

**THE PARISH CHURCH OF ALL SAINTS ROTHERFIELD PEPPARD
HENLEY ON THAMES, OXFORDSHIRE RG9 5JN**

Benefice of Rotherfield Peppard and Kidmore End & Sonning Common

In the Henley Deanery of the Diocese of Oxford

www.achurchnearyou.com/church/5977



**ANNUAL REPORT AND FINANCIAL STATEMENTS
OF THE PAROCHIAL CHURCH COUNCIL**

For the Year Ended 31st December 2021

Rector
Rev'd James Stickings

Bankers

Unity Trust Bank

Independent Examiner

Rev'd. A. A. Clements MA, ACIB, FCIE.

Correspondence address: The PCC Secretary, c/o Rowan Cottage, Church Lane, Rotherfield Peppard, Henley-on-Thames, RG9 5JL

The PCC is a body corporate (Section 3, PCC Powers Measure 1956, Church Representation Rules 2020) and a charity currently excepted from registration with the Charity Commission.

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TRUSTEES REPORT

THE PAROCHIAL CHURCH COUNCIL

Structure, Governance and Management

The Parochial Church Council (PCC) is a corporate body established by the Church of England that operates under the Parochial Church Council Powers Measure. PCC members are appointed in accordance with The Church Representation Rules 2020, as from time to time amended. When nominated, lay members are obliged to sign a declaration that they are not disqualified [Diocesan Form M3]. All PCC members and any others who could be understood to be ‘managers’ in the activities and affairs of the church - as defined in Schedule 6 of the Finance Act 2010 - complete declarations confirming that they are ‘fit and proper’ persons under the terms of the Finance Act 2010. All PCC members elected for the first time and any others who have been re-elected to the PCC after an absence have access to PCC documents and APCM information for the previous year and are fully briefed by the Rector and Churchwardens on the present situation of the Parish and the workings of the PCC. Clergy, Licensed Lay Ministers, Churchwardens and Deanery Synod representatives are *ex-officio* members of the PCC. Churchwardens are elected for a one-year term and Deanery Synod members for a three-year term. According to the Church Representation Rules, All Saints is entitled to nine elected lay PCC members. It is current PCC policy that their term of office is one year.

Much of the work of the PCC is done under a delegated scheme of three Committees:

- The Standing Committee (SC), comprising the Clergy, Churchwardens, Treasurer, Lay Vice-Chairman, Secretary and the Chairmen of other Committees [or their alternates] with the discretion to deal with urgent matters arising between PCC meetings;
- The Pastoral and Worship Committee (P&WC); and
- The Property and Buildings Committee (P&BC).

The PCC decided to suspend appointments *pro tem* to the previous Finance and General Purposes Committee (F&GPC) as this committee rarely met and its remit was fully covered by the PCC itself and, when necessary, by the SC¹. The Committees’ work is mainly done through informal discussions among members. Committees may take decisions, and act on them, on matters within their remit. Emergency expenditures up to £500 may be authorised directly by the SC and P&BC. Significant issues and those involving expenditure above £500 are referred to the full PCC.

The PCC normally meets six times per year to manage the running of the church, its activities and to discuss major issues of current and future importance, including the expenditure of PCC funds. However, the year began with the country in Lockdown-3 due to the Covid-19 restrictions. Meetings scheduled for January and March were replaced by audio-visual “virtual” meetings conducted by Zoom with some resolutions between meetings passed by e-

¹ Meeting of 18th July 2021, the first following the APCM.

mail. Formal matters decided by the PCC by electronic correspondence² were consolidated into the minutes of the first live meeting of the PCC in May in accordance with the diocesan directives^{3, 4, 5}. This procedure also included the schedule of decisions taken in 2020/21 and associated meeting records.

Due to the Covid-19 outbreak, it was not possible to hold the APCM scheduled for 18th April and the meeting was deferred to 22nd June, after a relaxation of Covid-19 restrictions. As a consequence, all PCC members serving at 18th April continued in office until 22nd June 2021 when new elections were held. The Rector continued to be on extended sick leave until 5th February when he began a gradual return to his ministry over a period of several months. His role as PCC chairman was assumed by the Lay Vice-Chairman. The Rector resumed chairmanship at the November PCC meeting.

All Saints is compliant with the current General Data Protection Regulation (GDPR). All members of the Electoral Roll have signed the authorisation form and the matter is a standard PCC agenda item. Mrs Margaret Woodward is GDPR and Safeguarding Officer.

