

# THE PARISH CHURCH OF ST ANDREW CASTLE COMBE

## ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL

For the year ended 31 December 2015



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### BACKGROUND & OBJECTIVES

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St Andrew's Castle Combe is a parish of the ByBrook Team Ministry. The clergy in the Team are collectively responsible for all ten parishes; Revd Jonathan Philpott as Priest in Charge of the Benefice has been assisted by Revd Sarah Evans (Team Vicar) and Revd Gilliam Parkin (Ass.Curate) together with a group of retired clergy and the lay ministry team. A clustering system was introduced and Castle Combe is teamed up with Grittleton and Slaughterford under the responsibility of Rev Sarah Evans.

Within the overall aims and aspirations of The Team, the Parochial Church Council of St Andrew's has seven specific objectives:

- The PCC in conjunction with the clergy are responsible for promoting the whole mission of the Church for the present time and in the future.
- To provide the opportunity for a variety of regular worship for all members of the parish including the lower and upper village engaging all ages.
- To keep the church open daily throughout the year as a place of inspiration, witness and prayer for parishioners and the thousands of visitors to Castle Combe.
- To support the local community and national charitable organisations through a positive policy of charitable giving.
- To support the mission of weddings and blessings to the local community and wider world.
- Development of the use of the Church and Churchyard.
- Based on a New Vision Statement of Worshipping, Growing and Sharing our desire is:-  
To love, serve and worship God  
To love and serve one another, our local community, and the wider world  
To live and share with others the good news of Jesus Christ  
Because we know that we are loved by God.

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### TRUSTEES

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The Trustees of St Andrew's Church is the Parochial Church Council, which has the responsibility of working with the clergy team in promoting the whole work of the church in the ecclesiastical parish.

**PCC Membership.** Members of the Parochial Church Council are elected by the Annual Parochial Church Meeting in accordance with Church Representation Rules. During the year the following served as members:

<i>Team Priest in Charge:</i>	The Revd Jonathan Philpott
<i>Team Vicar:</i>	The Revd Sarah Evans
<i>Churchwarden:</i>	Mrs Sally Constable ( <i>Deanery Synod Representative</i> )
<i>Elected Members:</i>	Mr Michael Constable ( <i>Treasurer &amp; Covenant Secretary</i> )
	Mrs Di Brown ( <i>Secretary</i> )
	Mrs Julie Hare
	Mrs Karen Munnings
	Mr Mike Roberts
	Mr Gerald Ruggles ( <i>Electoral Roll Officer</i> )
	Mrs Sue Wiles-Teoh

*Independent Examiner:* Mrs Hermina Fleming Castle Combe

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## PERSONNEL

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The Revd Sarah Evans has led and guided us through the year along with Grittleton and Slaughterford, the two other churches in our Cluster. We thank her for her support and encouragement through a busy year.

The Revd Alun Glyn-Jones continues to take our Eucharistic Service on most first Sundays of each month.

We thank him and his wife Chris for their continued enthusiasm, work and support in the life of St Andrews.

We again extend our thanks to Mrs Hermina Fleming for acting as the independent examiner of our accounts.

Thanks must be given also to our church cleaner Caroline Watts and to Liz Taylor who looks after the churchyard.

They have both helped to keep our lovely church looking clean and tidy. Also thanks to The House of Flavours Carol & Annie for their support to us.

We are also indebted to all volunteers from the village that act, on a monthly basis, as, key holders and enable the church to be open every day of the year by opening and closing the church each day.

Mrs Sally Constable was re-elected as the Church Warden. It is still hoped that someone will come forward to act as the second churchwarden in this busy Parish.

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## WORSHIP

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There were 28 people on the electoral roll. Our pattern of worship continued, with two Sunday services per month on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays at 11.00am. This is for various reasons and we do hope to be able to give more energy and thought to the children of the village within our Church services in the coming year. We have welcomed the many wedding couples preparing to marry at St Andrews throughout the year and also couples returning after their weddings.

We have also hosted services for local cyclists in April. Our other special services included Mothering Sunday, Easter, Harvest followed by lunch, Remembrance, Christmas Carols, Christmas Eve Holy Communion and The ByBrook School Carol Service.

Experience Easter was displayed in St Andrews church depicting three events during Holy Week – The Garden of Gethsemane, The Last Supper and The Crucifixion and proved very successful.

The content and development of our services will form a vital part of our mission in the church in the coming year.

There were 8 Weddings, 1 Blessing, 5 Baptisms and 1 Funeral during the year. The weddings show a significant reduction on previous years which is a concern.

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## MISSION AND EVANGELISM

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St Andrews Church has experienced a very busy year in all areas of our Mission.

Firstly and most importantly our numbers at services have been maintained this year and we have 28 people on the church Electoral Roll. Also we have attracted more visitors to experience St Andrews Church.

Our mission also envelopes the many wedding/blessing couples planning to celebrate their marriage within the church. During the time they are regularly worshipping with us, we hope to get to know them better and welcome them into the family of the church. The number happening at St Andrews has reduced significantly.

Work this year has very much centred on finalising plans and the fund raising for our proposed building project (an extension to St Andrews containing disabled toilet, small kitchenette area with running water and a new vestry). See special events section for details. With the large number of big services held in St Andrews we badly need these new amenities without giving up space within the church. The old vestry will become part of the Knight's Chapel enhancing a very historic area.

As you see from all of this St Andrews needs to be an adaptable space – one that has peaceful, prayerful and reflective areas, but at the same time a living church that identifies with the community nearer to home and the many thousands that visit each year.

The need to be adaptable also flows into our services where we welcome a very diverse congregation many wanting different styles of worship. Whether young and old, families or visitors we need to be creative and aware of the variety of people coming to worship, and also be sensitive to their needs. This is not easy but we hope to make it a priority in the coming year. Many times our vision of worship is suffocated by the time taken looking after the building. We are only a small team and would dearly love more help particularly with the building and fabric of the church.

Finally, our concerns have been this year for the increasing number of older members of the village needing help, many of whom have lived here for a considerable time. The community is a very caring one, supporting one another, but still more can be done for those who are not so able. In today's fast moving world and working lifestyle, the older members of it are often forgotten.

Outreach to visitors remains a major part of the life of the church, and we cater for a large number of visitors as well as those who want to use the church for prayer, quiet reflection and inspiration. The comments and personal prayers they leave shows their appreciation and the visitors book reflects the very high number passing through the church and their impressions of their experience in St Andrew's. These comments often include the peace, tranquillity and spirituality felt within the church. We also hope to have more displays created by the Castle Combe Historic Society within the church in the coming year.

### **Community Area in the Church**

This new area continues as a meeting place for a variety of reasons and for entertaining after services. The construction of this open area with flexible seating and the opportunity to display information about the church, its history with a time line, saleable goods i.e. postcards, religious publications, exhibitions and various other publications for the visitors. Church Trails include NADFAS Children's trail, Churchyard trails and Benefice trail of maps between the nine churches. The visitor's book receives many entries which also gives us feedback as to the experience and inspiration visitors gain from visiting St Andrews. Development of this corner is an ongoing project, and has been used recently for a flower arranging workshop. With the closure of the last shop within the village of Castle Combe the church have extended the range of saleable items encouraging more visitors into the church.

### **Knights Chapel**

Creation of a peaceful, prayerful and reflective area of the church with altar, comfortable chairs and Icon, designed for quiet and prayerful moments in the church and intercessions table where prayers can be left and then included in our intercessions during services. (Candle lit Area) Tomb of The Knight (Sir Walter de-Dunstanville). Special St Andrews prayers leaflet available free of charge plus other prayers leaflets in a variety of languages from Lifewords. Works of Charitable Associations on display.

### **Children's Corner**

An area provided for children with table and seating Books toys etc. are provided for children to use during services. Children's intercessions book on altar. Proposed library of children's religious books being formulated. Variety of musical instruments are available for family services.

### **Trails**

The three trails that have been introduced –Internal Children's Trail composed as part of the Junior N.A.D.F.A.S. programme and sponsorship. This has been enjoyed by many including the Bybrook Junior School. The second Trail illustrates walks between the Churches of the Benefice. Thirdly as part of our conservation plan, a nature trail in and around the Churchyard has also been developed and enjoyed by old and young. In short this embraces wild flora being re-introduced into the churchyard and the encouragement of small mammals, birdlife life, bats and insects to inhabit the area in and around the Church.

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## **RESOURCES and FABRIC**

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### **1<sup>st</sup> Phase of Roof Works, Northern Slopes.**

The Quinquennial Report dated September 2008 was issued in February 2009 and there are a number of areas which require attention over the next five years. In addition to further works to the floor a major repair job is required on parts of the roofing to the church. We are looking at a phased re-roofing programme. Estimates have been obtained for the phasing of roof works beginning phase 1 on the northern slopes. After successful fund-raising and a grant from Listed Places of Worship of £48,000 we are able to begin repair work on April 4<sup>th</sup> 2016 lasting approx. 12weeks. (West Country Tilers have been instructed to do these works).

### **Amenities Project**

The idea of our amenities project was initially discussed by the PCC in 2011 to supply a toilet and kitchenette facilities and the desire to relocate the vestry enabling us to enhance the Knights and create great display areas for historic interest as the church is open every day of the year to locals and visitors. After numerous meetings and consultation with DAC, English Heritage, Conversation Wiltshire Council a plan finally evolved which received planning permission from Wiltshire Council on 15 July 2015. At the same time much work was being undertaken on fund raising and grant applications. We have at this stage achieved 50% of our planned budget which makes further grant opportunities available to us. The Faculty was applied for and has now been granted March 2016. Concentrated efforts are now required on the specification and tender stages with further grants applications and fundraising.

The Turret Clock is still working well but our specialist clock makers have indicated that due to wear a major job on the clock will be required, hopefully grants will be available at that time. Our thanks to Adrian Bishop who has kept a close eye on the clock to ensure it keeps good time. The interest in this very fine example of a 14th century medieval clock is considerable amongst our visitors and there are many comments recorded in the visitor's book.

### **Risk Management and Health and Safety.**

The PCC has completed a fire risk assessment and the findings of this exercise have been implemented. This runs parallel with Health and Safety assessments which are constantly reviewed. A number of benches in the churchyard have been replaced or repaired. During the year

There have been works to the footpaths and stonework to the main porch which became a H & S risk. New caution signage is in place for uneven and possibly slippery paths.

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## EVENTS throughout the Year

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- Jumble/Bric a Brac sale in village hall. A very successful community event and fund raising money for appeal fund of £1105.00
- Spring clean of Church and Churchyard March 7<sup>th</sup> 9 -1.00 pm. Well attended and much achieved.
- Attended Church warden seminar – Hillside House, Stoke Gifford February 9<sup>th</sup> 7.00 pm
- Mothering Sunday Family Service March 15<sup>th</sup> 11.00 am
- Lent Lunch in Village Hall March 19<sup>th</sup> 12 – 2.00 pm Well support and raised £220 for Salvation Army.
- Palm Sunday cluster service at Castle Combe 10.45 from Roman Bridge following the pony
- Easter Experience in Church during Holy Week. Displays in the church depicting scenes
- Large Easter Day Holy Communion Service
- Baptism in April Family Service
- Cyclist Service April 12<sup>th</sup> – Led by Roger Clifton followed by tea. Cyclists travelled from all over the County.
- APCM April 16<sup>th</sup> with two new members joining the PCC
- Spring Fair and Plant Sale May 4<sup>th</sup> 12.00 – 4.00 pm stalls in churchyard and church, raising £1345.
- Concert with St Mary the Virgin, West Kington May 16<sup>th</sup> at St Andrews 7.30 pm. A great evening well supported..
- Spring Concert with West Kington on Saturday 16<sup>th</sup> May. Very successful with three lovely choirs.
- Friends of Churches Historic Trust are visiting St Andrews Saturday 23<sup>rd</sup> May.
- New Family Praise Service was introduced in May and was well received and supported.
- Magna Carta 800<sup>th</sup> Anniversary displays in the Church.
- Successful Animal Service at Village Hall. (Weather was a little testing!).
- Nelson Recorder Trio returned by popular request and played too many during a Sunday afternoon in St Andrews.
- Cluster Songs of Praise in August with Grittleton and Slaughterford was well supported and a very successful occasion.
- Harvest Supper Saturday September 19<sup>th</sup> at 6.00pm in Village Hall. A successful early evening event for villagers and children. Monies raised from our Harvest activities and a designated donation box in the church of £450 was sent to Christian Aid Refugee Crisis Appeal. Our Harvest Thanksgiving followed on Sunday September 20<sup>th</sup> and food items sent to Doorway in Chippenham.
- Autumn Churchyard Tidy of cutting and raking the wildlife area of the churchyard.
- Our first Newsletter was produced containing news at St Andrews and services for Advent and Christmas which has been sent out to all on the data base and hard copy to all households in the Parish. Good feedback has already been received.
- The Team Celebration of Marriage Service September 27<sup>th</sup> 3.00pm was sadly cancelled for a second time this year due to lack of response.
- Baptism during Family Praise Service on November 15<sup>th</sup>
- Busy Team Service on November 22<sup>nd</sup>
- Christmas Fair in St Andrews on November 28<sup>th</sup> which was a festive occasion with a great variety of stalls set up in the church. This was a great community event with a special atmosphere with church transformed in a market place raising £2005.00.
- Bybrook School Carol Service in St Andrews. Full church with many parents and grandparents attending.
- Candlelit Carols on December 20<sup>th</sup>. A lovely village event with traditional and contemporary readings and contributions from our “Young Villagers” set between Carols and organ music, followed by Mulled wine and refreshments.
- Christmas Eve Communion. An appropriate start to Christmas Day with many attending from the village and further afield.
- Charity Collection at Christmas from donations through our Community Christmas Card and the collection on Christmas Eve, £400 was sent to Springboard in Chippenham.
- A date been set Monday April 4<sup>th</sup> to commence work on the Northern slopes of the roof which will last approximately 12 weeks.
- Planning consent has just come through for the work required on the two large trees in the churchyard. Also Archdeacon’s consent has been given.

