



The Parish Church of St James
West End

Annual Report
of the Parochial Church Council
for the year ended 31st December, 2021

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
held on Sunday 9th May 2021 at 6:00pm via Zoom

38 people attended the meeting

Annual Meeting of Parishioners

1. **Revd Vicky Maunder welcomed all the attendees and opened the meeting with a prayer.**
2. **Apologies** were received from Sally Redfearn, Margaret Baker, and Rachel Owton
3. **Minutes of the Annual Meeting of Parishioners held on Sunday 25th October 2020.**
The minutes were agreed and signed as a true record.

4. **Election of Churchwardens for 2021-2022**

Revd Vicky Maunder said that it had been rather a challenging year to be a churchwarden as the leadership team had to make so many decisions about how to do things and keep people safe with shifting goalposts throughout the year. She thanked Janet Barrett and Scott Langridge for their wisdom and commitment over the past year 2020 and said how they had been an invaluable help and support.

Jan Barrett was stepping down as churchwarden having completed her maximum term of six years and Vicky thanked her for her service and all the gifts she had brought to the role. She had quietly and capably fulfilled her role with warmth, kindness as well as deep faith and dedication. Vicky asked those present to show their thanks and appreciation via a group wave. A gift had been delivered to Jan the previous day on behalf of the church family.

Scott Langridge, standing again as churchwarden, was proposed by Diana Barnes and seconded by Jan Barrett.

Diana Barnes was proposed by Scott Langridge, and seconded by Noel Becket.

As no one else was standing they were both duly elected and appreciation was shown with a group wave.

5. **Assistant Churchwarden**

Noel Becket had agreed on completion of his term as churchwarden a few years ago to continue to look after the church buildings and was given the title Buildings Officer. This role is unique to St James and is a great gift to both church and to the wardens as the tasks covered by Noel's role are the responsibilities of the churchwardens. He was thanked for the work that he does. The PCC had agreed that this role be renamed as Assistant Churchwarden, and Noel and the wardens will work more closely together going forward.

Those attending the APCM were asked to support this and the agreement was unanimous.

A prayer was said for all three churchwardens.

6. **There being no other business, the annual meeting of Parishioners was closed.**

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

PARISH OF ST. JAMES', WEST END

Minutes of the Annual Parochial Church Meeting
held on Sunday 9th May 2021 at 6:00pm via Zoom

Annual Parochial Church Meeting

1 **Minutes of the Annual Parochial Church Meeting held on Sunday 25th October 2020**

The minutes were unanimously accepted as correct and a true record.

2 **Matters Arising.** There were no matters arising.

3 **The Electoral Roll:** The Electoral Roll Officer, Margaret Baker, was unable to attend the meeting but had sent a report that the Electoral Roll currently stood at 136. There had been no deletions and 3 additions since the APCM in October. 33 of those on the roll live outside the Parish. Revd Vicky Maunder wished to record thanks to Margaret for her work as Electoral Roll office and also for her time spent managing the Church Hall.

4 **Appointment of External Examiners:** David Forster, in his role as Treasurer, proposed the re-appointment of the external examiners, Independent Examiners Ltd. They were now based at Bosham near Chichester and continue to be very efficient and do a fantastic job. This was seconded by Jill Marten and all were in favour.

5 **Financial Statements of the Parochial Church Council for 2020:** The accounts for the year 2020 were included in the Annual Report. David had written a brief review on page 12 and the financial statements in detail appeared from page 14 onwards. David explained that it had been quite a difficult year finance-wise but we had got through it and he thanked everyone for maintaining their levels of giving. Matthew Thomson asked if David could give the highlights of the year, as in were we better or worse off. David explained that we had a shortfall for 2020 of nearly -£8,000 as opposed to a small surplus in 2019 of £500. This was caused more by a lack of income from church activities (eg collections in church and at weddings and fundraising events), rather than expenditure. Everyone had maintained their planned giving throughout 2020 which was a great blessing. David explained that our charitable giving is mainly via the HOPE committee who hold fundraising events for their designated projects. Payments to mission partners and charities last year were just under £1,000 whereas in the previous year they had been £1,700. Our CMF (Parish Share) payments were up to date and on track. We had done very well in this respect compared to some parishes. There were no further questions.

Bethea Alexander proposed the accounts for 2019, Barbara McDowell seconded and all were in favour. David was thanked for all his work as Treasurer, particularly during what has been a very demanding year, with extra work caused by the pandemic on the furlough scheme among other things.

6 **Annual Report:**

The Report of the Proceedings of the Parochial Church Council was shown on pages 5 – 12 of the Annual Report. The PCC Secretary was thanked for her work. There were no questions.

The Vicar's Report and Reports from Churchwardens and other organisations were detailed from page 27 of the Annual Report onward and Vicky mentioned that the document itself was only a couple of pages shorter than usual, despite not having had so many events to include. The report

told the story of how we had had to “do church in a new way” in 2020. It had been a very challenging year for the world with such a huge loss of life and other losses in so many ways, with the church building closed for part of the year and two of our staff on furlough. No weddings, no singing and no being able to welcome the wider community to our church building. There had however been blessings in the gift of technology creating virtual spaces to meet, with Zoom becoming a regular part of our church life. Revd Vicky particularly wanted to thank Donna who had given so much of her time to setting up livestreaming and being there every week. Thanks were also extended for all the various gifts of the ministry team of Linda, Carol and Alan and the two BCMs, David and Mike, all of whom had to adapt to leading worship online and had worked incredibly hard in their service of the church over the past year. Vicky also thanked Alan for re-joining the ministry team and for his wisdom and experience. Vicky also wished to thank Steve Wiseman who had dealt with all the extra work required on risk assessments as part of his Health and Safety officer role and Brenda Holden who had taken on the booking system for services during the pandemic.

Other blessings included the instigation of the Buddy system, the upkeep of the church grounds and displays for inspiration and outreach which had been installed there and in the village during the year. Social media had been a great boon in connecting with the wider community and thanks to volunteer stewards we had been able to open the church for private prayer. There had been new faces at our services and some signs of growth despite everything.

Vicky wanted to say three things about moving forward:

- .1 We can't go back and can only go forward; we are not the people that we were before the pandemic. We need to discern God leading us, not our own agendas, in our future.
- .2 It is important that we move onward as one church family, as one community, the body of Christ, and identify as one church, not a particular congregation.
- .3 We need to be outward looking as there is a lot of need after this difficult year and we should think about how we can serve the wider community in faith and love.

The annual report was proposed by Vicky Maunder, seconded by Enid Plowman and unanimously accepted by all.

Linda Galvin gave heartfelt thanks to Vicky for leading us all during 2020 and beyond, especially as it had been such a difficult time and while having to care for her family too.

7 Any Other Business of church or parochial interest:

- .1 Vicky wished to thank Margaret Baker who was stepping down after many years of service as Hall Manager, and a gift had been given to her in appreciation. Linda Galvin had volunteered to fill the role for the time being until a replacement was found.
- .2 Vicky mentioned to the meeting the Living and Love and Faith resources based around sexuality, relationships and the attitude of the church to these, and encouraged everyone to be part of the process to help create a safe space for all God's people going forward.

8 Election of 4 members of the Church to the PCC

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

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

Nominee:	Proposed by:	Seconded by:
Barbara MCDOWELL	Noel Becket	Carol Kidd
Sarah LANGRIDGE	Diana Barnes	Janet Barrett

New Nominees this year
Noel BECKET
Jill MARTEN

Proposed by:
Carol Kidd
Linda Playford

Seconded by:
Janet Barrett
Andrea Scott

As there were no more than four nominees for the four vacancies, all were duly automatically elected.

9 Election of 1 member of the Church to the Deanery Synod

Following the revision of the Church Representation rules, beginning in 2020 Deanery Synod Representatives are to be elected every three years by the annual parochial church meeting and hold office for a term of three years beginning with the next 1st July following the date of their election: As Diana Barnes, elected in 2020, had now been accepted as Churchwarden, there was a vacancy for two years on the Deanery Synod to be filled.

Noone had come forward, but Matthew Thomson agreed to fill the position. Revds Vicky Maunder and Linda Galvin were delighted at this news and Matthew was duly proposed as follows:

Nominee:

Matthew THOMSON

Proposed by:

Rev Linda Galvin

Seconded by:

Rebecca Almeida

Post meeting note: Unfortunately due to the technicalities of his not yet being on the Electoral Roll, and having being proposed by a Clerk in Holy Orders, Matthew's election was declared void. Once he has been accepted onto the Electoral Roll he will be voted onto the PCC at the meeting on 13th July 2021.

10 The date of first meeting of the new PCC will be Tuesday 11th May at 7.30pm via Zoom.

Vicky thanked all for attending, and closed the meeting with 'The Grace'.

Signed.....


Dated.....


St. James' Church, West End

Annual Report

and

Statement of Financial Activities

of the

Parochial Church Council

Registered Charity No 1132863

For the year ended 31st December 2021

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
Unit 2, The Broadbridge Business Centre,
Delling Lane, Bosham
PO18 8NF

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 2021 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 Robison MAAT FCIE
Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham
W. Sussex
PO18 8NF



Dated: 18th March 2022

St James' Church, West End – Annual Report of the Parochial Church Council for the year ended 31st December 2021

Administrative Information

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

The correspondence address is St James' Church, Church Hill, West End, Southampton, SO30 3AT.

