

# **The Parish of St. Leonard's, Clawton**

## **Annual Report and Financial Statements**

of the Parochial Church Council

for the year ended

**31<sup>st</sup> December 2022**

### **Interim Priest in Charge:**

Revd. Stephen Skinner

The Rectory, Old Market Drive, Woolsery, Devon · 01237 431622

### **Bankers:**

Lloyds Bank, 3 Broad St, Launceston PL15 8AG

### **Independent Examiner:**

Mrs Maralyn Bailey,

Hilcot, Horslett Hill, Clawton, Holsworthy, Devon EX22 6RS

### **Treasurer:**

Paul Grafton, Higher Sellick Farm, Clawton, Holsworthy, Devon EX22 6PS

*The Parochial Church Council is an Excepted Charity.*



## St Leonard's Clawton Annual Report 2022

St. Leonard's is in the village of Clawton, a small village 4 miles south of Holsworthy in the Torridge area of Devon, on the border with North Cornwall. It is part of the Ruby Benefice (formerly Black Torrington and Ashwater), in the Deanery of Holsworthy which is part of the Archdeaconry of Barnstaple (Diocese of Exeter).

All are welcome in this rural parish to worship in our Church of St Leonard's. The Parochial Church Council has the responsibility of funding and organising activities. The PCC is committed to keeping our Church open and available for worship. To facilitate this work it is important we maintain the fabric of the Church of St Leonard's and improve its facilities.

### Achievements and performance

- *Worship and prayer:* A Methodist service is held in the church usually on the second Sunday of each month, and either Holy Communion or Morning Prayer is usually held on the fourth Sunday. The Harvest Festival and Christmas Carol Services have been well attended.
- *Safeguarding:* Val Letheren is Safeguarding Officer for the Black Torrington and Ashwater Benefice.
- *Fundraising:* Four fundraising events were held during the year – two Wine and Wisdom quiz nights and two Big Breakfasts. All were well attended and made significant profits for our non-restricted fund.
- *Buildings:* While the most urgent quinquennial inspection repairs have been carried out it remains extremely difficult to find anyone prepared to provide a quotation for the more specialised work. This is an ongoing challenge.
- *Bellringing:* The Bellringers continue to practise in the church and new bell ropes have been installed.
- *Organ:* During a routine service of our rather unique organ significant deterioration was pointed out. Chris March (organist) is now appealing for funds to repair and refurbish the organ, estimated at £2,500.
- *Churchyard:* The new contractor Colin Davies has done an excellent job. A Tree Surgeon has carried out the Quinquennial recommendations of lopping branches overhanging the neighbouring house.

### Financial review

Increased activity during the year led to a significant improvement in finances. The Common Fund was paid in full and all other essential expenses such as the insurance for the church have been met. The Balance Sheet is shown on Page 4, a Statement of Assets and Liabilities on Page 5 and a summary of income and expenditure is on Page 6.

We are extremely grateful to those (not all regular churchgoers at our church) who kindly support our church through regular giving via the Parish Giving scheme. During the pandemic it kept us afloat and it remains our largest source of income.

### Volunteers

Thanks must go to Lorna Bowden and others who kindly agreed to lead worship in support of the vicar.

Grateful thanks go to Irene Ellis as Acting Churchwarden for keeping the operation going and to Les Ellis for operating as sidesman and setting up, clearing away and counting monies and other day-to-day support.

Thanks also Bill Chantler for holding the keys and locking and unlocking the church, the members of the PCC and other supporters who helped with the cleaning and flower arranging and at our fundraising events and anyone else who helps in any way big or small. Thank you!

## INTERIM VICAR'S REPORT - *Revd Stephen Skinner*

This is my fourth and final Report for this year's A.P.C.M.s, as my License from the Bishop of Crediton expires on May 16<sup>th</sup>. The good news for everyone is that at long last a full-time permanent Vicar has been appointed: Revd Dr Paul Fitzpatrick. He will be licensed and installed on 25<sup>th</sup> May – a very short 'Interregnum' indeed! I pray that his ministry among you will flourish.

I want to begin by offering my sincere heartfelt thanks to you for the pleasures of working with you in Christian fellowship over the past 40 months. Originally my interim 'post' was envisaged as lasting more like 18 months, but we all know the story of the Covid disruptions to church as well as daily life. Thank you for being such easy-going people to work alongside – your company has been the most pleasurable aspect of all we have done here to get our Benefice reorganised from two separate Benefices into one – with a brand-new title!

