

St Mary's Church, West Derby

Annual Report of the Parochial Church Council 2019

The Parochial Church Council of the Ecclesiastical Parish of West Derby, St Mary

Charity Commission Registration No. 1128143

For the year ended 31st December 2019

An Anglican Church in the Diocese of Liverpool and the Province of York

PCC ST MARY'S

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FOR THE YEAR ENDED 31 DECEMBER 2019**

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PCC ST MARY'S

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees present their report with the financial statements of the charity for the year ended 31 December 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The PCC's aims to consult with the Rector on matters of general concern to the parish and promote in the parish the whole mission of the Church, pastoral, social, evangelistic and ecumenical. The general functions of the PCC are stated within section 2 of the Parochial Church Councils (Powers) Measure 1956.

When planning activities for the year, the PCC gave consideration to the Charity Commission's guidance on public benefit and, in particular, the specific guidance to charities concerned with the advancement of religion.

ACHIEVEMENT AND PERFORMANCE

The PCC is pleased with its achievements against objectives. The following section highlights areas of activity and performance.

Worship

The weekly Sung Eucharist on Sunday at 10.00 a.m. continues to be the best attended of all the services. St Mary's is committed to continuing and developing this traditional expression of Church. The monthly parade service has proved popular and involves Scouts, Guides and Brownies and Boys Brigade.

The Sunday 10:00 a.m. "All Age" Service has a core number of attendees, equally split between adults and children. This is an informal service which is aimed at young children and their parents, many of whom are either unfamiliar with the more formal parish Eucharist or prefer a more relaxed setting.

The Sunday 8:00a.m. Service of Holy Communion continues to be popular with those who prefer a more reflective service.

The Sunday 6:00 p.m. Evensong service is held monthly, usually on the 1st Sunday in the month

In addition to Sunday worship there is a Wednesday morning service each week at 10.00 am. This is usually a Eucharist and is attended by a small group of regular worshippers.

There were 62 Baptisms at St Mary's in 2019. The electoral roll was completely renewed in 2019 and contains 250 members. There were 18 confirmations in 2019 and St Mary's hosted 11 weddings. There were 36 Funerals taken by the clergy in Church and 15 Burial of Ashes Services, plus there were 14 funeral services held at the Crematorium or Cemetery.

St Mary's benefits from the attendance of many young families and their children. The school has visited the Church regularly for services of celebration. The rector, or occasionally another minister, provides a weekly school assembly for most weeks in the school term and an "Open the Book" team has been providing lively and attractive termly assemblies throughout the year at St Mary's Primary and Blackmoor Junior School.

The Church runs several Church groups including an active and thriving St Mary's Women's' Fellowship, regular weekly Bible Study groups, a Wednesday Lunch Time Club and a Mothers' Union knitting group, Mothers' Union, and Mini M.U. The Café "5k@St J" is run jointly with St James West Derby, where a regular clientele of 10-15 people gather for lunch.

Christmas and Summer Fayres were organised by a hard working social committee, providing a lively witness within the community and a welcome source of income

The Rector's Report 2020

This report looks back at St Mary's and is the report for the year 2019. The previous year seems quite a long time ago now and especially as we are nearing the end of 2020. The reason for this is that all Annual Parish Meetings were deferred and must now take place before the end of October 2020.

So, looking back at 2019 and this year was, like most years, busy in the life of St Mary's.

Our mission and purpose is to promote the Christian faith according to the practice of the Church of England. St Mary's is a parish church in the Diocese of Liverpool and offers regular worship on Sunday and Wednesday as well as occasional offices and special acts of worship. Our regular worship is a celebration of the Eucharist on Sundays at 8.00am and 10.00am. All Age worship is also at 10.00am and runs concurrent with the Parish Eucharist at 10.00am but in the Millennium Centre. The Sunday School meets weekly and has a regular number of around 15 – 20 children. On the first Sunday of the month we also sing Choral Evensong. This is mainly attended by the choir but we also have a small congregation who enjoy this worship.

In 2019 our regular eucharistic worship was led by the Rector and by Revd Jenny Bowen, Revd Stephen Williams and by Revd Robert Williams. Non-eucharistic worship and preaching in 2019 was also led by our Licensed Readers, Kathy Yates, Tracie Dunsby, Liz Shields and Jane Ward. All Age worship was led by Kelly Clark and Vinny Ainsworth.

The worship offered at St Mary's was enhanced by the very presence of many valued and appreciated volunteers who contribute greatly to ensure that our services are to a high standard.

Our Director of Music, Peter Miller and assisted by Kevin Mulcahy and Dan Mansfield have, along with the choir, ensured that the music we hear and sing is always excellent.

Our serving team and sacristan ensure that the priest celebrating the eucharist has always been assisted and that the eucharistic vessels have been set up and cleaned away. Our head server is Gemma Bowdery and our sacristan is Alan Jones.

The church requires quite a lot of maintenance both inside and out and a considerable amount of this work was overseen by Reg Goodman and Richard Jones. Richard and Reg were able to attend to some plaster in the Epiphany Chapel which had become dangerous and was made this safe. Also Richard and Reg regularly maintain the heating, the water pumps in the cellar and followed up some lighting issues. The church was cleaned regularly by our valuable cleaning team. As well as the inside, the outside also needed much attention and the church grounds were beautifully maintained by Phil and Jean Ashton and Peter Holmes

St Mary's is also supported by a Verger, Dawn Brunskill and this remains an important role which ensures that our pastoral ministry of weddings and funerals runs as smoothly as possible and also as a valuable contact to the bereaved.

