

**Parish of Saint Peter
Doddington and Whisby**

(www.doddington-parish-church.org.uk)

**ANNUAL REPORTS
AND ACCOUNTS
2016 – 17**

Annual Parochial Church Meeting

Tuesday 4th April 2017

7:30 pm at Saint Peter's Church

**Enquires to the Rector - Rev Richard Billingham
The Rectory, Vicarage Drive, Skellingthorpe
telephone 01522 682520**

**or the Curate - Rev Frances Clarke
telephone 01522 685487**

(Church web-site - www.doddington-parish-church.org.uk)

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1 Statutory Reports

1.1 Church Electoral Roll (of lay persons in the parish)

The Roll is open to baptised people over 16, who are either regular worshippers with us, or members of the Church of England living in the parish. Every six years a fresh Church Electoral Roll has to be prepared, and this was done in 2013. The Annual Revision took place this year during March 2017.

Last year's roll stood at 33. **The revised roll stands at 40**, including 31 from within the parish, and 9 worshippers from outside. A copy of the revised roll is available for inspection in church.

Richard Billinghamurst, Rector.

1.2 Proceedings of the Parochial Church Council (2016 – 2017)

Following the Annual Church Meeting in April 2016 at which officers were elected, the Church Council has met four times during this fourteenth year of the new Parish.

The principle decisions taken were:-

1. There would be a similar pattern of Sunday services during the year.
2. The Clergy would continue their monthly prayer and bible reading in the Church.
3. The Parish Share would be paid in full in regular instalments.
4. The re-lime washing of the inside of the north and south aisles and the redecoration of the inside of the porch was completed.
5. The work to the remaining stained glass window and accompanying stone work in the north aisle was completed.
6. Charitable Giving would be unchanged at:-

a) Nomad Trust (local homeless)	£240
b) Church of England Pension Board Charitable Funds	£120
c) Church Pastoral Aid Society (Home mission)	£120
d) TEAR Fund (Overseas Mission)	£120

In addition, a sum of up to £100 could be distributed to those in need in the Parish at the discretion of the Rector and Wardens.

7. The insurances were renewed.

Ian Macalpine-Leny, PCC Secretary

1.3 PCC Membership (January 2016 – April 2017)

The members of the Parochial Church Council are the trustees of the parish property and finance, and so need to comply with Charity Law as well as Church Law.

Ex-officio members

Clergy:

Rev Richard Billingham (Rector and Treasurer)

Rev Frances Clarke (Curate, and Parish Administrator)

Churchwardens:

Mr Antony Jarvis

Mrs Jane Marsden

Deanery Synod: (1 place)

Mr Ian Macalpine-Leny (Secretary)

Elected members: (3 places)

Mrs Nora Hardy (resigned March 2017)

1.4 Proceedings of the Graffoe Deanery Synod (2016 – 2017)

Graffoe Rural Deanery consists of nine benefices and thirty-one churches, the **Branston** Group, **Graffoe** United Parish, the **Hykeham** United Parish, the **Metheringham** Group, the **Skellingthorpe** Group, the **Swinderby** Group, **Waddington** Parish, the **Washingborough** Group, and **Withamside** United Parish, and also the **retired clergy** living in the Deanery. The Synod meets normally three times a year, when members share a time of prayer, consider current issues, and hear news and views from other members. It is chaired jointly by the Rural Dean and the elected lay Co-Chairman, and its business is ordered by an elected Standing Committee. The Synod is elected for three years, with representatives from each PCC elected at the Annual Church Meeting; the next elections are in 2017. Deanery Synod members also form the electoral college for Diocesan Synod and General Synod elections; these next take place in 2018.

This parish is represented by the two clergy and one lay representative, Mr Ian Macalpine-Leny; the lay place needs to be elected again to serve for three years, at this year's Annual Church Meeting.

1. **Meeting Held on 23rd June 2016 at St Hugh's North Hykeham.** Dr David Court, Bishop of Grimsby, gave a PowerPoint presentation on the General Synod publication "From Anecdote to Evidence". He spoke of his time and experience in previous ministries, and then looked at "eight features of growing churches", with clergy and laity working together to make bridges into our local communities. He then challenged the Synod members to go back to their PCC's, and to choose one of the eight features for discussion and action.

This was the last meeting with Rev Richard Billingham as Rural Dean, and vacancies now existed for Synod Secretary and Assistant Synod Secretary.

