



The Bybrook Team Ministry

Annual Report

For the year ended 31st December 2020

Priest in Charge

Revd Marc Terry

Team Vicar

Vacant

Associate Minister

Revd Gillian Parkin

Associate Minister

Revd Mary Gubbins (until 09/2020)

Assistant Curate

Rev Anjali Kanagaratnam (from 07/2020)

Licensed Lay Ministers

Alison Flint, Anton Campbell,
Mike King, Mary Pope, Diane Ross-Smith,
Pam Tayler, Tim Woodward

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Composition of the Team Council 2020

Revd Marc Terry (Priest-in-Charge, Chairman)
Claire Campbell (Team Council Secretary)
Pam Rawlins (Lay Chair)
Merope Sylvester (Lay Chair)
Mary Inder Rieden (Team Safeguarding Officer)
Paul Woodcock (Team Treasurer)

Other Clergy representative:

Revd Gillian Parkin
Revd Mary Gubbins (until 09/2020)
Revd Anjali Kanagaratnam (from 07/2020)

Licensed Lay Ministers:

Diane Ross-Smith, Tim Woodward, Anton Campbell

Churchwardens:

Rosemary Warchus (St Nicholas, Biddestone)
Sally Constable (St Andrew, Castle Combe)
Doug King or Rindi Runacres (St Mary, Grittleton)
Alison Greenhalgh (St Michael and All Angels, Kington St Michael) (from 04/2020)
Caroline Cook (All Saints, Littleton Drew)
Marje Caie (St Mary, Nettleton and Burton)
Anne Godwin (St James, North Wraxall)
Merope Sylvester or Chris Stephens (St Nicholas, Slaughterford)
Daphne Smith or David Akerman (St Mary, West Kington)
Pam Rawlins or Wanda Hall (St Margaret, Yatton Keynell)

Patrons:

Pam Rawlins, Caroline Cook, Merope Sylvester, Anton Campbell

Bybrook Team Ministry Values and Mission

“Worshipping. Growing. Sharing.”

Because of this understanding, as a group of churches, 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.

In our mission, we aim:

- To proclaim the Good News of the Kingdom
- To teach, baptize and nurture new believers
- To respond to human need by loving service
- To seek to transform unjust structures of society
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

Additionally, we recognise that we have a responsibility to support the local rural community. The benefice is set across a beautiful part of rural Wiltshire. Around us there are active farms, small businesses, and other employment opportunities that can be at times challenging, stressful, and dependent on so many different issues in order to be able to be viable, let alone successful. We believe that an important part of our ministry as churches in this area is to support our rural community, those working in the area, those who are struggling to find work, those who are facing financial uncertainty, as well as to celebrate alongside those who have something to celebrate

Priest-in-Charge's Report

"2020 will see the deepening of discipleship across the benefice as we share in Lent Groups, Bible Courses and seek the formation of Life Groups (home groups) and further confirmations. All this is we seek a deeper heart for Christ to establish who we are and consider where we and God wants us to be." The outgoing paragraph of last year's Annual Report having detailed 2019 and then hopes for 2020. 2020 saw the unexpected arrival of Covid-19 the worldwide pandemic that arrived on the news in January 2020 and by March had filled hospitals and caused a nationwide lockdown and suspension of nearly all outward facing services and groups.

The year began well, with Revd Victor Howlett help to facilitate a benefice-wide vision – a simple and meaningful 15 word statement that could unite the benefice and our identity in Christ. It was an exciting start sharing first with team council and then the ministry team. In March a large public event was planned to roll out consultation to the entire congregations, the date was set for April. The pandemic forced the process into suspension until 2021.

Discipleship continued well from confirmation and youth alpha in 2019 with the Bible Course in January and February 2020, a complete Bible overview from the Bible Society in an 8-week course, enjoyed by people from across all the benefice villages, churches and chapels. A Lent Course followed in February, using Ruth Valerio's material during 'Live Lent' that focused on environmental issues and theology. With the arrival of covid-19 the group moved to skype, and later Zoom (used by most now!) and meeting online. The group continued well through 2020, following up with Faith Without Walls, a study series that would later be shared with Bristol Diocese, growing and deepening their discipleship moving from topic to topic. My thanks to Pam Rawlins who has been brilliant at leading and facilitating this group on a Friday evening.

