

# Annual Report and Financial Statements of the Parochial Church Council of St James Newchapel

For the year ended 31<sup>st</sup> December 2020

Charity registration number: 1163088



"You also, like living stones,  
are being built into a spiritual house to be a  
holy priesthood, offering spiritual sacrifices  
acceptable to God through Jesus Christ."

1 Peter 2:5 (NIV) Church verse for 2020

**The Parochial Church Council of St James Newchapel**  
**Trustees' Annual Report for the year ended 31<sup>st</sup> December 2020**

Charity registration number: 1163088

### **Objectives and Activities**

The trustees of the PCC are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St James Newchapel it helps to promote the whole mission of the Church by following Christ in the footsteps of St Chad, through vocation, discipleship and evangelism, and that in doing so it provides a benefit to the public. St James' Church Mission Action Plan, formed during 2018 was being put into action but suffered a major set-back this year, as did all activities in 2020 by the worldwide COVID-19 pandemic. The coronavirus outbreak and high death toll meant the government closed all activities which presented a risk in passing on the virus, except essential services and food shops. There were two national lockdowns and churches were ordered to close from March 16th and St. James' Church opened on August 2<sup>nd</sup>, and again 5<sup>th</sup> November until 2<sup>nd</sup> December, this was to prevent or limit people meeting from different households and passing the virus on. When lockdown was initiated the Vicar produce, written services with sermons which Will Timbey sent out by email to most of the congregation, friends from near and far and to members of the local community who had requested them during lockdown. A printed form was delivered or posted to 22 households who didn't have internet; this continued for the remainder of the year. In April, church services moved to being online, via zoom with as many as 30 attending, including a visit from Bishop Michael in Lichfield, Raja & Jacqueline Singham in Malaysia and Revd Janet's sister Ruth, in Northern Ireland. Zoom precluded communion services although Agape services were shared on a monthly basis. The MAP plans, and it seems most of life, had to be put on hold in 2020 as the government told us to "stay home - save lives".

Although the usual pattern at St James' Church of a principal worship service is 10.30 Sunday morning, there is a 9am service on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays, a monthly Evening Communion Service at 6.30pm, on the 1<sup>st</sup> Sunday, this halted in March at the first lockdown. When services re-started the PCC agreed for principal service to re-start; the congregation were socially distanced and only 18 'households', spaced apart by 2 metres, were able to meet in the church building. Covid-19 guidelines were put in place with a one-way system, no singing (only humming allowed with wearing masks) and only receiving communion in one element, until Christmas. Zoom continued and participants joined the Church service, with the exception of communion. As numbers began to increase, a weekly 9am service was added, to repeat the 10.30am service and allow others the space to attend. Deanery Synod meetings and PCC meetings were initially cancelled along with any city-wide worship, prayer and teaching/training events. Prayer meetings, Deanery Chapter and Diocesan training moved online. From June the Standing Committee and PCC moved online (but sadly, 2 members were unable to participate as they did not have access to zoom).

The Churchmanship of St James' congregation is evangelical/charismatic in style. Music, that would usually be led by a small worship group has used internet downloads for most of this year, that can be hummed along to, since the first lockdown- those on zoom were able to sing from their own homes. When the church was solely using zoom, Nancy and Dave Phillips led the singing online without musical accompaniment as St. James' did not have a streaming licence. The monthly All Age Worship has not been held since

lockdown, neither has the Stepping Stones Group for children and parents, usually held on the third Sunday of each month. Only a few children attended church since lockdown- in December. A service for those who have lost a child was held on the last Sunday of December, close to Holy Innocents Day, several people said that they found it both moving and helpful.

It is noted that the overall average adult attendance during 2020 has dropped dramatically because of Covid-19 restrictions, for the regular congregation. This is mainly due to church members shielding from the virus, certain member's age, illness, bereavement, and an inability to get to the church, without a lift (the sharing lifts being ill-advised during the pandemic).

A new Electoral Roll for 2020 has 73 currently listed, with 48 people living within and 25 living outside the parish. There has been the sad death of two church members; Kath Leake and Rob Mitchell whom we miss, but rejoice they are now without suffering and with the Lord. There are several new members attending online or in person, as well as several members from the community receiving the emailed service.

During lockdown the Vicar has continued to do pastoral 'visiting' (not entering homes and at a distance, wearing gloves) and has delivered the printed worship services weekly, supported by Margaret Smith and on occasion Glenys Albut. The electoral roll was divided into 5 groups and congregation members not on the roll, were added; a team made up of the Warden, PCC Secretary, previous Warden and Vicar made phone calls or texts to all on the list, initially on a weekly basis, then fortnightly, to offer extra pastoral or practical support, keep in touch and continue to pray for each other. Over 80 Mothering Sunday plants in pots, also food parcels, apple crumbles, a Holy Week Worship booklet, Christingles etc... were delivered to members of the congregation and community contacts. Peter Smith wrote two lovely poems that were printed, laminated, and sent with the plants and Christingles...

The Vicar also made and delivered flower arrangements and cards around to all the local schools and care homes including Packmoor Ormiston, Thursfield, and Watermill Special School, Maple West, Claybourne Residential House & Davlyn House etc... to let them know that the church was thinking of them and praying for the staff, pupils and residents during the pandemic when visits were not permitted.

Visits to bereaved families moved to being held outside, socially distanced, in church or by telephone. Only one family (& church members) attended the annual Memorial Service. In 2020 the number of funerals and internments were few in the first lockdown, with services going elsewhere, these increased in the autumn, resulting in a higher number overall. There were 8 Church funerals, 6 Crem only funerals or burials, 10 burials or internments. All weddings due this year at St James' were cancelled or rescheduled due to restrictions.

Wedding Banns couples are interviewed and their identification details recorded. Wedding couples meet at least 3 times with the Vicar and have a rehearsal prior to their wedding. There was one notable baptism-Wayne Bamford, who was baptized by full immersion outside in the Hub courtyard, in a pool, just hours before the second lockdown. We praise God for his amazing testimony of what God had done and is doing in his life, which he shared during a Church service. There were no children baptised, and 2 Thanksgivings were held in 2020. There has been one family partially prepared for Baptism by doing the START! course online. The Baptism visitors have not been used this year due to covid-19 as visiting other people's homes has not been permitted for most of this year.

Before lockdown there was a New Year Party, and no Craft Fairs, before all social events were put on hold by the pandemic. Instead of an Angel Festival this year, which would have been impossible, within the covid-19 guidelines, 200 craft bags for making Christmas Tree decorations were delivered/given out to Messy Church families and people within the community. These were very well received and families were then invited to place decorations on their trees at home or bring their crafts to hang on the Church Christmas tree which was covered with wonderful handmade creations.

The church could not function without so many dependable volunteers giving their time and money sacrificially to St. James' Church, this is crucial to the ongoing ministry of the church and much appreciated.

The Lichfield Diocese Finance Team have again been generous with their advice, time and help this year, we literally could not do this without the support and help of the diocesan finance team, thank you.

The Hub Management Group is ably chaired by Robert Mountford, and we are grateful to him for this work and for setting up a new website and facebook page for the Newchapel Community Hub. We are grateful for all who give of their time and energy to serve and help out with the running of the Hub. We are particularly thankful to Jean Tidball who stepped down from being Church/Hub Rep. at the AGM and Margaret Smith who has taken this up with a new term on the PCC and to Archdeacon Matthew Parker (Bishop Stafford elect) replaced by Assistant Archdeacon Terry Bloor. Amelia Knapper worked very well as the Hub Booking Secretary and bookings increased, especially with a number of new dance classes and the Rainbow, Brownies and Guides; she was furloughed as part of the government scheme, but then (sadly, for us) moved on to a new career. The efficient Margaret McGregor took over as the temporary booking secretary, on shorter hours, to keep things ticking over, but was furloughed for the second lockdown and third lockdown.