Members of the PCC 2021

Ex officio

The Rev'd James Stickings*	<i>Rector</i>	PCC Chairman
The Rev'd Sheila Walker*	<i>Associate Priest</i>	
Mrs Kathie Anderson*	<i>Churchwarden</i>	to 22/06/21
Mr Valentine de Haan*	<i>Churchwarden</i> [to 31/07/21] and <i>Treasurer</i>	
Mrs Barbara Langdale*	<i>Churchwarden</i>	from 01/08/21

Elected lay members

Mrs Kathie Anderson		
Mrs Isobel Brooker	F&GPC	to 14/01/21
Mrs Rebecca Bell	<i>Junior Choir Mistress</i>	
	<i>Deanery Synod</i>	P&WC
Mr David Butler	<i>Organist & Director of Music</i>	P&WC
Mr Nigel Downing		P&WC
Mr Ian Fraser		P&BC
Mrs Adrienne Heriot	<i>Lay Vice Chairman</i>	P&BC [Chairman]
Mrs Barbara Langdale	<i>Deanery Synod</i>	P&BC to 22/06/21
Mr Nick Launders		P&WC to 22/06/21
Mrs Paddy Lunn		P&BC
Mrs Jenny Wingrove	<i>Electoral Roll Officer</i>	F&GP

² Church Representation Rules 2020, Rule M29 (1).

³ Letter to all PCC and DCC secretaries from Mark Humphriss, Diocesan Secretary, 20/03/20

⁴ E-mail from Mark Humphriss to Ian Heriot, 27/03/20

⁵ E-mail to Diocesan Secretary and Ian Heriot, cc James Stickings and Caroline Todd, from Darren Oliver, Diocesan Registrar, 27/03/20

Secretary

Mr Ian Heriot

Observers

Mr Ian Fraser

P&BC

to 22/06/21

Mrs Sue Launders

Financial Officer

to 22/06/21

Mrs Nicola Taylor

Financial Officer

**Ex-officio* member of all Committees

The Secretary, who is not a member of the PCC, may speak at meetings but not vote. The Observers receive all PCC papers and are entitled to attend PCC meetings; they may be permitted to speak by the Chairman but may not vote

AIMS AND PURPOSES

The PCC has the responsibility of supporting and assisting the Rector, The Rev'd James Stickings and the Associate Priest, The Rev'd Sheila Walker, in promoting the pastoral, spiritual, social and ecumenical mission of the church within the ecclesiastical parish⁶. The PCC also has the responsibility for the care, maintenance and insurance of the church building and its contents as well as for the fencing of the churchyards. It is active in promoting a collaborative relationship in the benefice with the sister parish of Kidmore End & Sonning Common.

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 All Saints. This commitment extends to keeping the church open throughout the week for visitors and those seeking an opportunity for prayer and reflection⁷. The PCC maintains an overview of worship in the parish and, through the work of the Pastoral and Worship Committee (P&WC), makes suggestions on how our services can reach out to the people within our parish. Our services and worship put faith into practice through prayer, scripture, music and sacrament.

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

⁶ A significant number of the congregation come from outside the ecclesiastical parish, so the church's practical remit is somewhat wider.

⁷ Due to the Covid-19 restrictions access to the church building has been restricted at various times during the year in accordance with diocesan and governmental regulations. Since July the church has reverted to the traditional policy of opening every day during daylight hours for visitors and private prayer.

- Worship and prayer - a mixture of Eucharistic and non-Eucharistic services, preaching, home study groups and courses;
- Provision of pastoral care offered to all who live in the parish – pastoral visiting at home or in hospital, which often includes taking communion to those unable to attend church; and
- Mission and outreach - through our Benefice Mission Action Plan, musical and social events, our financial giving and giving in kind for the charities we support, as well as our social opportunities for the local community.

To facilitate these activities, it is important that we continue to maintain the fabric and improve the amenities of the church and the Parish Room within our care.

ACHIEVEMENTS AND PERFORMANCE

In common with all churches, activities at All Saints have been severely affected by the constraints imposed by the Covid-19 pandemic since March 2020. The following sections outline the normal areas of activity and how the church has responded to the emergency situation, where possible. The hiatus caused by this emergency and the three “lockdowns” has given opportunity for reflection on the role of the church and how it will discharge its mission once the crisis is over. The benefice churchwardens prepared a two-part questionnaire on the future direction of the church and its activities which was circulated to all electoral roll members in both parishes of the benefice. An initial review made by a meeting of the two PCCs, based on Part A, was held on 29/04/21 to consider a more appropriate benefice-wide framework of services suitable for the post Covid pandemic situation with reduced personnel resources. A second meeting, based on Part B of the questionnaire is planned for early 2022 to assess the specific implications for AllSS; a similar meeting is to be held in the other parish. The overall aim is to identify a new sense of direction for the benefice in the post-Covid future.

Worship and Prayer

The PCC is committed to offering a wide range of services that both church members and the wider community find beneficial and spiritually fulfilling. The arrangements for 2021 have been streamlined slightly to better reflect the demand for the different services and to make the best use of available clergy. We aim to provide two services every Sunday: a principal service at 10.30 a.m. and either a 9.00 a.m. BCP Holy Communion, when there is a non-Eucharistic principal service, or a 6.30 p.m. Sung Evensong. The principal Sunday service rotates between BCP Mattins, CW Sung Eucharist, CW Family Communion, an informal lay-led service of Peppard Praise and a benefice service that rotates between the three churches

on “fifth Sundays”. On the occasion of the main church festivals a full BCP Choral Evensong is celebrated. Everyone is welcome to attend our regular services.