March 2020 also saw the completion of the Past Cases Review 2 – a deep search of 50+ years of PCC records for any unreported safeguarding allegations. A huge effort from every PCC, particularly the wardens and secretaries, as part of a nationwide search mandated as part of the IICSA enquiry. Thanks to everyone for a thorough and comprehensive search.

The same month saw the announced retirement of Mrs Ball as head of Bybrook Valley School and the interview process for a new head, who would later be announced as Mr Pike, who would begin, under pandemic conditions in September 2020. Mrs Cavey also would confirm her place as Head teacher from Acting Head.

By April 2020 weddings began to shift with restrictions placed on guest numbers and receptions, most delayed to 2021 in the hope of an easing of covid-19 restrictions. A suspension of services led to a complete review of the benefice service pattern, with Gillian picking up midweek services and Marc swapping some Sunday services space was made midweek for Marc to prepare and share online services on facebook and via the benefice website weekly. The revised service pattern aimed to create a more sustainable pattern that would also allow space on Sundays for new forms of worship in the future and to allow for impending shuffles in the ministry team. As the year progressed it would become evident across the team the pattern would need adjusting again soon.

Reverend Anjali Kanagaratnam joined Bybrook Benefice in July 2020, on license with ordination delayed until 11th October when services could be safely spaced and conducted at Bristol Cathedral. Anjali has managed brilliantly with a very odd first year in curacy with many of the

typical deacon roles enjoyed by a curate restricted due to covid-19. Anjali has stepped onto the governing board of Bybrook Valley School as well as working alongside the diocese in a number of roles. 2021 will open up new changes again with Anjali to be priested in July she will be appearing at weddings and baptisms across the benefice!

In August 2020 it was announced that Revd Mary Gubbins, coming to the end of her 12-month placement at Bybrook would be moving on to join Greater Corsham and Lacock Benefice as a Team Vicar. Mary was much loved in her short time with us – and in staying local has still been a great help to the benefice, staying with wedding couples through the ups and downs of rearranged weddings.

Many churches re-opened in August with social distancing restrictions and what would become the familiar covid-secure risk assessment. A flurry of activity and effort saw risk assessments for every kind of service from all ten parishes in an effort to be open and present in the community. It was a joyful summer, despite the lack of singing allowed that would be an oasis in a further upcoming national lockdown after Christmas in 2020. A big thank you to PCCs for their willingness (and ability and perseverance with tiredness and willing ebbed and flowed) to stay on top of constant updates and amendments to covid guidelines.

Autumn saw the return of some weddings with covid-restrictions in place and changes to legislation to allow couples to marry. Here I owe a thank you to Claire Campbell, Office Manager for working with upwards of 30 wedding couples (alongside the increasing funeral preparation) as queries flowed into the office. Together we have revised updates and guidance to wedding couples numerous times throughout the year.

A change in the Team Council plan to move to the Read Room in Yatton Keynell Village Hall saw the need for the process to be owned (legally) at a PCC level. The lease negotiations moved to a PCC level and opened up a question about the correct employment of the office manager. The snowball led to a review of contracts and a revision and amendment of all the employment (14!) policies that would last into 2021. Covid grants would enable YKRA to complete the work to the Read Room at their own expense with Bybrook picking up a 2 year rental agreement with the option to extend. In the end, giving everyone the right amount of flexibility and security in the circumstances. In December a 2-year hire agreement was found, Claire sourced numerous items of furniture from office supply charities and with the help of Stephen Slade, Paul Woodcock, Anton Campbell and myself the occupation of the space began from December 2020. It truly is an amazing benefice space and with huge potential. The increased space has also allowed for necessary visits to the office in a covid-secure manner!

APCMs, delayed through the pandemic were allowed to be completed by the end of October, even completing via Zoom video conferencing. It led to an odd pattern of the year, extending tenure of many posts, dictated by APCM dates and shortening the gap between presenting accounts and beginning another year end. The financial headache for many churches having lost regular freewill offerings from services and tourist donations has a real and substantial impact. This was reflected by Bristol Diocese holding steady or reducing parish share requests for 2021 and eating reserves too. Here I want to say thank you to Treasurers who would no doubt have had sleepless nights and for the beautifully faithful response of PCCs who committed again to the benefice budget for 2021.

As a ministry team, change continued as shielding and isolation took its toll – though with better news, Anton Campbell, LLM, would continue with training as an ordinand, heading toward ordination in 2021 and his curacy. Anton will be missed as a regular part of the team when the time comes but we know he continues to be part of the community with us. Thank you to the ministry team – for your resilience in shielding when necessary when the call to ministry was so strong, for keeping your families safe, and when right, for your willingness to return safely and lead in-person services in a manner so very different to one we could have imagined.

