



The Parish Church of St. James West End

Annual Report
of the Parochial Church Council
for the year ended 31st December, 2018

To be presented at the annual Meeting of Parishioners and the Annual
Parochial Church meeting to be held on Sunday 7th April 2019

PARISH OF ST JAMES WEST END

ANNUAL MEETING OF PARISHIONERS AND ANNUAL PAROCHIAL CHURCH MEETING

Sunday 7th April 2019
Following 11.00am Church Alive
12.00pm Meeting begins (Church Hall)

Slideshow – Review of the year 2018

ANNUAL MEETING OF PARISHIONERS

Agenda

1. Prayer
2. Apologies
3. Minutes of the Annual Meeting of Parishioners held on Sunday 15th April 2018.
4. Election of Churchwardens

ANNUAL PAROCHIAL CHURCH MEETING

Agenda

1. Minutes of the Annual Parochial Church Meeting held on Sunday 15th April 2018.
2. Matters arising
3. The Electoral Roll
4. Appointment of Auditors
5. Financial Statements of the Parochial Church Council for 2018
6. Annual Report 2018
7. Any other business of church or parochial interest
8. Election of 4 members of the Church to the Parochial Church Council.
9. Appointment of Sides persons (see below)
10. Pastoral Team for the year 2019-20 (see below)
11. To announce the date of the first meeting of the new Parochial Church Council

Sides persons to be appointed

Roger Aslett	Janet Edwards	Carol Kidd	Mary Turnham
Margaret Baker	Sue Fitch	Carolyn Langridge	Fiona Weston
John Bagley	Claire Glover	Debbie O'Brien	Patrick Whitbourn
Janet Barrett	Sheila Henry	Mike O'Brien	Helen Wiseman
Mary Blake	Brenda Holden	Rita Payne	Steve Wiseman
June Butler	Geoff Holden	Maura Knights	Jeanette Wilmshurst
Norine Connery	June Holloway	Ashley MacFarlane-Watt	Ian Wisley
Vera Dickinson	Chris Johnson	Sally Saunders	John Wood
Neville Dickinson	Christine Kelly	Bobbie Smith	Val Wood
Joan Earl			

Church Alive Welcomers

Jon Bagley	Janet Edwards	Geoff Holden	Patrick Whitburn
Suki Bhangal	Sue Fitch	Helen Jones	Helen Wiseman
Mary Blake	Sheila Henry	Christine Kelly	Steve Wiseman
June Butler	Brenda Holden	Sally Saunders	

Pastoral Team

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

PARISH OF ST. JAMES', WEST END

Minutes of the Annual Meeting of Parishioners
and the Annual Parochial Church Meeting
held on Sunday 15th April 2018 at 12.00pm in the Church Hall.

41 people recorded their attendance.

Prior to the meeting, Revd Thomas Wharton gave a review of the year, using pictures taken throughout the course of 2017. These included various concerts, services, the arrival of the Nave Altar, work to the kitchen and church hall, the introduction of the Youth Group and Christmas services including the very popular Christingle services.

Annual Meeting of Parishioners

1. **Revd Thomas Wharton opened the meeting with a prayer.**
2. **Apologies** were received from Enid Plowman, Steve Alexander and Janet Brill.
3. **Minutes of the Annual Meeting of Parishioners held on Sunday 30th April 2016.**
The minutes were agreed and signed as a true record.

4. **Election of Churchwardens for 2018-2019**

Janet Barrett was standing again as Churchwarden. Helen Wiseman was standing down, and there was one nomination for the vacancy, namely Scott Langridge. Janet Barrett was proposed by Sue Overell and seconded by Donna Matteucci, and Scott Langridge was proposed by David Forster and Margaret Baker. All at the meeting were in favour.

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 15th April 2018 at 12.15pm in the Church Hall.

Annual Parochial Church Meeting

- 1 **Minutes of the Annual Parochial Church Meeting held on Sunday 30th April 2017** 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 158. 42 of these live outside the Parish. There were 12 new names on the Roll and 3 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 undertaken this task for many years and are always fast and efficient. All were in favour.
- 5 **Financial Statements of the Parochial Church Council for 2017:** The accounts for the year 2017 were included in the Annual Report. David Forster highlighted the Financial Review information on page 10 which gave an overview of the accounts. Carol Kidd asked what our budget for receipts had been set at for the year 2018 and David replied that it was set at a deficit. Although this was only a budgeted figure it was certainly not an excuse to rest on our laurels, and that in 2017 income had been £143 less than in 2016. He thanked everyone present for their contributions; especially those who are able to Gift Aid their giving, and encouraged everyone to use the Parish Giving Scheme if at all possible, especially those who still complete envelopes for their giving. Thomas thanked David for producing a comprehensive set of accounts as usual, and for his continuous hard work as Treasurer. David proposed the accounts for 2017 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. He did not read out the individual reports but commented that they gave a great overall snapshot of our organisations and the contributions and gifts of those involved who work together to make us such a successful Parish; one that is alive and impacts on those outside the church as well as within. There had been quite a change over the past two years, and we had shown that we are a Parish that values Anglican liturgy and choral music, as well as introducing more creative and contemporary forms of worship, with growing congregations. The continuing success of our organisations such as HOPE, Stay and Play, and services including the evening services, encouraged the harnessing and development of talents.
Thomas thanked Graham, saying how he has made a wonderful contribution to life at St James and has uplifted music and created links, and that we will be sad to lose him later in the year.

Noel Becket was also thanked for his time in applying for grants and raising money to fund projects; new guttering, kitchen refurbishment and hall improvements among them. Although his term on the PCC had come to an end this year, Noel had agreed to carry on in the role of Buildings Officer and update the PCC as and when necessary.

Thomas mentioned the new lighting and audio-visual project, saying that we are stewards of a beautiful building and need to improve on our failing lighting and on the sound system that is now not adequate for current needs. Architects' plans and permissions are in place and a staged fundraising project needs to be agreed.

Thanks were also extended to the Ministry Team; to Linda, Carol, Brenda and Jan, to the choir, administrators, cleaning team, flower arrangers and all those who work behind the scenes.

Looking to the future, Thomas mentioned that as part of Eastleigh Deanery we would be revisiting our parish Mission action plan (pMap) from September, giving all an opportunity to review the success of our current services. We would continue to connect with other churches in our cluster, namely St Lukes and St Johns, and to grow links with our local schools, in particular with our own church school; being very fortunate that the Head teacher is keen to develop the connection.

On behalf of himself and Vessi, Thomas thanked everyone present for their continued support. Brenda Holden said that the meeting would also like to thank Thomas for everything he does, and there was much applause.

7 Any Other Business of church or parochial interest:

There was no further business.

8 Election of 5 members of the Church to the PCC

There were 5 vacancies to the PCC, (Scott Langridge becoming churchwarden creating one extra vacancy), and there were 5 nominations.

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

Nominee:	Proposed by:	Seconded by:
Steve Wiseman	Fiona Weston	Sarah Langridge
Christopher Badcock	Helen Wiseman	Steve Wiseman

The above named were unanimously voted onto the PCC for a second term.

- New Nominees this year

Sarah Langridge	Richard Gooding	David Forster
Barbara McDowell	Fiona Weston	Helen Wiseman
June Butler	Janet Edwards	Sue Fitch

The above named were unanimously voted onto the PCC.

9 Appointment of Sides persons:

Thomas thanked all those who gave their time to be part of the team of sides people and reiterated what a valued job they do. He mentioned that there may be a meeting in the near future to go over the very different roles tasks played by this group and the important part played in the life of the church.

The following were re-appointed as sides persons for the year:

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

Helen Wiseman asked that she and Steven Wiseman be included on the list. This was agreed and 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	

Carol Kidd thanked everyone involved and mentioned that it would also be good to have a male presence on the team; if anyone was interested to contact her or a member of the ministry team.

- 12 The date of first meeting of the new PCC will be Wednesday 16th May 2018 at 7.30pm in the Church.**

Thomas thanked all for attending, and closed the meeting with 'The Grace' at 12.50pm.

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 31st December 2018

Priest-in-charge:

Vacancy

Associate Priest

Reverend Linda Galvin

St James Church

Church Hill

West End

Southampton

SO30 3AT

Bank:

National Westminster

1 Romsey Road

Shirley

Southampton

Hampshire

SO16 4GT

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 2018 set out on pages 12 to 23.

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.

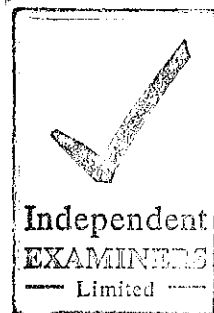
Independent examiner's statement

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: 6th March 2019

St James' Church, West End – Annual Report of the Parochial Church Council for the year ended 31st December 2018

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 3AT, OS grid reference OS 466 141. It is part of the Diocese of Winchester within the Church of England. The correspondence address is St James' Church, Church Hill, West End, Southampton, SO30 3AT.

