



Annual Reports and Accounts  
For the year to 31<sup>st</sup> December 2021

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 who retired in July 2021, 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. Because of the continued restrictions due to the COVID pandemic during 2021, our services and worship have been limited in the way we have been able to put faith into practice through prayer and scripture, music and sacrament. We have kept the church open for worship from the earliest opportunity and have continued to share Communion through the practice of intinction of the bread in the wine, or by using wafers only. During the times when the church has been shut by government mandate, we have continued our worship and preaching through the medium of Zoom broadcasting.

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.

## **Structure, governance and management**

The PCC 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 Core Team continued to meet weekly from January 2021 until July 2021 to ensure continuity of governance. The Core Team includes the Standing Committee plus the Ministry Team of Lay Ministers and the Lay Pastoral Assistant. From July 2021, following an easing of Covid restrictions, and the retirement of the Reverend Paul Boddam-Whetham, the Core Team meetings were replaced by regular Standing Committee meetings.

### **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. During this Interregnum the correspondence address is The Rectory, 6 Standlake Road, Ducklington, Witney OX29 7XG

PCC members who have served at any time from 1 January 2021 until the date that this report was approved are:

#### **Ex Officio members:**

Incumbent: The Reverend Paul Boddam-Whetham (Chairman) Retired July 2021.

Licensed Lay Ministers: Dr David Adams, Mr Ian Paul

Lay Pastoral Assistant: Mrs Meg Roberts To APCM 2021. Mrs. Faith Truran From APCM 2021

#### **Wardens:**

Mr Roger Barnes, Mrs Gill Long To APCM 2021

#### **Elected members:**

Mrs Angela Williams, rep. on Deanery Synod To APCM 2023

Mrs Nicola Boddam-Whetham, rep. on Deanery Synod resigned from July 2021

Mrs Jenny Pratley, rep. on Deanery Synod To APCM 2023

Mrs Rosie Evans (PCC Secretary) To APCM 2022

Ms Sarah Varnom Lay Vice Chair To APCM 2022

Mrs Faith Truran To APCM 2024

Mrs D Britt To APCM 2024

Mrs Tricia Hughes To APCM 2024

Mr Peter Nichols To APCM 2021

Mr Chris Stoneham To APCM 2023

Mr Edmund Strainge To APCM 2024

Mrs Jane Nichols To APCM 2024

Mrs. Meg Roberts ( from APCM 2021)	To APCM 2024
Mrs Ann Morris	To APCM 2023
Mrs Amanda Bennett	To APCM 2023
Mrs Maria Skoyles	To APCM 2023

### **Secretary's Report**

Due to the Covid-19 Pandemic our church was closed in the early part of 2021, and restrictions once again imposed on people meeting indoors in groups. Services were therefore conducted via Zoom, or in the church with social distancing, depending upon the government restrictions. In January 2022 the 'Statistics for Mission' Return for 2021 was completed using estimated figures, and submitted to the Diocese. During the Advent and Christmas period, around 24 people participated in services either in person at the church but many more joined via Zoom. We were not permitted to hold the annual Christmas service for the school, the Carol Service or the Crib Service. During Easter around 47 people attended services in person, with many joining the worship via Zoom. The ability of the church to deliver Services of Worship throughout 2021 including all the months of lockdown, is a testament to the commitment of the Ministry Team, and the skills, time, talents and commitment from many others.

During 2021 the church held four baptisms, three weddings, and nine funerals and committals or burial of ashes only.

The PCC met for six scheduled meetings during 2021. There were two extraordinary meetings (February 2021 for a Safeguarding Case Study Review, and December 2021 for Covid emergency plan for services). There has been an average attendance of 95%. Meetings were held via Zoom, or in the Village Hall or in Church, depending on Covid restrictions. The Core Team met weekly via Zoom from early January 2021 until July, to address the ongoing exceptional circumstances and ensure the safety of the Ministry Team, volunteers, visitors, and parishioners in addition to the fabric of the church itself.

