

The Parish Church of St. James  
West End

Annual Report  
of the Parochial Church Council  
for the year ended 31<sup>st</sup> December, 2017

To be presented at the annual Meeting of Parishioners and the Annual  
Parochial Church meeting to be held on Sunday 15th April 2018

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## PARISH OF ST JAMES WEST END

### ANNUAL MEETING OF PARISHIONERS AND ANNUAL PAROCHIAL CHURCH MEETING

Sunday 15th April 2018  
Following 11.00am Church Alive  
12.00pm Meeting begins (Church Hall)

#### *Slideshow – Review of the year 2017*

### ANNUAL MEETING OF PARISHIONERS

#### *Agenda*

1. Prayer
2. Apologies
3. Minutes of the Annual Meeting of Parishioners held on Sunday 30th April 2017.
4. Election of Churchwardens

### ANNUAL PAROCHIAL CHURCH MEETING

#### *Agenda*

1. Minutes of the Annual Parochial Church Meeting held on Sunday 30th April 2017. Matters arising
2. The Electoral Roll
3. Appointment of Auditors
4. Financial Statements of the Parochial Church Council for 2017
5. Annual Report 2017
6. Any other business of church or parochial interest
7. Election of 4 members of the Church to the Parochial Church Council.
8. Appointment of Sides persons (see below)
9. Pastoral Team for the year 2018-19 (see below)
10. To announce the date of the first meeting of the new Parochial Church Council

#### **Sides persons to be appointed**

Roger Aslett	Joan Earl	Carolyn Langridge	Hazel Thornton
Margaret Baker	Janet Edwards	Anne Lowe	Mary Turnham
John Bagley	Sue Fitch Claire	Steve Lowe	Fiona Weston
Janet Barrett	Glover	Debbie O'Brien	Patrick Whitbourn
Norine Connery	Brenda Holden	Mike O'Brien	Jeanette Wilmshurst
Iris Crosse	June Holloway	Maura Knights	John Wood
Vera Dickinson	Chris Johnson	Mike Rayner	Val Wood
Neville Dickinson	Carol Kidd	Keith Thornton	

#### **Pastoral Team**

Carol Kidd	Brenda Holden	Enid Plowman	Margaret Ball
Joan Earl	Sally Redfearn	Maura Knights	Betty Wood

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## PARISH OF ST. JAMES', WEST END

Minutes of the Annual Meeting of Parishioners  
and the Annual Parochial Church Meeting  
held on Sunday 30th April 2017 at 12.00pm in the Church Hall.

32 people recorded their attendance.

Prior to the meeting, Revd Thomas Wharton gave a review of the year, using pictures taken throughout the course of 2016. These included Linda Galvin's priesting, (and a reminder that she is now halfway through her curacy at St James'), churchyard tidy-ups, a parish visit to Wolvesey Palace, the Vicarage Tea Party, West End Carnival Barbecue, Summer Fete, Stay and Play, and baby George Langridge, along with numerous community events culminating in the Christmas Tree Festival and Christmas services.

### Annual Meeting of Parishioners

1. **Revd Thomas Wharton opened the meeting with a prayer.**
2. **Apologies** were received from Noel and Debbie Becket, Geoff and Brenda Holden, Diana Barnes, Margaret Baker, John Wood, Colin Brill, Graham Kidd and Sarah Langridge.
3. **Minutes of the Annual Meeting of Parishioners held on Sunday 26th April 2015.**  
The minutes were agreed and signed as a true record.
4. **Election of Churchwardens for 2017-2018**  
Both Helen Wiseman and Janet Barrett were standing again as Churchwardens. There were no other nominations. Helen Wiseman was proposed by Steve Wiseman and seconded by Sue Overell, and Janet Barrett was proposed by Helen Wiseman and seconded by Carol Kidd. All at the meeting were in favour. Thomas raised the idea of Deputy Churchwardens to assist the Wardens with certain duties and learn what the role involves. This would be explored further but if anyone was interested to find out more please speak to him..
5. **There being no other business, the annual meeting of Parishioners was closed.**

Signed..... Date.....

# PARISH OF ST. JAMES', WEST END

Minutes of the Annual Meeting of Parishioners  
and the Annual Parochial Church Meeting  
held on Sunday 30th April 2017 at 12.15pm in the Church Hall.

## Annual Parochial Church Meeting

- 1 **Minutes of the Annual Parochial Church Meeting held on Sunday 17th April 2016** were unanimously accepted as correct and signed as a true record.
- 2 **There were no Matters Arising.**
- 3 **The Electoral Roll:** Thomas read out the report from the Electoral Roll Officer, Margaret Baker. The Electoral Roll currently stood at 149. 39 of these live outside the Parish. There were 14 new names on the Roll and 24 deletions. Next year the Electoral Roll will be completely revised and everyone will need to complete a form to be entered on it in readiness for the next Annual Meeting.
- 4 **Appointment of External Examiners.** David Forster, in his role as Treasurer, proposed the re-appointment of the external examiners, Independent Examiners Ltd of Walberton, West Sussex, who have had this role for over ten years. The proposal was seconded by Jan Barrett, and all were in favour.
- 5 **Financial Statements of the Parochial Church Council for 2016:** The accounts for the year 2016 were included in the Annual Report. David Forster highlighted the Financial Review information on page 10 which gave an overview of the accounts, and thanked everyone for their financial support, especially with regard to the Parish Giving scheme which had encouraged many people to review their levels of giving. Carol Kidd asked how much our Parish Share would be for the coming year, and David replied that for 2017 it had been set at £55,573. This had been calculated through the agreed Diocese method which takes several points into account, including the number of people in our Worshipping Community and our relative affluence band. David told the meeting that we had paid our Parish Share in full for 2016 and that all the parishes in the Eastleigh Deanery had been able to do the same. Thomas thanked David for producing a comprehensive set of accounts as usual, and for all his ongoing hard work as Treasurer. Thomas proposed the accounts for 2016 and all were in favour.
- 6 **Annual Report**

**The Report of the Proceedings of the Parochial Church Council** was shown on pages 4 – 9 of the Annual Report. There were no questions.

**Vicar's Report and Reports from Churchwardens and other organisations** - Thomas introduced the reports from page 23 of the Annual Report onward, saying that it had been quite a year, and thanking the Churchwardens, PCC and the choir for their involvement. He was pleased that Church Alive had been introduced successfully, along with other initiatives, and thanked everyone present for their patience and understanding. There were more people offering their skills and time and he was delighted to see some new faces too. 2016 had been a year to shape things in a new way, and he was looking forward to seeing what 2017 would bring. **The Report of the Churchwardens on the Fabric of the Church** was shown on page 24, and Thomas thanked the Churchwardens for their part in the smooth running of the church. He also extended thanks to Noel Becket for his continuing work as Buildings Officer over the past year. Thomas briefly touched on each of the reports from organisations, mentioning that Churches Together would be busy in the coming years with all the new

housing developments taking place in the West End, Hedge End and Botley areas. The Communications Group had redeveloped the magazine and the way in which subscriptions are collected had been revised. Thomas thanked Donna Matteucci in particular for her hard work in editing the magazine and all the administration work that she carries out behind the scenes.

Carol Kidd asked if Stay and Play was now included in the organisations related to the church and Thomas explained that because the group was originally set up in partnership with the New Community Church at Quob Lane, they were not included under PCC jurisdiction. However Stay and Play is now a blossoming part of the St James' community, and since September we have seen Wednesday mornings bustling with children and their parents, carers and grandparents. He would ask Penny Beeby to include a report for 2017, as the group continues to strengthen links with those bringing children for christenings, St James' school and other young families.

**7 Any Other Business of church or parochial interest:**

Carol Kidd asked Thomas to update the meeting with details of the new Nave Altar which is being funded by the Friends of St James. He said that the company appointed to make the altar had been instructed to make a lighter version of the approved design, and to reduce their costs. The Nave Altar would be a permanent feature of the church, and would be used for Church Alive, some evening services and 8am services.

**8 Election of 8 members of the Church to the PCC**

There were 9 vacancies to the PCC, (Richard Gooding had resigned leaving one extra vacancy), but only 8 nominations.

*- Co-opted last year, now to be voted in officially.*

Nominated	Proposed	Seconded
Fiona Weston	Sue Overell	Janet Barrett
Michael John Wood	David Forster	Janet Barrett

*- Coming to the end of their first term of three years, to be re-elected.*

Sue Overell	Donna Matteucci	Janet Barrett
Steve Wiseman	Helen Wiseman	Sue Overell
Donna Matteucci	Sue Overell	Janet Barrett

*- New Nominees this year*

Andrew Brooks	Helen Wiseman	Steve Wiseman
Kate Badcock	Brenda Holden	Janet Barrett
Michael O'Brien	Geoffrey Holden	Brenda Holden

The above named were unanimously voted onto the PCC.

**9 Election of 2 members of the Church to the Deanery Synod**

There were 3 vacancies, but no one had come forward to fill the third vacancy.

Nominated	Proposed	Seconded
David Forster	Sarah Langridge	Michael John Wood
Geoff Holden	Noel Becket	Sue Overell

The above named were unanimously voted onto the PCC

10 **Appointment of Sides persons:**

Roger Aslett	Brenda Holden	Rita Payne
Margaret Baker	June Holloway	Mike Rayner
John Bagley	Chris Johnson	Keith Thornton
Janet Barrett	Carol Kidd	Hazel Thornton
Norine Connery	Carolyn Langridge	Mary Turnham
Iris Crosse	Anne Lowe	Fiona Weston
Vera Dickinson	Steve Lowe	Patrick Whitbourn
Neville Dickinson	Ashley MacFarlane-Watt	Jeanette Wilmshurst
Joan Earl	Debbie O'Brien	John Wood
Janet Edwards	Mike O'Brien	Val Wood
Sue Fitch	Maura Knights	
Claire Glover	Linda Playford	

Thomas thanked all sides persons and all were reappointed.

