

# The Parish of Ponteland

St Mary the Virgin, Ponteland - Holy Saviour, Milbourne



## Sunday 23 April 2017

10 am, Choral Communion, followed by the  
Annual Parochial Church Meeting  
Coffee will be served in your seats

### **The Vestry Meeting**

Minutes of the meeting held on 24 April 2016  
Election of Churchwardens

### **The Annual Parochial Church Meeting**

Apologies for absence  
Minutes of the meeting held on 24 April 2016  
Matters arising  
Electoral Roll report  
Annual Report  
Financial Report  
Reports of the different groups in the church  
Chairman's report  
Election of PCC members (four vacancies)  
Election of Deanery Synod members (four vacancies)  
Election of sidespeople  
Appointment of the Independent Examiner of Accounts  
Parishioners' comments  
AOB if previously notified to the Chairman  
Closing prayer

**Parish of Ponteland  
Annual Parochial Church Meeting  
23th April 2017, 11am St Mary's Church**

**MINUTES OF THE VESTRY MEETING 24 April 2016**

24th April 2016, 11am St Mary's Church MINUTES OF THE VESTRY MEETING 1. Minutes of the meeting held on 26 th April 2015: were approved nem con and duly signed by the Chairman. 2. Election of Churchwardens: Re-election of Elaine Nylander (proposed by Susan Armstrong and seconded by Lewis Hanna). John Doherty has reached the end of his third year and will stand down on May 19th at the anniversary of his appointment. Officially we need two church wardens, therefore we need one more church warden. We need another person to stand for the post, please talk to Elaine or Peter if you can do this. John Doherty will remain as a deputy church warden, joining the band of several former church wardens (to all of whom, our thanks). 3. Peter Barham extended his thanks to both John and Elaine for their work over the last year and to both Rosy Doherty and David Nylander for supporting John and Elaine in their roles as churchwardens for the last year. Signed.....  
Date..... Chairman

This meeting in the church was attended by 73 parishioners. 1.0 Apologies for Absence were received from: Jacqui Buffham, Peter and Eleanor Kenyon, Maureen Hodson, Beryl Morrison, David and Carole Butler, Ted and Lynne Henderson and Ted Willsher. 2.0 Minutes of the meeting held on 26 th April 2015: were approved nem con and duly signed by the Chairman. 3.0 Matters Arising: None. 4.0 Electoral Roll Officer's Report: Alan Barron reported that this year we have 260 parishioners registered on our electoral role. 5.0 Annual Report on the Proceedings of the Council: The report for 2015, which had been approved by the PCC, was reviewed at the AGM and formally adopted by the meeting. 6.0 Financial Report and Annual Accounts: Clive Ringrose (Accountant) presented a financial commentary and the accounts for 2015, consolidated for St Mary's and Holy Saviour, Milbourne, together with a summary sheet of key figures. His report is reproduced verbatim: Introduction I will refer to summary accounts in the Agenda Booklet, and will concentrate on the differences between 2015 and 2014. The main headlines in 2015 are that we have been able to fund a number of projects, each costing several thousand pounds; increase our Parish Share contribution; and make a small increase to our reserves. We have been able to do this because our income increased, and by using our Restricted Funds, some of which has been sitting doing nothing for many years. Details First there is an error in the summary accounts, and there should be an erratum slip in your copy. On page 8 under the Balance sheet these should read; Unrestricted Funds 466,575 466,946 Restricted Funds 28,071 33,082 The Unrestricted Funds are unchanged from 2014 but the Restricted Funds have dropped by £5,000. This year PCC looked at Restricted Funds and removed any inconsistencies in past records. Some funds were only implied in the accounts, but a decision was made that all Restricted Funds would be explicitly identified in the accounts. The PCC agreed a purpose for the funds and will use the funds appropriately instead of them being unused, and being considered a contingency reserve. The PCC is able to take this course of action because it now has a Reserves' Policy that identifies the reserves that should be kept for contingencies. A list of the funds can be found on page 11 of the summary and pages 8 and 9 of the main accounts. Incoming Resources The bottom line of page 9 shows that the total income of the PCC was £227,349. Looking at the Unrestricted column you will see that Planned Giving was up by nearly 20% to £96,126. This is the result of

## 7.0 Reserves

Since 2013 the PCC has had a Reserves' Policy based on Church of England guidance notes.

In June 2016 the PCC agreed a reserves figure of £54,200. As well as including funds for General Reserves, this figure also included designated reserves of £3,000 for 2 Grange Road and £4,000 for St Mary's heating. In November the PCC decided that the deficit for the year should be funded by taking money from the reserves and reducing the amount paid in Parish Share. At the end of 2016 the unrestricted current assets of the PCC (i.e. excluding fixed assets) was £39,635.

## Risk Management

The PCC is under an obligation to consider major risks to which St Mary's may be exposed and systems are in place to minimize such risks. Our Child Protection Policy is in line with the current procedures set out by the Diocese. The insurance policy for the church provides cover for the buildings, contents and third party claims. Our Health and Safety Officer is Mr Alan Mundy

## Legal and Administration Information

Parochial Name            Parish Church of St Mary the Virgin  
                                 North Road  
                                 Ponteland  
                                 NE20 9NU                    Tel 01661 824470

Bankers:                Santander and Lloyds Bank PLC, Ponteland Branch  
Auditor:                Stephenson Coates  
Architect:              Darbyshire Architects – Peter Brown

