



**The churches of St John the Evangelist, Tipton St John  
and  
St Gregory the Great, Venn Ottery**  
*Sharing God's love with our community*  
**Annual Report  
and  
Financial Statements**

**of the Parochial Church Council  
for the year ended  
31<sup>st</sup> December 2020**

**Team Vicar**  
Revd. Mark Ward

**Licensed Lay Ministers**  
Alan Steel  
David Williamson  
Caroline Poultney

Bankers:  
Barclays Bank

Independent Examiner  
Mr Anthony MacGregor  
16, Primley Road,  
Sidmouth  
EX10 9LD

The Parochial Church Council is an Excepted Charity

## **Introduction by the Vicar, Revd. Mark Ward**

2020 turned out to be a year like no other. Amidst the many extraordinary things was the instruction to close the church buildings. But, despite the unimaginable restrictions to our freedom to worship together, 2020 was the year that demonstrated that the church is not a building. Lovely as buildings are, the church is the body of people who are followers of Jesus Christ

Every single individual Christian is an important part of the whole church, but I would like to take this opportunity to say, “thank you” to a few in particular. First, to the churchwardens, treasurer, secretary and other PCC members, who, behind the scenes, have kept the machinery of the church running smoothly. I want to thank the many Christians who have offered pastoral support to others. And we are all indebted to all of you who have continued to give financially to the church whilst receiving little in return—your faithful generosity has made such a difference. Lastly, though, I want to say a special “thank you” this year to those who have enabled many of us to worship together online. Alison Stevens has served our parish by distributing information to us all week by week. John Maybery, Becky Williamson, and Ruth and Haylor Lass have led our singing so well. And finally, our Readers Caroline Poultney and David Williamson, together with our dear friend Rev Sid Humphries, have given so much to our communal online worship—thank you all.

## **Aim and purpose**

The churches of St John the Evangelist and St. Gregory are part of the Otter Vale Mission Community in the Ottery Deanery and the Diocese of Exeter within the Church of England. The Parochial Church Council (PCC) has the responsibility of co-operating with the vicar, the Revd Mark Ward, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

## **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community. This can be seen in our Mission Action Plan, the aims of which are **to share God’s love through pastoral care, prayer, public worship and building relationships** and **to share God’s love within the Church**, and in our efforts to achieve the objectives of the Mission Action Plan, which was last amended in January 2020. This report of our activities in 2020 demonstrates the public benefit of the Churches of St. John the Evangelist, Tipton St John and St. Gregory the Great, Venn Ottery and how the PCC and the vicar have taken into account the Charity Commission’s guidance on charities for the advancement of religion.

To facilitate this work, it is important that we maintain the fabric of the Churches of St. John’s and St. Gregory’s.

## **Achievements and Performance**

### ***Worship and Prayer***

Although Prayer and Worship are key elements of our Mission Action Plan, our activities during much of the year have been influenced and restricted by Covid -19. In March we closed our church buildings due to the Coronavirus pandemic and offered A Service of the Word online via zoom on a Sunday instead. This was done in conjunction with the neighbouring parishes of Newton Poppleford, Colaton Raleigh and Harpford which are also under the care of our Vicar, Rev Mark Ward.

In November, thanks to the generosity of a member of the Parish, Broadband facilities were installed in St John’s Church so that online Services can be hosted in Tipton St John as well as Newton Poppleford. Attendance at these services, while not as high as normal Sunday attendance, was at least two thirds of

normal. A service sheet and a reflection on one of the Sunday readings, written by one of our ministers, was sent each week to those on email. Limited services resumed in St John's Church in September but, with many parishioners isolating and/or supportive of the online services, attendance was considerably lower than usual. Because of concerns about the elderly population locally, the Church was closed again for 'contact' services in December when the 'second wave' struck. Thanks should be given to all those involved in the preparation and successful delivery of these services.

However, since September St John's Church has been and remains open for private prayer on a Saturday morning. As with the brief period of opening up the Church for a Sunday Service of the Word, all official advice on Covid hygiene precautions is followed.

