

PARISH OF BIDEFORD

ANNUAL REPORT FOR 2018

ADMINISTRATIVE INFORMATION

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

PCC members who have served from 1 January 2018 until the date this report was approved are:-

Team Rector	Revd Claire Rose-Casemore	Elected Members	John Dare (from April) Mary Dendle (from April)
Team Vicar	Revd Marisa Cockfield (from February 2018)		Ellie Doe Lorna Dorrington (from April)
Other Ministers	Revd Maddy Bray (to January 2018) (also Parish Administrator to that date) Revd Alan Glover Revd Leigh Winsbury (to January 2019)		Ben Duhig (to April) Richard Holwill (Treasurer) Richard James (from April) Peter Kent (to April) Moira Mackenzie
Churchwardens	Ben Duhig (from May) Chris Hall Sheila Pullin (to May)		Pattie Morris John Riley (to April) Sue Sparkes Sally Strutt (Secretary to April) David Wilson (to April)
Deanery Synod Reps	Maggie Murray Steve Roberts Ros Winter (from April)	In attendance	Debbie Crawford (Parish Administrator from January 2018, Secretary from April)

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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

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

Standing Committee	This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.
Mission Committee	Oversees relations with external mission and relief agencies and recommends allocations of grants to the PCC.
Pastoral Care Committee	Takes responsibility for the organisation of pastoral care within the parish.
Childrens & Youth Committee	Oversees our work amongst children and young people.
Appeal Committee	Takes detailed responsibility for our Appeal, "Equipping St. Mary's for the 21st Century"
Social Planning Group	Develops the programme of social activities and organises specific events.

OBJECTIVES AND ACTIVITIES

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

CHURCH ATTENDANCE

There are 177 parishioners on the Church Electoral Roll, which was fully revised in 2019. The usual Sunday attendance was approximately 150 but this number increased significantly at major festivals.

PARISH OF BIDEFORD

ANNUAL REPORT FOR 2018 (CONTINUED)

REVIEW OF THE YEAR

The full PCC met six times during the year with an average attendance of 79%. Committees met between meetings and reports of their deliberations were received by the full PCC and discussed when necessary.

Our Rector, Claire, took a sabbatical from August to November leaving a team headed by Marisa, Leigh and the wardens to maintain parish life in her absence. The team coped admirably and we are grateful to all those involved.

In January this year our curate, Leigh Winsbury, and his wife Lynn moved on to his new role as Team Vicar in Hatherleigh. The PCC wishes to formally record its thanks to both of them for all they have done during their time here and to wish them well for the future.

Bekah Tanton started work as our part-time Childrens, Youth and Family Team Leader in January 2018. Her role is to develop our work with young people and families and to this end she has undertaken extensive consultation. The initial outcome is the introduction of a new monthly Sunday afternoon service, Explore, which is aimed at young families. We are continuing to maintain Music Makers, Sunday School, Messy Church and Cryptonites but are becoming increasingly aware of a need for more volunteer helpers

The PCC continued last year's discussion on "Children and Communion" and, following consultation with the congregation, it has been agreed to introduce communion for younger children, following suitable training.

Our Mission Action Plan (MAP), which sets our priorities over a five year period and gives a focus to our work, expired in 2018 and considerable work has been undertaken to create a new style MAP, which was launched in the spring of this year.

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

Activity relating to our Appeal, "Equipping St. Mary's for the 21st Century", has concentrated on obtaining a faculty for Phase 2, the improved access and associated works near the north door, which has now been achieved. We also made a number of grant applications but unfortunately just failed to obtain the major grant we were seeking to complete Phase 2.

One of the major reasons for this failed grant application was the poor quality of the parish website which led to the PCC deciding to invest some £2,000 in its development. Our new state of the art website went live in November and has put us in a much stronger position for future grant applications. We also adopted a Privacy Policy in order to facilitate our compliance with the new General Data Protection Regulations.

The PCC is working towards complying with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults) using the Diocesan safeguarding checklist as a guide.

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

FINANCIAL REVIEW

Total receipts on ordinary unrestricted funds were £163,161 and are detailed in the financial statements. £170,964 was spent to provide the Christian ministry from St. Mary's Church, including the contribution to the diocesan common fund (which largely provides the stipends and housing for the clergy). The net result for the year was a deficit of £7,803, which is a continuing cause for concern.

The balance for unrestricted funds at 31 December 2018 amounts to £77,239, of which £70,000 is represented by St. Mary's House, so that only £7,239 can be regarded as liquid funds. The budget for 2019 indicates a deficit of about £10,000, which would more than eliminate our liquid funds, so the Annual Financial Challenge for 2019 is urgently seeking additional income to correct this unsustainable situation.

Restricted funds have decreased by £29,391 to a balance at 31 December 2018 of £80,270. The major factors involved are the expenditure on Youth and Children's Workers and the early phases of the Appeal projects. The balance on the Equipping St. Mary's for the 21st Century Fund at 31 December 2018 amounts to £67,908.

RESERVES POLICY

It is PCC policy to utilise restricted funds wherever possible and to maintain liquid unrestricted funds of at least £25,000. The balance at the year end of £7,239 is significantly below this figure.

Approved by the PCC on 11 March 2019 and signed on its behalf by -
Claire Rose-Casemore (Chairman)

BIDEFORD PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
		£	£	£	2018 £	2017 £
INCOMING RESOURCES						
Voluntary income	2(a)	155,177	16,656	-	171,833	265,109
Activities for generating funds	2(b)	1,217	-	-	1,217	1,590
Income from investments	2(c)	37	265	-	302	72
Church activities	2(d)	6,730	-	-	6,730	9,252
Total Incoming Resources		163,161	16,921	-	180,082	276,023
RESOURCES EXPENDED						
Church activities	3(a)	170,344	46,312	-	216,656	197,694
Cost of generating voluntary income	3(b)	620	-	-	620	750
Governance costs	3(c)	-	-	-	-	-
Total Resources Used		170,964	46,312	-	217,276	198,444
NET INCOMING/(OUTGOING) RESOURCES		(7,803)	(29,391)	-	(37,194)	77,579
BALANCES BROUGHT FORWARD AT 1 JANUARY		85,042	109,661	-	194,703	117,124
BALANCES CARRIED FORWARD AT 31 DECEMBER		77,239	80,270	-	157,509	194,703

BALANCE SHEET AT 31 DECEMBER 2018

	Note	2018 £	2017 £
TANGIBLE FIXED ASSETS	6	70,000	72,865
CURRENT ASSETS			
Debtors	7	9,435	6,882
Short Term Deposits	8	83,587	108,321
Cash at Bank and in Hand		(5,513)	6,635
Total Current Assets		87,509	121,838
LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR		-	-
NET CURRENT ASSETS		87,509	121,838
NET ASSETS		157,509	194,703
FUNDS			
Unrestricted	9	77,239	85,042
Restricted		80,270	109,661
Endowment		-	-
TOTAL FUNDS		157,509	194,703

Approved by the Parochial Church Council on 11 March 2019 and signed on its behalf by -

Claire Rose-Casemore (Chairman)

Richard Holwill (Treasurer)

BIDEFORD PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

Basis of preparation

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

The financial statements have been prepared under the historical cost convention.

Incoming Resources

Recognition of income These are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the use of the resources;
2. and inflow of economic benefit is probable; and
3. the monetary value can be measured with sufficient reliability

Fundraising costs Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds

Grants and donations Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

Gift Aid Tax claims, etc., on cash donations Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Volunteer help The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Rental income Rental income from lettings is recognised when the rental is due.

Investment income This is included in the accounts when receivable.

Expenditure and Liabilities

Liability recognition Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

Grants payable without performance conditions These are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

Assets

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

Moveable church furnishings As insufficient cost information is available these items are not capitalised, but are included in the Church's inventory.

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. They are valued at cost. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land & Buildings Nil *
- Audiovisual System 5 years

* No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

Short term deposits These include cash held on deposit either with the CBF Church of England Funds or at the bank.

BIDEFORD PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS

2 INCOMING RESOURCES	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2018	2017
	£	£	£	£	£
2(a) Voluntary income					
Planned Giving					
Gift Aid donations	103,524	-	-	103,524	97,636
Income Tax Recoverable	27,827	598	-	28,425	36,461
Other planned giving	5,665	-	-	5,665	8,041
Collections (open plate) at all services	11,167	-	-	11,167	12,192
Grants	1,750	8,500	-	10,250	14,450
Donations, appeals etc	4,244	7,558	-	11,802	96,329
Legacies	1,000	-	-	1,000	-
	155,177	16,656	-	171,833	265,109
2(b) Activities for generating funds					
Printing services	1,217	-	-	1,217	1,590
	1,217	-	-	1,217	1,590
2(c) Income from Investments					
Interest	37	265	-	302	72
2(d) Income from church activities					
Fees for weddings and funerals	4,707	-	-	4,707	7,712
Magazines and bookstalls	28	-	-	28	28
Lettings etc	1,995	-	-	1,995	1,540
	6,730	-	-	6,730	9,280
TOTAL INCOMING RESOURCES	163,161	16,921	-	180,082	276,051

3 RESOURCES EXPENDED	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2018	2017
	£	£	£	£	£
3(a) Church Activities					
Missionary and Charitable Giving					
Church Overseas					
Missionary Societies	5,000	-	-	5,000	5,100
Relief and Development Agencies	1,500	683	-	2,183	2,027
Home Missions and other Church Societies	6,002	1,905	-	7,907	8,382
Secular Charities	1,275	660	-	1,935	1,758
	13,777	3,248	-	17,025	17,267
Ministry - Common Fund	96,879	-	-	96,879	89,593
Ministerial Expenses - Team Rector	1,682	-	-	1,682	3,188
Stipendiary Curate	2,402	-	-	2,402	2,802
Children's Workers	-	18,596	-	18,596	7,403
Other	303	-	-	303	1,083
Church Running Expenses	17,576	-	-	17,576	16,534
Church Maintenance	3,719	-	-	3,719	7,455
Upkeep of Services	4,525	750	-	5,275	3,547
Organist's and Choirmaster's Fees	3,743	-	-	3,743	2,414
St. Mary's House Running Expenses	3,643	-	-	3,643	2,808
Education and Training	2,465	893	-	3,358	2,623
Evangelism	88	-	-	88	478
Major Repairs & Improvements - St. Mary's Church	-	19,960	-	19,960	16,909
Depreciation of AV System - St. Mary's Church	-	2,865	-	2,865	5,740
Upkeep of Cemetery	-	-	-	-	2,541
Administration - Salaries	14,635	-	-	14,635	12,331
Printing & Stationery etc	4,907	-	-	4,907	2,978
	170,344	46,312	-	216,656	197,694
3(b) Cost of generating voluntary income					
Printing Costs	620	-	-	620	750
	620	-	-	620	750
3(c) Governance costs					
	-	-	-	-	-
TOTAL RESOURCES USED	170,964	46,312	-	217,276	198,444

BIDEFORD PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS

4 STAFF COSTS

During the year the PCC directly employed an Administrator, a Children Youth & Family Team Leader and a Director of Music, all on a part-time basis. This equates to about 1.25 full-time employees. In 2017 only the Administrator was directly employed. Total staff costs are analysed as follows.

	2018 £	2017 £
Gross Salaries	32,748	12,251
Employer's National Insurance & Pension Contributions	2,267	689
Total	35,015	12,940

Reimbursement of ministerial expenses is shown in Note 3 above. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

5 RELATED PARTY TRANSACTIONS

During 2018 the PCC received approximately £33,000 in donations from trustees (PCC members) and their close relatives. The donors did not attach any conditions to their gifts which required the charity (PCC) to significantly alter the nature of its existing activities.

6 FIXED ASSETS FOR USE BY THE PCC

		Freehold Buildings £	Audiovisual System £	Total £
Cost	At 1 January and 31 December 2018	70,000	22,955	92,955
Depreciation	At 1 January 2018	-	20,090	20,090
	Charge for period	-	2,865	2,865
	At 31 December 2018	-	22,955	22,955
Net Book Value	At 31 December 2018	70,000	-	70,000
	At 31 December 2017	70,000	2,865	72,865

Freehold buildings comprise St. Mary's House, 9 Church Walk, Bideford.

7 DEBTORS

	2018 £	2017 £
Income Tax Recoverable	6,355	6,420
Sundry Debtors	3,080	462
Total	9,435	6,882

8 SHORT TERM DEPOSITS

	2018 £	2017 £
CBF Church of England Funds	53,581	53,316
Bank Deposit Account	30,006	55,005
Total	83,587	108,321

9 ANALYSIS OF RESTRICTED FUNDS

	Balance 1.1.2018 £	Incoming Resources £	Resources Used £	Balance 31.12.2018 £
These funds are used in accordance with their designations.				
Equipping St. Mary's for the 21st Century	84,052	3,816	19,960	67,908
St. Mary's General	-	750	750	-
St. Mary's Audio Visual System	2,865	-	2,865	-
St. Mary's Diner & UCAN	2,003	971	1,905	1,069
Youth Work	4,428	1,228	893	4,763
Million for Mission Fund	5,113	313	5,426	-
Mission and Growth Fund	11,200	8,500	13,170	6,530
Missionary and Charitable Giving	-	1,343	1,343	-
Fund Balance	109,661	16,921	46,312	80,270

10 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed Assets	70,000	-	-	70,000
Current Assets	7,239	80,270	-	87,509
Current Liabilities	-	-	-	-
Fund Balance	77,239	80,270	-	157,509

INDEPENDENT EXAMINER'S REPORT TO BIDEFORD PCC

I report on the accounts for the year ended 31 December 2018, which are set out on pages 3 to 6.

Respective responsibilities of the PCC and the Independent Examiner

The members of the PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

- (1) which give me reasonable cause to believe that in any material respect the requirements
 - * to keep accounting records in accordance with section 130 of the 2011 Act; or
 - * to prepare accounts which accord with these accounting recordshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Martin Fishleigh FCA
Mount Cottage, Mount Pleasant, Westleigh.
29 March 2019