

# **The Parish of Stoke St Mary (with Thurlbear)**

## **In the Seven Sowers Benefice**

**(United Benefice of Beercrocombe, with Curry Mallet,  
Hatch Beauchamp, Orchard Portman, Staple Fitzpaine,  
Stoke St Mary (with Thurlbear) and West Hatch)**

# **Annual Report and Financial Statements of the Parochial Church Council**

**For the year ended 31<sup>st</sup> December 2012**

### **Incumbent**

The Revd Paul Reynolds  
The Rectory  
Stoke St Mary  
Taunton  
TA3 5BX

### **Bank**

Lloyds TSB Bank  
31 Fore Street  
Taunton  
TA1 1HN

### **Independent Examiner**

Alison Horsey  
Fairways  
West Hatch  
Taunton  
TA3 5RS

## **The Parish of Stoke St Mary (with Thurlbear) – Annual Report for the Year 2012**

### **Introduction**

The ecclesiastical parish of Stoke St Mary (with Thurlbear) contains two parish churches, namely the church of St Mary the Virgin, Stoke St Mary, and the redundant church of St Thomas, Thurlbear. The two churches are located in the centre of their respective villages.

The parish forms part of the United Benefice of Beercrocombe with Curry Mallet, Hatch Beauchamp, Orchard Portman, Staple Fitzpaine, Stoke St Mary (with Thurlbear) and West Hatch. The parish is part of the Deanery of Ilminster, which in turn is part of the Diocese of Bath and Wells within the Church of England.

The Parochial Church Council (PCC) is a charity exempted from registration with the Charity Commissioners.

The Revd Paul Reynolds has been the Rector throughout the year and resides in Stoke St Mary.

During 2012 the PCC continued to support the Rector in promoting the whole mission of the church – pastoral, social and ecumenical – within the ecclesiastical parish. He has been assisted in the Benefice by the Associate Priest the Revd Mary Godin and the Assistant Curate Christabel Ager, and by the licensed lay readers Brian Crudge and Clive Hayward. The PCC was greatly saddened to receive news at the end of July of the death of Roger Godin. Roger had served for many years both as a lay reader in the Benefice and as a member of St Mary's PCC.

The PCC is responsible for the care and maintenance of the Grade II\* listed church building in Stoke and the adjacent churchyard. It is also responsible for the churchyard of St Thomas's Church, Thurlbear, where the church building itself is maintained by the Churches Conservation Trust.

The current typical service rota provides for a service each Sunday as follows: first Sunday: 8.30 am BCP Communion; second Sunday: 10.00 am Parish Communion; third Sunday: 6.00 pm BCP Evensong; fourth Sunday: 10.00 am Worship-for-All. On fifth Sundays a United Benefice Service is held, which circulates around all the parish churches in the Benefice.

## Membership

The method of appointment of PCC members is set out in the Church Representation rules. Members are elected at the Annual Parochial Church Meeting. All Church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

PCC members who served from 1<sup>st</sup> January 2012 until the date on which this report was approved were:

*Incumbent:* The Revd Paul Reynolds (*Chairman*)  
*Associate Priest:* The Revd Mary Godin  
*Churchwardens:* John Pugh (*Joint Vice Chairman & Treasurer*)  
Colin Clarke (*Joint Vice Chairman*) - From 3<sup>rd</sup> June 2012

*Deanery Synod Representative:* Tom Mayberry (*ex-officio*)

*Elected Members:* Jill Baker  
Brian Crudge (*Lay Reader*)  
Roger Millard  
Peter Renshaw  
Graham Salter  
Roger Smith - From 13<sup>th</sup> March 2012  
Margaret Sparkes - Until 13<sup>th</sup> March 2012

John Pugh served as acting secretary throughout the year.

## Church Attendance

At the time of the Annual Parochial Church Meeting in 2012 there were 41 parishioners on the Electoral Roll. The weekly attendance at services varied from a minimum of about 8 at an 8.30 a.m. service up to 40 or more at other regular services. The harvest and Christmas services again proved very popular.

