

# **ST BOTOLPH'S SWYNCOMBE ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2019**

## **Foreword by Reverend Daniel Thompson, March 2020**

The last year has seen a huge amount of change, with some very exciting things on the horizon. As I said last year the Church as a whole is in a difficult place, with continuing concerns about decline and a constant struggle with issues of Sexuality. But I believe this beautiful Church is in good place with a positive future. And on this note I wish to thank you all for all your hard work to make your Church a continuing place of sanctuary. It's fair to say that without your care and time and energy freely given, these Churches would simply not be there. It is of course important that we find new people to take on some of the roles, and as always there is a plea for all of you to think where God might be calling you, and that includes people who are being called to have a rest! That is allowed!

Some of the great Benefice successes of the last year have come from improved ecumenical relations and a fantastic Lent Course, Seder meal and Good Friday Walk of Witness. This is a direction we hope to take further this year with a shared Children's Holiday Club. The other highlight was the wonderful Pet Service, no horses, but a lot of dogs (most of whom fell asleep). It was also lovely to share this time with a student from Cuddesdon, Susy, along with Tracey who also helped out with services. This is a link we are deepening with another student (Andrew) and hopefully another Summer Placement student in 2020.

As a former teacher, training is always an important part of my calling and as well as teaching two classes of year 10 (43 fifteen year olds) in St Leonard's, Church each week (including a pretend wedding) we have all supported Val Kearney towards her selection to the Priesthood and Ordination. It is wonderful that you are able to show such a lovely welcome and helpful feedback. Something that will be more important as we welcome David and his family, our new Curate in July. This is a very exciting development that will provide a lot of new energy, ideas and pastoral care for you, as well as being fun!

As always at Swyncombe, the Harvest Lunch was a great success, and I'm sure there are still some marrows knocking about. Remembrance was really lovely with a huge turnout and David Orpwood's lovely horses, and All Souls was as poignant as ever, and Christmas was magical with the Carol Singing raising an amazing £2,220. With good weather, Snowdrop Teas in 2019 was a bumper year with gross income over £9k; the anticipation for Snowdrops in 2020 was a big as ever with a mention in the Waitrose Magazine, but terrible weather meant takings were considerably less.

The 2019 ended and new year began with some sadness with some difficult funerals at either end of the age spectrum and thanks to everyone who worked so hard to make Henry Brake's funeral as good as could be, in spite of the snow. We also have mixed emotions about Angie's sabbatical. She has given so much time, energy and musical excellence and while it seems right after 20 years on ministry to take a break, we are all going to miss her and wish her well for whatever God has planned.

Along with the Curate other exciting development in the future are the Wall, the New Burial Ground Extension and the Washroom. Thanks to Hillary and David's sterling work on this, these projects will go a long way to securing St Botolph's for the next 1000 years.

## **Introduction**

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, attracted by the surrounding Oxfordshire countryside.

40% 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 2020. The Village Hall at Russells Water is used for meetings.

Our worshipping style is 'traditional, with Sung Eucharist celebrated every week and the Eucharist spoken from the 1662 Book of Common Prayer on the second and fourth Sundays every month.

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.

## 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 **20**-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 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 2019:** We are delighted that snowdrops, aconites and visitors continue to appear in our churchyard every February. How lucky are we to have such an abundance of snowdrops! Our first Saturday had a sunny start on a mild day, but experienced a heavy downpour at about 3.00pm. The following day, despite a heavy hail storm, our Rector, Daniel, delighted his audience by making the Blessing of the Snowdrops great fun for all, especially for his two young helpers. We were encouraged to sing 'All things bright and beautiful' outdoors and unaccompanied. – but it worked. We all loved it! The second week-end enjoyed mild weather, with large numbers of visitors on Sunday, many of whom stayed on for our popular 'Snowdrop Choral Evensong', with our Choir singing beautifully. The third Saturday Teas competed with TWO 'Six Nations Rugby' matches, so visitor numbers were somewhat reduced. On the final Sunday, however, the weather was perfect and visitors flocked to see the flowers and purchase home-made cake. A staggering **£9,110.38** was raised over the three week-ends (less expenses). Huge thanks are due to ALL involved, not least the week-end organisers and their friends/families for this, our main fund-raiser of the year.

