

DIOCESE OF LONDON

DEANERY OF HARROW



## **S<sup>T</sup> ANDREW'S CHURCH ROXBOURNE**

*Malvern Avenue, Harrow*

[www.standrewsroxbourne.org.uk](http://www.standrewsroxbourne.org.uk)

REGISTERED CHARITY N° 1131727



### **ANNUAL REPORT ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE ACTIVITIES OF THE PARISH GENERALLY**

*and the*

### **FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL**

*for the year ended*

**31<sup>st</sup> DECEMBER 2018**

Approved by the Council at its meeting on  
31<sup>st</sup> March 2019

SUSAN McLEOD, PAUL HART (Church Wardens)

*Susan McLeod*

*Paul Hart*

*John Chamberlain*

REV<sup>d</sup> LYNDON NORTH (Chairman)

WENDY GODWIN (Hon Treasurer)

JOHN CHAMBERLAIN (Secretary)

*Lyndon North*

*Wendy Godwin*



## **ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2018**

### **OUR MISSION: “TO KNOW CHRIST AND BE SENT”**

#### **1. Prayer, Worship, Bible study and Parish Outreach**

- 1.1 The main Sunday service continued to be the 9.45 a.m. Parish Communion, with a specific healing ministry during the administration of Communion.
- 1.2 The Eucharist was also generally celebrated each week at 8.00 a.m. on Sunday and 9.30 a.m. on Wednesday, and there was a service of Choral evensong at 6.30 p.m. on the 1<sup>st</sup> Sunday of each month.
- 1.3 Aggregating the attendances at the 8.00 a.m. and 9.45 a.m. services (and 6.30 p.m. where applicable) for each of the five Sundays, the average Sunday attendance in October 2018 was 102 (an increase of 9%) while Easter and Christmas communicants were, respectively, 120 and 185. (The figure for Easter shows a 19% fall and for Christmas shows a 7% fall – not including 21 communicants on the morning of Christmas eve – if you include these the total shows a 4% rise)
- 1.4 Morning Prayer has been taking place at 9.00 a.m. every weekday, and the Barnabas Fellowship met at 8.30 a.m. each Saturday.
- 1.5 The Vicar and David Alleyne, our lay Pastoral Assistant, take home Communion as need arises. Our Pastoral Group consisting of David Alleyne, Sue Broatch, Enid Scott-Kerr, Kulan Mills and the Vicar meets every Monday morning after prayers to review the pastoral needs of the Parish.
- 1.6 During the year, 6 weddings, and 3 funeral services were conducted in the church (10 other funerals were also taken at the crematorium). There were no confirmations in this year.
- 1.7 As last year our wider bereavement care concentrated round two events and we are grateful to David Alleyne for carrying out this ministry. Enid Scott-Kerr organised the Annual All Souls’ Service at 3.30 p.m. The Lights of Life Tree was once again beautifully organised by Peter and Georgina Sage.
- 1.8 Following our Diamond Jubilee in 2017, the PCC and other key members of the congregation held a “Vision Evening” on 7 June 2018 to plan how to build on this initiative.
- 1.9 Four House-groups have met throughout 2018. During Lent 2018 the Groups studied Nick Fawcett’s Book “Decisions, decisions”
- 1.10 We continued to host the local Korean Church at St Andrew’s, and we now host an English-speaking Tamil-founded group called “Friends of Christ” and were very pleased that they both took part in our Christmas Carol Service. We also host one Tamil-speaking Church, “Holy God Ministries” and we hosted another led by Pastor Chandran up until July 2018.

- 1.11 Some of the congregation subscribe to Bible-reading notes, which for many years were organised by Barbara Wood. Gill Moore is now taking this over, so we would like to thank her for taking this on, and Barbara for her dedicated service.
- 1.12 Our Communication Committee arranges for a newsletter to be delivered to every household (Easter, autumn, and Christmas) and maintains our website. The 4-page Christmas newsletter was well-received and delivered to 4,500+ households all around the Parish with the help of the Delivery Team coordinated by Maureen Pattison.
- 1.13 Our website <http://www.standrewsroxbourne.org.uk> continues to be a source of useful communication to the Parish and the wider world. In 2018 the average monthly access was 40,000 (compared with 30,000 in 2017). Maximum usage in 2018 occurred in the pre-Christmas period.
- 1.14 Our weekly parish bulletin, STARLINK gives the Sunday Collects and the Readings references and continues to keep members up-to-date with topical notices and future events, as well as a comprehensive list of items for prayer. It is also published on our website. We thank Robert Crowhurst for producing it for many years till the end of 2018, and Sue McLeod for taking over this role.
- 1.15 Christians in Science resumed with a talk by Russell Stannard on 17<sup>th</sup> May.
- 1.16 The Men's group (now renamed "Band of Brothers") was inaugurated on 12 April with a talk by Tim Cross and has held several meetings at a local pub (The Greenway, Whitton Avenue).

