



# The Parish Church of St. James West End

Annual Report  
of the Parochial Church Council  
for the year ended 31<sup>st</sup> December, 2019

To be presented at the annual Meeting of Parishioners and  
the Annual Parochial Church meeting

## **PARISH OF ST. JAMES', WEST END**

Minutes of the Annual Meeting of Parishioners  
and the Annual Parochial Church Meeting  
held on Sunday 7th April 2019 at 12.00pm in the Church Hall.

32 people recorded their attendance.

Prior to the meeting, a slide show was shown with a review of the year, using pictures taken throughout the course of 2018. These included every aspect of St James, including various concerts, services, group activities outside ventures, Thomas' departure and Linda's Licencing, as well as the Christmas Tree Festival.

### **Annual Meeting of Parishioners**

1. **Revd Linda Galvin opened the meeting with a prayer.**
2. **Apologies** were received from Noel Becket, Jeanette Wilmshurst, John Wood, Rita Payne and Janet Brill.
3. **Minutes of the Annual Meeting of Parishioners held on Sunday 15th April 2018.**  
The minutes were agreed and signed as a true record.
4. **Election of Churchwardens for 2019-2020**  
Janet Barrett and Scott Langridge were standing again as Churchwardens. There were no other nominations for Churchwarden. Janet Barrett was proposed by Steven Wiseman and seconded by Carolyn Langridge, and Scott Langridge was proposed by Sue Fitch and Barbara McDowell. 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 7th April 2019 at 12.15pm in the Church Hall.

## Annual Parochial Church Meeting

- 1 **Minutes of the Annual Parochial Church Meeting held on Sunday 15th April 2018** were unanimously accepted as correct and signed as a true record.
- 2 **There were no Matters Arising.**
- 3 **The Electoral Roll:** The Electoral Roll Officer, Margaret Baker, reported that the newly revised Electoral Roll currently stood at 127. 35 of these live outside the Parish. Anyone attending the meeting who was not on the Electoral Roll was not permitted to vote in any of the proceedings.
- 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. They have undertaken this task for many years and are fast and efficient. All were in favour.
- 5 **Financial Statements of the Parochial Church Council for 2018:** The accounts for the year 2018 were included in the Annual Report. David Forster highlighted the Financial Review information on page 11 which gave an overview of the accounts. We had spent more in 2018 but this was partly due to fees relating to Project Aurora which would be recouped back to the General Account once fundraising had reached a successful level. David thanked everyone present for their contributions; especially those who give regularly via the Parish Giving Scheme. He encouraged those not yet using the scheme to sign up for it. Carol Kidd asked how much our Parish Share would be for 2019, David answered £62,400, an increase of £3,000. The projected deficit in the budget was in part sadly attributable to parishioners who had given generously in the past either passing away or moving out of the area. Linda thanked David for producing a comprehensive set of accounts as usual, and for his continuing hard work as Treasurer. David proposed the accounts for 2018 and all were in favour.
- 6 **Annual Report:**  
**The Report of the Proceedings of the Parochial Church Council** was shown on pages 5 – 10 of the Annual Report. There were no questions.

**The Associate Priest's Report and Reports from Churchwardens and other organisations** were detailed from page 24 of the Annual Report onward. Linda said that she had written her report focussing on a month-to-month basis and it showed how much we had achieved despite Thomas' leaving having thrown us onto an unexpected path. We had also said goodbye to Graham and welcomed Myles in his stead but none of these changes had caused us to stand still and everyone present had helped in some way during the Interregnum. The individual reports reflected how much hard work had been put in by our various organisations over the year.

Linda also wished to say a huge personal thank you for all the support she had received during the year and Barbara McDowell stood to say that everyone present was unanimous in thanking Linda for everything she has done, and there was much applause.

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

Carol Kidd gave an update to the parishioners on the appointment of Revd Vicky Maunder and said that we are all looking forward to welcoming her to St James'. Vicky was ordained in 2003 in Winchester and served at Swaythling Parish and St Peter's Eaton Square before moving to become Team Vicar at Kingston-upon-Thames. She is married with three young daughters and she and her family will move into the Vicarage during May. The Collation Service will be held on Tuesday 25<sup>th</sup> June.

## **8 Election of 4 members of the Church to the PCC**

There were 4 vacancies to the PCC, and 5 nominations.

*Coming to the end of their first term of three years, standing for re-election:*

Nominee:	Proposed by:	Seconded by:
<b>June BUTLER</b>	<b>Rita Payne</b>	<b>Joan Earl</b>
<b>Sue OVERELL</b>	<b>Carol Kidd</b>	<b>Joan Earl</b>
<b>Fiona WESTON</b>	<b>Sue Overell</b>	<b>Kate Badcock</b>
<b>John WOOD</b>	<b>Maura Knights</b>	<b>Barbara McDowell</b>
New Nominees this year	Proposed by:	Seconded by:
<b>Jane CASTLE</b>	<b>Janet Barrett</b>	<b>Hazel Moore</b>

As there were more nominees than vacancies, a ballot was held, with numbered voting slips. Ballot papers were counted by Associate Priest Revd Linda Galvin and checked by the Churchwardens.

The result of the ballot was that June Butler, Jane Castle, Sue Overell and Fiona Weston were elected to the PCC.

John Wood would be advised of the result and thanked for all that he had previously contributed to the PCC

## **9 Appointment of Sides persons:**

Linda thanked all those in the team of sides people and praised them for job they do.

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

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

## **Church Alive Welcomers**

The following also play an invaluable role in welcoming people into St James and were also thanked:

Jon Bagley  
Suki Bhangal  
Mary Blake  
June Butler

Janet Edwards  
Sue Fitch  
Sheila Henry  
Brenda Holden

Geoff Holden  
Helen Jones  
Christine Kelly  
Sally Saunders

Patrick Whitbourn  
Helen Wiseman  
Steve Wiseman

**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:

Carol Kidd  
Brenda Holden

Enid Plowman  
Maura Knights

Joan Earl  
Margaret Ball

Betty Wood

**12 The date of first meeting of the new PCC will be Tuesday 14th May 2019 at 7.30pm in the Church Hall.**

Linda thanked all for attending, and closed the meeting with 'The Grace' at 12.45pm.

**Signed**.....

**Dated**.....

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

## **Annual Report**

**and**

## **Statement of Financial Activities**

**of the**

## **Parochial Church Council**

Registered Charity No 1132863

For the year ended 31<sup>st</sup> December 2019

### **Vicar:**

***Reverend Vicky Maunder***

St James Church  
Church Hill  
West End  
Southampton  
SO30 3LA

### **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

# **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 2019 set out on pages 12 to 24.

### 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: 9th March 2020

# St James' Church, West End – Annual Report of the Parochial Church Council for the year ended 31st December 2019

## Administrative Information

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

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:

Vicar	Revd V Maunder	Chairman	(From June 2019)
Associate Priest	Revd L Galvin	Vice Chair Chairman	(From July 2015 – May 2018) (From July 2018 – June 2019)
LLM	Mrs C Kidd	Safeguarding Officer	(From November 2016)
Wardens:	Mrs J Barrett Mr S Langridge	Deputy Vice Chair 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 Mrs J Castle 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 2022) <sup>2</sup> (Until APCM 2022) <sup>2</sup> (Until APCM 2022) <sup>1</sup> (Until APCM 2022) <sup>2</sup>  (Until APCM 2020) <sup>2</sup> (Until APCM 2020) <sup>1</sup> (Until APCM 2020) <sup>1</sup> (Until APCM 2020) <sup>1</sup>  (Until APCM 2021) <sup>2</sup> (Until APCM 2021) <sup>2</sup> (Until APCM 2021) <sup>1</sup> (Until APCM 2021) <sup>1</sup>

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 Vicar Revd Vicky Maunder, 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 127 parishioners on the Church Electoral Roll, 34 of whom live outside the parish, as recorded on the roll on 31st December 2019. Church statistics for 2019 are listed on page 10.

### **Review of the year 2019**

The full PCC met 6 times during the year with an average attendance of 81%. Committees met between meetings and notes of their deliberations were received by the full PCC and discussed where necessary.

The first meeting of 2019 was held on the 15th January in the Church Hall. Apologies were noted and minutes of the previous meeting approved. An update was given on the Vacancy by the PCC representatives Carol Kidd and Chris Badcock, with details of the interview process and timetable of events. Parishioners would not be able to meet with the candidates on an informal basis. Any appointment made would be announced at Sunday services on 3rd February. Under Finance - David Forster had prepared end of year accounts. All debts due to us had been paid. Mission figures were detailed in the annual report. Monies raised to date for Project Aurora were shown on the Balance sheet under Restricted Accounts. Work on a stewardship drive was in hand. Thank You letters for PGS and other donations would be sent out. It was agreed to trial a card reader in church for receipt of one-off donations at events and Sunday collections. Those wishing to make regular donations are encouraged to join the PGS scheme. Building and Fabric – recommendations from October's Quinquennial survey would be actioned in due course. Temporary lighting

above the choir stalls was approved. ENTRUST – all PCC members at the meeting completed forms to enabling us to remain an Environmental Body (EB) for grants from the Landfill Communities Fund (if available). Project Aurora – we had not signed up to any of the contractors yet. Project Aurora Fundraising – the launch concert had been attended by over 70 people and raised over £700. A Fundraising planning meeting was planned. Online donation pages been set up, with any other ideas welcome no matter how small. £383 was raised by the HOPE charity Christmas card to be distributed equally to the four agreed charities. Lent Appeal monies would be donated to Christians Against Poverty (CAP). A brunch and Quiz night were planned. There would not be a summer event but Harvest Lunch would be held in October. £899.17 from Christingle Services and £365.86 from home boxes had been raised for the Children's Society. A display for the HOPE hall noticeboard was being produced. Forthcoming Events and Services for the year included services and fundraisers planned to date. Any Other Business - Rev Peter Houghton, introduced by Bishop would be taking a few of our services during the interregnum.