We have a number of publications at St Mary's and this year we were able to continue to produce the monthly edition of 'Viewpoint'. 'Viewpoint' was edited by Peter Miller, printed by Reg Goodman, distributed by Jean Ashton and Di Thomas. Our other regular publication was the weekly Bulletin and this was overseen by Lynn Chute who collates the liturgy, reading rota and notices and prints them ready for each Sunday.

St Mary's has elected two churchwardens and our current wardens are Steph Ellison and Pat Goodman. The role of the churchwarden is to be the Bishop's lay representative as elected by the Parish. Steph and Pat also support the Rector in exercising his ministry in the parish as well as leading the sidespeople who support the wardens. Our faithful sidespeople offered their services on a rota basis and this was overseen by Barbara Cain.

The Parochial Church Council conducted its business with regular meetings on a bi-monthly basis. The Standing Committee of the PCC also met on the months between PCC meetings. The PCC and Standing Committee was chaired by the Rector. The officers are the Vice chair, Brian Yates; Secretary, Reg Goodman; Treasurer, Dave Hale. The PCC has fulfilled its legal quota of meetings for this year and discussed many items ranging from a church website, safeguarding procedures, building and quinquennial reports, the implementation of GDPR and the day to day running of the church.

The financial dealings and transactions were carefully overseen by the Treasurer to the PCC, Dave Hale. Dave was assisted by other volunteers who support him in this important role. The finance team include those who counted weekly offerings, those who operated the cheque book, those who kindly inputted and recorded data. Oscar and Ka Yu Ip kindly and faithfully oversaw the payroll for fees.

I would also like to thank everyone for their financial contribution to this parish over the past year. We are suffering financially and, your giving does make a difference to the ministry here. Every gift given supports this church. We do not receive anything from the Government, Local Authority or other external agencies so, every penny donated to St Mary's is received with gratitude.

In addition to the weekly acts of worship, this church also held a number of regular activities during 2019. These included the Women's Fellowship, the Mother's Union, the Mini Mother's Union and the Wednesday Lunch Club. Fellowship is important to this church and following many acts of worship coffee and tea was served.

The church is a living presence in West Derby and remains a beacon of the Christian faith. St Mary's has a good relationship and partnership with both St Mary's CE Primary School and St Mary's Millennium Centre. Many parishioners faithfully serve as School Governors and Trustees. This partnership has enabled the church to support the school in unique ways with 'Open the book' which makes bible stories come to life. The partnership extended to the centre and in particular the links with Micah to support the most vulnerable and needy.

Generous financial support and giving was also supplemented with the generous giving to the Food Bank, Micah and to our Fetes and Fairs. Your generosity as a parish is amazing. What this church does is testament to a deep desire to see God's Kingdom flourish.

As we look towards the end of 2019, it was with great joy that we celebrated the marriage of Jonathan Yates and Nicole on Monday 28 October 2019 and our best wishes and blessings remain with them

As we have looked back on the reporting year, it is also good to look at where we are now. This year has been like no other year. As we all know, we have had a period of lockdown which has dramatically affected the Parish in many ways.

2020 has been a very difficult year and sadly we have lost a number of our beloved parishioners and friends. Kathleen McGrath died in February. Kathleen was very well known and had given great service to this church during her life. May she rest in peace.

Fr. Bill Todd, sadly died in March and he was very well known to so many. Fr. Bill celebrated his 60th anniversary of ministry last year – a ministry which began at St Mary's when he was a curate. May he also rest in peace.

Then sadly, the pandemic affected us here in a particularly sad way. I know about two people who have specifically lost their lives to Covid-19 and I also know about others who have also lost their lives during this terrible time. We particularly remember Tom Jones and Fr Stephen Williams.

Tom was a regular worshipper here and he was dab hand at many things. In particular, Tom recently repaired the wooden plaque to the West Derby War Memorial – and he made a beautiful job of this. Tom was a quiet man and a man of faith. We particularly remember his wife Lilian, Amanda who works so hard with our Sunday School and all of Tom's family.

Fr. Stephen and Barbara came to the Parish quite a few years ago and Stephen had served here as a faithful and dedicated priest in his retirement. The Rector had known Stephen for some 20 years – well before coming to West Derby. It was a great joy to serve alongside Fr. Stephen who was a faithful priest and a servant of Christ. I know that his presence here will be missed. We remember Barbara, Paul and Sarah and all of Fr. Stephen's family.

I know that Tom and Fr. Stephen would want all of us at St Mary's to continue through this difficult time and this report reflects where we have been in 2019 as well as remembering those who have faithfully supported this church and helping us to be where we are now.

As your Rector I would like to thank each of you for your support in growing the kingdom of God here. I am deeply grateful to each of you. It remains amazing and exciting to be the Rector of West Derby so thank you for putting up with me! Seriously, Cathryn and I can think of no other place we would rather be. Let us continue to uphold a vision of love, peace, justice and unity which is Christ's will for us all.

Thanks, praise and glory be to God.

