

Annual Parochial Church Meeting 2019

Including the Trustees' Report and Financial Statement for 2018 for the Parochial Church Council of St Mary, Wistaston with St Luke, Willaston

Registered Charity number 1130599

The Annual Parochial Church Meeting will be held on Sunday 07 April 2019 at St Mary's Church, following the Morning Service at approximately 12 noon.

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.

This report comprises of the

- **Trustees' Report on pages TR2 - TR14**
- **Financial Statement on pages FS1 – FS7**

Agenda for the Annual Parochial Church Meeting 2019

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 2018 (pages TR13 & TR14)
3. Formal Reports
 - 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 (5 places)
(Nomination Forms are available in both churches)
 - b. Assistant Wardens
 - c. Appoint Sidespeople (as listed on TR12)
 - d. Appoint an independent Auditor/Examiner
5. Safeguarding
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 20 May 2019, 7.30pm, at St Luke's.
 - The Archdeacon's Visitation for Church Wardens and Sidespeople will be held on Tuesday 14 May 2019, 7.30pm, at St Mary's, Acton.

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 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.

Safeguarding

We understand safeguarding to be an integral part of the life and ministry of our Church. The care and protection of children, young people and vulnerable adults visiting and participating in Church activities is important to us, everyone who participates in the life of the church has a role to play in promoting a safer church for all.

In March 2019 the PCC adopted the House of Bishops' National Safeguarding Policy & Practice guidance which has now been formally adopted by the Diocese and throughout the Church of England. You can find out more about the national policies and procedures at

www.churchofengland.org/safeguarding . If you have any safeguarding concerns or issues of a safeguarding matter then you can find useful contact information at www.chester.anglican.org/social-responsibility/safeguarding .

The PCC have appointed Joy Chaplow as our Parish Safeguarding Officer. You can find our Safeguarding Policy, agreed at the March PCC, on the next page. The Parish Safeguarding Handbook, Promoting a Safer Church, can be accessed online here: <http://bit.ly/PSH-Chester> or we have copies in the Church Office, Rector's Vestry and the Vestry at St Luke's. Our own website has details of Safeguarding Contacts and our policies.

The Parish of St Mary the Virgin Wistaston with St Luke Willaston
SAFEGUARDING POLICY
PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 18 March 2019

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Joy Chaplow as the Parish Safeguarding Officer

Incumbent: Revd Mike Turnbull

M.F. Turnbull

Churchwardens: Simon Bartholomew



Date: 18 March 2019

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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 80 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 28 Baptisms, 6 Weddings and conducted 34 Funerals in church and 17 at the Crematorium.

Deanery Synod

Three members of the PCC currently sit on the Deanery Synod, we have three places. 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.

We aim to achieve this by:

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. 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

Social Media

We have a presence on Social Media as follows: Website: stmaryswistaston.org.uk
Facebook: facebook.com/stmaryandstluke :: Twitter: @maryandluke :: Instagram: @stmarywistaston. The website has 17,000 unique visitors and 58,500 page views this past year (March18-March19). Most enquiries for Weddings & Baptisms now come via the Website. The Facebook page has 271 Likes (people who follow and see posts). Our Twitter account has 262 followers. Facebook & Twitter are popular for general enquiries. Bob Squirrel & Mike Turnbull look after the website & Mike Turnbull manages the Facebook, Twitter & Instagram

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 2018 we gave away £6,688 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. We enjoy occasional worship together with the Methodist Church 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 £33,993 (based on last year's expenditure) to cover emergency situations that may arise from time to time and to cover liabilities. The PCC considered our finances at our March meeting and were confident that we could meet our liabilities as they fall due.

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 churchwarden Simon Bartholomew who has worked tirelessly on our behalf and Daphne Gregory who has helped us all to understand the church's accounts and its finances.

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 12 members to be elected (*please note that this is the elected figure after the 2019 APCM as we have less on the Electoral Roll, it was previously 15 as shown on the membership on page TR7*) 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 five times during the year with an average level of attendance of 83% in 2018. Given its wide responsibilities the PCC has a number of Sub Committees, as mentioned below, each dealing with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly with minutes of their recommendations being and discussed as necessary. The Sub Committees have the power to co-opt from outside the PCC.