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 – retired July 2018)
Associate Priest	Revd L Galvin	Vice Chair Chairman	(From July 2015) (From July 2018)
LLMs	Mrs B Holden Mrs C Kidd	Safeguarding Officer	(Retired from PCC April 2016) (From November 2016)
Wardens:	Mrs J Barrett Mr S Langridge	Vice Chair Deputy Vice Chair	(First elected 2015) (First elected 2018)
Representatives on the Deanery Synod	Mr D Forster Mr G Holden Mrs C Kidd	Treasurer and Gift Aid Secretary Safeguarding Officer	(Until APCM 2020) (Until APCM 2020) (Until APCM 2020)
Elected Members:	Mrs S Overell Mrs J Butler Mr J Wood Mrs F Weston Mrs D Matteucci Mr A Brooks Mr M O'Brien Mrs K Badcock Mr S Wiseman Mr C Badcock Mrs S Langridge Mrs B McDowell	PCC Secretary Health & Safety Officer	(Until APCM 2019) ¹ (Until APCM 2019) ¹ (Until APCM 2019) ¹ (Until APCM 2019) ¹ (Until APCM 2020) ² (Until APCM 2020) ¹ (Until APCM 2020) ¹ (Until APCM 2020) ¹ (Until APCM 2021) ² (Until APCM 2021) ² (Until APCM 2021) ¹ (Until APCM 2021) ¹

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

Electoral Roll Officer	Mrs M Baker
Buildings Officer	Mr N Becket

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 Associate Priest, Reverend Linda Galvin, 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 151 parishioners on the Church Electoral Roll, 42 of whom live outside the parish, as recorded on the roll on 31st December 2018. Church statistics for 2018 are listed on page 10.

Review of the year 2018

The full PCC met 6 times during the year with an average attendance of 87%. Committees met between meetings and notes of their deliberations were received by the full PCC and discussed where necessary.

The **January** meeting included reports under Buildings and Fabric that the new hall kitchen had been ready for use on time and was now all paid for. The hall heating system would be replaced with funds from Hall account. Grants had been obtained towards the new storage building and works to the south aisle roof were approved. Under Finance the general fund showed a shortfall of £1756.00 at the year end, mainly due to costs of recent surveys. After a year's trial retiring collections were deemed preferable to collection bags. Helen Wiseman was thanked for organising the successful sales of crafts at Winchester Christmas Market and the Christmas Fayre. Bank charges were payable because our receipts for the year were over £100,000, to be reviewed in December 2018. Permission was given for the Commonwealth War Graves Commission to fit a sign at the Old Burial Ground as part of the commemoration of 100 years since the end of WW1. A video about the new kitchen had been produced by Chris Badcock as part of the conditions of the grant awarded by Biffa. The Safeguarding Officer reminded the PCC about the completion of Enhanced DBS

check forms. It was agreed that sponsorship and donations should fund the history booklet proposed by the Friends of St James. The Site Strategy Group had held four meetings since its inception and a report had been drawn up. This discussion document would be sent to the DAC requesting their opinion on the suggestions. HOPE reported the success of events in 2017 and proceeds from the 2018 Lent Appeal and Good Friday collections would be sent to Toilet Twinning. It was agreed that David Forster and Mike O'Brien would be recommended for training on the BCM Worship Programme (Bishop's Commission for Mission), with costs covered, to learn the skills required to lead worship in the church and community. Helen Wiseman would be stepping down as Churchwarden from April. A Parish Quiet Day would be held at Old Alresford Place on 17th March. A Silver Wafer Box would be refurbished in honour of Pat and Mike Rayner's 60th Wedding Anniversary. There is a vacancy for a Foundation governor at St James School. Linda Galvin has become a Foundation Governor at Harefield School.

In **March** a reorganisation at Diocesan level may mean that the SSG report has not yet been read so it will be resent. Most of the new utensils for the hall kitchen had been purchased thanks to a very generous donation. A GDPR (General Data Protection Regulations) document had been circulated and a GDPR sub-group will operate, without referring to PCC for agreement on each decision. The PCC will register with the ICO as a Data Controller at a cost of £35 and the office of Data Protection Officer (currently Donna Matteucci) will be removed from the PCC as St James is not required to have one. The new storage shed outside the Vestry door was being built. A larger shed for flower arrangers would be purchased using the Flower Fund. Repairs to the South Aisle Roof had been completed. Noel's term on the PCC would come to an end at this year's APCM, but he was happy to continue as Buildings Officer. Outstanding items from the kitchen refurbishment had been fixed; the new boiler, heating system for the hall and hot water supply to the kitchen had been installed. Grant paperwork had been completed to enable the balance of funds to be received. All new PCC members must register with ENTRUST to enable us to apply for and receive Landfill Communities Fund (LCF) money. Gas pipes will be marked to comply with gas safety regulations. The faculty for the Lighting and AV Project has been issued and several companies invited to tender for the work. An outline of the project was given but it was strongly reiterated that without fund-raising this project will not go ahead. Volunteers are needed to form a fundraising committee. Finance – the Annual Report for 2017 was approved and signed. To end February 2018 receipts were slightly down over payments. Voluntary income was on budget to date. The Parish Giving Scheme now accounts for 67% of giving; 12% is by Standing Order, 6% via yellow envelopes and 15% via weekly envelopes and annual donations. The net cost of the Hall refurbishment to the Hall account in 2018 was £1894.00. Insurance costs were up slightly this year due to an increase in Insurance Premium Tax. It was agreed that David sets up Internet banking with Nat West in order to reduce charges. As this requires only one person to make payments a system for approval will be set up. Graham gave notice that his last Sunday service as Musical Director will be 22nd July, and organ cover has been arranged until end August. We will seek a full-time Musical Director, whose responsibilities would include development of the choir and recruitment. An additional budget will allow for the development of music at Church Alive and / or forming a singing group or training choir. A review of the services we offer will take place when we review our pMAP from September onwards. Safeguarding – new members of the PCC would need to undergo safeguarding checks. Friends of St James – a number of quotations for the proposed history book had been received and a budget of up to £800 was agreed for the production and printing, with a small group coordinating the project. HOPE had not met since the last PCC meeting but the recent Quiz night had raised £600. St James School – the vacancy for Foundation Governor would be filled by Nathan Goldsmith. A magazine article and welcoming service were suggested. Karen Wiseman was also voted for a further term as Foundation Governor. Communications - Chris Badcock told the meeting that he would be stepping down from the Communications group for at least a year, but would remain on the PCC. A banner advertising services other than Church Alive was being looked into by the Comms group. To date one nomination for Churchwarden had been received, and one for new PCC members. There were two PCC vacancies and two renewals this year. A date of 2nd June was set for the postponed Carers' Café. The PCC were encouraged to vote for a share of the West End Parish Council Participatory Budgeting Grant to buy two table tennis tables for the youth group. The meeting concluded with the Grace.

In **May**, at the first meeting of the PCC following the APCM, three new members were welcomed. Thomas had announced that he would be moving to Romsey as Vicar, and spoke about the interregnum and matters that need to be sorted out before he leaves. Appointments to the PCC were confirmed with the exception of Vice Chair which will be deferred until Linda has met with the Bishop in June. Both churchwardens were appointed deputy Vice-Chairs. The Standing Committee was appointed and includes both churchwardens. All GDPR contacts had been entered onto a database and sent an email or letter for consent. Stay and Play should come under the jurisdiction of PCC for data protection, health & safety and insurance purposes and the wording for a constitution was approved. Secure file storage for the vestry and a new post box on the hall wall were agreed. A lockable cabinet and the possibility of keeping accounts files in digital format was discussed. The Musical Director position had been advertised. Donna would be unable to undertake some of the increasing number of administration jobs for St James and a proposal for a new central administrator role would be put together. David explained that the current finance shortfall was mainly due to a payment for fees in respect of the lighting and AV project. Voluntary income was on budget. The ground work and base for the new storage shed had been paid for but the shed itself is not yet accounted for. Grants of £2,400 towards the project had been received. Bank mandate changes were approved. Tenders for the lighting and AV project had come in at double the anticipated budget and a meeting would be held on 30th May to discuss the breakdown of quotations. Wheelchair access via a portable ramp to the Lady Chapel and Chancel was agreed with a provisional budget. Garden waste bins from Eastleigh Borough Council were approved for the churchyard gardening and flower arranging waste. Costs and printing of the Friends of St James' history book had been agreed and an article requesting contributions has been included in the magazine. "Friends" events this year include an outing to support the choir in Portsmouth in July and a summer concert in August. Subscriptions are very low this year with no new members and a relaunch is planned. Safeguarding - all members are required to complete a Diocesan Self-Declaration and a Disclosure and Barring Service Application every five years. Safeguarding training to Foundation Level (C1) is mandatory for PCC and church officers. As the Parishioners At Lunch on Sundays (PALS) group had become so successful with at least 27 members it was agreed that it should come under the umbrella of the PCC, and a constitution was suggested and agreed. HOPE events have been very successful over the past couple of months with several more planned for July and later in the year. A change of benefiting charities (from Toybox to Doctors without Borders) was proposed and approved. New members are required for the Communications Group which has recently lost two members. Under any other business Linda Galvin was thanked for her contribution to the recent Novena of Prayer about which there had been many positive comments.