Stephen Boyd, Rector of West Derby

Churchwardens' Report

As we complete a further year as wardens we would like first to thank all those who have made things easier for us. Jan Morgan, Jean Ashton and Julie Dickenson continue to serve as totally dependable assistant wardens. Given the vagaries of the 12 and 61 buses, life would be more difficult without their unfailing support. Also we get tremendous help from all the wonderful sidespeople who help make the services run smoothly and always provide a warm welcome to the congregation and visitors, tidy up afterwards, and give of their time. For various reasons this number is falling and we welcome anyone who feels they can do this not very onerous, but very important job. As wardens we would also like to thank Rob Wood for his constant support.

Our thanks also go to the clergy, ministers, choir, PCC and many more. We continue to promote the 10.00 Eucharist as a family service, try to make those with children feel comfortable, and enjoy the work done to support this by the Sunday School. The Service in the Millennium Centre continues to flourish, and we see new families joining in all the time. We are still hoping that those who attend this service will join us for the Eucharist.

Throughout the year there have been many highlights at St Mary's and the wardens have welcomed different groups on these occasions. These included the Deanery Visitation, Zoe's Place carol service, Confirmation and Remembrance Sunday which is not only a service in Church but a commemoration for the whole community. It is important to come together as a West Derby family. The community theme was also recognised in the lighting of the Christmas tree with accompanying activities and the Christmas Eve carols and crib service. The first Mass of Christmas also brings people in from other churches.

One of our roles as wardens is to monitor and record the attendance of worshippers at St Mary's church each week. It is good to see so many families attending each Sunday. We have different services to cater for the varied needs of our worshippers, and occasionally we all come together for a Family or Parade service. This year the average weekly attendance dropped slightly. The 10.00 service in the centre continues to do well and is appreciated by many. We thank Kelly and Vinny for their hard work and dedication, The 8.00 has increased in numbers, both adults and children with a matching decrease in the numbers at the 10.00 service. This is impacting too on the Sunday School, servers and the choir. The 6 pm Evensong continues monthly and would appreciate more support as the congregation is very low. The saying "You don't know what you've got until you lose it" is very apt here.

As wardens we realise that many people are concerned about our building. We would like to reassure you that things are in hand, but like King Canute, we cannot control the waves, or the battering winter storms. It requires specialists to work on a Grade II* listed building and it has to be safe for them. We also thank Tommy who comes to our rescue time and again. We had a Parish review earlier this year which commended us on our good housekeeping, ie we met our financial commitments, but like everywhere this year, we may struggle which also impacts on our building.

Pat Goodman and Steph Ellison. Wardens

Buildings

There has been little change in the overall fairly good state of the church building. Towards the end of the year we were in a position financially to advance some essential work. Access to many parts of the building, particularly on the exterior, is difficult and, under modern Health and Safety regulations, expensive. Ground water continues to offer a challenge which we meet with the deployment of submersible pumps in the boiler house. A rolling programme of works, both inside and out will depend as ever on available funds and will inevitably involve applications for grant aid from national and local bodies.

The car park outside the west door needs constant monitoring as it degrades under the weight of traffic. Given that the gates need to be open to permit access to the Millennium Centre, it is well-nigh impossible to control unauthorised use by the general public going about their business in the village or in Croxteth Country Park. The Millennium Centre manager and trustees are helpful and supportive in keeping the area as safe as possible.

No.4 The Armoury has had some money spent on maintenance during the year, is in overall good condition and continues to yield some income.

No. 2 The Village needs attention but the circumstances surrounding the tenant remains sensitive and precludes disruptive work. The property is safe but unattractive. We continue to deal with the situation with sensitivity

Secretary's Report

The Parochial Church Council met on seven occasions. All meetings were well attended by a committed group of people in a friendly atmosphere.

As is customary, much of the business of the council was of a routine nature. There were some notable items which stood out.

Following the six-year cycle, the Electoral Roll was completely renewed in the spring of the year and Mrs. Cheryl Webster became our new Electoral Roll Officer.

The springtime also marked an amazing milestone in St. Mary's life and witness. Mr. Peter Miller celebrated his Golden Jubilee as Director of Music. The occasion was marked by a threefold celebration. The choir was joined by our friends from St. Anne's Stanley to perform Choral Evensong. Canon Myles Davies, Canon Precentor at Liverpool Cathedral and a former Curate at St. Mary's preached the sermon to a packed congregation of over 200 people from far and wide.

There followed a lavish buffet, provided by the choir and P.C.C. through Bexley's of Tuebrook. Old acquaintances were renewed in a most convivial atmosphere in the adjacent St. Mary's Millennium Centre.

The celebrations drew to a close and crescendo thanks to a recital of organ music. Our guest musicians were Daniel Mansfield, former Head Chorister and Organ Scholar at Liverpool Cathedral, Jonathan Wikeley, another former Head Chorister, son of a previous rector and Director of Music at All Saints Church Fulham, Kevin Mulcahy our assistant organist and finally Professor Dr. Ian Tracy, Organist Titulaire of Liverpool Cathedral.

All three elements of the celebrations went really well and were appropriate expressions and reflections of Mr. Miller's work with us over the years.

Changes to the method of collection of the Parish Share were in the pipeline, with the Deanery Leadership Team assuming a more prominent role. The Area Dean (Canon Emma Williams) and the Deanery Lay Chair (Pam Ambrose) attended the September meeting to explain the changes. St. Mary's Treasurer and Secretary attended a subsequent meeting to take the process forward. This is ongoing.