**The 4<sup>th</sup> Annual St George's Day Talk** by Dr Sarah Fane was held Thursday 25th April,. Her Talk was on her travels as a doctor in Afghanistan during the Soviet war and under the Taliban and the story of Afghan Connection, the charity she founded as a result of her travels that organises the building and maintenance of schools there. The evening was organised by Lizzie Christie-Miller, with tickets at £10.00 each, to include a glass of wine. The proceeds of the evening were divided equally between Swyncombe Church and Afghan Connection.

**Blessing of Pets Family Service:** This is a charming and relaxed service that is always popular, attracting many who come along gladly with their pets, but who are not regular church-goers. The service this year, on Sunday, 7th July, 2019, was held in a smaller barn than usual, but this made the event even more intimate. Our thanks to Sam Fielden, the Estate owner who kindly cleared out the barn for our use. While the Rector and a colleague played guitars, children and parents sang relevant hymns. Each of the 16 dogs was individually blessed and behaved very well.

**Mothering Sunday:** This was held on Sunday, 31st March, 2019 and continues to be a popular service, with each woman in church receiving a posy of flowers to mark the day. After-service refreshments included a delicious, moist Simnel Cake, kindly baked by Jean Orpwood.

**Deanery Synod:** met 3 times in the last financial year and both Deanery synod representatives attended meetings in the Deanery. Talks were presented on Personal Development Plans by the Diocesan Discipleship Enabler, Dementia friendly church and discussions on the Parish Share, the financial position of the Deanery and regular reports received on the activities of the Diocesan Synod.

**Harvest Thanksgiving Service:** This special service was held on Sunday, 6th October, 2019. The church looked splendid, charmingly decorated with donated harvest produce, including jars of honey from local bees, owned by the Church's Hon Treasurer! The team of decorators was once again led by Ismayne Peters, as the new Flower Organiser, Jean Orpwood, had unfortunately, broken her arm. Large courgettes were in prominence this year. The choir sang beautifully, with Alan Pope on the organ. A delightful service led by Rev'd Lucie Austin.

**Harvest Festival Lunch and Auction:** Immediately following on from the Harvest Festival Church Service, approximately 50 people attended a delicious Lunch at the Village Hall, Russells Water. These included Rev'd Lucie Austin and the Rector, Rev'd Daniel Thompson. Our warm thanks go to Tom Orpwood who kindly provided the ham, to the cooks who prepared and served the main course and to members of the Choir who made the tasty Blackberry and Apple Crumble dessert. After a Raffle for a huge basket of 'goodies', an Auction of donated goods was held, most ably (and amusingly) led by David Orpwood. Several brace of pheasant, generously donated by Michael Colston, changed hands very promptly. The whole amount raised (£1,473.00 - to include the church collection) was donated to the Wallingford Food Bank. Our thanks to all who helped to make a most enjoyable day.

**Remembrance Day:** On Sunday, 10th November, 2019, a Requiem Eucharist Service at the church was immediately followed by a Civic 'Service of Remembrance' at the War Memorial, Cookley Green. The large crowd included cyclists and two riders on horseback. Our Rector led the service, with traffic halted at 11.00am. Wreaths were laid by representatives of Swyncombe Parish Council, the Parochial Church Council, and a private wreath by Sir Michael Willcocks.

**Carol Service in December 2019:** On Sunday 22<sup>nd</sup> December at 6.00pm our annual candle-lit Carol Service was held at St Botolph's Church, Swyncombe and Alan Pope visiting organist played and sang with the choir when not required to play. The six young Readers read moving and inspiring Bible readings very well and there were young volunteers who sang traditional carols including Once in Royal David's City and Away in a Manger.

**The Swyncombe Choir** is a small group of singers, numbering from 12-16 depending on the season, formed by Carole Shorter, who rehearse weekly in the run up to major festivals. 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.

Visiting organists play for festivals and carry on the tradition of sung worship which brings many people into the church and we thank all those who have offered to play at Swyncombe and accompany the choir at services.

At Christmas each year the 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 2019, the singers raised just over £2,200.00, shared between the Parkinsons UK local branch and The Samaritans in Reading. The singers are grateful to all those who have generously supported them in this fundraising for over 20 years.

The position of Church Organist has been vacant since Easter 2018. The post has been widely advertised and the choir is looking for a rehearsal pianist and regular accompanist and conductor. A generous donation 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 for services when an organist cannot be found.

**The News', our Parish magazine:** Lizzie Christie-Miller took over as Editor for the June July edition 2018. The 360 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. Sarah Jane Rees has taken over the advertising for 2020 from Barnaby Bazell who has ably invoiced our advertisers. Many thanks must go to Barnaby for filling this position over many years.

**Safeguarding:** The PCC of St Botolph's Swyncombe have complied with its duty to have due regard to the House of Bishops' guidance on safeguarding vulnerable children and adults (under section 5 of the Safeguarding and Clergy Discipline Measure 2016).

**Parish Giving Scheme:** This is a nation-wide Church of England scheme whereby parishioners are invited to pay a regular sum of money (as much or as little as they wish) to their local church for its upkeep. It is very similar to the pledged standing order with a gift aid declaration, but the administration of setting up, recovering the gift aid and producing the management information is undertaken by the Diocese. The scheme was

launched in the summer of 2019, and we received our first contributions in October, and by the end of the year we have received £731. However, as most of the donations are anonymous, we cannot include them in our annual thank you letters, so the PCC would like to take this opportunity to thank all those who have participated in the Pledged Giving Scheme.

**Building of a Washroom:** The project is on-going.

**Building of a Wall in the New Burial Ground:** The project is on-going.

**Possible Extension of church land in the New Burial Ground:** Discussions are still on-going.

**Church Attendance and Worship:** Throughout the year, 82 services were held (LY 86), of which one was a Funeral/ service (LY 3), and two were weddings (LY 3). During the year, three children were baptised at normal Sunday services (LY 3), with one specific baptism service (LY 0).

Our largest congregations were at the Christmas Day service: 97 including 15 under 16 years of age (LY 87 including 9 under 16 years); at the Carol Service: 77 including 9 who were under 16 years (LY 90 including 15 under 16 years); on Easter Day: 82 including 8 who were under 16 years (LY 78 including 6 under 16 years). Attendance on Remembrance Sunday numbered 31 including 1 under 16 years (LY 51 including 1 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		2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
October Total	Services	6	6	6	6	5	5	5	5	5	6
	Attendees	99	142	190	187	107	153	135	123	211	199
	Communicants	87	113	161	152	96	129	115	110	152	156
Easter Total	Services	1	1	1	2	2	2	2	2	2	2
	Attendees	82	78	86	86	88	90	86	95	98	72
	Communicants	56	67	68	64	60	73	72	73	85	61
Christmas Total	Services	4	3	3	3	3	3	3	3	3	1
	Attendees	170	152	206	183	166	224	122	139	139	70
	Communicants	108	80	149	137	114	151	98	108	108	53

**Charitable Donations:** In 2019, the PCC gave £4,525 to local or linked charities. Of this, £2,125 was specifically collected or raised; £490 (£395 as collections) for The Porch Centre for the homeless (Steppin' Stone), £1473 for the Wallingford Foodbank topped up to £1,500, £162 collected for the British Legion on Remembrance Sunday that was topped up to £250 donation including the wreath. £250 (half the proceeds from the 2019 Swyncombe Talk) was given to the Afghan Connection, Dr Sarah Fane's chosen charity.

The charities supported by the PCC in the year (Thames Valley Ait Ambulance, Henley Citizens Advice Bureau, Sue Ryder and South Yorkshire Flood Disaster Appeal) were given £375 each. £500 was also given to the Disaster Emergency Committee (DEC) Cyclone Idai Appeal. A subscription of £35 was also paid to the Oxfordshire Historic Churches Association.

**Church Fabric:** A Quinquennial Inspection was undertaken by Christian Randall of 'Conservation Architects LLP' on 11th November, 2019; the Churchwarden and Len Ashby were in attendance. The inspection revealed no major concerns, given the age of the building; minor repairs will be undertaken during the year. The last Quinquennial Inspection had been in November, 2014.

**The PCC:** The PCC met eight times in 2019: 23th January, 7th April, 10th April, 5th June, 31st July, 2nd October, 10th November and 27th November. David Orpwood resigned from the PCC on 13th January 2019. Our warm thanks to David for the considerable contribution he has made to the PCC over many years.

**Electoral Roll:** As at 31st December, 2019, the number on the Electoral Roll was 58. In 2018, the Electoral Roll number was 79.

**Thank You:** We wish to record our warmest thanks to the Ministry Team of Rev'd Daniel Thompson (Rector), Rev'd Lucie Austin, Rev'd Angie Paterson for the warmth and care they bring to the celebration of our services and the preparation they give to their sermons. Our Rector, Rev'd Daniel Thompson, still quite new to his post, works very hard, is most conscientious, and is very popular, especially with children, with whom he has a close affinity. Where appropriate, Daniel makes services fun, but speaks eloquently when a more serious tone is required. We look forward to working with him for many years to come.

