



**The Parish Church of St Mary the
Virgin
Wendover
Buckinghamshire**

**Annual Report
November 2020 to June 2021**

Vicar: Rev Sally Moring

Bank: NatWest CAF Bank
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Aylesbury Kings Hill
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ME19 4JQ

**Independent Examiner: Gavin Styles FCCA, Chapel Lane,
High Wycombe, HP12 4BJ**

**The church of St Mary the Virgin is situated on the
outskirts of Wendover. It is part of the Diocese of Oxford
within the Church of England. The correspondence
address is Parish Office, 11 High Street, Wendover,
Buckinghamshire, HP22 6DU.**

**The Parochial Church Council (PCC) became a registered
charity in August 2009. Its registration number is
1131299.**

**PCC members who have served from 7th April 2019 to
the date of approval of this report are:**

Incumbent: Rev Sally Moring
Associate Priest: Rev Nadine Rose
Curate: Rev Sally Prendergast

LLMs: David Blackmore
Ian Sansbury

Churchwardens: Jacqueline Smith

Deanery Synod Representatives:
Sian Chattle
Ian Sansbury
Paul Dean

Elected Members: Paul Dean (Secretary)
Matt Ryan (Treasurer)
Sian Chattle
Xenia Murray
Mike Senior
Deborah Hale
Tim Crapper
Sarah Frost
Michael Greaves
Peter Dean
Monica Tompsett
Peter Lockett
Jennifer Ballantine
Johanna Free

Ex Officio
Nick Wilson
Catherine Wilson
Allan Whittow

A: Structure, governance and management

The method of appointing PCC members is set out in the Church Representation Rules. New appointees are given an information pack. The PCC has passed a resolution by which a proportion of the PCC members will stand for re-election every three years, limited to a total of six years served. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. This is achieved by notices given out during church services, articles in the St Mary's newsletter and notices placed around the church.

The incumbent is currently Rev Sally Moring with Associate Priest Rev Nadine Rose and Curate Rev Sally Prendergast. David Blackmore and Ian Sansbury are licensed to serve in the parish as Licensed Lay Ministers (LLM).

The PCC operates by meeting during the year with various sub-committees meeting and conducting delegated activities and taking delegated responsibility in between. Methods of reporting back to the PCC range from the formal pre-distributed reports for discussion at PCC meetings, to informal verbal reports. The PCC became a registered charity in 2009 and is mindful of its responsibilities as Trustees. The major risks to which the church is exposed, as identified by the Trustees have been reviewed annually, and systems or procedures have been established to manage those risks.

B: Objectives and Activities

St Mary's PCC has the responsibility of co-operating with the incumbent in promoting the whole mission of the Church – pastoral, evangelistic, social and ecumenical. It also has

maintenance responsibilities for the church building, St Mary's Centre and the churchyard at Church Lane. Since 1992, the PCC has been a party to the Sharing Agreement of 1986 relating to St Anne's Church, Aylesbury Road, Wendover. The PCC also holds a lease over the premises at 11 High Street, Wendover (JUST shop and Parish Office). All of which contribute to our aim to be a church at the heart of the community. Details of our work are described more fully in the following reports from committees and other groups who contribute to our church community. The PCC depends on many volunteers who give freely of their time and talents. A major part of its activity is the training and involvement of an increasing number of volunteers, doing practical projects or duties alongside others who are further involved as a trustee or a committee member. The benefits from volunteers' work, and our thanks to them, cannot be overstated, without them the viability of our church would be seriously affected. Our grant-making policy is twofold; special appeals which may arise, and giving at a budgeted annual level, where finances are available, as managed by the Global Church Committee.

Electoral Roll

Our Electoral Roll is managed by Xenia Murray, our Electoral Roll officer. As required, the draft new register has been displayed in church for two weeks prior to the APCM. The number of people on the new Roll was reported at the APCM on 18th October 2020 which was 253 down by 14 from 2019.

The PCC

The full PCC met four times during the past year using the online Zoom facility. Committees met between meetings and a number reported formally to the PCC.

Church Attendance

We are required by the Diocese to report on the average weekly attendance for the first four weeks of October. This figure is one of the inputs to our Parish Share allocation. For 2020 the average weekly attendance for in person services was 33 and for online services at home services was 37. This period includes

the October half term holidays so cannot be taken as a true reflection of 'average' church attendance. Also, being online it does include some households where more than one individual dialled in

We also had the following numbers for occasional services held at St Mary's: 3 baptisms, 2 weddings and 17 funerals.

Committees

The PCC operates through a number of committees that meet between full meetings of the PCC:

Standing Committee (Chair: Sally Moring) *is responsible for transacting the business of the PCC between meetings, subject to any directions given by the PCC.* The committee met five times between the Annual Meeting of 2020 and 2021 and has reported formally to each PCC meeting.

C: PCC Review of the Year

This was a most unusual year to report on due to the Covid pandemic and only applies from November 2020 to June 2021 as the diocese allowed parishes to move their APCM dates.

