

Shirley Parochial Church Council

Annual Report and Financial Statements

for the year ending 31st December 2019

SHIRLEY PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ending 31st December 2019

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SHIRLEY PAROCHIAL CHURCH COUNCIL

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For the year ending 31st December 2019

Reference and Administrative Details

Charity Name: Shirley Parochial Church Council

Charity registration number: 1131912

Bank: Lloyds Bank, 248 Stratford Road, Shirley, B90 3AE

Independent examiner : -
Paul Bayliss MA ACA; Bayliss & Co, 643b Bearwood Road
Bearwood, West Midlands B66 4BL

2019 Trustees report

Aims and Purposes

The PCC has the responsibility, as stated in the parochial Church Councils (Powers) Measure 1956 “To cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social, and ecumenical”.

Objectives and Activities

The Parish motto is “Knowing Christ, Making Him known” and this sums up well the objectives of the PCC.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the church buildings of St James the Great, Shirley, St John the Divine Tidbury Green and Church House.

Achievements and performance

Worship and Prayer

The PCC offers a range of worship services across the Parish throughout the week. In each of the three worship centres (St James, St John and Christ the King) the main act of worship on a Sunday is generally a celebration of the Eucharist. However, the PCC took the decision during 2019 to have one non-Eucharistic service each month at each worship centre to encourage those new to the church. The PCC also agreed to a quarterly Parish service.

In addition to the main Sunday services, a monthly Celtic style reflective worship service is now well established at St John's.

Weekday Eucharists take place at St James on Tuesdays and Thursdays.

Christ the King Church hold weekly evening services in Phoenix House – an assisted living complex. Fortnightly or monthly services are held in several other care homes.

Messy Church has been meeting monthly in Widney School for many years. This year a second Messy Church was established on Saturday mornings in Church House. This has been a great success with many families becoming regular attenders.

Baptisms are regularly celebrated at St James (and occasionally at St Johns) as are weddings. A number of funeral services take place in St James, with clergy conducting many more in the local crematorium.

Mission and evangelism

Following a group attending a “leading your church into growth” conference in 2018, working towards growth has become an important priority of the PCC.

In Lent more than 20 people attended Lent Groups which were based on the Leading your Church into Growth material, and each Saturday morning there is now a group praying particularly for growth.

During the year we held START and MOVING ON courses which were well attended. Two people were confirmed following these, and a new home group was formed to join the one existing home group.

We held two Saturday morning workshop, one on Intercessions, Bible Reading and Welcome and the other giving an overview of the Bible.

We took part in the Thy Kingdom Come prayer initiative between Ascension and Pentecost.

Our mission amongst children and young people continues to be a strong priority. Messy Church has been very successful; the Journey to the Stable and Easter Journey give an opportunity to present essential Christian truths to around 1000 school children through drama and workshops in St James Church. Open the Book takes place in two schools.

Christ the King Church (which meets in Widney School) had two joint events with the school – for Mothering Sunday and Christmas - which were very successful.

Jimmy Tots – a weekly parent and toddler group – meets in Church House and continues to thrive.

A private children nursery rent some space on the St Johns site and there is regular opportunity for the nursery to come into the church for seasonal celebrations.

The Parish Magazine is produced monthly and distributed to many residents in the Parish. At the end of 2019 it was decided to make this a free magazine available to anyone.

In December a Christmas Tree festival in St James Church exhibited trees from across many community groups. The festival was very well attended and linked in well to our Christmas services.

A variety of social events are organised across the Parish giving the opportunity to invite members outside of the regular worshipping community.

Pastoral care

As well as the clergy and a commissioned pastoral team, many other church members visit and support physically and spiritually church members and others in need.

A number of regular activities – eg a fortnightly Ploughmans lunch and a fortnightly drop in café – provide opportunities for people to meet.

In December we held a memorial service (in conjunction with Thomas Bragg & Sons) to which families of those whose funerals were taken in the year were invited.

Ecumenical relations

Each of the churches is a member of Churches together in Shirley and we take a full part in the activities which include a prayer envoy scheme whereby news of churches is shared, a Good Friday walk of witness and a Pentecost celebration. In addition local ministers meet fortnightly for prayer and support.

The buildings

We keep St James Church open during the day throughout the year and it is well used by the local community for private prayer.

In addition several local schools use the church for celebrations and services. A local drama group have also used it for their performances.

Church House is used extensively by the churches for mission and social events. It is also hired out by local groups (eg guides, choirs, dance groups) and by parishioners for private events.

The PCC decided to improve Church House by installing acoustic panels.

All the buildings are well maintained.

Particular thanks are due to all those who through the Friends of St James raise money for the maintenance and development of St James Church and Church House.

Eco Church

As part of our Christian concern for the environment the PCC agreed that we apply for bronze eco church certification, and a small working group was established to put the ideals of eco church into practice.

Financial Review

Receipts.

The total receipts from Stewardship and Collections at Services was virtually the same as that in 2018. In contrast, Gift Aid increased by £6285, which is Excellent. This increase is due to some parishioners opting to pay their stewardship donations through the Parish Giving scheme which was started in late 2018. Whereas gift aid claims for stewardship donations handled by the Parish Office are made twice per year, Parish Giving claims are made every month. The Parish Giving scheme has the additional advantage that parishioners can opt for their stewardship donations to be automatically indexed for inflation at the beginning of each year.

Activities for Generating Funds, Investment Income and Church Activities show small reductions, but All Other Giving and Voluntary Receipts shows a large reduction. This is mainly because in 2018, legacies and grants from The Friends of St James totalling £22493 were received. In 2019, no legacies or grants from the Friends were received, but The Friends have indicated that having partly replenished their reserves during 2019, they will fund some works in 2020.

Overall Financial Position.

It may be seen that total payments exceeded total receipts by £9725. However, as the PCC assets and liabilities page shows, the total financial assets only declined by £3461 to £114304. This is due to the excellent performance of the PCCs Global Equity Income Fund investment which appreciated in value from £23904 at the beginning of the year, to £29458 at 31st December. The investment also provided an income of £1194.

It may be seen from the fund transfers page that the total value of the funds also totals £114304.

Key Operational Factors

There are a number of key factors that had a bearing on the 2019 accounts and which are material to the financial situation in 2020 and beyond.

- a) St James running expenses. The maintenance and improvements costs totalled £8210 of which tree surgery accounted for £4510. The utility cost of £3427 seems high which may be because the two gas -fired boilers are very old. Some light bulbs have been replaced with more efficient LED ones, and a strategy for reducing the running expenses of St James will be pursued during 2020.
- b) Church House. It may be seen that Church House income was £4501 compared with costs totalling £6623 of which the utility cost of £2472 seems high. Unfortunately, four regular groups stopped using Church House during the year, and the groups which still use the building are not paying economic rents. The plan to remedy the situation includes: -
 - i) Replacement of the very old and inefficient gas boiler.
 - ii) Review rents.
 - iii) Install sound deadening panels within the hall to improve the acoustics.
 - iv) Publicise the availability of the hall and kitchen for hire.
- c) Mission Giving and Donations. It may be seen that: -
 - i) The PCC made a gift to the Diocese of £1000 in response to an appeal for gifts to help parishes which are unable to meet their Common Fund requests. Whether a similar gift can be made in 2020 will be decided towards the end of the year.
 - ii) British Legion and Troop Aid. The Christmas Tree Festival in December 2018 raised a total of £786 and in view of the 100th anniversary of the end of the First world War on 11th November 2018, it was decided to distribute equally the amount raised between these two charities.
 - iii) St John decided to donate £650 to several charities and donated to the nearby restaurant which allows free car parking for people attending church services and events.
 - iv) Christian Aid. The Charity Committee was disbanded in 2018 and therefore no street collection took place. However, an appeal at church services raised £309 which was passed to the charity. This sum did not pass through the accounts.
 - v) Parish Magazine. Having installed a more versatile copier in the Parish Office during the year, a decision was made to use it to print the Parish Magazine in 2020 instead of it being printed by a commercial firm. The costs of production will be lower and covered by the income from advertisers, and

therefore the magazine will be available without charge to parishioners. It was also decided that the Magazine Committee bank account would no longer be required after 31st December 2019. Consequently, it was decided that the sum of £4000 held by the PCC on behalf of the committee and a residual sum of £2554 at 31st December 2019 would be transferred to the PCC. A new fund named the PCC Reserve Fund was set up to receive these amounts. The fund will provide a much-needed buffer for the Parish Office to cover cashflow problems and unexpected expenses.

- vi) Common Fund Payments. The Diocese is requesting £71743 for 2020, an increase of £2609 on what was paid in 2019.
- vii) Parish Office. The PCC approved a 1.7% cost of living increase for the two parish administrators (and the St James organist) as from 1 January 2020. A new contract with BT for telephone and internet services is expected to reduce this cost in 2020. New lights were fitted in the office at a cost of £105.
- viii) Stewardship Campaign in 2020. The last campaign took place in 2018, and in view of the overall Parish deficit and anticipated cost increases, it is planned that another campaign will take place early in 2020.

Conclusion

The trustees wish to thank the many members of the congregations and others who have contributed to the income, activities and running of the Shirley Parish during 2019 including all the volunteers who work so hard to make our churches lively and vibrant communities. Special thanks go to the Parish Wardens, deputy wardens and Readers for all they do.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM), or co-opted at its members' discretion in accordance with the Church Representation Rules. All those who attend the churches within the parish are encouraged to register on the Electoral Roll, making them eligible for election to the PCC.

In accordance with the regulations governing a single benefice with three centres of worship, the governance of the parish is the overall responsibility of the Incumbent and PCC. This responsibility is delegated to three management committees, one each for Christ the King, St James the Great, Shirley and St John's, Tidbury Green.

As well as the work of the PCC Standing Committee, the PCC also delegates certain parish responsibilities to an Operations Committee and a Mission, Ministry and Pastoral Committee (formerly Pastoral Committee). Each of these committees operates in accordance with agreed terms of reference.

The PCC met four times in 2019, as have the PCC committees, according to an agreed pattern of meetings. Other task groups operate on an *ad hoc* basis and report, through the main committees, to the PCC.

Ministry

The incumbent, Rev Peter-Law Jones, has been unwell and signed off as unfit for work since September 2019. Late in 2019 he took the decision to retire from full time ministry at Easter 2020. He will be much missed, and we wish him and Kate well for the future.

SHIRLEY PAROCHIAL CHURCH COUNCIL

LIST OF PCC MEMBERS (TRUSTEES)

The following people served as members of the PCC in the year ending 31 December 2019.

Clergy

Fr Peter Law Jones

Rev. Paul Day

Ex Officio

Margaret Foresheaw (Parish Warden & Deanery Synod)

Gill Hanton (Parish Warden)

Rachel Kavanagh (Deanery Synod)

Gill Gough (Reader & Deanery Synod)

Sarah Penfold (Reader)

Kate Crocker (Deanery Synod)

Elected Members

St James

David Paice (Treasurer)

Belinda Piasecki (Secretary)

Linda Pitt

Sue Guy

Christ the King

Jan Gardner

Anne Clayton

Denise Smith

Graham Smith

St John the Divine

Jean Wall

Sue Barnard

Linda Alford

Kate Day

SHIRLEY PAROCHIAL CHURCH COUNCIL

Independent Examiners Report to the PCC of SHIRLEY PAROCHIAL CHURCH COUNCIL

This report on the of the PCC for the year to 31 December 2019, which are set out on the attached pages, is in respect of an examination carried out in accordance with the s145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts: you consider that the audit requirements under section 144(2) of the Act do not apply and that an independent examination is needed.

It is my responsibility to

- * examine the accounts under section 145 of the 2011 Act:
- * follow the procedures laid down in the General directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act: and
- * state whether particular matters have come to my attention.

Basis of this 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 with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's 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 section130 of the 2011 Act: and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the 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.

P D Bayliss MA ACA

Smethwick

Date 24/03/2020

PCC 2019 Annual Accounts - Payments and overall position

Payments	Note	Parish	St James	St John	Christ the King	Choir	Magazine	Unrestricted funds	Restricted funds*	TOTAL 2019	TOTAL 2018
Parish activities		Office									
Diocesan parish share contribution		0	49031	8595	10908			68534		68534	73868
Clergy and staffing costs	5e	8709	7697	883	941			18230		18230	18664
Running expenses	5f	11606	17363	5306	2445	99	3115	39934		39934	61146
Church House running costs	5g	6623		0				6623		6623	6139
Mission giving and donations	5h	1786		602	0				2388 D	2388	3047
Total payments		28724	74091	15386	14294	99	3115	133321	2388 D	135709	162864
Total receipts		10766	75085	17576	18899	525	3133	125734	250 R	125984	148630
Excess of receipts over payments		-17958	994	2190	4605	426	18			-9725	-14234
Office funding - internal transfers		13128	-9300	-1630	-2198					0	0
Transfer between funds		0								0	0
Cash at banks at 1 January +		-4830	-8306	560	2407	426	18			-9725	-14234
		46368	14421	19667	4813	3497	2536			91302	104775
Cash at banks at 31 December		41538	6114	20226	7220	3924	2554			81576	90591

At 1 January and 31st December the PCC held £4000 on behalf of the Magazine Committee

* These funds are either restricted (denoted by R) or designated (denoted by D)

PCC 2019 Annual Accounts - Receipts

RECEIPTS	Note	Parish Office	St James	St John	Christ the King	Choir	Magazine	Unrestricted funds	Restricted funds	TOTAL 2019	TOTAL 2018
Voluntary receipts											
Planned giving - stewardship		0	47471	5848	8345			61664		61664	61572
Collections at services		0	6245	2945	2735			11925		11925	12037
All other giving/voluntary receipts	5a	2147	280	281	627			3085	250	3335	30936
Gift Aid recovered		1	14393	2172	3230			19796		19796	13511
Activities for generating funds	5b			1490	3918			5408		5408	6215
Investment and rental income	5c	1194		4410				5604		5604	5989
Church activities	5d	7424	6696	430	44	525	3133	18252		18252	18370
Total receipts		10766	75085	17576	18899	525	3133	125734	250	125984	148630

[illegible]

PCC ASSETS AND LIABILITIES FOR THE YEAR ENDING 31 DECEMBER 2019

FINANCIAL ASSETS	2019	2018
	31-Dec	31-Dec
Current account balances	46178	56845
Bank deposit accounts	2958	
CBF Deposit Fund balances	32440	33746
	<hr/> 81576	<hr/> 90591
 Cash in hand	 100	 100
CBF Global Equity Income Fund mid market values	29458	23904
 Other Assets: Freehold land and buildings	 3170	 3170
 Total financial assets	 <hr/> 114304	 <hr/> 117765
 Other Outstanding Balances		
Gift aid recoverable - via Parish Office for July-December 201	6153	8853
- via Parish Giving for December 2019	411	
Residual sum from Magazine Committee on closing account	2547	
	<hr/> 9111	<hr/> 8853
 LIABILITIES		
The boiler in Church House is very old and cannot be serviced.		
It will have to be replaced during 2020	<hr/> Est. 3000	

PCC Accounts 2019 - Fund transfers

Fund	Ref. Bal b/fwd	Receipts	Payment	Transfers	Adjustments	Bal c/fwd
St James Miscellaneous funds						
Alter linen **	482					482
Robes **	0					0
Hobbis Legacy fund	6641					6641
St James Churchyard fund	261			100		361
Church House fund	0			422		422
Fubric fund - unrestricted	63723					63723
Parish Office General Fund	16303	23894	-28724	214		11687
PCC Reserve Fund	(a) 0			6554	5556	12110
Other funds						
Choir **	3498	525	-99			3924
Parish Magazine	6537	3133	-3116	-6554		0
Childrens Activities Inc Jim.tots	807			-736		71
Church funds						
St John General Fund	22830	17861	-17302	0		23389
Christ the King General Fund	(b) 4102	18899	-16492		711	7220
St James General Fund	-7419	75085	-83392			-15726
	117765	139397	-149125	0	6267	114304

Overall reduction 3461

** Designated Funds

Ref. (a) Adjustment is the annual increase in the capital value of the Global Equity Income Fund

Ref. (b) Adjustment is the cancellation of the debt owed by the church to the Parish Office.

PCC 2018 ACCOUNTS - WORKS COMPLETED DURING 2019

St James	£	£
General maintenance		3069
 Major Repairs & All Improvements		
Tree surgery	4510	
2 replacement lawn mowers	420	
New safety fence and steps repairs	1180	
Messy Church sign	160	
Clock tower floor retiling	750	
New notice board	48	
	<hr/> 7068	7068
Less VAT tax rebate		-1506
Less lawnmower donation		-420
		<hr/> 8211 <hr/>
 St John		
 General maintenance		 1774
 Major Repairs & All Improvements		
New organ		1485
		<hr/> 3259 <hr/>
 Total Cost for Both Churches		 <hr/> 11470 <hr/>