The meeting held on Tuesday 19th March 2019 commenced with congratulations to Sarah and Scott on the birth of their baby daughter. Under matters arising from the previous meeting David Forster advised that our current reserve is around 4 months. Carol Kidd gave an update on the vacancy, advising that Revd Vicky Maunder had accepted the position of Vicar at St James and her collation service would be on Tuesday 25th June. Many thanks were extended to all those involved in the vacancy process especially Carol and Chris. Accounts to the end of February showed a shortfall of -£2541 receipts over payments; slightly better than budget. Parish Share had been paid in full. David introduced the Annual Report for 2018 to the PCC, including the Independent Examiner's report. This was proposed and all were in favour; it was duly signed by Revd Linda Galvin. The Buildings and Fabric report included repairs to the West Door glass and the donations box, rectification of a minor fault with one of the church boilers and a small leak in the accessible toilet. The wood block floor in the north aisle had been repaired and lead flashing and repointing of some areas of the roof would be carried out. A faculty for the removal of the green sanctuary curtains was agreed. PCC members were reminded of their responsibilities regarding Safeguarding and that information must be prominently displayed in church and on the website. The new Stewardship Group had met and the difficulties of promoting Stewardship during the interregnum and with Project Aurora in progress were highlighted. Thank you letters to regular givers would be sent out in May; the Legacy Leaflet drafted in 2017 will be updated. The promotion of the church hall as a resource for raising church funds will be included as a future agenda item. David and Carol had attended the latest Deanery Synod meeting, where finances, progress of pMaps, new housing at Stoneham Park, Ecumenical Twinning, and cluster working had been discussed. The PCC agreed to support a Student Ambassador project proposed by the Diocese. Project Aurora: A further quote for the Lighting and AV Design and Specification had been received, but funds were needed before further proposals were evaluated by the architect as this would incur additional charges. The initial meeting of the fundraising committee held on 22nd January reported that a total of approximately £21,850 had been raised to date, which includes a very generous anonymous donation of £20,000. Noel was looking into grants, but many required at least 30% of funds to be raised before we could apply. The PCC agreed that charging a small cost to cover heating and lighting for the project would discourage those who are putting such an effort into fundraising. The idea of a "200"Club put forward by Linda was approved. A new magazine editor was urgently required. A new content based online website, which would be able to be edited by more than one person, was agreed. Geoff Holden wished to step down as Churches Together Representative. A new Foundation Governor for St James' School was needed to replace Nathan Goldsmith, who had resigned the position due to work commitments. The funding of a defibrillator for the church was discussed. St James was working towards our first award as an Eco-church and the building of a Bug Hotel was approved. A HOPE Update was given including quiz night and Christian Aid week and lunch. £250 will be sent to each of the main charities (Safe Families for Children and Médecins sans Frontières). Forthcoming Events included services plus HOPE and Project Aurora fundraisers, the Deanery Confirmation Service which this year would be held at St Paul's Bursledon.

The PCC Meeting on Tuesday 14th May 2019 was held in church, welcoming new PCC member Jane Castle and those who had been re-appointed at the APCM. Committee appointments were confirmed, including the Standing Committee which Revd Vicky Maunder would automatically join following her collation. Jane Castle and Hazel Moore would become joint representatives for Churches together. Previous meeting minutes were approved. Invites were being sent out to Revd Vicky Maunder's collation and the Vicarage was ready for occupation. Under Finance we were on track with finance with Parish Share payments up to date. Voluntary income was down as expected. A charge had been set for personal use of church stationery and copier. Donations were also down, but depend very much on events and circumstances. £558 had been received via the My Donate website. Concerns were raised over running Project Aurora alongside general fundraising for church expenditure. A Patronal festival concert in July and our Christmas Market would be in aid of church funds. The disposal of 12 years of old accounts paperwork using a professional company called Shred It was approved. Better advertising of the hall and facilities should be looked at in depth once Vicky is in post. The possibility of installing a landline into the vestry which would give a good internet connection in both church and hall was discussed, with funds coming partly come from the hall account. Safeguarding reviews continue to take place across the diocese and a poster will be displayed in church. The links for self-assessment safeguarding will be resent. Confirmation of the receipt of notification of the change of address to the Church Office for GDPR purposes has been received. A report from the recent Project Aurora meeting listed planned projects to date. BT My Donate will be replaced by an ethical fund-raising platform with no charges called "Wonderful". A review of the plans for the lighting and AV system will be required before any tenders are accepted. Website and Magazine - Donna was investigating using Wordpress. No interest had been shown in the position of Magazine editor and it needed to be re-advertised. Jane Castle had produced a set of notes from the Churches Together meeting in May, when events across the various communities had been discussed. A novena of prayer for Thy Kingdom Come would start following Ascension Day. Street Pastors, Healing on the Streets and Welcome Packs for Newcomers were proving of interest. Names had been put forward for a Foundation Governor for St James' School but nothing further had been heard to date. Scott had produced a set of notes on Open Church but it was decided to leave a final decision until Revd Vicky Maunder is in post. A final call for the return of HOPE Lent boxes had been made. Forthcoming Events and Services - the Archdeacon's Visitation would take place at Romsey, with Scott and Jan being presented as Churchwardens.

The PCC met on Tuesday 16th July 2019 with 16 members present to welcome Revd Vicky Maunder. She opened the meeting with a prayer and introduced herself, thanking Linda Galvin for her Chairmanship of the PCC during the Vacancy. Minutes of the previous meeting were agreed as a true record and signed. It was agreed that Scott Langridge continue as Vice-chair. David Forster reported that 12 years of accounts records had been shredded as agreed. A retiring collection at the St James Day Patronal Festival service would be held in aid of General Funds, with plans to hold a Gift Day to be made at a later date. Under Finance a deficit for the six months to end June was showing as -£4392.00. We were on track with income against budget and Parish Share payments for the first six months of 2019. Income from the PGS scheme was steady. There was also more expenditure, ie Parish Administration and Musical Director. Project Aurora funds stood at £28,244 at the end of June; there was a boost of £552 from the Nautical Event concert and raffle, so we were nearing a milestone of £30,000. The projected deficit for end of year for the General Fund was -£4159.00 but David was hopeful that this would not be the case. Rev'd Vicky made her first Vicar's Report. Peter Haughton, who took a couple of services during the Vacancy, was keen to do so again. The re-introduction of singing the Sursum Corda at Parish Eucharist was agreed and it was suggested that the music be added to the Service booklet. A balanced mix of hymns should be sung with not too many settings "new" to the choir and congregation at one service. It was also mentioned that at the 9:30am service some of the congregation would enjoy the newer hymns sung at Church Alive. As both Vicky and Linda had been Deacons before they were ordained as priests, they had agreed that at services one would lead with the other assisting. Vicky would give herself time to settle in and an opportunity to hear the views of others before preparing a new pMap for St James. Recent Building and Fabric works had included checking the lightning conductor and looking for quotes on small external repairs. The church architect had approved

filling the cracks and redecorating the West Wall (behind the altar), now that the curtain had been removed. This work could be done ahead of Project Aurora. Permission to fell the dead tulip tree in the churchyard and other quotes for tree work needed to be obtained. All relevant Safeguarding information on our website had been updated. PCC members were reminded that DBS level C0 and C1 online training should be undertaken and refreshed every 3 years. The Project Aurora Fundraising committee would meet during the summer to discuss forward planning for events in 2020. Churches Together carnival outreach and delivery of welcome packs to new homes had been very successful. There was still no progress on a Foundation Governor for St James' School. Harefield are also looking for foundation governors. Carol reported the difficulties in maintaining interest in the Friends of St James while Project Aurora was running. The HOPE Quiz Night in March had raised £334 and the Lent Appeal in aid of Christians Against Poverty plus the Seder meal made £195.80. Christian Aid Week collections (envelopes in church) plus the Lunch totalled £504.95. Donations had been sent out to this year's chosen charities. Dates for forthcoming PCC meetings were agreed.

The next meeting of the PCC was held on Tuesday 10th September 2019. Revd Vicky Maunder opened the meeting with a prayer, apologies were heard and the minutes of the previous meeting in July were agreed and signed as a true record. The East Wall had been painted and thanks were recorded to Noel and his team. Under finance a deficit for the eight months to end August was showing as -£5059, which was more encouraging than that recorded in July. It was agreed to reconvene the Stewardship Group with Mike, Geoff, David and Vicky to have an initial meeting. The application for a church Credit Card was approved. A Vision morning was proposed, for which a facilitator would be required. An initial planning meeting would be held. Use of the church and hall by Mar Thoma church for regular monthly Bible Study sessions were agreed along with charges. Further discussions would be held on the admission of children aged 7 upwards to receive Holy Communion; this is encouraged in the Diocese. Myles Tyrrell's proposal of using a new mass setting by Margaret Rizza during Advent and Lent was agreed in principle as long as the choir was in agreement and the music not too complicated for the congregation to learn. An organ scholarship\* for Asuka Tsuchiya was approved provided that funding was obtained. Safeguarding issues were discussed at length in respect of Open Church, along with other issues which may affect volunteers. It was agreed to seek DAC permission for the installation of security fixings for the lectern and two large candlesticks. It was agreed to move the coffee tables towards the rear of the Church and to make those socialising in the church between services more aware of the start time of Church Alive. To shorten the Parish Eucharist would be difficult but the length of time spent sharing the Peace could be curtailed. The choir will still process the long way out after the 9:30 Eucharist but the Vestry prayer will be said in the choir vestry. Safeguarding Policies were reviewed and approved with all policies available via church website and church and hall noticeboard. Donna Matteucci was thanked for all her work on the new website. The suggested increases in advertising costs in the magazine as discussed at the Standing Committee Fees review in November 2018 were agreed. Carol Kidd wished to hold a small committee meeting to discuss the future of the Friends of St James. HOPE had held a committee meeting on 3rd September and the PCC approved the beneficiaries of this year's Charity Christmas Card; Salvation Army, the Society of St James, Countess Mountbatten House and the Rainbow Trust. HOPE were looking into the work of the prison charity Fine Cell with a view to making them a beneficiary from September. Forthcoming events were publicised.