At present there are 76 parishioners on the church electoral roll, 29 of whom are not resident within the parish. One name was added during the year and eight were removed. This reflects two deaths and the house moves of some members of the congregation.

In accordance with the diocesan advice to adopt a very cautious approach to the rapidly escalating incidence of Covid-19, the benefice wardens decided to close the churches from the beginning of the year. To replace the physical services in church, a benefice-wide Zoom service was instituted in January by The Rev'd Sheila Walker. This was greatly appreciated and allowed some social interaction between members of the congregation before and after the service. The number of participants was typically 55 and the services provided an opportunity for the Rector to begin his gradual return to the ministry. Once church services were restored, a Sunday evening Zoom service continued for those unable to come to church.

Expanded weekly news sheets with devotional material continued to be sent to all on the electoral roll as well as to members of the wider congregation who had agreed to receive e-mail communications. A limited schedule of said Eucharist services in one kind only was restored in mid March on a rotational basis with the other two churches in the benefice; strict Covid-safe precautions were imposed. The church was opened for an hour for private prayer on those Sundays that did not have a service. The Director of Music, David Butler, played suitable devotional music during these openings. No meaningful figure for average church attendance is possible for calendar year 2021 due to the pandemic disruption. Attendance at the limited Eucharist services was typically 25. The total number of communions in church was 472, in one kind only, and there were a number of communions administered at home, in hospital or in care homes.

For the second time in the recorded history of the church, Easter was not celebrated in church in the usual way. In addition to the electronic services for Maundy Thursday and Good Friday a Eucharist in one kind only was celebrated on Easter Sunday with a limited, socially-distanced choir singing three hymns. Easter cards were distributed to the local community and the church made efforts to provide physical signs of its continuing presence during Lent and Holy Week. Traditional Mothering Sunday daffodil bouquets and palm crosses were available in the porch for congregational use and Easter cards were distributed with details of Easter Zoom services. The wooden cross with crown of thorns, usually displayed in the chancel, was erected in the churchyard for the benefit of passers-by. Many members of the congregation and choir joined in an outside service of choral Evensong to celebrate the patronal festival of our sister benefice church, St John the Baptist.

It was a great joy to be able to restore the traditional special services in the latter part of the year. School services were resumed in the autumn term for the children and staff only. Unfortunately it was not possible to invite parents due to Covid-19 constraints. The traditional Choral Evensong services for Easter and Whitsun had to be cancelled, but the Festal Evensong for the patronal festival was possible, although Holy Communion at the principal service remained in one kind only. The Harvest Thanksgiving was celebrated as a service of sung Family Communion. The traditional RBL Remembrance Sunday service was

restored to its usual form and was very well attended; Rufus Shanagher was the trumpeter. The school Remembrance Service was conducted by The Rev'd Sheila Walker.

The candle-lit Advent Carol Service with augmented choir was celebrated on 28th November with the best Sung Evensong congregation in many years. The school used the church for two separate performances of the nativity on 7th December to enable social distancing of the audience to be maintained. Due to the emergence of the highly contagious Omicron variant of Covid-19, the school Christingle Service and the young people's Nativity on Christmas Eve were both cancelled. Instead, the 2020 innovation of carol singing on the common led by the choir was repeated with great success. This event attracted around 200 villagers many of whom would not normally come to church. It clearly met a local need as an alternative form of outreach. Midnight Mass on Christmas Eve was a joint benefice celebration at Kidmore End. The traditional Christmas morning Seven Lessons and Carols service attracted 80 worshipers. This compared with above 170 in normal times, reflecting the need for spacing to comply with Covid-19 precautions. The restoration of some seasonal services enabled AllSS to reach out to people who may not normally and regularly attend church, offering them a place and a space for prayer and opportunity to meet God.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Baptism marks the first step on the Christian journey, while Confirmation offers the opportunity to receive the encouragement of the Holy Spirit and to make the baptismal promises for oneself. There was no confirmation service in the benefice this year. In marriage two people exchange vows in the sight of God and are blessed in their new life together. At funerals, the lives of loved ones are celebrated and they are commended to God's everlasting love. All Saints takes these sacraments and "occasional offices" very seriously, conscious that they are a key part of our vocation to serve the local community and to spread the good news of God's love. During the year there were 2 baptisms, 2 marriages, 2 burials, 3 cremations following funerals in church and 10 interments of cremated remains. In addition the clergy conducted services at a crematorium without a prior church service.

Church life

Robin William Howles 02/08/40 – 31/03/21

The congregation was greatly saddened by the passing of Robin Howles who had been a loyal member of the church for nearly 50 years in many different capacities. He served as Churchwarden for 18 years, was Chairman of the P&BC and, above all, a key member of the choir. He was actively engaged in the local community in many ways, especially in numerous musical activities as well as being a founder member of the Green Gym⁸. A memorial service in which many of his musical friends participated was celebrated on 25th September during which some of Robin's favourite music was sung.

⁸ A volunteer group undertaking countryside maintenance using only hand tools to promote health and fitness.

