

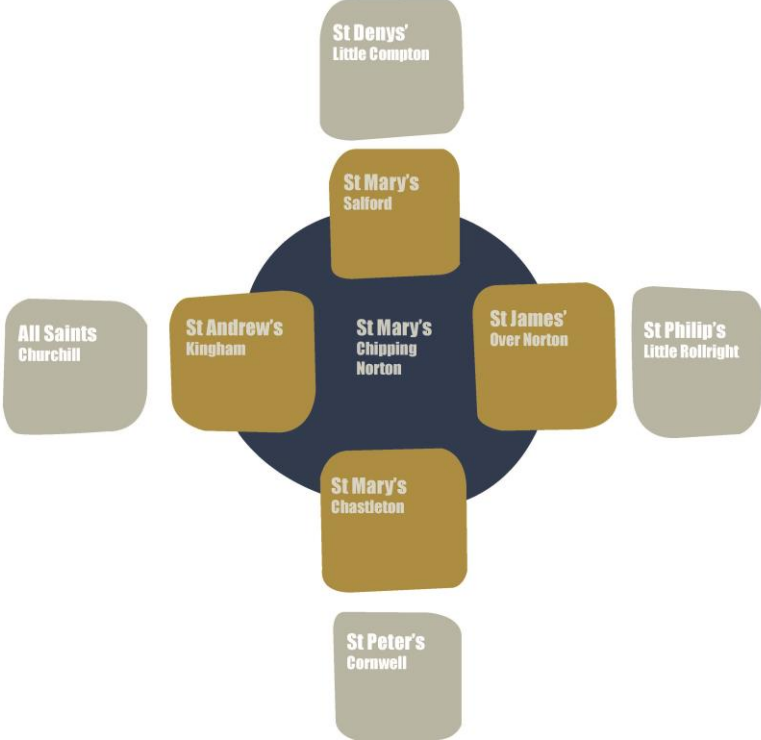


St Mary's

Chipping Norton

St James'

Over Norton



ANNUAL REPORT 2018



Welcome

I thank God that St Mary's has continued to thrive in 2018. As in previous years, this report will outline some of the many ways in which we have been blessed to see growth and development in our ministries through which we seek to **share the life-changing love of Jesus, serving our whole community**. A particular welcome to any of you who have joined our church family in the past year.

Following last year's report, this year's report will be structured around three areas of focus which are drawn from and summarise our mission statement, to:

1. **LOVE** – to broaden and deepen our love for God in **Worship & Prayer**
2. **SERVE** – to serve our community through **Outreach and Evangelism**,
especially to vulnerable families
3. **GROW** – to grow in depth and in number through **Small Groups**
& Discipleship

We continue, of course, to serve in many other ways in the life of the church, but these priorities emerged in 2017 as we envisioned, together, the next 5 years in the life of the church as we continue to grow into the ministry to which we are called.

As ever, 2018 has brought a mixture of celebration and sadness. In particular, as will be detailed below, doors have opened for us to establish a prominent presence for St Mary's in the Town Centre, and we are therefore seeking especially to rise to the challenge that this presents for us to serve and resource the town and wider community more effectively.

As is traditional in these reports, we have tried to give a snapshot of what went on in 2018. We can't hope to capture everything that's happened, but hope to inspire and encourage us as we look forward to another exciting year. Once again, though, because we're all in this together, as you read on, please keep an open mind as to possible exciting and fulfilling new ways in which God might stir you to serve in the life of the church!

Rev'd James Kennedy
Team Rector and Vicar of Chipping Norton



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Introductory Notes

1. This is the eighteenth annual report since 2001 required under the Church Accounting Regulations 1997 for St. Mary's Church, Chipping Norton, and St. James' Chapel, Over Norton, part of the Chipping Norton Benefice, the Deanery of Chipping Norton, the Diocese of Oxford, the Church of England.
2. St Mary's PCC is required to co-operate with the Team Rector in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical, as stated in the Parochial Church Councils (Powers) Measure 1956.
3. St Mary's PCC also has maintenance responsibilities for the Parish Centre and a house at 137, Cornish Road.
Correspondence Address:

The Church Office, St Mary's Parish Rooms

Church Street, Chipping Norton, Oxon, OX7 5NT

www.stmaryscnorton.com

The church building itself is located in Church Street, Chipping Norton.

Registered charity number: 1132070

Church Life

As we acknowledge all that God has been doing in our midst in 2018, I would dearly love to be able to cover every aspect of the activities within the life of the church, but - as ever - producing such an account, and mentioning everyone involved would be an impossible task. If, therefore, you are among the large proportion of the church family who contribute faithfully week in, week out, please would you accept my heartfelt thanks for all that you do, whether seen or unseen. What follows is inevitably a collection of selective high-lights of our corporate life...

.....

Before Christmas, one of our volunteers delivered a food parcel to a family in our town. The volunteer had to hold back tears when the child looked up at his mother in excitement, saying "*Mummy, Mummy - that means we can eat today!*" I wish that I could say that this was an isolated instance, but it is not, which is why **God has been breaking our hearts for the things that break his heart**. It's why He has been giving us a vision, when others (including the government) are stepping back, to step in visibly and practically, serving the least and the lost in word and deed and drawing them back into his Kingdom.

Once every hundred years or so, some of us are **given the extraordinary privilege** of being able **to invest tangibly** not only in the people's lives in the here and now, but **in the growth of God's Kingdom for the next hundred years**. During a time of substantially increasing need for many within our community, in the way that God has opened doors for us during the last six months, **it is clear that we are being offered such a privilege at St Mary's**.

As a result, one thing that has been looming large in the minds of many people in the latter part of the year is our emerging plans for '**Building to Serve**'. We feel that God has very much given us this ambitious vision both to establish a presence **in the Town Centre** and to engage in some significant development work **within the church building** itself. At the heart of both aspects of this vision is to equip and enable the church to take the gospel out in word and action to a broken and hurting town.

The first door that God opened for us was the availability of **the former NatWest building** - one of only two buildings in the Town Centre that could have properly

served a vision to minister to the town from a central location which could provide the essential combination of drop-in space, meeting space, office space and a capacity to generate sufficient income to cover ongoing running costs.

The second door to open was that our purchase offer was accepted by the Nat-West at a price significantly below what they were asking.

The third door was the provision of sufficient funds to be able to deliver the offer: remarkably, we were offered both a short-term 0% loan by a private individual and a medium-term commercial loan by the Oxford Diocesan Board of Finance.

Since then, even before we have been able to start a formal fundraising campaign, against a substantial proportion of the loan value, two other individuals pledged/donated significant capital gifts, which enabled us to proceed with confidence that God would soon provide the full purchase price once we begin a formal capital fundraising appeal, and enable us then to direct our focus on raising the funds required to do the necessary development work, both there and within the church itself.

At the time of this APCM, we are awaiting final paperwork to be completed that will enable us to exchange and complete on the purchase of The Old Bank.

In the meantime, we are delighted to have been able to appoint Alastair Ewer as our Project Manager for both aspects of the project, and the next stage will be, with the help of our appointed architects, to refine and present clearly the vision for the development of both sites - The Old Bank and St Mary's Church. This feasibility work will then form the basis for our appeal, which we hope to launch in the early summer, and so, by mentioning it in this report, **I hope that every single one of us will recognise the privilege that God is extending to us, and begin considering prayerfully the full extent to which we can answer his call financially.**

.....

In other areas too, it's been wonderful again in 2018 to see God continue to grow us both in number and in faith, leading us into new **mission** opportunities and partnerships, some of which be mentioned in later sections, but let me begin with our mission partnerships:

We have continued, this year, to develop our main three mission partnerships with **Bruce and Jan Rossington** of **AIM (African Inland Mission)**, with **Open Doors** (keeping the persecuted church firmly in our minds and prayers) and with **ZOE (Zimbabwean Orphans through Extended hands)**, our Tearfund Con-

nected Church partner. We've also been delighted to once again to support **Operation Christmas Child** through their shoebox appeal, and **The Children's Society** through our Christingle service.

In June, we also held another Gift Day. Thank you so much to all those of you who contributed, enabling us to direct £14,300 towards support five separate projects: Your gifts contributed towards the **identification, training and support of young Christian leaders** by **Innovista**. They enabled a much needed **makeover for the Trinity Room**, where our creche and other groups meet weekly. You paid for **100 Bibles** to be printed and distributed in **Burundi**. You enabled us to **lay on our first Pandemonium in the Park** (see below), and finally your giving has enabled us to commission our enVision project (the installation of upgraded audio-visual systems and cameras to the church).

Many further aspects of our church life this past year will be covered in the various sections below, but – without any hope of being totally inclusive - I will mention here just a few other things in the hope of recording as broad a perspective as possible of where God has been leading us over the course of the year:

- Our monthly '**Come for Tea**', continues to grow as a valuable time of fellowship. Likewise the **Parish Lunch** remains hugely appreciated by everyone attending.
- We continue to hold regular **services in our Care Homes** (Southerndown, Henry Cornish House and Penhurst Gardens), with Penhurst residents also coming to a short service in the church itself in November.
- Our programme of **Women's Events**, has continued with hugely popular breakfasts giving a platform for some inspiring speakers, and with **Mary's Kitchen** and '**Create**' events drawing people in from well beyond our church family.
- '**Men United**' has continued to engage Men in both social (such as our rugby screenings in the Parish Rooms and regular Curry evenings) and evangelistic events (Men's Curry, at which Paul Myers spoke). Specifically with discipleship and nurture in mind, our regular Men's Fellowship Breakfasts in the Parish Rooms have continued to be popular, with local speakers giving testimonies.
- 50+ of us again spent a week together growing in community and in faith in the summer at **New Wine**. The week was also again extremely significant in the spiritual journeys of one or two.

- We had no Civic Service this year, but our **Remembrance Service**, marking the centenary of Armistice Day was well-attended as ever.
- **Marriage Preparation** - In March and October, James and Emma Kennedy again led 16 couples through a Marriage Preparation Day and 8 couples through a Marriage Course in the summer.