The entire PCC was present at the meeting on 19th November. Minutes of the previous meeting were agreed and signed. Under Matters Arising - Mar Thoma would hire the Church Hall only. CRB checks were being carried out for Asuka's organ scholarship and funding will come from the Music Fund. Open Church was going well and all those who helped to enable it were thanked. Costings for CCTV would be obtained. Logs were available following the tree work in the Churchyard with any donations going to Project Aurora. A Fees Review had been produced by David Forster. Most fees would remain the same for 2020 but Organist salary and administrator hourly rate would increase. Organist fees will increase in line with RSCM guidelines. Payments are made from fees collected for weddings and funerals so there is no impact on our budget. Magazine advertisement rates should be reviewed each September by the PCC. Budget for 2020 – the projected deficit for the full year would be £8,295. Half of PGS givers signed up for automatic increases in

donations, so should be a voluntary income increase of 1%. Income from the magazine was expected to remain the same, likewise parochial fees (depending on the number of weddings and funerals). Activities to generate church funds in 2020 would include the Carnival barbecue and Christmas Tree Festival. Parish Share for 2020 would be £64,547. The projected shortfall for 2020 will be -£13,324.00, however this is a budgeted figure and is not set in stone. Treasurer's Report – the accounts were showing a deficit of £5,034 at the end of October. Hall Letting fees had now all been paid. A legacy of £10,000 had been received in October. Vicky thanked David for all his hard work on the figures. Repair work to the organ swell sound board was needed and this along with annual maintenance fees will deplete the organ fund further. The purchase of laptops along with software packages and portable back-up system was agreed at a maximum cost of £3,000. Joint services were discussed and it was agreed that three joint services will be held during the year, Easter, Harvest and Christmas Day, with Mothering Sunday services at 9:30 and 11:00 as a normal Sunday. A Vision Morning would be held on Saturday 1st February with Alan Jenkins facilitating. A proposal to remove some of the pews at the back on each side of the nave was discussed and agreed in principle, the next step being a consultation with the congregation. Investigations into the provision of a ramp to make the East End of the church accessible to all would be made. Pathfinders is expanding with a group called Mustard Seeds to include younger children and their carers. A working group will be led by Linda on the Admission of Children over the age of seven to Holy Communion. Project Aurora: Technical – it was agreed to go no further with the scheme designed by Chris Reading; new developments in technology have been made since the project was originally approved two years ago. The project is now broken down into three parts; Lighting, AV and decoration. Temporary lights in the side aisles have been installed. Access equipment to replace the high level lamps with LEDs is available. The nave lamps and possibly the chancel lamps will be replaced depending on price. Steve Wiseman was in consultation with lighting designers and contractors and Chris Badcock had taken the lead on AV. Decoration of the walls will be carried out when suitable access is in place. Project Aurora – Fundraising to date has made £44,645.13 but we need to attract interest from beyond the immediate congregation. Grant applications are not possible for our project in a building used solely for church purposes, although adaption of the building for community purposes may bring a different outcome. Building and Fabric - DAC permission had been sought for urgent repairs to the roof including the leadwork in the gully between Lady Chapel and chancel and work to the hall roof. Deanery Synod - Combined parish contributions to the Common Mission Fund have been fully met to September 2019 and a new Area Dean is shortly to be appointed. Some boundary re-arrangement may be necessary due to new housing. A Deanery interdenominational Praise and Pray event is planned. Safeguarding - Carol reported that safeguarding is taking high priority with regard to Open Church and our Lone Worker Policy is being reviewed. Magazine – the December issue was Donna's last as editor and many thanks were noted for all her hard work. The Parish Administrator Kate Badcock will now take on the layout and gather in the articles and edit the January edition onwards. Churches Together minutes detailed forthcoming Christmas activities in the area, teams visiting new homes and reports from churches in the group. HOPE had not met but Fiona reported that £356 had been raised at the Harvest Lunch. The meeting closed with the Grace.

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

**Church Statistics for 2019**

(Previous year figures are recorded in brackets)

	2019	2018	2017	2016	2015	2014	2013
Baptisms	39	(38)	(34)	(34)	(39)	(47)	(46)
Confirmations	0	(0)	(7)	(0)	(0)	(4)	(0)
Weddings	14	(15)	(13)	(13)	(13)	(21)	(19)
Funerals & Burials	20	(12)	(15)	(15)	((17)	(19)	(12)

**Sunday Worship - (Average attendance)**

8.00am Eucharist	8	(8)	(10)	(9)	(11)	(8)	(9)
10.00am Sunday Service	(n/a)	(n/a)	(n/a)	(n/a)	(73)	(72)	(72)
(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	(20)	(9)	(9)
10.00am Celebration - combined service, (previously First Sunday)	165	(151)	(83)	(74)	(69)	(77)	(76)
Under 16s	35	(26)	(10)	(9)	(12)	(9)	(9)
9.30am Parish Eucharist	75	(77)	(71)	(69)	n/a	n/a	n/a
Under 16s	6	(6)	(5)	(4)	n/a	n/a	n/a
11.00am Church Alive	44	(46)	(41)	(37)	n/a	n/a	n/a
Under 16s	11	(10)	(12)	(11)	n/a	n/a	n/a
12:30pm Holy Baptism	128	(109)	(123)	(178)	(123)	(120)	(115)
6.30pm Evensong	20	(19)	(21)	(18)	(27)	(16)	(24)
Prayer & Reflection	8	(8)	(10)	(6)	(8)	(6)	(9)
Informal Worship	9	(13)	(14)	(11)	(13)	(12)	(12)

**Other**

Home Communion per month	50	(53)	(45)	(35)	(22)	(25)	(34)
Easter Communicants	161	(162)	(159)	(134)	(136)	(133)	(115)
Christmas Communicants	140	(159)	(187)	(168)	(134)	(116)	(117)
Christingles (total)	814	(798)	(864)	(756)			
Wednesday Eucharist	7	(8)	(9)	(6)	(5)	(6)	(8)
Seasonal Children's Workshops	38	(41)	(48)	(49)		(44)	(52)
Under 16s included	25	(25)	(26)	(32)	(25)	(26)	(31)
Schools services average number	248	(435)	(272)	(159)	(468)	(580)	(580)

## Financial Review:-

The statement of accounts are on the following pages. This is a brief summary:-

### General Fund

In 2019 our voluntary income increased by 11% over the previous year, this was mainly due to a generous Legacy gift received for £10,000. Church Activity revenue was much the same as the previous year. Activities for generating funds were £1,310 less than in 2018 as in 2018 another successful Christmas Tree festival was held.

Our total income in 2019 was £ 6,287 higher than in 2018, again mainly due to the Legacy gift.

At the end of 2019 we had 53 members giving regularly through the Parish Giving Scheme (PGS) which was the same figure as at the end of 2018. 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 2019 were £ 92,588, i.e. £ 3,494 less than in 2018. This was mainly due to the previous year accounts including £ 3,300 for lighting/AV project consultancy and £ 7,401 for Architects fees relating to that project. This was partly offset by increased costs in other areas such as the appointment of a part time administrator and the purchase of 3 computers for use by PCC officers. Our Parish Share also increased by £2,905 (4.9%) to £ 62,397.

The overall result in 2019 meant that £ 523 was added to reserves, although without the Legacy gift it would have meant a drain on reserves of £ 9,477.

We face another tough financial year in 2020 with a budgeted shortfall of £13,000. If there are any of you who haven't considered an increase in your giving recently then please do consider doing so.

### Hall Account

The 2019 church hall letting fees slightly increased over 2018 and the account shows a healthy surplus of £ 4,044 for the year.

### 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. During the year various fundraising events and donations for the Aurora (Lighting, Audio-visual and decorating) project raised a fantastic amount of £ 46,301. It is hoped that the first phase of this project will get underway soon.

The Parochial Church Council would like to thank you all for your generous support again during 2019.

