

St Philip & St James with St Margaret, Oxford

Statement of Financial Activities
Year ended 31 December 2017

	Notes	Unrestricted Funds & Designated	Restricted Funds Organ Scholar	Restricted Funds Lady Chapel	Restricted Funds War Memorial	Unrestricted Funds SMI	Restricted Fund SMI Appeal	Total 2017	Unrestricted Funds & Designated	Restricted Funds Organ Scholar	Restricted Funds Lady Chapel	Restricted Funds War Memorial	Unrestricted Funds SMI	Restricted Fund SMI Appeal	Total 2016
INCOMING RESOURCES															
Voluntary Income	2a	89,927	-	-	-	-	-	89,927	80,043	-	-	-	58	-	80,101
Activities for generating funds	2b	3,589	-	-	-	-	-	3,589	4,590	-	-	-	-	-	4,590
Income From Investments	2c	5,348	-	-	-	3,215	-	8,563	4,309	-	-	5,032	723	-	5,032
Church Activities	2d	1,007	-	-	-	66,250	-	67,257	1,646	-	-	-	69,286	-	70,932
Other Incoming Resources	2e	-	-	-	-	3,456	-	3,456	397	-	-	-	4,387	-	4,784
TOTAL INCOMING RESOURCES		99,871	-	-	-	72,921	-	172,792	90,985	-	-	-	74,454	-	165,439
RESOURCES EXPENDED															
Church Activities	3a	97,945	-	-	-	104,938	400	203,283	92,548	-	-	-	60,131	400	153,079
Fundraising Costs	3b	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RESOURCES EXPENDED		97,945	-	-	-	104,938	400	203,283	92,548	-	-	-	60,131	400	153,079
NET INCOMING/(OUTGOING) RESOURCES		1,926	-	-	-	32,017	(400)	(30,491)	(1,563)	-	-	-	14,323	(400)	12,360
GAINS & (LOSSES) ON INVESTMENT on disposal on revaluation		-	-	-	-	-	-	-	14,358	-	-	-	-	-	14,358
TRANSFER OF FUNDS		-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET MOVEMENT IN FUNDS		14,908	-	-	-	(32,017)	(400)	(17,509)	12,795	-	0	0	14,323	(400)	26,718
BALANCES BROUGHT FORWARD AT 1ST JANUARY		183,267	75	14,292	6,353	290,587	412,377	906,961	170,472	75	14,292	6,353	276,274	412,777	880,243
BALANCES CARRIED FORWARD AT 31ST DECEMBER		198,175	75	14,292	6,353	258,580	411,977	889,452	183,267	75	14,292	6,353	290,587	412,377	906,961

The notes on pages 3 to 7 form part of this account

ACB
22/14/2018

St Philip & St James with St Margaret, Oxford

Balance Sheet at 31st December 2017

	Notes	Unrestricted Funds & Designated	Restricted Funds	Restricted Funds	Restricted Funds	Unrestricted Funds	Restricted Fund	Total 2017	Unrestricted Funds & Designated	Restricted Funds	Restricted Funds	Restricted Funds	Unrestricted Funds	Restricted Fund	Total 2016
		£	£	£	£	£	£	£	£	£	£	£	£	£	£
TANGIBLE ASSETS															
Tangible Investment	4	157,316	-	-	-	-	39,418	435,818	144,334	-	-	-	-	396,800	439,963
								157,316							144,334
TOTAL		157,316	-	-	-	-	39,418	593,134	144,334	-	-	-	43,163	396,800	584,297
CURRENT ASSETS															
Debtors	5	2,000	-	-	(3,000)	7,000	8,134	10,134	2,285	-	-	-	3,166	-	5,451
Short Term Deposits		22,321	-	-	-	7,000	208,794	248,609	22,244	-	(3,000)	7,000	235,579	13,494	275,317
Cash in Hand and at Bank		20,737	75	17,292	(647)	(647)	13,328	52,868	16,904	75	17,292	647	19,296	2,083	55,003
TOTAL		45,058	75	14,292	6,353	230,256	15,577	311,611	41,433	75	14,292	6,353	258,041	15,577	335,771
CREDITORS - AMOUNTS FALLING DUE IN ONE YEAR	6	4,199	-	-	-	-	11,094	15,293	2,500	-	-	-	10,607	-	13,107
TOTAL		4,199	-	-	-	-	11,094	15,293	2,500	-	-	-	10,607	-	13,107
NET CURRENT ASSETS		40,859	75	14,292	6,353	219,162	15,577	296,318	38,933	75	14,292	6,353	247,434	15,577	322,664
TOTAL ASSETS LESS CURRENT LIABILITIES		199,175	75	14,292	6,353	258,580	411,977	889,452	183,267	75	14,292	6,353	290,597	412,377	906,961
CREDITORS - AMOUNTS FALLING DUE AFTER ONE YEAR		-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET ASSETS		199,175	75	14,292	6,353	258,580	411,977	889,452	183,267	75	14,292	6,353	290,597	412,377	906,961
FUNDS															
Unrestricted		77,526	-	-	-	258,580	-	336,106	62,618	-	-	-	290,597	-	353,215
Restricted		-	75	14,292	6,353	-	411,977	432,697	-	75	14,292	6,353	-	412,377	433,097
Endowment		120,649	-	-	-	-	-	120,649	120,649	-	-	-	-	-	120,649
		199,175	75	14,292	6,353	258,580	411,977	889,452	183,267	75	14,292	6,353	290,597	412,377	906,961

Approved by the PCC on 10 April 2018 and signed on their behalf

Independent Examiner GVC Simmonds FCA, 44 Chantry Road, Oxford

The notes on pages 3 to 7 form part of these accounts

22/4/2018

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 SORP 2005.

The financial statements have been prepared under the historic cost convention except for the valuation of investment assets, which are shown at market value.

Funds

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

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in note 8. Endowment funds, where the capital must be retained, are explained in note 5.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

Incoming resources

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 receivable and all incoming resources are accounted for gross.

Resources expended

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 share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the accounts in accordance with s96(2)(a) of the Charities Act 2011.

Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Leasehold land and buildings are depreciated on a straight line basis over the period of the lease.

Property improvements are depreciated on a straight line basis over 20 years.

Equipment is depreciated over 5 years.

No depreciation is provided where assets are purchased at the end of the year.

Investments are valued at market value at 31 December.

