



# Annual Report and Accounts

For the year ended 31 December 2019

The Parochial Church Council,  
St. Bartholomew's Church,  
Ducklington

## **Aim and purposes**

St. Bartholomew's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Paul Boddam-Whetham, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the church building of St. Bartholomew's, Church Street, Ducklington, to enable our ministry to the community.

## **Objectives and activities**

The PCC is committed to encouraging and enabling as many people as possible to worship at our church and to become part of our parish community at St. Bartholomew's. All members are encouraged to become actively involved both practically and financially in the work of the church. The aim is to enable all members to grow in faith and serve the community by supporting each other through worship, prayer and pastoral care. The PCC maintains an overview of worship and makes suggestions on how our services can involve the different groups that live in and around our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

## **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is not registered with the Charity Commission but is an excepted charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Bartholomew's the membership of the PCC consists of the incumbent (our Rector), churchwardens, the Licenced Lay Ministers, the Lay Pastoral Assistant, Deanery Synod representatives and members elected by those who are on the electoral roll of the church. All those who attend our services and are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

The full PCC met six times during the year with an average level of attendance of 84%

- Administrative information

St. Bartholomew's Church is situated in Church Street, Ducklington. It is part of the Diocese of Oxford within the Church of England. The correspondence address is The Rectory, 6 Standlake Road, Ducklington, Witney OX29 7XG.

PCC members who have served at any time from 1 January 2019 until the date that this report was approved are:

Ex Officio members:

Incumbent:

The Reverend Paul Boddam-Whetham (Chairman)

Licensed Lay Ministers:

Dr David Adams

Mr Ian Paul

Lay Pastoral Assistant

Mrs Meg Roberts

Wardens:

Mr Roger Barnes To APCM 2020

Mrs Gill Long To APCM 2020

Elected members:

Mrs Angela Williams, rep. on Deanery Synod To APCM 2020

Mrs Nicola Boddam-Whetham, rep. on Deanery Synod To APCM 2020

Mr Adrian Walsh, co-opted 2018 as rep. Deanery Synod To APCM 2020

Mrs Rosie Evans (PCC Secretary) To APCM 2022

Ms Sarah Varnom To APCM 2022

Mrs Paula Taylor To APCM 2022

Mrs Mary Thorne To APCM 2020

Mrs Faith Truran To APCM 2020

Mrs Harriet Warner To APCM 2019

Mrs June Allen To APCM 2019

Mrs D Britt To APCM 2021

Mrs Tricia Hughes To APCM 2021

Mr Peter Nichols To APCM 2021

Mr Chris Stoneham To APCM 2020

Mr Edmund Strange To APCM 2021

Mr Robin Wiltshire To APCM 2020

## **Achievements and performance**

- **Worship and prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Our current practice is a monthly pattern:

1<sup>st</sup> Sunday - Family Praise (9:30 a.m.); Holy Communion (6 p.m. BST; 4 p.m. GMT)

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> (and 5<sup>th</sup>) Sundays –Holy Communion (9:30 a.m.)

We introduced an informal Holy Communion on 2nd Wednesday's at 11 a.m. which started in September 2019. Around 12-15 attend regularly.

We celebrate Baptisms within the 1st Sunday Family Praise to ensure that we are truly welcoming the newly baptised into the family of the church. Morning prayer is offered on Thursday to Saturday and is attended by a small but committed number.

All are welcome to attend our regular services. At present there are 107 parishioners on the Church Electoral Roll, 69 of whom are resident within the parish. A further 16 worship regularly as "supporters". Of those in the Roll, 12 are residents in the parish but are not regular attenders. A further 4 are no longer able to attend but still wish to be associated with St. Bartholomew's. The average weekly attendance, counted during October, was 53, but this number increased at festivals with over 200 at the main Christmas services.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 1 baptism, 2 weddings and held 11 funerals in our church.

- **Deanery Synod**

The Rev. Toby Wright has retired after several years as Area Dean and has been succeeded by the Rev. Tess Lawton. Under Rev. Wright's leadership, the Deanery has become mutual supportive especially of parishes where there are limited resources.

Some of the Deanery Priorities which have been discussed during the year are:

- Mission and church growth; Schools ministry; Pastoral support; the church's vision for the future.

- **Volunteers**

There are many volunteers contributing their time and talents to further the objectives of the church. The PCC is extremely grateful and would like to thank all the volunteers who work so hard to make our church the lively and vibrant community that it is.

- **Fabric and Church Building**

- The Fabric Committee met five times during 2019 and much of the discussion centred on proposals for, and construction of, a mobility scooter parking area by the South door. This project was completed during September. Earlier in the year it was found necessary to rebuild the staging between the main aisle and the chancel due to decaying softwood timbers used in its original construction. The opportunity was taken to re-carpet the staging and the chancel at the same time.

