

ST JAMES CHURCH, WEST LITTLETON

**MINUTES OF THE ANNUAL PARISH MEETING AND THE PAROCHIAL CHURCH
COUNCIL MEETING**

**HELD ON MONDAY 11 APRIL 2016
AT ST JAMES'S GRANGE, WEST LITTLETON**

Present: Reverend Sally Wheeler, Chairman
David Adams
Carolyn Adams
James Golob
Michael Horgan
John Mackenzie-Grieve
Elizabeth Sandeman
David Sandeman
Reverend Ness Whiffin

Apologies: Christopher Bell
Alan Young

1. Appointment of Churchwardens

David Adams and Elizabeth Sandeman were elected as churchwardens.

ANNUAL PAROCHIAL CHURCH COUNCIL MEETING

1. Apologies for absence

Apologies had been received from Christopher Bell and Alan Young.

2. Minutes of the Annual Parochial Church Meeting held on 13 April 2015

The minutes were accepted as a true record.

3. Matters arising

There were no matters arising.

4. The Reports:

a. Electoral Roll

There were 28 on the Electoral Roll for 2016.

b. PCC Report

- The Secretary's post remained vacant
- The PCC had met 3 times during the year (APCM plus two PCC)
- There were 9 members

c. Financial Report

The accounts for 2015 had been circulated prior to the meeting. The balance as at 31 December 2015 was £28277.60 compared to £23796.84 on 31 December 2014 (a period increase of £4480.76). The accounts had been examined independently by Alan Creighton. The accounts were accepted as a true record. The Chairman thanked the Treasurer, Michael Horgan, for all his hard work, and Alan Creighton for his detailed and constructive examination of the accounts as independent examiner for the year.

Secretary's Note: Independent Examiner's Report attached at Annex

d. Fabric Report

There were no items of work outstanding. Routine maintenance had been carried out as normal during the year and the 5 yearly electrical inspection had been done in August. This inspection had recommended updating the circuit boards and the installation of independent switches for each of the heaters. This additional electrical work had been completed in December together with the installation of a spotlight to illuminate the panel on the west wall. The chancel arch was showing some minor signs of damp but considering the wet weather during the past 6 months some slight water ingress had been anticipated. The wildflowers in the churchyard were doing well.

e. Deanery Synod Report

The Chairman, who was now the Area Dean, gave a summary. The Deanery Synod had met three times during the year; meetings are open to all and are used to help the parishes around the Deanery share good practice and offer mutual support.

5. Elections and appointments:

a. Deanery Synod Representative

Elizabeth Sandeman agreed to continue in this role for the coming year with support from John Mackenzie-Grieve.

b. PCC

None.

c. Sidesmen

John Mackenzie-Grieve and David Sandeman were re-elected.

d. Independent Examiner

Michael Pullin was now in good health and wished to return to the role. He was duly elected.

6. Incumbent's Report

The Chairman thanked the many people who helped and supported the work and activities of the Parish and contributed to the sense of spirituality, fellowship and outreach that was so evident:

- Reverend Christopher Mulholland who continued to give such excellent support to our services.
- The Churchwardens and the PCC members
- Christopher Bell our organist

- The many members of the community who helped with cleaning the church and maintaining the churchyard
- To all those who supported our events during the year

The Chairman outlined the three months sabbatical she would be taking this summer which would include time spent in the UK, the United States, Borneo and Uganda. The PCC wished Sally well for her 3 months away and agreed to donate £500 towards the expenses of the trip.

7. Any other business

There was no other business.

8. Date of next meeting

The next meeting would be held on Monday, 3rd April 2017 at 7.30 pm.

Rev Sally Wheeler
Chairman

To:

Rev Sally Wheeler
Carolyn Adams
David Adams
Christopher Bell
James Golob
Michael Horgan
John Mackenzie-Grieve
Elizabeth Sandeman
David Sandeman
Rev Ness Whiffin
Alan Young

cc Village website
Church Folder

Independent Examiner's Report to the St James West Littleton Church PCC

I report on the accounts of St James West Littleton PCC for the year ended 31 December 2015, which are set out in the Annual Report.

Respective responsibilities of trustees and examiner

The PCC members are charity trustees, responsible for the preparation of the accounts.

Under the Charity Commission rules, an audit of the accounts is not required but the Church rules require an independent examination.

It is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act
- b) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- c) to state whether particular matters have come to my attention.

Basis of my report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC 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 PCC as 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 next statement.

Independent examiner's qualified statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

My examination of the accounting records has shown that there is a significant lack of underlying documentation to support the figures, mainly for fund-raising events. I am confident that this omission has not resulted in any significant financial effect on the accounts presented. I am assured by the PCC trustees that action is being taken immediately to remedy the situation for the current year - 2016.

Alan Creighton
Rose Cottage
West Littleton
Chippenham SN14 8JE

Signed:-

Date:- 9th February 2016