## Sidesmen and Sideswomen

Sidesmen and Sideswomen are appointed for the year and are organised by Peter Renshaw. In 2012 they were Rosemary Burgess, Charles Clark, Colin Clarke, Tom Mayberry, John Pugh, Peter Renshaw, Margaret Sparkes and Rachel Woolvin.

## Other Roles

Other members of the congregation provide essential support to the work and worship of St Mary's Church by serving as bell ringers (Tower Captain: Rachel Drew), flower arrangers and cleaners, and by serving on the coffee-making rota. The principal organist is Sue Lee and the organist at Evensong is Kate Walden. The Sacristan is Dorothy Hardwell. The church architect is Annie Evans.

## Review of the Year

The full PCC met on five occasions during 2012 and discussed a broad range of subjects.

The PCC was delighted to welcome Colin Clarke as Churchwarden, having served on the PCC for a number of years. The PCC was also very pleased to welcome Roger Smith as a member. It was, though, very sorry to bid farewell to Margaret Sparkes after more than twenty-five years of service. The Rector thanked Margaret for her great contribution on the PCC and her continued contribution as a Sideswoman.

During the year the Crewkerne & Ilminster Deanery was formally dissolved and two separate deaneries formed, of which the Ilminster Deanery is the one to which all the parishes in our Benefice now belong. After some discussion amongst the churchwardens and within the ministry team, the Benefice decided to adopt as a collective name The Seven Sowers Benefice.

Our Youth Worker, Cheryl Govier, has again been extremely energetic in covering the communities in the two Benefices and her work, primarily centred around the schools, has been very well received by parents and children alike. In the early part of the year all the PCCs in the Benefice discussed funding the cost of the Youth Worker project at the end of Cheryl's initial three year appointment in July. There was unanimity in wanting to continue the great work already begun and delight that the present incumbent had agreed to stay on for a further year. In conjunction with the Blackdowns Benefice, funding for the fourth year has been secured.

In the summer, a pilot prayer visiting initiative was rolled out and there was an encouragingly warm response from the majority of homes visited. There were useful lessons learned too.

The shared evening services with Stoke Chapel, held every two months, worked to the mutual benefit of both congregations. The Evensong service trialled at the end of last year proved popular.

Three services were also held in Thurlbear School, including a service in the autumn to celebrate the harvest and followed by a bring-and-share lunch. The traditional candle-lit Advent Carol Service was held in Thurlbear Church; the service was as popular as ever, despite the rather damp afternoon. Christmas services included a Carol Service in mid-December, a Crib Service on Christmas Eve and a family service on Christmas Day itself. All these services were well supported and greatly enjoyed.

A new Head Teacher, Mrs Heather Barraclough, was appointed at Thurlbear School in January and the PCC was pleased to get very encouraging reports of her dynamism in running the school, coupled with her strong commitment to promoting the Christian faith.

There were a number of capital projects under consideration during the year but the progress made was not encouraging. Taunton Deane Borough Council advised the PCC that they would not continue to pay for the cost of floodlighting the church and the PCC agreed that they would take on this expense themselves. The lights were eventually disconnected in November and our own electrical contractor engaged to cable them up to the church's electrical circuit.

The initial plans to provide a lavatory in the church, drawn up by the church architect, received the unanimous approval of the PCC and outline approval of the Diocese. The concerns of English Heritage have been incorporated and final plans for submission to the DAC will be submitted early in 2013. The project received further funding during the year and the project is now almost fully funded.

The aspiration of the PCC to replace a badly damaged window in the Vestry with one dedicated to a late parishioner (who had left a legacy to give effect to this) remains unfulfilled. Efforts to obtain a Faculty were twice rejected by the Diocese on the grounds that the designs submitted were insufficiently detailed. A further plan, in greater detail, has been requested from the church window restorers contracted to carry out this work as we continue to seek a solution acceptable both to the PCC and to the Diocese.

The Tower Captain and her team of ringers identified some essential maintenance work required in connection with the main frame and pulley blocks. Much of the work required was carried out by the ringers themselves, at a considerable saving to the PCC.

The PCC was pleased to play its part in the celebrations held in the village to mark the Diamond Jubilee of Her Majesty the Queen in June.