*(Business by correspondence)*

Approved by the PCC on 19<sup>th</sup> June 2020 and signed on their behalf by Revd Vicky Maunder  
(PCC Chair)

Signed: *V. Maunder*

Date: *7<sup>th</sup> July 2020*

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

## **Statement of Financial Activities**

**For the year ending 31 December 2019**

	2019							2018
	General Fund	General Fund	Hall Fund	Restricted account	200 Club account	Fees account	Consolidation adjustment	Total Funds
	Unrestricted funds	Designated funds	Designated funds	Restricted funds	Restricted funds	Restricted funds	(see note 14)	Total Funds
	£	£	£	£	£	£	£	£
<b><u>INCOMING RESOURCES</u></b>								
Voluntary income	67,120	10,000		33,133	50			110,303
Church activities	12,890		9,188	2,746	625	29,027	-20,536	33,940
Activities for generating funds	4,289			15,841				20,130
Income from investments	27		19	49				95
<b>TOTAL INCOMING RESOURCES</b>	<b>84,326</b>	<b>10,000</b>	<b>9,207</b>	<b>51,769</b>	<b>675</b>	<b>29,027</b>	<b>-20,536</b>	<b>164,468</b>
<b><u>RESOURCES EXPENDED</u></b>								
Church activities	92,588	0	5,163	3,270	675	29,079	-20,536	110,239
Costs of generating funds	735			493				1,228
Governance costs	480							480
Charitable activities	0			1,719				1,719
<b>TOTAL RESOURCES EXPENDED</b>	<b>93,803</b>	<b>0</b>	<b>5,163</b>	<b>5,482</b>	<b>675</b>	<b>29,079</b>	<b>-20,536</b>	<b>113,666</b>
<b>NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS</b>	<b>-9,477</b>	<b>10,000</b>	<b>4,044</b>	<b>46,287</b>	<b>0</b>	<b>-52</b>	<b>0</b>	<b>50,802</b>
<b><u>Transfers between funds</u></b>								
None	0	0	0	0	0	0	0	0
Brought forward as at 1st January 2019	12,849	8,539	10,400	10,860	0	2,614	0	45,262
Carried forward as at 31st December 2019	3,372	18,539	14,444	57,147	0	2,562	0	96,064
Note:- A full analysis of the individual accounts are found on pages:	14	14	15	16	17	18		

# West End PCC of St.James'

## Balance Sheet as at 31st December 2019

	General Account	General Account	Hall Account	Restricted Account	Fees Account	200 Club Account	2019 Total Funds	2018 Total Funds
	Unrestricted Funds £	Designated Funds £	Designated Funds £	Restricted Funds £	Restricted Funds £	Restricted Funds £	£	£
<b>Monetary Assets</b>								
Bank Current Account	2,188	0	2,806	25,377	2,562	0	32,933	7,727
Bank Liquidity Account	1,184	18,539	11,638	31,770	0	0	63,131	37,535
<b>Total Monetary Assets</b>	<b>3,372</b>	<b>18,539</b>	<b>14,444</b>	<b>57,147</b>	<b>2,562</b>	<b>0</b>	<b>96,064</b>	<b>45,262</b>
<b>Debtors (See page 19)</b>								
HMRC Charities Tax claim -4th Qtr 2019	972			77			1,049	857
Church Hall Letting fees			320				320	208
Winchester DBOF - Quinquennial Fees							0	1,067
<b>Total Debtors</b>	<b>972</b>	<b>0</b>	<b>320</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>1,369</b>	<b>2,132</b>
<b>Total Current Assets</b>	<b>4,344</b>	<b>18,539</b>	<b>14,764</b>	<b>57,224</b>	<b>2,562</b>	<b>0</b>	<b>97,433</b>	<b>47,394</b>
<b>Creditors (see page 19)</b>								
Independent Examiner fee	480						480	480
Payments due to Missions				455			455	587
Wedding deposits					2,562		2,562	2,614
Church hall security deposit			50				50	50
<b>Total Creditors</b>	<b>480</b>	<b>0</b>	<b>50</b>	<b>455</b>	<b>2,562</b>	<b>0</b>	<b>3,547</b>	<b>3,731</b>
<b>NET CURRENT ASSETS</b>	<b>3,864</b>	<b>18,539</b>	<b>14,714</b>	<b>56,769</b>	<b>0</b>	<b>0</b>	<b>93,886</b>	<b>43,663</b>

See note 1 and 2

### Non monetary assets

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

Signed



David.J.Forster  
PCC Treasurer

03/02/2020

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

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

For the year ended 31 December 2019

	2019		2018	
	£	£	£	£
<b>Receipts</b>				
<u>Voluntary income</u>				
Planned giving - gift aided	38,920		39,696	
Gift aid envelopes - one offs	3,654		3,409	
Income tax recovered on gift aided giving	12,878		12,809	
Planned giving - non-gift aided	2,522		4,461	
Collections at services	5,748		5,825	
Collections at Pathfinders	36		105	
Legacy Gifts (designated)	10,000		0	
Grant - from West End Parish Council	0		155	
Donations	3,362	77,120	3,124	69,584
<u>Church activities</u>				
Parish magazine sales & advertisements	2,399		3,199	
Parochial fees	6,763		6,963	
Heating fees	744		809	
Video fees	100		75	
Coffee bar sales	649		659	
Quinquennial inspection cost recovered (*)	1,067		0	
Trading (Books, Votives, Concert lettings etc) See note 3	1,168	12,890	1,132	12,837
<u>Activities for generating funds</u>				
Christmas tree festival 2018	0		3,927	
Christmas Fayre 2019	2,834		0	
Carnival barbeque	1,455		1,507	
Other	0	4,289	165	5,599
<u>Income from investments</u>				
Bank Interest		27		19
<b>TOTAL RECEIPTS</b>		<b>94,326</b>		<b>88,039</b>

## Payments

<u>Church Activities</u>				
Diocesan parish share See note 4	62,397		59,492	
Churches Together/Deanery Synod subs	40		30	
Clergy expenses See note 5	737		1,116	
Ministry team training costs	0		206	
Church running expenses - Insurance	3,030		2,934	
Church running expenses - gas & electric See note 6	5,860		5,313	
Church maintenance	1,149		1,812	
Upkeep of services	1,075		1,787	
Upkeep of churchyard	894		602	
Photocopier & paper costs	1,576		1,392	
Lighting/AV project consultancy & Architect fees See note 7	0		10,701	
Temporary nave lights	714		0	
Organist & relief organists	6,120		4,910	
Choir & music	484		655	
Support costs - admin & stationery See note 8	3,777		2,272	
Support costs - parish administrator	3,120		260	
Support costs - Childrens work	646		210	
Outreach work & books	249		566	
Communications	50		55	
Pmap initiatives	368		352	
Catering supplies	282		350	
Bank charges	20		0	
Quinquennial inspection cost - to be recovered (*)	0	92,588	1,067	96,082
<u>Costs of generating funds</u>				
Fundraising costs See note 9		735		1,997
<u>Governance costs</u>				
Account examination fees		480		450
<b>TOTAL PAYMENTS</b>		<b>93,803</b>		<b>98,529</b>

EXCESS (-SHORTFALL) RECEIPTS OVER PAYMENTS

Bank Account as at 1 January 2019 / 2018

**Bank Account as at 31 December 2019 / 2018**

Balance represented by:	Unrestricted funds	3,372	12,849
	Designated funds	18,539	8,539
		<b>21,911</b>	<b>21,388</b>

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

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

For the year ended 31 December 2019

	2019		2018	
	£	£	£	£
<b><u>Receipts</u></b>				
<u>Church activities</u>				
Hall letting Fees		9,188		8,419
<u>Voluntary income</u>				
Donations	0		900	
Grants for kitchen refurbishment	0		2,800	
Grants for general refurbishments	0		5,456	
Grants for Storage shed	0	0	2,400	11,556
<u>Income from investments</u>				
Bank Interest		19		17
<b>Total Receipts</b>		<b>9,207</b>		<b>19,992</b>
<b><u>Payments</u></b>				
<u>Church activities</u>				
<u>Church Hall running costs</u>				
Gas	1,060		1,064	
Electricity	893		707	
Water Rates	503		522	
Insurance	337		326	
Performing Right Licence	163		195	
Refuse collection service	322		357	
Sundries	261	See note 10	1,159	
Building repairs & maintenance	198	See note 11	100	
Cleaner	1,195		1,429	
Cleaning Materials	217		201	
General refurbishment costs	0		10,524	
Storage shed cost	0		5,529	
Administration costs	14	5,163	0	22,113
<b>Total Payments</b>		<b>5,163</b>		<b>22,113</b>
Excess(-shortfall) Receipts over Payments		4,044		-2,121
Bank Account as at 1 January 2019 / 2018		10,400		12,521
<b>Bank Account as at 31 December 2019 / 2018</b>		<b>14,444</b>		<b>10,400</b>

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

## **Restricted Account - Receipts & Payments (Restricted Funds)** **For the year ended 31 December 2019**

	2019		2018	
	£	£	£	£
<b><u>Receipts</u></b>				
<b><u>Voluntary income</u></b>				
Donations - Building & Fabric	0		90	
Donations - Project Aurora	27,161		160	
Donations - Flower Fund	100		195	
Donations - HOPE work	50		350	
Donations - Friends of St.James' (subs)	280		300	
Donations - Friends of St.James'	0		10	
Income Tax recovered on Gift Aid-Friends donations	50		60	
Income Tax recovered on Aurora Gift Aided donations	5,168		0	
Collection at Collation service	324	33,133	0	1,165
<b><u>Church activities</u></b>				
Fees - Organ fund	875		910	
Fees - Flower fund	1,770		1,530	
Music fund - Portsmouth Cathedral coach trip	0		430	
Social Group receipts	101	2,746	487	3,357
<b><u>Activities for generating funds</u></b>				
HOPE committee events	1,503		2,367	
Fundraising event for HOPE (Seder meal)	119		151	
Project Aurora fundraising events	13,795		0	
200 Club fundraising - for Aurora Project	424		0	
Friends fundraising events	0	15,841	369	2,887
<b><u>Income from investments</u></b>				
Bank interest		49		7
<b>TOTAL RECEIPTS</b>		<b>51,769</b>		<b>7,416</b>
<b><u>Payments</u></b>				
<b><u>Church Activities</u></b>				
Building & Fabric	0		500	
Friends of St.James' - Garden bins	140		135	
Social Group - cost of events	94		431	
Social Group - transfer of surplus to PCC general a/c	7		56	
Flower Fund - cost of flowers etc	1,554		2,945	
Organ Fund - organ tuning & repairs	518		677	
Organ Fund - humidifier servicing & repairs	453		454	
Music Fund - Coach hire for Portsmouth choir trip	0		480	
Music Fund - Piano cover	180		0	
Winchester DBOF - Bishops Ordination Fund	324	3,270	0	5,678
<b><u>Fund-raising trading costs</u></b>				
Hope - fundraising costs (Seder meal)	86		104	
Friends of St.James' fundraising costs	0		65	
Project Aurora - fundraising costs	407	493	0	169
<b><u>Charitable Activities</u></b>				
HOPE - payments to mission partners & charities (See note 12 for details)		1,719		2,551
<b>TOTAL PAYMENTS</b>		<b>5,482</b>		<b>8,398</b>
Excess (-Shortfall) Receipts over Payments		46,287		-982
Bank account as at 1 January 2019 / 2018		10,860		11,842
<b>Bank account as at 31 December 2019 / 2018</b>	(Note 13)	<b>57,147</b>		<b>10,860</b>

