

# **ANNUAL REPORT AND FINANCIAL STATEMENTS**

For the year ended 31 December 2023

## **The Parochial Church Council of St Petroc's Church, Bodmin with St Stephen, Nanstallon**

Registered Charity Number: 1170555

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# **Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon**

## **TRUSTEES' ANNUAL REPORT**

2023 Report and Accounts for the Parochial Church Council of St Petroc's Church, Bodmin

### **Aim and purposes**

St Petroc's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Paul Holley, 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 parish church and Parish Centre in Bodmin, and the mission church of St Stephen's Nanstallon.

### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at St Petroc's and St Stephen's. It strives to enable Christian people to live out their faith and to serve their neighbours. It provides amenity for the town's residents and for those of the village of Nanstallon.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

### **Achievements and performance**

The rhythm of church life continued its evolutionary trajectory during 2023 as its associated outreach and enterprise activities established themselves further. The dual aspiration of growth in faith amidst congregation and community is beginning to take clearer shape as Revd Elaine, Pioneer Minister, has created a growing form of Christian community amidst those she works with. Growth is similarly evident in the congregation. Younger working-age people have become more involved in church life and attend services regularly. The Sunday School and Youth Group are also growing. Thus the foundations of the church's future are being slowly and patiently built.

Elaine's ministry is also making a substantial impact on the schools of the town. She supports collective worship, visits to church and pastoral support of struggling families. As chaplain to Bodmin College, this ministry has a visible and respected profile. The combination of her work on the estates, in schools and amidst baptisms offers Elaine a valued reach into the lives of many local families.

The team's social enterprise, Bodmin Way, has supported St. Petroc's in a number of ways in order that it can expand its mission and provide strong evidence that will justify investment in its buildings. The activities and events of 2023 attracted many thousands of people, particularly to the church and Parish Centre, but also more widely in the town.

The challenge to conserve and re-order each of the church's buildings remains an intimidating challenge. The demands of our funding strategies required bold investment in designs for both the church and the Parish Centre. Dialogue with Heritage England continues to explore options for St. Thomas' Chapel and the churchyard. Church officers have been stretched amidst all this

# **Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon**

## **Trustees' Annual Report**

and have offered a great deal of their time and energy to supporting these projects. The fulfilment of these aspirations will be a few years in the making, but the essential preparatory work is gradually coming together.

At present there are 110 parishioners on the church electoral roll. The average weekly attendance was 51 adults and 3 children. We have celebrated 25 baptisms and 4 weddings, and held 16 funerals in our church this year.

## **Children and Young People**

The Sunday School meets each week during the Eucharist and is run by a team of volunteers. The focus tends to be on bible stories and associated craft activities. A presentation is made to the congregation towards the end of each service.

Young people are active as servers on a regular basis and are thus incorporated into the services. Their participation is highly valued. One of these, Ryan Dawes, was trained as a Youth Worship Leader; one of two of the first to do so. Ryan now leads worship alongside the other Local Worship Leaders, taking a prominent role in the year's largest annual service: Remembrance Sunday.

St. Petroc's Youth (SPY) group grew and developed through 2023, with lots of activities and outings under the leadership of Barbara Brittain. A regular monthly Sunday afternoon gathering is supplemented by one-offs and weekends. The highlight was a sailing weekend, which drew 10 young people to Hayling Island. A team of volunteers has emerged to support this group.

## **Church buildings**

Substantial personnel and financial resources are devoted to operation and maintenance of the Parish's buildings:

- St Petroc's Church itself is the largest parish church in Cornwall. Dating primarily from the late 15<sup>th</sup> century, but retaining traces of the former Norman structure and with several later partial reconstructions, it is listed Grade I.
- The adjacent churchyard includes other listed minor structures, and not least the ruin of the 14<sup>th</sup> century chapel of St Thomas, which is also a Scheduled Ancient Monument.
- Facing the church across Priory Road is the Parish Centre, a 2-storey 20<sup>th</sup> century building, which provides space for the Parish's various mission and community outreach activities, including a well-subscribed Community Larder scheme, hireable space for other community groups and basic office space for Parish and Team Ministry administration and for the Team's social enterprise, Bodmin Way.
- In the outlying village of Nanstallon, the mission chapel of St Stephen is a modest 19<sup>th</sup> century structure.

Maintenance of the fabric of the church and of the Parish Centre is managed by the Buildings and Maintenance Group, a sub-committee of the PCC. The Group also provides an overview of maintenance issues at St Stephen, Nanstallon.

In keeping with the PCC's policy of developing engagement with the townspeople and wider population, the church is extensively used for community events in addition to worship, and is gaining a reputation as a performance space for a growing programme of concerts *etc.* Hirings and

## **Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon Trustees' Annual Report**

the concert programme also generate a revenue stream which, together with the long-established *Christmas Tree Festival* and other fundraising events throughout the year forms a vital element of the PCC's income.