Current Assets

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

APD. 14/15
22/4/2018

St Philip & St James with St Margaret, Oxford

Notes to the Financial Statements
Year ended 31 December 2017

	INCOMING RESOURCES					Total 2017 £						Total 2016 £
	Unrestricted Funds & Designated £	Restricted Funds Lady Chapel £	Unrestricted Funds SMI £	Restricted Fund SMI Appeal £			Unrestricted Funds & Designated £	Restricted Funds Lady Chapel £	Unrestricted Funds SMI £	Restricted Fund SMI Appeal £		
2a Voluntary Income	-	-	-	-	-	-	-	-	-	-	-	-
Planned Giving	-	-	-	-	-	-	-	-	-	-	-	-
Gift Aid Donations	58,061	-	-	-	-	58,061	57,767	-	-	-	-	57,767
Tax Recoverable	17,148	-	-	-	-	17,148	15,303	-	-	-	-	15,303
Collections	4,639	-	-	-	-	4,639	4,159	-	-	-	-	4,159
Grants	9,056	-	-	-	-	9,056	1,924	-	-	-	-	1,924
Donations, appeals etc	1,023	-	-	-	-	1,023	890	-	58	-	-	948
Legacies	-	-	-	-	-	-	-	-	-	-	-	-
Share Value Direct Into CBF	-	-	-	-	-	-	-	-	-	-	-	-
	89,927	-	-	-	-	89,927	80,043	-	58	-	-	80,101
2b Activities for generating funds Fetes, fundraising activities	3,589	-	-	-	-	3,589	4,590	-	-	-	-	4,590
	3,589	-	-	-	-	3,589	4,590	-	-	-	-	4,590
2c Income From Investments Dividends and interest, incl tax Retained interest in CBF	5,348	-	3,215	-	-	8,563	4,309	-	723	-	-	5,032
	5,348	-	3,215	-	-	8,563	4,309	-	723	-	-	5,032
2d Church Activities Institute Room Lettings Institute Flat Rents/House Rent Service Charges	-	-	50,214	-	-	50,214	-	-	51,206	-	-	51,206
	-	-	14,715	-	-	14,715	-	-	17,353	-	-	17,353
	1,007	-	1,321	-	-	2,328	1,646	-	727	-	-	2,373
	1,007	-	66,250	-	-	67,257	1,646	-	69,286	-	-	70,932
2e Other Incoming Resources Other Incoming Resources	-	-	3,456	-	-	3,456	397	-	4,387	-	-	4,784
	-	-	3,456	-	-	3,456	397	-	4,387	-	-	4,784
TOTAL INCOMING RESOURCES	99,871	-	72,921	-	-	172,792	90,985	-	74,454	-	-	165,439

AD. HJ
22/4/2018

St Philip & St James with St Margaret, Oxford
Notes to the Financial Statements
Year ended 31 December 2017

RESOURCES EXPENDED	Notes	Unrestricted Funds & Designated	Restricted Funds Lady Chapel	Unrestricted Funds SMI	Restricted Fund SMI Appeal	Total 2017	Unrestricted Funds & Designated	Restricted Funds Lady Chapel	Unrestricted Funds SMI	Restricted Fund SMI Appeal	Total 2016
		£	£	£	£	£	£	£	£	£	£
3a Church Activities											
Grants											
Missionary & Charitable Giving		7,050	-	17,176	-	24,226	6,523	-	23,254	-	29,777
Church Overseas		-	-	-	-	-	-	-	-	-	-
Missionary Societies		-	-	-	-	-	-	-	-	-	-
Relief & Development Agencies		-	-	-	-	-	-	-	-	-	-
Home Missions & Others		1,022	-	-	-	1,022	2,266	-	-	-	2,266
		8,072	-	17,176	-	25,248	8,789	-	23,254	-	32,043
3c											
Ministry: Diocesan Share		48,299	-	-	-	48,299	40,461	-	-	-	40,461
Other Ministry Costs		1,919	-	-	-	1,919	1,188	-	-	-	1,188
Running Expenses - Insurance		6,091	-	1,179	-	7,270	5,918	-	1,150	-	7,068
Running Expenses - Services		1,977	-	-	-	1,977	2,279	-	-	-	2,279
Choir Music and Robes		1,338	-	-	-	1,338	999	-	-	-	999
Cleaning		2,834	-	-	-	2,834	2,888	-	-	-	2,888
Maintenance - Repairs		6,899	-	-	-	6,899	12,658	-	-	-	12,658
Utilities, Heat, Light, Telephone		4,364	-	4,399	-	8,763	5,650	-	5,125	-	10,775
Sunday School		173	-	-	-	173	267	-	-	-	267
Miscellaneous (Social, Fire, Garden, Pilgrimage)		1,020	-	3,857	-	4,877	578	-	2,617	-	3,195
SMI Running Costs: Rent		-	-	20	-	20	-	-	20	-	20
SMI Maintenance and Cleaning		-	-	18,279	-	18,279	-	-	13,110	-	13,110
Professional Fees		6,163	-	-	-	6,163	400	-	-	-	400
Fiat refurbishment		-	-	45,531	-	45,531	-	-	1,217	-	1,217
Improvements funded by grants		-	-	-	-	-	-	-	-	-	-
Organist's Fees		3,833	-	-	-	3,833	3,500	-	-	-	3,500
Payments to Organ Builders		-	-	-	-	-	-	-	-	-	-
Administration (Parish Secretary, SMI admin)		2,121	-	10,751	-	12,872	2,500	-	9,175	-	11,675
Printing, Copying, Stationery		2,597	-	-	-	2,597	4,164	-	-	-	4,164
Depreciation		-	-	3,746	-	4,146	-	-	4,463	-	4,863
Bank Charges		245	-	-	-	245	309	-	-	-	309
		97,945	-	104,938	400	203,283	92,548	-	60,131	400	153,079
3b Fundraising Costs		-	-	-	-	-	-	-	-	-	-
Fund Raising Activities		-	-	-	-	-	-	-	-	-	-
TOTAL RESOURCES EXPENDED		97,945	-	104,938	400	203,283	92,548	-	60,131	400	153,079

AD-413.
22/4/2018

4 TANGIBLE (All restricted)

ACTUAL/DEEMED COST

DEPRECIATIONAt 31 December 2017NET BOOK VALUEINVESTMENTS

ϵ
144.334
-
12.982
<hr/>
157.316

Debtors and Accrued Income
Gift Aid Return
Lettings
Diocesan Quota Rebate
Insurance Prepaid
Professional Fees
Hildegard, Flori, On Organ
Total Debtors

	Unrestricted Funds & Designated £	Restricted Funds Organ Scholar £	Restricted Funds Lady Chapel £	Restricted Funds War Memorial £	Unrestricted Funds SMI £	Restricted Fund SMI Appeal £	Total 2016 £
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	3,166	-	3,166
-	-	-	-	-	-	-	-
2,285	-	-	-	-	-	-	2,285
-	-	-	-	-	-	-	-
2,285	-	-	-	-	3,166	-	5,451

St Philip & St James with St Margaret, Oxford
Notes to the Financial Statements
Year ended 31 December 2017

	Unrestricted Funds & Designated £	Restricted Funds Lady Chapel £	Restricted Funds War Memorial £	Unrestricted Funds SMI £	Restricted Fund SMI Appeal £	Total 2017 £	Unrestricted Funds & Designated £	Restricted Funds Lady Chapel £	Restricted Funds War Memorial £	Unrestricted Funds SMI £	Restricted Fund SMI Appeal £	Total 2016 £
6 CREDITORS - AMOUNTS FALLING DUE IN ONE YEAR												
Bank Overdraft	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Income	-	-	-	-	-	-	-	-	-	-	-	-
Accruals	3,640	-	-	11,094	-	14,734	-	-	-	10,607	-	10,607
Clergy Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other creditors	559	-	-	-	-	559	-	-	-	-	-	-
Total Creditors	4,199	-	-	11,094	-	15,293	-	-	-	10,607	-	10,607

7 FUNDS
General Funds are those not subject to any restrictions for the use of the PCC. There are four Restricted Funds: The Lady Chapel Appeal, The War Memorial Appeal, The Organ Scholar Fund and the SMI Appeal. These four are shown in separate columns.

AO-AB
22/04/2018



St Margaret's

A Christian presence in the heart of North Oxford

Parish of St Philip and St James with St Margaret

Annual Report for 2017

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Introduction

The aim of St Margaret's is to provide for the worship of God in a welcoming atmosphere where all people sense they are members of the family of God. Our prime concerns are to:

- Enable people of all ages to worship God and to develop their faith and see its relevance to their daily lives
- Through liturgy and prayer to encourage people to a greater awareness of the presence of God
- Show practical concern for those in need, both in the community and in the world at large
- Strive to safeguard the integrity of creation and to sustain the life of the earth
- Seek to promote social justice

Membership of the PCC during 2017

Incumbent: Revd Canon Dr Andrew Bunch, The Vicarage, Church Walk, Oxford, OX2 6LY

Associate Priests: Revd Tom Albinson, Revd Georgie Simpson, Revd Professor Bernard Silverman

Church Wardens: H Series, P Lafeber

Diocesan Synod Representative:

Deanery Synod Representatives: R Cooper, E Barsham and F Blair (until March 2018)

Elected Members (with dates of election):

R Kirkland (2017), PCC Secretary
 K Nicholas (2017)
 C Levick (2017)
 T Carver (2015) Treasurer
 M Crawford (2015)
 R Trafford (2015)
 R McShane (2015)
 V Cunningham (2015)
 M Ward (2016)
 D Marshall (2017)
 T Holmes (2017)
 I Tate (2017)

- The PCC met 6 times during 2017 with an average attendance of 9 PCC

representatives/ Church Wardens people per meeting. There were 2 members of the clergy team present at most meetings.

- The Standing Committee met 5 times.

Church Attendance

- On December 31st, 2017, the number on the Electoral Roll was 171 (up from 163 in December 2016)
- Average attendance at 8.00am Eucharist is 5
- Average attendance at the Parish Eucharist at 10.30am on Sundays is 61 adults and 18 children and young people (under 16 years old)
- Average attendance at 6.00pm Evening Prayer is 12
- There were 7 Baptisms, 1 Marriage and 7 Funerals (plus one service conducted by a member of the clergy at the Crematorium).

1. PCC report

Yet again, it has been another busy year for the PCC with progress made on several important issues. As a matter of course, we discuss worship, social activities, finances, health and safety, safeguarding and fabric of the Church at every PCC meeting. Other issues are addressed as they arise. The following issues are of particular note in 2017:

Development Plan: the PCC has dedicated considerable time to discussing the proposed development plans to extend parts of St Margaret's. Christian Randall, the architect working with the St Margaret's Development Group on this project, has attended two PCC meetings to present and discuss plans. See Section 14 for more information

Policies: the Standing Committee and PCC have progressed a number of important policies to guide the work of St Margaret's. Policies on Fire Safety and Health and Safety have been updated. New policies on Conflict of Interest (for PCC members), Investment funds and financial controls have been drafted and the PCC reviews its safeguarding policy on an annual basis.

Name Day Sundays: The aim of these is for the congregation at the Sunday Eucharist to get to know each other better, by wearing a name badge and staying for coffee after the service. They were held four times during 2017 and proved to be popular and successful.

Gardening: Care of the Church garden was undertaken by Aspire during 2017. A new gardener has been appointed for 2018.

Other key discussions and agreements reached by the PCC during the year include:

- Approval to appoint a Children's Worker (full or part time) to forge stronger links with Phil and Jim School and to boost work with the younger members of the congregation and children's groups (5-12 years old)
- Approval to establish a core catering team to co-ordinate and manage food and drink at social occasions

- Approval to repair and restore the Superfrontal, Altar Frontals and the blue banner, popularly believed to be a banner of Our Lady, and kept in the Lady Chapel, but which turned out on closer inspection to be a banner of our patron, St Margaret.
- Ensuring the continued use of St Margaret's by the community through the free use of the Church for some charitable events/ concerts

2. Liturgy Report

Stuart Brand's death in April 2017 was a very significant event for the life of St Margaret's. For years, he has supported the ministry of the Benefice by taking a few services but mainly by simply being present and contributing a wisdom and love which was deeply steeped in his Christian faith. Being trained in the Anglo-catholic tradition, he supported the week-day celebrations of the Christian festivals and his absence is a notable loss to our worshipping community.

The celebration of Holy Week took a slightly different form in 2017. Our thoughts were led by Beau Stevenson and he wanted to have a more interactive approach. As always, he provided stimulating insights for people to consider.

Another notable celebration was the Advent Carol Service which for the first time involved the choirs of both St Margaret's and St Giles'. It was a splendid service which was greatly appreciated by the congregation, choirs and clergy. It is planned that this development of the annual pastern of services should happen again in 2018. The reason for the development was that in 2017 the Advent Carol service was a celebration of Andrew's 20 years as vicar of the Benefice. He was greatly touched by the appreciation shown for his contribution to the ministry in the Benefice.

Otherwise, the pattern and conduct of the services has remained very much the same over the past year. As the teenagers grow up and go away to college, we are now very much aware that they are no longer with us on a Sunday morning. We now need to see how the worshipping life of the church has to develop to encourage the next wave of children as they grow up and become teenagers. Our attempt to employ a Children/ youth worker was not fruitful and hence there needs for further thought on this matter.

Plans to incorporate the north aisle more fully into the worship area of the church are progressing and hopefully these will bear fruit in 2018.

The shared concern and participation of members of St Margaret's in the worship make St Margaret's a special place to be a member of the church. Thank you to all who contribute in a whole variety of different ways.

3. Faith Development

Confirmation Classes: Confirmation classes were run for people in the Benefice and 4 adults (1 from St Margaret's) and 1 child (St Margaret's) were prepared. The groups met and discussed the teaching of Jesus, the sacraments of the church and the organisation of the life of the church. The confirmation service at St Margaret's was a beautiful occasion which was appreciated by those who were present.

The **Thursday Lunchtime Talks** continued in 2017 with talks in Michaelmas Term on the

subject of Building Community, including a talk from Fr. Alan Everett about the response to the Grenfell Tower Disaster. The talks are available @ <https://goo.gl/WBZPYs>

Building Community was the theme of our Bible studies and thoughts of the day which were emailed out to the whole Benefice and others who had asked to be on the distribution list. Building Community also formed the theme for our sermons in November with three external preachers sharing their insights.

The theme for Lent 2018 was 'New Life' with two Bible Study groups meeting across the Benefice with daily thoughts distributed via email to those on the email list.

Holy Week 2018 - Led by Angela Tilby THEME: 'The End of God' The Christian faith is in decline in Britain. Surveys in recent years have shown that the majority of the population claim to have no religion. During this Holy Week Angela Tilby addressed some of the reasons for this loss of faith and explored what it might mean for those who persist in believing (or at least in trying to believe). The drama of Holy Week is the back drop for a new exploration of the basics of Christian faith, and a new challenge to take up the Christian life in the confidence that it rings true in the depths and heights of our humanity.

4. Churchwardens' Report

In April 2017, at the APCM HS and PL were re-elected as churchwardens for the year 2017 to 2018. It has been a very busy year, particularly because of the time involved in working on the development plans. The development project has reached an exciting stage and two of the faculty applications have been approved in principle, and we hope that work will start soon. This is reported in more detail elsewhere.

Electrical appliances: Electrical appliances were PAT tested in April 2017. There is no prescribed frequency for PAT testing, but we have now obtained the equipment to do it for ourselves, and HS has been trained, so it will now be included as an annual part of the church maintenance programme. The lightning conductor will also shortly be tested.

Security lights: These have now been put in place to deter unwanted visitors, though it took a considerable amount of time to receive approval from the diocese to drill through the church wall to attach the fifth external security light.

High level lights: These have all been completed and the electrician has signed off the electricity certificate.

Heating: The fan for the main heating boiler in the basement failed in October 2017, and has now been replaced. The kitchen water boiler failed, and has now been replaced.

Church fabric: The guttering has been cleaned out as usual on the annual cycle. There are recurrent problems with water overwhelming the system and coming into the church where there is a complex roof junction at the join of the Lady Chapel and south aisle, especially when gutters are blocked by leaves, and so we have asked the builder to clean out the gutters twice yearly instead of once.

A small number of asbestos panels have come to our attention on the underside of a bench in the chancel. The asbestos appeared to be in a stable form, and the risk is thought to be very low. The panels have been removed and disposed of.

There continues to be the usual range of ongoing maintenance work to arrange for loose tiles to be fixed, woodworm to be despatched, rusty guttering to be replaced and graffiti removed, to name but a few.

Handrails have been put up by the steps to the lower vestry as a temporary safety measure. There is a new design for the steps / handrail between the two vestries and from the upper vestry into the Chancel which has been drawn up by the architect working on St Margaret's Development Plan, and the DAC has recommended its approval (final approval has to be given by the Chancellor).

The silver plate of the acolyte candlesticks has become very worn, and the PCC has approved their resilvering.

CT and her group of volunteers continues their excellent and much appreciated work on embroidering covers for kneelers.

Audio: The audio system is less than perfect, and there were problems with dropouts in volume during services. The wireless microphones have been replaced, but professional advice was that the issue may be due to our using a free public frequency band for the wireless signal (as do many other people). If others happen to be using this band heavily at the same time, there can be dropouts in the signal. TA has improved the placement of the wireless receiver, and the problem seems to have been much better in recent weeks. This will be reviewed at a later stage of the development project, when we will be reviewing lighting and heating as well.

GDPR: New data protection rules come into force in May, and a working group has been set up to review what we need to do to comply. Amongst other things we will need to review the way that we use email lists.

Fire safety protocol and management : The Fire Risk assessment has been completed by Eddie Murphy, together with a fire safety action plan. MC has kindly agreed to be the nominated volunteer Fire Officer and there is a process in place to check fire safety equipment on a regular basis. There will be a fire evacuation practice post Easter 2018.

Inventory and Terrier: We are tremendously grateful to MC for her work on the St Margaret's Inventory and Terrier. It has been a huge undertaking to document and photograph all the contents / assets of St Margaret's.

Finally, our thanks go to the many people who contribute to the running of the church, wash tea towels, empty bins, clean and tidy, make running repairs, make numerous trips to the recycling dump, and perform many other necessary tasks.

5. Sidespeople

Thanks to impressively willing volunteers, I think the sidespersonning over the year passed muster – not too many hiatuses, fluffs, hiccups.

The Christmas area keeps proving sticky to organise. But it's become a fixture on the difficulty list, so is now well lived-with. Choral Evensongs seem to pop up with little noise, so to say – though I'm trying to be more alert to their advances! We have had two withdrawals 'pro tem', and two complete resignations with effect from Easter 2018; so we would do with at least a couple of freshers.....

6. Children and Young People

We have a large group of families, children and young people at the heart of our worshipping community at St Margaret's. All contribute in their own way, with cheerful participation, enthusiasm and creativity. All ages contribute in our worship, praise and prayer, singing in the Choir, serving, lighting candles and also using their energy very effectively in cleaning and decorating parties, managing trays of food on social occasions, dancing in ceilidhs and enjoying other activities! Children grow into their individual areas of activity and responsibility, forming relationships not only with their own age group and family friends, but with other adults and children who are part of our St Margaret's family. Teenagers and older children encourage and help those who are younger and help to create our community.

This year I would like to mention in particular our appreciation of the children and young people who regularly act as acolytes. They add liturgical dignity and ancient symbolism to our services, while personally missing that week's class and activities for their age group in the first part of the service, and we thank them for this commitment. We would like to encourage more young people to offer this service as acolytes and boat bearers. Chris (Head Server) gives full training and can support all who would like to be part of this team of servers. Boat bearers, from the age of 5, usually serve only on major festivals such as Christmas, and are constantly by the side of an experienced server. Acolytes usually start at the age of 8 and many continue as servers in other roles until they go off to University! There is always an adult to help with robes before the service.

We are very pleased to welcome visitors and friends to all of the classes, groups and activities and we are grateful to all those who help with classes and activities throughout the year or act as Children's Officers within our Safeguarding Policy. It is a particular joy to see the young people who grew up in our St Margaret's family, now with their own children, visiting at Christmas and at other times.

Toddlers: We meet from 9am every Friday during term time. We also met during the summer holiday this year. We have a special Christmas service from Toddlers and their carers before Christmas and we have a Toddler service on Good Friday. The pattern of our usual services is a Bible Story told with the aid of soft toys which is topped and tailed with songs. The stories are told by a team of five including two of the mums. We also meet occasionally in the evening, without the Toddlers, for drinks in The Anchor. (TA)

SAMs: This has been another full year for SAMs, continuing the programme of monthly art and craft activities based on a mixture of Biblical themes, Feasts of the Church and Seasons of the Church. SAMs is a team effort. SAMs runs on the 1st Saturday of the Month (except January and August) starting at 10am. SAMs has, on average, a 100 people joining in the activities and cafe, there is no age limit for SAMs, and all ages are welcome. We look

forward to welcoming you into the world of exploring faith through craft. We are always looking for ways to integrate SAMs with the wider Church. (TA)

Holiday Activities: On the Wednesday and Friday of the last two weeks of the Summer Holidays we held activities in the mornings from 10am. We had four sessions: Arts and Crafts, Sports and Games in the Nave, a Nature Trail in The Trap Grounds and a Picnic down at the Park near St Barnabas School. (TA)

SAMMYS: Another year of extremely lively music-making has passed. It is a privilege to work with so many enthusiastic young singers and their parents. During a typical SAMMYS session, we spend some time on physical and vocal warm-ups, sing a range of songs including action songs, rounds, songs in two parts, folk songs and even some Disney songs and play shakers, tambourines and jingle bells! We always sing at least one song from printed music. The singing is followed by a short lesson in music theory for which we divide into groups. Most importantly, the session always ends with a chance to socialise over coffee and cake. It is lovely to see friendships forming and being sustained amongst both the children and the adults. Each term ends with a performance of songs we have been practising.

We have some super helpers who work with the theory groups.

Junior Sunday School: It's an absolute delight to watch children grow and develop as they move through Junior Sunday School and become ready for the senior class. Meeting during the 10.30 service on Sundays, we spend the beginning of each session discussing the day's theme (this is usually one of the bible readings for the day). This is followed with a craft activity based on our discussion. I am constantly impressed by the participation of the children; their questions, suggestions and ideas - I definitely learn at least as much from the classes as the children do! Junior Sunday School is lucky to have support from parents who not only help during sessions but occasionally take sessions when I am away.

Senior Sunday School: The Senior class, for children aged 8-13, varies between 8 and 12 members on an average Sunday as members of this group act as acolytes most weeks. There are 24 children on the register and represent almost every school in our area, which helps us to share a wide variety of views and ideas. Some come regularly and some occasionally, we welcome visitors and the choristers from College choirs join us in University vacations. We use Bible readings, chat, discussion, quizzes, word searches, poster making, oral role play and other activities (such as pancake flipping and cake decorating!) to learn about the festivals of the Christian year, notable Saints, the Sacraments and the parables and healing miracles of Jesus. Our autumn project for Christmas decorations produced more musical angels with lutes to hang from red banners on the pillars. Every year we celebrate the Church's new year with our Advent cake depicting the seasons of the Christian year, and this year we have started a new tradition of a "Consubstantial Cake" on Trinity Sunday, made of three identical cakes decorated with symbolic representations of the Trinity and surrounded by other visual representations of the Trinity such as trefoils, triangles and triquetras. In Lent we coloured some mediaeval scenes of Christ's three temptations while discussing their meaning. In the autumn term we held a "Chat to Andrew" session when, fortified with snacks and drinks, the children were able to enjoy time to question Andrew for half an hour after the service, as we have done with Tom last year. Members of this group help in many ways with Harvest, Mothering Sunday and other family services.

In **Teenage Discussion Group** at St Margaret's, we discuss a variety of topics ranging from the NHS to angels, led by a different adult each week. It is a great opportunity to learn more about all the different opinions people have about moral and ethical issues. I really enjoy the sessions because the discussion brings up controversial points which lead to debates that

not only ensure that we consider other people's points of view, but also make us more aware of the problems in today's society. (EC)

7. Safeguarding

The St Margaret's Parish Safeguarding Policy and the Policy for Recruitment and DBS Disclosure for the Protection of Children and Vulnerable Adults were approved by the PCC on January 18th 2018 with some amendments passed on Thursday March 22nd owing to changes in Diocesan regulations, and these revised Policies are displayed in the porch. The list of 10 Children's Officers is also displayed in the porch; these are adults with DBS certification, one of whom must be present at children's activities in addition to the Leader to be available to look after the welfare of children and to listen to any concerns. In St Margaret's this applies in particular to the junior choir practice time and the training of young acolytes.

Following the Diocese guidelines, the Confidential Young People's Roll has been compiled and is updated each year. Copies are lodged with the Vicar, the Parish Safeguarding Officer and in the vestry safe. Parental consent forms, giving contact and other details, are required for children attending Church groups when a parent is not present with them during the activity. In practice, this involves children and young people under 18 in the Choir, Senior Sunday School, Teenage Discussion Group and those who act as Servers, though many in the Junior Sunday School also have the consent forms. There are 76 children on the Roll, 62 of whom have full consent forms. The other children are either very occasional visitors or very young and never without a parent present. In future, to be listed on our Children's Roll, we must have a parental consent form to comply with Data Protection regulations.

Safeguarding Disclosures: There have been two major changes during this year. The Diocese informed us that we could no longer use our former provider of DBS (Disclosure and Barring Service) checks and certification, so we followed their advice and have enrolled with APCS (Access Personal Services Checking Ltd) (APCS). The administration is slightly different, but the outcome is the same. We now have 17 adults, those who are regularly in contact with children, young people under 18 and vulnerable adults on this list of those who have DBS clearance. Checks and certificates are valid for five years and a small number are due to be renewed during 2018. The Parish Verifier follows through these procedures so that all leaders and regular helpers can pass these checks.

Safeguarding Training: The second major change is that in January 2018 the Diocese informed us that it has introduced mandatory Safeguarding Training for a wider group of people within a church community, to be refreshed every three years. We may no longer use the OCSB trainer who came to us three years ago.

Training modules from the Diocese must be used.

For those who are members of the congregation, PCC or choir, or who help very occasionally with activities, the basic level of core training (Basic Awareness) is recommended but not mandatory; this must be done online.

For all with regular involvement in activities with children or vulnerable adults, and for Churchwardens, Choir leaders, Director of Music, this module, and one or two further modules, C1 Foundation and C2 Leadership are mandatory. C1 may be done online and C2 requires a face to face training session with someone appointed by the Diocese. For all with regular, responsible leadership, and the Safeguarding Officer, further specialist training modules in Safer Recruitment and Responding to Domestic Abuse are mandatory.

We are working on discerning the level required by our many leaders, volunteers and helpers at St Margaret's and by the APCM we hope to have plans to invite a Safeguarding Trainer from the Diocese to provide the requisite training at Core, C1, C2 levels. A fuller explanation is added as Annex 1 to this report.

It is important to record that we have 33 leaders and helpers and to them we offer our thanks for their care, inspiration and commitment in their work in our activities with children and vulnerable adults.

All leaders and helpers are given a copy of the updated Diocese "Good Practice Guide for Church workers with children and young people," along with contact details of St Margaret's Clergy, Leaders of groups and Children's Officers.

Incidents in the area of Safeguarding: I have to report two incidents within the Safeguarding areas which occurred in January and February 2018.

a) January 2018: the younger children (aged 8 and downwards) have started to play in the Baptistry area with the toddlers' toys at the times at the beginning and middle to end of the service when they are not in Sunday School classes. They have closed the double doors into the Nave. It was discovered that they were playing in the Baptistry and Porch with no adult present but in full view of the road while all adults and parents were behind the closed doors into the church. In addition, it is strongly suspected that an intruder entered this area during the time that children were present unaccompanied and unsupervised.

Measures were introduced immediately that morning: the Baptistry doors to the Porch will be closed at the first hymn and barred to prevent children re-opening them. I am very grateful to Val, Richard C and all the siderspersons for having reacted immediately to support me in safeguarding our children. Please ensure that children are not unsupervised while in St Margaret's Church.

b) February: Our children under 8 were not allowed to witness our vocal intruder on February 18th. Those over 8, including the acolytes, had an opportunity to talk about this incident and a positive and informative discussion about Safeguarding has been a result. It has become apparent during this year that when topics relating to Safeguarding are raised during discussion in the Senior class, they should be addressed clearly and regularly as children of this age need to know who, within St Margaret's but not of their families, can be trusted with any issues or worries that might arise. The roles of Safeguarding and Children's Officers were explained at various times during the past year in response to questions from children in the Seniors (8 – 13) class.

As required, there has been a Safeguarding report included in every PCC Agenda during the year 2017-2018.

8. Community and Charitable Work

Age UK Project

The Age UK project continues to provide a very valuable service to the target population of older people in the parish against a backdrop of severe cuts for day services / centres across Oxford. The aim of the project is to help improve the lives of older people, particularly those who experience loneliness. The project co-ordinator, is an outstandingly compassionate, energetic person who makes people feel valued and cared for.

The current project runs until July 2018 and discussions are underway to continue the project albeit under an adjusted management structure.

The activities which have been initiated and supported include:

Sunday afternoon teas held monthly in people's homes have grown organically and continue to be very popular.

The **Second Wednesday Dementia Café** supports people with dementia and their carers with experienced volunteers. There is always a peaceful and happy atmosphere which people find immensely supportive.

The **First Wednesday Lunch Club** is a lunch club for people with dementia and their carers which runs every two months and has between 34 – 54 people attending each time. It's a safe place for carers and people with dementia to come; carers to talk to other carers and support each other and for dementia sufferers to spend time in a stimulating environment. Trish has taken over the running of this group with the help of a group of volunteers.

The **Late Spring Bereavement Support Group** provides support and friendship for people who have been bereaved. The group has gelled well and also meets up for occasional social events.

The **monthly Summertown Library Information Drop-in** is an opportunity for people to meet Tricia. Often she provides more detailed information on specific issues.

The **SMI Film Club** is a popular monthly fixture at the St Margaret's Institute. The numbers have progressively increased to about 25 – 40 people.

Playwriting Group: This was run in partnership with 'Living the Drama Ltd' in 2017 and was a highly successful course with two successive groups. The courses culminated with a play written by a group member, performed by professional actors, in sold-out performances at The Old Fire Station. Performances of other plays were taken to care homes around Oxford.

Support for Individuals: This is probably the most important but unseen and time-consuming part of what Trish does: helping and supporting people by email, phoning and home visits. Trish has helped with referrals to the Falls Prevention Clinic, Occupational Therapist, Dementia Oxfordshire, Phone Friends, Home Improvements Agency, Citizens Advice and for Attendance Allowing, sorting out social activities and exercise opportunities, transport, social care and many other practical needs; helping with Blue Badge application; arranging befriending etc.

The number of volunteers has grown and people are taking their own initiative, wanting to start new things, such as supermarket shopping trips.

The project co-ordinator attended a November Parish Eucharist at St Margaret's to update the congregation on the project.

Charitable Giving Review

Following last year's selection process that asked for nominations and then voted for four charities for us to support directly from our PCC budget, at £1500 pa, the list below was selected, along with the Children's Society and Christian Aid which are supported directly by a retiring collection or street collection.

- Emmaus House
- Asylum Welcome
- Home Start
- Diocese of Northern Uganda

Some suggestions as to how these might be publicised to the congregation for greater prayer and interest has been circulated to the Link people

Regarding our giving to the Diocese of Northern Uganda, we are in discussions with the Diocese about forming a link with a specific parish there, and have shared with them the objectives we are interested in achieving from such a link. The DNU Secretary has invited the vicar to visit.

9. Deanery Synod

This report will be provided verbally at the APCM.

10. Events

The Vox Choir continue to use St Margaret's for rehearsal every Monday evening. The income from this - January to December 2017 - was £1,215.

Oxford Pro Musica continue to use St Margaret's for rehearsal on a regular basis. The income from this - January to December 2017 - was £450.

The Cornish-American Song Institute used St Margaret's for their summer trip rehearsals last June and have booked again for this year.

There have been a few ad-hoc bookings for rehearsals, pupils' concerts and concerts throughout 2017.

Oxford Montessori used St Margaret's for parking from May to July 2017. This brought in an income of £90.

11. Music

Music in Liturgy

As soon as I began this report I realised I was in great danger of repeating broadly what I have said in the past about the liturgical music, simply with a few details changed or updated. The reality is that the place and nature of the music in our services does not change fundamentally from year to year – and I make no value-judgement here. With the music as an element which aims to enhance our worship of God, our practice of adding to our principal traditional Eucharistic liturgy some traditional hymns, a congregational sung setting, and a choir anthem – along with occasional other items - arguably works well for us. Other churches may, of course, do other things, in other ways.

My APCM reports tend therefore to make reference to changes in personnel, to note new additions to our repertoire, and to highlight services those services in which music has played a special role – such as Carol Services and Choral Evensongs. Our overall pattern is well-established; the variation is therefore at the level of detail. I wonder whether the reporting of that here is of particular value? I have plenty of lists if anyone is really interested...!

The bottom line is that, in 2017-18 the organists and choir have performed their usual functions, hopefully well! Meanwhile I have endeavoured to provide appropriate hymns reflecting the themes and “colours” of the liturgical year, along with liturgically appropriate choral music selected from the broad range of an Anglican tradition spanning more than half a millennium.

For me, the most important function of these reports is to thank those who are my co-conspirators, as it were. Music is a corporate activity, and this is particularly the case with a choir, and all the more so when the choir is a subset of a larger community, the congregation of a church. It simply wouldn't be possible to do what we do without many other people, of whom I single out my colleague-organist, the safeguarding officer, wardrobe manager, and the key link between our choristers and the wider children's work. Of course, I thank not only them, but all our choir members for their hard work, and also all those of you in the whole congregation who encourage and support us.

This year I particularly want to thank five very special teenagers for all they have done, or continue to do, at St Margaret's. Firstly, last summer, we held our customary valedictory Choral Evensong for AH, who has spent more of her life in the choir than out of it.

Secondly, for the past two years (due to an aged-based criterion), we have had the luxury of three Head Choristers: EC, LMS, and TH. Inevitably, due to the simple issue of vocal pitch, the bulk of the leading of the young choristers has fallen on the two girls, to whom I am exceedingly grateful. We have also had some wonderful solos from them both over the time, while T seems to have been developing as a Russian bass.... The three of them are now allowed a break from the choir during their GCSE term, but I sincerely hope they will come back!

Thirdly, HB joined the choir as a young treble following his brothers, and leaves St Margaret's this summer having been our first Oliver Heaton Organ Scholar. Again, I am hugely grateful to him for his works as organist and singer, and in assisting me with choir rehearsals. We look forward with great interest to following his future musical career, and we wish him well.

And finally. It is not often that I am completely taken by surprise; but when, at the parish meal which followed January's Choral Evensong, a presentation was made to celebrate my 15th anniversary of leading the music for services, I have to say I was overwhelmed! It was exceedingly kind of so many of you to express your (unfathomable) appreciation in writing, and your most generous gift was of course completely unnecessary, though gratefully

received. I am thinking very carefully of some good, music-related use to which it may be put.

I can only express humble and sincere thanks to all of you, not only for your various kindnesses, but in particular – most importantly – for your support for the music. Thank you

Thursday Afternoon Singers

The Thursday Afternoon Singers are now a firmly established group, hugely valued by its members, who continue to meet regularly during term times and we are most grateful for the support of the Vicar and PCC of St Margaret's.

Participation in the wider church community continues to be gently encouraged and a sizeable contingent participated in the concert in September 2017 arranged by SC performing "Come Ye Sons of Art" whilst others supported the occasion in the audience.

In November, we shared a pre-Christmas lunch which was most enjoyable and re-affirmed the importance and value of the group is to its members at many levels.

We are extremely grateful to all who have given their time freely over the last year, particularly SC who continues to be our constant bedrock always there to accompany us on the piano, to our leaders especially CG whose natural flair encouraged all on to sing better and to the many depts throughout the year. Thanks are also due to DM who has worked away in the background liaising with the vicar and keeping the group in contact with emails, and to CR for organising the weekly tea and cake rota.

The challenge over the last year has continued to be finding a new permanent leader. However, the good news is that as I write we have now found a new leader!! and will be having our first session this Thursday (1st March) with AS. We are very grateful to CG who has been instrumental in this. AS is a superb singer and comes with a strong track record of leading community singing groups including the children's choir at St Michaels Summertown, and has joined with St Margaret's Choir on special occasions. In order to facilitate this, with the agreement of the group, we will now be asking for a small contribution of £3 towards the leader's expenses. We are very conscious and determined that the group should be open to all and are clear that this should not be a bar to participation. The whole group have been involved in this decision and members felt that this was more than acceptable to enable the group to continue.

12. St Margaret's Institute Management Committee

The past year has been very busy and I would like to thank the whole Committee, for all the time and energy and expertise they have put into the development of the Institute. We are also grateful for support in numerous areas of volunteers from the neighbourhood for organising the very successful Open Gardens and the Kitchen Supper for the Wine Tasting.

A new appointment in August was the Maintenance Supervisor. He has been invaluable in checking on work required and organising outside contractors. Incidentally, both he and the Bookings Co-ordinator are employed as independent contractors.

AS retires from her position as Bookings Coordinator at the end of March and has been replaced by KS. For seventeen years, AS has ensured that the Institute is booked efficiently

and has welcomed clients cheerfully and kindly. She has done an excellent job and will be much missed.

The Kitchen has been completely renovated and is attractive and well equipped and much admired by all who use it.

At the back of the Hall, on the first floor. The Office and attached storeroom has been renovated and re-equipped for use by the PreSchool, the Bookings Coordinator and the Maintenance Supervisor.

New tenants have moved into the top flat.

The Playgroup renamed itself the Polstead Preschool and now operates in the afternoons as well.

The Limes Club is full on Mondays and Tuesdays and would like another day.

We continue to fund a part time worker for AgeUK.

Tea and Talks continues monthly and draws a large and appreciative audience.

There are a number of other regular clients and the Institute is almost always fully booked: over 50 different clients have used the facilities this year.

A number of Fire Precautions have been implemented, including Fire Drills, Fire doors to the basement and the appointment of Fire Marshalls.

Areas which have been investigated and improved include Electrical Testing, Health and Safety, Waste Collection, Asbestos, Insurance of users, regular inspections of all parts of the building.

St Margaret's Institute 2017 Finances

As a result of the expenditures listed above, many of which fall within the category of ensuring compliance with regulations relating to public buildings, the SMI community centre broke even financially before accounting for the cost of major kitchen refurbishment. After accounting for this exceptional item, the centre ran a deficit for the year of £32 thousand.

Alliance Francaise d'Oxford obtained a French government grant to upgrade their kitchen and, in the circumstances, the SMI committee approved additional expenditure to upgrade plumbing arrangements. Subsequently asbestos was discovered and remedial action was taken. There was a change of AST tenant for the top floor during the year and expenditure was incurred as is normal. The combined expenditure in 2017 on the first and second floors was £10 thousand. After supporting AgeUK to the extent of £15,800, this left the two floors in financial surplus of £3,700 and the SMI with a total overall deficit for the year of £28,300. The SMI has adequate reserves and, whilst the state of the building has been noticeably improved, the final position remains strong.

13. Phil and Jim School

In July 2017 the school bade a fond farewell to Headteacher Irene Conway, after seventeen years of dedicated service. Irene's letter of resignation arrived in the Spring term, which gave Governors very little time to act, but Ben Hegedus, the Chair, aided by the Diocese, was

ultra-efficient in organising a streamlined search and interview process, resulting in a strong field which included three serving headteachers. Sarah Awuye, who was serving Head of Marsh Baldon School, emerged as the unanimous choice.

Sarah and her team made changes immediately, focusing on tightening up safeguarding procedures and better collection and use of pupil data. These changes were timely as the school was overdue for an Ofsted inspection (which took place on 8th February 2018, outcome unpublished at the time of writing). Sarah has really hit the ground running and it was evident that she had very clear plans both at interview and on the Governors' Strategic Away Day in July. Governors have welcomed the new spirit of openness and collaboration which has characterised meetings so far.

The school continues to achieve good academic outcomes for the vast majority of the children in its care with an emphasis on achieving good progress for all children joining the school. In the Sunday Times Top 200 Primary Schools the school was ranked 88th (34th the previous year). That said, there remain clear areas for improvement, particularly English writing. In Year 2 currently, where this is a particular problem, there is a significantly higher number of pupils than usual with English as an additional language. In pupil progress meetings, children with less than expected attainment and progress have been identified. Senior leaders have met with class teachers to ensure provision is made for these target children. There have been encouraging signs of progress and attainment for SEN pupils, reflecting increased investment in this area. Providing a more consistent challenge for more able pupils remains a priority. Housepoints and Postcards Home have helped to improve pupil behaviour.

Areas for improvement identified in the previous inspection including working with teaching staff to increase the number of lessons at the level of 'Outstanding' and working towards a consistently higher standard of marking.

'The Triangle' has been turfed and provides a much needed additional play area. Ownership has not yet been officially transferred to the school however. The school is full (416 in October 2017).

Even with these very healthy numbers, the school is facing the prospect of a deficit budget for the first time. The Head is in liaison with Oxfordshire County Council, who are aware of the situation. The school has an unusually high proportion of UPS (Upper Pay Scale) teachers and may need to look at restructuring to find the right balance. The enrichment of the buildings, the resources and the staff depends heavily on additional income that is the responsibility of the school. Some of this is generated by the wide range of clubs and societies provided, including the After-School Club, but there is a large amount of fundraising from various areas in the school, including the PTA, the school itself and numerous initiatives from pupil, parents and staff. Given the precarious current state of the school finances these extra sources of revenue are more vital than ever.

14. Oliver Heaton Trust (OHT)

The trustees of OHT, a registered charity, remained the vicar, church wardens, CO and CL (Treasurer) throughout 2017.

The Trust continued to benefit from net income arising from eight small premises for letting, which are in Abingdon and Oxford, as well as from income from investment in CCLA's Charities Investment Fund.

Under Oliver Heaton's will, the funds are to be used for the religious purposes of the parish and grants may be made for this purpose. The Trust's policy is that grants shall be considered and approved by the PCC before submission to the Trust. Within this context, if members of the congregation have projects in mind which they would like the Trust to consider, they are encouraged to bring them to the PCC or may wish to discuss ideas with PCC members or trustees.

We are pleased to report that, during 2017, the Trust has been able to support the extension of the half time Associate Priest to full time and the payment of architect's fees in respect of the Church development project. Grant approval has also been retrospectively given for financial support in respect of SAM's 2017 costs. The Trust stands ready to give financial support for the PCC's initiative to finance a children's support worker as and when this comes about.

Trustees continue to anticipate that the Trust will in due course be asked to consider supporting the Church's development project as and when various costs are incurred, external permissions are granted and the PCC progressively approves project stages.

15. St Margaret's Development Plan

The planning group has been meeting for about two years now. What progress is there to show?

Aims: Our aim has not changed. It is to develop St Margaret's Church to make it fit for the mission of the parish for the future. The church is a beautiful Victorian grade 2 listed building in a conservation area of Oxford, but its facilities are poor by modern standards, which means that users of the church are not always comfortable, warm, or safe, and may not be able to see or hear well what is going on. We are short of storage, and rooms such as the two vestries, kitchen, and baptistery do not give us the space and flexibility that we need for all the different things that go on in the church building.

How have we been working: The development group consists of the vicar, the associate priest, the two churchwardens, and three other members of the congregation together with our architect, Christian Randall. We meet regularly, exchange emails, and talk a great deal to other people both inside the church and outside it about the plans.

What has been achieved: After an enormous amount of planning, discussion, and visiting other churches we have worked up and then rejected about eight sets of plans. These have included considering building a gallery at the west end, extensions either to the west or north of the church building, creating soundproofed glazed areas at the back of the north and south files, external landscaping, and much else besides. Finally we submitted an overall plan to the DAC (the Diocesan Advisory Committee, which is more or less the Anglican Church's equivalent of building regulations approval, and has the power to accept or reject our plans). Our plan, as originally submitted, involved building an extension to the west end of the church in an architectural style in keeping with the rest of the church, and glazing in the west ends of the north and south aisles to create soundproofed spaces which could be used for meetings, or children during services. The DAC rejected the idea of the glazed areas (with hindsight, probably correctly) because they thought that it would be extremely difficult to achieve effective soundproofing, they would be visually intrusive, and they were unlikely to work in the way that we hoped they would work. However, they were broadly supportive of the other aspects of the plan.

The current plan: After more discussion, the current plan which we are working on is for a western extension which will contain large meeting room about the size of the baptistery, three new toilets, of which one will be disabled/baby changing, have additional storage, and will double the size of the kitchen. The main space of the church in the nave, aisles, and chancel will be left largely unchanged, although there will be a new heating system (possibly underfloor), new lighting, a new sound system, new seating, and new choir stalls. We will be getting specialist professional advice on each of the technical areas.

In the north aisle, the DAC has given permission for the small organ to be removed and for the position of the All Souls altar and reredos to be moved around to open up the north aisle. We hope that these changes can be made very soon.

The baptistery screen will be rebuilt in order to allow the space of the baptistery to be opened up much more fully into the nave for large events and gatherings such as meals, but also, as now, to be closed off as a separate room. We are seeking technical advice on how far it is feasible to retain the existing screen, and how much will have to be new.

In the porch, the floor level of the inner part of the porch will be raised to the same level as the nave so that it will be possible to get from the nave into the new disabled toilets without changing levels. This will create one more step in the porch. In order to allow disabled access we plan to install an electric stairlift which can fold up against the wall out of the way when not needed.

There is an unused and unfinished room in the tower above the porch, which can only be accessed by the small spiral staircase whether porch toilet is. We would like to make this room suitable for storage, but it will not be possible to use it as a meeting room because of the limited access. We are considering installing a new external church clock in the tower high above the porch door

The stairs between the two vestries and between the upper vestry and chancel will be remade with handsome handrails, and the current two pairs of double doors between the two vestries will be replaced with a single pair of doors. The cupboards in the choir vestry will be rebuilt to replace the rather hotch potch collection that is there currently, and the vestry roof will be insulated. The brick path outside the choir vestry, which gets slippery and overgrown with weeds, will be replaced with tarmac, and that area tidied up.

Externally there will be some landscaping on the south side of the church so that instead of steps up to the south side door there will be a gradual slope of the ground to enable better access. We plan to improve the path from the pavement up to the porch, sloping it slightly to get rid of the current step just outside the porch door, and replacing the current wood-framed glass doors. We would like to add a handsome iron arch mounted on low pillars with a hanging lantern to mark the entrance to the church land from the pavement. There would be new landscaping in front of the war memorial, possibly with concentric curved steps down to the pavement to enhance the view of the war memorial.

Approvals: Every one of these changes has to be approved by the DAC. We also need the agreement of the council planning department, the Victorian society, English Heritage, and we must consult with, and would like to have the approval of, local residents.

So far, the DAC has indicated that it is happy with the outline of the plans. It has approved the changes in the north aisle (removal of the small organ and relocation of the All Souls altar and reredos). We are in discussion with them about the changes to the porch and the landscaping around the south door and the choir vestry, and we hope that that will very soon be approved. The Victorian society has approved the overall scheme. We will shortly be

opening discussions with the council. We have begun discussions with local residents. The timing of all these discussions is quite difficult because it often happens that part of the plans gets modified in response to comments and suggestions made by others. This is very welcome, and shows that the process of discussion is working, but it is not helpful to keep going back to official bodies seeking new approval of constantly changing plans.

We are conscious that after two years of discussion there is nothing that has actually changed in the church as a result. We hope that the first changes will be able to be made in the next few months. We are immensely fortunate that, because of Oliver Heaton's generous bequest we do not have to have a lengthy process of fundraising, but rest assured that there will be plenty of opportunity for the congregation to show its involvement and engagement in this by donations to support some aspects of the project.

As we hope you can see, the plans have evolved considerably as a result of an enormous amount of discussion. If you have any views or thoughts about any of this please do not hesitate to talk to any of the members of the development group about it. The discussions are not secret and we have tried to give the congregation updates and talk to people as much as possible as we go along, so please do not hold back: tell us what you think. It is your church.

16. Finance Report

This is provided separately with the 2017 Accounts for St Margaret's.

Annex 1

Appendix to APCM report

Diocese of Oxford Safeguarding Training

The Diocese circulated in January 2018 the new requirements for Safeguarding in Parish Church activities. I have summarised these below so that all of us in St Margaret's are informed about this very important area of our lives within our care for each other in a Christian community.

Please contact MC the Parish Safeguarding Officer and Co-ordinator if you have any questions but please bear in mind that this is very new information and amendments may happen in future months or the next few years as the Diocese develops its training programme.

MC may be contacted in person, on email via St Margaret's and she will do her best to explain the new regulations and how they apply to St Margaret's.

This page is going to be added to the annual Safeguarding report to the PCC in March 2018 and to the APCM report.

The Parish has to designate one person to ensure that all Church Officers and leaders attend the relevant training modules. This is MC, so those who complete modules online need to inform MC so that our Training records can be completed each year. All the information we send out will give details of how to access E-learning and include Michèle's email, so please keep her informed!

Co. Basic Awareness: this is a training module delivered by e-learning. It is recommended but not mandatory and on my list below is put in brackets in this case. MC (with the help of TA) will disseminate information to all relevant groups for whom it is recommended but not mandatory that they may complete this module. It is mandatory for all who progress to further modules.

C1. Foundation: this is a module delivered either by the Training team or on E-learning. It is mandatory for all who have contact with children and young people and/or adults who may be vulnerable. In St Margaret's terms, this includes all who have contact with the above groups, as volunteers and helpers, but not as leaders. It is mandatory for all who need to do further Training modules.

C2 Leadership: this module is for those who have leadership and safeguarding responsibilities within St Margaret's. All who lead activities with children and/or adults who may be vulnerable must complete this module. It is a Training Session delivered by the Diocese **and may not be done online.**

Two specialist training modules have been inaugurated and others are being developed: S1 refers to recruitment and S3 to response to domestic violence. These are mandatory for a very small number of our leaders at St Margaret's but I include them this year so that we know what training is coming into place.

General groupings General info C0 C1 C2 S 1 MC's notes

S2

Servers	All adults who serve	(v)				Chris's server list, copied in MC
Coffee helpers	All who help with coffee rota etc	(v)				Frances's rota, copied MC
Sidespersons		(v)				Val's rota, copied MC
Flower Arrangers		(v)				Just MC at present!
Choir, Music Group Members	This includes all adult members of Choir and Thursday singers,	(v)				Information sent through the choir list and Thursday singers list; copied to MC.
DBS verifier		(v)				SE in contact with MC
PCC members		(v)				RK's list, copied to MC
Helpers and volunteers	Those who help with an occasional Sunday School , Teen discussion group or activity. They do not have leadership roles.	v	v			Many helpers who rarely, if ever, take a leadership role in our activities.
Churchwardens		v	v	v	(v)	
Leaders of activities		v	v	v		This includes all who lead choir, Sunday School, SAMs, Sammys etc on a regular basis
Director of Music Choir Leader	This includes Associate Organist, Organ Scholar over 18 and leader of Thursday Singers	v	v	v		RG and Thursday Singers to supply list and copy in MC
Safeguarding Officer, Lead and DBS recruiter		v	v	v		This is MC, with support from clergy, HMS and SE.