



# Annual Parochial Church Meeting 2017 Including the Trustees' Report and Financial Statement for 2016 for the Parochial Church Council of St Mary, Wistaston with St Luke, Willaston

Registered Charity number 1130599

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This report comprises of the

- Trustees Report on pages TR2 - TR12
- Financial Statement on pages FS1 – FS7

The Annual Parochial Church Meeting is on Sunday 9th April 2017, St Mary's Church Hall, following the Morning Service at approximately 12:15 pm.

If you are on the Electoral Roll your attendance is required. Please take some time to read through this report before the meeting so as you may be fully informed.

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## Agenda for the Annual Parochial Church Meeting 2017

### Meeting of the Parishioners

To appoint the Churchwardens (*all are welcome to attend this meeting*)

1. Appointment of Churchwardens (Nomination Forms are available in both churches)

### Annual Parochial Church Meeting

*Only those on the church Electoral Roll are allowed to comment or vote*

#### Agenda

1. Apologies for Absence
2. Minutes of the APCM 2016 (pages TR10 & TR11)
3. Formal Report
  - a. *Financial report: If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as she can give an informed reply to you at the meeting.*
4. Elections and Appointments as below
  - a. Elect Members for the PCC (8 places) (*Nomination Forms are available in both churches*)
  - b. Elect Deanery Synod Members - 3 vacancies
  - c. Deputy Warden
  - d. Appoint Sidespeople
  - e. Appoint an independent Auditor/Examiner
5. PCC Statement regarding Safeguarding & Young People in our church
6. Time for questions
7. Any other Business – to be notified to the Rector before the start of the meeting

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- The first meeting of the new PCC is on Monday 15 May 2017, 7.30pm, at St Luke's.
  - The Archdeacon's Visitation for Church Wardens and Sidespeople will be held on Monday 22 May 2017, 7.30pm, at St Mary's Nantwich.

# Trustees' Report

## Aims and Purposes

St Mary's & St Luke's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Mike Turnbull, 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 Mary's Church, Churchyard and Church Hall Wistaston, and St Luke's Church Willaston.

## Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at both churches. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust
- 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 all the buildings mentioned above.

## Achievements and Performance

### Worship and Prayer

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We have a range of services throughout the month, including Holy Communion, All Age Worship & Baptism services, BCP Evening Prayer and a midweek BCP Holy Communion. There are daily said Morning Prayer services and our Sunday Worship provides opportunities for all ages to worship including those in our Junior Church. Our worship music is a mixture of traditional and contemporary with a mix of the organ and music group.

All are welcome to attend our regular services. The average weekly attendance, counted during October, was 81 and the Christmas & Easter services were well attended.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. This year we have celebrated 26 Baptisms, 6 Weddings and conducted 39 Funerals in church and 21 at the Crematorium.

### Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church. Please see the included report for the activities of the Synod this year.

## **Our Vision Statement**

Our vision is to be a welcoming, Christ-centred church, where everyone is valued and nurtured, actively sharing the joy of Christ in our communities.

The Goals for our Growth Action Plan are:

1. Looking to the Future - ensuring we encourage, support, nurture and help our young people so they can pray together, worship together, learn together, live out their faith together, grow in faith together.
2. Working with and in our Local Community - serving our community and showing God's love through our actions.
3. 3. Developing Discipleship - praying together, worshipping together, learning together, living out our faith together, growing in faith together.

## **Magazine**

Our parish magazine is published every other month and is delivered and available at both churches and the Church Hall. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus. The Magazine has a cover price of £1 and is also available to download from our website at [bit.ly/clmag](http://bit.ly/clmag)

## **Social Media**

We have a presence on Social Media as follows: Website: [stmaryswistaston.org.uk](http://stmaryswistaston.org.uk)

Facebook: [facebook.com/stmaryandstluke](https://facebook.com/stmaryandstluke) :: Twitter: [@maryandluke](https://twitter.com/maryandluke)

The website has 245 unique visitors and 1340 page views each week. Most enquiries for Weddings & Baptisms now come via the Website. The Facebook page has 190 Likes (people who follow and see and share posts). Our Twitter account has 193 followers and has grown over the past year. Facebook & Twitter are popular for general enquiries. Bob Squirrell & Mike Turnbull look after the website & Mike Turnbull manages the Facebook & Twitter accounts. If you are on Social Media please Like or Follow us and share what we do - it's an effective way to share what we do.