Looking forward

Active engagement with ministry

It remains our hope that everybody in the church family will try to involve themselves actively with at least one 'Sunday' ministry and one 'mid-week' ministry so that we all grow in our sense of 'ownership' of the life of the church. As you read through this report, especially if you are yet to find the place where you can serve most fruitfully, please be praying about what it is that God might be leading you into afresh.

ZOE Mission Trip 2019

We are still keen to grow and strengthen our overseas mission partnerships, but our proposed trip to Zimbabwe in October 2019 to visit our partner organisation 'ZOE' is looking unlikely to proceed at this stage of the year, owing to the unstable political situation in Zimbabwe. Please pray for everyone living through those uncertain and difficult times.

LOVE: Worship & Prayer

In our gathered worship we have sought to ground our mission *to share the life-changing love of Jesus, serving our whole community* on a broad Scriptural base: We started the year being reminded of the **Power of God** from **Romans 1-3**. In Lent, following the Diocesan focus on being Compassionate, Courageous and Contemplative, we looked at the **Beatitudes**, moving on, after Easter to cover the rest of the **Sermon on the Mount in Matthew 5-7** under the banner of firstly **Your Will be Done** and then **Teach us how to pray**. Over the summer break, we looked at **Proverbs** asking the question - **Wisdom: How do we get it?**, before then really getting into the story of **Exodus** - seeing how God is **Drawing us out to draw us in**. We finished the year with a traditional advent journey, looking at the lectionary readings from **Luke's Gospel** in a short series **Incarnation: willing to live in the mess...**

The number of **children** attending regularly on Sundays has grown over the past year. We often have around 25 children across all three groups (**Sparklers, Ignite and OneWay**)! Our Sunday morning **youth** complement has also grown to about 15, of whom up to 10 attend **Ablaze** each week.

With the rebrand of Creche to **Sparklers** we've seen more children attending the group and they love the interactive stories and prayer time. It's been a joy to invest more time in the youngest members of our church family recently.

The children in **One Way** are growing in their faith and Charlotte O'Shea making the decision to be baptised in November was a real encouragement. The children in One Way also wrote a fab psalm of thanksgiving and a wonderful Christmas poem. The words they write often remind me of the simplicity of our faith.

Chris O'Shea has continued to lead our team of musicians, and has been delighted to welcome Toby and Emma Artis and Gareth Harper to the fold – amongst their many talents they are all gifted musicians and have already all been involved with various musical endeavours in the church. Going forward, Emma and Gareth will both be part of the Sunday morning worship team as well.

It was fantastic to have the launch of our new evening service '**Encounter**' back in March, aiming particularly target youth and young people with a more contemporary style of worship. In total, there were three Encounter services in the year, and it was great to have a mix of all ages attending as well as being **hugely encouraging to see the young people from our youth worship group** stepping out and really being a key part of **leading the worship**. Particular thanks must also go to Rich White from Cogges who lead the worship for us for the first two services.

The **monthly youth worship sessions ('Worship Unplugged')** are going really well – as some of the older youth have moved on from the group it's been great to have some new younger members joining the ranks. Off the back of these sessions, a number of the youth have then helped to lead the worship both at the Encounter services and at the recent **youth-led Sunday morning service**, and it's brilliant to see them exploring and growing into the talents God has given them. Our youth also once again played a central part in coordinating and leading our Christingle service, which was a wonderful occasion as ever.

In our gathered prayer, our monthly **1st Priority Prayer** on the first Wednesday of each month, this has served to keep prayer at the centre of our church life. On some months we have also enjoyed joining to pray with members of

other churches in the town and from the wider region for **Town Prayer** and **North Cotswold Gospel Partnership Prayer** evenings respectively.

Prayer Ministry continues to be offered on a Sunday morning, and - as part of our week of mission in July, we were really blessed to have John Woolmer join us to lead us in a seminar on healing followed by a **Healing Service**, with very moving testimonies following, as God moved to bring healing to people in powerful ways

Our wider aspirations with regard to buildings have been mentioned above, but the plans for improving our Parish Rooms with a **removable dividing wall will be installed in the Parish Rooms** (facilitated through a Gift Day in 2017) have been delayed owing to miscommunications between contractors and the Local Authority. We believe this to have been resolved and hope that the work will take place in the coming weeks.

We continue, sensitively, to negotiate that **improvement of vehicular access away from the church**, and therefore to address some of the issues we have with safety, parking and congestion in our small car park, although the time-scale on this remains unclear.

Looking forward

Hospitality on Sunday mornings

With new people attending or visiting St Mary's most Sundays, and often arriving before well before the service starts, we have been exploring some of the many ways in which we can extend our hospitality beyond the current pattern. After receiving extremely favourable feedback on the various occasions when it has happened on an *ad hoc* basis, we will be looking initially to serve tea/coffee and some attractive breakfast-style food before the service as well as offering refreshments afterwards.

SERVE: Outreach & Evangelism

Nurture Room (overseen by Catherine Spring)

The Nurture Room has now become an integrated part of the school's approach to wellbeing and moving into a bigger space in school (October 2018) has offered more opportunity to develop the work. Catherine now receives referrals from the SENCO, staff, parents and some self-referrals, and in the period May 2018 - March 2019 has supported 94 children and 14 parents via the Nurture Room.



Parent-drop in session (overseen by Emma Kennedy)

This is going from strength to strength, weekly supporting parents with housing, parenting, abuse and health issues, as well as supporting families in social services meetings. Most significant is the number of parents that



I have signposted towards CAP.

Under 5's Network (overseen by Catherine Spring)

This network meets once a term, and has been fundamental in building cohesion between the many (20) groups who are working with the under 5's. This is being showcased in the region as an effective way of making lasting change. This term we have produced a flyer (see immediately below) with all the local toddler groups in the Deanery to inform parents of what is going on, plus a facebook site.

Outreach & Store (overseen by Emma Kennedy)

This ministry has gone from strength to strength, with a referral from an outside agency at least once a week.

Chipping Norton Baby & Toddler Hub		
Monday		
Little Footsteps	10:00am-11:30am	Glyme Hall, Chipping Norton
Charlbury Baby & Toddler Group	9:30am-11:30am	Charlbury Memorial Hall
Happy Mondays Baby & Toddler Group	10:00am-11:30am	Duns Tew Village Hall
Tuesday		
Noah's Ark	10:00am-11:30am	Baptist Church, Chipping Norton
Kingham Toddlers	10:00am-11:30am	Kingham Village Hall
Greet Rollright Toddlers	10:00am-11:30am	Greet Rollright Village Hall
Charlbury Bump to Two	10:00am-11:00am	Charlbury Community Centre
Well Baby Clinic	11:00am	Charlbury Community Centre
Sensory Stay & Play (0-18 months)	2:00pm-3:00pm	A.C.E Centre, Chipping Norton
Wednesday		
St Mary's Minis	10:00am-11:30am	Parish Rooms, Chipping Norton
Bumps & Babies (0-1 years)	10:00am-12:00pm	A.C.E Centre, Chipping Norton
Songtime	9:30am-11:00am	Wychwood Baptist Church Hall, Milton-Under-Wychwood
Health Visitor Clinic	1:00pm-2:00pm	A.C.E Centre, Chipping Norton
Stay & Play (Under 5s)	9:30am-11:00am	Charlbury Community Centre
Toddler Gym (3-5 years)	11:15am-12:00pm	Charlbury Community Centre
Rhyme Time	2:15pm-2:45pm	Charlbury Library
Thursday		
Soft Play	10:00am-11:30am	A.C.E Centre, Chipping Norton
Font Café	10:00am-12:00pm	St Mary's Church, Charlbury
Stonesfield Baby & Toddler Group	10:00am	Stonesfield Village Hall
Friday		
Mini Movers	8:35am-10:15am	St Mary's School, Chipping Norton
Stay & Play	10:00am-12:00pm	Hook Norton Baptist Hall

Please contact organisers for bookings and costs for activities and classes.
Baby & Toddler groups usually ask for a small donation and do not require booking.

With numerous applications to charities we are able to fulfil most of the requests. Nearly each month we hire a van to do collections and deliveries. With the obvious need for this ministry it would be wonderful to identify someone who has a passion for this ministry who was able to coordinate the logistics of the store (and maybe also drive the van).

Outreach Network (overseen by Emma Kennedy)

This network meets once a term, and is growing in numbers and effectiveness. This term we've organised a workshop on "Understanding Universal Credits", which was opened up to the region.

Pandemonium in the Park! (coordinated by Emma Kennedy, Catherine Spring, Becca Sterry, Jonny Lowe, Toby Artis, and Gareth Harper)

The highlight of last year, and the culmination of much of our Outreach work was celebrated and showcased, with over 800 people loving a free afternoon in the sunshine. It was so well received within the community that it has already been requested as a regular fixture for future years.

Colour Club (Overseen by Becca Sterry & Catherine Spring)

This free 2-day holiday club for Primary School-aged children was positioned as our follow up to Pandemonium, and as a pilot for future years. Held at Glyme Hall, it was a real success - feeding the families lunch seemed to be an extra bonus and it was a joy to see so many school families engage.

Emma Kennedy, March 2019

We have also continued the following work building on previous years:

Remix: (Leader – Jonny Lowe with a team of helpers)

Remix, our Friday Youth Club has continued to grow and go from strength to strength. We have had up to 70 young people on occasions, regularly getting 50+ each week in the autumn term. It has attracted lots of young people aged 11-14 and we have seen a real consistent cohort commit to coming along and this has been vital for building deep and meaningful relationships with the young people. God has given us amazing opportunities to share testimonies, share relevant videos etc. With so many young people this is becoming increasingly harder but we are really keen to continue to share the life changing love of Jesus with the youth in our community.