The year started with our first meeting after the APCM on 10th November 2020 where we welcomed new members Johanna Free, Nick Wilson and Catherine Wilson, the election of officers for the year was also undertaken with Paul Dean elected as Secretary, Matt Ryan as Treasurer, Xenia Murray as Electoral Roll Officer. Ian Sansbury, Sian Chattle and Paul Dean were elected to the Deanery Synod. Revd Sally Moring, Revd Nadine Rose, Jacquie Smith, Matt Ryan, Paul Dean, Xenia Murray and Peter Dean were elected to serve on the Standing Committee. The approval of the assistant wardens and stewards list was also approved. A report was received from the Treasurer

looking at the last years accounts and a new budget for 2021 was approved by the meeting. The review of St Mary's Safeguarding Policy was then undertaken and approved by the meeting for the forthcoming year. The Mission Action Plan (MAP) at St Mary's was also discussed at this PCC meeting.

The next PCC meeting was on 19th January 2021 where we received a Treasurer's report which advised we managed to pay our Parish Share in full for the previous year. The meeting then had a discussion on the Mission Action Plan and what needed updating. A resolution was passed on the forthcoming services under the Covid restrictions. A zoom policy for young people was discussed following a proposal from Revd Nadine Rose which was passed by the meeting.

Our third meeting of the year was on 23rd March, items under discussion were the Treasurer's report, Amazing Donkey combining with Wendover Youth Centre. A resolution was proposed and agreed on for an authorised preacher for Sarah Frost which needed the Bishop's approval. Safeguarding Policy was discussed, and Jacquie advised it needs to be on each PCC agenda. Jacquie Smith was elected as the vice-chairperson for the PCC. Further discussion of the Mission Action Plan was then discussed in 4 groups. A Renewable Energy paper written by Paul Moring was then discussed. Revd Sally Moring then advised that the Marriage registration law is changing, and she no longer needs to issue marriage certificates or the signing of registers.

Our fourth meeting was held on 25th May 2021.

I would like to offer my thanks to all members of the PCC for their invaluable input during the year and thanks to Sally and our Churchwarden Jacquie who has had and extra workload being the only churchwarden for the year.

Report by Paul Dean PCC Secretary

D: Financial Statement of the PCC

Treasurer's Report on the accounts for the year to 31 December 2020

Fund details for the financial year to 31 December 2020 are summarised in the table. Please note that fixed assets and depreciation have been excluded from the figures as they relate to past expenditure and not cash spent in 2020.

The General Fund below reflects the income and expenditure arising from the day-to-day activities of our Church. Other Funds for the Church have special rules applied to them and these restrict how the funds can be spent. During 2020 the Church accounts showed a decrease in total funds by £25,716, which is outlined below.

Funds	Income	Expense s	Transfer/Gain s	Surplus / (deficit)	Funds at 31.12.2 0
General	£165,996	£165,618	£-	£378	£46,460
Designated (All)	£3,078	£23,875	£-	(£20,797)	£52,631
Fabric (Restricted)	£1,297	£7,811	£-	(£6,514)	£13,532
Legacy (Restricted)	£-	£270	£-	(£270)	£23,207
Other Restricted	£4,759	£4,179	£907	£1,487	29,447

Total	£175,130	£201,753	£907	(£25,716)	£165,277
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General Fund

2020 was such a challenging year on so many levels, including financially. COVID had a big impact on several of our main sources of income that the church relies heavily on to finance the work we can carry out in Wendover and beyond. During the first lockdown, the JUST shop was closed and lost revenue in the year. We also were unable to generate our usual income from hiring the church or centre, and church fees, for weddings etc, were also reduced. Our regular giving for 2020 was also down, however, we were extremely grateful to the congregation for supporting the financial appeals that were put out later in the year, who generously provided extra one-off donations that made a massive impact to our overall financial position. Amazingly the shop had a brilliant six weeks in the run up to Christmas before having to close again. Despite the closures in the year, the shop paid over £9,000 towards the High Street running costs and made a further £8,699 in grants which is truly remarkable!

With the church being closed for a lot of 2020 costs were largely kept to a minimum and showed a decrease from that spent in 2019, with expenditure falling from £180,572 to £165,618. From July the church reduced its monthly Parish Share contribution due to uncertainty from income. However, by the end of 2020 we were able to pay the whole Parish Share of £115,822 in full which meant that we were able to support the ministry of other churches in the Oxford Diocese.

We ended the year with the General Fund essentially breaking even with a small surplus of £378. This left a balance on the General Fund at the end of 2020 at £46,460.

Other Funds

In the year the Ministry Development Fund, which had been setup to support the plans shown in the Mission Action Plan, was reduced by £20,641, with reserves of £2,439 held across both restricted and designated funds at the year end. The church has a commitment until the end of 2023 with regard to payments for our Associate Priest, which are covered by other designated reserves held at the year end.

It should be noted that none of the other restricted funds can be used against St Mary's running costs.

Thank you

I would like to say a big thank you to all of you who have continued to support the church over the last 12 months, especially in response to the requests made in the autumn.

The Lionel Abel-Smith Trust also helped support us with a grant towards the live streaming equipment in the year which has been used over the autumn and Christmas period.

We are once again hugely grateful to Helen Blakeman and her team at Just who have run the shop and have really gone the extra mile this last year.

I would also like to give special thanks to all those who have supported me as treasurer during this year. I mention in particular Sarah Bishop who has been a star by assisting with the church bookkeeping and other finance tasks! There are

many others who work behind the scenes, so thank you for all you do.

Report by Matt Ryan, PCC Treasurer

E: Churchwardens' Report, including the Fabric, Goods and Ornaments

The last Churchwarden's Report was written by Christopher in April 2020, and published at the APCM in October 2020 that had been delayed due to the pandemic, lockdown and ongoing restrictions in all our lives.

