

# Trustees' Annual Report and Financial Report

The Parochial Church Council of

## St Peter & Holy Cross Church, Wherwell

(An excepted Charity within the meaning of Section 30 of the Charities Act 2011)

For the year ended 31 December 2022

### CONTENTS

	<i>Page</i>
Trustees' Annual Report	2 - 6
Statement of Financial Activities (Receipts and Payments)	7
Balance Sheet (Assets and Liabilities statement)	8
Receipts & Payments Analysis	9
Notes to the Accounts	10 - 11
Report of the Independent Examiner	12

St Peter & Holy Cross Church, Church Street, Wherwell, Hampshire. SP11 7JJ

*Incumbent:* The Revd Jacqueline Machin, The Rectory, Church Lane, Littleton, Hampshire SO22 6QY

*Independent Examiner:* Mr David Etchells FCA, The Old Malthouse, Wherwell, Hampshire SP11 7JS

*Bankers:* National Westminster Bank PLC, 9 Bridge Street, Andover, Hampshire SP10 1BD

# Parochial Church Council of St Peter & Holy Cross Church, Wherwell

## Trustees' Annual Report for 2022

### Structure, governance and management

The PCC is a charity, but is excepted from registering with the Charity Commission within the meaning of the section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

#### *Ex Officio Members*

Incumbent: The Revd Jacqueline Machin

Warden: Mrs Pamela Prince

*Deanery Synod Member:* Mrs Judith Herridge

#### *Elected Members:*

Mrs Susan Ansell  
Mr Nigel Waters                      Treasurer  
Mr Kenneth Wilson

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 6 members of the church who are elected at the Annual Parochial Church Meeting (APCM). With only one Churchwarden at the present time and elected PCC member vacancies, villagers are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

### Aim and purposes

The primary objective of St Peter & Holy Cross PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the incumbent, the Revd Jacqueline Machin, in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

## Achievements and performance

### *Review of the year*

1. After two years of Church life being significantly affected by Coronavirus, 2022 saw the gentle return to normality. In line with the July 2021 Benefice agreement, two Sunday Services were held in each of the five Churches each month. For Wherwell a 10 am Morning Prayer is held on the second Sunday of the month and an 8 am Holy Communion on the fourth.
2. Five Joint PCC Meetings were held with Chilbolton PCC to discuss matters of joint interest relating to National, Diocese, Deanery and local matters.

In addition, Wherwell PCC met on four occasions during the year.

### *Worship and Prayer*

3. The PCC is keen to offer a range of services that our community find both beneficial and spiritually fulfilling.

The electronic distribution of 'Across the Downs' continued to Electoral Roll members together with a weekly letter from Rev Jax. In addition, Charlotte Nash's weekly Morning Prayer continued via 'Zoom'.

Following 2022 revision, there were 39 names on the Church Electoral Roll at the end of the year, 3 of whom are not resident within the Parish or Benefice.

Using the Church of England and Winchester Diocese's definitions, the PCC determined a Wherwell 'Worshipping Community' of 14. This is mainly made up of people who come to a Sunday service at least once a quarter.

Typical Sunday Services attracted a congregation of 12 (of which an average of 8 were Wherwell attendees) which represented a modest reduction on 2021.

### *Deanery Synod*

4. One member of the PCC, Mrs Judith Herridge, sits on the Deanery Synod which provides the PCC with an important link between the Parish and the wider structures of the Church.

Other than the ongoing procedure to appoint a new Bishop of Winchester, there are no significant issues to report affecting Wherwell.

5. Our thanks to Rose Ayres & Ken Wilson who open and close the Church every day allowing visitors and worshippers access to our wonderful building.

The North Window by the Choir Vestry entrance was repaired and the frame rebuilt by Salisbury Cathedral Stained Glass at a cost of £1,998 plus VAT which was subsequently reclaimed.

A new toilet and basin were fitted in the Vestry at a cost of £1,055 and the noticeboard by the lychgate was repaired for £75.

Towards the end of the year a Faculty was approved to:

1. Repair the cellar steps
2. Treat the rust on window bars in the Chancel
3. Provide additional bracing for the inspection frame in the Ringing Chamber
4. Install a memorial plaque to Ray Blazdell on the organ

It is anticipated that these works will be completed during the first half of 2023 together with installing a vacant/engaged lock on the Vestry Door. These will complete the planned remedial works arising from the 2019 Quinquennial Report although the repair to the collapsed SW corner Churchyard wall remains outstanding. The cost has historically been considered prohibitive and highlighted by Chilbolton PCC having been quoted £1,000 per metre to repair their damaged stone wall. As a safety measure, the area in Wherwell Churchyard was fenced off some years ago.

Agreement has now been reached with Mr & Mrs Gordon-Creed to use their kind donation and resultant Gift Aid totalling £12,500 on new bespoke oak cupboards in the Choir Vestry and Vestry. As at the end of 2022, quotations have been obtained and our Architect's input is awaited before applying for the necessary faculty.

During the Summer and early Autumn months there was a problem with numerous bees entering and dying in the Church. Investigations led the PCC to believe that the bees were accessing the Church through a crack in the wall just below the roof in an area above the pulpit which location corresponded with a known long-term nest accessed through a hole in the outside wall. A solution to the problem is likely to be very expensive particularly if scaffolding has to be used rather than 'cherry picker' and for now a watching brief is being maintained.

### *Health & Safety*

6. One minor accident was recorded during the year following a communicant slipping and falling at the Altar rail. Fortunately, an immediate and full recovery followed.

The Emergency Plan & Fire Evacuation Instructions were reviewed and renewed by the PCC on 13<sup>th</sup> July and a new comprehensive PCC Health & Safety Policy document was signed off on the 2<sup>nd</sup> November.

### *Safeguarding*

7. The PCC has continued to adopt the House of Bishops' Safeguarding Policy and supporting notices are placed on the internal and external notice boards.

The three yearly PCC Member DBS checks were completed during the year. Most members of the

PCC have completed all the required safeguarding training with the remainder due to be undertaken now that in person sessions have been re-instated by the Diocese.

Mrs Prince has reported that no Safeguarding concerns have been raised during the year.

## Financial Review

1. A better than expected financial outturn was seen largely due to the £1,338 raised at the Queen's Platinum Jubilee Street Party, a highly successful Auction of Promises which raised over £6,000 after expenses, increased donations and higher than expected collections at weddings and funerals.

The PCC extends its gratitude to the organisers of these events as well as the successful Christmas Fayre which returned after a Coronavirus enforced gap of 3 years.

There remains a shortfall in income to meet the Diocese's Common Mission Fund request partly caused by having no volunteers to run a Summer Fete or a PCC member to assume responsibility for the relatively onerous and wide ranging event Health and Safety issues. This resulted in the PCC only being able to pay £6,500 towards the total 2022 Common Mission Fund due of £18,100.

2. The total receipts for general unrestricted funds received were £29,349 (2021 – £18,277) and are detailed in the Financial Report
3. Planned Giving through the Parish Giving Direct Debit Scheme and banker's orders totalled £8,096 (2021 - £8,680). Collections at Services increased to £1,711 (2021 - £1,582).

Our grateful thanks to everyone who contributed financially, including Wherwell Parish Council for their Grant of £750 and the Village Magazine organisers for the contribution of £1,250.

4. As in previous years, £2,500 was transferred to the No 1 Building Fund to continue growing a reserve for future repairs.

In addition, a further £1,000 has been transferred to cover anticipated costs to repair the clock chain guide and install a new control unit for the night quarter bell silencing in 2023.

5. Prior to the No 1 Building Fund transfers of £3,500, there was General Fund Surplus of £9,448 for the year.

As the Auction of Promises is held every other year, the PCC agreed to hold over approximately half of the net proceeds towards the 2023 Common Mission Fund contribution.

6. With continued falls in Planned Giving and no plans for future Summer Fetes, the PCC's finances remain precarious with a surplus only achieved by paying a small proportion of the Common Mission Fund due. The Common Mission Fund is a voluntary payment, not a legal requirement, and the PCC has asked for the level of our requested contribution to be reviewed downwards in light of the falling numbers making up our 'Worshipping Community'. A formal response is still awaited and following which a wider village consultation will be considered to gauge the levels of parishioners' time and financial support available to the Church.

## Reserves Policy

### *General Fund*

It is the PCC's aim to maintain a balance on the General Fund of c £6,000 which equates to approximately two/three months' worth of unrestricted payments as contingency against unforeseen situations.

### *The No 1 Building Fund (Unrestricted)*

This Designated Fund is in place as a reserve to meet the costs of maintaining the Church Fabric and, in particular, works identified in Quinquennial reports. In an ideal world the PCC would wish to build funds of between £10,000 & £15,000 during each 5 year cycle.

Whilst earmarked for Church building works the fund is unrestricted and, at the PCC's discretion, may be used for other/general purposes.

### *The No 2 Building Fund (Restricted)*

This was established in 2021 and is used for legacies and donations which are specifically given for Wherwell Church. These ringfenced funds will be restricted to the ongoing improvement, restoration and maintenance of Wherwell Church and Churchyard.

### *The Gordon-Creed Fund*

This Restricted Fund was formed in 2018 through a generous donation of £10,000 from the Gordon-Creed family and to which Gift Aid of £2,500 was recovered.

The funds are to be used on a project benefitting the Church subject to the family agreement.

As recorded above, agreement has been reached to install new bespoke oak cupboards in the Choir Vestry and Vestry.

## Contribution to Church life

Finally, thank you to all the volunteers who freely donate time, money and effort to the Church without which the PCC would be unable to continue the long tradition of worship in our historic village.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by Mrs Pamela Prince, Churchwarden

.....*P. Prince*.....

Date.....*22.1.23*.....

**PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL**

**Statement of Financial Activities**

**Receipts and Payments Summary**

**For the period from 1 January 2022 to 31 December 2022**

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>					
	<i>Fund</i>	<i>Funds</i>	<i>Funds</i>	<i>Funds</i>	<i>2022</i>	<i>2021</i>	
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
Voluntary Receipts	17,879		3,200		21,079	16,658	
Activities for Generating Funds	8,544		1,338		9,882	1,404	
Investment Income	67		-		67	-	
Income from Church Activities	2,182		-		2,182	1,577	
Other Incoming Resources	677		-		677	-	
<b>Total received</b>	<b>29,349</b>	<b>-</b>	<b>4,538</b>	<b>-</b>	<b>33,887</b>	<b>19,639</b>	
<b>Expenditure on:</b>							
Church Activities:	18,896		2,394		21,290	16,889	
Cost of Generating Funds	1,005		-		1,005	-	
<b>Total paid</b>	<b>19,901</b>	<b>-</b>	<b>2,394</b>	<b>-</b>	<b>22,295</b>	<b>16,889</b>	
<b>Reconciliation of funds:</b>							7
Excess of Receipts over Payments	9,448	-	2,144	-	11,592	2,750	
Transfers between funds	(3,500)	3,500	-	-	-	-	8
<b>Net movement in funds</b>	<b>5,948</b>	<b>3,500</b>	<b>2,144</b>	<b>-</b>	<b>11,592</b>	<b>2,750</b>	
Bank Balance b/f at 1 January 2022	5,538	5,000	13,862	-	24,400	21,650	
<b>Bank Balance c/f at 31 December 2022</b>	<b>£11,486</b>	<b>£8,500</b>	<b>£16,006</b>	<b>-</b>	<b>£35,992</b>	<b>£24,400</b>	

**PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL**

**Statement of Financial Activities**

**Statement of Assets and Liabilities**

**As at 31 December 2022**

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Note</i>
	<i>General</i>	<i>Designated</i>	<i>Funds</i>	<i>Funds</i>	<i>All Funds</i>	<i>All Funds</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Funds</i>	<i>Funds</i>	<i>2022</i>	<i>2021</i>	
<b>ASSETS</b>	£	£	£	£	£	£	
Bank current account	9,925			-	9,925	24,400	
Bank deposit account	1,561	8,500	16,006	-	26,067	-	14
<b>Bank and deposit accounts</b>	<b>£11,486</b>	<b>£8,500</b>	<b>£16,006</b>	<b>-</b>	<b>£35,992</b>	<b>£24,400</b>	
Investment assets	-	-	-	-	-	-	
<b>Total assets</b>	<b>£11,486</b>	<b>£8,500</b>	<b>£16,006</b>	<b>-</b>	<b>£35,992</b>	<b>£24,400</b>	
<b>LIABILITIES</b>	-	-	-	-	-	-	
<b>Total liabilities</b>	-	-	-	-	-	-	

<b>Represented by :</b>	£	£	£	£	£	
<b>Unrestricted - General Fund</b>	11,486			11,486	5,538	
<b>Designated - No 1 Building Fund</b>		£8,500		8,500	5,000	
<b>Restricted - Gordon-Creed Fund</b>			12,500	12,500	12,500	
<b>Restricted - No 2 Building Fund</b>			3,506	3,506	1,362	
	<b>£11,486</b>	<b>£8,500</b>	<b>£16,006</b>	<b>-</b>	<b>£35,992</b>	<b>£24,400</b>

This Financial Report for the year ended 31st December 2022, including the notes following, was approved by the PCC and signed by Mrs Pamela Prince, Churchwarden

..... *P. Prince* .....

Date *22-1-23* .....



**PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL**

**Financial statements for the year ended 31 December 2022**

**Receipts & Payments Account Analysis**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
<b>RECEIPTS</b>						
<b>Voluntary Receipts</b>						
Planned giving		8,096	-	-	8,096	8,680
Collections at services		1,711	-	-	1,711	1,582
Other giving / voluntary receipts	9a	5,085	-	3,200	8,285	3,877
Gift aid and GASDS recovered		2,987	-	-	2,987	2,519
		<u>17,879</u>	<u>-</u>	<u>3,200</u>	<u>21,079</u>	<u>16,658</u>
<b>Activities for Generating Funds</b>						
Jubilee Street Party		-	-	1,338	1,338	-
Biannual Auction of Promises		6,900	-	-	6,900	-
Harp Concert		-	-	-	-	1,362
Christmas Fayre		1,644	-	-	1,644	-
Fundraising other		-	-	-	-	42
		<u>8,544</u>	<u>-</u>	<u>1,338</u>	<u>9,882</u>	<u>1,404</u>
<b>Investment Income</b>						
Interest received		67	-	-	67	-
<b>Income from Church Activities</b>						
Fees received		2,182	-	-	2,182	1,577
<b>Other Incoming Resources</b>						
VAT recovery		677	-	-	677	-
<b>TOTAL RECEIPTS</b>		<b>29,349</b>	<b>-</b>	<b>4,538</b>	<b>33,887</b>	<b>19,639</b>
<b>PAYMENTS</b>						
<b>Church Activities:</b>						
Diocesan parish common mission fund		6,500	-	-	6,500	7,017
Clergy costs		722	-	-	722	362
Church running expenses	9b	7,052	-	2,394	9,446	6,896
Church management & administration	9c	4,247	-	-	4,247	2,614
Mission giving and donations	13	375	-	-	375	-
		<u>18,896</u>	<u>-</u>	<u>2,394</u>	<u>21,290</u>	<u>16,889</u>
<b>Cost of Generating Funds</b>						
Jubilee Street Party		-	-	-	-	-
Biannual Auction of Promises		497	-	-	497	-
Harp Concert		-	-	-	-	-
Christmas Fayre		508	-	-	508	-
Printing booklets / cards		-	-	-	-	-
		<u>1,005</u>	<u>-</u>	<u>-</u>	<u>1,005</u>	<u>-</u>
<b>TOTAL PAYMENTS</b>		<b>19,901</b>	<b>-</b>	<b>2,394</b>	<b>22,295</b>	<b>16,889</b>
<b>Excess of Receipts over Payments</b>		9,448	-	2,144	11,592	2,750
Transfers between funds		(3,500)	3,500	-	-	-
<b>Net movement in funds</b>		5,948	3,500	2,144	11,592	2,750
Balance b/f at 1 January 2022		5,538	5,000	13,862	24,400	21,650
<b>Balance c/f at 31 December 2022</b>		<b>£11,486</b>	<b>£8,500</b>	<b>£16,006</b>	<b>£35,992</b>	<b>£24,400</b>

**PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL**

**Notes to the Annual Financial Report for the year ending 31 December 2022**

**Accounting Policies**

- 1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2016 and the Charities Act 2011, using the Receipts and Payments basis.
- 2 The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliations to another body, nor those which are informal gatherings of church members.
- 3 Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.
- 4 No value is placed on moveable church furnishings held by the Church wardens on trust for the PCC.

**Funds**

- 5 Unrestricted funds of the PCC are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. These can also include designated funds where the PCC has set aside funds from it's unrestricted funds for a particular project.
- 6 Restricted funds are funds subject to specific trusts (for example a letter from the donor at the time of the gift, or by the terms of public appeal), which can only be used for the purposes set out in the trust.

**7 Statement of funds**

	Balances b/fwd 1 Jan 2022	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2022
	£	£	£	£	£
<b>Endowed Funds</b>	-	-	-	-	-
<b>Restricted Funds</b>					
Gordon-Creed Fund	12,500	-			12,500
No 2 Building Fund	1,362	4,538	(2,394)	-	3,506
	<b>13,862</b>	<b>4,538</b>	<b>(2,394)</b>	-	<b>16,006</b>
<b>Unrestricted Funds</b>					
General Fund	5,538	29,349	(19,901)	(3,500)	11,486
Designated - No 1 Building Fund	5,000	-	-	3,500	8,500
	<b>10,538</b>	<b>29,349</b>	<b>(19,901)</b>	-	<b>19,986</b>
<b>Total funds</b>	<b>£24,400</b>	<b>£33,887</b>	<b>£(22,295)</b>	-	<b>£35,992</b>

- 8 The Church No 1 Building Fund is classified as a designated unrestricted fund which meets the costs of maintaining the fabric of the Church and those works identified in Quinquennial reports. In the year £3,500 was transferred into this from the General Fund in order to act as a reserve for future repairs.

**Parochial Church Council of St Peter & Holy Cross, Wherwell**  
**NOTES (Continued) for the year ending 31 December 2022**

**9 Further Analysis of Receipts and Payments**

<b>Receipts</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>TOTAL 2022 £</b>	<b>TOTAL 2021 £</b>
<b>a All Other Giving/Voluntary Receipts</b>				
Other collections / donations	2,290	1,200	3,490	1,436
Wall safe	295	-	295	191
Bequests received	-	2,000	2,000	-
Wherwell & Chilbolton magazine donation	1,250	-	1,250	1,500
Wherwell Parish Council Grant	750	-	750	750
Diocese Energy Grant	500	-	500	-
	<u>5,085</u>	<u>3,200</u>	<u>8,285</u>	<u>3,877</u>
<b>Payments</b>				
<b>b Church Running Expenses</b>				
Upkeep of services	208	-	208	249
Upkeep of churchyard	1,290	-	1,290	1,272
Cleaning	-	-	-	-
Insurance	2,939	-	2,939	2,831
Electricity & water	794	-	794	886
Church repairs and maintenance	1,821	2,394	4,215	1,658
	<u>7,052</u>	<u>2,394</u>	<u>9,446</u>	<u>6,896</u>
<b>c Church Management &amp; Administration</b>				
Share of benefice administration	3,730	-	3,730	2,231
Sundries	517	-	517	383
	<u>4,247</u>	<u>-</u>	<u>4,247</u>	<u>2,614</u>

- 10 No payments were made to PCC members in the year other than for reimbursement of expenses incurred on behalf of the PCC.
- 11 There were no transactions in the year with persons related to PCC members.
- 12 There have been no related party transactions in the reporting period.
- 13 The donations of £375 shown on Page 9 were represented by £175 to Andover Food Bank (£75 from 2021), £170 split between the DEC and British Red Cross Ukrainian appeals (from money raised from the Easter lillies) and £30 to Karis Kids.
- 14 As shown in the Statement of Assets on Page 8 a new 35 day notice deposit account was opened with our bankers to take advantage of rising interest rates.

## The Independent Examiner's Report

### To the members and trustees of the Parochial Church Council of St Peter & Holy Cross Church, Wherwell.

I report on the accounts of the PCC for the year ended 31 December 2022, which are set out on the preceding pages.

#### Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations 2016 and section 144(2) of the Charities Act 2011 (*'the 2011 Act'*) do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

#### Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulationshave 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.

Signed.....

Date.....10<sup>th</sup> April 2023.....

Mr David Etchells FCA  
The Old Malthouse  
Fullerton Road  
Wherwell  
Andover  
Hampshire SP11 7JS