PCC Sub-Committees

The Sub-Committees (SC's) are open for anyone from the Electoral Roll of the church to join – if you would like to join, or find out more about a particular SC, please see the chair (in brackets next to the SC Name). The Sub-Committees are as follows: Fundraising (Ian Bellingham), Premises Management (Mike Carter), Special Events (Mike Felton), Outreach & Parish Life (Mike Turnbull), Pastoral (Ken Sambrook), Finance (Mike Turnbull) & Youth (Joy Chaplow).

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.

PCC Membership (March 2019)

Name	Elected or Role	Retire
Mike Turnbull	Rector	Ex Officio
Ann Stubbs	Pastoral Worker	Ex Officio
David Illing	Reader	Ex Officio
Howard Barker	Elected	2019
Ian Bellingham	Elected	2019
Mike Carter	Elected	2019
Jenny Hall	Elected	2019
Vacant	Elected	2019
Mike Felton	Elected	2020
Joan Cadman	Elected	2020
Vacant	Elected	2020
Vacant	Elected	2020
Vacant	Elected	2020
Di Carter	Elected	2021
Joy Chaplow	Elected	2021
Jayne Manfredi	Elected	2021
Daphne Gregory	Elected	2021
Margaret Shephard	Elected	2021
Vacant	Co-opted	
John Molloy	Deanery Synod	2020
Vacant	Deanery Synod	2020
Ken Sambrook	Diocesan Synod	2020
Simon Bartholomew	Deanery Synod/Warden	2020/2019
Vacant	Warden	2019

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.

Fabric Report

1. St Mary's the quinquennial inspection took place in 2017 and a number of items were indicated for action. Most of these have already been attended to: however, some of the larger issues are still being worked on;
 - a) Installation of handrails alongside the steps up to the Chancel. Designs have now been finalised through the PCC and a Faculty has been applied for.
 - b) The replacement of the external south door has also been agreed with the Archdeacon and a faculty is in progress.
 - c) The nave and transept roofs have now been inspected and minor remedial work has been done, the survey found no need to do further work at this stage.
 - d) A full tree survey has been carried out in the Church Yard, the only urgent work needed was removing a hanging branch from one tree in the new graveyard and the felling of a rotten tree at the front overhanging the road. Both have been completed.
2. St Luke's Routine maintenance has been carried out as well as improvements to the loop system. It has been decided not to replace the soffits and fascias and repainting is now in hand.
3. Church Hall Routine maintenance has been carried out and the agreed redecoration programme is being followed with the Howe room having recently been redecorated. Leaks in the roof have been investigated and found to be condensation and insulation to stop this is now being fitted.
4. The LED Lighting project has been split into 3 parts - St Mary's, St Luke's and the Church Hall each being treated as individual projects. It has been decided that ALL lighting in each property should be converted. The St Mary's project needs particular attention due to the access to the nave lights.
5. Plans for the War Memorial access have been consulted on and have now been submitted for planning consent and are then subject to a faculty.
- 6: The septic tank serving the Choir Vestry was emptied in January 2018 with a recommendation it be done every 8 to 10 years.

Simon Bartholomew Churchwarden

Financial (Treasurer's) Report

A big thank you to everyone who has donated their time, talents and funds to the running of our church in 2018. The running of a church is complex, and it is down to each and everyone of us to see that it happens.

Our income last year was £130,989 and our expenditure was £131,972 so we did overspend by £983. We did however have legacies totalling £4,291 so had we not had these then the over spend figure would have been £5,274.

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. For 2018 it totalled £64,366 for the year.
- Utilities (Gas, water, electricity, insurance) increase annually. For 2018 utilities costs for the church hall were £3,850, St Mary's £2,262 and St Luke's £783. Insurance costs for all three sites totalled £5,379 but we do have a cost saving of £200 for 2019.
- Ground maintenance and waste removal costs at all three sites and the churchyard for 2018 were £8,511.
- Planned Giving by the congregation (and tax return on Gift Aided giving) is

crucial to our income.

- Legacy income cannot be relied upon although this source of income can have a significant effect on our finances.

There are things we can all do to try and 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 and raise every week/month.

Whether we're managing our finances, our schedules or the gifts God has entrusted to us, giving can be an act of worship. Giving freely and fearlessly can show our confidence in the care of our loving Father – the ultimate generous Giver. Please prayerfully consider how much you give and the way that you give. We need to embrace change and technology and give smarter. Giving by standing order direct to the Church bank account each month reduces administration and you do not need to remember cash each Sunday. Payment by debit/credit cards can now also be made as the church now has this facility.

