

Parochial Church Council of St Mary Magdalene, Melchbourne 2021 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 2021 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.

The PCC is in the process of raising the funds for repairs to the tower stonework and the stone flooring. 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 co-secretary	Mr James Stewart
Co-secretary & JPCC representative	Mrs Sarah Croft
Treasurer	Mr Martin Hudson
Electoral Roll Officer	Mr Andrew Moore
Fundraising	Mr Douglas Hansen-Luke
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 2021.

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.

PCC Approval

Approved by the PCC
chairman).

and signed on their behalf by Mr William Tusting (PCC Lay



**St Mary Magdalene Church, Melchbourne
Restoration Fund**

Income & Expenditure Accounts for the year ended 31st December 2021

	Notes	2021	2020
INCOME			
Interest & Dividends		47	1
Donations & Covenants	(1)	38,113	23,240
Open Gardens, Feast Day, Jumble Sales etc.	(2)	1,140	403
Listed Places of Worship Scheme		992	
Fees (weddings, funerals etc.)		63	
Gift Aid		1,083	
Total Income		<u>41,438</u>	<u>23,644</u>
EXPENDITURE			
Insurance		1,359	1,315
Architect's fees & related costs	(3)	3,162	5,634
Repairs & Maintenance	(4)	3,038	27,050
Subscriptions		40	
Total Expenditure		<u>7,599</u>	<u>33,999</u>
Change in provisions		-	(14,000)
Asset write-offs		95	
Surplus / (Deficit) for the year		<u>33,744</u>	<u>3,645</u>
Balance Sheet at 31st December 2020			
ASSETS			
Heater net book value		-	1
Gas Deposit		-	94
Barclays - Business Premium Account		29	29
Barclays - Community Current Account		42,497	6,629
Debtors		-	1,572
Total Assets		<u>42,526</u>	<u>8,325</u>
LIABILITIES			
Creditors		(537)	(80)
NET ASSETS / (LIABILITIES)		<u>41,989</u>	<u>8,245</u>
Representing			
Balance at period start (1 st January)		8,245	4,600
Surplus / (Deficit) for the year		33,744	3,645
Balance at period end (31 st December)		<u>41,989</u>	<u>8,245</u>

Notes to 2021 Accounts

	£
(1) Donations & Covenants	
Individual donations (seventeen)	26,400
Mrs B L Robinson Trust	8,000
Regular giving (six)	2,095
John Warren Foundation	1,000
Village Hall Committee	438
Diocesan Board of Finance	180
	<u>38,113</u>
(2) Open Gardens, Feast Day, Jumble Sales, etc	
Christmas Fair	684
Jumble Sale	312
Feast Day (closure of bank account)	144
	<u>1,140</u>
(3) Architects Fees & Related Costs	
Stone floors project	3,000
Guttering repairs	162
	<u>3,162</u>
(4) Repairs & Maintenance	
Fire safety	196
General maintenance	301
Guttering repairs	2,004
Roof Alarm	537
	<u>3,038</u>
(5) Electricity	
Electricity bills of circa. £300 p.a. are generously paid by an individual and are not included in the income and expenditure account	