

# The Diocese of St Edmundsbury and Ipswich

## Annual Report and Financial Statements of the Parochial Church Council of St. Peter's Church, Thurston



for the year ended 31<sup>st</sup> December 2018

Prepared under the Receipts and Payments Accounting Basis

# **2018 Report and Accounts**

## **Parochial Church Council of St Peter's Church, Thurston**

### **Aim and Purposes**

St. Peter's Parochial Church Council (PCC) takes pleasure in the responsibility of cooperating with the Rev'd Manette Crossman. The members look forward to continuing to promote in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. The PCC cooperates with the PCC of Holy Innocents, Great Barton, within the Benefice of Great Barton and Thurston to share resources.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Peter's. The PCC maintains an overview of worship and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate these objectives, it is important that we maintain the fabric of the Church of St. Peter and work closely with the Thurston Ecclesiastical Charity in the use of "The Rock" church building.

### **Achievements & Performance compiled by the Churchwardens**

The PCC has worked with Rev'd Manette and the PCC of Holy Innocents to maintain a range of services between both churches. We try to alternate Benefice Services as much as possible. These include Sung and Said Communion, Morning Praise, Songs of Praise, Matins at least four times a year and Evensong. There are informal services Praise & Prayer @ 7 held in the Rock and Café Church in the Institute at Great Barton. There are special services to celebrate Christmas and Easter, also Harvest, Remembrance and Mothering Sunday. The first Pet Service was held this year.

The Mothers' Union Corporate Communion continues once a month at Holy Innocents and the World Day of Prayer Service is celebrated at St. Peter's. The highest attendance at these services was 205.

There have also been 3 Weddings, 6 Baptisms, 3 Funerals and 4 Memorial Services and 4 Burial of Ashes.

We have welcomed Thurston Primary School Academy for 5 services or concerts and the older children came for an Easter Experience. We also welcomed Scouts and Beavers for Christingle celebrations. Family and friends often attend these services as well. In the summer holidays we held a 'Musical Mayhem' morning as part of the holiday club arranged together with Holy Innocents. This year the Remembrance Service was especially well attended by adults and children alike. We also had an open air 'Hymns & Pimms' in Christopher & Elizabeth Wells' garden which was greatly enjoyed by all who came.

We continue to have many visitors throughout the year who make lovely entries in our Visitors Book. Some come to seek out family graves or just to enjoy the church and perhaps light a candle. Children often come and enjoy the childrens' corner.

St. Peter's has become an Eco church and we have already received our Bronze award. There will be things done in the Churchyard and we are investigating how our church building itself can become more Eco friendly.

We have again worked together with Thurston Library to hold our now annual Christmas Tree Festival and Village Quiz which were both very successful, as was the wonderful Carol Concert given by The Harvesters.

We thank everyone who helps and supports the Christmas Bazaar, Harvest Supper, Annual Cycle Ride, the Coffee Mornings and other fund-raising activities. We hope, with your help, to continue all these. We thank all who have taken up the new Parish Giving Scheme which we hope will increase over time and we had an amazing response to our Annual Gift Day. The Draw Club holds two events a year when the main prizes are drawn and we thank Ann Reeve for organising and running the Draw Club.

We continue to keep our links with the wider village through our production of the Village Newsletter and our thanks go to the Parish Council for their financial help and assistance and especially Vicky Waples, the Parish Clerk, for all she does. We should also thank Dick & Jill Flower and all the deliverers for their work in actually getting the newsletter to every house in the village. We are also assisting in the production of an up-to-date information booklet which will go to every house and not just the new builds we are expecting.

The Bell Ringers ring for services at both churches which is working very well and they have also welcomed visiting groups of bell ringers to ring our bells. We thank them as the bells are very much a part of our services.

We continue to support the Tiny Toes group held at New Green. They have had another successful year with their leader Zoe Foreman and the Open the Book Team run by Brian Clarke visits the Thurston Primary School Academy during term time.

We have not mentioned everyone by name, but we sincerely thank you all. We would like to mention our organist, Joy Bolwell and the choir, our Assistant Churchwardens, those who clean, mend and decorate, garden in the churchyard, arrange flowers and decorate the church for festivals.

We could not do without our two gentlemen who regularly lock and unlock the church so that it is accessible for visitors every day and our friends who bring in the plough once a year for Plough Sunday. We also thank all those who do duties at our services however we would always welcome extra sidespeople, readers or anyone who might like to lead the intersessions as sometimes we have gaps to fill.

## **Electoral Roll**

At the end of December 2018, there were 84 on the Church Electoral Roll.

## **Deanery Synod**

Two members of the PCC currently sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

## **Building**

The building is Grade II listed since 15 November 1954 and its English Heritage Building ID is 281245. It is medieval, but virtually rebuilt in 1861 by J H Hakewell following the collapse of the medieval tower onto the nave. The chancel was restored in the mid 19<sup>th</sup> Century.

The roof alarm system continues to work well and there have been no call outs in 2018.

The new churchyard's proposed design and layout was agreed by the PCC and now awaits the final go-ahead by the Diocesan Advisory Committee.

## **Financial Review**

Total receipts on restricted and unrestricted funds of £55,463 (2017: £54,658) and total payments of £59,037 (2017: £55,112) have given a deficit for the year of £3,574 (2017: deficit of £454) bringing general funds held at the year end to £8,296 (2017: £16,699). This figure includes £2,140 in respect of prepaid Newsletter adverts and reducing available general funds at the year end to £6,156 (2017: £14,766). The increase in the payments made can be partly attributed to an increase in the running costs of the church Note 3(vi)).

In 2018 we had the benefit of a legacy donation of £2,000, and in accordance with the PCC's legacy policy, these funds are held for purposes to be agreed by the PCC.

Planned giving receipts, which are donations by the weekly envelope scheme and standing order, were £13,673 (2017: £15,480) a decrease of 13.2%. The reduction in planned giving income is as a result of a decrease in the number of people in the scheme. Planned Giving, together with the Gift Aid reclaimed on it, amounts to just over 36% of our donated income and thanks must go to everyone involved.

Fundraising activities (Note 3(iii)) have generated a total of £5,689 (2017: £9,126) towards our net funds, a decrease of £3,437 against the previous year. The difference can be attributed to higher costs relating to the production of the Thurston Newsletter and in 2017 the Flower festival was held which raised £1,937, this was not repeated in 2018. We are

very grateful to all concerned who have helped or contributed with our Fundraising activities.

This year we have again been able to pay our Parish Share allocation in full (£33,000). Parish Share is paid to the Diocesan Board of Finance, a large proportion of which is to cover clergy stipends, pensions and housing costs.

Total funds at the year-end are £23,030 (2017: £26,604).

## **Reserves Policy**

Following the annual review, it is now PCC policy to keep two months' running costs in reserve to cover unforeseen emergencies. This is equivalent to circa £8,000 and should be in addition to money held in respect of prepaid Newsletter adverts. The Policy is reviewed annually by the PCC. During 2018 this target has been met.

## **Thurston Ecclesiastical Charity**

The Charity is connected to St Peter's Church with Trustees being the Vicar, the Churchwardens and two additional members elected by the PCC, currently Mary Fawcett and Christopher Wells. Income is applied for furthering the religious and other charitable purposes of the Church of England in the Ecclesiastical Parish of St Peter's, Thurston.

The Charity owns The Rock building which provides excellent facilities for St Peter's. It gives a warm venue for coffee after the main services and is used regularly for Church meetings, informal worship, coffee mornings and by the Mothers' Union. In addition the Charity owns the Church Field and the Cottage.

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. The PCC is exempted by order from registering with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Peter's the membership of the PCC consists of the incumbent (our vicar), churchwarden/s, currently two members of the Thingoe Deanery Synod and others elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services and are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

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.

During the year the St Peter's PCC met four times in The Rock for evening meetings and once in The Rock after the ACPM with an average level of attendance of 90%.

## **Administrative information**

St. Peter's Church is situated on Church Road, Thurston. It is part of the Benefice of Great Barton and Thurston, within the Diocese of St. Edmundsbury and Ipswich of the Church of England.

The correspondence address is:

The Vicarage, Church Lane, Great Barton, Bury St. Edmunds, IP31 2QR

PCC members who have served at any time from 1 January 2018 until the date this report was approved are:

### **Ex Officio members:**

Incumbent: The Rev'd Maria Antoinette (Manette) Crossman

Churchwardens: Mrs Irene Churchus  
Mrs Pat Sadler

Deanery Synod Members: Mr Alf Nightingale  
Mrs Elizabeth Wells

**Elected members:** Mrs Joy Bolwell  
Mrs Gillian Bush (Secretary)  
Mrs Mary Fawcett  
Mrs Noreen Reeve  
Mrs Ann Reeve  
Mr Jim Cotton  
Mrs Maryann Trottmann  
Mr Peter Robinson  
Col Christopher Wells  
Mrs Catriona Addison (Treasurer, co-opted)

Approved by the PCC on 31<sup>st</sup> March 2019 and signed on their behalf by Col Christopher Wells PCC Vice-Chairman.

Signed *Christopher Wells*

Dated 31<sup>st</sup> March 2019

## **Independent Examiner's Report to the members/trustees of St Peter's Church, Thurston Parochial Church Council**

I report on the accounts of the Trust for the year ended 31 December 2018, which are set out on pages 7 to 12.

### **Respective responsibilities of Trustees and Independent 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 needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by 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 Independent Examiner's Report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 I do not express an audit opinion on the accounts.

### **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 accounting requirements of the 2011 Act

have 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.

Sarah Place  
Sarah Place Accountants Ltd  
Unit 4B Boldero Road  
Bury St Edmunds, Suffolk, IP32 7BS

Signed *Sarah Place* ATT

Date 28<sup>th</sup> March 2019

## ST PETER'S CHURCH, THURSTON

### FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

RECEIPTS & PAYMENTS ACCOUNT	Note	Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General	Designated			
		£	£	£	£	£
<b>RECEIPTS</b>						
<b>Receipts from Donors</b>						
Planned Giving		13,673			<b>13,673</b>	15,480
Collections at services		2,687			<b>2,687</b>	3,636
Gift Day		5,246			<b>5,246</b>	4,377
All other giving/voluntary receipts	3(i)	695	2,000	4,129	<b>6,825</b>	1,259
Gift Aid Recovered	3(ii)	5,518		234	<b>5,753</b>	6,060
		27,820	2,000	4,364	<b>34,184</b>	30,812
<b>Activities for generating funds</b>	3(iii)	15,013			<b>15,013</b>	18,152
<b>Investment Income</b>		73		20	<b>92</b>	51
<b>Church Activities</b>	3(iv)	4,327		1,847	<b>6,174</b>	5,644
<b>Total Receipts</b>		47,233	2,000	6,230	<b>55,463</b>	54,658
<b>PAYMENTS</b>						
<b>Church Activities</b>						
Diocesan Parish Share		33,000			<b>33,000</b>	33,000
Clergy costs	3(v)	1,272			<b>1,272</b>	1,552
Church running expenses	3(vi)	11,239		1,718	<b>12,957</b>	10,756
Mission giving and donations	3(vii)	800			<b>800</b>	827
		46,312	-	1,718	<b>48,029</b>	46,136
<b>Cost of Generating Funds</b>	3(iii)	9,324			<b>9,324</b>	8,976
<b>Other Payments</b>				1,684	<b>1,684</b>	-
<b>Capital Payments</b>					<b>-</b>	-
<b>Total Payments</b>		55,636	-	3,401	<b>59,037</b>	55,112
<b>Excess (Deficit) of Receipts over Payments</b>		(8,403)	2,000	2,828	<b>(3,574)</b>	(454)
<b>Cash at bank and in hand 1 January</b>		16,699	5,000	4,905	<b>26,604</b>	27,057
<b>Cash at bank and in hand 31 December</b>		8,296	7,000	7,733	<b>23,030</b>	26,604



