

PARISH OF BIDEFORD

ANNUAL REPORT FOR 2016

ADMINISTRATIVE INFORMATION

St. Mary's Church is situated in Church Walk, Bideford. It is part of the Diocese of Exeter within the Church of England. The correspondence address is St. Mary's House, 9 Church Walk, Bideford, Devon.

PCC members who have served from 1 January 2016 until the date this report was approved are:-

Team Rector	Revd Claire Rose-Casemore	Elected Members	Wayne Britt (from April) Mike Brown (to April)
Other Ministers	Revd Maddy Bray (Parish Administrator) Revd Alan Glover Revd Leigh Winsbury		Ben Duhig Sue Fishleigh (to April) Fiona Gibbon (to April) Jo Gillard (to April)
Churchwardens	Ro Day Sheila Pullin		Chris Hall Richard Holwill (Treasurer) Sue Jeffery (to April)
Deanery Synod Reps	Peter Hooper Maggie Murray		Peter Kent Pattie Morris (from April) John Riley (Vice-Chairman)
In attendance	Mo Channon (Secretary to April)		Steve Roberts (from April) Sally Strutt (from April - Secretary)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is registered with the Charity Commission under reference 1129064.

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting, or co-opted in accordance with the Church Representation Rules.

The PCC operates through a number of committees, which meet between full meetings of the PCC :-

Standing Committee	This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.
Mission Committee	Oversees relations with external mission and relief agencies and recommends allocations of grants to the PCC.
Pastoral Care Committee	Takes responsibility for the organisation of pastoral care within the parish.
Childrens & Youth Committee	Oversees our work amongst children and young people.
Social Planning Group	Develops the programme of social activities and organises specific events.

OBJECTIVES AND ACTIVITIES

Bideford Parochial Church Council has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Parish Church of St. Mary's, Bideford.

CHURCH ATTENDANCE

There are 192 parishioners on the Church Electoral Roll. 15 names were added during the year and 10 were removed either through death or because they moved away from the parish. The usual Sunday attendance was approximately 150 but this number increased significantly at major festivals.

PARISH OF BIDEFORD

ANNUAL REPORT FOR 2016 (CONTINUED)

REVIEW OF THE YEAR

The full PCC met eight times during the year with an average attendance of 72%. Committees met between meetings and reports of their deliberations were received by the full PCC and discussed when necessary.

A considerable amount of time has been spent planning for our Appeal, "Equipping St. Mary's for the 21st Century". This involves five elements - improved access, more flexible space, a new kitchen, necessary repairs to gutters, windows and stonework, and the refurbishment of the organ. In total the Appeal, which was launched in January of this year, is seeking to raise £475,000, much of which we hope will come from grants.

We have also had to consider legal proposals from the Diocese to split the Torridge Estuary Team Benefice into two Mission Communities. These were approved and came into force this month so that Claire is now the Team Rector of the Benefice of Bideford, Landcross, Littleham, Monkleigh and Weare Giffard. The PCC has also started the process of reviewing the staffing requirements for the new Benefice.

The PCC regularly reviews our Mission Action Plan, which sets our priorities for the next five years and gives a focus to our work. The trial of a monthly non-Eucharistic family service (followed by a short Eucharist after coffee) was deemed a success and has now been adopted as our regular pattern (with the addition of coffee before the service starts).

Our work with young people continues to develop and we are able to run a wide range of activities - Music Makers, Sunday School, Messy Church and Cryptonites. All of these are well-attended and have been greatly assisted by the Million for Mission Grant from the Diocese, the final tranche of which was received in 2016. We also applied successfully to the new Diocesan Mission and Growth Fund which should enable us to employ a part-time team leader for our work with children and families for a three year period starting during this year.

The PCC receives regular reports from other organisations in the area to which our church provides support, including Christians Together in Bideford, Wings (for young people) and the Harbour project (for homeless and vulnerable people). We also maintain our links with the community through the Friday Diner (also for the homeless and vulnerable) and the Open the Book programme which covers most of the town's primary schools.

A significant amount of PCC time is also taken up with maintenance issues. As far as St. Mary's Church is concerned it is hoped that the Appeal will provide the necessary funds to enable us to replace defective gutters and downpipes, repair crumbling stonework (particularly around some of the windows), and replaster walls where necessary. However, the costs of the necessary works to St. Mary's House (which have now been completed) has proved considerably higher than originally anticipated.

There have been a number of changes to the rules relating to the Safeguarding of children and vulnerable adults which has caused considerable discussion in order to implement the procedures necessary to obtain certificates from the Disclosure and Barring Service for our volunteers in various areas.

Once again the PCC wishes to formally record its thanks to the maintenance and cleaning teams, as well as all the other groups and individuals who help to support the work of our church in so many ways.

FINANCIAL REVIEW

Total receipts on ordinary unrestricted funds were £193,945 and are detailed in the financial statements. £204,745 was spent to provide the Christian ministry from St. Mary's Church, including the contribution to the diocesan common fund (which largely provides the stipends and housing for the clergy). The net result for the year was a deficit of £10,800. However, expenditure included £46,251 in respect of major repairs to St Mary's House and income included £26,000 of legacies and memorial donations. But for these non-recurring items there would have been a surplus of £9,451.