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

### 200 Club - Receipts and Payments Account (Designated funds)

#### For the year ended 31 December 2019

	2019		2018	
	£	£	£	£
<b><u>Receipts</u></b>				
<u>Church activities</u>				
200 Club monthly subscriptions		625		0
<u>Voluntary income</u>				
Bank compensation		50		0
<b>Total Receipts</b>		<u>675</u>		<u>0</u>
<b><u>Payments</u></b>				
<u>Church activities</u>				
Monthly cash prizes	251		0	
Surplus to Aurora fund	424	675	0	0
<b>Total Payments</b>		<u>675</u>		<u>0</u>
Excess(-shortfall) Receipts over Payments		0		0
Bank Account as at 1 January 2019 / 2018		0		0
<b>Bank Account as at 31 December 2019 / 2018</b>		<u>0</u>		<u>0</u>

# West End PCC of St.James'

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

### For the year ended 31 December 2019

	2019 £	2018 £
<b>Receipts</b>		
<u>Church activities</u>		
Winchester Diocesan Board of Finance (Priest Fees)	5,285	5,741
Visiting Priests fees	179	0
Priests Travel fees	170	185
PCC Fees - General	6,763	6,963
PCC Fees - Heating	744	809
PCC Fees - Video	100	75
Wedding deposits collected	9,821	10,664
PCC Fees - Organ Fund	875	910
PCC Fees - Printing service sheets	0	65
PCC Fees - Flower Fund	1,770	1,530
Organist Fees	2,321	2,245
Verger Fees	960	1,040
Donations	39	0
<b>TOTAL RECEIPTS</b>	<b>29,027</b>	<b>30,227</b>
<b>Payments</b>		
<u>Church activities</u>		
Winchester Diocesan Board of Finance (Priest Fees)	5,285	5,741
Visiting Priests fees	179	0
Priests Travel fees	170	185
PCC Fees - General	6,763	6,963
PCC Fees - Heating	744	809
PCC Fees - Video	100	75
PCC Fees - Organ fund	875	910
PCC Fees - Printing service sheets	0	65
PCC Fees - Flower Fund	1,770	1,530
Organist Fees	2,321	2,180
Verger Fees	960	1,040
Wedding deposits redeemed	9,753	9,914
Cancelled wedding deposits trf to PCC	120	90
Donations trf to PCC	39	0
<b>TOTAL PAYMENTS</b>	<b>29,079</b>	<b>29,502</b>
Excess (-Shortfall) Receipts over payments	-52	725
Bank account as at 1 January 2019 / 2018	2,614	1,889
Bank account as at 31 December 2019 / 2018	<b>2,562</b>	<b>2,614</b>

# **West End PCC of St.James'**

## **Analysis of Debtors 31/12/19**

### **General Account**

HMRC Charities -Tax recoverable on Gift aided donations - 4th quarter 2019	972.03
	<u>972.03</u>

### **Hall Account**

#### **2019 hire invoices:-**

Invoice 19/089 dated 09/12/19 - Eastleigh Borough Council	320.00
	<u>320.00</u>

### **Restricted Account**

HMRC Charities -Tax recoverable on Gift aided donations - 4th quarter 2019	77.25
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## **Total Debtors as at 31/12/19**

**1,369.28**

## **Analysis of Creditors 31/12/19**

### **General Account**

Independent Examiners Ltd - Fee for 2019 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 2020	455.28
	<u>455.28</u>

### **Fees account**

Advance Wedding Deposits 2020-2022	2,561.75
	<u>2,561.75</u>

## **Total Creditors as at 31/12/19**

**3,547.03**

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

## **For the year ended 31 December 2019**

### **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 HMRC (Her Majesty's Revenue & Customs) 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 £ 185,923.44 (£175,419.77 - 2018) 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**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Traidcraft commission	£ 0	£ 13
Childrens' activity mornings	£ 73	£ 128
Hire of Church for concerts	£ 620	£ 588
Copying service revenue	£ 1	£ 40
Votives	£ 318	£ 348
Lent book sales	£ 116	£ 0
Other	£ 40	£ 15
<b><u>Total</u></b>	<b>£ 1,168</b>	<b>£ 1,132</b>

## **4. Diocesan Parish Share**

The 2019 parish share of £ 62,397.26 was paid in full. There was an increase of £ 2905.22 compared to 2018. For 2019 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:-

Rev. L. Galvin	£ 737	for expenses of office	(£ 1,116 in 2018)
Mr. G. Kidd	£ 0	for Director of Music fees	(£ 2,205 in 2018)
Mrs. Kate Badcock	£ 3,120	for Parish Administrator role	(£ 260 in 2018)

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**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Gas	£ 3,181	£ 3,191
Electricity	£ 2,679	£ 2,122
<b>Total</b>	<b><u>£ 5,860</u></b>	<b><u>£ 5,313</u></b>

## **7. Payments made for Lighting/AV project**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Digital Terrain survey	£ 0	£ 0
Chris Reading Associates (Lighting/AV)	£ 0	£ 3,300
Architect fees	£ 0	£ 7,401
<b>Total</b>	<b><u>£ 0</u></b>	<b><u>£ 10,701</u></b>

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

	<b><u>2019</u></b>	<b><u>2018</u></b>
Stationery/Printer ink	£ 217	£ 140
Postage	£ 32	£ 43
Storage boxes	£ 0	£ 95
Weekly & Gift aid envelopes	£ 89	£ 112
Other	£ 64	£ 0
Dropbox	£ 96	£ 0
Shredder	£ 31	£ 0
Wifi	£ 102	£ 246
Gratuity/gifts	£ 51	£ 40
Document safe	£ 0	£ 527
Records shredding	£ 93	£ 0
Mail box	£ 0	£ 35
Data Protection fee	£ 35	£ 35
Priest recruitment/collation costs	£ 448	£ 999
Laptop computers	£ 2,519	£ 0
<b>Total</b>	<b><u>£ 3,777</u></b>	<b><u>£ 2,272</u></b>

## **9. Fundraising trading costs**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Carnival barbeque	£ 522	£ 467
Christmas Tree Festival	£ 0	£ 1,338
Christmas Fayre	£ 213	£ 0
Purchase of tables	£ 0	£ 192
<b>Total</b>	<b><u>£ 735</u></b>	<b><u>£ 1,997</u></b>

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

	<b><u>2019</u></b>	<b><u>2018</u></b>
Kitchen Equipment	£ 0	£ 807 **
Kitchen shelves	£ 0	£ 102
Heating trunking	£ 0	£ 90
Replacement car park light	£ 187	£ 0
Key cutting	£ 0	£ 28
Kettle	£ 0	£ 33
Sanitary bins	£ 39	£ 39
Water heater filter	£ 35	£ 0
Coat hooks	£ 0	£ 32
Misc	£ 0	£ 28
<b>Total</b>	<b><u>£ 261</u></b>	<b><u>£ 1,159</u></b>

(\*\*donation of £ 800.00 received against this)

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

	<b><u>2019</u></b>	<b><u>2018</u></b>
Light bulbs	£ 48	£ 0
Heating repairs	£ 0	£ 100
Miscellaneous	£ 15	£ 0
Socket repairs	£ 15	£ 0
Pipework repairs	£ 120	£ 0
<b><u>Total</u></b>	<b><u>£ 198</u></b>	<b><u>£ 100</u></b>

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

	<b><u>2019</u></b>		<b><u>2018</u></b>
The Salvation Army	£ 96	The Salvation Army	£ 0
The Society of St.James'	£ 96	The Society of St.James'	£ 122
Breast Cancer Haven	£ 96	Breast Cancer Haven	£ 0
Wessex Countess Mountbatten House	£ 96	Wessex Countess Mountbatten	£ 0
Safe Families for Children	£ 450	Safe Families for Children	£ 475
Medicins sans Frontiers	£ 450	Medicins sans Frontiers	£ 0
Toilet Twinning (Lent appeal)	£ 0	Toilet Twinning (Lent appeal)	£ 753
Christians against poverty (Lent appeal)	£ 195	Christians against poverty	£ 0
Toybox	£ 0	Toybox	£ 475
Red lipstick Foundation	£ 0	Red lipstick Foundation	£ 50
St.Lukes Church	£ 0	St.Lukes Church	£ 50
West End Lunch Club	£ 50	West End Lunch Club	£ 50
23rd Itchen North Scouts	£ 0	23rd Itchen North Scouts	£ 50
Hedge End Street Pastors	£ 50	Hedge End Street Pastors	£ 122
Revitalise	£ 0	Revitalise	£ 122
Dementia Friendly Hampshire	£ 0	Dementia Friendly Hampshire	£ 122
West End Youth club	£ 50	West End local History Society	£ 0
Love Harefield	£ 50	Love Harefield	£ 0
Christian Aid	£ 40	Abby's Heroes	£ 0
Leighside Care Home	£ 0	Leighside Care Home	£ 160
<b><u>Total</u></b>	<b><u>£1,719</u></b>	<b><u>Total</u></b>	<b><u>£ 2,551</u></b>

In addition during 2019 St.James' paid directly into the bank accounts of: Christian Aid £ 544.95 collected during Christian Aid week and at the Christian Aid lunch, the Children's Society £ 677.36 collected at our Christingle services, £ 457.87 from the Children's Society home boxes and £ 50.60 collected at the Children's Society bake and brew event. That's a total of £ 1,730.78 on top of the figure shown above. The funds collected from the 2019 Charity Christmas card (£342.04) will be shown in the 2020 accounts.