**Mrs R Evans, PCC Secretary April 2022**

### **General Church Report**

This year's report has been written by a churchwarden due to St. Bartholomew's being in a Vacancy. The report would usually be written by the Incumbent.

It's been a challenging year for all, mostly dominated by Covid and the vacancy. January 2021 started with Covid restrictions in place but with the great hope of being vaccinated against the virus, which we hoped would allow us to be able to get back to being together again. Our services remained on Zoom with just a few of us physically in church. We

continued to ring our parishioners who did not have internet access and to drop off church notices to them. The church was open every day for anyone to drop in for private prayer.

In April Paul and Nicci announced that they were leaving us to go to Tring. We sent them off with our blessings after Paul's last service on 11th July 2021

Since then, St. Bartholomew's has been blessed with having the team of Revd. Mary Carney, Revd. John Hughes, Dave Adams, Ian Paul, and Johan Schoeman to continue our services. We have had a mix of Eucharist and Service of the Word. This has given us some interesting and alternative services.

We did manage to involve the church in village life by running the tea stall at the Flower Show in August, continuing our commitment to the Remembrance Service and carol singing in December outside the church. It was with sadness that due to the increasing Covid numbers before Christmas that we had to cancel Messy Church and the Crib service. We are thankful that Revd. Canon David Tyler took our Christmas Day Eucharist.

The autumn was spent consulting on and compiling our Parish Profile and advert to attract a potential new Rector. We had our Section 11 and Section 12 meetings as advised by the Diocese. The churchwardens have worked closely with our Area Dean, Margaret Dixon, throughout the vacancy. The advert went onto the Pathways website (a Church of England recruitment website) in January 2022. We were very successful in attracting a good selection of candidates which enabled us to choose Revd. Andrea Colbrook to be our next Rector. The interview panel all felt Andrea had a real sense of God's calling to come to Ducklington.

It has been very encouraging to have seen an increase in baptisms and weddings over the past year and we have several planned for the coming year.

We end this part of the year with most of our congregation back in church and, with restrictions almost over, looking forward to being able to be take our place in the community, inside and outside of church.

It is with thanks to everyone at St. Bartholomew's for all their hard work over the past year that has maintained our fellowship and kept the church running as best as we could. We have made this journey in the company of God.

**Gill Long. Churchwarden May 2021**

### **Deanery Synod Report**

The Deanery Synod meetings were usually held on Zoom during the past year. However, it was good that the meeting in November 2021 was held in North Leigh Church in person. It was at this meeting that Bishop Gavin licensed the Rev. Margaret Dixon as area Dean for Witney and Rev. Simon Kirby and Rev. Janice Collier as her Associates. Bishop Gavin also spoke on, "To catch and caste God's vision" and his own vision for the church, namely joy, unity and growth. The National Church's Articulation mission statement is compassion,

courageous and contemplation. It was noted that at the last meeting that the Parish Deanery share has been paid in full. The other noteworthy news is that there is to be a Witney Diocese pilgrimage from June 10th/11th to June 19th and this will cover 38 parishes. There is a request for the use of a church or village hall for accommodation or meals for the pilgrims. This should be a good time for fellowship and meeting other people from various churches.

Lastly, Eric Sidenvall and Ase Aromsson from Vaxjo in Sweden joined our last meeting (via Zoom). This was very interesting as it was on St. Sigfrid's day, and it was good to recognise the link between the two countries.

**Angela Williams. May 2022 Deanery Synod Representative.**

## **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. Particular thanks are given to our wardens Mr Roger Barnes and Mrs Gill Long for their guidance during the pandemic and the Interregnum, and to Mr Martin Dines, Mrs Jane Dines, and Mrs. T Hughes for their technical management of our worship services through PowerPoint presentations and on Zoom.

## **Fabric and Church Building**

### **Fabric Report 2021**

During 2021 the following tasks were completed.

