

ST BOTOLPH'S SWYNCOMBE ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2018

Foreword by Reverend Daniel Thompson

After 18 months in post and my first full year this would be a good time to share my thinking about where I think we are and where I see us going. First of all I wish to thank you all for all you have done over the last year, for your energy, your support and especially for the care you have shown for St Botolph's. We are all aware that this isn't the easiest of times for the Church, with declining numbers and greater pressure on those who continue to contribute, and this makes your service all the more admirable. I do though believe this is a time for hope and a renewed sense of vision.

In this, the expectation is that I will help us move forward and (in somewhat basic terms, 'grow' the Church). In the profile you asked for a 'confident, collaborative leader who would navigate the path for growth', and now would be a good time to share with you what it is I think the 'path' looks like. If we are looking to 'grow', then we need to consider where 'growth' is going to come from and we need to be looking to the community, which (for good or bad) is something that in most cases is going to grow in itself. The question then is how are we to engage with our community in ways that they might consider entering our church on a Sunday morning? For me there are a number of stages to this. For a start we need to recognise that the Church and the wider society are probably further apart than they have ever been since the first missionaries came to these shores in the fourth century. This is not a view exclusive to the Church but something I recognise in many 'traditional' areas of life, such as local pubs / shops, engagement in politics or Unions and even family life more generally. Historically the Church was a bit late to realise this change then suddenly ran around trying to please everyone with the hope that people would stop going to football on a Sunday morning and suddenly start coming to church. This approach has (in my opinion) failed, leaving us scratching our heads wondering 'what happened, we tried ...'. For me the answer is to dig deep into the things that matter, life, death, community, Salvation and hope. In short the things that the Church has been doing for 2000 years. These are universal concerns and things the Church has been immersed in. The evidence for growth is that it happens when people are intentional about it and confident in their faith, and this is borne out by growth in Churches where there is a clear sense of identity and teaching (such as Evangelical and Anglo-Catholic Churches). As you know I am of neither persuasion, but it doesn't mean we can't learn. The question is how can we make growth work in our own context?

For me it comes back to an earlier point about the difference between the Church and the Community, our job then is to build a bridge between the two areas of life. It involves going out into the Community and being a Christian presence in peoples' lives. Something I know you all do very well, but it is also about ensuring that when people cross the bridge what they find is welcoming, friendly but also deep and holy, something they can't find on the football field or in the gym. There are then three things we need to work on: To be a Christian presence in the Community, to help bridge the gap and to ensure what people find is worthwhile, and my feeling is that while all three are happening there is work to be done and these things are not going to happen, quickly, and without prayer, listening to how God is working here.

In terms of Community building I think we are very good at this and this year has seen many great community events across the benefice, from Snowdrop teas, Pyrton and Watlington Fetes and a brilliant Talent Night at Britwell. Our care for our neighbours is excellent and there have been some great community initiatives such as a Community Choir and RE lessons in Church with the Icknield Secondary School. I am conscious that our Social outreach could be improved and this is something I want to explore over the next year.

When it comes to the other two areas there is more of a need to get things done, and while I recognise that this is a slow-burn we need to think more strategically about how we can move things on. There are signs of hope, and most of our churches are looking at improving the facilities. We have though struggled with music and there is a hope that with new organists on the horizon things might improve in this area. Across the benefice there is a good variety of worship which I am keen to maintain and as time moves on I would like to find ways to strengthen the individual identity of each Church and it's worship. We also need to think more explicitly about Children's work, and again there is lots of positivity in this area, but we perhaps need to be more coordinated and focussed in how we go about things.

There are many other signs of hope for the next year, and we look to having an Ordinand in training, possibly starting in September as well and people coming forward to develop their own ministry. My feeling is that there is new energy across the benefice and with that, new opportunities to become involved and grow in faith, (and please contact me if you feel in anyway called to deepen your own sense of vocation in whichever way it appears!). I am as you already know a great optimist and believe that we can do so much here, the aim of all of

this is not to be down-hearted by the challenges but to be open to signs of hope and newfound life and energy. When people think that we need to 'change' to grow, it is primarily about an inner change of heart rather than a rearranging of the chairs that is most important. In this I thank you for your openness, for coming along side and your desire not to give up. It promises to be an exciting year and I can't wait to share it with you all.