The balance for unrestricted funds at 31 December 2015 amounts to £89,212, of which £70,000 is represented by St. Mary's House, so that only £19,212 can be regarded as liquid funds. The budget for 2017 indicates a deficit of about £3,000 but as we wish to build up our reserves the Annual Financial Challenge for 2017 is seeking additional income of £13,000.

Restricted funds have decreased by £18 to a balance at 31 December 2016 of £27,912, of which £8,605 is represented by the depreciated value of the audiovisual system so that only £19,307 can be regarded as liquid funds.

RESERVES POLICY

It is PCC policy to utilise restricted funds wherever possible and to maintain liquid unrestricted funds of at least £25,000. The balance at the year end of £19,212 is significantly below this figure.

Approved by the PCC on 20 March 2017 and signed on its behalf by -
Claire Rose-Casemore (Chairman)

BIDEFORD PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2016

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2016 £	2015 £
INCOMING RESOURCES						
Voluntary income	2(a)	182,648	18,555	-	201,203	156,267
Activities for generating funds	2(b)	1,769	-	-	1,769	1,580
Income from investments	2(c)	17	-	-	17	16
Church activities	2(d)	9,511	-	-	9,511	10,063
Total Incoming Resources		193,945	18,555	-	212,500	167,926
RESOURCES EXPENDED						
Church activities	3(a)	203,865	18,573	-	222,438	162,630
Cost of generating voluntary income	3(b)	880	-	-	880	790
Governance costs	3(c)	-	-	-	-	-
Total Resources Used		204,745	18,573	-	223,318	163,420
NET INCOMING/(OUTGOING) RESOURCES		(10,800)	(18)	-	(10,818)	4,506
BALANCES BROUGHT FORWARD AT 1 JANUARY		100,012	27,930	-	127,942	123,436
BALANCES CARRIED FORWARD AT 31 DECEMBER		89,212	27,912	-	117,124	127,942

BALANCE SHEET AT 31 DECEMBER 2016

	Note	2016 £	2015 £
TANGIBLE FIXED ASSETS	5	78,605	84,345
CURRENT ASSETS			
Debtors	6	6,895	6,450
Short Term Deposits		3,250	3,233
Cash at Bank and in Hand		28,374	34,339
Total Current Assets		38,519	44,022
LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR	7	-	(425)
NET CURRENT ASSETS		38,519	43,597
NET ASSETS		117,124	127,942
FUNDS			
Unrestricted	8	89,212	100,012
Restricted		27,912	27,930
Endowment		-	-
TOTAL FUNDS		117,124	127,942

Approved by the Parochial Church Council on 20 March 2017 and signed on its behalf by -

Claire Rose-Casemore (Chairman)

Richard Holwill (Treasurer)

The Notes on pages 4 to 6 form part of these accounts.

BIDEFORD PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

General

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Funds

Restricted funds represent (a) income from trusts which may be expended only on those restricted objects provided in the terms of the trust, 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 were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

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

Incoming Resources

Planned giving, collections and donations are recognised when received. Tax refunds are 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. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

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 common fund is accounted for when due. 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 beneficed property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the rector 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). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

Equipment used within the church premises is depreciated on a straightline basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

2 INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2016 £	2015 £
2(a) Voluntary income					
Planned Giving					
Gift Aid donations	101,374	-	-	101,374	93,707
Income Tax Recoverable	27,155	-	-	27,155	26,874
Other planned giving	7,355	-	-	7,355	4,502
Collections (open plate) at all services	13,495	-	-	13,495	12,690
Grants	-	13,500	-	13,500	2,000
Donations, appeals etc	17,269	5,055	-	22,324	14,994
Legacies	16,000	-	-	16,000	1,500
	182,648	18,555	-	201,203	156,267
2(b) Activities for generating funds					
Printing services	1,769	-	-	1,769	1,580
Fund-raising events	-	-	-	-	-
	1,769	-	-	1,769	1,580
2(c) Income from Investments					
Interest	17	-	-	17	16
2(d) Income from church activities					
Fees for weddings and funerals	8,370	-	-	8,370	8,237
Magazines and bookstalls	171	-	-	171	1,046
Lettings etc	970	-	-	970	780
	9,511	-	-	9,511	10,063
TOTAL INCOMING RESOURCES	193,945	18,555	-	212,500	167,926