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

The following served as members of the PCC from the APCM held 9th May 2021:

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)
LLM	Mr A Jenkins	LLM Emeritus	(From August 2020)
Wardens:	Mr S Langridge Mrs D Barnes	Vice Chair Deputy Vice Chair	(First elected 2018) (First elected 2020)
Representatives on the Deanery Synod	Mr M Thomson Mr G Holden Mrs C Kidd		(Until APCM 2023) (Until APCM 2023) Safeguarding Officer (Until APCM 2023)
Elected Members:	Mrs S Overall Mrs F Weston Mrs B Alexander Mrs J Castle Mr D Forster	PCC Secretary	(Until APCM 2022) ² (Until APCM 2022) ¹ (Until APCM 2022) ¹ (Until APCM 2022) ¹ (Until APCM 2023) ¹
	Mr A Brooks Mrs R Owton Mrs K Badcock Ms Jill Marten Mr N Becket Mrs S Langridge Mrs B McDowell	Treasurer and Gift Aid Secretary Assistant Warden	(Until APCM 2023) ² (Until APCM 2023) ¹ (Until APCM 2023) ² (Until APCM 2024) ¹ (Until APCM 2024) ¹ (Until APCM 2024) ² (Until APCM 2024) ²

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

Electoral Roll Officer	Mrs M Baker
Health & Safety Officer	Mr S Wiseman

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. *This Committee is currently suspended.*

Achievements and performance

Church attendance

There were 137 parishioners on the Church Electoral Roll, 37 of whom live outside the parish, as recorded on the roll on 31st December 2021. Church statistics for 2021 are listed on page 10.

Review of the year 2021

The full PCC met 7 times during the year via Zoom with an average attendance of 89%. Committees met between meetings and notes of their deliberations were received by the full PCC and discussed where necessary.

January 2021 – The PCC held their first meeting of 2021 on Tuesday 26th January, via Zoom, with no apologies. Decisions made by the PCC or Standing Committee via email since the last meeting were ratified, and included investigative work on the organ and various decisions on services. Charging a fee for live-streaming of weddings and funerals was agreed in principle. The dispensation of reading Morning and Evening Prayer and celebration of Holy Communion had been agreed from 3rd January until the end of the current lockdown.

Finance reports to the end of year 2020 were not as bad as expected with Parish Giving figures very encouraging. The Furlough Scheme continued for the Administrator and Musical Director. Vicky's Report

highlighted a totally different Christmas season for everyone, there had been engagement with the local community, online services had gone well including services with a limited congregation. Christingle "DIY" bags and the online service had been very popular. Outdoor Christmas trees, the Nativity trail and online Advent Calendar had been appreciated locally. The church had been open from Monday to Saturday; cake and cards delivered to vulnerable members of the congregation and worship material had been sent to those not online. Activities for the immediate future were outlined, including online coffee mornings, Zoom Quiz, Sunday bible stories for younger children and Diddy Disciples. A "Love Is" display was planned in the churchyard during February and Myles planned a live-streamed concert. "Lent-in-a-Bag" for adults and for children would be available, along with Lent books for discussion. An online Ash Wednesday service was planned. The buddy system had been revived and Vicky was sending a letter regularly to those unable to access weekly emails. Concern over lack of provision for pre-teen and teenaged church members would be addressed by asking the children what they would like to do with a Zoom meeting to discuss. The PCC agreed to register an account for the Living in Love and Faith learning hub and Brenda Holden had sent a report detailing the initiative. A cable had been installed to enable livestreaming of services with a stable connection with costs well below budget and the new sound system should also improve the experience. It was agreed to contact a local bat group before investigating methods of fly control in church, which had been particularly bad during the autumn of 2020. Building and Fabric – work to the hall floor and leaks in the hall roof along with electrical inspections had been undertaken. Maintenance of Old Burial Ground - any work other than routine maintenance by West End Parish Council requires permission from the Church before it is carried out. Administration and status of the foodbank – for which St James is a collection point – was clarified. An update on Church magazine advertising was given and letters had been sent out to subscribers. Back copies were available online and some donations had been received. A Churches Together update was received. HOPE events over the festive season had not raised as much as in usual times but had still had a good response; further events were planned.

19 members of the PCC were present at the 23rd March Zoom meeting, with a reflection on the first anniversary of Lockdown which occurred that same day. Matters arising included the collection of copies of PCC member signed documents and the success of Zoom meetings with the young people of St James'. Business since the previous PCC meeting was ratified and included approval of remedial work to Hall MCBs on circuit board, Solent Mind as HOPE committee's chosen charity for Lent Appeal, re-opening the church on Wednesday 17th March for public worship, Holy Week services and church cleaning prior to reopening. The church would also open for the National Day of Reflection (Anniversary of first Lockdown) on Tuesday 23rd March 2021. Community use of hall was also agreed. Finance was steady but £3,000 would need to be transferred from reserves to pay insurances. The 2020 Annual report to the PCC was approved. The term of office for Deanery Synod members was clarified as three years from April 2020. David presented the financial report which had been agreed by the Independent Examiner, and this was accepted and approved by the PCC. The Furlough Scheme would be reviewed should more administrative help be required by clergy. Under her Vicar's Report, Vicky introduced a discussion on nurture and development of worship and discipleship in the coming months and years, following the lockdown months of "doing things differently" during the pandemic. The renaming of our 'Buildings Officer' as Assistant Church Warden will be agreed at the APCM. It was agreed to revoke our membership of ENTRUST (the vehicle under which we were able to apply for grants from Biffa and Veolia) A new email address for the administrator for GDPR and safeguarding reasons was agreed. A date for the Annual Meetings was agreed and election of members of the PCC discussed. Vicky was pleased to announce a new candidate for election as churchwarden. Margaret Baker was standing down as Church Hall manager, a PCC subgroup would run it in the meantime. Safeguarding paperwork for all hall hirers was recommended and no new hirers will take the time slot of existing groups unless these give notice. Building and Fabric report included that the leak in the hall roof had hopefully now been resolved. The five year electrical inspection had been completed; Jon Bagley had redecorated hall toilets and lobby. AV System installation would take place in April. It was agreed to apply for a faculty to remove two pews from the back and the two that had already been moved a few years previously on a permanent basis.

An attempted break-in via the West Doors on 1st January had fortunately caused no damage. The installation of security cameras may be a future option. Jane Castle had contacted a local bat group and information provided to the PCC on the the treatment of cluster flies. More work was required to decide on whether to produce a paper version of the magazine. Deanery Synod minutes were received and the closure of the diocesan office at Old Alresford Place noted. All parishes are now requested to pay their CMF by bank transfer. Carol's safeguarding report highlighted the Safer Spaces initiative for survivors of abuse. A Social Media policy draft was discussed but needs further clarification of information before it can be fully approved. Churches Together minutes were received; with news of Street Pastors carrying out daylight patrols in Hedge End on Friday afternoons, and a virtual AGM.

The first meeting of the PCC following the APCM was held on Tuesday 11th May 2021 via Zoom.

Nineteen people attended, new members welcomed and appointments agreed. Sidespeople for the coming year were approved along with Church Alive Welcomers and the names of the Pastoral Team were noted for Diocesan records. PCC were reminded of declarations they must sign. The APCM had been held on Sunday 9th May, attended by 38 people. A faculty had been submitted for removal of four pews. PCC discussions by email had included support for an updated risk assessment allowing four choir members to sing at 9:30am services, agreement to extend Asuka's organ scholarship for another year, the approval of the purchase of a new CD player for c£200 for Project Aurora, along with a small monitor to allow users of the large projector screen to see what was on it. Project Aurora was nearing completion and additional items such as power sockets, CD player and a mixer had been purchased; the screen and projector were now in place. Thanks were recorded for all the work and time Noel has given to the project. Under Finance there was a shortfall of -£3596 for the year to end April, but our CMF was all paid up to date. The cancellation of West End Carnival this year meant no income from the Carnival barbecue. There had been no Hall rental income since last March and we were hoping for a better situation post-Covid. The Diocese was encouraging "Generous June" again this year, based on generosity both financial plus time and talents. The wording for the Stewardship letters should include an explanation of how much it costs to run the church. The use of giving by text and QR codes should also be investigated. Furlough Scheme – it was agreed to part-unfurlough Kate so that she could help produce service sheets and do other admin tasks now that things are getting busier. Vicar's Report - Vicky was glad to have the choir singing again with services in person as well as live-streaming. Easter Services had been well attended. A "Thy Kingdom Come" event with prayer stations inside the church was planned. An Ordinand from St Mary's in central Southampton would be joining us for the month of June. It was agreed to move the Wednesday Eucharist to 10:30am to enable Stay and Play to run again. A "bring your own coffee" morning was suggested in the church grounds was approved. Linda Galvin was overseeing Church Hall matters on a temporary basis. Jan Barrett had agreed to take over the day to day running and bookings.