Firstly, a very big thank you Christopher, for your years of being a Church Warden at St Mary's and all the varied work you undertook during that time. You found yourself with a very 'green novice' standing as a Church Warden alongside you. A personal thank you for helping me along the way and certainly undertaking some of the more formal requirements that I had no knowledge of.

Lockdown first started in March 2020, with everything shutting down and us all required to stay at home. The weeks ticked by and we started opening St Mary's for Private Prayer sessions in mid-June 2020 and our first service with restricted numbers commenced at the end of July 2020. That pattern continued until the end of October before a second lockdown throughout November. We opened up again at the beginning of December and tentative plans were made for Christmas. As we all know, the pandemic continued to take a vicious hold across the country and plans for face-to-face activities were suspended the weekend before Christmas and another countrywide lockdown was in place from the beginning of January 2021. At this time, a

specific request was made to all faith buildings in Buckinghamshire to close if they had not already done so.

As the situation gradually improved locally, we were once again able to open the Church for Private Prayer sessions during Lent and throughout Holy Week. Easter Sunday brought three very special services celebrating our Risen Lord, where we went outside and stood around the Easter Garden Crosses and sang. How we have missed communal singing.

Services have continued since then, alternating between 9.00 and 10.30 alongside ongoing Zoom services for those unable to attend services in Church.

What a year, and a bit more, that none of us could ever have imagined happening. Special thanks has to go to our wonderful Ministry Team for the stimulating, diverse and so special services that they have lead us through week by week. Plenty of lessons and quirks of Zoom technology have been mastered! This has given a chance for us to come together as a Church Family when we could not meet within St Mary's. So many people have taken part in the services week by week. Another exciting development has been the weekly recording and collation of our own Choir and Music Group singing hymns and worship songs. I also clearly remember the smiles of faces the first time we had the opportunity to split into chat groups at the end of a service. The joy of seeing and speaking to others and generally catching up.

Sadly this technology has not been available to everyone and other links have been important in helping to keep us all united, whether by the delivery of weekly updates, Advent bags, Lent bags and books to study and telephone calls, creating a feeling of togetherness during periods of isolation throughout the pandemic.

We have all been affected by the pandemic in so many different ways, changes to working lives, changes to education, lack of freedom to see family and friends, to give support, a hug and a kiss, to attend Church and other activities, to go on holiday when we wish. Many of us will have experienced illness ourselves or with family and friends and some of us mourning the loss of family and friends, maybe not having been able to attend a funeral or experiencing a very different type of funeral. As we see change coming, we will be able to enjoy more freedoms and come together more easily in person for prayer, worship and further support to each other.

Our Church buildings are important and special places where we can go and reflect, worship and pray. However, it is the people joining together that make them alive and a place for all to come. Having had many of the chairs stacked away and seeing again the wonderful space we have, will hopefully give us fresh ideas in utilising our building going forward.

The ongoing maintenance of our building has stood us in good stead this past year and the building has stood firm with little maintenance required. We have had a smart gas meter installed, the outside heating sensor replaced, and some heating circuit repairs undertaken and the clock has had an annual service.

Our regular, hardworking Churchyard volunteers have continued to work in the Churchyard throughout the year keeping it looking well cared for. We have had additional Churchyard tidy ups and eco work projects including clearing, planting, and building bug hotels, undertaken last October and in March and April this year.

We are increasingly seeing around Wendover and other places, the huge impact of HS2 building works, sadly changing the countryside around us. William Avery and Matt Ryan are continuing to negotiate with HS2 for the noise mitigation funding

that has been promised to St Mary's. Monies that will be used for sound insulation and the roof works that will be required for future years. Thank you both for this continuing work.

We are planning to once again have the Church unlocked on a daily basis from early June, so that anyone visiting has the opportunity to enter and experience St Mary's. Thank you to so many of you for your help over this pandemic period, your willingness to undertake regular tasks and duties in St Mary's and for your ongoing support as we move forward.

Jacquie Smith

Church Warden

Churchyard Report May 2021

St Mary's Churchyard is in the Parish Churchyard for Wendover. The Churchyard is managed by St Mary's Churchyard Care Committee. The committee comprises of nominated councillors from Wendover Parish Council and members of St Mary's. St Mary's Vicar has a place on the committee and is generally the Chairperson. Sally Moring currently undertakes this role.

The Churchyard finances are separate from the Church finances and the committee has its own Treasurer. Sarah Frost currently undertakes this role succeeding Steve Bishop who undertook the work for many years. Annually a grant application is made to Wendover Parish Council for funding to cover the costs associated with the Churchyard with some reserves held for unexpected maintenance and tree works.

A contractor is employed for general work such as strimming, hedge cutting and weed management of the car parking area. Contracted hours are seasonal. In addition to the contractor there is a group of regular volunteers who mow the grass and

generally help with the upkeep of the area. Their ongoing work is greatly appreciated. St Mary's arrange some tidy up sessions particularly in Spring, Summer and Autumn for weeding and general clearing. From Spring 2020, eco work has been undertaken with clearing of the compost areas, sapling, and wildflower planting, building bug hotels and woodpiles in designated areas to increase the biodiversity within the Churchyard. All this work helps to maintain a calm and restful area that is appreciated by many people from the village, the Church, along with visitors and walkers in the area.