## **2. Working with Young People**

- 2.1 Go Mad on Sunday** is the name given to the children's groups which are run during the 9.45 a.m. service on Sundays. Barbara North continued to take the lead along with her helpers, Brenda Udall, Gill Moore, Annie Dawson, Sue Jull, and Kemi Aina. Many thanks to all those volunteers for their commitment, time and energy.

The name means 'Go Make a Difference'. We hope that the children and young people will make a difference in the world through actively living out their own faith as we week by week teach them about the Christian faith and the love that God has for them.

We currently have 24 names on our register with a regular attendance each week of between 10-16 children and young people with ages ranging from 3-15 years.

The children and young people are taught in two groups by our volunteer teachers who work on a rota basis.

The children have continued to have a regular slot at the end of the 9.45 communion to report back on what they have learned.

We believe that each child is precious in the sight of God. Please pray that the children will come to understand the love that Jesus has for them and that God will fulfil his plans for their lives.

**2.2 Messy Church** led by Gill Moore takes place every two months on a Saturday morning from 10-12 noon. Each session has a Bible-linked theme and there have been up to 50 children plus adults attending. Children must be accompanied by an adult. They can participate in a wide range of activities together. These are followed by a short worship in the church and then they all have lunch together.

**2.3 St Andrew's Youth Club** led by Lyndon and Barbara North and team continues to meet every Friday evening. It has been running for approximately five years. Its aim is to provide a safe and nurturing environment for young people between the ages of 11 and 14 years from our church and the community. We believe this to be particularly important now as young people are living in such a dangerous and uncertain climate.

We are an openly Christian youth club and as such may share our faith through our caring, our conversations and our presentations.

We currently have between 18 and 20 young people attending regularly, the majority of whom are boys. The use of the large hall in addition to the youth centre has meant that we have been able to play team games such as badminton, uni-hockey and dodge ball which has helped to maintain the numbers during the winter months as well as being a lot of fun.

We are very fortunate to have 11 volunteers who help to run the group each week and we would like to express our immense gratitude for all they do.

Please pray for the young people who already come and for more to join us.

**2.4 School Assemblies.** The Vicar continues to maintain and strengthen our links with 7 local schools: and has been elected a Governor of Rooks Heath Secondary School.

**2.5 Scout organisations.** We are very pleased to host the continued flourishing of the Beaver, Cub-Scout and Scout Group. We were encouraged that many of their members joined us for the Remembrance Sunday service.

**2.6 Safeguarding.** St Andrew's takes this issue seriously, and continues to fulfil our obligations (under Section 5 of the Safeguarding and Clergy Discipline Measure 2016) that our vicar, lay reader (emeritus), churchwardens, and the PCC as a whole "have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults" [see <https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf> Section 5 for the rules, and <https://www.churchofengland.org/more/safeguarding#na> for the latest House of Bishops Guidance]. Our Safeguarding Officer is Mrs Marita Brown (w.e.f. 4 January 2017). Gill Moore has continued as the "Section X checker" - confirming identities and processing the necessary on-line Disclosure & Barring Service application process through the Diocese.

All organisations using St. Andrew's premises are also required to have, and have confirmed that they have, suitable CPP policies in place which meet Diocesan requirements or have agreed to and signed the Safeguarding Policy issued by the Diocese. All Hirers of the premises, both regular and occasional, are made aware of the Safeguarding Policy of the Parish. PCC members have undertaken the on-line Diocesan Child and Adult Safeguarding training. Safeguarding information and contact numbers have been displayed at various locations on the Church

premises. Information concerning Safeguarding in the Church can be found on the Parish Website: [www.standrewsroxbourne.org.uk](http://www.standrewsroxbourne.org.uk) .

### **3 Working with adults, social and community events**

**3.1 The Language Café** run by Sue Broatch with help from Enid Scott-Kerr and Chris Mills has been running now for 3½ years and continues to meet every Friday afternoon to discuss many topics. Numbers have fluctuated with a maximum attendance of about a dozen.

**3.2 St.AR Friends** are very happy to report another successful year. The club continued to thrive, and maintained membership numbers at a good level. There was a varied programme of events including Quizzes, Bingo, Speakers, a Musical group and of course our annual visit from our singing Paramedic which is always very popular. Their outings in 2018 included a visit to Eastbourne, Epsom (which included a tour of the town and racecourse, followed by visit to the local theatre). Woburn Garden Centre and finishing the year with an excellent trip to see the Christmas Lights in London. They also had two trips visiting The Dogs Trust in Harefield, where club members were able to see what goes on behind the scenes.