Rev Dee Freeman was announced as the new Rector of Withamside, and Rev Michelle Godbold as Rector of Graffoe.

2. **Meeting Held on 3rd November 2016 at St Michael's Church, Waddington.**

We welcomed the Venerable Geoffrey Arrand (retired Archdeacon from Suffolk) as our temporary Rural Dean (for "not more than a year"), and the Bishop of Lincoln with members of the Diocesan Mission Team, who had come to give a presentation on "Learning Communities". The Bishop explained that this was not "another initiative" but perhaps a new way of working. There were diverse communities across the Diocese, all with a need for growth, and our purpose was "to transform lives in Lincolnshire". This might be achieved more readily by forming "learning communities", and small groups explored what this might mean.

Rev Lorna Brabin-Smith (Rector of Branston) was appointed as Synod Secretary, but still no name was forthcoming for (lay) Assistant Secretary.

Andy Jackson-Parr would be leaving Withamside (Curate) to become Vicar of Bracebridge.

3. **Meeting held on 2nd March 2017 at Branston Church Hall.** There was no outside speaker for this meeting. Benefices fed back their responses to Bishop David's challenge from "Anecdote to Evidence".

Canon Andrew Vaughan (Lincolnshire Industrial Chaplaincy) has been appointed Priest in Charge of the Swinderby Benefice (four parishes), and they will be working closely with Hykeham Parish.

This was the last meeting of this Synod (elected in 2014) and Nigel Dickin (Lay Co-chairman) outlined the plans for electing a new Synod in 2017 for the next three years. He would be standing down as Lay Co-chairman, so another would need to be appointed by the new Synod; also Richard Billingham was retiring as Rector of Skellingthorpe, so a new Synod Treasurer would need to be appointed.

Lorna Brabin-Smith, Deanery Synod Secretary

1.5 Saint Peter's Church Fabric Report 2016 – 2017

Work completed in the year:

- The paint stripping and lime-washing of the walls, and polishing of the entrance lobby wainscot panelling, was completed at the beginning of May. There are a few uneven patches on the North wall of the North aisle, which will be taken in hand this summer. Recently Nigel Leaney, the DAC adviser on decoration, called to see the repainting. His response was very enthusiastic for the lime-wash and the polished panelling of the lobby, and he also commented on the very positive overall impact of the lime-wash on the character of the church.
- The 7th (and last) window was completed by David Sear in time for Christmas.
- As part of the restoration and long-term storage of the “all-season” satin “altar frontal”, made in 1919, Mrs Moira Kelly was commissioned to create a plain white over-cloth as a protective dust-cover. This incorporates the satin cloth which hangs in position, screened with a silk sheet, in cool dust-free conditions. It is no longer to be folded up for storing which was a major source of wear and tear to the silk.
- The CCTV security system covering the lead roof was formerly linked to a recorder and monitor in the Hall Gatehouse; now that the tower has improved access security, the controls and monitor have been moved to the foot of the tower. The wireless link is no longer needed. The two cameras and two floodlights have been mounted inside the bell chamber, so that access for maintenance needs no specialist equipment.
- In the bell chamber, three pairs of pigeons have been evicted, the bird netting arrangements have been improved, and two bin-bags of guano have been presented to the Hall gardens.
- The failure of two of the under-pew heating units has led to the discovery that the wire “tails” fitted six or seven years ago are of 85°C specification, rather than the 185°C specified by the manufacturer. The work of repair is not difficult, and should be done in the summer.

Antony Jarvis, Churchwarden and PCC Fabric Officer

1.6 PCC Treasurer's Report

Owing to a local skills shortage, Doddington PCC has been without a proper **Treasurer** for some years; the post has been filled by the Rector, who is also financially qualified; a new Treasurer will be needed when the vacancy begins. Arrangements are being made for some book-keeping support from the Parish Office at Hykeham.

The end-of-year shows that **finances have been generally good**. Although Sunday collections are small (due to low attendance numbers and infrequency of services) there is regular support from three members of the congregation, and this enables the day to day expenses of the church to be mostly met. A recent PCC decision was to take insurance costs (about £ 1,500) out of General income, rather than Fabric, and a transfer was made from an accumulated surplus, for recent years' insurance costs, to meet the current Fabric costs. This has turned an annual surplus into a deficit for this year. Expenditure (£ 6,000) exceeded Income (£ 4,000) in 2016, with a carry-forward balance of only £ 1,500. The PCC has now wisely reversed this decision, and Insurance in future years will be taken from the Fabric Fund.

