

DIOCESE OF LONDON

DEANERY OF HARROW



ST ANDREW'S CHURCH ROXBOURNE

Malvern Avenue, Harrow

www.standrewsroxbourne.org.uk

REGISTERED CHARITY N° 1131727



ANNUAL REPORT ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE ACTIVITIES OF THE PARISH GENERALLY

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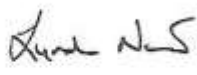
FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL

for the year ended 31st DECEMBER 2019

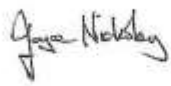
Approved by the Council at its meeting on 17th July 2020


.....
PAUL HART (CHURCH WARDEN)


.....
OLUWEMI ADINA (CHURCH WARDEN)


.....
REV. LYNDON NORTH (Chaplain)


.....
WENDY GORNWIN (Hon Treasurer)


.....
JOYCE NICKOLAY (Secretary)

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2019

OUR MISSION: "TO KNOW CHRIST AND BE SENT"

1. Prayer, Worship, Bible study and Parish Outreach

- 1.1 The main Sunday service continued to be the 9.45 a.m. Parish Communion, with a specific healing ministry during the administration of Communion.
- 1.2 The Eucharist was also generally celebrated each week at 8.00 a.m. on Sunday and 9.30 a.m. on Wednesday, and there was a service of Choral evensong at 6.30 p.m. on the 1st Sunday of each month. In October the Vicar introduced an informal service, Open Door, with music and teaching on the 2nd Sunday of each month at 6.30 pm.
- 1.3 Aggregating the attendances at the 8.00 a.m. and 9.45 a.m. services attendances have remained steady throughout the year similar to the previous year with significant increases in communicants on the following services: Easter Day 146; All Souls 104; Remembrance Day 161; Christmas Eve 139 and Christmas Day 69.
- 1.4 Morning Prayer has been taking place at 9.00 am every weekday and the Barnabas Fellowship met at 8.30 am each Saturday.
- 1.5 The Vicar and David Alleyne, our lay Pastoral Assistant, take home Communion as the need arises. Our Pastoral Group, comprising David Alleyne, Sue Broatch, Enid Scott-Kerr, Kulan Mills and the Vicar meet after morning prayers to review the pastoral needs of the Parish every Monday morning for the first half of the year changing mid-year to every Wednesday morning after the morning service.
- 1.6 During the year there were no weddings at the church and one funeral (8 others being taken at the crematorium). Five members were confirmed on 29th September by the Bishop of Willesden, the Right Reverend Pete Broadbent.
- 1.7 As last year our wider bereavement care concentrated round two events and we are grateful to David Alleyne for carrying out this ministry. Enid Scott-Kerr organised the Annual All Souls' Service at Sunday 3rd November at 9.45 am. The Lights of Life Tree was once again beautifully organised by Peter and Georgina Sage.
- 1.8 After the Archdeacon's visitation, the PCC and other key members of the congregation met with the Area Dean, Ian Dowsett, on 24th September to improve the Upward, Inward and Outward vision of the church.
- 1.9 Four House-groups have met throughout 2019. During Lent 2019 the Groups considered "The Mystery of God" a Lent Study produced by the Mission Theology Advisory Group of Churches Together.
- 1.10 We continued to host the local Korean Church at S^t Andrew's, and have been hosting an English-speaking Tamil-founded group called "Friends of Christ" and were very pleased that they both took part in our Christmas Carol Service. We also host one Tamil-speaking Church, "Holy God Ministries".
- 1.11 Some of the congregation subscribe to Bible-reading notes. Gill Moore provides this service, so we would like to thank her for taking this on.
- 1.12 Our Communications Committee, led by Keith Nicholls, arranges for three communications to be delivered in the Parish in the year: an Easter card, an Autumn (a 3-fold) leaflet and a Christmas (A4 4-fold leaflet) covering 4,500+ households in the parish. Thanks are due to Maureen and Les Pattison who sort the leaflets and place them with the deliverers.

- 1.13 Our website <http://www.standrewsroxbourne.org.uk> maintained by Keith Nicholls continues to be a source of useful communication to the Parish and the wider world. In 2019 the average monthly access was 56,000 (a substantial increase compared with 40,000 in 2018). Maximum usage in 2019 occurred in May (82,000).
- 1.14 Our weekly parish bulletin, STAR LINK gives the Sunday Collects and the Readings references and continues to keep members up-to-date with topical notices and future events, as well as a comprehensive list of items for prayer. It is also published on our website. We are grateful to Sue McLeod for her thoughtfulness and input into this publication.
- 1.15 Christians in Science theme was continued with a talk by Dr Helen Paynter on 7th November.
- 1.16 The Men's group (now renamed "Band of Brothers") was inaugurated and has continued during 2019 having held several meetings at The Greenway Hotel, Whitton Avenue.