The church's last substantial re-ordering was in 1932, and the PCC recognizes the need for further re-ordering to accommodate the evolving and broadening pattern of use while ensuring the conservation of its many features of architectural and historical significance. Accordingly, for much of 2023 the PCC's Standing Committee was engaged in detailed consultations with Bristol-based architects Connolly Wellingham, culminating in CWA's production of an outline reordering plan. This was subsequently submitted to and has obtained approval from the Diocesan Advisory Committee. Simultaneously, proposals for the necessary funding support are being actively pursued; and the design process will resume at a detailed level once funding affords a prospect of proceeding to works tender stage. The reordering will include substantial reconfiguration of the west end interior, simplification of the multiple floor levels at the east end, enhanced presentation of heritage artefacts, relocation and comprehensive overhaul of the organ, enhanced catering and WC facilities. The scheme will also incorporate a major upgrade of the heating system, replacing the ageing oil-fired boiler with new heat sources, to include air-source heat pumps and solar PV arrays with storage batteries. A necessary first stage will be the complete overhaul of the stained glass in two of the three west windows, whose weathertightness and wind security are increasingly a cause for concern.

In September 2023 the regular Quinquennial Inspection was carried out by the church's Surveyor Scott & Co., identifying a range of ongoing maintenance and repair items such as are to be expected on a 550-year-old building. Notably, there is concern for the stone belfry louvres in the tower, which will need to be re-secured.

Discussion was also opened with Historic England as to possible schemes for conservation and visitor presentation of the St Thomas' Chapel, in the context of improvements to its setting in the historic churchyard (closed to burials in 1859).

While the PCC remains in general control of the churchyard, its basic maintenance is now carried out by Bodmin Town Council, under the s.215 provision for closed churchyards in the *Local Government Act 1972*. This arrangement appears to be functioning generally satisfactorily.

Survey specialists AG Intl Ltd, on behalf of the Church of England, visited both St Petroc's and St Stephen, Nanstallon to carry out survey and memorial photography work and to collect registers for scanning, in connection with the *National Burial Ground Survey* scheme.

Comprehensive Electrical Installation Condition Reports were commissioned and carried out during the year for both St Petroc's Church and St Stephen, Nanstallon.

### **Temporary closure of the church due to vandalism**

In keeping with Church of England policy and Insurers' recommendations, it has been the practice for several years to leave St Petroc's Church open and unattended during the day for access by casual visitors. This has generally worked well, with considerable visitor footfall evidenced by visitors' book entries, donations, and chance encounters by church staff and volunteers.

During 2023, however, St Petroc's Church was unhappily subject to several instances of theft and vandalism, carried out by young persons. This resulted in cost for repair and replacement of

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## **Trustees' Annual Report**

damaged or stolen items (including destruction of a contactless donation terminal), and considerable time by one of the churchwardens in reporting to and liaising with local Police. Following several such incidents, the decision was reluctantly made to close the church when unattended, pending a review of security arrangements.

There was on-site consultation with Police crime prevention personnel. The church was reopened during the December 2023 Christmas Tree Festival, without adverse event. Regular re-opening was planned for 2024, once additional internal provisions could be made for secure storage *etc.* (the Church is again regularly open to visitors at the time of writing this report).

The church interior has the benefit of a CCTV system, with the help of which the Police were able to identify the miscreants in each case. However, the practical difficulty of successfully prosecuting juveniles means that this is not a totally effective deterrent. One miscreant was, however, prosecuted and ordered to pay £100 in (token) damages, since duly received.

## **The Parish Centre**

The Parish Centre is in need of some modernisation and extension, in order to sustain the increased level of activity in this building. In particular, accessibility to the first floor for mobility-impaired users is in need of substantial improvement. Preliminary discussion of options continued during 2023, with a view to progressing an upgrade design in 2024.

As a preliminary, a flood risk assessment for the Parish Centre was commissioned from specialist hydrological consultants. The Centre lies adjacent to the route of the Bodmin Town Leat and on the edge of the defined floodplain, and Planning approval for any substantial work on the building would require such an assessment to be carried out. The results of the assessment were that flood risk is unlikely to be an impediment to Planning approval, albeit that certain specific extreme flood mitigation measures might be stipulated in scheme design.

## **St Stephen, Nanstallon**

The Church was used for two weddings last summer, both led by Rev Elaine.

As usual the Carol Service was the most popular event, with nearly double the number of people, than the Harvest supper. Another well supported evening was the mid-summer 'Songs of Praise', with thanks to Robert Christie for playing the organ; and hopefully we will hold that service again this year.

The Church is supported by its regular faithful few. However, the numbers of congregation, has slightly dropped on last year's figures, which has impacted on the amount of the collections being reduced. The attendance for Christmas Morning, and again on Easter Morning were very disappointing. I put the later down to the fact of the Clocks changing.

Evensong and Celtic Evening Prayer are more popular than the Morning services. Marion's Celtic Evening Prayer is lovely as it is attended by members from all the Churches. Being part of the Celtic Quiet Places has also brought a few extra visitors to the Church.

Recently there was a funeral.

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The outdoor Nativity Scene, supplied by Sara and David, and Helen was greatly appreciated, drawing attention to the Church and getting lots of comments from passers-by.

The fabric of the Church is in good order, with thanks to Graham Udy for mowing the lawn and trimming the trees; and to Faye of Nellie Neat for her cleaning services.

Many thanks to Brenda and Danny, who have generously supplied all the flowers for each service, and Brenda's artistic seasonal stations of the cross displays now run from week to week throughout the year.