BIDEFORD PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS

3 RESOURCES EXPENDED	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
	£	£	£	2016 £	2015 £
3(a) Church Activities					
Missionary and Charitable Giving					
Church Overseas					
Missionary Societies	4,400	-	-	4,400	3,650
Relief and Development Agencies	1,000	577	-	1,577	1,401
Home Missions and other Church Societies	4,845	366	-	5,211	6,773
Secular Charities	900	1,680	-	2,580	1,256
	11,145	2,623	-	13,768	13,080
Ministry - Common Fund	85,697	-	-	85,697	82,958
Ministerial Expenses - Priest-in-Charge	2,488	-	-	2,488	2,998
Curate	1,584	-	-	1,584	751
Children's Workers	-	6,264	-	6,264	5,453
Other	1,259	-	-	1,259	1,129
Church Running Expenses	18,678	-	-	18,678	15,509
Church Maintenance	6,254	216	-	6,470	3,308
Upkeep of Services	3,657	2,084	-	5,741	7,360
Organist's and Choirmaster's Fees	2,452	-	-	2,452	2,425
St. Mary's House Running Expenses	3,267	-	-	3,267	2,482
Education and Training	1,960	646	-	2,606	1,755
Evangelism	1,247	-	-	1,247	419
Expenditure on Magazines and Bookstall	-	-	-	-	672
Major Repairs - St. Mary's House	46,251	-	-	46,251	-
Depreciation of AV System - St. Mary's Church	-	5,740	-	5,740	5,740
Upkeep of Cemetery	2,521	1,000	-	3,521	2,086
Administration - Salaries	11,591	-	-	11,591	11,017
Printing & Stationery etc	3,814	-	-	3,814	3,488
	203,865	18,573	-	222,438	162,630
3(b) Cost of generating voluntary income					
Cost of Fund-raising Events	-	-	-	-	-
Printing Costs	880	-	-	880	790
	880	-	-	880	790
3(c) Governance costs					
	-	-	-	-	-
TOTAL RESOURCES USED	204,745	18,573	-	223,318	163,420

4 STAFF COSTS									
During the year the PCC directly employed a part-time Administrator, equating to less than one full-time employee. Total staff costs are analysed as follows.									
	<table> <tr> <th>2016 £</th><th>2015 £</th></tr> <tr> <td>Gross Salaries</td><td>11,573</td></tr> <tr> <td>Employer's National Insurance & Pension Contributions</td><td>500</td></tr> <tr> <td>Total</td><td>12,073</td></tr> </table>	2016 £	2015 £	Gross Salaries	11,573	Employer's National Insurance & Pension Contributions	500	Total	12,073
2016 £	2015 £								
Gross Salaries	11,573								
Employer's National Insurance & Pension Contributions	500								
Total	12,073								
The organist and choirmaster are self-employed.									
Reimbursement of ministerial expenses is shown in Note 3 above. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.									

BIDEFORD PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS

5 FIXED ASSETS FOR USE BY THE PCC		Freehold Buildings £	Audiovisual System £	Total £
Cost	At 1 January 2016	70,000	22,955	92,955
	Additions	-	-	-
	At 31 December 2016	70,000	22,955	92,955
Depreciation	At 1 January 2016	-	8,610	8,610
	Charge for period	-	5,740	5,740
	At 31 December 2016	-	14,350	14,350
Net Book Value	At 31 December 2016	70,000	8,605	78,605
	At 31 December 2015	70,000	14,345	84,345
Freehold buildings comprise St. Mary's House, 9 Church Walk, Bideford.				

6 DEBTORS	2016 £	2015 £
Income Tax Recoverable	6,895	6,450
Prepayments	-	-
Total	6,895	6,450

7 LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR	2016 £	2015 £
Sundry Creditors	£ -	425
Total	£ -	425

8 ANALYSIS OF RESTRICTED FUNDS	Balance 1.1.2016 £	Incoming Resources £	Resources Used £	Balance 31.12.2016 £
St. Mary's Fabric	-	216	216	-
St. Mary's Audio Visual System	14,345	-	5,740	8,605
St. Mary's General	-	2,084	2,084	-
St. Mary's Diner & UCAN	1,716	994	862	1,848
Cedric Bennett Trust	-	-	-	-
East-the-Water Cemetery	-	1,000	1,000	-
Youth Work	5,589	-	646	4,943
Million for Mission Fund	6,280	12,500	6,264	12,516
Missionary and Charitable Giving	-	1,761	1,761	-
Fund Balance	27,930	18,555	18,573	27,912

The Cedric Bennett Trust is controlled by Trustees unconnected with the PCC. A proportion of the Trust income is granted to the PCC to be used in accordance with the Trustees' directions. The Trust Capital is not included in these accounts. The other restricted funds are used in accordance with their designations.

9 ANALYSIS OF NET ASSETS BY FUND	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed Assets	70,000	8,605	-	78,605
Current Assets	19,212	19,307	-	38,519
Current Liabilities	-	-	-	-
Fund Balance	89,212	27,912	-	117,124

INDEPENDENT EXAMINER'S REPORT TO BIDEFORD PCC

I report on the accounts for the year ended 31 December 2016, which are set out on pages 3 to 6.

Respective responsibilities of the PCC and the Independent Examiner

The members of the PCC 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;
- * follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the 2011 Act; and
- * state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 PCC 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 the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

- (1) which give 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; or
 - * to prepare accounts which accord with these accounting recordshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Martin Fishleigh FCA
Mount Cottage, Mount Pleasant, Westleigh.
15 April 2017