

**AGENDA FOR THE VESTRY MEETING**  
Followed by  
**THE ANNUAL PAROCHIAL CHURCH MEETING 2015**  
In  
**ST. MARGARET OF ANTIOCH CHURCH, CHILMARK**  
On Sunday 26 April 2015 at 12.00 noon.

**VESTRY MEETING 2015**

1. Apologies
2. To approve Minutes of last Vestry Meeting 2014(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 2015**

1. To approve Minutes of the last meeting 2014 (circulated in Church and Village)
2. Matters arising.
3. Presentation of Annual Report 2014, Vicar's Report and Accounts. (circulated in C & V)  
Electoral Roll Officer's Report
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. Re-election Peter Jennings
9. To nominate Nadder Team Council Representative " Peter Jennings reserve S.Miller
- 10, Appoint an independent Examiner for the year 2015 Accounts Jerry Oswell
11. Times and types of services for each Sunday in a month.  
eg. 9.30am or 11.15am. PC, M, FC, MP, Lay led alternatives, Festivals.
12. Any Other Business. SGL March 2015

**Minutes of the Vestry Meeting  
St Margaret's Church, Chilmark  
Sunday 27 April 2014**

The meeting opened with prayers

**Present**

Rev Jane Tailby (Chairman); Jane Middleton (Churchwarden); Stephanie Lucas (Churchwarden); Lisbeth Diaper; Richard Haupt; Peter Jennings; Dudley Lucas; Angus Menzies; Lynn Menzies; Patrick Middleton; Glenn Miller; Sarah Miller; Neil Pattenden; Felicity Pattenden; Catherine Quaile-Leahy; Dunkin Symes; Margaret Symes.

**Apologies**

John Eden; Richard Packer.

**Minutes/Agenda**

The meeting had before it the minutes of the last meeting and the agenda for this meeting included in the April 2014 edition of Church & Village.

The minutes were duly approved. Proposed by: Dunkin Symes: Seconded by: Dudley Lucas

**Election of Churchwardens for the next year**

Jane Middleton: Proposed by: Richard Haupt, Seconded by: Dunkin Symes  
Stephanie Lucas: proposed by: Peter Jennings; seconded by: Patrick Middleton.  
were elected unanimously.

**George Young Bequest**

The value of the bequest stood at £874.21 (value of units), income was £40.21 balance December 2013 £100.11. The trustees have agreed to make a grant of £40 to the Chilmark Playground Committee in 2014.

LD  
30.04.14

**Annual Parochial Church Meeting (held immediately after the Vestry meeting)  
St Margaret's Church, Chilmark  
Sunday 27 April 2014**

**Those Present and Apologies**

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

**1. Minutes**

The meeting had before it an agenda for this meeting and the minutes of the last meeting on 28 April 2013 both published in the **April 2014 edition of Church and Village**.

The Minutes were approved. Proposed: Catherine Quaile-Leahy: seconded: Neil Pattenden.

**2. Matters Arising: - None**

**3. Presentation of Annual Report 2013 (circulated in the Newsletter)**

John Eden was sorry not to be in attendance and Stephanie Lucas read out a few points regarding the finances.

"The Financial Review and the Financial Statement are set out on pages 3 and 4 of the Annual Report for 2013. The Reserves Policy is also shown on page 3.

The results in both the General and Fabric accounts were much better than expected at the start of the year. In the General Fund the excess of income over expenditure of £1242 was largely due to the results of the Appeal and the money received from the various fund raising events, which altogether came to £9705. This went a long way to enable the Share (some £4000 +) to be paid for the final quarter and the first two quarters of this year without drawing on reserves. Three matters emerge: firstly our sincere and grateful thanks for all those involved with running the events and the administration of the Appeal. Secondly the vital importance of continuing the fund raising events which the PCC needs to stabilise our finances in the future – and thirdly, the size of the annual Share (some £18000) which causes deep concern. The Fabric Fund had a small excess of payments over receipts of £507. The major single payment of £3269 for the Insurance was made by encashing £3000 of shares. The Investment account (worth £18000 +) is a part of the Fabric Fund and is a means of medium to long term saving, but also to have an objective of paying for the annual insurance premium and the very occasional major Fabric expense (e.g. oil tank £2000 +). Dividends are used to purchase more shares.

Our grateful thanks to Jerry Oswell for his advice and examination of the accounts. Jerry Oswell has indicated that he is prepared to be the Independent Examiner for the 2014 Accounts.

The reserves policy sets out a plan to match the fund reserves against possible financial risk areas, which are estimates and not designed to be binding.

I suggest that for practical reasons, I am replaced as reserve representative for Nadder Valley Team Council.