Robert Michael [“Mike”] Andrew Huntington died 12/03/21

Mike was a much loved member of the church for very many years and a regular worshiper at Sung Evensong. He was a willing lay leader of these services when he was always well prepared with excellent intercessions, usually sporting a seasonal buttonhole taken from his garden. He was a regular participant in the OHCT Ride & Stride event until ill health intervened. Outside the church his passion was the theatre and he was a well-known director of numerous productions at the Kenton Theatre in Henley.

Acknowledgements

The disruption due to the Covid-19 pandemic and the extended period of ill health of the Rector has placed a substantial additional burden on our associate priest, The Rev'd Sheila Walker. We owe Sheila a great debt of thanks for single-handedly maintaining the spiritual leadership of the three churches within the benefice both in person and through the regular weekly electronic communications. The churchwardens willingly assumed organisational leadership during this period. They undertook a host of additional duties in running the parish and in cleaning, preparing and manning the church to Covid-safe standards both for services and the openings for private prayer. Many others have undertaken additional burdens to ensure the continuity of the church through this difficult period. Kathie Anderson stood down as Churchwarden and Deanery Synod member after five years in post. Kathie has been particularly valued during the recent period of the Covid pandemic. Valentine de Haan stood down as Churchwarden but remained as Treasurer. During the pandemic restrictions he made very valuable contributions by physically organising Covid-safe conditions in church, ensuring that sanitising facilities were used and maintaining congregational attendance logs.

Nick and Sue Launders are moving away from the parish after 29 years in the church. Nick was a long-term PCC member, Treasurer, leader of the Prayer Group and [with Sue] of the Peppard Praise family service. Sue also stood down as Financial Officer and will be greatly missed for her experience and efficiency in this role. Sadly, we have to record the retirement of Isobel Brooker from the PCC on health grounds after a substantial record of service to the PCC as well as being a regular lay officiant at Mattins and Evensong. Isobel also brought a great deal of professional knowledge and experience in H&S matters to the running of the parish. Two loyal Sacristans, Wendy Taylor and Sylvia Seymour, retired after nearly a century of service between them; Sylvia also managed the Parish Room bookings. Wendy will continue as a member of the flower arrangers' team.

Activities and organisations contributing to church life

Sunday Club

This group of youngsters from the congregation and choir meet under the leadership of Nick Shanagher and Lesley Cunningham in the Parish Room during the sermon in the Sung Eucharist services. They have a fun review of the day's Gospel reading and a short discussion about how Jesus makes a difference in our lives, focusing on the fact that these stories from long ago are about real people who faced similar problems and opportunities to those that we face today. This group was suspended in March 2020 due to the pandemic but has now resumed with the restoration of the normal service schedule in September.

Home Groups

The Rev'd Sheila Walker ran a group with members from across the benefice looking at Bible-based themes and passages. A separate Men's Group led by Nick Launder met regularly to study bible passages. Nick has also led benefice weekly prayer meetings that focus on the needs of the benefice as a whole. Fortunately, these three activities were able to continue remotely during the Covid-19 restrictions through the medium of Zoom meetings.

Lent Course

Lent has traditionally been marked in the Benefice by a study group meeting weekly to pray and discuss an appropriate book or other material over a period of five weeks. In 2021 this tradition has been maintained via Zoom under the leadership of The Rev'd Sheila Walker.

Lent lunches

The popular benefice Lent lunches comprising home-made soup, fresh fruit and tea or coffee in return for a donation to a local charity could not take place. A new team of organisers will be required for 2022 following the retirement after many years service of the previous team: Ann Butler-Smith, Jenny MacGregor and Sue Nickson.

Church Music

Music has always been regarded as an important element of the worship at All Saints. As a small village church, it is unusual in providing sung services each Sunday led by a robed choir. We are greatly indebted to our Organist and Director of Music, David Butler, and to our Junior Choirmistress, Rebecca Bell, for their loyalty in maintaining this tradition. David continued to provide organ music for the openings for private prayer and the occasional Eucharist services during the Covid-19 restrictions. He maintained limited adult choir rehearsals, when regulations permitted and has resumed choral singing on a regular basis. Sadly the adult choir has suffered due to death and ill health but we are grateful to singing friends from adjacent parishes who join us for special occasions. Rebecca succeeded in keeping the junior choir together during the emergency by using Zoom and socially distanced rehearsals. The junior choir [head chorister Lally Williams] now stands at 13 members. Two "choir mums", both ex junior choristers and new young tenor, Tom Foster, have recently joined the junior choir. The usual January Henley Choir Festival and the October RSCM Diocesan Choirs' Festival were cancelled due to Covid-19 restrictions.

Deanery Synod

The usual three events and Archdeacon's visitation did not occur this year due to the Covid-19 restrictions. The Synod is regarded as an important, if perhaps quiet, sector of our Christian lives that provides grass roots encouragement to priests and congregations alike. The opportunity to exchange views that often provide a launch pad to introduce new ideas into the individual churches was greatly missed. It is hoped that these popular gatherings may be resumed in 2022.