July - Linda Galvin will continue her ministry at St James' with a new licence as Associate Priest. She will also take on a new role as Chaplain at St James' school. Linda will be commissioned on Monday 24th September, and many congratulations were offered. This appointment means that Linda will also be Chairman of the PCC with the churchwardens as Vice-chair and Deputy Vice-chair. The churchwardens were to meet with the Archdeacon to discuss the Interregnum. An inspection of the vicarage would be made prior to the property being let during this time. Diocesan advice to let the Vicarage telephone number lapse would be followed. Linda's mobile number will be the main point of contact until a new incumbent is appointed. The interregnum will limit the possibilities of developing our PMAP this year, with concern over various target dates in the autumn; advice of the Area Dean would be sought. Donna advised receipt of over 100 completed GDPR forms. All newcomers are to be given a form to complete, and Stay and Play will complete new forms from September. A new lockable document safe is to be purchased. Myles Tyrrell has been appointed full time Musical Director and will also take on the Church Alive music role. Choir practice will change to a Wednesday. David Forster told the meeting that the current shortfall in finances was mainly due to pre-payments for the Lighting and AV project. Our Parish Share is up to date, and the Parish Giving Scheme continues to grow in numbers. Next year's Parish Share will be £62,397.00, an increase of 4.8% on this year's figure. Noel Becket updated the meeting on the progress of the Lighting and AV project. Main concerns included access to change the LED lights and the life-span of LEDs. We should aim to raise £250,000. Noel emphasised that no order was being placed at present and that there were many

discussions still to be had about the final systems. The PCC's concerns would be taken to the architect/adviser. The proposal to commit to the project being launched was agreed by the PCC and a fund raising committee will be essential. A budget for a Parish Administrator was agreed at six hours per week. Thomas reported on a recent meeting of the Trustees of the St James' School Trust Fund, which exists to support the school for any things that fall outside the normal education budget. Less interest had been shown in renewing membership of the Friends of St James this year. The Friends hope to be able to help the lighting and AV fundraising by focussing on a specific part of the project that fits their aims. The history book project will continue and contributions are still being sought. Carol assured the PCC that safeguarding during the Vacancy would continue as usual. The renewal of licences for Administration of Holy Communion from September 2018 for a further three years was approved. A proposal for a budget of £200 to purchase a new notice board for the Church Hall to display Stay and Play and Youth Group information was agreed and existing boards would be revamped to match. A 10 week Alpha course would be run from September, with a meal prepared for each session. Andrew Brooks has completed a course for a Personal Licence which will enable him to apply for Temporary Event Notices for St James for fundraising events. Finally the PCC were unanimous in thanking Thomas for leading us for the past five years, and wished him well for his new position as Vicar of Romsey.

September - Matters arising included approval of expense claims by Linda Galvin in her new role as Associate Priest and School Chaplain, and an update on the Parish Administrator vacancy. Under Interregnum notes from the meeting with Peter Rouch had been distributed. The profile team invited comments on the first draft of the Parish Profile and Role Description, prior to a follow-up meeting in October. A priest from the clerical registry would be used for midweek communion and the Diocese has agreed to pay for this. The Churchwardens would check if we are able to use the registry with no extra charges involved for all services if required, as we have paid our Parish Share in full. Linda had been advised that we should still work towards completing a draft of our pMap ready for the October Diocesan update and a temporary version to include all our achievements so far would be prepared. Under Finance a shortfall of £3404.00 was due mainly to costs of the Lighting and AV project, but these will be recoverable once the project is underway. Receipts are currently running above budget. At a recent churchwardens' meeting Scott had learned that giving seemed to have tailed off across the Diocese since the introduction of the Parish Giving Scheme, perhaps because many people had not revised the amounts that they give annually. David pointed out that due to bereavements and people moving away, our revenue would decrease by approximately £5,000 over the next year making Stewardship an important issue. Following a query, David explained that mission giving is recorded as zero as it comes under HOPE and does not form part of the general fund accounts. The bank has now dropped our bank charges and all those levied since December 2017 have now been repaid in full. A draft Reserves Policy, and set of figures to illustrate how it would work was approved and Geoff Holden would draw up a final policy to be finally approved at the next meeting. Further to various meetings the Lighting and AV project will now be headed up on the technical side by Steve Wiseman, and Noel Becket will be the fundraising chairperson. A request for a new Strimmer for use in the churchyard was approved. Approval was also given for the hedge between the churchyard and Elizabeth Court to be cut back to a manageable height by Craig Owton. Four Safeguarding policies were submitted for adoption for the coming year. Carol will send copies to the Diocese and copies to PCC Secretary for the minutes. It was confirmed that information about where to get help with child- and adult-safeguarding issues is available on our website homepage. The PCC reaffirmed that they are happy for Carol to carry on as safeguarding officer and she was again thanked for all her work. Two Prayer Initiatives were announced; Jane Castle and Betty Woods will attend Prayer Gym training, to enable them to support the church and community as Prayer Champions. Brenda Holden had initiated Quiet Spaces, a number of monthly small groups where up to 5 people could meet to pray and listen. Following Linda's magazine article about a letter from Mary Sumner, founder of Mothers' Union, to the West End MU in 1910, a request had been received from their archivist for the letter to be archived with other MU files. This was approved and the letter will be transferred to Winchester in due course. Forthcoming Events and Services were discussed including two Christingle services on Christmas Eve as last year. The rota through to January had been drafted. Under Any Other Business it was agreed

that Oaklands Nursing Home could identify St James' Church/Hall as their evacuation point. A hall booking request was discussed but it was agreed to seek more information on the requirements before responding.

November - Matters arising included thanks received from the residents of Elizabeth Court for recent work carried out on the hedges to make them lower and more manageable. The Mothers' Union Letter had been received at the MU Archives in Winchester. Parish Administrator – Kate Badcock had been offered the position and DBS and safeguarding checks would take place. Kate will shadow Donna for a while to learn the job. Interregnum - Following the section 11 meeting on 30th October our advert and role description had been submitted to the Diocese and the advert published in the Church Times and on line. The shortlist meeting date was 5th December. Finance – David Forster had prepared accounts prior to the meeting, showing a current shortfall of £3820.00. Fees Review - Following the Standing Committee meeting on 8th November the PCC approved changes to fees. Magazine advert prices to change next year and be discussed in September. David had prepared a budget sheet for 2019, and calculated that our voluntary income would fall by £6,000 over the next year leaving us with a deficit of around £17,000. Reasons including a decrease in the number of people who give on a regular basis, and fewer weddings. More fundraising is required, and a Christmas Market is booked for November 2019. Linda will prepare a leaflet with information on the budget and a stewardship group will be headed up by Geoff Holden and Mike O'Brien. The Reserves Policy drawn up by Geoff Holden was unanimously accepted. Safeguarding - All those required to complete level C1 safeguarding had done so, although higher levels would be introduced in the coming year, with a short refresher course every three years. Notes from HOPE had been distributed prior to the PCC meeting with a review of events so far this year. Proceeds from the HOPE Charity Christmas Card would be divided equally between the Society of St James, Breast Cancer Haven in Titchfield, the Salvation Army and Countess Mountbatten House. Future events include a Brunch in February, and a Quiz on 30th March. All Christmas events were booked and on the calendar. There will be no evening services on Christmas Day or on 30th December. Any Other Business - Geoff Holden had attended the latest meeting of Churches Together and reported on the major project of the delivery of welcome packs to the new local housing developments. Geoff had temporarily taken on the role of treasurer. The Christian Unity Service will be held at Hedge End Methodist Church at 3.00pm on 20th January 2019.

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

Church Statistics for 2018

(Previous year figures are recorded in brackets)

	2018	2017	2016	2015	2014	2013	2012
Baptisms	38	(34)	(34)	(39)	(47)	(46)	(29)
Confirmations	0	(7)	(0)	(0)	(4)	(0)	(0)
Weddings	15	(13)	(13)	(13)	(21)	(19)	(15)
Funerals & Burials	12	(15)	(15)	(17)	(19)	(12)	(15)

Sunday Worship - (Average attendance)

8.00am Eucharist	8	(10)	(9)	(11)	(8)	(9)	(9)
10.00am Sunday Service	(n/a)	(n/a)	(n/a)	(73)	(72)	(72)	(73)
Under 16s	(n/a)	(n/a)	(n/a)	(20)	(9)	(9)	(7)
10.00am Celebration - combined service, (previously First Sunday)	151	(83)	(74)	(69)	(77)	(76)	(73)
Under 16s	25	(10)	(9)	(12)	(9)	(9)	(10)
9.30am Parish Eucharist	77	(71)	(69)	n/a	n/a	n/a	n/a
Under 16s	6	(5)	(4)	n/a	n/a	n/a	n/a
11.00am Church Alive	46	(41)	(37)	n/a	n/a	n/a	n/a
Under 16s	10	(12)	(11)	n/a	n/a	n/a	n/a
12:30pm Holy Baptism	109	(123)	(178)	(123)	(120)	(115)	(130)
6.30pm Evensong	19	(21)	(18)	(27)	(16)	(24)	(24)
Prayer & Reflection	8	(10)	(6)	(8)	(6)	(9)	(8)
Informal Worship	13	(14)	(11)	(13)	(12)	(12)	(17)

Other

Home Communion per month	53	(45)	(35)	(22)	(25)	(34)	(37)
Easter Communicants	162	(159)	(134)	(136)	(133)	(115)	(143)
Christmas Communicants	159	(187)	(168)	(134)	(116)	(117)	(121)
Christingles (total)	798	(864)	(756)				
Wednesday Eucharist	8	(9)	(6)	(5)	(6)	(8)	(7)
Seasonal Children's Workshops	41	(48)	(49)		(44)	(52)	(56)
Under 16s included	25	(26)	(32)	(25)	(26)	(31)	(31)
Schools services average number	495	(272)	(159)	(468)	(580)	(580)	(606)

Financial Review:-

General Fund

In 2018 our voluntary income slightly increased by 1.9% over the previous year. Church Activity revenue was lower by £ 738 mainly due to a decrease in Parochial fees of £532 and slightly less income from trading. Activities for generating funds were £1,850 more than in 2017 due to another successful Christmas Tree festival and Carnival Barbeque.