## **Achievements and Performance**

Please find attached a review of our Mission Action Plan completed in early 2020 which sets out the Vocation, Discipleship and Evangelism priorities for St James Church over the next couple of years. However, we are aware that as a result of Covid-19 many things have changed, the leader of Messy Church has resigned, the few volunteers who cooked for Early Born meals have had a long break from lifting heavy pots and pans and unless the teams change and a large number of new volunteers step forward, these groups will not restart following covid-19 restrictions. Therefore, once the church is back to a more usual routine, without restrictions there needs to be full review and rewriting of St. James' MAP.

The planned 2020 Mission visit of the Vicar and a group from the congregation to our link church of Holy Spirit, in Ipoh, Malaysia in May was sadly cancelled; due to the pandemic- another sad consequence of the pandemic and currently it is not known yet when this might be re-instated.

Spiritually during 2020, St. James' ministry team ran a 'Stepping into the Supernatural' course, started in January, including a Stronghold Morning, and was completed before lockdown. In February we hosted a Worship weekend with Tim Coleman. It was a time to relax, learn, worship, pray and eat together. It was good to spend some time focused around worship, particularly as he highlighted how we participate in the worship of heaven. During lockdown a number of courses were then offered online, some as trail courses run by Revd. Paul Howard, these were attended by some church members. There was a sermon series on; 'The Holy Spirit in the Old Testament' from January until Lent, from which emerged some surprising links with our situation in lockdown. This was followed by a series on the book of Ephesians 'A Church built on Christ', which was timely to consider in the light of closed church buildings. The lectionary readings were followed at other points in the year. The All Age Worship continued their focus on "God called..." characters of the Bible until lockdown.

Alongside this there have been two START! courses offered, one run in January, attended by Dennis, Wayne & Kathy, with their supporters Cynthia, Ray, and Dave. All three had hoped to be confirmed by Bishop Michael this year, but COVID-19 restrictions have not allowed for this. The second course was run online from October and was extremely challenging on Zoom as the technology did not always work as it should. A wedding couple, baptism couple and adult candidate for baptism all attended.

Members of the first START! course who were looking to be confirmed, continued with further personal discipleship follow-on using CPO's 'Life Sheets' for Bible Study, reflection, and discussion, with members of the congregation mentoring them. The feedback from 'START!' and 'Life Sheets' continues to be very positive, new Christians have grown in confidence to use their Bibles, beginning to pray, able to ask questions and built their faith and relationship with God. Praise the Lord!

Wayne was baptised by full immersion (once restrictions allowed) hours before the second lockdown began, in a pool, outside, in the Hub courtyard, on a chilly November day (yes, he must have been keen!).

There was only one Deanery Synod held during 2020 in February, at St James, Longton where the Talking Jesus material was looked at and discussed. Later in 2020 a survey was sent in to the deanery regarding the services which St. James was still offering during the pandemic. There was no Archdeacon's Visitation in 2020, Gordon Pritchard was sworn in for his second year as Churchwarden during the morning worship of December 6<sup>th</sup> 2020, following the late AGM at St James. The Vicar attended Chapter Meetings online and no Deanery Standing Committee meetings were held.

St. James Church has a large churchyard and visitors have continued during lockdown, but Gordon and Will have not been able to cover the whole churchyard area with grass cutting this year, with others isolating or shielding, due to the pandemic. There is a large area of the churchyard where the grass is very long and recently been covered in snow, so will eventually be difficult to remove. A new, electric strimmer has been used and another purchased. Again there have been inappropriate items and plastic flowers, solar lights etc... placed on graves, for the most part there has not been a clearing of these as it was hoped the Newchapel Scout Group would again give their support and help, but with Covid-19 this changed. Church members have paid for the council to empty two brown garden waste bins for the graveyard in 2021 which are used for discarded and faded flowers and wreaths.

Revd Janet has had less input with the local schools this year who have had many challenges with key-workers children attending school, but most others studying from home via the internet. Revd Janet led one assembly online, attended a scarecrow competition online and was filmed to be part of the Ormiston Academy Christmas Carol Service which was available online. The usual Millennium Green Remembrance Service was organised by Packmoor (Ormiston) School which the Vicar introduced and led, with the school children watching online from their classrooms.

The Hub regular bookings had increased at the start of the year with a new dance group using the Hub on Sundays, however, since the first national lockdown there have been few groups using the building and Amelia Knapper, the Booking Secretary was furloughed and 80% of her salary paid by the government. With no real income for months, the Hub won a grant from Newcastle Council of £5,000 and when the Hub opened briefly in August, this helped pay for sanitizing stations being installed and the employment of a new cleaner who had to clean between each user group. Amelia resigned and left in September and a temporary Booking Secretary, Margaret McGregor took her place, on shorter hours, to keep the Hub ticking over... The Hub finances are separate from the church finances, under the umbrella of 'The Mercian Community Trust' and the Hub continued to pay the rent on the Paddock Car Park this year.

None of the church-led voluntary groups held at the Hub have operated since March, this includes The 'Knit and Natter' group, 'Tiddlers, Toddlers and Friends' (Linda Stubbs started helping in January with these sessions), 'Messy Church', the 'Early Born Meals', and Craft Fairs. Messy Church held three sessions, based on the Bible characters this year; Moses, Gideon and Peter, before lockdown struck.

The Men's Breakfast were unable to meet this year and Hopes and Dreams were unable to practise but moved to zoom meetings once a fortnight.

Church maintenance has included sanding down and two coats of varnish on the main church doors, the boiler room door and the door leading to the rear staircase, the ornate hinges were painted and the front church step. The main gates were painted and the notice board opposite was given a new roof and the woodwork weather-proofed with Cuprinol. The barrier to the hub car park was sanded and painted white and the perimeter of both car parks tidied. No maintenance work was carried out on the interior of the church which continued to deteriorate, awaiting the main external repairs. It is noted that the ceiling has partially collapsed in the upstairs Prayer Room. This awaits major roof repairs which are governed by List B and Faculty permission. There was some general light-bulb changing, plumbing, the clearing of the vestry and boiler rooms. A repair was also made to the wall between the Hub and church car parks. Following numerous phone calls, emails and PCC discussions, over many months, Newcastle Council have taken temporary action regarding the dangerous boundary wall alongside the public footpath to the left of the Church. This is part of the closed area of the churchyard which the council are responsible for taking care of. Wire boxes filled with heavy stones have been placed against the existing, bulging and

dangerous walls (due to tree and vegetation growth), to bolster the walls and shield passers-by from the danger of the brick wall falling. This is a temporary measure and faculty permission needs to be sought for the removal of vegetation and trees before the wall can be repaired. PAT testing (thanks to Will Timbey) and safety checks have been passed and there have been new parts fitted to the downstairs boiler. The upstairs boiler remains possible to use, but is waiting to be replaced, along with new standard size gas pipes to be fitted. Most other maintenance has been on hold whilst a List B Faculty Application has been ongoing. This is for remedial repairs noted in the Quinquennial of 2016. Much work has been done on raising the funds to start this project. Philip Wootton has been employed as the architect, Alliance has been chosen as the building contractor, a Bat Survey done and a Principle Designer chosen. The Preliminaries and detailed specifications were drawn up, when these were received by the building firm their quote went from approx. £26,000 to approx. £118,000. The project was then split into 3 financially more manageable stages, with the most urgent work listed first. The List B Faculty Application remains ongoing. At the end of 2020 the church is close to raising the £42,000 to pay for the first phase of the building work; this is an incredible answer to prayer and a result of financial prudence and sacrificial giving by many people, for the benefit of the whole community.