- Repairs and repainting all guttering and downspouts as required by the 2019 Quinquennial.
- Purchase and installation in the Vestry of a new printer/copier following the temporary closure of the Rectory.
- Installation of cameras to enhance the Zoom experience for those unable to attend services.
- Full testing of the electrical installation (required every 5 years).
- Portable Appliance Testing (required every year).

The following tasks are planned for 2022

- Replacement of the coping stones on the North Porch as required by the 2019 Quinquennial.
- Continue investigation into providing permanent accessibility via the South door for persons with impaired mobility.
- Complete all outstanding tasks from the 2019 Quinquennial.

During the course of the year the church moveable property was checked against the inventory by the Wardens and the Rural Dean.

### **Roger Barnes Churchwarden May 2022**

#### **Pastoral Team Care Report**

It has been a busy year for our wonderful pastoral team trying to keep up with the needs incurred by Covid and lockdown. Visiting has been impossible up until recently but contact has been maintained by phone and any concerns dealt with. Shopping and collecting prescriptions were important activities; cards were sent when folks were ill, in difficulties or a bereavement had occurred. We have also dealt with a difficult situation which had ultimately to involve social services but that was resolved.

Although we have a valuable and hard-working team of pastoral carers keeping an eye on our more elderly and infirm members, it should be emphasised that many church members carry out pastoral work without realising it, by providing support and fellowship to many.

Tribute should also be given to Meg Roberts who previously led the team for 11 years until I took over last year. Her leadership and example has led to the wonderful support we all receive now.

**Mrs. Faith Truran May 2022. Pastoral Team Lead.**

#### **PCC Safeguarding Report**

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

#### **Names to remember**

- Parish Safeguarding Officer (PSO) and Verifier: Sarah Varnom. A replacement is needed from May 2022.
- Deputy PSO (to contact if the PSO is unavailable): Gill Long (Church Warden)
- Pastoral Leader: Faith Truran
- Junior Church: Paula Taylor

#### **Training**

- All PCC members have a current DBS check/are in the process of updating their DBS checks and have completed the necessary online diocesan training.
- All members of the parish who support our junior church have a current DBS check.
- All junior Church helpers have completed the necessary online diocesan training.
- A number of additional church officers also attended diocesan training.
- All members of the parish who support vulnerable adults have a current DBS check.
- Our music group leader has 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. This needs to be completed in 2022 by our lay readers.
- The PSO and leaders of activities with children and/or adults who may be vulnerable have attended the appropriate leadership training sessions.
- The PSO regularly attends meetings for local PSOs.

### **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.

### **Sarah Varnom PSO February 2022**

#### **Children's Work and School Involvement - Junior Church Report**

This was another difficult year for all of us. Due to Covid restrictions and social distancing rules, we were unable to organise many of the usual activities and events such as the Easter Experience and Messy Church Afternoon. Sadly the Crib Service for Christmas 2021 was also cancelled. However, we managed to run some craft activities in church when restrictions were lifted, and the children have been amazing. They participated in services by reading the gospel, singing with the Singing Group, and improvised a short play. They also contributed to the COP26 Climate Change action service held in church.

We currently have five children who regularly attend Sunday Service. Occasionally the number dropped to two or three due to Covid restrictions. In order to increase the number of children attending we continue our involvement with the school, and encourage children to attend Junior Church.

We have met (via Zoom) with the Diocesan Youth and Young Children Advisor, who offered support with understanding children's viewpoint of what they would want from a new incumbent. This was added to the Parish Profile.

I am in the process of recruiting additional volunteers, to have cover for when I am unavailable, to enable the children to participate regularly in the services.

**Paula Taylor Junior Church Co-ordinator. February 2022.**



### **Ducklington CE VC Primary School. April 2021 – August 2021**

It has been another unusual year for the school due to COVID restrictions. Mr. Leigh and all the staff worked very hard to provide online learning for pupils who couldn't come into school. They also provided very safe and interactive learning for the pupils who were invited into school during lockdown. Very thorough preparation took place ahead of all pupils returning to full-time school attendance.