2. Working with Young People

- 2.1 Go Mad on Sunday** is the name given to the children's groups which are run during the 9.45 a.m. service on Sundays. Barbara North continued to take the lead along with her helpers, Brenda Udall, Gill Moore, Annie Dawson and Sue Jull. Many thanks to all those volunteers for their commitment, time and energy.

The name means 'Go **M**ake **A** Difference'. We hope that the children and young people will make a difference in the world through actively living out their own faith as we week by week teach them about the Christian faith and the love that God has for them.

We currently have 24 names on our register with a regular attendance each week of between 10-12 children and young people with ages ranging from 3-15 years.

The children and young people are taught in two groups by our volunteer teachers who work on a rota basis.

The children have continued to have a regular slot at the end of the 9.45 am communion service to report back on what they have learned.

We believe that each child is precious in the sight of God. Please pray that the children will come to understand the love that Jesus has for them and that God will fulfil his plans for their lives.

- 2.2 Messy Church** led by Gill Moore took place every two months on a Saturday morning from 10-12 noon. Each session has a Bible-linked theme and there have been up to 60 children plus adults attending. Children must be accompanied by an adult. They can participate in a wide range of activities together. These are followed by a short worship in the church and then they all have lunch together. There was also a very successful Messy Light Party evening on 31st October.

- 2.3 St Andrew's Youth Club** led by Lyndon and Barbara North and team continues to meet every Friday evening. It has been running for approximately six years. Its aim is to provide a safe and nurturing environment for young people between the ages of 11 and 14 years from our church and the community. We believe this to be particularly important now as young people are living in such a dangerous and uncertain climate.

We are an openly Christian youth club and as such may share our faith through our caring, our conversations and our presentations.

We currently have between 18 and 20 young people attending regularly, the majority of whom are boys. The use of the large hall in addition to the youth centre has meant that we have been able to

play team games such as badminton, uni-hockey and dodge ball which has helped to maintain the numbers during the winter months as well as being a lot of fun.

We are very fortunate to have 8 volunteers who help to run the group each week and we would like to express our immense gratitude for all they do.

Please pray for the young people who already come and for more to join us.

2.4 School Assemblies. The Vicar continues to maintain and strengthen our links with 7 local schools and frequently takes some assemblies.

2.5 Scout organisations. We are very pleased to host the continued growth of the Beaver, Cub-Scout and Scout Group. We were delighted that many of their members joined us for the Remembrance Sunday service.

2.6 Safeguarding. St Andrew's takes this issue seriously, and continues to fulfil our obligations (under Section 5 of the Safeguarding and Clergy Discipline Measure 2016) that our vicar, churchwardens, and the PCC as a whole "have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults" See the latest information on the following websites: <https://www.churchofengland.org/more/safeguarding#na>
<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Our Safeguarding Officer is Mrs Marita Brown (from 4th January 2017). Gill Moore has continued as the "Section X checker" - confirming identities and processing the necessary on-line Disclosure & Barring Service application process through the Diocese.

All organisations using St. Andrew's premises are also required to have, and have confirmed that they have, suitable CPP policies in place which meet Diocesan requirements or have agreed to and signed the Safeguarding Policy issued by the Diocese. All Hirers of the premises, both regular and occasional, are made aware of the Safeguarding Policy of the Parish. PCC members had undertaken the on-line Diocesan Child and Adult Safeguarding training in 2018 and a refresher is due soon. Safeguarding information and contact numbers have been displayed at various locations on the Church premises. Information concerning Safeguarding in the Church can be found on the Parish Website: www.standrewsroxbourne.org.uk.

3 Working with adults, social and community events

3.1 The Language Club run by Sue Broatch with help from Enid Scott-Kerr and Chris Mills has been running now for 4½ years and continues to meet every Friday afternoon to discuss many topics. Numbers have fluctuated with a maximum attendance of about a dozen.

3.2 St.AR Friends are very happy to report another successful year. The membership remains stable and they have been joined by a few new members who have been welcomed in by the Club and new friendships have been formed. It is so encouraging to witness the warmth of the members to each other, and the genuine sadness when inevitably one of the club members dies.