The 'Newchapel News' Community Magazine has been unable to continue, due to Covid-19 restrictions and the busy editor Sarah Gidman, was unable to continue with this work, resigning from this post, as the report in the booklet bears witness. We are so grateful for the work Sarah put into re-designing and modernising the magazine and many positive comments from the community bear this out. The magazine was self-funding, and an enormous amount of work for the very small team which did not increase in size as envisaged. Thanks to Linda Fayers-Hallin for her support too, but it was not possible for the magazine to continue whilst the editor was delivering hundreds of the magazines herself; sadly, it was too much work for the small team.

## **Financial Review**

2020 has been a period of unprecedented times. We have all been living in extraordinary circumstances because of the COVID – 19 pandemic. For most of 2020 we have experienced a New Normal which has impacted on our day to day routine. In many instances it has invoked a sense of loneliness and isolation.

It has been a very trying time for us as a church at St James. During 2020 the church has been closed for a period of time which has meant we could not meet and have fellowship in the usual manner. When we reopened we had to put into place special measures to ensure peoples welfare and safety according to new strict guidelines. Financially our resilience and ability to sustain St James church has also certainly been tested. Given that our monthly outgoings amount to over £3600 a month just to keep the doors open it has definitely been a very difficult chapter.

God has been gracious, and members of the congregation have continued to give generously endeavouring to ensure their gifts have reached the church in order that our church survives through these tough times. This has afforded the dedicated finance team and counters to balance the books. Also the very fact that the parish share is still at a reduced rate at this moment in time has also helped to sustain the church for the present time. However, this may increase in due course which means our outgoings will increase accordingly.

This year it is the vision of our congregation to embark on the much needed repair program required to maintain the integrity of our church and retain a building fit for purpose. There are three stages to the repair program. Stage one alone will cost in the region of more than £42,000. Currently we have approximately £37,000 towards it. Clearly, we have a mountain to climb. However, in God all things are achievable.

Let us continue to trust in God and our continued generous giving and our mountain will feel like a small hill!!  
Mary and Paul Elden

At the start of 2020, financially the Church was in the black, which was an answer to prayer and the result of many people's sacrificial giving. There was a giving campaign through the early months, prior to lockdown, to encourage more of the tax-paying congregation to sign up for gift-aid (so that the church can claim an 25% extra from the government for the gift) and to encourage people to shift over to giving through their bank, which a number of people did. When the church was closed in March, we were very grateful that we had inadvertently been a step ahead in this area. Others were encouraged to drop their envelopes or gifts through the vicarage letterbox or request them to be collected, and the church is grateful for the many people who did this. However, it appears that around 20% of the congregation stopped giving altogether when lockdown happened, which has caused a great deal of stress around the church's finances during 2020. None of the usual activities like Craft Fayres, and events in the Hub which usually raise additional monies were able to go ahead from March onwards, which again impacted on the Church finances. There were no weddings in church this year and couples with weddings planned postponed their special events.

The Diocesan Finance Team have continued to be the official 'Treasurer' for St James' Church, throughout 2020 and we are, again, most grateful to Cosy Bagot-Hewitt and Jean Overton especially, for all their hard work, on our behalf. Due to the continued thriftiness of the church members and Vicar, and generosity in paying for church expenses out of their own pocket alongside increased and new giving, the church has remained solvent and has almost reached the finances needed to pay for Phase One of the urgent, remedial building work.

Lichfield Diocese continued to offer Newchapel parish a discounted special assessment for the Parish Share of £35,000 (a write-off of £12,922 annually), this was paid in full. It was agreed by the diocesan finance team that if the parish pay their Specially Assessed Parish Share in 2019, 2020 and 2021, then the diocese would write off a third of the arrears each year. This means that only the last third of the re-payment of the Parish Share arrears dating from 2010-13 is now owed in 2021. One of the conditions for the lowering of this Parish Share is that the church sets a finance budget each Autumn, for the following year and begins to set aside contingency reserves to avoid a repetition of the financial issues in future. This gives the church space to continue to operate, to better order its giving and finance, to make plans for remedial repairs and set itself on a better financial footing for the future.

The 2019 Accounts were presented to the PCC on 24<sup>th</sup> February 2020, sent to the Independent Examiner Sue Schulz/Jess Dace and agreed by the PCC on 19<sup>th</sup> October and at the APCM on 25<sup>th</sup> October 2020 which received the Accounts and Annual Report. It was agreed at the APCM meeting on 25<sup>th</sup> October 2020 for the Diocese to be the external examiner for the 2021 accounts.

Many of the congregation and those unable to attend through ill health continue to give generously and sacrificially to the ministry and mission of St James. There were fewer fees from funerals until the end of this year, which gave a boost to the bank account and gave further opportunities to get to know members of the community. But sadly, fundraising activities, social events, the Angel Festival and catering for events run in the Community Hub could not happen due to Covid-19 restrictions. However, most of the church finances come directly from the sacrificial giving of the congregation, for which we are very grateful.

## **Reserves Policy**

It is PCC policy to try to build up free reserves (net current assets) which equates to at least three months unrestricted payments. This is equivalent to £8,337 this will be held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £32,394 which is considerably lower than this target. Following the completion of urgent remedial repairs due on the church, the PCC plan to set aside a growing reserve, year on year, until at least the sum of three months unrestricted payments is held in a reserve fund.

## **Safeguarding**

During 2020 Trevor Roughton has continued working on an integrated safety and safeguarding management system. He has initiated and improved ongoing processes for the review and collation of policies, to enable

easier cross referencing and update. Trevor sent an email out to all Church and Hub group leaders who had not completed a Risk Assessment with an Activities List and empty Risk Assessment Form, to be completed. A few were returned but it was a disappointing response. This may have been due to lockdown starting or the need for support in completing forms. Trevor experienced challenges with his computer system and handed in his resignation in October 2020. We are grateful for his calm, measured approach to this role and for handing over some very organised records of where we are up to, as a church.

A new Safeguarding Officer needs to be found for St. James' Church as a matter of urgency.

There is a Safeguarding Policy in place, with packs available in both Church and Hub and signage displayed. DBS checking of staff and volunteers continued with the support of the Safeguarding Officer and since he resigned, by the Vicar and Diocese.

During 2019-20 the Church of England required incumbent clergy to establish a confidential Safeguarding Record which would be updated regularly and passed on to future clergy. There is now a coloured file in the vicarage filing cabinet which is updated on a regular basis regarding any safeguarding issues, when required and will be passed on to any subsequent incumbent clergy. There have been no safeguarding incidents reported this year.

The PCC recognises their duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (a duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

## **Fundraising**

The PCC takes its fundraising responsibilities seriously and is very grateful to all who give to St James' Church – whether regular or occasionally, especially those who are able to gift aid and give through their bank – in their support of the church and church events. PCC supporters are never taken for granted. The PCC take full responsibility for fundraising and do not use commercial organisations or professional fundraisers. All money raised is either by donations, fundraising events, special appeals or legacies for which the PCC are most grateful.

During 2020 fundraising has been very difficult. A Gift Day advertised prior to lockdown raised over £4,800 towards a new boiler at the west end of the church building, plus additional gift aid money from the government, which is a terrific total.

The church is completely reliant on the giving of the congregation and the PCC is very grateful for additional gifts given by church members of £500 and £1,000 towards the 'Roof, West Wall and Repairs Fund' which were gift aided too.

## **Volunteers**

The members of the PCC would like to thank all the volunteers who work so hard to keep things running at St James', especially during covid-19, and that make our Church a friendly and welcoming place, despite the restrictions. Our special thanks go to; the PCC Secretary; Nancy Philips and her husband Dave who have led the singing at Zoom church and supervised and helped at services in person, alongside Gordon, our Warden. Also to the Diocesan Finance Team of Jonathan Hill, Cosy Baggot-Hewitt, Jean Overton, and Sue Schulz who have helped us with our annual finance reports and ongoing treasurer work.

