



ST JOHN'S CHURCH PRESERVATION GROUP TRUSTEE REPORT 2017-18 (1.12.2017 to 30.11.2018)

CHARITY NAME

St John's Church Preservation Group

CHARITY REGISTRATION NUMBER

1164822

REGISTERED ADDRESS

The Old School House, St John's Road, Kates Hill, Dudley, West Midlands, DY2 7JT

TRUSTEES

Deborah Brownlee, Maria Bottley, John Poole, Martin Horwood
Margaret Whiting resigned on 25.4.18 due to ill health

CONSTITUTION AND ORGANISATIONAL STRUCTURE

A Charitable Incorporated Organisation whose only voting members are its charity trustees. The constitution used is the Charity Commission Foundation Model Constitution. There are no paid employees. The charity is operated by the trustees and volunteers.

CHARITY TRUSTEES RECRUITMENT AND TRAINING.

During this period the following people were approached and agreed to become trustees :
David Kerr MBA, Chairman Birmingham Branch Midland Society of Genealogy and Heraldry - a member of St John's Church Preservation Group Expert Advisory Panel
Ann Kerr - wife of David and great, great, great granddaughter of the first vicar of St John's
Paul Smith - local supporter with IT and electrical specialisms
Steven Davies - local resident and many time helper of the group
Trustee induction to take place, positions to be confirmed during 2019

Trustee training is advised by The Dudley Council for Voluntary Service and the St John's Church Expert Advisory Panel (volunteer experts in a number of fields). The Induction and Training of Trustees Policy states that training will be provided as necessary, generic compliance training for all trustees and specific training according to role in other cases.

CHARITY DECISION MAKING

Charity decisions are made by the trustees after consultation as appropriate, such as with expert advisors, volunteers, potential users and beneficiaries. There are no employees at present.

PUBLIC BENEFIT STATEMENT

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

CHARITABLE OBJECTS, OBJECTIVES, ACHIEVEMENTS AND PERFORMANCE DURING THIS PERIOD AND PUBLIC BENEFIT

The charitable objects of the charity are:

(a) to support the restoration and preservation of St John's Church, Kates Hill, Dudley, a place of historic and architectural importance with a view to supporting Christian worship and providing a facility for greater community use;

- (b) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment;
- (c) to advance the education of the public particularly but not exclusively by (i) educating the public in different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faiths and (ii) by promoting knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths;
- (d) to further benefit the residents of Dudley and its surrounding areas particularly but not exclusively those who are unemployed or unwaged and those who are without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and other leisure time activities with the objective of improving the conditions of life for the residents;
- (e) to advance in life and help young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The objectives to achieve the charity objects during this period were:

To maintain the church building in good repair and ideally obtain funds for further work

During this period the trustees were not able to carry out further work, due to the high cost of insurance depleting funds available.

Trustees had to re-write the objectives for this period to concentrate on creating an environment of self generating funds, to ensure the long term sustainability of the project.

To increase incoming funds the trustees have given a great deal of attention to the conversion of the adjacent rented space (The former St John's School) creating jumble sale rooms and clearing stock to be able to move on to conversion to the St John's Community, Arts and Enterprise Centre, which will assist in raising core costs funding and increase engagement with the public. The aim is to be self sufficient for core funds and be able to use grants for building repairs and project development.

This year the difficult decision was made to put the church on a caretaker basis, but still open seven days by telephoning the numbers provided. This depleted visitor numbers but was a necessary step to release capacity to work on other areas of the project. The aim in due course is to create funds for family and local history researchers to be on site, who will double up with keeping the church doors open.

To continue with development and maintenance of the adjoining 5 acres of graveyard and nature reserve

This work continues and a number of local Councillors have expressed an interest in engaging with the group for onward planning and designation as a nature reserve.

To continue with key annual St John's community events and create more community events

The following annual events were started or continued:

Mothers Day

Fathers Day

St Georges Day

The Church Birthday (27th July)

Annual Bonfire

Annual Remembrance Saturday

Annual Christmas event.

World Peace Day (Multi Faith) with Bert Bissell Annual Memorial Walk

Annual Pet Service

Other events:

Fundraising sales (themed)

Church open days

To raise awareness of the project

Outreach was stepped up:

Volunteers from the group attended more key local events to give out leaflets, raise awareness and fundraise

To continue preparing the group to be largely self sufficient for core costs through fundraising activities

We are conscious that not all funding bids are successful and funds are often oversubscribed. We intend to ensure the group can be financially self sufficient at the very least for core costs. To this purpose we are carefully choosing which outside events to attend, and spending a great deal of time preparing our two sale rooms. We are also making a start on The Friends of St John's (regular givers).