They have had their usual varied programme of events including Quizzes, Bingo (a real favourite), Exercise classes, various Speaker and Entertainers. They have enjoyed a couple of outings to a Garden Centre in Iver and also a lovely day on the river in Windsor – or at least it would have been if the weather had been better, having picked the rainiest day of the Summer! They began their year with their now Annual Birthday lunch at The Ascott, which was thoroughly enjoyed by all.

Once again they have supported the various Church Appeals and again the bulk of the Shoe Boxes were donated by Star Friends. The ladies are a very generous group of people.

Pam Storey would like to express her thanks to the Leadership team for their support week by week and would like to thank Lyndon for his continuing support and encouragement.

3.3 The **Social Committee** continued to be active in 2019 organising activities throughout the year. A Valentine's Disco was held but with not many people. Our Quiz evening in May was as popular and well attended as usual. A BBQ was held on the field at the end of June in glorious weather! Harvest Festival was celebrated after the church service with a hot meal organised by Kemi Aina. The Christmas Market attracted many visitors to St. Andrew's and raised £2,843. By popular demand another Fish & Chip supper was arranged and enjoyed for St. Andrew's Day. Our finale of the year was providing mulled wine, mince pies and sausage rolls after the Christmas Carol Service where people were able to mingle and look forward to the coming festivities.

3.4 Georgina Sage continues to oversee the Sunday Morning Coffee whilst Judi Grice has been looking after the Coffee Rota since July 2019.

3.5 The Sunday Lunch Club meets on the first Sunday in the month for a meal at a local pub; and there is a weekly Tuesday men's Lunch Club.

4 Music and Choir and Servers

4.1 An augmented choir, assembled and directed by Robert Crowhurst, sang Stainer's *The Crucifixion* on Palm Sunday; and a service of Christmas carols and readings, all themed on *The Light of the World*, on Saturday 21st December. Alan Heyes has continued as our organist, not only for these significant services but also indefatigably Sunday by Sunday each week. We are fortunate to have such a dedicated and experienced musician.

4.2 We continue to be one of the few churches in the deanery to have maintained the four-century-old tradition of regular choral evensong ten times a year. A team of three took turns in leading, and we are grateful to ladies from St. Mary, South Ruislip for augmenting the soprano line.

4.3 The choir participated in the Deanery Choirs' Festival in October which was held at St. Mary's, Harrow on the Hill.

4.4 Thanks are due to David Alleyne, our Head Server, who continues to lead the team of servers, and to Susan Brown and her team of helpers for looking after our 'sacred vessels'.

5. Donations to charities

We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

- **Christmas 2018** - £1,900.48 for IGNITE which works with young people in Harrow to help them to re-engage with education, find employment or move away from anti-social behaviour and gang involvement. (The Christmas 2019 figures will appear in next year's report).
- **Lent 2019** - £1,308.55 for Prison Fellowship, supporting prisoners on their journey of restoration.
- **Christian Aid Week** £1,050 was raised (up on last year's total of £851.08). £602 of the donations were Gift Aided allowing the organisation to recoup £125 of tax. The total included House to House collections, the Church collection and the Big Brekkie. Collections were organised by Joyce Nickolay and the Big Brekkie by Rebecca Pennells.
- **Harvest** – There was no Harvest collection this year.
- **Total Cash Donations** There were no one-off collections
- Members also support **The Children's Society** by having collecting boxes.

- **Used Postage Stamps** to St Luke's Hospice
- **Samaritan's Purse** shoe boxes of Christmas toys for children.