My thanks to Marion for holding the fort in the many weeks I was off, following my hip operation.

*Judy Squibbs, Focal Minister*

## **Worship and prayer**

A weekly pattern of a Sunday Eucharist has been maintained throughout the year. This has been strengthened by the regular involvement of Revd Jan Crossley and Revd Simon Atkinson. Their voluntary support has provided for greater continuity in relationships as the Team Rector engages with the other 4 churches. The growing involvement by new members of the church has been especially encouraging. The Sunday School has also grown thanks to some new families.

Additional opportunities for prayer and study take place at a home group and by Zoom. Team prayers are said on a monthly basis.

The church hosts acts of worship through the year for St. Petroc's School, the Old Cornwall Society and the county's freemasons.

## **Pastoral care**

The Church Pastoral Team is led by Revd Jan Crossley and includes those who visit people individually, in care homes and in the hospital. There is also a team of lay pastoral ministers who support Revd Elaine Munday with baptisms. Bodmin Way's Circle programme draws people together on a weekly basis for a friendship café and provides a welfare officer to support the pastoral team. There is an active and extensive Pastoral Prayer Link which is revised each time that the team meets.

Bodmin Way's Community Space, Community Larder and the wider Pioneer Ministry offer care and support to hundreds of people on a weekly basis. This can be practical care, in terms of food supplies, but is often accompanied with personal support by staff and volunteers. The pastoral mission of Bodmin Way extends to health and wellness advice through the team's Parish Nurse.

Baptisms, weddings and funerals are offered by ministers across the Bodmin Team Ministry. These are coordinated through the Team Office. It is becoming increasingly popular to celebrate the renewal of marriage vows. Such services are also offered by the ministry team.

With each of these components, the pastoral care offered by St. Petroc's has never been more extensive than at present. Having evolved from the traditional 'priest-centred' model, the wider team of staff and volunteers has made an increasingly substantial impact on the lives of a wide variety of people.

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## Trustees' Annual Report

### Mission and evangelism

Social Enterprise: 'Bodmin Way' is a social enterprise that organises community projects across the 5 churches that comprise Bodmin Team Ministry. Its primary aim is to support the team churches in establishing sustainable mission activities. These include the weekly Time Together group, a Community Larder, a 25-mile cross-country pilgrimage route linking the 5 churches, a community choir and ad hoc events. A parish nurse is the latest member of the team to add further dimensions to this work. Church volunteers assist in these various activities but also organise other mission initiatives.

Pioneer Ministry: Team vicar, Revd. Elaine Munday, appointed as a Pioneer Minister in 2018, continues to identify increasing social needs and mission opportunities across the local housing estates and in schools and colleges. This growing ministry has impacted the lives of countless individuals and families, many of whom are particularly vulnerable at this time of social and economic crisis. Elaine works creatively sharing the gospel in ways relevant to local demographics that addresses complex social dilemmas. She also generates interest in weddings, baptisms and funeral services. Archbishop Justin Welby and Bishop Philip received a warm welcome from many local participants who affirmed the impact of pioneer ministry in transforming lives. 'Ourgate' is a simple project that the Archbishop likened to a 'communion table': a table at Revd Elaine's garden gate is a local focal point offering a range of foodstuff and other basic necessities, free of charge to those in need. People regularly leave goods as well as taking what they require.

Government 'Warm Space' funding enabled Revd Elaine and her team to engage with people queueing in the cold to collect food from the Community Larder. Offering free hot drinks, food and an opportunity to talk led to a drop-in hub, growing steadily through word of mouth and regularly engaging around 50 people per session. Church volunteers befriend the guests, offering a listening ear whilst the newly appointed Parish Nurse and Social Prescribers help to address wider health and wellbeing issues. There is potential for a longer-term, far-reaching mission initiative.

Local and overseas mission: The mission focus group meets regularly to plan and pray for forthcoming mission events. This year's key fundraising events generated a total of £1,140, that supported the work of The Leprosy Mission (Team coffee morning), South American Mission Society (SAMS), the Church of England Children's Society (Christingle), Women's Institute, ShelterBox (Lent Lunches), Embrace the Middle East and the Royal British Legion.

Bodmin Children's Services were grateful to receive summer activity boxes filled with diverse resources to occupy children in their care during the school holidays. A special request was made for items suitable for older children and teenagers whose needs are often overlooked.

Evangelism: Evangelism underpins every aspect of St Petroc's mission and outreach ministry.

Looking forward: Bodmin Team Ministry will continue to work collaboratively to consolidate the many successes of recent months, to share resources and pursue the diverse opportunities for outreach into the wider community. New team members and volunteers are being invited to explore and develop fresh initiatives, especially in the local schools and colleges, and access to the necessary funding remains paramount.

### Safeguarding and Volunteers

During the year Abigail Cavallera handed over the PSO role to interim Paula Martin. Paula had been contracted through Bodmin Way to project manage the reintroduction of safer recruitment to the



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Bodmin team ministry including St Petroc's. St Petroc's safeguarding and DBS records are now managed through the Safeguarding Hub element of the Parish Dashboard.