The PCC gives **mission support** to four agencies, (CPAS, TEAR Fund, Lincoln NOMAD Trust, and the C of E Pensions Board Charitable Funds) at the last PCC of each year. In 2016 this totalled £ 650.

A small income is received from the Mary Seaton Trust Fund for **churchyard maintenance**, and also a small annual grant from the Parish Council (not received in 2016), so regular churchyard cuts are carried out by a contractor.

The costs of **Fabric maintenance** are of course very high. Some very effective fundraising is carried out by another church member, and this has managed to clear the bills for a long programme of window restoration, completed in 2017. So the church building is in good repair. Also a major recent legacy has been invested, the income being applied to the **Fabric Fund**, providing some finance for future maintenance and repairs. (This legacy was not restricted, and so the PCC may choose to direct it in other ways in the future.)

There is also a small legacy invested, which was restricted to **Clock Maintenance**; and so the Church clock is kept in good repair at no cost to regular PCC funds.

The **Parish Share** (contribution to the Diocesan budget) was calculated some years ago, based on average Sunday attendance, and so is quite low and manageable, and is always paid in full.

There is an **interest free loan** of £ 3,000 to be repaid in four annual instalments in November.

We remain very grateful to our faithful band of fund-raisers, and to generous support from the Hall, for bringing in what we need for Fabric and Window repairs, plus our regular givers, who keep our General Fund “in the black” from year to year. However, Diocesan costs (which cover the cost of clergy ministry) are rising each year, and we need to look to the parish and the congregation for more generous support in the future.

Richard Billinghamurst, Honorary Treasurer

1.7 Independent Examiner’s Certificate

The 2015 accounts, and all earlier years, have received an independent examination. The 2016 accounts are awaiting inspection.

1.8 Safeguarding Compliance Report

The Church Council has complied with section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops’ guidance on safeguarding children and vulnerable adults).

Richard Billinghamurst, Rector

2 PCC Accounts

2.1 Balance Sheet at the year end 31st December 2016

<i>Previous end of year</i>			
250		ASSETS	
250		<u>Investments</u>	
5,000		Mary Seaton Fund M&G ^{Note 1}	250.00
	5,500	Mary Seaton Fund CBF ^{Note 2}	250.00
		Nancy Macalpine-Leny Clock Trust ^{Note 3}	5,000.00
		Fabric Investment Fund ^{Note 4}	5,000.00
			5,500.00
9,848		<u>Cash</u>	
1,527		Fabric Account (CAF Gold)	66.04
592		Clock Account (CAF Gold)	1,671.76
7,962		Churchyard Account (CAF Gold)	303.26
100		CAFcash current account	1,295.08
0		Barclays current account	100.00
	20,029	Cash/cheques in hand	45.05
			3,481.19
1,944		<u>Other Assets</u>	
87		To be claimed from HMR&C	1,944.46
	2,031	LPOW grant to be received	2,600.00
		Legacy to be received	9,172.83
		Utility Accounts	86.86
			12,677.17
	£ 27,561	Total Assets	£ 28,658.36
		LIABILITIES	
500		<u>Capital Funds (Endowment)</u>	
5,000		Mary Seaton Fund	500.00
	5,500	Clock Capital Fund	5,000.00
			5,500.00
		<u>Invested Funds (unrestricted)</u>	
		Fabric Investment Fund	16,572.83
			16,572.83
9,848		<u>Revenue Funds (Restricted)</u>	
1,527		Fabric Fund	66.04
592		Clock Maintenance Fund	1,671.76
	11,967	Churchyard Fund	303.26
			2,041.06
8,525		<u>Revenue Fund (unrestricted)</u>	
1,568		General Fund Brought Forward	10,093.09
	10,093	Excess Expenditure (Income)	- 8,548.62
		Carried Forward	1,544.47
9,848		<u>Loans to be repaid</u>	
	11,967	Interest-free loan	3,000.00
			3,000.00
	£ 27,561	Total Liabilities	£ 28,658.36

Notes to the Accounts

Note 1 Held by the Diocese of Lincoln as Custodial Trustee, invested in 146.00 shares of the M&G Charifund.