Introduction

The functions of the **Parochial Church Council (PCC)** shall include co-operation with the minister in promoting within the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. This mission includes the maintenance of our 1,000 year-old church building.

In the second decade of the 21st century, a rural parish Anglican church like ours continues to face significant challenges. Situated on the Ridgeway, St Botolph's is a spiritual place, with a tranquillity that inspires its visitors. The holiness of the setting, the simplicity of the historic architecture and the long tradition of Christian worship in such a seemingly isolated place affords us the potential and the opportunity to draw worshippers from far and wide, albeit to the depths of the Oxfordshire countryside.

Half of those on our Parish Roll live outside the parish. Our Parish is sparsely populated (about 250 households, with about 550 residents across 5 hamlets). There is no obvious vibrant village centre that might act as our focal point. We have no premises beyond the church building itself. We have Planning Permission for a lavatory with disabled facilities and small store-room to be sited within the Churchyard and hope this will be built during 2019. We use the Village Hall at Russells Water for meetings.

Our worshipping style is 'traditional, with Sung Eucharist celebrated every week and the Eucharist said from the 1662 prayer book on the second and fourth Sundays every month.

Objectives

We recognise the following future challenges:

1. We need to develop a more balanced congregation across the age-range, particularly by embracing families.
2. Establish an active outreach posture relevant to the needs of those living in the wider community of the parish, not least the sick and needy.
3. Be more active across the Benefice, both with our sister parishes but also with the other Christian churches.
4. Do only a few things, but do them well.

Our Vision is:

'To grow a vibrant and inclusive church community sustained by the warmth of our welcome, the spirituality of our worship and the tranquillity of our setting, so that St Botolph's might continue its discipleship to provide hope, comfort and peace for another thousand years.'

Despite reports of the Church of England having an ageing congregation and declining church attendances, we in St Botolph's, with our 26-strong regular congregation, are planning positively for the future, both through our worship and by our actions. We consider ourselves to be traditional Christians who are drawn to attend services at our ancient, hallowed church, seeking tranquillity in prayer, fulfilment and strength from traditional worship and fellowship.

We come, hopefully, with open minds and open hearts, doing our best to reflect honestly on the meaning of Jesus Christ for each of us and to welcome all who may want to join us, with the assurance of a warm Christian welcome. St Botolph's is a small, supportive community. If you are interested, come and see!

Achievements and Performance

Snowdrop Teas 2018: We are delighted that snowdrops, aconites and visitors continue to appear in our churchyard every February. In 2018 the snowdrops arrived earlier than usual. Our opening day (Saturday, 10th February) was cold and wet, accompanied by a hail-storm. The following day, however, improved considerably in terms of weather and visitor numbers. This year, we moved the 'Blessing of the Snowdrops' to the Sunday afternoon, (rather than the Saturday) as more visitors are present on a Sunday. A young child assisted the Rector with the Blessing using the Holy Water and a watering can. The middle Saturday had excellent weather. Visitor numbers were so high that service of Tea and Cakes outside was started at mid-day instead of at 2.00pm. Our 'Snowdrop Evensong', held on the middle Sunday was well-attended also. The third week-end was sunny but cold, with many visitors enjoying their Afternoon Tea in the sunshine outside. This year, we raised our highest-ever amount: £8,000 (less expenses). A huge thanks is owed to all involved in this, our main fund-raiser of the year.

A Visitation of the Area Dean took place on 23 August, 2018. Rev'd Dr Emma Pennington (Area Dean of Aston and Cuddesdon) was accompanied by Mr Simon Richards (Lay Chair). Such a visit is held every few years, to check our church records (i.e. numbers attending church services, details of Weddings, Christenings, Funerals), and that the church artefacts, church linen, plus various policy and insurance documents are present and in good order. All assembled documents were deemed 'in order', however a Fire Safety Policy/Risk Assessment and a Health & Safety Policy/Risk Assessment were also required to be approved by the PCC and displayed in the porch, and the rôles of Fire Officer and Health & Safety Officer assigned. This is now all been put in place.