Our total income in 2018 was £ 2,412 higher than in 2017.

At the end of 2018 we had 53 members giving regularly through the Parish Giving Scheme (PGS) which was the same figure as at the end of 2017.. We would still like to encourage any of our members who haven't joined this scheme to please consider doing so, especially those who use the yellow gift aid envelopes on a regular basis. We still also have a small number of donors who give via previous giving schemes.

Our general costs (church activities cost) in 2018 were £ 96,082, £ 10,113 more than in 2017. This was mainly due to £ 3,300 for lighting/AV project consultancy and £ 7,401 for Architects fees relating to that project. Our Parish Share increased by 7% to £ 59,492.

The overall result in 2018 meant that £ 10,490 was taken from reserves.

We face another tough financial year in 2019 with a budgeted shortfall of £17,000. If there are any of you who haven't considered an increase in your giving recently then please consider doing so.

Hall Account

The 2018 church hall letting fees slightly increased over 2017. During the year we received grants of £ 2,800 from Hampshire County Council for the kitchen refurbishment along with £ 5,456 from Veolia for refurbishments in the main hall. In addition grants of £ 2,400 were received towards the storage shed project. All these projects are now complete.

Our hall account shows a deficit of £ 2,121 for the year, mainly due to the hall account contributing £ 3,129 to the storage shed project.

Restricted Account

Financial transactions for The Friends of St.James', the Social Group, the Flower Fund , the Organ Fund and the HOPE Committee are all recorded through this account.

The Parochial Church Council would like to thank you all for your generous support again during 2018.

Approved by the PCC on 19/03/2019 and signed on their behalf by Revd Linda Galvin
(PCC Chairman)

Signed:



Date: 19.3.19.

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

Statement of Financial Activities

For the year ending 31 December 2018

	2018						2017
	General Fund	General Fund	Hall Fund	Restricted Account	Fees account	Consolidation adjustment	Total Funds
	Unrestricted funds £	Designated funds £	Designated funds £	Restricted funds £	Restricted funds £	(see note 14) £	Total Funds £
<u>INCOMING RESOURCES</u>							
Voluntary income	69,712	0	11,556	1,165			82,433
Church activities	12,709		8,419	3,357	30,227	-10,442	44,270
Activities for generating funds	5,599			2,887			8,486
Income from investments	19		17	7			43
TOTAL INCOMING RESOURCES	88,039	0	19,992	7,416	30,227	-10,442	135,232
<u>RESOURCES EXPENDED</u>							
Church activities	96,082	0	22,113	5,678	29,502	-10,442	142,933
Costs of generating funds	1,997			169			2,166
Governance costs	450						450
Charitable activities	0			2,551			2,551
TOTAL RESOURCES EXPENDED	98,529	0	22,113	8,398	29,502	-10,442	148,100
NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS	-10,490	0	-2,121	-982	725	0	-12,868
<u>Transfers between funds</u>							
None	0	0	0	0	0	0	0
Brought forward as at 1st January 2018	23,339	8,539	12,521	11,842	1,889	0	58,130
Carried forward as at 31st December 2018	12,849	8,539	10,400	10,860	2,614	0	45,262
Note:- A full analysis of the individual accounts are found on pages:	14	14	15	16	17		

West End PCC of St.James'

Balance Sheet as at 31st December 2018

	General Account	General Account	Hall Account	Restricted Account	Fees Account	2018 Total Funds	2017 Total Funds
	Unrestricted Funds £	Designated Funds £	Designated Funds £	Restricted Funds £	Restricted Funds £	£	£
<u>Monetary Assets</u>							
Bank Current Account	2,692	0	1,282	1,139	2,614	7,727	13,627
Bank Liquidity Account	10,157	8,539	9,118	9,721	0	37,535	44,504
Total Monetary Assets	12,849	8,539	10,400	10,860	2,614	45,262	58,131
<u>Debtors (See page 18)</u>							
HMRC Charities Tax claim -4th Qtr 2018	857					857	1,332
Church Hall Letting fees			208			208	83
Organist fee due from undertaker						0	65
HCC grant for Kitchen refurbishment						0	2,800
Winchester DBOF - Quinquennial Fees	1,067					1,067	0
Total Debtors	1,924	0	208	0	0	2,132	4,280
Total Current Assets	14,773	8,539	10,608	10,860	2,614	47,394	62,411
<u>Creditors (see page 18)</u>							
Independent Examiner fee	480					480	450
Payments due to Missions				587		587	375
Wedding deposits					2,614	2,614	1,954
Organ blower/humidifier servicing invoice						0	454
Church hall security deposit			50			50	50
Total Creditors	480	0	50	587	2,614	3,731	3,283
NET CURRENT ASSETS	14,293	8,539	10,558	10,273	0	43,663	59,128

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'

General Fund - Receipts and Payments Account (Unrestricted & designated funds)

For the year ended 31 December 2018

	2018		2017	
	£	£	£	£
<u>Receipts</u>				
<u>Voluntary income</u>				
Planned giving - gift aided	39,696		37,419	
Gift aid envelopes - one offs	3,409		3,495	
Income tax recovered on gift aided giving	12,809		11,986	
Planned giving - non-gift aided	4,461		4,373	
Collections at services	5,825		6,759	
Collections at Pathfinders	105		67	
Grant - from West End PC	155		319	
Donations	3,124	69,584	3,881	68,299
<u>Church activities</u>				
Parish magazine sales & advertisements	3,199		3,317	
Parochial fees	6,963		7,495	
Heating fees	809		812	
Video fees	75		50	
Coffee bar sales	659		577	
Trading (Books, Bands, Traidcraft commission) See note 3	1,132	12,837	1,324	13,575
<u>Activities for generating funds</u>				
Christmas tree festival 2018	3,927		0	
Christmas Fayre 2017	0		1,798	
Winchester Craft market 2017	0		700	
Carnival barbeque	1,507		1,251	
Other	165	5,599	0	3,749
<u>Income from investments</u>				
Bank Interest		19		4
TOTAL RECEIPTS		88,039	85,627	

Payments

<u>Church Activities</u>				
Diocesan parish share	See note 4	59,492		55,573
Churches Together/Deanery Synod subs		30		105
Clergy expenses	See note 5	1,116		1,114
Ministry team training costs		206		0
Church running expenses - Insurance		2,934		2,827
Church running expenses - gas & electric	See note 6	5,313		5,142
Church maintenance		1,812		481
Upkeep of services		1,787		1,253
Upkeep of churchyard		602		858
Photocopier & paper costs		1,392		1,387
Lighting/AV project consultancy & Architect fees	See note 7	10,701		8,457
Organist & relief organists	See note 5	4,910		4,810
Choir & music		655		794
Support costs - admin & stationery	See note 8	2,272		936
Support costs - parish administrator		260		0
Support costs - Pathfinders		210		189
Children & Families outreach work		566		1,175
Communications		55		175
Pmap initiatives		352		375
Catering supplies		350		318
Quinquennial inspection cost - to be recovered		1,067	96,082	0
<u>Costs of generating funds</u>		1,997	1,997	964
Fundraising costs	See note 9			964
<u>Governance costs</u>				
Account examination fees		450	450	450
TOTAL PAYMENTS		98,529	87,383	

EXCESS (-SHORTFALL) RECEIPTS OVER PAYMENTS

-10,490 -1,756

Bank Account as at 1 January 2018 / 2017

31,878 33,634

Bank Account as at 31 December 2018 / 2017

21,388 31,878

Balance represented by: Unrestricted funds

12,849 23,339

Designated funds

8,539 8,539

21,388 31,878

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

Church Hall - Receipts and Payments Account (Designated funds)