Safeguarding - Carol again reminded all PCC members of their responsibilities regarding online training. There would be a HOPE Quiz on Friday 15th May. Our Patronal Festival would allow for celebrations as we hopefully emerge further from restrictions.

The PCC next met on Tuesday 13th July 2021 via Zoom. Matthew Thomson was welcomed onto the PCC as a member of the Deanery Synod. It was confirmed that Jan Barrett had taken over as Hall Manager. CofE Covid-19 guidance was awaited before future use of the hall could be decided. At the end of June Finances were in good form; a generous gift-aided donation in May had helped this. Gift-aid payments had been received from HMRC and all debtors had settled to date. Our CMF (Parish Share) affluence band had been downgraded from D to C for 2022. Both Kate and Myles continued to be part-furloughed but the scheme would cease at the end of September. Changes to the Bank Mandate were agreed following the change of Churchwarden. Vicky's report detailed Revd Linda Galvin increasing her days as St James' School Chaplain from one to two and Carol's plans to become an Anna chaplain, promoting the spiritual welfare of older people. The Patronal Festival on Sunday 25th July would include an afternoon tea and outdoor Songs of Praise service at 4:30pm. All PCC members were encouraged to

take part in a Living in Love and Faith (LLF) course planned for the autumn at St James'. A draft plan for Emerging from Restrictions and a Services Review was discussed and agreed, with two key dates of 19th July and 5th September and an emphasis on small steps and caution. Wearing masks indoors would be encouraged with sidespeople and welcomers continuing to wear them to encourage those entering the building to do so. Hand sanitising would also still be expected with supplies available for all. Bookings for services would no longer be necessary from 19th July and Sunday evening services would resume in September. It was hoped that Pathfinders/Mustard Seeds would resume on Sunday mornings. Livestreaming at services would continue for the time being. Coffee would be served in the hall between services to give more space. A monthly Taizé service will be held on the second Sunday evening of each month. It was agreed to cease holding a monthly 8am Eucharist and pew / notice sheets would no longer be produced, for both environmental and financial reasons. St James' will be added to the list of churches calling on the Government to tackle climate change. A group was formed to re-visit our status as an Eco Church. The future of the church magazine was discussed. Although it was decided not to print any more magazines for economic and environmental reasons, some PCC members were not happy with this decision and a meeting was called to discuss how best to reach out to people who may be missing out by not receiving a magazine. Audio recordings had been analysed by the Bats in Churches group which suggested that there were no bat roosts present in the church building; quotations for the treatment of cluster flies could now be obtained. The Building and Fabric report noted that the hall roof leak continues to be investigated by the roofer. A faculty to dispose of four pews had been issued; they may be used for a project renovating an old chapel in Dorset. Minor electrical works had been undertaken. Feedback on the successful grant application for the hall kitchen had been requested by Biffa, but because the hall had not been used during the pandemic it was difficult to report. A fallen decorative pinnacle over the West Door would be repaired with funds taken from the dormant Friends of St James account. The final outstanding balance of £240 on Project Aurora will be met by ongoing 200 Club subscriptions. The 200 Club was discussed briefly and it was decided to continue for the time being as some people contribute to both schemes. Safeguarding folders in church and hall had recently been updated. In the autumn there will be a "self-audit" of the safeguarding procedures in place at St James'. The Social Media policy had now had Linda Galvin added as the required named person and was agreed by the PCC. A Churches Together meeting report included welcoming new leaders, support for those with mental health concerns, links with new-build communities and the continuing work of Street Pastors, as well as a Children's holiday bible club. The first post-Covid HOPE event – a barbecue attended by 30 people – had been a great success and raised over £250.

17 members of the PCC met on Tuesday 14th September 2021 via Zoom. A new temporary service booklet was being prepared and Revd Linda Galvin reported that her work at St James' School was going well. Diana Barnes had volunteered to chair the Eco-Church group. Business by correspondence since the previous meeting had included approval of a further meeting on the magazine, guidance on restrictions at services and protocol at weddings. Finances were in a reasonable state with accounts showing a surplus of £4667 at the end of August. Payments were on track and generous donations by church members had meant revenue was looking good; we should be very proud of this achievement given the circumstances of the pandemic. All but a small payment for Project Aurora had now been made. A final claim for furlough payments would be made for the end of September when the scheme ceases. Kate was now working her full hours and Myles would be back on full hours at the end of September. A voluntary payment to the Common Mission Fund (CMF) was discussed but no decision made. Vicky reported that she was pleased to be getting back to a more normal pattern of services and reconnecting with people. Church Alive would be inside from the start of October with Myles playing for services and the new screen would be used. Caution was still to be encouraged. Vicky would write to the Bishop for permission for Peter Littlejohns to be licensed to administer the chalice. The Remembrance Day service would be held at the War Memorial in conjunction with the Parish Council; no Church Alive service would be held on that day. Carol was to be commissioned as an Anna Chaplain on Sunday 21st November at a joint service with Eucharist to include prayers for, and a blessing of, the

pastoral team. A generous donation of £2,000 had been received to replace the Church noticeboard at the South path entrance. Autumn events were announced. Livestreaming of services was discussed using a mobile phone with 4G as other options were currently too expensive. A dedicated hardwired line into the vestry will be discussed again in the future. An meeting would be held to discuss the Parish Magazine. Building and Fabric report included booking a local firm for October to hopefully rid the church of the seasonal cluster flies problem using a ULV fogging process. The Church Hall Committee had met via Zoom and agreed key points. Regular hirers were beginning to return and some new enquiries had been made. Carol and Vicky were checking safe-guarding best practice as church facilities continue to open up. Churches Together minutes had been received highlighting the next service for Christian Unit will be held on 23rd January at the Salvation Army Centre in Hedge End. The HOPE committee had met and recommended to the PCC that the charity "Kitchen Table Charities Trust" be supported as one of the main charities from September 2021 for two years.

An additional meeting of the PCC was held on Tuesday 2nd November 2021, mainly to discuss the future of the Church magazine. As a result of discussions on the magazine, the PCC agreed to produce a paper copy from January in A4 size, black on white paper, on a monthly basis, to meet the needs of those who are unable to receive it in any other way, and it will be charged at an annual rate of £5.00. A printed information sheet from the magazine with details of events and contacts would be made available at the back of the church as handouts to give information to visitors.

The following business was also agreed at this meeting: Following pastoral team training the PCC were asked to agree to support an application to the Bishop to authorise Debbie O'Brien as a Lay Eucharistic Minister. The names of the Pastoral Team were required to be agreed by the PCC for insurance purposes. After some discussion it was agreed to apply to the Archdeacon to remove four pews (ie two rows) and trial removing the rows one at a time. This was proposed by Vicky Maunder, seconded by Bethea and all were in agreement.

The PCC met again on Tuesday 30th November 2021, with 17 members attending via Zoom. A letter received from *Bats in Churches* thanked St James and Jane Castle in particular for completing a bat survey and questionnaire in the summer. Business by Correspondence had approved gifts of appreciation to our Organ Scholar and relief organists. The Standing Committee had approved a special fee for initial AA meetings in the church hall.

Church Magazine – 39 copies of the December/January edition would be printed and delivered, thanks were noted to those who are coordinating deliveries and responses had been received from advertisers for next year's magazines. Finance reports were included and figures to end of October showed a real surplus of £5,019. Direct Debit payments to the Common Mission Fund were up to date, all debtors clear and all Project Aurora bills had been paid. Fees Review: Changes to charges for next year had been discussed and proposed at the Standing Committee meeting on 23rd November and these were agreed by all. The Budget Worksheet was discussed and approved with a budget for next year 2022 of £87,676 for payments. Many of the figures had not changed much from this year. Major Building Repairs had been added for 2022, mainly due to the possible necessity of work to the bell and bell tower. A note was made of the possible need for repairs to the organ, which could be anything between £5K - £50K. The Vicar's Report covered Church Life during the autumn and included Covid measures, increase in choir numbers and the return of Church Alive to inside the church. There are new faces in congregations at all services and refreshments are once again being served. Vicky was pleased that services for Remembrance Sunday and the Anna Chaplaincy commissioning/Pastoral Team service had gone well. A welcome event for new folk had been well attended. Care home services had recommenced and social events including a Macmillan coffee morning, Harvest Lunch and the Christmas craft fayre had been popular, with the latter raising £1,950 for church funds. Feedback from the LLF course is to be discussed at a future PCC meeting. Rev'd Linda Galvin had been elected to represent our deanery at Diocesan Synod and is also involved in the Diocesan Board of Education. Due to the ongoing Covid-19 pandemic and the emergence of a new variant it was reluctantly agreed not to serve refreshments after the Lessons and Carols and

Special Lives services. Following Myles Tyrrell's resignation as Director of Music in-depth discussions on recruitment and requirements from the position were held. Building and Fabric covered the successful ULV fly removal treatment, the securing of the hall Velux window and stonework repairs at the west door. A reply from the Archdeacon for the removal of pews was still awaited. Sound checks had been made using different phones to try and solve livestream problems and a dedicated sim card purchased. Safeguarding policies were re-approved and Carol told the PCC that in the New Year all parishes will be undertaking in-depth parish safeguarding audits. The Social Media Policy requires revision before re-adoption and the Health and Safety Policy this was accepted after a suggested amendment. Churches Together minutes highlighted a Christmas meal at the Salvation Army centre and the service for Christian Unity in January. The HOPE Christmas Card was now in church for all to sign. The requirement to book for Christmas services was covered in the magazine and online, and would also be mentioned in notices at the end of services. Dates for future PCC meetings were agreed.

