

2017 Report and Accounts for the Parochial Church Council of St Andrew's Church, Cromhall

Aim and purposes

Cromhall Parochial Church Council (PCC) has the responsibility of co-operating with our Interim Minister Revd. Sue Phillipson-Masters, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for St. Andrew's Church, Churchyard and associated property.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Andrew's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, 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; and 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 of St. Andrew and seek to provide the best possible built environment to enable use of the building by the whole community, within the constraints of its architectural and historical significance.

Achievements and Performance

Update on the Benefice Vacancy

The benefice remained in vacancy as there were no responses to our advert for a 'House for Duty' priest. Revd. Sue Phillipson-Masters and Revd. Frances Wookey continued as interim priests, taking our Eucharist services and providing spiritual guidance.

Following discussions and meetings with the Archdeacon it was suggested and agreed in May that the present arrangements should continue while the organisation of the proposed chaplaincy was planned. In January 2018 Bishop Rachel and Archdeacon Jackie will come to the Benefice in order to formally inaugurate the Chaplaincy.

A vacancy for a .66 stipendiary post remains.

Worship and Prayer

At present there are 27 parishioners on the Church Electoral Roll. The average weekly attendance, counted during October, was 18, but this number increases significantly on special occasions such as Christmas and Remembrance Sunday.

All are welcome to attend our regular services, which have been held on most Sundays this year. The normal pattern is three Holy Communion services and one Morning Prayer service each month on the second Sunday. A United Benefice service is held in one of our group of five churches on rotation, when there is a fifth Sunday in the month.

The Harvest service was held on Oct 1st and preceded by a Harvest Supper on Sat Sept. 30th in Cromhall Village Hall. All profits from the supper and harvest service were sent again to 'The Mustard Seed Appeal'.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 4 baptisms and 1 wedding and held 3 funerals in our church this year.

Rev. Sue has run Lent and Advent courses for the Benefice, the monthly 'Food for Thought' meetings have continued and in the autumn we began a series of 'Learn and Explore' meetings.

A Village carol service with Dodington Parish Band was held again on December 10th in St Andrew's Church. This was well attended by a large number of villagers from all local organisations.

A 'Carols by candlelight' service was also held nearer to Christmas, and a highlight of the year was the Crib service at St Andrew's on Christmas Eve, when several families and children attended.

Christmas cards with the 'God with us' logo and details of Christmas services were delivered to all houses in Cromhall. Included in them were questionnaires asking for ideas about possible uses of the church in addition to regular worship. We look forward to reading and considering the suggestions.

'God with Us' Your Christmas Journey – 50 copies of this booklet were purchased and available in church over the Christmas period for visitors to take away and use.

Deanery Synod

One member of the PCC sits on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

St. Andrew's Church & Churchyard

Our church remains open to the community during daylight hours for quiet reflection or private prayer. In the church we have a book of remembrance as well as a visitors book, and leaflets are available on the history of the building. There is also a votive candle stand where both visitors and those attending services can light a candle.

In 2015 we had a quinquennial inspection which recommended replacing the tiling and associated lead work on nave, chancel and vestry roofs within five years. The wall plates to the roof are suffering from beetle infestation and damp. The roofing felt on the tower, and covering of asbestos tiles, is at the end of its life. Architects were engaged to provide cost estimates in 2016, and we have made two applications for grant funding under the Listed Places of Worship Roof Repair Scheme, both of which were refused due to the very high number of applications.

As a temporary measure, this year the roof of the tower has been sealed with a waterproof coating to prevent water damaging the bells and clock beneath. The wall plates have also been treated for worm & beetle by a specialist. The roof coverings and rainwater systems remain in urgent need of replacement however.

It is planned to request a faculty for the combined repairs to roofs and rainwater systems together with plans to carry out reordering of the inside of church. This will provide flexible seating, a nave altar, improved meeting place and better kitchen facilities. This will all be dependent on winning substantial funding from the Heritage Lottery Fund, and we hope to start the process of applying for this next year.