I regard this past year as being one of **Consolidation**, in the following ways:

We have now an established pattern of monthly Services. Every church has at least one a month, many have two, and one church has three. I realise that several churches would prefer to hold one most weeks, but we are constrained by there being just one priest to serve all seven churches. I salute our currently active Lay Worship Leaders: Lorna Bowden, Terry Darby, Sheila Grabham, Val Letheren, Kay Napier, Richard Prior, Elizabeth Swan. They lead at least one Service each month – we try to meet regularly for prayer, support and a little training. I think we can be proud of the variety of styles of worship that we can offer across the benefice. But attendances often remain discouraging.

Our Benefice Group has met every 4 – 6 weeks during the year. We have discussed: Our Administrator's Job Description, Special Services, Our Communications (especially the Benefice Bulletin, Pew Sheets and improving our offering to "The Church Near You" websites.), Partnerships with other churches and community groups (arising from the four-week Course "Lightening the Load"), and of course the Benefice Profile / Advertisement etc for a new permanent Vicar. I hugely value the dynamism of this Group, and have upheld its value at our Deanery Synod meetings.

Our churches have paid their 'Common Fund' payments to the Diocese of Exeter in full in 2022 (apart from a small shortfall in one parish). I thank our excellent Treasurers for their highly professional work. We hold an online Zoom gathering with our Deanery Treasurer three times a year

Our on line Zoom meetings for Bible Study (fortnightly) and Compline (weekly) have continued throughout the year. We have established a strong sense of fellowship, but it is very disappointing to me that despite advertising these on the Pew Sheets so few attend. Their future must be reassessed.

PCCs have continued to meet every two – three months over the past year. I chair almost all these meetings, and to be honest I enjoy doing so! I try to engender some light-heartedness into our proceedings, as well as opportunities for more general discussion on issues facing our churches. Highampton Church still has no PCC, so I meet with their Treasurer (and her daughter) instead.

I regard involvement with our local communities and ecumenical partners as being very important, but my attendance is inhibited by my distance away. Some of our churches hold regular fund-raising events (eg Big Breakfasts, Quizzes, Concerts, Coffee Mornings). But I strongly encourage all churches to attempt more, to interact with our communities and build friendships, whilst raising much-needed funds. I urge PCCs to plan these, in partnership with those of goodwill in our parishes.

I note with considerable sadness the continuing downward trend in the 'Occasional Offices' of Christenings, Weddings and Funerals. This is a common experience around our country as the population becomes more 'Non Religious'. We mount excellent Services which gain very positive feedback, but ultimately that seems insufficient to counter the decline of Christian belief & tradition.

I conduct Assemblies in our one Church School (Black Torrington) on a fortnightly basis, and in the other schools once or twice a term (notably at Clawton). In truth I'd like these to be more often!

I will conclude as I began, by thanking you for your kindness, understanding and Christian-spirited love over my time as your 'Interim'. It has truly been a highlight of my life.

### **Structure Governance and management**

The method of appointment of PCC members is set out in the Church Representation Rules. At St Leonard's the membership of the PCC consists of the Interim Priest in Charge, acting churchwarden and volunteers who are on the electoral roll of the church. All those who attend our services/members of the congregation are encouraged to register on the electoral roll and stand for election to the PCC.

The PCC is responsible for the worship mission, outreach, fabric, safeguarding and finance of St Leonards and for making decisions on all matters of general concern and importance in the parish including how the funds of the PCC are spent. The PCC met six times during the year.

### **Administrative information**

St Leonard's is situated in the village of Clawton, Holsworthy, part of the Black Torrington and Ashwater Benefice. The correspondence address is:

- Interim Priest in Charge: Revd. Stephen Skinner The Rectory, Old Market Drive, Woolsey, Devon EX39 5QF
- Acting Churchwarden: Mrs Irene Ellis, Higher Horslett, Clawton, Holsworthy, Devon, EX22 6PZ
- Secretary and Treasurer: Mr Paul Grafton, Higher Sellick, Clawton, Holsworthy, EX22 6PS

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity excepted from registration with the Charity Commission. PCC members who have served from 1 January 2020 until the date this report was approved are:

### **Ex officio members**

*Interim Priest in Charge:* Revd Stephen Skinner

*Acting Churchwarden:* Irene Ellis

### **PCC members:**

Anne Mitchell

Susan Westlake

Les Ellis

Lorna Bowden

Rosemary Colwill

Paul Grafton *Secretary and Treasurer*

**Clawton St. Leonard's Church**  
**Consolidated Balance Sheet**  
**For Year Ending 31st December 2022**

<b>RECEIPTS</b>	<b>Un restricted</b>	<b>Buildings &amp; Church yard</b>	<b>Church yard</b>	<b>Improve ment</b>	<b>Organ Fund</b>	<b>Bell ringers</b>	<b>Total</b>	<b>Prev Year</b>
Collections	1829.64						<b>1829.64</b>	1439.50
Donations & Grants			1500.00		475.00		<b>1975.00</b>	250.92
Fundraising	1162.63						<b>1162.63</b>	539.75
Gift Aid & GADS	811.80						<b>811.80</b>	0.00
Parish Giving Scheme	557.35	1643.13					<b>2200.48</b>	2159.63
Fees	1235.69		1457.11				<b>2692.80</b>	1936.00
Legacies							<b>0.00</b>	5000.00
Dividends	320.77						<b>320.77</b>	310.23
Other Income	140.00						<b>140.00</b>	0.00
<b>TOTAL</b>	<b>6057.88</b>	<b>1643.13</b>	<b>2957.11</b>	<b>0.00</b>	<b>475.00</b>	<b>0.00</b>	<b>11133.12</b>	<b>11636.03</b>

<b>PAYMENTS</b>	<b>Un restricted</b>	<b>Buildings &amp; Church yard</b>	<b>Church yard</b>	<b>Improve ment</b>	<b>Organ Fund</b>	<b>Bell ringers</b>	<b>Total</b>	<b>Prev Year</b>
Common Fund (EDBF)	-645.00						<b>-645.00</b>	-1272.00
Insurance		-2150.78					<b>-2150.78</b>	-2074.81
Electricity							<b>0.00</b>	-253.61
Benefice (Incumbent)	-263.15						<b>-263.15</b>	-243.71
Charities	-211.20						<b>-211.20</b>	-140.00
Maintenance	-322.20		-1870.00	-1223.40		-1365.60	<b>-4781.20</b>	-1573.28
Organists	-475.00						<b>-475.00</b>	-65.00
Water	-62.30						<b>-62.30</b>	-58.75
Other Expenditure	-130.00						<b>-130.00</b>	0.00
<b>TOTAL</b>	<b>-2108.85</b>	<b>-2150.78</b>	<b>-1870.00</b>	<b>-1223.40</b>	<b>0.00</b>	<b>-1365.60</b>	<b>-8718.63</b>	<b>-5681.16</b>

<b>Profit/Loss on year</b>	3949.03	-507.65	1087.11	-1223.40	475.00	-1365.60	<b>2414.49</b>	<b>5954.87</b>
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<b>Balances brought forward</b>	3118.76	2269.18	6209.77	6183.24	0.00	1862.61	<b>19643.56</b>	
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<b>Balances carried forward</b>	<b>7067.79</b>	<b>1761.53</b>	<b>7296.88</b>	<b>4959.84</b>	<b>475.00</b>	<b>497.01</b>	<b>22058.05</b>	
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<b>Balance as at 31st December 2022</b>							<b>22058.05</b>	
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**NOTES:**

1. Fees received include those due to the Diocese which are paid as a single annual sum shown as a negative credit.
2. The electricity account with Total was in credit in April 2022 but we have received no invoice since and they are still

**Reconciliation to Bank Statement**

<b>Current Account balance as at 30th December 2022</b>		<b>22285.31</b>
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	<b>Date</b>	<b>Source/Payee</b>	
Refund not received		Total refund agreed but never paid - see note above	332.74
Late receipt	10-Jan-23	Carol Ley Interment of Ashes (JE Stacey)	172.00
Late payments	24-Jan-23	M Farley (organ maintenance)	-210.00
	09-Feb-23	Exeter Diocesan share of fees for 2022	-456.00
	17-Feb-23	Dawson Steeplejacks Ltd	-£66.00
			<b>-227.26</b>