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

Church Statistics for 2021 (Previous year figures are recorded in brackets)	2021*	2020*	2019	2018	2017	2016	2015	2014
Baptisms	3	(5)	(39)	(38)	(34)	(34)	(39)	(47)
Confirmations	0	(0)	(0)	(0)	(7)	(0)	(0)	(4)
Weddings	6	(4)	(14)	(15)	(13)	(13)	(13)	(21)
Funerals & Burials	7	(9)	(20)	(12)	(15)	(15)	((17)	(19)
Easter Communicants	69**	*	(161)	(162)	(159)	(134)	(136)	(133)
Christmas Communicants	84**	*	(140)	(159)	(187)	(168)	(134)	(116)

* Unfortunately because of the Covid-19 pandemic where due to lockdowns and restrictions public worship was either suspended and offered on-line or offered with limited congregation numbers, reliable statistics were not available for this year.

** Congregation numbers were restricted at these services because of Covid-19

Financial Review:-

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

Of course, it goes without saying, that our finances have continued to be affected by the Covid-19 Pandemic, but activities are now slowly returning.

General Fund

We were extremely lucky that in 2021 our voluntary income has increased due to the generosity of our donors. Our collections at services are still greatly reduced, mostly due the lack of weddings and funerals taking place in church and the lack of visitors at services. Our patterns of giving have changed slightly with a few new participants in the Parish Giving Scheme and whilst loose collections at services are reduced, some are now giving via online giving. We are extremely lucky that over 80% of our regular congregation give via the Parish Giving Scheme and we are fortunate that everyone was able to maintain their levels of giving through difficult financial times, thank you all! Church Activity revenue was lower than the previous year due to less Furlough grants for our furloughed Director of Music and Parish Administrator compared to 2020 as the scheme has now closed, parochial fees were up slightly as a few more weddings were held as lockdown restrictions were gradually lifted, parish magazine revenue was reduced due to a few cancellations of adverts but mostly due to timing of receipts for the 2022 adverts

being received in early 2022 instead of late 2021. Activities for generating funds improved as a few fundraising events were organised, notably the table top sale and Christmas craft sale. Since completion of the Project Aurora the 200 Club now raises funds for the general fund. Overall our total income in 2021 was £ 15,707 higher than in 2020.

At the end of 2021 we had 60 members giving regularly through the Parish Giving Scheme (PGS) which was five more than at the end of 2020. About half of these have opted to inflation link their giving and we would encourage the others to please consider doing this or consider a review of your giving. We would still like to encourage any of our members who haven't joined this scheme yet to please consider doing so, especially those who use the yellow gift aid envelopes or the online giving on a regular basis. If you would like more information on this efficient and easy method of giving then please speak to the treasurer. Thank you to those of you not in PGS who switched your giving during lockdown to the online giving portal through Give a Little/Sumup. We hope that you will continue to use this method in the future or even better please sign up to PGS.

Our general costs (church activities cost) in 2021 were £ 82,351, ie. £ 2,885 less than in 2020. This was mostly due to a reduction in our parish share/common mission fund from £64,548 to £58,070 after a review by the diocese of the 2021 budget. The PCC agreed to make an additional contribution of £2,000 to help support other parishes encountering financial difficulties. Therefore our total payment was £60,070. Against this saving £1,338 was spent on an electrical inspection, PAT testing and an electrical upgrade to the boiler house.

The overall result in 2021 meant that £ 10,633 was added to our reserves.

Hall Account

In 2021 the church hall finances were seriously affected with a shortfall of £ £2,690 taken from reserves as the hall was closed for long periods again. The hall account continued to pay its 25% contribution towards the gas & electricity costs and 10% of the insurance cost.

Restricted Account

Financial transactions for the Flower Fund, the Organ Fund and the HOPE Committee are all recorded through this account. Project Aurora has come to an end as the Audio-Visual equipment has been installed and paid for in May.

The Parochial Church Council would like to thank you all for your generous support again during 2021.

**Approved by the PCC on 23rd March 2022 and signed on their behalf
by Revd Vicky Maunder (PCC Chairman)**

Signed: _____

V. Maunder

Date: _____

23/3/2022

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

Statement of Financial Activities

For the year ending 31 December 2021

								2021	2020
	General Fund	General Fund	Hall Fund	Restricted account	200 Club account	Fees account	Consolidation adjustment	Total Funds	Total Funds
	Unrestricted funds	Designated funds	Designated funds	Restricted funds	Restricted funds	Restricted funds	(see note 13)		
	£	£	£	£	£	£	£	£	£
<u>INCOMING RESOURCES</u>									
Voluntary income	79,439	2,500		982	50			82,971	71,811
Church activities	8,565		1,363	1,290	1,620	14,291	-6,220	20,909	16,690
Activities for generating funds	3,097			2,237				5,334	3,271
Income from investments	3		1	2				6	56
TOTAL INCOMING RESOURCES	91,104	2,500	1,364	4,511	1,670	14,291	-6,220	109,220	91,828
<u>RESOURCES EXPENDED</u>									
Church activities	82,351		4,054	24,864	1,670	15,504	-6,220	122,223	106,843
Costs of generating funds	80							80	89
Governance costs	540							540	480
Charitable activities	0			1,427				1,427	942
TOTAL RESOURCES EXPENDED	82,971	0	4,054	26,291	1,670	15,504	-6,220	124,270	108,354
NET INCOMING/OUTGOING RESOURCES BEFORE TRANSFERS	8,133	2,500	-2,690	-21,780	0	-1,213	0	-15,050	-16,526
<u>Transfers between funds</u>									
None	0	0	0	0	0	0	0	0	0
Brought forward as at 1st January 2021	14,841	18,341	13,153	30,270	0	2,933	0	79,538	96,064
Carried forward as at 31st December 2021	22,974	20,841	10,463	8,490	0	1,720	0	64,488	79,538
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 2021

	General Account	General Account	Hall Account	Restricted Account	Fees Account	200 Club Account	2021 Total Funds	2020 Total Funds
	Unrestricted Funds	Designated Funds	Designated Funds	Restricted Funds	Restricted Funds	Restricted Funds	£	£
	£	£	£	£	£	£		
Monetary Assets								
Bank Current Accounts	4,916	0	714	344	1,720	0	7,694	4,850
Bank Liquidity Accounts	18,058	20,841	9,749	8,146	0	0	56,794	74,688
Total Monetary Assets	22,974	20,841	10,463	8,490	1,720	0	64,488	79,538
Debtors (See page 19)								
HMRC Charities Tax claim -4th Qtr 2021	848						848	891
Church Letting fees	200		0				200	0
Total Debtors	1,048	0	0	0	0	0	1,048	891
Total Current Assets	24,022	20,841	10,463	8,490	1,720	0	65,536	80,429
Creditors (see page 19)								
Independent Examiner fee	540						540	540
Payments due to Missions				593			593	504
Wedding deposits					1,720		1,720	2,933
Church hall security deposit			50				50	50
Total Creditors	540	0	50	593	1,720	0	2,903	4,027
NET CURRENT ASSETS	23,482	20,841	10,413	7,897	0	0	62,633	76,402

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

05/03/2022

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

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

For the year ended 31 December 2021

	2021		2020	
	£	£	£	£
Receipts				
<u>Voluntary income</u>				
Planned giving - gift aided	53,863		44,997	
Gift aid envelopes - one offs	1,815		1,748	
Income tax recovered on gift aided giving	14,593		12,409	
Income tax recovered on gift aided giving - designated	500		0	
Planned giving - non-gift aided	2,612		2,362	
Collections at services	1,789		1,924	
Collections at Pathfinders	0		44	
Legacy Gifts (designated)	0		8	
Donations	4,767		3,397	
Donation for noticeboard (designated)	2,000	81,939	0	66,889
<u>Church activities</u>				
Parish magazine sales & advertisements	1,179		2,641	
Parochial fees	3,460		2,491	
Heating fees	360		60	
Video/zoom/service sheet fees	88		0	
Refreshment donations	198		127	
HMRC - Furlough grants	2,634		4,695	
Trading (Books, Votives, Concert lettings etc) See note 3	646	8,565	230	10,244
<u>Activities for generating funds</u>				
Christmas craft sale	1,953		0	
Table top sale	506		448	
200 Club	295		0	
Other	343	3,097	302	750
<u>Income from investments</u>				
Bank Interest		3		14
TOTAL RECEIPTS		93,604	77,897	