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 that is so popular for walkers and visitors. Our thanks also go 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 barn for the Pets’ Service and the use of his field on Church Hill for car parking during the Snowdrop afternoons (always depending on weather conditions); our thanks also go to Graham Ryves-Webb, for regularly facilitating the use of the field by removing the sheep to a neighbouring field.

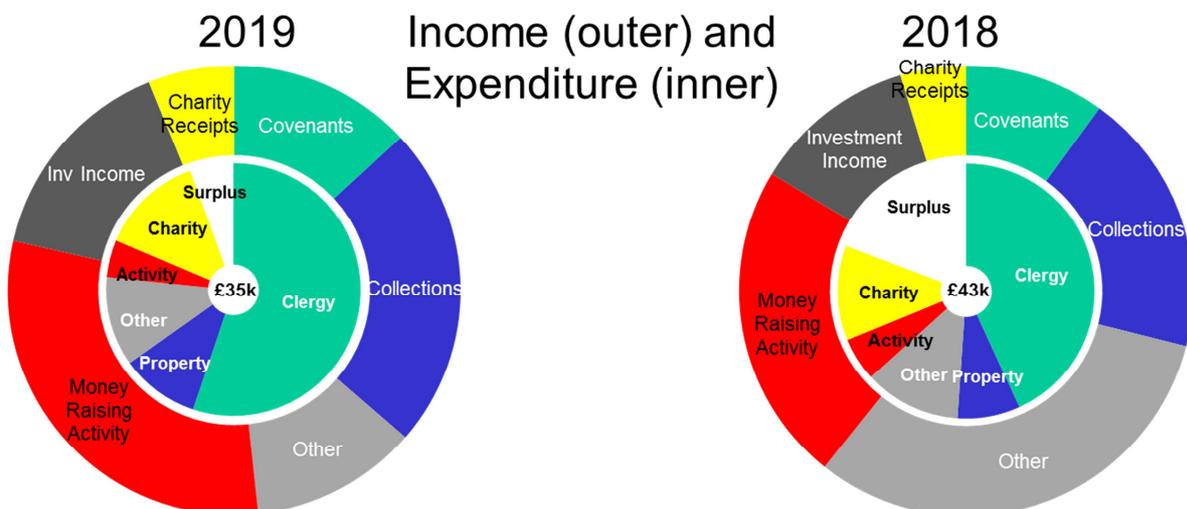
The PCC and the Treasurer in particular would also like to thank the other member of the Treasury Team: Peter Willis-Fleming for his work running the gift-aid scheme and being the main Distributor of ‘The News’ Parish Magazine. A huge debt of thanks is especially due to Jonathan Longley who, in addition to being Hon Treasurer, has now incorporated the rôle of Assistant Treasurer (a rôle previously undertaken by John Bayford). Jonathan has now arranged for invoices to be paid directly into bank accounts via bank transfer (provided a second authorisation is obtained), thus avoiding the need for regular cheque payments. Jonathan is a most efficient, conscientious Hon Treasurer who keeps the Church finances firmly on track; we are most fortunate to have him!

**Financial Review**

**General Fund;** The Accounts for 2019 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 £12,562 (up £0.2k despite lower attendances and the loss of several generous pledgers, as the Parish Giving Scheme kicks off), which were less able to cover clergy costs of £19,047 (up £0.6k mainly as a result of higher clergy expenses and parish share). Property costs were £3,466 (up £0.1k), and therefore with other costs (of services) of £3,960 (down £1.3k mainly through not having a regular organist), £13,911 (down £0.8k) 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 £14,566 (down £8.8k, mainly through a one off £10k donation in 2018), investment income generated £5,294 (up £0.3k) resulting in a surplus before charitable giving of £4,318 (down £7.0k from 2018). The PCC considered its surplus of income over expenditure and balance sheet strong enough to continue with Charitable Giving (net of receipts) of £2,400 (£0.7k down from 2018), leaving General Fund income £1,918 more than expenses (£8,220 in 2018).



Money Raising Activities including Snowdrop Teas, Swyncombe Talk and the News (net of costs) at £8,811 was £1.4k more than 2018; Gross takings from Snowdrop Teas were up £1.1k, although a reduction of £0.7k in the cost of the News (though a timing difference over 2018/19) was largely offset by a lower income from the St George's day talk.

**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 2019 was £2,590, down £0.6k from 2018, mainly due to the theft of funds from the wall box.

At the end of 2019 the General Fund balance was £126,648, and the Reserve Fund balance was £57,443. The PCC has debated its policy on reserves in 2019. The PCC currently faces two generalised threats that are unquantifiable, with overlapping priorities and potential purposes with the Fabric Fund (balance of £40,885 at 31 December 2019):

- 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 insofar as possible for the purpose of covering these threats without formally designating them. That said, attendance was averaging 27 for an ordinary Sunday services between 2012 and 2016, but in 2019 this has fallen by c30% to 19. The PCC intends to spend some of its reserves on initiatives to rebuild the worshipping community, including helping to pay for a curate and / or re-establishing a junior choir.

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£53k; 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 2019, the Fabric Fund paid £3,249 on maintenance of the church, and £500 surveying fee for the Quinquennial Inspection. The Project Fund has received £2,105 of donations from fund raising for the toilet facilities; the Project Fund retains £257 in respect of the sound system. The Wine Fund and the KCM Music Fund have not had any receipts in 2019, and with the Project Fund have not expended any funds.. 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 2019									
Current Account	21,441	9,244	5,533	59	532	2,362	8,486	39,171	34,339
CAF Gold account	0	0	0	0	0	0	0	0	0
Deposit Fund	15,092	6,914	5,071	0	389	0	5,460	27,467	27,467
Investment Fund	59,344	27,187	19,941	0	1,528	0	21,469	108,000	108,000
Property Fund	30,771	14,097	10,340	0	792	0	11,132	56,000	56,000
<b>Total cash &amp; Investments</b>	<b>126,648</b>	<b>57,443</b>	<b>40,885</b>	<b>59</b>	<b>3,241</b>	<b>2,362</b>	<b>46,547</b>	<b>230,637</b>	<b>225,805</b>

**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 risen by £32.6k, and the value of the Property Fund decreased 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 2.9% (3.4% at the end of 2018), whilst that on the Property Fund is 5.4% (5.2%).

**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 1<sup>st</sup> January 2019 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  
Mrs Lizzie Christie-Miller  
Mrs Elly Crossman  
Mr Jonathan Longley Treasurer  
Mr David Orpwood (resigned 13 January 2019)  
Mrs Sarah Jane Rees Secretary  
Mrs Shelagh Stevens

**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 19 May 2020 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 2019, which are set out on pages 9-10.

### **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  
15 May 2020

**ST BOTOLPH'S SWYNCOMBE**  
**RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 DECEMBER 2019**  
**Unrestricted Funds; General Fund**

<b>Receipts</b>	<b>2019</b>		<b>2018</b>	
<i>Voluntary Receipts</i>	£	£	£	£
Planned Giving				
Pledged Receipts	3,787		3,350	
Gift Aid Refund on Pledges	750		918	
	<u>4,537</u>		<u>4,268</u>	
Collections at Services				
Specified for Charities	755		751	
For retention	6,400		6,158	
Income Tax Refund re Porch	96		100	
Gift Aid Refund on Collections	1,625		1,952	
	<u>8,875</u>		<u>8,961</u>	
Other Voluntary Receipts				
Donations	2,045		10,757	
Legacies	0		0	
Gift Aid Refund on Donations	630		314	
	<u>2,675</u>		<u>11,071</u>	
		16,087		24,300
<i>Activities for generating funds</i>				
Parish Magazine - Advertising	856		882	
- Donations	0		45	
	<u>856</u>		<u>927</u>	
Fund-raising (Snowdrop and Talks)	9,585		8,887	
Fund-raising Tax Refund	0		0	
Rector's Leaving Appeal	0		0	
Lunch, Auction & Raffle for The Porch/ Wallingford FB	1,275		1,152	
	<u>11,716</u>		<u>10,966</u>	
<i>Church activities</i>				
Fees for Weddings and Funerals		1,449		2,506
<i>Investment Income</i>				
Interest & dividends	5,282		4,973	
Interest on income tax refund	12		11	
	<u>5,294</u>		<u>4,985</u>	
<b>Total Receipts</b>		<b><u>34,547</u></b>		<b><u>42,757</u></b>
<b>Payments</b>				
<i>Church Activities</i>				
Parish Share		17,050		16,720
Working Expenses of Clergy		1,997		1,744
Church Running costs				
Lighting & Heating	640		834	
Upkeep of Churchyard	1,183		920	
Insurance	1,604		1,558	
Fire equipment maintenance	40		62	
	<u>3,466</u>		<u>3,374</u>	
Cost of fund raising:				
Parish Magazine costs	1,150		1,872	
Fund-Raising costs	480		486	
Rector's leaving gift	0		0	
	<u>1,631</u>		<u>2,358</u>	
Cost of Services:				
Printing & Stationery	330		0	
Elements & Candles	314		321	
Organist & Choir	570		1,600	
General expenses	2,746		3,297	
	<u>3,960</u>		<u>5,218</u>	
Charity Donations		4,526		5,124
<b>Total Payments</b>		<b><u>32,629</u></b>		<b><u>34,537</u></b>
<b>Excess of General Fund Receipts over Payments</b>		<b><u>1,918</u></b>		<b><u>8,220</u></b>
Balance in cash & investments at 1 January		124,730		116,510
<b>Balance in cash &amp; investments at 31 December</b>		<b><u>126,648</u></b>		<b><u>124,730</u></b>

**ST BOTOLPH'S SWYNCOMBE  
RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 DECEMBER 2019**

	2019		2018	
	£	£	£	£
<b>Designated Funds</b>				
<b>Reserve Fund</b>				
Balance in cash & investments at 1 January		54,853		51,574
Dividends and Interest	2,328		2,260	
Wall Box Collections	391		1,018	
Tax Relief	-130		0	
		<u>2,590</u>	<u>0</u>	<u>3,279</u>
<b>Balance in cash &amp; investments at 31 December</b>		<b><u>57,443</u></b>		<b><u>54,853</u></b>
<b>Total balances on Unrestricted &amp; Designated Funds at 31 December</b>		<b><u>184,091</u></b>		<b><u>179,583</u></b>
<b>Restricted Funds</b>				
<b>Fabric Fund</b>				
Balance in cash & investments at 1 January		42,799		42,391
Donations	0		100	
Gift Aid tax relief & grants	0		803	
Dividends and Interest	1,835		1,973	
Expenditure	-3,749		-2,468	
		<u>-1,914</u>	<u>-2,468</u>	<u>408</u>
<b>Balance in cash &amp; investments at 31 December</b>		<b><u>40,885</u></b>		<b><u>42,799</u></b>
<b>Wine Fund</b>				
Balance in cash & investments at 1 January		59		108
Donations	0		25	
Expenditure	0		-75	
		<u>0</u>	<u>-75</u>	<u>-50</u>
<b>Balance in cash &amp; investments at 31 December</b>		<b><u>59</u></b>		<b><u>59</u></b>
<b>Kath Christie-Miller Music Fund</b>				
Balance in cash & investments at 1 January		3,107		2,975
Dividends and Interest	134		132	
Donations	0		2,348	
Expenditure	0		-2,348	
		<u>134</u>	<u>-2,348</u>	<u>132</u>
<b>Balance in cash &amp; investments at 31 December</b>		<b><u>3,241</u></b>		<b><u>3,107</u></b>
<b>Project Fund</b>				
Balance in cash & investments at 1 January		257		257
Donations	2,105		0	
		<u>2,105</u>	<u>0</u>	<u>0</u>
<b>Balance in cash &amp; investments at 31 December</b>		<b><u>2,362</u></b>		<b><u>257</u></b>
<b>Total balances on Restricted Funds at 31 December</b>		<b><u>46,547</u></b>		<b><u>46,222</u></b>

**Statement of Assets and Liabilities at 31 December**

	2019		2018	
	£	£	£	£
<b>CURRENT ASSETS</b>				
<b>Cash at Bank</b>				
Current Account		39,171		34,339
Church of England CBF Deposit Fund		27,467		27,467
CAF Gold a/c		0		0
		<u>66,637</u>		<u>61,805</u>
<b>Investments</b>				
C of E CBF Investment Fund (10,809.33 shares) at cost		108,000		108,000
Market Value at 31 December (For information)	£207,205		£174,554	
C of E CBF Property Fund (45,157.65 shares) at cost		56,000		56,000
Market Value at 31 December (For information)	£61,459		£63,152	
<b>Total Assets</b>		<b><u>230,637</u></b>		<b><u>225,805</u></b>