	<b>22058.05</b>
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STATEMENT OF ASSETS AND LIABILITIES	Un restricted	Buildings & Church yard	Church yard	Improve ment	Organ Fund	Bell ringers	Total	Prev Year
<b>Assets</b>								
Cash in bank	7067.79	1761.53	7296.88	4959.84	475.00	497.01	22058.05	19643.56
CBF Investment Fund		805.19	9971.97				10777.16	12207.86
Gift aid claim	£0.00						0	337.385
<b>Total Assets</b>	<b>7067.79</b>	<b>2566.72</b>	<b>17268.85</b>	<b>4959.84</b>	<b>475.00</b>	<b>497.01</b>	<b>32835.21</b>	<b>32188.81</b>
<b>Liabilities</b>								
Nil							0.00	1800.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1800.00</b>
<b>Net Assets</b>	<b>7067.79</b>	<b>2566.72</b>	<b>17268.85</b>	<b>4959.84</b>	<b>475.00</b>	<b>497.01</b>	<b>32835.21</b>	<b>30388.81</b>

Named accounts are restricted because they contain funds raised or donated for a specific purpose.

Note that last year the CBF Investments were shown as Unrestricted funds whereas they are restricted as shown GASDS on cash collections is accounted for in the year claimed

Approved by the Parochial Church Council on 3rd March 2023  
and signed on its behalf by:

P R Grafton  
Treasurer



### Commentary on Accounts

Services returned to a 'new normal' pattern of one Methodist and one CofE service each month. Four fundraising events were held. We were able to pay the full amount of our £645 Common Fund share. We have paid all other bills and have £7,180 cash available of Unrestricted funds. We therefore have sufficient funds to pay the 2023 Common Fund share of £655 and a Standing Order has been set up.

Revenue comparison with the previous year shows little difference in total, but it should be noted that the previous year benefitted from a £5000 legacy. Increases in 2022 were seen in collections, fundraising and fees and we were grateful to receive a grant of £1,500 from Clawton Parish Council towards Churchyard maintenance.

The £4,960 Improvement plus £1,761 Buildings and Churchyard restricted funds are almost all needed for the repairs identified by the last Quinquennial inspection.

It is still vital that we continue to rebuild our reserves to enable us to keep the building in a good condition and for any improvements which may be needed.

## INCOME AND EXPENDITURE SUMMARY 2021

Collections	£1,829.64
Donations Unrestricted	£0.00
Donations Restricted	£475.00
Grants	£1,500.00
FOSLs	£0.00
Fundraising	£1,162.63
Gift Aid & GASDS Unrestricted	£811.80
Gift Aid & GASDS Restricted	£0.00
Parish Giving Scheme Un restricted	£557.35
Parish Giving Scheme Buildings & Church yard	£1,643.13
Parish Giving Scheme Church yard	£0.00
Weddings, Funerals, Burials Unrestricted	£1,235.69
Weddings, Funerals, Burials Restricted	£1,457.11
Legacies	£0.00
Dividends	£320.77
Other Income	£140.00
<b>TOTAL INCOME</b>	<b>£11,133.12</b>
Parish Giving Scheme Total	£2,200.48
Common Fund (EDBF)	-£645.00
Insurance	-£2,150.78
Electricity (EDF)	£0.00
Ashwater Benefice (Incumbent)	-£263.15
Charity	-£211.20
Churchyard Maintenance	-£1,870.00
Buildings Maintenance	-£2,911.20
Organists	-£475.00
Water (SWW)	-£62.30
Other Expenditure	-£130.00
<b>TOTAL EXPENDITURE</b>	<b>-£8,718.63</b>



# Independent Examiner's Report to the PCC of St Leonard's, Clawton for the Year Ended 31<sup>st</sup> December, 2022

## Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Leonard's, Clawton, on the annual report for the year ended 31<sup>st</sup> December 2022 set out in the following pages.

**Respective responsibilities of trustees and examiner**

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Examiner's signature**



**Examiner's name** CAPITALS

MARALYN DOROTHY BAILEY

**Date**  
**Relevant professional qualification(s) or body**  
*if any*

3rd April 2023

**Examiner's address**

Hilcot, Horslett Hill, Clawton, Holsworthy, Devon EX22 6RS

# Independent Examiner's Report to the PCC of St Leonard's, Clawton for the Year Ended 31<sup>st</sup> December, 2022

**Section B** **Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

Give here brief details of any items that the examiner wishes to disclose