For the year ended 31 December 2018

	2018		2017	
	£	£	£	£
<u>Receipts</u>				
<u>Church activities</u>				
Hall letting Fees	8,419		8,135	
Security Deposits	<u>0</u>	8,419	<u>50</u>	8,185
<u>Voluntary income</u>				
Donations	900		87	
Grants for kitchen refurbishment	2,800		36,267	
Grants for general refurbishments	5,456		21,825	
Grants for Storage shed	<u>2,400</u>	11,556	<u>0</u>	58,179
<u>Income from investments</u>				
Bank Interest		17		2
Total Receipts		<u>19,992</u>		<u>66,366</u>
<u>Payments</u>				
<u>Church activities</u>				
<u>Church Hall running costs</u>				
Gas	1,064		858	
Electricity	707		857	
Water Rates	522		340	
Insurance	326		314	
Performing Right Licence	195		156	
Refuse collection service	357		317	
Sundries	1,159	See note 10	124	
Building repairs & maintenance	100	See note 11	835	
Cleaner	1,429		1,056	
Cleaning Materials	201		155	
Refund security deposit	0		50	
Kitchen refurbishment costs	0		45,589	
General refurbishment costs	10,524		18,381	
Storage shed cost	5,529		0	
Bank Charges	<u>0</u>	22,113	<u>10</u>	69,042
Total Payments		<u>22,113</u>		<u>69,042</u>
Excess(-shortfall) Receipts over Payments		-2,121		-2,676
Bank Account as at 1 January 2018 / 2017		12,521		15,197
Bank Account as at 31 December 2018 / 2017		<u>10,400</u>		<u>12,521</u>

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

Restricted Account - Receipts & Payments (Restricted Funds)

For the year ended 31 December 2018

	2018		2017	
	£	£	£	£
<u>Receipts</u>				
<u>Voluntary income</u>				
Donations - Building & Fabric	90		1,125	
Donations - Project Aurora	160		0	
Donations - Flower Fund	195		128	
Donations - HOPE work	350		407	
Donations - Friends of St.James' (subs)	300		370	
Donations - Friends of St.James'	10		9	
Income Tax recovered on Gift Aid-Friends donations	60	1,165	57	2,096
<u>Church activities</u>				
Fees - Organ fund	910		910	
Fees - Flower fund	1,530		1,360	
Music fund - Portsmouth Cathedral coach trip	430		0	
Social Group receipts	487	3,357	390	2,660
<u>Activities for generating funds</u>				
HOPE committee events	2,367		2,212	
Fundraising event for HOPE (Seder meal)	151		0	
Friends fundraising events	369	2,887	1,243	3,455
<u>Income from investments</u>				
Bank interest		7		1
TOTAL RECEIPTS		7,416		8,212
<u>Payments</u>				
<u>Church Activities</u>				
Building & Fabric - transfer donation to general a/c	500		0	
Friends of St.James' - Nave Altar	0		4,937	
Friends of St.James' - Garden bins	135		0	
Social Group - cost of events	431		353	
Social Group - transfer of surplus to PCC general a/c	56		37	
Flower Fund - cost of flowers etc	2,945		1,490	
Organ Fund - organ tuning & repairs	677		339	
Organ Fund - humidifier servicing & repairs	454		0	
Music Fund - Coach hire for Portsmouth choir trip	480		0	
Childrens work - refurb. Childrens corner	0	5,678	355	7,511
<u>Fund-raising trading costs</u>				
Hope - fundraising costs (Seder meal)	104			
Friends of St.James' fundraising costs	65	169	106	106
<u>Charitable Activities</u>				
HOPE - payments to mission partners & charities (See note 12 for details)		2,551		2,934
TOTAL PAYMENTS		8,398		10,551
Excess (-Shortfall) Receipts over Payments		-982		-2,339
Bank account as at 1 January 2018 / 2017		11,842		14,181
Bank account as at 31 December 2018 / 2017	(Note 13)	10,860		11,842

West End PCC of St.James'

Fees Account - Receipts and Payments (Restricted Funds) (see note 14)

For the year ended 31 December 2018

	2018 £	2017 £
<u>Receipts</u>		
<u>Church activities</u>		
WDBF (Priest Fees)	5,741	6,699
Priests Travel fees	185	316
PCC Fees - General	6,963	7,495
PCC Fees - Heating	809	812
PCC Fees - Video	75	50
PCC - Wedding deposits collected	10,664	8,210
PCC Fees - Organ Fund	910	910
PCC Fees - Printing service sheets	65	15
PCC Fees - Flower Fund	1,530	1,360
Organist Fees	2,245	2,100
Verger Fees	1,040	1,080
TOTAL RECEIPTS	30,227	29,047
<u>Payments</u>		
<u>Church activities</u>		
WDBF (Priest Fees)	5,741	6,699
Priests Travel fees	185	316
PCC Fees - General	6,963	7,495
PCC Fees - Heating	809	812
PCC Fees - Video	75	50
PCC Fees - Organ fund	910	910
PCC Fees - Printing service sheets	65	15
PCC Fees - Flower Fund	1,530	1,360
Organist Fees	2,180	2,165
Verger Fees	1,040	1,080
Wedding deposits redeemed	9,914	8,196
Cancelled wedding deposits trf to PCC	90	200
TOTAL PAYMENTS	29,502	29,298
Excess (-Shortfall) Receipts over payments	725	-251
Bank account as at 1 January 2018 / 2017	1,889	2,140
Bank account as at 31 December 2018 / 2017	2,614	1,889

West End PCC of St.James'

Analysis of Debtors 31/12/18

General Account

HMRC Charities -Tax recoverable on Gift aided donations - 4th quarter 2018	857.29
Winchester DBOF - Quinquennial Inspection fee claimed - Dec 2018	1,067.04
	<u>1,924.33</u>

Hall account

2018 hire invoices:-

Invoice 18/079 dated 08/12/18 - Zumba/Fitsteps	112.00	
Invoice 18/082 dated 08/12/18 - 4th West End Guides	64.00	
Invoice 18/087 dated 10/12/18 - Zumba/Fitsteps	32.00	
	<u>208.00</u>	
		<u>208.00</u>

Total Debtors as at 31/12/18

2,132.33

Analysis of Creditors 31/12/18

General Account

Independent Examiners Ltd - Fee for 2018 review	480.00
	<u>480.00</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 2019	587.13
	<u>587.13</u>

Fees account

Advance Wedding Deposits 2019-2021	2,614.00
	<u>2,614.00</u>

Total Creditors as at 31/12/18

3,731.13

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

For the year ended 31 December 2018

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 £ 175,419.77 (£208,054.88 - 2017) 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>2018</u>	<u>2017</u>
Traidcraft commission	£ 13	£ 17
Childrens activity mornings	£ 128	£ 106
Hire of church for concerts	£ 588	£ 834
Copying service revenue	£ 40	£ 15
Votives	£ 348	£ 306
Other	£ 15	£ 46
<u>Total</u>	<u>£ 1,132</u>	<u>£ 1,324</u>

4. Diocesan Parish Share

The 2018 parish share of £ 59,492.04 was paid in full. There was an increase of £ 3919.00 compared to 2017. For 2018 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	£ 0 for expenses of office	(£ 80 in 2017)
Revd. L.Galvin	£ 1,116 for expenses of office	(£ 1,034 in 2017)
Mr.G.Kidd	£ 2,205 for Director of Music fees	(£ 3,605 in 2017)

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>2018</u>	<u>2017</u>
Gas	£ 3,191	£ 2,572
Electricity	£ 2,122	£ 2,570
Total	<u>£ 5,313</u>	<u>£ 5,142</u>

7. Payments made for Lighting/AV project

	<u>2018</u>	<u>2017</u>
Digital Terrain survey	£ 0	£ 1,740
Chris Reading Associates (Lighting/AV)	£ 3,300	£ 6,717
Architect fees	£ 7,401	£ 0
Total	<u>£ 10,701</u>	<u>£ 8,457</u>

8. Support Costs – Administration & Stationery

	<u>2018</u>	<u>2017</u>
Stationery/Printer ink	£ 140	£ 196
Postage	£ 43	£ 81
Storage boxes	£ 95	£ 78
Weekly & Gift aid envelopes	£ 112	£ 43
Other	£ 0	£ 25
Dropbox/website costs	£ 0	£ 79
Vestry fridge	£ 0	£ 62
Wifi	£ 246	£ 270
Gratuity/gifts	£ 40	£ 60
Document safe	£ 527	£ 0
Magazine graphics	£ 0	£ 42
Mail box	£ 35	£ 0
Data Protection registration	£ 35	£ 0
Vicar advert cost	£ 999	£ 0
Total	<u>£ 2,272</u>	<u>£ 936</u>

9. Fundraising trading costs

	<u>2018</u>	<u>2017</u>
Carnival barbeque	£ 467	£ 520
Winchester Christmas Market	£ 0	£ 39
Christmas Tree Festival	£ 1,337	£ 0
Gazebo	£ 0	£ 137
Christmas Fayre	£ 0	£ 268
Purchase of tables	£ 192	£ 0
Total	<u>£ 1,996</u>	<u>£ 964</u>

10. Church Hall Sundry costs

	<u>2018</u>	<u>2017</u>
Kitchen Equipment **	£ 807	£ 0
Kitchen shelves	£ 102	£ 0
Heating trunking	£ 90	£ 0
Key cutting	£ 28	£ 24
Kettle (2018) Teapot (2017)	£ 33	£ 19
Sanitary bins	£ 39	£ 30
Dishwasher service	£ 0	£ 43
Coat hooks	£ 32	£ 0
Misc	£ 28	£ 8
Total	<u>£ 1,159</u>	<u>£ 124</u>

