

2017 Report and Accounts
for the
Parochial Church Council of
St. Helen's Church, Whitley Chapel

2017 Report and Accounts for the Parochial Church Council of St. Helen's Church, Whitley Chapel

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Trustees Annual Report

Aim and purposes

St. Helen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Andrew Patterson, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St Helen's church, Whitley Chapel, Hexham, Northumberland.

Objectives and Activities

The PCC are committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Helens. We see the church as the heart of the community and encourage strong links with the school. The church is open everyday for people to find a quiet space for their thoughts and prayers.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through: worship and prayer; provision of pastoral care for people living in the parish; missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St Helens Church.

Achievements and Performance

Worship and Prayer

There is a regular service on a Sunday and we are careful not to move the time so that occasional attenders of the services can always rely on the services being there. There are additional occasional services throughout the year such as harvest festival and a carol service.

In June we hosted the Deanery Day and Songs of Praise, which was well attended from across the Deanery. A number of people walked from Allendale on a pilgrimage to Whitley Chapel for the service.

As a small church we are fortunate to have music at all main services whether it is Shirley Nixon on the organ or with "Shirley's Girls", or Tom Cowing on his accordion. In July we were fortunate to host the Hexham Chamber Choir for Choral Evensong, and our thanks go to Tom Cowing for arranging this.

Gwen Dixon started a bible study group in 2017 that meets at her house once a month, providing an additional opportunity to understand our faith.

Deanery Synod

One member of the PCC, and the incumbent, sit on the deanery synod. This provides the PCC with an important link between the parish and the wide structures of the church.

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Church Fabric

Maintenance has been performed during the year as required, for example the re-painting of the Church doors. The quinquennial review is due during 2018 and we await the outcome.

Plans have moved forward regarding a new window above the main door. A design has been produced by Sarah Richardson after discussion with the children from Whitley Chapel CofE First School on the theme of Noah's Ark and their subsequent drawings. The design will be agreed at the AGM and then a faculty application made.

Churchyard

The churchyard continues to be maintained by the Burial Ground Trust, and we remain very grateful for their work and their contribution to St Helens. An Atlas Cedar Tree near the church door was splitting down the middle, and so the tree was removed in January 2018.

Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Reverend Andrew Patterson has visited all church members who have requested it, and continues to visit Close House Nursing Home on a regular basis.

Work with children

The Reverend Andrew Patterson continues to visit the school every week and holds a service at the end of each term in the church. Other members of the PCC and congregation go into the school to assist with particular church related topics, for example remembrance Sunday and Christingle.

Carole Patterson and other volunteers continue to provide various activities for children through out the year, in particular: Palm Sunday crafts and procession with a pony; Good Friday acting of the passion and traditional egg rolling; and the nativity play on Christmas eve.

Mothering Sunday was a particular occasion last year when our first "clipping" took place. A ring was formed around the outside of the church to give the church a "big hug". Many families attended the service and particular thanks must go to Peter McKendrick for his organisation of this event.

The baby toddler group continued to meet on the first and third Friday's of the month. It remains a valued resource in order to bring young families of the community together whilst enhancing links between the church, school and community. Twenty two families are on the email list of the group with up to eight families attending each session. Particular thanks goes to Claire Bradley, Jane Wrighton and Rachael Haywood-Smith for their running of the group.

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Mission and Evangelism

The church has support Dr Duncan's work in teaching medical staff in India during the year. The collection from the harvest festival service supported the Food Bank.

Financial Review

The accounts for 2017 have been prepared on a cash basis, compared to the accruals basis used in prior years, in order to comply with the rules of receipts and payments accounts. As a result the comparatives (2016 figures) have been restated.

Income has increased from £20,445 to £24,948 largely due to an increase in collections at services, the associated gift aid, and the fees received from weddings and funerals (included within church activities). This has assisted in reducing the deficit to £359 (2016: £2,525) despite the Parish Share increasing to £18,022 (2016: £16,490).

In May we held a planned giving campaign, our first for five years, partly in response to the deficit incurred in 2016. This appeal was moderately successful but compared with similar parishes in our Deanery, we have a much smaller proportion of people with a signed covenant compared to the number on the electoral roll. More work needs to be done in this area if we are to meet our financial responsibilities going forward.

However, our current financial position is adequate and we expect to be able to meet the 2018 parish share.

One notable success in fund raising terms was the Church Open Day held in May which attracted a large number of visitors and raised £764. Another open day is planned for 2018.

