

The Parish Church of St. Petroc, Bodmin

with the Church of St. Stephen, Nanstallon

Annual Report for 2019

The members of the Parochial Church Council were:

Clergy

Revd Paul Holley (Team Rector)
Revd Elaine Munday (Team Vicar)
Revd Claire Jones (Curate from July 19)

Wardens

Barbara Brittain
Andrew Sadleir

Deanery Synod Representatives

Andrew Sadleir
Derek Lowe
Muriel Nicholl
Sheila Ward

Ex-officio and Lay Chair

Canon Dr. John Kidman (until Sept 19)

**Buildings, Churchyards and Events
Manager**

Roland Oakley

Safeguarding Officer

William Hazelton

Elected members

Joanna Dingle
Peter Dingle
Bryony Dorrington
Bryan Hammond
Judith Stott

Bankers: National Westminster Bank. 1 Church Street, St Austell PL25 4AW

The church is registered with the Charity Commission under the registration number 1170555.

Introduction

St. Petroc's Church is part of the Bodmin Team Ministry, which includes the parishes of Lanivet, Lanhydrock and Cardinham. Responsibility for the mission church of St. Stephen, Nanstallon rests with the parish of St. Petroc, Bodmin. The total population served by the team is around 18,000. Coordination within the team is exercised by a monthly meeting of church wardens. Clergy and readers gather on a regular basis to plan their work. The team is also supported by an administrator, a Buildings,

Churchyards and Events Manager and a Planner for Bodmin Way activities. Revd Elaine Munday is employed by the team as Pioneer Minister.

The day-to-day management of St Petroc's Church is exercised by the Standing Committee. This committee continually reviews safeguarding and other risk assessments and ensures that procedures are in place to manage those risks and minimise their impact of the life of our churches. The PCC pays appropriate attention to health and safety issues, and procedures are in place for reporting accidents. The PCC met on six occasions in 2019 to conduct relevant business. The PCC and the Standing Committee monitor the annual budget closely so as to ensure short-term financial viability with actual financial results compared with budget forecasts reported to each PCC meeting. The assets of the churches are insured with levels reviewed annually and approved by the PCC. Appropriate internal controls are in place for handling income (cash and cheques) and for making payments as required. Members of St Stephen's Church Nanstallon manage their own day-to-day affairs and have a representative to the Wardens Meeting.

Team Rector's report

The most significant changes during 2019 were the timing and style of Sunday services. From October a Sung Eucharist has been taking place at 9.30am, followed by a less structured service called Sunday Celebration at 11am. This development followed a long period of discussion amongst members of the congregation, who were keen to preserve the traditions of the church whilst allowing for initiatives that would draw new people. The attendance at Sunday Celebration averages 20 – 30 people, which reflects a marked overall increase in Sunday attendance. Sadly, in parallel, we continue to lose much loved friends who have served our church with distinction. Age and ailment continue to take their toll.

With the arrival of our new curate, Claire, we were able to draw young people who were active as servers, bell ringers and at family services into a youth group, St. Petroc's Youth (SPY). They meet for prayer, study and fun. At Christmas they visited Bodmin's care homes to inject some Christmas spirit amongst our most vulnerable residents. Claire has also supported the development of the Sunday Celebration service and the burgeoning Thursday bible study. Barbara Brittain was appointed Focal Minister for growth and discipleship in August 2019. She has initiated a number of new projects to connect people at the fringes of church life and to encourage their growth in faith. In parallel she was employed as the Planner for Bodmin Way, the team's social enterprise.

Funding was renewed by donors towards Elaine's Pioneer Ministry. Her energetic ministry extends across all the schools in the team but focuses particularly amongst the folk of Kinsman Estate. We benefit from a stream of people joining the church through her work.

After a foray into supporting St. Lawrence's Church over a period of 6 months, it was ultimately felt that the arrangement was unsustainable. I am grateful to our various ministers for taking services there during that period.

The programme of social and fund raising events strengthened during 2019, with Spring and Autumn fayres, summer cream teas, parish lunches and the ever popular Christmas Tree Festival. Our events manager, Roland, helped to expand our programme of concerts and community celebrations and we have been able to welcome more people from the town to special services, especially young people from scout and guide groups. Our commitment to being the town church remains resolute and we find ourselves increasingly at the forefront of initiative by the town council and other community groups.

Bodmin Way company has established its systems for employment of staff, its finance systems for parochial fees amidst the team and is further developing projects to draw people to the churches. The Bodmin Way pilgrimage remains the most prominent of these projects, having been launched in summer 2019 and created many opportunities for walks and devotional activities.

