St Andrew's Parish Church, Hampton

Parochial Church Council

Annual Report

<u>2011</u>



East Window

<u>Contents</u>

- Agenda for the Annual Meetings to be held on 22 April 2012
- Minutes of the Annual Meetings held on 10 April 2011 (Agreed for accuracy by the PCC on 8 May 2011)
- Constitutional Matters
- Members and Advisers and details from the Registers
- Report, Review and Accounts for 2011

The photograph of the East Window was taken by Michael Hunter

St Andrew's Parish Church, Hampton,

Meeting of Parishioners and Annual Parochial Church Meeting Sunday 22 April 2012

<u>Agenda</u>

1. Meeting of Parishioners

- a. Apologies for absence
- b. Election of Churchwardens
- c. Any other business

2. Annual Parochial Church Meeting

- a) Apologies for absence
- b) Minutes of the meeting held on Sunday 10 April 2011i) Matters arising
- c) Presentation of the Annual Report
- d) Presentation of the Accounts for 2011
- e) Report on the Electoral Roll
- f) Elections to the Parochial Church Council
- g) Appointment of sidesmen for the year
- h) Appointment of the Independent Examiner of Accounts for 2012
- i) Vice Chairman's Report
- j) Any other business(Please notify the Chairman before commencement of the meeting)
- k) Date of the annual meetings in 2013

<u>St Andrew's Church, Evesham</u> <u>Minutes of the Annual Church Meetings 10 April 2011</u> <u>during the 9.30 am service</u>

1. Meeting of Parishioners at 9.50 am

Chairman Revd Mark Binney

Present: 30 parishioners

Apologies for absence were received from Mary Andrews, John Cotton, Karen Hunter, Betty Keane, Ida Roberts, Alan Roberts, Rosemary Woods

Mark thanked the two churchwardens, Gabrielle and Michael, for keeping things going over the last year. The parishioners applauded.

a) Election of Churchwardens

There were two nominations: -

i) Michael Hunter proposed by Bill Wakefield seconded by Susan Wakefield. Michael stated that next year he would stand down as his 5 year term of office will be up.

ii) Gabrielle Falkiner proposed by Susan Wakefield seconded by Shirley Lynch. As no more nominations were received, Mark declared both elected.

b) AOB. Mark enquired if there were any questions. None were asked and the meeting was closed at 9.55 am.

2. Annual General Meeting at 9.55 am.

Chairman Michael Hunter

Present: 30 members of the congregation.

Apologies for absence were received – as above.

Michael thanked Bill Wakefield for writing the review and printing the report.

a) Minutes of the meeting held on Sunday 18 April 2010.

These were agreed for accuracy by the PCC at their meeting in May 2010. Susan Wakefield proposed that the minutes be accepted and Ray Edwards seconded. All agreed. Michael signed and dated them.

i) Matters arising from the minutes. None.

b) Presentation of the PCC Annual Review 2010

Michael highlighted that the review had been written with 'Natural Church Development' very in much mind. The report had been distributed previously and Michael asked if anyone had a question. None were received.

c) Presentation of PCC Accounts for 2010

The accounts had been approved by the PCC at their last meeting. Michael asked if anyone had a question. None were raised and Michael thanked Cath for her work over the past year in managing the collections, claiming tax back where appropriate and keeping the accounting 'books' in order. The congregation applauded.

d) Report on the Electoral Roll

There are 114 on the roll of whom 14 are non-residents. Michael stated that there was growth in numbers at the Sunday 8.00 am and Wednesday 10.00 am services but numbers were down at the Sunday mid-morning service.

e) Election to Deanery Synod

There are three vacancies and the following were proposed: – i) Gabrielle Falkiner proposed by Susan Wakefield, Shirley Lynch seconded. ii) Susan Wakefield proposed by Michael Hunter, John Lynch seconded iii) Daniel Lewis proposed by Gabrielle Falkiner, John Lynch seconded No other nominations were received and Michael declared them elected.

f) Elections to the Parochial Church Council

Four members have finished their three year term of office -

Ray Edwards, Ann Fletcher, Phillippa Henly and Elaine Major.

Michael thanked them for their work over the last three years.

Two nominations were received: -

Elaine Major proposed by Cath Lattimer, Shirley Lynch seconded.

Ray Edwards proposed by Shirley Lynch, John Lynch seconded.

No other nominations were received. As there are several vacancies Michael declared the two nominees elected.

g) Appointment of sidesmen for the year.

Ida Roberts, Alan Roberts, Audrey Davies and Jean Gershom are stepping down. Michael thanked them for their support in this role over the years. The following members were proposed for appointment as sidesmen: – John Cotton, Roy Buffery, Gabrielle Falkiner, Margaret Goodman, Carole Holland, Michael Hunter, Jenny Lamb, Daniel Lewis, Shirley Lynch, Iris Pinkstone, Frances Smith, John Smith, Susan Wakefield, Bill Wakefield, Rosemary Woods. All were approved.

h) Appointment of the Independent Examiner of Accounts for 2011.Cath Lattimer proposed Boyd, Chartered Accountants, 20 Sansome Walk,Worcester. Gabrielle Falkiner seconded. All agreed.

i) Vice Chairman's Report. Michael reported on the following: -

i) Negotiations to purchase the old driveway to the vicarage were in hand. This land would be useful for parking cars during funerals and weddings.

ii) Ideas for using the vestry area for a toilet and a kitchenette are being looked at by our architect. These facilities are deemed essential if we are to attract other groups into our church. The church is a Listed Building and we will need Diocesan Advisory Committee approval before any changes can be made. iii) Natural Church Development. This is a process the church started last year as a method for increasing numbers who attend our service. To make us more visible to the wider community of Evesham, there is a suggestion to change the name of St Richard's Hall to St Andrew's Church Centre.

iv) To help us establish what the community feels about our church a survey will be conducted later in 2011. Andrew Mottram will help us with this and he will preach in church in May.

v) With Elaine Major being licensed in June as a Reader, this will offer a chance to review the service times.

vi) It is likely that Hinton on the Green church will close soon.

vii) The report listed those who help in St Andrew's and Michael thanked them all for their contribution. One member asked for 'The person who writes letters to the parents on the anniversary of their children's baptism' to be added. The list will be emended.

j) Any other business

There were no more questions.

k) Date of the annual meetings in 2012.

It was agreed that the PCC would decide the date of the next church meetings.

The meeting closed at 10.20 am and the service continued with the Intercessions by Shirley Lynch.

Constitutional Matters

The parish is within the Evesham Deanery in the Diocese of Worcester.

On 21 June 2007, Bishop Peter, under Pastoral Measure 1983, gave notice of the suspension of the presentation of the living of the Benefice for a period of five years.

The Parochial Church Council (PCC) is a charity but is exempted from registration with the Charity Commissioners and members are managing trustees as defined by the Charities Act. As a legal minimum the PCC is responsible for the financial management of the church, the safeguarding of the assets and care and maintenance of the church fabric. Accounting records must disclose, with reasonable accuracy, the Council's financial position.

Members of the PCC are elected at the Annual Parochial Church Meeting in accordance with the Church Representation Rules. All members on the church electoral roll are entitled to vote and to stand for election.

The PCC is of the opinion that in preparing the financial statements for 2011 appropriate accounting procedures have been used.



Our new Reader Elaine Major with Bishop John

Members and Advisers for 2011

Priest in Charge	Rev'd Mark Binney
Licensed Lay Ministers (Readers)	Mr John Lynch Mrs Elaine Major (Licensed in June)
Churchwardens	Mrs Gabrielle Falkiner Mr Michael Hunter
Deanery Synod Representatives	Mrs Gabrielle Falkiner Mr Daniel Lewis Mrs Susan Wakefield
Treasurer	Mrs Cath Lattimer
PCC Secretary	Mr William Wakefield
PCC Members	Mr John Cotton Mrs Ray Edwards Mrs Shirley Lynch Mrs Ida Roberts
Honorary Priests	Rev'd Leonard Burn Rev'd Bernard Rumbold Rev'd Patrick Wooster
Electoral Roll Officer	Mr Michael Hunter
Independent Examiner	Mr C N Boyd Boyd Chartered Accountants 20 Sansome Walk Worcester WR1 1LR