(**donation of £ 800.00 received against this)

11. Church Hall building repairs & maintenance

	<u>2018</u>	<u>2017</u>
Light bulbs	£ 0	£ 52
Gas heater repairs	£ 0	£ 168
Re-varnish floor	£ 0	£ 540
Heating repairs	£ 100	£ 0
Miscellaneous	£ 0	£ 19
Tap repairs	£ 0	£ 56
<u>Total</u>	<u>£ 100</u>	<u>£ 835</u>

12. Analysis of payments made to Missions partners and Charities from Restricted funds

	<u>2018</u>		<u>2017</u>
The Salvation Army	£ 0	The Salvation Army	£ 156
The Society of St.James'	£ 122	The Society of St.James'	£ 114
Safe Families for Children	£ 475	Safe Families for Children	£ 0
Crisis UK	£ 0	Crisis UK	£ 141
Fledge	£ 0	Fledge	£ 80
Toilet Twinning (Lent appeal)	£ 753	Toilet Twinning (Lent appeal)	£ 0
WDBOF -Companion Links (Conf)	£ 0	WDBOF -Companion Links	£ 310
Magic Breakfast	£ 0	Magic Breakfast	£ 700
Toybox	£ 475	Toybox	£ 700
Red lipstick Foundation	£ 50	Red lipstick Foundation	£ 433
St.Lukes Church	£ 50	St.Lukes Church	£ 0
West End Lunch Club	£ 50	West End Lunch Club	£ 50
23rd Itchen North Scouts	£ 50	23rd Itchen North Scouts	£ 0
Hedge End Street Pastors	£ 122	Hedge End Street Pastors	£ 0
Revitalise	£ 122	Revitalise	£ 0
Dementia Friendly Hampshire	£ 122	Dementia Friendly Hampshire	£ 0
West End local History Society	£ 0	West End local History Society	£ 50
Brendon Care	£ 0	Brendon Care	£ 50
Abby's Heroes	£ 0	Abby's Heroes	£ 50
Families First	£ 0	Families First	£ 50
Scratch	£ 0	Scratch	£ 50
Leighside Care Home	£ 160	Leighside Care Home	£ 0
<u>Total</u>	<u>£2,551</u>	<u>Total</u>	<u>£ 2,934</u>

In addition during 2018 St.James' paid directly into the bank accounts of: Christian Aid £ 362.54 collected during Christian Aid week and £ 277.00 at the Christian Aid lunch, the Children's Society £ 899.17 collected at our Christingle services, £ 365.86 from the Children's Society home boxes and £ 112.06 collected the Children's Society bake and brew event. That's a total of £ 2016.63 on top of the figure shown above. The funds collected from the 2018 Charity Christmas card (£383.00) will be shown in the 2019 accounts.

13. Analysis of Restricted Account balance

<u>Balance by fund:-</u>	<u>2018</u>	<u>2017</u>
Building & Fabric	£ 2,841	£ 3,243
Project Aurora	£ 160	£ 0
Friends of St.James'	£ 2,603	£ 2,063
Flower Fund	£ 959	£ 2,179
Missions/HOPE	£ 587	£ 375
Music Fund	£ 700	£ 750
Organ Fund	£ 3,010	£ 3,232
<u>Total</u>	<u>£ 10,860</u>	<u>£ 11,842</u>

14. 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.

15. 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.

16. Reserves policy

The PCC has now adopted a formal policy on reserves which is: "St.James' Church West End aims to keep uncommitted net financial assets in the range between the equivalent of 3 and 6 months average routine costs and promises to take corrective action within 3 months if uncommitted net financial assets fall outside these limits."

Receipts and payments are reviewed on a bi-monthly basis by the PCC.

17. 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.

Associate Priest's Report and 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)

Report from the Associate Priest (in absence of a Vicar)!

I have been asked to prepare this report, looking back on all that happened in 2018. However, the first thing I would like to do is to offer thanks for all those who have played an active role in working for and supporting the church. No doubt I will inadvertently omit some things and someone, but I personally am grateful for everyone who is part of the whole family of St James' and have greatly appreciated your support in the latter part of the year.

This has been a year of changes and yet throughout it we have continued to offer meaningful and beautiful worship as well as forging greater links with the communities around us, both through being welcoming and outward looking.

Over the year we held a variety of concerts, which kicked off in January with the Northwood String Orchestra and Flautissimo, then a chance to Come and Sing as well as come and listen to the Glee Club, Southampton Choral Society and Bella Armonia amongst others. Many of these were the brainchild of our then Music Director Graham Kidd, who moved on in July to ventures new in Portsmouth Cathedral, where we went on a trip to the seaside and also to sing Evensong in July. We welcomed Myles Tyrrell as our new Music Director in September and under both these Directors music has flourished.

In February, St James' Youth group went do-nutting - which was a painful experience for some! Fun and challenges are always a mark of the group, which emerged in September as Ignite under the new leadership of Cathy Laird assisted by Helen Rooms, Jan Barrett and yours truly.

February also saw the beginning of our Lent course, Lentwise. However, learning more about the Christian faith also saw Alpha being run at St James' for the first time and this has led to several people going forward for Baptism and Confirmation in 2019.

The snowdrops for the Candlemas service at the end of January gave way to the real stuff at the beginning of March, which brought snow which came and went over the course of the month, but didn't stop us having fun making snow angels and snow men.

April was fairly quiet after a joyful Easter, when we had celebrated in (many and varied) styles the Passion, death and resurrection of Jesus. Certainly, everyone's contribution to the Easter season was immense. Another role that carries much responsibility is that of the Churchwardens, and in May, Jan Barrett and Scott Langridge were sworn in at Romsey Abbey. Thanks for undertaking this role must also go to Helen Wiseman who stepped down this year.

June brought the barbecue season, on a grand scale at West End Carnival. It was all hands to the pump with both the cooking and the serving and again we managed to sell out of food. This link of being in the local community was also echoed in our outreach to Saint James' school, where in July we set up School Prayer spaces. A fairly labour intensive few hours each day (so thank you again all of you who helped) but it is rewarding when you have brought a sense of the spiritual and of God to over 400 young people and staff.

In August we said farewell to Thomas as he moved onward to become the Vicar of Romsey Abbey. This bittersweet occasion saw us giving thanks for the tremendous amount of work that he had achieved and the friendship and leadership he had offered in his five years at St James'. We wished him and the family well as they set out on a new pathway with God.

Having been signed off from my Curacy in May, I felt called to remain at St James' as an Associate Priest, as well as taking on the new role of School Chaplain at Saint James' Primary School. My licensing service was memorably led by Bishop Jonathan and made extra special by my commissioning by the children of Saint James' school.

October brought us our vibrant and colourful Harvest Festival, but we also saw the licensing of David Forster and Mike O'Brien at a wonderful service in Winchester Cathedral to recognise our new Bishops' Commission for Mission (BCM) Worship Leaders. They have already begun to extend their skills to lead us more in worship and may God continue to bless them in their ministry.

Our intergenerational work continued in November with an invite to the Inspire Peace Tea Party Concert hosted by Saint James' Primary school, where we were entertained by songs, drills and memories inspired by the end of the First World War, which commemorated its centenary this year. It culminated in a Remembrance Day Service which was attended by hundreds of members of West End's community.

Of course, December was, as ever, interspersed with an awesome set of services leading up to us celebrating our Lord's birth at Christmas, and this year there was the added bonus of a Christmas Tree Festival to bring cheer and excitement to the season. A massive vote of thanks to all who had a hand in organising it.

The interregnum has brought its own set of challenges, but nothing is ever dependent on one person, more accurately it is managed by teamwork. When that team is as large and as varied as ours is, it is impossible to single out individuals. However, there are a few that need to be mentioned who haven't been mentioned already. Thanks go to Brenda and Carol, who help keep the worship and pastoral side in good order; to Enid and her team of servers, and the Sacristan team; to Noel, mighty wielder of a screwdriver and grant application pen; to the choir; to Sue our PCC secretary and all members of the PCC, to Eileen and Margaret heading up refreshment and cleaning teams, to Donna who has kept us all on track with magazine and website; to David and his financial wizardry; to Steve who keeps us safe; to Kate as our Parish Administrator and to Chris (and Carol) as our reps in the interregnum process; to Fiona and the HOPE committee and to all who fundraise; to our children who are the present and the future of our church, and most of all to you [insert name here] for being part of the Journey.

God bless you all

Linda

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

The church and churchyard are generally in good order and we extend our grateful thanks to the dedicated teams of people who do so much to keep the church and its grounds looking so clean and tidy.

We extend our thanks to Noel our Buildings Officer who has done a great job keeping everything in good working order and well maintained, here is what the log book shows as work undertaken over the last year.

