

Annual Parochial Church Meeting 2020

Including the Trustees' Report and Financial Statement for 2019

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 25 October 2020
at St Mary's Church & on Zoom at approximately 12 noon.
Prebooking or Registration is required – see below

In Church

(you must be on the Electoral Roll to attend in church)

email: booking@stmaryswistaston.org.uk

Phone: Revd Mike 01270 665742

On Zoom

Preregistration required

<https://us02web.zoom.us/join/register/tZ0tcuyrqzMrHdyOOi7JFrODQ3uxb4mJCyQ>

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 - TR11
- Financial Statement on pages FS1 – FS7

Agenda for the Annual Parochial Church Meeting 2020

Meeting of the Parishioners - to appoint the Churchwardens

1. Appointment of Churchwardens (Nomination Forms are available in church & online)

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 2019 (pages TR12 & TR13)
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 (Nomination Forms are available in church & online)
 - a. Elect Members for the PCC (6 places)
 - b. Elect Members to Deanery Synod (3 places)
 - c. Assistant Wardens
 - d. Appoint Sidespeople (as listed on TR11)
 - e. 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

- The first meeting of the new PCC is on Monday 16 November 2020, 7.30pm, at St Mary's & on Zoom.
- There will be no Archdeacon's Visitations this year due to Covid-19 restrictions, the Wardens will be sworn in on Zoom with the Archdeacon.

Trustees' Report

Please note that this report covers 2019 so doesn't particularly reference to the difficulties and challenges of 2020 and Covid-19

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



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 82 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 39 Baptisms, 3 Weddings and conducted 41 Funerals in church and 27 at the Crematorium.

Deanery Synod

Three members of the PCC currently sit on the Deanery Synod, we have four 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. Most enquiries for Weddings & Baptisms now come via the Website. The Facebook page has 414 Likes (people who follow and see posts). Our Twitter account has 297 followers and Instagram 62. 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.

Outward Giving

As a PCC we give away 10% of our planned and plate giving to various Charities each year. In 2019 we gave away £5,682 and it was given to: Church Missionary Society, 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, Crewe Community Development Worker, Nantwich Food Bank & St Paul's Pantry. These Charities were chosen in 2019 and will be reviewed by the PCC in 2023. 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 an average 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 September 2020 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 churchwardens Joy Chaplow & Sue Squirrell who have 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 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 80% in 2019. 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 (November 2020)

Name	Elected or Role	Retire
Mike Turnbull	Rector	Ex Officio
Ann Stubbs	Pastoral Worker	Ex Officio
David Illing	Reader	Ex Officio
Mike Felton	Elected	2020
Joan Cadman	Elected	2020
Vacant	Elected	2020
Vacant	Elected	2020
Di Carter	Elected	2021
Vacant	Elected	2021
Daphne Gregory	Elected	2021
Margaret Shephard	Elected	2021
Mike Carter	Elected	2022
Jenny Hall	Elected	2022
Vacant	Elected	2022
Mike Carter	Elected	2022
Chris Horne	Co-opted	Ongoing
John Molloy	Deanery Synod	2020
Howard Barker	Deanery Synod	2020
Simon Bartholomew	Deanery Synod/Elected	2020/2022
Revd Ken Sambrook	Diocesan Synod	2020
Joy Chaplow	Warden	2020
Sue Squirrell	Warden	2020

Appointed by the PCC

Electoral Roll Officers: Sue & Bob Squirrell

Safeguarding: Joy Chaplow

Independent Examiner: Kathy Simms.

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

War Memorial

The improvement to the access to the War Memorial and surrounding area has now been completed. This has been undertaken to make the area safer, particularly when laying wreaths on Remembrance Day. It is hoped (subject to Government Guidance) that there will be a Remembrance Sunday Service around the Memorial, where it can also be officially opened, inviting Wistaston and Rope Parish Councils, who made donations, to attend.