David Butler and Elaine Nylander (Churchwardens)  
Date 23 April 2017

the successful stewardship campaign that was held last April. This increase is only for a part year and in 2016 we should see the full impact of the campaign. A consequence of this increase is that tax recovered was up to nearly £30,000. Other items of income were very similar to 2014. Looking at the Restricted column it can be seen that we received £11,059 from collections at wedding and funerals that is passed onto charities. In 2015 we received grants totalling £4,197. This is mainly from a government charity to cover our VAT costs on certain projects. The appeals figure of £15,718 covers the boiler £6k, CMS £3k, and several donations of around £1k. The £11,404 in fees covers items at weddings and funerals such as the organist, bells, visiting clergy. It does not cover fees to the Diocese which are another £10,000. Expenditure Where the money was spent is shown on page 10. With the exception of Parish Share, which was increased by £20,000 to £121,634, all unrestricted items are similar to previous years. Hall expenditure was up by £2k. The PCC agreed that money should be invested on improving the hall's facilities. In the Restricted column it can be seen that £14,642 went to charities. This 3 includes money from weddings and funerals as well as other items such as money donated to CMS. A detailed list of where the money went is in the full accounts. In 2015 money for Mandritsara went directly to that charity and so does not appear in the accounts. The biggest item in 2015 was the cost of a new boiler at St Mary's, but significant amount was spent on the repointing of St Mary's and Holy Saviour. Restricted Funds Page 11 shows the status of the PCC's restricted funds. The main expenditure was from Refurbishment Fund, which went on the Boiler, but also St Mary's & Holy Saviour Fabric Funds were used for repointing the churches. Summary We have used our increased income Unrestricted income and our Restricted Funds to increase our Parish Share and carry out important work on the churches without diminishing the contingency reserves. The turnover of the PCC is nearly £¼ million; it issues over 300 cheques; it receives over £17,000 in white envelopes which is around 2,000 envelopes. A number of people are involved to make it run smoothly but I would like to propose thanks to: Maureen who handles invoices, and paperwork at weddings and funerals; Sue who looks after the money and writes the cheques and chases up Santander; and Alan who records all the white envelopes and handled the changes after the stewardship campaign. I would also like to acknowledge the help that I received from Mark and John at Stephenson & Coates in drawing up these accounts. The 2015 accounts were approved nem con by the AGM. Clive Ringrose (Accountant), Sue Tune (Treasurer), Alan Barron (Planned Giving Officer) and Maureen Hodson (Church Administrator) were thanked for their tremendous efforts and hard work throughout the year. 7.0 Reports from Working Groups: Copies of each of the working group reports were printed in booklets distributed in church and published on the website. Revd. Peter Barham expressed appreciation for all that is done in the groups and for all those involved in the running of the groups. Jean Fellows-Prynn thanked Julie and Peter and their children for their contribution to the musical life of the church. 8.0 Chairman's report: Revd Peter Barham gave his report, saying that he and Julie had enjoyed living and working within the parish during the last 8 years, despite all the hard times, and will miss the parish and people. He gave thanks to everyone for all the support and love they have received over their time here. He explained that, after his departure, the PCC will need to elect two Parish Representatives from the PCC to create a parish profile to be used by the Diocese and Merton College to advertise and attract clergy to be the next incumbent for the parish. 9.0 Election of PCC members: 3 members have completed their term; Susan Armstrong, Ann Armstrong and Alan Mundy. Peter thanked them all on everyone's behalf. Three nominations were received (for the 3 vacancies): John Doherty (proposed by Elaine Nylander, seconded by Mary Bailey),

Rosy Doherty (proposed by Rosemary Rhodes seconded by Janet Cooper) and Mac Squires (proposed by Susan Armstrong and seconded by Lewis Hanna). There being no other nominations, they were all duly elected. 4 10.0 Appointment of Sidespeople: These are as per the updated appended list, which will be added to the website, and were approved nem con by the meeting. 11.0 Appointment of Independent Examiner of Accounts: It was proposed that Stephenson Coates be re-appointed as Independent Examiner: Approved nem con. A letter of appreciation to be written to thank them for their work. 12.0 Consultation on changing the time of the 10am service to 9:30am: Peter had floated the idea of moving the 10 am service back to 9.30 am as this would assist with getting to Milbourne in time for the 11.15am service and also with the fact that we will have reduced numbers of clergy, especially during the vacancy. Comments and questions received from the congregation as follows:- ☐ It was originally moved to a later time to encourage teenagers to attend church, this didn't happen. ☐ Some people including families may not be able to attend the earlier 9:30 start. ☐ Should we wait till a new incumbent arrives to decide a new time or should we decide before then to allow us to get used to a new start time? ☐ How do we cater for children who have sporting activities in the morning? Peter commented that was why we had done Penguins at 4 pm for a couple of years. ☐ Could the Holy Saviour service be moved to 11:30? The PCC will discuss this at the May meeting, and make a decision. 13.0 Parishioners' comments: a) Ken Peet expressed his concerns about only have one nomination for church warden and suggested that the PCC sets up a working group to deal with the church warden's duties to reduce the workload of the CW. b) Christine expressed her thanks to Peter and Julie, Ken, Alder and John for their work in the parish. Moving into a term of vacancy is a challenging time. In the previous term of vacancy we had a curate, Ken, Dave and Alder, Barbara and Christine, this time we have no curate or readers and Ken/Alder have retired. Christine requested that we all consider what we can do for the church to help during this challenging time. The meeting also thanked Christine for her work. c) Rundle Fellows-Prynnne requested that the congregation continues its support during this period – people need to attend services. d) David Butler had requested that we raise the need for a PCC nominated governor on the governing body of Richard Coates' school (as mentioned in Grapevine this month). Despite several requests for someone to step forward, we have had one vacancy for a Foundation Governor for a while. There will be another vacancy when Peter leaves. Ruth Morris was reelected at the last PCC, but has stepped back from her Coates role to avoid a conflict of interests while discussion continues about the future of the schools. At this time of huge change in our schooling, we should have a full complement of church governors on the Governing Body of our Church School. Is there anyone present who would be willing to take on this role, or who knows someone who would be willing to be nominated? e) Bill Morrison commented on the excellent quality of the printed material for this meeting. Maureen was thanked for all her hard work in getting it produced, and Peter noted with pleasure that everyone who had been asked for a report had written one. 5 14.0 AOB: 15.0 Closing prayers: The meeting closed with prayers and the grace at 12:10 am.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Chairman

organising cover for all the services so that the regular pattern could be maintained. Our thanks go to her for the extra time and effort that this task has entailed.