## **Giving**

As a PCC we give away 10% of our planned and plate giving to various Charities each year. In 2016 we gave away £5549 and it was given to: Church Missionary Society / SAMS, Crosslinks, Tear Fund, USPG, The Bible Society, The Children's Society, The Church Army, CPAS, Clergy Pensions, St Luke's Hospital for the clergy and Chester Clergy Family Trust, Crewe Christian Concern, The YMCA Crewe, Christians Against Poverty, Nantwich Food Bank & St Paul's Pantry. These Charities were chosen in 2015 and will be reviewed by the PCC in 2019. Individual amounts are available from the Treasurer on request.

## **Ecumenical Relationships**

The church is a member of Churches Together in Crewe and we have been involved, where possible, with meetings, services and events through the year.

The local Methodist Circuit has a new minister Revd Den Harding, and it is hoped that links can be built upon with her. We enjoy occasional worship together and we share each other's events via each others Notice Sheets.

## **Reserves Policy**

It is PCC's policy to maintain a balance on funds (if possible), which equates to at least three months unrestricted payments, equivalent to £28,500 to cover emergency situations that may arise from time to time.

## **Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is – we really couldn't do it without you!! In particular, we want to mention our churchwardens Di Carter and Simon Bartholomew who have worked so tirelessly on our behalf and Daphne Gregory who has helped us all to understand the church's accounts and its finances and during 2016 has transitioned us to online banking saving us costs on sending payments.

## **Structure, governance and management**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1130599. The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's & St Luke's the membership of the PCC consists of the Rector, Associate Priest, Churchwardens, the Reader, Pastoral Worker, Deanery Synod Members, there is also the opportunity for 15 members to be elected by those 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 are then eligible to stand for election to the PCC after a 6 month period.

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 full PCC met six times during the year with an average level of attendance of 75% in 2016. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include Premises Management and Special Events, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

## **Administrative information**

The correspondence address is C/O The Parish Administrator, Church Office, Church Lane, Wistaston, Crewe. CW2 8HA. 01270 567119. 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.

## Current Membership of the PCC (March 2017)

Name	Elected or Role	Retire
Mike Turnbull	Rector	Ex Officio
Ann Stubbs	Pastoral Worker	Ex Officio
David Illing	Reader	Ex Officio
Catherine Gallagher	Elected	2017
Mike Felton	Elected	2017
Vacant	--	2017
Vacant	--	2017
Vacant	--	2017
Marcia Bootz	Elected	Resigned 5 July 2016
Margaret Shephard	Elected	2018
Daphne Gregory	Elected	2018
Joy Chaplow	Elected	2018
Vacant	--	2018
Howard Barker	Elected	2019
Ian Bellingham	Elected	2019
Mike Carter	Elected	2019
Tony Ward	Elected	Resigned November 16
Jenny Hall	Elected	2019
John Molloy	Deanery Synod	2017
Sheena Sambrook	Deanery Synod	2017
Ken Sambrook	Diocesan Synod	2018
Simon Bartholomew	Deanery Synod/Warden	2017/2017
Di Carter	Warden	2017
Elected Members	15	(based on an ER of over 200)
Deanery Synod Reps	3	(based on an ER of 151 - 250)
Diocesan Synod Rep	1	
Ex Officio	5	
Co-opted	0	
<b>Total PCC Size</b>	<b>24</b>	<b>Actual: 18</b>

### Appointed by the PCC

Electoral Roll Officers: Sue & Bob Squirrell

Safeguarding : Joy Chaplow

Independent Examiner: Bob Squirrell, 31 Whirlow Road, Wistaston, Crewe. CW2 6SR.

Architect – Graham Holland Associates. 4 King Street, Knutsford, Cheshire WA16 6DL

Our Bank - The Cooperative Bank, PO Box 250, Delf House, Skelmersdale. WN8 6WT.

Day to day management of the Church is exercised by the Rector and Wardens.

# Official Reports 2017

## Fabric Report

### 1. St Mary's

Discussions with the Parish Council are continuing with regard to the access to and siting of the War Memorial and the likely costs for any solution.

Routine maintenance has been carried out and some re-painting of damp areas in the Vestry, Choir Vestry and Tower Entrance has been identified for action.

It should be noted that the Quinquennial Inspection is due in 2017, which might highlight other action areas.

A lockable bin store has been installed to deter attempts to use the bins for other than waste items.

### 2. St Luke's

Apart from some routine maintenance items, the UPVC coating of the soffits and fascias is being investigated as an alternative to painting.