Pastoral Care

Pastoral care is a vital aspect of the life of the church. It includes informal visits by the clergy, home communions for those unable to come to church and visiting the bereaved as part of the church's funeral ministry. The churchwardens and other parishioners are

encouraged to inform the clergy of people who have asked for or may welcome being offered a pastoral visit or home communion.

Peppard CE Primary School

The school continues to flourish under the leadership of Nick Steele as the school of choice for this area. It is consistently close to full capacity. A short Ofsted inspection occurred in December and the school retained its “good” ranking. The school negotiated the pandemic restrictions in the summer term very successfully by using outside teaching under gazebos on the common so that education was accessible to all the children, at least part time. The traditional Leaver’s Service with presentations of bibles in July had to be abandoned. A full-time teaching regime within the Covid-19 regulations was restored in September. Church services resumed in October with the harvest celebration, although the usual participation of up to 50 parents and friends was not possible due to Covid-19 limitations. Relationships between church and school remain strong, despite the present Covid-19 constraints. The much appreciated “open the book” enactments of bible stories by members of AllSS and other local churches were not feasible due to the Covid-19 precautions but it is hoped that they can be restored once restrictions are lifted. Robert Bell, Ginny de Haan and Nick Shanagher are the All Saints members of the Governing Body. The trustees of the Peppard School Trust are The Rector, *ex officio*, Ginny de Haan [School nominee] and Ian Heriot [Church nominee].

Mission and Evangelism

The PCC is conscious of the vocation of the Church to participate in the Mission of God through outreach, service, and witness. The church recognises that helping those in need is a demonstration of our faith. Unfortunately, budgeted donations to charities out of income are no longer feasible and it is usual instead to arrange a number of specific fund raising occasions during the year to support local charities. Only one such event was possible this year: the coffee concert in church given by Rebecca Bell and Anthea Fry on 16th October in support of The Charlie Waller Trust. In addition, the PCC made a donation of £100 to the organisers of the World Day of Prayer to offset expenses in lieu of a collection at the service, which was conducted electronically. The usual collection of food and personal care items was made for CIRDIC, a Reading based charity that provides practical support to the homeless.

The usual forms of outreach through services and personal communication have been somewhat restricted by the Covid-19 outbreak. The church responded quickly and effectively in 2020 through a major shift to electronic communications and this has continued in 2021. An e-mail circulation list of around 160 embracing all households of the benefice electoral roll members as well as the wider community of those attending services was compiled and the necessary GDPR permissions obtained. Everyone received the weekly bulletins from The Rev’d Sheila Walker, supported by a light-hearted companion document “Not the 19 o’clock News” containing thought provoking reflections. This was succeeded in the spring by a new weekly electronic bulletin from the Rector as a permanent feature to expand the scope of church communications and to ensure that information was as up to date as possible. The monthly magazine continued to be produced by Valentine de Haan as “guest editor”. A hard copy edition continued for the benefit of visitors and those unable to access the electronic version on the website. The PCC, in conjunction with the sister parish, is

considering consolidating their respective magazines as a single “prestige” benefice publication on a quarterly basis.

Elizabeth Atkinson has continued as webmaster for the CoE “A Church Near You” platform. This has an increasingly important role as the church moves towards a more electronically based outreach. The major church communications are now on the website, e.g. the *Parish Magazine*, the church Annual Report and minutes of the previous Annual Meeting. It is envisaged that information previously in the annual Parish Handbook will be incorporated in the new quarterly magazine on a rolling basis.

Details of church services and events were included in *Peppard News*, the local quarterly community newspaper, and Jenny Wingrove wrote a regular column on church activities.

Although the church was not open every day in the early part of the year, there were numerous visitors to the churchyard who were able to enjoy this haven of peace, quiet and holiness with opportunities for quiet reflection that this exceptionally well-maintained location provides. The usual scheme of all-day church opening was resumed in July and the evidence of the visitors’ book shows that this was much appreciated. Our unofficial verger, Ian Fraser, who leads the churchyard maintenance team, is often at hand to provide a warm welcome.

The Friends of All Saints group was established in 2018 to involve members of the community who do not normally worship at the church but who, nevertheless, value its presence. Funds raised in 2019 enabled the purchase of new pew cushions for the central area of the church; these were brought into use in July when Covid-19 restrictions were relaxed. Pew cushions for the remainder of the congregation the choir and the clergy have been ordered for delivery in early 2022.

Ecumenical Relationships

All Saints enjoys good on-going relationships with the churches of other denominations in the benefice: St Michael’s Roman Catholic Church and Springwater Congregational Church as well as with Stoke Row Chapel. This year the Christian Unity Service on 19th January took place at St Michael’s RC Church in Sonning Common. Although the church leaders have continued to maintain contact to share in fellowship and prayer, the usual programme of congregational events such as the Safari Supper was not possible. The Good Friday ecumenical walk of witness in Sonning Common was especially missed. A special Easter greeting from all the ministers in the area was established as a You-tube video. Church members contributed to the Springwater food bank throughout the year.

