

**ST JOHN THE EVANGELIST, FAREHAM  
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018**



**Administrative information:**

St John the Evangelist is situated in Upper St Michael's Grove, Fareham. It is part of the Diocese of Portsmouth within the Church of England. The correspondence address is: St John the Evangelist Church, 1a Upper St Michael's Grove, Fareham, Hampshire, PO14 1DN.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. Registered no. 1143777.

**PCC members:**

Incumbent:     Revd Bruce Deans             Joint Chairperson (May 2015)

Curate:         N/A

**Church Wardens:**

Mr Ian Cranstone

Mrs Elizabeth Webb

**Deputy Church Wardens:**

Mrs Rachel Hicks

Mr Brian Masters

**Representatives on the Deanery Synod:**

Miss Laura Craft

Mrs Charlie Stevenson

**Lay Reader Representative:**

Mr Jeremy Hicks



**Elected Members:**

- |                        |                   |
|------------------------|-------------------|
| 1. Mrs Sue Lupton      | (Until APCM 2019) |
| 2. Mr Geoff Collins    | (Until APCM 2019) |
| 3. Mr Brian Masters    | (Until APCM 2019) |
| 4. Mrs Sally Cranstone | (Until APCM 2020) |
| 5. Mrs Victoria Duboc  | (Until APCM 2020) |
| 6. Mrs Janet Tucker    | (Until APCM 2020) |
| 7. Mr Mike Homer       | (Until APCM 2021) |
| 8. Mrs Rachel Hicks    | (Until APCM 2021) |
| 9. Mr David Saines     | (Until APCM 2021) |

### **Structure, governance and management**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### **Objectives and activities**

St John's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church, the Church Hall and 7A Upper St Michael's Grove.

### **Church attendance**

The average weekly Church attendance in 2018 was 80 (97) adults and 13 (16) children under 16, however this number increased at special services. Messy Church was held monthly during 2018, with the exception of January and August, on the first Sunday of the month, with an average congregation of 46 (34) adults and 29 (26) children. In the weeks before Christmas, local schools held their annual Carol Services in the church and Christingle services were held for the uniformed organisations.

### **REVIEW OF THE YEAR**



The PCC met six times during the year with an average level of attendance of 13. Committees met between PCC meetings and their minutes were received by the full PCC and discussed where necessary. All PCC meetings received financial, Safeguarding and Health and Safety reports.

### **January (13) (Numbers in brackets indicate attendance)**

PCC approved and adopted the updated safeguarding children, young people and vulnerable adult's policy of the Church of England ('Promoting a Safer Church'). A presentation from recent training attended by Brian Masters and Ian Cranstone concerning Data Protection was shared with PCC members in light of changes in legislation coming into force in May 2019. PCC agreed to invite the Diocesan Advisory Committee to visit our parish to discuss the outcomes of the recent five-yearly Quinquennial Inspection report (an inspection of our church building by an architect or chartered building surveyor).

### **March (15)**

Bruce presented details of a proposition to open a Christian Community Money Advice debt centre in Fareham to PCC including some figures/statistics around poverty/debt in the U.K. and in Fareham in particular (presentation also shown to Deanery Synod). PCC thus agreed that one of the front rooms in the Church Hall would be made available to be used for a new debt centre. The 2017 Annual Accounts were approved at this meeting and PCC decided and agreed to repay the current CPAS loan. PCC members looked forward to planning the Parish Away Day at the Greenhouse Conference Centre in November with a number of PCC Members offering to help with planning or logistics on the day.

### **May (13)**

PCC reviewed all committee lists and specific roles within PCC for the coming year following the APCM. In financial matters, the minimum amount of the church tithe for 2018 was agreed. PCC members were also updated on progress with regards to new Data Protection legislation and the Quinquennial Inspection report and decided that a Fabric Committee would be formed to address items highlighted in this report. Dates for sessions called 'Grave Talk' (a café space to talk about death, dying and funerals) which have been arranged through CTiF were noted.



### **July (10)**

PCC were pleased to welcome Bruce back from his Extended Ministerial Development leave this month. Brian Masters informed PCC that consent forms have now been distributed to members of the congregation in light of new Data Protection legislation. An updated Policy Statement for the Safeguarding of Children and Adults was shared with PCC members in light of new advice with regards to domestic abuse. It was also noted that it will be St John's turn to host World Day of Prayer in March 2019.

