



# ST JOHN'S CHURCH PRESERVATION GROUP TRUSTEE REPORT 2018-19 (1.12.2018 to 30.11.2019)

## SUMMARY

From the fundraising point of view this was a disappointing year. We made appeals for donations of funds to help particularly with the insurance costs but met with limited success.

People instead donated goods for our charity sale rooms, in such volume that the project became effectively paralysed.

All available storage was stacked floor to ceiling and towards the end of this period we had to become ever more blunt and say 'please stop bringing items - it is money we need'. We still struggle to stem the flow of incoming goods but fortunately not to quite the same extent.



We spent huge amounts of time re-organising the St John's sale rooms to accommodate the volume of incoming goods, and running big sell off sales.

The volunteer team have and continue to make Herculean efforts to keep the sale rooms well ordered, and to keep up with the pricing.

The decision was made to also use the church building twice a week for 'bric a brac' sales and to allocate space at the back

of the church for temporary storage.

We have managed to do this in a way that will not detract from the historic appearance of the building and is easy to 'put away' for our events and six services a year.

Dealing with this over stocking issue has taken up a disproportionate amount of time this period, but due to the very high quality of the volunteer team, and ensuring systems and methods become more streamlined and simple, such as ready printed price tickets, the main operational trustees are gradually being able to step back and begin to concentrate on other fundraising and not so much on space management.



*Jayne Lester and Jane Wallace, two of our helpers, pleased to sell an item for £60 - £10 more than the asking price! A little high point that pleased us all. This was thanks to another helper, Isobel Connelly, creating an auction online.*

We tried hard to build up the Friends of St John's, but using email and social media we have now determined is not the most effective way to harness support, and we acknowledge even more fully that there is no substitute for face to face contact,

Our funding bids during 2020 will reflect our need for outreach workers (ambassadors) to engage more fully with the community, local business and organisations and reach the support we know is there. Outreach will also suit the friendly style of our project; 'the kettle is always on', for visitors. Engagement, with the changes in Facebook algorithms, is no longer as easy as just 'posting'. The original support for the project back in 2007 was by going 'door to door' and we believe that this is needed again, and needs dedicated personnel to attract support, encourage visits and tours, and create and enhance links.



So, a period of being incredibly busy but not moving on at the pace we would like for the project as a whole - but with a solid team now running the sale rooms (which are gradually hitting the target of £200 per week income more regularly), we move on into the next period with a clear run for trustees to gain

support for the project in other ways, and also to develop the St John's Community Centre which will create the opportunity to increase our public benefit, increase income through room hire and events, and enhance our community outreach, including the creation of the St John's Advice Centre. We are talking with other organisations in the area about scheduling, co-operation and resource sharing, and making contacts who will be key to the advice centre.

The cost of the insurance remains the biggest brake on the project, at around £9,000 per annum - but we remain determined to break free from this 'trap' of all nearly all funds being sucked into that one item, and funders who may help with core costs are being actively researched. A bid for £6.25 million to the National Lottery to cover all staffing, restoration and development needs and which would have really pump primed the project, was not successful, but we will look at other programmes and funds.

We are blessed with our volunteer helpers, who not only give time but many of them also donate funds, most touching when they are already giving so much. They are giving the project the back bone to move on an up.



*We sent this 'selfie' with a message to one of the volunteers who was poorly, to cheer her up  
Left to right, sale room helpers Edna Drake, Deb Brownlee (trustee), Mary Goodman, Pam Clay*

The aim is to be self sufficient for core funds and be able to use grants for building repairs and project development. We believe that although this is proving time consuming and difficult, as we get things 'set up', in the longer term the project will benefit greatly from being able to cover core costs, and our own regular income will ensure project sustainability.

Our finances are fragile but our enthusiasm is unabated, and we have the plans and the will to overcome this period where we have been decimated by insurance costs and struggled to get the income streams flowing.



**CHARITY NAME**

St John's Church Preservation Group

**CHARITY REGISTRATION NUMBER**

1164822

**REGISTERED ADDRESS**

The Old School House, St John's Road, Kates Hill, Dudley, West Midlands, DY2 7JT

**TRUSTEES**

Deborah Brownlee, Maria Bottley, John Poole, Martin Horwood

**CONSTITUTION AND ORGANISATIONAL STRUCTURE**

A Charitable Incorporated Organisation whose only voting members are its charity trustees. The constitution used is the Charity Commission Foundation Model Constitution. There are no paid employees. The charity is operated by the trustees and volunteers.

**CHARITY TRUSTEES RECRUITMENT AND TRAINING.**

The following had agreed to become trustees of the charity and during 2019 became increasingly involved and familiar with the project:

David Kerr MBA, Chairman Birmingham Branch Midland Society of Genealogy and Heraldry - a member of St John's Church Preservation Group Expert Advisory Panel  
Ann Kerr - wife of David and great, great, great granddaughter of the first vicar of St John's  
Paul Smith - local supporter with IT specialisms  
Steven Davies - local resident and many time helper of the group

Trustee training is advised by The Dudley Council for Voluntary Service and the St John's Church Expert Advisory Panel (volunteer experts in a number of fields). The Induction and Training of Trustees Policy states that training will be provided as necessary, generic compliance training for all trustees and specific training according to role in other cases.

**CHARITY DECISION MAKING**

Charity decisions are made by the trustees after consultation as appropriate, such as with expert advisors, volunteers, potential users and beneficiaries. There are no employees at present.

**PUBLIC BENEFIT STATEMENT**

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

**CHARITABLE OBJECTS, OBJECTIVES, ACHIEVEMENTS AND PERFORMANCE DURING THIS PERIOD AND PUBLIC BENEFIT**

The charitable objects of the charity are:

(a) to support the restoration and preservation of St John's Church, Kates Hill, Dudley, a place of historic and architectural importance with a view to supporting Christian worship and providing a facility for greater community use;

(b) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment;

(c) to advance the education of the public particularly but not exclusively by (i) educating the public in different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faiths and (ii) by promoting knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths;

(d) to further benefit the residents of Dudley and its surrounding areas particularly but not exclusively those who are unemployed or unwaged and those who are without distinction



of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and other leisure time activities with the objective of improving the conditions of life for the residents;

(e) to advance in life and help young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The objectives to achieve the charity objects during this period 2019-20 were:

**To maintain the church building in good repair and ideally obtain funds for further work with a particular emphasis on creating the Friends of St John's to provide regular giving**  
A sponsor (Martin Horwood, one of the trustees), sponsored a cherry picker and operative to remove tree growth from the tower.



The church has been deep cleaned several times, and a sponsor, organist Tim Lees, came forward to personally fund the initial restoration of the Peter Conacher organ - which is now playable on a limited basis and has been fully inspected to inform further works. A new blower has been installed and for 2020 the aim is to make the organ playable at services.

Tim made his first 'public appearance' to the volunteer team who came into the church after shutting the sale rooms to share the wonderful moment of hearing the organ play again. The aim is for workshops to encourage anyone who would like to learn to be an organist, and to use the organ for recitals and at services.

**To keep the building open for the public seven days a week for the lighting of remembrance candles, private prayer, general viewing and restoration watch**

The church has now been re-opened to the public on Fridays and Sundays and ever more events and services. Outside of that the church is open by arrangement or by ringing the number on the notice board. We linked with a local school and visits are to be arranged in 2020. Visitor count is now rising again as people get used to the new opening hours.

To continue with development and maintenance of the adjoining 5 acres of graveyard and nature reserve



During this period four grounds helpers finished, two due to serious health issues and two obtained jobs.

We are rebuilding a grounds team, and this is a priority for 2020.

The work on the adjoining nature reserve has been on hold during this period but paths have been kept open as has the community area for picnics and the annual bonfire.

More Friends of St John's did join, now totalling around 25 regular givers, but clearly this is not enough and we aim to recruit ambassadors for the project during 2020.



## To continue with key annual St John's community events and create more community events

The annual events programme continues to grow:

Mothers Day

Fathers Day

St Georges Day

The Church Birthday (27<sup>th</sup> July)

Annual Bonfire

Annual Remembrance Saturday

Annual Christmas event.

World Peace Day with Bert Bissell Annual Memorial Walk and during this period our first World Peace Day awards

Annual Pet Service and this year we started our first World Animal Day and supported local animal rescue charities



*Over 250 local people killed across the two wars and our Remembrance Service is always most poignant. A candle is lit in church for each, and all the names are read out. We have over military graves.*



*We always have a free Santa and he gives presents to the grown ups as well - a really popular feature of our Christmas services*

Volunteers from the group attended key local events to give out leaflets, raise awareness and raise funds

### Fundraising

The emphasis this year has continued to be on laying the ground for increased and sustainable self generated income in the longer term, and increasing the number of 'Friends'. Research is underway for funders and 2020 will be a year of applications. We were unsuccessful this year with a large bid which would have funded the project for three years including full restoration.

Achievements during this period:



New logo, chosen from a selection, by the volunteer team and public who were invited to comment

Our incredible volunteer team were nominated by the local Ward Councillor and Dudley Council for Voluntary Service for the Queens Award for Voluntary Service. We await the result in April 2020

56 volunteers carried out 7091 hours of volunteering. At the end of the period we removed some of the helpers who were no longer



able to help for various reasons, and carried forward a solid team of 10 regular helpers and 26 occasional helpers.

#### Performance during this period

We continue to be highly praised for our maintenance of the beautiful 2.5 acre graveyard although this was very difficult with the loss of our grounds team.

Visitor count was down at 1,560 (excluding events), but is now rebuilding as the church now has regular opening hours and we aim to build on that. Attendance at events totalled 700 people and we continue to create excitement and impact in the area with an ever growing programme.

#### Public benefit during this period

The church remained open seven days a week and this was appreciated greatly by visitors. We continued to provide much assistance with family history research and finding family graves.

We improved the public hospitality area which now seats 50.

We improved the private prayer area with cushions and a selection of suitable reading material. We also installed a prayer slip board in addition to the remembrance slip board.

We provide newspapers to encourage people to use the church as a regular drop in.

The social events were very well received and we have opened up toilets in our adjoining building which increases the scope for more events next year.

The graveyard was maintained as a place of peace and sanctuary, and also for healthy exercise and is extensively used by local people. We have made an area of the hospitality area dog friendly to encourage dog walkers to come in for coffee and company.

The entrance to the church now has a community notice board and local organisations use this to promote local events and facilities free of charge. This is the start of our future Community Information Point.

### **RISK ASSESSMENT**

Trustees carry out ongoing organisational risk review and risk assessments are routinely carried out for events and activities.

Procedures are in place to manage risks identified.

### **FINANCIAL REVIEW- BANKERS, RESERVES, FUNDING SOURCES, HOW FUNDING HAS SUPPORTED THE KEY OBJECTIVES**

Banker:

HSBC

226 High Street

Dudley

West Midlands

DY1 1PQ

There were opening funds of £24,604.74

Reserves policy is 10% of non ringfenced funds to be held as reserve.

Due to the dire condition of the building, and the slowness and unpredictability of obtaining grant funding, trustees agreed in the short term to use reserves for emergency repairs and rebuild reserves after the building is stabilised.

£13,250.52 was spent on church restoration during this period and £604.34 on running costs.

Insurance and other legal compliance cost £9828.10.

Income during 2016-17 was £13,741.09 achieved from donations, events income and sales income (jumble sales), and recycling.

Funds were transferred from reserves and £7148.74 was carried forward to 2017-18 year.

### **FUTURE ACTIVITIES, AIMS AND KEY OBJECTIVES**

Objectives for 2019-20

Business Plan to be revised for 2019-2021

Fundraising to restore funds and reserves used for emergency repairs in the first two years; including bid writing, further development of the Friends of St John's, loose change collection scheme, appeals, events and an Ebay shop.

Priorities for available funds will be electrical works, building works in accordance with the condition survey

Feasibility to be carried out on development of the undercroft, organ restoration, viewing lift from the tower, external effect lighting, re-installation of the historic windows, creation of local history museum in the galleries and history research centre in the vestry

Nature reserve to be completed and opening ceremony

Feasibility to be undertaken regarding use of the charity's jumble sale room and storage area in the adjoining St John's School as a space for community meetings and groups - refurbishment to be costed

Feasibility into Community Information Point to be undertaken, to include advocacy service for users

Increase the number of key community annual events and facilitate workshops and formation of community groups

Introduce formal volunteer recognition procedures

**This completes the 2018-19 Annual Trustee Report.**



**St John's Church Preservation Group**  
**The Old School House**  
**St John's Road**  
**Kates Hill**  
**Dudley**  
**West Midlands**  
**DY2 7JT**

Financial Statements  
Twelve months to 30 November 2019

Charity Registration number 1164822

Approved Accountancy  
16a Orton Grove  
Penn  
Wolverhampton  
West Midlands  
WV4 4JN

**St John's Church Preservation Group**

**Statement of Financial Activities**

**Twelve months to 30 November 2019**

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# St John's Church Preservation Group

## Statement of Financial Activities

Twelve months to 30 November 2019

	Note	2019 (£)	2018 (£)
<b>Incoming Resources</b>			
<b>Unrestricted Funds</b>			
Voluntary income	1	3,652	4,988
Investment income	1	10	7
From charitable activities	1	12,557	10,275
Grant income		2,500	nil
		<hr/>	<hr/>
Total incoming resources		<u>18,719</u>	<u>15,270</u>
<b>Resources expended</b>			
<b>Unrestricted funds</b>			
Cost of generating voluntary income	2	1,756	1,881
Charitable expenditure	2	18,652	17,730
Governance costs	2	nil	nil
		<hr/>	<hr/>
Total resources expended		<u>20,408</u>	<u>19,611</u>
Net incoming/outgoing resources before transfers		<u>(1,689)</u>	<u>(4,341)</u>
Net movement in funds		<u>(1,689)</u>	<u>(4,431)</u>



**St John's Church Preservation Group**

**Statement of Financial Activities**

**Twelve months to 30 November 2019**

<b>Represented by</b>	<b>2019</b>	<b>2018</b>
Movement in HSBC Community Account	1,159	240
Movement in HSBC Money Manager Account	(2,990)	7
Movement in petty cash account	nil	nil
Accruals	142	(4,588)
	<hr/>	<hr/>
<b>Net movement in funds</b>	<b><u>(1,689)</u></b>	<b><u>(4,341)</u></b>

**St John's Church Preservation Group**

BALANCE SHEET

As at 30.11.2019

Unrestricted funds

	<b>Note</b>	<b>2019 (£)</b>	<b>2018 (£)</b>
<b>Fixed Assets</b>		<u>nil</u>	<u>nil</u>
<b>Current Assets</b>			
Cash at bank and in hand	10	6,947	8,778
Total current assets		6,947	8,788
<b>Less current liabilities</b>			
Accruals	11	4,446	4,588
<b>Net current assets</b>		<u>6,947</u>	<u>4,190</u>
<b>Total Assets</b>		<b><u>2,501</u></b>	<b><u>4,190</u></b>
<b>Represented by:</b>			
Funds of the charity			
Unrestricted funds		<u>2,501</u>	<u>4,190</u>

**St John's Church Preservation Group**

Accountant's Report

12 months to 30<sup>th</sup> November 2019

We have prepared the enclosed financial statements from the books and records provided by the trustees of the charity.

The financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2005) issued in May 2008, UK Accounting Standards and the Charities Act 2011.

The accounts have been prepared on a receipts basis.

The accounts have been prepared under the historic cost convention.

L. D. Brownlee (A.C.M.A.) (C.G.M.A) (CTA) (ATT)

7<sup>th</sup> February 2020

Approved Accountancy  
16A Orton Grove  
Penn  
Wolverhampton  
West Midlands  
WV4 4JN



## **St John's Church Preservation Group**

**Twelve months to 30 November 2019**

### **Notes to the financial statements**

#### **1 Accounting policies**

##### **Incoming resources**

##### **Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resources;
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

##### **Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

##### **Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

##### **Tax reclaims on donations and gifts.**

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate

##### **Contractual income and performance related grants**

This is only included in the SoFA once the related goods or services have been delivered.

##### **Gifts in kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

##### **Donated services and facilities**

These are only included in the incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material.

The value placed on these resources is the estimated value to the charity of the service or facility received.

## **St John's Church Preservation Group**

**Twelve months to 30 November 2019**

### **Notes to the financial statements**

#### **1 Accounting policies (continued)**

##### **Volunteer help**

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

Expenses reimbursed to volunteers are included in the Statement of Financial Activities as costs of generating voluntary income.

##### **Investment income**

This is included in the accounts when receivable.

##### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **EXPENDITURE AND LIABILITIES**

##### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### **Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

##### **Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

##### **Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

##### **Support Costs**

Support costs include central functions and have been allocated to activity costs categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**St John's Church Preservation Group**

**Twelve months to 30 November 2019**

**Notes to the financial statements**

**1. Accounting policies (continued)**

**ASSETS**

**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £400. They are valued at cost or if gifted, at the value to the charity on receipt.

**Investments**

Investments quoted on a recognised stock exchange are valued at the year end. Other investment assets are included at the trustee's best estimate of market value.

**Stocks and work in progress**

Stocks and work in progress are valued at the lower of cost or market value

**Current liabilities**

Amounts payable by the charity within twelve months of the balance sheet date are included in current liabilities.

# St John's Church Preservation Group

Twelve months to 30.11.2019

## Notes to Financial Statements

<b>2. Analysis of incoming resources</b>	<b>2019</b>	<b>2018</b>
	<b>(£)</b>	<b>(£)</b>
<b>Voluntary Income</b>		
Donations	<u>3,652</u>	<u>4,988</u>
<b>Investment Income</b>		
Interest received	<u>10</u>	<u>7</u>
Grant income	<u>2,500</u>	<u>nil</u>
<b>Incoming resources from Charitable activities</b>		
Events income	2,768	3,099
Sales income	9,104	4,624
Recycling	465	1,965
Commonwealth War Graves Commission	220	220
Miscellaneous income	nil	367
	<hr/>	<hr/>
	<u>12,557</u>	<u>10,275</u>
<b>Total incoming resources</b>	<b><u>18,719</u></b>	<b><u>15,270</u></b>

**St John's Church Preservation Group**

**Twelve months to 30 November 2019**

**Notes to the financial statements**

<b>3. Analysis of resources expended</b>	<b>2019</b>	<b>2018</b>
	<b>(£)</b>	<b>(£)</b>
<b>Costs of generating voluntary income</b>		
Volunteer expenses	1,756	1,881
	<hr/>	<hr/>
	<u>1,756</u>	<u>1,881</u>
 <b>Charitable expenditure</b>		
Combined Insurance	8,892	9,177
Grounds and Property expenses	918	1,364
Rent and Utilities	7,274	5,172
Events, Meetings and Promotions	664	1,624
General administration	812	311
Telephone and internet	92	82
Miscellaneous expenses	nil	nil
	<hr/>	<hr/>
	<u>18,652</u>	<u>17,730</u>
 <b>Governance costs</b>	<u>nil</u>	<u>nil</u>
 <b>Total resources expended</b>	<u>20,408</u>	<u>19,611</u>

**St John's Church Preservation Group**

**Twelve months to 30 November 2019**

**Notes to the financial statements**

**4 Support costs**

The charity has not analysed its expenses using activity categories.

**5 Trustees expenses**

The trustees received no payments for their services

**6 Fees for independent confirmation of the accounts.**

There was no independent examination of the accounts

**7 Paid employees**

**8**

**Staff costs**

The charity incurred no staff costs in the period

**9 Pension contributions**

The charity did not make pension contributions on behalf of any employees during the period

**10 Grantmaking**

There were no grants or donations made by the charity

**St John's Church Preservation Group**

**Twelve months to 30 November 2019**

**Notes to the financial statements**

<b>11. Cash at Bank and in hand</b>	<b>2019</b>	<b>2018</b>
	<b>(£)</b>	<b>(£)</b>
HSBC Community Account	2,731	1,572
HSBC Money Manager	4,166	7,156
Cash in hand	50	50
	<hr/>	<hr/>
	<u>6,947</u>	<u>8,778</u>
 <b>12. Accruals</b>		
Combined insurance	<u>4,446</u>	<u>4,588</u>