### 3. Church Hall

In addition to routine maintenance items, it has been necessary to replace the fixed water boiler (used for hot drinks) in the kitchen. The agreed redecoration programme will start this year, generally in August when the Hall is less used.

4. The LED lighting project has suffered delay because of the difficulty of finding suitable sockets for the lights in St Mary's nave. It has been decided to proceed with St Luke's and the Church Hall as separate projects.

## Parochial Church Council – Secretary's Report

The PCC members meet six times a year, and broadly speaking, each meeting follows a similar format. We begin with a passage from scripture and a prayer; approve the previous meeting's minutes and then begin to look at items on the agenda and they are in the main divided into Ministry, Finance and Fabric, Legal and Other Business.

Throughout the year we received two resignations from the PCC, one from Marcia Bootz and the other from Tony Ward who moved away from the area.

As you will receive separate reports concerning Finance and Fabric I have decided to focus my report on just a few of the items we have discussed under the headings of Ministry and Special Events.

## Ministry

10th July Radio Stoke recorded our service and it was edited and transmitted some months later.

12th June Four candidates were confirmed namely: Will Pettitt, Craig Shaw, Teresa Shaw and Rachel Davies.

- Over the past twelve months the baptism service has been revised and a very favourable response has been received from those parents who are preparing to bring their children for baptism at our church.
- An "Information on Giving at St Mary's and St Luke's" Leaflet has been prepared and printed and has been distributed to members of the congregation and further copies are available by the door into church for visitors.
- Our Rose Queen, Emma Horne and her family have been very pro-active and successful in raising funds for her chosen charity "Diabetes UK". They have

organised many very enjoyable events that have been well supported by the church family.

- We have been very fortunate this year to have Roger play keyboard during many of our services, there have been many compliments about the pleasure his music brings.
- The Occasional Booking Form and Policy for the hire of the Church Hall has been revised and implemented.

### **Special Events**

11th June Teddy Bear's Picnic was held at St Luke's Church, Willaston to celebrate the Queen's 90th Birthday and despite the inclement weather a good time was had by all who attended.

1st October Winterley Brass Band came to perform at our Harvest Supper. The evening was a great success and a profit was raised which was shared equally between Christian Aid, Cheshire Agricultural Chaplaincy and the Winterley Brass Band.

Since our last APCM a Fundraising Committee have formed to raise funds for the church. The first project was producing and selling Church Calendars and on 11th November a Pudding Club Evening was held. Many more varied events are scheduled over the coming months.

### **Looking Ahead**

Jayne Manfredi and her family have moved into our Parish recently; Jane is contemplating training for ordination and led an Advent course at the Rectory in December which was well attended.

Joy Chaplow – PCC Secretary

### **Deanery Synod Report**

The Deanery Synod met 3 times in 2016 and here is a report on the business covered which has been compiled from the Minutes of the meetings.

**25 February 2016 at St. Michael's, Coppenhall:** there was an address from Sue Mayo, the Diocesan Officer for offering support to churches in working with their local schools. It was announced that Alison Fulford will be standing down as secretary in May & Wendy Peacock has offered to fill the role of Treasurer.

**10 May 2016 at St Oswald, Worleston:** we welcomed, Rev Magdalen Smith, the Diocesan Director of Ordinands to the Synod. Magdalen shared two insights with us at Synod. First, she explicated her role as DDO. She outlined what it is like for someone who is going through the process of discerning a vocation to ordained ministry, including the 'five p's'. This set of criteria that she looks for in each candidate included: passion, prayer, perseverance, personality and potential. Second, Magdalen spoke of the richness of vocation that belongs to each Christian. She told us two stories in which lay people use their gifts to minister to others, often in everyday contexts. Magdalen also encouraged Synod to both pray about identifying our own vocations but also those of the people around us in the pews.

Josh Walker gave an update on Restore. He communicated his intention of taking a step back from the leadership of Restore. HC thanked Josh for all the support he has given to Restore. Wendy Peacock was voted on as Treasurer. Alison Fulford stood down as secretary but there were no nominations to fill the post.

**14 November 2016, St Barnabas, Crewe:** Brian Coghlan had filled the vacancy as the Secretary and was in the Chair for this meeting.

Requests for prayer were heard from St Mary's, Acton & St Andrew's, Crewe. This is a new item at the beginning of each meeting were lay people from 2 of the Deaneries parishes mention requests for prayer. Brian then led the Synod in prayer around the prayer requests.