There has been a marked increase in confidence amongst the folk at St. Petroc's. We have found some productive paths forward and look ahead to a hopeful future.

Revd Paul Holley, Team Rector

Church Wardens report

St Petroc's Church's handbells have been re-categorised, photographed and added to the inventory. The clappers of the bells in the bell tower have been repaired. In preparation for that work, the bell chamber has been cleared of pigeon guano and the louvres have been re-secured with mesh to prevent a recurrence of the contamination. The Tower Captain and Steeple Keeper have a checking system in operation.

With the benefit of a grant from English Heritage (£10,000), the ivy has been removed from St Thomas' Chapel and the loose masonry is being dealt with.

As separately reported, numerous essential repairs and maintenance tasks were carried out on the Church building and fittings, as must be anticipated for a building of such scale and antiquity. For the future, the PCC will be invited to consider a very large scale and comprehensive project that goes beyond general maintenance and addresses long term requirements, if the church is to be an attractive and focal point for the entire community and be as well matched to 21st century needs, as to those of the 15th, when the present structure was built. A radically new heating system is urgently required, to make use as far as possible of off-grid energy resources, in the interests of economic sustainability. Improvements to and augmentation of facilities for community, conference and event use – including enlargement of WC and catering accommodation – are also required. This development also affords an opportunity to re-site the organ, a substantial 18th century instrument now in need of a re-build, to a position that will enjoy better temperature stability. The church roof is exhibiting signs of degradation – which inevitably occurs over time – and which will need to be addressed comprehensively with the next three to five years.

Additionally, while the lighting was renewed as recently as 2011, it is in need of maintenance and the development project will present the opportunity for upgrading. It must be understood, unfortunately, that aspects of the designs of both the lighting and the audio installation fell some way short of ideal. This is being addressed in respect of the audio system by means of re-configuration; but much of the lighting remains unsatisfactory in performance. With a complete revamp of the church, it will be possible to address deficiencies in the lighting, improving both performance and of ease (= cost) of maintenance, rather than merely continue to maintain obsolete light sources in poorly sited luminaires.

As Churchwardens, we are especially fortunate in being able to call upon expertise within the PCC; and we also benefit enormously from a dedicated Buildings, Churchyards & Events Manager, in the person of Roland Oakley, to whom our grateful appreciation is due, as also to the indefatigable Bryan Hammond who chairs the Buildings and Maintenance Group.

Andrew Sadleir and Barbara Brittain, church wardens

Buildings Group report

The Building and Maintenance Group has met bi-monthly throughout the Year addressing all the various challenges commensurate with a medieval Building, both in its maintenance as well as upgrading its facilities so as to be 'fit for purpose' for all the wide ranging activities undertaken during the year as well as for its sustainable future. Similar challenges have been addressed by the Parish Centre Management Committee with regards to the Centre.

Within the Church, the pendant lighting has been renewed, together with the provision of Emergency Lighting. In addition, the first phase of 'tweaking' of the Sound system has commenced as well as installation of additional electrical cabling so as to increase the Church's function capability.

Externally, additional all weather electrical sockets have been installed on the South Porch roof so as to facilitate lighting displays for the Tree Festival and other special Events.

Similarly during 2019, there has been upgrading of electrical Services within the Parish Centre, comprising new lighting in the Hall, and Emergency lighting and Fire Alarm installations.

In addition, the telephone Contract with BT has been renewed, that includes increased Broadband capability for both the Church and the Parish Centre, and which also provides for a more bespoke telephone system within the Team Office.

The Building and Maintenance Group are continuing to address the urgent need for maintenance of the Church roof, windows and masonry, and which together with upgrading of heating etc are under pro-active consideration in the preparation of Grant applications.

A Grant Application was made to Heritage England for undertaking vegetation removal and masonry consolidation Works to St. Thomas Chapel, and a £10k Grant for the initial Phase 1 Works was successful, thereby allowing Works to be undertaken.

Bryan Hammond, chair

Safeguarding report

As a Church, we aim to be a safe place where all are welcome and loved. Loving God and loving our neighbour mean that safeguarding should be part of the DNA of the Church. It is Christian discipleship in action.

As such there is a continuous programme of providing or updating DBS checks (these last for 5 years), and of training (this needs to be renewed every 3 years.)

Over the past year, I have carried out numerous DBS checks, and facilitated an extensive amount of training. All training is given by Diocesan approved trainers. Some takes place locally; but sometimes people have to travel to go on such training.