Our Homegroup was only able to meet in person until the initial lockdown in March, after which it continued to meet for a while on Skype before going over to Zoom where it continued until the summer. Sadly numbers attending the non-live meetings dropped considerably and so it has remained in abeyance. A prayer meeting and a one-off bible study led by Mark have taken place subsequently. A monthly Prayer Sheet continues to be sent electronically to all members of the congregation who have asked for it.

### ***Mission and Evangelism***

Our outreach activities, such as the monthly coffee mornings, have also been restricted by Covid -19, which has made it more difficult for us to provide the fellowship that many in the community seek. Our Annual Fete on August Bank Holiday Monday which is both a major outreach event for the church as well as a major source of income had to be cancelled.

The pandemic has also restricted our ability to serve our community more directly. Because of the closure of the two churches, it has not been able for much of the year to hold Baptisms, Marriages and Funerals in church. A Tipton church Facebook page was set up in April and maintained throughout the year in order to engage local people in the work of the church. Many "posts" have been shared on the Tipton St. John Community Facebook group page, so reaching a much bigger readership.

### ***Pastoral care***

The Covid restrictions have limited the amount of visiting that our Pastoral Team has been able to undertake but, where it has been permissible, visits have been made particularly to those seriously ill or dying. A weekly newsletter to all church participants produced by Keith Poultney has been invaluable in sustaining our Church Community.

### ***Church Fabric***

Little general maintenance has been carried out in either church, other than a requirement by our Insurers for work on the Lightning Conductor at Tipton Church. This was completed in August after the necessary electrical tests had been carried out. Our Quinquennial inspection took place in December and has identified a number of matters at both churches that need attention in 2021.

Additionally, following the receipt of the necessary Faculty, a new Sound System was installed in Tipton Church – Stage 1 being completed in the summer (being paid for in part from a designated Fund that was established for this purpose in 2018 and in part from a legacy which the Executors agreed could be used for this purpose) and Stage 2 in December (with payment due in January 2021).

Fire and Safety checks take place regularly throughout the year, with work being carried out as and when needed. This is done in accordance with our Insurance Risk Assessment Plan.

### ***Deanery Synod***

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

### ***Safeguarding in the Parish***

The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding and vulnerable adults).

Safeguarding continues to be important in the life of our churches in Tipton St. John and Venn Ottery. Safeguarding is on the PCC agenda at each PCC meeting. All members of the PCC have safeguarding training appropriate to their role and where required a DBS.

### ***Future***

It is hoped that as soon as it is deemed safe to do so the church will again be open for services and including communion and that our outreach activities can also take place.

### **Financial Review**

#### ***Planned Giving***

Planned Giving income during the year was £17,826 (2019: £19,870). Annual pledges by members of the scheme were at the year end £17,730 (31 Dec 2019 - £19,440). There are 39 members in the scheme at the year end (2019: 39). During the course of 2020 we have lost and gained 2 members, but unfortunately those that we lost (part of a continuing trend as the increasingly elderly congregation passes away) had been able to commit to a higher level of giving than those that joined, which is starting to have an impact on our financial stability.

In 2020 we received £3,660 from HM Revenue and Customs (2019: £5,136), in respect donations that qualified under the “gift aid” scheme. In part the reduction from the previous year was as a result of the final claim to HMRC for the year not being made until the start of 2021. The absence of Services physically in church for most of the year impacted considerably on income from collections, which in turn reduced “gift aid” recoverable under the Small Donations Scheme.

#### ***Reserves Policy***

The PCC has not agreed a formal Reserves Policy, but the General Fund currently provides approximately 6 months cover for anticipated expenditure, which is regarded as adequate. The PCC also has substantial Restricted and Unrestricted Funds mainly for the upkeep of the fabric of the two churches, which were drawn upon for the cost of the work on the lightning conductor (see above) and will be vital to meet issues arising from the Quinquennial Inspection.

#### ***The last year***

Overall we have emerged from the year in a much better position than could have been predicted part way through. Although we have drawn on Designated and Restricted Funds to meet expenditure on very specific items, we have not had to draw on our General Reserves. That is not to say the year has been easy. Income was nearly £6,000 lower than in 2019. One element of this (£1000) is ascribable to the delay in processing a “gift aid” claim to HMRC and another a reduction of £2000 in Planned Giving as more of our elderly congregation have died. The bulk of the reduction reflects the impact of the Covid lockdown. Mention has been made of the cancellation of the Fete (over £3,000 ‘loss’), Coffee morning (nearly £1000), the absence of Marriages and Funerals (£1000) and the temporary discontinuance of usual Sunday and Festival worship in Church (£2,000). That the reduction in Income was limited to nearly £6,000 is due to the generosity of the church family (and one very generous donor from outside the Parish) in responding to an appeal we made in the autumn to try and recoup the loss incurred by the cancellation of the Fete. This generated donations of nearly £4,000. In addition there will be associated “gift aid” income which will be recouped in 2021.

We have not, however, needed to draw on our General Fund Reserve. In part this was because in respect of the Sound System we were able, as already mentioned, to draw on a designated Reserve and in respect of the Lightning Conductor on Building Reserves and, in part on a reduction of over £4,000 in our Expenditure. Some of this was fortuitous (a reduction in the Parish Share of over £2,000), some was a consequence of the closure of the church (e.g. Heating, Flowers, Printing costs) and some was a combination of the two (e.g. the cessation of Planned Maintenance). At the same we managed to fulfil our commitment to supporting charities, although not at the level we have achieved in the last couple of years.

The future, however, looks uncertain: we have major expenditure pending from the Quinquennial Inspection, while the impact of continuing lockdown, which may go on for some months into 2021, will restrict our income, especially if we are unable to hold the Fete again. The end of 2021 sees our four-

yearly Planned Giving Renewal Campaign – we must hope that our congregation continue to demonstrate their generosity (for which much thanks is due), because, as already mentioned, the reduction in the number of Planned Givers is starting to impact on our Income irrespective of the impact of Covid.

## **Governance**

**The Parochial Church Council (PCC)** is a body corporate (PCC Powers Measure 1956 and the Church Representation Rules 2006) and a charity excepted from registration with the Charity Commission.

The PCC met three times during 2020 and the PCC members who served from 1<sup>st</sup> January – 31<sup>st</sup> December 2020 were:

### *Ex-Officio members*

Vicar:	Revd. Mark Ward	Chairman
Readers:	Mr A Steel	Vice-Chairman
	Mr D. Williamson	
	Mrs C. Poultney	Mrs Poultney has declined to take up her place
Wardens:	Mrs N.E. Steel	Pastoral Visiting
	Mr K. Poultney	Health and Safety and Risk Assessment Officer
Deanery Synod representative:	Mrs R Williamson	
	Mr D Bowyer – from December 2020	

### *Elected members:*

Mrs A. Stevens	Honorary Secretary
Mr C. Schofield	Honorary Treasurer
Mr C. Startup	Electoral Roll
Mr M. Smith	Fete Co-ordinator
Mrs J. Parkin	Safeguarding Officer
Dr K Ross	
Mrs M. Birch	PCC minutes secretary only

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 **Standing Committee** (consisting of the Vicar, Churchwardens, PCC Vice-Chairman in the Chair, Treasurer and Secretary) met five times over the year. It is the only committee required by law and has power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The minutes of its meetings are received by the PCC and discussed as necessary.

## **Electoral Roll**

At the revision of the Parochial Electoral Roll in September 2020 there were 58 persons on the roll with 13 living outside the parish

Although the two church wardens have expressed they do not wish to continue they have both agreed this is not the time for handing over and therefore will continue their duties for the time being. Mark and the PCC are extremely grateful for the work they have continued to do in such difficult circumstances. They and the PCC are also grateful to Mark for his exceptional hard work for us all in such trying times.