The interim PSO has attended the most recent general meetings for the church PCC, including reporting to the PCC and sharing the Church of England expectations relating to safeguarding for PCC members and others.

At the time of this report for St Petroc's Church, there were 73 active people listed on the Safeguarding Hub. Of these 13 are new volunteers in the safe recruitment process. Of the remaining 60, 25 longstanding volunteers are in the process of updating their safeguarding awareness or DBS renewal. While many of the active people listed hold roles associated with the church, the number also includes volunteers donating time and skills to the activities delivered by Bodmin Way social enterprise.

Of the 13 PCC members, all are recorded as having a DBS, and only 3 have training updates to complete shortly.

The current estimate is that volunteers collectively contribute 10,140 hours per annum, (approx. 2.69 hours per person per week on average) with some who volunteer weekly contributing significantly more. At the new adult Living Wage this equates to a monetary value of over £116,000 per year. These numbers are conservative, pending responses on outstanding surveys.

During the year there have been two safeguarding concerns raised with the interim PSO or the Diocese in relation to St Petroc's. These concerns for welfare related to service users, and were not in any way connected to allegations relating to clergy, church officers or volunteers. Both matters have been reported in accordance with the Church of England and Diocesan requirements, in order for those affected to receive appropriate professional support.

The interim project is concluding, and a recruitment has recently concluded for a long-term volunteer PSO including a representative of the PCC as part of the interview panel. The role of PSO is being handed over to Tracy Fothergill during April 2024 and she will be introduced to the St Petroc's PCC in due course. Tracy will also be the DBS Recruiter for the team ministry. New contact information and safeguarding posters will be published and displayed during April in the church buildings.

The interim PSO would like to extend thanks to all PCC members and volunteers who have actively and positively engaged with safeguarding during the past year, and who have built upon their knowledge and awareness through training.

## Deanery Synod

The Parish of St Petroc lies within the Deanery of Trigg Minor and Bodmin, in the Diocese of Truro. The annual call for contributions to MMF is allocated by the Diocese for each deanery, and in turn is allocated between the constituent parishes on the basis of each deanery's recommendations. Conversely, certain funding support from Diocesan level is channelled *via* and distributed by the Deanery (see below). Each parish elects lay representatives to the Deanery Synod (currently 4 from St Petroc's), who thereby also become members of the respective PCC *ex officio*.<sup>1</sup>

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<sup>1</sup> By virtue of the *Church Representation Rules* M15(1)(i).

## **Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon Trustees' Annual Report**

The Synod met three times during 2023 at various churches in the Deanery. A consultation about diocesan financing was held in the summer. The Deanery Implementation Team is currently the primary driver of collaboration. It is made up of representatives of each cluster of the deanery. Its role is to assess applications for mission funding and to monitor the implementation of the deanery plan.

Low Income Community Funding (LICF) has been channelled through the deanery to support the Pioneer Minister and the Parish Nurse. This new funding is also available for schools across the deanery; and St. Petroc's secured in excess of £5,000 to support families served by the town's primary schools. In addition to this, diocesan mission funds have been allocated to various parishes, including £5,000 to St. Petroc's for the youth work. Additional funds were agreed for the 2024 - 26 programme of Bodmin Way's Community Circle and to fund a new schools officer for the team.

A proposal to Deanery from Lanivet's PCC requesting amendments to the Church of England Measures with regard to Churchwardens was passed and forwarded to the Diocese, where some amendments were made. This will now proceed through the system.

# **Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon**

## **Trustees' Annual Report**

### **Financial review**

Total receipts on unrestricted funds were £80,962. £22,548 was received from planned voluntary donations, and a further £6,628 was from Gift Aid recovery. Restricted grants and donations of £15,319 were also received, which included £11,319 from the Diocese of Truro under the On the Way initiative and £4,000 for the Community Space project.

The planned giving through envelopes, banker's orders and the Parish Giving Scheme increased marginally by 1.3% over the previous year. We are grateful for the continuing support of our parishioners in maintaining this general level of income in difficult times. Gift Aid recovery was similarly up by 3.1%. Total income in the unrestricted funds, excluding legacies, decreased by 21%, in large part due to the previous year including an insurance pay-out. Excluding this, total income decreased by 7%.

A legacy of £10,736 was received during the year. This had no restrictions attached to it but was placed in the Designated Fund to be assigned by the PCC.

We met our full payment to the Diocese of Truro in respect of the Mission & Ministry Fund (MMF) in the sum of £35,250.

Routine maintenance was carried out on church buildings but no major repairs. Legacy monies were however used to carry out consultancy and design work on re-ordering the church and Parish Centre. Although no physical work was carried out this provides the basis for future works as monies become available.

The PCC opened a Church of England deposit account with CCLA Investment Management Ltd during the year to hold surplus funds. This account was paying an average of around 5% interest.

Overall the PCC has met its financial obligations in full during the year albeit running at a deficit on the Unrestricted Fund of around £14,000, which was met from reserves. This is a situation which is being addressed by the PCC for the coming years.

### **Reserves policy**

The PCC has a Reserves Policy in relation to the unrestricted fund, requiring it to keep sufficient cash to meet three months of general spending (approx. £25,000). There is no Reserves Policy in relation to the restricted funds.