Also, do you pay income tax? If so, then please do 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. This way for every £1 you pay the church can claim an additional 25p.

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. We now have 11 supporters and we have reached a total of £969 towards a target of £2,000. Please sign up and help us reach our goal.

Do you have any experience/skills in fundraising or any good ideas for fundraising? The Fundraising Steering Committee has been set up to help with this and would be pleased to hear any ideas or suggestions you have. Contacts are Ian Bellingham, Howard Barker, Dane Chaplow and Daphne Gregory. We had some really good fundraising events in aid of church funds in 2018 – the fashion show organised by Sarah Turnbull raised £871, a stall held by Joan Cadman at Wistaston Fete raised £194, the Paul McCartney tribute evening organised by Nigel Simms raised £931, the Winter Soup raised £201 and the Christmas craft stall raised £375. All of these helped us exceed the £2,000 target set in the 2018 budget to offset church costs. In addition, St Luke's Christmas Coffee Morning raised £719 and was matched by Barclays Bank.

The upkeep of our churchyard is costly, and we are grateful for grants to help with this. In 2018 we received £500 from Willaston Parish Council, £2,500 from Wistaston Parish Council and £500 from Rope Parish Council.

Initiatives such as donations in relation to anniversaries are another good idea for boosting our income. We received two payments of £130 in 2018 from the church insurers Ecclesiastical who were celebrating their 130th anniversary in that year but have also extended it to 2019. They will pay £130 to our church for every new home insurance policy taken up by our congregation members when they quote 'Trust130' and there is no limit on how many so why not ask them for a quote – I believe their prices are quite competitive too.

Please remember the church finances in your prayers

With thanks

Daphne Gregory
Treasurer St Mary's Wistaston PCC

Parochial Church Council – Secretary's Report

Another twelve months have flown by since I last prepared my annual Parochial Church Council Secretary's report. This year I thought that in the main, my reflection would concentrate mainly on highlights from our discussions under the heading of MINISTRY – Worship looking back and looking ahead.

May meeting:-

- We discussed the success of the Good Friday, Churches Together Passion Play in Crewe Town Centre. The congregation were encouraged to attend this event; it was well supported and very moving. No negative comments had been received regarding there being no service at St Mary's.
- The confirmation service was cancelled as only one candidate had expressed an interest this year.

It was brought to our attention that we had a vacancy on the Deanery Synod and Howard Barker kindly offered to stand as a member.

David Illing gave a verbal report into what action was needed for the church to be compliant with the General Data Protection Regulation (GDPR).

July meeting:-

- Very many comments were made about how fortunate we are to have Roger play for us at some of our services. He has been given such a wonderful gift and we are thrilled that he shares it with us.
- Another very positive comment was that there was a tremendous feeling of fellowship at the church cleaning morning and it was inspiring to see the number of people who had come along to help.

Correspondence had been received from CCPAS (Churches Child Protection Advisory Service) advising that they were changing their name to "thirty-one eight" the reason for this change is the former name no longer adequately reflects who they are and the scope and range of the services they provide. The new name comes from Proverbs "Speak out on behalf of the voiceless and for the rights of all who are vulnerable".

September meeting:-

- It was very poignant that the 11th November falls on a Sunday. Mike advised that he had ordered six Perspex Soldier Silhouettes.
- The Central Council of Church Bell Ringers and the UK Government have invited all bell ringers to join the nation in marking the end of the First World War by ringing together on Remembrance Sunday.
- An application for a plaque to be placed in the church grounds has been approved by the War Graves Commission and should be received within the next twelve months.

November meeting:-

- The Commemoration Service received a tremendous amount of positive comments

and a record number of people attended.

January meeting:-

- The Carols on the Green had to be held in the Church Hall this year due to very bad weather but this had not deterred people attending.
- The attendance at all other Christmas Services was up on previous years.

Simon was thanked for being Warden this year and we were advised that he will step down from his role on 14th May at the Archdeacon's Visitation. Whilst the model of having Assistant Wardens had worked very well this year no one has had the opportunity to shadow Simon. We were asked to pray about the way forward.

A unanimous positive decision was made to having a curate join us in the coming months. We welcome the new addition to our dedicated team of clergy.

We thanked David Illing for all his hard work in making us compliant with the GDPR regulations and for preparing the Manual which is a very comprehensive document.