Bankers	Lloyds TSB Bank plc 19 High Street Evesham WR11 4DQ
	Churches, Charities, Local Authorities (CCLA) Investment Management Ltd 80 Cheapside London EC2V 6DZ
Architects	Ward and Dale Smith Limited The Walker Hall Market Square Evesham WR11 4RW
Web Site	Simon Fletcher Spacestream.com Ltd

From the Registers for 2011

Baptisms	40
Weddings	5
Renewal of Wedding Vows	1
Funerals	31

St Andrew's Church, Hampton - Review 2011

This was the 2nd year that we embraced Natural Church Development which uses eight qualities to measure the 'health' of a church. These were outlined in the 2010 Review and this one highlights the progress in 2011. In 2010 our score was 35.75 and in 2011 this had increased to 41.90. The average for over 50,000 churches world-wide is 50, so it shows that we are making good progress. Remember this measure is what *we* think about *ourselves*.

We also undertook a community survey in the summer seeking other people's views about us and the church building of St Andrew's – but more of that below. For now let us consider what has happened under the eight qualities. The headings and order of the qualities are slightly different from last year but they mean the same.

Leadership – which seeks to identify and train other leaders giving them responsibility for people and projects. Three examples are – Elaine Major was licensed as a Reader in June at Worcester Cathedral and we wish her well in her leadership role. Another person came forward to form a 'Mums and Toddlers Group'– see below in 'Outreach'. And yet another started a 'Prayer Group' – see below in 'Small Groups'

Ministry – valuing people and encouraging them to identify their gifts, skills and abilities which could be used in the ministry of our church. A list of tasks that have been carried out during the year is shown below.

Spirituality – *learning about God through prayer and study.* There are three House Groups learning about a different book of the Bible through 'Book by Book'. There is time to discuss other things so do consider joining one. One group invited a Muslim woman to give a talk about her faith and a demonstration of her way of prayer and a Greek Orthodox minister gave a talk about his ministry in Gloucestershire.

Worship. *This (whatever the style) should inspire people with a positive experience and help them understand the Christian faith better.* The 8 o'clock service on Sundays attracts over a dozen worshippers but the Sunday 9.30 am communion services are attracting fewer people than previously with around 30 attending. The Welcome and Family Services at 11.00 am have not seen as great an increase of the younger generation as we hoped for, but the 10.00 am Service on Wednesday mornings does attract a good number of people. The said Holy Communion with Healing Service at 6.00 pm on the first Sunday of the month is quiet and reflective and attracts several regulars. The major festivals are usually well attended and Midnight Mass at Christmas attracted a larger congregation than in previous years.

Small Groups. These are smaller gatherings with around 6–12 members who have a common interest in an area of church life. A new one started in November with Ida Roberts setting up a '**Prayer Group'**. They meet once a month in church for about 30 minutes with members taking it in turns to lead the prayers. All are welcome.

Outreach. This has a priority of discovering the practical needs in the parish and trying to meet them. In September Rhoda Arora set up 'St Andrew's Tots' in the Community Hall on Fridays during the school term time. It has started well and we wish Rhoda success during 2012. Mums, Dads and Carers please come with your toddlers and join in the fun – and it's free.

Jenny Perkins on behalf of the Mothers' Union sends out Anniversary Cards to those who have been baptised or married in St Andrew's Church.

In our 2010 survey this quality scored the lowest mark but has increased from 22 to 34 in 2011 which is encouraging.

To find out what local residents thought about us and the church building of St Andrew's a survey was carried out in the summer. The number of people who responded was 69 and we are grateful to them for their help. Over three quarters of them said they would be unhappy if the church was closed.

Another aspect of our outreach is St Richard's Hall in Fairfield. It was revealed that some residents in this area were unaware that the hall was part of St Andrew's Church. To rectify this, the name was changed to St Andrew's Church Centre and the first event held there under this new name was the Quiz Night with 'Fish n Chips' provided by a local shop.

Relationships. A church where people are committed to welcoming and caring for others. Growing churches usually have a lot of laughter in them too. This was one of the areas in the 2010 survey where we did quite well but there was not a significant change in the 2011 survey. Some members of the congregation attended a course about 'Creating a Culture of Welcome' and will be acting on this in 2012.