During the Covid Pandemic period, meetings have been online and two meetings held socially distanced in the Churchyard. During the past year from May 2020, there have been 10 burials and 21 internments of ashes. There is ongoing monitoring of available space within the Churchyard.

For this coming year work is planned for the continuing maintenance of the mature trees in the Churchyard and plans are developing for a memorial tree to be planted in recognition of the effect of this pandemic period for everyone - the changes to our everyday lives, the separation of friends and family, the loss of family and friends during the period for whatever reason and to acknowledge that we have not been able to mourn a loved one in the way we would under normal circumstances. A physical focus for ongoing reflection of this period of time in our national history.

Jacquie Smith

Churchyard Care Committee

F: Deanery Synod Report

During the period of November 2020 to June 2021 the Deanery Synod only met once in person on 19th November in Wendover. Items under discussion included “A church near You” we also had a financial update and reports from Diocese and wider church. The next meeting should have been on 2nd March 2021 at Prestwood but due to Covid restrictions this never took place. Deanery synod members did receive Diocese communication with prayers to use during the Covid pandemic and also received a report of the Diocesan Synod of 16th November 2019

G: Safeguarding Children and Vulnerable Adults

The Church of England and the Diocese require each church to have in place policies on Safeguarding, to support our *‘working with children and young people’*, to consider in our own context all aspects of the *‘Protecting Children and Vulnerable Adults in the Diocese of Oxford’* policy - to ensure procedures are in place to ensure a safe environment for children and young people, and Vulnerable Adults - in all aspects of St Mary’s work. Within the policies and guidance, it considers all aspects of current disclosure procedures under the “Disclosure and Barring Service (DBS) to ensure safe recruitment of volunteers and employees”.

Since 2019, much development work to support Safeguarding has been undertaken by the House of Bishops, and more locally by the Oxford Diocese, to clarify and strengthen procedures in respect of the “Safeguarding of Children and Vulnerable Adults” within all Anglican Churches and within the Oxford Diocese. Our church follows the guidance and good practice on Safeguarding issued by the Diocese. Our Safeguarding Policy, for Children & Vulnerable Adults, will be revised shortly by the PCC to adopt the clearer template advocated by the Diocese. The current policy can be found in the church porch and centre, and when

formally adopted, the revised policy will replace this. We make an annual return the Oxford Diocesan Adviser to confirm that we are following guidelines and that we have noted changes in requirements.

Members of the ministry team, led by the Vicar, receive specific Safeguarding training and guidance through the Diocese. The Parish Safeguarding Handbook sets out clearly the different levels of training required by different members of a church community, ranging from Basic Awareness, through Foundation (previously C1 courses) to Leadership Training. These modules are available online through the Safeguarding portal. St Mary’s had previously delivered face-to-face training at C1 level, and specifically tailored briefing to members of the Bell Tower, and to groups of students and adults at the Youth Centre. Much development work is going on at national level, and we expect soon to receive updated guidance which will enable us to refine our procedures if necessary and to know what face-to-face training may still be appropriate locally, taking account of the role of volunteers and the changing nature of activities in the church.

The preference at St Mary’s had been for face-to-face training because of the opportunity this affords to focus in discussion on our specific circumstances. However, this has proved difficult in the context of the pandemic. This has led to a significant development of Diocesan online training resources, coinciding with a new Diocesan Safeguarding Officer, Richard Woodley coming into post.

Safeguarding and Communication issues in the context of General Data Protection Regulations (GDPR) remain an important consideration.

What is most important is that all volunteers are aware of ‘Best Practice’. St Mary’s has adopted two Good Practice Guides – one for children and one for vulnerable adults. These guides include a Code of Conduct and other relevant support materials. Until lockdown, these documents were distributed to volunteers working in the church community in different contexts and were

highlighted in training sessions. Bellringers received the specific guidance document from the Diocese which formed the basis of a specific briefing. It is expected that these documents will be updated by the House of Bishops and the Diocese this year. We are currently waiting for the new Safeguarding Code of Practice, the draft of which was adopted by General Synod in April 2021. We expect it to include new resources developed especially for Young People.

All volunteers are DBS checked as required, through APCS, the Diocesan preferred Verification organisation. APCS publishes a helpful Eligibility Tool in relation to DBS checks. As the APCS procedures enable automatic renewal communication with individuals (if they sign up to this), the work of the Verifying Officer, Rachel Claringbold is to some extent helped - with her particular focus being that of identifying and submitting applications for new volunteers and new members of the PCC. At Diocesan level, Linda Carpenter is the key contact for DSB matters. (Recently it has been helpful to have clarification as to which posts are managed by her in relation to DSB checks, and which are still managed at Parish level). Within the St Marys community, Rachel keeps a central list of DBS checks and training to inform the officers of the Church and other leaders and volunteers when checks and training need to be updated. There is a five-year renewal policy. On the Diocesan website there is detailed guidance to clarify which volunteers need to be DBS checked, and at which level. On the Government website linked to DBS is further definition of "Volunteer".

In the current context of COVID-19, there is specific guidance on the Diocesan Website in relation to Safeguarding matters, Training and DBS checking. I have been able to join an on-line meeting of Safeguarding Officers within the Buckingham Area, and have recently completed my own training at Leadership (C3) level. Excellent guidance is available on the NSPCC website in relation to Covid-19 and "keeping children safe", and the Diocesan guidance includes helpful protocols for communication with Families, Children and Young People and

Vulnerable Adults - whether by phone, other electronic means or by distance visiting.