Joy Chaplow - PCC Secretary

Deanery Synod Report

The Deanery Synod met 3 times in 2018 and here is a report on proceedings which has been compiled from the Minutes of the meetings.

26 February at All Saints, Crewe:

Emily Allen was the main speaker. She spoke about her role in helping churches considering their buildings for mission, with early-stage vision for alterations and repairs and fundraising before (or after) handing over to the DAC for the formal permissions process. She also helps by encouraging churches to use their Christian heritage by opening buildings to visitors. Another role is helping wardens and others with routine maintenance responsibilities. Two new schemes may help local churches with maintenance:

*'Deanery Maintenance Know-How initiative', within the Diocese of Chester - This involves creating and maintaining two lists - (a) contractors and (b) congregation members with specific skills. A volunteer within each deanery is required for the small admin role of circulating two Excel templates (simple table lists) to each church, collating the results and re-circulating.

*Maintenance Booker, by the National Churches Trust (NCT) - The NCT are a grant-making body able to help with looking after and improving church buildings. They are creating a new web resource called Maintenance Booker, (similar in concept to 'Parish Buying' site which encourages bulk buying) but more comprehensive.

13 June at St Mary, Acton:

GraveTalk: Revd Tim Hayward, Vicar of St Boniface, Bunbury and Amber Middlemiss, Lay Pastoral Worker from St Boniface had accepted an invitation from Revd Helen Chantry to speak to the Synod about the Church of England project "GraveTalk".

GraveTalk is a cafe space, offering tea and cake, organised by a local church, where people can talk about death, dying and funerals. St Boniface has held a GraveTalk and Amber offered us an insight into how GraveTalk works and how people can talk about these big questions. GraveTalk want to reach out to everyone. She said that funeral directors were very supportive of these events.

22 November at St. Chad, Wybunbury:

Richard Holmes, Development Manager at the YMCA in Crewe had accepted an invitation from Revd Helen Chantry to speak to the Synod about Homelessness and the issues surrounding homelessness. Richard explained that one of the problems of trying to fix homelessness is that it is easy to over-simplify.

He spoke about homelessness as a national picture saying that there are around 5,000 rough sleepers, probably more, with a big increase since 2010. The reasons for which can be complex, eg. breakdown in relationships, job loss, abuse, abandonment. He said that up to two years ago the YMCA would only take people in up to the age of 30 but now they are seeing a demand and have Government funding for older people. The YMCA current status is that they provide around 100 units of accommodation every week for single people experiencing homelessness.

Richard advised not to drop a person off with them as they may be full or have other reasons for not being able to take someone. He also recommended that we do not set up services for homeless people without talking to the YMCA first.

His guidance to churches is to signpost people to Cheshire East homeless services or ring the YMCA if they encounter a homeless person. They have outreach workers who can attend to them.

Electoral Roll

A new Electoral Roll was prepared this year which was 'closed off' on 17th March 2019 in preparation of the 2019 Annual Parochial Church Meeting. The figures stood at: Total: 182, of which 135 are resident and 47 are non-resident. This compares with figures at the last APCM: Total: 234, of which 167 were resident and 67 non-resident.

Sue & Bob Squirrell
Electoral Roll Officers

Sidespeople at our Churches

St Mary's: 'Head Sidespeople': Diana Carter, Marian Carter, Neil Cadman, Sue Squirrell, Margaret Shephard, Christine Horne. **Sidespeople:** Catherine Gallagher, Pat Hudman, Linda Cooke, Peggy Poole, Alex Percival, Josie Percival, James Kennerley, Syd Carter, Mike Carter, Pam Pritchard, Jenny Varty. Howard Barker

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.

Simon Bartholomew	<i>vacant</i>
Churchwarden	Churchwarden

Minutes of the Parish of St Mary's Wistaston with St Luke's Willaston Annual Parochial Church Meeting 22nd April 2018

The meeting commenced at 12 noon following the morning service. For the first time since Mike has been Rector the venue was changed to the Church itself where the public address system was already in place.

Thanks were expressed to everyone for attending the annual meeting. (Total attendance 55). Special thanks were declared to Simon Bartholomew and Diana Carter for their continued support over the past 12 months in their roles as Church Wardens.

Meeting of the Parishioners

To appoint the Church Wardens

Mike had received one nomination for the positions of Church Warden for 2017/18, from Simon Bartholomew and he was duly appointed to serve in the role for a further 12 months.