Governors continued to meet all year via Microsoft Teams and held additional meetings to hold all leaders to account.

The school's visits to St Bartholomew's continued where possible with the highlight being the Easter Experiences. Christmas links were extremely limited due to high numbers of pupils and staff with COVID.

The chair of governors, Sarah Varnom (also a foundation governor) and a foundation governor, Nicci Boddham- Whetham left the governing body at the end of the summer term 2021. Four new governors have joined the governing body since the previous report. Two of these are foundation governors, Angela Williams and Alison Schoeman.

### **Sarah Varnom Chair and Foundation Governor (Retired July 2021)**

### **Ducklington CE VC Primary School. Foundation Governor Report From September 2021**

I have been a school governor since September 2021. In my new role I have taken part in a number of relevant online courses. Other governors have also attended various online courses. Since September there have been three meetings of the Full Governing Body, one in-person and two via Zoom.

As a governor I have special involvement with special educational needs and disability (SEND) and Pupil Premium Grant (PPG). In this capacity I have had meetings with the Special Educational Needs and Disability Coordinator (SENDCo) and with the deputy head, who has responsibility for PPG.

Prior to Christmas I organised a collection of foodstuffs from the congregation and some twelve families (all entitled to Pupil Premium) each received two bags of groceries to support them over the Christmas period. Many thanks to all those who generously contributed.

There are three PCC governors in total and we held a meeting in February when we discussed a number of ideas and ways in which we can maintain and develop links between the church and the school and look forward to doing this more easily as Covid cases and restrictions lessen.

We would like to thank both Sarah Varnom and Nicci B-W for their time, wisdom and expertise while they were governors. I would also like to thank the head teacher and staff at the school for their tremendous work under very difficult conditions over the past six months.

On behalf of the Foundation Governors:

Angela Williams

Jennifer Pratley

**Alison Spencer-Schoeman 22 March 2022**

## **Financial Review 2021**

Total receipts on unrestricted (General) funds were £51,839, an increase of 9% on the previous year, due mainly to the restoration of some income from fund raising, weddings and funerals as Covid restrictions were eased. £26,470 was unrestricted planned voluntary donations, and a further £6,425 was from Gift Aid.

The planned giving to unrestricted funds through banker's orders and the Parish Giving Scheme increased by 4%. Plate and non-recurring giving/donations decreased by 35%, partly due to previous plate givers switching to planned giving.

Expenditure on the General Fund increased on 2020 from £48,670 to £51,245 (5%) as a result of increased payments to the Diocesan Board of Finance for Parish Share and weddings and funerals.

Total receipts on restricted (Fabric) funds were £10,087, an increase of 107% on 2020 – mainly the result of one -off donations to cover specific projects. Income from the Friend's scheme remained constant, and we sincerely thank them for their contributions.

Fabric Fund expenditure was £4,193 (up 220%) as although work was outstanding from the Quinquennial report in 2020 it was difficult to engage contractors due to the pandemic. The easing of restriction in 2021 allowed remedial works to recommence.

It is pleasing to report that the Deanery Parish Share was met, with St. Bartholomew's contributing £34,967.

Net movement on unrestricted funds was an increase of £594. During the year, the total fund balances, including cash in hand, increased from £28,550 to £35,038 of which £13,389 is unrestricted.

## **Reserves Policy**

We have yet to initiate and implement any policy concerned with maintaining our balance on unrestricted funds. We invest the short-term investment fund balances with the CBF Church of England Deposit Fund.

---

*Approved by the PCC on 20th January 2022*

***R. Barnes, Treasurer. May 2022***

---

Signed on their behalf by: Gill Long

Church Warden

Roger Barnes

Church Warden



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report on the  
accounts**

**Section A Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Charity Name St Bartholomew's Church Ducklington		
<b>On accounts for the year ended</b>	2021	<b>Charity no (if any)</b>	X81178
<b>Set out on pages</b>	TBA <small>(remember to include the page numbers of additional sheets)</small>		

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2021**.

