ST JOHN THE EVANGELIST, FAREHAM **ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL** FOR THE YEAR ENDED 31ST DECEMBER 2019

Administrative information:

St John the Evangelist is situated in Upper St Michael's Grove, Fareham. It is part of the Diocese of Portsmouth within the Church of England. The correspondence address is: St John the Evangelist Church, 1a Upper St Michael's Grove, Fareham, Hampshire, PO14 1DN.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. Registered no. 1143777.

PCC members:

Incumbent: Revd. Bruce Deans Curate: N/A **Church Wardens:**

Mr Ian Cranstone Mrs Elizabeth Webb Deputy Church Wardens: Mrs Rachel Hicks Representatives on the Deanery Synod: Mrs Charlotte Stevenson

Joint Chairperson (May 2015)



Lay Reader Representative:

Elected Members:

Mr Geoff Collins Mrs Sally Cranstone Mrs Victoria Duboc Mr Carl Hensman Mrs Rachel Hicks Mr Mike Homer Mrs Sue Lupton Mr Thomas McCorkell Mr Derek Petrie Mrs Val Petrie Mr David Saines Mrs Janet Tucker

Mr Jeremy Hicks

(Until APCM 2022) (Until APCM 2020) (Until APCM 2020) (Until APCM 2020) (Until APCM 2021) (Until APCM 2021) (Until APCM 2022) (Until APCM 2021) (Until APCM 2022) (Until APCM 2022) (Until APCM 2020) (Until APCM 2020)

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Objectives and activities

St John's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church, the Church Hall and 7A Upper St Michael's Grove.

Church attendance (Numbers in brackets – 2018 figures)

The average weekly Church attendance in 2019 was 77 (80) adults and 11 (13) children under 16, however this number increased at special services. Messy Church was held monthly during 2019, with the exception of January and August, on the first Sunday of the month, with an average congregation of 47 (46) adults and 24 (29) children. In the weeks before Christmas, local schools held their annual Carol Services in the church and Christingle services were held for the uniformed organisations.

REVIEW OF THE YEAR



The PCC met six times during the year with an average level of attendance of 14. Committees met between PCC meetings and their minutes were received by the full PCC and discussed where necessary. All PCC meetings received financial, safeguarding and Health and Safety reports.

January (13) (Numbers in brackets indicate attendance)

PCC were given an update with regards to data protection (new GDPR legislation) and the updated procedure with regards to the prayer chain. The upcoming PCC 'away day' (at home) scheduled for April and an upcoming survey of the Church Family were discussed and planned for. Thanks was given for a lovely Nativity service and for all who helped at the extra services over the Christmas period. Thanks was also given for an extra grant from Price's Trust to purchase extra equipment such as a projector.

March (14)

PCC discussed current finances and agreed some action points such as updating Gift Aid information. Ian Cranstone thanked all who attended the recent safeguarding training and updated PCC members with regards to the new system for undertaking DBS checks within the diocese. PCC Members looked forward to opening our church for prayer during Thy Kingdom Come and supporting a number of upcoming events through CTiF such as the Walk of Witness and the summer holiday club. Following the recent survey of the church family PCC heard about the comments & feedback received.

May (14)

PCC reviewed all committee lists and specific roles within PCC for the coming year following the APCM. In financial matters, the minimum amount of the church tithe for 2019 was agreed and an update on our current finances was given. PCC Members were also informed that there is now



a new Safeguarding handbook issued by the diocese (copies available in church & online).

July (16)

Bruce shared with PCC the three priorities suggested for us as a parish – Youth & Children's Work, an Alpha course (January 2020) and starting a money advice centre (Community Money Advice). In line with this PCC agreed these priorities and agreed to proceed with the recruitment of a Youth & Children's worker. An update was given about the new debt centre and permission was given by PCC to install signage on the outside of the hall. Ian Cranstone also updated PCC members about the new process for DBS checks in the diocese. In financial matters, PCC members discussed the current situation and considered possible responses to this.

September (15)

PCC were pleased to agree that Christmas story books and Bibles would be purchased for all children/young people attending Children's church and also boxes made from old Christmas cards with a chocolate would be distributed to local homes. PCC members were reminded of upcoming Fire Safety and Safeguarding training. Bruce gave an update on our three priority areas with interviews scheduled for a Youth & Children's worker and an Alpha course now scheduled for January. Thanks was given for the donation of a defibrillator to be installed outside the hall.