11 **Pastoral Team:** The members of the Pastoral Team to be officially noted as a requirement of the Diocesan Safekeeping strategy for insurance purposes are:

Brenda Holden	Enid Plowman	Joan Earl
Sally Redfearn	Maura Knights	Betty Wood
Margaret Ball	Carol Kidd	

16 **The date of first meeting of the new PCC will be Wednesday 17th May 2017 at 7.30pm in the Church.**

Carol Kidd stood to ask everyone to show their thanks to Thomas and Linda for all they do for the church of St James, West End.

Thomas thanked all for attending, and closed the meeting with 'The Grace' at 12.40pm.

Signed.....

Dated.....



**St. James' Church, West End**

**Annual Report**

**and**

**Statement of Financial Activities**

**of the**

**Parochial Church Council**

Registered Charity No 1132863

For the year ended 31<sup>st</sup> December 2017

**Priest-in-charge:**

***Revd Thomas Wharton***

The Vicarage  
Elizabeth Close  
West End  
Southampton  
Hampshire SO30 3LT

**Bank:**

National Westminster  
43 Commercial Road  
Totton  
Southampton  
Hampshire

**Independent Examiner:**

P.B.Robinson, MAAT FCIE  
**Independent Examiners Ltd.**  
Sovereign Centre  
Spur Road, Poplars  
Yapton Lane  
Walberton  
West Sussex BN18 0AS

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# St. James' Church, West End

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## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report to the trustees on my examination of the accounts of the PCC of St James' Church, West End for the year ended 31st December 2017 set out on pages 11 to 22.

### Responsibilities and basis of report

As the Charity Trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination and confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records.

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

P B Robinson MAAT FCIE  
Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
W. Sussex  
BN18 0AS



Dated: 7th March 2018

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# St James' Church, West End – Annual Report of the Parochial Church Council for the year ended 31st December 2017

## Administrative Information

The Church of St James, West End, is located on the A27 at the junction of West End Road with Church Hill. The postal code area in which the church is located is SO30 3LA, OS grid reference OS 466 141. It is part of the Diocese of Winchester within the Church of England. The correspondence address is The Vicarage, Elizabeth Close, West End SO30 3LT.

The Parochial Church Council of the Ecclesiastical Parish of St James' West End in the Diocese of Winchester is registered with the Charity Commission - No 1132863, with the working name of "West End PCC of St James".

During the year the following served as members of the PCC:

Priest-in-charge	Revd T Wharton	Chairman	(From Sept 2013)
Assistant Curate	Revd L Galvin		(From July 2015)
LLMs	Mrs B Holden		(Retired from PCC April 2016)
	Mrs C Kidd	Safeguarding Officer	(From November 2016)
Wardens:	Mrs H Wiseman	Vice Chair	(First elected 2014)
	Mrs J Barrett		(First elected 2015)
Representatives on The Deanery Synod:	Mr D Forster	Treasurer & Gift Aid Secretary	(Until APCM 2020)
	Mr G Holden		(Until APCM 2020)
	Mrs C Kidd	Safeguarding Officer	(Until APCM 2020)
Elected Members:	Mr C Badcock		(Until APCM 2018) <sup>1</sup>
	Mr R Gooding	(Retired March 2017)	(Until APCM 2018) <sup>2</sup>
	Mr N Becket	Buildings Officer & Deputy Vice Chair	(Until APCM 2018) <sup>2</sup>
	Mr S Wiseman	Health & Safety Officer	(Until APCM 2018) <sup>1</sup>
	Mrs S Overell	PCC Secretary	(Until APCM 2019) <sup>2</sup>
	Mr S Langridge		(Until APCM 2019) <sup>2</sup>
	Mr J Wood		(Until APCM 2019) <sup>1</sup>
	Mrs F Weston		(Until APCM 2019) <sup>1</sup>
	Mrs D Matteucci		(Until APCM 2020) <sup>2</sup>
	Mr A Brooks		(Until APCM 2020) <sup>1</sup>
	Mrs K Badcock		(Until APCM 2020) <sup>1</sup>
	Mr M O'Brien		(Until APCM 2020) <sup>1</sup>

Elected members may serve a maximum of six years, then 2 year break (took effect in 2003)

Safeguarding Officer    Mrs C Kidd  
Electoral Roll Officer    Mrs M Baker

## Structure, governance and management

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

## Objectives and activities

St. James' Parochial Church Council (PCC) has the responsibility of co-operating with the Priest-in-Charge, the Revd. Thomas Wharton, in promoting the work of the ecclesiastical parish (which covers the village of West End, Townhill Farm, Harefield and part of the Bitterne area of Southampton) and the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It is also responsible for the maintenance of the Church Hall. It supports the work of St. James' Church of England Primary School.

## Committees

The PCC operates through a number of committees which meet between full meetings of the PCC:

*Standing Committee:* This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council; debates complicated or detailed issues prior to submitting proposals to the PCC and reviews the financial situation.

*HOPE (Home and Overseas Partnership and Education) Committee.* Under this committee, the Church's ministry in the wider world is addressed, with events arranged to meet the needs of others within the Church, and by setting and attaining the aims of the mission work of the Parish.

*Friends of St James.* Its purpose is to raise funds for maintaining the buildings and fabric of St James' Church, Hall and surrounding churchyard; to promote the historical and architectural heritage of the church and to broaden the contacts between the congregation of St James' Church and the wider parish.

## Achievements and performance

### Church attendance

There were 147 parishioners on the Church Electoral Roll, 39 of whom live outside the parish, as recorded on the roll on 31st December 2017. Church statistics for 2017 are listed on page 9.

### Review of the year 2017

The full PCC met 6 times during the year with an average attendance of 72%. Committees met between meetings and notes of their deliberations were received by the full PCC and discussed where necessary.

At the first meeting of the year in **January** the PCC heard that the bench in memory of Alan and Muriel Daw would soon be installed. Many of the P-Map objectives set for the last year had been achieved, with some ongoing. A group would look into the future of the church buildings. Accounts to the end of December 2016 were showing a surplus against budget. Profit from the Christmas Tree Festival had been £2210 after expenses. Nearly 50 people had signed up to the very successful Parish Giving scheme. A draft legacy leaflet was approved. Buildings and Fabric – LED floodlights on a timer were installed over the path to the church car park. Funding applications would be submitted for a new hall kitchen. The failing lighting in the church prompted the PCC to accept a proposal to design a tailored Lighting and AV system, which could be implemented in stages. The painting of plastered interior walls in the church would also be taken into consideration as part of the project. A children's' centre in Fareham had donated furniture for the refurbishment of the Children's Corner and a new lending library would use the bookcase. Permission would be sought to dispose of the ex-Lady Chapel communion rails. Good progress was reported on the parish safeguarding review, with evidence of St James' participation to be displayed on Church and hall notice boards. The Friends of St James account would pay for the new Nave Altar and subscription reminders, the latest newsletter and a list of events for the coming year had been sent out. HOPE gave a positive review of past events and plans for the coming year, and proceeds from the 2017 Lent Appeal and Good Friday



collections would go to the Red Lipstick Foundation. The Communications Group reported good progress with the new magazine subscription system. Feedback showed that the current magazine was much appreciated. Forthcoming Events and Special Services included musical events being planned throughout 2017 and a date for a Christmas market in church. There would be no Summer Fete this year as a number of other events were already planned for the summer. An application would be made to West End Parish Council Local Grant for funds to purchase tables and gazebo for use at outdoor events. The 8am Sunday service would be held on the last Sunday each month only; attendees had agreed that they would be happy with one service. Storage space was an issue and a group would meet to investigate. The polishing and aftercare of the hall floor was discussed and a specialist would be contacted.

In **March** the insurance company had confirmed that no additional premium was payable for the new piano. Website updates regarding descriptions of services were in hand. The appointment of two new Chalice Assistants was approved. All Standing Committee matters discussed and agreed by email will be recorded and presented at PCC meetings. The cost of the new carpet and blue noticeboard in the children's corner would be taken from the restricted account for Children's' Work. A small group would work through the specification for the new Nave Altar with the designer. The subject of stewardship and the Friends of St James would be introduced at Church Alive services and an article produced for the magazine to raise awareness. A Personal Licence Holder was required so that St James could hold 12 events per annum at which alcohol could be served as part of a ticket price. Progress on the design of the Lighting and AV project was being made. A grant application for hall kitchen refurbishment had been started based on a quotation from Steelplan kitchens. A grant had also been received from Councillor Bruce Tenant. A budget for work to trees in the churchyard was approved. A donation was accepted to purchase a new display stand for leaflets. The lay-led Site Strategy Group had held its first meeting with the main aim of managing the long term development of the church buildings. Thomas issued a PMAP Working Document for 2017 onwards, which updated priorities already set. New initiatives included a knitting group at the School, pastoral care, and a Youth Group. The Annual Report and Accounts for 2016 had been reviewed by the Independent Examiner and were submitted to the PCC for approval. A reserves policy is required to be formalised at a future meeting. Accounts to end February 2017 had been circulated prior to the meeting and there were no queries. There were 51 participants in the Parish Giving Scheme. The Legacy Leaflet was now available. The Church Hall Hiring agreement had been updated and a new agreement to cover hire of the Church and Hall together had been written. The postcode for the hall and instructions for the Fire Brigade and the Fire Evacuation notices would be updated. A Data Protection Policy was approved by the PCC. Thomas hoped that a Deputy Warden could take on some of the many tasks undertaken by the Churchwardens. An updated list of events for 2017 was distributed, with details of Lent Home groups, various Easter Services and the proposed Youth Group.

