

# **Walcot Parish, Bath**

## **Annual Report of the Parochial Church Council for the Year Ended 31 December 2016**

Registered charity number 1142099

### Administrative information

St. Swithin's Church is situated in The Paragon, Bath. The parish includes The Gateway Centre, London Road. It is part of the Diocese of Bath and Wells within the Church of England. The correspondence address is

Walcot Church Office,  
St. Swithin's Church,  
The Paragon,  
Bath  
BA1 5LY.

The charity is registered with the Charity Commission and the registered charity number is 1142099.

PCC members who have served from 1<sup>st</sup> January 2016 until the date this report was approved are:

<i>Rector:</i>	Revd Simon Holland (resigned February 2016) then vacant Revd Tim Gleghorn (appointed 12 January 2017)	Chairman
<i>Associate Minister</i>	Revd Peter Norman	
<i>Curate</i>	Revd Esther Smith	
<i>Wardens:</i>	Keith Stuffins Alice Byron	Chair during vacancy
<i>Reader:</i>	Sue East	
<i>Elected members:</i>	Tom Natt Des Brown Rebecca Armstrong Jean Ashelby James Byron Penny Gibson John Myers David Kingston Karyn Wolstenholme	Treasurer
<i>Minutes Secretary:</i>	Rebecca Goulding	
<i>Independent Examiner:</i>	Neil Kingston FCA Burton Sweet Chartered Accountants The Clock Tower 5 Farleigh Court Old Weston Road Flax Bourton Bristol BS48 1UR	
<i>Bankers:</i>	National Westminster Bank Plc 39 Milsom Street Bath BA1 1DS	
<i>Website:</i>	www.stswithinswalcot.org.uk	

## **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 appointment of PCC members is governed by and set out in the Church Representation Rules. The PCC is chaired by the Rector, and in their absence the Vice Chair. The PCC has adopted a policy of having no employees in its membership.

The PCC acts as managing trustee for the following charitable trusts:

- The Hick's Memorial Fund
- The Cannings Collins Charity
- The EM Gilmore Church Upkeep and Repair Charity
- The Reverend James Hewitt Bumpstead Charity
- Bath Walcot Parochial Trusts

In addition, The Rector and Churchwardens act as managing trustees for St Andrew's CEVA Primary School, and the PCC has the right to nominate two school governors. A member of the PCC also acts as Trustee for Christchurch, a 'free' Church of England church within Walcot Parish.

The PCC does not have a formal induction process for new members. Responsibility for key areas, such as health and safety, disability discrimination and child protection, is devolved to specific members and to sub-committees. Members are encouraged to attend relevant training courses, such as those organised by the Diocese of Bath and Wells, on an ad hoc basis, and to keep up to date with relevant legislation in their area of responsibility.

The PCC meets, on average six times a year. Decisions are made on a simple majority basis. The standing committee carries out the routine work of the PCC between each meeting, and for taking emergency action on behalf of the PCC on any matters requiring immediate attention. It comprises the two churchwardens, the treasurer, the PCC secretary (or in their absence an elected member of the PCC) and the Incumbent.

The Ministry Partnership Teams cover the following areas; Worship, Children & Youth, Pastoral Care, Mission, Snow Hill and Operations & Stewardship. Each Ministry Partnership Team has a link member /representative of the PCC, and broader membership is composed of PCC members, invited Church members and clergy.

The Ministry Partnership Teams are established as sub-committees of the PCC and have set a mission statement for their ministry area. Each Ministry Partnership teams sets goals for the year ahead, requests a budget to meet these goals from the PCC and presents an update on their ministry area to the PCC at least once a year.

### *Operations & Stewardship MPT*

This team meets between every PCC meeting and its members are the churchwardens, the treasurer, one member of the PCC, the operations manager, the Incumbent and Curate. The team is responsible for overseeing the maintenance of the parish buildings and equipment, including implementation of the recommendations of the church architect following a quinquennial inspection. Issues relating to disability discrimination and health and safety fall within its remit.

