**The Church of St. Peter, Milton Bryan**

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**Parochial Church Council of St. Peter, Milton Bryan**

 **Annual Report and Financial Statements 2019**

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**St. Peter’s Church, Milton Bryan “Where God’s Love is Present”**

**Annual Report 2019**

**Administrative Information**

The Church of St. Peter is situated at Church End, Milton Bryan, Bedfordshire, MK17 9HR. The Parish of Milton Bryan is part of the Benefice of Woburn, Eversholt, Milton Bryan and Battlesden with Potsgrove and within the Ampthill and Shefford Deanery in the Church of England Diocese of St. Albans. The Rector of the Benefice is the Reverend Stephen Nuth whose correspondence address is: The Vicarage, Park Street, Woburn, Bedfordshire, MK17 9HR.

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

Members of Milton Bryan PCC who were serving at 1st January 2019 were Kelvin B White, Parish-based Churchwarden, Vice Chairman, Deanery Synod and Alan D White, Churchwarden and Treasurer. The Churchwardens currently share the Secretarial role. Stacey White was the Electoral Roll Officer and Robert Knox: The Honourable Mrs Fiona Chapman and Karen Littleton were PCC members.

At the Parishioners Meeting of 8th April 2019, there were two nominations for the Churchwardens’ roles and they were elected unanimously. A resolution was proposed and unanimously passed by the PCC that a Churchwarden’s term of office in excess of six continuous years of office be held by Kelvin White. Alan White was elected as second churchwarden in his second continuous year of service. All other PCC members willing to continue were re-elected. David Shaw was elected as a new PCC member and warmly welcomed. There was one PCC resignation during the year, being Karen Littleton. The PCC is extremely grateful to Karen for assisting with safeguarding and policy documentation proof-reading in over the years.

**Aims and Purpose**

St. Peter’s, Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Rev. Stephen Nuth, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also responsible for working with and supporting the other parishes in the Benefice with whom we have a common vision. The vision is summarised in our Vision Statement:

**The Vision of St Peter’s, Milton Bryan is to:**

* **‘Know’… the Lord in and through worship and the scriptures.**
* **‘Grow’… as His disciples in fellowship.**
* **‘Go’… and make Him known in our communities.**

Our set of local values maintains a sense of local identity and endorses the Vision Statement:

**Our Values:**

* Holding closely to the timeless values of the Bible.
* Rooted in Prayer, together.
* Seeking the face of Jesus, inviting the Holy Spirit to bring alive the scriptures.
* Embracing God through Worship.
* An accessible, loving and welcoming Church.
* Being ‘the Church’ at the heart of our communities and work.

**Objectives**

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 throughout the Parish and makes suggestions about how services can involve groups that live within our Parish, Benefice and beyond. Our services and worship under the leadership team of our Rector, Benefice Reader, Lay Leader of Worship and other supported Lay Members puts faith into practice through prayer and scripture, worship and sacrament. We seek to invite and enable everyone to live out their faith as part of our parish community through worship and prayer, learning and growing in the Gospel and trusting in Jesus, provision of pastoral care for people living in the Parish and missionary and outreach work. To facilitate this work, it is important that we continue to maintain the fabric of the Church of St. Peter.

**Achievements, Performance, Worship and Prayer**

The PCC is keen to offer a reasonable number of services during the month and over the course of the year that our community find both beneficial and spiritually fulfilling. The Hour of Peace on first and third Wednesday evenings provides the opportunity for sharing and evening prayer in a quiet, intimate and reflective environment, whilst opportunities are provided for people to engage and explore worship further within our Songs of Praise and the monthly Eucharist. Since recognition of a 900 year historical connection with Merton Priory at a service in May 2017, St. Peter’s holds a Nones Service or suitable event during the first weekend of May each year.

All are welcome to attend our services. We have an open communion table. All practising Christians of any denomination are welcome to share in Holy Communion with us.

There are 15 parishioners on the Church Electoral Roll.

The Rev. Stephen Nuth presides at the fourth Sunday 11:30am Holy Communion Service with the support of our Benefice Lay Reader Malcolm Curtis and Lay Leader of Worship. Our Songs of Praise services are overseen by Lay Leader of Worship Kelvin White with the active involvement of other parishioners. Holy Communion Services have an attendance of around double figures. Songs of Praise attendance varies between 10 and 20. Attendance numbers increase at Festivals, Remembrance, Christmas Carol services and other organised special services.