The main item of business was an address from Rob Wyche, Crewe Christian Concern. Rob

asked us to reflect on the passage from 2 Corinthians 8 vv10-15 (generous giving in proportion to what one has) and then gave us an insight into how poverty can affect people. He told us three stories in which people had been helped with food and furniture packages. St Paul's has also responded to the spiritual needs of people. Rob said they had an opportunity to help people to see that God does exist.

Rob gave the three questions to discuss in group: 1. What type of needs are you as a church family addressing at the moment? 2. Have you got a thought-through basis of support to process how we would respond to needs? 3. Have you worked out what resources you have (eg builders, solicitors etc)? There followed a discussion and question and answer session. Helen Chantry suggested we send a donation to Crewe Christian Concern. Helan Isherwood proposed a sum of £400 which was seconded by Josh Walker.

### **Electoral Roll**

After a revision of the Electoral Roll which was 'closed off' on 12th March 2017 in preparation of the 2017 Annual Parochial Church Meeting, the figures stood at: Total: 240, of which 174 are resident and 66 are non-resident. This compares with figures at the last APCM: Total: 233, of which 173 were resident and 60 non-resident.

Sue & Bob Squirrell  
Electoral Roll Officers

### **Sidespeople at our Churches**

Canon Law says 'It shall be the duty of the sidespeople to promote the cause of true religion in the parish and to assist the churchwardens in the discharge of their duties in maintaining order and decency in the church and churchyard, especially during the time of divine service'.

The following are the existing sidespeople, who wish to stand for re-election, however we do need more sidespeople, if this is something you could help with please see one of the Wardens or the Rector.

**St Mary's: 'Head Sidespeople':** Diana Carter, Marian Carter, Neil Cadman, Jen Forbes, Sue Squirrell

**Sidespeople:** Catherine Gallagher, Pat Hudman, Linda Cooke, Peggy Poole, Clive Biggs, Alex Percival, Josie Percival, James Kennerley, Syd Carter, Peter Hopkins.

**St Luke's: 'Head's':** Daphne Gregory, John Molloy, Brian Simpson and Rolfe Henshall

All sidespeople, together with the existing and elected Churchwardens are required to attend the Archdeacon's visitation - please see TR1 for further details of this.

Diana Carter	Simon Bartholomew
Churchwarden	Churchwarden

### **Financial (Treasurer's) Report**

I would like to express my sincere thanks to everyone who has donated their time, talents and money to our churches during 2016. Your generosity is gratefully appreciated. There are many unseen heroes in our church and supporters and those who encourage leaders play a key and often overlooked role. God sees the person who puts the chairs away each Sunday in church or the person who provides and serves refreshments and the people who put out bins and brush up leaves. He uses us even if our task feels insignificant. May we notice and thank unseen heroes who help us.

In 2016 our expenditure exceeded our income by £1,481.39 which is a much better position than we were at the end of 2015. We have been blessed with legacies of £1,000 from Sylvia Davey and £8,255 from Mrs C V Stockton which we are extremely grateful for.

Our finances are affected by many issues, some are listed below, and many of these are



outside of our control beyond good housekeeping measures:

- Our Parish Share paid to the Diocese increases annually.
- Utilities (Gas, water, electricity, insurance) increase annually.
- Interest paid on our bank accounts is very low and in fact in 2016 interest on our current account ceased altogether.
- Planned giving by the congregation (and tax return on Gift Aided giving) is falling.
- Legacy income cannot be relied upon although this source of income can have a significant effect on our finances.

What then can we all do to ensure our income exceeds our expenditure going forward:-

All efforts need to be made to minimise our expenditure but the biggest influence on our finances is the amount we each give every week/month.

As Christians we are taught to be joyful givers. Please prayerfully consider how much you give and the way that you give. Giving by standing order direct to the Church bank account each month reduces administration and you do not need to remember cash each Sunday. Also paying by standing order saves on the amount the church has to pay out for boxed envelopes each year.

Also, do you pay income tax? If so, then please complete a gift aid form [see Andrea Bartholomew] so we can claim the tax back from HMRC, this is a significant source of income for us.

Do you shop online? If so, then please sign up for Easy Fundraising and nominate St Mary's Wistaston PCC. By doing so every time you shop the retailer will give a commission to the PCC. It really is that simple and you can choose the Gift Aid Option too. Just booking a holiday online can give us £20. Most of the major retailers are part of this scheme. With just five church members signed up we have raised over £250 so just think what we could raise if more people were on board.

Do you have any experience/skills in fundraising or have any good fundraising ideas? As a church we need to be more fundraising focused and have regular fundraising events diarised each year. In 2016 The Fundraising Steering Committee was set up which led to the calendar sales and pudding club event which raised £797.