## DONATIONS

During the year the PCC made donations to the following organisations:-

Royal British Legion, Biblelands, Crisis at Christmas, Tear Fund, Salvation Army Chippenham  
Christian Aid Refugees Crisis, Village Link, RUH Bath Cancer

## FINANCIAL REVIEW

The Financial Statement of the PCC has been prepared in accordance with the Church Accounting Regulations and Sorps 2005. The accounts are based on receipt and payment rather than accrual accounting. The accounts were approved by the PCC at their meeting on 26<sup>th</sup> January 2015 and examined by Mrs Hermina Flemming.

Our full accounts are available on request. The presentation of these accounts has been changed to show the full financial picture in a clearer and more logical way particular in the light of the two major projects due to start shortly coupled with the major fundraising and grant application process.

**Income:** This is split between unrestricted and restrict income (fund raising and donations for the two major projects) This has been driven by the following:-

□ Services. There have been 39 (compared with 54 last year) services and 1 concert (including H/C, Family Praise Services, Weddings, Funeral, Baptisms and Festivals). The reduction was mainly due the reduced number of weddings.

Church open and available to many locals and visitors every day of the year. Book shop and Donation Box have benefitted. The second hand books following our Fairs have been very popular.

□ Fundraising and Community events, 8 major activities in the church and village during the year.

There have been some very generous Donations from our St Andrews Appeal and we have received the first part of our grant for the major roof works from List Places of Worship scheme

Unrestricted income has shown a drop of approx 15% mainly due to the reduction of weddings/ blessings and associated income while restricted income has grown through our appeal and fundraising.

To achieve the standards throughout the church and churchyard which are reflected so graphically in our visitor's book there is a major cost for the upkeep and maintenance. Our day to day running costs £16,000 or £300 per week are slightly down on last year.

Then our unrestricted income after day to day running costs we have been able to Pay Quota to the Bristol Diocese in full (£12000), our contribution to the Bybrook Team Ministry (£2599) and our charitable giving to local and national charities (£1909), this represents a further £16500 or £320 per week.

To meet these commitments our unrestricted income was slightly short of the required £32,500 or **£625 per week for very week of the year.**

### Estimated Financial Projections as at December 2015

#### Large Repairs Roof Works (Fabric Fund)

Costs:	£	To be met by	£
Works and Materials	60452	LPOW Grant	48000
Possible additional tiling	3324	Vat Reclaimed	14524
South Aisle work	3577	Large Repairs Fund	19000
Professional fees	5267	Additional Fund raising 2016	5620
VAT in respect of above	14524		
	<b>£87144</b>		<b>£87144</b>

Amounts already raised amount to 94% of the total requirement. Work due to start in April 2016.

#### The Amenities Project (STAR Appeal Fund)

Costs	£	To be met	£
Extension	77000	Amenities Project Fund	50000
Boiler Room	6000	Personnel Donations & Gift Aid reclaim	17500
New boiler and tank	12000	Fees already paid	4760
Drainage connection	12000	VAT reclaim	30000
North Aisle alterations	12000		
New Access Door	8000	<b>Grants, donations</b>	
Contingencies	5000	<b>and Fundraising needed</b>	100470
	<b>£132000</b>		
Professional Fees	29030		
VAT in respect of above	34200		
Additional Contingencies	7500		
	<b>£70730</b>		
	<b>£202730</b>		<b>£202730</b>

Amounts already received to cover work (including VAT reclaimed) equate to 50.4% of the total required.

Should sufficient grants, donations and fund raising be forthcoming an additional amount of £50,000 will be spent on lighting, sound systems and decoration within the extension and Church

**General and Conclusion** Although there is high expenditure in the upkeep of the church and churchyard the PCC feel that it is important to maintain the highest standards which is appreciated by villagers and the many visitors we attract to St Andrews.

**We are entering a very exciting and challenging time. St Andrews requires considerable commitment, hard work and planning for both the development of our worship and the Church building.**

**St Andrews Church Castle Combe is a Registered Charity**