As well as our regular services, we seek to enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God’s blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the deceased into God's keeping.

One Wedding, one Baptism and one Funeral were held at St Peter’s during the year.

**Pastoral Care**

The PCC recognizes that some villagers and members of the church are unable to attend church from time to time due to sickness, age and occasional unforeseen circumstances. The Rev. Stephen Nuth and Parish-based Churchwarden Kelvin White are keen to hear of those suffering and seeking support, praying with them either at their homes, in hospital or through organising a home visit for celebration of Communion. Someone is always on hand to provide spiritual support or discuss arrangements for a Baptism or Confirmation.

**Benefice**

During the year our Benefice was honoured with the opportunity to host the Induction of the new Archdeacon of Bedford, Dave Middlebrook at St Mary’s Church, Woburn at 4.00 pm Saturday, 30th March 2019, following the retirement of the Venerable Paul Hughes, Archdeacon of Bedford, on 31st December 2018.

The Rev. Stephen Nuth took a period of sabbatical during the year. The churches within the benefice are grateful to and were blessed by the cover of Rev. Dr S. Muthuveloe, Rev. M. Beer, Rev. S. Barnes and Rev. Prof. K. Straughan.

The newly-inducted Archdeacon of Bedford was welcomed in the Benefice again on 12th August as part of his walking pilgrimage of the six deaneries in Bedfordshire. St. Peter’s was visited on this day and the Archdeacon signed the Visitors’ Book.

The Rev. Stephen Nuth organised a Benefice ‘Marriage and the Bible’ course at St. Mary’s Woburn in October and November. The teaching was given from a biblically orthodox perspective and enabled members of the Benefice Parishes to be informed about same-sex marriage and related issues, in order that they may engage biblically with the arguments and decisions that lie before every Christian and Church in the Church of England in the coming years.

One Benefice Churchwardens’ Meeting took place during the year.

**Mission and Evangelism**

Praying for and seeking to help those in need is a demonstration of our Faith.

The PCC and congregation at St. Peter’s currently supports Milton Keynes Food Bank and the Samaritan’s Purse Shoe Box appeal, though the latter has now come to an end. In the light of this, the PCC over the coming months will be giving consideration to supporting other Christian charitable causes in line with the Benefice core beliefs and values.

Our Benefice and Parish distributes a bimonthly newsletter ‘Fellowship News’ for all parishioners in the Benefice. This can be subscribed to electronically through the St. Mary’s Church, Woburn website. The Newsletter keeps parishioners informed of important matters affecting Churches within the Benefice as well as articles which help develop our knowledge and trust in Jesus.

Our Church has a Facebook page and this is linked with our website via the Church of England a ‘church near you’ service. Both perform well and have regular visits, not only from people within the Village but also from around the wider area and from people across the world who once attended church or lived in Milton Bryan or nearby.

The Church family are at the heart of all our fundraising, social and outreach activities.

**Ecumenical Relationships**

Our Church is a member of Churches Together in Woburn, Woburn Sands and surrounding villages, which publishes a monthly magazine called ‘Christian News’. This magazine is distributed to subscribers and gives news and views from all of the local churches, villages and schools as well as the Sunday and service times for the Church of England, Methodist and Roman Catholic churches in the area.  Each year a Service of Christian Unity takes place, usually held in one of the larger churches in Woburn Sands or Woburn, when we all come together to worship as one. This helps to develop closer relationships and better understanding.

**Structure, Governance and Management**

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 Rector, two Churchwardens, and members elected by those members of the congregation who are on the electoral roll of the Church. All those who regularly attend our services 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. New members will always be gently introduced into the workings of the PCC with support and guidance. The PCC met seven times during 2019 with an average level attendance of 75%.

**The Fabric, Church Log Book, Property Register, Terrier and Inventory**

The Archdeacon’s Annual Inspection was carried out by the Rev. Linda Klymas on behalf of the Archdeacon on 19th August 2019, the main item of focus being the Registers and the Churchyard. All was found to be in good order. Positive comments were made about the beauty of the well-maintained churchyard and of the general tidiness of the interior of the Church building. The Rev. Klymas made a note to include St. Peter’s in her prayers as it seeks to develop a third Sunday morning gathering in the coming year, along with fabric and finance matters.