The PCC has policies in place to deal with major risks that it is perceived to be exposed to, namely health and safety, and child protection. These are reviewed as standing items at every PCC meeting, and procedures are in place to deal with issues arising.

## **Objectives and activities**

The aim of the PCC is to co-operate with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Church members are involved in a wide range of activities aimed at delivering our objectives and purpose statement. Among these is regular worship at St Swithin's, Sunday morning children's groups, mid-week and Sunday youth groups, home groups and men's and women's groups.

Following the completion of the refurbishment of St Swithin's Church and the appointment of an operations manager the PCC has sought to open the building to all as a place of refreshment, renewal and reflection. The Church building is in use throughout the week with activities including the church café, parent & toddler groups, concerts, talks and lectures.

The Gateway Centre based on the Snow Hill Estate in the Parish is owned by the Snow Hill Gateway Trust and managed and operated by the PCC. The centre hosts events run by and with the community including After School Clubs, Holiday Clubs, Men's Group, Quiz nights and Craft evenings as well as faith based activities. The centre is recognised by the local community as an oasis, a place where they can pop in for a chat, share a problem and where needed be signposted to other specialist support agencies.

### **Achievements and performance**

#### ***Building a home of grace in the heart of the city***

##### ***People Changes***

Since 14<sup>th</sup> February 2016 the Parish has entered a period of vacancy, with the resignation of Simon Holland. The PCC, under the guidance of the Churchwardens and Curate, working with Simeon's Trustee John Risdon, and the Arch Deacon Andy Pigott successfully to oversee the appointment of a new Rector. On 12<sup>th</sup> January 2017 the Rev Tim Gleghorn was appointed as the new Rector of Walcot Parish and licensed at St Swithin's

##### ***Ministry***

During 2016, the church has been in transition as part of the vacancy process in seeking the Rector to lead the next stage of mission and ministry at St Swithin's and beyond. During that time the church has continued to press forward and grow with The Wardens, curate and PCC taking forward the ministry of the church these included a mission trip to South Africa and a investing in people through the growing leaders course. The Children's work and Snow Hill community involvement has continued to develop over the year alongside the growth in the events and café activity that reflect St Swithin's as a home of grace. The size of the congregation has remained broadly the same at 130.

##### ***Governance***

There were no significant management changes in 2016.

### **Financial Review**

The PCC has chosen to prepare the 2016 accounts on the receipts and payments basis. Unrestricted Funds show a net deficit of £ 7,802 in the year. The PCC approved the transfer of £15,000 to fund the costs of employing a Worship Pastor.

At the end of the year the PCC held £93,127 in bank and cash balances of which the PCC has allocated £17,038 as ordinary unrestricted funds, £16,000 to fund the salary of the Children and Youth Worker, £19,000 to meet future planned building maintenance and £15,000 to fund the cost of employing a Worship Pastor.

In addition at 31 December 2016 the unrestricted funds have other monetary assets totalling £66,457 which are tangible fixed assets of £12,161, Gift Aid recoverable of £22,870 and CBF Investment Shares valued at £31,426.

##### ***Restricted Funds***

The Building Fund which is available for the maintenance of St Swithins Church has a balance of £7,038 after income in the year of £3,021 and expenses of £861.

A new fund to employ a Worship Pastor was created in the year. At the end of 2016 the balance in the fund is £10,000 after receiving restricted gifts of £10,000. The PCC also approved a designated transfer of £15,000 for this purpose.

##### ***Endowment Funds***

The balance of £9,051 at the end of the year represents the endowed Monument Funds.

## **Plans for future periods**

### ***Growing in grace***

#### *Projects*

The PCC continued to be involved and be conscious of two major projects – The refurbishment of the Gateway Centre and The Garden Project. Both projects are currently going through a phase of revision and review pending the arrival of the new Rector.

#### *Vacancy*

The church has had a fruitful vacancy that has resulted in a clarification of our church identity and priorities in line with the writing of the new Parish Profile.

#### *Buildings*

The PCC continues with its St Swithin's maintenance schedule set out according to the quinquennial inspection in 2013.

The Gateway in Snow Hill is owned by the Snow Hill Gateway Trust, whose Trustees continue to work with the PCC and explore various options for the future of the building.