### **September (13)**

PCC heard an update with regards to the new Data Protection regulations (GDPR) and new consent forms being returned by congregation members. Also, Bruce updated PCC members on progress with the debt centre and College Pastors; volunteers are currently being recruited for both projects



and thanks was given that a number of people have already volunteered to help. A project to offer temporary shelter to the homeless over the winter period was discussed and it was felt this may be something we can potentially consider supporting next year. The plans for a Parish Away day in November were discussed and PCC informed of numbers and the theme for the day: "What does it mean to follow Jesus?" PCC were informed that the new Fabric Committee has now met to discuss items of work needed following the recent 5-yearly Quinquennial Inspection report, quotes will be requested.

#### **November (14)**

An updated Parish Safeguarding Policy was circulated, read out to PCC members and adopted and an updated H&S Policy and Fire Safety Risk Assessment were circulated to PCC members. Parish Share figures and diocesan fees for 2019 were shared with PCC. PCC began to discuss trends in attendance at St John's with a view to consulting with the congregation and praying as to ways we could encourage growth in 2019. PCC gave thanks for recent and upcoming events in our church community including another successful Light Party and the upcoming Parish Away Day

**Victoria Duboc**

**PCC Secretary**

#### **ELECTORAL ROLL**

(Numbers in brackets – 2017 figures)

There were 126 (124) parishioners on the Church Electoral Roll, of whom 69 (68) were not resident within the parish as revised for the Annual Parochial Church Meeting held on 19 March 2018.



A new Electoral Roll was formed on 10<sup>th</sup> March 2019 in time for the APCM on 25<sup>th</sup> March 2019. As of 10<sup>th</sup> March, there were 117 parishioners on the Church Electoral Roll, of whom 68 were not resident within the parish.

**Hilary Masters**

**Electoral Roll Officer**

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE EVANGELIST, FAREHAM**

**STATEMENT OF FINANCIAL ACTIVITIES**

**(Page 1)**

**For the year ended 31 December 2018**

	<b>Note</b>	<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Endowment funds</b>	<b>TOTAL FUNDS</b>	
					<b>2018</b>	<b>2017</b>
<b>INCOMING RESOURCES</b>						
<i>Voluntary income</i>	2(a)	77962.31	89.76	0.00	78052.07	105792.19
<i>Activities for generating funds</i>	2(b)	2384.24	4146.00	0.00	6530.24	12000.73
<i>Church activities</i>	2(c)	8403.38	39729.97	0.00	48133.35	40078.13
<i>Other ordinary income</i>	2(d)	0.00	0.00	0.00	0.00	1396.04
<i>Income from investments</i>	2(e)	0.00	2338.54	0.00	2338.54	0.00
<b>TOTAL INCOMING RESOURCES</b>		<b>88749.93</b>	<b>46304.27</b>	<b>0.00</b>	<b>135054.20</b>	<b>159267.09</b>
<b>RESOURCES EXPENDED</b>						
<i>Grants / Donations</i>	3(a)	5266.97	7352.61	0.00	12619.58	5794.34
<i>Support costs</i>	3(b)	634.22	0.00	0.00	634.22	598.62
<i>Directly relating to the work of the church</i>	3(c)	69743.96	3414.51	0.00	73158.47	73833.01
<i>Fund raising and publicity</i>	3(d)	0.00	114.69	0.00	114.69	1294.02
<i>Church management and administration</i>	3(e)	3211.08	168.29	0.00	3379.37	2492.02
<i>Other expenses</i>	3(f)	0.00	35127.33	0.00	35127.33	72083.41
<i>Staff costs</i>	4	8325.57	0.00	0.00	8325.57	8802.30
<b>TOTAL RESOURCES EXPENDED</b>		<b>87181.80</b>	<b>46177.43</b>	<b>0.00</b>	<b>133359.23</b>	<b>164897.72</b>
NET INCOMING / (OUTGOING) RESOURCES BEFORE RECOGNIZED GAINS AND LOSSES		1568.13	126.84	0.00	1694.97	-5630.63
Transfer of funds				0.00	0.00	0.00
<b>GAINS AND LOSSES ON INVESTMENT ASSETS</b>						
Depreciation on assets				0.00	0.00	0.00
<b>NET MOVEMENT IN FUNDS</b>		<b>1568.13</b>	<b>126.84</b>	<b>0.00</b>	<b>1694.97</b>	<b>-5630.63</b>
BALANCES B/FWD AT 1 JANUARY		67771.08	-1842.80	0.00	65928.28	65928.28
<b>BALANCES C/FWD AT 31 DECEMBER</b>		<b>69339.21</b>	<b>-1715.96</b>	<b>0.00</b>	<b>67623.25</b>	<b>65928.28</b>