6. Who's who in the Church

- 6.1** Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.
- 6.2** Our **Bishop** in the Diocese of London is the Right Reverend Dame Sarah Mullally who was installed on 12 May 2018.
- 6.3** Our **Area Bishop** in the Willesden Area is the Right Reverend Pete Broadbent, appointed in 2001. He has visited St Andrew's regularly, usually for services of confirmation.
- 6.4** Our **Archdeacon** in the Northolt Archdeaconry was the Ven. Duncan Green, appointed in 2013, retired in 2019, having previously been in charge of the Church of England's involvement in the Olympic Games. The post has now been vacant since December 2019. S^t Andrew's is visited generally every 3 years by the Archdeacon who verifies all registers, Minutes and other written records, goods and ornaments, and compliance with faculty-requirements. Such a visitation took place in September 2019 so the next one will be in 2022. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings.
- 6.5** **Harrow Deanery** consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is Revd Ian Dowsett, Vicar of our neighbouring parish of St Paul, South Harrow, since 27 January 2016. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.
- 6.6** Our **Vicar** is Revd Lyndon North, appointed 2012, St Andrew's Vicarage, Malvern Avenue HA2 9ER. Tel 020 8422 3633.
- 6.8** Our **Church Wardens** are Paul Hart appointed in April 2018 and Kemi Aina appointed in April 2019. Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). Churchwardens are limited to 6 years continuous service, unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation.
- 6.9** Our **Deanery Synod Representatives** are Susan McLeod, Wendy Godwin and Paul Hart elected in 2017 for a three year period ending in 2020.
- 6.10** The **Parochial Church Council (PCC)** has as its purpose "to cooperate with the Vicar of S^t Andrew's in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical." It is a "body corporate with perpetual succession" which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (N^o 1131727) <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1131727&SubsidiaryNumber=0> Its members are the trustees and are elected by members of the church who are registered on the parish's Electoral Roll. A list of members of the PCC for 2019 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are 12 directly-elected members who are appointed to serve for three-year terms, with a few members standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC also has power to co-opt up to two additional members.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. David Alleyne received payment as vergers at funerals. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

6.11 The **Electoral Roll** is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrew’s for at least 6 months, *or* live in the parish. The Electoral Roll is updated before each APCM (though it can be updated at any time), and is renewed completely every 6 years. A renewal took place in 2019. The previous one being in 2013. The PCC meeting of 3 May re-appointed Joyce Nickolay to be Electoral Roll Officer. At present there are 148 on the Electoral Roll of whom 80 are resident within the parish, and 68 living outside the parish. During the year we continued to welcome people joining the fellowship of St Andrew’s and we are happy to report that a number of new worshippers have joined us. Less happily we have had to say farewell to people leaving and, more sadly still, those who have died and are listed in our Memorial Books. In particular Alan Grayston.

6.12 The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed that with effect from May 2019 there should be sub-committees for: (a) Communications; (b) Estate Management Team; (c) Stewardship & Grants; (d) Social; (e) Pastoral Team

5 The work of the PCC

7.1 Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. The PCC met on 8th January, 5th March, 30th April, 2nd July, 2nd September and 12th November and the Standing Committee met on 12th February, 4th June, 1st October and 3rd December.

7.2 The Agenda for each PCC meeting is emailed to members one week in advance of the meeting. A summary of the Minutes is placed in the notice-board at the back of the church. PCC members consult by email in between meetings.

7.3 General Data Protection Regulations (GDPR) came into force in May 2018. Joyce Nickolay has incorporated this task with her work on the Electoral Roll and Parish Directory.

8 Estate Management

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However we are stewards of buildings and a site which occupies nearly two acres of potentially very valuable land. Matters involving care and use of our premises did occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

8.1 The Flat. Management of the flat was difficult in 2019, with some default on rental payments.

8.2 Hall lettings. The post of hall lettings secretary has been vacant since the beginning of October 2018 and the Wardens had been covering and latterly just Paul Hart.

The PCC has continued to invest in all relevant IPR licences for playing live and recorded music, showing films and videos and also continued copying of words and music for various services in church, and also a TV licence. The total cost runs into some hundreds of pounds a year which we seek to recoup by imposing slightly higher letting rates than would otherwise have been the case.

We also thank Sue Barnard, Vicar’s Secretary, for booking and invoicing weekday lets.

The PCC continues to review hall letting rates. The two playgroups (one in the Large Hall and the other in the Youth Centre) are a cause for concern with low numbers of children.

8.3 Caretaking. Chris Netsel has continued as caretaker at weekends, and John Paul continued to work on weekday evenings. We employ a cleaning firm, (Pam Quartermaine and daughter) who started in November 2015.

8.5 Chris Mills continues to organise the **church cleaning rota** comprising 'twelve teams of helpers' who clean the church fortnightly but there is always room for more helpers.

8.6 Sue McLeod our Safety Officer keeps our **Health and Safety** documentation up to date. A plan exists for the evacuation of the Church and Hall in emergencies.

8.7 The **Estate Management Team** (EMT) is responsible for ensuring that the church, halls and grounds are equipped and maintained to a high standard in terms of facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises - such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. It can also advise the PCC on appropriate charges for renting out the halls.

Much of the rest of the EMT's work goes by largely un-noticed: repairing leaks and breakages, annual maintenance and upkeep of S^t Andrew's flat. More strategically the EMT takes the lead on carrying forward the necessary works identified by the surveyor's Quinquennial inspections, the latest of which was received in the autumn of 2017.