### **Reserves policy**

The PCC has a policy of maintaining a minimum balance in General funds of £25,000 to cover emergency situations that may arise from time to time.

It is our policy to invest cash balances that are not required to fund current working capital requirements with the CBF Church of England Deposit Funds. In addition we have funds invested in CBF Investment Fund Income Shares to generate annual dividend income.

**Approved by the Trustees on 22/10/17 and signed on their behalf by:**

**Alice Byron and Rev Tim Gleghorn**  
**Churchwarden and Rector**

# WALCOT PAROCHIAL CHURCH COUNCIL

## INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 DECEMBER 2016

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I report on the accounts of the Charity for the year ended 31 December 2016.

### *Respective responsibilities of trustees and examiner*

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

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

### *Independent examiners' statement*

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 to 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 a proper understanding of the accounts to be reached.

Burton Sweet Chartered Accountants  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Neil Kingston FCA

Date: 22/10/17

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# WALCOT PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2016

## Statement of receipts and payments

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2016 £	TOTAL 2015 £
<b>RECEIPTS</b>						
Voluntary receipts:						
Planned giving	3a	102,458	-	-	102,458	99,816
Collections at services		6,974	-	-	6,974	2,438
All other giving/voluntary receipts	3b	37,738	10,000	-	47,738	73,166
Gift Aid recovered		18,601	-	-	18,601	36,156
		<u>165,771</u>	<u>10,000</u>	<u>-</u>	<u>175,771</u>	<u>211,576</u>
Investment income		1,599	3,021	-	4,620	6,236
Church activities	3c	65,570	-	-	65,570	59,867
Total receipts		<u>232,940</u>	<u>13,021</u>	<u>-</u>	<u>245,961</u>	<u>277,679</u>
<b>PAYMENTS</b>						
Church activities:						
Donations/Grants to charities	3d	16,872	-	-	16,872	13,422
Parish Share		67,324	-	-	67,324	61,380
Clergy and staffing costs		47,906	-	-	47,906	44,042
Building running costs		37,679	-	-	37,679	33,022
Café and letting running costs		53,527	-	-	53,527	54,120
Fees paid to Diocese		784	-	-	784	2,451
Ministry and administration		11,261	861	-	12,122	20,798
Other		4,445	-	-	4,445	2,028
Governance		944	-	-	944	1,327
Total payments		<u>240,742</u>	<u>861</u>	<u>-</u>	<u>241,603</u>	<u>232,590</u>
<b>Net receipts/(payments)</b>		<b>(7,802)</b>	<b>12,160</b>	<b>-</b>	<b>4,358</b>	<b>45,089</b>
Transfers to/(from) funds	2	-	-	-	-	-
<b>Surplus/(deficit) for the year</b>		<b>(7,802)</b>	<b>12,160</b>	<b>-</b>	<b>4,358</b>	<b>45,089</b>

### Funds reconciliation at 31 December 2016

Cash at bank and in hand at 31 December 2015	74,840	4,878	9,051	88,769	43,680
<b>Surplus/(deficit) this year and</b>	<b>(7,802)</b>	<b>12,160</b>	<b>-</b>	<b>4,358</b>	<b>45,089</b>
Cash at bank and in hand at 31 December 2016	67,038	17,038	9,051	93,127	88,769

# WALCOT PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2016

## Statement of Assets and Liabilities

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2016 £	TOTAL 2015 £
<b>Bank and Cash Balances</b>						
Bank current account		62,234	10,078	-	72,312	71,915
Deposit funds		4,804	6,960	9,051	20,815	16,854
		67,038	17,038	9,051	93,127	88,769
<b>Other monetary assets</b>						
Fixed Assets		12,161	-	-	12,161	12,161
Gift Aid recoverable		22,870	-	-	22,870	18,601
CBF Investment Shares at market value		31,426	-	-	31,426	28,286
		66,457	-	-	66,457	59,048

Approved by the trustees on 22/10/2017 and signed on their behalf by:

Tim Gleghorn  
Rector

Alice Byron  
Church Warden



# WALCOT PAROCHIAL CHURCH COUNCIL

## Financial Statements for the Year Ended 31 December 2016

### Notes to the accounts

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis

2. The movements in funds during the year were:

	Bal b/fwd £	Receipts £	Payments £	Transfer £	Bal c/fwd £
<b>Unrestricted</b>					
PCC general Fund	74,387	232,940	(240,742)	(49,547)	17,038
Children & Youth worker designated fund	453	-	-	15,547	16,000
Buildings maintenance designated fund	-	-	-	19,000	19,000
Worship Pastor designated fund	-	-	-	15,000	15,000
	<u>74,840</u>	<u>232,940</u>	<u>(240,742)</u>	<u>-</u>	<u>67,038</u>
<b>Restricted</b>					
Worship Pastor	-	10,000	-	-	10,000
St Swithins Building Fund	<u>4,878</u>	<u>3,021</u>	<u>(861)</u>	<u>-</u>	<u>7,038</u>
	4,878	13,021	(861)	-	17,038
<b>Endowment</b>					
Monument Fund	9,051	-	-	-	9,051
<b>Total Funds</b>	<u>88,769</u>	<u>245,961</u>	<u>(241,603)</u>	<u>-</u>	<u>93,127</u>

The PCC has designated funds from ordinary unrestricted funds to create a Children & Youth Worker fund to meet the cost of the children and youth worker post, the Building Maintenance fund to meet future planned maintenance costs for St Swithins Church and the Worship Pastor fund to meet the future cost of a new Worship Pastor post.

The Worship Pastor fund represents restricted donations from appeals to fund the employment of a Worship Pastor.

The St Swithin's Building fund represents the dividend and investment income from the Monument funds which are available to fund the repairs and maintenance of St Swithins Church

The Monument Fund represents the permanent endowment investment income that is not available to fund repairs

# WALCOT PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2016

Notes to the accounts

## 3. Further Analysis of Receipts and Payments Accounts

Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2016 £	TOTAL 2015 £
<b>Receipts</b>					
a) <b>Planned giving:</b>					
Regular giving (tax recoverable)	91,480	-	-	91,480	81,578
Regular giving (no tax recoverable)	10,978	-	-	10,978	18,238
	102,458	-	-	102,458	99,816
b) <b>All other giving/voluntary receipts:</b>					
CAF and other non tax recoverable	9,100	-	-	9,100	9,000
Sundry donations	3,238	10,000	-	13,238	8,362
Gift of rent from Church House	14,400	-	-	14,400	14,400
Donation for Gateway Centre	11,000	-	-	11,000	-
Grant for Family & Childrens worker	-	-	-	-	1,167
Snow Hill flat rent	-	-	-	-	1,314
Legacies	-	-	-	-	38,923
	37,738	10,000	-	47,738	73,166
c) <b>Church activities:</b>					
Letting Church buildings	24,200	-	-	24,200	21,443
Café income	32,118	-	-	32,118	31,560
Toddlers group	429	-	-	429	596
Fees paid to PCC	2,876	-	-	2,876	4,560
Church events	4,747	-	-	4,747	1,708
Insurance claim	1,200	-	-	1,200	-
	65,570	-	-	65,570	59,867
<b>Payments</b>					
d) <b>Mission giving and donations:</b>					
Churches Ministry among Jewish People	584	-	-	584	504
Crosslinks	1,088	-	-	1,088	1,008
OMF	1,580	-	-	1,580	1,500
Church Mission Society	1,580	-	-	1,580	630
Tearfund	584	-	-	584	504
Wycliffe Bible Translators	2,084	-	-	2,084	2,004
Arab World Ministries	1,088	-	-	1,088	1,500
Childrens Homes in India Trust	584	-	-	584	504
The Warehouse	680	-	-	680	1,000
Grants to individuals	3,016	-	-	3,016	1,000
Genesis Trust	1,530	-	-	1,530	1,008
Other donations	727	-	-	727	-
South Africa Mission trip (expenses covered by designated gifts)	1,747	-	-	1,747	2,260
	16,872	-	-	16,872	13,422