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

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE EVANGELIST, FAREHAM**  
**Financial Statements for the period ended 31 December 2018**

**General Fund**

	<b>2018</b>		<b>2017</b>	
	£	£	£	£
<b>Receipts</b>				
<i>Regular giving</i>				
Planned giving	62103.11		63667.65	
Collections & other giving	7267.02		7138.63	
Income tax recovered	<u>6139.52</u>	75509.65	<u>6977.37</u>	77783.65
<i>Other voluntary receipts</i>				
Mission & relief agencies	80.60		35.30	
Contributions from Hall A/C	316.18		4003.80	
Miscellaneous receipts	1987.46		5311.63	
Donations	<u>2452.66</u>	4836.90	<u>4348.86</u>	13699.59
<i>Receipts from Church activities</i>				
Fees	2956.64		1952.00	
Coffee	<u>1466.74</u>	4423.38	<u>1952.81</u>	3904.81
<b>Total Receipts</b>		<u>84769.93</u>		<u>95388.05</u>
<b>Payments</b>				
<i>Church activities</i>				
Oversea mission & relief agencies	12619.58		5794.34	
Diocesan Parish Share	54805.00		53301.00	
Church running & repair expenses	7390.25		10949.12	
Subscriptions	790.80		1409.26	
Clergy expenses	1620.89		1892.25	
Vicarage	0.00		0.00	
Cost of services & outreach	2817.02		2477.06	
Printing & stationery	2859.47		2041.36	
Wages - office	6641.00		7194.70	
Cleaning church	1684.57		1607.60	
Readers expenses	634.22		598.62	
Bank charges	<u>519.90</u>		<u>450.66</u>	
<b>Total payments</b>		<u>92382.70</u>		<u>87715.97</u>
<b>Receipts less Payments</b>		-7612.77		7672.08

Church account as at 1 January	<b>31442.53</b>	<b>23770.45</b>
Church account as at 31 December	<b>23829.76</b>	<b>31442.53</b>

**Hall, 7a & Scout Hut receipts & payments account - restricted fund**

	<b>2018</b>		<b>2017</b>	
<b>Receipts</b>	£	£	£	£
Church hall lettings	32232.75		26750.00	
Donations	89.76		23659.68	
7a income	8045.28		6984.59	
CPAS interest	<u>2337.42</u>		<u>0.00</u>	
		42705.21		57394.27
<b>Payments</b>				
Hall expenses	35127.33		66909.35	
bank charges	0.00		157.48	
7a expenses	<u>0.00</u>		<u>5016.58</u>	
		35127.33		72083.41
<b>Receipts less Payments</b>		<u>7577.88</u>		<u>-14689.14</u>

**Transfer to church account**

Hall account as at 1 January	<b>32066.89</b>	<b>46756.03</b>
Hall account as at 31 December	<b>39644.77</b>	<b>32066.89</b>

**Bookstall - restricted fund**

	<b>2018</b>		<b>2017</b>	
	£	£	£	£
<b>Receipts</b>	217.12		292.73	
<b>Payments</b>	96.03		173.22	
<b>Receipts less Payments</b>		<u>121.09</u>		<u>119.51</u>
Bookstall account as at 1 January	<b>132.64</b>		<b>13.13</b>	
Bookstall account as at 31 December	<b>253.73</b>		<b>132.64</b>	

**Prices Charity - restricted fund**

	<b>2018</b>		<b>2017</b>		
	£	£	£	£	
<b>Receipts</b>		4146.00		2650.00	
<b>Payments</b>					
Young people	3414.51		1898.32		
Youth worker wages	<u>0.00</u>		<u>0.00</u>		
<b>Receipts less Payments</b>		<u>731.49</u>		<u>751.68</u>	
Prices account as at 1 January		<b>1354.62</b>		<b>602.94</b>	67,623.24
Prices account as at 31 December		<b>2086.11</b>		<b>1354.62</b>	

**Special Projects - restricted fund**

	<b>2018</b>		<b>2017</b>		
	£	£	£	£	
<b>Receipts</b>		895.94		240.00	-0.01
<b>Payments</b>		<u>0.00</u>		<u>0.00</u>	
		<u>895.94</u>		<u>240.00</u>	
Special projects as at 1 January		<b>656.35</b>		<b>416.35</b>	
Special projects as at 31 December		<b>1552.29</b>		<b>656.35</b>	