The noticeboards in the porch at St Andrew's have been re-covered and reorganised to smarten them up and to make them easier to read, and an effort has been made to keep them up to date and advertise special services and events.

A plan of the churchyard has been started to show positions of all graves and the names of those that are legible. Progress thus far is available on the Church web site, but we are in need of more volunteers to complete this important work which has stalled for lack of help.

The churchyard policy was updated this year and copies are available in the porch and also from the Benefice Office. The churchyard continues to look much tidier following the removal of all artificial flowers. However, there is growing concern at the number of ornaments, angels and toys that are appearing on some graves. It is hoped that following the revision of the churchyard regulations, these will be removed.

A QR (quick read) code sign has been provided by South Glos. Council and installed by the PCC on the wall next to the War Memorial. This allows visitors to read the code on their smartphones and be directed to a Council web site giving information on the names inscribed on the memorial.

Children & Young People

We continue to have close links with St Andrew's school. Assemblies are held regularly in the Church, together with special services for 'Christingle', Maundy Thursday and Harvest. The children now have a noticeboard at the back of church where they display their work. The planning for the Fete and Fun Run was shared with the school PTFA this year and parents and staff helped run some of the stalls.

We were particularly pleased this year to host in the church 'iSingPop' for the school, in collaboration with the chapel who shared the cost. iSingPop are a charity who visit schools and teach all year groups faith-based songs which they then perform in church with lighting and a professional sound system, and also record the songs for the children to take home. A free CD was provided to every school family at the expense of the Church & Chapel. The event was very popular with children, staff and families and the concert a great success.

The local Cubs and Beavers came for their annual visits to St Andrew's Church in March to find out about St Andrew's Church and the Scouts spent an evening exploring the church as well.

In May the Scouts enjoyed 'champing' in St Andrew's Church, sleeping overnight and spending the next day doing useful clearance work in the churchyard.

Pastoral Care

Reverend Sue has visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital. Any members of our parish who are unable to attend church due to sickness or age may request a home visit. Members of the congregation also help care for the elderly with lifts to doctors and hospitals and visiting at home.

Mission and Evangelism

Helping those in need is a demonstration of our faith. Members of our church support the elderly in our community through a monthly 'T @ 3' in the Village Hall, as well as volunteering in the Community Shop. It is good that these efforts on behalf of others can be combined with opportunities for fellowship. We also continue to support the local Foodbank with produce from the Harvest Festival.

Church members are also very active in their support of a Cromhall based charity, 'Changing Lives in Chongwe', that helps build and support schools in Zambia.

In June four members of Cromhall PCC attended a day conference 'Abundance' -Christian Mission in Rural Communities. They came away with many good ideas to think about and try in future years.

Our benefice magazine '5-Alive' is distributed monthly to every house in the parish and is also available online and in the Church. The magazine, which is funded by advertising and donations and managed by community volunteers, keeps our parishioners informed of the important matters affecting our Church and community. The front cover sometimes has articles that help develop our knowledge and trust in Jesus.

We have our own web site www.saintandrewscromhall.org.uk, Facebook page which has over 40 followers, and Twitter account which has over 120 followers. We also update the local community on church news and events through Nextdoor.com which has 120 neighbours signed up, 28% of 337 households.

Ecumenical Relationships

We share our parish with an independent chapel managed by Revd. Chris Crocker and a team of elders. The chapel is a member of the Fellowship of Independent Evangelical Churches (FIEC).

In the past there has been some shared ministry and cooperation with St. Andrew's, but this lapsed some time ago. The PCC have this year opened discussions again with Pastor Chris on how we might cooperate in our shared objectives, and a meeting between the PCC and Chapel Elders is to be arranged in the New Year.

The Chapel are very keen to understand what, if any, significant doctrinal differences exist between our local church and themselves before committing to any form of shared ministry, so that will form the focus of initial face to face discussions.