St Mary's Minis and Mini-Movers (Overseen by Becca Sterry)

Anna Mitchell has continued to lead Minis under Becca Sterry's oversight and now regularly has 20+ children attending weekly. At Christmas we held another mini-service for the families that attend Minis. The families love the time in church and hearing the nativity story- seeing the adults keen to take part in a prayer activity is a definite highlight of doing this.

Mini Movers is seeing an average of 11 children although this really does vary week to week. We celebrated the one year anniversary for Mini Movers and gave gifts to those attending to acknowledge the families involvement in the group's success.

Prayer Space (Overseen by Becca Sterry & Catherine Spring)

Prayer Space at St Mary's Primary was held in November. Every child in the school attended and many returned at lunchtimes to spend more time in the spaces. It was so wonderful to see the children engaging with God in creative ways and learning more about prayer. The teachers were so positive about it too and asking for us to do it more than once a year. Right at the end of the year we set up a permanent prayer corner in the Nurture Room which we're hoping to develop in the new year.

Christians Against Poverty (CAP): (Leader – Mark Burbridge + befrienders)

After 3 years at the helm, Athene Mitchell handed over the reins of our CAP Debt Centre to Mark Burbridge at Easter. It continues to be an incredible privilege to offer this remarkable ministry in partnership with the Community Church. Client numbers have been increasing, and a new Debt Coach (Coen VanWyk) has been recruited to help to meet increasing demand (75% in Chip-ping Norton in the first half of the year). It is a real cause for rejoicing to see this ministry bear fruit, both in terms of numbers of people becoming debt free (3 between July and November), and in seeing people coming to faith through the ministry.

Christmas Hampers & Stockings:

The CAP team packed and distributed a total of 23 hampers, and this year - provided by another local charity, we were able also to distribute over 40 Christmas stockings to the children of families with whom we've been working in the Nurture Room.

Another thing that we are keen to ensure is that our practical outreach is always accompanied by an explicit intention to **share the life-changing love of Jesus in word as well as deed**. Much of this happens during the course of natural conversation, but we also want to ensure that we are offering regular opportunities for people to explore their faith in a more structured forum. To this end we ran **Alpha** in the summer of 2018, which was attended by 19 guests.

We also joined with other churches around the North Cotswolds for a week of **Mission**. The week in July provided some great opportunities to share the gospel, particularly with the young people in our town. '**Warren Furman (Ace from 1990's tv show 'Gladiators')** **Paul Myers** (Jazz Musician and resident evangelist at St Michael the Belfrey in York) came into both primary and secondary schools to do assemblies, along with coming to Remix and sharing his testimony. It was a fantastic springboard for 'Pandemonium in the Park' (see above), where we saw lots of young people from our community come and get involved, enjoying an action packed day.

Youth Alpha: January also saw us launch Youth Alpha where we had between 12-25 young people each week. It was a great way to engage young people in thinking about Jesus, who He is and what He came to do. Food played a big part and we enjoyed discussing life's big questions.

Looking forward

The work in the Primary School is being noticed by other schools, and particularly **Top School**, and we have now begun a conversation of how we might be able to extend this work into the Top School reinforcing our holistic approach to working with the whole family.

We have also recognised the need to prioritise support for those impacted by **domestic abuse** and have invested in training for Catherine to enable her to run appropriate programmes for both adults and children and help with to move forward with their lives.

Full Circle (overseen by Catherine Spring & Yvonne Champion) An exciting initiative just launched in 2019 is the inter-generational Full Circle project. With support from a volunteer facilitator Yvonne Champion, four older members of the community have been recruited to join six children each Monday to share lunch together and do fun activities.

Midweek Remix extension: We are considering having an extra Remix session on a Wednesday afternoon. We would have a chilled time together over a hot chocolate and cake and our aim would be to use this opportunity to gather young people to wrestle with the big questions of faith.

Holiday Club: Following the success of Colour Club, we are planning a longer holiday club for the first week of the summer holidays.

Daytime Alpha: Addressing the challenge of engaging, at a faith level, some of the many people with whom we are making connections, we are exploring the possibility of running a daytime Alpha in the Autumn of 2019

CAP Lifeskills: Offering an extension of the ministry offered by our CAP Debt Centre, in partnership with the Community Church and led by Hannah Charles, CAP Lifeskills has been launched in 2019, equipping people with important skills required to live on a budget and building relationships and community.

GROW: Small Groups & Discipleship

Continuing to recognise that any healthy church will always have a good balance between its gathered worship and the times spent in closer fellowship in people's homes, under Ursula Simpson's oversight, we've continued to invest in our **Small Groups** again this year **to provide better for the pastoral and spiritual needs** of the growing family.

Small Group Leaders have met termly for support and encouragement, including a session led by Matt Searle on leading small group Bible studies.

The Groups themselves have continued to grow and multiply, with 5 new groups forming during 2018. Two of these new groups emerged following Alpha in the summer, and have been enjoying following the Christianity Explored material over the Autumn. We now have **13 adult groups**, in which **over 140 of our church family** are members.

The remaining groups have tended to follow the same themes as have been covered in church on Sundays, and Ursula has been kindly assisted in the writing of material by several people, including Roger Simpson, Jo Rees and Amanda Gafford.

As indicated in last year's report, Ursula has recruited 5 Small Group 'Pastors'. During the course of the year, Coenraad and Yolande VanWyk, Jo Rees, Ann Lewis and Helen Perris have been connecting with Small Group Leaders, seeking to offer support and encouragement. This role is still developing.

For those who are not yet meeting in Small Groups (or who are not able), pastoral support continues to be offered by Pastoral Visitors or by members of the clergy or staff team. This 'visiting' ministry has been faithfully overseen for many years by Peter Williams. Peter will be stepping back from this role of oversight as of the March APCM, and so I would like to recognise the huge debt of gratitude that we owe him for serving the church so faithfully in this way.

In addition to the adult groups, **27 youth also met weekly in 4 other groups** (2 age groups in each of **Impact and Spark**), coordinated by Jonny Lowe, with the kind help of John Uglow, Jonny Shaw, Meg Carter, Kathryn Walton and Katie Lowe. Along with Ablaze on a Sunday morning, these have provided the bed rock for our youth to get quality Bible teaching, prayer support and community with other young people. Over the course of the year there were opportunities to discuss Evangelism, Exodus, Ruth, Esther and a whole lot more. We have seen relationships strengthen and young people grow in their love for Jesus, being equipped to go and live for him in their schools and amongst friends.

In the July we had the privilege of taking 5 young people to **Kenya** on our **Youth Mission Trip** which we had been planning a long time. Having raised £12k, it was a great opportunity for our young people to go to another country and experience life and faith out of their usual context. We partnered with the Rafiki Thabo Foundation, a local charity set up by Jon Uglow, to support young people through secondary education in several African countries. We met some amazing people across the country, including Bishop Liverson of the Taita Taveta Diocese, who took us around many churches. We stayed in St Bart's school where we got involved in lessons, planting trees, sports coaching etc, along with getting to know the boys in the boarding school. It was a real time of growth for these young people as they saw God at work in the lives of the people we encountered.

Looking forward

More people in Small Groups and more Small Groups! If you're not yet in a Small Group, we'd love you to try one. Please speak to Ursula Simpson if you're not sure how to join one. Also, as people continue to join the church, or as people decide after Alpha that they'd like to continue in a Small Group, we will need more groups. We'll therefore be working with Small Group leaders to identify and invest in other people who might – in time - step up as leaders themselves. Although, of course, it ultimately depends on God, we've set our sights on having 25 Small Groups by 2023...

Minutes of APCM 2018

St Mary's, Chipping Norton with St James', Over Norton Annual Parochial Church Meeting and Meeting of Parishioners

Sunday, April 22nd, 2018 at 12.30 p.m. in the Parish Rooms.

1. The Revd Dr James Kennedy opened the meeting with a welcome to all sixty-two members present and with prayer. By way of introduction, he indicated that we would be reviewing the exciting happenings over the past year as well as looking forward to the year ahead. He appealed to everyone to be involved wherever each one fitted best. This was **OUR** future and affected each one of us. He proposed a toast to these exciting times and we raised a glass of prosecco together. James read from James chapter 4. As we look forward and make our plans, it is important that we say, "If it is the Lord's will, we will live and do this or that." Our plans are to be according to God's leading and not according to our ambitions. In September we had begun to explore a new sense of vision with three priority areas into which our energies should be channelled. He would be returning to this later in the meeting.
2. Twelve 'apologies for absence' were received.
3. No items for A.O.B. had been requested.
4. **The minutes of the 2017** meeting were read, approved and signed as a correct record. There were no **Matters Arising**. PW was thanked with a toast!

5. Meeting of Parishioners

The Election of Churchwardens.

Linda Carpenter was finishing after seven years as warden and she was thanked for her devoted commitment and service. Appreciative applause was loud! Graham Povey was willing to continue, if approved.

Two nominations had been received.

Graham Povey had been proposed by E. Bailey and seconded by S. Greathead.

Tim Woolcock had been proposed by P. Williams and seconded by John Marshall.

There being no other nominations, both were elected unanimously.

6. The Annual Report for 2017

A single document, “**The Annual Report 2017**”, together with Financial Statements for the year ended 31st December 2017, had been distributed to everyone.

James referred to some of the highlights from the report. In particular, he spoke of the emerging five-year vision that the Leadership Team and the PCC had been focussing on. This centred around the three words **LOVE, SERVE, GROW** and how they exemplified the working of our vision statement “sharing the life-changing love of Jesus serving our whole community”.

LOVE – to broaden and deepen our love for God in **worship and prayer**.

Our new sound system would greatly enhance our ability to do this. It had been particularly exciting to have our young folk more involved in worship – a great encouragement to young and old alike. We look forward to the development of **ENCOUNTER** and pray that this will become a regular feature of our worship together.

SERVE – to serve our community through **Outreach and Evangelism, especially to vulnerable families**.