Achievements during this period:

1. New volunteers recruited
2. New volunteers joining the group have made a huge difference to the speed of development, providing high quality help.
3. New trustees who will be joining will be bringing extra skills and some are already actively assisting the project
4. The church building has remained stable following repair works
5. Visitors continued to call regularly although incoming financial donations from them was disappointing
6. A start was made on our regular giving scheme (Friends) which attracted some initial support but not at the pace we hoped
7. 43 volunteers (including Job Centre work experience placements) carried out 7,746.5 hours of volunteering. 27 volunteers have continued with the charity at the end of this period. Referrals from the Job Centre were considerably reduced, we believe this to be due to increased pressure on job seekers to find work. Those who attended were by and large only allowed to do the 8 week placement - in previous years they have been allowed to stay on.

Performance during this period

1. We continue to be highly praised for our maintenance of the beautiful 2.5 acre graveyard and we continue to prepare the adjoining nature reserve for full public opening
2. Visitor count was satisfactory at 1,500 over the year, including at events and other opportunities to open the church such as Open Days.
3. Key volunteers were identified to take on further responsibility with the sale room development. These volunteers ran 50 jumble sale days generating £4,790.31 and much was learnt by the new team during this period in terms of display, security, customer relations and money handling.
4. We attended a number of networking meetings and worked closely with other projects in the area, mainly Family Fun days and other events for the community.
5. This year has been a year of consolidation and preparation, of awareness raising and setting in place future partnerships and organisations who will help us to deliver our Community Information Point, and other community facilities which in due course will be a major benefit for this very deprived and troubled area.
6. We were not able to carry out further works on the church building due to lack of funds - however the building is stable after major repair works in the first year. Trustees decision is to concentrate on structural core fundraising ability and creating a great team, then at the earliest opportunity to move on to bid writing. With a small operational team it is important for volunteers to be fully conversant with running the events and sale rooms, and this has required intensive and time consuming training. A surplus of incoming donations (generous as that may be) has

caused very serious space management issues and this has required a lot of time to keep under control. New helpers coming on board have made a difference and we have great optimism for the coming 12 months.

7. We have been disappointed with the level of incoming financial donations and we are finding that our formerly trusty friend Facebook has not been so useful, with changed algorithms meaning we cannot get the message out to so many people. We have begun to move back to email and paper bulletins, and the volunteers have been collecting as many email addresses as they can

Public benefit during this period

1. The historic local church remained available seven days a week and this was appreciated greatly by visitors. We continued to provide much assistance with family history research and finding family graves.
2. We carried out very successful community events, bringing people together and giving a taste of how the project will develop over time. Our annual Bonfire Night on the St John's Nature Reserve is now a firm local favourite.
3. We are able to acknowledge and honour over 200 local forces personnel who lost their lives in WW1 and WWII, at the St John's War memorial each Remembrance Saturday.
4. At the Christmas Carol Service we provide a free Santa for children and the adults and this is very appreciated and enjoyed. We also engaged the services of a local Bhangra group to complete the Carol Service, and people danced and had a very unique evening.
5. The church is opened on Christmas Day and Boxing Day for the lighting of Remembrance candles and many people come into church to share memories and express their loss on those days.
6. We provided very low cost clothing, shoes and household goods for the local community through our twice weekly jumble sales. There is also a social element to the sale rooms with 'Mary's café' (Mary Goodman, a former dinner lady on the estate, now our catering volunteer). Visitors are encouraged to stay and chat and this forms the start of the project developing to combat social exclusion and loneliness.
7. We provided the opportunity for volunteers to shine, as we encourage them to take on more responsibility and involve them more in decision making and project development.
8. Our World Peace Day event was a multi faith occasion bringing together all the main faiths, and honouring a great peace campaigner together, Bert Bissell MBE.

RISK ASSESSMENT

Trustees carry out ongoing organisational risk review and risk assessments are routinely carried out for events and activities.

Procedures are in place to manage risks identified and helpers have been trained .