An inspection by our insurance company, the Ecclesiastical, found the fabric of the building and the risk management practices to be largely satisfactory. Since this was the first visit in almost twenty years, this was a very acceptable outcome. Actions have been taken to address the handful of issues raised.

In October we got a good response from villagers prepared to give up a couple of hours to help tidy up the churchyard and fortunately we had a fine day to do it.

A Christmas Bazaar was organised in the Village Hall at the beginning of December, following a familiar pattern to previous years and fulfilling the joint objectives of fundraising and outreach.

The PCC supported numerous charities during the year, keeping to its pledge of distributing a tenth of its General Fund income to charitable, mission and community projects. Note 5 to the accounts gives a full list of the beneficiaries.

PCC funds again received a significant contribution from the Benefice Magazine, which succeeds in raising money primarily through the sale of advertising space. Its contribution to informing the wider community about events related to the church is an important medium of communication.

## **Financial Review**

Total receipts on unrestricted funds were £15,636 and are detailed in the Financial Statements.

Total payments on unrestricted funds in the year were £18,027, which included a transfer to the Community, Mission and Charitable Fund of £1,564, maintaining our commitment to tithing. The largest item of expenditure (£13,796) was the Parish Share, which is a payment to the Bath and Wells Diocesan Board of Finance to enable it to provide the parish with clergy and support services. Donations in the year under the heading of 'Community, Mission and Charitable' amounted to £1,670; these payments are detailed in full in the notes to the Financial Statements.

The unrestricted funds (comprising the General Fund and the Community, Mission and Charitable Fund) had a shortfall of receipts over payments in the year of £2,497.

## **Reserves Policy**

It is the policy of the PCC to maintain a balance on unrestricted funds, if possible, equating to approximately six months' unrestricted payments. This policy is aimed at covering any unforeseen emergency situations that may arise. At 31<sup>st</sup> December 2012 the balance on the General Fund of £5,841 equated to 118 days of payments (2011: 156 days).

It is the strategy of the PCC to invest the monetary assets of long-term funds, including the Fabric Fund, in deposits with the Church of England Deposit Fund. Surplus monetary assets which may be required at shorter notice, are held with Lloyds TSB Bank on current and deposit accounts, as appropriate.

John Pugh  
(Churchwarden and Acting Secretary)

24 February, 2013

## **Independent Examiner's Report to the PCC of Stoke St Mary Parish Church For the Year Ended 31 December 2012**

I report on the accounts of the PCC for the year ended 31 December 2012 which are set out on pages 6 to 10.

### **Respective responsibilities of trustees and examiner**

The PCC are the trustees of the charity and are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Mrs Alison Horsey  
Fairways, West Hatch, Taunton. TA3 5RS

24 February 2013

# Stoke St Mary PCC

## Receipts & Payments

### For the Year Ended 31 December 2012

#### GENERAL FUND (Unrestricted Fund)

	Notes	2012 £	2011 £
<b>RECEIPTS</b>			
Service Collections		3,547	3,702
Envelopes		440	932
Regular giving through bank		7,070	6,780
Income tax recovered	3	2,348	2,461
Donations	4	1,236	2,245
Bank Interest		36	52
Fees (Weddings etc.)		486	611
Fêtes and Bazaars	4	473	453
<b>Total Receipts</b>		<b>15,636</b>	<b>17,236</b>
<b>PAYMENTS</b>			
Parish Share		(13,796)	(14,247)
Clergy Expenses		(787)	(933)
Organist Fees		(368)	(378)
Organ Maintenance		-	-
Heat & Light		(306)	(282)
Insurance		(552)	(543)
Transferred to Community, Mission and Charitable Fund		(1,564)	(1,724)
Youth Worker Project (50%)	6	(484)	(1,028)
Sundry		(170)	(89)
<b>Total Payments</b>		<b>(18,027)</b>	<b>(19,224)</b>
<b>Deficit of Receipts to Payments</b>		<b>(2,391)</b>	<b>(1,988)</b>
Fund balance at 1 January 2012		8,232	10,220
<b>Fund balance at 31 December 2012</b>	7	<b>5,841</b>	<b>8,232</b>

#### COMMUNITY, MISSION AND CHARITABLE FUND (Designated Fund)

This Fund was established in 2004 following the decision of the PCC to tithe General Fund income.