November (13)

An updated Parish Safeguarding Policy was circulated, read out to PCC members and adopted and an updated H&S Policy and Fire Safety Risk Assessment were circulated to PCC members. In financial matters, the current situation was discussed, including the latest figures for the Diocesan Budget for 2020. Following the Quinquennial Inspection of our church building, PCC discussed the way forward given the difficulty obtaining quotes. PCC were pleased to support the formation of a group to consider how we can be more eco-friendly as a church and also to hear that CMA Connect Fareham is now open and already helping people who have concerns about their finances.

Victoria Duboc PCC Secretary

ELECTORAL ROLL

(Numbers in brackets – 2018 figures) There were 110 (126) parishioners on the Church Electoral Roll, of whom 67 (69) were not resident within the parish as revised on 2 April 2020



Hilary Masters Electoral Roll Officer

SAFEGUARDING POLICY STATEMENT





Policy Statement for the Safeguarding of Children and Adults

Parish of St John the Evangelist Church, Fareham

The following policy statement was agreed at the PCC meeting held on <u>11th</u> November 2019 As members of the PCC we commit our church community to the support, nurture, protection and safeguarding of all, especially the young and vulnerable. We recognise that our work with children, young people and adults who may be at risk is the responsibility of the whole church community and are fully committed to acting within current legislation, guidance, national frameworks and the Diocesan Safeguarding procedures. <u>St</u> <u>Johns also hold that domestic violence in all its forms is unacceptable and</u> <u>inconsistent/incompatible with the Christian faith and a Christian way of</u> <u>living.</u>

- 1. We will ensure that all the necessary checks are made to promote the safe selection and recruitment of those who work with vulnerable groups, and provide the necessary supervision, support and training to them in order that they can undertake their roles effectively.
- 2. We will respond without delay to concerns raised about a child, young person or adult who may have been harmed, or be at risk from harm.
- 3. We will fully co-operate with the Diocese and appropriate statutory agencies during any investigation into abuse, including when allegations are made against a member of the church community.
- 4. We commit ourselves to respectful pastoral care for all children and adults to whom we minister.
- 5. We commit ourselves to promoting safe practice by those in positions of trust.
- 6. We commit our church to become a safe haven where victims of domestic abuse can come for help
- 7. The parish adopts the guidelines of the Church of England and the Diocese.
- 8. Each person who works with vulnerable groups, including children, will agree to abide by these recommendations and the guidelines established by this church.
- 9. We are committed to reviewing our policy **annually**, and as part of this, check that our parish safeguarding procedures are up-to-date and relevant.

Our Parish Safeguarding Representative(s) and are also responsible for processing DBS applications:

- 1. Brenda Boate E-mail: <u>safeguarding@stjohnsfareham.org.uk</u>
- 2. Ian Cranstone E-mail: <u>safeguarding@stjohnsfareham.org.uk</u>

Tel: 01329 280762, Address: 1A St Michaels Grove, Fareham, PO141DN

Section A

This is my report to the Parochial Church Council of St John the Evangelist, on the annual report for the year ended 31st December 2019 set out on pages

Respective responsibilities of trustees and examiner	The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.
	It is my responsibility to:
	 examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and to state whether particular matters have come to my attention.
Basis of independent examiner's statement Independent	My examination was carried out in accordance with general Directions given by the Charity Commission, including the updated directions 2 and 9 (Sept 2017). 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 the 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 the report is limited to those matters set out in the statement below.
examiner's statement	In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:
	 accounting records were not kept in accordance with section 130 of the Charities Act or the accounts do not accord with the accounting records
	I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.
Examiner's signature	Lh Ogde
Examiner's name CAPITALS	JULIA OGDEN
Date Relevant professional qualification(s) or body if any	26 April 2020 MAAT
Examiner's address	16 ST MICHAELS GROVE
	FAREASM
	HANTS POIL IAR

Section B Disclosure Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners) Give here brief details of any None. items that the examiner wishes to disclose