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

<b><u>Balance by fund:-</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
Building & Fabric	£ 2,890	£ 2,841
Project Aurora	£ 46,301	£ 160
Friends of St.James'	£ 2,793	£ 2,603
Flower Fund	£ 1,275	£ 959
Missions/HOPE	£ 455	£ 587
Music Fund	£ 519	£ 700
Organ Fund	£ 2,914	£ 3,010
<b><u>Total</u></b>	<b><u>£ 57,147</u></b>	<b><u>£ 10,860</u></b>

#### **14. Consolidation adjustment: Fees account & 200 Club account (Restricted funds)**

The Fees account is specifically used to record the collection of fees due for marriages and funerals and other occasional offices. 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. In 2019 this equated to £ 20,073.00. In addition a donation of £39 was transferred into the general account donations figure. The 200 Club surplus of £ 424.00 was also transferred into the Restricted account.

#### **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.

## **Clergy 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)

### **CLERGY REPORT**

At the beginning of the year we were still in interregnum although things were starting to move forward with interviews happening at the end of January. We were also moving forward with our launch of Project Aurora, with our first of what would become a great series of concerts, this one a classic programme organised by Myles. This baton of fundraising was also taken up by others organising events including Puddings and Pilgrims, Glee Club and Pop-Up Shops.

In the middle of February a social get together was organised for all of our Alpha Group attendees and it was fun catching up with everyone. Life carried on much as usual punctuated by visits to the church in early March by various Beaver and Scout groups, before Lent began. On the 24<sup>th</sup> March we were pleased to announce officially that Reverend Vicky Maunder had been successful in her interview and would be appointed as the next Vicar at St James' on the 25<sup>th</sup> June.

We celebrated a joyful Eastertide, with a variety of services and later on in May took part in what has become the annual worldwide Thy Kingdom Come series of activities, including 12 hours of Prayer in church and activities at Saint James' Primary school. It was then time to hand over the reins to our new and permanent Vicar. I would like to thank all those who supported me and the church during the interregnum.

*Revd Linda Galvin*

A vacancy can be a creative and energising time for a parish as people step up to enable the smooth running of the church in the absence of a vicar. St James' is blessed to have a very capable leadership team. We give grateful thanks for Revd Linda, our LLM's Carol and Brenda and our church wardens, Jan and Scott, for their hard work, love and care during the vacancy and to everyone who took on extra duties during that time.

Brenda laid down her scarf as a licenced lay minister in the summer but continues with her valuable pastoral and teaching ministry running quiet space groups and courses.

My licensing by Bishop David on 25<sup>th</sup> June was a joyful occasion and my family and I have been very appreciative of the warm welcome we've been given at St James'. The rest of the year was a time for your new vicar to settle in and to get to know you and to discover how God is at work here in this busy, vibrant parish. Someone suggested to me that arriving at a new church is like coming to a new garden. You must be patient and wait to see what flowers over the year. Don't rush in and chop things away as there may be a hidden shoot under the soil about to appear.

Through the autumn it was very good to visit members of the congregation, to see the varied ministry offered here in care homes, schools, and the Harefield surgery chaplaincy and to see the community engagement through Stay and Play, the Monday lunch club, the school knitting club, the Remembrance Sunday service and with the SO18 project. Brenda and Carol hosted discussion and Bible study groups and Revd Linda continued with her fruitful chaplaincy work at Saint James' Primary school.

At Harvest, our 9.30am and 11am congregations came together for a joyful joint service and we welcomed Saint James' School Choir to sing alongside our church choir. Fundraising for the Aurora Project continued and Christmas was busy with local schools and nurseries visiting the church for nativity plays and with our own joyful celebrations of our Lord's nativity.

We give thanks for the wonderful music tradition here, for Myles and the choir, for the variety of worship that is offered, for the creative flower team, and for the many, many people who give their time, talents and energy to our church life. May Christ bless us in the year ahead as we seek to serve him together in this place.

*Revd Vicky Maunder*

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

We are pleased to report that our continuing programme of maintenance has ensured that St James remains accessible for all who worship here.

We are very grateful to Noel Becket our buildings officer for keeping on top of the list of jobs that our church requires to maintain its beauty and safety.

- |           |  |
|-----------|--|
| January   | - temporary lights fitted above choir stalls.  |
| May       | - car park floodlights and faulty heater in choir vestry replaced.   |
| August    | - temporary floodlights installed in side aisles<br>- West door stained and varnished<br>- wood block floor repaired<br>- lower East wall and toilets repaired and decorated<br>- large shed waterproofed                    |
| September | - central heating serviced in church and hall<br>- hidden gullies cleared  |
| October   | - hall drains cleared and checked  |
| November  | - new locks installed on vestry doors<br>- Lectern and large Altar candles secured<br>- Smart water applied to church valuables.<br>- removal of dead tulip tree and removal of deadwood on Indian bean tree and mature oak. |
| December  | - lower gutters and downpipes cleared<br>- fire extinguishers in church and hall serviced  |

During 2019 the Organ was tuned and the humidifier and blower were serviced twice.

In December we had a Parochial visit to ensure that everything was in good order and that legal requirements were being met.

We are very grateful for all the work that our volunteers do, so much work is done behind the scenes to keep our church and grounds looking beautiful and welcoming. Thank you all very much.

*Janet Barrett / Scott Langridge*

## CHURCHES TOGETHER

Churches Together HEWEB in 2019

15 Churches including our own work together in the HEWEB Group across West End, Hedge End, Botley, Curdridge and Durley.

The Group continues to support 3 main projects - Street Pastors, Healing on the Streets and Welcome Packs for new homes especially in the Boorley Park area. Many Churches forward donations to the Food Bank held at Kings Community Church.

Meetings are held every 2 months. A presentation by Sian Andrews on Eco Church was given at the March meeting. The annual service for Christian Unity was held at Hedge End Methodist Church on the theme of social justice and work to help the needy.

Projects and challenges to come include the community centre on Boorley Park to be used on a rota basis for worship and outreach; a united presence at Carnival time at Hedge End and West End, Good Friday walk of witness; and Lighting of Christmas Lights/Carol Singing in both Hedge End and West End.

Outside the CT HEWEB Group, St James meets with Thornhill Baptist Church and Above Bar Church East at "Love Harefield" where prayers are said together at Harefield Surgery for work in the community.

*Jane Castle*

## **DEANERY SYNOD REPORT**

Elected members: David Forster, Geoff Holden and Carol Kidd.

In 2019 there were two meetings of Eastleigh Deanery Synod.

At our meeting in February at All saints Church, Eastleigh we heard that Eastleigh Deanery was one of only two Deaneries in the Diocese who made a 100% contribution to the Common Mission Fund (Parish share) in 2018. We were also reminded that all parishes should be using the template for their PMaps so that the Diocese team could match all the pMap proposal when it came to review. After refreshments we then went on to hear updates from each of the four clusters about progress against the dMap 2018-20 delivery.

As a reminder, the Eastleigh Deanery is divided into four clusters:

- 1 - Bursledon, Hamble and Netley make up the Southern Parishes cluster.
- 2 - West End, St John's Hedge End and St.Luke's Hedge End.
- 3 - Chandlers Ford, Valley Park and Boyatt Wood.
- 4 - Eastleigh, Bishopstoke and Fair Oak/Horton Heath.

The clusters have been formed by the Deanery as a way of devolving its business locally and to empower the parishes. However clusters are not compulsory, some groups are finding them more useful than others. We were encouraged to see clusters as an opportunity not as an obligation. Our cluster has not been able to meet for various reasons.

We also heard about Deanery-wide initiatives including the new development at Stoneham Park which geographically falls within the Eastleigh area but which in fact will fall into the Parish of St.Nicholas North Stoneham within the Southampton Deanery. Discussions were also taking place about major new development areas in Fair Oak, Horton Heath and Bishopstoke.

Our last business of the evening was to hear about a proposed Barton Peveril and Eastleigh College Student Ambassador post as part of a Diocese-led initiative and being run by Eastleigh parish but with a deanery-wide focus, with some financial support invited from Deanery parishes.

Our October meeting was held at St.Luke's Hedge End. After worship, some administrative business and a financial update, we then heard an update about the Student Ambassador project which had run into some potential legal and financial risks. (Note: this has since been shelved). Then we received an update about the Deanery Map (DMap), consideration will be given regarding our deanery/parish boundaries and their possible reorganisation in order to better fit in with the geography/topography realities of 2020 and beyond. Much preparation work is being done to prepare for the massive amounts of new housing in parts of the Deanery, with a possibility of having to slightly adjust the current cluster groupings. A new network of youth leaders across Eastleigh, Chandlers Ford, Bishopstoke, Fair Oak and Horton Heath has been established.

We then heard some brief verbal updates about the good work that was going on in the clusters; good progress was being made within the Southern Parishes for joint opportunities for worship, and a Christian

Club in a senior school; lots going on with the Eastleigh group regarding shared worship events, Street pastors and youth events, shared marriage preparation courses for next year.

We heard a report about the Diocesan Conference in Derbyshire which was held the previous week.

