

AGENDA FOR THE VESTRY MEETING
Followed by
THE ANNUAL PAROCHIAL CHURCH MEETING 2014
In
ST. MARGARET OF ANTIOCH CHURCH, CHILMARK
On Sunday 27 April 2014 at 12.00 noon.

VESTRY MEETING 2014

1. Apologies
2. To approve Minutes of last Vestry Meeting 2013(circulated in the Newsletter)
3. Matters Arising.
4. Election of Churchwardens. Those standing for re-election:- Mrs Stephanie G.Lucas, Mrs Jane R.Middleton.
5. Parish Charities. George Young Bequest.

ANNUAL PAROCHIAL CHURCH MEETING 2014

1. To approve Minutes of the last meeting 2013 (circulated in the Newsletter)
2. Matters arising.
3. Presentation of Annual Report 2013, Vicar's Report and Accounts.
4. Terrier and Inventory.
5. Child Protection
6. Two resolutions proposed by the PCC
 1. There will be 8/9 elected members inclusive of Deanery Synod Representatives.
 2. The Annual Meeting imposes no limitation on the number of continuous years service on the PCC a person may offer.
7. Election of PCC, Treasurer and Fabric Officer. Re-election. J.Eden and Neil Pattenden
8. Election of Deanery Synod Representatives.
9. To nominate Nadder Team Council Representative Peter Jennings
Approve Team Council Constitution
- 10, Appoint an independent Examiner for the year 2014 Accounts Jerry Oswell
11. Any Other Business.

SGL March 2014

**Minutes of the Vestry Meeting
St Margaret's Church, Chilmark
Sunday 28 April 2013**

The meeting opened with prayers

Present

Rev Jane Tailby (Chairman); Jane Middleton (Churchwarden); John Eden; Richard Haupt; Peter Jennings; Patrick Middleton; Mungo Melvin; Richard Packer; Felicity Pattenden; Neil Pattenden; Catherine Quaile-Leahy; Dunkin Symes; Margaret Symes; Betty Wilcox

Apologies

Sally Butcher, Melissa Corbin, Colin Diaper, Lisbeth Diaper, Dudley Lucas, Stephanie Lucas, Angus Menzies, Lynn Menzies

Minutes/Agenda

The meeting had before it the minutes of the last meeting and the agenda for this meeting included in the April 2013 edition of Church & Village.

The minutes were duly approved unanimously and there were no matters arising.

Election of Churchwardens for the next year

Stephanie Lucas and Jane Middleton were duly proposed, seconded and re-elected unanimously.

George Young Bequest

The value of the bequest stood at £702 (value of units), income was £33.69 balance £89.70. The trustees have agreed to make a grant of £30 to the Chilmark Playground Committee.

RJP
7.5.13

**Annual Parochial Church Meeting (held immediately after the Vestry meeting)
St Margaret's Church, Chilmark
Sunday 28 April 2013**

Those Present and Apologies

As for the immediately preceding Vestry meeting (see minutes).

Agenda/Minutes

The meeting had before it an agenda for this meeting and the minutes of the last meeting on 22 April 2012 both published in the **April 2013 edition of Church and Village**.

That publication also had in it the annual report of the PCC and the financial statement for the year ended 31 December 2012, which two documents formed the focus for discussion.

Vicar's Report and Accounts

The meeting took note of the contents of the whole report and agreed to record its great thanks to those who assisted the church's activities in many different ways. Most attention was focused on the financial position.

John Eden said that this was worrying. The long-term trend for general and fabric funds was for a total surplus of expenditure over income amounting to some £5,000 pa against total reserves of some £44,000. This trend had been exacerbated by the recent increase in 'Share' of £2,000 pa. Unless something were done the future in the medium term was bleak and, at the least, because of the way the Church was organised, priestly support at current levels would be in doubt. An attempt to increase income by some appeal like that which had been discussed in the PCC was vital, though he took the point that we should not be so ambitious as to lack credibility.

It was argued that experience of similar revenue raising attempts showed that it was very difficult to achieve great success without being able to

point to some demonstrable, material need with which the public could identify. Against that it was argued that such a physical need did not in fact exist at present and it would not be right to pretend otherwise. People needed to be faced with the reality, which was that without extra support the present level of Church and priestly support in Chilmark could not be sustained for long.

It was concluded that a general appeal broadly on the lines discussed previously would be taken forward in the PCC.

New Electoral Roll

So far 47 had registered though there were probably some who had yet to send back forms.