Ecumenical links with the other churches in Ponteland have, via the Churches Together in Ponteland forum, continued throughout the year with joint services at Easter, Christmas and during Christian Unity week. Lent Groups, Party in the Park and Bible Society and Christian Aid activities were other shared events. Carol singing took place at different points in the Parish during December, and the Raising of the Cross on Coates Green on Good Friday was again a successful witness.

Our links with Mission Partners, Vicky Hopley in Madagascar and Eric and Sandra Read in the Philippines, remain strong, with regular newsletters keeping us in touch. We had the pleasure of catching up with Vicky this year when she returned home for a few months; she spoke at the September All Age Worship and we also enjoyed a supporters meal at The Highlander.

The community continues to use the church for major family events. During the year, we celebrated 36 baptisms (the same number as in 2015), 18 weddings (down from 28 in 2015) and 14 funerals (+18 at the West Road crematorium) – a reduction from 68 in 2015.

A major community event in 2016 included the special celebration for the 90<sup>th</sup> birthday of Her Majesty, when Civic leaders, representatives of many village organisations, the Rainbows, Boy's Brigade, Air and Army cadets, and members of the other Ponteland churches all came together as one to wish the Queen a happy birthday. We enjoyed cake in the church hall after the service.

St. Mary's also hosted Richard Coates School on two occasions during the first week of Lent, and also for their Archbishop Youth Trust awards service in June, when we welcomed Bishop Christine to our church for the first time. They visited us twice more in the run-up to Christmas, helping to cement the already strong links between the school and the church. Ponteland Community High School and Ponteland First School also came into church for their Christmas services this year – it was great to have connections with other schools within the Ponteland pyramid.

The Ponteland Community Wind Band held two concerts in church during the year, and entertained us with a wide range of music, from marches to musicals.

Our Harvest Festival was extra special this year for the fact that Bishop Christine came to preach and celebrate with us.

We have continued our programme for families with the monthly All Age Worship services, with topics ranging from 'Tweeting for Jesus', Kings and Shepherds. The All Age Palm Sunday service reminded us that Jesus is Lord, King and Saviour. Stephen Ramshaw from the Church Army led our worship in April, bringing with him some new songs to learn.

Restricted Income was unchanged. Although collections for charities were down donations for specific work of the PCC was up on 2015, which itself was an unusual year due to the appeal for the new boiler in St Mary's. In 2016 the PCC received a donation of £5,000 for Youth Work in the Parish, and nearly £9,000 has been donated for installing 2 new bells in St Mary's.

The Unrestricted Expenditure in 2016 was £182,716. This was an increase on 2015 of £7,778, which was itself an increase of £23,078 on 2014.

The main area of increased expenditure was the church hall. The PCC agreed that money should be invested in improving the facilities of the hall. Early in 2016 the hall floor was sanded and polished and repairs made to the heating system. The PCC had also agreed that in 2017 the gas boiler would be replaced. However in December 2016 the company servicing the boiler condemned it, as it had a serious water leak. A new boiler was fitted costing £6,000.

The largest item was Parish Share. Due to high levels of expenditure, both planned and unplanned, the PCC was not able to increase the Parish Share contribution. The PCC decided that the deficit should be met by taking money from the reserves and by reducing the Parish Share contribution. In 2016 the PCC paid £117,824. This was a reduction of £4,000 on 2015 and was £15,000 less than requested.

The maintenance of the churches, excluding exceptional items, showed no increase on 2015. Greater use was made of the PCC's Restricted Funds to pay for exceptional items such as replacing the louvres in the St Mary's tower. This policy will continue in 2017.

#### B) The Year itself:

The most notable/important event during the year was the departure of Revd Peter Barham and Julie after 8 years of important ministry with us, to take charge of two parishes to the north of Derby. St. Matthew's, Darley Abbey and St. Edmund's, Allestree have gained a hard-working and enthusiastic vicar. During his time with us, Peter made excellent contacts within the village, especially with his monthly railway films and special services for the community. The musical tradition of the church was much enhanced during his tenure; his support for the choir especially was unstinting. We sincerely thank him for his time with us, and pray that his future ministry will bless him, his family and his parishioners. His ministry among us was celebrated in a variety of ways – a meal at The Highlander with Holy Saviour and Milbourne Methodist folk, a quarter peal rung by our bell ringers, special farewell services with Coates and Ponteland First schools, and a final service in St. Mary's followed by brunch.

We have again been ably served by Revd Christine Brown and our team of readers and retired clergy during the year. Christine has worked tirelessly during the interregnum in

## 1.0 Introduction

St Mary's Parochial Church Council has the responsibility together with the incumbent for the running of the parish church and serving the population of Ponteland (some 14000 souls); developing the whole mission of the church on matters pastoral, evangelical, social and ecumenical. It is also responsible for the fabric of the ancient church in Ponteland, Holy Saviour Milbourne, 2 Grange Road and the Church Hall.