In 2016 we moved to Business Online Banking which has had a vast saving on administration and postage costs. Polly in the church office has negotiated a cheaper deal for our photocopier hire and found us a better deal with a cleaning products provider. The Rector has found us a cheaper office phone and broadband deal.

Please remember the church finances in your prayers

With thanks,

Daphne Gregory - Treasurer St Mary's Wistaston PCC

***Minutes of the Parish of St Mary's Wistaston with St Luke's Willaston  
Annual Parochial Church Meeting 24<sup>th</sup> April 2016***

Before the meeting commenced those present were asked to make some corrections to the agenda and reports ...

**Page TR1** Opening paragraph should be amended to read If you are on the Electoral Roll your attendance is required.

3a should read where possible, please submit the question to the Treasurer 48 hours before the meeting so as she can give an informed reply to you at the meeting.

Final sentence should read The Archdeacon's Visitation for Church Wardens and Sidespeople will be held on Tuesday, 24<sup>th</sup> May 2016 at 7.30 pm.

**Page TR9** Paragraph at the top of the page commencing all Sidespeople should again read Tuesday, 24<sup>th</sup> May for Archdeacon's Visitation.

**Page FS2** Item 10 should read Excess of payments over receipts.

Mike Turnbull opened the meeting by saying how encouraged he was to have so many present at the meeting and especially to see members of the congregation of St Luke's. (Total attendance 58). He also voiced his appreciation for all the work that Simon Bartholomew and Mike Carter had done in their roles of Church Wardens over the past 12 months.

### **Meeting of the Parishioners**

To appoint the Church Wardens

Mike had received two nominations for the positions of Church Warden for 2016/17, one from Simon Bartholomew and the other from Diana Carter and in the absence of any other nominations both were duly elected to serve for 12 months. Diana has agreed to take on the role for a short period only and serious consideration must be given to filling this role a year from now.

### **Annual Parochial Church Meeting**

1. Apologies for absence: Catherine Gallagher.
2. Minutes of the APCM 2015: These were signed as a true copy of events from the previous year's meeting.
3. Formal Reports:

An opportunity was given for questions concerning the formal reports. Initially there were no questions forthcoming. Mike wished to take the opportunity of talking about the finances of the church and explained that a false picture had emerged this year as we had been left a legacy last year which made the accounts look better than they were. It is very apparent that we as a church are spending more than we are receiving. We have cut back on all we can and our biggest cost is the Parish Share over which we have no control. He advised that a leaflet on giving was in the process of being produced/printed and that a Fundraising Committee is to be implemented to have up to four activities a year to help with funds and Daphne Gregory and Ian Bellingham had offered their support for this task but would welcome other helpers.

At this point in the meeting Sue Squirrel raised an enquiry concerning the sale of the Rectory land. Mike advised that through Simon's bid and persistence we had been awarded a sum of £20,000 which is the maximum allowed as the land belonged to the diocese and was paid to us as recompense for the loss of an amenity. The money has been put into our savings account and has been ring fenced with the thought that it be

used for replacement heating in our church/church hall. Both heating systems are becoming old and replacement parts are becoming increasingly difficult to obtain.

James Kennerley asked about the income generated by the hiring of the Church. Mike replied that Howard Barker has very recently looked at the income and expenditure of the church all in isolation of the other accounts and will be reporting his findings to the next PCC meeting.

4. Election and Appointments:

a. Elect Members for the PCC (8 places).

Six applications to join the PCC had been received. Howard Barker, Ian Bellingham and Mike Carter will return to serve for another period of time and new applications were received from Jenny Hall, Rolf Henshall and Tony Ward. Trustee Bank Account paperwork was given to the new members for completion. Richard Barr had decided to have a break from the PCC for the moment and Mike thanked him on behalf of everyone present for his service.

b. Appoint Sidespeople.

Thanks were expressed to all those who serve in this role. Two additional names were to be added to those printed in the report, Sue Squirrell and Sarah Turnbull.

c. Appoint an independent Auditor/Examiner.

Bob Squirrell has very kindly offered to continue as Auditor and thanks were expressed by Mike and by Neil Cadman on behalf of the congregation.

5. PCC Statement regarding Safeguarding and Young People in our church.

This statement was read out in full at the PCC meeting on 21<sup>st</sup> March and again at the Annual meeting. Sue Squirrell has resigned from her position of Safeguarding Officer and was thanked by Mike for carrying out this role over many years. Joy Chaplow has now taken on this role.

