

# **ANNUAL PAROCHIAL CHURCH MEETING**

Sunday 28<sup>th</sup> April 2019 at St. Mary's Church Hall following the Sung Eucharist

## **AGENDA**

A Election of Church Wardens

B Annual Parochial Church Meeting

1. Presentation of Clerk and Tellers
2. Minutes of the 2018 APCM
3. Matters arising
4. Presentation of the Electoral Roll
5. Election of 4 Members to the PCC for a term of 3 years
6. Annual Report on the financial affairs of the Parish, its funds and property
7. Appointment of Independent Examiner
8. Report on the Proceedings of the Deanery Synod
9. Safeguarding and Health and Safety Reports
10. Chairman's Report
11. Any other business, at the Chairman's discretion following notification prior to the commencement of the meeting

## Parish of Plympton St Mary

A meeting was held to elect the churchwardens On Sunday 15 April 2018 in the church hall. Mr P Smith and Miss C L Journeaux were proposed and there being no other nominations they were unanimously elected as churchwardens for the coming year. The Vicar thanked them for their help over the previous year.

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### Annual Parochial Church Meeting

**Sunday 15 April 2018**

Present: Rev R Harris Mr P Smith , Miss C Journeaux, Mr R Ruse, Miss L Skinner, , Mr C Banbury, Mrs J Banbury, Mrs J Escott, Mr K Escott, Mrs J Goodridge, Mrs R Crawford, Mr D Farley, Mrs M Diffey, Mrs A Hurst, Mrs J Bye, Mrs M Nicholls, Mr M Austin, , Mrs M Leigh, Mr P Leigh, Mrs A Thompson, Mr R Dyer, Mr I Duckworth, Mrs S Duckworth., Mr K Shepperd, Miss D Tozer, Miss M Buttle, Mrs C Harris, Mrs H Weir, Mr M Lewis, Mr J Otto, Mrs G Otto, Mrs E Bowden, Mrs J Goodridge, Mrs B Smith, Mrs M Willis, Mr M Foster, Mrs J Symons, Mr P Smith, Mrs S Prizeman, Mr D Tozer, Mrs J Sunderland, Mrs L Shepperd, Miss J Fitch, Mrs M Coaker, Mrs R Allen Mrs L Lewis, Mr S Snelling, Mr M Prizeman, Mr C B Bunney, Fr W Sweeney, Mrs D Stedall, Mrs P Nicholls, Mrs M Sage, Mrs P Forward, Mrs M Holmes

Apologies: Mr & Mrs Harrison, Rev M Brimicombe, Mrs J Brimicombe., Mrs R Journeaux, Mrs D Smith, Mrs C Stead Mr K Kingwell, Mrs C Kingwell, Mrs R Adams, Mrs P Gilbert, A Stevens, Mrs G Anstey, Mr P Anstey, Mrs L Blake, Mr A Blake, Mrs J Dyer

The minutes of the previous APCM were read and signed.

#### Matters Arising

There were no matters arising.

#### Electoral Roll

Mrs Crawford (electoral roll officer) stated there were 183 on the electoral roll slightly less than last year.

#### Election of Members to the Deanery Synod

Mrs C Stead and Mrs H Weir were nominated and there being no other applicants it was carried unanimously that they be elected.

#### Election of Members to the PCC.

There were four vacancies to fill with five applicants. After a vote Mr I Duckworth, Mr K Escott, Mr R Ruse, and Miss L Skinner were elected to serve for three years.

#### Treasurer's Report

Mr P Smith gave a detailed explanation of the accounts which had been audited by Mr Westall. It was noted that regular giving was down and so Gift Aid was lower. The sale of Pinewood Close was going through at approximately £200,000. Rev Harris thanked Mr Smith for acting as treasurer for the past twelve months. Mr C Bunney has been appointed as Treasurer with immediate effect.

Rev Harris thanked all those who had helped during the past year - clergy decorators of Pinewood Close prior to putting it on the market, Mr Dyer and Mrs Symons for their work in the churchyard, helpers of Messy Church Mrs Duckworth the Parish Administrator amongst others.

General thanks were given to Rev Beck who had retired in January.

Mr D Farley was thanked for his work as safeguarding officer over the past years. Mr S Snelling was now taking on this role.

Mr Banbury gave a vote of thanks to the Vicar.

**The Vicar then gave a presentation on Stewardship Campaign.**

He explained that our personal giving to the church is lower than average and so our gift aid is down. We need to spend on essential items only.

We have a large building which is a landmark in the community which could be put to more diverse use. Several groups in the community use the church facilities - Civic Society, Masons and conservative club but on average the building is only used for approximately fifteen hours per week. If we could encourage greater use by the community this would help with grant applications. Our architect Mrs Le Page had in the past drawn up plans regarding reordering the church to make it more accessible to the public.

## PLYMPTON ST. MARY THE BLESSED VIRGIN

The PCC is a corporate body established by the Church of England. It operates under the PCC (Powers) Measure 1956 and the Synodical Government Measure 1969. The PCC is registered with the Charity Commission, registered number 1128769. This report has been drawn up in the frameworks of the Charities Act 1993, Charity SORP 2005 and Church Accounting Regulations 2006.

The address for correspondence is The Team Office, Market Road, Plympton, Plymouth, PL7 1QW. The Council's bankers are NatWest 14 Old Town Street, Plymouth PL1 1DG and Lloyds 13 Fore St, Ivybridge PL21 9AD. The Independent Examiner is Best Accounting.

The PCC has delegated the day-to-day management of the parish to the Team Rector, the Revd Prebendary Robert Harris.

This report covers the year to December 2018.

### OBJECTIVES

St. Mary's PCC has the legal responsibility of co-operating *"with the incumbent in promoting in the parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical."* It serves the whole parish of Plympton St. Mary and, together with our sister parish of Plympton St. Maurice forms the Plympton Team Ministry serving all those who live in Plympton. It is also responsible for maintaining various buildings in the parish including St. Mary's church and St. Mary's Hall.

When planning our activities for the year the PCC have considered the Charity Commission's guidance on Public Benefit and, in particular, the specific guidance on charities for the advancement of religion.

### THE PAROCHIAL CHURCH COUNCIL

The appointment of PCC members is governed by the Church Representation Rules. After ex-officio posts (clergy, readers, churchwardens and \*deanery synod representatives) have been filled, one third of the ordinary members retire each year, but can be re-elected. Elected members normally serve three-year terms.

<b>Name</b>	<b>Position</b>	<b>Date appointed</b>	<b>Date membership ceased/ceases</b>
<u>Ex Officio</u>			
Revd Prebendary Robert Harris	Team Rector	March 2016	
Revd Will Sweeney	Team Vicar	September 2017	
Revd Sarah Sharland	Curate	September 2018	
Revd Richard Wakerell	Associate Priest	October 2018	
Robert Harrison	Reader		
<u>Churchwardens</u>			
Claire-Louise Journeaux		April 2018	April 2019
Philip Smith*		April 2018	April 2019
<u>Members</u>			
Gillian Anstey		April 2016	April 2018
Mavis Buttle		April 2017	April 2020
Chris Bunney (co-opted)		April 2018	April 2019
Mila Collier		April 2017	April 2020
Ian Duckworth		April 2018	April 2021
Keith Escott		April 2018	April 2019
Margaret Leigh		April 2017	April 2020
Peter Leigh		April 2017	April 2020
Mike Lewis		April 2016	April 2019
Mary Nicholls		April 2016	April 2019
Rodger Ruse		April 2018	April 2021
Lucy Skinner		April 2018	April 2021
Sam Snelling		April 2017	April 2020
Cheryl Stead*		April 2018	April 2021
Deborah Tozer		April 2017	April 2020
Helen Weir*		April 2018	April 2021

## PAROCHIAL CHURCH COUNCIL MEETINGS

The PCC met six times during 2018. Discussions at meetings included the routine financial management of the parish; the care and maintenance of parish buildings; our mission and ministry.

Financial management continues to be a major concern. The PCC has established a Finance Group which meets on a monthly basis. This carefully analyses all income and expenditure seeking to make savings wherever possible. Pinewood Close has been sold. After costs this achieved an income of just over £200K. It is important that we try to protect this capital and that we avoid using it to offset routine costs. The major financial commitment we face each year is our Parish Contribution. In 2019 this will be £92,523.

The PCC discussed the establishment of the 'Friends of St. Mary's'. A sub-group is now working to establish 'The Friends' during 2019.

The PCC continued its efforts to resolve the issues relating to the trusteeship of St. Mary's Hall. This is now with the Charity Commissioners for adjudication.

The PCC is very grateful to the Co-op for a generous donation from the Community Fund which enabled the purchase of new chairs for St. Mary's Hall.

A major issue has been the introduction of GDPR (General Data Protection Regulations). Ensuring compliance with the regulations has occupied a considerable amount of time on the part of the clergy, the Parish Officers and the Team Administrator. All records are now held securely, and the Parish is GDPR compliant. We continue to struggle with some of the restrictions imposed by GDPR.

Safeguarding and Health and Safety requirements are an agenda item at each meeting of the PCC.

The PCC has complied with its duty under section 5 of the Safeguarding & Clergy Discipline Measure 2016.

## CHURCHWARDEN REPORT TO THE APCM FOR 2018

### CHURCH FABRIC

#### Church, Churchyard & Fabric

During 2018, we have ensured that our H&S processes have been integrated into our normal maintenance, and repair schedules. The use of method statements and permits to work have been based on the development of **H&S and Fire Policies** for each site (Church, Churchyard and Hall) for which we are very grateful to Ian Duckworth and Mike Lewis, whose expertise and timeliness has been most welcome. In addition, H&S and Fire Procedures for events based in Hall and Church have now been embedded into the organisation of concerts and events so we can be confident that appropriate processes are in place to reduce risk to public and volunteers.

The three **Volunteer days** in September 2018, enabled much churchyard work to be done and the public comment how well the churchyard looks. I am grateful to the Royal Navy for tending our 19 War graves so enthusiastically and ensuring large areas of overgrown spaces are now looking well-tended. We are grateful to the DWP (Child Support Agency) teams that have volunteered to help in the churchyard as part of their 10000 hour Community project. Further tests of headstones and checks on kerbs and the churchyard (plot) map will take place in 2019. Some tombs and headstones are causing concern and will be monitored, and appropriate signs used – a Faculty would be required to carry out appropriate action. I am grateful to our Sexton, Bob Dyer who continues to care for the graveyard despite some frustrating lack of care with tributes which make extra work due to their placement on the grass, and to keep a grave record – responding to requests from the public for information. He also digs cremation plots with care and consideration.

**The South Door** was varnished after rubbing down and we also have a list of other maintenance tasks still to complete under the Quinquennial (2016) subject to financial controls.

The 30 year old **gas boiler** was replaced under a faculty, for a cost of £21 000 (with the VAT element being re-claimable) during the coldest 2 weeks of the last decade and the contractors (Murch & Baker) worked thoughtfully to minimise disruption. A Wi-Fi linked control system has been installed so that remote adjustment is possible using a router located in the boiler-house.

The **churchyard lane potholes** deteriorated due to the cold weather and repairs were only to be possible in 2019 despite some Plymouth Councillor support.

Some **trees** are not in a good state – some cherry trees appear to be dying in the lane which may need to be removed in 2019, a few boundary trees were pruned and rogue saplings removed but there are a few boundary trees/hedges at church curtilage may need professional removal due to location overhanging the road or neighbours' gardens.

**Equipment:** After checking the shed/container and clearing some failed machinery, a few old petrol machines were disposed of and mowers and strimmers were serviced so they could be used by the volunteer teams – especially in March and September. There are some machines (e.g. vacuum cleaners and water boilers) in church that were checked and the church kitchen (wall mounted) water boiler was found to be inoperative. The use of coffee machines and Burco style boilers in church and Hall mean that events can have appropriate refreshment provided.

There are certain systems that have annual servicing needs - Sound system (**£275**) , Electrical systems (over £500 for church and hall); PAT testing; Fire Extinguishers etc. These costs are unavoidable for public buildings.

**Bell Tower:** I am again grateful to the Tower Captain and Steeple Keeper, for regular maintenance programme and appropriate use of H&S Permits to Work etc as well as their care for the building and contents.

**Church improvements and refurbishment:** The cost of septic tank servicing indicates a likely mid-period benefit if a toilet upgrade were to be possible (possibly with grant funding) as this facility is used by the community. Improvements would include water saving features (waterless urinal, modern cistern) which would pay for itself over time. There remains a need to plan regular work on wall and ceiling plaster in church as there are occasional falls of old plaster, including horse hair and lime plaster on the ceiling in the nave. The churchwardens, together with H&S officers, team administrator and Revd Robert have carried out a number of "clutter clear-out" events and there is still some work to do to ensure safe and tidy storage of necessary items.

#### **Inventory: Records/Registers**

The PAT testing has allowed some work on updating/checking the inventory but it is clear that there are some items are not being used. Also, much is catalogued for insurance purposes, but some need transferring into a different format. This is an on-going process and a full record of historic woodwork, memorials, stonework and fine arts is held in the church as made some years ago, so we have a full record of valuables.

#### **Sidespersons and other Rotas**

We have received some extra offers of help and so the rotas operate quite well. However, we still need more sound operators to reduce impact on those who are heavily committed or with other responsibilities and allow them to focus on their own worship more often or to replace those who can no longer continue due to age/infirmity. Marguerite Coaker stood down from her role as Magazine distribution organiser at the end of December. I would like to express my thank to her for her diligence and organisation.

I am grateful to Mark Chanter, churchyard contractor, and Roger Triscott (Builder) for their flexibility in arranging to carry out tasks at sometimes short notice and, for building works, at reasonable cost.

A few spotlights were replaced in church (disconnected when flickering or failed). It appears that some lights were faulty. Each one costs circa £80 to replace

#### **Bookings in Church and Hall**

These are very well managed by Mrs Duckworth in the Office. Mrs Duckworth administers the Church and Hall Hire enquiries and agreements, in addition to the weighty responsibility of parish administration, and the income from this is invaluable.

I remain grateful to Claire-Louise Journeaux, as well as very grateful to Keith Escott for their continued support in both office, and church tasks and to Keith for his work above and beyond his role as Verger.

#### **Hall maintenance and refurbishment**

There is a need to plan at some point in time for kitchen refurbishment (Cooker/worktops etc) and, perhaps eventually, floor replacement. I will continue to investigate and respond to any grant applications that may be possible.

The repair of roof ridge tiles has been agreed in principle (£500+) but will be deferred until after the frost period. The need to repair the lead valleys in the Hall will be deferred until after the Trust issues have been resolved as the expense will be significant (£2000+).

### **Pinewood Close**

Pinewood Close was a three bedroom semi -detached property owned by St Mary's PCC since the mid 1960's and resided in by clergy until the summer of 2016. Following some decorative updating in the spring of 2017 it remained empty. An option appraisal was undertaken to consider the most appropriate course of action for the future of the property, which was presented to the PCC. This took into consideration the condition of the property-which required major refurbishment including- rewiring, replacement kitchen and bathroom, double glazing. It was decided by the PCC to look to sell the property to assist with the church's overall finances. It was envisaged that the property would realise in the region of £180,000. Following appropriate marketing the house was sold for £212,000 in the autumn of 2018.

*Phil Smith and Claire-Louise Journeaux – Churchwardens*

## **FINANCIAL ANNUAL STATEMENT YEAR 2018**

2018 has been a very challenging year so firstly I would like to thank everyone for their understanding, patience and support while we as a community undergo some significant financial structural changes in how we manage our accounts.

I can now advise we have what we believe is an approach that provides

- Greater and a more robust governance framework,
- Greater knowledge, understanding and visibility of our annual running costs
- A projected forecast and budgeting model
- Tracked changes and financial change control on any request
- Regular monthly financial reviews

A treasurer with a default answer of no! until a legitimate case for spend is provided

To support those activities, we have created a core financial team that meets regularly at the end of every month to discuss and review cost reduction, cost priorities and cost exceptions/emergency spend.

In addition, we constantly look for additional ideas to generate and expand existing and new revenue streams.

A key challenge was the need to change our spending behaviours, to facilitate only necessary and timely spend while maintaining a steady and manageable cash flow.

In addition, to try and find innovative and different ways to fix and resolve issues to help reduce expenditure.

I'm pleased to be able to report I have seen some significant change in this area.

As is with all organisations, running costs only seem to increase year on year and consequently we have had little choice to increase charges in the few revenue streams we have such as the hire of the church hall.

While this helps relieve some of the pressure it continues to fall short in the wider and remaining significant challenges we face in the overall running costs of the Parish.

Despite the sale of the Pinewood property our long-term outlook remains in the balance.

Our monthly expenditure continues to exceed our monthly income by some £3K per month, and this only to maintain a cost neutral position.

Based on our current expenditure to income projections we have sufficient funds for the next 2 years at which point we are in real danger of entering into "real" debt. Hence the need to reduce cost further or increase revenue.

It's probably fair to say it's been a tough year, facing and dealing with the challenges we have was never going to be easy.

However, I do believe if we have any chance of pulling this round, we have the desire, the structure and the people to make it happen.

I will continue to look for ways to resolve the cost deficit with you and look forward to your support over the next financial year.

*Chris Bunney -Treasurer*



TABLE A --- ALL ACCOUNTS 906, 914 &amp; 922

## SUPPORTING DETAIL FOR FINANCIAL STATEMENTS - Year ended 31 December 2018

## NOTES TO THE FINANCIAL STATEMENTS - Year ended 31 December 2018

	Return of Parish Finance Code	Unrestricted £	Designated £	Restricted £	TOTAL 2018 £	TOTAL 2017 £
<b>1. Regular giving</b>						
1a - Tax efficient planned giving	1	£ 47,944.99	£ -	£ -	£ 47,944.99	£ 48,421.00
1b - Other planned giving	2	£ 11,415.16	£ -	£ -	£ 11,415.16	£ 3,090.00
1c - Collections at services	3	£ 11,658.72	£ -	£ -	£ 11,658.72	£ 13,129.00
1d - Other recurring donations		£ -	£ -	£ -	£ -	£ 13,226.00
1e - Income tax recovered	6	£ 5,301.69	£ -	£ -	£ 5,301.69	£ 9,006.00
		<b>£ 76,320.56</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 76,320.56</b>	<b>£ 86,872.00</b>
<b>2. Other voluntary receipts</b>						
2a - Grants	8	£ -	£ -	£ -	£ -	£ 4,633.00
2b - Legacies	7	£ -	£ -	£ -	£ -	£ -
2c - Non-recurring donations and appeals	4	£ 4,830.87	£ 882.32	£ 4,287.56	£ 10,000.75	£ -
		<b>£ 4,830.87</b>	<b>£ 882.32</b>	<b>£ 4,287.56</b>	<b>£ 10,000.75</b>	<b>£ 4,633.00</b>
<b>3. Activities for generating funds</b>						
3a - Gross income (Fundraising activities)	9	£ 12,126.51	£ -	£ -	£ 12,126.51	£ 7,015.00
3b - Adverts (Church magazine)	12	£ 190.00	£ -	£ -	£ 190.00	£ -
3c - Sale of old pews		£ -	£ -	£ -	£ -	£ -
		<b>£ 12,316.51</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 12,316.51</b>	<b>£ 7,015.00</b>
<b>4. Income from investments</b>						
4a - Dividends	10	£ -	£ -	£ -	£ -	£ -
4b - Interest received	10	£ 144.00	£ -	£ -	£ 144.00	£ 312.00
4c - Rent received	10	£ -	£ -	£ -	£ -	£ -
		<b>£ 144.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 144.00</b>	<b>£ 312.00</b>
<b>5. Income from church activities</b>						
5a - Statutory fees - weddings, funerals, etc.	11	£ 22,500.00	£ -	£ -	£ 22,500.00	£ 17,317.00
5b - Gross income (Church magazine)	12	£ 1,623.76	£ -	£ -	£ 1,623.76	£ 1,832.00
5c - Gross income (Hall lettings)	12	£ 33,278.77	£ -	£ -	£ 33,278.77	£ 32,519.00
5d - Gross income (Bookstall / Candles)	12	£ 591.89	£ -	£ -	£ 591.89	£ -
5e - Recovered shared admin costs + house sale	13	£ 209,164.09	£ -	£ -	£ 209,164.09	£ -
5f - Insurance claim receipts	13	£ 4,922.00	£ -	£ -	£ 4,922.00	£ -
5g -		£ -	£ -	£ -	£ -	£ -
		<b>£ 272,080.51</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 272,080.51</b>	<b>£ 51,668.00</b>
<b>6. Other receipts</b>						
6a - Loan received	13	£ -	£ -	£ -	£ -	£ -
6b - Sale of investment	13	£ -	£ -	£ -	£ -	£ -
		<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>7. Cost of generating funds</b>						
7a - Cost of Fundraising Events (Summer Fair etc)	17	£ 1,372.60	£ -	£ -	£ 1,372.60	£ 1,188.00
		<b>£ 1,372.60</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,372.60</b>	<b>£ 1,188.00</b>
<b>8. Church activities</b>						
8a - Mission giving and donations	18	£ 2,091.81	£ -	£ 1,587.93	£ 3,679.74	£ 170.00
8b - Diocesan parish share	19	£ 14,460.00	£ -	£ -	£ 14,460.00	£ 86,912.00
8c - Salary costs (verger, organist, choir, etc.)	20	£ 18,983.87	£ -	£ -	£ 18,983.87	£ 16,186.00
8d - Clergy and staff expenses	21	£ 4,614.12	£ -	£ -	£ 4,614.12	£ 5,802.00
8e - Church expenses: mission and evangelism	22	£ 1,288.60	£ -	£ -	£ 1,288.60	£ 4,067.00
8f - Church running expenses	23	£ 26,547.42	£ -	£ 3,112.80	£ 29,660.22	£ 13,711.00
8g - Examination of annual accounts	23	£ -	£ -	£ -	£ -	£ -
8h - Church utility costs	24	£ 11,571.60	£ -	£ -	£ 11,571.60	£ 4,738.00
8i - Expenses on parish magazine		£ -	£ -	£ -	£ -	£ -
8j - Major repairs to the church building	27	£ 1,350.00	£ -	£ 23,586.72	£ 24,936.72	£ 1,099.00
8k - Major repairs to the church hall	28	£ -	£ -	£ -	£ -	£ 394.00
8l - New building work to the church or church hall	29	£ -	£ -	£ -	£ -	£ -
8m -		£ -	£ -	£ -	£ -	£ -
		<b>£ 80,907.42</b>	<b>£ -</b>	<b>£ 28,287.45</b>	<b>£ 109,194.87</b>	<b>£133,079.00</b>
<b>9. Other costs</b>						
9a - Loan repaid	99	£ -	£ -	£ -	£ -	£ -
9b - Purchase of investment	99	£ -	£ -	£ -	£ -	£ -
		<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

10. All investments are re-valued each year, with the latest valuation date being 31 December 2018

TABLE B --- ALL ACCOUNTS 906, 914 & 922						
FINANCIAL STATEMENTS - Year ended 31 December 2018						
RECEIPTS AND PAYMENT ACCOUNT (Auto Populate)						
	Note	Unrestricted £	Designated £	Restricted £	TOTAL 2018 £	TOTAL 2017 £
RECEIPTS						
Voluntary receipts						
Regular giving	1	£ 76,320.56	£ -	£ -	£ 76,320.56	£ 86,872.00
Other voluntary receipts	2	£ 4,830.87	£ 882.32	£ 4,287.56	£ 10,000.75	£ 4,633.00
Activities for generating funds	3	£ 12,316.51	£ -	£ -	£ 12,316.51	£ 7,015.00
Investment income	4	£ 144.00	£ -	£ -	£ 144.00	£ 312.00
Income from church activities	5	£ 272,080.51	£ -	£ -	£ 272,080.51	£ 51,668.00
Other receipts	6	£ -	£ -	£ -	£ -	£ -
Total receipts		£ 365,692.45	£ 882.32	£ 4,287.56	£ 370,862.33	£ 150,500.00
PAYMENTS						
Cost of generating funds	7	£ 1,372.60	£ -	£ -	£ 1,372.60	£ 1,188.00
Church activities	8	£ 80,907.42	£ -	£ 28,287.45	£ 109,194.87	£ 133,079.00
Other costs	9	£ -	£ -	£ -	£ -	£ -
Total payments		£ 82,280.02	£ -	£ 28,287.45	£ 110,567.47	£ 134,267.00
Excess of receipts over payments		£ 283,412.43	£ 882.32	-£ 23,999.89	£ 260,294.86	£ 16,233.00
TRANSFERS						
Transfers between funds						
101 - Incoming Transfers between accounts		£ 195,073.89	£ -	£ 42,039.67	£ 237,113.56	£ -
102 - Outgoing Transfers between accounts		£ 236,600.02	£ -	£ -	£ 236,600.02	£ -
Excess of receipts over payments (after transfers)		£ 715,086.34	£ 882.32	£ 18,039.78	£ 734,008.44	£ 16,233.00
Net movement in funds		£ 715,086.34	£ 882.32	£ 18,039.78	£ 734,008.44	£ 16,233.00
RECONCILIATION OF FUNDS						
Total funds at 1 January		£ 41,113.98	£ -	£ -	£ 41,113.98	
Total funds at 31 December		£ 301,922.62	£ -	£ -	£ 301,922.62	

#### NOTE

Income from church activities for both receipts and payments includes funding transfers  
Between the 906 & 914 account as automated transfers.

Funds automatically transferred between 906 to 914 accounts as the 906 account gets close to a upper and lower limit figure.

Set up to maximise interest from 914 account. 906 account has no interest applied to it.

Between the 922 & 906 account as manual transfers.

Funds transferred via bank instruction only as 922 account has no cheque or payment facility

Used as a deposit only account

TABLE C --- ALL ACCOUNTS 906, 914 &amp; 922

FINANCIAL STATEMENTS - Year ended 31 December 2018

## STATEMENT OF ASSETS AND LIABILITIES

		Unrestricted	Designated	Restricted	TOTAL	TOTAL
		£	£	£	2018	2017
					£	£
<b>Investments</b>						
CCLA (Investment Fund)	10				£ -	
CCLA (Property Fund)	10				£ -	
M&G (Charifund)	10				£ -	
CBF (Investment Fund)	10	£ -	£ -	£ 9,359.67	£ 9,359.67	£ 9,525.00
		£ -	£ -	£ 9,359.67	£ 9,359.67	£ 9,525.00
<b>Cash Funds</b>						
Bank Accounts 906, 914, 922		£ 301,922.62	£ -	£ -	£ 301,922.62	£ 37,014.00
CBF deposit fund					£ -	£ -
		£ 301,922.62	£ -	£ -	£ 301,922.62	£ 37,014.00
<b>Other monetary assets</b>						
Church Yard maintenance equipment (TBA)		£ 1,000.00			£ 1,000.00	
Office equipment (TBA)		£ 2,000.00			£ 2,000.00	
		£ 3,000.00	£ -	£ -	£ 3,000.00	£ -
<b>Assets retained for church use</b>						
Church Hall		£ -	£ 194,970.00	£ -	£ 194,970.00	£ 194,970.00
		£ -	£ 194,970.00	£ -	£ 194,970.00	£ 194,970.00
<b>Liabilities</b>						
Cheques written in 2018 but yet to be cashed		£ 2,795.63			£ 2,795.63	
Full year Common Fund outstanding payment			£ 86,760.00		£ 86,760.00	
					£ -	
		£ 2,795.63	£ 86,760.00	£ -	£ 89,555.63	£ -

The **designated** fund relates to funds set aside by the PCC to meet the cost of [\(add details here\)](#)

The **restricted** fund relates to the [\(add details here\)](#)

**NOTE**

Figures under monetary assets are estimations of the value for church yard and office equipment.

These are "unrealised" figures to acknowledge there is an asset value in the equipment however may not represent "sale" figure or the cost of renewal when and if required

## Notes to accompany annual report

It should be noted that between last year and this year accounts some of the headings/categories have been changed. This decision was made to fully align local activity and figures to the Dioceses codes and reporting structure.

As a result, it will appear there are some misalignments. However, the underlying data and transactions are all identified, accounted for and signed off by our independent auditor.

Going forward we now have a fully detailed and aligned audit trail from transaction source to deanery and charitable report codes.

### 1. Regular Giving

- a. Other recurring donations – 2018 report captures all regular giving under specific codes therefore negating the need for “other recurring”
- b. The reduction is partly due to reduced volume of “givers” plus some outstanding “tax gift aid” to be recovered (actual figure TBC) to be captured in the 2019-year figures.

### 2. Other voluntary Receipts

- a. 2017 figures previously captured under regular giving and now captured as non-recurring donations. Such as boiler donations plus other one-off donations

### 3. Activities for generating funds

- a. Increased due to financially more successful events
- b. Restating of figures now captured under this heading

### 4. Income from investments

- a. Interest impacted by boiler payments
- b. House interest will show in 2019 accounts

### 5. Income from Church activity

- a. Small increase in wedding/funeral payments
- b. Increase from recovering shared admin costs from St Maurice
- c. Increase from house sale

### 6. Other receipts

- a. No activity

### 7. Cost of generating funds

- a. Small change as now capturing all expenditure rather than profit outcomes

### 8. Church activities

- a. Mission giving – increases represent all transactions now being processed through accounts
- b. Diocesan share – part of 2017 share paid but not including any 2018 payments. Deferred into 2019 and now being paid quarterly
- c. Church running expenses – increase in invoices plus introduction of Coastline cleaning
- d. Church utility costs – due in part to bad winter spell last year and overall increase in usage
- e. Major building repairs – Majority down to new boiler costs

### 9. Other Costs

- a. No activity

*Chris Bunney -Treasurer*

**Independent Examiner's report to the trustees of the Parochial Church Council on the unaudited accounts of Plympton St Mary the Virgin.**

We report on the accounts of the Parochial Church Council of St Mary's Church Plympton (the Trust) for the year ended 31 December 2018.

**Respective responsibilities of trustees and examiner**

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

It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, whether particular matters have come to our attention.

**Basis of independent examiner's statement**

Our examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

- (i) which gives us reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare the accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Best Accounting Services (Plymouth) Ltd*

**Best Accounting Services (Plymouth) Ltd**  
Licenced and Regulated by the Association of Accounting Technicians  
12 Colebrook Road  
Plympton  
Plymouth  
PL7 4AA

## HEALTH AND SAFETY REPORT TO THE APCM FOR 2018

During the period 1<sup>st</sup> January to 31<sup>st</sup> December 2018 the Plympton St Mary's H&S team have maintained the H&S Policy, reviewed the Fire and evacuation plan, reviewed extant Risk assessments and implemented a robust Permit to Work regime that supports the control of work processes that were established in 2017.

In addition to maintaining the above the team have instigated and reviewed an asbestos survey of the Church and Church Hall, supplied fire safety and evacuation training and supported Church and Church Hall Social events through the supply of appropriate Risk Assessments, advice to responsible persons and other work control measures.

H&S Support has been provided to the Parish Safeguarding officer and the Church Wardens throughout the year to ensure the parish is legally compliant to H&S and Safeguarding regulations.

A Staff Induction training regime has been implemented and support provided to the Clergy and permanent staff. H&S advice and support has also been provided to Kitchen Staff in respect of first aid, food handling and hygiene issues.

A number of H&S walkrounds and inspections have been conducted in both the Church and Church Hall to ensure the storage of flammables and other materials meets current legislation. This has initiated measures for electrical testing of fixed electrical systems and portable appliances to be conducted in the 1<sup>st</sup> quarter of 2019 and a reduction in the quantity of flammables held in the buildings.

New policies for the use of Drones and food handling have been produced and approved by the PCC.

A new working agreement was proposed to have a single H&S regime across the Team Ministry, the first steps to implementation have included workshops with the St Maurice H&S team and the production of a draft Team Ministry combined H&S Policy. It is intended to review the St Maurice H&S documentation to have commonality across the Parishes.

Five regular H&S meetings have been held throughout the year, supporting documentation is held in the Church Office.



*Ian Duckworth NEBOSH Dip - Deputy Health and Safety Officer*

## SAFEGUARDING REPORT TO THE APCM FOR 2018

### Parish Issues

2 safeguarding concerns received as follows:

- 1 concern received – risk identified – risk managed: changes to policies and procedures
- 1 complaint received – no safeguarding risk identified – handled through complaints procedure – No further action

### Key points from Diocese

- A new parish safeguarding handbook has being produced by the Diocese. This will be is in an editable format, so it can be localised. It contains information from the national guide with diocesan and parish information
- The national guide has also been updated and hard copies have been distributed to parishes and parish safeguarding representatives. The new guide is easy to read, concise and a useful, practical guide to safeguarding issues and safer recruitment.
- Diocese have developed a number of resources to support parishes, including safer recruitment tools (interview templates, role profiles, role agreements etc).

### Safer recruitment

The Diocese has launched the *S1 Safer Recruitment* course. It is being rolled out to all clergy and anyone involved in the recruitment of staff and volunteers. It is a very informative course and includes:

- Familiarisation with House of Bishops' Safer Recruitment Practice Guidance
- Exploration of legislation, statutory and other relevant guidance which support safer recruitment

- How to access and understand practice guidance relevant to recruitment and appointments
- Understanding of the scope of safer recruitment procedures in the church context for all paid staff and volunteers working with children and adults
- Understanding of when to refer for disclosure and barring checks, the level of check required and the use of confidential declarations
- Understanding of how to identify and overcome any barriers to implementation of safer recruitment procedures

It is refreshing that much of the guidance adopts a pragmatic approach, for example how to obtain references for people who haven't worked for many years or taking verbal references. As a parish we already comply with most of the safer recruitment procedures, however there is still room for improvement. Additional improvements we could make include: advertising voluntary roles to the wider community; using role profiles as a volunteer agreement (like a contract of employment); interviewing prospective volunteers; and inducting volunteers properly, providing adequate support and supervision.

We also need to review our use of DBS checks and confidential declarations – there are strict guidelines about the questions we can ask on confidential declarations, for example, we cannot ask about spent convictions if the role is not eligible for a DBS check. The threshold for carrying out a DBS check is surprisingly restrictive, for example, a pastoral visitor may or may not require a DBS check, depending on the tasks they are being asked to carry out – this reinforces the rationale for having role profiles which are fit for purpose.

### **Safeguarding Training**

A gentle reminder regarding safeguarding training:

All volunteers and staff should complete C0. People in roles which involve regular contact with children or adults at risk need to complete C1. People in roles who have leadership responsibilities for activities involving children, young people or adults at risk need to complete C2. Clergy and lay ministers must complete C3.

If completing training, please provide me with copies of certificates, or the email confirming completion in the case of C0.

<b>C0 Basic Awareness</b>	<b>C1 Foundation</b>	<b>C2 Leadership</b>	<b>C3 Clergy and Lay Ministers</b>	<b>C4 Senior Staff</b>
Recommended for anyone who needs a basic level of safeguarding awareness  <b>This course can be completed as a stand-alone module, but is also designed as an introductory course for anyone intending to complete training at a higher level.</b>	Required for anyone who has safeguarding responsibilities or who has contact with children, young people or adults who may be vulnerable.  <b>This course can be completed as a stand-alone module or can be combined with C2. It is a pre-requisite for C2.</b>	Required for anyone who has safeguarding leadership responsibilities or responsibility for activities involving children, young people or adults who may be vulnerable.  <b>C1 is a pre-requisite for completion of this module.</b>	Required for those holding a licence, commission, authorisation, permission to officiate from a Bishop – Ordained and Lay.  <b>This is a stand-alone course.</b>	Required for senior staff who have key roles in safeguarding policy, strategy and practice.  <b>This is a stand-alone course.</b>
Modules C1 and C2 provide an equivalent level of training to module C3. The main difference, reflecting the different target audiences, is the content and focus of the case studies completed.				
Available online. Refreshed every 3 years by a revised C0 module	Delivered via a half-day (morning) face-to-face training session. Refreshed every 3 years by the C5 module	Delivered via a half-day (afternoon) face-to-face training session. Refreshed every 3 years by the C5 module	Delivered via a full-day face-to-face training session Refreshed every 3 years by the C5 module	Delivered by the National Safeguarding Team – by invitation only. Refreshed every 3 years by a revised C4 module



### **Actions from Parish Safeguarding Audit:**

Following an annual audit, the following actions have been highlighted as the priorities for 2019:

- Ensure safer recruitment practices are more robust. Use application forms, interviews (informal), references, role profiles and role agreements to ensure volunteers/employees are clear on the expectations and boundaries of their role
- Ensure policies and procedures are updated to reflect new groups/activities
- Encourage joint risk assessments to ensure safeguarding as well as health and safety implications are considered
- Ensure 5 year DBS checks are completed in a timely manner and are only completed for roles which require such disclosures (i.e. roles which include more than incidental contact with adults at risk / children and young people).



Samuel Snelling - Parish Safeguarding Representative

### **DEANERY SYNOD REPORT TO THE APCM FOR 2018**

The three Synod representatives, Cheryl Stead, Helen Weir and I, have attended the Deanery Meetings together with Parish Staff (dependent on availability). Due to the illness absence of the Archdeacon of Plymouth over the year, and changes in pivotal post holders, there was some disruption to business and the main work was related to matters of Deanery Plans, Mission and Pastoral Plans and supporting the Diocese through Parish Common Fund payments. It remains that St Mary's is an important Parish in terms of area coverage, but the Plymouth Deanery work seemed quite focused on inner city support, and plants in the new residential areas, such as Sherford.

*Phil Smith – Deanery Synod Representative*



**OTHER REPORTS** (Please note, these reports are for information only and will not be discussed individually during the meeting)

### **Stewardship Report to the APCM for 2018**

This year has seen us run a TRIO campaign - The Responsibility Is Ours, with presentations taking place within services to enable all to understand the need for and value of regular giving to St Mary's. This promoted the Parish Giving Scheme [PGS] as a method of supporting the financial operations of the church. This scheme is administered by the Diocese of Gloucester and is free of charge. It enables the HMRC gift aid contributions to be claimed on a monthly basis thus being available to the church to use more promptly. Currently 60 people have joined this scheme and it is proving to be extremely efficient.

Others give regularly via Standing Orders. This continues to be a popular method of giving. Other parishioners contribute by the envelope method and there are presently in the region of 50 parishioners who use this method. New boxes of envelopes will be available at the end May 19.

HMRC claims are made and we have claimed our full entitlement up until the end of March 2019. This is 25% of any donation made by a tax payer who has given us authorisation to claim Gift Aid. Additionally, we are entitled to claim via the Gift Aid Small Donations Scheme [GASD's] for small anonymous donations made up to a total of £8000 per tax year which haven't previously had gift aid claimed.

As always it is important that we all encourage continued regular giving to the church and the current generosity of the parishioners is greatly appreciated. However, if anyone wishes to commence giving by PGS, Standing Order or Envelopes or wants to discuss these options further please speak with me.

*Claire-Louise Journeaux*

*Churchwarden, Stewardship Officer and Social Committee Secretary*