Last year, the Diocese embarked on a comprehensive and ongoing Safeguarding Review, PCR2. Details of the nature of this review are on the Diocesan website. (Church members will be aware of this review because of a request Sally made, for information to be shared with her in confidence of any Safeguarding incident in the past that caused concern, in relation to a member of the clergy and/or church officers). As required, she responded to that Diocesan Review request in relation to St Mary's.

The House of Bishops issues a quarterly newsletter linked to the "A Safer Church" 2019 training and development framework.

Currently, if anyone has cause for concern about any vulnerable adult or child and would like to talk in confidence, then please contact Helen Blakeman, the Safeguarding Officer. (h.blakeman3@btinternet.com) Mobile 07771 703045

Report by Helen Blakeman, Safeguarding Officer

Annual Report was reviewed and approved by the PCC at their meeting on 25th May 2021

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

1 Accounting Policies

The financial statements have been prepared in accordance with S 145 of the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs. Also in accordance with the Regulations' 'true and fair view' provisions, together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Charities SORP (FRS 102)

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

The accounts are reported on an accruals basis, in line with best practice for charities with income over £250,000

Funds

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Unrestricted funds are general funds which can be used for ordinary PCC purposes.

Designated funds are unrestricted funds that have been set aside by the PCC for particular purposes.

Restricted funds represent (a) income from trust or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of the year must be carried forward as a balance of that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Incoming Resources

Planned giving, collections and donations are recognised when received. Tax recoverable on Gift Aid donations is recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross. Funds raised at fund raising events are accounted for gross. St Mary's Centre lettings income is recognised when due. Government and Local Government Grants for Coronavirus Job Retention Scheme and Local Restriction Support Grants are accounted for when legally entitled to amounts due.

Resources Expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Any parish share unpaid at the year end is provided for in these statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the accounts in accordance with s10(2) (a) and (c) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC, and which require a faculty for disposal are inalienable property, listed in the church's inventory which can be inspected (at any reasonable time). Expenditure of less than £2,000 on any individual item has been written off when incurred.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost evenly over the expected useful economic life of assets as follows;

- (a) AV equipment, altar, shed, organ, seating and additional bells - 10 years,
- (b) Lighting and heating equipment - 20 years.

Investments

Investments are valued at market value at the balance sheet date.

Current Assets

Amounts owing to the PCC at the year end in respect of fees or other income are shown as debtors less provision for any amounts that may prove uncollectable.

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

2019	2 Analysis of incoming resources	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2020 Total £
Income and Endowments from:							
Donations and Legacies							
94,834	Planned giving - Gift Aided		87,612	-	856	-	88,468
7,396	Planned giving - Non Gift Aided		6,193	-	-	-	6,193
3,615	Other Giving-Gift Aided		6,010	-	1,320	-	7,330
4,870	Planned - CAF/Stewardship Scheme		1,859	-	-	-	1,859
1,792	Other giving - Non Gift Aided		1,698	-	507	-	2,205
2,703	Special Collections - All		120	-	1,035	-	1,155
27,749	Gift Aid Recoverable		23,384	-	401	-	23,786
6,222	Collections (open plate)		1,709	-	220	-	1,928
48,147	Grants - all		16,128	-	1,297	-	17,425
-	Legacies		-	3,000	-	-	3,000
1,566	Church boxes		664	-	-	-	664
198,894	Total income from donations and legacies		145,377	3,000	5,636	-	154,013
Income from Church Activities							
9,739	Recharged costs (shop) & Contributions	19	9,064	-	-	-	9,064
9,619	Recharged costs - Youth Centre		-	-	-	-	-
341	Recharged costs - other		45	-	-	-	45
12,613	PCC Fees		10,037	-	40	-	10,077
918	Events / Activities-non fund raising		-	-	-	-	-
33,230	Total income from Church activities		19,146	-	40	-	19,186
Other Trading Activities							
444	Sunday Coffee		-	78	-	-	78
1,788	Sunday Teas		-	-	-	-	-
-	Flower Festival		-	-	-	-	-
1,931	Other Fund Raising Events / Activities		-	-	-	-	-
7,566	Church & Centre Hire		1,132	-	-	-	1,132
11,729	Total income from other trading activities		1,132	78	-	-	1,210
Investment Income							
917	CBF CE Deposit Accounts & Bank Interest		341	-	380	-	721
-	Dividends		-	-	-	-	-
917	Total investment income		341	-	380	-	721
Other Income							
802	Insurance Claim		-	-	-	-	-
-	Miscellaneous Income		-	-	-	-	-
802	Total other income		-	-	-	-	-
245,572	Total Income & Endowments		165,996	3,078	6,056	-	175,130

Included in Grants - all, were Government and Local Government Grants for Coronavirus Job Retention Scheme £4,095 (2019 - nil) and Local Restriction Support Grants of £1.146 (2019 - nil).

