Parochial Church Council of the Ecclesiastical Parish of St Thomas, St Annes on Sea

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Report and Accounts

31 December 2016

PARISH OF ST THOMAS, ST ANNES ON THE SEA

MEMBERS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2016

LEGAL AND ADMINISTRATIVE INFORMATION

FULL NAME: Parochial Church Council of the Ecclesiastical Parish of St Thomas, St Annes on the Sea

ADDRESS: Parish Church of St Thomas, St Thomas's Road, St Annes on the Sea, Lancashire FY8 1JL

The Charity was registered with the Charity Commissioners for England and Wales on 1st December 2009 under the number 1133037. The members who have served during the year and since the year end are listed below:

MEMBERS:

Rev Chris Scargill	Vicar	Ruth Beaumont
Kath Asquith	Warden	Janet Boyce
Michael Notman	Warden to April 2016	John Davies
Joy Swarbrick	Warden from April 2016/	Debbie Meadows
50, 51, 51, 51, 51, 51, 51, 51, 51, 51, 51	Secretary	Sylvia Nicholas
Peter Watson	Reader (ex officio)	Wendy Mutton
Elizabeth O'Connor		Christine Unsworth
Anne Singleton	Treasurer Co-opted to Dec 2016	Joanne Hutchinson to April 2016
Maurice Unsworth	Deanery Synod	Tom Williamson to April 2016
David Bennett	Deanery Synod	Helen Hornby - Co-opted
Amanda Palmer	St Thomas' School Representative	

All served as members through the year to 31st December 2016

Independent Examiner:

Fraser Norris ATT CTA Fylde Office Service Bureau Ltd 28 Orchard Road Lytham St Annes Lancashire FY8 1PF

Bankers:

Barclays Bank plc 56 St Annes Road West Lytham St Annes Lancashire FY8 2NE

PARISH OF ST THOMAS, ST ANNES ON THE SEA

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF PAROCHIAL CHURCH COUNCIL

OF THE ECCLESIASTICAL PARISH OF ST THOMAS, ST ANNES ON THE SEA

FOR THE YEAR ENDED 31ST DECEMBER 2016

My report on the financial statements of the Parochial Church Council of the Ecclesiastical Parish of St Thomas, St Annes on the Sea ("the PCC") for the year ended 31st December 2016, which are set out on pages 7 to 14, is in respect of an examination carried out under the Church Accounting Regulations 2006 and S.144 of the Charities Act 2011 ("the Act").

Respective Responsibilities of PCC and Examiner

As members of the PCC you are responsible for the preparation of the accounts. The members consider that an audit is not required for this year (under Section 144 (2) of the Charities Act 2011 (the Act)) and that an independent examination is required.

It is my responsibility to:

- Examine the accounts (under Section 145 of the 2011 Act)
- Follow procedures laid down in the General Directions given by the Charity Commission (under Section 145 (5)
 (b) of the Act) and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in any material respect the members have not met the requirements to ensure that:
- Proper accounting records are kept (in accordance with Section 130 of the 2011 Act) and
- Accounts are prepared which agree with the accounting records and to comply with the accounting requirements of the 2011 Act; or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fraser Norris ATT CTA Fylde Office Service Bureau Ltd 28 Orchard Road Lytham St Annes Lancashire FY8 1PF

PARISH OF ST THOMAS, ST ANNES ON THE SEA

REPORT OF THE MEMBERS FOR THE YEAR ENDED 31ST DECEMBER 2016

The Members present their annual report for the year ended 31st December 2016 under the Charities Act 2011, together with the financial statements for the year and confirm that the latter comply with the requirements of the Act and the Charities SORP 2005.

Structure, Governance and Management

Appointment of Members

The PCC members are listed on page 1. Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

PCC members receiving remuneration or reimbursement of expenses are as disclosed in Note 4.

Organisation

The work of the PCC is carried on by a number of Committees between meetings. The main Committee, which is legally required is the Standing Committee which can transact business of the PCC with particular responsibility for stewardship, maintenance and finance.

There are further committees which also carry on work of the PCC between meetings including Worship and Outreach, Finance, Parish Centre Committee and Social Committee.

There are 124 on the electoral roll as at 31st December 2016; 74 reside in the parish and 50 outside the parish.

Risk Policy

The PCC members have examined the major strategic, business and operational risks which the PCC faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Objectives and Activities

The PCC has the responsibility of co-operating with the incumbent in promoting the ecclesiastical parish of St Thomas, St Annes on the Sea, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the Community Centre of St Thomas' Church, St Thomas' Road, St Annes on the Sea.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of the parish of St Thomas'. The PCC maintains an overview of worship throughout the parish in conjunction with the Worship Committee to enable worship for as many groups as live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

PARISH OF ST THOMAS, ST ANNES ON THE SEA

INCUMBENT'S REPORT FOR THE YEAR JAN. TO DEC. 2016

April 2016

2016 was marked by the loss of a number of familiar and much loved faces from our church community, but it was also marked by the arrival of several new faces, whose contribution is already coming to be appreciated and by a number of new developments. We experimented through the year with using the big screen to show illustrations for sermons, visual aids for talks, sets of figures, such as accounts, at meetings and congregational words in worship, not to mention the Stations of the Cross illustrations during our preparation for Easter. We are aware however that there is a good deal more that we could use it for and a number of those involved in leading worship will be undergoing further training in its use in 2017. That said, we are aware that some still find the use of technology in worship unsettling and we must be sensitive to this.

During the Autumn two of our teenage members Rebecca and Lily with help from Elizabeth O'Connor led a tremendously moving evening service of praise and worship using modern songs and music, inspired by what they had experienced at Soul Survivor during the Summer. What was noticeable was how powerfully it affected not just the younger but also some of the most senior members of our congregation. Reflective modern music in the same style was combined with the basic structure of Common Worship Evening Prayer to create a very effective service "Name him Jesus" on the evening of New Year's Day. We are hoping that Rebecca and Lily will be able to introduce us to more worship in this style in the coming year as exam commitments allow. The worship and outreach subcommittee revised the Communion rite we use at All Age Worship in the course of 2016 and this was successfully launched at the start of 2017. Our order of service for Baptism within Holy Communion has also been re-examined and revised and the general feeling is that it is more satisfactory from all points of view than what we had used previously. It was decided towards the end of 2016 to produce personalised service orders for each baptism service. Despite the extra cost involved, this makes it easier for those guests unfamiliar with church to follow the service and also demonstrates the value we place upon our baptism families and our ministry to them.

Undoubtedly, having large numbers of people in church who are unfamiliar with our usual forms of worship, whether for a baptism or for one of the special services during the year to which the school community is particularly invited, can be challenging for some of our regular congregation (particularly when the baptisms come with increased frequency as they did during the summer). However I would encourage our core congregation to see themselves not simply as consumers, turning up at a spiritual filling station, but as a worshipping community, committed to maintaining the day to day practical and prayer life of St. Thomas', while welcoming gladly any who choose to come in and worship with us, whether they do so on a one-off, occasional or more regular basis. I continue to be impressed by the welcome visitors to our church receive and by the way occasional attenders feel themselves valued. I sometimes think we underestimate the impact that can have on people.

Our principal form of outreach to children and families continues to be via St. Thomas' School. The upper forms there provide the principal source for new members for the Youth Group, which continues to flourish, and a group of children have accepted Mandy Palmer's invitation to come and sing with our choir, though not all of them are available on Sunday mornings. The Head, Mr. Stephen Maughan, who had previously been off work for a prolonged period with illness, decided in the course of the year that he would take early retirement at Christmas. The Deputy Head Mrs. Claire Gilmour, who had been sharing the Head's duties with Mr. Maughan on a part-time basis was appointed to succeed him and a new Deputy, Mrs Debbie Dugdale, was appointed to begin work in January. I have no doubt that under Mrs. Gilmour's leadership the good relations between school and church will further develop and church and school will be ever more closely integrated in the spiritual development of our young people.

During the course of 2016 the P.C.C. discussed the admission of children to Communion before Confirmation. We have after all an appreciable number of children who, while they will not be old enough for Confirmation for some years are very much part of the church family. This issue was examined carefully and agreed by the P.C.C. Invitations were sent out to parents towards the end of 2016 and a preparation group began at lunchtimes at St. Thomas' in January 2017. This is still a learning process and we shall have to be careful to make provision for children with our church community who attend other schools. In an effort to build stronger links with the families of the children who come to Youth Group

PARISH OF ST THOMAS, ST ANNES ON THE SEA

and Messy Church this year we have once again organised a 3 Kings family party in January and a Bonfire and Fireworks Party in November.

We have continued to strengthen our ecumenical ties and to build up our links with other Anglican churches in the area, working together in outreach to the wider community. At Pentecost, St. Thomas' took the lead in a revival of the Whit Walk tradition going from St. Anne's Pier, along the promenade and the foreshore to Fairhaven Lake, where there was an open air service. The event, in which Anglicans, Methodists, Roman Catholics, Baptists the U.R.C. and Fylde Service Church all participated, went well and it is hoped that in 2017 it will be even more of a success with involvement from the Lytham and Ansdell churches as well. The churches also worked together in another initiative led by St. Thomas', the establishment of a Christmas Crib in St. Anne's Square.

This was paid for jointly by a grant from the town council and contributions from the local churches and was blessed in an ecumenical service on the first Sunday of December.

We were proud to host the St. Anne's Town Mayor's annual carol service this year, as well as the AKS Carol Service and a number of special events by Clifton Nursery, in addition to those organised by St. Thomas' Nursery and St. Thomas; School. We have invited the wider community in to use our church building as a concert venue, hosting concerts by the County Youth Orchestra and the Lytham Community Choir. We have also supported events in the hall in aid of Homestart, as well as our usual range of social events. The church has also attracted considerable public interest because of the nesting pair of peregrine falcons who returned to the tower and who eventually raised three young this year.

To maintain our outreach to the wider community it is of course important to use the various kinds of media. Our Facebook page has continued to attract interest, while our website is a valuable resource for all those wishing to find out more about the church, particularly those wishing to contact us regarding baptisms or weddings. We were however thrown into something of a panic when Tom Williamson, who has organised the production of the magazine and the weekly sheet so ably for so long, fell on Good Friday and had a prolonged stay in hospital. However lan Palmer gallantly stepped into the role, ably assisted by Mandy, and things were soon back to normal. I am of course very pleased to report that Tom has now made a full recovery and is able to play a role in this aspect of church life once again.

This year Mike Notman stepped down as churchwarden to be replaced by Joy Swarbrick, though recognising his expertise and experience he was asked to form a Property Management Group to work with the wardens on aspects of building maintenance. Kath Asquith continues in post. Mr. Mark Rutherford has taken on the role of P.C.C. Secretary. Joy is however still trying to lay down her other secretarial and Safeguarding responsibilities. Anne Singleton also announced that she wished to give up her role as treasurer and we were fortunate that Sarah Sumner agreed to replace her from January 2017. Could I take this opportunity to thank all retiring, continuing and new office holders for all their hard work and their contribution to the ongoing life of St. Thomas'.

I would also like to thank all my colleagues in the ministry team for their support and fellowship and for all they contribute to the life of our church. I would like specially to thank Sister Lucy Clare who feels unable to continue in sharing ministry here because of health problems. We have very much appreciated her contribution and, having known her when we were both exploring our different vocations, it has been a pleasure to meet up with her once more.

On a personal note I would like to thank the whole St. Thomas' family for your kindness and encouragement and to ask God's blessing on our shared ministry in 2017.

PARISH OF ST THOMAS, ST ANNES ON THE SEA

REPORT OF THE MEMBERS FOR THE YEAR ENDED 31ST DECEMBER 2016

Accounting and Reporting Responsibilities

Charity law requires the members to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and its financial position at the end of that year. In preparing those financial statements, members are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors and Independent Examiner

Advantage has been taken of the provisions in the Charities Act, not to appoint an auditor. Fraser Norris ATT CTA has been appointed to examine the accounts in accordance with the relevant legislation and related regulations.

Approved by the members April 2016 and signed on their behalf by:

O.M.Scon (I)

Rev. Christopher M. Scargill

PARISH OF ST THOMAS, ST ANNES ON THE SEA

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2016

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice (SORP) 2005. They have been prepared on an accruals basis.

The financial statements have been prepared under the historical cost convention except for the valuation of freehold land and buildings, which are shown at PCC valuation (insurance replacement value) and investment assets, which are shown at market value.

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 do they include groups that are informal gatherings of church members.

1.1 Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

1.2 Incoming Resources

Voluntary Income and Capital Sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under covenant is recognised only when received. Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due. Funds raised by the events such as fetes and garden parties as well as sales of magazines are accounted for gross as they are received.

Other Ordinary Income

Rental income from the letting of church premises is recognised when the rental is due.

Income from Investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

Gains and Losses on Investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at each successive balance sheet date.

1.3 Resources Used

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC.

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when due. Any parish share unpaid at 31st December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet. Other expenditure is recognised when it is incurred and includes where applicable irrecoverable VAT.

PARISH OF ST THOMAS, ST ANNES ON THE SEA

1.4 Fixed Assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by S.10 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 disposable are accounted for as inalienable property unless consecrated. They are listed in the Church's inventory, which can be inspected (at any reasonable time).

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of moveable church furnishings is written off.

Other Consecrated Assets

All other consecrated assets and possessions of the Church are recorded in the record known as the Terrier which is available for inspection on request.

Listed Investments

Listed investments are valued at market value at the reporting date.

Current Assets

Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

Value Added Tax

The Charity is permitted to reclaim VAT expended on the maintenance and repair of the Church. Expenditure is stated in these accounts net of the relevant VAT where a reclaim of VAT is permitted.

Parochial Church Council of the Ecclesiastical Parish of St Thomas, St Annes on Sea

Statement of Financial Activities

for the year ended 31 December 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Funds 2015 £
Incoming resources Incoming resources from donors Income from operating activities to	2a	62,543		62,543	75,406
further the council's objectives Income from investments	2b 2c	32,698 924		32,698 924	30,644 873
Total incoming resources		96,165		96,165	106,923
Resources Expended Donations & grants to charities Activities directly relating to the work of	3a	1,152		1,152	2,476
the church Church management and administration	3b 3c	93,469 4,893		93,469 4,893	121,429 4,852
Cost of generating funds Other costs	3d 3e	2,878 4,760		2,878 4,760	3,525 3,002
		107,152		107,152	135,284
Net incoming/(outgoing) resources		(10,987)	<u> </u>	(10,987)	(28,361)
Investment Gains & Lossess Unrealised (Loss)/gain on revaluation of investments to market value			4,606	4,606	(3,725)
Net movement in funds		(10,987)	4,606	(6,381)	(32,086)
Total funds brought forward		574,283	8,765	583,048	615,134
Total funds carried forward		563,296	13,371	576,667	583,048

Parochial Church Council of the Ecclesiastical Parish of St Thomas, St Annes on Sea

Notes to the Financial Statements (continued)

for the year ended 31 December 2016

5 Debtors	2016 £	2015 £
5 DEBLOIS	2016 £	2015 £
Gift Aid recoverable estimate Other debtors	10,260 921	10,520 703
	11,181	11,223
6 Creditors: Amounts falling due within one year	2016	2015
	£	£
Independent examiner's fee	930	900
Unpaid parish share and assigned fees	43,421	36,085
Accruals of other costs	3,926	3,642
	48,277	40,627

7 Fund Details

The restricted funds comprise the investments in their entirety which were at £13,371 (2015: £8,765) at the reporting date.

8 Fixed Assets for use by the PCC

	2016 £	2015 £
Freehold land and buildings	534,134	534,134
	534,134	534,134
9 Investments		
	2016	2015
	£	£
Market value brought forward	8,765	12,490
Increase/(decrease) in market value	4,606	(3,725)
Market value carried forward	13,371	8,765

21/04/2017

<u>Parish of St Thomas</u> <u>Analysis</u> 31st December 2016

Cash at bank and in hand	2016	<u>2015</u>
Main Acc tracker Gen Acc 100 Club Wednesday Club - bank Wednesday Club - cash Mens Assoc - bank Mens Assoc - cash Cash	17174.49 11896.1 3506.91 2842.21 258.09 72 327.5 45.5 750.07	22963.36 12766.78 1259.14 2712.65 158.09 48.06 327.5 45.5 8.11
	36872.87	40289.19
Funds held by Diocese	<u>2016</u>	<u>2015</u>
"714D" "998D"	3159.09 26225.9	3159.09 26107.15 29266.24
Crente	29384.99 2016	29200.24
<u>Grants</u> Barchester Fund Sundry Donations Wednesday Club donations Men's Association Donation	1,122.00 30.00	2,321.00 75.00 80.00 2476
Branches (clubs and associations)	<u>2016</u>	<u>2015</u>
Wednesday Club 100 Club Men's Association	148.00 1,988 2136	132.00 2,540.00 <u>10</u> 2682
Church running expenses	2016	2015
Npower Fylde BC Total GP Talk Talk BT	9703.89 402.56	762 10312 320.87
United Utilities Annual Waste Bill Ecclesiastical - insurance Internment fees Flowers	1058.88 129.48 5025.08	1399.25 123.34 5075.62 378.25
Sexton Duties Misc CCLI Ltd (copyright, music, PRS & PP	L lic 318.92	316.6
	16638.81	18687.93

Church Maintenance	<u>2016</u>	<u>2015</u>
roof repairs	2780	-408.07
installation of wall heaters Plumbers, electricians etc Fire Safety	2208.43	1064.96 184.08
Fire Exit Door & Window	1440	
Dyson repairs, replacement	184.99	
Skip Hire	140	
Windows	1700	
Guttering	225	
Miscellaneous	137.67	
Sink Replacement		1360
Fire Alarm System		204
Toilet Repairs		367.52
disabled access ramp		260
PAT Test		302.4
New Boliers		9765
wood for hall floor		4361.14
materials for floor	159.36	849.74
Hall Radiators	100.00	537.4
New Poster Board		540
external notice board		396
New Freezer		189.99
new audio mike		739
installing "york" wilton broadloom car	pet	5265
New screen		8100
	8975.45	34078.16
Vicarage H&L	<u>2016</u>	2015
Fylde BC 07/09/14-31/03/15		1,464.06
Fylde BC	2,709.41	1,978.02
	2709.41	3442.08
Professional Fees	<u>2016</u>	<u>2015</u>
	6.1.2	
Cowan & Co - roof repair fund	240	
Fire training & assessment	509.08	North Research 1
Organ tuner	1130.4	727.2
Website Hosting	269.75	65
Fire Risk Advisory Service Payroll	270	225
Quinquinnial inspection		1170
	2419.23	2187.2

Sundry Donations	<u>2016</u>	<u>2015</u>
Other from cash sheets	837.21	130.00
Crib Town Council re Kitchen	860.00	1,000.00
EasyFundraising Organ fund donation	60	45.11
organ fund contation	1757.21	1175.11
Non-recurring Grants		
grant for work on kitchen by Fylde BC	500.00	
	500	0
Church Hall lettings etc	2016	<u>2015</u>
Home Start	5,092.91	3,460.78
Lanc CC Hall rental concert Parish Centre Hire for Cash Sheet	350.00 8,761.00	0 540 50
Clubbercise	800.00	6,512.50 180.00
Slimming World	1,615.00	130.00
Fylde Conservative Club Via Partnership		20.00
via Partiership		110.00
	16618.91	10413.28
Branches (clubs & Associations)	2016	2015
Mothers Union	N/a	N/a
Wednesday Club	272.00	225.00
100 Club Mens Association	3,318.00	3,369.44 18.00
		10.00
	3590	3612.44
Fetes, bazaars & other fund raising	<u>2016</u>	2015
Income from Trading - other	125.63	159.00
Acts Generating Funds - Coffee	678.72	641.16
Acts Generating Funds - Photocopier Acts Generating Funds - Other	51.05	122.18 9,038.42
Sales of pews, lead etc (5000)		9,030.42
Deposits		625.32
Panto profit Ceidlh social profit	353.00 169.26	
table top sale	197.70	
Craft Fair	117.12	
New 2 You (1)	1,212.00	
Beetle Drive Summer Fair	334.00 591.00	
New 2 You (2)	1,041.00	
Coach Trip	41.00	
Quiz Obsistance Fair	252.00	
Christmas Fair Craft Fair	856.00 112.00	
Swing Band Concert	385.00	
	6,516.48	10586.08
Fees (receipts)	<u>2016</u>	2015
Fees Vicar (404a)		
PCC Fee (404)	4,850.46	178.00 4,458.00
Baptism Certificates	20.00	1,100.00
Reading of Banns Repayment of Clergy Expenses (2016)		151.00
	4070 10	-
	4870.46	4787