Volunteers

The sacristans have continued to provide an essential and largely unseen service. The beauty of the church and churchyard is maintained and enhanced, thanks particularly to Ian Fraser, Tim Langdale, Valentine de Haan, Henry Bell and Dan Keble. Sadly, Richard Gough has had to retire after many years service and Eric and Sandy Yarrow have moved away. The excellent state of the churchyard has provided an outward signal to passers-by that, despite the enforced closure, the church is still here and alive. The good condition of the church fabric, its cleanliness and floral decoration all contribute to making All Saints a special place. We are indebted to Ian Fraser, Barbara Langdale and to Ann Butler-Smith and the flower guild for these aspects of All Saints outreach. We also thank the Butler-Smith family for

continuing to give a Christmas tree, which was installed in a prominent position outside the church and continuously illuminated to proclaim the Christmas message and the continuity of the church. The lesson readers, sidesmen, chalice administrators, servers⁹ and lay service leaders have all helped to maintain the quality of worship. The monthly services of Peppard Praise continued to rely on the committed leadership of Nick Shanagher and Nick Launders.

Safeguarding

All Saints has a designated safeguarding officer, Mrs Margaret Woodward. The church has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. Safeguarding is kept under continuous review through a standing PCC agenda item. No reportable events have occurred during the year.

GDPR

All Saints has a designated GDPR officer, Mrs Margaret Woodward, and all members of the Electoral Roll have signed the GDPR declaration. No transgressions of the regulation have occurred. The issue is kept under continuous review through a standing PCC agenda item.

Property and Buildings

The PCC through the P&BC is responsible for property and buildings maintenance. It aims to keep the church, the adjoining Parish Room and the two churchyards in good condition in order to make the facilities as useful and welcoming as possible to both church members and the wider community.

In addition to church use, the Parish Room provides occasional additional accommodation for the school and venues for regular meetings of the Thames Valley Animal Welfare Group, first aid courses, ad hoc meetings etc. Sadly, this use has been limited this year due to the Covid-19 restrictions. The original [1982] flat roof covering has deteriorated and requires replacement. This work has been delayed by the Covid-19 situation and by the recognition that a more extensive restoration may be required than previously anticipated. This has been put on hold, pending a comprehensive feasibility study by the church architect on potential improvements to the Parish Room to make it more useful to the church and the wider community. To support this work and future developments of the church estate a comprehensive digital survey was undertaken by CPB Surveys. The feasibility study will consider the interaction between the facilities of the Parish Room and the church building itself. A faculty has been obtained for a simple replacement of the flat roof covering and the rooflight windows, should the feasibility study show that more comprehensive improvements

⁹ Chalice administrators and servers remained on the rota but have not been active this year as communion has been in one kind only and the priest has officiated unaided.

are not feasible. The restoration of a plaster fall in the nave has been implemented by a specialist contractor.

The church architect undertook the quinquennial inspection in July. The church was considered to be in generally sound condition. In addition to the two items above, near term attention is required to the vestry flat roof, a leak in the north aisle roof, the flashing of the nave roof and minor work to the flint dressing of the west wall. A scheme for the implementation of this work is included in the architect's report together with a schedule of minor works to be undertaken over the next five years.

Negotiations have continued with the diocese regarding the churchyard extension and the car park. These two parcels of land are currently owned by the Oxford Diocesan Board of Finance (ODBF). It has been agreed that the land will be vested in the Incumbent of the Parish of Rotherfield Peppard. It is expected that the transfer from ODBF to AllSS will take place in 2022. Planning consent for use of the extension as a burial ground has already been obtained and the recent site survey will facilitate the planning and development of the site.

An organ committee has been established to investigate the replacement of the 1993 Copeman Hart organ that has become unreliable. Exploratory discussions have been held with a number of potential suppliers and with the Diocesan Organ Advisor. Some church visits have been made to assess potential instruments and more are planned. A purchase specification is under development with a view to a competitive tender for a new instrument in 2022.

The P&BC is also considering:

- Removal of an isolated section of redundant churchyard wall due to undermining by tree saplings as a precaution against future problems [possibly as part of the churchyard extension scheme].
- Improvement / replacement of the elderly heating system within the church, potentially integrated with any recommendations from the Parish Room / church feasibility study.
- Installation of a speech reinforcement system as an extension to the existing "T loop".

Financial Review

The Covid-19 pandemic and the final resolution of the Clift bequest have made the last two year's church finances untypical. The covid-19 emergency has again had a serious impact on Church Finances due to a reduction in collections, casual donations and a marked reduction in fees. Dividend income has increased by £693 and reserves of the church have increased due to the addition of the Clift legacy. Routine expenditure on operating the church have

decreased for 2021 as there were no legal expenses to be met this year. The Parish share was frozen at the 2020 level and, as this is paid by direct debit, there is an in-built discount.