The Tower Works improvement project is ongoing. Public Notice Forms '4A' were displayed on the churchyard notice board and in the entrance of the Church on Saturday 5th January 2019, the notice period expiring on Monday 4th February 2019. No concerns or objections were raised. A tender process followed and a contractor was selected. After an application by the Churchwardens, a provisional offer of funding from the Friends’ of St. Peter’s Church, Milton Bryan has been received and is currently under consideration, the matter being referred to elsewhere in this report.

Following recommendations to make improvements to components for the Bells in the Belfry, the Churchwardens have received a letter of permission and support from the Archdeacon. Wheel irons and rope chutes are currently in manufacture with John Taylor Bells.

The Memorial Headstone of the Rev. John David Parr was leaning significantly and it was felt this should be saved given the connection with the plaque inside the Church. The re-standing and cleaning of this headstone was carried out by Neville Memorials on 21st February 2019. Costs are referred to in the accounts. A donation was received to cover the labour and cleaning costs.

The cherry tree at the churchyard entrance died during the year and a letter of permission was obtained to authorise its felling and removal. The works were carried by Steve Dear Tree Services.

The Church Log Book continues to be maintained, with an up-to-date inventory, current contracts, certificates and various recordings. The Log Book contains authorising signatures of the Churchwardens, Rector and the Archdeacon or those appointed on his behalf in the annual inspections. Entries for 2019 have been updated with service, compliance and maintenance records, the re-standing of the John Parr headstone in the churchyard and letters from the Archdeacon authorising the tree removal and the improvement works to the bells.

One burial took place in 2019, that of the late Mrs Phyllis Butters whose memorable funeral service took place on 16th December surrounded by the decoration of the Christmas Tree Festival. The family requested that the festive decorations should remain and be maintained for the funeral service. The burial is recorded on the churchyard grave plan and reference page held with the Church Log Book.

**Policy, Statements and Safeguarding**

The PCC reviews all adopted Policies and Statements each year to ensure they remain up- to-date. The Rector, Churchwardens and other officers make known new policies expected of the PCC at meetings as and when they are informed by the Archdeacon, Bishop or Diocesan Safeguarding Officer and, as Trustees, create policies as a mark of good governance.

The PCC maintain and review a number of policies under the direction of the Diocese.

**Fundraising, Volunteers and Notes of Thanks**

Milton Bryan PCC is very grateful to all who work so hard to make our Church a living, breathing, loving community. Although we are a small community, there are so many people to thank. We are thankful for the work of all officers and members who work diligently and by giving vast amounts of time, energy and offerings for the Glory of God.

We are always extremely thankful to the volunteers that join with us to make up various teams in our fundraising and social events, including Fetes, the ‘Café Church drop-ins’, Pew Top Sales, Open Church initiatives, the Bike n’ Hike, Christmas Tree Festivals and special services. We are grateful and blessed for those who help out from time to time in the churchyard. We are blessed by a donation that contributes towards the maintenance of the churchyard, the grass mowing and hedge cutting.

**Milton Bryan Village Hall**

Along with the Rector, Milton Bryan PCC is responsible for the Village Hall. The Village Hall is let on a full repairing lease to the Milton Bryan Village Hall Association Committee for the purpose of maintaining the building to provide a meeting place for residents of the village and beyond for a number of activities, meetings, functions and fundraising. Funds raised are reinvested for the maintenance and improvement of the building. The Hall has been extremely well maintained by dedicated, loyal and some long serving and hard-working members for many years. In recent years the Milton Bryan Charity and the Parish Meeting have contributed significantly towards the Village Hall, enabling the car park to be improved and resurfaced. The letting rates remain very reasonable. The PCC uses the Village Hall for some meetings, its APCM, Harvest Supper and other fundraising events from time to time and seeks to promote the use of and support for the Hall. The PCC are extremely grateful to the Milton Bryan Village Hall Association Management Trustees and volunteers for all of their hard work in maintaining this vital village facility.

**Local Relationships**

**A Statement regarding The Friends of St. Peter’s Milton Bryan**

Along with the Rector and Churchwardens, Milton Bryan PCC members are solely responsible for the Church building, fixings and contents.