Value at 31st December 2016 was £ 2,241.71

(Value at 31st December 2015 was £ 2,093.45)

Note 2 Held by the Diocese of Lincoln as Custodial Trustee, invested in 129.00 Units of the CBF Investment Fund.

Value at 31st December 2016 was £ 1,939.77

(Value at 31st December 2015 was £ 1,745.96)

Note 3 Invested by the PCC in 506.62 Units of the CBF Investment Fund.

Value at 31st December 2016 was £ 7,618.04

(Value at 31st December 2015 was £ 6856.90)

Note 4 To be invested by the PCC in Units of the M&G Charifund and the CBF Investment Fund.

2.2 Income and Expenditure Account,**for the year ended 31st December 2016**

<i>Last full year</i>		INCOME	
		Voluntary Income	
1,598		Gift Aid giving	1,582.50
1,072		Small Cash Gifts	807.19
667		Tax refund this year	745.39
357		Other Planned Giving	605.00
-		Donations, Gifts and Appeals	0.00
	3,695		3,740.08
		Other Normal Income	
-		Bank Interest	3.13
1,404		Church Fees	370.00
	1,404		373.13
		Extraordinary Income	
-		Unrestricted Legacy	16,572.83
	-		16,572.83
	5,099	TOTAL INCOME	£ 20,686.04
		Excess of Expenditure over Income	8,548.62
			£ 29,234.66
		EXPENDITURE	
		Payments outside the Parish	
600		Mission and Charity	650.00
1,771		Diocesan Share	1,923.52
5		Deanery Subs	-
	2,376		2,573.52
		Ministry Costs	
414		Clergy Expenses	-
-		Service Requisites	99.05
-		Outreach materials	54.05
	414		153.10
		Other Normal Costs	
-		Insurance	1,533.75
664		Heat, Light, Water	494.98
-		Minor repairs	1,212.58
77		Administration	86.82
-		Stewardship Costs	-
	741		3,328.13
		Extraordinary Costs	
		Capital purchases	607.08
		Transfer to Fabric Fund	6,000.00
		Transfer to Fabric Investment	16,572.83
			23,179.91
	3,531	TOTAL PAYMENTS	£ 29,234.66
	1,568	Excess of Income over Expenditure (last year)	
	5,099		

2.4 Church Fabric Maintenance Fund,**for the year ended 31st December 2016**

<i>Last full year</i>			
£ 11,842	Opening Balance of Fund at 1st January		£ 9,848.06
	<u>Add Income received during period</u>		
423	Church Collection Box - loose	242.82	
2,035	Gift Aid Donations	-	
509	Gift Aid tax to reclaim	-	
	Sales of leaflets	16.50	
1,050	Donations	-	
	Events:		
	May Bank Holiday	644.50	
	Early August sale	397.97	
	Late August sale	389.34	
	Harvest Supper	250.00	
3,462	Total Events	1,681.81	
1,138	Listed Places of Worship Grant	-	
19	Deposit Account Interest	15.35	
	Transfer from General Fund	6,000.00	
+ £ 8,636	Total Income		+ £ 7,956.48
	<u>Less Expenditure during period</u>		
9,181	Building major repairs	17,247.50	
-	Professional fees	-	
1,449	Insurance Premium	-	
-	Repairs to silk hangings	491.00	
- £ 10,630	Total Outgo		- £ 17,738.50
£ 9,848	Closing Balance of Fund at 31st December		£ 66.04

2.6 Churchyard Fund, for the year ended 31st December 2016

<i>Last full year</i>			
£ 1,043	Opening Balance of Fund		£ 592.26
	<i>Add Income during period</i>		
167	Dividend from Mary Seaton Trust	160.17	
2	Bank Interest	0.83	
-	Churchyard Fees	-	
200	Council Grant	-	
50	Donation	75.00	
£ 419	Total Income		+ £ 236.00
	<i>Less Expenditure during period</i>		
620	Mowing and strimming	525.00	
-	Seaton Grave Maintenance	-	
250	Churchyard fence repairs	-	
£ 870	Total Outgo		- £ 525.00
£ 592	Closing Balance of Fund		£ 303.26