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

2019	3 Analysis of outgoing resources					2019
Total funds	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £
Expenditure on:						
Costs of generating funds						
616		-	-	-	-	-
-		-	-	-	-	-
931		-	-	-	-	-
<u>1,547</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditure on Church Activities						
113,850		115,822	-	-	-	115,822
4,607	5	823	20,641	1,682	-	23,146
11,212		7,284	-	2,315	-	9,598
1,819		1,800	183	2,026	-	4,010
2,755		1,628	-	-	-	1,628
884		595	-	-	-	595
8,096		-	-	3,738	-	3,738
2,101		3,476	-	-	-	3,476
23,381	8	-	2,565	20,836	-	23,401
18		23	-	-	-	23
600		1,700	-	-	-	1,700
518		280	-	-	-	280
6,075	7	-	650	2,290	-	2,940
16,672	5	5,832	-	-	-	5,832
829		-	-	48	-	48
283		38	-	-	-	38
29,149	4	25,969	2,400	171	-	28,540
<u>222,849</u>		<u>165,270</u>	<u>26,440</u>	<u>33,106</u>	<u>-</u>	<u>224,816</u>
Other Expenditure						
502		349	-	-	-	349
<u>502</u>		<u>349</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>349</u>
<u>224,898</u>		<u>165,618</u>	<u>26,440</u>	<u>33,106</u>	<u>-</u>	<u>225,164</u>
4 Support costs						
16,277	5	15,508	-	-	-	15,508
12,872	19	13,032	-	-	-	13,032
<u>29,149</u>		<u>28,540</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,540</u>

5 Staff Numbers and Emoluments

The average number of persons employed during the year was four. An administrator, a youth worker, communications support worker and an Associate Priest; all were part-time. Total wages were £37,203. No National Insurance was paid as the £4,000 employment allowance was not exceeded. No person was paid at a rate exceeding £60,000 per year. No employees are in the NEST pension scheme. Employer contributions to the pension scheme totalled £0. The church is invoiced by the Diocese of Oxford for the Associate Priest's salary. In the year the PCC received £4,095 (2019 - £nil) in Government Support from the Coronavirus Job Retention Scheme.

6 Trustee Remuneration and Expenses

No member of the PCC received any remuneration for their work on the PCC. The clergy, who are ex officio members, are not remunerated for their service on the PCC. Apart from the reimbursement of costs, no expenses were paid to members.

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

7 Missionary and Charitable Giving

Our 2020 giving is as set out below:		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Wendover Resettlement A Programme	note 7(a)		650		650
SAGES-Florence Nightingale				50	50
SAGES-Salvation Army				50	50
Total		-	650	100	750
<u>Grants/donations made following special collections/events</u>					
Hand in hand Syria				1,155	1,155
Christmas appeal				1,035	1,035
Total		-	-	2,190	2,190
Total		-	650	2,290	2,940

7(a) Global Church Fund (Designated). The balance remaining in the Global Church Fund at 31 December 2020 stands at £622

2019 8 Tangible Fixed Assets

		Organ £	A V Equipment £	Bells £	New Lights and heating £	Altar, Shed and Seating £	2020 Total £
Cost or valuation							
421,484	At 1 January 2020	39,587	17,985	28,762	272,135	63,015	421,484
-	Additions	-	-	-	-	-	-
-	Disposals/write-off	-	-	-	-	-	-
<u>421,484</u>	At 31 December 2020	<u>39,587</u>	<u>17,985</u>	<u>28,762</u>	<u>272,135</u>	<u>63,015</u>	<u>421,484</u>
Depreciation							
212,452	At 1 January 2020	37,902	14,384	28,762	122,454	55,712	259,214
23,381	Charge for year	1,685	1,798	-	13,606	6,312	23,401
-	Disposals/write-off	-	-	-	-	-	-
<u>235,833</u>	At 31 December 2020	<u>39,587</u>	<u>16,182</u>	<u>28,762</u>	<u>136,060</u>	<u>62,024</u>	<u>282,615</u>
Net Book Value							
209,032	At 1 January 2020	1,685	3,601	-	149,681	7,303	162,270
<u>185,651</u>	At 31 December 2020	<u>-</u>	<u>1,803</u>	<u>-</u>	<u>136,075</u>	<u>991</u>	<u>138,869</u>

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

9 Investment Assets

	Note	Restricted Funds £	Endowment Funds £	2020 Total £
Fixed Asset Investments				
Market value on 1 January 2020	9 (a)	16,538	206	16,744
Net gain/loss on revaluation		893	14	907
Market value on 31 December 2020		<u>17,431</u>	<u>220</u>	<u>17,651</u>

Analysis of Investments

Restricted Funds

	Market Value at 31/12/20 £	Income from investments in 2020 £
Dorothy Rance Fund - 233 units in CBFCE investment fund	4,774	34
Wendover C of E School Trustees Fund - 4,309.93 units in CBFCE investments fund-note 9(a)	7,311	239
Churchyard Care Committee - 261 units in CBFCE investment fund (Investment income goes directly to Churchyard Care Committee bank account)	5,347	

Endowment Fund

Brown Trust 10.73 units in CBFCE investment fund	220	-
	<u>17,651</u>	<u>274</u>

9(a) In 2014 signatories of the accounts holding funds in the name of the 'Trustees of Wendover Controlled Middle School' agreed that the PCC should take responsibility for the conduct of those accounts. This was agreed by a PCC resolution in September 2014. Mandates to that effect came in to place in 2015 and the funds have now been brought into these accounts. The funds are included in Restricted Fund 'Wendover C of E School Trustees'.