FINANCIAL REVIEW- BANKERS, RESERVES, FUNDING SOURCES, HOW FUNDING HAS SUPPORTED THE KEY OBJECTIVES

Banker:
HSBC
226 High Street
Dudley
West Midlands
DY1 1PQ

1. Reserves policy is 10% of non ringfenced funds to be held as reserve, however we were not able to add to reserves during this period due to the high cost of insurance (£9177). Reserves held at £7,156 just a small change from the previous year £7,149
2. Donations were £4988 against £6,867 in the previous period. Other funds were self generated and no grants were received during this period.
3. Events income was improved from £609 to £3099 due to new volunteers getting involved and we were more selective about which events to attend.
4. Recycling income (mainly rags) was increased from £214 to £1965 as helpers sorted through a major backlog of donated goods, and attempted to keep up with incoming donations.
5. We have no staff costs and governance costs are also nil. The value of the volunteer hours given (7,746) at the living wage rate for the UK outside London, plus oncosts (livingwage.org.uk) totalling £10.50 per hour is £81,333.
6. Total income for the year was £15,270 (up from £13,746, the increase being due to the increase in self generated income).
7. Total expenditure for the year was £19,611, including £4588 accrual (as the insurance is paid monthly - no other unpaid items).
8. Utilities are a major cost to the group, costing £2,172. This geographical area is extremely cold being so high above sea level and operating in historic buildings requires costly heating and dehumidification.
9. Funding has allowed the project to keep the church open to the public, run events for public benefit and fundraising, and provide volunteer opportunities.

FUTURE ACTIVITIES, AIMS AND KEY OBJECTIVES

Objectives for 2018-19

1. To monitor the condition of the church during this second period of project consolidation and carry out maintenance as needed
2. To fund and obtain a new noticeboard for the church in order to promote and inform visitors on arrival
3. To develop a new logo to freshen the image of the group and seek more supporters and customers including development of a leaflet
4. To further develop a 'crack' volunteer team able to train new helpers, and carry out day to day sorting and pricing of incoming donations. The helpers will then be able to run both sale rooms which are available for the group to use.
5. To develop the jumble sale rooms to be producing a target of £200 per week, and then further develop the space available to create the St John's Community, Arts and Enterprise Centre, which will not only enable the group to fulfil community needs but also generate income from room hire leading during 2019/20 to self generation of core costs.
6. By the end of 2019 the trustee manager of the project will be free to concentrate on applying for funds for church restoration and further project development. This will include seeking funds for specialist staff to help take the project forward from 2020.
7. To continue with outreach and fundraising at key local events
8. To continue building the contact base ready to serve the community with a broad based Community Information Point
9. To build the number of annual events in the church and create an annual programme of regular community events including prestige events such as the first St John's World Peace Day awards.
10. Improve volunteer recognition.

This completes the 2017-18 Annual Trustee Report.

St John's Church Preservation Group
The Old School House
St John's Road
Kates Hill
Dudley
West Midlands
DY2 7JT

Financial Statements
Twelve months to 30 November 2018

Charity Registration number 1164822

Approved Accountancy
16a Orton Grove
Penn
Wolverhampton
West Midlands
WV4 4JN

St John's Church Preservation Group

Statement of Financial Activities

Twelve months to 30 November 2018

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St John's Church Preservation Group

Statement of Financial Activities

Twelve months to 30 November 2018

	Note	2018 (£)	2017 (£)
Incoming Resources			
Unrestricted Funds			
Voluntary income	1	4,988	6,867
Investment income	1	7	6
From charitable activities	1	10,275	6,873
		<hr/>	<hr/>
Total incoming resources		<u>15,270</u>	<u>13,746</u>
Resources expended			
Unrestricted funds			
Cost of generating voluntary income	2	1,881	2,629
Charitable expenditure	2	17,730	35,446
Governance costs	2	nil	nil
		<hr/>	<hr/>
Total resources expended		<u>19,611</u>	<u>38,075</u>
Net incoming/outgoing resources before transfers		<u>(4,341)</u>	<u>(24,329)</u>
Net movement in funds		<u>(4,341)</u>	<u>(24,329)</u>

St John's Church Preservation Group

Statement of Financial Activities

Twelve months to 30 November 2018

Represented by	2018 (£)	2017 (£)
Movement in HSBC Community Account	240	(6,873)
Movement in HSBC Money Manager Account	7	(17,456)
Movement in petty cash account	nil	nil
Accruals	<u>(4,588)</u>	<u>nil</u>
Net movement in funds	<u>(4,341)</u>	<u>(24,329)</u>

St John's Church Preservation Group

BALANCE SHEET

As at 30.11.2018

Unrestricted funds

	Note	2018 (£)	2017 (£)
Fixed Assets		<u>nil</u>	<u>nil</u>
Current Assets			
Cash at bank and in hand	10	8,778	8,531
Total current assets		8,778	8,531
<u>Less current liabilities</u>			
Accruals	11	<u>4,588</u>	nil
Net current assets		<u>4,190</u>	<u>8,531</u>
Total Assets		<u>4,190</u>	<u>8,531</u>
Represented by:			
Funds of the charity			
Unrestricted funds		<u>4,190</u>	<u>8,531</u>

St John's Church Preservation Group

Accountant's Report

12 months to 30th November 2018

We have prepared the enclosed financial statements from the books and records provided by the trustees of the charity.