The Vicar and PCC are so grateful for the many dedicated, hard-working volunteers who keep things running and make mission and ministry at St James' Church possible, even in lockdown. Without you, the church simply could not function or grow. Our Churchwarden, Gordon, has spent many hours cutting grass, checking security, and organising the care of our Church building, as best he could, whilst empty and unused. I particularly want to mention this year the incredible commitment and work of Mary Elden & Will Timbey in keeping our finances counted, paid out and up-to-date even through the difficult months of the lockdown, when Church House was closed, many of their staff furloughed and we did not receive a finance update from the diocese in many months.



During 2020, Messy Church was only able to meet 3 times, before lockdown and Sue Timbey decided that her time leading was at an end. We are so grateful for the amazing work Sue has led amongst, almost exclusively, families from the community- for the high quality of crafts and Bible study presentations at Messy Church and the way she has kept in touch with families on a regular basis. Sue will be greatly missed, thank you Sue for all you have done to make Messy Church such a success.

More volunteers are needed for various aspects of church's life and ministry, this is going to be a theme for 2020 and into 2021.

## **Vicar's Report 2020/ A Review of the Year**

Our verse for 2020 (1 Peter 2:5), was deliberately around building work and growing spiritually as we had hoped that repair work would be started early in the year and we would begin building deeper spiritual foundations and see spiritual growth within the congregation- what a journey we have had! At the start of 2020 who would have guessed what would follow- the Government ordered lockdowns and churches closed for worship! Corporate worship and singing in Church was banned by the Government, for fear of spreading the virus between; March 22nd -August 2nd, then again during 5th November - December 2nd. Corporate worship started again only with sanitizing stations, social distancing measures, pews cordoned off, no singing and the wearing of face masks (allowing only 18 spaces for households in church). Since April the church continued to meet on Zoom as well. We have all been living in extraordinary circumstances because of the COVID-19 pandemic, for most of 2020 we have experienced a 'New Normal' which has impacted on our day to day routines, often evoking a sense of loneliness and isolation for many (although as Christians we know Jesus never leaves us completely on our own).

At the start of 2020, a group visit to our link church in Malaysia was planned for May and tickets booked, but sadly this had to be postponed. We ran First Aid Training for 11 candidates, which was funded by a generous grant by the local councillor.

Spiritually, St. James' ministry team ran a 'Stepping into the Supernatural' course January-March and in February we hosted a Worship weekend with Tim Coleman. It was a time to relax, learn, worship, pray and eat together. It was good to spend some time focused around worship, particularly as he highlighted how we participate in the worship of heaven. There was a sermon series on; 'The Holy Spirit in the Old Testament' from January until Lent, from which emerged some surprising links with our situation in lockdown. This was followed by a series on the book of Ephesians 'A Church built on Christ', which was timely to consider in the light of closed church buildings. It was great to involve new people and enquirers in two START! courses during 2020. Some progressed on from this to the 'Life' course, with church members as their mentors. We have welcomed Dennis and Wayne as new members of St. James' and look forward to their Confirmation by the Bishop, along with Kath, once restrictions allow. On a momentous occasion Wayne was baptised by full immersion, outside, in November! We rejoice in all that God is doing in people's lives, drawing them to him in new ways. Please pray for those new people who are receiving the weekly service, or joined us during lockdown, that they will become fuller members of Christ with us, here at Newchapel.

A Gift day in March raised an amazing £4,800, plus the gift aid of £1,400 (over a period of months) towards the western end church boiler, and requests for advice prior to the faculty application got underway. There have been none of the usual activities which also raise funds for the Church and Hub e.g. Lunch Club, which has a knock-on effect when it comes to the added cost of the urgent repairs to the church fabric. The lack of plate collections has meant a serious loss of funding which the Vicar and PCC have tried to address with collecting envelope and cash donations from people's homes, updates and information sharing, circulating and encouraging giving through bank transfer, and a letter from the PCC to every member on the electoral roll and beyond. With our combined sacrificial efforts, and by the grace of God, we pray we can turn this situation around.

The List B Faculty Application has been ongoing for remedial repairs noted in the Quinquennial of 2016. Much work has been done on raising the funds to start this project. Philip Wootton has been employed as the architect, Alliance has been chosen as the building contractor, a Bat Survey done and a Principle Designer chosen. However, when detailed specifications were drawn up, the building quote went from approx. £26,000 to approx. £118,000. The project was then split into 3 financially more manageable stages, with the most urgent work listed first. The List B Faculty Application remains ongoing. At the end of 2020 the church is close to raising the £42,000 to pay for the first phase of the building work; this is an incredible answer to prayer and a result of financial prudence and sacrificial giving.

The PCC has an ongoing concern over the drop in regular attendance that has been happening. The PCC have not been permitted to meet in person from March until the end of the year, (unfortunately two members have not been able to participate in zoom meetings, which has been difficult). Having attended a CPAS training event, the PCC has had to defer action on the feedback until we are able to meet together in person again. It has already improved the effective running of the PCC meetings. There was an update in the MAP, and the Safeguarding Officer, Warden and Vicar created Covid-19 Risk Assessments and Re-opening Church policies. There have been issues with the number of cars parked by neighbours in church spaces. Newcastle-under-Lyme borough council were alerted to the dangers of the south-side retaining wall alongside the public footpath, and in November a temporary caged wall of stones was built to support the bowing wall.

At the Covid-delayed AGM we noted our gratitude for the years of faithful service given by Amy Calvert and Jean Tidball on the PCC, and Jean as the PCC Rep. on the Hub Management Committee. Two new members joined the PCC; Simon Nicholson and Margaret Smith re-joined, having taken a break. Mary and Paul Elden were re-elected for a further 3 years in their roles as Deanery Synod representatives and Trevor Roughton was thanked as he stepped down from being Safeguarding Officer, leaving a crucial vacancy.

So many things have been 'on hold' in 2020, like our Mission Action Plan, socialising and fundraising... However, despite lockdown there have been a number of pastoral initiatives, including a group of four people taking turns in phoning people to keep in touch and see how they were, on a weekly, then fortnightly basis. This could not be kept up in the autumn due to so many other claims on time, especially the preparing of services for distribution by hand, post and email. Over 50 small food parcels were delivered to people in the parish, and beyond; many who had been waiting for food deliveries that had not arrived at the start of the first lockdown. There were deliveries of 80+ plants around Mothering Sunday and 100 Christingles, both accompanied by Peter Smith's poems, over 35 apple crumbles were made and distributed from the abundance of apples in the vicarage garden, 200 Christmas Craft bags were made and given and an Open Morning in Church held for people to bring and hang their homemade decorations on the Christmas tree; all were welcomed.

Special thanks to our Warden, Gordon, who has been the main church security checker and continued hard work keeping our fabric and graveyard looking trim and tidy this year... he is very grateful for all the help the deputy wardens give. It would be really good to have another warden working alongside them. Special thanks too for our vital finance team who have been working so hard, under extreme circumstances; especially Mary Elden and Will Timbey, who hope to be stepping back from their roles soon. Nancy Phillips deserves a special mention for the hours of work she puts into her role as PCC Secretary and Sue Timbey for the excellent work she has put in over the years leading the Messy Church team.

We saw Hub bookings grow at the start of 2020, but it was completely shut-down with lockdown. Amelia moved to a permanent position elsewhere after her furlough. Margaret McGregor was taken on as temporary administrator until interviews can take place for a new Administrator. With the Hub receiving no income, the council made a grant towards ongoing running costs.

2020 might not have been the year we expected or hoped for, and it has provided many challenges as we have lived socially distanced from one another and unable to gather in our usual way for worship. It has also presented the church with financial pressures and challenges... It reminds me of the time when God's people were in exile, and I long for us all to be able to return to being together at St. James', to singing our lungs out

without fear of infection and to giving space together for God's Spirit to move among us, in our worship and through us in our prayer-life together. God has been building the foundations, but not in the ways we expected; the foundations of what it really means to be church in our relationships with each other, with the community, and with God himself. We have learnt what it means to be built on Christ and how God's spirit is at work in and through his people. We have been challenged, and grown, and hopefully deepened our spiritual lives as a result, preparing us for what God has for us as we step forward.

Our God is a great God, worthy of all praise and thanksgiving as he is faithful.

March 2021 Revd Sister Janet Arnold, Vicar

## **Map Review**

The Mission Action Plan has had to be put on hold for 2020 due to covid-19 restrictions, however there is a plan, once these are over, in 2021 to have a review day for MAP and re-establish what might well be new priorities in the face a very changed situation from 2019.

## **Risk Management**

The Church Warden carries out regular visual Health and Safety checks of the building, especially during lockdown and in cold weather and with the Maintenance Team regularly inspects the premises for potential hazards.

Risk Assessments were produced for Re-opening Church during the Covid-19 pandemic by the Warden, Safeguarding Officer and Vicar and agreed by the PCC, these have since been reviewed and updated by the PCC. A set of diocesan guidance for the receiving of communion in two kinds (during the Covid-19 pandemic) was put in place, in order to be able to safely receive communion in two kinds, over the Christmas period.

Our insurances are reviewed annually ensuring there is adequate cover and an informal review of any new risks which may impact the work of the Church in the Parish is ongoing.

## **Structure, Governance and Management**

The PCC is a Body Corporate established by the Church of England (PCC Powers Measure 1956, and the Church Representation Rules 2006) and is a Charity registered with the Charity Commission. The PCC is governed by the Parochial Church Council Powers Measure (1956) as amended that came into effect on 2<sup>nd</sup> January 1957, and the Church Representation Rules.

The method of appointment of the PCC members is set out in the Church Representation Rules. The Council at St James's comprises of the Incumbent, the Churchwarden, those elected to the Deanery Synod, the co-opted Safeguarding Officer (co-opted in 2019) and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. Members of the congregation are encouraged to join the Electoral Roll, although some previous members have stood down following the complete revision of 2019 but still attend church. Congregation members are encouraged and supported to take on new roles and to stand for election to the PCC.

In 2018 the AGM voted to accept the new rolling 3-year membership of the PCC. This is now in action; members of the PCC can stand for a maximum of two consecutive terms of three years before having to take a break from the PCC. The PCC now has potentially 9 elected members, the Safeguarding Officer as a co-opted member, 3 places for Deanery Representatives, in addition to the Incumbent and Church wardens. PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. In 2020 the PCC met 8 times (6 times using Zoom technology, due to the Covid-19 restrictions), with a 70% attendance record, this was due to 2 members being excluded by the Zoom technology and one being unwell. The Standing Committee also met 8 times, (6 times on Zoom).

PCC topics included: Safeguarding, Church Finances (including a draft budget for 2021), Giving during the pandemic (around 20% of the congregation had stopped giving causing financial issues), Urgent repairs specified in the Quinquennial (in particular Ongoing List B Application for urgent remedial repairs to The Church Roof & West Wall) & also the Upstairs Boiler which needs to be replaced, The Paddock Car Park & the number of local residents filling the lower car park, Covid-19 Safe Risk Assessments for re-opening Church, the danger of the South side boundary wall falling onto the public footpath (temporarily resolved by S-o-T Council building caged stones up against the wall for support), concern over the drop in the average church attendance from 2019 and at the start of 2020 (before Covid-19) and feedback from the CPAS PCC training evening.

The APCM was delayed because of the church being closed due to the Covid-19 pandemic and was held on 25<sup>th</sup> October in the Church building and on zoom, with votes being counted from those both Church and on Zoom. The 2020 the PCC has worked well with a Standing Committee which meets prior to every PCC meeting and occasionally more often, and a Finance Committee which meets when required. It is hoped that in the future other sub-committees will be established. Each reports back to the PCC.

## **Related Parties**

The PCC are asked to declare any conflicts of interest and relationship with any related parties. None were declared.

1 trustee has been reimbursed £901 during the year for travel and telephone expenses incurred during the year.

No other expenses were paid to any other PCC member, persons closely connected to them or related parties.

Donations from related parties (PCC members) during the year was £9,120.

## **Reference and Administrative details**

The Church is situated in Station Road, Newchapel, Stoke-on-Trent, ST7 4QT and is part of the Deanery of Stoke-on-Trent, in the Diocese of Lichfield. The correspondence address is The Vicarage, 32 Pennyfields Road, Newchapel, Stoke-on-Trent. ST7 4PN. Registered charity number 1163088. Our website address is: <http://www.stjamesnewchapel.co.uk>

PCC members who have served from 1<sup>st</sup> January 2020 until 31<sup>st</sup> December 2020 were:

### **Ex Officio Members**

#### **The Incumbent Churchwardens**

The Reverend Sister Janet Arnold CA (Chairperson)  
Gordon Pritchard – 2<sup>nd</sup> year of 1<sup>st</sup> term  
1 vacancy

#### **Deanery Synod Reps**

Mary Elden – 1<sup>st</sup> year of 2<sup>nd</sup> term (Finance Team)  
Paul Elden – 1<sup>st</sup> year of 2<sup>nd</sup> term (Finance Team)  
1 vacancy

#### **Co-opted member**

Trevor Roughton (Safeguarding Officer) until October 2020

#### **Elected Members**

Nancy Phillips (Secretary)  
Amy Calvert  
Margaret Harper  
Donna Rampling  
Rose Smith  
Until 25<sup>th</sup> October 2020

Jean Tidball	Until 25 <sup>th</sup> October 2020
Hazel Adams	
Lesley Stoker	
Simon Nicholson	From 25 <sup>th</sup> October 2020
Margaret Smith	From 25 <sup>th</sup> October 2020
1 vacancy	From 25 <sup>th</sup> October 2020

**Bank** NatWest

**Independent Examiner** Lichfield Diocesan Board of Finance  
St Marys House, The Close, Lichfield WS13 7LD

Approved by the PCC on ..... 2021 and signed on its behalf by:

.....

.....

Reverend Sister Janet Arnold CA (Chairperson)

Nancy Phillips (Secretary)

## Map Review

The Mission Action Plan was reviewed at the October 2019 PCC meeting. This is a summary of where the Church is up to:

2019 plans.

Vocation: The Safeguarding review has started, with new DBS registration and checks being done; a handover and new warden is in place; lay ministry skills are encouraged (a member of the church was exploring her vocation to ordained ministry until she moved to work in another diocese) and training is promoted; New people have taken up the roles of Safeguarding Officer, Church Warden, Community News Editor, & Gift Aid Officer, roles of Warden, Treasurer & Purchasing Assistant remain; There is a new Hub website and ongoing issues with uploading the new website; Action Groups for the church's finance and fabric have been set up but a social/fundraising remains not done; There has been work to raise more funds and plans for the Church building urgent remedial repairs are begun; The PCC & Vicar attended a CPAS 'PCC Tonight' Training Event in order to begin honing the PCC & Vicar's skills in running the PCC; The writing of risk assessments for church activities has started.

Discipleship: The ministry for children & families has been expanded during 3rd Sunday, the remaining 10.30am services; 2x 'Stepping into the Supernatural' courses have been run at St James for the Healing ministry team and members of other churches; No preparation for launching Growth Groups has been started yet,

Evangelism: A series of enquirer and nurture courses for beginners has begun for growing and nurturing faith, to offer to baptism families and those new to attending Church. Three Angel Festivals have involved community organisations, businesses, schools and a care home. Members of the community were invited to join in 'Sing a Song of Christmas'. The idea setting up and running a monthly tots group for men and their children associated with 'Who Let the Dads out?' on Saturday afternoons has not yet been started.

Vocation, Discipleship & Evangelism: The setting up of a social & fundraising group to organise & run regular fun activities together, reaching out by inviting non-church members, to build on relationships within the parish and to raise funds has not been achieved. Although a small group to plan, write and sell space in the Community News has been created.

2020 plans.

Vocation: Lay ministry continues to be an important part of ministry at St James Church. Two additional church members now sing and drum, but it is our ongoing hope to expand the Worship group. Safeguarding Training needs to be offered again and further DBS registration and checks will extend the children's work. The Church website needs to be launched, a new Hub Booking Secretary has been employed, and a cleaner, but a new cleaner now needs to be found.

Discipleship: The ministry provision for babies & children during the 10.30am services needs to be developed further. A further course/s are planned of 'Stepping into the Supernatural', to be offered to the congregation and wider afield, run by the Healing Ministry Team in 2020. The church is not ready to launch Growth Groups.

Evangelism: The series of enquirer and nurture courses for beginners continue to be developed, providing a framework for growing and nurturing faith, to offer to baptism families and those new to attending Church. Further community organisations & Nurseries did get involved in the 2019 Angel Festival. The strategy for delivering leaflets and 'Praying in the Streets' remains to be discussed though a form of Praying in the Streets happened in Summer months 2019.

Vocation, Discipleship & Evangelism: The Vicar did visit Ipoh in 2019 & there is a plan for a group visit to Holy Spirit Church, Ipoh, Malaysia for 2020. The fundraising & social action group still need to be developed and it has yet to be discussed how 'Hopes and Dreams' drama group could be more active in the community.

St. James' PCC February 2020

**Independent Examiner's report to the trustees/members of The PCC of Newchapel St James the Apostle** Registered charity number: 1163088

I report on the accounts for the year ended 31<sup>st</sup> December 2020 which are set out on the following pages.

**Respective responsibilities of the Trustees and Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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.

**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 with the accounting records
- 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 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.

Signed: .....

Date: .....

Sue Schulz

For and on behalf of Lichfield Diocesan Board of Finance  
St Mary's House, The Close, Lichfield. WS13 7LD



# **The Parochial Church Council of Newchapel St James the Apostle**

## **Financial Statements for the Year Ended 31<sup>st</sup> December 2020**

### **1. Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions. They have also been prepared in accordance with the Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

There may be minor discrepancies in the totals as the pence are not being shown.

### **Cashflow Statement**

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a Cash flow statement on the grounds that the income does not exceed £500,000.

### **Going Concern**

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

### **Post Balance Sheet Event**

The ongoing worldwide outbreak of the COVID-19 virus still represents a significant event since the end of the financial year. The Charity has reviewed its cash flow forecasts and considered the impact on going concern, concluding that the going concern basis remains an appropriate basis of preparation for these financial statements given the likely cash flow impact of operations for 12 months from the date of signing this report.

### **Accounting Estimates and Prior Year Errors**

No changes to accounting estimates have occurred in the reporting period.

No material prior year errors have been identified in the reporting period.

### **Description of Funds**

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

**Restricted funds** comprise of two elements:

- a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest
- b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

**Endowment funds** are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

### **Income**

Planned giving, collections and donations are recognised when received or when the PCC becomes entitled to the resource and the monetary value can be measured with sufficient reliability. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due and the monetary value can be measured with sufficient reliability. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

### **Expenditure**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

### **Governance and Support Costs**

Support costs should be allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the PCC and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources eg by allocating staff costs by time spent and other costs by their usage.

### **Fixed Assets**

Consecrated and benefice property is not included in the accounts by s.10(2)(a)&(C) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets exceeds 50 years, so that any depreciation charges would be immaterial.

### **Investments**

Investments in quoted shares, traded bonds and similar investments are valued initially at cost and subsequently at market value at the year end. Investments held for re-sale are treated as current asset investments.

### **Debtors**

Debtors are measured on initial recognition at settlement amount. Subsequently they are measured at cash expected to be received.

**Creditors and Accruals**

Creditors are measured at settlement amounts less any trade discounts. Accruals are measured on best estimate of the amount required to settle the obligation at the reporting date.

# The Parochial Church Council of Newchapel

For the year ending 31<sup>st</sup> December 2020

## Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	49,587	1,100	976	—	51,663	61,135
Income from charitable activities	3,507	—	405	—	3,912	6,996
Other trading activities	429	—	648	—	1,077	6,948
Investments	—	—	—	—	—	0
<b>Total income</b>	<b>53,523</b>	<b>1,100</b>	<b>2,029</b>	<b>—</b>	<b>56,651</b>	<b>75,080</b>
<b>Expenditure on:</b>						
Raising funds	236	54	10	—	301	1,448
Expenditure on charitable activities	33,112	61	3,787	—	36,960	40,835
<b>Total expenditure</b>	<b>33,349</b>	<b>115</b>	<b>3,797</b>	<b>—</b>	<b>37,261</b>	<b>42,283</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>20,174</b>	<b>985</b>	<b>(1,768)</b>	<b>—</b>	<b>19,390</b>	<b>32,797</b>
<b>Transfers</b>						
Gross transfers between funds - in	2,282	—	32	—	2,314	—
Gross transfers between funds - out	(32)	—	(2,282)	—	(2,314)	—
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>22,423</b>	<b>985</b>	<b>(4,018)</b>	<b>—</b>	<b>19,390</b>	<b>32,797</b>
<b>Total funds brought forward</b>	<b>6,105</b>	<b>2,881</b>	<b>11,863</b>	<b>—</b>	<b>20,849</b>	<b>(11,948)</b>
<b>Total funds carried forward</b>	<b>28,528</b>	<b>3,866</b>	<b>7,846</b>	<b>—</b>	<b>40,240</b>	<b>20,849</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	28,528	—	—	—	28,528	6,105
<b>Designated</b>						
CATERING	—	755	—	—	755	809
HARDSHIP	—	39	—	—	39	—
ROOF AND WESTON WALL	—	3,072	—	—	3,072	2,072
<b>Restricted</b>						
CHILDRENS WORK	—	—	—	—	—	90
CHURCHYARD FUND	—	—	224	—	224	224
COMMUNITY NEWS/MAGAZINE	—	—	—	—	—	137
EARLY BORN MEALS	—	—	—	—	—	687
REPAIRS AND DECORATING	—	—	3,390	—	3,390	3,290
ROOF AND WESTON WALL REPAIRS	—	—	4,232	—	4,232	6,662
TIDDLERS TODDLERS AND FRIENDS	—	—	—	—	—	773

# The Parochial Church Council of Newchapel

For the year ending 31<sup>st</sup> December 2020

## Balance sheet

	Total funds	Prior year funds
<b>Current assets</b>		
Debtors	3,124	4,900
Cash at bank and in hand	44,127	29,223
	<b>47,251</b>	<b>34,123</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	7,011	13,274
	<b>7,011</b>	<b>13,274</b>
<b>Net current assets less current liabilities</b>	<b>40,240</b>	<b>20,849</b>
<b>Total assets less current liabilities</b>	<b>40,240</b>	<b>20,849</b>
<b>Total net assets less liabilities</b>	<b>40,240</b>	<b>20,849</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	28,528	6,105
<b>Designated</b>		
CATERING	755	809
HARDSHIP	39	—
ROOF AND WESTON WALL	3,072	2,072
<b>Restricted</b>		
CHILDRENS WORK	—	90
ROOF AND WESTON WALL REPAIRS	4,232	6,662
TIDDLERS TODDLERS AND FRIENDS	—	773
COMMUNITY NEWS/MAGAZINE	—	137
COVID FUND	—	—
CHURCHYARD FUND	224	224
EARLY BORN MEALS	—	687
REPAIRS AND DECORATING	3,390	3,290
HUB	—	—
HUB KITCHEN FUND	—	—
INTERIOR DECORATING SCHEME	—	—
<b>Funds of the church</b>	<b>40,240</b>	<b>20,849</b>

Approved by the Parochial Church Council on ..... 2021 and signed on its behalf by:

Signature: .....

Name: .....

The notes on the following pages form part of these accounts

# The Parochial Church Council of Newchapel

For the year ending 31<sup>st</sup> December 2020

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Cash at bank and in hand</b>						
Natwest current account -	32,087	3,866	8,112	—	44,065	29,132
Natwest current account -	—	—	—	—	—	30
Cash in hand -	62	—	—	—	62	62
<b>Totals</b>	<b>32,149</b>	<b>3,866</b>	<b>8,112</b>	<b>—</b>	<b>44,127</b>	<b>29,223</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	3,074	—	50	—	3,124	4,840
Accounts Receivable -	—	—	—	—	—	60
<b>Totals</b>	<b>3,074</b>	<b>—</b>	<b>50</b>	<b>—</b>	<b>3,124</b>	<b>4,900</b>
<b>Liabilities - Agency accounts</b>						
Agency collections -	—	—	317	—	317	(117)
<b>Totals</b>	<b>—</b>	<b>—</b>	<b>317</b>	<b>—</b>	<b>317</b>	<b>(117)</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
PARISH SHARE ARREARS -	6,695	—	—	—	6,695	13,391
<b>Totals</b>	<b>6,695</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>6,695</b>	<b>13,391</b>
<b>Grand total</b>	<b>28,528</b>	<b>3,866</b>	<b>7,846</b>	<b>—</b>	<b>40,240</b>	<b>20,849</b>

## Fund movement by type - 2020

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>CATER - CATERING</b>						
Designated	809	—	54	—	—	755
<b>Sub-total for CATER</b>	<b>809</b>	<b>—</b>	<b>54</b>	<b>—</b>	<b>—</b>	<b>755</b>
<b>CHILDREN - CHILDRENS WORK</b>						
Restricted	90	420	542	32	—	—
<b>Sub-total for CHILDREN</b>	<b>90</b>	<b>420</b>	<b>542</b>	<b>32</b>	<b>—</b>	<b>—</b>
<b>COMMUNITY - COMMUNITY NEWS/MAGAZ</b>						
Restricted	137	477	—	(614)	—	—
<b>Sub-total for COMMUNITY</b>	<b>137</b>	<b>477</b>	<b>—</b>	<b>(614)</b>	<b>—</b>	<b>—</b>
<b>COVID - COVID FUND</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for COVID</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CYARD - CHURCHYARD FUND</b>						
Restricted	224	—	—	—	—	224
<b>Sub-total for CYARD</b>	<b>224</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>224</b>
<b>EARLY - EARLY BORN MEALS</b>						
Restricted	687	408	75	(1,020)	—	—
<b>Sub-total for EARLY</b>	<b>687</b>	<b>408</b>	<b>75</b>	<b>(1,020)</b>	<b>—</b>	<b>—</b>
<b>FABRIC - REPAIRS AND DECORATI</b>						
Restricted	3,290	100	—	—	—	3,390
<b>Sub-total for FABRIC</b>	<b>3,290</b>	<b>100</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,390</b>
<b>HARD - HARDSHIP</b>						
Designated	—	100	61	—	—	39

	Sub-total for HARD	—	100	61	—	—	39
HUB - HUB							
Restricted		—	—	—	—	—	—
	Sub-total for HUB	—	—	—	—	—	—
HUB-KITCH - HUB KITCHEN FUND							
Restricted		—	—	—	—	—	—
	Sub-total for HUB-KITCH	—	—	—	—	—	—
IDS - INTERIOR DECORATING							
Restricted		—	—	—	—	—	—
	Sub-total for IDS	—	—	—	—	—	—
ROOF - ROOF AND WESTON WALL							
Restricted		6,662	456	2,886	—	—	4,232
	Sub-total for ROOF	6,662	456	2,886	—	—	4,232
ROOFD - ROOF AND WESTON WALL							
Designated		2,072	1,000	—	—	—	3,072
	Sub-total for ROOFD	2,072	1,000	—	—	—	3,072
TTF - TIDDLERS TODDLERS AN							
Restricted		773	168	294	(647)	—	—
	Sub-total for TTF	773	168	294	(647)	—	—
General - General fund							
Unrestricted		6,105	53,523	33,349	2,249	—	28,528
	Sub-total for General	6,105	53,523	33,349	2,249	—	28,528
	Grand total	20,849	56,651	37,261	—	—	40,240

**ST JAMES NEWCHAPEL**  
**Fund movement summary**  
**Selected period: 01 January 2019 to 31 December 2019**

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances Carried forward
CATER - CATERING	597	692	481 -	-	-	808
CHILDREN - CHILDRENS WORK	89	600	600 -	-	-	89
COMMUNITY - COMMUNITY NEWS/MAGAZINE	46	1,905	1,814 -	-	-	137
CYARD - CHURCHYARD FUND	524 -		300 -	-	-	223
EARLY - EARLY BORN MEALS	15	1,653	981 -	-	-	687
FABRIC - REPAIRS AND DECORATING	3,320 -		31 -	-	-	3,289
ROOF - ROOF AND WESTON WALL REPAIRS -		6,662 -	-	-	-	6,662
ROOFD - ROOF AND WESTON WALL -		2,072 -	-	-	-	2,072
TTF - TIDDLERS TODDLERS AND FRIENDS	17	963	207 -	-	-	773
General - General fund	-16,560	60,531	37,866 -	-	-	6,105
<b>Totals</b>	<b>-11,948</b>	<b>75,079</b>	<b>42,282 -</b>	<b>-</b>	<b>-</b>	<b>20,849</b>

## Analysis of income and expenditure

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Gift Aid - Bank	14,184	—	560	—	14,744	14,188
GIVING DIRECT	200	—	—	—	200	—
Gift Aid - Envelopes	8,004	—	—	—	8,004	12,606
Other planned giving	12,743	—	—	—	12,743	11,072
Loose plate collections	2,230	—	—	—	2,230	5,780
Messy Church Collections	100	—	—	—	100	697
Regular gift days	5,722	1,000	56	—	6,778	—
One-off Gift Aid gifts	66	—	—	—	66	625
Donations appeals etc	661	100	250	—	1,011	4,289
Tax recoverable on Gift Aid	5,678	—	110	—	5,788	9,817
Legacies	—	—	—	—	—	2,000
Non-recurring one-off grants	—	—	—	—	—	60
Total	49,587	1,100	976	—	51,663	61,135
<b>Income from charitable activities</b>						
Fees for weddings and funerals	2,802	—	—	—	2,802	4,386
PCC LOCAL FEES	705	—	—	—	705	995
EARLY BORN MEALS	—	—	405	—	405	1,615
Total	3,507	—	405	—	3,912	6,996
<b>Other trading activities</b>						
Other funds generated	29	—	171	—	200	1,771
FUND RAISING EVENTS	399	—	—	—	399	1,709
Bookstall sales - fund raising	1	—	—	—	1	—
CATERING INCOME	—	—	—	—	—	1,663
Magazine income - advertising	—	—	195	—	195	1,505
Parish magazine sales	—	—	282	—	282	300
Total	429	—	648	—	1,077	6,948
<b>Investments</b>						
Bank and building society interest	—	—	—	—	—	0
Total	—	—	—	—	—	0
<b>INCOME TOTAL</b>	<b>53,523</b>	<b>1,100</b>	<b>2,029</b>	<b>—</b>	<b>56,651</b>	<b>75,080</b>

## EXPENDITURE

### Raising funds

Costs of stewardship campaign	133	—	—	—	133	—
CATERING EXPENDITURE	—	29	—	—	29	534
Messy Church Expenditure	—	—	—	—	—	204
Costs of fetes & other events	103	25	10	—	139	710
Total	236	54	10	—	301	1,448

### Expenditure on charitable activities

Giving to missionary societies	162	—	542	—	704	600
Giving - relief and development agencies	—	—	—	—	—	5



Home mission	—	61	—	—	61	—
DONATION TO HUB	—	—	—	—	—	40
Parish Share (Current Year)	32,086	—	—	—	32,086	35,000
PARISH SHARE ARREARS	(6,696)	—	—	—	(6,696)	(6,696)
WRITTEN OFF						
Working expenses of incumbent	901	—	—	—	901	1,147
Other expenses of Clergy	150	—	—	—	150	—
Vicar's telephone and internet	462	—	—	—	462	522
Education	—	—	—	—	—	76
Parish training and mission	293	—	—	—	293	28
Church running - insurance	1,945	—	—	—	1,945	1,994
LICENSES & SUBSCRIPTIONS	623	—	—	—	623	—
Church maintenance	433	—	2,886	—	3,319	916
Cleaning	57	—	—	—	57	26
Upkeep of services	70	—	—	—	70	940
Upkeep of churchyard	174	—	—	—	174	391
Administration	820	—	—	—	820	606
Visiting speakers / locums	—	—	—	—	—	40
CHURCH RUNNING - DEPRECIATION	—	—	—	—	—	300
Church running - electric	305	—	—	—	305	581
Church running - gas	1,230	—	—	—	1,230	1,386
Church running - water	100	—	—	—	100	64
Church running - heating and lighting	—	—	—	—	—	201
Magazine expenses	—	—	—	—	—	1,814
EARLY BORN MEAL COSTS	—	—	75	—	75	853
Hall running - maintenance	—	—	284	—	284	—
Total	33,112	61	3,787	—	36,960	40,835
<b>EXPENDITURE TOTAL</b>	<b>33,349</b>	<b>115</b>	<b>3,797</b>	<b>—</b>	<b>37,261</b>	<b>42,283</b>
<b>GRAND TOTAL</b>	<b>20,174</b>	<b>985</b>	<b>(1,768)</b>	<b>—</b>	<b>19,390</b>	<b>32,797</b>

## Allocation of Support Costs

Support costs comprise Trustee Training and Governance Costs etc. Due to the nature of the financial activities of the PCC, these would be allocated across Charitable Expenditure which comprises the majority of its expenditure and as such are automatically charged there.

## Staff Costs

The PCC has no employees.

## Trustees' Remuneration & Expenses

1 trustee has been reimbursed £901 (2019 £1,446) for travel and phone expenses incurred during the year.

## Related Parties

No other expenses were paid to any other PCC member, persons closely connected to them or related parties.

Donations from related parties (PCC members) totalled £9,120 (2019 £6,213)..

## Fees for the examination of the accounts

	<b>2020 £</b>	<b>2019 £</b>
Independent Examiner's fees	150	150
Other fees (eg accountancy services) paid to the Independent Examiner	300	150

## Analysis of Transfer between Funds

- £1,020 transfer from Early Born Meals Restricted to General unrestricted: The PCC agreed to close the Fund and the balance be given to the PCC unrestricted fund.
- £646.72 transfer from Tiddlers Toddlers and Friends Restricted to General unrestricted. The PCC agreed to close the Fund and the balance be given to the PCC unrestricted fund.
- £614.41 transfer from Community Magazine Fund to General unrestricted. The PCC agreed to close the Fund and the balance be given to the PCC unrestricted fund.

## Fund Description

- Catering Designated: For the catering income and expenditure from the Hub Kitchen
- Roof & Weston Wall Repairs: For the repair and maintenance of the roof and weston wall
- Childrens Work: Supporting Children Work (via Messy Church) and Sponsoring a Child (Compassion)
- Churchyard: For the upkeep and maintenance of the churchyard
- Community News/Magazine: Relates to Income & Expenditure for the Community News/Parish Magazine

## Debtors

	<b>2020 £</b>	<b>2019 £</b>
Gift aid recoverable	3,124	4,900
Prepayments and accrued income		
Other debtors	117	468
<b>Total</b>	<b>3,241</b>	<b>5,368</b>

## Liabilities

Amounts falling due in one year

	<b>2020 £</b>	<b>2019 £</b>
Accruals		
Diocesan parish share	6,695	13,391
Other creditors		117
<b>Total</b>	<b>6,695</b>	<b>13,508</b>

## Summary of Assets by fund - 2020

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Fixed assets				
Investments				
Current assets	35,223	3,866	7,846	46,935
Current liabilities	(6,695)			(6,695)
<b>Total</b>	<b>28,528</b>	<b>3,866</b>	<b>7,846</b>	<b>40,240</b>

## Summary of Assets by fund - 2019

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Fixed assets				
Investments				
Current assets	19,496	2,881	12,214	34,591
Current liabilities	(13,391)		(351)	(13,742)
<b>Total</b>	<b>6,105</b>	<b>13,508</b>	<b>11,863</b>	<b>20,849</b>

# The Parochial Church Council of Newchapel

For the year ending 31<sup>st</sup> December 2020

## Balance sheet

	Total funds	Prior year funds
<b>Current assets</b>		
Debtors	3,124	4,900
Cash at bank and in hand	44,127	29,223
	<b>47,251</b>	<b>34,123</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	7,011	13,274
	<b>7,011</b>	<b>13,274</b>
<b>Net current assets less current liabilities</b>	<b>40,240</b>	<b>20,849</b>
<b>Total assets less current liabilities</b>	<b>40,240</b>	<b>20,849</b>
<b>Total net assets less liabilities</b>	<b>40,240</b>	<b>20,849</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	28,528	6,105
<b>Designated</b>		
CATERING	755	809
HARDSHIP	39	—
ROOF AND WESTON WALL	3,072	2,072
<b>Restricted</b>		
CHILDRENS WORK	—	90
ROOF AND WESTON WALL REPAIRS	4,232	6,662
TIDDLERS TODDLERS AND FRIENDS	—	773
COMMUNITY NEWS/MAGAZINE	—	137
COVID FUND	—	—
CHURCHYARD FUND	224	224
EARLY BORN MEALS	—	687
REPAIRS AND DECORATING	3,390	3,290
HUB	—	—
HUB KITCHEN FUND	—	—
INTERIOR DECORATING SCHEME	—	—
<b>Funds of the church</b>	<b>40,240</b>	<b>20,849</b>

Approved by the Parochial Church Council on 19/7/2021 and signed on its behalf by:

Signature: *N Phillips*  
 Name: NANCY PHILLIPS  
 PCC Secretary

*Janet Arnold*  
 Revd Sister Janet Arnold

The notes on the following pages form part of these accounts

**Independent Examiner's report to the trustees/members of The PCC of Newchapel St James the Apostle** Registered charity number: 1163088

I report on the accounts for the year ended 31<sup>st</sup> December 2020 which are set out on the following pages.

**Respective responsibilities of the Trustees and Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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.

**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 with the accounting records
- 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 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.

Signed: 

Date: 28 July 2021

Sue Schulz

For and on behalf of Lichfield Diocesan Board of Finance

St Mary's House, The Close, Lichfield. WS13 7LD