Currently for all of us there are effectively 4 levels of training and a fifth as a “refresher.” In 2020, the number of levels is going to be reduced. This will simplify the process.

Changes in personnel and the start of new initiatives mean that there is a need for constant updating of all our processes.

William Hazelton, Safeguarding Officer

Deanery synod report

The deanery held 3 synod meetings during 2019. It initially explored what were the key issues facing parishes and then bundled them together in 2 subsequent meetings under the themes of children/young people, and working with older people. These sessions were resourced by experienced people from within the deanery and involved a considerable amount of sharing amongst members in café style table arrangements. This proved to be a popular setting for discussion and allowed for any church members across the deanery to participate.

Chapter meetings have morphed into an open discussion session on an occasional basis. These are designed to consider issues that affect our localities. An insightful discussion on the election started this off. Again, all-comers are welcome.

The deanery treasurers meeting successfully allocated MMF payments for 2020. This is currently the main diocesan task mandated to the deanery. The deanery contributions are shrinking by 5% each year to fit in with diocesan policy for the recently implemented ministry-costs system of allocation.

St. Petroc's benefits from a grant of £1500 pa from deanery funds towards the Pioneer Ministry project. The deanery has additional funds for youth-related projects and continues to offer grants to other parishes.

Revd Paul Holley, Team Rector and Rural Dean

Parish of St Petroc, Bodmin

with St Stephen, Nanstallon

(Charity Number: 1170555)

Annual Accounts

for January to December 2019

Parish of St Petroc, Bodmin with St Stephen, Nanstallon

Receipts & Payments Funds for the year ended 31 December 2019

Receipts	2019			2018		
	General Fund	Restricted Fund	Total	General Fund	Restricted Fund	Total
	£	£	£	£	£	£
Incoming Resources						
Voluntary Income						
Tax efficient Planned Giving	16,906	4,000	20,906	17,893	2,240	20,133
Other Planned Giving	3,024	1,440	4,464	4,009	-	4,009
Other Collections at services	10,295	-	10,295	9,695	-	9,695
All other recurring giving/donations	1,505	-	1,505	957	-	957
All non-recurring giving/donations	872	100	972	4,640	12,681	17,321
All Tax Recovered through Gift Aid	7,326	1,000	8,326	7,571	310	7,881
Legacies Received	-	1,100	1,100	-	-	-
Recurring Grants	2,500	12,000	14,500	4,500	12,000	16,500
One-off grants	-	-	-	200	9,000	9,200
Activities for Generating Funds						
Income from Fundraising activities	17,416	1,055	18,472	19,337	321	19,658
Income from Investments						
Dividends	1,005	-	1,005	995	-	995
Interest	-	-	-	-	-	-
Income from Property	-	-	-	-	-	-
Church Activities						
Parochial Fees	4,483	2,354	6,838	8,878	473	9,351
Book Stall & Magazines	1,163	-	1,163	948	-	948
Hall Lettings	8,615	-	8,615	10,662	205	10,867
Income from other church activities	7,156	-	7,156	2,872	-	2,872
Other Incoming Resources	2,085	1,665	3,750	3,169	-	3,169
Transfer from Other Funds	593	-	593	405	-	405
Total Receipts	84,945	24,715	109,660	96,731	37,230	133,961
Payments						
Cost of Generating Income	6,054	-	6,054	3,544	-	3,544
Church Activities						
Mission Giving, Grants & Donations	5,676	-	5,676	4,639	-	4,639
Parish Share paid to Diocese (MMF)	23,000	-	23,000	41,500	-	41,500
Salaries/Honoraria	10,494	24,372	34,866	8,624	7,668	16,292
Expenses (clergy & Staff)	2,739	1,239	3,978	2,506	-	2,506
Mission & Evangelism costs	867	-	867	144	-	144
Church Expenses						
Insurance	4,927	-	4,927	4,740	-	4,740
Cleaning	-	-	-	-	-	-
Admin Costs	2,337	-	2,337	5,336	-	5,336
Maintenance	8,373	-	8,373	6,016	70	6,086
Upkeep of Service	843	-	843	1,203	-	1,203
Upkeep of Churchyard	2,448	-	2,448	2,598	-	2,598
Gas/Oil	3,697	-	3,697	4,606	-	4,606
Electric	2,576	-	2,576	1,419	-	1,419
Water	462	-	462	498	-	498
Cost of Trading	6,300	-	6,300	4,211	-	4,211
Governance Costs	-	-	-	-	-	-
Major Capital Expenditure						
Major repairs to the church building	-	-	-	6,200	-	6,200
Major repairs to church hall	4,569	5,318	9,887	-	3,682	3,682
New building work to the church	-	-	-	-	1,632	1,632
Transfer to Other Funds	-	593	593	-	405	405
Total Payments	85,364	31,521	116,885	97,784	13,457	111,241
Excess of Receipts over payments	- 419	- 6,807	- 7,225	- 1,053	23,773	22,720