They again supported the various Church Appeals, holding a Lent Lunch for the Lent appeal, giving a donation to the GOSH Appeal and a donation to the Dogs Trust. They also gave donations to the charities supported by our visiting Speakers. Once again St.AR Friends contributed a large number of the Shoe Boxes donated by St. Andrews to the Samaritans Purse Appeal.

The Leadership Team has increased slightly, and Pam Storey is very grateful for their continuing support. They are also grateful to Lyndon for his support and encouragement.

The most special privilege is to witness the friendships which are formed among the Club members and the care they show to one another.

**3.3 The Social Committee** was active in 2018 organising activities throughout the year. Our Quiz evenings in May and September were well attended as usual, as was our Barbecue on the field in July. The Christmas Market attracted many visitors to St Andrew's and raised almost £1500. We celebrated Harvest Festival with an international flavoured lunch organized by Kemi Aina and St Andrew's day with a Fish and Chip supper. A trip to the Rebellion Brewery was an original outing in October and finally mulled wine, mince pies and sausage rolls proved once again to be a very popular concluding note to our Christmas Carol Service.

**3.4 Georgina Sage** has been looking after the rota for coffee after the 9.45 a.m. service since the departure of Isabelle Hallé early in 2018

**3.5 Middlesex Mountaineers**, our Saturday rambling group, was not active in 2018

**3.6 The Sunday Lunch Club** meets monthly for a meal at a local pub; and there is a weekly Tuesday men's lunch-club.

## 4 Music and Choir and Servers

- 4.1** The highlight of the musical year was once again the Candlelit Christmas Service of Carols and Lessons on Saturday 22 December, organised by Robert Crowhurst, who augmented our choir with singers recruited from far and near. Alan Heyes has continued as our organist and from time to time the music has been accompanied by Len Gray on piano and John Chamberlain on the organ. We are fortunate to have such dedicated and experienced musicians.
- 4.2** We continue to be one of the few churches in the deanery to have maintained the four-century-old tradition of regular choral evensong ten times a year. A team of four took turns in leading, and we are grateful to ladies from St Mary, South Ruislip for augmenting the soprano line.
- 4.3** Plans have not yet been implemented for a Roxbourne Community Choir, to sing, possibly Gospel style, music for some services, but also to perform secular music.
- 4.4** Members of St Andrew's participated in the Deanery Choirs Festival in October which was held at All Saints' Queensbury.
- 4.5** David Alleyne, our Head Server, continues to lead the team of servers, and we value the return of those now at university when back home. There is always room for more.

## 5 Donations to charities

We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

- **Lent** for Diocesan Appeal on behalf of 15 Homeless charities £1889 (up by 170% on 2017)
  - **Christian Aid Week** organised Joyce Nickolay - £938.83 (including £87.75 Gift Aid) down 2% on the 2017 figure
  - **Harvest** – for Great Ormond Street Hospital, reflecting the link we have through Gill Moore's grandson - £1439; (up by 134%)
  - **Christmas Crib Collection** raised £1244 (up by 123%)<sup>1</sup> for Firm Foundation Homeless Project. This collection began at Christmas 2017 but was completed at the start of 2018. The Christmas 2018 collection was for Ignite – the final figure will appear in the 2019 accounts.
  - **Leprosy Mission Boxes** £204.56 was raised. We would like to thank Len Gray for organising this for many years, and Rebecca Pennells for taking it over
- [Total Cash Donations to Charities £5715 (a 9% increase on 2017 despite two additional collections in 2017 for Grenfell Tower and the Mexican earthquake)**
- Members also support **The Children's Society** by having collecting boxes.
  - **Used Postage Stamps** to St Luke's Hospice
  - **Samaritan's Purse** shoe boxes of Christmas toys for children.

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<sup>1</sup> Money received or counted and banked after 31<sup>st</sup> December appears in the following year's accounts. This can cause fluctuations, particularly in the amounts reported for Christmas appeals

## 6 Who's who in the Church

**6.1** Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.

**6.2** Our **Bishop** in the Diocese of London is the Right Reverend Dame Sarah Mullally who was installed on 12 May 2018.

**6.3** Our **Area Bishop** in the Willesden Area is the Right Reverend Pete Broadbent, appointed in 2001. He has visited St Andrew's regularly, usually for services of confirmation, most recently on 4 December 2016.

**6.4** Our **Archdeacon** in the Northolt Archdeaconry is the Ven. Duncan Green, appointed in 2013 having previously been in charge of the Church of England's involvement in the Olympic Games. St Andrew's is visited generally every 3 years by the Archdeacon who verifies all registers, Minutes and other written records, goods and ornaments, and compliance with faculty-requirements. Such a visitation took place in September 2016 so the next one will be in 2019. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings. [He also visited us on 4/2/18, to conduct the Sunday morning Candlemas Eucharist]

**6.5** **Harrow Deanery** consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is Revd Ian Dowsett, Vicar of our neighbouring parish of St Paul, South Harrow, with effect from 27 January 2016. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.