In **May**, at the first meeting of the PCC following the APCM, Kate Badcock, Andrew Brooks and Michael O'Brien were welcomed to the committee. A video on Trusteeship for PCC Members was shown and a booklet handed out. PCC appointments were confirmed. Donna Matteucci was officially appointed as Parish Administrator. It was agreed that the Standing Committee would draft a reserves policy. A pMAP update sheet had been circulated. Open planning meetings would be held for youth work and nurture courses. The Bishop was considering extending the suspension of presentation period for a further 5 years; more information on plans would be requested. A lighter design for the Nave altar had been chosen. The Friends' plans for the future would focus on outreach. Under Buildings and Fabric, it was agreed that without improved lighting, the church building would eventually become unusable. The lighting and AV project should proceed in incremental phases. Fundraising should start when the total project cost is known. It was noted that Southampton Choral Society lamps were kept at the church and could be used if necessary. An application for a grant from Biffa to cover the cost of the kitchen project had been made and the church would have to register as an "Environmental Body" to proceed. A proposal to provide a gate for the A27 entrance was discussed but the possibility of using a cheaper moveable barrier was agreed. Safety issues surrounding the use of the churchyard for young children's activities needed to be resolved. Under Finance,

Income from collections at services had dropped since the passing round of bags had been discontinued, but rather than re-introduce the bags it was agreed to encourage giving via the PGS scheme and positioning the collection plates more prominently after services. Carol Kidd had provided safeguarding handouts and advised that the on-line self-training package was now available. "Stay and Play" had agreed that the organisation would be fully accountable to the church. It was agreed that HOPE Committee should be granted permission to award "Pots of Hope" at its discretion.

In **July** a portable safety gate with posts inset into the ground at the A27 entrance to the churchyard was agreed. A letter confirming the Suspension of Presentation had been received from the Diocesan Office. The pMAP update included a families and youth document with suggestions for development of work in this area, along with encouragement of vocations to lay forms of ministry. Accounts had been distributed in advance of the meeting. The Parish Share payment for the year 2018 would be increased by 7% and we would try our best to achieve this target. Biffa had awarded the total amount of the grant for the kitchen refurbishment and a grant had also been procured from Veolia. The work would be carried out by Steelplan in November. Plans were available for the Lighting and AV Project and a meeting with the designer would take place in August. It was agreed to apply for a faculty to paint the walls of the nave and chancel painted white, while high access equipment was in place to access the lighting. Sanitary bins for the Ladies and Disabled Toilets had been ordered. Carol Kidd's safeguarding report reiterated the importance of all PCC members completing the National Online Training by the end of July. The Nave Altar would be delivered in time for dedication at the Harvest Festival Service on 1<sup>st</sup> October. All were encouraged to join in the Patronal celebrations on 16<sup>th</sup> July, with Open church and musical events, ending with Choral Evensong. A new stewardship leaflet was being designed. The HOPE Barbecue had been a great success. The Communications Group would meet to discuss promotion of future events and it was agreed to produce a banner for Harvest Festival. The Deanery Synod is in the process of drafting its updated Mission Action Plan (dMAP). Andrew Brooks told the meeting that he would volunteer to be the Personal Licence Holder for the PCC and attend the required courses for this position. The hall floor is to be sanded and re-varnished during August.

An emergency meeting of the PCC was held in **August**, primarily to prioritise projects to use the grant from Veolia. Heating was deemed to be very important and should include radiators in the toilets. Other items were the replacement of the rotting fire exit doors, smartening up the area outside these doors; refurbishment of the lobby; redecoration of the Gents' toilet and the installation of light sensors, toilet fans and hand driers in all toilets. It was agreed that this work would modernise and improve the general appearance of the Church Hall and would supplement the Warm Welcome project for which Veolia had originally awarded the funds. Although more storage is important, it was not considered as a priority for the grant money, but will be focussed upon as a separate issue. The group discussed various options and it was proposed that the mound to the north of the vestry should be levelled and a large storage shed built in this area. Painting the hall walls was considered to be lower in priority and once done would incur more upkeep, so will not be included. A formal proposal was agreed by the PCC to enable the faculty application for the Church Lighting and AV Project to be made.

At the **September** meeting, the Mission Pastoral Committee now thought that West End Parish would not be involved in a pastoral reorganisation in the foreseeable future and would recommend to the Diocese that the Suspension of Presentation be lifted. Thomas reported on mission planning activities at Diocese and Deanery levels and the securing of a church presence in new housing developments and church plants in Southampton and Basingstoke. Alpha or pilgrim courses were being put on in every parish. There would be no Friends of St James' Autumn Quiz this year but fund raising would continue and a new history of St James' might be produced. Noel Becket reported that the faculty for the lighting and AV project would be delayed beyond October with no estimate of cost possible until tenders have been received. Plans were available for inspection. A request to plant up a small patch in the churchyard was approved. Hampshire County Council had awarded us a grant of £2800 which would cover the shortfall in funding for the kitchen project. Work would start in October with further works in the hall funded by the grant from Veolia (subject to

final approval). A budget was agreed for the new storage shed and the cheapest way forward within that sum would be investigated. Accounts to 31 August were tabled with income on target. Collections at services and the possibility of payment by text or credit cards will be discussed after year end. Four safeguarding policy documents for adoption were approved and signed. A new Youth Group open to 11-14 year olds was to be launched, and more adult helpers were required. The PCC agreed that money raised from the HOPE charity Christmas card be split equally between four charities. Communications Group would produce a video for the Biffa Award publicity. The St James School Newsletter was working well and church events can also be publicised on the school website. Support was needed for the forthcoming Light Party and Christmas Market. The Christmas Tree Festival in 2018 would take place on the weekend of 8-9 December. Revd Wharton reported on a number of matters, including a donation to repair a damaged silver wafer box, the need for volunteers for the Frontline debt advice service from Thornhill Baptist Church and a requirement for toys for the Southampton Scratch charity. West End Christian Fellowship had been taken over by Life Church Southampton and were looking for opportunities for involvement in St James' School.

In **November**, it was confirmed that the copyright of the previous history book written by Revd Brian Pickett belonged to the PCC. Correspondence regarding the lifting of the Suspension of Presentation was still ongoing. The kitchen was on course to be completed within budget. Works in the hall were nearing completion, with the exception of the new heating to be installed in February. Church boilers and hall heaters had been serviced, with fire safety equipment to be serviced on completion of the kitchen works. A faculty application for the Lighting and AV project has been submitted and fundraising will be a priority in the New Year, with a working group to be formed. Biffa Awards (who had granted the kitchen refurbishment funds) were expecting a video and presentation celebrating the works to hall and kitchen. The PCC voted that a faculty to permanently remove the green curtains and rail in the sanctuary be applied for, along with remedial work to the East wall. Fees reviewed at the Standing Committee meeting were discussed and agreed by the PCC. Items revised included hall letting fees, concerts in Church, the cost of the Church magazine, heating fees for weddings and funerals, wedding flowers, and the hall cleaner's wage. Rates for advertisements in the Parish magazine would be increased for 2019 as the renewal letters for 2018 had already been sent. The Budget for 2018 was also proposed and agreed. Carol Kidd had volunteered to fill the vacancy on the Deanery Synod. Communications Group reported that local schools are distributing a newsletter including Church events and renewals of magazine subscriptions will start in December with cards to be sent out with the January magazine. New safeguarding guidelines from Winchester Diocese require all PCC members to complete a DBS form and those who do not hold a current DBS are requested to complete an Application Form for an Enhanced Check without barred list information. The Safeguarding audit is awaiting feedback and a safeguarding policy for the Youth Group is being written. Friends of St James fundraising items would include Christmas cards, a new history book in 2018 and the possibility of an exhibition. There are 30 subscribed members, and it was suggested that funds raised since the purchase of the Nave Altar might be used to pay for the painting of the walls in due course. A Site Strategy Group report would be discussed at the next PCC meeting. Thomas reported on a clergy briefing covering ordination among younger people, BCM courses, data protection, safeguarding and copyright legislation. The next HOPE fundraiser would be the Christmas Card, followed by a brunch to be held in February. There are currently 8 regular members of the Youth Group. A sleepover was planned, for which PCC permission was granted. A list of forthcoming events and services had been produced and a very busy time of year for St James was planned.

Copies of all the reports, documents and meeting minutes mentioned in the above are available from the PCC Secretary on request.

**Church Statistics for 2017**  
(Previous year figures are recorded in brackets)

	2017	2016	2015	2014	2013	2012
Baptisms	34	(34)	(39)	(47)	(46)	(29)
Confirmations	7	(0)	(0)	(4)	(0)	(0)
Weddings	13	(13)	(13)	(21)	(19)	(15)
Funerals & Burials	15	(15)	(17)	(19)	(12)	(15)

**Sunday Worship - (Average attendance)**

8.00am Eucharist	10	(9)	(11)	(8)	(9)	(9)
10.00am Sunday Service	(n/a)	(n/a)	(73)	(72)	(72)	(73)
Under 16s	(n/a)	(n/a)	(20)	(9)	(9)	(7)
10.00am Celebration - combined service, (previously First Sunday)	83	(74)	(69)	(77)	(76)	(73)
Under 16s	10	(9)	(12)	(9)	(9)	(10)
9.30am Parish Eucharist	71	(69)	n/a	n/a	n/a	n/a
Under 16s	5	(4)	n/a	n/a	n/a	n/a
11.00am Church Alive	41	(37)	n/a	n/a	n/a	n/a
Under 16s	12	(11)	n/a	n/a	n/a	n/a
12 noon Holy Baptism	123	(178)	(123)	(120)	(115)	(130)
6.30pm Evensong	21	(18)	(27)	(16)	(24)	(24)
Prayer & Reflection	10	(6)	(8)	(6)	(9)	(8)
Informal Worship	14	(11)	(13)	(12)	(12)	(17)

**Other**

Home Communion per month	45	(35)	(22)	(25)	(34)	(37)
Easter Communicants	159	(134)	(136)	(133)	(115)	(143)
Christmas Communicants	187	(168)	(134)	(116)	(117)	(121)
Christingles (total)	864	756				
Wednesday Eucharist	9	(6)	(5)	(6)	(8)	(7)
Seasonal Children's Workshops	48	(49)		(44)	(52)	(56)
Under 16s included	26	(32)	(25)	(26)	(31)	(31)
Schools services	272	(159)	(468)	(580)	(580)	(606)
<i>Total number for schools services</i>	2175	(1114)				

## Financial Review:-

### General Fund

In 2017, (after taking into consideration the grants received in 2016 of £ 24,937) our voluntary income was much the same as in 2016. Church Activity revenue was up because of the church being let out for more concerts by outside organisations plus an increase in Parochial fees and magazine revenue. Activities for generating funds were £2,408 less than in 2016 as the 2016 figures included revenue from another successful Christmas Tree festival.