Parish of St Petroc, Bodmin with St Stephen, Nanstallon

Restricted Fund for the year ended 31 December 2019

Receipts	Restricted Fund 2019				Total
	Pioneer Minister	Parish Centre	Children's Work	Friends (Heating)	
	£	£	£	£	£
Incoming Resources					
Voluntary Income					
Tax efficient Planned Giving	4,000	-	-	-	4,000
Other Planned Giving	1,440	-	-	-	1,440
Other Collections at services	-	-	-	-	-
All other recurring giving/donations	-	-	-	-	-
All non-recurring giving/donations	100	-	-	-	100
All Tax Recovered through Gift Aid	1,000	-	-	-	1,000
Legacies Received	1,100	-	-	-	1,100
Recurring Grants	12,000	-	-	-	12,000
One-off grants	-	-	-	-	-
Activities for Generating Funds					
Income from Fundraising activities	1,055	-	-	-	1,055
Income from Investments					
Dividends	-	-	-	-	-
Interest	-	-	-	-	-
Income from Property	-	-	-	-	-
Church Activities					
Parochial Fees	2,354	-	-	-	2,354
Book Stall & Magazines	-	-	-	-	-
Hall Lettings	-	-	-	-	-
Income from other church activities	-	-	-	-	-
Other Incoming Resources	1,665	-	-	-	1,665
Transfer from Other Funds	-	-	-	-	-
Total Receipts	24,715	-	-	-	24,715
Payments					
Cost of Generating Income	-	-	-	-	-
Church Activities					
Mission Giving, Grants & Donations	-	-	-	-	-
Parish Share paid to Diocese (MMF)	-	-	-	-	-
Salaries/Honoraria	24,372	-	-	-	24,372
Expenses (clergy & Staff)	1,239	-	-	-	1,239
Mission & Evangelism costs	-	-	-	-	-
Church Expenses					
Insurance	-	-	-	-	-
Cleaning	-	-	-	-	-
Admin Costs	-	-	-	-	-
Maintenance	-	-	-	-	-
Upkeep of Service	-	-	-	-	-
Upkeep of Churchyard	-	-	-	-	-
Gas/Oil	-	-	-	-	-
Electric	-	-	-	-	-
Water	-	-	-	-	-
Cost of Trading	-	-	-	-	-
Governance Costs	-	-	-	-	-
Major Capital Expenditure					
Major repairs to the church building	-	-	-	-	-
Major repairs to church hall	-	5,318	-	-	5,318
New building work to the church	-	-	-	-	-
Transfer to Other Funds	-	593	-	-	593
Total Payments	25,610	5,911	-	-	31,521
Excess of Receipts over payments	- 896	- 5,911	-	-	- 6,807

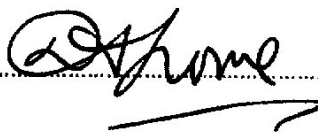
Parish of St Petroc, Bodmin with St Stephen, Nanstallon

Statement of Assets and Liabilities at 31 December 2019

	2019			2018		
	General Fund £	Restricted Fund £	Total £	General Fund £	Restricted Fund £	Total £
Monetary assets						
PCC Current account	11,870	7,231	19,101	12,289	13,444	25,733
PCC Restricted account	-	10,647	10,647	-	11,240	11,240
Parish Centre account	-	1	1	-	1	1
Cash	-	-	-	-	-	-
Total monetary assets	11,870	17,879	29,749	12,289	24,685	36,974
Debtors						
	-	-	-			
Other assets						
Shop stock at cost	720	-	720	854	-	854
Liabilities						
Arrears to MMF (2018)	6,995	-	6,995	6,995	-	6,995
Arrears to MMF (2019)	24,650	-	24,650			
Non-monetary assets						
Parish Centre						
Silver & Glassware						
Computers & office equipment						
Grand Piano						

Approved by the Parochial Church Council and signed on its behalf by:

.....ChairmanDate

.....Treasurer4/3/20.....Date

Parish of St Petroc, Bodmin with St Stephen, Nanstallon

Financial statement for the year ended 31 December 2019

Accounting Policies

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

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

In addition the following **restricted funds** are included within the accounts:

1. Restricted Fund

Purpose: For any receipts donated for specified purposes.

Income raised during the year is for: Pioneer Ministry, Parish Centre, children's work and Church heating project

2. Parish Centre (Restricted Account)

Purpose: Funds raised for maintenance of the Parish Centre

This fund contains one pound and has not been used during the year.

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

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets and Liabilities

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- ◆ Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- ◆ Land and buildings held on behalf of the PCC.
- ◆ Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.
- ◆ Investments held beneficially by the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- ◆ Amounts owing from the Inland Revenue where a formal claim has been made.
- ◆ Any other amounts owing to the PCC including church hall lettings and insurance claims.
- ◆ Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.
- ◆ Closing bank balances as shown in the receipts and payment account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- ◆ Any loans or overdrafts advanced to the PCC.
- ◆ Any arrears of Mission & Ministry Fund.
- ◆ Creditors for goods or services where the supply has been received and invoiced by 31 December.

Honorary Treasurer's Report for the Year 2019

General Fund

This fund is used for the day-to-day running of St Petroc's and St Stephen's churches, including St Petroc's Parish Centre and the Church Shop. Key points during the year were:

1. Our general fund shows a loss for the year of £419.
2. We were unable to meet our full payment to the Diocese of Truro in respect of the Mission & Ministry Fund (MMF). Our shortfall was £24,650 against a total payment due for the year of £47,650 (52%). This is added to the amount of £6,995 owing for the previous year, making a total outstanding of £31,645.
3. We received two legacies during the year totalling £1,100 which the PCC decided should be allocated to the Pioneer Minister fund.
4. We are very grateful to Bodmin Town Council for their grant of £2,500 towards the upkeep of the churchyard.
5. The shortfalls in traditional sources of income were in large part made up by heroic efforts in fundraising:
 - a. The Parish Centre contributed a surplus of £2,983 from room hire;
 - b. The Christmas Tree Festival contributed a surplus of £6,761;
 - c. The Autumn Fayre contributed £1,658
 - d. The Parish Lunches and Cream Teas contributed £3,140
6. Mission Giving – church members held fundraising events for charity and the PCC made total donations of £5,676 (6% of income) during the year.
7. The Bodmin Team Ministry cluster of five churches employs a Team Administrator and Buildings & Events Manager (both part time) through a social enterprise company (Bodmin Way) set up to promote community use of church premises across the team.
8. Essential maintenance work costing £4,569 was carried out in the Parish Centre to meet current safety standards.

Restricted Fund

This is for monies raised for specific purposes. Key points during the year were:

1. The Bodmin Team Ministry (through Bodmin Way) employs a full time Pioneer Minister as a key part of the churches outreach strategy into the Bodmin estates and surrounding areas. The Restricted Fund collates all receipts and payments in relation to this work, although actual salary payments are made by Bodmin Way.
2. We are very grateful for the following grants towards the work of the Pioneer Minister:
 - a. £7,500 from the Joseph Rank Foundation;
 - b. £3,000 from the Diocese of Truro;
 - c. £1,500 from the Trigg Minor and Bodmin Deanery.

A number of parishioners are also making regular contributions towards this work.

Other Funds

There are a number of other accounts associated with the church which do not form a formal part of the PCC accounts. These are:

1. Tower Accounts (x2) – held by bell ringers for fees and fundraising.
2. Trust Fund – monies held on trust and invested by the Truro Diocesan Board of Finance. The PCC has no access to the capital amounts but does receive dividends.

On other matters:

The church is registered with the Charity Commission as a charity in its own name. The Charity Number is 1170555.

The church has a Reserves Policy in relation to the General Fund, requiring it to keep sufficient cash to meet three months of general spending (approx. £10,000). There is no policy in relation to the Restricted Fund.

I would like to thank all those who have helped during the year in the collecting, counting and recording of monies received. These are very time-consuming tasks and without this help it would have been impossible to prepare these accounts.

Also to all those who have worked tirelessly through the year to raise funds, both for mission and outreach and for the running of the church.

A big Thank You to you all.

Derek Lowe,
Hon Treasurer,
February 2020



EXCALIBUR
BUSINESS SERVICES

M.S.T. Jones
20 Bawden Road, Bodmin, Cornwall PL31 1PT

PARISH OF ST. PETROC, BODMIN

with ST STEPHEN, NANSTALLON

YEAR ENDED 31ST DECEMBER 2019

I have examined the records of the above, and hereby certify that the Accounts present a true and fair record of the Church's financial activity for the year.

A handwritten signature in black ink, appearing to read 'M.S.T. Jones', written in a cursive style.

M.S.T. JONES
Accountant