6. Time for Questions.

Margaret Wooldridge asked how the cost to rent our church hall compared to the rates of neighbouring halls; Memorial Hall and the Brittles. Sue Squirrell answered that she had done a comparable exercise some years ago and that our prices were at the cheaper end.

7. Any Other Business.

Sheena Sambrook spoke of a special event that is being organised to celebrate the Queen's 90<sup>th</sup> Birthday. An All Age Teddy Bears Picnic Party is to be held at St Luke's on Saturday, 11<sup>th</sup> June from 3.00 pm to 7.00 pm. Drinks will be provided free to anyone who remembers to bring their teddy with them. There will be games, craft and face painting etc. An appeal for help was made especially for anyone who could do First Aid.

Mike Carter wished to thank members of the congregation for their support during his recent illness.

Dane Chaplow appealed for help with marshalling duties for the procession at the Village Fete.

Mike Turnbull announced that Christian Aid was fast approaching and that there were a few rounds available if anyone was willing to help.

Simon Bartholomew finished by thanking all the clergy in the Parish Mike, Ken, Frank and Malcolm and their wives and families on behalf of the whole church.

Meeting concluded at 1.10 pm and Ken led us in Grace ahead of our Bring and Share lunch.

*Minutes taken by Joy Chaplow – April 2016*

*[This page is intentionally left blank...]*

**Independent Examiner's Report to the members/trustees of  
St Mary's Wistaston & St Luke's Willaston, Parochial Church Council, Chester Diocese.**

I report on the accounts for the year ended **31st December 2016** which are set out on pages FS2 to FS7.

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 Robert Squirrell  
31 Whirlow Road  
Wistaston  
Crewe  
Cheshire  
CW2 6SR

Signature *RCI Squirrell*

Date *21<sup>st</sup> February 2017*

Financial Statements for the Year Ended 31 December 2016

Receipts and Payments Accounts  
St Mary's Wistaston with St Luke's Willaston

	Notes	Unrestricted Funds £	Restricted Fund £	Total Funds 2016 £	Total Funds 2015 £	
<b>Receipts</b>						
1	Voluntary Income	3(a)	92,386	70	92,456	66,084
2	Activities for generating funds	3(b)	58,203	-	58,203	52,042
3	Investment income	3(c)	177	-	177	147
5	Insurance Claims	3(d)	-	-	-	-
6	Other Accounts	3(e)	2,140	-	2,140	2,117
	<b>Total receipts</b>		<u>152,907</u>	<u>70</u>	<u>152,977</u>	<u>120,390</u>
<b>Payments</b>						
7	Church activities	4(a)	104,145	286	104,431	107,913
8	Fundraising & Trading Costs	4(b)	12,450	-	12,450	13,147
9	Administration	4(c)	9,624	-	9,624	9,369
10	Other Accounts	4(e)	3,129	-	3,129	2,440
	<b>Total Payments</b>		<u>129,348</u>	<u>286</u>	<u>129,634</u>	<u>132,869</u>
10	<b>Excess of receipts (or payments)</b>		23,559	(216)	23,343	(12,479)
11	Net transfers between funds		-	-	-	-
12	Balances b/f 1 January		64,071	621	64,692	77,171
13	Balances c/f 31 December		<u>87,630</u>	<u>405</u>	<u>88,035</u>	<u>64,692</u>

St Mary's Wistaston with St Luke's Willaston

Statement of Assets and Liabilities  
as of 31 December 2016

	Notes	Unrestricted Funds £	Restricted Fund £	Total Funds 2016 £	Total Funds 2015 £
<b>1 Fixed Assets</b>					
2 Church Hall & Equipment		19,395	-	19,395	19,395
3 St Luke's Church		2,663	-	2,663	2,663
4 New Bells		6,628	-	6,628	6,628
5 Sub Total		<u>28,686</u>	<u>-</u>	<u>28,686</u>	<u>28,686</u>
<b>6 Cash Funds</b>					
7 Cash at Bank and in hand		10,407	405	10,812	12,645
8 Deposit Fund (DBF)		48,537	-	48,537	23,361
<b>9 Other Monetary Assets</b>					
10 Income Tax recoverable		-	-	-	-
11 <b>Current Assets</b>		<u>58,944</u>	<u>405</u>	<u>59,349</u>	<u>36,006</u>
<b>12 Total Assets</b>		<u>87,630</u>	<u>405</u>	<u>88,035</u>	<u>64,692</u>
<b>13 Less current liabilities</b>					
14 Creditors - amounts falling due within the year		-	-	-	-
15 <b>Total</b>		<u>87,630</u>	<u>405</u>	<u>88,035</u>	<u>64,692</u>
<b>16 Parish Funds</b>		<u>87,630</u>	<u>405</u>	<u>88,035</u>	<u>64,692</u>

Approved by the Parochial Church Council on: 20 March 2017  
And signed on its behalf by:

Daphne Gregory - Hon Treasurer



Rev'd Mike Turnbull - Rector



**Notes**

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

2. The movements in designated and restricted funds during the year were:

Accounts	Transfers Out	Transfers In
COOP A/C General	25,636.60	0.00
CBF Deposit 6001D A/C	0.00	25,000.00
CBF Churchyard A/C	0.00	0.00
LAG Bank Account A/C	0.00	0.00
Tower Account - Belfry Fund A/C	0.00	0.00
Tower Account - Wedding Fund A/C	0.00	0.00
St Luke's - Petty Cash A/C	0.00	0.00
St Mary's PCC - Petty Cash A/C	0.00	0.00
Office - Petty Cash A/C	0.00	0.00
LAG Petty Cash A/C	0.00	0.00
Employee Tax/NI due to HMRC A/C	0.00	636.60
CAP Credit Union A/C	0.00	0.00

**3. Further Analysis of Receipts**

**a. Voluntary Income**

	Unrestricted Funds	Restricted Fund	Total Funds 2016	Total Funds 2015
	£	£	£	£
1 Tax Efficient Giving (Gift Aided)	26,867	-	26,867	25,647
2 CAF & GAYE Giving	4,468	-	4,468	6,341
3 Gift Aid (actually recovered from HMRC)	9,460	-	9,460	9,837
4 Collections (Open Plate) Sun, Midweek & Special	14,465	-	14,465	13,038
5 Collections (Baptisms, Funerals & Weddings)	1,150	-	1,150	1,514
6 Donations	4,448	-	4,448	2,668
7 Flowers (Restricted)	-	70	70	244
8 Wall Box (Church Expenses)	39	-	39	17
9 Wall Box (Churchyard)	127	-	127	21
10 Churchyard (Grants)	2,000	-	2,000	3,000
11 Recurring Grants (Other)	8	-	8	-
12 Grants	20,100	-	20,100	-
13 Legacies	9,255	-	9,255	387
14 Special Appeals	-	-	-	3,369
15 Petty Cash Movements	-	-	-	-
	<b>92,386</b>	<b>70</b>	<b>92,456</b>	<b>66,084</b>

**b. Activities for generating funds**

1 Sales (Books, Cards etc)	127	-	127	242
2 St Luke's Fayres	1,160	-	1,160	-
3 Other Fundraising	1,197	-	1,197	-
4 Church Hall (Lettings)	16,467	-	16,467	16,822
5 Fees - Statutory (Rector) (Paid to Diocese)	9,755	-	9,755	8,651
6 Fees - PCC (Weddings, Funerals etc)	13,146	-	13,146	10,813
7 Fees - Churchyard	6,058	-	6,058	8,411
8 Magazine	431	-	431	572
9 Non-charitable trading	3,782	-	3,782	1,186
10 St Luke's Lettings	5,325	-	5,325	4,862
11 Stepping Stones	329	-	329	203
12 Tower Fund	426	-	426	280
13 Sale of Fixed Assets	-	-	-	-
	<b>58,203</b>	<b>-</b>	<b>58,203</b>	<b>52,042</b>



**c. Investment income**

1 Dividends and Interest	177	-	177	147
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**d. Insurance Claims**

1 Insurance Claims	-	-	-	-
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**e. Other Accounts**

1. LAG Bank Account A/C	1,913	-	1,913	1,865
2. Tower Account - Belfry Fund A/C	174	-	174	171
3. Tower Account - Wedding Fund A/C	45	-	45	24
4. St Luke's - Petty Cash A/C	8	-	8	57
5. St Mary's PCC - Petty Cash A/C	-	-	-	-
6. Office - Petty Cash A/C	0	-	0	-
7. LAG Petty Cash A/C	-	-	-	-
8. Employee Tax/NI due to HMRC A/C	-	-	-	-
9. CAP Credit Union A/C	-	-	-	-
10. Spare 02	-	-	-	-
11. Spare 03	-	-	-	-
12. Spare 04	-	-	-	-
13. Spare 05	-	-	-	-
14. Spare 06	-	-	-	-
15. Spare 07	-	-	-	-
	2,140	-	2,140	2,117