## 2.0 Mission Statement

**"We are a parish proclaiming the good news of the risen Christ, and supplying the spiritual, moral and social needs of all who seek assistance, particularly those living in the parish of Ponteland."**

## 3.0 The Parochial Church Council

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

During the year the following served as members of the PCC:-

|                 |  |
|-----------------|--|
| The Incumbent   | Rev. Peter Barham (until June). Now in vacancy         |
| Honorary Curate | Revd Christine Brown                                   |
| Churchwardens   | Mrs Elaine Nylander                                    |
|                 | Mr John Doherty until April, Mr David Butler from June |
| Deputy Warden   | Mr John Doherty from April                             |
| Reader Emeritus | Mr Ken Peet  |

Representatives of Deanery Synod (ex officio): elected 2014 Mr Pat Cooper, Mrs Susan Armstrong, Dr Janet Welsh, Dr Tina Kelly

### Elected Members:

|              |   |
|--------------|---|
| Elected 2014 | Mrs Jaqui Buffham, Dr Lewis Hanna                           |
| Elected 2015 | Mrs Sue Tune (Treasurer), Mr David Butler, Mr Ted Henderson |
| Elected 2016 | Mr John Doherty, Mrs Rosy Doherty, Mr Mac Squires           |

Co-opted as Accountant: Mr Clive Ringrose

Co-opted as Secretary: Dr Tina Kelly

Invited to attend all meetings as Electoral Roll Officer: Mr Alan Barron  
Holy Saviour Milbourne

|                    |                        |
|--------------------|------------------------|
| Deputy Wardens     | Mr Brian Henderson     |
|                    | Mrs Gwenneth Nicholson |
| PCC Representative | Mr Duncan Wheeler      |

The total membership of the PCC is 20, which includes Deanery Synod reps, Holy Saviour reps, Readers and Clergy. The PCC met 9 times during 2016 with an average attendance of 14. The PCC is registered with the Charity Commission, (Registered No. 1134771), and the members of the PCC act as Trustees to the Charity.

#### 4.0 Committees and Working Groups.

The PCC operates through the Standing Committee and a number of subgroups which have specific roles as designated by the PCC.

Standing Committee – this is the only committee required by law. It has power to transact the business of the PCC between meetings subject to any directions given by the Council. The committee comprises of: the Incumbent, the Church Wardens, the PCC secretary, the Treasurer and the Accountant.

Sub groups before the Interregnum:

Management led by Mr John Doherty  
Responsible Caring Group led by Rev Christine Brown  
The Social Committee led by Mrs Susan Armstrong  
Milbourne led by Mr Duncan Wheeler

Sub groups post Interregnum:

Financial and Charitable Giving - coordinated by Mr Clive Ringrose  
Social - coordinated by Mrs Susan Armstrong  
Safeguarding - coordinated by Mrs Rosemary Rhodes  
Property/Maintenance - coordinated by Mr John Doherty  
Milbourne - coordinated by Mr Duncan Wheeler  
Music - coordinated by Mrs Jean Fellowes-Pryne  
Hall Management - coordinated by Mr Ted Henderson

#### 5.0 Church Attendance

A total of 260 parishioners were registered at April 2016 (currently **258** – April 2017).

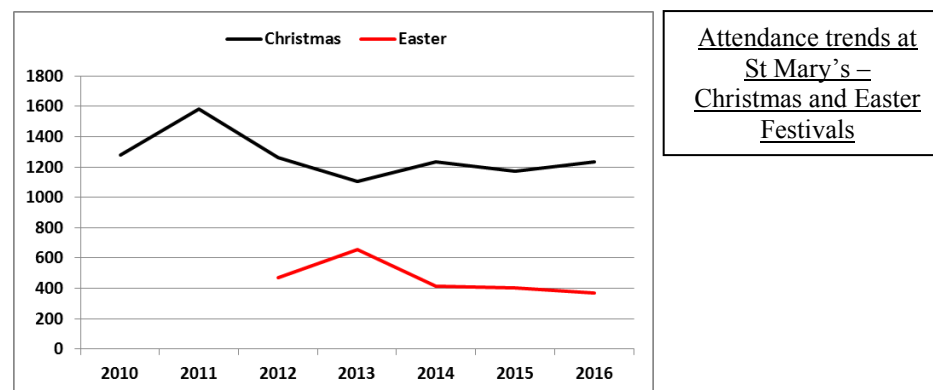
Patterns of attendance remained fairly constant throughout the year. At St. Mary's, the average attendance at the 10am was 82, (not including baptisms), with an

average of 27 at the 8am service of said Communion. The 10 am Wednesday Communion service maintains a strong nucleus of worshippers with an average of 32 communicants.

We also welcomed large numbers of people at the monthly baptism services, with an average attendance of 178 and two to three baptisms per service.

The 11.15am Services at Holy Saviour maintains a strong nucleus of regular worshippers.

Services at the major festivals were well supported at both churches. The 2016 Christmas Eve and Christmas Day services in St Mary's saw 1235 people in Church. In 2016 attendances over the four days of the Easter festival totalled 368.



#### 6.0 Review of the year

Finance: a) Finance

In 2016 unrestricted income was down by 3.5% to £173,365 and unrestricted expenditure was up by 4.4% to £182,716. This deficit was met by taking money from the PCC's reserves. In addition due to expenditure being greater than income the PCC was unable to pay its Parish Share in full.

Voluntary income is the largest source of income to the PCC and this was down by just under £5,000 or 3.3%. Planned Giving was £15,000 more than in 2014, but had dropped back from the amount received in 2015 when the stewardship campaign was held.

Income from reclaiming Gift Aid amounted to over 17% of the PCC's income and continues to be a major source of income for the PCC.

Income from letting the hall was down slightly but is expected to rise in 2017 following the work on the hall. Fees from weddings and funerals were down 7%, but higher than in 2014.

**PAROCHIAL  
CHURCH COUNCIL  
OF  
ST. MARY THE VIRGIN,  
PONTELAND**

**(Incorporating Holy Saviour Church, Milbourne)**

**A Registered Charity: England and Wales No. 1134771**

**2016  
FINANCIAL STATEMENTS**

**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND  
(Incorporating Holy Saviour Church, Milbourne)**

**Independent Examiners' Report to the P.C.C. of St. Mary the Virgin, Ponteland**

This report on the financial statements of the P.C.C. for the year ended 31<sup>st</sup> December 2016, which are set out on pages 3 to 10 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

**Respective Responsibilities of the P.C.C. and the Examiner**

As members of the P.C.C. you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and section 144 of the Act do not apply and that an independent examination is needed. It is our responsibility to examine the financial statements under section 145 of the Act, to follow the directions laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act) and to state whether particular matters have come to our attention.

**Basis of this Report**

Our examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the P.C.C. and a comparison of the financial statements with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the financial statements.

**Independent Examiners' Statement**

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements
  - (a) to keep accounting records in accordance with section 130 of the Act; and
  - (b) to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met, or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**Principal: John Oswald**  
**Stephenson Coates Limited**  
Chartered Accountants  
West 2, Asama Court  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7YD

**15<sup>th</sup> March 2017**



**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND**  
**(Incorporating Holy Saviour Church, Milbourne)**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ended 31 December 2016**

|   | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | TOTAL FUNDS    |                |
|---|------|----------------------------|--------------------------|----------------|----------------|
|   |      |                            |                          | 2016<br>£      | 2015           |
| <b>INCOME</b>                                       |      |                            |                          |                |                |
| <i>Voluntary Income</i>                             | 2(a) | 142,674                    | 30,020                   | 172,693        | 178,509        |
| <i>Activities for generating funds</i>              | 2(b) | -                          | 3,690                    | 3,690          | 446            |
| <i>Income from Investments</i>                      | 2(c) | 7,408                      | 150                      | 7,559          | 7,549          |
| <i>Income from church activities</i>                | 2(d) | 23,283                     | 14,095                   | 37,378         | 40,844         |
| <b>TOTAL INCOME</b>                                 |      | <b>173,365</b>             | <b>47,955</b>            | <b>221,320</b> | <b>227,349</b> |
| <b>EXPENDITURE</b>                                  |      |                            |                          |                |                |
| <i>Church activities</i>                            | 3(a) | 172,565                    | 33,678                   | 206,243        | 224,221        |
| <i>Stewardship costs</i>                            | 3(b) | -                          | -                        | -              | 425            |
| <i>Church Administration</i>                        | 3(c) | 9,732                      | -                        | 9,732          | 7,743          |
| <i>Property Costs</i>                               | 3(d) | 419                        | -                        | 419            | 343            |
| <b>TOTAL EXPENDITURE</b>                            |      | <b>182,716</b>             | <b>33,678</b>            | <b>216,394</b> | <b>232,732</b> |
| <b>NET INCOME BEFORE TRANSFERS</b>                  |      | <b>(9,352)</b>             | <b>14,277</b>            | <b>4,926</b>   | <b>(5,382)</b> |
| <b>GROSS TRANSFERS BETWEEN FUNDS</b>                |      | 2,411                      | (2,411)                  | -              | -              |
| <b>NET MOVEMENT OF FUNDS</b>                        |      | <b>(6,941)</b>             | <b>11,866</b>            | <b>4,926</b>   | <b>(5,382)</b> |
| <b>BALANCES BROUGHT FORWARD AT 1 JANUARY 2016</b>   |      | 466,575                    | 28,071                   | 494,646        | 500,027        |
| <b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2016</b> |      | 459,634                    | 39,937                   | 499,572        | 494,645        |

**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND**  
**(Incorporating Holy Saviour Church, Milbourne)**

**BALANCE SHEET AT 31 DECEMBER**  
**2016**

|   |             | <b>2016</b>    | <b>2015</b>    |
|---|-------------|----------------|----------------|
|   | <b>Note</b> | <b>£</b>       |                |
| <b>FIXED ASSETS</b>                                     |             |                |                |
| Tangible Fixed assets                                   | 4           | 419,999        | 419,999        |
| <b>CURRENT ASSETS</b>                                   |             |                |                |
| Income tax recoverable                                  |             | 14,311         | 14,928         |
| Other debts   |             | 2,283          | 2,100          |
| Short Term deposits                                     |             | 61,088         | 43,188         |
| Cash at bank  |             | 10,695         | 19,089         |
|   |             | <u>88,377</u>  | <u>79,304</u>  |
| <b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b> |             |                |                |
| Creditors for goods and services                        |             | <u>(8,804)</u> | <u>(4,658)</u> |
| <b>NET CURRENT ASSETS</b>                               |             | <u>79,573</u>  | <u>74,646</u>  |
| <b>NET ASSETS</b>                                       |             | <u>499,572</u> | <u>494,645</u> |
| <b>PARISH FUNDS</b>                                     |             |                |                |
| Unrestricted  | 5           | 459,634        | 466,576        |
| Restricted  | 6           | 39,937         | 28,071         |
|   |             | <u>499,572</u> | <u>494,646</u> |

The accounts were approved by the Parochial Church Council on the 15<sup>th</sup> March 2017, and signed on its behalf by:

DAVID BUTLER (Chairman)

SUE TUNE (Treasurer)

CLIVE RINGROSE (Accountant)

# **PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND (Incorporating Holy Saviour Church, Milbourne)**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2016**

### **1. ACCOUNTING POLICIES**

#### **ACCOUNTING CONVENTIONS**

The PCC is a public benefit entity within the meaning of FRS102. 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, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention.

#### **FUNDS**

Unrestricted funds represent the funds of the P.C.C. that are not subject to any restrictions regarding their use and are available for application on the general purposes of the P.C.C. Restricted funds are subject to specific trusts as to how they may be used, which may be declared by the donor, but still within the objects of the Church.

#### **INCOME**

Planned giving, collections and donations are recognised when received. 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. 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 P.C.C. 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.

#### **FIXED ASSETS**

##### **Consecrated property and church furnishings**

Consecrated and beneficed property is not included in the financial statements in accordance with the Charities Act 2011.

Movable Church furnishings held by the Vicar and Churchwardens on special trust for the P.C.C. and which require a faculty for disposal are inalienable property. They have been included in the financial statements based on valuations made in the year ended 31 December 2000. As no significant items have been acquired over the past four years, the valuation has been fully depreciated.

All expenditure incurred in the year on consecrated or beneficed buildings and individual items under £3,000 is written off when the asset is acquired.

##### **Freehold land and buildings**

Freehold land and buildings have been included in the financial statements based on valuations made in the year ended 31 December 2000. It is not anticipated that any diminution in value will occur in the foreseeable future, therefore no provision for depreciation has been made.

##### **Church Hall fixtures and office equipment**

Fixtures and equipment have been included in the financial statements based on valuations made in the year ended 31 December 2000. Depreciation is charged on a straight line basis over four years. As no significant items have been acquired over the past four years, the valuation has been fully depreciated. Expenditure on individual items with a purchase price of £3,000 or less is written off when the asset is acquired.

#### **CURRENT ASSETS**

Amounts owing to the P.C.C. as at 31 December in respect of rent and other income are shown as debtors. Short term deposits include cash held on deposit with the CBF Church of England Funds.

**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND**  
**(Incorporating Holy Saviour Church, Milbourne)**

**NOTES TO THE FINANCIAL STATEMENTS *(continued)***  
**for the year ended 31 December 2016**

**2 INCOME**

|   | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>TOTAL FUNDS</b> |                |
|---|-------------------------------|-----------------------------|--------------------|----------------|
|   |                               |                             | <b>2016</b>        | <b>2015</b>    |
| <i>a) Voluntary Income</i>                |                               |                             |                    |                |
| Planned Giving                            |                               |                             |                    |                |
| Gift Aid Donations                        | 93,744                        | -                           | 93,744             | 96,126         |
| Tax Recoverable                           | 30,611                        | -                           | 30,611             | 29,967         |
| Other                                     | 3,634                         | -                           | 3,634              | 4,117          |
| Collections (open Plate)                  | 13,683                        | 7,895                       | 21,578             | 26,314         |
| Grants                                    | -                             | 350                         | 350                | 4,197          |
| Donations, Appeals , etc.                 | 1,001                         | 21,775                      | 22,776             | 17,788         |
| Legacies                                  | -                             | -                           | -                  | -              |
| <b>Sub Total</b>                          | <b>142,674</b>                | <b>30,020</b>               | <b>172,693</b>     | <b>178,509</b> |
| <i>b) Activities for generating funds</i> |                               |                             |                    |                |
| Fundraising                               | -                             | 3,690                       | 3,690              | 446            |
| <b>Sub Total</b>                          | <b>-</b>                      | <b>3,690</b>                | <b>3,690</b>       | <b>446</b>     |
| <i>c) Income from investments</i>         |                               |                             |                    |                |
| Bank & CBF Deposit Interest               | 78                            | 150                         | 229                | 279            |
| Rent - Church Hall Car Park               | 700                           | -                           | 700                | 700            |
| 2 Grange Road                             | 6,630                         | -                           | 6,630              | 6,570          |
| <b>Sub Total</b>                          | <b>7,408</b>                  | <b>150</b>                  | <b>7,559</b>       | <b>7,549</b>   |
| <i>d) Income from church activities</i>   |                               |                             |                    |                |
| Magazines                                 | 2,703                         | -                           | 2,703              | 2,909          |
| Church Hall Lettings                      | 10,704                        | -                           | 10,704             | 11,253         |
| Fees for Weddings & Funerals              | 9,389                         | 10,092                      | 19,481             | 21,520         |
| Insurance Claims                          | -                             | -                           | -                  | 2,582          |
| Sequestration                             | -                             | 2,546                       | 2,546              | -              |
| Other including sale of books             | 487                           | 1,457                       | 1,944              | 2,581          |
| <b>Sub Total</b>                          | <b>23,283</b>                 | <b>14,095</b>               | <b>37,378</b>      | <b>40,844</b>  |
| <b>TOTAL INCOME</b>                       | <b>173,365</b>                | <b>47,955</b>               | <b>221,320</b>     | <b>227,349</b> |