*David Forster*

On behalf of St James' Deanery Synod representatives

## **FLOWER ARRANGERS REPORT**

2019 was another busy year for the flower team; January saw the start of Project Aurora, to include some extra events for the flower team, one very big one being the Flower Festival. In February we had the first Glee choir and afternoon tea concert, so the team filled the windows with tiered cake stands, teapots and cups, with vases of flowers for the table. During Lent pedestals were kept to greenery and then for Mothering Sunday we filled small jars with daffodils for the windowsills and made up small baskets of flowers to sell at the back of church for Mothering Sunday, with proceeds going to Project Aurora.

Palms were arranged around the church for Palm Sunday and then we held an Easter Workshop on Saturday to decorate the church with a woodland feel, logs and branches with eggs and knitted chicks, rabbits and small posies of yellow and bronze chrysanthemums, with pedestals of Easter lilies. The font supported an arrangement of calla lilies with trailing soft ruscus in memory of loved ones no longer with us.

Then May was upon us and the start of the "weddings season" - 13 in total from May until October, with an array of colours and pew ends.

A special date for our rota was the 25th June; the Collation Service for our new Vicar, so we filled the church with flowers, bright and uplifting, decorating both fonts, the choir stalls, windows, pillars and pedestals.

Then sadly our Music Director for 10 years passed away and in tribute to Martin we made sure the church again was filled with flowers, especially the choir stalls.

A nautical themed concert for Project Aurora in July saw us arranging and making sand castles, nets with shells and knitted mermaids followed by our patronal festival with pedestals of white chrysanthemums and blue delphiniums, sea lavender and scallop shells.

The long-planned for Flower Festival was held over 3 days from 13th to 15th September, with flower arrangements in every available space. The theme was ALL THINGS LIGHT AND BEAUTIFUL and displays inside and outside the church included two arches, with beautiful offerings from local community groups, local businesses and of course our flower team who all worked really hard. It certainly was an achievement and all funds raised went to Project Aurora.

October arrived and Harvest Festival, time for another workshop and after the Flower Festival we had planned to keep things "low key", but the flower team can't do low key so we did what we always do and filled the church with wheat sheaves, gourds, sunflowers, yellow and bronze chrysanthemums and pumpkins, both knitted and real. Then followed a few quiet weeks until November with poppies and laurel branches for Remembrance Day.

On 30th November our Church Christmas Fayre took place, so up went the Christmas trees, baubles and lights to give a real Christmas feel, then 6 hours later, as 1st December was the start of Advent, they were taken down. However this was good practice for the 20th December when they went up again for real with pedestals in red, gold and silver, with red roses, carnations, white chrysanthemums and gold fir cones.

Now the year has come to the end and we could not have achieved it without all the hard work from all of the team. Too many to mention by name but they know who they are; the leads, rota assistants and those who help with festivals, the knitters of flowers, bunnies and mice, the suppliers of greenery and those who make the tea. Although there seem to be many of us, we are always grateful for more helping hands.

*Lyn Spratt*

## FRIENDS OF ST JAMES

The Friends of St James' Church is a sub-committee of the PCC

### 2011-2019: Total Funds Raised by the Friends of St James = £14,678

Fundraising and Outreach were achieved through open gardens; raffles; Quiz nights; sales of: bags, cookery books, Christmas cards, magnets, bookmarks, keyrings & other souvenirs. Events were held to celebrate the 125<sup>th</sup> Anniversary of the church building. Come & Sing events; talks; musical recitals & concerts.

<b>Since its inception setting up and fundraising costs total</b>	<b>£</b>	<b>1,044</b>
<b>2011-2019 Expenditure as directed by PCC</b>	<b>£</b>	<b>11,885</b>
Contribution towards paved south path	£	909
Part refurbishment of hall toilets	£	2,650
Restoration of WW1 memorial plaque [in nave]	£	202
Purchase of new exterior lamp outside West Door	£	925
Fitting of above lamp	£	232
Purchase of seat in grounds [commemorating 125 <sup>th</sup> anniversary]	£	592
Purchase of new nativity set	£	119
Purchase of Nave Altar	£	4,937
Payment for garden waste bin provision & servicing	£	175
<b>Balance available to PCC for use as per 2011 Constitution</b>	<b>£</b>	<b>2,793</b>

At Revd Thomas Wharton's request [spring 2018] the Friends of St James' became 'inactive' to allow for fundraising to be focused on Project Aurora. Annual £10 subs were requested 2018/19.

Subsequently annual Friend's subscriptions significantly decreased due to:

- People choosing to stop paying a subscription whilst the Friends were not offering a programme of events / activities. New subscriptions ceased for same reason
- Some subs payers moved away / some subs payers died

January 2020 members of the PCC in a majority vote decided:

- The "Friends" to remain inactive in order for a focus on Project Aurora fundraising
- No subscriptions to be collected for 2020-2021
- PCC to annually review future closure or relaunch of the "Friends"
- PCC may exercise their right to change the original Constitution and aims of the group

I wish to sincerely thank the "Friends" committee, and each and every one of you who have supported the Friends in any way. The fundraising initiatives proved popular and successful resulting in the varied programme raising £14,678 towards the constitutional aim of maintaining the beauty and heritage of the church and hall buildings and their surrounding grounds for future generations. The "Friends" also achieved its further aim of outreach by bringing together people of all ages from our parish and beyond including from London, North & East Hampshire and Dorset.

Due to other commitments I will not be continuing as the Chair of the Friends. As and when the PCC determine a relaunch date a new Chair and Committee will be required, maybe some of you will be interested in stepping forward?

*Carol Kidd*

(Chair of the Friends of St James Church, June 2011 – January 2020)

## HOPE COMMITTEE ANNUAL REPORT

H HOME  
O OVERSEAS  
P PARTNERSHIP  
E EDUCATION

The HOPE Committee enjoyed another active year raising funds to support charities both at home and overseas. Our social events included the popular Brunch in February, a quiz night in March and Harvest Lunch in October. In addition we organised a Lent Appeal in aid of CAP (Christians Against Poverty), a lunch and collections to support Christian Aid during Christian Aid Week and collection boxes and Bake and Brew in aid of the Children's Society. Our Charity Christmas card was well supported once again with proceeds going to local charities. A full analysis of money raised is shown on page 23. I would like to say a huge thank you to the committee and everyone who has supported us throughout the year.

*Fiona Weston*

## MUSIC

Since the beginning of the year we've seen an increase in membership of the choir - we now count 3 choristers and 20 regular singers joining us for our sung services. We have introduced the Sursum Corda recently to be sung in services, and we are looking to introduce a new mass setting (Margaret Rizza) as an alternative (not replacement) for our lovely Thorne mass setting.

The choir have explored a real breadth of music. At the start of the year, we looked at Vaughan William's 'O taste and see', and Herbert Howell's "My eyes for beauty pine", before diving into a host of contemporary composers, as we sung Rutter's "I will sing with the Spirit" and the ever famous setting of "The Lord is My Shepherd" by Howard Goodall. The choir sang a stunning rendition of Noble's "Go to Dark Gethemane" - a technically demanding piece (in 8 parts!) over Holy Week whilst also exploring some more canticle settings for Easter Festal evensongs, including Brewer's Mag and Nunc in D. As the year drew towards Advent, we saw Stanford's Te Deum used in this church for the first time in a while - we hope to complete this work in a service soon!

Our library continues to grow, and with the increase in numbers and after a review of the storage and cupboard space, we had decided to re-design the choir's pigeonholes and assign a number system to every singer so that books are well accounted for and will be neatly organised - this will hopefully take place after Easter 2020. We are also trialing a new workshop to take place 30 minutes before weekly rehearsals for singers to work on elements of sight-reading and understanding more about the written elements of music.

Our Aurora Concert series has been progressing nicely, with a predominately 'classical' concert sung by Lillian Sedilles (Sat 25th May) including popular classics such as "Rule Britannia" - a thoroughly enjoyable concert which raised about £220. We then had Southampton Choral Society on November 9 come and sing a wonderful concert for us supporting our fundraising, including some excerpts from Fauré's Requiem.

We also had a very interesting Nautical Extravaganza - the name says it all; anchors away and plenty of naval music to boot, a wonderful concert filled with Britannic treats for the ears.

In terms of our other concerts through the year, we have had the pleasure of seeing (or welcoming back!):

Jan 26th - Northwood String Orchestra

Feb 9th - Glee Club

June 29th - Southampton Choral Society

October 19th - Singsational

Dec 7th - Southampton Choral Society

We are awaiting approval from the NPOR regarding the listing of the organ - there is a bit more information required regarding the designers and origin of the pipework first!

The organ is again in need of some repair and restoration work; and as of 2020 we are reviewing estimates for this repair work as the mechanism which controls which stops are 'on' or 'off' is failing due to differences in heat and humidity, meaning that areas of the organ are effectively 'off-limits' as they cannot be effectively controlled. We are hoping to do some concerts specifically to help raise funds for this - without stealing the limelight of the Aurora Project too much, of course!

A new post has been created, in the form of an organ scholarship for those looking at learning more about organ playing, Anglican music, and choral directing/music. Currently in this role is Asuka Tsuchiya, who has been working very hard and has already contributed through a number of concerts, and now plays for the monthly Baptism services. Asuka, Vicky and I are due to be interviewed on the 15th March 2020 to discuss this post and the art of organ playing - an exciting way of advertising St. James and all that we can offer, both in our music and worship!

We have welcomed Mary Blake to our Church Alive team of musicians who is doing a fantastic job on the trumpet (and occasionally, the tenor recorder!) and helps to amplify our worship. Linda and I have been working hard at sourcing some more material for Church Alive to add some more breadth to our music library and I'm continuing to gradually transpose the library so that players using instruments in Bb can play without having to sight-transpose it into a different key.