Mike wishes it to be minuted that the church has not operated with only one warden since the 1980's and concern was expressed that as this is possibly Simon's final year; next year there will be no-one with experience going forward into 2018/19. Sincere thanks were expressed to Simon and Diana – "both have been very supportive, great Wardens". Diana was presented with a small token of appreciation; she has served for 2 years and will officially finish in her role after the Archdeacon's visitation on 21st May. Diana responded by thanking the congregation and clergy.

Annual Parochial Church Meeting

1. Apologies for absence:
Jayne Manfredi and Joan Cadman.

2. Minutes of the APCM 2017:
These were signed as a true copy of events from the previous year's meeting.

3. Formal Reports:
Thanks were expressed to all who help in any official capacity of the church and to those who had prepared the official reports. The reports were printed and circulated with the Agenda for the meeting some weeks ago; allowing everyone the opportunity to read them ahead of the meeting. An opportunity was given for questions concerning the above but none were forthcoming.

4. Election and Appointments:
(a) Elect Members for the PCC (9 places)
Five nominations to join the PCC had been received. Diana Carter, Joy Chaplow, Daphne Gregory and Margaret Shepherd will return to serve for another period of time and a new application was received from Jayne Manfredi .

(b) Assistant Wardens
Mike was very pleased to report that the following people had come forward to be Assistant Wardens to help Simon: Diana Carter, Marion Carter, Margaret Shepherd and Sue Squirrell.

(c) Appoint Sidespeople
Existing Sidespeople were thanked for the role they take in our church each week. We were

pleased to hear that Howard Barker will be joining the current team.

(d) Appoint an independent Auditor/Examiner

Thanks were expressed once again to Bob Squirrel for his work over the past 12 months. Bob has agreed to continue in this role for 2018/19.

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

This statement was read out in full at the PCC meeting on 19th March 2018 and again at the Annual meeting. Joy Chaplow was appointed Safeguarding Co-ordinator for a further year.

6. Time for Questions:

No questions were asked.

7. Any Other Business:

Mike announced that GDPR which comes into effect on 25th May will affect us as a charity and that David Illing has offered to assess how we use the data we hold.

Simon Bartholomew announced that tomorrow is an important day in the life of our church it is the 10 year anniversary of Mike, Sarah and their family joining us at St Mary's and St Luke's and to celebrate this event they were presented with gifts of wine, flowers and a cake.

Enthusiastic applause followed. Simon continued by thanking the whole pastoral team; Ken, Frank, Malcolm and David their wives, Sarah, Joan and Sandie on behalf of the whole church. He also asked that we give thanks for the lives of Sheena and Lesley and remember them and their families in our prayers.

Mike's response was that the 10 years have flown by and he appreciated all the support he has received and asked that we remember those who have gone before us.

Ken asked to speak to say that he was moved by people's comments and he would like to reflect on the morning's sermon where Mike had spoken about the service of Stanley and James Hutton. He also talked about the longest serving Rector of the church – Rector Maine (1898 to 1942) and his hopes that Mike will stay as Rector amongst us for a further 30 years!

The meeting concluded at 12.25 pm when we all made our way to the Church Hall to enjoy a time of fellowship and a Bring and Share lunch.

Minutes taken by Joy Chaplow – April 2018

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

I report to the trustees on my examination of the accounts of St Mary's Wistaston & St Luke's Willaston (the Trust) for the year ended 31st December 2018.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signature 

Mr Robert Squirrell
31 Whirlow Road
Wistaston
Crewe
Cheshire
CW2 6SR

Date 19 March 2019

Financial Statements for the Year Ended 31 December 2018

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

		Unrestricted Funds	Restricted Fund	Total Funds 2018	Total Funds 2017
	Notes	£	£	£	£
Receipts					
1 Voluntary Income	3(a)	68,948	3,105	72,053	103,805
2 Activities for generating funds	3(b)	56,821	-	56,821	51,019
3 Investment income	3(c)	349	-	349	204
5 Insurance Claims	3(d)	-	-	-	-
6 Other Accounts	3(e)	1,767	-	1,767	2,188
Total receipts		127,884	3,105	130,989	157,216
Payments					
7 Church activities	4(a)	109,001	289	109,289	114,048
8 Fundraising & Trading Costs	4(b)	10,357	-	10,357	11,186
9 Administration	4(c)	9,617	-	9,617	9,740
10 Other Accounts	4(e)	2,710	-	2,710	3,314
Total Payments		131,684	289	131,973	138,288
10 Excess of receipts (or payments)		(3,800)	2,816	(983)	18,928
11 Net transfers between funds		-	-	-	-
12 Balances b/f 1 January		106,318	645	106,963	88,035
13 Balances c/f 31 December		102,518	3,462	105,980	106,963