Structures. Organisational and leadership structures which enable all of the above to happen rather than obstruct it! We are part of several larger structures, the Church of England being the biggest grouping which includes the two national Provinces – Canterbury and York – the Diocese of Worcester is in the former. In the Diocese there are two Archdeaconries – Dudley and Worcester – we come under the latter and within that we are one of the many parishes in the Evesham Deanery.

During the year the Deanery Synod discussed plans which would enable it to function with six clergy rather than eight by 2016. It voted for a plan that would have two clergy in the Northern part, two in the Eastern part and two for Evesham. This means that All Saints Evesham, St Peter's Bengeworth and St Andrew's Hampton will have two clergy to minister to them. These churches are locally united in the ASUM group which includes Sedgeberrow, Hinton-on-the-Green and Norton churches. However two clergy have left the Deanery recently, leaving Broadway and Bengeworth without a vicar. Broadway has advertised for a new incumbent, but Bengeworth is now being cared for by our vicar Rev'd Mark Binney and the Rev'd Andrew Spurr of All Saints. So there are challenging times ahead for us and the ASUM group.

Parochial Church Council

Another major structure is the PCC which currently has a membership of 13 with 5 vacancies. The council meets every two months to debate and manage the business of the church. The following projects have been discussed during the year:-

a) Purchasing the old drive to the vicarage. This would give vehicle access to the North side of the church for weddings and funeral cars, thus avoiding traffic problems on the main road. The purchase has not been completed yet.

b) To provide a toilet, a simple kitchen and a meeting room in the vestry with some storage room above. A drawing has been prepared by our architect and this will be sent to the Diocesan Advisory Committee for informal approval before embarking on a full 'Faculty' application. The organ would have to be removed to make room for these facilities and an alternative will be necessary and it is hoped that we can achieve improvements to the sound throughout the whole of the church. Fund raising will be required before we can go ahead with this scheme.

c) We are required by law to ascertain any Chancel Repair Liability that could be registered on properties in and around the parish. Some work has been carried out on this with a visit to Christ Church, Oxford to look at their records and another visit to the Worcestershire History Centre. Advice and help has been sought from a professional researcher who has identified an old map which needs to be related to a modern day one. Worcester Records Office is moving into new premises and will not open until July 2012 and further research will continue when this re-opens. The deadline for submission to the Church Commissioners is October 2013 with a penalty if it is not carried out.

d) John Martin's Tomb. To celebrate the 300th Anniversary of his death in 2014 the Trustees of the John Martin Charity would like to renovate his tomb and his son's gravestone which are in our churchyard. Various interested parties have been approached and one of them has objected to this, preferring a less intrusive conservation approach. This project is being reconsidered.

Our Clergy

We give thanks to our clergy, Rev'd Mark Binney, Rev'd Patrick Wooster, Rev'd Leonard Burn and Rev'd Bernard Rumbold for ministering to us and the parishioners of our benefice during the year. **Licensed Lay Ministers (Readers)** Thanks also to our new Reader Elaine Major and to our long standing Reader John Lynch, for all their work within our parish and benefice.

Churchwardens

We have been ably served by our two churchwardens, Gabrielle Falkiner and Michael Hunter and we thank them for their leadership and help during the year.

Michael – has served as one of our churchwardens for over five years and advised the PCC in September that he would be standing down at the ACM in April 2012. He took over the leadership of our church during 2006 in the difficult time of the interregnum when there we had no churchwardens. We are grateful for the guidance, time and energy which he has given to St Andrew's PCC over the years. In addition to his official duties as a churchwarden, he has undertaken a variety of other tasks including Chairman of St Andrew's Church Centre (Formerly St Richard's Hall), editor of The Herald, Family Focus and the weekly Newsletter, plus maintaining our Web Site. In addition to all this, he has carried our many other roles as well. Thank you very much Michael for all the work you have done on behalf of St Andrew's Church. Michael is willing to continue supporting our Natural Church Development programme and maintain the Electoral Roll.

<u>Treasurer</u>

Cath Lattimer's three-year term as Treasurer ends in April 2012. She has diligently kept our finances in proper order, undertaking the many tasks that are required in this role, such as cashing up the collections, banking this money and issuing receipts, writing cheques and providing financial reports. Thank you very much Cath.

Congregation

And finally, thank you to the members of our congregation who helped to make St Andrew's Church a fine place for our worship in 2011. These are the jobs carried out by you during the year...

Communion Assistants Servers Lesson Readers Intercessors Verger Sacristan Sidesmen and women The team that carry out 'Open the Book' at the school The team that carry out 'Open the Book' at the school The team that 'Opened the Door' on the 2nd Saturday of the month Leaders and members of the House Groups Prayer Group Altar Guild Organist and choir mistress Choir

Tower Captain and Bell Ringers

Churchwardens

Deanery Synod representatives

PCC members

Standing Committee

The subcommittee chairmen/chairwomen and their members: -

Worship

Buildings & Grounds

Social

Fund Raising

St Andrew's Church Centre

Gift Aided Giving recorder

Church Cleaner

Mothers' Union

Benefice Youth Group

Editor of The Herald and the team that produce and deliver it

Editor of the Newsletter

Editor of Family Focus

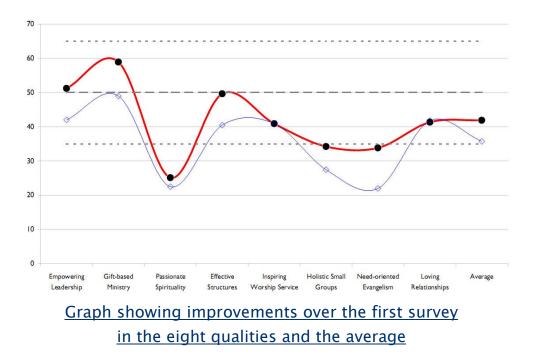
Editor of our Web Site

Distributors of our Christmas card especially the Guides who help so much

Drivers of the Mini-bus - Gloria II - and those who look after it

ASUM group representative

Churches Together in Evesham and District representative



Thank you to all those who have helped us improve

ST ANDREW'S PARISH CHURCH HAMPTON

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ACCOUNTS

for the year ended 31st December 2011

BOYDS Chartered Accountants

ST ANDREW'S PARISH CHURCH HAMPTON ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2011

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 - 4 Resources Expended
 - 5 Balance Sheet
 - 6 & 7 Notes to Accounts

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST ANDREW'S PARISH CHURCH HAMPTON

ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2011

This report on the Financial Statements of the PCC for the year ended 31st December 2011, which are set out on pages 3 to 7, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and Section 43 of the Charities Act 1993 ('the Act').

Respective responsibilities of Management Committee and Independent Examiners

As members of the PCC you are responsible for the preparation of the financial statements: you consider that the audit requirement of the Regulations and Section 43(2) do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act and to be found in the Church guidance, 2006 edition. That 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 financial statements 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 Section 41 of the Act; and to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations, 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.

C N Boyd MA FCA Boyds Chartered Accountants 20 Sansome Walk WORCESTER WR1 1LR

21st March 2012

ST ANDREW'S PARISH CHURCH HAMPTON STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31st DECEMBER 2011

	Page	Fu 20	tricted nds)11	Fu 20	stricted Inds 010
Incoming Resources		£	£	£	£
Church Income Church collections Income tax reclaimed Fundraising Other income PCC Fees Mission Mini bus income		15,882 4,608 3,498 734 4,985 418 2,237	32,362	15,794 4,371 2,453 953 6,940 117 2,418	33,046
John Martin's Charity			17,690		17,637
Interest received Charities deposit Deposit		633 8 	641	520 6 	526
Total Incoming Resources			50,693		51,209
Resources Expended Parish share Church expenses Building Development Administration Finance Depreciation	4 4 4	30,926 13,694 2,400 10,911 600 2,420		30,602 24,371 3,231 10,086 600 1,380	
Total Resources Expended			60,951		70,270
Net Deficit Surplus on St Andrews Chur Funds brought forward at 1st			 (10,258) 7,358 136,802		 (19,061) 6,977 148,886
Funds carried forward at 31s	-		133,902		136,802

ST ANDREW'S PARISH CHURCH HAMPTON RESOURCES EXPENDED FOR YEAR ENDED 31st DECEMBER 2011

	2011	2010
	£	£
Church expenses		
Insurance	2,699	2.247
Utilities	4,419	3,417
Church upkeep	198	4,516
Service expenses	1,926	1,107
Mission	3,077	10,339
Expenses	353	1,218
Service fees disbursed	1,022	1,527
	13,694	24,371
Administration	004	000
Fundraising costs	301	332
Wages and honoraria	4,131	3,638
Office expenses	2,081 854	2,042
Sundry expenses		790
Mini bus expenses Parish room utilities	2,826 718	2,807 477
Failsh toom utilities		477
	10,911	10,086
	10,011	10,000
Finance		
Accountancy	600	600
	_	
Depreciation		
Vehicle	1,380	1,380
Fixtures and fittings	1,040	-
J. J	, 	
	2,420	1,380
	, 	,

St Andrews Church Centre (formerly known as St Richards Hall)

Income from Hire of Hall		16,885		16,723
Salaries	4,590		4,410	
Supplies	541		796	
Utilities	1,982		2,577	
Hall upkeep	1,863		1,229	
Insurance	551		546	
Sundries	-		188	
		9,527		9,746
Surplus for Year		7,358		6,977

ST ANDREW'S PARISH CHURCH HAMPTON BALANCE SHEET AT 31st DECEMBER 2011

		20	011	2	2010
	Note	£	£	£	£
Fixed assets					
Tangible assets	2		6,922		4,140
Current assets Stock	3	400		175	
Debtors Cash at bank	4	4,649 2,555		9,828 4,094	
Charities deposit		3,555 89,461		4,094 97,120	
Cash at bank – Church Centre		30,213		22,855	
Bank deposit Phillip Mills		635		632	
				404 704	
		128,913		134,704	
Current liabilities					
Creditors and accruals	5	1,298	127,615	1,410	133,294
Net current assets			134,537		137,434
Accumulated funds					
Unrestricted	6		133,902		136,802
Destricted	G		625		620
Restricted	6		635		632
			134,537		137,434
					,

Approved by the PCC on 21st March 2012 and signed on their behalf by:

Mrs. C Lattimer Hon Treasurer

M Hunter Churchwarden

Mrs. G Falkiner Churchwarden

ST ANDREW'S PARISH CHURCH HAMPTON NOTES TO ACCOUNTS AT 31st DECEMBER 2011

1 Accounting policies

1A Basis of accounting

The accounts have been prepared under the historical cost and accruals conventions.

1B Tangible Fixed Assets

Tangible fixed assets are shown as historical cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life on the following basis:

Motor Vehicles	20% straight line
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Fixtures and fittings 20% straight line

2 Tangible fixed assets

	Total	Fixtures & Fittings	Motor Vehicles
	£	£	£
Cost At 1st January 2011 Additions	6,900 5,202	5,202	6,900 -
At 31st December 2011	12,102	5,202	6,900
Depreciation At 1st January 2011 For year	2,760 2,420	1,040	2,760 1,380
At 31st December 2011	5,180	1,040	4,140
Net Book Value at 31st December 2011	6,922	4,162	2,760

3	Stock	2011 £	2010 £
	Stock	400	175
4	Debtors	2011 £	2010 £
	Due from John Martin's Charity Sundry debtors Collections and tax repayments Prepayments	3,125 108 766 650	6,412 2,766 650
		4,649	9,828

ST ANDREW'S PARISH CHURCH HAMPTON NOTES TO ACCOUNTS AT 31st DECEMBER 2011 (continued)

5	Creditors and accruals	2011 £	2010 £
	Creditors Accruals	375 923	810 600
		1,298	1,410

6	Accumulated funds	Unrestricted £	Phillip Mills Church Music £	Total £
	At 1st January 2011	136,802	632	137,434
	Deposit interest	-	3	3
	Deficit for the year	(2,900)	_	(2,900)
	At 31st December 2011	133,902	635	134,537