Payments

<u>Church Activities</u>				
Diocesan Common Mission Fund (CMF) See note 4	60,070		64,548	
Clergy expenses See note 5	324		138	
Ministry team training	218		0	
Church running expenses - Insurance	3,010		3,000	
Church running expenses - gas & electric See note 6	3,916		4,174	
Church maintenance	1,832		471	
Upkeep of services	920		1,026	
Photocopier & paper costs	249		586	
Organist & relief organists	6,234		6,024	
Choir & music	395		257	
Support costs - admin & stationery See note 7	457		583	
Support costs - Parish administrator	3,182		3,182	
Support costs - Parish magazine	489		489	
Support costs - Childrens work	530		104	
Outreach work & books	208		211	
Communications	60		0	
Refreshment supplies	200		113	
Bank charges	0		12	
Sun-up charges (ref online donations)	57		68	
Banns fee refund	0		44	
Silver wafer box repairs (from legacy donations)	0	82,351	206	85,236
<u>Costs of generating funds</u>				
Fundraising costs See note 8		80		68
<u>Governance costs</u>				
Account examination fees		540		480
TOTAL PAYMENTS		82,971	85,784	
EXCESS (-SHORTFALL) RECEIPTS OVER PAYMENTS		10,633		-7,887
Bank Account as at 1 January 2021 / 2021		33,182		21,911
Transfer from Restricted a/c - repayment for Project Aurora 2017/2018 costs		0		19,158
Bank Account as at 31 December 2021 / 2020		43,815		33,182
Balance represented by:				
Unrestricted funds		22,974		14,841
Designated funds		20,841		18,341
		43,815		33,182

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

Church Hall - Receipts and Payments Account (Designated funds)

For the year ended 31 December 2021

	2021		2020	
	£	£	£	£
Receipts				
<u>Church activities</u>				
Hall letting Fees	1,363		2,020	
Security deposits	<u>0</u>	1,363	<u>100</u>	2,120
<u>Income from investments</u>				
Bank Interest		1		10
Total Receipts		<u>1,364</u>		<u>2,130</u>
Payments				
<u>Church activities</u>				
<u>Church Hall running costs</u>				
Gas	765		799	
Electricity	541		593	
Water Rates	81		303	
Insurance	335		333	
Refuse collection service	340		332	
Fire Extinguisher servicing	0		36	
Sundries	78	See note 9	139	
Building repairs & maintenance	1,515	See note 10	464	
Cleaner	369		252	
Cleaning Materials	30		70	
Refund security deposits	<u>0</u>	4,054	<u>100</u>	3,421
Total Payments		<u>4,054</u>		<u>3,421</u>
Excess(-shortfall) Receipts over Payments		-2,690		-1,291
Bank Account as at 1 January 2021 / 2020		13,153		14,444
Bank Account as at 31 December 2021 / 2020		<u>10,463</u>		<u>13,153</u>

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

Restricted Account - Receipts & Payments (Restricted Funds)

For the year ended 31 December 2021

	2021		2020	
	£	£	£	£
Receipts				
<u>Voluntary income</u>				
Donations - Project Aurora	430		4,105	
Donations - Flower Fund	287		330	
Donations - HOPE work	95		40	
Income Tax recovered on Flower Gift Aided donations	7		0	
Income Tax recovered on Aurora Gift Aided donations	107		444	
Income Tax recovered on HOPE Gift Aided donations	56	982	3	4,922
<u>Church activities</u>				
Fees - Organ fund	385		70	
Fees - Flower fund	905	1,290	230	300
<u>Activities for generating funds</u>				
HOPE committee events	1,364		969	
Project Aurora fundraising events	146		557	
200 Club fundraising - for Aurora Project	727	2,237	995	2,521
<u>Income from investments</u>				
Bank interest		2		32
TOTAL RECEIPTS		4,511		7,775
Payments				
<u>Church Activities</u>				
Friends of St.James' - Stonework repairs	702		0	
Flower Fund - cost of flowers etc	1,367		1,109	
Organ Fund - organ tuning & repairs	0		620	
Organ Fund - humidifier servicing & repairs	471		472	
Project Aurora - Lights & AVC	22,324	24,864	12,330	14,531
<u>Fund-raising trading costs</u>				
Project Aurora - fundraising costs	0	0	21	21
<u>Charitable Activities</u>				
HOPE - payments to mission partners & charities (See note 11 for details)		1,427		942
TOTAL PAYMENTS		26,291		15,494
Excess (-Shortfall) Receipts over Payments		-21,780		-7,719
Bank account as at 1 January 2021 / 2020		30,270		57,147
Transfer to General Fund (Repay Project Aurora 2017/2018 costs)		0		-19,158
Bank account as at 31 December 2021 / 2020	(Note 12)	8,490		30,270

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

200 Club - Receipts and Payments Account (Designated funds) (see note 13)

For the year ended 31 December 2021

	2021		Adjusted*	
	£	£	£	£
Receipts				
<u>Church activities</u>				
200 Club monthly subscriptions		1,620		1,660
<u>Voluntary income</u>				
Bank compensation		50		0
		<u>1,670</u>		<u>1,660</u>
Total Receipts				
Payments				
<u>Church activities</u>				
Monthly cash prizes		648		665
Surplus to Aurora fund	See note 13 C	727		995
Surplus to General fund	See note 13 C	295	1,670	0
		<u>1,670</u>		<u>1,660</u>
Total Payments				
Excess(-shortfall) Receipts over Payments		0		0
Bank Account as at 1 January 2021 / 2020		0		0
		<u>0</u>		<u>0</u>
Bank Account as at 31 December 2021 / 2020				

* The published 2020 figures showed both receipts and payments as being £1,250. These were wrong because the cash book figures hadn't all been populated into the correct columns and so both income and expenditure figures were understated. It is a zero balance account at the end of each month so there was no affect to overall balances.

West End PCC of St.James'

Fees Account - Receipts and Payments (Restricted Funds) (see note 13)

For the year ended 31 December 2021

	2021	2020
	£	£
<u>Receipts</u>		
<u>Church activities</u>		
Winchester Diocesan Board of Finance (Priest Fees)	3,900	2,155
Priests Travel fees	170	60
Marriage document delivery fees	50	0
PCC Fees - General	3,460	2,308
PCC Fees - Heating	360	120
PCC Fees - Video/zoom/service sheets	88	0
Wedding deposits collected	3,282	996
PCC Fees - Organ Fund	385	70
PCC Fees - Flower Fund	905	230
Organist Fees	1,131	154
Vergers Fees	560	160
TOTAL RECEIPTS	14,291	6,253
<u>Payments</u>		
<u>Church activities</u>		
Winchester Diocesan Board of Finance (Priest Fees)	3,900	2,155
Priests Travel fees	170	60
Marriage document delivery fees	50	0
PCC Fees - General	See note 13 C 3,460	2,308
PCC Fees - Heating	See note 13 C 360	120
PCC Fees - Video/zoom/service sheets	See note 13 C 88	0
PCC Fees - Organ fund	See note 13 C 385	70
PCC Fees - Flower Fund	See note 13 C 905	230
Organist Fees	1,131	154
Vergers Fees	560	160
Wedding deposits redeemed	4,375	625
Cancelled wedding deposits trf to PCC	120	0
TOTAL PAYMENTS	15,504	5,882
Excess (-Shortfall) Receipts over payments	-1,213	371
Bank account as at 1 January 2021 / 2020	2,933	2,562
Bank account as at 31 December 2021 / 2020	1,720	2,933

West End PCC of St.James'

Analysis of Debtors 31/12/21

General Account

HMRC Charities -Tax recoverable on Gift aided donations - 4th quarter 2021	848.30
Hampshire County Council - Inv PCC/21/005 dated 8/12/21	200.00
	<u>1,048.30</u>

Total Debtors as at 31/12/21

1,048.30

Analysis of Creditors 31/12/21

General Account

Independent Examiners Ltd - Fee for 2021 review	540.00
	<u>540.00</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 2022	592.70
	<u>592.70</u>

Fees account

Advance Wedding Deposits 2022-2023	1,720.00
	<u>1,720.00</u>

Total Creditors as at 31/12/21

2,902.70

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

For the year ended 31 December 2021

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 CMF (Common Mission Fund) (formerly known as parish 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 £ 222,772.07 (£199,086.04 - 2020) invested with the Central Board of Finance of the Church of England. This relates to the old West End National School. This investment is for the purpose of St.James' Primary School, West End only AND CANNOT BE USED BY THE CHURCH. The trustees of this investment are the Vicar and the Churchwardens. The investments are valued at market value at 31st December.

3. Church Activities - Trading

	<u>2021</u>	<u>2020</u>
Mar Thoma hire of church	£ 340	£ 0
Election hire of church	£ 160	£ 0
Votives	£ 63	£ 100
Lent book sales	£ 35	£ 130
Traidcraft commission	£ 15	£ 0
Sale of goods	£ 33	£ 0
<u>Total</u>	<u>£ 646</u>	<u>£ 230</u>

4. Diocesan CMF (Common Mission Fund) (formerly Parish Share)

The 2021 CMF request of £ 58069.75 was paid in full. There was a decrease of £ 6,477.89 compared to 2020 as the Diocese readdressed its 2021 budget. St.James' PCC responded to a plea for help from the Bishops to help plug a shortfall in the CMF for the diocese due to reduced income as a result of the pandemic and made an additional voluntary payment of £ 2,000r. So the total CMF payment for 2021 was £ 60,070. For 2021 the CMF was again calculated at Deanery level under a system which takes into account the Church Membership of a parish and the Affluence category of the parish (for St.James' category D - evenly placed).