St. Peter’s Church is the sole beneficiary of The Friends of St. Peter’s Church, Milton Bryan. This is a Charitable Trust which identifies itself as non-religious. The objectives of ‘The Friends’ are the preservation, repair, maintenance, restoration, improvement and ornamentation of the fabric of the Parish Church of St Peter’s, Milton Bryan. The Friends exist to financially support these objectives and the Milton Bryan PCC may apply for funding from time to time.

PCC members are reminded that their role as St Peter’s Trustees precludes becoming a Trustee of The Friends charity.

**Beds & Herts Historic Churches Trust**

The Beds & Herts Historic Churches Trust aims to assist those responsible for the care of places used for public worship in the two counties which belong to a Christian religious body by making funds available for the restoration, maintenance, preservation, repair and reconstruction of churches and chapels.

The Church of St. Peter is a corporate member of the Trust. The Church family and wider community actively take part in and support the annual Bike ‘n Hike event and we are proud to have received Bronze and Silver certificate status from the Trust for five years in a row.

**Museum of Military Intelligence proposal**

A development proposal at Church End Milton Bryan concerns the possible establishment of a Museum of Military Intelligence on Woburn Estate land known as the ‘Army Camp’. If consent is granted for this proposal, it will have a profound effect on environment of Church End and as a result upon St Peter’s. Whilst this might result in positive financial benefits for St Peter’s, many residents will object to the proposal and the PCC must develop a strategy about how to comment upon planning applications for this project during the 2020 financial year.

**Financial Review**

**Accounting**

The financial year runs from January to December. The accounts are prepared on a Receipts and Payments basis given the relatively low value of total yearly transactions.

A Balance Sheet is not produced as the PCC has few ongoing liabilities which extend beyond each year-end and owns only a single alienable asset, being the Milton Bryan Village Hall. Movable church furnishings and plate held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal, are recorded in the Church Log Book as inalienable property. For such inalienable property, there is insufficient cost information available and so these assets are not valued in the accounts.

Total income from all sources into all accounts amounted to £13,655 with total expenditure amounting to £11,760. However, there remains an outstanding invoice for Architect’s fees payable from the Fabric Fund of £4,946.17 which should be settled in the first quarter of 2020.

**Parish Share**

The allocated Diocesan Parish Share for 2019 was £6,382 [a 3.5% uplift on the previous year] and 47% was paid, which represented 29% of unrestricted Parish income. The full Parish Share allocation represented 62% of unrestricted income. The Parish Share for 2020 is £6,607, representing a further 3.5% uplift.

**PCC Bank Accounts**

The Treasurer operates three bank accounts: a General [Business] Account for day to day business, a Reserve Account in which restricted and reserve funds are held, and the Fabric Fund Account with funds restricted for the repair and improvement of the Church building. The Treasurer reports on all the account balances at each PCC meeting.

The Restricted Accounts hold funds given for a specific purpose. These funds may only be expended on the specified object for which they were given. Any balance remaining unspent at the end of each year is carried forward as a balance on that fund. Restricted fund balances are held for the Angela Knox Memorial, the Organ Repair Fund, Churchyard Maintenance and the Church Fabric.

General funds are not subject to restriction and are available for application to the everyday business of the PCC. The three accounts include all transactions for which the PCC is responsible. They do not include the funds of any other church or non-church group.

**Income**

All income from collections, donations and planned giving is accounted for on receipt. The Gift Aid scheme is administered by Kelvin White and the Treasurer. Regular claims are being made to HMRC for tax refunds under this scheme and in this financial year £2,072.45 was claimed and received.

Funds raised at Parish events are generally accounted gross although for certain events, expenses are deducted before remission to the Treasurer and so are accounted nett. Rental from the Trustees of the Village Hall Charity is received annually in April together with the reimbursement of the buildings insurance premium.

**Income and Expenditure highlights**

Income highlights of the year include the proceeds from two Pew Top sales and a Book Sale, the Harvest Supper, the Church Fete, Afternoon Teas and the Christmas Tree Festival as well as the 50% return of proceeds from the yearly Bike n’ Hike event run by the Bedfordshire and Hertfordshire Churches Trust. The total proceeds from events are allocated as shown in the accounts and as recommended to the PCC by the Churchwardens.

