role agreements to ensure volunteers/employees are clear on the expectations and boundaries of their role *[PARTIALLY MET: Work has commenced on this, processes have been produced but need embedding into practice]*
- Ensure policies and procedures are updated to reflect new groups/activities *[FULLY MET]*
- Encourage joint risk assessments to ensure safeguarding as well as health and safety implications are considered *[PARTIALLY MET: This still needs embedding into practice for all activities, not just ad hoc events]*
- Ensure 5 year DBS checks are completed in a timely manner and are only completed for roles which require such disclosures (i.e. roles which include more than incidental contact with adults at risk / children and young people). *[PARTIALLY MET: Awaiting confirmation from Diocese on the newly defined role profiles]*

Actions from Parish Safeguarding Audit 2019

Carried over from previous year:

- Ensure safer recruitment practices are more robust. Use application forms, interviews (informal), references, role profiles and role agreements to ensure volunteers/employees are clear on the expectations and boundaries of their role *[PARTIALLY MET: Work has commenced on this, processes have been produced but need embedding into practice]*
- Encourage joint risk assessments to ensure safeguarding as well as health and safety implications are considered *[PARTIALLY MET: This still needs embedding into practice for all activities, not just ad hoc events]*
- Ensure 5 year DBS checks are completed in a timely manner and are only completed for roles which require such disclosures (i.e. roles which include more than incidental contact with adults at risk / children and young people). *[PARTIALLY MET: Awaiting confirmation from Diocese on the newly defined role profiles]*

New actions:

- Develop a team ministry approach to safeguarding, ensuring that standards and practices are unified across the two parishes
- Develop a centralised record of DBS and safer recruitment checks for the team ministry



Samuel Snelling - Parish Safeguarding Representative

DEANERY SYNOD Report to the APCM for 2019

During the year your representatives – Cheryl Stead, Helen Weir, and I have attended 6 meetings: February, June, September, October, November including a Special Meeting to consider the Deanery Mission Action Plan. The parish clergy have all attended at least one meeting during the year.

The emphasis of the meetings has been on reforming the Deanery Synod with new officers and looking at Mission - which has generally focused on special inner city plants in Plymouth or new expressions of Christianity. A question has been raised by your representatives in regard to the sustainability of established churches where high levels of Common Fund appear to outstrip income donated by worshippers, but the current levels of Common Fund remain expected despite lack of sufficient funds for church running costs and investment. There was a visit by the Archdeacon to our Finance Committee to discuss this matter, but the level of Common Fund is a non-negotiable expectation from each church.

Phil Smith – Deanery Synod Representative