After taking into consideration the grants of £ 24,937 received in 2016, our total income in 2017 was £ 143 less than in 2016.

At the end of 2017 we had 53 members giving regularly through the Parish Giving Scheme (PGS), compared to 49 at the end of 2016. We would still like to encourage any of our members who haven't yet joined this scheme to please consider doing so.

Our general costs (church activities cost) in 2017 were £ 10,915 more than in 2016 (after taking into consideration extraordinary items of expenditure in 2016 - guttering costs £38,714). This was mainly due to £ 1,740 spent on an up to date church survey, £ 6,717 for lighting/AV project consultancy, £ 660 on churchyard tree work and an increase in our Parish Share of £ 1,428.

The overall result in 2017 meant that £ 1,756 was taken from reserves.

### Hall Account

The 2017 church hall letting fees were consistent with 2016. During the year we were successful in winning grants of £ 35,417 from Biffa and £ 850 from Hampshire County Council for the kitchen refurbishment along with £ 21,825 from Veolia for refurbishments in the main hall and lobby. The balance of the kitchen grant of £ 2,800 will appear in the 2018 accounts.

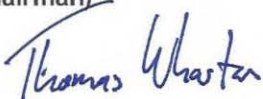
Our general hall expenditure was up slightly due to the cost of re-varnishing the main hall floor. Extraordinary costs incurred were £45,589 for the kitchen refurbishment (terms of the grant were that we were required to pay £ 6,522 from our own funds towards the project). Also £ 18,381 was spent on the main hall and lobby refurbishments, leaving a balance of the grant of £ 3,444 which will be used to replace the hall heating in February 2018 (the balance of the grant is due in 2018).

### Restricted Account

During 2017 £ 4,937 from of the Friends fund was used to purchase a Nave Altar for use at Church Alive and other services. The Friends of St.James', the Social Group, the Flower Fund , the Organ Fund and the HOPE Committee transactions are all recorded through this account.

The Parochial Church Council would like to thank you all for your generous support again during 2017.

Approved by the PCC on 21<sup>st</sup> March 2018 and signed on their behalf by Revd Thomas Wharton (PCC Chairman)

Signed: 

Date: 21 March 2018

**West End P.C.C of St.James'**  
**Statement of Financial Activities**

**For the year ending 31 December 2017**

							2017	2016
	General Fund	General Fund	Hall Fund	Restricted Account	Fees account	Consolidation adjustment	Total Funds	Total Funds
	Unrestricted funds	Designated funds	Designated funds	Restricted funds	Restricted funds	(see note 15)		
	£	£	£	£	£	£	£	£
<b><u>INCOMING RESOURCES</u></b>								
Voluntary income	68,299	0	58,179	2,096			<b>128,574</b>	95,043
Church activities	13,575		8,185	2,660	29,047	-17,657	<b>35,810</b>	33,711
Activities for generating funds	3,749			3,455			<b>7,204</b>	8,552
Income from investments	4		2	1			<b>7</b>	14
<b>TOTAL INCOMING RESOURCES</b>	<b>85,627</b>	<b>0</b>	<b>66,366</b>	<b>8,212</b>	<b>29,047</b>	<b>-17,657</b>	<b>171,595</b>	<b>137,320</b>
<b><u>RESOURCES EXPENDED</u></b>								
Church activities	85,969	0	69,042	7,511	29,298	-17,657	<b>174,163</b>	135,128
Costs of generating funds	964			106			<b>1,070</b>	1,897
Governance costs	450						<b>450</b>	420
Charitable activities	0			2,934			<b>2,934</b>	1065
<b>TOTAL RESOURCES EXPENDED</b>	<b>87,383</b>	<b>0</b>	<b>69,042</b>	<b>10,551</b>	<b>29,298</b>	<b>-17,657</b>	<b>178,617</b>	<b>138,510</b>
<b>NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS</b>	<b>-1,756</b>	<b>0</b>	<b>-2,676</b>	<b>-2,339</b>	<b>-251</b>	<b>0</b>	<b>-7,022</b>	<b>-1,190</b>
<b><u>Transfers between funds</u></b>								
None	0	0	0	0	0	0	<b>0</b>	0
Brought forward as at 1st January 2017	25,095	8,539	15,197	14,181	2,140	0	<b>65,152</b>	66,342
Carried forward as at 31st December 2017	23,339	8,539	12,521	11,842	1,889	0	<b>58,130</b>	65,152
Note:- A full analysis of the individual accounts are found on pages:	13	13	14	15	16			

# West End PCC of St.James'

## Balance Sheet as at 31st December 2017


	General Account	General Account	Hall Account	Restricted Account	Fees Account	2017 Total Funds	2016 Total Funds
	Unrestricted Funds £	Designated Funds £	Designated Funds £	Restricted Funds £	Restricted Funds £	£	£
<b>Monetary Assets</b>							
Bank Current Account	6,200	0	2,409	3,129	1,889	<b>13,627</b>	20,658
Bank Liquidity Account	17,139	8,539	10,112	8,714	0	<b>44,504</b>	44,494
<b>Total Monetary Assets</b>	<b>23,339</b>	<b>8,539</b>	<b>12,521</b>	<b>11,843</b>	<b>1,889</b>	<b>58,131</b>	65,152
<b>Debtors (See page 17)</b>							
HMRC Charities Tax claim	1,332					<b>1,332</b>	1,269
Church Hall Letting fees			83			<b>83</b>	0
Dec 17 Organist fee due from undertaker					65	<b>65</b>	0
HCC grant for Kitchen refurbishment			2,800			<b>2,800</b>	0
<b>Total Debtors</b>	<b>1,332</b>	<b>0</b>	<b>2,883</b>	<b>0</b>	<b>65</b>	<b>4,280</b>	1,269
<b>Total Current Assets</b>	<b>24,671</b>	<b>8,539</b>	<b>15,404</b>	<b>11,843</b>	<b>1,954</b>	<b>62,411</b>	<b>66,421</b>
<b>Creditors (see page 17)</b>							
Independent Examiner fee	450					<b>450</b>	450
Payments due to Missions				375		<b>375</b>	690
Wedding deposits					1,954	<b>1,954</b>	2,140
Organ blower/humidifier servicing invoice				454		<b>454</b>	0
Church hall security deposit			50			<b>50</b>	50
<b>Total Creditors</b>	<b>450</b>	<b>0</b>	<b>50</b>	<b>829</b>	<b>1,954</b>	<b>3,283</b>	3,330
<b>NET CURRENT ASSETS</b>	<b>24,221</b>	<b>8,539</b>	<b>15,354</b>	<b>11,014</b>	<b>0</b>	<b>59,128</b>	<b>63,091</b>

See note 1 and 2

### Non monetary assets

Inventory assets i.e furnishings, fittings and equipment including a Photocopier and various garden machinery, for Ecclesiastical use, are vested in the Vicar and Churchwardens as custodian trustees.

Signed



David.J.Forster  
PCC Treasurer

11/01/2018





# West End P.C.C of St.James'

## Church Hall - Receipts and Payments Account (Designated funds)

For the year ended 31 December 2017

	2017		2016	
	£	£	£	£
<b><u>Receipts</u></b>				
<u>Church activities</u>				
Hall letting Fees	8,135		8,128	
Security Deposits	<u>50</u>	8,185	<u>0</u>	8,128
<u>Voluntary income</u>				
Donations	87		136	
Grants for kitchen refurbishment	36,267		0	
Grants for general refurbishments	<u>21,825</u>	58,179	<u>0</u>	136
<u>Income from investments</u>				
Bank Interest		2		4
<b>Total Receipts</b>		<b><u>66,366</u></b>		<b><u>8,268</u></b>
<b><u>Payments</u></b>				
<u>Church activities</u>				
<u>Church Hall running costs</u>				
Gas	858		893	
Electricity	857		546	
Water Rates	340		311	
Insurance	314		317	
Performing Right Licence	156		148	
Refuse collection service	317		298	
Sundries	124	See note 10	73	
Building repairs & maintenance	835	See note 11	306	
Cleaner	1,056		1,140	
Cleaning Materials	155		124	
Administration costs	0		31	
Refund security deposit	50		0	
Kitchen refurbishment costs	45,589		0	
General refurbishment costs	18,381		0	
Bank Charges	10	69,042	0	4,187
<b>Total Payments</b>		<b><u>69,042</u></b>		<b><u>4,187</u></b>
Excess(-shortfall) Receipts over Payments		-2,676		4,081
Bank Account as at 1 January 2017 / 2016		15,197		11,116
<b>Bank Account as at 31 December 2017 / 2016</b>		<b><u>12,521</u></b>		<b><u>15,197</u></b>