2020 ending with the hope and celebration of Christmas but the knowledge that Covid-19 would clearly be with us 2021. The rollout of a vaccine programme began and with it, plans to resume the benefice vision process with Victor, take a look at stewardship (giving, parish finance), Living in Love and Faith (a nationwide church response to issues around sexuality, gender identity, marriage and welcome) and the newly announced Bristol Diocese vision refresh that is Transforming Church Together. Even in rural England the church never stands still. In 2020 above all we have learned that the building does not contain the church!

Thank you so much to everyone. I will – I have no doubt - have missed thankyou's here and there, others in their reports will share those. I will forever be remembering this year and giving thanks, including for your effort, even if you are not named here in this moment!

Rev Marc Terry

Team Vicar's Report

In the absence of a Team Vicar there is no report available.

Assistant Curate's Report

At the time of writing, I have been a part of the Bybrook ministry team for eight months and have enjoyed a varied role and getting to know people in the benefice.

Of course, the continuing effects of the pandemic has meant that my curacy year has been anything but normal: it began with a Zoom service in which I was licensed as a lay minister and then was subsequently ordained as a deacon in October. This was not the huge service and celebration that it normally is, but the live streaming of it meant that many people, including friends and family further afield in this country and across the world, were able to join me virtually and it was powerful, intimate and very meaningful in its own way.

My involvement within the benefice, while somewhat limited by the current restrictions, has nevertheless been varied and enjoyable. When the churches opened for worship, I have led services and preached at most of the churches and have enjoyed meeting and getting to know members of the congregations. I look forward to much more of this once lockdown is over. I have also been involved in running some of the online services and have attended a large number of meetings on Zoom including team meetings, taking part in a wedding preparation day and leading the Friday Bible study for a few weeks. One of the highlights of this time was undoubtedly the drive-in carol service. It was wonderful to be a part of this and see so many people engaging with church in this novel way.

One of the ways in which I have been involved in the wider community has been through joining the governing body at Bybrook Valley Primary. As well as being a member of the governing body as a whole, I am a member of the Foundation and Ethos Committee which supports the way in which the school's distinctly Christian vision is fostered and maintained. It has also been a pleasure to be able to lead collective worship (assemblies) on Remembrance Day and during Advent and I hope to continue this once school re-opens.

As well as my parish role, I have been involved in number of initiatives on a Diocesan level. At the time of writing, I am involved in the Transforming Church initiative (the diocesan process of developing a vision) and sit on an advisory panel and am a facilitator of workshops. The impetus provided by the BLM movement in the summer has led to the Church of England exploring ways in which it can be more racially diverse. As one of the few BAME clergy in the diocese, I have, along with my other BAME clergy colleagues, had the opportunity to engage with this process on a diocesan level in a number of ways. My work in this area has benefitted a great deal from the work that I did on my dissertation on racial diversity in the Church of England. A highlight has been returning to Trinity College to give a lecture on this topic.

As lockdown slowly comes to an end, I look forward to engaging with the church community in person again and exploring ways in which we can share the good news of Jesus to the community around us.

Rev Anjali Kanagaratnam

Office Manager's Report

I ended last year's report by saying "2020 is set to be an exciting year. I am looking forward to all it has to offer and hope this will include an opportunity to continue growing and developing as we have done in 2019." Little did I know that 2020 was going to be the year where everything got turned upside down! Whilst the year began well, it was not long before Covid put a halt on most of our plans to grow and develop and instead had us having to constantly adapt to the ever changing scene and firefighting to keep on top of everything.

As the national lockdown was enforced, the office was swiftly relocated to my house and a new way of working was found. The Bybrook News became a fortnightly publication in order to provide regular updates and I quickly learned how to edit, upload and embed a weekly online service. It was a very steep and exhausting learning curve but over the months we were able to adapt to something more sustainable. Alongside this a lot of time was invested in the website with new pages needing to be created, including a dedicated giving page for all the churches whilst their doors were closed, a Worship at Home page and various pages for updates to our Covid response.

Keeping on top of all the many changes to the rules and the inevitable work that these caused has been tough. Weddings have been particularly challenging to manage, with several couples having to rearrange their dates multiple times. Before lockdown, we had 25 weddings booked, but by the end of the year only 2 of these were able to take place. Whilst most have postponed to a later date, some have chosen to marry locally at a small ceremony instead.