St Mary's

The following projects were due to be completed in the Spring of 2020, but have been out on hold for the time being: Installation of handrails alongside the steps up to the Chancel, replacement of the external south door and the partial glazing of the inner porch doors. These were due to start just before Lockdown, so no progress at present and our finances will have to be assessed.

The generous donation towards the renewal of some the churchyard paths hasn't happened in full, however a 3m square on the old driveway on the churchyard was relayed in February.

The floodlights outside St Mary's were repaired. Paul Mountford has cleaned moss from the gutters.

The piano in the Transept has been moved into the Choir Vestry with a view to its removal completely. We have another piano in the Choir Vestry given to us by Jean Walsh and the use of Roger Phenton's keyboard if needed.

St Luke's

The entrance gates have been replaced. The Kitchen has been upgraded. A defibrillator has been fixed to the wall outside the building and the cabinet was paid for by funds donated by Chester Mothers' Union.

Church Hall

The lighting was fully replaced with LED lighting and a new consumer unit was fitted into the meter cupboard replacing the very old boards that were in there.

The painting re-decoration was put on hold due to the Virus pandemic. When permitted, it is hoped this will be carried out by volunteers.

The Kitchen upgrade project is also on hold due to the current situation.

The bookshelves in the Hall entrance have now been removed.

The stage curtains have now been replaced.

We are always very grateful to all those over the year who undertake many maintenance tasks that often go unseen but make a big difference to our church buildings.

Sue Squirrell and Joy Chaplow Church Wardens

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 2019. The running of our church is complex, and therefore it is vital that we all contribute in some way.

Our income last year was £146,704.88 and our expenditure was £150,359.83 so we

did overspend by £3,654.95. We did however have legacies totalling £5,000 and an anonymous donation to the upkeep of the churchyard of £8,000 so had we not had these then the overspend figure would have been £16,654.95.

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 2019 it totalled £67,526.32 for the year.
- Utilities (Gas, water, electricity) increase annually. For 2019 utilities costs for the church hall were £4,305.16, St Mary's £2,167.55 and St Luke's £895.93. Insurance costs for all three sites totalled £5,304.39.
- Ground maintenance and waste removal costs at all three sites and the churchyard for 2019 were £9,051.02.
- 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. Should you feel you would like to leave a legacy to our church, please speak to the rector about the church legacy policy.

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 and this needs to be reviewed in line with inflation year on year.

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 via the SumUp machine recently installed at St Mary's. For the month of December 2019, £160 was received via this method.

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 14 supporters and we have reached a total of £1,570 towards our 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?

Please let us know. Fundraising as a team is an excellent way to raise funds for any given church projects. We currently have the Church Hall Kitchen refurbishment project which has raised £2,249.10 up to the end of 2019 and a total of £509.49 was raised at St Luke's Autumn Fayre for St Luke's projects.

Letting income from the church hall totalled £15,610.53 and £4,309.60 from St Luke's for 2019.

We had two major refurbishments in 2019 – Church Hall lighting at a cost of £7,133.80 which should reduce the lighting outgoings in 2020, and a new kitchen refurbishment at St Luke's at a cost of £4,263.60. The finance team have adjusted the lettings fees for 2020 at both these sites to reflect the upgrades to the premises.

The upkeep of our churchyard is costly, and we are grateful for grants to help with this. In 2019 we received £2,500 from Wistaston Parish Council and £300 from Rope Parish Council.

Initiatives such as donations in relation to anniversaries are another good idea for boosting our income. We received five payments of £130 in 2019 from the church insurers Ecclesiastical who were celebrating their 130 th anniversary in 2018 but extended it into 2019.

Broadband has now been installed at St Mary's at a cost of £234 for the year.

In 2019 The Rector purchased a new church accounts package at a cost of £180 a year as the previous package although it has served us well has become unsustainable. The new software will be more user friendly and less reliable on input from The Rector in the long term but will take some time to get used to.

Please pray for The Rector, the treasurer and our church accounts in general as we make the transition in 2020.