From the records supplied and the explanations provided by the trustees, we believe the accounts herein represent a true and fair view of the affairs of the charity at 30th November 2018.

The financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2005) issued in May 2008, UK Accounting Standards and the Charities Act 2011.

The accounts have been prepared on a receipts basis.

The accounts have been prepared under the historic cost convention.

L. D. Brownlee (A.C.M.A.) (C.G.M.A) (CTA) (ATT)

5th August 2019

Approved Accountancy
16A Orton Grove
Penn
Wolverhampton
West Midlands
WV4 4JN

St John's Church Preservation Group

Twelve months to 30 November 2018

Notes to the financial statements

Accounting policies

Incoming resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resources;
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in the incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material.

The value placed on these resources is the estimated value to the charity of the service or facility received.

St John's Church Preservation Group

Twelve months to 30 November 2018

Notes to the financial statements

Accounting policies (continued)

Volunteer help

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

Expenses reimbursed to volunteers are included in the Statement of Financial Activities as costs of generating voluntary income.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

St John's Church Preservation Group

Twelve months to 30 November 2018

Notes to the financial statements

Support Costs

Support costs include central functions and have been allocated to activity costs categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £400. They are valued at cost or if gifted, at the value to the charity on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at the year end. Other investment assets are included at the trustee's best estimate of market value.

Stocks and work in progress

Stocks and work in progress are valued at the lower of cost or market value

Current liabilities

Amounts payable by the charity within twelve months of the balance sheet date are included in current liabilities.

St John's Church Preservation Group

Twelve months to 30.11.2018

Notes to Financial Statements

1 Analysis of incoming resources	2018	2017
	(£)	(£)
Voluntary Income		
Donations	<u>4,988</u>	<u>6,867</u>
Investment Income		
Interest received	<u>7</u>	<u>6</u>
Incoming resources from Charitable activities		
Events income	3,099	609
Sales income	4,624	3,687
Recycling	1,965	214
Commonwealth War Graves Commission	220	220
Grants	nil	1,942
Miscellaneous income	367	201
	<hr/>	<hr/>
	<u>10,275</u>	<u>6,873</u>
Total incoming resources	<u>15,270</u>	<u>13,746</u>

St John's Church Preservation Group

Twelve months to 30 November 2018

Notes to the financial statements

2 Analysis of resources expended	2018	2017
	(£)	(£)
Costs of generating voluntary income		
Volunteer expenses	1,881	2,629
	<u>1,881</u>	<u>2,629</u>
Charitable expenditure		
Combined Insurance	9,177	9,828
Grounds and Property expenses	1,364	16,473
Rent and Utilities	5,172	7,203
Events, Meetings and Promotions	1,624	537
General administration	311	1,310
Telephone and internet	82	95
Miscellaneous expenses	nil	nil
	<u>17,730</u>	<u>35,446</u>
Governance costs	<u>nil</u>	<u>nil</u>
Total resources expended	<u>19,611</u>	<u>38,075</u>

St John's Church Preservation Group

Twelve months to 30 November 2018

Notes to the financial statements

3 Support costs

The charity has not analysed its expenses using activity categories.

4 Trustees expenses

The trustees received no payments for their services

5 Fees for independent confirmation of the accounts.

There was no independent examination of the accounts

6 Paid employees

There were no employees in the period.

7 The charity incurred no staff costs in the period

8 Pension contributions

The charity did not make pension contributions on behalf of any employees during the period

9 There were no grants or donations made by the charity

10 Cash at Bank and in hand	2018	2017
	(£)	(£)
HSBC Community Account	1,572	1,332
HSBC Money Manager	7,156	7,149
Cash in hand	50	50
	<hr/>	<hr/>
	<u>8,778</u>	<u>8,531</u>

St John's Church Preservation Group

Twelve months to 30 November 2018

Notes to the financial statements

11 Accruals	2018 (£)	2017 (£)
Combined Insurance	4,588	nil