Baptisms were also affected by the lockdowns with only 3 taking place across the year. We did take 19 funerals/burials several of which were at the graveside or just at the crematorium due to the restrictions.

July saw the arrival of Anjali as our Curate. It has been a pleasure getting to know Anjali and I look forward to working with her going forward, especially once we are able to operate fully again. It was however sad to say goodbye to Mary Gubbins in September as she completed her year's placement with us.

September also saw the office return to above the Bell Inn. However, it wasn't long before plans to permanently relocate the office to the Read Room at Yatton Keynell Village Hall started moving forwards. Very suddenly the work was going to be completed and it looked like we were going to be able to move in December. This didn't allow much time to get organised, but with a huge answer to prayer an opportunity to obtain a large amount of free furniture arose and a small team of us managed to pick it up from Gloucester just in time for us to move in. It has already proved an invaluable space with being able to work in a Covid-secure way, but I am very much looking forward to opening it up to its full potential once the current restrictions have been lifted. I would like to take this opportunity to thank Mark and Andrew at the Bell Inn for all their support to us whilst our office has been at the pub.

With the discussions on the benefice vision and the opportunities that we can have through the office space, I am once again excited for what the next year will bring. Here's hoping and praying that it is a smoother ride than 2020 though!

Claire Campbell

Open the Book Report

The Open the Book team presented two Assemblies at the beginning of the year in By Brook Valley School but then restrictions came into place for many months.

The new Head welcomed us back in November on the first day of lockdown! It was very different as we just acted out the bible story to the early three years instead of to the entire School, and we couldn't use the children as members of the cast like we normally would. Nonetheless it was wonderful to receive such a warm welcome from the staff and the children. We returned again in December and it was so refreshing to see the children so much more relaxed, and so uplifting to hear their sweet voices raised in one of our favourite songs.

Cilla Palfreyman

Edward Bear

Yatton Keynell

We ran two sessions of Edward Bear in Yatton Keynell this year but then restrictions came into place and were not lifted throughout the year. We did run one Zoom session but we couldn't create the same atmosphere so decided not to continue online. We have included as many of our Mums as possible in a WhatsApp group and this has proved a lovely way of staying connected.

Cilla Palfreyman

Biddestone

Unfortunately, since the first National lockdown in March 2020, it has not been possible to run Edward Bear in Biddestone. However, it is hoped that it may be able to return some time in 2021.

When it is running, we start every Edward Bear session with playtime and a cup of well-deserved tea or coffee for the parents and carers. We then welcome each child by name during our Edward Bear welcome song. Then, after warming-up to the “wobble song”, we enjoy a story and singing before embarking on a craft activity that is related to the story. After that, there is time for the children and adults to enjoy further refreshments, to reflect on the day’s activities and to finish with a prayer and our “goodbye” song.

Edward Bear group is a lovely chance for everyone to get together in a relaxed atmosphere as well as giving young children a chance to become familiar with being in church in an informal way.

Julia Tisdale

Ark Report

We did run two lovely sessions of The Ark this year but then restrictions started coming into force in March so we could no longer continue for the rest of the year.

We planned a Light Trail through the village in place of our normal Light Party and this was very much enjoyed by many families. Subsequently we ran a Christmas Nativity Trail. The children followed quiz sheets and a map which took them to the church porch where they could take home a goody bag which was filled with Christmas items and crafts.

Cilla Palfreyman

School Governor reports

By Brook valley CofE school

Jan– September 2020

This last year started with a challenge in that Mrs Ball, the head teacher since the school opened, announced that she was going to retire at the end of the academic year of 2020. That saw a very busy start to 2020 for the governing body as we prepared to advertise and recruit for a new head teacher.

We had many applicants and after a competitive process appointed Graham Pike who has been at the school since September.

I am pleased to be able to say that after a tough day and years of preparation the school was awarded Outstanding in its SIAMS (Statutory Inspection of Anglican and Methodist Schools) examination that happened in February 2020. This is a significant achievement as the criteria and examination framework changed the previous year and this grade is a lot harder to get so my thanks to all that were involved in that.

A bit earlier than usual this year (lead by Rev Marc) we did Experience Church, which saw all of KS 2 come through the church and look at different aspects of Church. It was a well-run and hands on event that both pupils and teachers really enjoyed.