- February: New hall heating installed including a new boiler, new radiators in the toilet and storage area and 4 new heaters in the hall, which has made the hall much more comfortable for people using the facilities, this work was carried out by Heating Global Ltd.
- March: Several broken roof tiles replaced over the south aisle, work completed by Abbott Roofing.
- May: New storage room erected to the east of the garden store, work undertaken by Beaconsfield Builders.
- September: Central heating in the church and church hall serviced by Ashville
Hidden gullies cleared by Noel and Scott.
New notice board on the north side of the hall.
Gate post erected at the end of the west path.
- October: Hall drains checked and cleared by the Buildings officer.
Quinquennial survey by Louise Bainbridge.
- November: Choir vestry fan heater replaced and the clergy vestry storage heater repaired by Remy Electrics.
- December: Lower gutters and downpipes cleared and checked by Noel.
Fire extinguishers serviced by Classic Fire and all portable electrical appliances PAT tested.

Project Aurora has been launched to raise funds for our much needed sound and vision upgrade to enable our thriving church to continue to grow and serve the community, Thank you Noel for getting it off the ground. The first few events have proved to be successful but we have a long way to go. There are several ways you can support us and details can be found at www.stjameswestend.org.uk/Aurora

Thank you for your continued support

Scott Langridge & 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 will always be interested in new volunteers.

During the year, a booklet containing details of all the churches in the area and also other useful community information has been produced by the Group for delivery to residents of all new housing completions including those in West End. The largest development at the moment is the one at Boorley Green which is proceeding rapidly. A number of teams have been set up to do the delivery and positive reactions have been received on the doorstep. Monthly prayer meetings are being held to support this initiative.

Other events organised or assisted by the Group include carol singing in Hedge End, Good Friday walks of witness and Christian Aid collections at retail sites. The Group also received presentations on "Life Matters" and "Eco church" during the year.

Geoff Holden

DEANERY SYNOD REPORT

Elected members: David Forster, Geoff Holden and Carol Kidd

In 2018 there were 3 meetings of Eastleigh Deanery Synod

Meetings concentrated on:

- prioritising Cluster Working in alignment with dMap targets
- updating with regard to Parish Share allocation and payment
- considering how proposed and actual new build developments within the deanery will need review of and redistribution of ministry resources
- advice on preparing and updating pMaps

There are 4 Clusters within Eastleigh Deanery.

St James' West End together with St Luke's and St John's Hedge End form a Cluster within the southern parishes. The Clusters are the way in which the Deanery Synod has agreed to devolve its business to better and more effectively "empower the parishes".

Deanery Synod Standing Committee directed all Clusters to have discussions on implementing joint working and sharing of resources in order for the deanery to effectively deliver and live out the Eastleigh Deanery dMap in preparation for a review of pMaps in 2019.

Our Cluster met twice during 2018; each get-together was attended by Revd. L Galvin with members of our Ministry Team & Deanery Synod reps. Notes from the Cluster meetings were fed back to Deanery Synod as part of an information sharing process and also reported to PCC.

In addition to the routine Synod meetings Revd. Linda Galvin, Church Warden Scott Langridge, David Forster and Carol Kidd attended an evening organized by Eastleigh Deanery regarding updating pMaps. Chaired by the Archdeacon of Bournemouth, the Venerable Revd. Peter Rouch with diocesan speaker the Revd. Phil Dykes there was opportunity to join in workshops, view a presentation and ask questions pertinent to our parish 'in vacancy' situation.

Carol Kidd on behalf of St James' Church Deanery Synod Representatives

FLOWER ARRANGERS REPORT

2018 "Oh what a year" - January began with an afternoon tea and concert, so we themed the flowers and filled three-tier cake stands, tea cups and milk jugs in pink and lilac pastels, a first for us. We then went on to Lent using only greenery, and used the time they were not being used to renovate some of the pedestal stands ready for the busy year ahead.

For Mothering Sunday we added the ever faithful daffodils, promising spring and new beginnings, and then March was upon us and the start of the wedding season - seventeen in all. We met some lovely brides and grooms, each couple with particular requests, which we tried to fulfil. In August we arranged for weddings on Thursday, Friday, Saturday and Sunday with colours of pinks, creams, yellow, red and orange! Other church festivals, Whitsun / Pentecost saw displays of cream roses, white chrysanthemums and gypsophila. For the Patronal Festival we used hydrangeas from the churchyard and delphiniums with sea lavender and scallop shells and had some very good feedback.

At Harvest we decided to go big and bold and filled every windowsill, the choir stalls, both fonts, the pedestals, swags and the Lady Chapel with big beautiful sunflowers, along with wheat and gerberas in red, cream and orange, and not forgetting the mice which the children now look forward to finding and counting.

Then in November we had the very poignant anniversary of 100 years since the end of the First World War. To mark this we displayed knitted poppies flowing down either side of the altar, and in front of the altar the

words "Lest We Forget" in red gerbera. Each windowsill display included barbed wire with candles, poppies and ivy. Around the back font we made a field of poppies, laurel, ivy and wooden crosses, each one with the name of every young man who lived in West End village who had lost their life, with the words "I Vow to thee my Country".

We ended the year with the grand finale of the Christmas Tree Festival, plenty of trees - but we went and got some more for the windowsills. Garlands and swags were colourful with baubles, which had taken days to sort out so that everything had an assortment of colours.

A big thank you to all the flower team; including new members this year Jenny, Sheila and Jane. Thank you to everyone who also comes whenever they can - and we always need more help. And thank you to everyone who raids their gardens week after week for the greenery and when desperate raid the golf course or the dentist surgery garden or the woods (with permission of course). Thanks also to Margaret Baker for her supply of eucalyptus and Enid at Christmas for the fir tree branches. So roll on 2019 with many challenges ahead - Project "AURORA" for one and of course the Flower Festival - the flower team will be there!

Lyn Spratt

FRIENDS OF ST JAMES

Committee: up to 8-10 persons including:

The Vicar, a Church Warden plus a minimum 2 x PCC members plus up to 4 others.

*Aim: 'To promote the historical & architectural heritage of the church; to raise funds for maintaining the buildings & fabric of St James' Church, Hall & grounds; to broaden contacts between St James' congregation & the wider parish'

Committee Meeting 5th June 2018:

Thomas thanked the group for past efforts & whilst acknowledging it is good that at St James' Church so many different events are being organized by more people from various named church groups & external group bookings as well as 'keen' individuals it leaves little room on calendar for Friends of St James' fundraising opportunities.

Subsequently those present decided that in order to allow 'space' for fundraising towards the AV proposals the 'Friends' activities would be restricted and curtailed to:

- Continuing the history book project
- Encouraging subscriptions whilst holding back from planning any particular Friends events to allow all to concentrate on major AV fundraising
- Asking PCC to consider how the 'Friends' might support the wider project by fundraising towards a specific part of Project Aurora that fits the 'Friends' constitutional aims*

Actual Fundraising and Outreach by the 'Friends' in 2018 included:

Lent: Come & Sing' Stainer's Crucifixion

July: Coach Trip and tour of Portsmouth Cathedral where support was given to St James' Choir who were leading and singing Choral Evensong

August: Music for a Summer Evening Concert' by Bel Armonia

Ongoing: Collection of items/photos for a 'new' / updated St James' Church history book for production & sale 2019/2020

Friends Subscription members at 31st December 2018 = 30

Friends total Balance in account at 31st December 2018 = £2602.80

I extend many thanks to all who continue to support the Friends financially or practically; through helping behind the scenes, coming along to events or simply paying the £10 annual subscription, thank you for your time & enthusiasm. Your help is very much appreciated.

It is hoped that there will be sufficient ongoing interest for the Friends of St James' Church to continue to play a part in the fundraising & essential outreach of our church; however the need to rebuild the committee to full strength, including a review of chairmanship, together with a realistic decision on the feasibility of the 'Friends' in light of other fundraising initiatives will need to be taken by the PCC in 2019.

Carol Kidd, Chair of the Friends of St James' Church

HOPE COMMITTEE ANNUAL REPORT

H HOME
O OVERSEAS
P PARTNERSHIP
E EDUCATION

HOPE have enjoyed another year of fun and fundraising to raise monies and awareness for our chosen charities, Safe Families for Children, Toybox, Médecins Sans Frontières, Countess Mountbatten Hospice, Society of St James' Salvation Army, Breast Cancer Haven, St Luke's Breakfast Club, St James' Lunch Club, Red Lipstick Foundation, 23rd Itchen North Scouts and Leighside Care Home.

Events started in February with a Sunday Brunch, followed by a Family Quiz in April, Harvest Lunch in September and Charity Christmas Card in December.

The Lent Appeal this year helped provide clean water and sanitation for families in some of the poorest places on the planet.

The Children's Society benefitted from funds raised at our two Bake and Brew events together with collections from box holders and Christingle services and Christian Aid from a lunchtime event and envelope collections.

We also enjoyed taking part in the Christmas Tree Festival in December.