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

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 (other than that disclosed below)

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**

**St. BARTHOLOMEW'S CHURCH, DUCKLINGTON  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>					
<b>Receipts</b>					
Voluntary receipts from donors					
Planned giving	26,470		2,344	28,814	27,874
Collections at services	3,018		-	3,018	6,047
Non-recurring giving/donations	2,006		6,200	8,206	3,414
Income tax recovered	6,425		1,530	7,955	8,616
	37,919		10,074	47,993	45,951
Activities for generating funds	2,051		-	2,051	57
Investment income	11,767		13	11,780	42
Receipts from church activities	102			102	6,285
Other incoming resources	51,839		10,087	61,926	52,335
<b>Payments</b>					
Church activities:					
Diocesan parish share	34,967			34,967	35,620
Church running expenses	9,624		2,974	12,598	9,880
Mission giving and donations	324			324	1,168
Cost of generating funds	6,330		-	6,330	2,231
Fabric projects (one-off)			1,197	1,197	1,080
Other payments	51,245		22	51,267	49,979
			4,193	55,438	49,979
<b>Excess of Receipts over Payments</b>					
Transfers between funds	594		5,894	6,488	2,356
	594		5,894	6,488	2,356
Cash and bank accounts 1 Jan	12,795		15,755	28,550	26,194
Cash and bank accounts 31 Dec	13,389		21,649	35,038	28,550
<b>STATEMENT OF ASSETS AND LIABILITIES</b>					
Cash Funds	80			80	107
Bank current accounts	11,394		9,929	21,323	14,799
CBF deposit fund	1,915		11,223	13,138	13,124
Handbells Account	13,389		497	13,886	520
			21,649	35,038	28,550

Standing Orders, PGS, Friends Subs  
Plate, and donations from the congregation  
Bucket collections, wall safe, one-off gifts  
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 20th January 2022 and signed on their behalf by PCC lay chairman and PCC Treasurer



**St. BARTHOLOMEW'S CHURCH, DUCKLINGTON  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>					
<b>Receipts</b>					
Voluntary receipts from donors					
Planned giving	26,470		2,344	28,814	27,874
Collections at services	3,018		-	3,018	6,047
Non-recurring giving/donations	2,006		6,200	8,206	3,414
Income tax recovered	6,425		1,530	7,955	8,616
	37,919		10,074	47,993	45,951
<b>Activities for generating funds</b>					
Investment income	2,051		-	2,051	57
<b>Receipts from church activities</b>	11,767		13	11,780	42
<b>Other incoming resources</b>	102			102	-
	51,839		10,087	61,926	52,335
<b>Payments</b>					
<b>Church activities:</b>					
Diocesan parish share	34,967			34,967	35,620
Church running expenses	9,624		2,974	12,598	9,880
Mission giving and donations	324			324	1,168
Cost of generating funds	6,330			6,330	2,231
Fabric projects (one-off)			1,197	1,197	1,080
Other payments			22	22	-
	51,245		4,193	55,438	49,979
<b>Excess of Receipts over Payments</b>	594		5,894	6,488	2,356
Transfers between funds					
	594		5,894	6,488	2,356
Cash and bank accounts 1 Jan	12,795		15,755	28,550	26,194
Cash and bank accounts 31 Dec	13,389		21,649	35,038	28,550
<b>STATEMENT OF ASSETS AND LIABILITIES</b>					
Cash Funds	80			80	107
Bank current accounts	11,394		9,929	21,323	14,799
CBF deposit fund	1,915		11,223	13,138	13,124
Handbells Account	13,389		497	13,886	520
			21,649	35,038	28,550

Standing Orders, PGS, Friends Subs  
Plate, and donations from the congregation  
Bucket collections, wall safe, one-off gifts  
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 20th January 2022 and signed on their behalf by PCC lay chairman and PCC Treasurer