Reserves Policy

The building fund is a designated fund for the maintenance and improvement of church buildings. It was started in 2015 so that unrestricted funds did not exceed one year of unrestricted payments. Since 2015 the unrestricted funds have fallen below the level of annual expenditure and no further transfers to the designated fund have taken place. It is hoped that future finances will allow for more funds to be transferred so that funds are available for any major repairs that are required to the church.

Volunteers

We would like to thank all the volunteers who work so hard to make our church welcoming, clean and well maintained. In particular we would like to thank the church wardens during the year Barbara Parker and Val Hull. Val Hull has retired from her duties of church warden during the year, and we would especially like to

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thank her for her years of service and contribution to the life of the church. In addition thanks must go to Peter McKendrick for organising the volunteers on the church rota.

Safeguarding

We take the issue of safeguarding very seriously and it is a standing item on all PCC agendas. The safeguarding policy is approved at the AGM each year. Our safeguarding officer is Dr Jenny Stirling, who ensures the diocesan guidance is followed and training is kept up to date.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Helen's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the treasurer, secretary, accountant and other members of the congregation who are on the electoral roll of the church. All those who attend our services/ members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The PCC met six times during the year, including the AGM, with an average level of attendance of 90%.

Administrative Information

St Helen's church is situated in Whitley Chapel, Hexham. It is part of the deanery of Hexham and the diocese of Newcastle within the Church of England. The correspondence address is The Vicarage, Whitley Mill, Hexham, Northumberland, NE46 2LA. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and a charity currently excepted from registration with the Charity Commission.

PCC members who have served at any time from 1 January 2017 until the this report was approved are:

Ex Officio members:

- Incumbent: The Reverend Andrew Patterson (Chairman), representative on Deanery Synod
- Warden: Valerie Hull, representative on Deanery Synod (until 31 December 2017)
- Warden: Barbara Parker

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Elected members:

- Claire Bradley, Accountant/ gift aid secretary
- Tom Cowing (from 15 March 2017)
- Gwen Dixon (until 15 March 2017)
- Tony Macklon, representative from the Burial Ground Trust
- Lynn Mould
- Claire Pinches, honorary secretary
- Jenny Stirling, Safeguarding officer
- David Wilson, honorary treasurer
- Ralph Wrighton

**Approved by the PCC on 18 April 2018 and signed on their behalf by the Reverend
Andrew Patterson (PCC Chairman).**

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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Whitley St Helen's Parochial Church Council

**On accounts for the year
ended**

31 December 2017

**Charity no
(if any)**

Set out on pages

9 and 10

**Respective
responsibilities of
trustees and examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 under 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 an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's statement**

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

1. which gives me cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 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.

Signed:

Date:

Name:

Sandra Riddle

**Relevant professional
qualification(s) or body:**

FCCA

Address:

17 Woodside Avenue

Corbridge

Northumberland, NE45 5EL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

WHITLEY ST HELEN'S PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2017

Receipts and Payments Accounts

	2017 £	As Restated 2016 £
Receipts		
Voluntary receipts:		
Planned giving	8,664	8,275
Collections at services	7,361	5,735
Donations	1,800	2,104
Gift aid recovered	3,505	2,362
	<u>21,329</u>	<u>18,477</u>
Activities for generating funds	764	292
Investment income	62	82
Church activities	2,792	1,594
Total receipts	<u>24,948</u>	<u>20,445</u>
Payments		
Church Activities:		
Parish share	18,022	16,490
Clergy costs	1,649	1,501
Vicarage costs	2,955	2,664
Church running expenses	1,463	1,915
Hall hire	280	170
Printing	237	144
Mission giving and donations	600	-
Other	100	85
Total payments	<u>25,307</u>	<u>22,969</u>
Surplus/ (deficit)	<u>(359)</u>	<u>(2,525)</u>
Cash at bank and in hand 1 January	33,290	35,815
Cash at bank and in hand 31 December	<u><u>32,931</u></u>	<u><u>33,290</u></u>

All receipts and payments relate to unrestricted funds.

WHITLEY ST HELEN'S PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2017

Statement of Assets and Liabilities

	Unrestricted Funds £	Designated Funds £	Total 2017 £	As Restated Total 2016 £
Cash funds				
Bank current account	12,931	-	12,931	13,290
Deposit fund	10,000	10,000	20,000	20,000
	22,931	10,000	32,931	33,290

Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. It should be noted that the 2016 figures have been restated from the accruals basis, as reported for 2016, to the cash basis.
2. The designated fund is a building fund for the maintenance and improvement of church buildings.

Approved by the Trustees on 18 April 2018 and signed on their behalf by:

Reverend Andrew Patterson
Chair

David Wilson
Treasurer