Total receipts on unrestricted funds were £100,261. The main source was unrestricted voluntary donations of £82,132 including associated Gift aid recovery of £5,466. This was supplemented by investment income of £15,565, bank investment £229 and restricted donations £1,075. In addition, £1,773 was received in parochial fees and advertising in the Parish magazine. Planned giving by bankers order and envelopes decreased to £10,139 from £11,373.

Expenditure from unrestricted funds to provide Christian ministry from All Saints' Church was £67,897 including Parish share of £47,033. The net result of the year shows a positive account of £34,156 on normal current income and expenditure. The total cash balance at the year-end was £51,455

Reserves Policy

The PCC aims to maintain a minimum of three months cash balance on unrestricted funds to smooth out fluctuations in cash flow. This has been difficult to sustain at all times in 2021 but the situation has now been greatly strengthened by the arrival of the cash element of the Clift bequest. The PCC decided to convert the Memorial Fund from "restricted" to "unrestricted" in order to strengthen the cash reserves. This fund comprises a portfolio of safe securities and some cash held as a contingency against unexpected expenditure. The PCC will consider establishing a formal quantified reserves policy during 2022, once the anticipated items of major expenditure are committed and the uncertainties of the Covid-19 crisis are overcome.

Risk Management

All Saints has too small a turnover and insufficient assets to be required to include a formal and detailed risk assessment in the APCM Report¹⁰; nevertheless, it is recommended that as a matter of good practice the issue is addressed in principle. The relevant actions that are authorised by the PCC are collated below.

The risks are considered to fall into two main areas;

- financial risks associated with the physical assets of church building and land;
- operational risks concerning activities of the church as an organisation.

The following precautionary measures are therefore in place:

(a) Financial Risks

- The building is insured against fire and all normal perils by the Ecclesiastical Insurance Society.

¹⁰ Charities and Risk Management, CC26, The Charity Commission, 01/06/2010.

- The building is subject to the statutory quinquennial inspection by the architects, Jessop & Cook and any recommended repairs budgeted for according to their recommended implementation schedule. The architects are also consulted on any significant problems arising between quinquennial inspections. Sufficient capital and current account balances are maintained to meet reasonable expectations for on-going repairs [see Reserves Policy]. The buildings are regarded as being in generally good condition.
- The church wiring is periodically tested and portable equipment receives appropriate inspection and portable appliance testing¹¹ (PAT).
- Any new building services [e.g. new oil tank and boiler] are installed according to the latest statutory requirements and industry best practice.
- A fund has been established as a contribution towards the inevitable replacement of the Copeman Hart organ.

(b) Operational Risks

- The church has Employer's Liability Insurance with the Ecclesiastical Insurance Society.
- Contractors are required to have a minimum of £2M third party liability insurance for minor tasks and £5M for major works.
- The church has a comprehensive risk assessment file which is regularly updated as a living document to cover any identified, new or changed risks. There is an accident book and the church is compliant with the new Charity Commission scheme for serious incident reporting. No such incidents have occurred during 2021.

Future Plans

The church aims to improve its mission and ministry through the activities that are described under the sections on “Worship and Prayer” and “Church Life”, above. The Steering Group has already defined development themes of:

¹¹ The Electricity at Work Regulations 1989

- Deepening of faith;
- Better and / or different communication;
- Outreach to the local community.

These objectives have already been elaborated in the profile document for the new HfD associate priest. A major parish event is planned for early 2022 to involve the whole congregation in assessing the particular implications for AllSS within the overall benefice scheme.

The 2020 report stated that the receipt of the Clift bequest would present a major, once-in-a-generation, opportunity to enable the church to pursue a major project to support these aims. This year presents a different picture with a shrinking congregation and choir, together with a reduction in the value of the Clift bequest. Simultaneously, expenses are anticipated for the programme of repairs required following the Quinquennial Inspection and an additional sum will be required to supplement the organ fund when the instrument is replaced in 2022. The church has also agreed to provide £1400/a to support music tuition at the school. A more cautious approach to major expenditure will be required. Any projects will need to be critically looked at with a view to the benefits that can be obtained and how much local involvement can be encouraged. Much prayer and discussion will be required to define such plans and the implementation will require a well considered long-term plan.

Approved by the PCC on 7th April 2022 by e-mail and signed on its behalf by

The Rev'd James Stickings, Rector

Barbara Langdale, Churchwarden

Ian Heriot, PCC Secretary

INDEPENDENT EXAMINER'S REPORT

The PCC of All Saints' Church, Rotherfield Peppard

I report on the accounts of the church for the year ended 31st December 2021 which are set out on pages 18 to 22.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church'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 Commissioners (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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below. 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.

Rev'd. A. A. Clements.

Date

Fellow, Association of Charity Independent Examiners.