Terrier and Inventory

The piano had been replaced and a heavy duty rubber mat had been purchased for the main porch area. The inventory had been amended accordingly.

Child Protection

No change.

Resolutions

The published resolutions about PCC membership, identical to those adopted the previous year, were approved unanimously.

1. There will be 8/9 elected PCC members inclusive of Deanery Synod Representatives.
2. The Annual meeting imposes no limitation on the number of continuous years service on the PCC a person may offer.

PCC Election (note: Churchwardens were elected at the immediately preceding vestry meeting.)

The following were re-elected: John Eden; Lisbeth Diaper; Lynn Menzies; Melissa Corbin; Mungo Melvin; Richard Packer. New members elected Peter Jennings and Catherine Quaile-Leahy.

Warm thanks were voted unanimously to Paul Knight and Sarah Sharp who had stood down from the PCC, in the latter case after many years.

The following detailed appointments were agreed unanimously:

Treasurer: John Eden

Fabric Officer: Neil Pattenden

Deanery Synod rep: Richard Packer

Nadder Team Council rep: Peter Jennings

Nadder Team Council rep. Reserve: John Eden

Independent Examiner for 2013 Accounts: Jerry Oswell

RJP

St Margaret of Antioch Church Chilmark
Annual Report and Accounts of the Parochial Church Council (PCC) for the Year Ended
31 December 2013.

Administrative Information

St Margaret of Antioch Church, Chilmark is a part of the Nadder Valley Team Ministry (NVTM) and of the Northern Area Group of parishes within the NVTM in Chalke Deanery in the Salisbury Diocese. The address is Church Lane, Chilmark, SP3 5AS. The PCC is a charity excepted from registration with the Charity Commission. PCC members who have served during the period of the Report are:

Ex Officio Members:

Revd Dr Graham Southgate:	Rector NVTM.
Team Vicar and Chairman:	The Revd Jane Tailby.
Churchwardens:	Mrs Stephanie Lucas and Mrs Jane Middleton (Lay Pastoral Assistant).
Deanery Synod Representative:	Sir Richard Packer.

Elected Members:

Mr John Eden (Treasurer), Dr Lynn Menzies (Electoral Roll Officer), Mrs Lisbeth Diaper, Mrs Melissa Corbin, Sir Peter Jennings (NVTM Representative), Mrs Catherine Quaile

Leahy.

Fabric Officer: Mr Neil Pattenden.

Secretary: various members share responsibilities.

Structure, Governance and Management

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting. The PCC met four times in the year to plan day to day running of our Church within the Deanery and Team structure, finances and maintenance of the fabric, together with wider issues of worship, mission, pastoral care and fund raising.

Objectives and Activities

The PCC has the responsibility of co-operating with the Team Vicar and the Team Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the St Margaret's Church building.

Team Vicar's Report

2013 has been a year of joys and challenges for our church. We have shared the joy of worshipping together, of working together for the well-being of our church and of welcoming visitors to our church, including the Bishop of Ramsbury who celebrated at a Family Communion service and those who attended the great yearly festivals. We have faced challenges as we consider the future of our church and our numerical and financial stability. We have been well-served as always by our wardens, Janey Middleton and Stephanie Lucas, by our PCC and church officers caring for our church and its environs, those who clean and decorate the church and those who enrich our worship in music and bell-ringing. We are also fortunate to have people who help to prepare and encourage our different types of worship in the church month by month. I am always conscious that our church could not exist and worship could not happen without the time and commitment of such people and as your vicar, I am very grateful to you all. Our PCC has wrestled this year with questions concerning our future and we have shared with others in seeking ways forward that our church may grow and thrive as a place where God is encountered and others are drawn to his love. The meetings we held were very useful and it was good to share a wide variety of ideas and to recognise that we all have the well-being of our church at heart.

Arising from those meetings we are beginning to look at our pattern of worship through the month, offering services that will be accessible and encouraging to those new to the church as well as sharing in services that people have found enriching and prayerful for many years. We

also considered our financial future as a hard-working group launched a stewardship campaign and others planned and organised creative new ways of fund-raising that have been appreciated by many in the village, both inside and outside the usual church community. May we seek God's blessing prayerfully as we move forward as his church in Chilmark, may we be adventurous as well as goods stewards of tradition and may we always give thanks for the great gifts given to us by our loving Heavenly Father.