**Totals: 3. A, B, C, D & E**

	152,907	70	152,977	120,390
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**4. Further Analysis of Payments**

	Unrestricted Funds £	Restricted Fund £	Total Funds 2016 £	Total Funds 2015 £
<b>a. Church activities</b>				
1 Outward Giving - International	1,860	-	1,860	1,967
2 Outward Giving - National	1,860	-	1,860	1,894
3 Outward Giving - Local	1,829	-	1,829	2,216
4 Secular Charities - e.g. Oxfam, Save the Chi	-	-	-	-
5 Parish Share	61,264	-	61,264	59,770
6 Rector's Expenses	2,003	-	2,003	1,160
7 Other Expenses	-	-	-	45
8 Salaries/Honoraria	1,556	-	1,556	2,345
Support costs (Training,				
9 Educational Expenses)	428	-	428	131
10 Mission and Evangelism Costs	-	-	-	-
11 Utilities (St M)	1,506	-	1,506	2,361
12 Insurances (St M)	2,558	-	2,558	2,590
13 Maintenance/Cleaning (St M)	2,697	-	2,697	1,942
14 Utilities (St L)	1,021	-	1,021	3,192
15 Insurances (St L)	869	-	869	836
16 Maintenance/Cleaning (St L)	3,568	-	3,568	1,586
17 Service Costs (St Mary's & St Luke's)	1,596	-	1,596	1,285
18 Major Repairs and Redecorations (Church)	870	-	870	7,657

19 Churchyard Maintenance	5,938	-	5,938	4,759
20 Tower	-	-	-	-
21 Flowers (St M)	-	286	286	208
22 Junior Church (Teaching Material)	181	-	181	-
23 Stepping Stones	122	-	122	119
24 Rectory - Community Charge, Water Rates,	2,666	-	2,666	3,346
25 Major Repairs and Redecorations (Church Hall/PCC Buildings)	-	-	-	-
26 New Building Work	-	-	-	-
27 Assigned Fees Paid to Diocese	9,755	-	9,755	8,503
28 Petty Cash movements	-	-	-	-
	<u>104,145</u>	<u>286</u>	<u>104,431</u>	<u>107,913</u>

**b. Fundraising & Trading Costs**

1 Magazine	863	-	863	996
2 Church Hall running costs	11,127	-	11,127	12,151
3 Fund raising costs	460	-	460	-
	<u>12,450</u>	<u>-</u>	<u>12,450</u>	<u>13,147</u>

**c. Administration**

1 Computer	-	-	-	23
2 Printing and stationery Bank charges (including any bounced cheques)	1,937	-	1,937	2,529
3 Church Office (Running Expenses)	506	-	506	106
4 Parish Administrator	392	-	392	371
5 Professional Fees	6,789	-	6,789	6,341
6	-	-	-	-
	<u>9,624</u>	<u>-</u>	<u>9,624</u>	<u>9,369</u>

*RLS*

**d. Other Accounts**

1. LAG Bank Account A/C	2,200	-	2,200	1,490
2. Tower Account - Belfry Fund A/C	174	-	174	171
3. Tower Account - Wedding Fund A/C	110	-	110	70
4. St Luke's - Petty Cash A/C	8	-	8	90
5. St Mary's PCC - Petty Cash A/C	-	-	-	10
6. Office - Petty Cash A/C	-	-	-	6
7. LAG Petty Cash A/C	-	-	-	-
8. Employee Tax/NI due to HMRC A/C	637	-	637	603
9. CAP Credit Union A/C	-	-	-	-
10. Spare 02	-	-	-	-
11. Spare 03	-	-	-	-
12. Spare 04	-	-	-	-
13. Spare 05	-	-	-	-
14. Spare 06	-	-	-	-
15. Spare 07	-	-	-	-
	<u>3,129</u>	<u>-</u>	<u>3,129</u>	<u>2,440</u>

**Totals: 4. A, B, C & D**

<u>129,348</u>	<u>286</u>	<u>129,634</u>	<u>132,869</u>
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**5. Debtors**

1. Income Tax Recoverable on Gift Aid Donations

-	-
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**6. Creditors falling due within one year**

1.  
2.  
3.  
4.  
5.

-	-
-	-
-	-
-	-
-	-

**Total**

-	-
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**7. Funds**

**Restricted Funds**

1. Church Flowers

405	621
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**NOTES:**