A St George's Day Talk by the Baroness Peta Buscombe was held Friday, 27 April, 2018. Baroness Buscombe is Lord's Minister for Work and Pensions and 'Baroness in Waiting' to the Queen. Her Talk, entitled: 'Epsom to Ermine – a life in the public eye', was most stimulating and very well-attended. The evening was most ably organised by David Orpwood, with tickets at £10.00 each, to include a glass of wine. The proceeds of the evening were divided equally between Swyncombe Church and Thames Valley Air Ambulance (Baroness Buscombe's chosen charity). A cheque for £500.00 was presented to Baroness Buscombe at the end of the evening.

Blessing of Pets Family Service: This is a charming and relaxed service that is always popular, often attracting many non-church-goers. This year was no exception and was well-attended by both adults and children with their pets. The service was held in a barn adjacent to the church on 8th July. Our thanks to the local estate owner, Sam Fielden, who kindly cleaned out the barn specially. This year, we had our first pony in attendance! A well-known local pony called 'Smartie'. We also had many well-behaved dogs who were all individually blessed.

Our 'new' Rector: Rev'd Daniel Thompson, has now been in post for some 15 months. He and his family have settled in well, but still patiently await the building of a Rectory in Watlington, which will become their permanent home. The Rector's warmth and enthusiasm for his role makes him well-liked and popular; we count ourselves very lucky to have him.

Swyncombe Choir during 2018: The Swyncombe Choir is a small group of singers, numbering from 12-16 depending on the season, formed by Carole Shorter (Choir Mistress and conductor) over 20 years ago through a request in The Parish News. The choir sings at the festival services and special services of the year: Snowdrop Evensong, all Holy Week and Easter services, the Patronal Festival, Harvest Festival, and leads the Carol Service the weekend before Christmas.

Thanks to the founding choir master, Carole Shorter, who taught them much of what they sing today, the choir has a rich repertoire. Visiting organists play for festivals and carry on the tradition of sung worship which brings many people into the church. Both Carole and Alan Shorter have contributed generously to the life of the church and Alan kindly volunteered to play for occasional services once he had formally retired. We are grateful to several other visiting organists for joining us regularly for services, especially for weddings and baptisms.

At Christmas, the Adult Choir transforms into The Swyncombe Singers and visits local houses and a local pub to sing carols; donations are invited for their current two designated charities. In December 2018, the singers raised over £2,500.00, shared between the Thames Valley Ambulance charity and the Chiltern Centre. The singers are grateful to all those who support them in this fundraising.

The position of Church Organist has been vacant since Easter 2018. The post has been widely advertised and the choir has looked for a rehearsal pianist and regular accompanist and conductor but without success so far. As a stop gap, digital recordings of the hymns and responses on our 'Kawai' have been used, and this effort has been much appreciated by the congregation over the year. A generous donation has recently been received which has funded the purchase of a full digital package (a 'Hymnal') to provide the hymns, psalms and other music used in the church through the existing sound system and which can be updated and added to regularly, which we hope to have fully operational early in 2019.

Deanery Synod: met 3 times in the last financial year. The continuing worries of other very rural Parishes about affording their Parish Share has again been raised.

The May Deanery Synod received reports from the General Synod and Diocesan Synod for the first time for some years. Diocesan Synod of March 2018 had stated that the "A Church Near You" website had been initiated by our Diocese and is keen to see its development by more input and links provided by Parishes on their "A Church Near You" pages.

Deanery Synod January 2018 Emma Pennington (Area Dean) has been appointed as Canterbury's Canon Missioner. The Deanery Mission Plan 2019 was presented and is available from the Rector or me if needed. One of its many aims is to appoint an assistant area Dean to champion Growing Communities of love, particularly where there is a need for planting of new Churches and new Curate training. There is an estimate of a 40-50% increase in population in the Deanery. 30% of clergy are retiring soon.

Harvest Festival: This year, decoration of the church for Harvest Festival proved more of a challenge than usual, since a wedding had been planned at lunchtime on the same day. Thus, the church looked a picture, with both Wedding Flowers AND Harvest Festival fruit and vegetables. Our thanks go to those who decorated the church (led by Ismayne Peters) under these rather unusual circumstances.

Harvest Festival Lunch and Auction: Following on from the Harvest Festival Service, approximately 50 people attended a delicious Harvest Lunch at Russells Water on Sunday, 14th October. Our warm thanks to the cooks who prepared and served the main course and to the Choir members who kindly provided the puddings. An auction of donated produce was held after the Lunch, led by Sir Brian Burridge. Overall the event raised **£1,275.34** (net of expenses) and was divided equally between Wallingford Food Bank and 'The Porch Steppin' Stone Centre' (an Oxford-based charity which supports those seeking to turn their lives around). Our thanks go to Brian for his auctioneering skills.

Remembrance Sunday: As in previous years, a Service of Remembrance was held at the War Memorial on Cookley Green immediately after the church service. However, this year was special, marking 100 years after the ending of World War I. Over 150 people attended this ceremony. In memory of those who lost their lives in battle, Swyncombe Parish Council arranged for an English Oak sapling to be planted and blessed by Canon Tony Williamson in a short service, followed by a reception in the Cricket Pavilion. A moving presentation has been created about the men of Swyncombe who served and died in the First World War, with photographs, and details of their lives and resting-places overseas. Many of these men are named on the Cookley Green war memorial. See: http://www.swyncombe.com/uploads/2/0/1/4/20145199/lest_we_forget_2018.pdf Wreaths were laid at the War Memorial from Swyncombe Parish Council and from Swyncombe Church.

'The News', our Parish magazine: The Parish Magazine Editor for the past 22 years (and the past 132 Editions), Elly Crossman, retired in the middle of the year after a heroic term in the Editor's Chair. The 300 copies of the printed magazine are distributed monthly by a team of volunteers. The magazine is widely read by the whole parish, with many who live outside the parish also receiving a copy. In a rural community with no identifiable 'hub', 'The News' is an important means of disseminating information within the parish; advertising supports the cost of the magazine. Our thanks and very best wishes go to Lizzie Christie-Miller, who has kindly stepped into Elly's shoes and is our new Editor.

GDPR (General Data Protection Regulations): These Regulations became law on 25 May, 2018. We are fully aware of this new legislation and comply with the Regulations so far as they apply to churches.

Safeguarding Training: Safeguarding Training (level C0) is required of all PCC Members and is on-going. The Churchwarden has completed her training: (C0, C1, C2).

Parish Giving Scheme: This is a nation-wide Church of England scheme whereby parishioners are invited to pay a sum of money (as much or as little as they wish) to their local church for its upkeep. The Rector hopes to launch this scheme in our Benefice during Spring 2019.

A Replacement Noticeboard: The large Noticeboard outside church is being replaced, and will reflect the new Rector's details.

Building of a Washroom: We now have Planning Permission from South Oxfordshire District Council (SODC) for the erection of a Washroom and Store in the churchyard and we are currently waiting for a Faculty from the Diocese. Tenders have now been received for the work and it is hoped that the Washroom will be completed during 2019. In order to raise the (approximately) £65,000 required for the building of a Washroom and Store, the Washroom Fund-raising Committee has been formed. Grant-offering organisations will be approached for funding, in addition to various fund-raising activities being held. It is hoped to involve local parishioners as much as possible. While the church does have some funds available for the Washroom in the first instance, the PCC are conscious that any monies used for this purpose will need to be replenished in anticipation of the on-going maintenance of the 1,000-year old church.

Building of a Wall in the New Burial Ground: A member of our congregation (Michael Colston - already a generous benefactor of the church) has offered to fund the erection of a wall in memory of his wife, Judy Colston, who died unexpectedly. It will be sited in the New Burial Ground, will be of a brick and flint construction (to match an existing brick and flint wall surrounding the main church graveyard) and would replace a rather

poor hazel hedge. We still await Planning Permission from SODC, a slight delay having been caused by the concern of the Forestry Officer over potential damage to tree roots.

Possible Extension of church land in the New Burial Ground: It is hoped that some more land may be made available (by Swyncombe Estate) to the Church for burial purposes in the New Burial Ground. Discussions on this subject are still on-going.

Carol Service in December 2018: On Saturday, 22 December, 2018 at 6.00pm our annual candle-lit Carol Service was held at St Botolph's Church, Swyncombe. The church looked a picture, with all candles blazing, including the candelabra and candles held by members of the congregation. The Adult Choir sang beautifully. Sadly, there was no Junior Choir, as our Choir Mistress (Carole Shorter) has retired. Numbers attending this service were slightly down this year, possibly because it was held on a Saturday evening, just before Christmas, when other events/family gatherings competed; in previous years, our Carol Service has been held at 4.00pm on a Sunday and not quite so close to Christmas. The six young Readers read their difficult Bible readings very well and, despite there being no formal Junior Choir, many of them were persuaded to sing the first verse of 'Once in Royal David's City'.

Church Attendance and Worship: Throughout the year, 86 services were held (LY 75), of which three were Funeral/Memorial/Interment services (LY 5), and three were weddings (LY 3). During the year, three children were baptised at normal Sunday services (LY 2).

Our largest congregations were at the Christmas Day service: 97 including 15 under 16 years of age (LY 143 including 33 under 16 years); at the Carol Service: 90 including 15 who were under 16 years (LY 129 including 23 under 16 years); on Easter Day: 78 including 6 who were under 16 years (LY 86 including 6 under 16 years). Attendance on Remembrance Sunday numbered 51 including 1 under 16 years (LY 37 including 0 under 16 years).

We are required to report to the Diocese the number of people (including children) attending all services during the month of October, at Easter and Christmas:

Reported Church Attendance		2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
October Total	Services	6	6	6	5	5	5	5	5	6	5
	Attendees	142	190	187	107	153	135	123	211	199	144
	Communicants	113	161	152	96	129	115	110	152	156	121
Easter Total	Services	1	1	2	2	2	2	2	2	2	2
	Attendees	78	86	86	88	90	86	95	98	72	95
	Communicants	67	68	64	60	73	72	73	85	61	72
Christmas Total	Services	3	3	3	3	3	3	3	3	1	0
	Attendees	152	206	183	166	224	122	139	139	70	0
	Communicants	80	149	137	114	151	98	108	108	53	0

Charitable Donations: In 2018, the PCC gave £5,124 to local or linked charities. Of this, £2,003 was specifically collected or raised; £1,044 (£514 as collections) for the Oxford Steppin' Stone Centre for the homeless (The Porch) including half the proceeds from the Harvest Festival event (rounded up by five pounds), £640 for the Wallingford Foodbank (the other half from the Harvest festival event), £319 collected for the British Legion on Remembrance Sunday that was topped up to £500 cash donation. £500 (half the proceeds from the 2018 Swyncombe Talk was given to the Thames Valley Air Ambulance, Baroness Peta Buscombe's chosen charity.

The charities supported by the PCC in the year (Stylacre, PACT, Alzheimer's Society and Berkshire Hospital Macmillan Nurses) were given £600 each. A subscription of £35 was also paid to the Oxfordshire Historic Churches Association.

Church Fabric: We continue to undertake minor works as required by the Quinquennial Inspection of November, 2014. The next Quinquennial Inspection is due in November, 2019.

The PCC: The PCC met five times in 2018: 24th January, 25th April, 10th July, 10th October, 14th November. Pat McKenzie resigned from the PCC on 17th November, 2018 due to ill health. Our warm thanks to Pat for her work on the PCC in her (all-too-short) time with us.

Electoral Roll: As at 31 December, 2018, the number on the Electoral Roll was 79. In 2017, the Electoral Roll was also 79.

Thank You: We wish to record our warmest thanks to the Ministry Team of Rev'd Daniel Thompson, Rev'd. Lucy Austin, Rev'd. Angie Paterson and Canon Tony Williamson, for the warmth and care they bring to the celebration of our services and the preparation they give to their sermons. Sadly Tony has since passed away, and our thoughts and prayers go to his family.

The PCC would also like to express grateful thanks to the various teams of people who bake cakes/make canapés for special events, organise coffees, who make sure the Church is clean, well-maintained and decorated with beautiful flowers – an essential task for a well-visited building. As mentioned above, our thanks also go to Elly Crossman and now to Lizzie Christie-Miller for creating and editing 'The News', a magazine which makes a great contribution to the life of the Church within the parish community; our thanks also to those who ensure it is hand-delivered to all homes and posted to those further afield. The PCC would like to record their thanks to both Shelagh Stevens and Mark Alliston for their hard work in not only keeping the web-site up-to-date – an unending, thankless task, but in constantly developing and improving it, to make it an attractive and useful means of attracting visitors to St Botolph's Church.

The PCC also wishes to record its gratitude to Sam Fielden of Swyncombe Farm for the use of his field on Church Hill for car parking during the Snowdrop afternoons (always depending on weather conditions) and to Graham Ryves-Webb, for regularly facilitating the use of the field by removing the sheep to a neighbouring field.

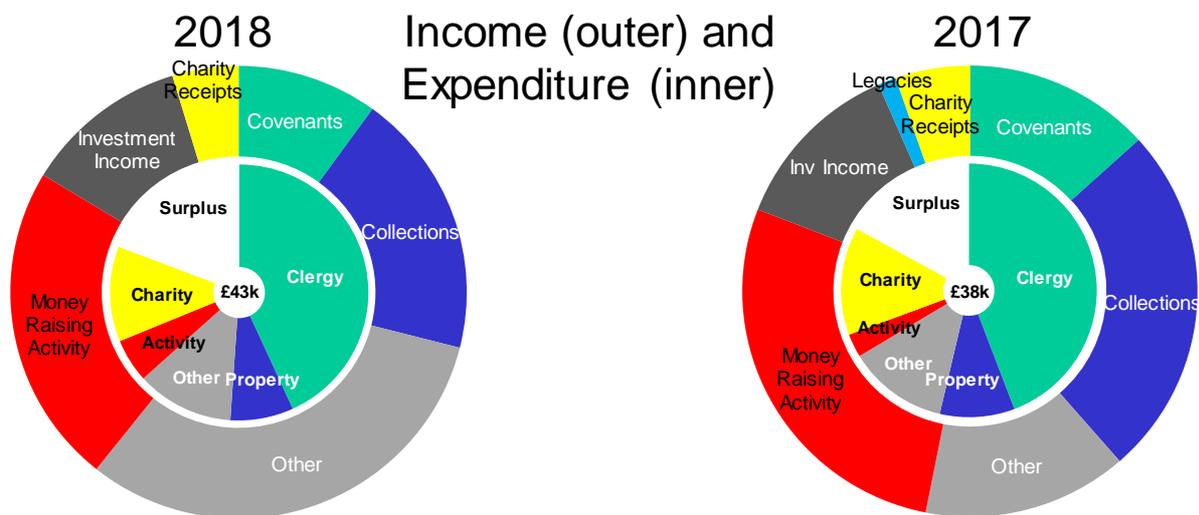
The PCC and the Treasurer in particular would also like to thank the Treasury Team: John Bayford and Peter Willis Fleming for doing all the hard work in running the cash book and gift aid records so diligently. The PCC is particularly grateful for John Bayford's commitment in continuing to undertake the role of Hon Assistant Treasurer, despite expressing his wish to resign some three years ago. As it has been impossible to find a suitable replacement, this role will be added to the role of Hon Treasurer at the end of February 2019. Our warmest thanks to John Bayford for all the work he has done over many years, both on and off the PCC. The PCC would also like to thank Jonathan Longley for taking on the additional work as well as being such an efficient Hon Treasurer and for keeping our finances so firmly on track; we are so glad to have him!

Financial Review

General Fund; The Accounts for 2018 and the Report of our Independent Examiner are attached. They are prepared in accordance with the Church Accounting Regulations 2006 on a Receipts and Payments basis.

The annulus charts below give a pictorial analysis of our General Fund receipts against payments, and are useful for obtaining a high-level view of how the various income streams cover different types of expenses. Starting at "noon", the most dependable income on the outer ring is shown against the highest priority expenditure on the inner ring, decreasing clockwise; the most consistent source of income is regular pledged giving and collections at services for retention totalling £12,379 (down £2.5k through lower attendances and the loss of several generous pledgers), which were less able to cover clergy costs of £18,464 (up £1.5k mainly as a result of higher clergy expenses). Property costs were £3,374 (down £0.3k), and therefore with other costs (of services) of £5,218 (up £0.3k), £14,677 (up £4.0) was required from fund raising and other income sources to meet the operating costs of St Botolph's.

Net fund raising and other income (fees and donations) generated £23,381 (up £8.2k, mainly through a one off £10k donation), investment income generated £4,985 (up £0.2k) resulting in a surplus before charitable giving of £11,341 (up £1.6k from 2017, which included a £500 legacy). The PCC considered its surplus of income over expenditure and balance sheet strong enough to continue with Charitable Giving (net of receipts) of £3,121 (£0.1k down from 2017), leaving General Fund income £8,220 more than expenses (£6,529 in 2017).