15 Carleton Road, Great Knowley, Chorley PR6 8TQ

Receipts and Payments Accounts

	Notes	Unrestricted Fund	Designated Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£	£
Receipts						
Voluntary receipts:						
Planned giving		10,139			10,139	11,373
Parish Giving Scheme		16,903			16,903	15,418
Collections		1,642			1,642	447
All other giving	6a	47,753	0	1,075	48,828	3,022
Bank interest		229			229	44
Gift Aid recovered		5,466			5,466	7,703
		82,132	0	1,075	83,207	38,007
Activities for generating funds	6b	791			791	334
Investment Income	6c	15,565			15,565	14,872
Church activities	6d	1,773			1,773	2,844
Total receipts		100,261	0	1,075	101,336	56,057
Payments						
Church activities						
Parish share		47,033			47,033	47,513
Stipends		2,329			2,329	5,362
Church running expenses	6e	16,102	0	2,047	18,149	31,140
Mission giving and donations	6f	100			100	600
Reinvestment in funds		65,564	0	2,047	67,611	84,615
Legal Costs		100			100	100
Cost of generating funds	6g	441	0	0	441	189
Total payments		66,105	0	2,047	67,897	84,904
Excess(Deficit)		34,156	0	(972)	33,184	(28,847)
Transfers between funds - net		(997)		997		
		33,159	0	25	33,184	(28,847)
Donations received		369			369	
Donations passed on	4h	(369)			(369)	
Realisation of Investments					0	11,966
Cash at bank and in hand 1 Jan		(6,768)	13,473	11,566	18,271	35,152
Cash at bank and in hand 31 Dec		26,391	13,473	11,591	51,455	18,271

Statement of Assets and Liabilities

Cash funds	Notes	Unrestricted	Designated	Restricted	Endowment	Total
		Funds £	Funds £	Funds £	Funds £	2021 £
Bank accounts		26,391	13,473	11,591		51,455
Other monetary assets						0
Investment Assets						
Fund shares at market value		364,332		458,973		823,306
		390,723	13,473	470,564		874,761
Liabilities						0
Assets retained for Church use		390,723	13,473	470,564		874,761

Notes to the Financial Statements

- 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 following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: movable church furnishings held by the Churchwardens on special trust for the PCC which require a faculty for disposal

- 3** The expenses paid to clergy may include a small immaterial portion which relates to their function as PCC members. No other member of the PCC received any payment for being a member of the PCC.

- 4** The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Designated					
Church bells remedial fund					0
Flower					0
Heating system renewal					0
Platt legacies	11,717				11,717
	11,717		0	0	11,717
Restricted					
Churchyard maintenance		1,050	(2,047)	997	0
Organ	11,160				11,160
Friends of All Saints'	407	25			432
	11,567	1,075	(2,047)	997	11,592

5 Investment Funds	Value 1 Jan	Realisation	Profit/loss	Value 31 Dec
Restricted				
11703.08 COIF Investment Fund Shares - Rectory Cottage Fund	212,288		28,402.22	240,690
12670 M&G Charifund Shares - Rectory Cottage Fund	220,337		(23,166.46)	197,171
19114.67 CBF Fixed Int Secs Fund Shares - Organ Fund	34,897		(13,784.49)	21,113
	467,522		(8,549)	458,973
Unrestricted				
43844.115 Newton Gwth & Inc Shares - Memorial Fund	66,884		12,385.08	79,269
Hargreaves Lansdown- Fund & Share Account				284,663
362.43 CBF Fixed Int Secs Fund Shares - Memorial Fund	639		(238.69)	400
	67,523	0	12,146	364,332
Total investment funds	535,045	0	3,598	823,306

The first two investments listed represent monies invested when the former Rectory Cottage was sold. The capital monies may only be used for ecclesiastical purposes within the parish at the discretion of the Parochial Church Council. Such use would not include meeting the General Fund obligations of the Council.

6 Further analysis of Receipts and Payments

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
	£	£	£	£	£	£
Receipts						
a) All other giving/voluntary receipts:						
Donations	2,453		1,075		3,528	955
Legacy	45,000				45,000	250
Gift Day appeal	300				300	767
Grants					0	1,050
	47,753		1,075		48,828	3,022
b) Activities for generating funds:						
OHCT Ride and Stride	640				640	
Sundry income	151				151	334
	791				791	334
c) Investment income:						
COIF Investment Fund	6,189				6,189	6,068
M&G Charifund	9,376				9,376	8,489
Newton Growth & Income Fund					0	315
	15,565	0			15,565	14,872
d) Church activities:						
Church publications					0	702
Parochial fees	1,773				1,773	2,142
	1,773				1,773	2,844

Payments

e) Church running expenses:						
Benefice Office	1,497				1,497	1,099
Henley Deanery					0	360
Choir	2,113				2,113	263
Organ maintenance	355				355	0
Magazine expenses	24				24	46
Services	227				227	219
Flowers	285				285	0
Energy and water	1,956				1,956	2,126
Clergy expenses	365				365	294
Cleaning & security	500				500	396
Churchyard maintenance	475		2,047		2,522	20,964
Church repairs and maintenance	5,321				5,321	2,702
Adjustment	433				433	
Church insurances	2,550				2,550	2,671
	16,102	0	2,047		18,149	31,140

Approved by the PCC on 7th April 2022 by e-mail and signed on its behalf by

The Rev'd James Stickings, Rector

Barbara Langdale, Churchwarden

Ian Heriot, PCC Secretary