# West End P.C.C of St.James'

## Restricted Account - Receipts & Payments (Restricted Funds)

For the year ended 31 December 2017

	2017		2016	
	£	£	£	£
<b>Receipts</b>				
<u>Voluntary income</u>				
Donations - Building & Fabric	1,125		200	
Donations - Flower Fund	128		225	
Donations - HOPE work	407		365	
Donations - Friends of St.James' (subs)	370		430	
Donations - Friends of St.James'	9		270	
Income Tax recovered on Gift Aid-Friends donations	57	2,096	138	1,628
<u>Church activities</u>				
Fees - Organ fund	910		840	
Fees - Flower fund	1,360		940	
Social Group receipts	390	2,660	804	2,584
<u>Activities for generating funds</u>				
HOPE committee events	2,212		1,183	
Friends fundraising events	1,243	3,455	1,212	2,395
<u>Income from investments</u>				
Bank interest		1		4
<b>TOTAL RECEIPTS</b>		<b>8,212</b>		<b>6,611</b>
<b>Payments</b>				
<u>Church Activities</u>				
Building & Fabric - building repairs/ maint (see note 12)	0		2,498	
Friends of St.James' - Nave Altar	4,937		0	
Friends of St.James' - Crib & figures	0		118	
Social Group - cost of events	353		721	
Social Group - transfer of surplus to PCC general a/c	37		83	
Flower Fund - cost of flowers etc	1,490		970	
Organ Fund - organ tuning & repairs	339		867	
Organ Fund - humidifier servicing & repairs	0		416	
Music Fund - hire of music & musicians	0		145	
Childrens work - refurb. Childrens corner	355	7,511	0	5,818
<u>Fund-raising trading costs</u>				
Friends of St.James' fundraising costs	106	106	76	76
<u>Charitable Activities</u>				
HOPE - payments to mission partners & charities (See note 13 for details)		2,934		1,065
<b>TOTAL PAYMENTS</b>		<b>10,551</b>		<b>6,959</b>
Excess (-Shortfall) Receipts over Payments		-2,339		-348
Bank account as at 1 January 2017 / 2016		14,181		14,529
<b>Bank account as at 31 December 2017 / 2016</b>	(Note 14)	<b>11,842</b>		<b>14,181</b>

# West End PCC of St.James'

## Fees Account - Receipts and Payments (Restricted Funds) (see note 15)

### For the year ended 31 December 2017

	2017 £	2016 £
<b>Receipts</b>		
<u>Church activities</u>		
WDBF (Priest Fees)	6,699	5,902
Other Priest Fees	0	332
Priests Travel fees	316	250
PCC Fees - General	7,495	6,589
PCC Fees - Heating	812	614
PCC Fees - Video	50	50
PCC - Wedding deposits collected	8,210	2,180
PCC Fees - Organ Fund	910	840
PCC Fees - Printing service sheets	15	0
PCC Fees - Flower Fund	1,360	940
Organist Fees	2,100	2,015
Verger Fees	1,080	1,215
<b>TOTAL RECEIPTS</b>	<b>29,047</b>	<b>20,927</b>
<b>Payments</b>		
<u>Church activities</u>		
WDBF (Priest Fees)	6,699	5,902
Other Priest Fees	0	332
Priests Travel fees	316	250
PCC Fees - General	7,495	6,589
PCC Fees - Heating	812	614
PCC Fees - Video	50	50
PCC Fees - Organ fund	910	840
PCC Fees - Printing service sheets	15	0
PCC Fees - Flower Fund	1360	940
Organist Fees	2,165	2,015
Verger Fees	1,080	1,215
Wedding deposits redeemed	8,196	1,641
Cancelled wedding deposits trf to PCC	200	160
<b>TOTAL PAYMENTS</b>	<b>29,298</b>	<b>20,548</b>
Excess (-Shortfall) Receipts over payments	-251	379
Bank account as at 1 January 2017 / 2016	2,140	1,761
Bank account as at 31 December 2017 / 2016	<b>1,889</b>	<b>2,140</b>

## West End PCC of St.James'

### Analysis of Debtors 31/12/17

#### General Account

HMRC Charities -Tax recoverable on Gift aided donations - 4th quarter 2017	1,331.79
	<u>1,331.79</u>

#### Hall account

HCC grant for kitchen refurbishment	2,800.00
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#### 2017 hire invoices:-

Invoice 17/077 dated 14/12/17 - 4th West End Guides	30.00	
Invoice 17/081 dated 20/12/17 - West End Bridge Club	<u>53.20</u>	
		<u>83.20</u>
		<u>2,883.20</u>

#### Fees Account

Organist fee for Funeral 15/12/17	65.00
	<u>65.00</u>

### Total Debtors as at 31/12/17

4,279.99

### Analysis of Creditors 31/12/17

#### General Account

Independent Examiners Ltd - Fee for 2017 review	450.00
	<u>450.00</u>

#### Hall Account

Church hall letting deposit - Paula Medway/Zumba - paid 7/6/14	50.00
	<u>50.00</u>

#### Restricted Account

Balance of HOPE Committee fundraising to be paid 2018	375.36
Watkins & Watson Inv dated 19/12/17 - Organ blower/humidifier servicing	<u>454.08</u>
	<u>829.44</u>

#### Fees account

Advance Wedding Deposits 2018-2019	1,954.00
	<u>1,954.00</u>

### Total Creditors as at 31/12/17

3,283.44

# **West End PCC of St.James' - Notes to the financial statements**

## **For the year ended 31 December 2017**

### **1. Accounting Policies**

The Financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards. In preparing the financial statements the PCC follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2015).

The financial statements have been prepared under the historical cost basis of accounting in accordance with the Charities Act 2011 and in accordance with applicable accounting standards, except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

### **Funds**

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not normally invest separately for each fund.

### **Incoming resources**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

### **Resources expended**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it incurred and is accounted for gross.

### **Balance Sheet**

**The following assets are recognized but not necessarily valued in the Balance Sheet:-**

Consecrated and beneficed property is excluded from the accounts by s.10(2) of the Charities Act 2011.

Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property and listed in the church's inventory, which can be inspected (at any reasonable time). All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.

Investments are valued at market value at 31 December.

The following assets are recognized and a monetary value given as part of the description in the Balance Sheet:-

Amounts owing from the Inland Revenue where a formal claim has been made.

Any other amounts owing to the PCC including Church Hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances as shown in the receipts and payment accounts.

The following liabilities are recognized in the Balance Sheet:-

Any loans or overdrafts advanced to the PCC.

Creditors for goods and services where the supply has been received but not invoiced by 31 December.

Payments due to Mission partners/Charities where fundraising events have taken place as part of the current yearly projects but not yet paid out to the missions/charities.

Fees for Pastoral services conducted (Marriages and Funerals) but not yet paid out.

Advance Marriage fees collected for payment out in the next financial year.

**2. Investments**

There is a total value of £ 208,054.88 (£184,648.64 - 2016) invested with the Central Board of Finance of the Church of England. This relates to the old West End National School. This investment is for the purpose of St.James' Primary School, West End only AND CANNOT BE USED BY THE CHURCH. The trustees of this investment are the Vicar and the Churchwardens. The investments are valued at market value at 31st December.

**3. Church Activities - Trading**

	<u>2017</u>	<u>2016</u>
Traidcraft commission	£ 17	£ 17
Childrens activity mornings	£ 106	£ 0
Hire of church for concerts	£ 834	£ 240
Copying service revenue	£ 15	£ 68
Votives	£ 306	£ 0 (previously included in donations)
Other	£ 46	£ 0
<b><u>Total</u></b>	<b><u>£ 1,324</u></b>	<b><u>£ 325</u></b>

**4. Diocesan Parish Share**

The 2017 parish share of £ 55,573.00 was paid in full. There was an increase of £ 1428.00 compared to 2016. For 2017 the parish share was again calculated at Deanery level under a system which takes into account the Church Membership of a parish and the Affluence category of the parish (for St.James' category D - evenly placed).

**5. Payments to PCC Members**

The following payments have been made to PCC members or related parties during the year:-

Revd.T.Wharton	£ 80 for expenses of office	(£ 355 in 2016)
Revd. L.Galvin	£ 1034 for expenses of office	(£ 994 in 2016)
Mr.G.Kidd	£ 3,605 for Director of Music fees	(£ 3,090 in 2016)

No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties. No material transaction took place between the PCC and a PCC member or any person connected to them.