8.8 Members of the congregation have volunteered for working parties for spring cleaning before Easter, and polishing the brass before Christmas.

8.9 Once again Paul Hart and Keith Nicholls put up a lively display of Christmas **lights** on the side of the Church along the entrance-drive.

9 Finance.

The Treasurer's report on the Financial Accounts follow this report.

9.1 Mr Noel Rajaratnam of 103a Malvern Avenue HA2 9ER continues to be the independent examiner. Mr Rajaratnam has examined the accounts which follow, and other financial statements.

9.2 Dozens of members devote many unpaid hours of work to St Andrew's in various capacities, which saves the church thousands of pounds. However financial giving falls a long way short of what would be needed to meet our commitments. It costs about £3,000 per week to run St Andrew's. Almost half of this (a relatively high proportion) goes to the Diocese of London as the parish contribution to the Common Fund also known as the Diocesan Quota. This is mainly used to pay clergy stipends and pensions etc. The loose cash in a Sunday collection rarely exceeds £70 per week. Envelopes and standing orders bring in about another £965, including gift aid. Giving has been relatively static in recent years, despite stewardship campaigns, and as can be seen, is less than half what would be needed to break even. The shortfall of around £1,965 per week has to come from rent from the flat, and payments from those who hire our premises, such the play schools, and other lets.

Planned giving whether by standing order or using envelopes, remains the bed-rock of our church's finances. Membership of our Stewardship scheme increased from 60 to 64. (including 13 couples who both attend and give jointly, who are counted as one)

9.3 Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.

9.4 Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's Kingdom. We also continue to

be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade® tea and coffee at all church-hosted refreshments, and charged with encouraging greater use of Fairtrade® products. **Recyclable disposal cups are used on a regular basis.**

9.6 The PCC annually reviews: the organist's stipend; bell-ringer, vergers and others' non-statutory fees for weddings and funerals; payments to the Vicar's secretary and, in line with the London Living Wage, those to our caretakers; and clergy expenses and allowances.

10. Wider Outreach to the Community

10.1 Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which (such as the S^t Andrew's Pre-School) were started many years ago by the Church.

10.2 We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on Tuesday 5th November. Gill Moore once again organised the Church's very successful **Christmas Market**.

10.3 F^r Lyndon has attended meetings of the local *Churches Together in South Harrow*. Their website <https://connectingsouthharrow.wordpress.com> is once again up and running and has information about St Andrew's and 5 other churches in South Harrow.

10.4 We participated in the *Women's World Day of Prayer* in March.

11. In Conclusion To save space, the many who have contributed to the well-being of St Andrew's, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

NOTES

1. The normal address for external correspondence to the PCC is:
c/o The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc, 31 Holborn Circus, EC1N 2HR, and Barclays Bank plc, 235 Northolt Road, South Harrow, HA2 8HP
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 103a Malvern Avenue, HA2 9ER

APPENDIX A

PCC MEMBERS, 2019

Vicar (Chairman) and ex officio

Rev^d Lyndon North

Mr Paul Hart	<i>Warden (from April 2018) also Deanery Synod Representative</i>
Mrs Kemi Aina	<i>Warden (from April 2019)</i>
Mrs Joyce Nickolay	<i>PCC Secretary (appointed April 2019, active from September 2019)</i>

NOTE: Wardens are elected or re-elected every year normally for a maximum period of 6 years.

As Deanery Synod Representative and ex officio 2017 - 2020

Mr Paul Hart
Mrs Wendy Godwin
Mrs Susan McLeod

As Directly Elected Member

Mr David Alleyne	<i>(April 2015 - April 2021)</i>
Mr John Blanchard	<i>(April 2015 - April 2021)</i>
Mrs Marita Brown	<i>(April 2018 - April 2021)</i>
Mrs Annie Dawson	<i>(April 2017- April 2020)</i>
Mrs Judi Grice	<i>(April 2019 - April 2022)</i>
Mr Simon Narayan	<i>(April 2019 - April 2022)</i>
Mr Keith Nicholls	<i>(April 2017 - April 2020)</i>
Miss Rebecca Pennells	<i>(April 2017 - April 2020)</i>
Mr Jon Roast	<i>(April 2018 - April 2021)</i>
Mr Michael Simmonds	<i>(April 2018 - April 2021)</i>
Mr Garry Williams	<i>(May 2018 - April 2021) – co-opted</i>

NOTE: Members are elected for a 3-year period and can only stand for 6 years before being required to stand down.