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE EVANGELIST, FAREHAM

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2019

For the year ended 51 December 2019		Unrestricted	Restricted	Endowment	TOTAL	FUNDS
	Note	funds	income funds	funds	2019	2018
INCOMING RESOURCES Voluntary income	2(a)	72,891.39	152.79	0.00	73,044.18	78,052.07
Activities for generating funds	2(b)	11,287.26	2,500.00	0.00	13,787.26	6,530.24
Church activities	2(c)	5,875.83	51,024.53	0.00	56,900.36	48,133.35
Other ordinary income	2(d)	0.00	171.08	0.00	171.08	0.00
Income from investements	2(e)	0.00	0.00	0.00	0.00	2,338.54
TOTAL INCOMING RESOURCES		90,054.48	53,848.40	0.00	143,902.88	135,054.20
RESOURCES EXPENDED						
Grants / Donations	3(a)	3,901.58	0.00	0.00	3,901.58	12,619.58
Support costs	3(b)	268.99	0.00	0.00	268.99	634.22
Directly relating to the work of the church	3(c)	77,048.27	11,540.47	0.00	88,588.74	73,158.47
Fund raising and publicity	3(d)	0.00	453.58	0.00	453.58	114.69
Church management and administration	3(e)	2,512.12	178.00	0.00	2,690.12	3,379.37
Other expenses	3(f)	0.00	25,373.14	0.00	25,373.14	35,127.33
Staff costs	4	8,850.68	1,170.00	0.00	10,020.68	8,325.57
TOTAL RESOURCES EXPENDED		92,581.64	38,715.19	0.00	131,296.83	133,359.23
NET INCOMING / (OUTGOING) RESOUR OTHER RECOGNIZED GAINS AND LOSS		-2,527.16	15,133.21	0.00	12,606.05	1,694.97
Transfer of funds				0.00	0.00	0.00
GAINS AND LOSSES ON INVESTMENT	ASSETS	1				
Depreciation on assets	ASSEIS	•		0.00	0.00	0.00
NET MOVEMENT IN FUNDS		-2,527.16	15,133.21	0.00	12,606.05	1,694.97
BALANCES B/FWD AT 1 JANUARY		69,339.21	-1,715.96	0.00	67,623.25	65,928.28
BALANCES C/FWD AT 31 DECEMBER		66,812.05	13,417.25	0.00	80,229.30	67,623.25

The notes on pages 3-7 form part of this account

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE EVANGELIST, FAREHAM Financial Statements for the period ended 31 December 2019

General Fund	eral Fund 2019			.8
	£	£	£	£
Receipts				
Regular giving				
Planned giving	58,892.78		62,103.11	
Collections & other giving	6,281.70		7,267.02	
Income tax recovered	3,586.30	68,760.78	6,139.52	75,509.65
Other voluntary receipts				
Mission & relief agencies	365.00		80.60	
Contributions from Hall A/C	505.00		316.18	
Miscellaneous receipts	10,897.26		1,987.46	
Donations	4,130.61	15,392.87	2,452.66	4,836.90
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Receipts from Church activities				
Fees	931.67		2,956.64	
Coffee	1,821.23	2,752.90	1,466.74	4,423.38
Total Receipts	_	86,906.55	-	84,769.93
De service				
Payments				
Church activities	2 001 59		12 (10 59	
Oversea mission & relief agencies	3,901.58		12,619.58	
Diocesean Parish Share	56,648.00		54,805.00	
Church running & repair expenses	10,673.88		7,480.25 790.80	
Subscriptions	1,552.13 1,594.32		790.80 1,530.89	
Clergy expenses Vicarage	0.00		0.00	
Cost of services & outreach	1,745.27		2,817.02	
Printing & stationery	2,225.11		2,817.02	
Wages - office	6,986.75		2,839.47 6,641.00	
Cleaning church	1,863.93		1,684.57	
Readers expenses	268.99		634.22	
Bank charges	465.01		519.90	
Bank charges	403.01		519.90	
Total payments	_	87,924.97	-	92,382.70
Receipts less Payments		-1,018.42		-7,612.77
Church account as at 1 January		23,829.76		31,442.53
Church account as at 31 December		22,811.34		23,829.76