STATEMENT OF ASSETS AND LIABILITIES	Unrestricted Funds		Restrict ed Funds	Total 2018	Total 2017
	Genera l	Designate d			
	£	£	£	£	£
<b>Assets</b>					
<i>Cash Funds</i>					
Bank Current Account & Cash In Hand	(682)	2,000	3,789	<b>5,107</b>	8,769
CBF Deposit Account	8,978	5,000	3,944	<b>17,923</b>	17,834
	<b>8,296</b>	<b>7,000</b>	<b>7,733</b>	<b>23,030</b>	26,604
<i>Other Monetary Assets</i>					
Gift Aid Recoverable				-	1,234
<b>Liabilities</b>					
Prepaid Newsletter adverts	2,140	-	-	<b>2,140</b>	1,933
Electricity	289	-	-	<b>289</b>	382
	<b>2,429</b>	-	-	<b>2,429</b>	2,315

#### NOTES TO THE ACCOUNTS

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments Basis.
2. The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
	£	£	£	£	£
<b>Designated</b>					
Legacy	5,000	2,000			7,000
	5,000	2,000	-	-	7,000
<b>Restricted</b>					
Bell/Tower Fund	212	194			406
Churchyard Maintenance Fund	415				415
Church Fabric Fund	3,924	20			3,944
Tiny Toes Toddler Group	341	2,003	1,718		626
Hymn Book Fund	13				13
Electricity		2,330			2,330
Curtain Fund		1,684	1,684		-
	<b>4,905</b>	<b>6,230</b>	<b>3,401</b>	-	<b>7,733</b>

### Designated Funds

A legacy of £2000 was received in 2018 from the late Mrs Anne Anstead, and in accordance with the PCC's legacy policy, these funds are held for purposes to be agreed by the PCC.

### Restricted Funds

*Church Fabric Fund* - There was no expenditure incurred in 2018, the money received relates to interest received on the capital held.

*Tiny Toes Toddler Group* – income is from weekly fees, donations and fund - raising events. Expenditure is in respect of room hire, Catering etc. The honoraria paid to the leader is funded from General Funds.

### 3. Further Analysis of Receipts and Payments Accounts

Note		Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General	Designated			
		£	£	£	£	£
3(i)	<b>All Other Giving/Voluntary Receipts</b>					
	Donations	514	-	-	<b>514</b>	852
	Jam Jar Collections	181	-	-	<b>181</b>	145
	Legacies	-	2,000	-	<b>2,000</b>	-
	Bell/Tower Fund	-	-	194	<b>194</b>	50
	Churchyard Maintenance Fund	-	-	-	-	-
	Tiny Toes Toddlers Group	-	-	156	<b>156</b>	212
	Church Hymn Book Fund	-	-	-	-	-
	Electricity	-	-	2,330	<b>2,330</b>	-
	Curtain Fund	-	-	1,449	<b>1,449</b>	-
		695	2,000	4,129	<b>6,825</b>	1,259

Note		Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General	Designated			
		£	£	£	£	£
3(ii)	<b>Gift Aid Recovered</b>					
	Planned Giving	3,450	-	-	<b>3,450</b>	3,851
	Pew Envelopes & Other					
	Donations	219	-	-	<b>219</b>	251
	Gift Day	959	-	-	<b>959</b>	876
	Gift Aid Small					
	Donations Scheme:					
	General Donations	890	-	234	<b>1,124</b>	1,081
	Flower Festival	-	-	-	-	-
		5,518	-	234	<b>5,752</b>	6,059