		£	£
<b>RECEIPTS</b>			
Transferred from General Fund		1,564	1,724
<b>PAYMENTS</b>			
Payments to charitable causes	5	(1,670)	(2,218)
<b>(Deficit)/Excess of Receipts to Payments</b>		<b>(106)</b>	<b>(494)</b>
Fund balance at 1 January 2012		(658)	(164)
<b>Fund balance at 31 December 2012</b>	7	<b>(764)</b>	<b>(658)</b>

# Stoke St Mary PCC

## Receipts & Payments

For the Year Ended 31 December 2012

### CHURCHYARD FUND (Part Restricted Fund)

	Notes	2012 £	2011 £
<b>RECEIPTS</b>			
TDBC Grant - Stoke St. Mary		300	300
TDBC Grant - Thurlbear		260	260
Donations, burial fees etc.		196	392
		<u>756</u>	<u>952</u>
<b>PAYMENTS</b>			
Stoke St. Mary: Grass Cutting		(891)	(679)
Thurlbear: Grass Cutting		(250)	(350)
		<u>(1,141)</u>	<u>(1,029)</u>
<b>(Deficit)/Excess of Receipts to Payments</b>		(385)	(77)
Fund balance at 1 January 2012		<u>2,009</u>	<u>2,086</u>
<b>Fund balance at 31 December 2012</b>	7	<u><b>1,624</b></u>	<u><b>2,009</b></u>

At 31 December 2012 and 2011, all the funds carried forward were Designated Funds.

### FABRIC FUND (Restricted Fund)

		£	£
<b>RECEIPTS</b>			
Donations and related Gift Aid recovered		10,750	8,974
Legacy received		-	10,000
Bank Interest		302	174
		<u>11,052</u>	<u>19,148</u>
<b>PAYMENTS</b>			
New lavatory (Architect's fees)		(602)	-
Bells and bell tower repairs		(509)	-
Kitchen project		-	(190)
Repairs to sound system		-	(172)
General repairs & inspections		(65)	(110)
		<u>9,876</u>	<u>18,676</u>
<b>Excess/(Deficit) of Receipts over Payments</b>		<u>9,876</u>	<u>18,676</u>
Fund balance at 1 January 2012		<u>29,872</u>	<u>11,196</u>
<b>Fund balance at 31 December 2012</b>	7	<u><b>39,748</b></u>	<u><b>29,872</b></u>

Donations (with the related Gift Aid tax credit) of £10,750 were received in the year as funding towards the proposed installation of a lavatory.

# Stoke St Mary PCC

## Statement of Assets and Liabilities As at 31 December 2012

	Notes	2012 £	2011 £
<b>ASSETS</b>			
<b>Cash funds</b>			
Lloyds TSB current account		2,121	965
Lloyds TSB deposit account		193	193
CCLA deposit account - General Account		2,118	4,083
CCLA deposit account - Fabric Account		42,017	34,214
Cash in Hand		-	-
<b>Monetary assets</b>	7	<b>46,449</b>	<b>39,455</b>
<b>Debtors and prepayments (General Fund)</b>			
Clergy expenses paid in advance		250	250
Income tax recoverable (estimated)		3,960	1,693
<b>Other monetary assets</b>		<b>4,210</b>	<b>1,943</b>
<b>LIABILITIES</b>			
<b>Creditors and Accruals (General Fund)</b>			
Clergy expenses		194	240
Organist		-	8
Organ maintenance		180	90
Hall hire		39	39
Seven Sowers Charitable Fund: Youth Worker		244	-
		<b>657</b>	<b>377</b>

The above Statement of Assets and Liabilities and the associated Receipts and Payments Accounts, including the notes on the following two pages, were approved by the Parochial Church Council on 24 February 2013 and are signed on its behalf by the Rector and the Treasurer.