Financial Review

Receipts on unrestricted funds at **£20,081** were considerably below those for 2016 of £22,092. In addition to this, restricted funds of **£1,215** were received, also down on £3,136 for 2016.

The total voluntary income received into unrestricted funds last year as planned giving, plate and general donations, together with income tax reclaimed totalled **£13,318**. This was a small reduction compared to 2016 when £13,582 was received. Gift Aid recovered this year was very similar to 2016 at **£2,184**. Planned giving was down on that for 2016 at **£7,061** compared to £8,163. Plate collections, donations and other giving at **£4,071** were however up on 2016's figure of £3,296.

Income from parochial fees was down significantly at £1,745, compared to £2,553 in 2016. These are fixed fees we receive for weddings & funerals so are beyond our control and very difficult to forecast.

Income from fundraising was down again in 2017, with gross receipts of £2,611 compared to £3,909 last year. After expenses, fund raising provided £1,756 this year, a decrease of 45% on the figure of £3,178 for 2016. Most notably in 2016 we had two supper evenings which raised £850 but none in 2017.

Total payments in the year from unrestricted funds were **£18,476**. This compares to **£20,344** in 2016. Allowing for the exceptional expenditure on architects' fees in 2016, the total is only slightly down on 2016 which without the fees was £18,610. Fortunately, the reduced expenditure compensated for the reduced income so that unrestricted funds still made a small increase of **£1,545** bringing the balance at the end of the year to **£5,372**. Much of this however is due to an accounting change, where funds held in the Benefice bank account are now shown in parish accounts in proportion to funds contributed. As we pay 25% of benefice costs, the same proportion of the balance held is an asset of the PCC. At the year-end this was £955.

Our share of administration costs of the Benefice are now detailed in our own accounts rather than showing the amounts transferred to the benefice bank account as an expense as we have in the past.

Restricted funds increased by **£787** to give a balance on hand of **£3,693**. A breakdown of restricted funds is given in the Statement of Assets & Liabilities. The majority of restricted funds are for the churchyard.

Reserves policy

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least one months unrestricted payments. This is equivalent to £1,500. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £5,372 held on unrestricted (including designated) funds at the year-end exceeded our target.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the welcoming and caring community it is.

In particular we want to mention our churchwarden, Ann Greenhalgh who has worked tirelessly on our behalf, chairing the PCC whilst we remain in vacancy, and covering the work of the second churchwarden, a position which also remains vacant.

We are also very grateful to the sidespersons and flowers team, who week after week work so hard to make entering our church an enjoyable and friendly experience.

A dedicated group of villagers continue to care for the churchyard on a voluntary basis. We are also grateful to the Scouts for their clearance work carried out in the churchyard and for those villagers who joined the churchyard working party in July. This has all helped to make the churchyard look tidy and well cared for this year.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Andrew's the membership of the PCC consists of the churchwarden and members elected by those members of the congregation 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 members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC. The full PCC met six times during the year.

Administrative information

Cromhall Church is situated in Church Lane, Cromhall. It is part of the Diocese of Gloucester within the Church of England. The correspondence address is:


c/o Mr. S. Youngs, Bibstone House, Cromhall, Wotton-under-Edge, GL12 8AD.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission

PCC members who have served during the year are:

<i>Incumbent:</i>	Vacancy	
<i>Interim priest</i>	Revd. Sue Phillipson- Masters	
<i>Warden:</i>	Ann Greenhalgh	Chairperson
<i>Deanery Synod:</i>	Stephen Youngs	
<i>Elected members:</i>	Stephen Youngs	Treasurer
	Sue Wray	Secretary
	Doug Collett	
	Peggy Collett	
	Zena Whitefield	April-Dec
	John Bird	April-Dec

Approved by the PCC on 14th March 2018 and signed on their behalf by the Mrs Ann Greenhalgh (PCC chairperson)

 14/3/18

Independent Examiner's Report to the members/trustees of St Andrew's Church, Cromhall, Parochial Church Council.

I report on the accounts for the year ended 31st December 2017 which are set out on pages 9 to 12.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) 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 section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

A D England

Luces Farm Rockhampton



17 March 2018



Statement of Financial Activities 2017

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	16,160	750	—	16,910	36,717
Income from charitable activities	1,745	—	—	1,745	2,553
Other trading activities	2,146	465	—	2,611	3,909
Investments	29	—	1,838	1,868	91
Total income	20,081	1,215	1,838	23,135	43,271
Expenditure on:					
Raising funds	525	330	—	855	731
Expenditure on charitable activities	17,950	87	—	18,037	19,314
Other expenditure	—	—	—	—	1,734
Total expenditure	18,476	417	—	18,893	21,779
Net income / (expenditure) resources before transfer	1,605	797	1,838	4,241	21,492
Transfers					
Gross transfers between funds - in	490	—	70	560	—
Gross transfers between funds - out	(550)	(10)	—	(560)	—
Other recognised gains / losses					
Net movement in funds	1,545	787	1,908	4,241	21,492
Reconciliation of funds					
Total funds brought forward	3,827	2,905	20,000	26,733	5,240
Total funds carried forward	5,372	3,693	21,908	30,974	26,733
Represented by					
Unrestricted					
General fund	4,416	—	—	4,416	3,827
Designated					
Benefice Fund	955	—	—	955	—
Restricted					
100 Club Prize Fund	—	340	—	340	340
Churchyard Fund	—	2,740	—	2,740	2,078
Poor of the parish	—	138	—	138	138
Roof Repair Fund	—	473	—	473	348
Endowment					
Mary Rouse Memorial Fund	—	—	21,908	21,908	20,000

Statement of assets and liabilities as at 31st December 2017

	Balance	Previous balance
Cash at bank and in hand		
6501: NatWest - Asset		
100 Club Prize Fun Restricted	340	340
Churchyard Fund Restricted	2,740	2,078
Mary Rouse Endowment	—	20,000
Poor of the parish Restricted	138	138
Roof Repair Fund Restricted	473	348
General fund Unrestricted	3,709	3,377
Agency collection Restricted	321	1,286
	7,723	27,569
6510: CCLA deposit account - Mary Rouse Memori - Asset		
Mary Rouse Endowment	21,908	—
	21,908	—
6520: Benefice Bank Account - Asset		
Benefice Fund Designated	955	—
	955	—
6590: Cash in hand - Asset		
General fund Unrestricted	483	—
Agency collection Restricted	(483)	—
	—	—
Cash at bank and in hand	30,588	27,569
Stocks and work in progress		
6200: Stock held for sale - Asset		
General fund Unrestricted	224	—
	224	—
Stocks and work in progress	224	—
Agency accounts		
6699: Agency collections - Liability		
General fund Unrestricted	—	(450)
Agency collection Restricted	(162)	1,286
	(162)	836
Agency accounts	(162)	836
Grand Total	30,974	26,733

NOTES TO THE FINANCIAL STATEMENTS CROMHALL PCC 2017

1. Accounting Basis

The Financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

2. Accounting Policies

The financial statements include monetary transactions, assets & liabilities for which the PCC can be held responsible.

Receipts are included as received and Expenses as irrevocably paid.

Unrestricted funds represent money that can be used for the general charitable purposes of the PCC.

Designated funds are a category of unrestricted funds that have been set aside for a specific purpose, but whose use is not legally restricted. The PCC have the ability to move funds in and out of designated funds as needed.

Restricted funds must be used for the purpose for which the money was raised or donated.

With the exception of the Mary Rouse Memorial Fund, all cash balances are presently held in the NatWest current account owing to the low interest rates in alternative funds, the small amount on deposit, and the need for access to the funds. The NatWest account does pay notional interest on the balance.

3. Income Tax Recovered

Tax recovered shown in the Receipts & Payments Account is from our Gift Aid claim for 2016 calendar year, and for our Gift Aid Small Donations Scheme (GASDS) claim for the year to 5th April 2017.

4. Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Income and endowments						
Donations and legacies						
0101 - Gift Aid - Bank	3,700	—	—	—	3,700	7,682
0110 - Gift Aid - Envelopes	2,420	—	—	—	2,420	—
0201 - Other planned giving	941	—	—	—	941	480
0301 - Loose plate collections	2,778	—	—	—	2,778	2,795
0410 - Giving through church boxes	119	—	—	—	119	—
0550 - Donations appeals etc	1,140	—	—	—	1,140	2,886
0601 - Tax recoverable on Gift Aid	2,184	—	—	—	2,184	2,123
0701 - Legacies	—	—	—	—	—	20,000
0801 - Recurring grants	—	1,500	750	—	2,250	750
08A1 - Non-recurring one-off grants	—	408	—	—	408	—
0901 - Other funds generated	34	933	—	—	967	—
Donations and legacies Totals	13,318	2,841	750	—	16,910	36,717
Income from charitable activities						
1101 - Fees for weddings, funerals,	1,745	—	—	—	1,745	2,553
Income from charitable activities	1,745	—	—	—	1,745	2,553
Other trading activities						
0910 - Fete & other fundraising events	2,146	—	465	—	2,611	3,909
Other trading activities Totals	2,146	—	465	—	2,611	3,909

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Investments						
1020 - Bank and building society	29	—	—	1,838	1,868	91
Investments Totals	29	—	—	1,838	1,868	91
Income and endowments	17,240	2,841	1,215	1,838	23,135	43,271
Expenditure						
Raising funds						
1730 - Costs of fetes & other events	525	—	330	—	855	731
Raising funds Totals	525	—	330	—	855	731
Expenditure on charitable activities						
1850 - Home mission	534	—	—	—	534	100
1910 - Parish share	10,800	—	—	—	10,800	10,800
2050 - Salary of parish administrator	—	737	—	—	737	—
2060 - Benefice Office equipment	—	368	—	—	368	—
2062 - Benefice office running costs	—	104	—	—	104	—
2064 - Benefice office stationery	—	92	—	—	92	—
2101 - Working expenses of incumbent	—	510	—	—	510	—
2110 - Benefice LMT costs	—	112	—	—	112	—
2170 - Education	—	—	—	—	—	51
2201 - Parish training and mission	40	—	—	—	40	—
2301 - Church running - insurance	1,565	—	—	—	1,565	1,484
2310 - Church office - telephone	—	130	—	—	130	—
2320 - Organ / piano tuning	183	—	—	—	183	222
2330 - Church maintenance	359	—	—	—	359	1,129
2331 - Cleaning	550	—	—	—	550	550
2340 - Cost of services	1,177	236	—	—	1,413	450
2350 - Upkeep of churchyard	102	—	87	—	189	2,555
2360 - Benefice costs	—	—	—	—	—	1,180
2401 - Church running - electricity	151	—	—	—	151	163
2420 - Church running - water	121	—	—	—	121	222
2430 - Church running - oil	—	—	—	—	—	405
2501 - Magazine expenses	—	75	—	—	75	—
Expenditure on charitable	15,585	2,365	87	—	18,037	19,314
Other expenditure						
2702 - Church major repairs -	—	—	—	—	—	1,734
Other expenditure Totals	—	—	—	—	—	1,734
Expenditure Grand totals	16,111	2,365	417	—	18,893	21,779

5. Fund movement summary

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances Carried forward
HC - 100 Club Prize Fund	340	340	330	(10)	—	340
BF - Benefice Fund	—	2,841	2,365	480	—	955
CYF - Churchyard Fund	2,078	750	87	—	—	2,740
MRM - Mary Rouse Memorial Fund	20,000	1,838	—	70	—	21,908
PF - Poor of the parish	138	—	—	—	—	138
RRF - Roof Repair Fund	348	125	—	—	—	473
General - General fund	3,827	17,240	16,111	(540)	—	4,416
Totals	26,733	23,135	18,893	—	—	30,974