Money Raising Activities including Snowdrop Teas, Swyncombe Talk and the News (net of costs) at £7,456 was £2.1k less than 2017; Although gross takings from Snowdrop Teas were up £0.8k, it was more than compensated for by lower income from The News (down £0.6k through timing differences) and higher costs (up £1.0k also through timing differences), and lower income on other money raising initiatives (down £0.9k).

Other Funds and Reserves Policy: The General Fund is used for normal income and running costs, and the Reserve Fund (designated) is for the preservation of worship at St Botolph's, intended as a growing fund for the long term, funded out of wall box receipts and earning investment income; net income of the Reserve Fund in 2018 was £3,279, down £0.4k from 2017.

At the end of 2018 the General Fund balance was £124,730, and the Reserve Fund balance was £54,853. The PCC has debated its policy on reserves in 2018. The PCC currently faces two generalised threats that are unquantifiable, with overlapping priorities and potential purposes with the Fabric Fund (balance of £42,799 at 31 December 2018):

- Fabric. St Botolph's is a very old church with a fair degree of likelihood of an unforeseen problem with a high cost impact. A scenario of substantial costs is not that remote, and the PCC wish to continue accumulating the fabric fund to meet the costs when they occur.
- Facilities. There are currently no facilities nearby that St Botolph's can draw upon for toilets, kitchen, meetings, or a Sunday school. This has been identified by the PCC as a threat to the continued worship at St Botolph's in the medium term. An opportunity to create a washroom facility is in train, and the PCC aim to keep sufficient reserves to pay for this and any other opportunities that might deliver these facilities.

It is the policy of the PCC to maintain overall reserves at current levels for the purpose of covering these threats without formally designating them.

The PCC aim to maintain sufficient free cash reserves equivalent to 5 months' routine expenditure (£13k) to cover unforeseen failure of money raising activities exacerbated by unforeseen running costs, and general cash flow requirements. As at the year-end, the PCC had cash balances on funds not formally restricted of c£49k; the excess cash balances will not be invested until the position on facilities becomes more certain.

There are four restricted funds; The Fabric Fund, The Wine Fund, the Kath Christie-Miller Music Fund and the Project Fund, the balances on which are stated in the attached Receipts and Payments accounts under Other Funds. In 2018, the Fabric Fund paid £1,532 on various fees and survey for the washroom facility against which it received a grant of £803, and £936 for the electrical certificate. The KCM Music Fund received a donation of £2,348 including gift aid to cover the cost of the Hymnal music player. The Wine Fund spent £75 during the year and received a £25 donation. There were no funds expended from the Project Fund. Surplus funds across the Fabric Fund, KCM Music Fund, Reserve Fund and General Fund are aggregated together and invested, receiving an allocation of interest earned based on average fund balances in the previous year. The effective split of cash accounts and investments at the year-end is shown below;

Allocation of Funds to cash accounts and investments	Unrestricted	Designated	Restricted					Total	Total
	General Fund	Reserve Fund	Fabric Fund	Wine Fund	Music Fund	Project Fund	Total Restricted	Current Year End	Last Year End
	£	£	£	£	£	£	£	£	£
At 31 December 2018									
Current Account	19,141	8,324	6,120	59	438	257	6,873	34,339	22,349
CAF Gold account	0	0	0	0	0	0	0	0	0
Deposit Fund	15,147	6,675	5,262	0	383	0	5,645	27,467	27,467
Investment Fund	59,559	26,245	20,690	0	1,505	0	22,195	108,000	108,000
Property Fund	30,883	13,609	10,728	0	781	0	11,509	56,000	56,000
Total cash & Investments	124,730	54,853	42,799	59	3,107	257	46,222	225,805	213,816

Assets and Investments: The PCC aims to conservatively manage its capital and to provide an income, using the Church Of England Central Board of Finance range of funds managed by CCLA as the primary investment vehicle. The PCC has held its investments in the Investment Fund and the Property Fund throughout the year. During the year, the Investment Fund value has fallen by £2.7k, and the value of the Property Fund increased by £1.7k; the value of both funds exceed the cost of original investment. The yield projected from the Investment Fund at the end of the year is 3.4 % (3.3% at the end of 2017), whilst that on the Property Fund is 5.2% (5.5% at the end of last year).

Related Party Transactions: During the year, the only related party transactions were payments made to PCC members for reimbursement of expenses incurred on behalf of the PCC.

Administrative Information

St. Botolph's Church is situated in Rectory Hill, Swyncombe, Henley on Thames, Oxon, RG9 6EA. It is part of the Benefice of Icknield in Diocese of Oxford within the Church of England. The correspondence address is The Honorary Secretary, Sarah Jane Rees, The Old Farm House, Russells Water, Henley on Thames, Oxon, RG9 6ER.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission

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

Incumbent: The Revd Daniel Thompson

Wardens: Miss Hilary Cox Vice Chairman

Representatives on the Deanery Synod (ex officio member of the PCC):

Mrs Felicity Bazell

Mr John Sennett

Elected members: Mrs Cheryl Barnes (appointed 15 April 2018)

Sir Brian Burridge (resigned 15 April 2018)

Mrs Lizzie Christie-Miller

Mrs Elly Crossman

Mr Jonathan Longley Treasurer

Mrs Pat Mackenzie (appointed 15 April 2018, resigned 17 November 2018)

Mr David Orpwood (resigned 13 January 2019)

Mrs Sarah Jane Rees Secretary

Mrs Shelagh Stevens

Mrs Helen Walsh (resigned 15 April 2018)

Structure, governance and management

The method of election of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Approved by the PCC on 26 March 2019 and signed on their behalf by Reverend Daniel Thompson.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST BOTOLPH'S CHURCH, SWYNCOMBE

I report on the accounts of the church for the year ended 31 December 2018, which are set out on pages 10-11.

Responsibilities and basis of report

As the church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mrs Karen Regent
10 Coates Lane, Swyncombe, Henley on Thames, Oxon RG9 6EE
21 March 2019

ST BOTOLPH'S SWYNCOMBE
RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 DECEMBER 2018
Unrestricted Funds; General Fund

Receipts	2018		2017	
<i>Voluntary Receipts</i>	£	£	£	£
Planned Giving				
Pledged Receipts	3,350		4,005	
Gift Aid Refund on Pledges	918		1,112	
	<u>4,268</u>		<u>5,117</u>	
Collections at Services				
Specified for Charities	751		917	
For retention	6,158		7,559	
Income Tax Refund re Porch	100		76	
Gift Aid Refund on Collections	1,952		2,169	
	<u>8,961</u>		<u>10,721</u>	
Other Voluntary Receipts				
Donations	10,757		2,331	
Legacies	0		500	
Gift Aid Refund on Donations	314		422	
	<u>11,071</u>	24,300	<u>3,252</u>	19,090
<i>Activities for generating funds</i>				
Parish Magazine - Advertising	882		1,512	
- Donations	45		40	
	<u>927</u>		<u>1,552</u>	
Fund-raising (Snowdrop and Talks)	8,887		9,136	
Fund-raising Tax Refund	0		0	
Rector's Leaving Appeal	0		0	
Lunch, Auction & Raffle for The Porch/ Wallingford FB	1,152	10,966	1,040	11,728
<i>Church activities</i>				
Fees for Weddings and Funerals		2,506		2,839
<i>Investment Income</i>				
Interest & dividends	4,973		4,804	
Interest on income tax refund	11	4,985	13	4,818
	<u>4,984</u>		<u>4,817</u>	
Total Receipts		<u>42,757</u>		<u>38,475</u>
Payments				
<i>Church Activities</i>				
Parish Share		16,720		16,282
Working Expenses of Clergy		1,744		730
Church Running costs				
Lighting & Heating	834		777	
Upkeep of Churchyard	920		1,212	
Insurance	1,558		1,517	
Fire equipment maintenance	62		134	
	<u>3,374</u>		<u>3,639</u>	
Cost of fund raising:				
Parish Magazine costs	1,872		884	
Fund-Raising costs	486		260	
Rector's leaving gift	0		0	
	<u>2,358</u>		<u>1,143</u>	
Cost of Services:				
Printing & Stationery	0		0	
Elements & Candles	321		694	
Organist & Choir	1,600		1,855	
General expenses	3,297		2,325	
	<u>5,218</u>		<u>4,874</u>	
Charity Donations		5,124		5,277
Total Payments		<u>34,537</u>		<u>31,945</u>
Excess of General Fund Receipts over Payments		<u>8,220</u>		<u>6,529</u>
Balance in cash & investments at 1 January		116,510		109,981
Balance in cash & investments at 31 December		<u>124,730</u>		<u>116,510</u>