Revd Jane Tailby, Team Vicar

Achievements and Performance

Electoral Roll

All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

There are 51 adults on the new Electoral Roll of whom one is resident outside the parish.

Services and Attendance

The annual attendance count of Church members and financial supporters was taken over four Sundays in April/May for the return to the Salisbury Diocese to assist establish our parish share for 2014, it was 60 (53 in 2012). The monthly pattern of services was: Parish Communion, Matins (BCP), Family Communion and Lay led Matins (BCP). On 5th Sundays and for special services we joined other churches in the Team. There were no Baptisms, no Confirmation Candidates, no Weddings, two Funerals followed by one Burial, one Burial of Ashes and one Cremation Service. Services were attended by the joint Chilmark, Hindon and Fonthill Bishop Festival Choir and juniors, the Clarion player, the Bell ringers and the unfailing support of our organists, Mrs Polly Dickins, Mr David Davies and Miss Linda Jones, all of which is greatly appreciated. Chilmark School continue to hold their services in the church and are involved with Christingle and Mothering Sunday flowers.

Outreach

The Team Vicar, along with other clergy of the Nadder Valley Team, has led school assemblies and officiated at school Eucharists in church. The PCC has sought to become more aware of the work of the school. Our Lay Pastoral Assistant, Janey Middleton, has made home visits to the sick, elderly and bereaved. Our choir has sung in different churches, enriching their worship. We have held meetings with the village to explore new ways of worshipping and to share fresh ideas. Our Family Services have continued to be an important means of outreach.

Mission Giving

The Family Service Group continues to sponsor (at £22.80 a month) Awoke Tegenaw, a teenage boy in Ethiopia, through the World Vision Community Project in his village. The PCC gave a charity lunch during Lent, a donation was given in aid of Naomi House. Annual Giving donations from the General Fund were given to The Children's Society £56, World Vision £273, Sudan General Fund £350, Sudan Medical Fund £350, Philippines Disaster £350, Friends of Salisbury Cathedral £10 and the School PCC Fund £150, total £1539.

Review of the Year

The traditional Church and School Fete in July was again organised by Mrs Jane Middleton in conjunction with the School in the Old Rectory garden, by kind permission of Mr Neil Sutton. The Churchyard is kept tidy by contract mowing and volunteer work parties. The Church relies heavily on volunteers, to whom the PCC are extremely grateful, who undertake Family Service Group planning, Lay Matins, Sacristan, Verger and lesson reader duties. Also, secretarial help, church cleaning, flower arranging and churchyard tasks are invaluable. There is a Bible Discussion Group in the Village. The Church and Village Newsletter is edited and distributed by volunteers. Under Health and Safety and Fire Safety Regulations the Churchwardens continue to act as the Responsible Persons, both sets of Regulations have been reviewed.

Fabric

The main item was the roof which was vandalised and lead was taken, it is now rectified but redecoration as a result is to be done, an insurance claim was made. The Fabric Officer is investigating roof security and warning systems.

Financial Review

The financial statements for the accounts are set out on page 4. General (unrestricted fund) Receipts were £26859 and Payments were £25617, leaving an excess of receipts/payments of £1242. The Share was £18472. The increase in Receipts was due to the Appeal and the fundraising Events. The Appeal realised £2950 in 9 lump-sums and an increase in annual income of £2355, resulting from 8 increased standing orders, and 5 new standing orders. The Events (Fete, Beatles Concert, Desert Island Delights and Cycle Ride) raised £4400. Both a most credible effort, particularly when we remember that this does include the 25% we are able to claim in Gift Aid. The PCC continued their annual giving policy of 6% of receipts which came to £1465, details are given above and in the notes on page 4. The bank carry-forward balances totalled £13156. This has been an encouraging year, although the PCC recognises the need to continue fundraising in the longer term. The PCC remains concerned about the level of Parish Share. Fabric (restricted fund) receipts were £6065 and included the Opera bar profit, generous gifts from individuals, the annual gift towards grass cutting and share activities resulting in £2735. Payments were £6572 and included the insurance premium £3269 (£3000 shares used), £2560 on the churchyard and £693 on maintenance and servicing, giving an excess of payments/receipts of £507. The roof was repaired but redecoration is outstanding, an insurance claim was made and settled, less the £250 excess. The value of the shares in the investment account was £18058 (£3000 withdrawn for the insurance premium) at the end of the year. The bank carry-forward balances totalled £8621. The PCC expresses their thanks and appreciation to Mr Jerry Oswell the Independent Examiner for his work.