This was followed by the challenges faced by all of us by covid-19 and a school that had to adapt significantly to try and maintain a level of business in extremely hard circumstances.

The year also involved me (Anton) deciding to stand down after 6 years of being a governor to allow for more time to concentrate on my final year of ordination training. I must say, being a governor has been both a challenge but a great source of enjoyment and spiritual reward and something to which I shall no doubt return to at some point. Therefore, this is my last annual report as a governor.

I am pleased to say though that Jaclyn Cross who joined us last year has taken on the role as chair of the F&E (Foundation and Ethos) committee and our curate Anjali has taken up the ex-officio incumbents place, with the experience both these bring the school is being left in very capable hands!

I shall therefore hand the rest of the report over to Jaclyn and Anjali
Anton Campbell (LLM and outgoing Chair of F&E)

September 2020 onwards

Due to the continuing effects of the pandemic, much of our governance role has been carried out remotely through virtual meetings and email contact. We have tried to support the school and staff in the best way possible through these means but the inability to visit the school and meet in person has curtailed the involvement we would have ordinarily had with the school.

In addition to our roles on the governing body we are both members of the Foundation and Ethos committee. This committee has a particular role in maintaining the Christian ethos of the school and we continue to work with the new headteacher, Mr Pike, to support the school in this.

I (Jaclyn) am also the nominated Governor for the Early Years Foundation stage, which is particularly rewarding as it focuses on the very youngest children at the school, and the importance of their first year in Reception class.

I (Anjali) have also been involved in collective worship in the school and led the KS2 assembly on Remembrance Day and during Advent. It was a pleasure to be able to meet the children and lead them in worship. We continue to explore ways in which we can partner with the school to support the provision of RE and collective worship: this has included meetings related to the RE curriculum and we are planning to continue with the 'Experience Church' day later this year (COVID permitting).

Jaclyn Cross and Anjali Kanagaratnam

Kington St Michael CofE School

School Governor Report – Kington St Michael

In last year's update we reported all change at the top with a new Head Kate Cavey and new Business Manager Bronwyn Lightowler. With their passion, skill, enthusiasm and commitment our school has made some great positive changes, and the dedication from all the staff has meant we have delivered a rich variety of learning experiences.

The Covid-19 pandemic lockdowns impacted the way learning was delivered, but we continued with our planned curriculum. We shared examples of work on our school website, and parent responses were extremely positive and supportive. Through careful planning and maintenance of measures we were able to see all years make a return to school before the summer holidays, and were able to hold a socially-distanced outdoor Leavers Celebration for our Year 6 pupils.

School reopened in September and we initially followed a Recovery Curriculum to prioritise our pupil's wellbeing and emotional needs before moving to our planned curriculum, providing support to pupils who needed help to feel safe and secure in school. We identified any gaps in pupils

learning to ensure pupils made good progress and remained on track academically. We created a Covid Catch-Up Plan for early 2021 implementation.

We had a successful Ofsted Interim Visit in October. Two Inspectors discussed the first lockdown and the measures we had put in place including; how pupils had been affected by the lockdown, how had we continued to deliver education, how had we delivered remote learning, safeguarding, and our intentions for the Catch-Up funding to support pupils who had gaps in their learning on return to school. The Inspectors were pleased with what we had achieved and their Note of Visit can be seen on our website.

The school continues to enjoy good links with the church, and we are grateful to all those in the church community who support us. However, we would love to have a member of the Bybrook church community join us as foundation governor. We are proud of our church school status, which is a part of what makes us special, and it would be good to have this tangible support from the church community.

Whilst whole-school gatherings were not possible, and we have similarly been unable to visit the Church, we did still manage to mark Easter, Harvest Festival and Christmas as whole-school celebrations through the use of technology; with each classroom recording their part, which could be shared with everyone else. They were all wonderful and uplifting to watch during such uncertain times and we are thankful to our staff and pupils for their joyous participation. We have also created a Prayer Space and introduced it successfully to pupils. This is timetabled and pupils sign up to use it. It is proving very popular. An outdoor Prayer space and reflective area is being planned. Year 6 pupils create a weekly assembly linked to our Values theme and share this with the classes.

If you would like to know more about what goes on at school, or how you could help, please visit our school website at www.ksmschool.co.uk/ or contact me via the school office. We welcome all opportunities to strengthen the links between the school, church, and wider village community.

Joanna Merry

Safeguarding Officer's Report

Safeguarding Officers

Mary In der Rieden is our current safeguarding officer for the Bybrook Benefice whose role is to advise and assist the PCCs with their safeguarding responsibilities in relation to children and adults at risk of harm.

Mary will be stepping down from this role at the end of May 2021. The Benefice is currently working on appointing a new Benefice Safeguarding Officer.

Safeguarding Policy

Each PCC within the Benefice complies with its duty to have due regard to the House of Bishops' Safeguarding Policy and Practice Guidance. A Safeguarding Policy has been adopted by all PCCs in the Benefice and is subject to annual review. The Policy sets out the safeguarding commitments of each PCC and includes guidelines for safer recruitment, a policy on the fair recruitment of ex-offenders and guidelines for the handling of disclosure information.

A link to the Safeguarding Policy is on the Benefice website and a copy can be obtained from PCCs, the Safeguarding Officer or the Benefice Office.

Safeguarding Information

Guidelines for those working with children and/or adults at risk of harm are provided to volunteers in the Benefice who may come into contact with them through their work and copies are available from the Safeguarding Officer.

All the churches in the Benefice display a notice with the contact details of the Safeguarding Officer and other useful contact numbers.

Criminal Record Checks

Certain staff and volunteers throughout the Benefice, including PCC members, are required to have a criminal record check in light of their role within the church. The check is now provided online and is known as a Disclosure and Barring Service (“DBS”) check. DBS checks are updated every five years.

Training

The Diocese of Bristol provides a comprehensive safeguarding training programme for staff and volunteers working in churches and church activities.

This includes a Basic level safeguarding course which all PCC members are required to undertake. Staff and volunteers who work with children and/or vulnerable adults are required to undertake a Foundation level safeguarding training course. There are also higher-level safeguarding courses, and courses dealing with responding to domestic abuse, which may be required or encouraged for certain roles within the church.

Both online and face-to-face safeguarding courses have been completed by the vast majority of volunteers in the Benefice and a number of people have also attended higher-level safeguarding training.

Risk Assessments

The team leader of each children’s activity is responsible for undertaking a risk assessment of that activity. Any actions that are identified in order to reduce a risk, as a result of those assessments, must then be implemented.

Action Plan

It is intended that the following actions will be taken over the next twelve months:

- DBS checks continue to be undertaken, and repeated, as necessary;
- minimum level training to continue to be undertaken by all PCC members, safeguarding officers and Ministry team members;
- minimum level training to be undertaken by all staff and volunteers to whom it is applicable; and
- new risk assessments to be completed as necessary and current risk assessments and safeguarding policies to be reviewed annually.

Assistance Required

In order to implement the action plan outlined above the Safeguarding Officer needs the assistance of church staff and volunteers as well as the wider congregation.

Those who require DBS checks and training will need to work with the Safeguarding Officer to complete the necessary process.

The PCCs, with the assistance of the Safeguarding Officer, will provide information about how to access training courses and individuals are asked to complete that training at the earliest opportunity.

Ultimately, safeguarding children and adults at risk is something we are all responsible for and every member of the congregation and wider-community is reminded to report any safeguarding incidents or concerns to the Safeguarding Officer (or a member of the Ministry Team), no matter how small the concern.

If anyone has any safeguarding queries, or requires further information, they are welcome to contact our Safeguarding Officer at any time. Contact details can be found on the Bybrook Benefice website and in any of the churches within the Benefice.

Treasurers Report

A copy of the 2020 accounts is appended to this report. These are currently undergoing external audit - so what follows may be subject to amendment!

Fee income was lower than originally forecast, as a result of Covid restrictions. Expenditure was also down as a result of a rent holiday and lower clergy expenses. A surplus of £434 was achieved at year end (compared to an anticipated £1,892 at the start of the year). We found it possible to top up our reserve fund to the required £5,000 and we carry a general fund balance into 2021 of £1,644.

A loan of £5,000 was received in 2019 toward the costs of refurbishment of the Read Room at the village hall. These funds were, subsequently, found not to be required and the loan was repaid in 2020.

The Benefice successfully applied for an All Churches Trust fund grant of £1,500. This was allocated to expenses associated with the office move.

We carry over balances of: Ark Fund - £457, Mission Fund - £139, Office Move Fund - £1559.

In December, the Castle Combe circuit carol service raised a collection of £1685. This was distributed to churches in the Benefice including West Kington Baptist Chapel and Castle Combe Congregational Church.