- July saw the arrival of the surveyor to undertake the five yearly quinquennial inspection. His report highlighted some areas for immediate repair, mainly around cleaning gullies and gutters, minor repointing, slipped slates, and areas of water ingress. These have now been attended to. He also identified water ingress to the roof of the North porch and the need to repaint all external guttering and downspouts. These will be addressed during 2020.
- We are thankful to volunteers who give their time to carry out minor repairs and inspections, thus saving the church money and helping to keep the fabric in good condition. We are also very grateful to the rota of volunteers who unlock and relock the church daily.

- Pastoral care

The team consists of 11 members and the Rector. We are available to respond to occasional needs such as transport to medical appointments. We also accompany the Rector when taking Holy Communion to the housebound.

One regular church member has moved into care and we have asked for able-bodied members of the congregation to bring him to church on a couple of Sundays a month.

We have also set up a small independent group to support one member of the church with specific on-going practical needs.

We continue to take Christmas and Easter cards to those who wish to remain members of the church but can no longer get to services, and usually these will also contain the programme for the season and a reminder that Communion is available to them at home if they wish.

All members have attended appropriate Safeguarding training and are DBS checked.

- Safeguarding

The PCC monitors and reports on any safeguarding issues at every PCC meeting. Our safeguarding policy is reviewed and updated annually in May.

#### Training

- All members of the parish who support our junior church have a current DBS check.
- All PCC members have completed the online diocesan 'C0 Basic Awareness Training'.
- All Junior Church helpers have completed the online diocesan 'C0 Basic Awareness Training' and the 'C1 Foundation Training'.
- A number of additional church officers also attended the 'C1 Foundation Training'.
- All members of the parish who support vulnerable adults have a current DBS check.
- Our music group leaders have current DBS check.
- Our bell tower captain has a current DBS check.

#### Leadership Training

- A new leadership programme was introduced this year for all clergy and lay leaders. The rector has completed this.
- The PSO, church wardens, and leaders of activities with children and/or adults who may be vulnerable have attended the appropriate training sessions.
- The PSO attended a meeting for local PSOs on Wednesday 17 July 2019.
- The PSO has attended a specialist training session examining issues relating to domestic abuse, particularly for vulnerable adults and children.

### Junior Church

- Regular meetings for those involved in junior church have been held throughout the year to ensure that our young children receive good teaching in a safe environment.
- Junior church rules have been agreed and should be adhered to by all helpers.

### Safeguarding Information displayed in church

- A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'.
- Contact details of the PSO, church wardens and any other local leaders.
- Information about where to get help with child and adult safeguarding issues e.g. local authority contact details; key helplines such as 'ChildLine'.
- Access to the Parish Safeguarding Handbook. July 2018.

- **School Involvement**

The school visits St Bartholomew's regularly and this year held harvest, remembrance and carol services there. The church hosted the 'Easter Experience' which was well-supported by members of the parish and the school. The Rector and his wife (a foundation Governor) visit the school regularly to lead collective worship and support the RE curriculum. More recently, year groups have been taking it in turns to visit the church for their collective worship. We have also welcomed a number of new school pupils to our 'Messy Ducks' sessions this year.

As a church school as well as Ofsted inspections, the school has a regular 'Statutory Inspection of Anglican and Methodist Schools' (SIAMS). This took place in November 2019 and was well-supported by our foundation governors. The school received a very positive report and was judged to be 'good'.

- **Discipleship, Mission and evangelism**

We have re-established a fortnightly evening Home Group which serves 10-12 individuals and have continued our occasional courses using Pilgrim Course material and for our Lent Study Groups we use The Bible Reading Fellowship study guides. In Advent, we explored the theme through studying the traditional seasonal readings.

Helping those in need is a demonstration of our faith. This is currently done through support of local appeals and, when an international disaster appeal is made we respond through "Bucket Appeals". At present, we do not budget to commit a proportion of our income for charitable purposes.

- **Secretary's Report**

During 2019 the 'Statistics for Mission' Return was completed. The Easter attendance figures were submitted to the Diocese in May, showing a total of 95 people attending worship over the Good Friday and Easter Sunday period. Attendance figures for the October Count showed an average attendance of 45 people. A total of 416 people attended the services during Advent; 90 attended the special services for schools; and a total of 234 people attended services on Christmas Eve and Christmas Day. These figures were submitted to the Diocese in January 2020.