A total of £4701.99 was raised and distributed as follows:

Countess Mountbatten Hospice	£95.75
Society of St James	£95.75
Salvation Army	£95.75
Breast Cancer Haven	£95.75
St Luke's Breakfast Club	£50.00
St James' Lunch Club	£50.00
Red Lipstick Foundation	£50.00
23rd Itchen North Scouts	£50.00
Toilet Twinning	£753.00
Leighside Care Home	£160.00
Safe Families for Children	£550.00
Toybox	£300.00
Médecins Sans Frontières	£250.00

Children's Society	£1466.45
Christian Aid	£639.54

As always, my thanks go to the Committee for their hard work and all those who support our events in so many ways.

Fiona Weston

MUSIC

Since coming to St. James in September, I've found these past 6 or so months have flown by! We are beginning to make inroads with St. James Church school choir and strengthening our ties there, as we are hoping to keep getting more children singing in our front rows as the year progresses. We've had singers from the New Music Makers, the West End Singers and other local choirs join us for our various special services; notably our Advent and Epiphany carol service, where the choir sang a wonderful rendition of the Nunc Dimittis from Stanford's evening service in G, and a wonderful plainsong setting of the O Magnum Mysterium sung around the altar.

The choir has been pushed hard both musically and linguistically this year, singing plenty of unaccompanied 4 part music, often in Latin and at a fair speed, a challenge to which I believe the choir has risen well to! In addition to this, a fair bit of new repertoire has been introduced and our library is looking very healthy, having now been digitally catalogued over the course of a week. Sadly we lost two choir members this year, Mike and Pat Rayner, two very highly valued members of the choir that I've learnt much about from my predecessor and members of the choir, and I know that they will be greatly missed.

The organ is in the process of being listed on the National Pipe Organ Register (one more way of putting St. James on the map!) and we've made new links with the Southampton Art and Health Forum. Furthermore with the beginning of the Aurora Project, the inaugural concert was a great success, with players from all over Southampton coming together to help us kick-off this fundraising project with some fantastic music. I'd like to thank Asuka Tsuchiya, Anna Robinson, Tom Price, John Brenchley and George Smith for their time and talent helping to raise a fantastic £594.65 to kick-start the fundraising.

The musical team has also been hard at work; our Church Alive musicians and our team of organists have been invaluable - I'd like to thank Craig Lawton, John Dover and Ashley Macfarlane-Watt for helping out and keeping the ship running, especially often at short notice!

I'm looking forward to what the next 6 months brings, and I'd particularly like to thank Linda, Carol, Kate, the churchwardens, the choir and various members of the congregation for their support, patience and advice as I've found my feet here at St. James.

Myles Tyrrell

PATHFINDERS and CHILDREN'S WORK REPORT

Pathfinders continue to meet regularly and our aim is to encourage children to explore our Christian faith and gain a deeper understanding of the stories in the Bible. We use resources taken from Roots and each session includes a reading, craft, prayer and activities, we use the same activities in the children's area of the Church Alive services.

Our Easter and Christmas Activity mornings continue to prove popular attracting both regular and new children from across the parish to explore the story through a variety of activities. We also ran our Light Party in October which is an event for families to attend together and share in a variety of activities set up in the church and the opportunity to eat hot dogs or burgers, jelly and cakes.

The year ended with our extremely popular Christingle services 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 all ready to participate in the Christmas story before we lit the Christingle candles and the lights dimmed - a lovely start to Christmas celebrations.

I would like to thank 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) Cost £1.50

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, who pay a weekly cost of £1.50. The group is run by volunteers and is aimed to be non-profit making. However, we do aim to keep within our budget. We usually make a small amount of profit 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, after money used for our annual outing, we have been able to give the church an offering for their chosen charity. We aim to carry approximately £50 onto the start of the new school calendar year. We will assess how much money we have in June 2019, and hope to be able to donate again to the St James chosen charity.

We are now paying a weekly payment of £10 to St James Church for use of the church hall and facilities. We have raised our weekly parent / carer contribution to £1.50 to help cover this cost.

For 2019 we again aim to put £200 (which will use left-over funds raised from our weekly sessions) towards an early summer trip for the Stay and Play group to Manor Farm, Hamble. This was a great success last year.

We have also put in a grant claim to the local council, if we receive a grant we hope to replenish some of the badly worn toys and equipment. Any grant money received would be paid initially into the PCC account as we do not have our own bank account. We will keep a careful account / receipts of any money spent using grant money.

Penny Beeby – Group organiser

SAFEGUARDING REPORT

All Ministry Team, PCC members, Parish Officers and Deanery Synod Representatives:

- have completed DBS application and hold clear certificates
- have been instructed to complete on-line C0 & C1 national safeguarding training
- all those in a role requiring additional training have been asked to attend C2 &/or C3 training

Pastoral Team members, Stay and Play leaders and helpers, Children's and Youth workers and the Musical Director have all been assessed and where deemed applicable both Self-declaration forms and DBS applications have been completed.

In September the PCC reviewed and adopted the following revised:

1. Child Protection Policy
2. Policy on the Safeguarding of Vulnerable Adults
3. Church Policy on Domestic Abuse
4. Policy Statement regarding Ex-Offenders

St James' Church web-site has been updated with details of the above policies plus links to Local, Diocesan and National Safeguarding resources including The Survivor Trust; ChildLine; IDASH [integrated domestic abuse service for Hampshire] and Action on Elder Abuse helplines. Copies of all the parish Policies are on church and hall noticeboards.

The PCC have received links and been advised to familiarize themselves with the newest report published by the C of E and the outcome of the recent review of historical cases.

Rev. Linda Galvin and the Church Wardens have worked closely with myself to ensure best practice safeguarding measures have continued to be maintained during the ongoing parish vacancy. Jackie Rowland [Diocesan Safeguarding Lead] and Leighton Thomas [Safeguarding support worker] have visited the parish.

The Ministry Team, Church Wardens and PCC take safeguarding seriously and are committed to ensuring the safety of children, young persons and vulnerable adults who have contact with St James' Church through services and/or activities.

Safeguarding is everyone's responsibility: If anyone is ever concerned that there is a safeguarding issue remember it is your responsibility to: RESPOND – REPORT – REFER

Carol Kidd - St James' Church Safeguarding Officer

ST. JAMES' CHURCH OF ENGLAND SCHOOL

It is a great privilege to work in a Church of England Primary school and to be in a position where close links can be developed between the school and church. This past year has seen our links continue to evolve and develop. As the PCC are partly responsible for appointing Foundation Governors, Karen Wiseman has continued her excellent job. Nathan Goldsmith has also been appointed as one of the Foundation Governors.

Revd Linda has been appointed as the school chaplain and she now works within the school for one day a week. During this time she works with groups of children, has further developed the spiritual garden and supports the well-being of the staff. She has become an integral part of the team and does an incredible job of uniting the church and school communities.

Revd Linda continues to lead Collective Worship in school on a weekly basis. Linda also plans the Collective Worship for each term with the help of Andy Boyden, a staff member. We are now going to be developing child-led collective worship. The church now host two prayer spaces in school annually 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 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. It is the schools hope to further develop the relationship with the community. The focus will be on the work with older members of the community and also on mental health and well-being. The church continue to host school services once or twice a term, as well as receive visits from year groups. This year the church hosted the Key Stage 2 nativity plays and it was a sell out!

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

ST JAMES' SOCIAL GROUP REPORT

Another year has gone by. We are now into our 13th year of bringing the parishioners of St James together. Numbers have been slightly down but we still manage to cover our expenses, which includes paying for the hall, with our charge of £3.50 per tea. The guests are very appreciative of the chance to get together and chat. There is always some form of word game, puzzle or quiz to get the grey matter working and forming a starting point for a conversation! But the guests are happy just to be out of the home and in company of others. The teas, held once a month from February to November, are open to anyone, whether living in the parish or not. We regularly have visitors from Testwood and Hedge End. Contact numbers may be found in the magazine or on the posters on notice boards.

We look forward to seeing new faces in 2019. .

Margaret Baker

PASTORAL TEAM REPORT 2018

Team: Carol Kidd [coordinator], Brenda Holden, Enid Plowman and Margaret Ball.

Assisted by: Betty Wood, Maura Knights, Sally Redfearn and Joan Earl.

Recognising our clergy colleagues' expansive and expanding workload, during 2018 pastoral team members have worked closely with Revd. Thomas Wharton and Revd. Linda Galvin to provide support through a wide range of pastoral care from congratulations to condolences, from contact with pre-school and baptism families to visiting the elderly and/or lonely.

Brenda, Enid and I take Home Communion to those restricted to their homes due to ill health and we share with Linda in distributing the Reserved Sacrament to Care Homes.

2018 Easter and Christmas cards were delivered to those regularly receiving Home Communion or unable to attend church due to illness. Cards were sent to all baptized in 2017 together with an invitation to come to church to celebrate their first baptism anniversary.

A 'Carer's Café' was held in the hall. Attendees appreciated the breadth of information available however it is clear that should this initiative be repeated a venue more central to West End would benefit people from the wider community.

During the period of vacancy we began to review support for bereaved families and assisted in the preparation and organisation of the annual 'Special Lives' service.

We look forward to introducing our new Vicar to all who we serve. Aware that pastoral care requires an evolving vision we are keen to work together with our new incumbent to review current achievements and discern new ways ahead including ongoing training for existing team members and reaching out to others who God might be calling to join us.

Carol Kidd