*Approved by the PCC on 26<sup>th</sup> March 2020 and signed on its behalf by:*

*Revd. Mark Ward (Chairman)*

*Mr Alan Steel (Vice-chairman)*

## **Independent Examiner's Report to the members of the Parochial Church Council ("The Trustees") of Tipton St John with Venn Ottery**

I report to the trustees on my examination of the accounts of the Parochial Church Council of Tipton St John with Venn Ottery ("the Trust") for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I understand that the trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 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 which give me cause to believe that in any material respect:

- accounting records have not been kept in respect of section 130 of the Act; or
- 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:

Date:

Name: Tony MacGregor, FCA

Address: 16 Primley Road, Sidmouth EX10 9LD

# PAROCHIAL CHURCH COUNCIL OF TIPTON ST JOHN with VENN OTTERY

## Financial Statements for the Year Ended 31 December 2020

### Receipts and Payments Accounts

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020	TOTAL 2019 £
<b>RECEIPTS</b>				
Voluntary receipts:				
Planned giving	17,826.50		17,826.50	19,870.35
Collections at services	143.62		143.62	2,291.91
Gift Aid recovered	3,660.80		3,660.80	5,136.52
All other giving and voluntary receipts	10,138.63		10,138.63	4,172.69
	<u>31,769.55</u>		<u>31,769.55</u>	<u>31,471.47</u>
Activities for generating funds	186.90		186.90	4,861.70
Investment income	1,628.12	420.97	2,049.09	2,394.24
Church activities	1,294.00		1,294.00	2,211.00
Total Receipts	<u>34,878.57</u>	<u>420.97</u>	<u>35,299.54</u>	<u>40,938.41</u>
<b>PAYMENTS</b>				
Church activities:				
Common fund payment	20,122.00		20,122.00	22,596.00
Church running costs	14,767.51	1,967.94	16,735.45	16,582.89
Fundraising costs	-		-	347.10
Mission giving and donations	1,796.00		1,796.00	3,313.18
Total Payments	<u>36,685.51</u>	<u>1,963.94</u>	<u>38,653.45</u>	<u>42,839.17</u>
Excess of payments over receipts	(1,806.94)	(1,546.97)	(3,353.91)	(1,900.76)
Cash at bank and CBF at 1 January	38,951.72	83,847.33	122,799.05	124,699.81
Cash at bank and CBF at 31 December	<u>37,144.78</u>	<u>82,300.36</u>	<u>119,445.14</u>	<u>122,799.05</u>

### Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Endowment Funds	TOTAL 2020 £	TOTAL 2019 £
<b>Cash funds:</b>					
Bank current account	6,627.96		-	6,627.96	6,466.14
CBF Deposit Account	30,516.82	82,300.36	-	112,817.18	116,332.91
	<u>37,144.78</u>	<u>82,300.36</u>	<u>-</u>	<u>119,445.14</u>	<u>122,799.05</u>

## NOTES TO THE ACCOUNTS

1. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. All restricted funds are invested in the CBF Church of England Deposit Fund.
3. Movements on Funds during the year:

	Balance B/Fwd £	Receipts £	Payments £	Transfers £	Balance C/Fwd £
<b>Unrestricted Funds:</b>					
Undesignated General Fund	25,480.79	34,878.57	34,055.51		26,303.85
Designated Kneeler Fund	548.30				548.30
Designated Sound System Fund	4,500.00		2,630.00		1,870.00
Designated TSJ Building Fund	4,069.72				4,069.72
Weekes Bequest	4,352.91				4,352.91
	<u>38,951.72</u>	<u>34,878.57</u>	<u>36,685.51</u>		<u>37,144.78</u>
<b>Restricted Funds:</b>					
TSJ Building Fund	54,798.57	307.40	1,967.94		53,138.03
VO Building Fund	29,048.76	113.57			29,162.33
	<u>83,847.33</u>	<u>420.97</u>	<u>1,967.94</u>		<u>82,300.36</u>

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

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
<b>RECEIPTS</b>				
<b>All other giving and voluntary receipts:</b>				
Donations	1,708.70		1,708.70	320.00
TSJ Church box	-		-	50.31
VO Church box	-		-	
Appeal in lieu of summer fete	3,959.00		3,959.00	-
Legacies	2,250.00		2,250.00	
Grants	2,220.93		2,220.93	3,802.38
	<u>10,138.63</u>		<u>10,138.63</u>	<u>4,172.69</u>
<b>Activities for generating funds:</b>				
Summer fete				3,565.57
Lent lunch				204.00
Other fund raising	186.90		186.90	1,092.13
	<u>186.90</u>		<u>186.90</u>	<u>4,861.70</u>
<b>Investment income:</b>				
Bank interest	63.64	420.97	484.61	873.72
CBF Deposit account interest	1,564.48		1,564.48	1,520.52
	<u>1,628.12</u>	<u>420.97</u>	<u>2,049.09</u>	<u>2,394.24</u>
<b>Church activities:</b>				
Parish fees	1,294.00		1,294.00	2,211.00
	<u>1,294.00</u>		<u>1,294.00</u>	<u>2,211.00</u>