2019 10 Short Term Deposits (CBFCE)

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2020 Total £
49,387 Legacies	5,281	34,218	30,169	-	69,668
500 Barlow Legacy	-	-	500	-	500
94 Brown Trust	-	-	94	-	94
<u>49,981</u> Total	<u>5,281</u>	<u>34,218</u>	<u>30,763</u>	<u>-</u>	<u>70,262</u>

Bank balances over £500 in the NatWest Current Account are automatically transferred to the NatWest Business Reserve Account. Where a PCC fund has substantial monies that are of a short term nature, these are placed on deposit with the Central Board of Finance of the Church of England (CBFCE). A General Deposit Account was opened in December 1999 to cover previously uninvested funds and maximise returns from this source.

2019 11 Cash at Bank and in Hand

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2020 Total £
15,400 NatWest Bank	6,677	-	751	7,427
110,018 CAF Bank	36,641	18,413	17,841	72,895
672 Flower Fund Bank Account	-	-	672	672
29 Flower Fund Cash	-	-	29	29
1,161 Bell ringers (Harpenden B Soc)	-	-	1,122	1,122
174 Bell ringers Cash	-	-	75	75
- Fees A/C Retention	-	-	-	-
100 High Street Petty Cash	100	-	-	100
10 Youth and SAGES	(10)	-	52	42
<u>127,564</u> Total cash at bank and in hand	<u>43,408</u>	<u>18,413</u>	<u>20,541</u>	<u>82,362</u>

11(a) The PCC approved the opening of CAF Bank Cash and Gold accounts in 2016 to enable the use of on-line banking with dual signatories. It is also hoped to reduce the possibility of bank charges, implied by NatWest Bank, in the future.

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

12 Debtors and Prepayments

	Note	2020 £	2019 £
Amounts falling due within one year			
Expenses Prepaid		2,893	2,857
Accrued income-Gift Aid Reimbursement		830	1,862
VAT grant		-	55
Recharges		61	121
Shop contribution to costs		792	1,292
Centre and Church Hire		353	1,055
Total		<u>4,929</u>	<u>7,242</u>

No amounts were due in more than one year

13 Creditors and Accruals

	2020 £	2019 £
Grants awarded after Christmas collections but not paid at year-end	1,035	2,124
Grant awarded as result of special collection (Christian Aid in 2019)	-	194
Owed or accrued for costs incurred	8,891	8,220
Total	<u>9,926</u>	<u>10,538</u>

2019 14 Analysis of Net Assets - by Fund

	Note	Unrestricted Fund £	Designated Funds £	Restricted Funds £	Endowment Funds £	2020 Total £
162,270	Tangible Fixed Assets	-	2,579	136,290	-	138,869
16,744	Investment Fixed Assets	-	-	17,431	220	17,651
	Current Assets					
49,981	Short Term investments (CBFCE)	5,281	34,218	30,763	-	70,262
127,564	Bank and Cash in Hand	43,614	18,413	20,334	-	82,361
7,242	Debtors and Prepayments	4,569	-	360	-	4,929
(10,538)	Creditors falling due within one year	(7,004)	-	(2,922)	-	(9,926)
353,263	Total	<u>46,460</u>	<u>55,210</u>	<u>202,256</u>	<u>220</u>	<u>304,146</u>

Wendover Parochial Church Council

Notes to the Financial Statements

For the year ended 31 December 2020

15 Statement of Funds

	Fund balances brought forward	Incoming Resources	Resources Expended	Gains/losses and transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted Funds					
Global Church	1,272	-	650		622
Fabric Fund	10,961	78	2,584		8,455
Legacies Fund	44,506	3,000	2,565		44,941
Ministry Development Fund	21,833	-	20,641		1,192
<i>Total Designated Funds</i>	<u>78,572</u>	<u>3,078</u>	<u>26,440</u>	-	<u>55,210</u>
General Fund	46,082	165,996	165,618		46,460
<i>Total Unrestricted Funds</i>	<u>124,654</u>	<u>169,074</u>	<u>192,058</u>	-	<u>101,670</u>
Restricted Funds					
Wendover C of E School Trustees Fund	7,735	239	-	243	8,217
Bell Ringers Fund	1,335	122	260		1,197
Church Refurbishment Fund	156,855	-	20,565		136,290
Churchyard Care Committee	5,548	-	-	344	5,892
Dorothy Rance Fund	4,468	34	-	306	4,808
Fabric Fund	20,046	1,297	7,811		13,532
Flower Fund	2,138	99	-		2,237
High Street Fund	-	-	-		-
Legacies Fund	23,477	-	270		23,207
Ministry Development Fund	1,533	1,395	1,681		1,247
Sages Fund	592	674	139		1,127
Special Collections Fund	-	2,190	2,190		-
Special Purposes Fund	4,560	-	180		4,380
Brown Trust	116	6	-		122
	<u>228,403</u>	<u>6,056</u>	<u>33,096</u>	<u>893</u>	<u>202,256</u>
Endowment Fund					
Brown Trust	206	-	-	14	220
Total of all Funds	<u><u>353,263</u></u>	<u><u>175,130</u></u>	<u><u>225,154</u></u>	<u><u>907</u></u>	<u><u>304,146</u></u>

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

16 Fund Details

Unrestricted

General Fund	Main transaction fund for PCC operations
Global Church - Designated	Money set aside by PCC for mission and charitable giving
Flower Fund - Designated	Money set aside by PCC for the purchase of flower pedestals
Fabric Fund - Designated	Money set aside by PCC for fabric (of the church) purposes
Legacies Fund - Designated	Legacies with no specific instructions as to use
Ministry Development Fund - Designated	Money set aside by PCC to support Ministry Initiatives of St. Mary's & St. Michael's

Restricted

Wendover C of E School Trustees Fund	To be used for the benefit of the school
Bell Ringers Fund	Fund maintained on the PCC's behalf by the bell ringers with their own building society account. Transactions assigned to the Bell Ringers Restricted Fund
Church Refurbishment Fund	Church refurbishment projects
Churchyard Care Committee	Income from investments goes direct to Churchyard Care Committee
Dorothy Rance Fund	Support for costs for floral arrangements
Fabric Fund	For expenses relating to the fabric of the Church, including insurance
Flower Fund	Fund maintained on the PCC's behalf by the Flower Arrangers with their own bank account. Transactions are assigned to the Restricted Flower Fund which has been set up to support the cost of floral arrangements.
High Street Fund	To further objectives of High Street project
Legacies (Fabric) Fund	Legacies given specifically for fabric and furniture
Ministry Development Fund	To support Ministry initiatives of St. Mary's & St. Michael's
SAGES Fund	SAGES, with PCC approval, manage their own petty cash expenditure. Donations received at SAGES meetings are banked in the main PCC bank account and the petty cash float is periodically topped up by the PCC. All transactions are assigned to the SAGES Restricted Fund.
Special Collections Fund	Collections for special causes pass through this fund
Special Purposes Fund	Funds donated for special purposes
Brown Trust	Unspent income from endowment fund
Agent Fund	PCC acting as agent - no transactions shown in PCC accounts
Endowment Fund	
Brown Trust	Capital invested by the Diocese: Income for specific work in churchyard

17 Related Party Transactions

- a** Aggregate donations from Trustees of the PCC totalled £28,500.
- b** The Parochial Church Council of the Ecclesiastical Parish of Wendover (PCC) is the ultimate controlling party of St. Mary's (Wendover) Limited (The Company). St. Mary's (Wendover) Limited is a trading company which sells and promotes fairly and ethically traded products from 'Just' on the High Street. During the year, the PCC charged the company £8,421 (2019 - £7,983) for services including rent and other running costs. Also during the year, the company made donations of £8,699 (2019 - £17,517).

18 Insurance

Buildings and contents sum insured is £12,880,000. There is a £1,000 excess on a number of items.

Wendover Parochial Church Council
Notes to the Financial Statements
For the year ended 31 December 2020

19 St Mary's (Wendover) Ltd

The PCC holds the lease on premises in Wendover High Street. Part is used for parish administration and a convenient point of contact for parishioners. The majority is effectively sublet to JUST, a shop run by volunteers. JUST is run on lines which the Church can endorse, particularly Fair Trade, though the PCC has no control over detailed trading policy on purchases or sales. The shop's activities are not presented as a charity, faith, Christian or Anglican venture, and are therefore not included in the PCC accounts. However in recent years the shop has generated cash making possible, contributions to St. Mary's PCC for general purposes. In 2020 a contribution of £8,421 was made.

High Street Premises Costs paid by St Mary's

	<u>2020</u>	<u>2019</u>
	£	£
Rent	9,602	9,453
Buildings Insurance	401	390
Electricity	654	764
Telephone	1,236	1,267
Lease Costs-Legal	0	40
Maintenance/Equipment	0	829
Miscellaneous	0	0
Business Rates	0	128
	<u>11,893</u>	<u>12,871</u>

Note: Debtors include £792 contributions from the trading company

20 Reserves Policy

The PCC's Reserves Policy is to have a reserve equivalent to two months general running and salary costs, plus an additional months salary costs in the General Fund. This is equivalent to £30,000 including Parish Share. At year end the General Fund reserve stood at £46,460

A part-time Associate Priest joined St. Mary's in November 2019, commencing a 3-year contract. Annual costs are expected to be £23,000. This is to be funded primarily by the 'Ministry Development Fund' and 'Designated Legacy Fund'. The cash balances of these two funds at year end were £2,436 and £44,941 respectively. It is expected that any shortfall can be met by future regular donations to the Ministry Development Fund and the General Fund.

The 2017 Quinquennial Inspection declared the church to be in good condition with few 'urgent works' required. The Lady Chapel roof is in need of repair. The intention is to address this in conjunction with work required to alleviate the detrimental consequences of HS2.

21 Obligations under Operating Leases

(a) St. Mary's has a lease which runs to 2024 on 11c, High Street, Wendover.

	£
within one year	9,600
2-5 years	19,200
over 5 years	-

(b) Photocopier-Lease (including insurance).

	£
within one year	671
2-5 years	1,006
over 5 years	-

Wendover Parochial Church Council - St. Mary's Church
Registered Charity No: 1131299

Independent examiner's report on the financial statements for the year ended 31 December 2020

Independent examiner's report to the PCC of St. Mary's, Wendover

I report on the accounts of the church for the year ended 31 December 2020. The financial statements are made up of the Statement of Financial Activities, Balance Sheet and notes to the accounts on Pages 1, 2 and 3 to 11 respectively.

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Act') and that an independent examination is required.

It is my responsibility:

- to examine the financial statements under section 145 of the Act,
- to follow the procedures laid down in the general direction given by the Charities Commission under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charities Commission. An examination includes a review of the accounting records maintained by the PCC and a comparison of the financial statements with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning 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 financial statements present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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:

- accounting records were not kept in respect of the church as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- 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.



Date: 25 May 2021

Gavin Styles FCCA
Chapel Lane
High Wycombe
HP12 4BJ