I'm hoping to continue recruiting new singers (junior and adult) in 2020 and continue our Aurora and other concert series to help fundraising generally and for our organ and music fund!

*Myles Tyrrell*

### **PALS (Parishioners at Lunch on Sundays)**

It's hard to believe another year has passed, since the first report for the PCC.

However, not a lot has changed really. We still have nearly 30 people 'on the list' though several are unable to attend the lunch on the 4th Sunday of the month at present for various reasons, but wish to be kept in touch with the group. We still have about 12 who get to the lunches each month – (not always the same 12) – though over the winter period this has been only 7-8 who could make it.

We have tried another venue – and are about to try yet a third if they can accommodate us together and at about 12:30 on a Sunday. Otherwise much remains the same.

We have managed a few theatre outings – some at the Mayflower, the Nuffield and other amateur performances elsewhere which have proved very entertaining and enjoyed. We now feel that if we are getting a group up for a theatre visit, it should be open to anyone in the church who would like to go – so a list for the Mayflower is at the back of the church – others may appear as and when applicable.

We perhaps need to remind our congregation that we do exist – as we may have new members of the church who would like to join us.

*Rita Payne*

### **PASTORAL TEAM REPORT 2019**

Pastoral Care: caring by sharing God's love in times of joy & sorrow.

Providing a listening ear & advice; signposting to sources of help.

Supporting others particularly at times of illness & difficulty.

During 2019 the Pastoral Team:

Met regularly with & supported Revds. Vicky Maunder & Linda Galvin by:

- Taking Communion [Reserved Sacrament] into Care/Nursing Homes

- Leading regular services for residents of Care Homes & Sheltered Housing
- Organizing seasonal services [Christmas / Harvest etc.] for those same residents
- Taking Home Communion to parishioners unable to attend church due to illness
- Sending Christmas & Easter cards to congregation members who are housebound
- Making home visits [as requested] to lonely/isolated persons known to our congregation
- Keeping in contact with members of the church family who we know are in hospital
- Praying for those in need [in confidence] through our personal daily prayers
- Placing prayer cards on the Lady Chapel Prayer Board for those in need [if requested]
- Linking with families through Stay & Play & sending 1<sup>st</sup> anniversary baptism cards
- Forwarding messages of condolence & sympathy at time of bereavement
- Helping at & assisting with organizing the annual 'Special Lives' service
- Signposting those needing specific help & advice to relevant organizations & charities

I wish to thank the Pastoral Team: Brenda Holden, Enid Plowman, Betty Wood, Maura Knights & Joan Earl for all the practical help they provide, also Margaret Ball for her prayerful support.

Thanks also to Vicky & Linda for their input, help & advice.

Please speak to Vicky, Linda, Brenda or myself if you may be interested in exploring a calling to be a part of St James' Pastoral Team.

*Carol Kidd*  
(LLM / Team Coordinator)

## **PATHFINDERS and CHILDREN'S WORK REPORT**

We continued working with our children throughout the year using material from Roots, planning worship, prayer, games and craft activities for a mixture of ages.

Our Good Friday and Christmas mornings went extremely well with 30 children and several adults attending to support their younger children, and as in previous years we used a mixture of storytelling, craft and games to retell these important events in the Christian Calendar.

The team had been discussing for some time the fact that there was little provision other than the children's corner in church for parents with babies and toddlers, we wanted to offer an alternative option. Vicky suggested Diddy Disciples which is something she used successfully in her previous parish.

In September St James hosted a training session led by Sharon Moughtin-Mumby, the creator and author. It is a resource dedicated to creating worship that follows our own church worship pattern using seven principles and is primarily aimed at parents with babies, toddlers and younger children.

We launched our own programme of Diddy Disciples, which we named Mustard Seeds, to run alongside Pathfinders in December and we hope that in time this will grow our younger church family and feed into Pathfinders, the Choir and the role of Servers.

I would like to thank everyone for continuing to support our children's work.

*Jan Barrett*

## **STAY AND PLAY**

The group continues to be very popular. £200 was donated to St James' Church, which was split into 2 amounts. We were able to pay a contribution to the Manor Farm Trip, which everyone really enjoyed. We had a couple of grants awarded - one from Eastleigh and one from the Parish Council. We were then able to replenish some of the worn toys, buy a role play kitchen, puzzles and tabletop construction toys.

*Penny Beeby*

## SAFEGUARDING REPORT

At St James' Church safeguarding continues to take high priority.

All Ministers, PCC members and Church Officers have clear DBS certificates and it is mandatory for them to complete basic national on-line safeguarding training modules.

Clergy, Licensed Lay Ministers and Commissioned Lay Workers are also required to attend higher level training every 3 years.

As per the usual process when a new vicar begins in a parish, Jackie Rowlands [Diocesan Safeguarding Officer] has met with Revd Vicky Maunder.

During 2019 the PCC were notified of the report on the outcomes of the Independent Inquiry into Child Sexual Abuse: <https://www.iicsa.org.uk/publications>

In the autumn the PCC reviewed and approved updated parish safeguarding policies. These are available for viewing on the church and hall noticeboards.

The church website has links for accessing help for anyone concerned about any form of abuse plus information on support available for victims and survivors of abuse.

St James' Church Ministry Team & PCC remain committed to:

- Promoting a safer environment and culture for all
- Safely recruiting and supporting all holding positions of authority
- Appointing a Parish Safeguarding Officer to advise on best practice including provision of pastoral care for victims/survivors of abuse or other affected persons
- Following National Guidelines and the Diocesan Safeguarding Officer's advice regarding the safe recruitment and monitoring of ex-offenders

I wish to record thanks to Revd Vicky Maunder, Revd Linda Galvin and to the Church Wardens for their full support in helping to maintain good safeguarding practice within this parish by following the guidelines found within:

*CofE House of Bishops Parish Safeguarding Handbook 'Promoting a Safer Church'*

<https://churchofengland.org/safeguarding>

<https://churchofengland.org/more/safeguarding/policy-practice-guidance>

Carol Kidd  
PCC Parish 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. Karen Wiseman, our Foundation Governor, stepped down after many years of dedicated and loyal service to the school. We are very grateful for the valuable contribution she made to the school.

It was a great pleasure to have Revd Vicky join our team this year and she has had a very positive impact. Revd Vicky and Revd Linda continue to lead Collective Worship in school on a weekly basis. Linda plans the Collective Worship for each term with the help of Andy Boyden, a staff member. 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).

Revd Linda has continued in her highly effective role as the school chaplain and she has continued to work 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.

In 2019 I was given the opportunity to represent the Diocese and was invited to visit Rwanda during the February half term. It truly is one of the most beautiful countries I have had the pleasure of visiting. Bishop Jered, the Bishop of Shyogwe, made sure we were welcomed and that we knew how valued our role in schools was. He asked us to act as ambassadors for Rwanda as he is happy to have our engagement with schools.

Had I not visited the schools myself I would have found it hard to imagine how over 100 children could be taught in one room with one teacher with nothing other than a piece of chalk and a blackboard. Each school has over 1000 children and overcrowding is a very real problem in all of the schools. It was interesting to see that there was no sign within the schools that they were linked to the church in any way. It is very different to church schools in the United Kingdom where it is so evident that it is a church school. We lead a conference for the priests and headteachers during which we gave them some practical examples of how the schools and church could strengthen their partnerships.

I am hoping that at some point in the future it may be possible to take Revd Vicky and Revd Linda to Rwanda to continue the work we have started. We were so blessed with this incredible experience that I want to ensure we take every opportunity to continue to work with this newly established partnerships and move forward with what we had the privilege to learn while there.

At our school 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 continues to host school services once or twice a term, as well as receive visits from year groups. In 2019 the church hosted the Key Stage 2 nativity plays and it was a sell out!

It is a real privilege to be a church school 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. We would like to thank Revd Vicky and Revd Linda for all of their hard work and support during the year.

*Michelle Marsh*

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

In January 2006 it was suggested that the Church might like to organise events for parishioners, where companionship would be foremost, giving opportunities for get-togethers, to socialise. At an open meeting 13 people volunteered to organise what was to become known as St James' Social Group. It would not be a club and everyone would be welcome. In February of that year the first SG Tea was held, with 49 people attending. The committee aimed at having an event each month; by the end of 2006 we had held 5 afternoon teas, 1 walk, 3 outings a games evening, and 2 quiz nights. The total attendance was 210!

Over the following years we went to Wickham to play skittles, dined at the Botleigh Grange Hotel and the Rose Bowl, we visited Wilton Shopping Village to begin our Christmas shopping, visited the New Forest in Autumn to marvel at the beautiful trees, had slide shows and talks..... the list is endless! From 2011 we made use of the One Community buses to take us out and to bring guests to the hall for teas etc but had to cease when drivers were not available on Friday afternoons.

Over the years the number of guests decreased and interests changed but we kept going with our themed teas which included a quiz, word game or a session of bingo. We found our guests were happy to sit and natter and enjoy a tea of homemade cakes and scones etc washed down with many cups of tea!

At the beginning of 2019 the committee had five active members and the guest numbers had fallen to the low teens, so it was decided to abort the planned programme and listen to comment regarding the need for such a group. All through the thirteen years we have managed to cover our costs. Teas in 2006 cost £2.50; in 2019 £3.50!

We have enjoyed every event and hope we have been able to provide friendship to all who have participated in our meetings over the years. We hope that all who miss our monthly tea will understand the reason for our closing down. Should the need for such a group arise in the future we hope that others will volunteer to take our places!

With our thanks,

*The Social Group Committee: Chris, Joan, Janet, Margaret and David*