PAYMENTS

Church running costs:

Insurance	2,646.25		2,646.25	2,546.65
Heating and lighting	1,692.67		1,692.67	1,938.90
Repairs and maintenance	141.48		141.48	3,109.28
Planned maintenance – VO/TSJ		1,967.94	1,967.94	2,740.86
Cleaning	216.00		216.00	214.50
Churchyard	3,270.00		3,270.00	3,247.50
Team wardens' fund	1,143.00		1,143.00	1,408.00
Organ tuning and repairs	-		-	174.00
Organist and choir costs	724.00		724.00	384.00
Flowers	-		-	80.40
Sanctuary	-		-	66.35
Deanery fees	25.00		25.00	28.00
Printing and stationery	75.44		75.44	455.61
Sundry				41.52
Hospitality				147.32
Broadband Services	203.47		203.47	
Installation of new sound system	4,630.20		4,630.20	
	<u>14,767.51</u>	<u>1,967.94</u>	<u>16,735.45</u>	<u>16,582.89</u>

Cost of generating funds:

Fete expenses				347.10
				<u>347.10</u>

Gifts from fundraising:

Children's Society	(4.00)		(4.00)	216.66
Mission to Seafarers				73.50
Ripple Africa				172.01
Tear Fund				204.00
Thika Appeal				172.01
	<u>(4.00)</u>		<u>(4.00)</u>	<u>838.18</u>

Gifts from general income:

Disasters Emergency Committee				500.00
Christian Aid	600.00		600.00	325.00
Mind				825.00
Grapevine Centre, Exeter				825.00
Trussell Trust	600.00		600.00	
St Petrock's	600.00		600.00	
	<u>1,796.00</u>		<u>1,796.00</u>	<u>2,475.00</u>

Approved by the PCC at its meeting on 18 February 2021 signed on its behalf by:

.....  
Name:

.....  
Name:

## BALANCE OF FUNDS YEAR ENDED 31 DECEMBER 2020

	£		£
<b>Balances as at 1 January 2020</b>		<b>Balances as at 31 December 2020</b>	
Central Board of Finance of Church of England (General Fund)	24062.95	Central Board of Finance of Church of England (General Fund) * # +	22094.19
Central Board of Finance of Church of England (Building Fund) – Restricted	54798.57	Central Board of Finance of Church of England (Building Fund) – Restricted *	53138.03
Central Board of Finance of Church of England (Building Fund) – Unrestricted but Designated	4069.72	Central Board of Finance of Church of England (Building Fund) – Unrestricted but Designated *	4,069.72
Central Board of Finance of Church of England - Venn Ottery Restoration Fund – Restricted	29048.76	Central Board of Finance of Church of England - Venn Ottery Restoration Fund – Restricted *	29,162.33
Central Board of Finance of Church of England Weekes Bequest-Unrestricted	4352.91	Central Board of Finance of Church of England Weekes Bequest-Unrestricted *	4352.91
Barclays Bank Current Account	6466.14	Barclays Bank Current Account	6,627.96
Total Receipts year ended 31.12.19	35,299.54	Total Payments year ended 31.12.19	38,653.45
<b>Total</b>	<b>158098.59</b>		<b>158098.59</b>

\* Funds held in one deposit account totalling £112817.18

# Includes reservation of £548.30 for kneelers

+ Includes reservation of £1870.00 for replacement sound system

The financial records are maintained on “Receipts and Payments” system.

The following investments, having a value on 31<sup>st</sup> December 2020 of £56402.73, are held for us by the Exeter Diocesan Board of Finance

828.28 Central Board of Finance Deposit Account (per Mrs P. E. Weeks Legacy)

943.70 Central Board of Finance Shares per Tipton St John

1774.32 Central Board of Finance Shares per Venn Ottery