STANDING COMMITTEE

The Vicar and Churchwardens are members *ex officio* of the Standing Committee.
Mrs Wendy Godwin (co-opted as Treasurer),
Mr Keith Nicholls (co-opted),
Mrs Sue McLeod (co-opted)
Mrs Joyce Nickolay (co-opted as Secretary from September 2019)

Parochial Church Council

St. Andrew's, Roxbourne

Registered Charity Number 1131727

ACCOUNTS FOR THE YEAR 2019

Page No.	Content
1	PCC Treasurer's Notes to the Financial Statements
2	Balance Sheet as at 31 December 2019 <i>This shows the assets and liabilities at the end of the year and the position of funds, both restricted and unrestricted</i>
3	Statement of Financial Activities <i>This shows a summary of the year's income and expenditure</i>
4 - 5	Notes to the Financial Statements <i>This sets out the accounting policies followed.</i>
6	This shows, under different sub-headings, breakdown of income for the year.
7	This shows, under different sub-headings, breakdown of expenditure for the year.
8	This shows further notes and explanations, and balance sheet analysis.
9	Independent Examiner's Report to the PCC

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Financial Review

Total receipts on ordinary unrestricted funds were £172,201 and these are detailed in the financial statements. Lettings provided a gross income of £95,057, including £83,272 from the Halls.

£131,467 was spent to provide Christian Ministry, including our contribution of £76,992 to the Diocesan parish share, which largely provides stipends and housing for the clergy. The net result for the year was a total surplus of £15,559, mainly due to spending far less on general maintenance in 2019. (£7,762 compared with almost £24,000 in 2018)

The unrestricted income was £3,570.

Stewardship and cash collections both increased by about £1,350 and numbers in Stewardship remained the same.

Unrestricted Reserves are showing a balance of £102,450

Reserves Policy

This Reserve Policy relates only to our unrestricted reserves. Balances held in our bank accounts including those at the Central Board of Finance represent both restricted and unrestricted balances.

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to at least three months average expenditure excluding our contribution to the Common Fund.

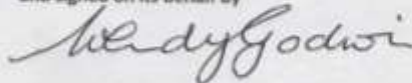
Risk Policy

Insurable risks are covered by our comprehensive insurance policy with the Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £8,400,000.

The church has a Church Safeguarding Officer and a Children's Champion and secures the necessary DSB clearances on those working with children and vulnerable adults.

Approved by the PCC on
Wendy Godwin, Hon Treasurer.

and signed on its behalf by



PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
BALANCE SHEET
AS AT 31 DECEMBER 2019

	Note	2019 £	2018 £
FIXED ASSETS			
Youth Centre & Field	1	13,014	13,014
CURRENT ASSETS			
Debtors	5	15,573	16,373
Deposits - CBF		62,326	46,969
Bank - Main Account		19,826	15,130
Bank - Stewardship Account		2,743	2,670
Cash in Hand		11	37
		<u>100,478</u>	<u>81,179</u>
CURRENT LIABILITIES			
Sundry Creditors	6	5,800	2,500
Charitable Payments Creditor			
Flat Security Deposit	7	400	-
		<u>6,200</u>	<u>2,500</u>
NET CURRENT ASSETS		<u>94,278</u>	<u>78,679</u>
TOTAL NET ASSETS		<u>107,292</u>	<u>91,693</u>
FUNDS			
Restricted			
Missions & Charities	8	537	750
Roses Fund	8	32	215
Organ Fund	8	4,273	396
		<u>4,842</u>	<u>1,361</u>
Unrestricted			
Legacy Fund	9	15,838	15,838
Diamond Jubilee Fund	9	-	584
General Reserve	9	86,612	73,910
		<u>102,450</u>	<u>90,332</u>
TOTAL FUNDS		<u>107,292</u>	<u>91,693</u>

Notes on pages 4-8 form part of these accounts.

These accounts were approved at the PCC meeting held on

Chairman

Hon Treasurer

Hynd N. K.

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PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
INCOMING RESOURCES					
Voluntary Income	2a	68,907	3,570	72,477	66,524
Activities for Generating Funds	2b	98,954	-	98,954	101,668
Income from Investments	2c	341	16	357	262
Income from Church Activities	2d	3,999	5,000	8,999	8,103
TOTAL INCOMING RESOURCES		172,201	8,586	180,787	176,557
RESOURCES USED					
Church Activities					
Grants	3a	-	3,533	3,533	4,788
Activities relating to the work of the church	3b	131,467	1,572	133,038	156,329
Church Management & Administration	3c	7,264	-	7,264	6,475
Exceptional & Non-annually recurring costs	3d	19,629	-	19,629	10,303
Transfer from Diamond Reserve	3d	584		584	
Cost of Generating Funds	3e	-	-	-	-
Governance Costs	3f	1,140	-	1,140	300
TOTAL RESOURCES USED		160,083	5,105	165,188	178,195
NET INCOMING/(OUTGOING) RESOURCES		12,118	3,481	15,599	(1,638)
NET MOVEMENT IN FUNDS		12,118	3,481	15,599	(1,638)
BALANCES b/fwd at 1 JANUARY 2019		90,332	1,361	91,693	93,331
BALANCES C/F at 31 DECEMBER 2019		102,450	4,842	107,292	91,693

Notes on pages 4-8 form part of these accounts.



Parochial Church Council of St Andrew's Church, Roxbourne
Notes to the Financial Statements for the year ended 31st December 2019

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, they have been prepared under FRS102(2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the benefit of use of the resources;
2. their ultimate receipt is virtually certain;
3. the monetary value can be measured with sufficient reliability.

Grants donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received. Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below)

The value of any voluntary help is not included in the accounts but described in the annual report.

EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

ASSETS

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities ACT (2011) such assets are not capitalised in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £5,000. They are valued at cost or else for gifts-in-kind, at a reasonable estimate of their open market value on receipt. The Youth Centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

No depreciation is provided on buildings as the currently estimated residual value of the property is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, included in expenditure for the year.

Investments

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

Short Term Deposits

These are the cash held on deposit either with the CCLA or at the bank.

RENTAL INCOME

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950's when the entire land site was valued at £1,100. St Andrew's insures the building as part of the over premiums paid and the overall insurance value is considered to be £8,400,000

FUNDS

Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not in its 'free reserves' as disclosed in the trustees' report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restriction provided are shown in the notes to the accounts.

Endowment Funds

The PCC has no Endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

2 INCOMING RESOURCES	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
2a Voluntary Income					
Communion & General		6,717	-	6,717	5,387
Pledges & Stewardship		42,609	-	42,609	41,383
Tax Refund (Stewardship)		8,546	-	8,546	8,662
Harvest Offering - (no collection 2019)		-	-	-	1,439
Christmas appeal - Ignite 2018		-	1,150	1,150	1,994
Lent offering -Prison Fellowship		-	1,309	1,309	1,889
Christmas Angel Tree 2019		-	538	538	
Others		-	324	324	71
Donations		10,451	-	10,451	2,656
Diamond Reserve transfer		584	-	584	2,740
Roses Fund		-	250	250	303
		68,907	3,570	72,477	66,524
2b Activities for Generating Funds					
Christmas Bazaar		3,473	-	3,473	2,252
Flat rent		12,210	-	12,210	14,150
Halls rental		83,272	-	83,272	85,266
		98,954	-	98,954	101,668
2c Investment Income					
Legacy Fund		-	-	-	
General Reserve		341	-	341	251
Organ Fund		-	16	16	11
Interest on Current Account		-	-	-	
		341	16	357	262
2d Income from Church Activities					
Junior Church & Youth		1,864	-	1,864	391
Baptisms, Weddings & Funerals		2,135	-	2,135	7,712
Organ Fund from Gen. Fund		-	5,000	5,000	
		3,999	5,000	8,999	8,103
TOTAL INCOMING RESOURCES		172,201	8,586	180,787	176,557

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

3 RESOURCES USED	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
3a Grants					
Missions & Charities	4	-	3,533	3,533	4,748
Vicar's Discretionary Fund				-	40
		-	3,533	3,533	4,788
3b Activities relating to the work of the church					
Services & Sanctuary		1,743	-	1,743	1,553
Junior Church & Youth		2,044	-	2,044	1,287
Diocesan Quota		76,992	-	76,992	75,720
Fees		1,654	-	1,654	5,005
Clergy Expenses		1,704	-	1,704	1,869
Choir & Organists		3,065	-	3,065	2,879
Gas		5,126	-	5,126	5,112
Electricity		4,788	-	4,788	4,359
Water		702	-	702	3,881
Telephones		996	-	996	1,292
Waste Collection		1,685	-	1,685	1,620
Insurance		5,202	-	5,202	4,853
Maintenance		7,762	1,139	8,901	23,998
Roses/Garden		-	433	433	115
Caretaking		16,705	-	16,705	19,511
Cleaning Materials		1,300	-	1,300	1,572
Diamond Reserve					1,705
		131,467	1,572	133,038	156,329
3c Church Management & Administration					
Secretary		3,380	-	3,380	3,300
Office & Publications		3,839	-	3,839	3,175
Training, Seminars and Retreats		45	-	45	
		7,264	0	7,264	6,475
3d Exceptional & Non-annually recurring costs					
Transfer from General Fund to Organ Fund		5,000		5,000	
Transfer from General Fund from Diamond Reserve		584		584	
Rewiring of Electrical System		12,299		12,299	9,180
From Donations inc hall chairs/lights		2,331	-	2,331	763
Y Centre Refurbishment/Heating/Projector			-	-	360
		20,214	0.00	20,214	10,303
3e Cost of Generating Funds					
Christmas Bazaar			-		
		-	-	-	-
		-	-	-	-
3f Governance Costs					
Professional Fees - Ind Examiner fee		300		300	300
Professional Fees - Surveyor		840		840	
		1,140	-	1,140	300
TOTAL RESOURCES USED		160,083	5,105	165,188	178,194

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

4 Missions & Charities	2019	2018
	£	£
Paid during the year:		
Lent appeal	(1,309)	(1,889)
Christmas appeal 2019	0	(1,244)
Christmas appeal 2018	(1,900)	(750)
Harvest appeal	0	(1,439)
Various (inc Funeral collections)	(324) -	175
Total	<u>(3,532)</u>	<u>(5,497)</u>

5 Debtors	2019	2018
	£	£
Halls Rental	9,506	11,390
Tax Refunds Due on Gift Aid Donations	2,347	2,149
Sundry Debtors	3,720	2,410
	<u>15,573</u>	<u>15,949</u>

6 Creditors	2019	2018
	£	£
Prepaid halls rental/deposits	3,000	1,200
Sundry expense accruals	2,800	1,520
	<u>5,800</u>	<u>2,720</u>

7 Flat Rental Deposit

A deposit of £1400 was paid over to the Deposit Protection Service in respect of the rental agreement put in place for the church flat in October 2017. This is in the process of being reclaimed by the church due to rental arrears

8 Restricted Funds	B/F at 1 January 19	Income	Expenditure C/F 31 Dec 2019	
	£	£	£	£
Missions & Charities	750	3,320	(3,533)	537
Roses Fund	215	250	(433)	32
Organ fund	396	5,016	(1,139)	4,273
	<u>1,361</u>	<u>8,585</u>	<u>(5,104)</u>	<u>4,842</u>

The Missions & Charities Fund represents donations for missionary and charitable giving.

The Roses Fund represents donations towards expenditure on the Church roses and gardens.

The Organ Fund represents donations and income to be used towards expenditure on the Church organ.

9 Unrestricted Funds	B/F at 1 January 2019	Income	Expenditure C/F 31 Dec 2019	
	£	£	£	£
Legacy Fund	15,838	-	-	15,838
Diamond Jubilee Fund	584	-	(584)	-
General Fund	73,910	172,202	(159,499)	86,613
	<u>90,332</u>	<u>172,202</u>	<u>(160,083)</u>	<u>102,451</u>

The Legacy Fund represents funds designated towards a range of building projects & specific, everyday running expenses.

The Diamond Jubilee Fund now closed - balance transferred to cash collection and fetes and social events

10 Analysis of Net Assets by Fund	Unrestricted	Restricted	Total 2019
	£	£	£
Fixed Assets	13,014	-	13,014
Net Current Assets	89,437	4,842	94,279
Total Net Assets	<u>102,451</u>	<u>4,842</u>	<u>107,293</u>

11 Fraud and Rental Arrears Repayments

	£
Amounts written off 2014	3,985
Flat rent outstanding	
Hall rental fraud	6,272
Fraud compensation payment	4,250

Independent Examiner's Report to the Trustees of St Andrew's Church, Roxbourne, Parochial Church Council.

I report on the accounts for the year ended 31 December 2019 which are set out on pages 1 to 8.

Respective responsibilities of the Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission.

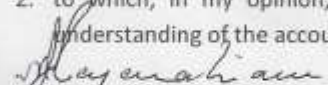
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and then report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Mr Noel Rajaratnam FCMA, CA, B.Sc.
103a Malvern Avenue
South Harrow HA2 9ER

8/4/2020