**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND  
(Incorporating Holy Saviour Church, Milbourne)**

**NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
for the year ended 31 December 2016**

**3 EXPENDITURE**

|  | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>TOTAL FUNDS</b> |                |
|--|-------------------------------|-----------------------------|--------------------|----------------|
|  |                               |                             | <b>2016</b>        | <b>2015</b>    |
| <i>a) Church Activities</i>              |                               |                             |                    |                |
| Missionary & Charity Giving              |                               |                             |                    |                |
| Overseas: CMS                            | 318                           | 2,683                       | 3,001              | 3,137          |
| Mandritsara                              | 787                           | 549                         | 1,336              | -              |
| Home Missions                            | 1,356                         | 8,354                       | 9,710              | 12,795         |
|  | 2,461                         | 11,586                      | 14,047             | 15,932         |
| Diocesan Parish Share                    | 117,824                       | -                           | 117,824            | 121,634        |
| Costs relating to clergy                 | 1,706                         | -                           | 1,706              | 3,974          |
| Other Ministry Costs                     | 6,737                         | 9,466                       | 16,203             | 18,745         |
| Sequestration                            | -                             | 2,546                       | 2,546              | -              |
| St Mary's running & maintenance          | -                             | 4,130                       | 4,130              | 23,023         |
| Holy Saviour running & maintenance       |                               | 988                         | 988                | 2,817          |
| Churches running & maintenance           | 14,583                        | 2,981                       | 17,563             | 14,662         |
| Parish Magazine                          | 3,240                         | -                           | 3,240              | 3,068          |
| Church Hall running & maintenance        | 24,388                        | 436                         | 24,825             | 13,301         |
| Restricted Donations                     | -                             | 1,546                       | 1,546              | 1,203          |
| Insurance Claims                         | -                             | -                           | -                  | 2,582          |
| Other                                    | 1,626                         | -                           | 1,626              | 3,278          |
| <b>Sub Total</b>                         | <b>172,565</b>                | <b>33,678</b>               | <b>206,243</b>     | <b>224,221</b> |
| <i>b) Generation of Voluntary Income</i> |                               |                             |                    |                |
| Stewardship Costs                        | -                             | -                           | -                  | 425            |
| <i>c) Church Administration</i>          |                               |                             |                    |                |
| Salaries, wages and honoraria            | 7,008                         | -                           | 7,008              | 6,136          |
| Office Expenses                          | 2,724                         | -                           | 2,724              | 1,608          |
| <b>Sub Total</b>                         | <b>9,732</b>                  | <b>-</b>                    | <b>9,732</b>       | <b>7,743</b>   |
| <i>d) Property Costs</i>                 |                               |                             |                    |                |
| 2 Grange Road                            | 419                           | -                           | 419                | 343            |
| <b>TOTAL EXPENDITURE</b>                 | <b>182,716</b>                | <b>33,678</b>               | <b>216,394</b>     | <b>232,732</b> |

Note

(1) Payments to PCC members

The Reverend P .Barham received expenses of £801. No other payments were paid to any other PCC members, persons closely connected to them or related parties.

**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND**  
**(Incorporating Holy Saviour Church, Milbourne)**

**NOTES TO THE FINANCIAL STATEMENTS *(continued)***  
**for the year ended 31 December 2016**

**4 FIXED ASSETS FOR USE BY THE P.C.C.**

|                             | <b>Freehold land<br/>and buildings</b> | <b>Church<br/>Furnishings</b> | <b>Fixtures<br/>and Office<br/>Equipment</b> | <b>Total</b>   |
|-----------------------------|--|-------------------------------|--|----------------|
|                             | <b>£</b>                               | <b>£</b>                      | <b>£</b>                                     | <b>£</b>       |
| Tangible (all unrestricted) |  |                               |  |                |
| GROSS BOOK VALUE at         |  |                               |  |                |
| 31 December 2015 and 2016   | 419,999                                | 97,600                        | 18,136                                       | 535,735        |
| DEPRECIATION at             |  |                               |  |                |
| 31 December 2015 and 2016   | <u>-</u>                               | <u>97,600</u>                 | <u>18,136</u>                                | <u>115,736</u> |
| NET BOOK VALUE at           |  |                               |  |                |
| 31 December 2015 and 2016   | <u>419,999</u>                         | <u>-</u>                      | <u>-</u>                                     | <u>419,999</u> |

The freehold land and buildings comprise the Church Hall and 2 Grange Road, Ponteland:

Church Hall £326,999

2 Grange Road £ 93,000

The gross book values are based on valuations made in the year ended 31 December 2000

**5 UNRESTRICTED FUNDS**

The unrestricted funds comprise of a General Reserve and a Designated Reserve.

In accordance with the PCC's Reserve Policy £3,000 has been held in a designated fund for possible repairs to St Mary's heating pipes. £1,000 has been added to the designated fund for work on 2 Grange Road. This fund now contains £3,000.

**6 RESTRICTED FUNDS**

The restricted funds comprise of St Mary's Refurbishment, St Mary's Boiler, New Bells, Choir & Music, St Mary's General, St Mary's Guide Books, St Mary's Churchyard, Youth Work, Holy Saviour General, Holy Saviour Fabric, Holy Saviour Toilet, Holy Saviour Churchyard, Hall Boiler.

| <b>Fund<br/>Movements</b> | <b>St Mary's<br/>Refurbish<br/>ment</b> | <b>St<br/>Mary's<br/>Boiler</b> | <b>New<br/>Bells</b> | <b>Choir &amp;<br/>Music</b> | <b>St<br/>Mary's<br/>General</b> | <b>St M's<br/>Guide<br/>Books</b> | <b>St M's<br/>Church<br/>yard</b> |
|---------------------------|---|---------------------------------|----------------------|------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| Balance at                |   |                                 |                      |                              |                                  |                                   |                                   |
| 1/1/2016                  | 9,254                                   | (30)                            | -                    | 733                          | 3,127                            | 921                               | 75                                |
| Income                    | 88                                      | -                               | 8,826                | 375                          | 2,396                            | 775                               | 15                                |
| Expenditure               | -                                       | -                               | 826                  | 317                          | 3,305                            | -                                 | -                                 |
| Transfers                 | -                                       | 30                              | -                    | (326)                        | -                                | (681)                             | -                                 |
| <b>Balance at</b>         |   |                                 |                      |                              |                                  |                                   |                                   |
| <b>31/12/2016</b>         | <b>9,342</b>                            | <b>-</b>                        | <b>8,000</b>         | <b>466</b>                   | <b>2,218</b>                     | <b>1,015</b>                      | <b>90</b>                         |

**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND**  
**(Incorporating Holy Saviour Church, Milbourne)**

**NOTES TO THE FINANCIAL STATEMENTS (*continued*)**  
**for the year ended 31 December 2016**

|                                  | Youth<br>Work | Holy<br>Saviour<br>General | Holy<br>Saviour<br>Fabric | Holy<br>Saviour<br>Toilet | Holy Saviour<br>Church yard | Hall<br>Boiler |
|----------------------------------|---------------|----------------------------|---------------------------|---------------------------|-----------------------------|----------------|
| Balance at<br>1/1/2016           | -             | 498                        | 933                       | 8,567                     | 3,652                       | -              |
| Income                           | 6,250         | 423                        | -                         | 159                       | 350                         | 436            |
| Expenditure                      | 370           | 246                        | -                         | 442                       | 300                         | 436            |
| Transfers                        | -             | -                          | -                         | -                         | -                           | -              |
| <b>Balance at<br/>31/12/2016</b> | <b>5,880</b>  | <b>675</b>                 | <b>933</b>                | <b>8,285</b>              | <b>3,702</b>                | <b>-</b>       |

The PCC also receives and distributes other restricted monies. The largest area is the collection of money at weddings and funerals that are passed on to charities;

|                                  | Other        | Charities | Fees     | TOTAL<br>2016 |
|----------------------------------|--------------|-----------|----------|---------------|
| Balance at<br>1/1/2016           | (68)         | (97)      | 505      | 28,070        |
| Income                           | 6,185        | 11,586    | 10,092   | 47,955        |
| Expenditure                      | 6,756        | 11,586    | 9,096    | 33,678        |
| Transfers                        | (30)         | 97        | (1,501)  | (2,411)       |
| <b>Balance at<br/>31/12/2016</b> | <b>(668)</b> | <b>-</b>  | <b>-</b> | <b>39,937</b> |

Note:

*Other* includes cheques lost by the Bank, money refunded because of Bank Errors, refund of rates, and sequestration costs.

*Charities* includes money from Services, and money for CMS and Mandritsara

*Fees* consists of money from weddings and funerals for organist, bells etc..

**7 ANALYSIS OF NET ASSETS BY FUNDS**

|                | Unrestricted<br>Funds | Restricted<br>Funds | Total   |
|----------------|-----------------------|---------------------|---------|
|                | £                     | £                   | £       |
| Fixed Assets   | 419,999               | -                   | 419,999 |
| Current Assets | 39,635                | 39,937              | 79,573  |
|                | 459,634               | 39,937              | 499,572 |

**PAROCHIAL CHURCH COUNCIL OF ST. MARY THE VIRGIN, PONTELAND**  
**(Incorporating Holy Saviour Church, Milbourne)**

**NOTES TO THE FINANCIAL STATEMENTS *(continued)***  
**for the year ended 31 December 2016**

**8 MISSION AND CHARITABLE GIVING**

| <b>Charity</b>                              | <b>Unrestricted</b> | <b>Restricted</b> |
|---|---------------------|-------------------|
| Alzheimer's Society                         |                     | £849              |
| AMEND                                       |                     | £157              |
| British Heart Foundation                    |                     | £341              |
| Church Army                                 |                     | £459              |
| CMS   | £318                | £2,683            |
| Cornerstone                                 | £200                |                   |
| Cumbria Community Foundation                |                     | £84               |
| Dementia Uk                                 |                     | £65               |
| Friends of Mandritsara                      | £787                | £549              |
| Great North Air Ambulance                   |                     | £118              |
| Help the Heroes                             |                     | £98               |
| Liver North                                 |                     | £122              |
| Marie Currie                                |                     | £59               |
| MIND  |                     | £1,598            |
| Mother's Union                              |                     | £108              |
| N.E. Hearts with Goals                      |                     | £56               |
| Ncle Society for Blind People               | £200                |                   |
| Northumbria Wildlife Trust                  |                     | £414              |
| People's Kitchen                            | £200                |                   |
| Ponteland Party in Park                     | £261                |                   |
| Practical Compassion for Destitute Children | £200                |                   |
| R.A.B.I.                                    |                     | £99               |
| RNIB  |                     | £48               |
| Royal British Legion                        | £30                 |                   |
| Royal Marsden                               |                     | £58               |
| Royal Naval Benevolent Trust                |                     | £190              |
| Sir Bobby Robson Foundation                 |                     | £617              |
| St Oswald's Hospice                         |                     | £1,001            |
| Tiny Lives                                  |                     | £243              |
| Tynedale Hospice                            | £40                 | £1,334            |
| Unicef UK                                   |                     | £75               |
| West End Refugee                            | £200                |                   |
| Westgate Arc                                |                     | £35               |
| Other                                       | £25                 | £128              |
| <b>TOTAL</b>                                | <b>£2,461</b>       | <b>£11,586</b>    |