Expenses during 2019 included 20% of unrestricted income [£2,088] spent on maintaining the churchyard for which, unusually, no grant is received from the Local Authority. The other large expenditure was for Architect’s fees in connection with the proposed works of repair and improvement to the Tower [£2,313].

**Village Hall**

The Village Hall is leased to the Hall Management Committee at a low rental which provides an extremely generous subsidy to assist with the financial well-being of the Hall. Consideration should be given to updating the leasing arrangements and the PCC is advised to obtain rental and capital valuations of the property during the next financial year. This will enable an accurate assessment of the level of subsidy being received by the Village Hall Trustees and an indication of the asset value of the Hall to the PCC.

**Tower works**

The proposed Tower works specification, required the Architect to invite tenders from three contractors and one was provisionally accepted from CEL in the sum of £94,163. The Contractors have been advised that works will proceed when funding has been secured. A grant application was made to the Friends of St Peter’s Church and a provisional offer of £30,000 funding has been received. Whilst other grant applications can be made, the PCC should carefully consider if it is prudent to proceed given the level of funding proposed by the Friends - 32% of the estimated cost.

**Reserve Policy**

The PCC is recommended by the Treasurer to retain in the unrestricted fund reserves at least the equivalent of 12 months general unrestricted fund expenditure, being not less than £6,500. This would allow the PCC to operate for this period but assumes no contribution would be made to the Parish Share during such a period.

**Examination of accounts**

The Accounts are independently examined in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Charity Commission Act 2011 and to be found in the Church Guidance, 2013 edition. The examination includes a review of the accounting records kept by the Treasurer 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 the Treasurer concerning any such matters.

On behalf of the PCC

Rev S W Nuth. Chairman

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 **The Church of St Peter, Milton Bryan**

 **Financial Year: January 2019 – December 2019**

 **Milton Bryan PCC: Current Account, Reserve Account and St Peter’s Fabric Fund**

**ACCOUNTS SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current Acc****£** | **Reserve Acc****£** | **St Peter’s Fabric Fund Acc****£** |
| **Balance b/forward** | **1095.81**  | **11198.46**  | **3501.63** |
|  |   |  |   |
| Interest | - | 21.88  | - |
| **Income – see** **A/cc page 1**  | **10303.31** |  | **3329.29**   |
| **Credit balance** |  |  | **6830.92** |
| **Transfer to** **Current Account** | **1000.00** | <<<<1000.00 | **-** |
| **Total credit balance** | **12399.12** |  | **6830.92** |
| **Expenditure**  | **9446.49** |  | **2313.40**  |
| Credit balance | 2952.63 |  | 4517.52 |
| Adjustment: [plus]unpresented cheque | 25.00 |  |  |
| **Closing balance at bank at 31.12.2019** | **2977.63** | **10220.34** | **4517.52** |

**I PHILIP RAMSDEN have examined the papers provided to me.**

**I have concluded that they represent a fair and accurate statement of the affairs of the Milton Bryan PCC [Business] Account, the Reserve Fund Account and the St Peter’s Fabric Fund Account.**

**Date: 28th February 2020**

**Reserve Account**

**This Account includes Restricted and Unrestricted funds**

|  |  |
| --- | --- |
| **Restricted funds**  | **£** |
| Angela Knox Memorial Fund  | **773.48** |
| Organ Repair Fund | **270.00** |
| Churchyard Maintenance\*\*These funds are released, as agreed with the donor, at the rate of £1K per annum. 2 years now remaining. | **2000.00** |
| **TOTAL RESTRICTED FUNDS @ 31.12.2019** | **3043.48** |
| **Unrestricted funds** | **7176.86** |
| **TOTAL RESERVE ACCOUNT FUNDS****@ 31.12.2019** | **10220.34** |
|  |  |

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**St Peter’s Fabric Fund Account**

**This is a Restricted Fund Account**

|  |  |
| --- | --- |
| **Restricted funds** | **£** |
| **ST PETER’S FABRIC FUND ACCOUNT BALANCE @ 31.12.2019** | **4517.52** |
|  |  |

On behalf of the PCC

Rev S W Nuth. Chairman

Report produced by Alan D White. Churchwarden and Treasurer Kelvin B White. Churchwarden and Secretary 24th February 2020