Reserves Policy

The PCC reviewed and updated their policy which is to earmark funds from General and Fabric to cover potential financial risk areas. One risk area is the trend in the longer term for an excess of payments over receipts. The following Reserves Policy was operated during 2013:

Reduction of Reserves/Excess of Payments over Receipts:		£6500
	General	£2000
	Fabric	£4500
Annual Insurance Premium	Fabric	£3000
Heating system repair/replacement	Fabric	£18000
Quinquennial Inspection report and other jobs	Fabric	£3000
Items in Insurance Policy not Covered.	Fabric	£1500
Totals	General £2000, Fabric £30000	£32000
Reserves in funds on deposit and investment at end of 2013:		
	General	£6266
	Fabric	£6420
	shares	£18058
	Totals	£30744

Approved by the PCC on 21 February 2014 and signed on their behalf by The Revd Jane Tailby (PCC Chairman).

Jane D. Tailby

St Margaret of Antioch's Church, Chilmark Financial Statements for the Year Ended 31 December 2013

General (Unrestricted) Fund Receipts and Payments Account

Receipts	2013 £	2012 £
Standing orders	7896	7367
Collections & others	6004	5495
Tax recovered	4075	3117
Appeal/Gifts (£2950/£250)	3200	312
Fete (£1990), Cycle (£102), Beatles (£1732), Castaway (£570)	4400	2411
Advert fee	200	83
Stock 1 Jan - 31 Dec	0	-8
Team fees	977	1320
CBF interest	32	81
Don Sch PCC Fund	75	
Total Receipts	26859	20178
Payments		
Donations	1539	1151
Share	18472	16577
Running expenses - (heat £1183, water £38, elect £602)	1823	1972
Team expenses	1388	1579
Services	53	121
Organist fees	840	765
Event expenses	691	280
Administration (Focus £429)	561	548
Roof Ins claim (bill £1525, ins payment £1275) excess	250	
Total Payments	25617	22993
Excess payments/receipts		2815
Excess receipts/payments	1242	
Net Assets 1 Jan	14207	17022
Net Assets 31 Dec	15449	14207

Fabric Receipts and Payments Account - Restricted Fund

Receipt	2013	2012
Standing orders	904	904
Tax recovered	410	398
Gifts	1425	1156
Interest	36	49
Legacy		1000
Grant grass cutting	500	500
Shares: investment dividend reinvested (£710), profit on sales (£193) & increase in value (£1832)	2735	2783
Bells	50	
Wall Safe	5	
Music		1279
Total Receipts	6065	8069
Payments		
Insurance	3269	3243
Maintenance & servicing	693	926
Repairs (Oil tank)		2173
Stowell/Luther/Forbes/Marr	2560	1775
Music		629
Bells	50	
Total Payments	6572	8746
Excess payments/receipts	507	677
Net Assets 1 Jan	27198	27875
Net Assets 31 Dec	26691	27198

Statement of Assets & Liabilities at 31 December 2013

Assets	General	Fabric	2013	2012
Cash				75
NatWest current account	7853	2201	10054	7132
CBF deposit account	6266	6420	12686	14617
CBF investment account		18058	18058	18323
Debtors	1697	138	1835	2090
Liabilities				
Creditors	-367	-126	-493	-832
Total Net Assets	15449	26691	42140	41405

Notes

1. Prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
2. General Fund. Donations to: Children's Society £56, World Vision £273, Sudan General Fund £350, Sudan Medical Fund £350, Philippines Disaster £350, Friends of Salisbury Cathedral £10, School PCC Fund £150, total £1539.
3. Fabric Deposit Account: includes sums earmarked to Stowell/Luther/Forbes/Marr (churchyard) £1664, Bells £203 and Music £650. Approved by the PCC on Friday 21 Feb 14 and signed on their behalf by the Revd Jane Tailby (PCC Chairman) and Mr John Eden (PCC Treasurer).

Jan. Tailby

John Eden

Independent Examiner's Report to the PCC of St Margaret of Antioch Chilmark

This report on the financial statements of the PCC for the year ended 31 December 2013 which are set out on page 4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 43 of the Charities Act 1993 ('the Act').

Respective Responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 43(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

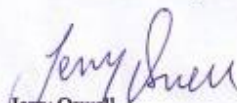
Basis of this Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

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 41 of the Act; and to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have 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.


Jerry Oswell
Church View, Chilmark
March 12th 2014