Helpfully, from a cash flow perspective, most churches in the group pay their Benefice contributions promptly in the first quarter, or throughout the year by standing order. One church pays its fees quarterly in arrears. Its final 2020 contribution was received after closure of the 2020 accounts and will be shown in those for 2021.

Paul Woodcock

BY BROOK GROUP RECEIPTS AND PAYMENTS

31/12/2020

	Actual 2020	Budget 2020	Actual 2019
	£	£	£
GENERAL FUND			
Receipts			
Parish Contributions			
Biddestone	1,373.00	1,373.22	876.00
Castle Combe	1,392.00	2,785.89	2,364.00
Grittleton	1,547.93	1,547.93	1,226.00
Kington St Michael	821.00	800.00	1,263.00
Littleton Drew	281.78	281.78	131.00
Nettleton/Burton	788.04	784.00	788.02
North Wraxall	1,337.53	1,337.53	651.00
Slaughterford	574.84	574.84	435.00
West Kington	1,837.22	1,837.22	1,678.00
Yatton Keynell	2,357.50	2,357.58	2,154.00
Total Parish Contributions	12,310.84	13,679.99	11,566.02
Fees			
Total fee receipts	11,048.00	27,850.00	26,346.00
Less: paid to Diocese	(2,632.00)	(8,405.00)	(7,132.00)
Less: paid to PCCs (incl verger/heating fees)	(3,926.00)	(12,090.00)	(11,170.00)
Less: paid to organists/others	(75.00)	(500.00)	(708.00)
Net fees retained to fund Group expenses	4,415.00	6,855.00	7,336.00
Other Receipts			
Other - Contributions/donations	690.50	-	58.89
Vacancy Expenses Reimbursement	339.00	-	-
Photocopying	8.75	-	9.00
Total Receipts	17,764.09	20,534.99	18,969.91
Payments			
Office Premises (rent/tel/electricity)	(3,567.15)	(5,750.00)	(4,293.71)
Salary of Manager / employment costs	(9,185.48)	(9,260.00)	(9,023.27)
Office supplies, furniture, banking, employers liability insurance	(1,360.54)	(775.00)	(1,020.51)
Clergy and LLM expenses	(1,433.72)	(3,750.00)	(1,713.68)
Worship resources	(759.37)	(250.00)	(289.72)
Refund of surplus to PCCs	0.00	-	-
Other - creating connections/licensing etc	(873.40)	(100.00)	(36.16)
The Ark	(150.00)	(150.00)	(300.00)
Mission Fund	0.00	0.00	(400.00)
Total Payments	(17,329.66)	(20,035.00)	(17,077.05)
Surplus/(Shortfall)	434.43	499.99	1,892.86
<i>Net surplus</i>	434.43	499.99	1,892.86
Opening balance	5,122.57	5,122.57	3,229.71
Transfer to Reserve Fund	(3,912.44)	3,500.00	0.00

General Fund Balance	1,644.56	2,122.56	5,122.57
RESERVE FUND			
Opening balance	1,087.56	1,087.56	1,087.56
Transfer from General Fund Balance	3,912.44	3,500.00	
Income	0.00	0.00	0.00
Expenditure	0.00	0.00	0.00
Reserve Fund Balance	5,000.00	4,587.56	1,087.56
Year End (31 December) Discretionary Funds Balance	6,644.56	6,710.12	6,210.13
OFFICE MOVE			
Opening balance	5,059.10	59.10	59.10
Income	1,500.00	5,000.00	0.00
Expenditure	(5,000.00)	0.00	0.00
Office Move Balance	1,559.10	5,059.10	59.10
MISSION FUND			
Opening balance	139.23	139.23	302.45
Income:			
Transfer from General Fund	0.00	0.00	400.00
Donations	0.00	0.00	0.00
Expenditure	0.00	0.00	(563.22)
Mission Fund Balance	139.23	139.23	139.23
THE ARK			
Opening balance	199.94	199.94	6.41
Income:			
Transfer from General Fund	107.28		0.00
Donations	150.00	150.00	300.00
Expenditure	0.00		0.00
Expenditure	0.00	(800.00)	(106.47)
Ark Fund Balance	457.22	(450.06)	199.94
TOTAL FUNDS	8,800.11	11,458.39	4,685.23

		31/12/2020
BANK and CASH BALANCES		£
	HSBC	1,223.38
	CAF	7,543.74
	Cash	32.99
TOTAL FUNDS		8,800.11