5. Payments to PCC Members

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

Revd. L.Galvin	£ 324 for expenses of office	(£ 138 in 2020)
Mrs.Kate Badcock	£ 3,182 for Parish Administrator role	(£ 3,182 in 2020)
Mrs.Kate Badcock	£ 490 for Parish Magazine support role	(£ 490 in 2020)

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

6. Church Running Expenses – Gas & Electricity

	<u>2021</u>	<u>2020</u>
Gas	£ 2,294	£ 2,396
Electricity	£ 1,622	£ 1,778
Total	£ 3,916	£ 4,174

7. Support Costs – Administration & Stationery

	<u>2020</u>	<u>2020</u>
Stationery/Printer ink	£ 186	£ 258
Postage	£ 0	£ 30
Other	£ 0	£ 10
Dropbox	£ 96	£ 96
Website domain	£ 26	£ 0
Wifi	£ 69	£ 117
Gratuity/gifts	£ 0	£ 37
Archive boxes	£ 45	£ 0
Data Protection fee (ICO)	£ 35	£ 35
Total	£ 457	£ 583

8. Fundraising trading costs

	<u>2021</u>	<u>2020</u>
Table top sale refreshment costs	£ 70	£ 0
Barbeque gas	£ 10	£ 0
Cream tea in a bag costs	£ 0	£ 50
Events box stationary	£ 0	£ 18
Total	£ 80	£ 68

9. Church Hall Sundry costs

	<u>2021</u>	<u>2020</u>
Replacement path/car park light	£ 0	£ 139
Sanitary bins	£ 78	£ 0
Total	£ 78	£ 139

10. Church Hall building repairs & maintenance

	<u>2021</u>	<u>2020</u>
Light bulbs	£ 27	£ 0
Heating servicing/repairs	£ 237	£ 57
Paint	£ 70	£ 0
Electrical repairs	£ 802	£ 0
Cistern repairs	£ 104	£ 0
Floor repairs	£ 0	£ 82
Roof repairs/replace ridge tiles	£ 275	£ 325
Total	£ 1,515	£ 464

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

	<u>2021</u>		<u>2020</u>
The Salvation Army	£ 0	The Salvation Army	£ 86
The Society of St.James'	£ 89	The Society of St.James'	£ 86
Mission to Seafarers	£ 89	Mission to Seafarers	£ 0
Wessex Countess Mountbatten House	£ 88	Wessex Countess Mountbatten	£ 85
Rainbow Trust	£ 50	Rainbow Trust	£ 85
Kings community church - food bank	£ 120	Kings Comm.Chur.- food bank	£ 0
Medicins sans Frontiers	£ 100	Medicins sans Frontiers	£ 300
Fine Cell Work	£ 100	Fine Cell Work	£ 300
Solent MIND (Lent appeal)	£ 546	Solent MIND (Lent appeal)	£ 0
Southampton Womens Refuge	£ 50	Southampton Womens Refuge	£ 0
Eastleigh Young Carers	£ 50	Eastleigh Young Carers	£ 0
Revitalise	£ 50	Revitalise	£ 0
Christian Aid	£ 95	Christian Aid	£ 0
Total	<u>£ 1,427</u>	Total	<u>£ 942</u>

In addition to the above monies raised, during 2021 St.James' paid directly into the bank account of The Children's Society £ 245.34 collected at our Christingle services and £ 165.44 from the Children's Society home boxes. Unfortunately during 2021 we were unable to raise funds for Christian Aid as we usually do due to the Pandemic but instead highlighted the online giving options for them.

The funds collected and payments made from the 2021 Charity Christmas card (£315.11) will be shown in the 2022 accounts.

12. Analysis of Restricted Account balance

<u>Balance by fund:-</u>	<u>2021</u>	<u>2020</u>
Building & Fabric	£ 2,924	£ 2,922
Project Aurora	£ 0	£ 20,914
Friends of St.James'	£ 2,091	£ 2,793
Flower Fund	£ 558	£ 726
Missions/HOPE	£ 593	£ 504
Music Fund	£ 519	£ 519
Organ Fund	£ 1,805	£ 1,892
Total	<u>£ 8,490</u>	<u>£ 30,270</u>

13. 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 2021 this equated to £ 5,198. The 200 Club part surplus of £ 727 was also transferred into the Restricted account and £ 295 into the General Fund, giving a total adjustment of £ 6,220. These items are indicated by a C on the receipts and payments accounts for the Fees account and the 200 Club account.

14. 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.

15. 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 via Finance reports distributed by the Treasurer.

16. 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.

Vicar's report and reports from Churchwardens and other organisations associated with St James

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

VICAR'S REPORT

Two of the key events in the Old Testament are when God's people spend extended time 'in the wilderness'. After God liberates the Israelites from slavery in Egypt, they spend tough years in the desert before arriving in the promised land. Centuries later the Babylonian army marches into Jerusalem, destroying the city and God's people are taken into exile for many years. These were deeply challenging times, but the people came to understand that God was faithful and was with them despite everything. The wonderful verses of Isaiah chapters 40 to 55, when the prophet speaks to the people in exile promising them of God's continued love for them, have been a great strength through another very difficult year. When the covid pandemic began in March 2020 we imagined life would be back to normal by 2021, how wrong we were! 2021 has been another year dominated by the pandemic and many people have suffered. But despite the challenges there have also been gifts and opportunities. We have grown in resilience and come to appreciate the many ordinary things we took for granted before, meals with friends, singing hymns in church, enjoying refreshments together after services. I hope we continue to treasure these everyday things once life gets back to more normality. As a church family we have found new ways to connect, to worship, and to support each other as we journey on in faith and to share that faith more widely with others.

The year began with an extended lockdown and covid safety measures have been in place in church throughout the year. Technology played an important part in our church life with morning prayer, Church Alive, Diddy Disciples, Coffee mornings and meetings on zoom for some of the year. Eucharist services were held in church throughout the year on Sunday mornings and Wednesday mornings. During lockdowns these were said services with restricted numbers and communion was offered in one kind. Gradually we were able to introduce singing again, servers and offer the bread and wine with the priest intincting rather than a shared cup. Our Sunday Eucharist and special services were livestreamed, members of the congregation recorded Bible stories for our children to watch and Debbie Thomson recorded a large number of songs for our Church Alive worship which many have enjoyed on our church YouTube channel.

We appreciated the opportunities our church grounds offer. Church Alive and Children's worship was held outdoors in the summer months as restrictions eased. We had a wonderful Songs of Praise and afternoon tea outdoors on our Patronal Festival. Jan Barrett started a monthly Tree Trail and the Flower Team created outdoor flower arrangements and outdoor prayer stations were also appreciated.

The church and vicarage porch were used as a collection point for the Foodbank. We set up an Eco-group again to look at ways we can better care for God's creation and we decided not to return to pew sheets but to provide a monthly notice sheet at the back of church. After much discussion it was also agreed to continue with an online church magazine and only print copies for those not online. Social Media and weekly e-mails have been an important means of communication and outreach. We kept in contact with those not online through letters and phone calls.

During September we offered a preaching series on the Church of England's Pastoral Principles for Living Well Together and in October, with restrictions easing, we held the Living in Love and Faith course which was attended by 20 people plus 5 leaders. This explored issues of identity, sexuality, relationships and marriage. In the autumn we held a well-attended welcome event for those who joined the church in the last two years.

Myles Tyrell, our Music Director, and Kate Badcock, our administrator, were furloughed for much of the year. Joel Wells, an ordinand, was on summer placement with us. There were two exciting new outreach developments in the autumn with Rev'd Linda Galvin increasing her school chaplaincy work at St James School to two days a week and LLM Carol Kidd commissioned as an Anna Chaplin to work with

older people in the community. Peter Littlejohn and Debbie O'Brien were given permission to administer the chalice and joined the team taking Home Communions.

It was a challenging year, but I thank God for our wonderful St James' family, for the ministry team, Rev'd Linda, Carol and Alan, for the churchwardens and leadership team, Scott, Diana, Noel, David and Sue, who have all given so tirelessly over the last year and for so many others who have enabled our church life, prayed and served in these challenging times. God bless you all. And a final mention of thanks to Myles Tyrrell as he leaves as our Director of Music.

Revd Vicky Maunder

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

Whilst the Covid pandemic has continued to have an impact on our normal routines we are pleased to be able to report that during this period of time it has been possible to continue to carry out necessary maintenance on our church buildings to keep them in good repair. We would like to acknowledge that during this difficult year the generosity our church family has shown with its time and giving has been paramount in being able to achieve this.