#### **6. Church Running Expenses – Gas & Electricity**

	<u>2017</u>	<u>2016</u>
Gas	£ 2,572	£ 2,678
Electricity	£ 2,570	£ 1,638
<b>Total</b>	<b>£ 5,142</b>	<b>£ 4,316</b>

#### **7. Payments made from Grant funds**

	<u>2017</u>	<u>2016</u>
Guttering replacement	£ 0	£ 38,714
<b>Total</b>	<b>£ 0</b>	<b>£ 38,714</b>

#### **8. Support Costs – Administration & Stationery**

	<u>2017</u>	<u>2016</u>
Stationery/Printer ink	£ 196	£ 416
Postage	£ 81	£ 68
Storage boxes	£ 78	£ 0
Weekly & Gift aid envelopes	£ 43	£ 84
Other	£ 25	£ 0
Dropbox/website costs	£ 79	£ 95
Vestry fridge	£ 62	£ 0
Wifi	£ 270	£ 242
Gratuity gifts	£ 60	£ 0
Training course fees	£ 0	£ 18
Magazine graphics	£ 42	£ 0
<b>Total</b>	<b>£ 936</b>	<b>£ 923</b>

#### **9. Fundraising trading costs**

	<u>2017</u>	<u>2016</u>
Summer Fair	£ 0	£ 381
Carnival barbeque	£ 520	£ 305
Winchester Christmas Market	£ 39	£ 0
Christmas Tree Festival	£ 0	£ 1,135
Gazebo	£ 137	£ 0
Christmas Fayre	£ 268	£ 0
<b>Total</b>	<b>£ 964</b>	<b>£ 1,821</b>

#### **10. Church Hall Sundry costs**

	<u>2017</u>	<u>2016</u>
Water Urn	£ 0	£ 73
Key cutting	£ 24	£ 0
Teapot	£ 19	£ 0
Sanitary bins	£ 30	£ 0
Dishwasher service	£ 43	£ 0
Misc	£ 8	£ 0
<b>Total</b>	<b>£ 124</b>	<b>£ 73</b>

### **11. Church Hall building repairs & maintenance**

	<u>2017</u>	<u>2016</u>
Light bulbs	£ 52	£ 19
Gas heater repairs	£ 168	£ 0
Re-varnish floor	£ 540	£ 0
Various electrical work	£ 0	£ 230
Miscellaneous	£ 19	£ 57
Tap repairs	£ 56	£ 0
<b>Total</b>	<b>£ 835</b>	<b>£ 306</b>

### **12. Payments made from Building & Fabric fund**

	<u>2017</u>	<u>2016</u>
New electric fuse box	£ 0	£ 1,586
Repair of high level leaded windows	£ 0	£ 912
<b>Total</b>	<b>£ 0</b>	<b>£ 2,498</b>

### **13. Analysis of payments made to Missions partners and Charities from Restricted funds**

	<u>2017</u>		<u>2016</u>
The Salvation Army	£ 156	The Salvation Army	£ 5
The Society of St.James'	£ 114	The Society of St.James'	£ 0
Two Saints	£ 0	Two Saints	£ 5
Crisis UK	£ 141	Crisis UK	£ 5
Fledge	£ 80	Fledge	£ 0
Winchester Myanmar link	£ 0	Winchester Myanmar link	£ 350
WDBOF -Companion Links (Conf)	£ 310	WDBOF -Companion Links	£ 0
Magic Breakfast	£ 700	Magic Breakfast	£ 350
Toybox	£ 700	Toybox	£ 0
Red lipstick Foundation (Lent appeal)	£ 433	Red lipstick Foundation	£ 0
West End Rainbows	£ 0	West End Rainbows	£ 50
West End Lunch Club	£ 50	West End Lunch Club	£ 50
10th Itchen North Scouts	£ 0	10th Itchen North Scouts	£ 50
West End Youth Club	£ 0	West End Youth Club	£ 100
Countess Mountbatten House	£ 0	Countess Mountbatten House	£ 50
Frontline	£ 0	Frontline	£ 50
West End local History Society	£ 50	West End local History Society	£ 0
Brendon Care	£ 50	Brendon Care	£ 0
Abby's Heroes	£ 50	Abby's Heroes	£ 0
Families First	£ 50	Families First	£ 0
Scratch	£ 50	Scratch	£ 0
<b>Total</b>	<b>£2,934</b>	<b>Total</b>	<b>£1,065</b>

In addition during 2017 St.James' paid directly into the bank accounts of: Christian Aid £ 520.94 collected during Christian Aid week and the Christian Aid Tea, the Children's Society £ 600.00 collected at our Christingle services, £ 349.44 from the Children's Society home boxes and £ 245.68 collected at two Children's Society bake and brew events. The funds collected from the 2017 Charity Christmas card (£488.38) will be shown in the 2018 accounts.

### **14. Analysis of Restricted Account balance**

<b><u>Balance by fund:-</u></b>	<u>2017</u>	<u>2016</u>
Building & Fabric	£ 3,243	£ 2,117
Friends of St.James'	£ 2,063	£ 5,428
Flower Fund	£ 2,179	£ 2,181
Missions/HOPE	£ 375	£ 690
Music Fund	£ 750	£ 750
Organ Fund	£ 3,232	£ 2,660
Children's Work	£ 0	£ 355
<b>Total</b>	<b>£ 11,842</b>	<b>£ 14,181</b>



### **15. Consolidation adjustment: Fees account (Restricted funds)**

This account is specifically used to record the collection of fees due for marriages and funerals. The receipts are collected into this account and then payments made to the various recipients of these fees. This account is also used to record deposits taken for future marriage bookings. The PCC's portion of these fees are then transferred into the relevant account (see general and restricted accounts). In order to avoid the reporting of income and expenditure twice, an adjustment column has been added to the Statement of Financial Activities (SOFA) to adjust for this.

### **16. Risk Assessment**

The PCC actively reviews the major risks which the church faces on a regular basis and believe that maintaining reserves, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The PCC have also examined the operational and business risk which they face and confirm that they have established systems to mitigate the significant risks.

### **17. Reserves policy**

The PCC has not adopted a formal policy on reserves but receipts and payments are reviewed on a bi-monthly basis by the PCC. A reserves policy will be drawn up during 2018.

### **18. Public Benefit**

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the PCC annual report. The PCC confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities they should undertake.

**APCM 15<sup>th</sup> April 2018**

## **Vicar's Report**

What are the signs of a healthy, flourishing church, living and responding to God's call?

While there are many books and courses written on the subject, and we ourselves have in the past explored the characteristics of a flourishing church, one of the things that makes me think 'this is what it's all about' is when I see people change and grow. When people discover something of their own calling and gifts, when something of the love of God in Jesus Christ takes hold in people's lives, I find that really exciting. And that goes not just for us as individuals but for us as a whole church community as well.

Looking back at another year past, and I am into my fifth year as I write this, there is both our personal spiritual journey as we are called to follow Jesus Christ, and there is our shared journey as the worshipping family of St. James' West End. And I am still excited by the potential of our shared journey, the opportunities that lie ahead that can be realised by prayer, faith, willingness, listening to each other and owning a shared vision for the future. I believe we have the potential to discover God working among us in even more exciting ways in the future.

You will see in the reports that follow some of the many activities and fruitful work that have made up our shared journey during 2017.

Among these we have seen a great development to our hall kitchen and hall facilities thanks to the hard work of Noel Becket who successfully led us through grant applications from Biffa Award and Veolia Environmental Trust. We need to learn how to make the best possible use of our hall and kitchen both for our mission and outreach in the wider community and for generating a steady income.

We also saw the Site Strategy Group produce a report for the PCC on how our church buildings are currently used, what limitations there are and what options there are for developing our buildings into the future. This is good long term thinking which is essential.

You will also hear much more in the coming year about our project to replace our church lights and sound system, as well as possibly decorating the church walls. A modern, well-lit and well equipped church will be essential for our future mission. Yes true, not all church work and outreach is focussed on our buildings, and we need to always ask the question, what should we be doing outside of St. James'. But our buildings are an essential part of our stewardship and in my view they will be essential for enabling growth into the future. Planning carefully now will enable us to lay solid foundations.

We also saw the launch of St. James' youth club in the past year thanks to Revd Linda Galvin with some great support from Cathy Laird, Helen Ship and Jan Barrett.

We are very grateful to the support of the Friends for donating money for our new Nave Altar which is a beautiful piece of furniture used weekly at Church Alive and at other special services.

It has been wonderful to see Stay & Play grow and now come under the umbrella of the PCC. Our thanks to Penny Beeby and the team of regular helpers from St. James' who have made this possible.

We have been spoiled again by our talented music director, Graham Kidd with a selection of concerts and choral services. We will miss Graham very much as he is now called to explore new avenues but hope to see him from time to time.

This year in September we will revisit our parish mission action plan in line with the wider diocese mission objectives. This will be a good opportunity to revisit where we are and also to consider how our new service pattern is going. I look forward to having more open discussions and feedback into this.

I could go on, and apologies if I have not mentioned every group and area of church life over the past year by name, but I'd like to thank you all very much for the many generous ways in which you have offered your time, your talents and gifts in the life of St. James' and for making the love of God visible among us.

Thomas

## Reports from Churchwardens and other organisations associated with St James

(Please note that any accounts mentioned hereafter do not form part of the audited accounts)

### CHURCHWARDEN'S REPORT ON THE FABRIC AND FURNISHINGS OF THE CHURCH

We are pleased to report that a continuing programme of maintenance has ensured that, compliant with our statutory obligations, our place of worship remains accessible to all.

Once again we extend our thanks to our extremely able Building Officer, Noel Becket, who has ensured that a programme of planned preventative maintenance work has taken place. These works include the following:

- Measured survey of church buildings
- Central heating in Church and Hall serviced (by Ashville).
- Hidden gullies cleared
- Hall drains checked and cleared (Buildings Officer)
- Hall kitchen replaced (Clean Air Systems & Installations Ltd.)
- Hall lobby refurbished, fire exit doors replaced, rubber matting placed outside fire exits (Beacon Builders)
- Hall lights and ceiling tiles replaced (REMY electrics)
- Lower gutters and downpipes cleared and checked.
- Church and Hall – Fire Extinguishers serviced (Classic Fire)

We would like to extend grateful thanks to the team of volunteers who do so much behind the scenes.

Helen Wiseman & Jan Barrett

### CHURCHES TOGETHER

The Churches Together Group for Hedge End, West End and Botley (HEWEB) continues to meet every two months. The Group's aims are to encourage all the local christian churches to unite in common witness, to build bridges between the churches and the community and to speak with a common voice on matters of practical concern in the area. Joint ventures like Street Pastors, the Food Bank and Healing on the Streets continue and anyone who might be interested in helping with these should have a word with me.

In the light of the large quantity of new house building taking place in the area, a lot of time in meetings has been spent planning the production of a booklet intended to be delivered to each newly-occupied house. It will contain basic information about every church in the group. This has proved to be a major exercise and is not yet complete. Monthly prayer meetings are being held to support initiatives for the Boorley Park development.