**6.6** Our **Vicar** is Revd Lyndon North, appointed 2012, St Andrew's Vicarage, Malvern Avenue HA2 9ER, Tel 020 8422 3633.

**6.7** Our Lay Reader Emeritus is **Len Gray**.

**6.8** Our **Church Wardens** are Susan McLeod, who was first appointed in 2013, and Paul Hart, appointed in April 2018. Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). Churchwardens are limited to 6 years continuous service, unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation.

**6.9** Our **Deanery Synod Representatives** are Susan McLeod, Wendy Godwin and Paul Hart elected in 2017 for a three year period ending in 2020. Robert Crowhurst was a member of the Diocesan Synod until July 2018.

**6.10** The **Parochial Church Council (PCC)** has as its purpose "to cooperate with the Vicar of St Andrew's in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical." It is a "body corporate with perpetual succession" which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (N<sup>o</sup> 1131727)

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1131727&SubsidiaryNumber=0> . Its members are the trustees and are elected by members of the church who are registered on the parish's Electoral Roll. A list of members of the PCC for 2018 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are 12 directly-elected members who are appointed to serve for three-year terms, with one-third standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC at its meeting of 3 May re-appointed Wendy Godwin to be Treasurer, appointed



Susan McLeod to be Vice Chairman, and re-appointed John Chamberlain to be Secretary. The PCC also has power to co-opt up to two additional members. On 3 May 2018, Mr Garry Williams was co-opted, and Mr Len Gray was invited to continue to attend in an emeritus capacity.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. David Alleyne received payment as vergers at funerals. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

**6.11 The Electoral Roll** is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrew’s for at least 6 months, *or* live in the parish. The Electoral Roll is updated before each APCM (though it can be updated at any time), and is renewed completely every 6 years. The last such renewal was in 2013. The PCC meeting of 3 May re-appointed Joyce Nickolay to be Electoral Roll Officer. At the time of the APCM, March 2018, she reported that there were 152 members on the Electoral Roll, of whom 84 were resident within the parish, and 68 were living outside the parish. This represented decrease of 2 on the previous year’s number (154). During the year we continued to welcome people joining the fellowship of St Andrew’s and we are happy to report that a number of new worshippers have joined us. Less happily we have had to say farewell to people leaving and, more sadly still, those who have died and are listed in our Memorial Books. In particular Daphne Dyer (2 February) Alan Grayson (25 December)

**6.12** The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed that with effect from May 2018 there should be sub-committees for: (a) Communications; (b) Estate Management Team; (c) Stewardship & Grants; (d) Social. (e) Pastoral Team

## **7 The work of the PCC**

7.1 Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. In fact, the PCC had 7 scheduled meetings (4 January, 8 March, 3 May, 7 June, 3 July, 4 September, 6 November. The standing committee met on 20 February, 9 October and 4 December.

7.2 The Agenda for each PCC meeting is emailed to members one week in advance of the meeting. Copies of the Minutes of each meeting – as approved at the following meeting – are, on application to the PCC Secretary, available for inspection by any church member who may wish to look at them and a summary is placed in the notice-board at the back of the church.

7.3 Increasingly PCC members and standing committee members consult by email in between meetings, and since May 2015 the Secretary has maintained a summary of email discussions, which is circulated to members before meetings, and will be archived in due course.

7.4 General Data Protection Regulations (GDPR) came into force in May. John Chamberlain Joyce Nickolay and Wendy Godwin attended Diocesan training on this in February. The rules don’t require us to appoint a formal Data Protection Officer, but Joyce Nickolay kindly agreed to combine her work on the Electoral Roll and Parish Directory with taking the lead over GDPR. John Chamberlain drafted our privacy notice.

## 8 Estate Management

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However we are stewards of buildings and a site which occupies nearly two acres of potentially very valuable land. Matters involving care and use of our premises did occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

**8.1 The Flat.** Unlike some previous years, management of the flat went smoothly in 2018, with reliable tenants who paid rent regularly.

**8.2 Hall lettings.** Thanks to the hard work of our letting secretaries Kulan Mills, (up till July) Mike Simmonds (July till September) income from letting the hall for functions has continued to be a major source of income for the church. The post of hall lettings secretary has been vacant since the beginning of October 2018 and the Wardens have been covering.

The PCC has continued to invest in all relevant IPR licences for playing live and recorded music, showing films and videos and also continued copying of words and music for various services in church, and also a TV licence. The total cost runs into some hundreds of pounds a year which we seek to recoup by imposing slightly higher letting rates than would otherwise have been the case.