We would like to thank our experienced Buildings Officer, Noel Becket, who has managed the jobs needed to maintain the beauty and safety of our church. The key works carried out include:

Feb 21	Hall toilets decorated (Jon Bagley) 5 yearly electrical survey carried out (Remy) Circuit breakers replaced in hall fuse box (Remy)
April 21	Audio system replaced and Visual system installed by APi (Faculty permission) West door mat replaced
June 21	4 Pews removed and disposed of (Faculty permission) Clergy vestry window ironwork repainted (church members)
Sep 21	Central heating in Church and Hall serviced (by Ashville). Hidden gullies cleared (Noel)
Oct 21	West entrance pinnacle repair (Colin Avery) Cluster Flies treated with ULV (Pest Doctor) Many hall floor tiles resecured with glue (Noel)
Nov 21	Church and Hall – Fire Extinguishers serviced (Classic Fire) Hall drains checked and cleared (Noel) Hall Velux window (S side nearest to fire exit) resecured (Abbott Roofing)
Dec 21	Lower gutters and downpipes cleared and checked (Noel)

The Standing Committee, with support from our Health and Safety Officer (thanks to Steve Wiseman for his time given to this role) and Buildings Officer, have continued to review and implement the health and safety guidance available on the safe use of the church and church hall.

We are very grateful for all those who volunteer their time to keep the church buildings and grounds in good order; through working together we are able to keep our church open and welcoming to our community.

Diana Barnes / Scott Langridge / Noel Becket

CHURCHES TOGETHER



During the year we said goodbye to 3 Church leaders, Revd Fi of St Luke's, Revd Arthur Methodist Circuit Superintendent and Father Paul; and welcomed 3 new leaders, Revd Ben for St Luke's and Revd John as the new Superintendent Minister for both Southampton and Meon Circuits as well as Father Elijah for the Catholic Pastorate.

All 15 churches in the Church together area of Eastleigh Borough known as HEWEB continued to hold services in person as well as being livestreamed or on zoom. Many of the services of worship finding new expressions to reach out to local communities during these still difficult days of Covid-19 pandemic restrictions, bringing to the fore creative ways of using church grounds and open spaces. Through the sharing of concerns and challenges the group were able to pray for one another and to see God working across the experiences of all.

Within the wider area of both Eastleigh Borough and Southampton City Borough many kept in touch through sharing of prayer concerns using digital platforms hosted and maintained by Zion Projects. With an increasing of connections across the whole world, shortening time zones and distances and bringing about greater understanding of challenges in Christian faith communities.

August saw the beginning of a new CT HEWEB project, the Holiday Bible Club, where families and children can come together to learn more about the Bible and faith in Jesus through craft, challenges, bible verse, stories and snacks. This project will take place annually and will move around the churches and across the whole community. Many thanks to Nicky Davies in heading up this project and to all volunteers for giving of their time and willingness to connect families together. Other days will also be offered to help families stay in touch with each other. To this end we look to providing info on all family, children events. Details published through the Facebook page for Churches Together in Hedge End, West End and Botley and through the web page www.hewebchurches.co.uk

With the easing of face to face restrictions the wider Churches Together community will seek to maintain and relate to the immediate growing of new housing areas, in welcome and service.

Grateful thanks given to all who represent their Church groups and for regularly meeting bimonthly on zoom and for praying.

Jane Castle

DEANERY SYNOD REPORT

There were three meetings of the Synod held in 2021; all were conducted by Zoom video conferencing.

At the February meeting, Linda Galvin was appointed as Deanery Synod Secretary.

Discussion took place at the earlier meetings concerning the filling of clergy vacancies in the parishes of Fair Oak, St Luke's Hedge End, Boyatt Wood, and Netley and Hound. The length of time taken to fill these vacancies was clearly disappointing to some of the respective parish lay representatives. Action seemed to have been affected by the uncertainties surrounding the position of the Bishop of Winchester. At the time, synod members only had information available from press reports on this matter. The latest

news I have is that St Luke's has a new vicar in post; Fair Oak have made an appointment; Boyatt Wood are still waiting to hear how reorganisation will pair them with another parish or benefice (they will not get a vicar of their own); Netley and Hound will also not get a vicar of their own and are under discussions regarding a joint Hamble/Netley/Hound benefice.

The perennial topic at Deanery Synod is how much financial contribution the deanery has made to the Diocesan Common Mission Fund. During the Covid epidemic, some parishes have been unable to meet their requested contribution. During 2021, the Deanery as a whole was 5.3% short of the requested total. Four parishes were short and three parishes (including St James) contributed more than they had been asked for.

In the 2022 assessment, the parish population of West End was deemed to have dropped to a lower affluence band and therefore our church has received a requested contribution about £5000 lower than the previous year.

Geoff Holden

On behalf of St James' Deanery Synod representatives

FLOWER ARRANGERS' REPORT

Covid-19 has certainly given the Flower Team more than a few headaches, ending 2020 with a wedding on Christmas Eve brought forward to avoid lockdown - and although small it was beautiful.

We had been looking forward to a more "normal" 2021, but alas January began with a further lockdown. Not to be beaten and trying to find how to make it work for us, we started the year with a team of two using silk flowers with real foliage to put in a lockdown church under a tight budget.

In February with the church still in lockdown, Reverend Vicky and Reverend Linda came up with the idea of using the churchyard to stay connected. At the beginning of February and with Valentine's Day in mind we used the words from 1 Corinthians 13 "Love is patient, love is kind" with each line interpreted in flowers, and there were 15 displays in all.

Using the churchyard was a great idea, but with restrictions we had to consider how to get this to work while keep the team safe, so we set up "an at home team" with containers, oasis and a few flowers delivered by one person at a distance with mask, wording emailed and then artistic license released!

When the arrangements were completed they were then collected by one person or delivered to the churchyard at staggered times and put into place with boards showing the words along with illustrations. The feedback was good and made people feel that the church was there for them during a difficult time, even though they couldn't go inside.

Apart from flowers and foliage being so important to us, mask wearing, sanitising and social distancing now became a big part our routine. It seemed that every week things changed and we had to change too.

So with Easter fast approaching and restrictions still in place, (although the church was open with restricted numbers) prayer stations were put around the churchyard and the flower team made Easter wreaths or picture frames to accompany them. This was also offered to the community and we had a lot of uptake, all were done at home and we had 17 in the end. Inside the church all the containers (which had been greened up at home working on our own or in pairs) were then brought up to church and flowers and eggs added outside on tables, to avoid close contact.

We had a Wedding in April; May flowers included Pentecost arrangements and in July the Patronal Festival included a tea outside, for which small vases of flowers were put together, along with flowers in church. All arrangements were started at home or outside – there was also a wedding in July.

Then August came and we had five Weddings very close together, at weekends and mid-week, all with very different mixes of colours.

For September there was a tree trail based around a book remembering 9/11 (it was the tenth anniversary of the terrorist attacks in the USA) and the flower team stepped up once more and depicted the story through flowers.

Then in October for Harvest Festival, the flower team and others became knitters as well and supported the tree trail by knitting scarves for outside and inside the church combining the flower arrangements in church. As the budget was very tight we were thankful for all the support from the West End Garden and Allotments society, and members of the church family who grew dahlias on their allotments or gardens, giving us a steady supply throughout October.

In November for Remembrance we decorated the yew tree in the churchyard with poppies and put displays outside to support the tree trail. Inside the church we did arrangements with poppies and foliage.

For December the church was decorated in icy blues, silver and white using white flowers, silver fir cones, twigs and assorted foliage, all from the flower team gardens,

The year has certainly been a challenge, it's amazing how much time we have spent outside and apart but managing to remain a team - and with new team members as well. So what will 2022 bring us... hmmm!

Lyn Spratt

HOPE COMMITTEE ANNUAL REPORT

H HOME
O OVERSEAS
P PARTNERSHIP
E EDUCATION

Despite the many challenges of 2021 HOPE continued to find ways to raise money for our charities. We began with Easter Goody Bags and a Lent Appeal in aid of Solent Mind and were able to send a total of £546.35.

In Christian Aid Week we were grateful to Chris Badcock and Debbie Becket for preparing and hosting our online quiz which raised £95.

Despite a cloudy day we were able to host our Summer Barbecue outside and serve 30 people (the maximum we were allowed). This raised £444 for our charities Fine Cell Work and Medicins Sans Frontiers. In September, after three years of fundraising for Medicins Sans Frontiers (one extra year due to the pandemic), we agreed to nominate Kitchen Table Charities Trust as our main international charity. This charity was created by John Humphrys (broadcaster, author) to support small charities (mainly in Africa) and often for children to transform lives. In October, the Harvest Lunch raised a further £234.50 which we were able to send to Fine Cell Work and Kitchen Table Charities Trust.

Once again, we asked for donations to our Charity Christmas Card at Christmas and thanks to the generosity of our congregation were able to send £105 to each of our charities, Society of St James, Countess Mountbatten House and Missions to Seafarers.

We continue to support the work of the Children's Society and money from boxes and proceeds from the Christingle services raised £245.34.

We have lots of exciting things planned for 2022 and look forward to your continued support.