2019 2018 Receipts £	Hall, 7a & Scout Hut receipts & payments accoun	t - restricted fund		
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Prices account as at 31 December1,936.872,797.41Special Projects - restricted fund2019 \pounds \pounds \pounds \pounds \pounds \pounds \pounds Receipts11,255.36895.94Payments $\frac{10,219.10}{1.036.26}$ $\frac{0.00}{895.94}$ Special projects as at 1 January1,552.29656.35Special projects as at 31 December2,588.551,552.29Social - restricted20192018 \pounds \pounds \pounds \pounds Receipts171.080.00Payments321.0818.66all gain transfered to General account -150.00 -18.66 Social as at 1 January256.58275.24				
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Social as at 1 January 256.58 275.24	all gain transfered to General account		<u> </u>	
•		-150.	00	-18.66
•				
Social at 31 December 106.58 256.58				
	Social at 31 December	106.	58	256.58

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE EVANGELIST, FAREHAM

BALANCE SHEET AT 31 DECEMBER 2019

Notes	2019	2018
5	0.00	0.00
7	0.00	0.00
	80,229.30	67,623.25
	80,229.30	67,623.25
8	0.00	0.00
	80,229.30	67,623.25
6		
	66,812.05	69,339.21
	13,417.25	-1,715.96
	0.00	0.00
	80,229.30	67,623.25
	5 7 8	5 0.00 7 0.00 80,229.30 80,229.30 8 0.00 80,229.30 6 66,812.05 13,417.25 0.00

Approved by the Parochial Church Council on

and signed on its behalf by:

Mr Ian Cranstone (Church warden)

Mrs Elizabeth Webb (Church warden)

The notes on pages 5 to 7 form part of these accounts

2 INCOMING RESOURCES

	Unrestricted	Restricted	Endowment	TOTAL F	
2(a) Incoming resources from donors	funds £	funds £	funds £	2019 £	2018 £
Planned giving:	L	L	Z	L	L
Gift Aid for general fund	3,586.30			3,586.30	6,139.52
Standing orders	7,177.36			7,177.36	8,200.40
CAF	74.75			74.75	34.56
Free will giving	2,733.43			2,733.43	3,585.32
Open giving	6,281.70			6,281.70	7,267.02
Parish Giving Scheme	48,907.24			48,907.24	50,282.83
Other donations	4,130.61	152.79		4,283.40	2,542.42
	72,891.39	152.79	0.00	73,044.18	78,052.07
2(b) Activities for generating funds					
Prices charity grant		2,500.00		2,500.00	4,146.00
Oversea mission	365.00			365.00	80.60
Christian relief	05.00			0.00	0.00
Bishops Lent Appeal Contribution from Hall	25.00			25.00 0.00	0.00 316.18
Miscellaneous income	10897.26			10,897.26	1,987.46
	11,287.26	2,500.00	0.00	13,787.26	6,530.24
2(c) Church activities					
coffee money	1,821.23			1,821.23	1,466.74
Bookstall		37.50		37.50	217.12
Church hall lettings	369.60	30142.50		30,512.10	32,232.75
7a rental income	0.00	9547.00		9,547.00	8,045.28
Special projects		11,255.36		11,255.36	894.82
Fees - church	3,685.00	42.17		3,727.17	5,276.64
	5,875.83	51,024.53	0.00	56,900.36	48,133.35
2(d) Other ordinary income					
sundry social		171.08		171.08	0.00
	0.00	171.08	0.00	171.08	0.00
2(e) Income from investements					
Interest - Gen ac				0.00	1.12
CPAS interest				0.00	2,337.42
Interest - hall account		0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	2,338.54
TOTAL INCOMING RESOURCES	90,054.48	53,848.40	0.00	143,902.88	135,054.20

3 RESOURCES EXPENDED

	Unrestricted funds	Restricted funds	Endowment funds	2019	2018
3(a) Grants & Donations					
Oversea mission	3756.48			3,756.48	5,064.56
Christian relief				0.00	0.00
Other donations	145.10			145.10	7,555.02
	3,901.58	0.00	0.00	3,901.58	12,619.58
3(b) Support Costs					
Lay readers allowance	268.99			268.99	634.22
	268.99	0.00	0.00	268.99	634.22
3(c) Directly relating to the work of the ch	urch				
Parish share	56648.00			56,648.00	54,805.00
Clergy costs	1594.32			1,594.32	1,530.89
Young people		3360.54		3,360.54	3,414.51
Outreach	130.36			130.36	904.04
Subscriptions	1552.13			1,552.13	790.80
c fees	2795.5			2,795.50	2,320.00
Services costs	1614.91			1,614.91	1,912.98
Special projects (contra)	5428.27	4790.83		10,219.10	0.00
Church running costs (gen & cdf)	7284.78	3389.10		10,673.88	7,480.25
	77,048.27	11,540.47	0.00	88,588.74	73,158.47
3(d) Fund raising and publicity					
Social fund		321.08		321.08	18.66
Book stall		132.5		132.50	96.03
	0.00	453.58	0.00	453.58	114.69
3(e) Church management & administration	n				
Administration & stationery costs	2178.31	46.80		2,225.11	2,859.47
Bank charges	333.81	131.20		465.01	519.90
	2,512.12	178.00	0.00	2,690.12	3,379.37
3(f) Other expenses					
3a				0.00	0.00
Hall expenses		25165.51		25,165.51	34,975.65
Scout hut		78.83		78.83	151.68
7a expenses		128.80		128.80	0.00
	0.00	25,373.14	0.00	25,373.14	35,127.33
TOTAL RESOURCES USED	83,730.96	37,545.19	0.00	121,276.15	125,033.66
4 STAFF COSTS					
Wages - church cleaner	1863.93			1,863.93	1,684.57
Wages - office	6986.75			6,986.75	6,641.00
Wages - youth co-ordinator		1170.00		1,170.00	0.00
	8,850.68	1,170.00	0.00	10,020.68	8,325.57

5 FIXED ASSETS FOR USE BY THE PCC

	Unrestricted	Restricted	Endowment	TOTAL FU	JNDS
GROSS BOOK VALUE	funds	funds	funds	2019	2018
	£	£	£		
at 1 Jan				0.00	0.00
additions				0.00	0.00
at 31 Dec	0.00	0.00		0.00	0.00
DEPRECIATION CHARGE				0.00	0.00
at 1 Jan				0.00	0.00
Charge for year				0.00	0.00
at 31 Dec	0.00	0.00		0.00	0.00
NET BOOK VALUE				0.00	0.00
at 31 Dec	0.00	0.00		0.00	0.00

CURRENT ASSETS

7 Debtors

	0.00 0.00 0.00	0.00 0.00 0.00
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Cash				2019	2018
General A/c	34,693.25			34,693.25	34,557.89
High interest a/c	5854.45			5,854.45	2,879.91
Hall A/c	39,529.95			39,529.95	29,889.56
Petty cash		45.07		45.07	39.31
Social fund		106.58		106.58	256.58
	80,077.65	151.65	0.00	80,229.30	67,623.25

8 CURRENT LIABILITIES

CPAS loan				0.00	0.00
	0.00	0.00	0.00	0.00	0.00
				0.00	0.00
6 ANALYSIS OF NET ASSETS BY F	UND				
Fixed Assets	0.00		0.00	0.00	0.00
Current Assets	0.00	151.65	0.00	151.65	67,623.25
Current Liabilities	0.00	0.00	0.00	0.00	0.00
Fund balance	0.00	151.65	0.00	151.65	67,623.25

9 FUND DETAILS

The restricted funds comprise of the Prices fund, Circus Charity fund (hall, scout hut & 7a), Bookstall. Special projects, social and youth donation



Section A

This is my report to the Parochial Church Council of St John the Evangelist, on the annual report for the year ended 31st December 2019 set out on pages

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1.

2.

3.

examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the

Charity Commission, including the updated directions 2 and 9 (Sept 2017). 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 the 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 the report is limited to those matters set out in the statement below.

Charity Commission (under section 145(5)(b) of the Charities Act, and

My examination was carried out in accordance with general Directions given by the

to state whether particular matters have come to my attention.

Basis of independent examiner's statement

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records .

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

Examiner's signature	Ih agde	
Examiner's name CAPITALS	JULIA OGDEN	
Date Relevant professional qualification(s) or body	26 April 2020	
if any Examiner's address	MAAT	
	16 ST MICHAELS GROVE FAREHOM	
	HANTS POIL IDR	

Section B

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

Give here brief de items that the wishes

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ls of any kaminer disclose	None.				
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