In West End, St Brigid's is celebrating its 50th anniversary this year and W.E. Christian Fellowship (based in the Parish Centre) has become part of Southampton Life Church. The River of Life Church which started up in Quob Lane early in 2017 moved to the Holiday Inn, Botley Road in December.

Geoff Holden

### COMMUNICATIONS GROUP

The magazine continued to strengthen the outreach of St James' Church with the congregation and the wider West End community. In January 2017, a new system was adopted to make it easier for distributors to collect money from subscribers. Any new subscribers could be added easily to the distribution list and

taken on by existing distributors. Each month we currently have around 400 magazines printed, of this there are over 300 subscribers.

In addition to this, in April the Communications Group launched an initiative to take extra copies of the magazine to friends and neighbours in order to promote St James Church to the wider community. There was a "cover sheet" printed in addition so new readers could have a quick glance at who we are and what we do. This proved successful and could be re-run again in 2018.

Magazine content continued to thrive with a variety of articles about St James Church history, members of the congregation as well as local events and pictures from St James Church activities. The positive comments continue to flourish from our readers.

In 2017, we set up links with St James Primary School and now provide the school with regular contributions to their monthly newsletter. We take this opportunity to promote family friendly events and services such as Mothering Sunday, Christingle, Easter/Christmas Activity Morning as well as the new Youth Group and Light Party events. Towards the end of the year, we also promoted this at Townhill Junior School and Townhill Infants School. We're hoping a new connection will be formed with Harefield in 2018.

One of our major publicity projects in 2017 was the promotion of our new kitchen thanks to the Biffa Award. A press release was sent to local newspapers and media outlets and we managed to get some publicity with the Southern Daily Echo. The local Eastleigh reporter is happy to support and promote other St James events in 2018. Towards the end of the year, we also created a 3 minute video for Biffa Award showing our shiny new kitchen. This was the first opportunity to do something like this and the end result looked good and generated some interest from the wider community and from Biffa Award. This could also be used to promote the facilities of our kitchen for future hall hire arrangements with community groups and members of the public.

In addition to these bigger projects, we continue to promote St James Church at outlets across the village including the new Co-Op in West End, Parish Centre and our own church noticeboards, banners, website and social media.

In 2018, we plan a review of the church website, further promotion of all our regular services including Sung Eucharist and Church Alive as well as our special services that we hold throughout the year. We will also continue to grow and share our worship and community outreach in West End in the hopes of building on the work we've already done in 2017.

The Communications group consists of Chris Badcock, Helen Wiseman, Sue Overell, Donna Matteuci, Caroline Wigley as well as Rev Thomas Wharton and Rev Linda Galvin.

Chris Badcock

## **DEANERY SYNOD REPORT**

The Deanery is the tier of governance between parish and diocesan level and the Eastleigh Deanery covers the geographical area stretching from Eastleigh itself, through Hedge End, to Hamble.

There have been three meetings of the Deanery Synod since last April. In the first, we had a presentation by a sociologist giving us the results of his research into the nature of the parishes in the Deanery. West End was seen to be relatively stable with quite a lot of elderly persons in older properties along with increasing numbers of young singles and couples small modern homes. After this, Diocesan Officers gave a presentation on the Archdeaconry Plan which focused attention on "Resource Churches" (church plants); Areas of Major Housing Development; engaging with students in further and higher education; and mission in rural areas. These mission areas would need to be considered in the drafting of the Deanery Plan (dMAP).

In the second meeting, a draft dMAP was presented which was not well received. The timetable imposed by the Diocese had not allowed sufficient consultation with parishes to take place. Further work was

needed on the Plan. In the second half of the meeting, there were two speakers: David Grant from the "Who Cares" organisation and Anne Molyneux who talked on the "Life Matters" scheme.

After the second meeting, parishes were asked to meet in cluster groups to consider potential areas of cooperation which might be used in their input to the dMAP. The St James cluster also includes St Luke's and St John's, Hedge End and we met together in January. Some aspects of youth and pastoral work were thought to be areas where we might work together.

Recently a new draft dMAP was produced which was considered and approved at the third Deanery Synod meeting. Later this year, St James will start the process of producing a new pMAP.

Geoff Holden, David Forster

Deanery Synod Representatives

## FLOWER ARRANGERS REPORT

In 2017 the flower arranging team continued to provide beautiful arrangements at St James. Lent again saw us installing displays of greenery, with daffodils arranged on the window ledges for Mothering Sunday. Palms and foliage on Palm Sunday were followed at Easter with beautiful displays of white flowers and spring blooms, with the remembrance lilies arrangement creating a focal point on the font. Fourteen weddings during the summer and autumn kept us busy with various requests for colour schemes and blooms, several incorporating pew ends.

Pumpkins, sunflowers and wheat played a big part in our Harvest arrangements, along with knitted mice and carrots made by the St James School knitting club, and a wedding just before Christmas set the colour theme of red and gold for our festive arrangements, which were kept fresh and "topped up" during most of December by our dedicated team. Many thanks to all who give their time and talents to keep the church looking so beautiful all the year round; we are always looking for new pairs of hands to help out and anyone is welcome to join us.

Sue Overell

## FRIENDS OF ST JAMES

Thank you to subscription members for contributing £10 per year, plus Gift Aid if applicable, towards the work of the Friends of St James' Church.

Total subscriptions received in 2017 = **£370**

Plus Gift Aid recovered = **£ 57.50**

Also thank you to all who supported the 'Friends' during 2017 through buying concert tickets or making a retiring donation, by attending events such as the 'Come & Sing' and through providing food contributions and/or baking cakes towards refreshments or providing a warm welcome at the door to visitors attending events from near and far.

The Nave Altar purchased during 2017: following a blessing the Nave Altar has been used for Church Alive and other relevant services. The shape of the Altar was especially created to match the style of the church building and its use enhances various styles of worship whilst very much adding to the beauty of the interior of the church.

**2017 Fundraising:** Thank you to Graham Kidd for organizing events of various musical styles on behalf of the 'Friends' and to all who attended or helped in any way.

As well as proving to be excellent means of outreach to people from near and far the following profits after any related expenses were added to funds:

January the Organ recital and Epiphany Carol Service retiring collection =	£210
February a 'Virtuoso Classics' Piano and Cello concert =	£ 50
June provided a Mezzo-Soprano recital by Lillian Sediles =	£230
July the annual Friends thanksgiving tea and service retiring collection =	£113.96
August brought 'Music for a Summer Evening' by Bella Armonia =	£246
The autumn 'Come and Sing' was a joint choir initiative with donations of	£265

A special thank you to Sarisbury Green Choral Society for advertising and supporting the 'Come and Sing' which was very well attended by their members as well as singers from the church and other local choirs, including Winchester City Festival Choir and Southampton Choral Society.

Souvenirs, Christmas Cards and goods sold at the Christmas Fayre and in church =	£127.90
After Nave Altar costs of £4936.80 the end of year balance in account =	<u>£2063.69</u>

The PCC will decide how the money will be put to good use to enhance the beauty and heritage of the church, hall and / or surrounding grounds.

Full details of the Friends account are available from Mr David Forster [Treasurer].

**Can you help? New Subscriptions and offers of help welcomed.** Application Forms are in church and via the website. If you have fundraising ideas or think you may be interested in joining the committee or would like to offer to organise an event on behalf of the 'Friends of St James Church' please contact: [friendsofstjameswestend@gmail.com](mailto:friendsofstjameswestend@gmail.com) or speak any of the committee members: Revd Thomas Wharton, Fiona Weston, Janet Barrett, Helen Wiseman, June Holloway or myself, Carol Kidd [Chair of the Friends of St James' Church].

Carol Kidd

## HOPE COMMITTEE ANNUAL REPORT

H HOME  
O OVERSEAS  
P PARTNERSHIP  
E EDUCATION

Once again, HOPE has had a busy year raising money and awareness for our charities both here in the UK and overseas. Our events included the ever popular Brunch in February, a very successful Quiz Night in April, a Family Barbecue in July and a buffet lunch at Harvest Festival. Together these raised £1,286. This money was shared between our two main charities, Toybox (supporting children living on the streets) and Magic Breakfast (providing healthy breakfasts to vulnerable children in UK schools) in addition to £50 'Pots of HOPE' sent to local organisations, St James' Lunch Club, West End Local History Society, Brendon Care, Abby's Heroes, Families First and Scratch.

Our Lent Appeal, in aid of Red Lipstick Foundation, a charity dedicated to supporting families bereaved by suicide, raised £400.

In May our thoughts turned to Christian Aid and envelope collections in church and the profit from an Afternoon Tea raised £520.94.

Throughout the year, we continue to support vulnerable children through The Children's Society. This year, two Bake and Brews, revenue from box holders, sale of goods and collections at Christmas services raised over £1,200.

At Christmas, our charity card raised £488. This was distributed equally between four local charities, Hampshire Dementia Action Alliance, Hedge End Street Pastors, Revitalise and The Society of St James.

I would like to thank everyone on the committee, Eileen, Jan, Claire, Kate, Hazel, Betty, Linda and Thomas for your hard work throughout the year and all those who continue to attend events and support our charities.

Fiona Weston

## MUSIC

2017 has seen the musical life of the church continue to thrive, through the hard work of the members of the church choir; to those who play for Church Alive; to the Folk Group who continue to lead the music at informal worship; and finally to our team of organists who we are very lucky to be able to call upon. All the people mentioned here make the musical director job 100% easier and to whom I record my grateful thanks.