With thanks

Daphne Gregory March 2020
Treasurer St Mary's Wistaston PCC

Parochial Church Council – Secretary's Report

The PCC met six times during the year, with the usual mix of business, and some less routine items, being discussed.

Following the Annual Parochial Church Meeting in April, at which there were some changes, the makeup of the PCC was as follows:

Ex Officio	3
Elected	11
Co-opted	1
Wardens	2
Deanery Synod Representatives	3
Total	20

We were pleased to welcome Paul North as a fourth ex-officio member later in the year, when he joined us as our new curate.

One of the important items in our discussions, which is present on the agenda of every PCC meeting, is an ongoing review of our worship and discipleship. In 2019, a significant addition to our church life was the introduction of a regular Midweek Meeting for Prayer and Worship. The usual seasonal study groups for Lent and Advent were reported to have been well attended and found helpful. Other special services, such as our Christmas and Easter celebrations, Remembrance Sunday and the Commemoration service also received favourable comment – particularly with regard to our engagement with the wider community.

Other regular areas of business include (of course!) Finance and Fabric. These are both reported separately, but it is worth noting some significant business here. Among the work approved by the PCC for the maintenance and improvement of our facilities was the installation of LED lighting for the Church Hall (similar work is also planned for the Church itself and for St Luke's). This promises to be highly beneficial in terms of running costs, as well as being an improvement to the building. Also in this year, the kitchen facilities both at St Luke's and in the Hall received much-needed refurbishment, to the benefit of both our church family and those who hire our venues. Changes to our insurance policies and energy suppliers were also approved, again with anticipated saving in our running costs.

During 2019, two important areas of compliance were grappled with successfully – GDPR and Safeguarding. Meeting our obligations under the General Data Protection Regulations is an important aspect of our life within the community, as is our responsibility to ensure a safe environment for young people and vulnerable adults.

One further decision is worthy of note. In late 2018, the Rector informed the PCC that there was a possibility of having a curate join the parish, and at the January 2019 PCC meeting we agreed unanimously with Mike's proposal that this should proceed. I believe it was an excellent decision!

At the time of writing, the membership of the PCC is one short of the number of elected members we are allowed, and I encourage anyone who is interested, to consider contributing to the life of the church family by joining us.

David Illing
23.09.2020

Deanery Synod Report

The Deanery Synod met 3 times in 2019 and here is a report on proceedings which has been compiled from the Minutes of the meetings.

11th February 2019, St Andrew's Church, Bedford Street, Crewe: Address from Tim Oakley, CAP - Christians Against Poverty

Tim Oakley, from West Street Christian Fellowship, had accepted an invitation from Revd Helen Chantry to speak to the Synod about CAP - Christians Against Poverty, a National UK charity, started 22 ½ years ago by one man. CAP works tirelessly to help lift people out of debt.

CAP offers free debt counselling through a network of hundreds of centres based in local churches. Their message to those struggling with debt problems is that there is a way out of debt and there is definitely help at hand.

Each year they help over 20,000 people to find their way out of debt. Tim said he has a new family weekly programme where he and another person will visit and help go through a journey out of debt booklet. Their approach is to sit down with a family and help to work out a fair budget.

21st May at St Mary's Nantwich was a Celebration of Worship. It was an open meeting of churches gathering together led by Jonathan Roberts from St. Barnabas and others on Foundations for Ministry in the deanery.

27th November at St Mary & St Michael, Burleydam:

The speaker was the Very Reverend Tim Stratford – Dean of Chester Cathedral

The Very Reverend Tim Stratford addressed the Synod. He has been Dean of the Cathedral for 15 months. Previously Archdeacon of Leicester, he had spent the last few years meeting people and hearing what churches are doing, frequently driving 200 – 400 miles a week. Life is now very different living in a small community with everything on the doorstep.

The Cathedral is feeling its way towards being a missional cathedral/church in a city centre.

Worship

The Dean's first impression (as an anonymous visitor) was of a disorientating entrance and that the cathedral was closed for worship. On asking if he could go in for worship, he was told this was not possible as the cathedral was closed for worship. On arriving as Dean, he found a congregation fearful of worshipping in a visitor attractive and began to work with them about how worship could be welcoming.

Electoral Roll

A new Electoral Roll was prepared this year which was 'closed off' on 7th October 2020 in preparation of the 2020 Annual Parochial Church Meeting. The figures stood at: Total: 179, of which 132 are resident and 47 non-resident. This compares with figures at the last APCM: Total: 182, of which 135 were resident and 47 non-resident.

Sue & Bob Squirrell
Church Electoral Roll Officers

Sidespeople at our Churches

The following people are willing to carry on with their duties as Sidespeople at both our Churches.

St Mary's

'Head' Sidespeople: Diana Carter, Marian Carter, Christine Horne and Margaret Shephard.

Sidespeople: Howard Barker, Catherine Gallagher, Camilla Green, Pat Hudman, Linda Cooke, Peggy Poole, Alex Percival, Josie Percival, Syd Carter, Mike Carter, Pam Pritchard, Diane Edge-Robinson, Jenny Varty.

St Luke's

'Head' Sidespeople: Daphne Gregory, Jenny Hall, John Molloy and Brian Simpson

We would like to thank everyone who has contributed to the smooth running of both churches in their capacity as sidesperson. This is a much valued role in God's Ministry.

We also welcome Camilla Green who will be new to the role at St Mary's and many thanks to Neil Cadman who has been a sidesperson at St Mary's for many years, but now feels it's time to retire from his duties. Thank you from all of us.

Sue Squirrell and Joy Chaplow
Church Wardens

Minutes of the Parish of St Mary's Wistaston with St Luke's Willaston Annual Parochial Church Meeting 7th April 2019

The meeting commenced at 12 noon following the morning service in the Church.

Thanks were expressed to everyone for attending the annual meeting; it was said that we have much to celebrate over the past 12 months with our links to the wider community. Mike read a short piece from the morning's reading from Isaiah "Forget the former things; do not dwell on the past. See, I am doing a new thing! Now it springs up; do you not perceive it?" Special thanks were given to Simon Bartholomew for his support over the past 12 months in his role as Church Warden.

Ahead of the meeting a couple of corrections were made to the Trustee's Report
Page TR1 Agenda item 2 should read (pages TR12 & TR13) and NOT (TR13 & TR14)
Page TR1 Agenda item 4 c should read (as listed on TR11) and NOT (TR12)

Meeting of the Parishioners

To appoint the Church Wardens

The Rector had received two nomination for the positions of Church Wardens for 2018/19, one from Joy Chaplow and the other from Sue Squirrell and as no other interest in these roles had been received he duly appointed them both to serve for a period of 12 months. Both were applauded and it was said that as they are new to the positions they would appreciate all the help that can be offered. Joy and Sue will follow in the footsteps of some great previous Church Wardens.

Annual Parochial Church Meeting

1. Apologies for absence:
Daphne Gregory, Marion and Sid Carter, Simon and Andrea Bartholomew, Shirley and Keith Johnson, Josie and Alex Percival.
2. Minutes of the APCM 2018:
Margaret Shephard proposed that we accept last year's minutes as a true record of the APCM meeting held on 22nd April 2018 and Jenny Hall seconded the motion and then the document was signed.
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 (5 places)
Three nominations to join the PCC had been received from Mike Carter, Simon Bartholomew and Jenny Hall who will all return to serve for another period of three years. Thanks were expressed for their continuing support.

(b) Assistant Wardens

The help received from the Assistant Wardens whilst Simon was our only Warden has been much appreciated and a tremendous success. Thanks were expressed to Neil Cadman, Diana Carter, Marian Carter, Margaret Shephard and Sue Squirrell. It is sincerely hoped the Assistant Wardens will continue to help going forward. Sue will no longer be able to be an Assistant Warden but we are grateful to Christine Horne has offered to take on this position.

(c) Appoint Sidespeople

Existing Sidespeople were thanked for the role they take in our church each week. We look forward to welcoming Diane Edge-Robinson on to the current team. The role of Sidespeople has altered in recent years as more and more of the service appears on the screen and there are less books etc., to be given out; however the welcome greeting given by Sidespeople to those attending church is so very valuable.

(d) Appoint an independent Auditor/Examiner

Thanks were once again expressed to Bob Squirrel for his work over the past 12 months. Now that Sue is to be our new Church Warden this precludes from Bob being able to continue in this role. We are very fortunate that Kathy Simms has agreed to be the new Independent Auditor/Examiner for 2019/20.

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

Since the last annual meeting our church has made a decision to adhere to the House of Bishops National Safeguarding Policy. The shortened version of that policy was approved at the PCC meeting held on 18th March 2019 and was available for all to read on page TR3 ahead of today's meeting. Joy Chaplow was appointed Parish Safeguarding Co-ordinator for a further year.

6. Time for Questions:

No questions were asked.

7. Any Other Business:

Margaret Shephard asked that we minute our thanks to Simon for being our Church Warden over the past 6 years.

To end the meeting we watched a short video clip by Simon who was out of the country and could not be at our meeting. Simon said that it had been an honour and a privilege to have been Church Warden for 6 years and he passed on his congratulations to the new Wardens. He continued by saying how fortunate we are to have such a strong team of clergy and thanked on behalf of us all Mike, Frank, Ken, Jayne, Malcolm and David their wives/husband, Sarah, Joan, Sandie and Leo.

We were reminded of the following dates for our diaries.

First meeting of the new PCC is Monday, 20th May 2019

The Archdeacon's Visitation for Church Wardens and Sidespeople on Tuesday, 14th May 2019.

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 2019

**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 2019.

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 respect:

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:



Mrs K Simms
35 Berkeley Crescent
Wistaston
Crewe
Cheshire
CW2 6QB

Date: 28.2.19

Financial Statements for the Year Ended 31 December 2019

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

	Notes	Unrestricted Funds £	Restricted Fund £	Total Funds 2019 £	Total Funds 2018 £	
Receipts						
1	Voluntary Income	3(a)	80,427	6,952	87,378	72,053
2	Activities for generating funds	3(b)	59,327	-	59,327	56,821
3	Investment income	3(c)	530	-	530	349
5	Insurance Claims	3(d)	-	-	-	-
6	Other Accounts	3(e)	2,268	-	2,268	1,767
	Total receipts		<u>142,551</u>	<u>6,952</u>	<u>149,502</u>	<u>130,989</u>
Payments						
7	Church activities	4(a)	121,081	245	121,326	109,289
8	Fundraising & Trading Costs	4(b)	18,442	-	18,442	10,357
9	Administration	4(c)	9,925	666	10,591	9,617
10	Other Accounts	4(e)	3,075	-	3,075	2,710
	Total Payments		<u>152,523</u>	<u>911</u>	<u>153,435</u>	<u>131,973</u>
10	Excess of receipts (or payments)		(9,973)	6,040	(3,932)	(983)
11	Net transfers between funds		-	-	-	-
12	Balances b/f 1 January		102,518	3,462	105,980	106,963
13	Balances c/f 31 December		<u>92,546</u>	<u>9,502</u>	<u>102,048</u>	<u>105,980</u>


St Mary's Wistaston with St Luke's Willaston

Statement of Assets and Liabilities
as of 31 December 2019

	Notes	Unrestricted Funds £	Restricted Fund £	Total Funds 2019 £	Total Funds 2018 £
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>28,686</u>	<u>28,686</u>
6 Cash Funds					
7 Cash at Bank and in hand		1,774	568	2,342	6,804
8 Deposit Fund (DBF)		62,086	8,934	71,020	70,490
9 Other Monetary Assets					
10 Income Tax recoverable		-	-	-	-
11 Current Assets		<u>63,860</u>	<u>9,502</u>	<u>73,362</u>	<u>77,294</u>
12 Total Assets		<u>92,546</u>	<u>9,502</u>	<u>102,048</u>	<u>105,980</u>
13 Less current liabilities					
14 Creditors - amounts falling due within the year		-	-	-	-
15 Total		<u>92,546</u>	<u>9,502</u>	<u>102,048</u>	<u>105,980</u>
16 Parish Funds		<u>92,546</u>	<u>9,502</u>	<u>102,048</u>	<u>105,980</u>

Approved by the Parochial Church Council on: 21 September 2020
And signed on its behalf by:


Daphne Gregory - Hon Treasurer


Rev'd Mike Turnbull - Rector

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
- The movements in designated and restricted funds during the year were:

Accounts	Transfers Out	Transfers In
COOP A/C General	639.60	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	639.60
CAP Credit Union A/C	0.00	0.00

3. Further Analysis of Receipts

a. Voluntary Income

	Unrestricted Funds	Restricted Fund	Total Funds 2019	Total Funds 2018
	£	£	£	£
1 Tax Efficient Giving (Gift Aided)	24,705	-	24,705	25,460
2 CAF & GAYE Giving	4,520	-	4,520	4,502
3 Gift Aid (actually recovered from HMRC)	10,563	-	10,563	10,697
4 Collections (Open Plate) Sun, Midweek & Specie	16,924	-	16,924	17,335
5 Collections (Baptisms, Funerals & Weddings)	1,268	-	1,268	1,354
6 Donations	14,596	6,600	21,196	4,738
7 Flowers (Restricted)	-	352	352	105
8 Wall Box (Church Expenses)	19	-	19	28
9 Wall Box (Churchyard)	31	-	31	42
10 Churchyard (Grants)	2,800	-	2,800	3,500
11 Recurring Grants (Other)	-	-	-	-
12 Grants	-	-	-	-
13 Legacies	5,000	-	5,000	4,291
14 Special Appeals	-	-	-	-
15 Petty Cash Movements	-	-	-	-
	80,427	6,952	87,378	72,053

b. Activities for generating funds

1 Sales (Books, Cards etc)	139	-	139	161
2 St Luke's Fayres	509	-	509	1,438
3 Other Fundraising	2,092	-	2,092	3,235
4 Church Hall (Lettings)	15,611	-	15,611	15,722
5 Fees - Statutory (Rector) (Paid to Diocese)	11,611	-	11,611	10,019
6 Fees - PCC (Weddings, Funerals etc)	13,200	-	13,200	14,289
7 Fees - Churchyard	8,637	-	8,637	5,611
8 Magazine	336	-	336	370
9 Non-charitable trading (this includes any refunds into the accts)	2,255	-	2,255	318
10 St Luke's Lettings	4,310	-	4,310	4,863
11 Stepping Stones	410	-	410	434
12 Tower Fund	216	-	216	360
13 Sale of Fixed Assets	-	-	-	-
	59,327	-	59,327	56,821

c. Investment income					
1	Dividends and Interest	530	-	530	349
d. Insurance Claims					
1	Insurance Claims	-	-	-	-
e. Other Accounts					
1.	LAG Bank Account A/C	1,755	-	1,755	1,352
2.	Tower Account - Belfry Fund A/C	187	-	187	184
3.	Tower Account - Wedding Fund A/C	17	-	17	35
4.	St Luke's - Petty Cash A/C	149	-	149	184
5.	St Mary's PCC - Petty Cash A/C	-	-	-	-
6.	Office - Petty Cash A/C	-	-	-	-
7.	LAG Petty Cash A/C	160	-	160	13
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	-	-	-	-
		2,268	-	2,268	1,767
Totals: 3. A, B, C, D & E		142,551	6,952	149,502	130,989

4. Further Analysis of Payments

	Unrestricted Funds	Restricted Fund	Total Funds 2019	Total Funds 2018	
	£	£	£	£	
a. Church activities					
1	Outward Giving - International	2,060	-	2,060	2,135
2	Outward Giving - National	2,060	-	2,060	2,541
3	Outward Giving - Local	1,562	-	1,562	2,012
4	Secular Charities - e.g. Oxfam, Save the Cf	-	-	-	-
5	Parish Share	67,526	-	67,526	64,366
6	Rector's Expenses	1,260	-	1,260	1,003
7	Other Expenses	387	-	387	116
8	Salaries/Honoraria	1,645	-	1,645	2,544
Support costs (Training, Educational Expenses)					
9		276	-	276	56
10	Mission and Evangelism Costs	202	-	202	386
11	Utilities (St M)	2,168	-	2,168	2,262
12	Insurances (St M)	2,122	-	2,122	2,740
13	Maintenance/Cleaning (St M)	1,873	-	1,873	3,164
14	Utilities (St L)	896	-	896	798
15	Insurances (St L)	1,061	-	1,061	865
16	Maintenance/Cleaning (St L)	3,203	-	3,203	1,816
17	Service Costs (St Mary's & St Luke's)	2,464	-	2,464	1,361
18	Major Repairs and Redecorations (Church)	4,750	-	4,750	-

19	Churchyard Maintenance	10,785	-	10,785	7,263
20	Tower	-	-	-	-
21	Flowers (St M)	-	245	245	289
22	Junior Church (Teaching Material)	-	-	-	100
23	Stepping Stones	225	-	225	246
24	Rectory - Community Charge, Water Rates	2,793	-	2,793	2,713
25	Major Repairs and Redecorations (Church Hall/PCC Buildings)	-	-	-	495
26	New Building Work	-	-	-	-
27	Assigned Fees Paid to Diocese	11,764	-	11,764	10,019
		<u>121,081</u>	<u>245</u>	<u>121,326</u>	<u>109,289</u>

b. Fundraising & Trading Costs

1	Magazine	812	-	812	640
2	Church Hall running costs	17,630	-	17,630	9,716
3	Fund raising costs	-	-	-	-
		<u>18,442</u>	<u>-</u>	<u>18,442</u>	<u>10,357</u>

c. Administration

1	Computer	143	-	143	78
2	Printing and stationery	1,551	-	1,551	2,195
3	Bank charges (including any bounced cheques)	-	-	-	0
4	Church Office (Running Expenses)	886	-	886	486
5	Parish Administrator	7,049	-	7,049	6,858
6	Professional Fees	296	666	962	-
		<u>9,925</u>	<u>666</u>	<u>10,591</u>	<u>9,617</u>

d. Other Accounts

1. LAG Bank Account A/C	1,928	-	1,928	1,559
2. Tower Account - Belfry Fund A/C	187	-	187	184
3. Tower Account - Wedding Fund A/C	-	-	-	-
4. St Luke's - Petty Cash A/C	160	-	160	208
5. St Mary's PCC - Petty Cash A/C	-	-	-	-
6. Office - Petty Cash A/C	-	-	-	-
7. LAG Petty Cash A/C	161	-	161	-
8. Employee Tax/NI due to HMRC A/C	640	-	640	759
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>3,075</u>	<u>-</u>	<u>3,075</u>	<u>2,710</u>
Totals: 4. A, B, C & D	<u>152,523</u>	<u>911</u>	<u>153,435</u>	<u>131,973</u>

5. Debtors

1. Income Tax Recoverable on Gift Aid Donations

-	-
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6. Creditors falling due within one year

1.
2.

-	-
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Total

-	-
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7. Funds**Restricted Funds**

1. Flowers	568	462
War Memorial Centenary Project	8,934	3,000
Other Funds within the Accounts		
2. Church Hall	25,813	29,031
Churchyard	32,703	23,771
Junior Church	146	(146)
Magazine	(1,191)	(715)
St Luke's Fundraising	4,533	8,082
Stepping Stones	1,297	1,113
Tower Fund	1,975	1,759

NOTES: