

Parochial Church Council of St Mary Magdalene, Melchbourne

2020 Report and Accounts

Introduction

Melchbourne is one of six parishes comprising the Stodden Benefice (“Stodden”) and is part of the Diocese of St Albans within the Church of England. The Rector, the Reverend Stephen Holroyd, is responsible for promoting the mission of the Church and the maintenance of the churches and churchyards within the six parishes. Each of the six parishes contributes representatives to a Joint Parochial Church Council (“JPCC”) which assists the Rector with mission and worship in Stodden.

The Parochial Church Council of St Mary Magdalene, Melchbourne (“the PCC”) is responsible for assisting the Rector within the parish of Melchbourne. At the Rector’s request, and with the agreement of the Bishop, the PCC delegates the organisation of mission and worship within Melchbourne to the JPCC. The PCC receives regular reports from the JPCC concerning activity in the parish.

Objectives and activities

The PCC’s primary objectives relate to the maintenance of the church and churchyard in Melchbourne. Activities organised by the PCC include cleaning and maintenance of the church and churchyard, a Feast Day for the village in the summer in association with the Village Hall Committee, a Christmas Fair and a Christmas Carol Service.

In its delegation to the JPCC, and in planning any of its own activities during the year, the PCC considers the Charity Commission’s guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

Deanery synod

The PCC has a right to appoint one representative to attend the Deanery Synod. During 2020 the representative was Mr William Tusting, who is also the lay chair of the JPCC.

The church and churchyard

The church and churchyard are inspected by a specialist architect every five years. The last inspection was in 2018 and the report was received during 2019. Whilst the church remains in useable condition, the report listed a number of issues which need to be addressed. Amongst the most pressing of these were: repairs to the pew flooring (partially addressed during 2019); repairs to the pointing and stonework of the chancel; repairs to the windows; repairs to the pointing and stonework of the tower; and repairs to the stone flooring.

Repairs to the pointing and stonework of the chancel were completed during the year, along with repairs to four of the windows on the North elevation. The total expenditure on these repairs was £28,203. This was funded by £14,000 raised in 2019 (and held as a provision in the 2019 accounts) and further grants this year from the Francis Coales Foundation and the Bedfordshire & Hertfordshire Historic Churches Trust (“BHHCT”).

A roof alarm was installed to comply with the requirements of Ecclesiastical Insurance to cover the risk of metal theft. The total expenditure on the roof alarm was £5,953 of which over £5,000 was covered by donations from the Allchurches Trust, the St Albans Diocesan Board of Finance and BHHCT.

Whilst the churchyard remains in generally good condition, repairs were made to a number of graves, including the Moon grave, using money received from the Moon Grave Trust.

The PCC is in the process of raising the funds for the repairs to the tower and remaining wooden and stone floors. During the year a total of £3,300 was spent on architects’ fees associated with this work.

Financial review

Total income for the year was £23,644. This comprised £23,240 from grant providing bodies and individuals, and £403 from the 2019 Christmas Fair. Total expenditure for the year £33,999 after allowing for reclaimed VAT. Prior to the release of the £14,000 provision, the deficit of income over expenditure was £10,355. Following the release of the provision the accounts show a surplus of £3,645 for the year. There are no provisions on the balance sheet at 31st December 2020.

Reserves policy

The PCC has minimal regular outgoings and spends surplus funds on vital church repairs. The PCC aims to maintain a balance on unrestricted funds of at least £100 to cover unexpected bills.

Volunteers

The PCC hugely appreciates the support it receives from its volunteer supporters including those who clean the church, maintain the churchyard, organise fundraising events, provide music in the church, ring bells and assist during services.

Structure, governance and management

The PCC is a corporate body established by the Church of England and operating under the Parochial Church Councils (Powers) Measure 1956 and the Church Representation and Ministers Measure 2019. It is a charity exempted from registration with the Charity Commission.

The method of appointment of PCC members is set out in the 2019 Measure. Membership of the PCC consists of the incumbent, two churchwardens, a treasurer, an electoral roll officer and three other residents of Melchbourne. The post of secretary is currently vacant and is undertaken by one of the churchwardens.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent.

The PCC met four times during the year.

Risk Management

The PCC reviews risk regularly and performs risk assessments for each activity it organises as required. The safeguarding of children and vulnerable adults forms part of the risk assessment for all activities.

Administrative information

The church of St Mary Magdalene is situated in Melchbourne. It is part of the Diocese of St Albans within the Church of England. The correspondence address is Old Vicarage, Knotting Road, Bedford, MK44 1BQ.

PCC members during the year were:

Incumbent and Chair	The Reverend Stephen Holroyd
Churchwarden, Lay Chair & JPCC Representative	Mr William Tusting
Churchwarden and Secretary	Mr James Stewart
Treasurer	Mr Martin Hudson
Electoral Roll Officer	Mr Andrew Moore
Lay member	Mr Douglas Hansen-Luke

Two further members were co-opted during the year from 1st May 2020:

Parish Safeguarding Officer	Sarah Croft
Lay member	David Mathewson

Independent examiner's report to the PCC

I report to the trustees on my examination of the accounts of the Parochial Church Council of St Mary Magdalene, Melchbourne for the year ended 30 December 2020.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

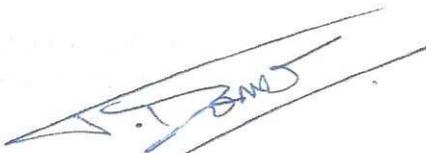
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Mrs J Dormer

Address:

Date:



OLD POND HOUSE, UPPER DEAN, PEZZON D.

12/4/21

PCC Approval

Approved by the PCC 27th April 2020 and signed on their behalf by Mr William Tusting (PCC Lay chairman).



**St Mary Magdalene Church, Melchbourne
Churchyard Restoration & Maintenance Funds**

Income & Expenditure Accounts for the year ended 31st December 2020

	Notes	2020	2019
			£
INCOME			
Interest & Dividends		1	3
Donations & Covenants	(1)	23,240	17,091
Open Gardens, Feast Day, Jumble Sales etc.	(2)	403	1,505
Total Income		<u>23,644</u>	<u>18,599</u>
EXPENDITURE			
Insurance		1,315	1,300
Architect's fees & related costs	(3)	5,634	3,182
Repairs & Maintenance	(4)	27,050	16,698
Total Expenditure		<u>33,999</u>	<u>21,180</u>
Change in provisions		(14,000)	(7,000)
Surplus / (Deficit) for the year		<u>3,645</u>	<u>4,420</u>

Balance Sheet at 31st December 2020

ASSETS			
Heaters at cost		665	665
Accumulated Depreciation		664	664
Heater net book value		1	1
Gas Deposit		94	94
Barclays - Business Premium Account		29	1,627
Barclays - Community Current Account		6,629	16,878
Debtors		1,572	
Total Assets		<u>8,325</u>	<u>18,600</u>
LIABILITIES			
Creditors		(80)	
Estimated outstanding balance of repairs			(14,000)
NET ASSETS / (LIABILITIES)		<u>8,245</u>	<u>4,600</u>
Representing			
Balance at period start (1 st January)		4,600	180
Surplus / (Deficit) for the year		3,645	4,420
Balance at period end (31 st December)		<u>8,245</u>	<u>4,600</u>

Notes to 2020 Accounts

	£
(1) Donations & Covenants	
Bedfordshire & Hertfordshire Historic Churches Trust	11,000
Francis Coales Trust	5,000
Allchurches Trust	2,500
Individuals	1,482
Hyperion Foundation	750
The Moon Trust	936
Diocesan Board of Finance	<u>1,572</u>
	23,240
(2) Open Gardens, Feast Day, Jumble Sales, etc	
Christmas Fair 2019 (not included in 2019 accounts)	403
(3) Architects Fees & Related Costs	
Chancel Repairs Project	2,334
Tower Project	<u>3,300</u>
	5,634
(4) Repairs & Maintenance	
Chancel Repairs Project	25,869
VAT reclaimed	(5,477)
Roof Alarm	5,953
Grave Repairs (Moon Trust)	480
Maintenance of guttering etc.	156
Fire Safety	<u>69</u>
	27,050
(5) Debtors	
Grant for roof alarm from Diocesan Board of Finance	1,572
(6) Electricity & Gas	
Electricity bills of circa. £300 p.a. and gas bills of circa. £50 p.a. are generously paid by an individual and are not included in the income and expenditure account	