This was a definite priority in serving the community through outreach. It had been wonderful to hear reports, from the staff at the Top School, about the change in many pupils following their attendance at Friday **Remix** where they felt they belonged. Many testimonies from **CAP** clients were so encouraging as were the exciting developments at St Mary’s School. What a huge privilege it was to hear such stories. James thanked everyone involved in any way. He also urged all to consider the extent to which they were able to give financially towards both church funds and **CNACT**, through which many of these developments had been made possible.

GROW – to grow in depth and in number through **Small Groups and Discipleship**

James urged every church member to find their place in a small group where they could be encouraged and nurtured. It was our ambition to double the number of groups over the next four years. He expressed special thanks to Ursula Simpson.

James then spoke of the desire to ‘raise our game’ being hindered by the limitations of our buildings. For many years, at least twenty, there has been the desire to develop St Mary’s church, providing better facilities for all, including underfloor heating. It was now evident that our buildings and site were proving a barrier to growth. We have outgrown our office facilities, we have nowhere for our youth to meet and our present car park brings so many problems for us. We are, at the bottom of this hill, both inaccessible and invisible! We **must** together address this! We propose a building plan to include

- 1) the acquisition of a large **HUB** in the centre of the town,
- 2) a re-ordering of the Parish Rooms particularly to facilitate the growth in our children's work, and
- 3) the re-ordering of St Mary's church building.

When will the time be right? When will the finance be available? God's timing is perfect! Watch this space and **PRAY!**

James then invited any question/comments about what he had said so far. One member spoke encouragingly about trusting the Lord – from her experience of re-ordering, and from that of others known to her, we should press on in courageous faith! Be ready to move forward. This was good news for the town.

James closed this part of the report with thanks to every single person who had contributed in any way over the previous year. Again, this was exciting stuff! In particular, he wished to record his thanks to the Staff Team, Martha Simpson, Jonny Lowe, Emma Bailey, Emily O'Shea, Judith Marshall, (Katie and Tom and Chris in the background), Becca Sterry and Catherine Spring, Ursula and Roger Simpson.

Special thanks were reserved for his wife, Emma, and for his whole family who continued to be such a support to him.

The Report on the Electoral Roll

The report, included in the Annual Report document, was taken as read.

The Churchwardens' Reports

Linda reflected on her seven years in post and referred, particularly, to her fellow churchwarden Gerald Forse who had died just recently. They had both started together and had found their way forward together. She also referred to the support she had received from her son, Matthew.

Both Linda and Graham spoke of their deep appreciation to all who had supported them and helped in any way. Graham was particularly grateful to those who had served on the Fabric Committee, those who supported the wardens in the maintenance of the church buildings and 137, Cornish Road.

He also thanked Stuart Cutting for all his support over matters of Health and Safety. A new church architect has recently been appointed and we were about to have our quinquennial inspection of the church building.

Deanery Synod

The Deanery Synod report was contained in the Annual Report document and taken as read.

The Church Finance Report

The Treasurer, Robert Freeman, spoke briefly to the finance papers. He wished to thank Emily O'Shea for the amazing way she managed to handle complex figures and see to day to day income and expenditure. Robert went on to thank everyone for their amazing generosity. Financially, we were in a stable and safe position. Robert was thanked with applause.

7. The Adoption of the Independently Examined Accounts

It was proposed by Robert Freeman and seconded by Emily O'Shea that the meeting adopted the accounts. This was done unanimously.

8. The Appointment of Independent Examiner

Mark Gillespie, an ex-treasurer, would be approached to see if he was willing to be appointed.

9. Elections Deanery Synod Members

With the retirement of Matt Deans, who had been on the PCC for ten years, there was one vacancy.

One nomination had been received.

Chris Mitchell had been proposed by Graham Povey and seconded by Jen Williams.

Chris was duly elected.

PCC Members

There were five vacancies and five nominations had been received:

Jamie Bell, proposed by Jan Pearman and seconded by Coenraad Van Wyk

Mary Smith, proposed by Jen Williams and seconded by Kathryn Walton

Robert Freeman, proposed by Graham Povey and seconded by Stuart Cutting

Kathryn Walton, proposed by Judith Marshall and seconded by John Marshall

Bill Rees, proposed by Andrew Bailey and seconded by Peter Williams

All were duly elected

A question was asked about the advance notice of PCC vacancies.

James expressed thanks to the outgoing members of the PCC, Chris O'Shea and Jo Rees.

Sidespersons

The election of sidespersons was delegated to the churchwardens.

10. Appointments

Churches Together in Chipping Norton Representatives.

Jen Williams (treasurer of CTCN) agreed to serve again together with Judith Marshall, Graham Povey and Matthew Carpenter.

11. Any Other Business

There were no items of Any Other Business.

Nicola Riley rose to express everyone's thanks to James for his leadership in our church and the outreach to the town. All concurred with enthusiastic and lengthy applause.

The meeting ended at 1.10 p.m.

Churchwardens' Report

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him” Colossians 3:17

Support of the Churchwardens

The Churchwardens are extremely grateful for all the help received. Particular thanks must go to everybody involved in supporting last year's 100th anniversary Remembrance Service when there was a very large turn-out.

It is rewarding to be part of a team so, if you have not yet joined a team, we would encourage you to do so and see for yourselves:

- Communion setting up / servers / cleaning
- Music / worship
- Song Pro / Sound
- Welcome / Coffee / refreshments
- Readers / Intercessors / Prayer ministry
- Flowers / Bells
- Children's ministry – Sparklers (creche), Ignite, One-Way and Ablaze

It is a wonderful way to show our support to the ministry team but, more importantly, service to the Father God we worship.

Church cleaning

Weekly contract cleaning keeps the parish rooms, church carpet and toilets clean which is important as we hire out the premises on a regular basis.

We are grateful to the Men's Breakfast group who gave their time to do high level cleaning and several maintenance jobs after the February breakfast meeting. The Chipping Norton Brownies helped again this year in November before Remembrance Day as well as in February. These are fun occasions so please come and join us when you can. We do have individual people quietly cleaning sections of the church at a time which suits them so please consider if this would suit you.

Wendy Portman continues to keep the brass clean & sparkling, in addition to her verger duties at Weddings and Funerals throughout the year.

Matthew Carpenter keeps the communion items in order and we have people who take small linen home to wash & iron. We are also indebted to Matthew for looking after the 8am services and for changing the altar colours.

Inventory

We carried out a full audit of inventory items at the changeover of Churchwardens. We have not made any progress with logging items photographically. If you have skills in cataloguing photography and are willing to give some time to this, the Churchwardens will be pleased to hear from you.

Churchwardens: Graham Povey and Tim Woolcock, March 2019

Churchwardens' Fabric Report

Churchwardens' Fabric Report

This report has been prepared in accordance with the requirements of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. It has been circulated to members of the Parochial Church Council and any amendments required by them have been incorporated.

Cleaning and maintenance

- We had a working group in the church following the Men's breakfast meeting last October. This group's mission was to improve the state of the floor in the church as an interim measure until a bigger project can be started. Significant areas of flooring were levelled and improved along with several pews being re-levelled, stabilized and made suitable for regular use.
- The annual February high level cleaning day was extended to include several other indoor and outdoor maintenance tasks including repairing the mesh gates on the church porch and removing greenery from some of the outside walls and steps.
- The annual clearance of the Church and Parish Centre roof and hopper-heads was previously done by John Harding. Gordon Horner has agreed to take on these tasks.
- The maintenance of the churchyard is the responsibility of the Town Council. Chipping Norton Green Gym have continued to tidy in the churchyard throughout the year. In February, the men's breakfast group removed the fence from around the Dawkins Mausoleum and cleared the vegetation from it and the surrounding tombs.
- We have a contract with J & J Cleaning to clean both the church and Parish Rooms weekly, with a focus on toilets and carpet areas. In addition, R & B Maintenance are asked to complete an annual deep clean of carpets on the platform in church and in the Parish Rooms.
- Cleaning days are well supported with high-level cleaning in spring supported by the Men's Breakfast group. We had two lower level cleaning days the first following the high-level cleaning and in autumn before Remembrance Service supported by the CN Brownies.

All maintenance and repairs for the church, Parish Rooms and 137 Cornish Road are logged centrally and monitored by the Fabric Committee.

Fabric needs/projects/repairs

The PCC approved a budget for maintenance of the fabric of the church to be expended at the Fabric Committee's discretion.

- The annual PAT (portable appliance testing) was completed in the Church and the Parish Centre in July 2018.
- Whites of Appleton carried out their annual inspection and maintenance of the bells in June 2018. Recommendations for this year: Monitor the third rope and to continue to monitor the headstock splits during future maintenance visits and give advice accordingly.

- Executive Fire Protection Ltd are due to perform the annual inspection of fire extinguishers in the church building, Parish Centre and St James' Over Norton on March 22nd. A church plan showing the ideal location of appliances has been made and is displayed in the Church and the Church Office.
- Graham Povey continues to manage the church boiler and reports to the Fabric Committee. The boiler service contract was completed again by Gas Safe.
- Lightening protection – Southern Lightening Engineers completed their annual inspection of the lightening conductor on 21st December
- Lighting wiring – it was found that the lighting control circuit had been incorrectly installed when some of the lights were found to have switched themselves on overnight. This wiring has since been corrected and includes a new relay box.

Projects – ‘reSound’ and ‘enVision’

The improved sound equipment introduced by project resound performs better and has much greater capability than the previous system. Some of this extra capability is invaluable for our ‘Encounter’ services where many inputs and outputs are used together. Regular Sunday services are clearer with a relay feed to the Trinity room. Sermons are recorded on the same system and are published on the church website to enable users to listen again or catch up if they were unable to attend the service.

Two new 49” LG monitors on trolley stands are now in regular use and are fed from the same video source as the main front projector. This means that many more people in the church can now see a screen.

Ethernet wiring has been routed from the bell chamber at the top of the tower down to the sound desk. A Wi-Fi ‘bridge’ is to be installed between the tower and office in the Parish Rooms ready for the next phase of AV work and for future-proofing.

The new ‘enVision’ project will replace the current main projector and screen with a wider and brighter picture in the same aspect ratio as the auxiliary monitors. It will also add cameras to relay the speaker, baptisms etc. onto the screens around the church.

At the same time, ethernet cables will be laid within the church itself to add more sound and vision functionality and to enable future connectivity.

The old mobile sound desk has been modified and re-tasked as a sound kit trolley and resides in a new cupboard built under the stairs in the Tower. This enable the sound team to keep everything together and trundle it along to the front with everything at hand.

Architect and Quinquennial Inspection

Camilla Finlay of Acanthus Clews Architects was appointed as Church Architect and carried out the Quinquennial Inspection in June 2018. The report details issues and suggests priorities for each task.

The ‘Priority 1’ issues identified were:

- The Dawkins Mausoleum, its own condition and the damage being caused to the main church building by it.
- Some high-level work (including repointing) to the East wall of the South Aisle
- Clearing vegetation from the boiler room steps, repointing and clearing the downpipe outlet and gully
- Remove greenery and repoint open joints in North Wall of Over Norton aisle

- Remove ivy growth from North Wall of Tower
- Re-fix loose section of downpipe – west wall of South Aisle.

Much of the 'enabling' work has already been completed thanks to the efforts of volunteers.

Security

Our new insurance provider was approached regarding the initial refusal to allow bonfires in the churchyard. We are pleased to report that providing certain conditions are met and probably thanks to a large tree fall, we are now allowed to have bonfires again.

The push button code-lock on the door to the sacristy hallway has been upgraded from a mortice latch to a deadlock. This now requires the last user to turn the handle clockwise to engage the bolt but offers much greater security.

Health and safety

All policies and risk assessments for St Mary's Chipping Norton and St James Over Norton were reviewed and discussed by the PCC at its meeting on 2st November 2018.

A slide has been added to the Sunday rolling PowerPoint showing the 3 main fire exit routes.

The first aid box is situated in Church in the tower hallway. There is a similar box in the Parish Centre kitchen. A list of qualified first aiders willing to be called upon is needed.

137 Cornish Road

The loft insulation work was completed along with creating a boarded area supported above the top of the insulation. We did our own annual inspection of the property in October. Annual boiler service undertaken.

Churchwardens: Graham Povey and Tim Woolcock, March 2019

Chipping Norton Deanery Synod

- Synod met three times this year
- Parish Share included a 2.52% increase.
The Area Dean highlighted that we are moving towards aiming to pay the Parish Share in full in 2019. Currently we get a 1% rebate. Once we pay in full we get a 3% rebate.
Next year we may be asking parishes to pay extra / loan extra to get the full share paid.
The Diocese decides the deanery share and the deanery decides the split across the parishes.
- Mission Money. Remaining money from 2017 – a grant of £814.39 has been given to Chipping Norton for their social engagement work.

2018 money – £900 for the Pilgrim path project to design three more seasonal companion booklets. It is planned to ask for a grant from the Diocese for further publications.

Other grants - Leafield for start-up money towards messy church of £500.
 Kingham and Churchill for purchase of Lent Pilgrim and Easter Pilgrim books for distribution of £460.

In successive years there may not be more pots of local money to bid for, rather a central pot to apply to.
- Pilgrim Path Project – The project has been taken to Bicester and Islip deanery and Shill Valley deanery.
A website developer is developing a website for the project.
It is a good rural answer to the Bishop asking rural parishes to be engaging in rural mission and environmental issues.
Walks were held twice a month during May to October 2018 with three to 16 people on each walk. The four-day bank holiday pilgrimage was successful (with a wet Sunday). Next year there will be a four-day pilgrimage over the August bank holiday in the north side of the deanery, centred on Chipping Norton
- Emma Kennedy gave a presentation on the social action taking place in Chipping Norton and surrounding areas. Emma has produced a signposting sheet for reaching out into our communities
- Vacancies – Geoffrey Clement was licensed on 17th October in Shipton Church.
Hook Norton Vicar – Revd Janet Ford Faull from Gloucester will be installed on 22nd May.
Sally Welch will be standing down as Area Dean and working with the Bishop on the contemplative strand of the three C's.
- 2019 Visitation service – this will now be on **27th June** at St Leonards, Eynsham.
 - **Church Representative Rules – now states that lay can only do two terms on synod. We may decide to pass a resolution at the APCM in the future to dis-apply this.**

Suggested resolution: That the Deanery Synod representatives from xxx Benefice/Parish should be allowed to serve for more than two terms on Deanery Synod.

PCC Membership

Members of the PCC are those ex-officio (Clergy and Churchwardens), those elected by the Annual Parochial Church Meeting (APCM) and those co-opted by the PCC.

During the year the following served as members of the PCC:

Vicar	Rev Dr James Kennedy
Associate Minister	Rev Ursula Simpson
	Rev Jackie Jones
	Rev Canon Roger Simpson
Curate	Rev Martha Simpson
	Rev Toby Artis
Churchwardens	Graham Povey, Tim Woolcock

Deanery Synod:

<i>Until 2020</i>	Judith Marshall
	Jo Graves
	Chris Mitchell

Elected members:

<i>Until 2019</i>	Jo Rees
	Nicola Riley
	David Bishop
<i>Until 2020</i>	Mark Knight
	Peter Williams
	Bill Rees
<i>Until 2018</i>	Mary Smith
	Jamie Bell
	Robert Freeman

Co-opted members

Officers:

<i>Chair</i>	Rev Dr James Kennedy
<i>Lay chair</i>	Nicola Riley
<i>Secretary</i>	Peter Williams
<i>Treasurer</i>	Robert Freeman
<i>Electoral Roll Officer</i>	Emma Bayley
<i>Planned Giving Officer</i>	Jen Williams

The following served on the Team Benefice Council: Jo Graves, Graham Povey.

The following represented St Mary's on Churches Together in Chipping Norton: Jen Williams (Treasurer), Judith Marshall and Graham Povey and Matthew Carpenter.

PCC Committees

There are a number of subcommittees of the PCC. Much has been achieved and many aspects of the life of our church depend on their continued work. We would like to thank all those who have served on them.

- a) **Standing Committee:** This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to directions given by the PCC.
- b) **Fabric Committee:** helps the churchwardens with the maintenance and development of the church fabric including matters relating to the management of the Parish Centre, and liaising with the Town Council in the management of the churchyard.
- c) **Missions Team:** meets to consider the church's 'mission' in the broadest sense. The team advises the PCC and assists with the strategic planning, development and communication regarding Gift Days and ongoing links/ partnerships with other mission-related organisations and activities.
- d) **Buildings Team:** meets fortnightly to manage the forthcoming buildings project. The team has been delegated responsibility for operational decisions between PCC meetings and advises the PCC during the planning and development phases of the project, guiding also with regard to communication and fundraising strategies.

In addition to the above, the PCC can set up additional committees. The PCC met 6 times during the year.

Church Attendance

During 2018, while we have welcomed many new people to the church family, weekly attendance among both our adult and children's congregations have remained stable (average attendance 110 adults and 27 children at 10.45). Average total Sunday attendance (adults and children) across all services in the parish (8am, 9.15 Over Norton and 10.45) is approximately 165.

2019 Electoral Roll Revision

Following the annual revision of the Electoral Roll, the number on the Electoral Roll as from 1st March 2019 has increased from 156 to 171. (59 new members, and 31 who did not re-new)

Emma Bayley

Electoral Roll Officer 7 March 2019

During 2018, we held 33 funerals either at St Mary's or at the crematorium, (including those of Betty Hawtin, Bruce Parker, Gerald Forse, Joan Pearson and Ida Letch).

We held 6 church weddings at St Mary's, and 4 infant baptisms & 2 adults by immersion.

Other services:

- Churches Together in Chipping Norton annual service
- Healing Service
- 'Encounter' Services
- Remembrance Day service
- All Souls service of remembrance
- Carol Service
- Christingle Service

Finance Report

St Mary's finance function is pleased to present the twelve-month financial results to 31 December 2018.

The overall picture saw a loss of £6,284 on the general fund. However, including other funds we made a profit of £110,745.

Due to our income having exceeded £250k, it was necessary to produce the final accounts on an "accruals" basis, whereas our budgeting and monitoring throughout the year was done on a "receipts and payments" basis. We have also had to alter the recording of certain funds, moving some items from the general fund to restricted funds. The total effect of this was to increase the reported loss by £3,291 over the previous accounting method used in previous years, to the figure detailed above.

Incoming and outgoing resources

Incoming resources increased from £174,696 in the year ended 31 December 2017 to £325,287 in the year ended 31 December 2018. Income included some very generous one-off donations of £100,000 (to the buildings project) and £20,000 (set aside for special one-off projects); £11,790 received from CNACT; £14,420 from Gift Day; and grants and donations totalling £11,348 exclusively for projects and activities to do with outreach, CAP Lifeskills and the Nurture Room. These areas of ministry are growing rapidly, the previous year comparative income for these was £1,372.

Total payments rose from £177,969 to £214,542, with increased expenditure in a number of areas including social action (2017: £4,406, 2018: £11,630) due to the increased activity in this area; accommodation (2017: £0, 2018: £9,126) being largely the housing allowance, allowing us our House for Duty post; and church maintenance (2017: £2,539 (general fund only), 2018: £5,495 (general fund only)) due to the quinquennial review. £5,292 was also spent as preliminary costs on the buildings project.

The largest items of expenditure related to the ongoing operations of the church (the parish share and staff costs), as well as our missions giving, representing 10% of our unrestricted voluntary income. Through our Gift Day we were also able to put £8,500 towards the installation of new visuals (the EnVision Project) and improve the Trinity Room (£1,100).

The church is extremely grateful to those who provided the income to support all of the activities of the church in 2018. We are constantly humbled by the generosity and self-sacrifice shown.

Financial position at the end of the year

Note 13 of the accounts provides a view of the St Mary's financial position at the start and end of the financial year.

The total balance of funds has increased by £110,745, including the Buildings Fund of £94,708. We have £13,277 in our Projects Fund, have accumulated an Equipment Reserve of £5,371, and have £6,874 set aside for EnVision. The general fund has decreased from £13,683 at the start of 2018 to £7,398 at the year end.

The general fund

Due to the stricter application of accounting rules in the 2018 accounts, all monies outstanding at the end of 2018 relating to CNACT have been moved to a restricted fund. These can be seen as an increase of £1,784 in the CNACT Fund and an equal and opposite figure in the general fund as of year-end 2018.

Some key points for the general fund for the year ending 31st December 2018 are:

- Expenditure: for the general fund combined with the CNACT grant we had budgeted £170,172 and we ended up spending £170,730
- Income: for the general fund combined with the CNACT grant we had budgeted £166,442 and we received £166,230
- We had originally budgeted for a loss of £3,730 on these funds and saw a loss of £4,500.
- Standing order giving increased by 16% on the previous year, the number of standing orders having increased from 63 to 66.

We have again produced a challenging budget with a budgeted loss of £3,150 for the year on the general fund. Since there is only £7,398 remaining in the general fund at the 2018 year-end, and with the buildings project happening, we suggest looking at the whole of giving and fund-raising together over the future months, potentially with help from the diocesan giving advisor.

Emily O'Shea (Finance Administrator), approved by Robert Freeman (Treasurer)

Chipping Norton Area Christian Trust (CNACT)

Another busy year for CNACT... For anyone unfamiliar with the Trust, CNACT is financially distinct from St Mary's, but exists to support and facilitate the mission of the church. In recent years, a number of people have given sacrificially over and above their general giving to the church to enable us employ Jonny Lowe as our Youth Worker, Becca Sterry as our Children and Families' Worker and Catherine Spring as our Schools and Community Worker. We are thrilled at how things have continued to blossom through their combined ministries, enabling us both to nurture our young people and to reach out powerfully into our community.

Despite having attracted limited grant funding towards some of our ongoing costs, **we need to highlight to the church family that we will need significant further financial resource for these ministries to remain viable beyond the summer of this year.**

We are actively seeking further grant funding, and also seeking to attract financial support from the wider community, **but we would ask the whole church family to consider prayerfully whether you would be willing to commit to extending your giving**, to whatever degree you feel able, to enable us to continue to minister to our community in this vital way.

Projected financial needs:

Annual ongoing costs -	Youth Worker:	£24,000
	Children and Families' Worker:	£11,000
	Schools and Community Worker:	<u>£19,500</u>
	TOTAL:	<u>£54,500</u>

A financial report up to 31st May 2018 is included in the appendix to this report along with the church financial report.

If anyone within the church family would like to support our invaluable Youth Ministry further, either by making a one-off donation, by setting up a new standing order, or by increasing an existing regular donation, please contact either Jamie Bell – churchillheath@mac.com or Linda Carpenter – linda.carpenter50@yahoo.co.uk (Trustees).

Staff

There has been a small amount of change within our staff team, to all of whom I am immensely grateful for their support, encouragement and commitment.

We welcomed **Toby Artis** in July, who joined us (**with his wife, Emma**) adding a further Curate to our number. In February, **Martha Simpson** stepped back from ministry for a year of maternity leave (during which we were delighted to welcome her son Simeon to the church family).

A number of us have continued to attend the '**Lead Academy**' learning community along with leaders of other market town churches, being encouraged and equipped towards becoming Resource Churches for the villages around us. This again proved to be extremely valuable to us in our strategic planning. The Staff Team also benefited hugely from a **24 hours residential 'off-site'** in July, where we were encouraged by inspiring input from David and Clare MacInnes.

We now have two 'ordinands' on the team. Joining **Judith Marshall** (who will be ordained in June 2019), in September we also welcomed **Gareth Harper (with his wife, Athena and daughter, Beatrix)**. Gareth is training for ordination at St Mellitus College in London for three years, during which time he will be serving part-time at St Mary's as his placement church.

Jonny Lowe completed the 3 years of his initial contract as Youth Worker and we were delighted to be able to extend his employment for a further 2 years from September 2018. **Emma Kennedy** continues (in her volunteer capacity) to oversee our Community and Outreach ministries, also line-managing **Becca Sterry** (Children and Families' Worker) and **Catherine Spring** (Schools and Community Worker). **Emily O'Shea** (Administrative Manager and Finance) and **Emma Bayley** (Office Administrator) both continued to offer essential administrative support the whole team.

After 65 years since his ordination ministry, Rev Canon **Robin Howard** took the hard decision to step down from active ministry. Along with many other parishes over the decades, we are very much indebted to Robin for his selfless services since he and Mary moved to Chipping Norton. Our clergy complement otherwise remains stable, and we remain extremely grateful for the ongoing support of Rev **David Salter** (Team Vicar), Rev **Ursula Simpson** (Associate Minister in charge of Pastoral and Small Group Ministries) Rev **Jackie Jones** (Associate Minister), Rev **Roger Simpson** (supporting Mission and Evangelism) and for the fantastic regular assistance that we receive from other clergy (namely Rev **Victor Story**, Rev **John Coyne**, Rev **Mike Selwood**, Rev **Ian Arthur** and Rev **Jan Fielden**).

The PCC has continued to grow together and to be an amazing source of encouragement and godly counsel. I would particularly like to thank them all for their wisdom, kindness and willingness to give their time to see the life-changing love of Jesus shared even more widely as we serve our community.

James Kennedy (Vicar)

Agenda of APCM 2018

Annual Parochial Church Meeting and Meeting of Parishioners

Sunday, March 17th 2019 at 12.30 in the Parish Rooms.

1. Welcome and Praye
2. Apologies for Absence
3. Announcement of Any Other Business
4. Minutes of the Last Meeting and Matters Arising
5. Meeting of Parishioners
 - a) Proposal of resolution to suspend the maximum 6 year term of office for churchwardens (s.3 of Churchwarden's Measure 2001)
 - b) Election of Churchwardens.
 - c) Proposal of resolution set out in Deanery Synod Report
(That the Deanery Synod representatives from St Mary's Chipping Norton with St James' Chipping Norton should be allowed to serve for more than two terms on Deanery Synod)
6. The Annual Report for 2017 to include
 - The Annual Report Document
 - The Report on the Electoral Roll
 - The Churchwardens' Report
 - The Churchwardens' Fabric Report
 - Deanery Synod Report
 - The Church Finance Report
7. The Adoption of the Independently Examined Accounts
8. The Appointment of Independent Examiner
9. Elections
 - Deanery Synod Member
 - Parochial Church Council Members
 - Sidespersons
10. Appointments
 - Representatives for Churches Together in Chipping Norton
11. Any Other Business (to be notified to the secretary before the meeting.)

Closing Prayer

The first meeting of the new PCC will be held on Wednesday, May 15th 2019 and will begin with a short communion service, at 7.00 p.m. in church, to which everyone is welcome.

St. Mary's Church, Chipping Norton, Parochial Church Council	Charity No: 1132070
Annual accounts for the period	
1 January 2018 - 31 December 2018	

Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year funds £
Incoming resources (Note 3)					
Income and endowments from:					
Donations and legacies	158,455	142,912	-	301,367	157,590
Charitable activities	16,936	6,891	-	23,827	17,033
Other trading activities	-	-	-	-	-
Investments	93	-	-	93	73
Separate material item of income	-	-	-	-	-
Other	-	-	-	-	-
Total	175,484	149,803	-	325,287	174,696
Resources expended (Note 4)					
Expenditure on:					
Raising funds	-	-	-	-	-
Charitable activities	166,934	47,608	-	214,542	177,969
Separate material item of expense	-	-	-	-	-
Other	-	-	-	-	-
Total	166,934	47,608	-	214,542	177,969
Net income/(expenditure) before investment gains/(losses)	8,550	102,195	-	110,745	- 3,273
Net gains/(losses) on investments	-	-	-	-	-
Net income/(expenditure)	8,550	102,195	-	110,745	- 3,273
Extraordinary items	-	-	-	-	-
Transfers between funds	- 100	100	-	-	-
Other recognised gains/(losses):					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-
Net movement in funds	8,450	102,295	-	110,745	- 3,273
Reconciliation of funds:					
Total funds brought forward	45,781	12,050	-	57,831	61,104
Total funds carried forward	54,231	114,345	-	168,576	57,831

Section B Balance sheet

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets	18,500	-	-	18,500	18,500
<i>Total fixed assets</i>	18,500	-	-	18,500	18,500
Current assets					
Debtors (Note 10)	4,643	260	-	4,903	2,904
Cash at bank and in hand (Note 12)	52,306	116,762	-	169,068	54,788
<i>Total current assets</i>	56,949	117,022	-	173,971	57,692
Creditors: amounts falling due within one year (Note 11)	21,218	2,677	-	23,895	18,361
<i>Net current assets/(liabilities)</i>	35,731	114,345	-	150,076	39,331
<i>Total assets less current liabilities</i>	54,231	114,345	-	168,576	57,831
<i>Total net assets or liabilities</i>	54,231	114,345	-	168,576	57,831
Funds of the Charity					
Restricted income funds (Note 13)		114,345		114,345	12,050
Unrestricted funds	54,231		-	54,231	45,781
Revaluation reserve				-	
<i>Total funds</i>	54,231	114,345	-	168,576	57,831

Signed by one or two
trustees on behalf of all the
trustees

Signature	Print Name	Date of approval dd/mm/yyyy

Section C Notes to the accounts

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- and with* ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with* ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.*

☒

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate: Not applicable

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

Yes*	<input checked="" type="checkbox"/>	
No*	<input checked="" type="checkbox"/>	

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes*	<input checked="" type="checkbox"/>	
No*	<input checked="" type="checkbox"/>	

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Yes*	<input checked="" type="checkbox"/>	
No*	<input checked="" type="checkbox"/>	

Note 2 Accounting policies

2.1 Reconciliation with previous year's accounts

Accounts year ending 31 December 2017 were receipts and payments accounts. Accounts year ending 31 December 2018 are FRS 102 accounts.

Reconciliation of funds per previous year accounts to funds determined under FRS 102

	Start of period £	End of period £
Fund balances as previously stated	66823	70444
Adjustments:	-5719	-12613
Fund balance as restated	61104	57831

Reconciliation of net income/(net expenditure) per previous year accounts to net income/(net expenditure) under FRS 102

	End of period £
Net income/(expenditure) as previously stated	3621
Adjustments:	-6894
Previous period net income/(expenditure) as restated	-3273

Section C	Notes to the accounts	(cont)						
Note 2	Accounting policies							
2.2 INCOME								
<div>This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a".</div>								
Recognition of income	<p>These are included in the Statement of Financial Activities (SoFA) when:</p> <ul style="list-style-type: none">the charity becomes entitled to the resources;it is more likely than not that the trustees will receive the resources; andthe monetary value can be measured with sufficient reliability.	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Offsetting	<p>There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Grants and donations	<p>Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Legacies	<p>In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).</p> <p>Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Government grants	<p>The charity has received government grants in the reporting period</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Tax reclaims on donations and gifts	<p>Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Contractual income and performance related grants	<p>This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Donated goods	<p>Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.</p> <p>The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.</p> <p>Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.</p> <p>Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.</p> <p>Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Donated services and facilities	<p>Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.</p> <p>Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Support costs	<p>The charity has incurred expenditure on support costs.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Volunteer help	<p>The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Income from interest, royalties and dividends	<p>This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Income from membership subscriptions	<p>Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.</p> <p>Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Settlement of insurance claims	<p>Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						
Investment gains and losses	<p>This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.</p>	<table><tr><td>Yes</td><td>No</td><td>N/a</td></tr><tr><td>✓</td><td>✓</td><td>✓</td></tr></table>	Yes	No	N/a	✓	✓	✓
Yes	No	N/a						
✓	✓	✓						

2.3 EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Governance and support costs	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Grants payable without performance conditions	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Redundancy cost	The charity made no redundancy payments during the reporting period.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Deferred income	No material item of deferred income has been included in the accounts.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>
Basic financial instruments	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/a <input checked="" type="checkbox"/>

2.4 ASSETS

Tangible fixed assets for use by charity		These are capitalised if they can be used for more than one year, and cost at least	£1,000	Yes	No	N/a
		They are valued at cost.		✓	✓	✓
		The depreciation rates and methods used are disclosed in note 9.2.				
Intangible fixed assets		The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5		Yes	No	N/a
				✓	✓	✓
		They are valued at cost.		Yes	No	N/a
				✓	✓	✓
Heritage assets		The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.		Yes	No	N/a
				✓	✓	✓
		They are valued at cost.		Yes	No	N/a
				✓	✓	✓
Investments		Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.		Yes	No	N/a
				✓	✓	✓
		Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments		Yes	No	N/a
				✓	✓	✓
Stocks and work in progress		Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.		Yes	No	N/a
				✓	✓	✓
		Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.		Yes	No	N/a
				✓	✓	✓
		Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.		Yes	No	N/a
				✓	✓	✓
Debtors		Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.		Yes	No	N/a
				✓	✓	✓
Current asset investments		The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.		Yes	No	N/a
				✓	✓	✓
		They are valued at fair value except where they qualify as basic financial instruments.		Yes	No	N/a
				✓	✓	✓

Section C **Notes to the accounts** **(cont)**

Note 3 **Analysis of income**

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Analysis						
Donations and legacies:	Donations and gifts	132,324	118,635	-	250,959	122,936
	Gift Aid	24,856	3,610	-	28,466	25,220
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	1,275	20,667	-	21,942	9,434
	Total	158,455	142,912	-	301,367	157,590
Charitable activities:	Church activities	4,214	6,581	-	10,795	4,142
	PCC fees	6,211	310	-	6,521	3,675
	Providing facilities	4,679	-	-	4,679	5,571
	Other	1,832	-	-	1,832	3,645
	Total	16,936	6,891	-	23,827	17,033
Income from investments:	Interest income					
		93	-	-	93	73
	Total	93	-	-	93	73

TOTAL INCOME	175,484	149,803	-	325,287	174,696
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Other information:

All income in the prior year was unrestricted except for: (please provide description and amounts) Donations (£19,504) Gift Aid (£3,500), Grants (£9,434), Church activities (£629), PCC fees (£180)

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts) Grants and donations includes a one-off donation of £100,000 into the "Building Project" restricted fund.

Note 4 **Analysis of expenditure**

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Expenditure on charitable activities	Worship	58,794	9,257	-	68,051	53,811
	Community	39,141	17,905	-	57,046	51,483
	Mission	68,999	20,446	-	89,445	72,675
	Total expenditure on charitable activities	166,934	47,608	-	214,542	177,969
	TOTAL EXPENDITURE	166,934	47,608	-	214,542	177,969

Other information:

Analysis of expenditure on charitable activities

Activity or programme	Activities undertaken directly £	Grant funding of activities £	Support Costs £	Total this year £	Total prior year £
Worship	27,814	0	40,237	68,051	53,811
Community	29,920	0	27,126	57,046	51,483
Mission	41,942	0	47,503	89,445	72,675
Other					
Total	99,676	0	114,866	214,542	177,969

Prior year expenditure on charitable activities can be analysed as follows:

Worship: Direct activities £23,858, Support costs £29,951
Community: Direct activities £22,675, Support costs £28,808
Mission: Direct activities £33,830, Support costs £38,845

Section C **Notes to the accounts** **(cont)**

Note 5 **Support Costs**

Support cost (examples)	Raising funds £	Worship £	Community £	Mission £	Grand total £	Basis of allocation (Describe method)
Facilities & Administration	-	4,135	2,754	4,854	11,743	In proportion to costs on direct activities
Staff costs	-	36,027	24,322	42,561	102,910	In proportion to costs on direct activities
Other costs	-	75	50	88	213	In proportion to costs on direct activities
Total	-	40,237	27,126	47,503	114,866	

Support costs are apportioned to charitable activities in proportion to costs on direct activities.

Note 6 **Details of certain items of expenditure**

There were no amounts paid for any statutory external scrutiny of accounts or any other services provided by the independent examiner (2017: £0).

Note 7 **Paid employees**

Please complete this note if the charity has any employees.

7.1 Staff Costs

Salaries and wages
Social security costs
Pension costs (defined contribution scheme)
Other employee benefits

	This year £	Last year £
Salaries and wages	21,652	17,639
Social security costs	-	-
Pension costs (defined contribution scheme)	866	706
Other employee benefits	-	-
Total staff costs	22,518	18,345

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

7.2 Average head count in the year

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	1	1
Governance	-	-
Other	-	-
Total	1	1

During the year there were no ex-gratia payments and there were no redundancy payments

Note 8 **Defined contribution pension scheme**

The amount of contributions recognised in the SOFA as an expense for defined contribution pension schemes was £866 (2017: £706).

Along with the other support costs, pension costs are allocated to activities in proportion to the direct activity costs. All pension costs have been treated as unrestricted.

Section C **Notes to the accounts** **(cont)**

Note 9 **Tangible fixed assets**

Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Total
	£	£	£	£	£
At the beginning of the year	18,500	-	-	-	18,500
Additions	-	-	-	-	-
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	18,500	-	-	-	18,500

Note 10 **Debtors and prepayments**

Analysis of debtors

	This year £	Last year £
Other debtors	4,903	2,904
Total	4,903	2,904

Note 11 **Creditors and accruals**

Analysis of creditors

	Amounts falling due within one		Amounts falling due after more	
	This year	Last year	This year	Last year
Accruals and deferred income	23,787	18,253	-	-
Taxation and social security	108	108	-	-
Total	23,895	18,361	-	-

Note 12 **Cash at bank and in hand**

	This year £	Last year £
Short term deposits	35,000	15,000
Cash at bank and on hand	134,068	39,788
Total	169,068	54,788

Section C **Notes to the accounts** **(cont)**

Note 13 **Charity funds**

13.1 Details of material funds held and movements during the CURRENT reporting period

** Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
General fund	U	General fund	13,682	154,440	145,520	- 15,204	-	7,398
137 Cornish Road	U	building	18,500					18,500
Over Norton	U	funds held for Over Norton chapel	4,689	554	201			5,042
Equipment reserve	U	set aside to replace equipment	4,000	-	633	2,004		5,371
Missions	U	set aside to give to home and overseas	- 1,283	250	12,000	13,645		612
Outreach	U	set aside for local outreach	1,000	-	1,000	1,000		1,000
Projects	U	set aside for special projects	-	20,000	6,723			13,277
Reserves fund	U	set aside for when needed	2,853	-		- 1,545		1,308
Vicar's Discretionary	U	to be used at the vicar's discretion	2,340	240	857			1,723
Worship	R	donated for improvements to sound etc.	-	-	-	-	-	-
Bells	R	to be spent on bells	1,686	488	190			1,984
Building Project	R	to be spent on building project	-	100,000	5,292			94,708
CAP	R	to be spent on CAP	373	3,669	3,109	-		933
Chippy Fun Day	R	from Gift Day for Pandemonium fun day	-	50	3,050	3,000		-
CNACT Grant	R	from CNACT for youth and children	-	11,790	10,006			1,784
Envision	R	for improving visuals at church	-	12	1,638	8,500		6,874
Flower fund	R	to be spent on flowers	1,814	-	225			1,589
Gift Day	R	donations from Gift Day	-	14,420	1,820	- 12,600	-	-
House for Duty	R	donations to support House for Duty post	713	738	1,375	-	-	76
Kitchen	R	donated for kitchen improvements	170	-				170
Living Stones	R	restricted to Living Stones project	533	-				533
Life Skills	R	to be spent on CAP Life Skills	-	1,600	403	-	-	1,197
Long Lartin	R	to be spent on resources for Long Lartin	1,461	-	1,143	100		418
Minis	R	to be spent on Minis toddler group	248	251	80			419
Nurture Room	R	to be spent on Nurture Room	-	2,750	780			1,970
Outreach	R	to be spent on local outreach	-	6,998	5,726			1,272
ReSound	R	to be spent on improved sound system	550	-	550			-
Tearfund ZOE	R	donations etc. for Tearfund ZOE	252	668	668	-	-	252
Trinity Room	R	to be spent on the Trinity Room	-	-	1,100	1,100	-	-
Youth	R	to be spent on youth projects	394	135	350	-	-	179
Youth Mission	R	to be spent on youth mission trip	3,856	6,234	10,103	-	-	- 13
Total Funds			57,831	325,287	214,542	-	-	168,576

Section C **Notes to the accounts** **(cont)**

Note 13 **Charity funds (cont)**

13.2 Details of material funds held and movements during the PREVIOUS reporting period

** Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

<div>unrestricted funds</div>	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £		
Fund names										
General fund	U	General fund	15,471	138,477	123,837	-	16,429	-	13,682	
137 Cornish Road	U	building	18,500	-	-	-	-	-	18,500	
Over Norton	U	funds held for Over Norton chapel	4,444	460	215	-	-	-	4,689	
Equipment reserve	U	set aside to replace equipment	2,000	-	-	2,000	-	-	4,000	
Missions	U	set aside to give to home and overseas	-	22	-	10,923	9,662	-	-	1,283
Outreach	U	set aside for local outreach	1,000	-	1,000	1,000	-	-	1,000	
Projects	U	set aside for special projects	-	-	-	-	-	-	-	
Reserves fund	U	set aside for when needed	2,853	-	-	-	-	-	2,853	
Vicar's Discretionary	U	to be used at the vicar's discretion	33	2,500	309	116	-	-	2,340	
Worship	R	donated for improvements to sound etc.	2,600	-	-	-	2,600	-	-	
Bells	R	to be spent on bells	1,358	328	-	-	-	-	1,686	
Building Project	R	to be spent on building project	-	-	-	-	-	-	-	
CAP	R	to be spent on CAP	777	4,667	6,889	1,818	-	-	373	
Chippy Fun Day	R	from Gift Day for Pandemonium fun day	-	-	-	-	-	-	-	
CNACT Grant	R	from CNACT for youth and children	-	6,518	6,518	-	-	-	-	
Envision	R	for improving visuals at church	-	-	-	-	-	-	-	
Flower fund	R	to be spent on flowers	1,953	-	139	-	-	-	1,814	
Gift Day	R	donations from Gift Day	7,815	14,346	11,307	-	10,854	-	-	
House for Duty	R	donations to support House for Duty post	50	663	-	-	-	-	713	
Kitchen	R	donated for kitchen improvements	-	170	-	-	-	-	170	
Living Stones	R	restricted to Living Stones project	533	-	-	-	-	-	533	
Life Skills	R	to be spent on CAP Life Skills	-	-	-	-	-	-	-	
Long Lartin	R	to be spent on resources for Long Lartin	1,000	-	539	1,000	-	-	1,461	
Minis	R	to be spent on Minis toddler group	379	124	255	-	-	-	248	
Nurture Room	R	to be spent on Nurture Room	-	-	-	-	-	-	-	
Outreach	R	to be spent on local outreach	-	1,371	1,550	179	-	-	-	
ReSound	R	to be spent on improved sound system	-	937	10,827	10,440	-	-	550	
Tearfund ZOE	R	donations etc. for Tearfund ZOE	360	2,003	2,725	614	-	-	252	
Trinity Room	R	to be spent on the Trinity Room	-	-	-	-	-	-	-	
Youth	R	to be spent on youth projects	-	1,330	936	-	-	-	394	
Youth Mission	R	to be spent on youth mission trip	-	802	-	3,054	-	-	3,856	
Total Funds			61,104	174,696	177,969	-	-	-	57,831	

Section C **Notes to the accounts** **(cont)**

Note 13 **Charity funds (cont)**

13.3 Transfers between funds

	Reason for transfer	Amount
Between unrestricted and restricted funds	£100 was transferred from the unrestricted Missions fund to the restricted Long Lartin fund This has been promised to the chaplaincy at HMP Long Lartin for spending during 2019.	100

13.4 Designated funds

Planned use	Purpose of the designation	Amount
Equipment reserve	set aside to replace equipment	5,371
Missions	set aside to give to home and overseas missions	612
Outreach	set aside for local outreach	1,000
Projects	set aside for special projects	13,277
Reserves fund	set aside for when needed	1,308
Vicar's Discretionary	to be used at the vicar's discretion	1,723

Note 14 **Transactions with trustees and related parties**

14.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

14.2 Trustees' expenses

No trustee expenses have been incurred.

14.3 Transaction(s) with related parties

The PCC of St. Mary's Church, Chipping Norton has a close relationship with The Chipping Norton Area Christian Trust; staff and volunteers from each organisation having worked together throughout the year on youth and children's projects. The Chair of The Chipping Norton Area Christian Trust, Rev Dr James Kennedy, is also the Chair of the PCC of St. Mary's Church, Chipping Norton. Staff employed by The Chipping Norton Area Christian Trust use office space at premises belonging to the PCC of St. Mary's Church, Chipping Norton at no cost.

During the year The Chipping Norton Area Christian Trust made grants of £11,790 to the PCC of St. Mary's Church, Chipping Norton for the running of youth and children's projects as well as the training, expenses and accommodation of staff employed by The Chipping Norton Area Christian Trust.

At the year end £1,784 of this grant remained unspent and the balance has been carried forward for use in future periods.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
			£	£	£	£
The Chipping Norton Area Christian Trust	As above	Grant received	11790	0	0	0

Section D Income and Expenditure in the General fund

Income and expenditure in the General fund

Income

1 Donations & Legacies		
1.10 Planned Giving		
D1 Planned giving - Gift Aided - standing orders	77512	61404
D2 Planned giving - Gift Aided - envelopes	7954	8856
D3 Planned giving - non-Gift Aided - standing orders	2425	7485
D4 Planned giving - non-Gift-Aided - envelopes	1639	2850
Total 1.10 Planned Giving	89530	80595
1.20 One-off Gifts		0
D5 One-off gifts - Gift-Aided	5615	7650
D6 One-off gifts - not Gift-Aided	6720	4817
D7 Wall box	738	587
Total 1.20 One-off Gifts	13072	13054
D10 Collections at services	8679	7487
D11 Grants and donations from organisations	1275	-163
D12 Special appeals	0	0
D8 Gift Aid recovered	24856	21220
Total 1 Donations & Legacies	34809	28544
2 Income from charitable activities		
A1 Coffees, lunches etc.	499	400
A2 Men's events	528	700
A3 Women's events	982	700
A4 Youth events	1908	1550
A5 Minis	164	169
A6 PCC fees	6211	3495
A7 Administrator costs reimbursement	1832	2064
A8 Mini Movers	134	0
T1 Hire of church building	1497	1409
T2 Hire of Parish Rooms	2912	4084
T9 Other trading	270	60
Other income	0	1581
Total 3 Other Trading Activities	16936	16212
4 Income from investments	0	0
I1 Bank interest	93	73
Total 4 Income from investments	93	73
Total Income	154440	138477

Expenditures

7 Charitable activities		
7.1 Worship		
W1 Worship general	3256	2632
W2 Hospitality	1287	988
W3 PA/AV equipment	499	229
W4 Children on Sundays	1166	10
W5 Church maintenance	5495	2539
W6 Church cleaning	2210	2406
W7 Church utilities	3887	2963
W8 Church building plans	100	0
Total 7.1 Worship	17900	11767
7.2 Community		0
C1 Marriage & parenting	651	1224
C10 Parish Rooms utilities	1807	1302
C11 137 maintenance	426	164
C2 Children	189	120
C3 Youth	1726	46
C4 Women	1059	1000
C5 Men	784	715
C6 Small groups	715	10
C7 Conferences & events	281	0
C8 Parish Rooms maintenance	2351	4893
C9 Parish Rooms cleaning	2359	2052
Total 7.2 Community	12347	11526
7.3 Mission - church led		0

St. Mary's Church, Chipping Norton, Parochial Church Council (Charity number: 1132070)
Accounts for 1 January 2018 - 31 December 2018

M1 Community engagement	1217	775
M2 Alpha	554	371
M3 CAP	2294	125
M4 Schools/Nurture	66	0
M5 Social Action	4448	1547
Total 7.3 Mission - church led	8580	2818
7.4 Mission - other	140	120
7.5 Facilities & administration		
O1 Photocopying	2486	2365
O2 Postage & stationery	675	576
O3 Telephones	1186	768
O4 Publicity	204	2284
O5 Information technology	1388	2792
O6 Other admin costs	711	964
O7 Insurance	4457	5184
Total 7.5 Facilities & administration	11106	14933
7.6 Staff costs		0
S1 Parish share	56507	58000
S2 Salaries & wages	21652	17639
S4 Pension costs	866	706
S5 Staff/PCC/volunteer training	2478	1785
S6 Accommodation	7751	0
S7 Working expenses	4880	4213
S8 Staff/volunteer gifts & recognition	1098	329
Total 7.6 Staff costs	95234	82672
8 Other costs		0
Z2 Bank charges	213	0
Z9 Transfers	0	0
Total 8 Other costs	213	0
Total 7 Charitable activities	145520	123837
Total Expenditures	145520	123837
Net Operating Income	8920	14640
Transfers	-15204	-16429
Net Operating Income after Transfers	-6284	-1789



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

St Mary's Church, Chipping Norton, PCC

On accounts for the year
ended

31 December

Charity no
(if any)

1132070

Set out on pages

1 to 13

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. ~~Delete [] if not applicable.~~ The ICAEW

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Mark Gillespie

Date:

15/3/19

Name:

Mark Gillespie

Relevant professional
qualification(s) or body

Member of ICAEW

(if any):

Address:

The Thatch, High Street, Wick Aston,
OXON, OX15 5NH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.