I would like to mention in particular some of the special musical services that have taken place in 2017. In February, members of the church choir travelled to Christ Church, Freemantle to sing evensong with their choir, which continues a close association with this church, as the director of music at Freemantle regularly plays for some of our weddings and funerals. In April, the choir sang extracts from Faure's Requiem at 'Music for Passiontide', alongside singing Bach chorales. In May and July, we had a special evensong, one for Christian Aid week and one for our Patronal festival. Both of these services were preceded by an afternoon recital in church, followed by afternoon tea, courtesy of the HOPE committee in May and the Friends in July. In September, we joined together with other choirs from the diocese to sing at a special choral evensong in Winchester Cathedral. We used to regularly sing in this service, but this was the first time that we had since 2011 and it was good to get involved again. In December we had our Advent and Christmas carol services. Speaking personally, the Advent Carol Service is my favourite service of the year; and one that other churches in our area do not have. So it was with great pleasure to welcome singers from St. Andrew's Hamble, St. John's Hedge End and St. Thomas', Fair Oak, alongside members of West End Singers and even a member of Winchester Cathedral choir. Special thanks go to Andy and Rita Duell from Hedge End Methodist church who were responsible for the excellent atmospheric lighting that we had for the service. At the Christmas Carol Service I was delighted to welcome back a handful of ex-students from Richard Taunton Sixth Form College to play, which I really felt lifted the occasion. The inclusion of Christmas Jazz meant that I had to put a lot of piano practice in.....

And so to the future. 2018 will see a change at the top as far as the musical life of this church is concerned. For too long, my life/work balance has been tipped very much in favour of the latter and I feel that it's time I sorted this out. I have enjoyed being at West End in many capacities over the last 12 years; and I hope that in my own small way I have helped enrich the worship at the church for you. When I took over as musical director in September 2015, one of the things that I was keen to develop was greater links with other local churches / church choirs. I think we have done well with this and I hope that close relations will continue. There are lots of things that I shall miss (and some things that I shan't) but I know that I am leaving the musical life of the church in a strong place and I look forward to seeing what happens next.

It's very difficult to single out thanks to individuals, but I would like to personally thank Ashley for his support, especially for his liaison work with our organ tuners... to David Forster who regularly acts as a chauffeur for me after choir practice... to Thomas and Linda for their support to me personally and towards the musical life of this church... and finally to Carol (mum) who helpfully tells me after a service which hymns were (generally) too fast or too slow.

Good luck for the future. Please Keep Music Live and Alive in this place!

Graham Kidd

## **PATHFINDERS REPORT**

Pathfinders continue to meet weekly, our aim is to encourage children to explore our Christian faith and gain a deeper understanding of the wonderful stories in the Bible. We use material published in Roots which provides lots of ideas to help us explore the stories and each session includes a reading, craft activities, games and prayers. We have time to discuss the story and try to unpick its hidden meaning, we use candles, bubbles and water for our prayers. The activities planned for Pathfinders are carried over into the Church Alive service for children to enjoy in that service.

We continued to run our Easter and Christmas activity mornings which once again proved to be popular and attracted both regular and new children from across our parish. The Good Friday morning started with an Easter egg hunt, we made bread rolls, we learnt about the special meal Jesus shared with his friends and shared some pitta bread and juice, Noel made us a cross which we took out side and had great fun turning it into a messy cross by throwing empty egg shells filled with paint, the children decorated their own individual crosses and the morning ended with a short service followed by hot cross buns. The Christmas activity morning followed a similar pattern with the children enjoying several craft activities and having fun building a stable out of cardboard and kneelers.

At the end of October we held a light party as an alternative to Halloween, as families arrived the paths were lit with candles and the church was lit with fairy lights, once again families listened to a short story before visiting various craft stations including glass lanterns, apple bobbing, making torches and glow in the dark painting. Refreshments were available for all to enjoy.

These events are an important part of our outreach and bring in families and children from across our parish.

In 2017 we started the youth group for our young people aged 11 upwards, we meet fortnightly and enjoy a range of different activities including table football, themed games and an opportunity to chill out and buy from the tuck shop. We currently have 9 young people attending and are looking forward to an exciting year ahead with plans in hand for some exciting activities.

We also were pleased to support some of our young people as they celebrated their confirmation and took the next step of their faith journey.

The year ended with our two Christingle service on Christmas eve in support of the Children's Society, once again the church was full of excited children some dressed as angels, shepherds and kings we even had two Mary's all ready to participate in the Christmas story before the Christingle candles were lit and the lights dimmed, a lovely start to Christmas celebrations.

I would like to say thank you to everyone who has supported our work throughout the year.

Janet Barrett

## **STAY AND PLAY**

Wednesdays during term time from 9.15 – 10.45 am (1 ½ hours)

**Aim:** To provide a caring welcoming toddler group in the local parish church. Parents and carers are offered friendship within a nurturing Christian environment where their children develop independence, creative play and social skills in the safety of a well-run session. Children are offered a variety of crafts, a healthy snack and a story/ singing session each week.

**Costs:** The group continues to be very well attended and we usually have approximately 25 children with parents/ carers each week. The group is run by volunteers and is aimed to be non-profit making. We usually make a small amount each week, after healthy snacks/ resources have been purchased, this can



vary according to weekly numbers. Monies raised are recorded in a simple cash book; if there has been money left at the end of the year we have been able to give the church an offering for their chosen charity. We have tried to carry approximately £50 onto the start of the new school calendar year.

We have agreed to give a weekly payment of £10 from January 2018 to St James Church with a back payment from the autumn term 2017 of £100 and have therefore raised our weekly cost to £1.50 per family.

For 2018 we aim to put £200 towards an early summer trip for the Stay and Play group to Manor Farm, Hamble. We also need to replace the large train set and train table which is worn out (very popular with the children) at the end of the summer term, as well as donating to the allocated St James Church charity. We aim to carry approximately £100 forward into the new autumn term.

Penny Beeby – Group organiser

## SAFEGUARDING REPORT

In 2017 an outside agency on behalf of the Government carried out a compulsory Diocesan wide Safeguarding Audit. An important part of that process involved completing and submitting a detailed audit of the safeguarding processes that are in place within this parish of St James' West End. Our adherence to both national and local policies, guidelines and recommendations, together with our records of safeguarding training and proof of compliance regarding relevant DBS applications were all reviewed. In order to meet all requirements it was necessary to introduce new 'Church and Hall' Hiring Agreements and to update 'Hall only' Hiring Agreements.

As Safeguarding Officer I have advised the Ministry Team and PCC of their mandatory training requirements, informed them that all paid workers must have a contractual agreement [which should be reviewed through regular appraisal] and that the national guideline is for ALL paid and volunteer workers to be given a role specification and/or job description including relevant safeguarding clauses. To assist the clergy and PCC a Safer Recruitment Resource File is now available to be followed when decision is made to employ either paid or voluntary workers. Key-holder declarations are actioned by clergy and church wardens whilst I ensure Self-declaration Forms and DBS applications are completed as required– it is essential that if DBS clearance is mandatory that a clear certificate is obtained prior active employment.

Parish safeguarding policies: Child Protection, Domestic Violence Awareness and Safeguarding Vulnerable Adults policies were readopted by PCC in September '17.

A new 'Policy Statement on the employment of ex-offenders' was drawn up, agreed by PCC and signed according to CofE recommendations. The 4 policies are available to be viewed by the public on church and hall noticeboards and via the church web-site.

Information sharing: there have been regular 'poster' displays with information leaflets and resources in church with matching articles in concurrent magazines.

Topics covered:

Keeping Children Safe On-line. Domestic Violence Awareness. What is Elderly Abuse?

New PCC requirement: in November I informed the PCC that because the PCC is a charity, and PCC members are by default the trustees of the charity, Winchester Diocese are now requiring that all churchwardens and PCC members have an Enhanced [without barred list information] DBS check.

Safeguarding = everyone's responsibility. Whilst the PCC hold responsibility for ensuring CofE policies are followed and are advised to appoint a safeguarding officer to act on their behalf, each and every one of us should always be committed to the safeguarding, care and nurture of all persons of any age who we are in contact with through our church community, its services and wider activities.

Carol Kidd - St James' Church Safeguarding Officer

## **ST. JAMES' CHURCH OF ENGLAND SCHOOL**

It is a great privilege to have a Church of England Primary school. This past year has seen our links continue to evolve and develop. As the PCC we are partly responsible for appointing Foundation Governors and Karen Wiseman has continued her excellent job as Chair of Governors (she has recently stepped down as chair but continues as a Foundation governor). Lisa Fletcher has also been one of our Foundation Governors but her term has recently come to a close.

Revd Thomas and Revd Linda continue to lead Collective Worship in school on a fortnightly basis. Linda also plans the Collective Worship for each term with the help of Andy Boyden, a staff member. We have also now hosted two prayer spaces in school which have been very well received, giving children and teachers the opportunity to reflect, think and pray about the world and people around them, about themselves and their response to beauty and to beyond (to God).

We are also delighted that Headteacher Michelle Marsh is very actively supportive of our Church School links and we continue to see the fruit of our intergenerational work with older members from the parish running a knitting club, and some offering to read with children and other ideas lined up for the future. We continue to host school services once or twice a term, as well as receive visits from year groups. This year we hosted the key Stage 1 and Key Stage 2 nativity plays and they were a sell out!

Having a faith school is a real privilege and the more we as a church can support the children, staff and governors, the richer and better will be the school as a place of learning and development underpinned by a Christian ethos.

## **ST JAMES' SOCIAL GROUP REPORT**

We continued to meet during 2017 when guests enjoyed the homemade teas and the chance to catch up on the local gossip and join in bingo, play word games or do quizzes, should they wish. From the arrival of the first guests there is always a happy buzz and smiling faces light up the hall. Sometimes we wonder if there is any need to provide any form of activity! The numbers did fall during the summer months and it was decided to have a break July to September. Everyone was active doing other things during this time! We resumed to find the numbers return to average which was good to see, and we will continue to provide this service as long as we are asked. The teas are open to anyone who would like an afternoon out. Please let people know of these events. Why not come along yourself?

Margaret Baker