2.7 The Clock Income Fund, for the year ended 31st December 2016

<i>Last full year</i>			
£ 1,262	Opening Balance of Fund		£ 1,527.17
	<i>Add Income during period</i>		
262	Dividend Income	221.90	
3	Bank Interest	2.69	
+ £ 265	Total Income		+ £ 224.59
	<i>Less Expenditure during period</i>		
-	Repairs to clock	80.00	
- £ -	Total Outgo		- £ 80.00
£ 1,527	Closing Balance of Fund		£ 1,671.76

3 Clergy Report

Church life at Saint Peter's continues to be encouraging. For a small rural community, our Sunday and Festival attendance levels are good. We continue to maintain a good relationship with the local community, with our clergy present in the village on a regular basis. We have a number of weddings each year; this year has seen some baptisms; and most years we are asked to do funerals, sometimes in church and sometimes at the Crematorium.

We have seen a reasonable turn-out again in church for Easter and Harvest, and the Christmas Carol service continues to attract a church-full of people. The Harvest Supper has been well-attended, and the church has been well-represented at village events.

The PCC keeps busy with its fund-raising and social activities, all of which are valuable "social-cohesion" activity for the village community.

I am grateful for Frances, who as Curate is an essential part of our clergy team, taking a leading part in our worship; and with me, sharing the responsibility for the whole of church life; she also manages the parish office as church administrator.

Please continue, both to pray for our church's life, in worship and mission, and also to be an active part of it, each one of us, clergy and lay.

Since last year, the impending retirement of the Rector has been announced; his last service will be on 2nd July. This will result in a reduction of services during the vacancy, but the festival services (Christmas, Easter and Harvest) will be maintained, with the help of visiting clergy. We are grateful to Frances, who will continue to offer her services (with no remuneration) and she will be working with the Rural Dean and Archdeacon to maintain clergy ministry.

Together with Skellingthorpe, the two PCC's are preparing a joint "parish profile" document, to assist the Patron (Martyrs' Memorial Trust) with the search for a new Rector, which will begin soon. Please pray for Frances and others, who will be involved in managing the vacancy, and in the appointment process.

Richard Billinghamurst, Rector.

4 Annual Meeting and Elections

4.1 Choosing of Churchwardens

Two, each to be chosen every year. Churchwardens must be at least 21 years old and must worship at the Parish Church, or reside in the Parish. They ought to be “actual communicant members” of the Church of England. Signed nomination forms and declarations have to be in the Chairman’s hands before the meeting.

Currently: Antony Jarvis and Jane Marsden.

4.2 Choosing of Sidesmen

These are chosen each year, any number, to assist the churchwardens with door duty, and to keep order in church during times of worship. Also to take up the weekly collection, and to tidy up after services. If anyone on the Church Electoral Roll wishes to be added to the list of Sidesmen, please do volunteer.

Currently: Ian Macalpine-Leny

4.3 Deanery Synod Election

One member is elected each three years. Candidates must be at least 18 years old. In 2017 we elect one member to serve until 2020.

Currently: Ian Macalpine-Leny

4.4 Parochial Church Council Election

Three members are elected to serve for up to three years, one retiring each year. Candidates must have been on the Church Electoral Roll for at least six months, and must be “actual Communicant members” of the Church of England.

Currently elected in 2016 *(none)*.

Currently elected in 2015 *(none)*.

Currently elected in 2014 *(none)*.

There are three places available to be filled this year.

4.5 Agenda for meetings, Tuesday 4th April 2016**7.30 pm at Saint Peter's Church****ANNUAL MEETING OF PARISHIONERS**

1. Prayer
2. Receive the newly revised Church Electoral Roll
3. Choosing of Churchwardens
4. Choosing of Sidesmen

ANNUAL PAROCHIAL CHURCH MEETING

5. Election of representatives of the Laity to the PCC –
3 members
6. Election of representatives of the Laity to the Deanery Synod –
1 member
7. Receive the reports
 - i. The Proceedings of the Church Council
 - ii. The Proceedings of the Deanery Synod
 - iii. The Financial Affairs of the Parish
and the Accounts for the previous year
 - iv. The Fabric, Goods and Ornaments of the Parish Church
 - v. Safeguarding compliance
8. Other reports
9. Motions before the Annual Meeting (if any)
10. Any other matters of parochial or general church interest

SHORT PCC MEETING

11. Election of Lay Vice-Chairman, Secretary, and Standing Committee
12. Matters referred from the APCM
13. Other urgent business