## Financial Review

2019 Accounts

Financial Review 2019

Total receipts on unrestricted (General) funds were £53,757, an increase of 2% on the previous year, of which £25,549 was unrestricted planned voluntary donations, and a further £7,782 was from Gift Aid.

The planned giving to unrestricted funds through banker's orders and the Parish Giving Scheme increased by 15.3%. Plate and envelope giving decreased by 31.5%, the result of a switch from plate contributions to planned giving via the Parish Giving Scheme.

Expenditure on the General Fund increased slightly on 2018 from £52,786 to £54,743 (3.4%)

Total receipts on restricted (Fabric) funds, were £4,112, a decrease of 37% on 2018 – mainly the result of lower planned giving and one-off donations. Income from the Friend's scheme remained constant and we sincerely thank them for their contributions.

Fabric Fund expenditure was £10,419 (up 215%) mainly due to costs and works associated with the Quinquennial report.

It is pleasing to Report that the Deanery Parish Share was met, with St Bartholomew's contributing £35,666.

We also, fulfilled our obligation towards Stipendiary Fees, paying out £2,256

Net movement in funds on unrestricted funds was a decrease of £987. During the year, the total fund balances, including cash in hand, decreased from £33,487 to £26,194 of which £13,999 is unrestricted.

## Reserves Policy

We have yet to initiate and implement any policy concerned with maintaining our balance on unrestricted funds to equates with, say, two months payments. We invest the short-term investment fund balances with the CCLA Church of England Deposit Fund, and the remainder in the CCLA Church of England Investment Fund.

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Approved by the PCC on 19 March 2019

and signed on their behalf by:



Reverend Paul Boddam-Whetham (PCC Chairman)

**Independent Examiners' Report to the Trustees and members of St. Bartholomew's Church,  
Ducklington, Parochial Church Council.**

5 James Court  
Main Street  
Clanfield  
Bampton  
Oxfordshire  
OX18 2SH

The PCC  
St Bartholomew's Church  
Ducklington

10/02/2020

TO WHOM IT MAY CONCERN

**Ducklington Church Financial Report  
For the year ended 31 December 2019**

I confirm that I have examined the attached accounts and certify that they are a true and fair record of the transactions for the year.



Wendy McMillan  
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FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

St. BARTHOLOMEW'S CHURCH, DUCKLINGTON  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 2019 £	Total 2018 £
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>					
<b>Receipts</b>					
<b>Voluntary receipts from donors</b>					
Planned giving	25,549		2,553	28,102	25,145
Collections at services	5,053		20	5,073	9,163
Non-recurring giving/donations	676		193	869	482
Income tax recovered	7,782		680	8,462	8,366
	39,060	-	3,446	42,506	43,156
<b>Activities for generating funds</b>	4,381		580	4,961	4,051
<b>Investment income</b>			86	86	98
<b>Receipts from church activities</b>	9,521		9,521	9,521	11,388
<b>Other incoming resources</b>	795		795	795	349
	53,757	-	4,112	57,869	59,042
<b>Payments</b>					
<b>Church activities:</b>					
Diocesan parish share	35,665			35,665	35,203
Church running expenses	12,308		6,794	19,102	14,279
Mission giving and donations	1,100			1,100	859
Cost of generating funds	5,670		295	5,965	5,028
Fabric projects (one-off)			3,329	3,329	729
Other payments	54,743	-	10,418	65,161	56,096
	(986)	-	(6,306)	(7,292)	2,946
<b>Excess of Receipts over Payments</b>					
Transfers between funds	(986)		(6,306)	(7,292)	2,946
Cash and bank accountant accounts 1 Jan	14,985		18,501	33,486	30,541
Cash and bank accounts 31 Dec	13,999	-	12,195	26,194	33,487
<b>STATEMENT OF ASSETS AND LIABILITIES</b>					
Cash Funds	84			84	32
Bank current accounts	12,009		1,025	13,034	20,477
CBF deposit fund	1,906		11,170	13,076	12,978
	13,999	-	12,195	26,194	33,487

Standing Orders, PGS, Friends Subs  
Plate, Envelopes  
Bucket collections, wall safe  
PGS, Standing Orders, Friends and GADS  
Fundraising events  
Bank Interest  
Weddings, Funerals, Inscriptions etc.  
Sundry Income, Grants  
Parish share  
Admin, Insurance, Electricity, Safeguarding, Building repairs etc. etc.  
Bucket collections and one-off donations to charities  
Fundraising costs, internal and ODBF weddings and funerals payments  
Specific fabric projects  
Any other payments

Approved by the PCC on 23rd January 2020 and signed on their behalf by PCC chairman and PCC Treasurer

In accordance with supporting documentation

W J McMillan 

10th February 2020