Looking ahead to this year The Fabric Fund has been left £4000 by a Mr Robert Macey. The share we will pay in 2014 is £17963."

Jane Tailby noted that the Electoral Roll stands at 51 an increase of 2 this year.

Dunkin Symes noted that there was a sum of £429 (Focus) in the accounts and wanted to know what this paid for. If this was the Newsletter it seemed expensive. **Jane Tailby to follow this up.**

Peter Jennings suggested that the Village Newsletter should be totally village and condensed to fit on two sides of a sheet of a paper as there was a website for information. He also said that on the website the Parish Share for Chilmark was the second highest in the Team. We pay more than Dinton who have more people on the Electoral Roll. We are having to draw on

reserves to pay. How are we going to run the Church in the future. We are slowly going "bust".

Jane Tailby said that the Share was not calculated on the numbers on the electoral roll, or on the size of the Parish. It is calculated on the members of the Church who worship regularly together with the people in the Parish who contribute financially and average membership over a period of 3 years. The count of regular church members is completed in May and includes a count of church attenders for five weeks.

Patrick Middleton said if we don't come to Church will the Share go down.

Peter Jennings commented that the average number of people in the congregation is 12/15 how has this figure been distorted.

**Jane Tailby to have a conversation with Peter Jennings re: Share after the May count and contributions.**

Catherine Quaile-Leahy asked what the solution was. Jane Tailby said that Fundraising for the extras was important plus deeper stewardship in the part of our life we give to the Church.

Dunkin Symes asked if Jane would write in the newsletter explaining the Share.

**Jane Tailby** said that a judgement was made upon what a significant financial contribution was when assessing Share Count numbers.

Sarah Miller asked for an explanation of the count in May, and membership. **Jane Tailby** said that membership are those who we regard as regular members of the Church, and people who don't attend but give a significant contribution.

Peter Jennings said that there should be a degree of transparency, say A gave £500, B gave £200 etc.

Jane Tailby invited anyone who would like to write to the Archdeacon on this subject to do so and **she would supply his address.**

Lynn Menzies asked if there could be displayed for everyone interested to see a list of the members of the Church after the count in May. **The decision to be made at the next PCC Meeting**

Jane Tailby said that she was aware of unease with the current system and shared people's concerns but asked the meeting what they thought a better system might be.

**Jane Middleton, Stephanie Lucas and John Eden to discuss the situation at the next Standing Committee Meeting.**

Dunkin Symes asked if the Church could put down in writing what the system is.

Jane Tailby said the Fairer Share document would be circulated.

Dunkin Symes reiterated his unhappiness at the way the Share is calculated.

Patrick Middleton also said that there must be a calculation formula and we need to know how this is done – figures correct to the nearest £.

Jane Tailby said that the Department of Finance of the Diocese provide guidelines. She said she would pass on the concerns that have been expressed at the meeting.

The meeting took note of the contents of the whole report and agreed to record its grateful thanks to those who assisted the church's activities in many different ways.

#### **4. Terrier and Inventory – no change**

#### **5. Child Protection**

A new Diocesan Safeguarding Adviser has been appointed – Hazel Bland.

Jane Tailby said that the Diocese takes Child Protection and protection for vulnerable adults very seriously.

#### **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.

Proposed by : Margaret Symes, Seconded by: Jane Middleton

**7. Election of PCC, Treasurer and Fabric Officer.**

Members of the PCC : John Eden, Lisbeth Diaper, Peter Jennings, Lynn Menzies, Richard Packer, Catherine Quaile-Leahy, Richard Haupt

Proposed by: Dunkin Symes, Seconded by: Sarah Miller.

John Eden was re-elected Treasurer and Neil Pattenden was re-elected Fabric Officer.

**8. Election of Deanery Synod Representative.**

Peter Jennings

**9. Nadder Team Council Representative and Approve Team Council Constitution:**

Peter Jennings was elected Nadder Team Council Representative and Sarah Miller reserve Representative.

Jane Tailby asked that the meeting approved the Team Council Constitution .

Proposed by: Stephanie Lucas; Seconded by Catherine Quaile-Leahy.

**10. Appoint an Independent Examiner for the year 2014 Accounts.**

Jerry Oswell was appointed.

11. **AOB** Peter Jennings thanked the Church Wardens and Jane Tailby for all the work that they do for us.

**The meeting ended with the grace.**

LD

30.04.14

**St Margaret of Antioch Church Chilmark**  
**Annual Report and Accounts of the Parochial Church Council (PCC) for the Year Ended**  
**31 December 2014.**

**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 Peter Jennings .

**Elected Members:**

Mr John Eden (Treasurer), Dr Lynn Menzies (Electoral Roll Officer), Mrs Lisbeth Diaper,  
Mr Richard Haupt, Sir Peter Jennings (NVTM Representative), Mrs Catherine Quaille 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**

As The Church of God, and as the church in this village we are called to pray, to serve and grow in faith, seeking to share the Good News of the Gospel of Jesus Christ with our community. In this past year we have undertaken some new initiatives in an effort to make our worship more accessible to a wider range of people, as well as continuing to offer services that have for many years enabled our faithful worshipping community to draw near to God and to grow in their faith, that we may all pray as we are called to do. In May we moved our Family Communion service time 9.30 am to see whether this earlier time made it easier for families to attend. We also introduced a shorter, more informal 'Morning Praise' service that might be more accessible to those who prefer less formal worship. We are continuing to discuss these changes and their effectiveness, but it seems to me that the most valuable way of drawing people to our church is by personal contact. So often people have said that they started to attend church because someone invited them to go along one week. I wonder when was the last time each of us invited someone to come to church? In the variety of worship we offer, both traditional and more modern, we hope that there is something people might find welcoming. Within the pattern of our worship we have maintained our attendance numbers and our major festivals have been very well attended. We have welcomed four couples for marriage this year, and have offered a place for farewell for a number of funerals and burials of ashes. Making sure that our church is still a living, worshipping community so that these significant events can continue to be celebrated in church as part of our responsibility as the people of God in this village. I am grateful to all who make our worship possible: our lay leaders, our churchwardens, Janey and Stephanie, those who prepare the church for services, those who welcome and read, our bell ringers, choir and organists, and those who,



so often unseen decorate and clean our church. All of these tasks require time and commitment, for which the church community as a whole is appreciative. It is always good to welcome our village school to the church for their services and the work of our foundation governors has a key part in building up the relationship between the church and the school. The service reflected in all this work is at the heart of our Christian life. Equally, our PCC and church officers offer their service in the care of our church and its environs and I am grateful for the time they give. Our hardworking treasurer, John, has been supported by others who have a care for the financial stability of our church, and we are all most grateful to wonderful fundraising events that have taken place this year. These have involved a huge amount of hard work, and as well as providing much-needed additional income, have offered social contacts that help to build us up as a community. At the heart of all we do, and in the challenges we face, we are reminded that we are God's beloved people and we have a joyful Gospel to share. May God bless us in all we seek to do that is according to his will that the church may prosper and grow.

Revd Jane Tailby

#### **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 53 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 2015, it was 52 (60 in 2013). The monthly pattern of services changed to: Parish Communion, Family Communion, Lay led Matins (BCP) and Morning Praise. On 5th Sundays and for special services we joined other churches in the Team. There were no Baptisms, one Confirmation Candidate, four Weddings, two Funerals followed by Burials and two Burial of Ashes. Services were attended by the joint Chilmark, Hindon and Fonthill Bishop Festival Choir and Dragons, the Bell ringers, the Clarion player and the unfailing support of our organists, Mrs Polly Dickins, Mr David Davies, Miss Linda Jones and others, all of which is greatly appreciated. Chilmark School continue to hold their services in the church and were 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 the Trussell Trust. Annual Giving donations from the General Fund were given to The Children's Society £126, World Vision £274, Sudan Fund £182, Hospice £182, Friends of Salisbury Cathedral £10 and the School PCC Fund £75 and £60, total £909.

##### **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 and Mrs 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 undertook Family Service Group planning, Lay Matins, Sacristan, Verger and lesson reader duties. Also, secretarial help, church cleaning, flower arranging and churchyard tasks were invaluable. There is a Bible Discussion Group in the Village. The Church and Village Newsletter was edited and distributed by volunteers. Under

Health and Safety and Fire Safety Regulations the Churchwardens continued to act as the Responsible Persons, both sets of Regulations have been reviewed.

**Fabric**

The Church remained in good condition. The Fabric Officer obtained further advice on roof security and warning systems.

**Financial Review**

The financial statements for the accounts are set out on page 4. General (unrestricted fund) Receipts were £22487 and Payments were £23861, leaving an excess of payments/receipts of £1374. The Share was £17964. The Events (Fete, Music Evening, Desert Island Delights, Fonthill Gardens and Cycle Ride) raised £2730. The PCC changed their annual giving policy to 4% of receipts which came to £909, details are given above and in the notes on page 4. The bank carry-forward balances totalled £13077. The PCC recognises the need to monitor expenditure and continue fundraising. The PCC remains concerned about the level of Parish Share. Fabric (restricted fund) receipts were £9020 and included the legacy from Mr Macy, standing orders, gifts from individuals, the annual gift towards grass cutting and share activities resulting in £1393. Payments were £7264 and included the insurance premium £3298 (£3000 shares used), £2260 on the churchyard, £1195 on repairs (claimed on insurance and settled) and £693 on maintenance and servicing, giving an excess of receipts/payments of £1756. The value of the shares in the investment account was £16451 (£3000 withdrawn for the insurance premium) at the end of the year. The bank carry-forward balances totalled £11944. The PCC expresses their thanks and appreciation to Mr Jerry Oswell the Independent Examiner for all 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 2014:

Reduction of Reserves/Excess of Payments over Receipts:		£2000
	General £1000	
	Fabric £1000	
Annual Insurance Premium	Fabric	£3000
Heating system repair/replacement	Fabric	£20500
Quinquennial Inspection report and other jobs	Fabric	£3000
Items in Insurance Policy not Covered.	Fabric	£1500
Totals	General £1000, Fabric £29000	£30000
Reserves in funds on deposit and investment at end of 2014:		
General		£6297
Fabric		£10465
shares		£16451
Totals		£33213

Approved by the PCC on 21 February 2015 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 2014**  
**General (Unrestricted) Fund Receipts and Payments Account**

	2014	2013
	£	£
<b>Receipts</b>		
Standing orders	8582	7896
Collections & others	4482	6004
Tax recovered	3386	4075
Appeal/Gifts	388	3200
Fete (£1721), Cycle (£50), Music (£75), Desert I (£340), F'Hill G (£544)	2730	4400
Advert fees	510	200
PC grant NL	200	
Team fees	2103	977
CBF interest	31	32
Don Sch PCC Fund *	75	75
<b>Total Receipts</b>	<b>22487</b>	<b>26859</b>
<b>Payments</b>		
Donations (incl *)	984	1539
Share	17964	18472
Running expenses - (heat £900, water £29, elect £669)	1598	1823
Team expenses	1732	1388
Services		53
Organist fees	770	840
Event expenses	185	691
Administration	215	561
Focus	413	
Roof Ins claim excess		250
<b>Total Payments</b>	<b>23861</b>	<b>25617</b>
Excess payments/receipts	1374	
Excess receipts/payments		1242
<b>Net Assets 1 Jan</b>	<b>15449</b>	<b>14207</b>
<b>Net Assets 31 Dec</b>	<b>14075</b>	<b>15449</b>

**Fabric Receipts and Payments Account - Restricted Fund**

<b>Receipt</b>		
Standing orders	904	904
Tax recovered	327	410
Gifts	670	1425
Interest	45	36
Legacy	4000	
Grant grass cutting	500	500
Shares: investment dividend reinvested (£637), loss on sales (£-66) & increase in value (£822). (And see Note 4)	1393	2735
Bells	220	50
Wall Safe	16	5
Ins claim	945	
<b>Total Receipts</b>	<b>9020</b>	<b>6065</b>
<b>Payments</b>		
Insurance	3298	3269
Maintenance & servicing	511	693
Repairs (wall, dec)	1195	
Churchyard (FSLMM)	2260	2560
Bells		50
<b>Total Payments</b>	<b>7264</b>	<b>6572</b>
Excess payments/receipts		507
Excess receipts/payments	1756	
<b>Net Assets 1 Jan</b>	<b>26691</b>	<b>27198</b>
<b>Net Assets 31 Dec</b>	<b>28447</b>	<b>26691</b>

**Statement of Assets & Liabilities at 31 December 2014**

	General	Fabric	2014	2013
<b>Assets</b>				
Cash				
NatWest current account	6780	1479	8259	10054
CBF deposit account	6297	10465	16762	12686
CBF investment account (value of shares at 31/12/14)		16451	16451	18058
Debtors	1474	151	1625	1835
<b>Liabilities</b>				
Creditors	-476	-99	-575	-493
<b>Total Net Assets</b>	<b>14075</b>	<b>28447</b>	<b>42522</b>	<b>42140</b>

**Notes**

- Prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
- General Fund. Donations to: Children's Society £126, World Vision £274, Sudan Fund £182, Hospice £182, Friends of Salisbury Cathedral £10, School PCC Fund £75, £60, total £909 (+ £75 private donation to School PCC Fund = £984).
- Fabric Deposit Account: includes sums earmarked to Churchyard (FSLMM) £1925, Bells £427 and Music £650.
- Shares. The calculations that produce these figures include the encashment of shares to produce £3000 to pay the annual insurance premium. Approved by the PCC on Friday 20 Feb 15 and signed on their behalf by the Revd Jane Tailby (PCC Chairman) and Mr John Eden (PCC Treasurer).

4 *Jane D. Tailby* *Mr 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 2014 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

27 February 2015