# Stoke St Mary PCC

## Notes to the Financial Statements For the Year Ended 31 December 2012

### 1. Presentation of financial information

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

### 2. Accounting policies

The financial statements include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body nor those that are informal gatherings of Church members.

Receipts are included as received and expenditure when irrevocably paid.

Restricted funds must be used for the purpose for which the money was given or donated.

General funds represent unrestricted money that can be used for the general charitable purposes of the PCC.

Designated funds represent unrestricted money that has been earmarked for a specific purpose by the PCC. This money may be undesignated at any time.

The origin and purpose of each fund within the fund classification are given beneath the title of each fund.

### 3. Income tax recovered

A claim for recovery of income tax under the Gift Aid scheme may be made at any time during the year and the receipts from two claims were received in 2012 covering the periods from 6 April to 31 December 2011 and from 1 January to 5 April 2012. A claim for the period to 31 December 2012 will be submitted in 2013 and this is shown in these accounts as a receivable amount in the "Statement of assets and liabilities". It will be included in the "Receipts and payments account" in 2013. HMRC refund 20/80ths of all payments received under a Gift Aid declaration.

<b>4. Income from fêtes, bazaars and other donations.</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Christmas bazaar	473	453
Harvest supper	-	-
<b>Income from fêtes and bazaars</b>	<b>473</b>	<b>453</b>
Benefice magazine surplus	752	873
Gift Aid donations	122	138
Other non-Gift Aid donations	362	634
Legacies	-	600
<b>Income from other donations</b>	<b>1,236</b>	<b>2,245</b>

### 5. Donations to charitable causes

Thurlbear School Leavers' Bibles	308	324
Royal British Legion	236	202
ZEST UK (Libala Basic School, Livingstone, Zambia)	200	200
Churches Conservation Trust	175	190
Children's Society	147	76
Thurlbear School Governors	120	128
DEC Appeal for East Africa	-	70
	<b>1,186</b>	<b>1,190</b>
Youth Worker Project (50%) - (See Note 6)	484	1,028
<b>Donations to charitable causes</b>	<b>1,670</b>	<b>2,218</b>

# Stoke St Mary PCC

## Notes to the Financial Statements (continued)

### For the Year Ended 31 December 2012

#### 6. Funding for Youth Worker Project

Funding is being provided by the churches in the Benefice and in the neighbouring Blackdown Benefice towards the cost of a full-time Youth Worker, who has been retained on a three-year contract. The amount paid out to the project treasurer in 2009 was charged to the Community, Mission and Charitable Fund. No amounts were dispensed in 2010. In 2011 two decisions were made: firstly to split the payments in the year between the General Fund and the CMC Fund; and secondly to set aside an additional 50% of all amounts paid to the project treasurer in the year to a special fund geared towards meeting the cost of a potential fourth year. In 2011 this additional amount was paid to the Benefice charity, The Seven Sowers Charitable Trust.

	2012	2011
	£	£
2012/13 project year	808	-
2011/12 project year	-	808
2010/11 project year	-	565
Paid to Youth Project Treasurer	808	1,373
Additional contribution (50% in 2011) towards fourth year		
Paid to The Seven Sowers Charitable Trust	160	683
<b>Total Cost</b> (split evenly between General Fund and CMC Fund)	<b>968</b>	<b>2,056</b>

#### 7. Funds

Fund balances at 31 December 2012 were as follows:

	£	£
General Fund (Unrestricted)	5,841	8,232
Designated funds:		
Community Mission & Charitable Fund	(764)	(658)
Restricted funds:		
Churchyard Fund	1,624	2,009
Fabric Fund	39,748	29,872
<b>Monetary assets carried forward</b>	<b>46,449</b>	<b>39,455</b>

#### Reconciliation of movements in funds

	Monetary assets brought forward	Receipts/ (payments) in the year	Monetary assets carried forward
	£	£	£
General Fund	8,232	(2,391)	5,841
Community Mission & Charitable Fund	(658)	(106)	(764)
Churchyard Fund	2,009	(385)	1,624
Fabric Fund	29,872	9,876	39,748
	<b>39,455</b>	<b>6,994</b>	<b>46,449</b>