St Mary's Wistaston with St Luke's Willaston

**Statement of Assets and Liabilities
as of 31 December 2018**

	Notes	Unrestricted Funds £	Restricted Fund £	Total Funds 2018 £	Total Funds 2017 £
1 Fixed Assets					
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>
6 Cash Funds					
7 Cash at Bank and in hand		3,343	3,462	6,804	8,136
8 Deposit Fund (DBF)		70,490	-	70,490	70,141
9 Other Monetary Assets					
10 Income Tax recoverable		-	-	-	-
11 Current Assets		<u>73,832</u>	<u>3,462</u>	<u>77,294</u>	<u>78,277</u>
12 Total Assets		<u>102,518</u>	<u>3,462</u>	<u>105,980</u>	<u>106,963</u>
13 Less current liabilities					
Creditors - amounts falling due					
14 within the year		-	-	-	-
15 Total		<u>102,518</u>	<u>3,462</u>	<u>105,980</u>	<u>106,963</u>
16 Parish Funds		<u>102,518</u>	<u>3,462</u>	<u>105,980</u>	<u>106,963</u>

Approved by the Parochial Church Council on: 18 March 2019
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	758.80	0.00
CBF Deposit 6001D A/C	0.00	0.00
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	758.80
CAP Credit Union A/C	0.00	0.00

3. Further Analysis of Receipts

a. Voluntary Income

	Unrestricted Funds	Restricted Fund	Total Funds 2018	Total Funds 2017
	£	£	£	£
1 Tax Efficient Giving (Gift Aided)	25,460	-	25,460	27,008
2 CAF & GAYE Giving	4,502	-	4,502	4,560
3 Gift Aid (actually recovered from HMRC)	10,697	-	10,697	10,533
4 Collections (Open Plate) Sun, Midweek & Sp	17,335	-	17,335	14,892
5 Collections (Baptisms, Funerals & Weddings	1,354	-	1,354	2,349
6 Donations	4,738	-	4,738	3,853
7 Flowers (Restricted)	-	105	105	605
8 Wall Box (Church Expenses)	28	-	28	65
9 Wall Box (Churchyard)	42	-	42	9
10 Churchyard (Grants)	3,500	-	3,500	2,750
11 Recurring Grants (Other)	-	-	-	-
12 Grants	-	-	-	-
13 Legacies	1,291	3,000	4,291	37,181
14 Special Appeals	-	-	-	-
15 Petty Cash Movements	-	-	-	-
	68,948	3,105	72,053	103,805

b. Activities for generating funds

1 Sales (Books, Cards etc)	161	-	161	177
2 St Luke's Fayres	1,438	-	1,438	1,100
3 Other Fundraising	3,235	-	3,235	1,851
4 Church Hall (Lettings)	15,722	-	15,722	14,990
5 Fees - Statutory (Rector) (Paid to Diocese)	10,019	-	10,019	8,572
6 Fees - PCC (Weddings, Funerals etc)	14,289	-	14,289	10,775
7 Fees - Churchyard	5,611	-	5,611	5,597
8 Magazine	370	-	370	426
9 Non-charitable trading (this includes any refunds into the accts)	318	-	318	968
10 St Luke's Lettings	4,863	-	4,863	5,669
11 Stepping Stones	434	-	434	449
12 Tower Fund	360	-	360	444
13 Sale of Fixed Assets	-	-	-	-
	56,821	-	56,821	51,019

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c. Investment income				
1 Dividends and Interest	349	-	349	204
d. Insurance Claims				
1 Insurance Claims	-	-	-	-
e. Other Accounts				
1. LAG Bank Account A/C	1,352	-	1,352	1,896
2. Tower Account - Belfry Fund A/C	184	-	184	180
3. Tower Account - Wedding Fund A/C	35	-	35	46
4. St Luke's - Petty Cash A/C	184	-	184	66
5. St Mary's PCC - Petty Cash A/C	-	-	-	-
6. Office - Petty Cash A/C	-	-	-	-
7. LAG Petty Cash A/C	13	-	13	0
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	-	-	-	-
	1,767	-	1,767	2,188
Totals: 3. A, B, C, D & E	127,884	3,105	130,989	157,216

