**The Parochial Church Council**

**of**

**St Peter ad Vincula**

**Annual Report and Accounts 2021**

This report has five parts:

1. Trustees Annual Report
2. Churchwardens Report
3. Receipts and Payments Account
4. Statement of Assets and Liabilities
5. Independent Examiners Report

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# Formal Adoption

The annual report and accounts have been formally adopted by the PCC.

CHAIR: MRS J CARLYLE-CLARKE

SIGNED……………………………………………………………………………………

JOINT TREASURER: MR R SHIRLEY

SIGNED…………………………………………………………………………………….

MEMBER: MRS BONNY SHIRLEY

SIGNED…………………………………………………………………………………….

MEMBER: MRS ALEX THOMAS

SIGNED…………………………………………………………………………………….

# Part 1: Trustees Annual Report

## History

The Church is a Grade II listed building ID: 1146278. The Church is mainly 13th century with a noted 1882 restoration.

Entry Name: Church of St Peter Ad Vincula

Listing Date: 6 January 1966 Grade: II

Source: Historic England

Source ID: 1146278

English Heritage Legacy ID: 320425

Location: Tollard Royal, Wiltshire, SP5 5PP

County: Wiltshire

Civil Parish: Tollard Royal Traditional

County: Wiltshire

Lieutenancy Area (Ceremonial County): Wiltshire

Church of England Parish: Tollard Royal St Peter ad Vincula, Church of England

Diocese: Salisbury

Deanery: Milton and Blandford

## Aims and purpose

St Peter ad Vincula Parochial Church Council (PCC) is responsible for the maintenance of the church in Tollard Royal, for the good governance of the finances and for organising the worship for the parish. We are currently in an interregnum but as a PCC we continue to support the Benefice and Deanery in their aim to provide pastoral care. Our primary purpose is to provide worship and pastoral care for members of the public. We also ensure that we can provide services for marriages, baptisms and funerals. The church itself is of historical importance and as such we usually keep the church open every day for both parishioners and visitors. During lockdown periods, we have sometimes limited church opening to weekends or Sundays only, particularly during winter months when visitors are limited.

## Objective and Activities

The PCC is committed to enabling people to attend worship at our church and to feel part of our parish community. Our services and worship focus on prayer, scriptures, music, sacrament and a sense of community in a small rural parish.

## Volunteers

The PCC would like to thank all the volunteers, Mrs Jackie Carlyle-Clarke (Church Warden and Co-Treasurer), Mr Richard Shirley (Co-Treasurer) and Trustees Mrs Bonny Shirley and Mrs Alex Thomas.

The church has a vibrant community of volunteers who organise the floral displays and cleaning, headed up by Mrs Bonny Shirley. Despite services being cancelled for most of 2021, especially during lockdown periods, the church was open for services at Harvest and over the Christmas period. The flower arranging team ensured that our church was decorated with wonderful floral displays to its usual high standards. The church is very grateful to all the team. It has been noted that when there are floral displays in church, this raises the income donated in the church wall box. In particular, the festival celebrations significantly increased revenue from service collections particularly over the Harvest Festival.

The church has historically benefitted from an enthusiastic bell ringing group but there have not been the opportunities in 2021 for any ringing. We had started to teach three adults in the village to increase our own team, but it will be sometime before we can resume lessons and will continue to need support from outside the village when ringing is again possible. Bell Ringers also visit the church making welcome donations which is kept in a separate account to plan for any repairs to the bell tower.

## Structure Governance and management

The PCC is a corporate body established by the Church of England. St Peter ad Vincula is situated in Tollard Royal, Salisbury, Wiltshire SP5 5PP. It is part of the Chase Benefice and is part of the Salisbury Diocese

PCC members who have served from 1st January 2021 are:

Ex officio members

* Incumbent: Currently vacant
* Warden and joint Treasurer: Mrs Jackie Carlyle-Clarke

Elected members

* Mr Richard Shirley, appointed joint Treasurer July 2017
* Mrs Bonny Shirley appointed August 2018
* Mrs Alex Thomas appointed October 2020

## Communication

There is a monthly parish magazine that publicises the church services and shares church news which is distributed either in hard copy or occasionally electronically. We have our own online magazine, the Tollard Tattler, which is published monthly which focuses on community events and news including church activities. There is a village website [www.tollardroyal.org](http://www.tollardroyal.org) which has a dedicated church section giving the history and promoting social events. There is a notice board by the pond and church notices are posted in the church porch.

We are currently part of the Chase Benefice, but this may be subject to further reorganisation in 2022. <http://www.chasebeneficedorset.org.uk>

## Services

We normally hold services 2 times a month although these have been suspended for much of 2021 due to statutory lockdown directives:

2nd Sunday Holy Communion/Mattins

4th Sunday Evensong

## 52 Club

In September 2017, the PCC decided to launch a parish lottery called the 52 club, so called because there are 52 houses in the centre of the village. This is an annual scheme, and the current scheme has maintained its membership in 2021 at 20 players. 50% of the money raised goes to the church funds and 50% is issued in prize money. A draw is made each month with £16 awarded as first prize and £8 for second prize.

During 2021, 20 players @£2.00 a month contribute total receipts of £480 a year. Although down from the previous year because of parishioners moving away, this still makes a significant and welcome contribution to our annual upkeep.

## Bank

In addition to the Community current account, the PCC operates 3 money manager accounts:

1. Bell fund
2. 52 club
3. Reserve fund

The Bank is Barclays Bank.

The PCC also holds an investment account with the CCLA.

## Financial review

|  |  |  |
| --- | --- | --- |
| **Income** |  |  |
| Total receipts for tax efficient planned giving | £1,691.00 |  |
| All other planned giving | £1,088.11 |  |
| Collections at services including donation via wall box | £2,209.79 |  |
| All other giving where gift could not be reclaimed | £118.03 |  |
| 52 club raised | £480.00 |  |
| Bell ringers raised | £0.00 |  |
| Gift aid reclaimed | £554.04 |  |
| Refunds/transfers | £0.00 |  |
| Fundraising income | £243.00 |  |
| Grants | £34.04 |  |
| Bank interest cash accounts | £1.00 |  |
| Statutory Fees | £1,450.00 |  |
| Total income | **£7,869.01** |  |
|  |  |  |
| **Investment Funds** |  |  |
| Interest paid on CCLA investment | £24.02 |  |
| Income (dividends) paid into CCLA investment | £98.67 |  |
| **Total investment income** | **£122.69** |  |
|  |  |  |
| **All income** | **£7,991.70** |  |
|  |  |  |
| **Expenditure** |  |  |
| Mission giving |  | £20.00 |
| Salisbury Diocese |  | £1,637.35 |
| Chase Benefice |  | £579.60 |
| Organist fees |  | £40.00 |
| Church expenses |  | £308.00 |
| Insurance |  | £1,364.93 |
| Grass Mowing & maintenance |  | £490.00 |
| Utilities |  | £680.95 |
| Bank charges |  | £0.00 |
| Bank transfers to other internal Church accounts |  | £0.00 |
| **Total expenditure** |  | **£5,120.83** |
|  |  |  |
| **Net income** | **£2,870.87** |  |
|  |  |  |
| **Investment** |  |  |
| CCLA Investment balance | **£46,218.93** |  |
| **Cash balances** |  |  |
| Main | £4,655.32 |  |
| 52 Club | £1,055.25 |  |
| Bell | £1,461.56 |  |
| Reserves | £7,035.19 |  |
|  | **£14,207.32** |  |

Financial Overview

Despite an extraordinary second year with the pandemic and resultant church closures, income increased by £446 compared to 2020. This was a result mainly due to wedding fees and an increase in collections as we returned to a regular monthly service schedule. This was a remarkable achievement given the situation and is a measure of the regular contributions of parishioners, continuation of the 52 Club, the plate collections at Harvest and Christmas and the kind and generous donations of individuals. This has meant that it was not necessary, once again, to draw on the reserve fund.

**Current Account:** The operating budget for St Peters for 1 month is approximately £650. It is the intention of the PCC that the current account, where practicable, should not be allowed to fall below this level so that the main current account has a minimum of 1 months operating budget surplus. The current account has no agreed overdraft or borrowing capability. The longer-term aim is to have 3 months operating budget (£1,950) available in reserve in the main current account. This is critical as the church has very low income from church services. January February and March are typically low-income months where regular spending will typically exceed expected revenue.

**Cash Reserve – Unrestricted:** It is good practice to have at least 3 months operating budget in a separate cash reserve for regular maintenance. The PCC has set an aim to build this reserve up to £7800 so that the church has 1 year’s operating budget in immediate reserves. The congregation is very small with only 52 houses in the village. The regular congregation is less than 6 people at most services. It is prudent to account for falling income. It is good practice to know that we can always meet our operating costs. In 2021, we maintained a reserve balance of £7,035 at year end.

**Bell Fund – Unrestricted:** St Peter ad Vincula is popular with bellringers and income is generated from visiting groups. A separate money manager account has been established to hold this income stream and whilst not restricted funds the Bell fund is a useful reserve should the bells or bell tower need maintenance. At the close of 2021 this held £1,462.

**52 club – Unrestricted:** St Peters ad Vincula has a village lottery called 52 Club. Money collected for tickets is generally transferred to a separate money manager account to ensure we have a prize fund. These are not restricted funds but will be reported on separately in the accounts. At the close of 2021 this held £1,055.

**Long Term Investment account - Unrestricted**

St Peter ad Vincula has built up a reserve invested in the CCLA account. The PCC agree that this investment is for the long-term resilience of the church. This is not a restricted fund, but it is agreed the fund should only be accessed for large restoration projects to protect the 13th century historic building. This will be reported on in the cash flow and in the annual accounts. At the end of 2021, this fund held £46,219.

# Part 2: Church Wardens Report

The ongoing effects of the Covid pandemic were still having an impact on Church services, and from the start of 2021 through to 11/4/21 there were no services held in the Church. Prayers continued to be read on every Sunday during that time with a bell being rung before and after the prayers. When allowed people were encouraged to come to the church for private prayer.

The Church was decorated for Easter although there was no service on Easter Day, but a most beautiful moving display with a rustic cross and spring flowers was placed in the porch, so that people not comfortable with going inside had a visible expression of the Easter message.

The funeral for Catherine Henderson was held on Friday 7th May with the Covid limits on the number of people allowed to attend.    The Church was decorated with spring flowers in lovely hues of purples, blues and pinks, and sprinklings of cow parsley and other wildflowers.    The whole community mourns the loss of such a special person whose commitment and service to the Church and village was so important. She was secretary to the PCC for 30 years and Churchwarden for 9 years.

Revd Michael Foster who had looked after the Chase Benefice for 20 years, retired in May 2020 creating a vacancy for the 10 Parishes and 12 churches which he served. It was decided that the number of parishes was not a viable unit going forward. Gussage All Saints and Gussage St Michael have chosen to join with Cranborne and 3 other parishes nearby, and that was finalised in November.  The Tarrants to go two different ways with Tarrant Gunville, Tarrant Hinton and Tarrant Monkton joining Durweston, Stourpaine and Pimperne. Tarrant Rushton, Tarrant Keyneston and Tarrant Crawford will join the Lower Stour parishes and Langton Long.

This left Tollard Royal, Farnham, and Chettle still in “Interregnum” with no priest. It is hoped that in the future they will join with Sixpenny Handley, Pentridge and Gussage St Andrew, and share a vicar with them, but this will not happen quickly. Canon Richard Hancock, who is currently vicar at Sixpenny Handley will be overseeing us and helping with services for us, but legally cannot become our vicar.,

Our services changed after Easter with just one service in May and June and then two services a month after that. Special services were held for Mothering Sunday, Rogation Sunday, Harvest Festival, Remembrance Sunday, and Christmas. Attendance at services has been down on pre-pandemic numbers,

There were two weddings held during the year, conducted under the necessary restrictions.

In July Revd David Miell and his wife Henriët moved into the Tarrant Hinton Rectory as a three year “House for Duty” priest. Their help and support has been an enormous blessing to our parish and the others that they have helped with.

A new parish magazine was launched in June to cover Tollard Royal, Farnham and Chettle and is called the “Inner Chase Parish Magazine”.    One Churchwarden from each parish will represent the editorial team to start with.  As before it will be free to every household in these parishes.

The Annual Church Meeting was held on Thursday 13th May in the Church at 7.00pm. The election of the Church Warden and PCC took place. Jackie Carlyle-Clarke was elected as Churchwarden and Richard and Bonny Shirley and Alex Thomas were elected to the PCC. The Church Electoral Roll was revised before the above meeting. It is hoped our small team will continue forwards with determination, faith, hope and joy.

A special mention must be made for the hard work of the flower ladies who have continued to provide the flowers in the church throughout the year, and their extra effort put in for the special occasions.

Thanks also to the bell ringers who individually and as a team marked special events during the year; January for 100,000 deaths from Covid, March for the anniversary of the first lockdown, April to mark the death of HRH Prince Philip, Duke of Edinburgh, and for his funeral. There were a few visiting bands and a special 93rd birthday quarter peal, and tea party held in the churchyard. The tenor bell was tolled for Remembrance Sunday.

A pop-up coffee and a cake fundraising event were held during the year - one in the churchyard and one at the Old Cart Shed raising much needed funds for the Church.

# Part 3: Receipts and Payments

Financial Statement for the year ended 31 December 2021

All values in £

|  |  |  |  |
| --- | --- | --- | --- |
| **RECEIPTS** | **2021** | **2020** | **2019** |
| Planned Giving | **1,691.00** | 1,513.00 | 1837.00 |
| Other giving | **1,088.11** | 1,478.50 | 311.69 |
| Collections at services / wall box | **2,209.79** | 1,127.59 | 3226.84 |
| Donations not eligible for gift aid | **118.03** | 1,185.85 | 750.00 |
| 52 Club | **480.00** | 528.00 | 620.00 |
| Bell Fund | **0** | 12.00 | 187.00 |
| Refunds | **0** | 295.00 | 583.18 |
| Gift Aid | **554.04** | 687.65 | 852.01 |
| Fundraising | **243.00** | 0 | 1055.95 |
| Interest paid on CCLA Deposit Fund Note 1 | **24.02** | 194.64 | 341.38 |
| Interest paid on money manager accounts | **1.00** | 7.09 | 16.97 |
| Dividend on CCLA Share Account | **98.67** | 95.26 | 92.48 |
| Statutory fees | **1,450.00** | 421.00 | 1501.00 |
| Grants | **34.04** | 0 | 0 |
| Total receipts | **7,991.70** | 7,545.58 | £11,375.50 |
| **PAYMENTS** | **2021** | **2020** | **2019** |
|  |  |  |  |
| Cost of generating funds | **0** | 0 | 0 |
| Mission Giving / charity donations | **20.00** | 285.00 | 220.00 |
| Diocesan Share | **1,637.35** | 3,022.80 | 2,796.84 |
| Benefice share | **579.60** | 579.60 | 579.60 |
| Organist | **40.00** | 205.00 | 520.00 |
| Flowers | **0** | 0 | 0 |
| Church expenses | **308.00** | 244.86 | 789.65 |
| Insurance | **1,364.93** | 1634.23 | 1,666.89 |
| Utility Bills | **680.95** | 958.24 | 1,080.93 |
| Grass mowing | **490.00** | 682.50 | 490.00 |
| Bank Charges | **0** | 0 | 0 |
| Internal bank transfers to other accounts | **0** | 540.00 | 1050.00 |
| Total Payments | **5,120.83** | £8,152.23 | £9193.91 |
| **True Excess of Receipts over Payments** | **2,870.87** | -£606.65 | £2181.59 |

Note 1: Interest on CCLA Deposit Fund is retained within the Fund

Financial Notes:

* ***As a check and balance on all account transactions, a more rigorous approach has been adopted since 2018.***

***This includes;***

* + ***All counting of church collections is witnessed***
  + ***All supplier invoices are authorised on-line by a second signing authority***
  + ***This Accounts and Annual report document is signed by all PCC members***
  + ***All paying-in of church collection takings is cross checked with the Vestry Register and Balance Sheet***
* ***Gift Aid is now claimed quarterly. The gift aid recorded in these accounts represents:***
  + ***October November December 2020 = £153.06***
  + ***January February March 2021 = £114.38***
  + ***April May June 2021 = £113.70***
  + ***July August September 2021 = £172.90***

***The October November December claim has been submitted but not received in 2021.***

* ***Recognising the lack of services and corresponding plate collections, the PCC agreed to reduce the Payment Share to the diocese to 50% for most of the year resulting in a reduction from £3,023 in 2021 to £1,686*.**
* ***Interest Received on CCLA Deposit Fund reduced from £195 to £24 reflecting downturn in the market interest rates.***
* ***No bank charges were incurred during 2020.***

# Part 4: Assets and Liabilities

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2021** | **2020** | **2019** |
| Cash Funds  Maintenance reserve  52 Club  Bell fund  Total | **£4,655.32**  **£7,035.19**  **£1,055.25**  **£1,461.56**  **£14,207.32** | £1,908.14  £7,034.47  £1,055.13  £1,461.40  £11,459.14 | £2,811.78  £7,028.97  £574.68  £1,448,26  £11.863.69 |
| Deposit Funds CCLA | **£46,218.93** | £46,096.24 | £45,806.34 |
| Investment fund shares | **£3,882.19** | £3,394.15 | £2,660.00 |
| Assets, ornaments and chattels retained by the church Note 1 | **£76,281.00** | £76,281.00 | £76,281.00 |
| Liabilities | **0** | 0 | 0 |

Total cash fund = £60,426.25

Note 1:

Included in the Assets figure above are the Bells of which there are: Tenor Fifth Fourth Third Second Treble and a Service Bell. Until early 1999 the church possessed a ring of five bells hung in a two-tier timber frame, the condition of the installation being such that the bells had been unringable for very many years. The original tenor was recast in 1882 and the old treble and second were added in 1889, all three bells being cast by Mears & Stainbank. The new bell installation was designed, manufactured and installed by Nicholson Engineering Bridport. The project received valuable financial assistance from the Ringing-in the- Millennium project sponsored by funds from the National Lottery, the remainder being raised in the community and by generous charitable donations. Valued at £58,000 on the Asset Register.

## Further Financial Analysis of Receipts and Payments

### Shares

In 1984, £1,500 was sent by the PCC to the Diocesan Board of Finance to purchase Rank, Hovis, MacDougall shares. These shares were purchased, and all the dividends were sent to the PCC. This continued until 1992 when the shares were sold and 333 CCLA Investment Fund (IF) shares were purchased.

In 1994, 167 IF shares were sold and the proceeds were sent to the PCC. No further shares have been sold so 166 IF shares remain. The current value of the capital is around £3,3394 and the income is sent quarterly to the PCC investment account.

Summary of dividend income received: (paid into the CCLA account)

February 2021 £24.44

May 2021 £24.44

August 2021 £24.44

November 2021 £25.35

Total £98.67

Summary of Interest Received on CCLA Deposit Fund

31st March 21 £16.07

30th June 21 £2.26

30th September 21 £1.16

December 21 £4.53

Total £24.02

### Budget 2021

The PCC has agreed a new budget maintaining the same values as 2021 but recognises that these will be totally dependent on recovery of plate collections, planned giving and fees from statutory services, all of which cannot be relied upon until recovery from the pandemic.

|  |  |  |  |
| --- | --- | --- | --- |
| **RECEIPTS** | **2022** | **2021** | **2020** |
| Planned Giving | **2000** | **2000** | **2000** |
| Other giving |  |  |  |
| Collections at services | **4000** | **4000** | **4000** |
| Gift Aid recovered (conservative estimate) | **1200** | **1200** | **1200** |
| Donations not eligible for gift aid | **500** | **500** | **500** |
| Fundraising | **2000** | **2000** | **2000** |
| 52 Club | **700** | **700** | **700** |
| Interest and Dividend received | **200** | **200** | **200** |
| Statutory fees – target is 3 weddings | **800** | **800** | **800** |
| Trading income | **600** | **600** | **600** |
| Total receipts target | **12,000** | **12,000** | **12,000** |
|  |  |  |  |
| **PAYMENTS** | **2022** | **2021** | **2020** |
| Mission Giving / charity donations | **250** | **250** | **2000** |
| Diocesan Share | **2800** | **2800** |  |
| Benefice share | **650** | **650** | **4000** |
| Insurance | **1800** | **1800** | **1200** |
| Flowers | **300** | **300** | **500** |
| General running costs – grass mowing etc. | **1000** | **1000** | **2000** |
| Utility Bills | **1100** | **1100** | **700** |
| Annual Audit | **250** | **250** | **200** |
| Maintenance | **1500** | **1500** | **800** |
| Organist | **600** | **600** | **600** |
| Cost of generating funds (52 club prizes) | **350** | **350** | **12,000** |
| Total Payments | **10,600** | **10,600** | **2000** |
| Planned for surplus Receipts over Payments | **1400.00** | **1400.00** | **1503.00** |

# Part 5: Independent Examiners Report to the Trustees of St Peter ad Vincula

I report on the accounts of the church for the year ended 31 December 2021 that are set out on pages 11 to 14.

Respective Responsibilities of Trustees and Examiner

The church trustees are responsible for the preparation of the accounts. The church trustees consider that an audit is not required for this year under section 144(2) of the Charities Act and that an Independent Examination is needed.

It is my responsibility to:

Examine the accounts (under section 145 of the 2011 Act)

To follow procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act

To state whether particular matters have come to my attention,

Basis of the Independent Examiners Report

Text, letter

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