### **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 a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Petroc's the membership of the PCC consists of the Team Rector, team vicar, team curate, churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who are members of the congregation are encouraged to register on the electoral roll and stand for election to the PCC.

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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.

The full PCC met 8 times during the year. Given its wide responsibilities the PCC has a standing committee to deal with ongoing operations and a buildings group to focus on the maintenance and development of the church buildings and Parish Centre.

The social enterprise for the team ministry, Bodmin Way, provides for the employment of team staff and the management of various mission projects. Matters of common interest to the team churches are informally coordinated by a forum of the churchwardens of the constituent parishes, but the PCC remains the key decision-maker for all matters relating to the parish. Several informal groups organise the range of liturgical, pastoral and social activities under the oversight of the Team Rector.

## Related Parties

No declarations have been made.

## Administrative information

St Petroc's Church is situated in Bodmin and forms part of the Bodmin Team Ministry with the parishes of St Meubred, Cardinham, St Hydroc, Lanhydrock and Lanivet. It is within the Diocese of Truro in the Church of England. The correspondence address is The Parish Centre, Priory Road, Bodmin. PL31 2DP. Registered Charity number 1170555.

PCC members who have served at any time from 1<sup>st</sup> January 2023 until the date this report was approved are:

### Incumbent:

Rev'd Paul Holley (Team Rector)

### Team Clergy:

Rev'd Elaine Munday (Team Vicar)

### Deanery Synod representatives:

Derek Lowe

Andrew Sadleir

Muriel Nicholl } until APCM on

Shiela Ward } 30<sup>th</sup> April '23

Bryony Dorrington } with effect from

Abigail Cavalera } 30<sup>th</sup> April '23

### Wardens:

Joanna Dingle

Andrew Sadleir

### Elected PCC members:

Abigail Cavalera (until 30<sup>th</sup> April '23)

Peter Dingle

Bryony Dorrington (until 30<sup>th</sup> April '23)

Bryan Hammond<sup>2</sup>

Muriel Nicholl (from 30<sup>th</sup> April '23)

Roland Oakley

Sadie Oakley

Catherine Palmer (from 30<sup>th</sup> April '23)

Judy Squibbs

### Ex officio PCC members:

As Churchwardens: Dingle and Sadleir

As Deanery Synod representatives: Lowe, Nicholl, Ward, Cavalera and Dorrington

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<sup>2</sup> Until 30<sup>th</sup> April '23; co-opted for 2023-24.

# Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon

## Trustees' Annual Accounts: Independent Examiner's report

I report on the accounts of the church for the year ended 31 December 2023 which are set out on pages 12 to 19.

### Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. 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.

It is my responsibility:

- To examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Andrew Farr FCCA**  
**Dawe, Hawken & Dodd**  
**Chartered Certified Accountants**  
**52 Fore Street**  
**Callington**  
**Cornwall**  
**PL17 7AJ**



Date: 27th May 2024

**Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon**  
**Trustees' Annual Accounts**

**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ending 31 December 2023

|                                                         | Note | Unrestricted<br>funds<br>£ | Designated<br>funds<br>£ | Restricted<br>funds<br>£ | TOTAL<br>2023<br>£ | TOTAL<br>2022<br>£ |
|---------------------------------------------------------|------|----------------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>INCOME AND ENDOWMENTS</b>                            |      |                            |                          |                          |                    |                    |
| Voluntary income                                        | 2(a) | 38,635                     | 10,736                   | 22,762                   | 72,133             | 275,913            |
| Activities for generating funds                         | 2(b) | 14,560                     | 0                        | 37                       | 14,597             | 16,739             |
| Income from investments                                 | 2(c) | 3,232                      | 0                        | 0                        | 3,232              | 794                |
| Church activities                                       | 2(d) | 24,535                     | 0                        | 0                        | 24,535             | 24,262             |
| <b>TOTAL INCOME</b>                                     |      | <b>80,962</b>              | <b>10,736</b>            | <b>22,799</b>            | <b>114,497</b>     | <b>317,708</b>     |
| <b>EXPENDITURE</b>                                      |      |                            |                          |                          |                    |                    |
| Church activities                                       | 3(a) | 56,589                     | 0                        | 23,992                   | 80,581             | 97,495             |
| Church expenses                                         | 3(b) | 30,515                     | 0                        | 2,016                    | 32,531             | 23,807             |
| Cost of generating funds                                | 3(c) | 7,918                      | 0                        | 0                        | 7,918              | 24,613             |
| Major repairs                                           | 3(d) | 0                          | 49,840                   | 2,432                    | 52,272             | 136,614            |
| <b>TOTAL EXPENDITURE</b>                                |      | <b>95,022</b>              | <b>49,840</b>            | <b>28,440</b>            | <b>173,302</b>     | <b>282,529</b>     |
| <b>NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS</b> |      | <b>(14,060)</b>            | <b>(39,104)</b>          | <b>(5,641)</b>           | <b>(58,805)</b>    | <b>35,179</b>      |
| <b>NET GAINS ON INVESTMENTS</b>                         |      | <b>0</b>                   | <b>0</b>                 | <b>0</b>                 | <b>0</b>           | <b>0</b>           |
| <b>NET INCOME/(EXPENDITURE)</b>                         |      | <b>(14,060)</b>            | <b>(39,104)</b>          | <b>(5,641)</b>           | <b>(58,805)</b>    | <b>35,179</b>      |
| <b>TRANSFER BETWEEN FUNDS</b>                           |      | <b>(1,250)</b>             | <b>0</b>                 | <b>1,250</b>             | <b>0</b>           | <b>0</b>           |
| <b>NET MOVEMENT IN FUNDS</b>                            |      | <b>(15,310)</b>            | <b>(39,104)</b>          | <b>(4,391)</b>           | <b>(58,805)</b>    | <b>35,179</b>      |
| Total funds brought forward                             |      | 43,341                     | 69,400                   | 39,650                   | 152,391            | 117,212            |
| <b>Total funds carried forward</b>                      |      | <b>28,031</b>              | <b>30,296</b>            | <b>35,259</b>            | <b>93,586</b>      | <b>152,391</b>     |

**Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon**  
**Trustees' Annual Accounts (continued)**

**BALANCE SHEET AS AT 31 DECEMBER 2023**

|                                                 | Notes | 2023<br>£            | 2022<br>£             |
|-------------------------------------------------|-------|----------------------|-----------------------|
| <b>FIXED ASSETS</b>                             |       |                      |                       |
| Tangible                                        | 8     | <u>9,629</u>         | <u>10,089</u>         |
|                                                 |       | 9,629                | 10,089                |
| <b>CURRENT ASSETS</b>                           |       |                      |                       |
| Stock                                           |       | 535                  | 593                   |
| Debtors and prepayments                         | 9     | 2,270                | 2,200                 |
| Cash at bank and in hand                        |       | <u>84,764</u>        | <u>142,776</u>        |
|                                                 |       | 87,569               | 145,569               |
| <b>LIABILITIES</b>                              |       |                      |                       |
| Creditors – amounts falling due within one year | 10    | <u>(3,612)</u>       | <u>(3,267)</u>        |
| <b>NET CURRENT ASSETS/(LIABILITIES)</b>         |       | <u><b>83,957</b></u> | <u><b>142,302</b></u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>    |       |                      |                       |
| Creditors – amounts falling due after one year  |       | <u>0</u>             | <u>0</u>              |
| <b>TOTAL NET ASSETS</b>                         |       | <u><b>93,586</b></u> | <u><b>152,391</b></u> |
| <b>PARISH FUNDS</b>                             |       |                      |                       |
| Unrestricted                                    |       | 28,031               | 43,341                |
| Designated                                      |       | 30,296               | 69,400                |
| Restricted                                      |       | <u>35,259</u>        | <u>39,650</u>         |
|                                                 | 11    | <u><b>93,586</b></u> | <u><b>152,391</b></u> |

A draft version of this report was circulated in advance and laid before the Annual Parochial Church Meeting on 12<sup>th</sup> May 2024.

This final version, incorporating minor amendments following Independent Examination, was approved by resolution of the Parochial Church Council on 16th May 2024 and is signed on its behalf by:



Paul Holley (PCC Chairman)



Derek Lowe (PCC Treasurer)

The notes on pages 14 to 19 form part of these accounts.

# Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon

## Trustees' Annual Report: Notes to the Accounts

### 1 ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

### ASSETS

#### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

#### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

#### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Fixtures & Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

### FUNDS

#### Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the Trustees' Report.



# Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon

## Trustees' Annual Accounts: Notes to the Accounts

### Designated Funds

These are funds set aside for specific purposes by the PCC. The current monies are legacies which have been allocated to church heating and re-ordering projects. The PCC can re-designate these funds at any time if it so wishes.

### Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

### Trust Fund

Monies are 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 which are recorded as income from investments in the accounts. Dividends received in the year were £1,072 (2022: £794).