Safeguarding training had been made available on-line and the D.B.S. checking procedure had been simplified – also on-line. Mrs. Gill Jones stepped down as a safeguarding officer and was replaced by Mrs. Lynn Chute, who will work with Mrs. Jan Morgan who continues in post.

The Archdeacon's Parish Review took place in the later months of the year. St. Mary's was part of the pilot programme for this new initiative. The process broadly affirmed what we are trying to achieve in our service to the worshipping community in West Derby.

Some significant administrative work took place towards the closure of St. James church and the assimilation of its parish into the new parish of St. Mary the Virgin with St. James West Derby. As the end of year approached we were awaiting confirmation of the final closure.

The council was pleased to note that Mr. David Harrop had been appointed to serve as Headteacher of St. Mary's School. We wish him well as he joins the wider St. Mary's Team in working for the community we are called to serve.

Reg Goodman, Secretary

Deanery Synod Report

We had four meetings for the Deanery Synod this past year with some very interesting discussions and outcomes. Parish Share is and remains high on the discussion Agenda, mainly involving a small team of Synod representatives from our Deanery, the aim being to find a fair and operable way to communicate and activate changes to the existing Parish Share formula within our Deanery. The PCC's were asked to invite the Chair and Lay Chair to a meeting so questions and answers could be given.

Our April meeting focussed on Safeguarding and Child Protection Policies and Katrina Richardson attended (Diocesan Safeguarding Adviser), with DBS checks and responsibilities discussed. The feedback from the Bishops in Mission Review was summarised, the overall message sent back being "lots of effort put in by the Deaneries but not reciprocated at Diocese level". The sad news that the closure of St James was confirmed but there was good news about a new Church building for Christ Church.

In June we discussed Deanery Mission and Growth Funds, application procedures and help available.

October highlighted the need for C of E school governors (50 needed at that time) and the valuable work involved. Deanery Fund Raising - with a view to establishing a small team from across the Parish who could have training and help to develop wider skills effecting more successful fundraising and ideas. PCC Treasurers and a guest were all invited to a Deanery Leadership Team meeting about Parish Share with the aim to engage and provide through collaboration. This ultimately was a really good meeting with some positive feedback.

In February this year we discussed the Food Pantries set up by St Andrews and Christ Church for families on low incomes. A reminder to contact Carolyn for help with fundraising/ideas and information from West Derby Deanery Mission and Social Action, with details about Eco /Environment/Green Activities. A busy calendar and some very interesting topics at times.

Pat Gornall

FINANCIAL REVIEW

Treasurer's Report

For the fourth year in succession St Mary's recorded a surplus position overall, which is a great testament to the work carried out by the PCC, the parishioners and the clergy.

The final surplus in 2019 was £5,299, as compared to £3,093 in the previous year.

This may give the impression that 2019 was a pretty steady and successful year, but in actual fact the financial picture was mixed, with a lot of positives to report in terms of the Restricted Funds, but less favourable news as regards the General Fund.

Donations to the Fabric Fund during the year amounted to £12,397, including a single one-off donation for £10,000.

Meanwhile, investments held in respect of the Fabric and Organ Funds also increased by a combined sum of £10,364.

Unfortunately, however, the General Fund incurred a deficit of £14,824, which serves to demonstrate just how delicately balanced St Mary's finances are and that there is still substantial work required before the structural deficit is overcome.

In terms of General Parishioner Giving, donations were received in 2019 of £63,395, as compared to £69,755 in the previous year. Although this represents a fall of £6,360, the previous year included a one off gift of £5,000, so in relative terms, the general giving remained reasonably consistent.

Total annual Gift Aid Claims also fell from £15,489 in 2018 to £13,266 this year.

As at the end of 2019, there were 36 active Standing Order Givers and 57 members of the Parish Giving Scheme.

Meanwhile, the usual fundraising and charity work continued throughout the year.

The Summer Fayre raised £929 and the Christmas Fayre raised £2,051; whilst donations were also made to the Royal British Legion (£15) and The Children's Society (£178), amongst others.

As for net rental income earned on the two residential properties owned by St Mary's, this fell from £10,204 in 2018 to £8,824 in 2019, due to increased maintenance work on 4 The Armoury.

There were 11 weddings held at St Mary's in 2019, which resulted in a net contribution of £2,994, whilst the 65 funerals / burial of ashes services contributed £5,969 towards the church running costs.

Resources Expended totalled £135,918 compared to £135,331 in 2018.

Within this was the Parish Share, which totalled £85,033 for 2019, compared to £84,188 in 2018.

Insurance was another major expense amounting to £4,897, as was Gas which cost £5,310, but in both cases the expense in 2019 was less than for the previous year.

Increases, meanwhile, were noted with regard to Millennium Centre Rent Fees which cost £4,683 in 2019 compared to £3,436 in 2018, plus there were also notable increases in photocopying / printing fees which rose by £639 and in bank charges which were no longer provided for free by Barclays, resulting in an increased expense of £541.

The largest Restricted Funds in place at 31 December 2019 were for Organ Maintenance (£38,439), Fabric Endowment Fund (£20,909) and Fabric Maintenance (£16,898).

As far as is possible, restricted funds are held separately from General Funds, so that the prospect of Restricted Funds being used to pay for General Fund items of expenditure is removed.

Overall, 2019 has been a challenging year for the finances at St Mary's – especially as regards the church's General Funds.

This challenging situation became even more difficult in 2020, when it was announced that the Diocesan Share would increase by a further sum of £6,052 to £91,085; plus significant repair work will also be required, as a result of the damage to the plastering due to water ingress.

The closure of St Mary's between the end of March and the beginning of September 2020, due to COVID-19 has only served to add to the scale of the challenge and sadly it looks as if 2020 will present the most difficult financial environment St Mary's has faced in recent memory.

Dave Hale – PCC Honorary Treasurer

FUTURE PLANS

In 2020 the PCC intends to continue to worship God, who is Father, Son and Holy Spirit and serve our neighbour. We shall continue to provide and develop regular public worship open to all, space for personal prayer and undertake parish based pastoral work including home communions, visiting the sick and bereaved, collective worship in local schools, and other matters pastoral, social, evangelical and ecumenical. Additionally, we shall support and develop mission and stewardship in the parish. We shall teach Christianity through sermons, courses and small groups.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St Mary's, West Derby PCC is a body corporate and operates under the Parochial Church Councils (Powers) Measure 1956 and the Church Representation Rules. The Parochial Church Council of the Ecclesiastical Parish of West Derby, St Mary is registered with the Charity Commission Registration No. 1128143.

The method of appointment of PCC members is set out in the Church Representation Rules. All church members are encouraged to register on the Electoral Roll and stand for election to the PCC. The Annual Meeting has agreed that PCC members should be elected for a term of up to 3 years, with equal number of places shared between terms of 1, 2 and 3 years.

The PCC has a number of members with skills in financial and business management and good representation in terms of gender and ethnic background.

Safeguarding procedures also continue to be implemented.

The PCC has various sub-committees established for particular issues. The Standing Committee deals with day to day matters and sets the agenda for each PCC meeting. There is also a Buildings Committee, a Finance Committee, a Social Committee and a Mission/ Pastoral Committee.

Membership in 2019 comprised:

Standing Committee: Incumbent, PCC Vice-Chair, Churchwardens, PCC Secretary, PCC Treasurer, Richard Jones and Linda Hufton

Finance Committee: Incumbent, Churchwarden, David Hale, Oscar Ip (Payroll Officer)

Buildings Committee: Incumbent, Churchwarden, Reg Goodman, Richard Jones, Diane Thomas

Social Committee: Incumbent, Linda Hufton (Co-ordinator), Kathy Begley plus occasional helpers

Mission/ Pastoral Committee: Incumbent, Brian Yates, Kathy Yates

PCC members receive induction training including trustee responsibilities, basic health and safety, risk assessment and management, and child protection procedures.

Related trusts:

St Mary's Millennium Centre (Liverpool) Ltd Charity Registration number 1071799 - 2 members of the PCC are trustees of the Centre. The PCC rents facilities from the Centre.

Risk management

To identify their major risks, the PCC carries out a programme of risk assessments. Procedures are then put in place to manage those risks and minimize their impact on the life of the church. Action to cover the main areas of risk includes the following:-

Financial Risk

An annual budget based on historical and other anticipated expenditure is prepared to monitor viability. Actual results compared with budget are reported to the PCC quarterly. The investments held by the PCC are reviewed every three months by the Finance Sub-Committee who report to the PCC in due course. Investments are only made if they are of low risk and approved for charity use. All assets are insured.

Reserve levels are reviewed annually and approved by the PCC. The PCC has approved internal controls for annual accounts; cash and cheque handling implemented with Diocesan assistance.

Health and Safety

The Church has a PCC representative with specific responsibility for Health and Safety issues. The PCC is regularly advised of the risks and the necessary compliance requirements and it is ensured that these are being complied with. Specific procedures for recording accidents are in place. These procedures are reviewed on an annual basis and formally reported to the PCC. The PCC approved an updated Lone worker Policy in 2014. All formal risk assessments are listed within the PCC's Risk Register and are reviewed annually.

All Wardens and Sidespeople are aware of Fire Safety procedures.

Plans have been agreed with the Church School for services to be held in the school hall in event of the church becoming unusable for a limited period.

Children and Vulnerable Adult Protection

The PCC adopted revised policies for the protection of Children and Vulnerable Adults in 2009. Subsequent revisions of the policy have been noted and implemented. It is the policy of the PCC that all those who work with or alongside children or vulnerable adults make an application and declaration, and obtain 2 references and be subject to the provisions of the Disclosure and Barring Service.

Safeguarding Officers:

Children and Young People
Vulnerable Adults

Gill Jones to July 2019 Lynn Chute thereafter
Jan Morgan

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1128143

Principal address

Parish Office
c/o St Mary's Millennium Centre
Meadow Lane
Liverpool
L12 5EA

Trustees

Independent examiner

DLG Accountancy
11 Primrose Road
Birkenhead
CH41 0EE

Legal advisor

The Registry of the Dioceses of Liverpool

Architect

Anthony Grimshaw Associates, 6 Bridgeman Terrace, Wigan, WN1 1SX

REFERENCE AND ADMINISTRATIVE DETAILS

Parish Office
C/o St Mary's Millennium Centre
Meadow Lane
West Derby
LIVERPOOL
L12 5EA

Phone (Office): 0151 256 6600

Email: westderbyparishchurch@gmail.com

Official correspondence to the Parish Office at the above address.

During the period 1 January 2018 until the annual meeting on Sunday 14th April 2019 the following people served as PCC members and trustees of the Charity (unless indicated otherwise):

Rector: Revd. Stephen William Boyd

Assistant Clergy: Revd. Jennifer Bowen (Honorary Curate)
Revd. Robert Williams (Honorary Curate)
Revd. Stephen Williams (Honorary Curate) (R.I.P. 23rd April 2020)

Churchwardens: Stephanie Ellison and Pat Goodman

Sidespeople: Jean Ashton, Kathy Begley, Elizabeth Bull, Barbara Cain, Alastair Caird, Andrew Dawes, Julie Dickinson, Pauline Grice, Joanne Holmes, Peter Holmes, Elsie Logue, Lynne Metcalfe, David Moore, Jan Morgan, Carolyn Parker, Geoffrey Peacock, Keith Rice, Pat Rice, Maureen Stewart, Sue Sullivan, Gary Tully, Paula Tully, Jane Wheeler, Anne Willdridge, Barbara Williams

Readers
(In United Benefice with St James',
West Derby): Kathy Yates (PCC representative)
Tracie Dunsby
Jane Ward
Elizabeth Shields

Deanery Synod Representatives: Pat Gornall
Barbara Moore
Jane Wheeler
Dorothy Marsden

Elected Members of PCC
Kathy Begley
Barbara Cain
Lynn Chute
Rosemary Critchley
Kharis Dunsby (to July 2019)
Reginald Goodman (PCC Secretary)
David Hale (Honorary Treasurer)
Linda Hufton
Gillian Jones
Richard Jones
Kerry Stewart
Diane Thomas (Health & Safety Officer)
Cheryl Webster
Brian Yates (PCC Vice Chair)

The Electoral Roll Officer is Cheryl Webster (from April 2019.)

Bankers: Barclays (39 Mill Lane, West Derby, Liverpool, L12 7HY) and CBF Church of England Deposit Fund (80 Cheapside, London EC2V 6DZ).

Day to day management control of the Church was exercised by the Standing Committee. This has comprised the Incumbent, the Vice Chair of the PCC, the Churchwardens, the PCC Secretary, and Sub-Committee leaders. The Standing Committee is contactable via the church office 0151 256 6600.

Salaried Staff

Director of Music Peter Miller (Employed by the Rector and the PCC)

Volunteer Staff

Keepers of the Clock

Organist

Register Clerk

Sacristan

Verger

Ian Graham and Francis Lilley

Kevin Mulcahy

Marion Wright

Alan Jones

Dawn Brunskill

This delayed report and financial statements were approved by the Parochial Church Council on 18th October 2020.

** Delay approved by Bishop Paul during the Coronavirus Pandemic



Revd. S.W. Boyd
Chair and Rector



Mr D. Hale
Honorary Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PCC ST MARY'S**

Independent examiner's report to the trustees of PCC St Mary's

I report to the charity trustees on my examination of the accounts of the PCC St Mary's (the Trust) for the year ended 31 December 2019.

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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Derek Goodwin
DLG Accountancy
11 Primrose Road
Birkenhead
CH41 0EE

30 September 2020

PCC ST MARY'S

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	31.12.19 Total funds £	31.12.18 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies		81,184	14,166	-	95,350	96,194
Charitable activities						
Other income		24,458	-	-	24,458	29,860
Other trading activities	2	1,579	-	-	1,579	1,202
Investment income	3	<u>9,431</u>	<u>35</u>	<u>-</u>	<u>9,466</u>	<u>10,870</u>
Total		116,652	14,201	-	130,853	138,126
EXPENDITURE ON						
Raising funds		122	-	-	122	278
Charitable activities						
Other income		<u>131,354</u>	<u>4,442</u>	<u>-</u>	<u>135,796</u>	<u>135,053</u>
Total		131,476	4,442	-	135,918	135,331
Net gains/(losses) on investments		<u>-</u>	<u>7,069</u>	<u>3,295</u>	<u>10,364</u>	<u>298</u>
NET INCOME		(14,824)	16,828	3,295	5,299	3,093
RECONCILIATION OF FUNDS						
Total funds brought forward		<u>299,754</u>	<u>41,103</u>	<u>17,614</u>	<u>358,471</u>	<u>355,378</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>284,930</u></u>	<u><u>57,931</u></u>	<u><u>20,909</u></u>	<u><u>363,770</u></u>	<u><u>358,471</u></u>

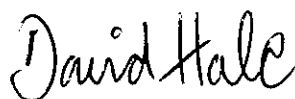
PCC ST MARY'S
BALANCE SHEET
AT 31 DECEMBER 2019

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	31.12.19 Total funds £	31.12.18 Total funds £
FIXED ASSETS						
Tangible assets	7	128,100	-	-	128,100	129,027
Investments	8	<u>120,000</u>	<u>38,609</u>	<u>20,909</u>	<u>179,518</u>	<u>169,154</u>
		248,100	38,609	20,909	307,618	298,181
CURRENT ASSETS						
Debtors	9	11,035	-	-	11,035	13,454
Cash at bank and in hand		<u>48,896</u>	<u>7,246</u>	-	<u>56,142</u>	<u>55,773</u>
		59,931	7,246	-	67,177	69,227
CREDITORS						
Amounts falling due within one year	10	<u>(11,025)</u>	-	-	<u>(11,025)</u>	<u>(8,937)</u>
NET CURRENT ASSETS		<u>48,906</u>	<u>7,246</u>	-	<u>56,152</u>	<u>60,290</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		297,006	45,855	20,909	363,770	358,471
NET ASSETS		<u>297,006</u>	<u>45,855</u>	<u>20,909</u>	<u>363,770</u>	<u>358,471</u>
FUNDS	11					
Unrestricted funds					284,930	299,754
Restricted funds					57,931	41,103
Endowment funds					<u>20,909</u>	<u>17,614</u>
TOTAL FUNDS					<u>363,770</u>	<u>358,471</u>

The financial statements were approved by the Parochial Church Council on 18th October 2020 and were signed on its behalf by:



Revd. S.W. Boyd
Chair and Rector



Mr D. Hale
Honorary Treasurer

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold Property	- not provided
Church furnishings etc	- 25% on cost
Office equipment	- 33% on cost

Freehold Property - no value is included in the financial statements in respect of consecrated land and buildings and beneficed property. All expenditure incurred on these assets by the Council is written off in the Statement of Financial Activities as incurred. Other property, in which the Council holds the beneficial interest, is included in the financial statements. No depreciation is charged on this property as it is included in the financial statements at its open market value, which is formally advised by professional advisers every three years and reviewed informally in between.

Church furnishings - moveable church furnishings held by the churchwardens on special trust for the Council and which require a faculty for disposal are accounted for as inalienable property. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not included in the accounts. Subsequent expenditure on such assets is being capitalised and depreciated on a straight-line basis.

Office equipment - other equipment is depreciated on a straight-line basis

General - Individual items costing less than £500 are written off as acquired.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds - these consist of funds which are available for use at the discretion of the Council in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds - these comprise unrestricted funds that have been set aside by the PCC for particular purposes.

Restricted funds - these consist of funds where the donors have imposed or implied usage restrictions on the use of the funds which are legally binding. Where the funds have been invested in tangible fixed assets (capital funds), funds are reduced by an annual transfer of an amount equivalent to the depreciation charged.

Endowment fund - the Council is legally prevented from spending this fund which must be retained intact as part of its capital. The endowment has been invested to provide income for its objective - fabric maintenance.

PCC ST MARY'S

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

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. OTHER TRADING ACTIVITIES

	31.12.19	31.12.18
	£	£
Parish magazine sales	<u>1,579</u>	<u>1,202</u>

3. INVESTMENT INCOME

	31.12.19	31.12.18
	£	£
Rents received	8,823	10,204
Dividends	608	643
Deposit account interest	<u>35</u>	<u>23</u>
	<u>9,466</u>	<u>10,870</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2019 nor for the year ended 31 December 2018.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.19	31.12.18
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Endowment fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	88,529	7,665	-	96,194
Charitable activities				
Other income	29,860	-	-	29,860
Other trading activities	1,202	-	-	1,202
Investment income	<u>10,847</u>	<u>23</u>	<u>-</u>	<u>10,870</u>
Total	130,438	7,688	-	138,126
EXPENDITURE ON				
Raising funds	278	-	-	278
Charitable activities				
Other income	<u>132,073</u>	<u>2,980</u>	<u>-</u>	<u>135,053</u>
Total	132,351	2,980	-	135,331
Net gains/(losses) on investments	-	566	(268)	298

PCC ST MARY'S

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES – continued

	Unrestricted fund £	Restricted funds £	Endowment fund £	Total funds £
NET INCOME	(1,913)	5,274	(268)	3,093
RECONCILIATION OF FUNDS				
Total funds brought forward	301,667	35,829	17,882	355,378
TOTAL FUNDS CARRIED FORWARD	<u>299,754</u>	<u>41,103</u>	<u>17,614</u>	<u>358,471</u>

7. TANGIBLE FIXED ASSETS

	Freehold property £	Church furnishings etc £	Office equipment £	Totals £
COST				
At 1 January 2019	128,000	8,331	4,615	140,946
Additions	-	-	-	-
At 31 December 2019	<u>128,000</u>	<u>8,331</u>	<u>4,615</u>	<u>140,946</u>
DEPRECIATION				
At 1 January 2019	-	8,131	3,788	11,919
Charge for year	-	100	827	927
At 31 December 2019	-	<u>8,231</u>	<u>4,615</u>	<u>12,846</u>
NET BOOK VALUE				
At 31 December 2019	<u>128,000</u>	<u>100</u>	<u>0</u>	<u>128,100</u>
At 31 December 2018	<u>128,000</u>	<u>200</u>	<u>827</u>	<u>129,027</u>

8. FIXED ASSET INVESTMENTS

	Investments £
MARKET VALUE	
At 1 January 2019	169,154
Revaluations	<u>10,364</u>
At 31 December 2019	<u>179,518</u>
NET BOOK VALUE	
At 31 December 2019	<u>179,518</u>
At 31 December 2018	<u>169,154</u>

There were no investment assets outside the UK.

Investment property represents freehold residential property stated at its open market value as reported by the PCC's advisers as at 31st December 2006. The Finance Team do not consider there to have been a material fluctuation in the property value, since the last professional valuation.

The PCC has reviewed this as at 31st December 2019 and is of the view there has been no substantial change to that value.

Shares in the Common Investment Fund have been valued by reference to prices quoted by the fund managers.

PCC ST MARY'S

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19	31.12.18
	£	£
Other debtors	<u>11,035</u>	<u>13,454</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19	31.12.18
	£	£
Trade creditors	3,969	1,835
Taxation and social security	106	48
Other creditors	<u>6,950</u>	<u>7,054</u>
	<u>11,025</u>	<u>8,937</u>

11. MOVEMENT IN FUNDS

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	299,754	(14,824)	284,930
Restricted funds			
Organ restoration and maintenance	32,425	6,014	38,439
CBF Fabric restricted	5,625	11,273	16,898
Choir	1,133	(686)	447
Women's fellowship	974	221	1,195
Open the Book	348	(50)	298
Pastoral Care Team	573	56	629
Hymn Books	<u>25</u>	<u>-</u>	<u>25</u>
	41,103	16,828	57,931
Endowment funds			
Endowment fund	17,614	3,295	20,909
TOTAL FUNDS	<u>358,471</u>	<u>5,299</u>	<u>363,770</u>

PCC ST MARY'S

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

11. MOVEMENT IN FUNDS – continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	116,652	(131,476)	-	(14,824)
Restricted funds				
Organ restoration and maintenance	35	(1,090)	7,069	6,014
CBF Fabric restricted	12,397	(1,124)	-	11,273
Choir	-	(686)	-	(686)
Women's fellowship	1,509	(1,288)	-	221
Open the Book	20	(70)	-	(50)
Pastoral Care Team	239	(183)	-	56
	14,200	(4,441)	7,069	16,828
Endowment funds				
Endowment fund	-	-	3,295	3,295
TOTAL FUNDS	<u>130,852</u>	<u>(135,917)</u>	<u>10,364</u>	<u>5,299</u>

Comparatives for movement in funds

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted Funds			
General fund	301,665	(1,911)	299,754
Restricted Funds			
Organ restoration and maintenance	32,638	(213)	32,425
CBF Fabric restricted	-	5,625	5,625
Choir	1,255	(122)	1,133
Women's fellowship	897	77	974
Open the Book	567	(219)	348
Pastoral Care Team	449	124	573
Hymn Books	25	-	25
	35,831	5,272	41,103
Endowment funds			
Endowment fund	17,882	(268)	17,614
TOTAL FUNDS	<u>355,378</u>	<u>3,093</u>	<u>358,471</u>

PCC ST MARY'S

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

11. MOVEMENT IN FUNDS – continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	130,439	(132,350)	-	(1,911)
Restricted funds				
Organ restoration and maintenance	61	(840)	566	(213)
CBF Fabric restricted	5,769	(144)	-	5,625
Choir	20	(142)	-	(122)
Women's fellowship	1,448	(1,37)	-	77
Open the Book	-	(219)	-	(219)
Pastoral Care Team	389	(265)	-	124
	7,687	(2,981)	566	5,272
Endowment funds				
Endowment fund	-	-	(268)	(268)
TOTAL FUNDS	<u>138,126</u>	<u>(135,331)</u>	<u>298</u>	<u>3,093</u>

12. CONNECTED CHARITY TRANSACTIONS

The PCC has a very close relationship with The St Marys Millennium Centre Liverpool Limited, which is a charity, registered number 1071799.

During the year, the PCC and its organisations rented room space in The St Marys Millennium Centre Liverpool Limited at a cost of £4,683 (2018 : £3,436) under short term agreements. At the year end, the PCC owed the Centre £1,224 (2018: £803)

The PCC received a ground rent of £148 from the Centre (2018: £148).

PCC ST MARY'S

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	31.12.19 £	31.12.18 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	82,084	81,004
Gift aid	13,266	15,489
Legacies	<u>-</u>	<u>-</u>
	95,350	96,493
Other trading activities		
Parish magazine sales	1,579	1,202
Investment income		
Rents received	8,823	10,204
Dividends	608	643
Deposit account interest	<u>35</u>	<u>23</u>
	9,466	10,870
Charitable activities		
Fees	<u>24,458</u>	<u>29,860</u>
Total incoming resources	130,853	138,126
EXPENDITURE		
Raising donations and legacies		
Giving envelopes	122	278
Plant and machinery	827	828
Fixtures and fittings	<u>100</u>	<u>100</u>
	1,049	1,206
Other trading activities		
Hire of plant and machinery	185	250
Charitable activities		
Wages	5,359	5,917
Rent, rates and water	7,252	5,953
Insurance	4,897	5,193
Light and heat	7,060	8,908
Telephone	549	674
Postage and stationery	1,457	1,077
Sundries	21,646	21,688
Diocesan share	<u>85,033</u>	<u>84,188</u>
	133,253	133,598
Support costs		
Finance		
Bank charges	601	60
Information technology	-	110
Repairs and renewals	<u>830</u>	<u>107</u>
Total resources expended	135,918	135,331
Net (expenditure)/income before gains and losses	(5,065)	2,795

PCC ST MARY'S

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	31.12.19 £	31.12.18 £
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	10,364	298
	<hr/>	<hr/>
Net income	<u>5,299</u>	<u>3,093</u>