**Social - restricted**

	<b>2018</b>		<b>2017</b>		
	£	£	£	£	
Receipts		0.00		1396.04	
Payments	18.66		1120.80		
all gain transferred to General account		<u>-18.66</u>		<u>275.24</u>	
Social as at 1 January		<b>275.24</b>		<b>0.00</b>	
Social at 31 December		<b>256.58</b>		<b>275.24</b>	

0.00



**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE EVANGELIST, FAREHAM**

**BALANCE SHEET AT 31 DECEMBER 2018**

**(Page 5)**

	Notes	2018	2017	
<b>FIXED ASSETS</b>				
Tangible fixed assets (net)	5	0.00	0.00	
<b>CURRENT ASSETS</b>				
Debtors	7	0.00	0.00	
Cash at bank and in hand		67623.25	65928.28	
		<u>67623.25</u>	<u>65928.28</u>	
<b>LIABILITIES</b>	8	0.00	0.00	
<b>NET CURRENT ASSETS</b>		<u>67623.25</u>	<u>65928.28</u>	0.00
<b>FUNDS</b>	6			
Unrestricted		69339.21	67771.08	
Restricted		-1715.96	-1842.80	
Endowment		0.00	0.00	
		<u>67623.25</u>	<u>65928.28</u>	

Approved by the Parochial Church Council on

and signed on its behalf by:

Mrs Rachel Hicks (Church warden)

Mrs Elizabeth Webb (Church warden)

The notes on pages 4 to 7 form part of these accounts

## 2 INCOMING RESOURCES

(Page 6)

	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL FUNDS	
				2018 £	2017 £
2(a) <i>Incoming resources from donors</i>					
<b>Planned giving:</b>					
Gift Aid for general fund	6139.52			6139.52	6977.37
Standing orders	8200.40			8200.40	9234.70
CAF	34.56			34.56	34.56
Free will giving	3585.32			3585.32	7372.65
Open giving	7267.02			7267.02	7138.63
Parish Giving Scheme	50282.83			50282.83	47025.74
Other donations	2452.66	89.76		2542.42	28008.54
	<b>77962.31</b>	<b>89.76</b>	<b>0</b>	<b>78052.07</b>	<b>105792.19</b>
2(b) <i>Activities for generating funds</i>					
Prices charity grant		4146.00		4146.00	2650.00
Oversea mission	80.60			80.60	35.30
Christian relief				0.00	0.00
Bishops Lent Appeal				0.00	0.00
Contribution from Hall	316.18			316.18	4003.80
Miscellaneous income	1987.46			1987.46	5311.63
	<b>2384.24</b>	<b>4146.00</b>	<b>0</b>	<b>6530.24</b>	<b>12000.73</b>
2(c) <i>Church activities</i>					
coffee money	1466.74			1466.74	1952.81
Bookstall		217.12		217.12	292.73
Church hall lettings	1660.00	30572.75		32232.75	26750.00
7a rental income		8045.28		8045.28	6984.59
Special projects		894.82		894.82	240.00
Fees - church	5276.64			5276.64	3858.00
	<b>8403.38</b>	<b>39729.97</b>	<b>0</b>	<b>48133.35</b>	<b>40078.13</b>
2(d) <i>Other ordinary income</i>					
sundry social				0.00	1396.04
	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1396.04</b>
2(e) <i>Income from investments</i>					
Interest - Gen ac		1.12		1.12	0.00
CPAS interest		2337.42		2337.42	0.00
Interest - hall account				0.00	0.00
	<b>0.00</b>	<b>2338.54</b>	<b>0</b>	<b>2338.54</b>	<b>0.00</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>88749.93</b>	<b>46304.27</b>	<b>0</b>	<b>135054.20</b>	<b>159267.09</b>