## 2 INCOME AND ENDOWMENTS

|                                             | Unrestricted funds | Designated funds | Restricted funds | Total 2023     | Total 2022     |
|---------------------------------------------|--------------------|------------------|------------------|----------------|----------------|
|                                             | £                  | £                | £                | £              | £              |
| <b>2(a) Voluntary income</b>                |                    |                  |                  |                |                |
| Planned giving: Gift Aid donations          | 17,613             | 0                | 4,629            | 22,242         | 21,840         |
| Tax recoverable                             | 6,628              | 0                | 1,071            | 7,699          | 7,524          |
| Legacies                                    | 0                  | 10,736           | 0                | 10,736         | 69,602         |
| Other                                       | 4,935              | 0                | 0                | 4,935          | 5,047          |
| Collections: (open plate)                   | 6,881              | 0                | 0                | 6,881          | 6,781          |
| Other giving: Recurring                     | 2,034              | 0                | 593              | 2,627          | 2,730          |
| Non-recurring                               | 544                | 0                | 1,150            | 1,694          | 4,994          |
| Grants: Major structural renewal            | 0                  | 0                | 0                | 0              | 130,232        |
| Other                                       | 0                  | 0                | 15,319           | 15,319         | 5,000          |
| Other incoming resources                    | 0                  | 0                | 0                | 0              | 22,163         |
|                                             | <b>38,635</b>      | <b>10,736</b>    | <b>22,762</b>    | <b>72,133</b>  | <b>275,913</b> |
| <b>2(b) Activities for generating funds</b> |                    |                  |                  |                |                |
| Fundraising                                 | 14,560             | 0                | 37               | 14,597         | 16,739         |
|                                             | <b>14,560</b>      | <b>0</b>         | <b>37</b>        | <b>14,597</b>  | <b>16,739</b>  |
| <b>2(c) Income from investments</b>         |                    |                  |                  |                |                |
| Dividends                                   | 1,072              | 0                | 0                | 1,072          | 794            |
| Interest income                             | 2,160              | 0                | 0                | 2,160          | 0              |
|                                             | <b>3,232</b>       | <b>0</b>         | <b>0</b>         | <b>3,232</b>   | <b>794</b>     |
| <b>2(d) Income from church activities</b>   |                    |                  |                  |                |                |
| Book stall & magazines                      | 410                | 0                | 0                | 410            | 566            |
| Hall Lettings                               | 21,207             | 0                | 0                | 21,207         | 11,399         |
| Parochial fees                              | 2,918              | 0                | 0                | 2,918          | 2,352          |
| Other church activities                     | 0                  | 0                | 0                | 0              | 9,945          |
|                                             | <b>24,535</b>      | <b>0</b>         | <b>0</b>         | <b>24,535</b>  | <b>24,262</b>  |
| <b>Total income</b>                         | <b>80,962</b>      | <b>10,736</b>    | <b>22,799</b>    | <b>114,497</b> | <b>317,708</b> |

# Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon

## Trustees' Annual Report: Notes to the Accounts

### 3 EXPENDITURE

|                                     | Unrestricted funds | Designated funds | Restricted funds | Total 2023     | Total 2022     |
|-------------------------------------|--------------------|------------------|------------------|----------------|----------------|
|                                     | £                  | £                | £                | £              | £              |
| <b>3(a) Church activities</b>       |                    |                  |                  |                |                |
| Missionary and charitable giving    | 1,380              | 0                | 0                | 1,380          | 4,072          |
| Ministry: diocesan parish share     | 35,250             | 0                | 0                | 35,250         | 30,000         |
| Mission & evangelism costs          | 752                | 0                | 10,904           | 11,656         | 10,209         |
| Expenses (clergy & staff)           | 1,998              | 0                | 1,193            | 3,191          | 2,954          |
| Cost of Trading                     | 463                | 0                | 0                | 463            | 5,714          |
| Salaries/Honoraria (via Bodmin Way) | 16,746             | 0                | 11,895           | 28,641         | 44,546         |
|                                     | <u>56,589</u>      | <u>0</u>         | <u>23,992</u>    | <u>80,581</u>  | <u>97,495</u>  |
| <b>3(b) Church expenses</b>         |                    |                  |                  |                |                |
| Administration costs                | 2,442              | 0                | 0                | 2,442          | 2,194          |
| Governance                          | 630                | 0                | 0                | 630            | 1,200          |
| Cleaning                            | 198                | 0                | 249              | 447            | 530            |
| Utility costs                       | 9,819              | 0                | 0                | 9,819          | 7,038          |
| Insurance                           | 7,157              | 0                | 0                | 7,157          | 5,794          |
| Repairs & maintenance               | 8,241              | 0                | 1,117            | 9,358          | 4,416          |
| Upkeep of churchyard                | 525                | 0                | 650              | 1,175          | 1,286          |
| Upkeep of service                   | 1,043              | 0                | 0                | 1,043          | 889            |
| Depreciation on fixtures & fitting  | 460                | 0                | 0                | 460            | 460            |
|                                     | <u>30,515</u>      | <u>0</u>         | <u>2,016</u>     | <u>32,531</u>  | <u>23,807</u>  |
| <b>3 (c) Raising funds</b>          |                    |                  |                  |                |                |
| Cost of generating funds            | 7,918              | 0                | 0                | 7,918          | 24,613         |
|                                     | <u>7,918</u>       | <u>0</u>         | <u>0</u>         | <u>7,918</u>   | <u>24,613</u>  |
| <b>3 (d) Major repairs</b>          |                    |                  |                  |                |                |
| Major church repairs                | 0                  | 49,840           | 2,432            | 52,272         | 136,614        |
|                                     | <u>0</u>           | <u>49,840</u>    | <u>2,432</u>     | <u>52,272</u>  | <u>136,614</u> |
| <b>TOTAL RESOURCES EXPENDED</b>     | <u>95,022</u>      | <u>49,840</u>    | <u>28,440</u>    | <u>173,302</u> | <u>282,529</u> |

### 4 ANALYSIS OF EXPENDITURE

|                                      | 2023       | 2022        |
|--------------------------------------|------------|-------------|
|                                      | £          | £           |
| Independent examiner's remuneration* | 600        | 1200        |
|                                      | <u>600</u> | <u>1200</u> |

\* (fees payable to the PCC's examiner for the examination of the financial statements)

### 5 STAFF COSTS

The Bodmin Team Ministry cluster of five churches employs 8 staff members through a social enterprise company (Bodmin Way) set up to promote mission activities and community use of church premises across the team. The PCC contributes to the salaries through both general funds and those raised for special purposes.

# Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon

## Trustees' Annual Accounts: Notes to the Accounts

The PCC (through Bodmin Way) also employs a full time Pioneer Minister as a key part of the church's outreach strategy into the Bodmin estates and surrounding areas. The Restricted Fund collates all receipts and payments in relation to this work. Monies to cover salaries are transferred to Bodmin Way who make the actual payments.

### 6 TRANSACTIONS WITH MEMBERS OF THE PCC DURING THE YEAR

The following shows transactions throughout the year relating to those who were members of the PCC at any time during the year. This includes payments to family members as well as PCC members themselves. Where salaries are involved, the figures are the contributions made to Bodmin Way (who pay the wages) by the PCC and do not necessarily reflect the final amounts paid to the PCC member. The church does not have a debit or credit card so PCC members often buy items on behalf of the PCC and reclaim the costs later.

| <b>PCC Member</b>  | <b>Description</b>                                       | <b>Amount £</b> |
|--------------------|----------------------------------------------------------|-----------------|
| Peter Dingle       | Reimbursement of PCC costs incurred                      | 426.89          |
| Revd Paul Holley   | Expenses                                                 | 932.55          |
| Derek Lowe         | Reimbursement of PCC costs incurred                      | 237.45          |
| Revd Elaine Munday | Salary, expenses and reimbursement of PCC costs incurred | 14,769.89       |
| Roland Oakley      | Salary and reimbursement of PCC costs incurred           | 6,630.47        |
| Judy Squibbs       | Expenses                                                 | 19.80           |

### 7 ANALYSIS OF TRANSFERS BETWEEN FUNDS

|                                                         | Unrestricted | Restricted | Total |
|---------------------------------------------------------|--------------|------------|-------|
|                                                         | £            | £          | £     |
| Hall Hire fees transferred from Grants to Parish Centre | (1,225)      | 1,225      | 0     |
| Transfer of Christmas Tree donations to Unrestricted    | (25)         | 25         | 0     |

The transfer between funds is for church and Parish Centre hire for use of the facilities for the community purposes stipulated by the various donors.

# Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon

## Trustees' Annual Report: Notes to the Accounts

### 8 FIXED ASSETS

|                   | Tangible               | Fixtures & Fittings | Total         |
|-------------------|------------------------|---------------------|---------------|
|                   |                        | £                   | £             |
| Cost of valuation | At 1 January 2023      | 11,009              | 11,009        |
|                   | Disposal               | 0                   | 0             |
|                   | Additions at cost      | 0                   | 0             |
|                   | At 31 December 2023    | <u>11,009</u>       | <u>11,009</u> |
| Depreciation      | At 1 January 2023      | 920                 | 920           |
|                   | Withdrawn on disposals | 0                   | 0             |
|                   | Charge for the year    | 460                 | 460           |
|                   | At 31 December 2023    | <u>1,380</u>        | <u>1,380</u>  |
| Net book value    | At 31 December 2023    | <u>9,629</u>        | <u>9,629</u>  |
|                   | At 31 December 2022    | <u>10,089</u>       | <u>10,089</u> |

Fixtures & Fittings comprises installation of batteries in the Parish Centre to support previously installed solar panels.

### 9 CURRENT ASSETS

|                                     | 2023         | 2022         |
|-------------------------------------|--------------|--------------|
|                                     | £            | £            |
| <b>Debtors (Unrestricted funds)</b> |              |              |
| Tax recoverable                     | 1,087        | 1,103        |
| Other debtors                       | 1,183        | 1,097        |
|                                     | <u>2,270</u> | <u>2,200</u> |

### 10 LIABILITIES

|                                                                 | 2023         | 2022         |
|-----------------------------------------------------------------|--------------|--------------|
|                                                                 | £            | £            |
| <b>Amounts falling due within one year (Unrestricted funds)</b> |              |              |
| Accounts payable                                                | 0            | 0            |
| Accruals for utility and other costs                            | 3,000        | 2,655        |
| Other creditors                                                 | 612          | 612          |
|                                                                 | <u>3,612</u> | <u>3,267</u> |
| <b>Amounts falling due within one year (Restricted funds)</b>   |              |              |
| Accounts payable – building contractor                          | 0            | 0            |
|                                                                 | <u>0</u>     | <u>0</u>     |

# Parochial Church Council of St Petroc's, Bodmin with St Stephen, Nanstallon

## Trustees' Annual Accounts: Notes to the Accounts

### 11 SUMMARY OF ASSETS BY FUND

|                                    | Unrestricted<br>funds | Designated<br>funds | Restricted<br>funds | Total         |
|------------------------------------|-----------------------|---------------------|---------------------|---------------|
|                                    | £                     | £                   | £                   | £             |
| Tangible fixed assets              | 0                     | 0                   | 9,629               | 9,629         |
| Investment fixed<br>assets         | 0                     | 0                   | 0                   | 0             |
| Current assets                     | 31,643                | 30,296              | 25,630              | 87,569        |
| Amounts falling due in<br>one year | (3,612)               | (0)                 | (0)                 | (3,612)       |
|                                    | <u>28,031</u>         | <u>30,296</u>       | <u>35,259</u>       | <u>93,586</u> |