Note		Receipts	Payments	Net Profit 2018	Net Profit 2017
		£	£	£	£
3(iii)	<b>Activities for Generating Funds</b>				
	<b>General Funds</b>				
	Newsletter	10,832	8,722	<b>2,110</b>	3,530
	Draw Club	1,054	335	<b>719</b>	699
	Coffee Mornings	520		<b>520</b>	426
	Harvest Supper	190	25	<b>165</b>	203
	Christmas Bazaar	1,234		<b>1,234</b>	1,353
	Quiz Night	164		<b>164</b>	391
	Concerts	626	118	<b>509</b>	224
	Sponsored Bike Ride	78		<b>78</b>	74
	Flower Festival			-	1,937
	Summer Meal			-	226
	Hymns & Pimms	64		<b>64</b>	-
	Christmas Tree Festival (see below)	251		<b>251</b>	245
	Stewardship costs		124	<b>(124)</b>	(181)
	Totals re General Funds	15,013	9,324	<b>5,689</b>	9,126
	<b>Restricted Funds</b>				
	Concert (Hymn Book Fund )	-	-	-	-
	Tiny Toes Toddler Group			-	49
		-	-	-	<b>49</b>

**Christmas Tree Festival** - the accounts relating to the joint events with Thurston Library are prepared at the Thurston Parish Council Offices and the profits are shared by the Library and the PCC. The income showing against the Christmas Tree Festival was money raised by the 2017 Festival but not received until March 2018. As at 31 December 2018, no monies have yet been received in respect of the 2018 Christmas Tree Festival.

**Stewardship Costs** - this includes costs incurred for weekly envelopes and stationery etc for the annual Gift Day.

Note		Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General	Designated			
		£	£	£	£	£
3(iv)	<b>Church Activities</b> Fees for Weddings, Funerals & Memorials Tiny Toes Toddlers Group	4,327	-	-	<b>4,327</b>	4,346
				1,847	<b>1,847</b>	1,298
		<b>4,327</b>	-	<b>1,847</b>	<b>6,174</b>	5,644

Note		Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General	Designated			
		£	£	£	£	£
3(v)	<b>Clergy Costs</b> Mileage Telephone Vicarage Costs	793 284 196	- - -	- - -	<b>793</b> <b>284</b> <b>196</b>	1,174 126 252 -
		<b>1,272</b>	-	-	<b>1,272</b>	1,552

Note		Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General	Designated			
		£	£	£	£	£
3(vi)	<b>Church Running Expenses</b> Electricity, water and insurance Church repairs and maintenance Furnishings & Renewals Churchyard costs Tiny Toes Toddler Group Cost of services Banking Costs Administration & Support costs	6,554 1,833 50 640 845 340 977	- - - - - - -	- - - 1,718 - - -	<b>6,554</b> <b>1,833</b> <b>50</b> <b>2,358</b> <b>845</b> <b>340</b> <b>977</b>	6,159 240 - 55 2,304 913 136 949
		<b>11,239</b>	-	<b>1,718</b>	<b>12,957</b>	10,756

Note		2018	2017
		£	£
3(vii)	<b>Mission Giving &amp; Donations</b> Bury Christian Youth Bury Town Pastors CMS CPO (Inspire) Barnabus Fund Crisis Kagera Appeal Suffolk Historic Churches Trust	<b>150</b> <b>100</b> <b>100</b> <b>150</b> <b>150</b> <b>150</b> <b>150</b>	100 100 100 35 100 100 192 100
		<b>800</b>	827

The Mission Giving & Donations in 2018 relate to donations for 2017 & 2018. The 2017 figures relate to belated donations from 2016.

#### 4. Specific Collections

The following are funds raised and donations made during the year for specific purposes. These are not funds of the PCC and are not included in the preceding accounts.

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Specific Collections (non PCC funds)</b>		
Christian Aid (Rohinga Appeal)		54
Christian Solidarity Worldwide	<b>100</b>	140
Christian Aid	115	-
Church Army	<b>100</b>	260
Aid to the Balkans	261	-
Royal British Legion	<b>541</b>	322
	<b>1,117</b>	776