Fiona Weston

MUSIC

This year of course saw a continuation of the pandemic; I was coming gradually out of furlough and playing for some Sunday services and doing online work with the choir. Our online training sessions, which then transitioned into in-person pre-rehearsal sessions worked really well at giving some extra training and groundwork for both musical theory and vocal technique with the choir. The addition of the projector also helped massively when it came to doing those presentations in person.

I want to thank the team and for those that stepped up to fill in for the services that I wasn't playing for - notably Asuka, Ashley and John for the Wednesday services and for Diana and Debbie for helping out with the Church Alive music.

We saw the choir diminish in numbers at the beginning of the year - some members understandably hesitant to return and we also had Les' retirement this year. However we are lucky to have 5 new members with us - Tom and Barbara, Catherine, Davina and Sabine, who have been assisting greatly with the choir. I'm pleased to report that we are back up to about 16 members regularly attending.

I particularly enjoyed playing for the Valentine's Day concert which was (mostly) successfully live streamed and put on YouTube; it was good to see people engaging with this - especially those that may not regularly attend St. James', developing interest in the music at the church.

We managed to have a wonderful 9 lessons and carols and the Christmas services were beautiful to listen back to - the choir have really made me proud in both how resilient they have been but also the continually high standard of music they produce.

Asuka will be continuing on as organ scholar, which is fantastic news for the music department - I look forward to seeing how her organ playing develops.

Being my final year at St. James', I would just like to wish you all the best for the future, and thank you all for being such a supportive, welcoming and musical place to be!

Myles Tyrrell

PALS (Parishioners at Lunch on Sundays)

Well, we haven't much to report this year due mainly to Covid-19. We were unable to have our normal PALS lunches on the 4th Sunday at a local pub or other venue, mostly due to the restrictions in place, but when they were briefly eased later in the year most members were reluctant to take the risk of meeting indoors. However, towards the end of the year, I visited the new Glasshouse Restaurant in the 'new' In Excess garden centre, just outside Fair Oak. I was impressed with the 'conservatory' type area which was 'outdoors' but covered and heated. It was very airy, and not too many people seemed to use it. I elicited opinions from a few members individually, and all was favourable.

Subsequently, eight of us had a belated November PALS lunch at In Excess's Glasshouse Restaurant - at the beginning of December!! We all took a lateral flow test before the event and were seated well socially distances from others, though not in the 'Conservatory' bit we'd originally hoped to use due to the drop in temperature, so we were indoors.

We all enjoyed the lunch - compliments to the chef - had a few different meals all of which were said to be very good. The table service was excellent, and we all felt we'd like to go back.

At the time of writing, I'm about to try to arrange our next lunch, again at the Glasshouse Restaurant.

Rita Payne

PASTORAL TEAM REPORT 2021

The Pastoral Team continued to provide prayerful support for various housebound and elderly parishioners, also for residents of local Care & Nursing Homes plus a number of persons living in Sheltered Housing. Whilst Covid restrictions prevented home and hospital visits communication was 'from a distance' mainly through regular phone calls.

Towards the latter part of 2021 in-person visits recommenced including taking Home Communion to those unable to return to services, or simply providing friendship and a listening ear. Younger generations were served by members assisting at Stay & Play and via a subgroup assisting with baptism visits, preparation and welcome.

Easter and Christmas Cards were distributed to pastoral contacts, with gifts of candles and bookmarks respectively, plus Mothering Sunday flowers.

Cards were also organised and distributed to members of the church family at significant times: for example, when the team were notified of an illness or a bereavement, plus on special anniversaries, and to celebrate landmark occasions including new homes and new babies!

The team has increased to 10:

Carol Kidd [coordinator]; Brenda Holden; Betty Wood; Janet Barrett; Enid Plowman; Margaret Ball. Maura Knights; Peter Littlejohns; Linda Playford; Debbie O'Brien.

During the autumn Revd Vicky led a series of training and update sessions, with further topics planned for the year ahead. The PCC agreed an annual pastoral team budget of £150 and a resource box is now in use.

In November, members of the Pastoral Team were commissioned and anointed for their role by Bp Geoff Annas. At that service Carol was commissioned as an Anna Chaplain.

Anna Chaplaincy is a recognised ministry offering spiritual support to older people who are living in care homes and sheltered housing complexes, plus their relatives and the staff who look after them. An essential part of the role is promoting the spiritual welfare of older people, of all faiths and none, who live in the wider community, therefore not only those of the church congregation. There is a particular focus on those facing challenges living independently. Further information: www.annachaplaincy.org.uk/

Thank you to Revd Vicky for all her support and encouragement.

Carol Kidd
(LLM / Team Coordinator)

CHILDREN'S AND YOUTH WORK

Children's Church

Our children's groups met throughout the year when restrictions allowed, in the better weather we met outside which worked really well, the children enjoyed the freedom of being outside. We ran a Diddy Disciples group for our very young children, which proved to be very popular, and our Pathfinders group. As the weather declined we moved indoors ensuring we had good ventilation and followed the necessary guidelines to keep everyone safe and we have been combining the two groups, we start in church before moving to the hall for our session, we then return for communion or blessing at the end of the church service.

To maintain a link with our children we prepared Lent in a bag again, each bag contained five small bags and in each bag there was a story to share and an activity, one for each week.

The tree trail has proven to be very popular, people have enjoyed engaging with the ideas there and we have received some very positive feedback. A special thank you to the flower team who have helped

decorate the church grounds to fit in with our themes throughout the year. In July for our Patronal festival we were able to decorate the trail and trees with bunting created by the children at St James School and in November we were delighted to be able to display some wonderful poems that the children had written to commemorate Remembrance Sunday.

In October we started a new venture, on the first Saturday of each month we are holding an activity morning for children, our first one was based on harvest and scarecrow making, and then we held a session on saints and then angels and Christmas. Each session has a story or discussion on the theme for the month which is then followed by an activity.

Thank you to everyone who supports us with our children's work and outreach.

Jan Barrett

STAY AND PLAY

We restarted the Stay and Play parent/ carers toddler group last May (2021), adhering carefully to Covid restrictions regarding the opening of the group. New Health and safety procedures/ paperwork are in place to ensure the group runs well. I know that the social and communication skills of young children has been a major concern throughout the pandemic, and therefore after talking to Vicky and Linda we knew that restarting the group was very important. It is also an excellent way of integrating the local community into the life of the church.

We deliberately have made the session slightly shorter and simpler to help maintain a safe environment. We run during term times. The group starts at 9.15 am and finishes at about 10.20am. We make sure the main and hall front doors are open with the child safety gate in place to ensure ventilation, we put out a few tables with varied activities / floor toys etc and have a simple snack system where parents/ grandparents/ carers administer the children's snacks (which we provide). We finish with a "wobble and stretch" action rhyme time and a story. Linda keeps all the personal information/registration sheets in the church office, which we go through yearly so that details are not kept of children who no longer attend. We have put the weekly charge back up to £1.50 per family as we are now able to offer hot drinks from the kitchen. I have an amazing band of happy adult helpers who make the group run very smoothly and who are a joy to work with. Without them the group would not work. .

The Stay and Play group is slowly growing and currently we are having about 6 /7 adults a week with approximately 10/ 12 children. The children and adults love the session and are thriving, growing in confidence and developing communication skills and it is great to see quite a few young babies and parents/ carers/ grandparents join the group. Numbers mean we are not regularly making any small profits after snacks/ activity costs etc have been bought. However, we intend to give the church any small profits we do make at the end of each term.

I have just filled in a grant form from the Parish council to ask if we can have a small grant awarded (£75), so that we can re-order a new banner for the road. The original one ordered by Thomas has vanished! A lot of people from the church have spent many weeks and hours looking for it. It is an excellent way of advertising what we are doing for the local community.

Penny Beeby (Stay and Play leader) and Team

SAFEGUARDING REPORT

The Ministry Team, all Church Officers and those in positions of authority at St James' West End, continue to regard safeguarding as of paramount importance.

DBS Certificate applications are requested and checked according to national and diocesan requirements and also in line with Safer Recruitment Standards.

Following CofE recommendation, DBS certificates must now be renewed 3yearly [previously 5yearly], this change is being implemented within this parish.

Due the pandemic, all local and national training modules have remained online or via zoom. I have advised, encouraged and supported those for whom training is mandatory.

Following an end of year notification by the diocese of an increased number and range of roles within the church where safeguarding training is now required or desirable, therefore during 2022 I will be working with our volunteers to ensure the necessary levels of training are met.

All the parish safeguarding policies* were updated in autumn 2021 following diocesan templates, these were approved at the November meeting of the PCC.

Copies are available on the church and hall noticeboards and via St James' website:
www.stjameswestend.org.uk/documents/documents/policies/SafeguardingPolicies2021.pdf

- * A Statement of Safeguarding Policy
[encompassing the safeguarding of children and vulnerable adults]
- A statement of the Parish Understanding of Domestic Abuse
- A policy statement on the recruitment of ex-offenders

In 2022, the diocese will review how effective and compliant we are in implementing safeguarding recommendations, Revd Vicky and myself will be carrying out an audit.

Carol Kidd
PCC Parish Safeguarding Officer