**3 RESOURCES EXPENDED**

	Unrestricted funds	Restricted funds	Endowment funds	2018	2017
3(a) <i>Grants &amp; Donations</i>					
Oversea mission	5064.56			5064.56	5794.34
Christian relief				0.00	0.00
Other donations	202.41	7352.61		7555.02	0.00
	<b>5266.97</b>	<b>7352.61</b>	<b>0</b>	<b>12619.58</b>	<b>5794.34</b>
3(b) <i>Support Costs</i>					
Lay readers allowance	634.22			634.22	598.62
	<b>634.22</b>	<b>0.00</b>	<b>0</b>	<b>634.22</b>	<b>598.62</b>
3(c) <i>Directly relating to the work of the church</i>					
Parish share	54805.00			54805.00	53301.00
Clergy costs	1620.89			1620.89	1892.25
Young people		3414.51		3414.51	1898.32
Outreach	904.04			904.04	289.56
Subscriptions	790.80			790.80	1409.26
c fees	2320.00			2320.00	1906.00
Services costs	1912.98			1912.98	2187.50
Special projects (contra)				0.00	0.00
Church running costs (gen & cdf)	7390.25			7390.25	10949.12
	<b>69743.96</b>	<b>3414.51</b>	<b>0</b>	<b>73158.47</b>	<b>73833.01</b>
3(d) <i>Fund raising and publicity</i>					
Social fund		18.66		18.66	1120.80
Book stall		96.03		96.03	173.22
	<b>0.00</b>	<b>114.69</b>	<b>0</b>	<b>114.69</b>	<b>1294.02</b>
3(e) <i>Church management &amp; administration</i>					
Administration & stationery costs	2859.47			2859.47	2041.36
Bank charges	351.61	168.29		519.90	450.66
	<b>3211.08</b>	<b>168.29</b>	<b>0</b>	<b>3379.37</b>	<b>2492.02</b>
3(f) <i>Other expenses</i>					
3a				0.00	0.00
Hall expenses		34975.65		34975.65	66956.67
Scout hut		151.68		151.68	110.16
7a expenses				0.00	5016.58
	<b>0.00</b>	<b>35127.33</b>	<b>0</b>	<b>35127.33</b>	<b>72083.41</b>
<b>TOTAL RESOURCES USED</b>	<b>78856.23</b>	<b>46177.43</b>	<b>0</b>	<b>125033.66</b>	<b>156095.42</b>

**4 STAFF COSTS**

Wages - church cleaner	1684.57		1684.57	1607.60
Wages - office	6641.00		6641.00	7194.70
Wages - youth co-ordinator			0.00	0.00
	<b>8325.57</b>	<b>0.00</b>	<b>0</b>	<b>8325.57</b>
				<b>8802.30</b>

**5 FIXED ASSETS FOR USE BY THE PCC**

	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL FUNDS	
GROSS BOOK VALUE				2018.00	2017.00
at 1 Jan				0.00	0.00
additions				0.00	0.00
at 31 Dec	0.00	0.00		<b>0.00</b>	<b>0.00</b>
DEPRECIATION CHARGE				0.00	0.00
at 1 Jan				0.00	0.00
Charge for year				0.00	0.00
at 31 Dec	0.00	0.00		<b>0.00</b>	<b>0.00</b>
NET BOOK VALUE				0.00	0.00
at 31 Dec	0.00	0.00		<b>0.00</b>	<b>0.00</b>

**CURRENT ASSETS****7 Debtors**

			0.00	0.00
			0.00	0.00
	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>

**Cash**

			2018.00	2017.00
General A/c	34557.89		34557.89	32650.58
High interest a/c		2879.91	2879.91	4022.30
Hall A/c		29889.56	29889.56	28929.84
Petty cash		39.31	39.31	50.32
Social fund		256.58	256.58	275.24
	<b>34557.89</b>	<b>33065.36</b>	<b>0</b>	<b>67623.25</b>
				<b>65928.28</b>

**8 CURRENT LIABILITIES**

CPAS loan			0.00	<b>0.00</b>
	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>

**6 ANALYSIS OF NET ASSETS BY FUND**

Fixed Assets	0.00		0	0.00	0.00
Current Assets	34557.89	33065.36	0	67623.25	0.00
Current Liabilities	0.00	0.00	0	0.00	0.00
Fund balance	<b>34557.89</b>	<b>33065.36</b>	<b>0</b>	<b>67623.25</b>	<b>0.00</b>

**9 FUND DETAILS**

The restricted funds comprise of the Prices fund, Circus Charity fund (hall, scout hut & 7a), Bookstall. Special projects, social and youth donation

# Independent Examiner's Report to the PCC of St John's Church, Fareham for the Year Ended 31<sup>st</sup> December 2018

## Section A

This is my report to the Parochial Church Council of St John the Evangelist, on the annual report for the year ended 31<sup>st</sup> December 2018 set out on pages

### Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission, including the updated directions 2 and 9 (Sept 2017). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

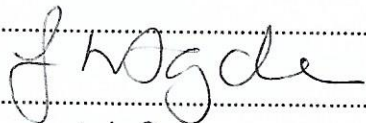
In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examiner's signature

Examiner's name CAPITALS

  
MRS J.L. OGDEN.

Date  
Relevant professional  
qualification(s) or body  
if any

AAT

Examiner's address

Ogden & Co (Accountants)  
16 St Michaels Grove,  
Fareham, Hants PO14 1DR  
Tele & Fax (01329) 512813