We also thank Sue Barnard, Vicar’s Secretary, for booking and invoicing weekday lets.

The PCC continues to review hall letting rates. The concessionary rate for the playgroup which meets in the Youth Centre continues to be phased out.

**8.3 Caretaking.** Chris Netsel has continued as caretaker at weekends, and John Paul continued to work on weekday evenings. We employ a cleaning firm, (Pam Quartermaine and daughter) who started in November 2015.

**8.5** Chris Mills continues to organise the fortnightly **church cleaning rota** with a team of helpers.

**8.6** Sue McLeod our Safety Officer keeps our **Health and Safety** documentation up to date. A plan exists for the evacuation of the Church and Hall in emergencies.

**8.7 The Estate Management Team (EMT)** is responsible for ensuring that the church, halls and grounds are equipped and maintained to a high standard in terms of facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises - such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. It can also advise the PCC on appropriate charges for renting out the halls.

Much of the rest of the EMT's work goes by largely un-noticed: repairing leaks and breakages, annual maintenance and upkeep of S<sup>t</sup> Andrew's flat. More strategically the EMT takes the lead on carrying forward the necessary works identified by the surveyor's Quinquennial inspections, the latest of which was received in the autumn of 2017.

**8.8** Members of the congregation have volunteered for working parties for spring cleaning before Easter, and polishing the brass before Christmas.

**8.9** Once again Paul Hart and Keith Nicholls put up an impressive display of Christmas **fairy lights** in the Church garden and along the entrance-drive.

## **9 Finance.**

The Treasurer's report on the Financial Accounts follow this report.

**9.1** Mr Noel Rajaratnam of 103a Malvern Avenue HA2 9ER continues to be the independent examiner. Mr Rajaranam has examined the accounts which follow, and other financial statements.

**9.2** Dozens of members devote many unpaid hours of work to St Andrew's in various capacities, which saves the church thousands of pounds. However financial giving falls a long way short of what would be needed to meet our commitments. It costs about £2400 per week to run St Andrew's. Almost half of this (a relatively high proportion) goes to the Diocese of London as the parish contribution to the Common Fund also known as the Diocesan Quota. This is mainly used to pay clergy stipends and pensions etc. The loose cash in a Sunday collection rarely exceeds £100 per week. Envelopes and standing orders bring in about another £900, including gift aid. Giving has been relatively static in recent years, despite stewardship campaigns, and as can be seen, is less than half what would be needed to break even. The shortfall of around £1400 p.w. has to come from rent from the flat, and payments from those who hire our premises, such the play schools, and other lets.

Planned giving whether by standing order or using envelopes, remains the bed-rock of our church's finances. Membership of our Stewardship scheme declined from 67 to 60. (including 12 couples who both attend and give jointly, who are counted as one)

**9.3** Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.

**9.4** Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's Kingdom. We also continue to be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade® tea and coffee at all church-hosted refreshments, and charged with encouraging greater use of Fairtrade® products.

**9.6** The PCC annually reviews: the organist's stipend; bell-ringer, vergers and others' non-statutory fees for weddings and funerals; payments to the Vicar's secretary and, in line with the London Living Wage, those to our caretakers; and clergy expenses and allowances.

## 10. Wider Outreach to the Community

**10.1** Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which (such as the S<sup>t</sup> Andrew's Pre-School) were started many years ago by the Church.

**10.2** We continued to provide meeting space for the local Alcoholics Anonymous group.

**10.3** We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on November 4<sup>th</sup>. Gill Moore once again organised the Church's very successful **Christmas Market**.

**10.4** F<sup>r</sup> Lyndon has attended meetings of the local *Churches Together in South Harrow*. Their website <https://connectingsouthharrow.wordpress.com> is once again up and running and has information about St Andrew's and 5 other churches in South Harrow.

We participated in the *Women's World Day of Prayer* in March. David Alleyne is an active worker in the ongoing *Healing on the Streets* project.

**11. In Conclusion** To save space, the many who have contributed to the well-being of St Andrew's, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

### NOTES

1. The normal address for external correspondence to the PCC is:  
c/o The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER  
  
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc, 69 Pall Mall, SW1Y 5EY, and Barclays Bank plc, 192 Northolt Road, South Harrow, HA2 0EW
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 103a Malvern Avenue, HA2 9ER

**PCC MEMBERS, 2018**

**Vicar (Chairman) and ex officio**

Rev<sup>d</sup> Lyndon North

**As Churchwarden and ex officio**

Mrs Susan McLeod      *(Vice Chairman, and also Deanery Synod Representative)*

Mr Paul Hart              *(Warden from April 2018 and also Deanery Synod Representative )*

**As Deanery Synod Representative and ex officio**

Mr Robert Crowhurst    *(on the Diocesan Synod until July 2018)*

Mrs Wendy Godwin<sup>2</sup>

Mr Leonard Gray        *(Emeritus member)*

**As Directly Elected Member**

Mr David Alleyne

Mr John Blanchard

Mrs Marita Brown        *(from April 2018)*

Mr John Chamberlain

Mrs Anne Dawson

Mr Michael Donnellan    *(till April 2018)*

Miss Isabelle Hallé        *(till April 2018)*

Mr Keith Nicholls

Mr Sam North              *(last attended May 2017, resigned March 2018)*

Miss Rebecca Pennells

Mr Jon Roast              *(from April 2018)*

Mr Michael Simmonds    *(from April 2018)*

Mr Mike Udall

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<sup>2</sup> Wendy Godwin was Treasurer to the PCC throughout 2018

Mrs Jane Williams      (*till April 2018*)

Mrs Ann Whalen

**As Co-opted Member**

Mr Garry Williams

**STANDING COMMITTEE**

The Vicar and Churchwardens are members *ex officio* of the Standing Committee. Mrs Godwin (as Treasurer), Mr Chamberlain (as secretary) and Mr Nicholls also served throughout the year.

# Parochial Church Council of St. Andrew's, Roxbourne

Registered Charity Number 1131727

## Accounts for the Year 2018

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## PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

#### Financial Review

Total receipts on ordinary unrestricted funds were £170,398 and these are detailed in the financial statements. Lettings provided a gross income of £99,376, including £85,226 from the Halls.

£155,320 was spent to provide Christian Ministry, including our contribution of £75,720 to the Diocesan parish share, which largely provides stipends and housing for the clergy.

The net result for the year was a deficit of £1,638

The unrestricted income was down by about £6,000 and our expenditure on general maintenance was over £23,000.

Stewardship increased by approximately £3,000 and cash collections dropped by about £1000.

Unrestricted Reserves are showing a balance of £91,979.

#### Reserves Policy

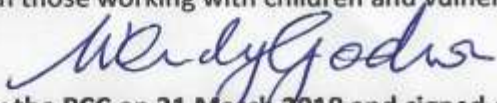
This Reserve Policy relates only to our unrestricted reserves. Balances held in our bank accounts including those at the Central Board of Finance represent both restricted and unrestricted balances.

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to approximately three months average expenditure excluding our contribution to the Common Fund.

#### Risk Policy

Insurable risks are covered by our comprehensive insurance policy with the Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £8,112,000

The church has a Church Safeguarding Officer and a Children's Champion and secures the necessary DBS clearances on those working with children and vulnerable adults.



Approved by the PCC on 31 March 2018 and signed on its behalf by  
Wendy Godwin, Hon Treasurer.



PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
BALANCE SHEET  
AS AT 31 DECEMBER 2018

	Note	2018 £	2017 £
FIXED ASSETS			
Youth Centre & Field	1	13,014	13,014
CURRENT ASSETS			
Debtors	5	16,373	13,374
Deposits - CBF		46,969	41,707
Bank - Main Account		15,130	26,447
Bank - Stewardship Account		2,670	2,400
Cash in Hand		37	34
		<u>81,179</u>	<u>83,962</u>
CURRENT LIABILITIES			
Sundry Creditors	6	2,500	3,645
Flat Security Deposit	7	-	-
		<u>2,500</u>	<u>3,645</u>
NET CURRENT ASSETS		78,678	80,317
TOTAL NET ASSETS		<u>91,693</u>	<u>93,331</u>
FUNDS			
Restricted			
Missions & Charities	8	750	44
Roses Fund	8	215	27
Organ Fund	8	396	1,281
		<u>1,361</u>	<u>1,352</u>
Unrestricted			
Legacy Fund	9	15,838	15,898
Diamond Jubilee Fund	9	584	
General Reserve	9	73,910	76,081
		<u>90,332</u>	<u>91,979</u>
TOTAL FUNDS		<u>91,693</u>	<u>93,331</u>

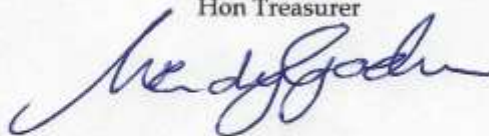
Notes on pages 4-9 form part of these accounts.

These accounts were approved at the PCC meeting held on 31 March 2019

Chairman



Hon Treasurer



PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
INCOMING RESOURCES					
Voluntary Income	2a	60,377	6,146	66,524	76,786
Activities for Generating Funds	2b	101,667	-	101,667	97,365
Income from Investments	2c	251	11	262	117
Income from Church Activities	2d	8,103	-	8,103	6,475
TOTAL INCOMING RESOURCES		170,398	6,157	176,557	180,743
RESOURCES USED					
Church Activities					
Grants	3a	-	4,788	4,788	4,366
Activities relating to the work of the church	3b	155,320	1,010	156,330	128,998
Church Management & Administration	3c	6,475	-	6,475	6,816
Exceptional & Non-annually recurring costs	3d	9,942	360	10,302	34,708
Cost of Generating Funds	3e	-	-	-	-
Governance Costs	3f	300	-	300	300
TOTAL RESOURCES USED		172,037	6,158	178,194	175,188
NET INCOMING/(OUTGOING) RESOURCES		(1,638)	(0)	(1,638)	5,555
NET MOVEMENT IN FUNDS		(1,638)	(0)	(1,638)	5,555
BALANCES B/F at 1 JANUARY 2018		91,979	1,352	93,331	87,776
BALANCES C/F at 31 DECEMBER 2018		90,341	1,352	91,693	93,331

Notes on pages 4-9 form part of these accounts.

## 1. ACCOUNTING POLICIES

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, they have been prepared under FR102(2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

## INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

- 1 the PCC becomes legally entitled to the benefit of use of the resources;
- 2 their ultimate receipt is virtually certain;
- 3 the monetary value can be measured with sufficient reliability.

Grants donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received. Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below)

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

## EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

## ASSETS

### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities ACT (2011) such assets are not capitalised in the financial statements.

### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £5,000. They are valued at cost or else for gifts-in-kind, at a reasonable estimate of their open market value on receipt. The Youth Centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

Depreciation is calculated to write off the capitalized cost of fixed assets, less their currently anticipated residual fair value over their estimated lives as follows

- |                         |          |
|-------------------------|----------|
| • Land                  | Nil      |
| • Fixtures and Fittings | 20 years |
| • Computers             | 3 years  |



No depreciation is provided on buildings as the currently estimated residual value of the property is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, included in expenditure for the year.

#### **Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

#### **Short Term Deposits**

These are the cash held on deposit either with the CCLA or at the bank.

#### **RENTAL INCOME**

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950's when the entire land site was valued at £1,100. St Andrew's insures the building as part of the over premiums paid and the overall insurance value is considered to be £8,112,000

#### **FUNDS**

##### **Unrestricted Funds**

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

##### **Restricted Funds**

These are income funds that must be spent on restricted purposes and details of the funds held and restriction provided are shown in the notes to the accounts.

##### **Endowment Funds**

The PCC has no Endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018

2 INCOMING RESOURCES	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>2a Voluntary Income</b>					
Communion & General		5,387	-	5,387	6,021
Pledges & Stewardship		41,383	-	41,383	39,656
Tax Refund (Stewardship)		8,662	-	8,662	7,678
Harvest Offering		-	1,439	1,439	614
Christmas appeal		-	1,994	1,994	342
Lent offering		-	1,889	1,889	701
Others (Funeral Collections)		-	131	131	2,524
Donations		2,656		2,656	6,282
Donations Sound System			450	450	12,968
Roses fund			243	303	
Diamond Reserve		2,290		2,290	
		<u>60,377</u>	<u>6,146</u>	<u>66,583</u>	<u>76,786</u>
<b>2b Activities for Generating Funds</b>					
Christmas Bazaar		2,252	-	2,252	2,308
Flat rent		14,150	-	14,150	16,800
Halls rental		85,266	-	85,266	78,257
		<u>101,667</u>	<u>-</u>	<u>101,666</u>	<u>97,365</u>
<b>2c Investment Income</b>					
Legacy Fund	9	-	-	-	
General Reserve	9	251	-	251	110
Organ Fund	8	-	11	11	7
Interest on Current Account		-	-	-	
		<u>251</u>	<u>11</u>	<u>262</u>	<u>117</u>
<b>2d Income from Church Activities</b>					
Junior Church & Youth		391	-	391	490
Baptisms, Weddings & Funerals		7,712	-	7,712	5,985
		<u>8,103</u>	<u>-</u>	<u>8,103</u>	<u>6,475</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>170,398</u>	<u>6,156</u>	<u>176,614</u>	<u>180,743</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018

3 RESOURCES USED	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>3a Grants</b>					
Missions & Charities	4	-	4,748	4,748	4,354
Vicar's Discretionary Fund			40	40	12
		-	4,788	4,788	4,366
<b>3b Activities relating to the work of the church</b>					
Services & Sanctuary		1,553	-	1,553	2,204
Junior Church & Youth		1,287	-	1,287	1,026
Diocesan Quota		75,720	-	75,720	72,680
Fees		5,005	-	5,005	4,210
Clergy Expenses		1,869	-	1,869	2,255
Choir & Organists		2,879	-	2,879	3,095
Gas		5,112	-	5,112	2,583
Electricity		4,359	-	4,359	3,111
Water		3,881	-	3,881	826
Telephones		1,292	-	1,292	793
Waste Collection		1,620	-	1,620	2,303
Insurance		4,853	-	4,853	4,870
Maintenance	8	23,103	896	23,998	9,229
Roses/Garden	8	-	115	115	304
Caretaking		19,511	-	19,511	17,992
Cleaning Materials		1,572	-	1,572	1,517
Diamond Reserve		1,705	-	1,705	-
		155,320	1,010	156,331	128,998
<b>3c Church Management &amp; Administration</b>					
Secretary		3,300	-	3,300	3,300
Office & Publications		3,175	-	3,175	3,116
Training, Seminars and Retreats		-	-	-	400
		6,475	-	6,475	6,816
<b>3d Exceptional &amp; Non-annually recurring costs</b>					
Sound System					21,762
Rewiring Electrical System		9,180		9,180	6,900
Altar Frontal		763		763	-
Christmas Tree/ Decorations etc			360	360	6,046
		9,942	360	10,303	34,708
<b>3e Cost of Generating Funds</b>					
Event Expenses		-	-	-	-
Governance Costs					
<b>3f Professional Fees - Ind Examiner fee</b>					
		300		300	300
		300	-	300	300
<b>TOTAL RESOURCES USED</b>		<b>172,037</b>	<b>6,158</b>	<b>178,196</b>	<b>175,188</b>



PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018

<b>4 Missions &amp; Charities</b>	2018	2017
	£	£
Paid during the year:		
Lent appeal	(1,889)	(701)
Christmas appeal 2017	(1,244)	(558)
Christmas appeal 2018	(750)	
Harvest appeal	(1,439)	(614)
Various (inc Funeral collections)	(175)	(2,480)
<b>Total</b>	<b>(5,498)</b>	<b>(4,353)</b>

<b>5 Debtors</b>	2018	2017
	£	£
Halls Rental	11,390	9,381
Tax Refunds Due on Gift Aid Donations	2,149	3,273
Sundry Debtors	2,410	720
	<b>15,949</b>	<b>13,374</b>

<b>6 Creditors</b>	2018	2017
	£	£
Prepaid halls rental/deposits	1,200	2,845
Sundry expense accruals	1,520	800
	<b>2,720</b>	<b>3,645</b>

- 7 Flat Rental Deposit**  
A deposit of £1400 was paid over to the Deposit Protection Service in respect of the rental agreement put in place for the church flat in October 2017.

<b>8 Restricted Funds</b>	B/F at 1 January 2018	Income	Expenditure	C/F at 31 December 2018
	£	£	£	£
Missions & Charities	44	5,454	(4,748)	750
Roses Fund	27	303	(115)	215
Organ fund	1,281	10	(895)	396
	<b>1,352</b>	<b>5,766</b>	<b>(5,757)</b>	<b>1,361</b>

The Missions & Charities Fund represents donations for missionary and charitable giving.  
The Roses Fund represents donations towards expenditure on the Church roses and gardens.  
The Organ Fund represents donations and income to be used towards expenditure on the Church organ.

<b>9 Unrestricted Funds</b>	B/F at 1 January 2018	Income	Expenditure	C/F at 31 December 2018
	£	£	£	£
Legacy Fund	15,898	-	60	15,838
Diamond Jubilee Fund	0	2,290	(1,706)	584
General Fund	76,081	162,042	(164,214)	73,909
	<b>91,979</b>	<b>164,332</b>	<b>(165,980)</b>	<b>90,330</b>

The Legacy Fund represents funds designated towards a range of large buildings projects and specific, everyday running expenses.  
The Diamond Jubilee Fund represents funds designated towards the interior refurbishment of the buildings in readiness for the St Andrew's Diamond Jubilee in 2017.

<b>10 Analysis of Net Assets by Fund</b>	Unrestricted	Restricted	Total 2018
	£	£	£
Fixed Assets	13,013	-	13,013
Net Current Assets	77,318	1,361	78,679
<b>Total Net Assets</b>	<b>90,331</b>	<b>1,361</b>	<b>91,693</b>

<b>11 Fraud and Rental Arrears Repayments</b>	£	
Amounts written off 2014		
Flat rent outstanding	3,985	
Hall rental fraud	6,272	
Fraud compensation payment	4,250	
Payments were received in 2015/18 towards the outstanding amounts as follows	(450)	2015
	(190)	2017
	(170)	2018
<b>Balance</b>	<b>3,440</b>	

**Independent Examiner's Report to the Trustees of St Andrew's Church, Roxbourne, Parochial Church Council.**

I report on the accounts for the year ended 31st December 2018 which are set out on pages 1 to 8.

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

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Noel Rajaratnam FCMA, CA, B.Sc.

103a Malvern Avenue

South Harrow

HA2 9ER

27 March 2019



