

**PRIORY CHURCH OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR 2020**

1. Administrative information

The Priory Church of St Mary and St Cuthbert is situated in the village of Bolton Abbey and is part of the Diocese of Leeds. The correspondence address is Church Office, Bolton Abbey, Skipton, BD23 6AL.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission.

PCC members who have served since the date of the last report, 28 January 2020, until the date of this report are:

Clergy

Rev N. J. Mercer

Rector, Chairman

Churchwardens

Mr M. J. Hey

Mrs S. Barker (from 22.11.20)

Mr C. P. Middleton (to 22.11.20)

Diocesan Synod Representative

Mr A. D. Hartley (deceased 4.9.20)

Deanery Synod Representatives

Mr A. D. Hartley (deceased 4.9.20)

Mrs S. Barker

Mr P. Lambert (non-voting)

Honorary Member

Duke of Devonshire

Patron

Elected Lay Representatives

Mrs E. Adams-Lambert

Mrs S. Barker

Mrs L. Bartlett

Mr A. R. Carr

Mrs E. Clayton

Mr B. J. Cody

Mrs E. Crabtree

Mrs J. Crawford

Mrs R. Fisher

Mrs A. E. Hartley

Mr M. J. R. Heatley

Miss L. E. Heatley

Mrs G. Holme

Mr P. Lambert (non-voting)

Mr C. P. Middleton

Mr N. A. Stubbs (to 22.11.20)

Mrs S. Stubbs

Mrs K. J. Templeton

Mr G. Yates

Environment Officer/Village Hall representative

Dep Churchwarden (to 22.11.20)

Finance Sec (to 22.11.20)

Works

Priory Heritage Project

Disabled Representative and Safeguarding Officer

Electoral Roll/Friends

Ripon Cathedral Ambassador

PCC Treasurer

Liquid Worship

PCC Secretary (to 22.11.20)

PCC Secretary (from 22.11.20)/Guides organiser

2. Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

3. Mission Statement

A community seeking to live well with God, gathered around Jesus Christ in prayer and fellowship and committed to welcome, worship and witness.

4. Church Attendance

- a. There are 120 parishioners on the Church Electoral Roll. Of these 95% live outside the Parish
- b. During 2020 there was 1 baptism in the Priory Church and 6 couples were married; 3 burials with 1 internment of cremated remains, no memorial services, 3 funerals at a Crematorium but no confirmations this year.

5. Review of the Year

2020 has been one of the most extraordinary years in the history of Bolton Priory. A pandemic was the last thing anyone could have envisaged but, as a result of the virus COVID-19, the Country went into lockdown on the 23rd March 2020. After the lockdown, Bolton Priory has only been open for worship periodically during the year and, even then, subject to severe restrictions. At the time of writing this report we are currently in another lockdown period.

The lockdown forced Bolton Priory to completely rethink its worship. As it was no longer possible to worship collectively at the Priory, we moved to on-line services instead. This happened immediately and was made possible through the efforts of Jonathan Dickson and Paul Middleton who became the "on-line worship team". After recording the Service in the Priory, a recording was then sent to Jonathan Dickson for editing and then to Paul Middleton who added photographs and words to the hymns before publishing the service on the Bolton Priory website on Sunday morning. Services have continued on-line throughout the year and consist of an 8am service of Holy Communion (where no communion was celebrated at the Priory) and a 10.30 Morning Service. This has proved remarkably successful and attendance figures have been sustained throughout the year. We regularly have over 100 "worshippers" which means that our on-line congregation is larger than our usual attendance.

Liquid Worship was also impacted by the pandemic and all services were suspended after the lockdown in March. Even when some limited services resumed at the Priory, Liquid Worship could not be held due to the rules on social distancing. Nevertheless, Liquid Worship also continued on-line with the service being recorded on a mobile phone and contributions received from our Liquid Worship team. This was edited by Lorna Heatley and published by Paul Middleton on the first Sunday of the month. Once again, attendance figures have been encouraging and we have approximately 30 "worshippers" each Sunday. The children from Liquid Worship also took part in our on-line Christingle service on Christmas Eve which was viewed no less than 112 times. Finally we had a visit from the Boyle and Petyt School just before Christmas who came to see the nativity scene in the Tower and then sang carols outside the Tower in very wintry weather!

Christmas and Easter were also on-line as well as Remembrance Sunday. We had an on-line Good Friday service, Easter Day festal Eucharist, Remembrance Sunday, Advent Carol Service, Nine Lessons and Carols as well as Christmas Day festal Eucharist.

When lockdown restrictions were eased, we were able to hold other services during the year. Although dramatically restricted in numbers there were 4 funerals at the Priory, 3 funerals at the crematorium in Skipton and 1 internment of ashes. We held 6 weddings and 2 baptisms were conducted before lockdown.

As might be imagined, the pandemic has impacted other areas of Church life. We remain a committed Eco Church and, before the lockdown, the children from Liquid Worship, together with some adults, planted some trees on the Bolton Abbey Estate. It was a cold and rainy morning but Eco Church made a good start to the year. Nesting boxes are planned for 2021. Our carbon footprint was reduced dramatically at the end of the year when a new electric under-pew heating system was installed using a renewable tariff from SSE (see below).

A new sound system was installed in the Priory at the beginning of the year and, in December, an under-pew heating system was installed which has since been used in two services. The reports have been very favourable and the new heating system should radically reduce our carbon footprint as well as our electricity bills. The electricity is sourced from "renewables" and our dependence upon Liquid Petroleum Gas should be gradually phased out. With LED lighting, we are almost a carbon neutral Church which is a fantastic achievement in such a short space of time.

Despite the pandemic the outreach of the Priory continued. Donations were made to the Skipton Food Bank and contributions to Baby Basics continued contributing items needed for babies born to mothers in financial difficulty. We hosted the first Northern conference of the charity "Together for the Common Good" (T4CG) just before lockdown and hosted many local churches as a result. It is hoped to repeat this Northern conference once again in 2021/22. The Museum of the Moon exhibition had to be cancelled and is now likely to take place in 2022. Finally, just before Christmas the "2020 club" was initiated in the Parish which sought to alleviate loneliness. This has proved to be a success and is, hopefully, an initiative to continue into the future.

Finally, it has been a difficult year for the Church management and governance. The Church Office has been closed for much of the year and the Parish has been run largely from Margaret Cody's home and the Rectory combined. Meanwhile, Tim Raymond (Director of Music) and Peter Lambert (Verger) were furloughed for much of the year. We managed to hold PCC and Finance meetings on Zoom for the first time and the delayed APCM was finally held on Zoom on 22 November (having been postponed from April). We welcomed Susan Barker as the new Church Warden after the retirement of Paul Middleton. Kate Templeton became the new Parish Secretary after the retirement of Sandra Stubbs and joined the PCC along with Anne Crabtree.

It has been an extraordinarily difficult year but I am pleased to report that the Church has held together remarkably well as a gathered congregation. Like every other walk of life, we have suffered some damage, not least to our finances. However, the roll out of the vaccine should enable us to return to normal during 2021. I am confident that we will be able to repair ourselves and thrive once more. We have a Gospel to proclaim to this and future generations at Bolton Priory.

6. Financial Review

Total receipts on ordinary unrestricted funds during the year amounted to £144,507 (2019 - £181,359). Total expenditure from those funds amounted to £186,380 (2019 - £201,423). The net result of this was a deficit for the year of £41,873 (2019 - £20,064). Included in the expenditure was the payment in full of our Diocesan Share of £103,084 (2019 - £108,509). Unfortunately we could only pay our Share in full by drawing £41,873 from our general reserve account.

7. Reserves Policy

It is the PCC policy to maintain adequate reserves in unrestricted funds to cover any eventuality for the maintenance of this ancient church. As a consequence, at the year end, we held £30,352 in a general reserve account. This account is held by the Central Board of Finance but, unfortunately, attracts little interest at this time.

8. The PCC greatly appreciates and thanks all those from the congregation who contribute so much to the work of the Priory Church, its worship and mission:

- a. The Serving Team led by Mr Michael Vineall.
- b. The Liquid Worship team led by Miss Lorna Heatley.
- c. The administration department led by Mrs Margaret Cody assisted by Mrs Betty Nelmes and Mrs Carol Dawson.
- d. Mrs K. T. Templeton our Secretary to the PCC and our Treasurer, Mr Michael Heatley.
- e. The Finance Committee led by Mrs Susan Barker.
- f. The Works Committee led by Mr Matt Hey and Mr Andy Carr.
- g. The cleaning teams organised by Mr Andrew Wade.
- h. The Choir and the Priory Director of Music, Dr Timothy Raymond.
- i. The floral teams co-ordinated by Mrs Lorna Freegard.
- j. The magazine team and its editor, Mrs Val Middleton.
- k. The Welcome Team led by Mr Gerry Yates (Retired), now Mrs Kate Templeton

- l. The Voluntary Offertory and general money counters.
- m. The marriage contact and follow-up support, Mrs Bev Wood.
- n. The Sacristan, Mrs Jen Hardaker and her assistant, Mrs Karin Turnbull.
- o. The coffee team led by Mrs Carol Dawson.
- p. The Priory Verger, Mr Peter Lambert.
- q. The Sidesmen led by Mrs Susan Whittaker.
- R, The Friends of Bolton Priory under their Chairman, Mrs Jill Riley (Retired).
- s. Our webmaster and Facebook administrator, Mr Paul Middleton.
- t. Concert organiser Mr Lionel Goodenough (Retired), now Mr Paul Middleton.
- u. Skipton Food Bank team led by Mrs Lyn Bartlett.
- v. Baby Basics contact, Mrs Mary Vineall.
- w. Last, but by no means least, the Priory Churchwardens, Mr Matt Hey and Mrs Susan Barker.

On behalf of the PCC

N. J. Mercer

26 January 2021

Rev N. J. Mercer

PRIORY CHURCH OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY

Registered Charity No 1129541

ANNUAL REPORT
AND
FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31 DECEMBER 2020

RECTOR:

Revd N. J. Mercer
The Rectory
Bolton Abbey
Skipton
BD23 6AL

BANKERS:

Santander UK plc
Bootle
Merseyside
L30 4GB

INDEPENDENT EXAMINER:

T. A. Barker
Chartered Certified Accountant
Barnhill
Wetherby Road
Collingham
LS22 5AY

PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

	<u>Note</u>	<u>Unrestric ted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	
				<u>2020</u>	<u>2019</u>
INCOMING RESOURCES					
Incoming resources from donors	2 (a)	£123,073	£ 750	£123,823	£163,364
Other voluntary incoming resources	2 (b)	9,664	36	9,700	23,811
Income from ancillary trading	2 (c)	11,334	-	11,334	39,715
Income from investments	2 (d)	<u>436</u>	<u>744</u>	<u>1,180</u>	<u>1,982</u>
TOTAL INCOMING RESOURCES		<u>144,507</u>	<u>1,530</u>	<u>146,037</u>	<u>228,872</u>
RESOURCES USED					
Grants	3 (a)	4,000	-	4,000	4,000
Activities directly relating to the work of the church	3 (b)	148,040	2,347	150,387	167,619
Church management and administration	3 (c)	<u>34,340</u>	<u>31,170</u>	<u>65,510</u>	<u>36,506</u>
TOTAL RESOURCES USED		<u>186,380</u>	<u>33,517</u>	<u>219,897</u>	<u>208,125</u>
NET INCOMING/(OUTGOING) RESOURCES	9	(41,873)	(31,987)	(73,860)	20,747
BALANCES BROUGHT FORWARD AT 1 JANUARY		<u>135,691</u>	<u>183,852</u>	<u>319,543</u>	<u>298,796</u>
BALANCES CARRIED FORWARD AT 31 DECEMBER		£ <u>93,818</u>	£ <u>151,865</u>	£ <u>245,683</u>	£ <u>319,543</u>

PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY

BALANCE SHEET AT 31 DECEMBER 2020

	<u>Note</u>	<u>2020</u>	<u>2019</u>
CURRENT ASSETS			
Stock of books and postcards		£ 16,487	£ 14,930
Debtors	6	10,316	6,589
Short term deposits		213,482	286,221
Cash at bank and in hand		8,025	18,495
		<u>248,310</u>	<u>326,235</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	7	<u>(2,627)</u>	<u>(6,692)</u>
NET CURRENT ASSETS		<u>245,683</u>	<u>319,543</u>
NET ASSETS		<u>£245,683</u>	<u>£319,543</u>
FUNDS			
Unrestricted	5	£ 93,818	£ 99,027
Restricted		<u>151,865</u>	<u>220,516</u>
		<u>£245,683</u>	<u>£319,543</u>

Approved by the Parochial Church Council on 25 January 2021 and signed on its behalf by:

N. J. Mercer

Revd N. J. Mercer
Rector

M. J. R. Heatley

Michael J. R. Heatley
Honorary Treasurer

The notes on pages 7 to 10 form part of these accounts.

**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations' "true and fair view" provisions and is prepared under FRS102(2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

ASSETS

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Short term deposits

These are the cash held on deposit with the CCLA.

FUNDS

Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

2. INCOMING RESOURCES

	<u>Unrestric ted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u> <u>2020</u>	<u>2019</u>
2(a) Income resources from donors				
Planned giving				
Gift aided	£ 64,458	£ -	£ 64,458	£ 69,198
Income tax recoverable	20,242	-	20,242	19,301
Not gift aided	1,948	-	1,948	3,856
Collections at all services	4,332	-	4,332	13,703
Votive candles	2,198	-	2,198	4,789
Donations	16,663	750	17,413	16,517
Grants	12,232	-	12,232	-
Legacies	1,000	-	1,000	36,000
	<u>123,073</u>	<u>750</u>	<u>123,823</u>	<u>163,364</u>
2(b) Other voluntary incoming resources				
Church boxes	9,305	36	9,341	18,246
Fund raising events	359	-	359	5,565
	<u>9,664</u>	<u>36</u>	<u>9,700</u>	<u>23,811</u>
2(c) Income from ancillary trading				
Bookstall	4,777	-	4,777	26,055
Magazine	3,096	-	3,096	3,272
Fees - see note	3,461	-	3,461	10,388
	<u>11,334</u>	<u>-</u>	<u>11,334</u>	<u>39,715</u>
2(d) Income from investments				
Bank interest	436	744	1,180	1,982
	<u>436</u>	<u>744</u>	<u>1,180</u>	<u>1,982</u>
TOTAL INCOMING RESOURCES	<u>£144,507</u>	<u>£ 1,530</u>	<u>£146,037</u>	<u>£228,872</u>

Note: Fees

Fees due to the PCC

Weddings	£ 1,512	£ 6,810
Funerals, cremations etc	1,689	2,798
Video	260	780
As shown above	3,461	10,388
Heating	450	1,739
	<u>3,911</u>	<u>12,127</u>

Fees passed on to:

Diocese	2,391	6,652
Organist	1,130	5,380
Choir	130	2,470
Verger	390	1,700
	<u>4,041</u>	<u>16,202</u>

Total fees received	<u>£ 7,952</u>	<u>£ 28,329</u>
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**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

3. RESOURCES USED

	<u>Unrestric ted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u> <u>2020</u>	<u>2019</u>
3(a) Grants				
Missionary and charitable giving:				
Overseas mission societies	£ -	£ -	£ -	£ -
Christian relief agencies	-	-	-	-
Home mission and Church societies	-	-	-	-
Secular charities	<u>4,000</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>
	<u>4,000</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>
3(b) Activities directly relating to the work of the Church				
Ministry: Diocesan share	103,084	-	103,084	108,509
Clergy expenses	189	-	189	95
Organists and choir	3,779	785	4,564	8,150
Verger	1,084	-	1,084	1,540
Altar and books	2,174	-	2,174	3,019
Light and heat	4,693	-	4,693	6,385
Insurance	4,894	-	4,894	4,673
Repairs and renewals	21,182	-	21,182	9,403
Fund raising events	-	-	-	3,120
Bookstall	1,679	-	1,679	11,825
Magazine	1,360	-	1,360	2,310
Boyle Room	3,922	-	3,922	3,833
Flowers and requisites	<u>-</u>	<u>1,562</u>	<u>1,562</u>	<u>4,757</u>
	<u>148,040</u>	<u>2,347</u>	<u>150,387</u>	<u>167,619</u>
3(c) Church management and Administration				
Rectory	5,951	-	5,951	7,506
Parish administrator	11,940	-	11,940	11,700
Parish office	8,293	-	8,293	8,713
Office equipment - running costs	3,839	-	3,839	2,965
Printing, stationery, postage, telephone	3,957	-	3,957	4,182
Sundries	360	-	360	1,440
Heating project	<u>-</u>	<u>31,170</u>	<u>31,170</u>	<u>-</u>
	<u>34,340</u>	<u>31,170</u>	<u>65,510</u>	<u>36,506</u>
TOTAL RESOURCES USED	<u>£186,380</u>	<u>£ 33,517</u>	<u>£219,897</u>	<u>£208,125</u>

**PAROCHIAL CHURCH COUNCIL OF THE PRIORY CHURCH
OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

4. STAFF COSTS

	<u>Total Funds</u>	
	<u>2020</u>	<u>2019</u>
Wages and salaries	£ 19,620	£ 19,240
Social security costs	<u> -</u>	<u> -</u>
	£ <u>19,620</u>	£ <u>19,240</u>

During the year the PCC employed a parish administrator, an organist and a verger, one of whom earned over £10,000.

5. ANALYSIS OF NET ASSETS BY FUND

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Current assets	£ 96,445	£151,865	£248,310
Current liabilities	<u>(2,627)</u>	<u> -</u>	<u>(2,627)</u>
Fund balance	£ <u>93,818</u>	£ <u>151,865</u>	£ <u>245,683</u>

6. DEBTORS

Income tax recoverable	£ 3,155	£ 6,264
Other debtors	<u>7,161</u>	<u>325</u>
	£ <u>10,316</u>	£ <u>6,589</u>

7. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

Creditors for goods and services	£ 1,883	£ 5,827
Accruals	<u>744</u>	<u>865</u>
	£ <u>2,627</u>	£ <u>6,692</u>

8. FUND DETAILS

The unrestricted funds comprise the main church account and part of the restoration account.

The restricted funds comprise part of the restoration account, the music endowment account and the flower account.

9. NET INCOMING/(OUTGOING) RESOURCES

Church account	£ (46,351)	£ (20,064)
Restoration account	<u>4,478</u>	<u>5,839</u>
	(41,873)	(14,225)
Restoration account	(30,429)	36,064
Music endowment account	(782)	(1,237)
Flower account	<u>(776)</u>	<u>145</u>
	(31,987)	34,972
	£ <u>(73,860)</u>	£ <u>20,747</u>

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE PRIORY CHURCH OF ST. MARY AND ST. CUTHBERT, BOLTON ABBEY PAROCHIAL CHURCH COUNCIL

I report on the accounts of the church for the year ended 31 December 2020 which are set out on pages 5 to 10.

Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

Examine the accounts under section 145 of the 2011 Act;

To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and

To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

1. which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached

T. A. Barker

T. A. Barker
Chartered Certified Accountant
Independent Examiner
Barnhill
Wetherby Road
Collingham
LS22 5AY

29 January 2021