4. Further Analysis of Payments	Unrestricted Funds	Restricted Fund	Total Funds 2018	Total Funds 2017
	£	£	£	£
a. Church activities				
1 Outward Giving - International	2,135	-	2,135	1,970
2 Outward Giving - National	2,541	-	2,541	1,971
3 Outward Giving - Local	2,012	-	2,012	2,305
4 Secular Charities - e.g. Oxfam, Save the Children	-	-	-	-
5 Parish Share	64,366	-	64,366	62,796
6 Rector's Expenses	1,003	-	1,003	941
7 Other Expenses	116	-	116	128
8 Salaries/Honoraria	2,544	-	2,544	1,845
Support costs (Training, Educational Expenses)	56	-	56	140
10 Mission and Evangelism Costs	386	-	386	19
11 Utilities (St M)	2,262	-	2,262	2,118
12 Insurances (St M)	2,740	-	2,740	2,634
13 Maintenance/Cleaning (St M)	3,164	-	3,164	11,100
14 Utilities (St L)	798	-	798	827
15 Insurances (St L)	865	-	865	878
16 Maintenance/Cleaning (St L)	1,816	-	1,816	2,186
17 Service Costs (St Mary's & St Luke's)	1,361	-	1,361	1,544
18 Major Repairs and Redecorations (Church)	-	-	-	-

19 Churchyard Maintenance	7,263	-	7,263	6,141
20 Tower	-	-	-	-
21 Flowers (St M)	-	289	289	365
22 Junior Church (Teaching Material)	100	-	100	-
23 Stepping Stones	246	-	246	79
24 Rectory - Community Charge, Water R:	2,713	-	2,713	2,717
25 Major Repairs and Redecorations (Church Hall/PCC Buildings)	495	-	495	2,611
26 New Building Work	-	-	-	-
27 Assigned Fees Paid to Diocese	10,019	-	10,019	8,734
	<u>109,001</u>	<u>289</u>	<u>109,289</u>	<u>114,048</u>

b. Fundraising & Trading Costs

1 Magazine	640	-	640	799
2 Church Hall running costs	9,716	-	9,716	10,386
3 Fund raising costs	-	-	-	-
	<u>10,357</u>	<u>-</u>	<u>10,357</u>	<u>11,186</u>

c. Administration

1 Computer	78	-	78	30
2 Printing and stationery	2,195	-	2,195	2,608
Bank charges (including any				
3 bounced cheques)	0	-	0	-
Church Office (Running				
4 Expenses)	486	-	486	485
5 Parish Administrator	6,858	-	6,858	6,617
6 Professional Fees	-	-	-	-
	<u>9,617</u>	<u>-</u>	<u>9,617</u>	<u>9,740</u>

d. Other Accounts

1. LAG Bank Account A/C	1,559	-	1,559	2,284
2. Tower Account - Belfry Fund A/C	184	-	184	180
3. Tower Account - Wedding Fund A/C	-	-	-	136
4. St Luke's - Petty Cash A/C	208	-	208	20
5. St Mary's PCC - Petty Cash A/C	-	-	-	-
6. Office - Petty Cash A/C	-	-	-	-
7. LAG Petty Cash A/C	-	-	-	-
8. Employee Tax/NI due to HMRC A/C	759	-	759	694
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>2,710</u>	<u>-</u>	<u>2,710</u>	<u>3,314</u>

Totals: 4. A, B, C & D

<u>131,684</u>	<u>289</u>	<u>131,973</u>	<u>138,288</u>
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5. Debtors

1. Income Tax Recoverable on Gift Aid Donations	<u>-</u>	<u>-</u>
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6. Creditors falling due within one year

1.	-	
2.	-	
Total	<u>-</u>	<u>-</u>

7. Funds

Restricted Funds

1. Flowers	462	645
War Memorial Centenary Project	3,000	-

Other Funds within the Accounts

2. Church Hall	29,031	24,735
Churchyard	23,771	21,881
Junior Church	(146)	(46)
Magazine	(715)	(445)
St Luke's Fundraising	8,082	6,643
Stepping Stones	1,113	925
Tower Fund	1,759	1,399

NOTES: