

# Annual Report for the Parish of St Mary with St Richard, Northolt. January to December 2019

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# From the Rector

I write this in October 2020, in these 'pandemic times' by way of a brief introduction to our accounts and annual report looking back to 2019, which feels a very very long time ago! Of course, we would have had our APCM a lot earlier in the year but this year things are very different. It is, however, heartening to look back at the year that 2019 was through reading the reports that have been written for us, and remembering all the wonderful things that we got up to over that time period.

A great highlight for me was the number of 'conversation events' the PCC and I hosted through the summer- small groups of us gathering to talk and share our thoughts and hopes for our parish - celebrating, learning and dreaming together. These events led to our PCC away day in October 2019 bringing together our vision and values process and renewing our vision for the future based on Christ's words to his disciples to love God and to love neighbour, stating that as a parish we want all we do and are to be about loving God and loving Northolt.

Our accounts, which this report accompanies, tell a story of provision and looking to the future. They tell of money being used for mission and following God's call to look out to, and love, our community. They tell of looking after our buildings and preparing for spend and development in the future, especially on St Mary's to ensure it continues to serve its purpose as a place of meeting and worship, and they tell of your generosity and giving. Thank you to Abi, our treasurer, for working hard over the year and preparing the accounts for us.

Covid times bring new challenges, and new wonders. We are all tired and some of the challenges in our future seem too big to comprehend right now as we recognise that many in our congregation and community will be struggling in the coming months and years with redundancy, ill health (both physical and mental), hunger, loneliness and isolation. We won't be able to 'do it all' but will be able to love, and that is what we must do. As we look back to 2019 we see a huge number of ways we have been about loving God through our worship, through our prayer, through our welcome. With our commitment to renewing a worshipping community at St Richards, and praying there weekly for the Racecourse Estate. We have been Loving Northolt in our action with our pub partnership, the Memory Cafe, Community choir, coffee give-away, fun day, quizzes, carols and more. As we look forward to the rest of 2020 and into 2021 our love might look different, but let us be a people who are known for and defined by our love of God, one another and our community of Northolt.

Finally, I want to thank you all for being part of our worshipping and active community in Northolt.

# About our Parish

## Aims

In law, the Parochial Church Council (PCC) is required to co-operate with the incumbent, The Rev'd Chris Hill, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Specifically, as a parish we spent time over the year listening to one another over a series of evenings and whole church conversations to plan for the future and renew our vision. The PCC worked together to reword our vision statement to: **Loving God and Loving Northolt**, based upon our listening times and the command of Jesus to his disciples to "love God and to love neighbour" (Mark 12:30).

We are responsible for St Mary's Church building and churchyard, St Richard's Church building and land and by letting agreement the Northolt Village Memorial Hall and memorial trust land.

## Organisation

Members of the PCC are elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, we have had six meetings, with sub committees (Property, Social, Standing Committee and a newly formed Finance team) actively working between these meetings and reporting back to the PCC.

The minutes of all meetings (except those deemed by the council to be confidential) are available on request from the Chair or Secretary by those whose names are on the parish Electoral Roll. A summary of each meeting has been published and made available in St Mary's within a few weeks of the meeting.

## Presentation of the Electoral Roll

The number on the electoral roll at March 2019 was 60, following a new electoral being created which takes place every six years. Since that date, there were a number of additions and some deceased members. The new number on roll at April 2020 was 64.

Frances Johns  
Electoral Roll Officer

## Administrative information

*St Mary's Church* is located on Ealing Road, Northolt UB5 6AA

*St Richard's Church* is located on Sussex Crescent, Northolt, UB4 6DR

*Northolt Village Memorial Hall* is located on Ealing Road, Northolt UB5 6AA

*Correspondence* should be sent to the Rector:  
St Mary's Rectory, Ealing Road, Northolt, UB5 6AA

# Our PCC (2019-20)

The PCC of St Mary's with St Richard's Northolt are an elected team of parish representatives, who work well together, with the Rector, to make decisions in areas of worship, community and mission. We enable our Church to become a living and loving example of Jesus Christ in our community.

## Ex officio members

Members who are on our PCC by virtue of their office.

Incumbent	The Rev'd Chris Hill
Churchwardens	Linda Laryea (Elected April 2019) Ninus Khako (Elected April 2019)
Deanery Synod Representatives	Stella Ajoku (Elected April 2017) Sylvia Geraghty (Elected April 2017)

## Elected Members

We are entitled to have 9 elected members on our Parochial Church Council. Members of the PCC are elected for a term of three years. Each year a third of the PCC members stand down, and a third are elected.

This year we have had 9 elected lay representatives, and no vacancies:

2019-2022	2018-2021	2017-2020	2016-2019
Cathy Scott	Pauline Byles ++	Pamela Badhan**	Lynne Birch
Wendy Knight	Stan Conner	Robin Griffiths	Nick Reeve
Olu Nwachuku	Linda Laryea +	Joshua Vale*	Matthew Johns ***

\*In becoming Churchwarden, Ninus Khako created a casual vacancy in 2017-2020 term of office which was filled by Joshua Vale.

\*\* Pamela Badhan was no longer eligible to serve on PCC which created a casual vacancy in 2017 – 2020 term of office which was filled by Nick Reeve.

\*\*\* Joshua Vale resigned March 2019 which created a casual vacancy in 2018-2021 term of office, which was filled by Matthew Johns.

+ In becoming Churchwarden, Linda Laryea created a casual vacancy in 2018-2021 term of office, which was filled by Abigail Orr.

++ Pauline Byles resigned March 2019 which created a casual vacancy in 2018-2021 term of office, which was filled by Rosemary Conner.

## Co-opted members

Each PCC can co-opt to its membership a limited number of people to become members for the rest of the PCC year.

Frances Johns was Co-Opted to PCC for the year in April 2019.

# The business of the PCC

## Summary of the Parochial Church Council (2019)

A lot of work has taken place during the year. The PCC have been looking at various items and projects at both St. Mary's and St. Richard's, but we have also focused on our continued work, values and visions. At a PCC away day in October, these were discussed and reviewed, and it was decided to hold small gatherings with all electoral roll members to gain their views. These proved very useful and were well received.

Much of the work of the PCC will be covered within other reports (eg. Finance and Fabric), and some work has been completed. With St. Mary's being such an old church, work takes time but small projects and improvements have taken place such as new bibles for both St. Mary's and St. Richard's, the closure of the churchyard to burials is in hand, and future larger project options have been considered and reviewed with the Diocesan Advisory Council. Mission work at St. Richard's started well with weekly coffee give aways and a patronal celebration day.

The Memory Cafe continued to go from strength to strength following its set up in 2018, and we were delighted that Sylvia was commissioned as Lead Minister for this during 2019. The 1st Anniversary of the Memory Cafe was celebrated with a great gathering and was a wonderful celebration of all that the memory cafe had meant to our community over its first year.

We also welcomed Vanessa as an Ordinand and she has settled into her role with fun and enthusiasm, quickly becoming part of our church family!

The PCC continue to review procedures and processes as they arise, such as Safeguarding, risk assessments and General Data Protection Regulations – these usually happen “behind the scenes” but ensure we are continuing to be compliant in all we do.

We ask for God's blessing as we continue especially during the difficult times we are now faced with and pray for His guidance as we move forward and continue to grow as a parish.

Frances Johns  
PCC Secretary

## **Safeguarding**

The PCC has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, in relation to having due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

We are committed to Safeguarding Children, Young People and Vulnerable Adults. All eligible volunteers are checked under the DBS system.

We are supported by the London Diocese Safeguarding Team and they can be contacted on 020 7932 1224

This year we have transferred into a new digital world with new and challenging situations within safeguarding. This led to us having to adapt the way we carry out our church services. In turn we have become more aware of what people are now seeing in our lives with a snapshot of people's homes via their computer/tablet cameras. It is therefore important to remind people to check their backgrounds when joining the online services. This is also the same for the image that people can see during the service, making sure that people are aware that they may be seen in the background of the church service.

At the beginning of the year we had all DBS being stored electronically, with new people being added when needed. We need to continually update records to align with the changes of people within the church and their new/current roles especially as some people have left or joined in the recent times. Last year we set the goal to create a first aiders list which is available in all churches – along with making sure that all of these people are aware of where the first aid equipment is stored within all buildings. This was not complete due to the current situation. We will look into creating this within the new guidelines.

Unfortunately, Children's Church has had to stop in the way we knew it to comply with government guidelines. However, before the sessions stopped steps towards making sure that it was safe for all had begun, in the first instance with a register being taken. We were in the process of making sure that all the data about the children attending was collected and stored safely, however this process was paused in line with the closure of the Church for Covid-19.

In light of the last year, the way we operate has completely changed and therefore the way which safeguarding has had to adapt and change. We are continuing to assess and monitor the situations in relation to making sure that everyone who uses and access our church is safe for all.

Emma Emmons,  
Safeguarding Officer

# Treasurer's Report

## Financial Review - 2019

We had a financially positive year in 2019. Unrestricted income was £96,334 and spend from unrestricted funds was £79,585, leaving us with a surplus of £16,749 in our unrestricted funds. We also received £17,626 of restricted income (income received which can only be used for a specific purpose) and spent £27,020, which meant we were able to use up £9,394 of restricted reserves and still have an overall surplus on the year.

Within the year we increased the amount of money we have invested in the CBF Church of England Fund. At the end of the year the value of this investment had increased, giving us an unrealised gain of £66,187, in addition to payments of £10,756 dividends throughout the year.

Our overall surplus for the year, including both restricted and unrestricted, as well as the investment funds, was £73,542.

As in previous years, the largest source of income was hall hire (£42,485), the bulk of which is St Richard's nursery rent. Income from hall hire was 8% less than in 2018, partly due to the loss of one of our regular lets at St Richard's. We received £44,224 in donations, of which £17,745 was planned giving from the congregation (PGS, weekly envelopes, and standing orders) and £4,955 was Gift Aid tax refund, which is reclaimed tax on donations we have received. We also received a generous gift of £15,989, which was the final portion of the legacy from Claire Gaeth. Our income from regular giving and the collection was around 1% less than in 2018, but the legacy from Claire Gaeth, and other one-off donations, meant that our overall donation income was 40% higher than in 2018.

We were able to increase our mission and charitable giving spend by 230% compared to 2018, which reflects increased activities in the community, particularly the Memory Café and several Love Northolt activities at St Richard's. This work was supported by generous donations from the congregation, fundraising events such as the pub quizzes and two Deanery Mission Fund grants.

48% of our total spend for the year was on maintenance and running costs for our buildings; St Mary's, St Richard's and the Memorial Hall. We spent £25,604 on maintenance and running costs for St Mary's church building, and were fortunately able to use money from the Munt Legacy to cover 73% of this. In addition to the usual running costs and maintenance we spent £7,544 to make the various monuments in the church safe, after one of them was found to be loose. We also spent £3,840 on designs for forthcoming work on the building to make improvements to the path and to make the space inside more useable. We are fortunate to have the Munt Legacy to support us in maintaining this lovely historic building.

The remaining £25,393 was spent on the other buildings in the Parish. Much of this was running costs and general repairs, but £3,648 was for a necessary structural survey at St Richard's, and we were grateful to receive a grant from the Diocese to cover this amount.

Our largest single expenditure is the Diocesan Parish Share (£30,600), which goes towards the stipends and accommodation for the clergy in the Diocese, as well as supporting the other activities of the Diocese.

At the end of 2019 we held total funds of £492,380, 37% of which is unrestricted, leaving us in a very strong financial position for the building work we plan to carry out over the coming years, and the ongoing mission work within the parish.

### **Reserves policy**

The PCC adopted a formal reserves policy in January 2020, which is shown below:

The PCC seeks to maintain unrestricted reserves to meet expenses in the event of income not keeping pace with expenditure, for whatever reason. It can also be used to fund urgent repairs. The goal of maintaining a reserve fund is not to hoard money, but to establish a safe cushion in the event of expenses exceeding income.

The PCC of St Mary with St Richard Northolt seeks to maintain its reserves at the level of three months' running costs (currently £27K)

It also aims to keep £30k in reserve relating to buildings, with the knowledge of the recent Memorial Hall Inspection and the future building project likely to happen at St Richard's. The PCC is responsible for 4 buildings, one of which is Grade 1 listed, and this amount reflects the responsibility we have of looking after these buildings. Note - The 'St Mary's Reordering Project' will largely be funded by the restricted building fund (Munt Legacy).

This year (2020) we have also designated to save £10k each for legal costs and for the St Richard's redevelopment project, which would be kept with the reserves.

Therefore our Reserve fund for 2020 will be £77k, made up of:

£27k - operational

£30k - buildings

£10k - legal costs (designated)

£10k - St R redevelopment (designated)

This money will be held across two accounts. £17k will be kept in the general account to cover cash flow and be readily available. £60k will be kept in a new 'Reserve Fund' 90 day access account.

This policy is to be reviewed annually.

## **Actions planned for 2020**

The PCC currently holds around £180k of unrestricted funds, which is £100k over the level we have calculated that we need to retain as a safe cushion. The PCC will consider how this will be used, as it is not appropriate for charitable organisations to continue to hold excess funds. We have already planned to spend a lot of money on building projects over the coming years and so the PCC will want to consider mission, ministry and community outreach as it looks to future spends. These could happen in various ways as our plans and vision develop.

A small amount of this excess could be allocated into reserves as a 'mission opportunity fund', to ensure we are in a financial position to enable new mission to flourish.

Extract from Parish Resources website: "One of the main aims of our churches is to spread the word of God i.e. mission. If funds allow it is advisable to allocate some money to a Mission Opportunities Fund, which becomes a designated fund, so that mission opportunities are not stifled by the lack of funds." (<https://www.parishresources.org.uk/wp-content/uploads/parishreserves.pdf>)

## **Finance Team**

In 2019 we formed a Finance Team, a sub committee of the PCC, who have oversight of finances and policies, support the treasurer, and advise the PCC. They look at strategic finance questions in more detail. At each meeting they review the latest accounts and check the actual spend and income against the budget, and make suggestions to the PCC for any action needed. At the end of the year they also worked on developing the budget for 2020.

During the year the finance team also redeveloped the Living Generously information pack (which provides information on how and why to give to the church), ordered and set up a contactless card reader, and reviewed a number of our finance policies. As a result of this they suggested a draft reserves policy to the PCC, which has since been adopted, and are developing a procurement policy to ensure that we are wise and ethical stewards of the money we manage.

Abigail Orr  
Treasurer,

# **The Fabric of the Parish**

## **(a report from the Churchwardens and Property Team)**

2019 saw a number of maintenance issues arise at both properties, but we were able to complete a fair amount of work. Planning began for some large projects at St Mary's, which will take several years and a substantial amount of fundraising before they reach fruition.

Health and Safety is extremely important to us, and over the year we have completed various repair works as and when needed to ensure the safety of each of our buildings. Comprehensive risk assessments were carried out in each of our buildings in 2019.

All buildings are kept secure, and all property is listed in our parish inventories. Key holders are recorded, and all keys are signed for. Our properties and contents are fully insured by Ecclesiastical Insurance.

### **St Richard's Church**

The issue that was identified with some of the exterior concrete continued to be investigated through 2019, with a number of visits from specialist surveyors and other experts.

The exterior doors to the chapel were replaced as they had reached the end of their useful life, and we changed the locks on a number of internal doors that had missing keys to increase security.

Outside of the exterior concrete, no major issues were identified during the year, but the building needs redecorating internally, so we had planned to organise a weekend to invite parishioners to help redecorate in 2020.

### **St Mary's Church**

The exterior floodlights at the church were replaced as they had a number of missing light fittings (due to vandalism) and some live wires exposed. These now light the church up beautifully in the dark, making it a beacon to all. The new lights use LED technology, which is more cost-effective and better for the environment, and have all been fitted with security cages surrounding them to try to prevent (or reduce at the very least) further vandalism.

During a visit from our architects, it was discovered that a waterproof and non-breathable paint was used on the exterior of the church during the 2008 renovations. This has had an adverse effect on the stonework, trapping water inside it and causing some erosion. Our architects will be working with the Archdeacon's office to discuss and agree next steps.

It was discovered that a number of the memorials on the walls within St Mary's were unsafe, so these were removed and re-affixed securely by specialists.

We began working with our architects to look at two major projects:

- The path to the church – this was originally laid early in the second half of the 20<sup>th</sup> century, and the tree roots have been pushing stones out of alignment for a number of years now, making the path rather uneven and difficult to navigate for some. We asked our architect to prepare some options for us to include benches and improved lighting, and were presented with a range of options all offering different price points and different benefits
- Reordering of the church – in addition to the regular request for toilets at the church, no-one attending during the winter months can deny that the heating system is sub-optimal. We engaged the architects to prepare proposals that would be sympathetic with the church design overall, and could give us some flexible options for how we use the interior. These were presented to the PCC, and as well as a toilet, also include a new, enlarged porch at the entrance to make it easier to meet and greet those arriving at and departing the church, upgraded heating, an enhanced sound system to ensure all aspects of services can be enjoyed throughout the church, a way to secure the steps to the organ loft for health and safety purposes, and an area that could be used for meetings, amongst other changes.

The proposed designs for both all looked wonderful, and the next stage is to get full costings and begin a fundraising project to enable this to occur.

Some minor interior works are required to ensure we comply with fire safety regulations, including alterations to the electrical cupboard, the display of signage and emergency lighting. We have requested approval from the diocese (known as a “faculty”) to carry out these works.

The grounds team, led by Robin, continue to work tirelessly away at the churchyard, cutting back ivy and weeds to reveal many graves that have been hidden for years, trimming some of the trees in the churchyard and generally making the churchyard a nicer and more accessible place.

The PCC have been working to officially close the Churchyard on the grounds that there is no longer any space for burials. This means that we will no longer legally be able to hold burials in the churchyard, which has been the case unofficially for some time due to space. We will still be able to inter ashes. The PCC have applied to Ealing Council for them to take over the maintenance of the churchyard (an option available to us in closing the churchyard). This process takes a year and should be completed by early 2020.

### **The Memorial Hall**

As the hall provides a substantial income stream for the church, it was agreed by the PCC that we need to carry out some work to improve the facilities. To this end, we asked our architects to carry out a full inspection of the building

that will highlight areas of concern that must be resolved, as well as areas of improvement to make the property more attractive to lessees. In addition to general decorating, we expect to be looking at flooring options for the smaller hall, passageway and kitchen, replacing or at the least renovating the folding door separating the two halls, work to the office and front doors and more.

Throughout 2019, we continued to enjoy the use of The Memorial Hall on Sundays for Children's Church, after-service hospitality and various meetings through the year. The Hall is well used by external lets.

Matthew Johns  
Chair of Property Team  
and the Church Wardens

## **Deanery Synod Representatives Report**

We continue to feel truly blessed to be representing St Mary's and St Richard's at the Ealing Deanery Synod and to meet with other representatives from all the churches in the deanery. There is a real sense of being part of a wider church community and all are welcome to attend.

There are four synod meetings that take place every year and we do hope that you will prayerfully consider attending at least one. The meetings include talks by inspiring speakers, case studies of good practice from the deanery, and formal processes such as voting on issues related to the wider Church of England. The deanery also considers mission fund applications from churches (managed by Pathways, a local charity) towards Christian projects.

Our February meeting at St Gabriel's in North Acton focused on "Youth Matters." We received a presentation from "Capital Youth" on a project to increase the number of 11-18 year olds engaging with church. Other churches were able to feed back on the wonderful news on music projects/prayer meetings/confirmation and leadership courses for young people in their parishes. A simple mission " –A vision to see young people welcomed, experiencing God and engaging with faith in every parish."

The Archdeacon's Visitation and Celebration of Capital Vision 2030 Service held at St Mary's Church, Ealing in May was an opportunity to hear the "good news stories" from the Ealing Deanery. One of the presentations was from our own Fr Chris who told us about the Channel 4 documentary that portrayed Northolt as being "the place that God forgot". The 2018 Summer fair was used as an opportunity to ask people what they needed in our community. As a result, Memory Café, Pub Quiz night, Beer and Carols, Carols on the Green with NVRA, Faith Conversations, Community Choir and pop up events at St Richards were created. We heard from other dedicated people spreading the word that "God loves us".

Archdeacon Duncan Green led the Commission/admission of Churchwardens and it was a privilege to see both Ninus and Linda sworn in. As lay leaders in our church, they have an important and very demanding role in supporting Fr Chris and our parish.

Our July meeting at St George's, Southall saw presentations from all the Mission Fund applicants. Amongst the presentations, Robin outlined the community outreach work at St Richard's (free Fun Day for our neighbours on the racecourse estate/regular Sunday prayer evenings.) Funding was requested to continue with free events to help build St Richard's into a loving community. Fr Chris' presentation focused on how St Mary's had been working together with The Crown on growing our community events. We were delighted to be awarded £2,000 by the Deanery to fund each of our projects. We heard from other church projects in Ealing including holiday clubs, anti-trafficking ministry, english classes, Ealing Citizens and a maths hub! All these projects providing valuable links with community.

The focus at the November meeting at St Joseph the Worker, Northolt was on a presentation given by Alison Tsang (Capital Mass) and Jane Sinclair (Together for the Common Good) on Community in a Post Brexit World. The talk emphasised the strengthening bonds of trust with others of different backgrounds in a period of huge change.

If you want to know more about any of the meetings, please let us know. We would love to tell you more about them.

Our thanks go to Reverend Steve Newbold, Area Dean of Ealing for all his support and guidance. It has been an amazing experience seeing God's work happening within our parishes.

## **FUTURE DEANERY SYNOD DATES FOR YOUR DIARY**

**Wednesday 18<sup>th</sup> November 2020 at 7.30pm – Archdeacons Visitation at St Mary's Hanwell**

As we step down from our role, it has provided an opportunity to reflect on our amazing three years of "walking together."

Please continue to keep the deanery synod in your prayers.

Sylvia Geraghty and Stella Ajoku  
Deanery Synod Representatives

**ST MARY'S WITH ST RICHARD'S NORTHOLT**

**FINANCIAL STATEMENTS  
OF THE  
PAROCHIAL CHURCH COUNCIL  
FOR THE  
YEAR ENDED 31st DECEMBER 2019**

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# ST MARY'S WITH ST RICHARD'S NORTHOLT

## INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL

I report on the financial statements for the year ended 31st December 2019, which are set out on pages 2 to 8.

### Respective responsibilities of Parochial Church Council and examiner

The members of the PCC are responsible for the preparation of the accounts. The PCC considers 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
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### Basis of independent examiner's report

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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

  
Revd David M Green FCA  
Gowers Limited  
The Old School House  
Bridge Road  
Hunton Bridge  
Kings Langley  
Herts. WD4 8SZ

Date:

24<sup>th</sup> July 2020

# ST MARY'S WITH ST RICHARD'S NORTHOLT

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31st DECEMBER 2019

	(Notes)	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
<b>Incoming resources</b>	(2)				
Voluntary income		44,224	1,122	45,346	32,554
Activities for generating funds		2,502	1,054	3,556	2,318
Grant income		-	7,648	7,648	2,005
Investment income		2,954	7,802	10,756	3,530
Church activities		46,653	-	46,653	51,072
<b>Total incoming resources</b>		<b>96,334</b>	<b>17,626</b>	<b>113,960</b>	<b>91,479</b>
<b>Resources expended</b>	(3)				
Church activities		79,585	27,020	106,605	131,165
<b>Total resources expended</b>		<b>79,585</b>	<b>27,020</b>	<b>106,605</b>	<b>131,165</b>
<b>Net incoming/(outgoing) resources</b>		<b>16,749</b>	<b>(9,394)</b>	<b>7,355</b>	<b>(39,686)</b>
Gains/(losses) on investment assets	(5)	19,099	47,088	66,187	(4,294)
<b>Net movement in funds</b>		<b>35,848</b>	<b>37,694</b>	<b>73,542</b>	<b>(43,980)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		146,902	271,936	418,838	462,818
<b>Total funds carried forward</b>		<b>182,750</b>	<b>309,630</b>	<b>492,380</b>	<b>418,838</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

There were no other recognised gains or losses during the financial year and no separate statement of total recognised gains or losses has therefore been presented.

# ST MARY'S WITH ST RICHARD'S NORTHOLT

## BALANCE SHEET

YEAR ENDED 31st DECEMBER 2019

	(Notes)	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets		3,011	3,470
Investments	(4)	452,429	103,251
		<hr/>	<hr/>
		455,440	106,721
		<hr/>	<hr/>
<b>Current assets</b>			
Debtors		919	-
Cash at bank and in hand		39,450	312,117
		<hr/>	<hr/>
		40,369	312,117
<b>Creditors: amounts falling due within one year</b>		3,429	-
		<hr/>	<hr/>
<b>Net current assets</b>		36,940	312,117
		<hr/>	<hr/>
<b>Net assets</b>		492,380	418,838
		<hr/>	<hr/>
<b>Unrestricted funds</b>			
General funds	(7)	182,750	146,901
<b>Restricted funds</b>	(7)	309,630	271,937
		<hr/>	<hr/>
<b>Total funds</b>		492,380	418,838
		<hr/>	<hr/>

The financial statements were approved by the trustees on and were signed on its behalf by:

Rev Christopher Hill (Rector)



Abigail Orr (Treasurer)



# ST MARY'S WITH ST RICHARD'S NORTHOLT

## NOTES ON THE FINANCIAL STATEMENTS

### YEAR ENDED 31st DECEMBER 2019

#### 1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements:

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable UK accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities.

##### **Fund accounting**

*Restricted funds* represent income from endowments, donations and grants received for a specific objective and which must be expended only for that purpose.

*Unrestricted funds* represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC..

##### **Fixed assets**

Depreciation is charged at annual straight line rate of 20% in order to write off fixed assets over their estimated useful life.

##### **Investments**

Fixed asset investments are stated at market value

##### **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Planned giving, collections and donations are recognised when received. Income tax recoverable is recognised when the relevant incoming resource is received.
- Grants and legacies to the PCC are recognised when known and receivable.
- All income is accounted for on a gross basis in the period to which the income relates.
- Income from the letting of the church hall is recognised on the date of the letting.

##### **Resources expended**

All expenditure is accounted for in the period to which it relates. Any current year expenditure unpaid at 31st December is included in current liabilities in the balance sheet where this can be calculated.

##### **Consecrated land and buildings and moveable church furnishings**

Consecrated and benefice property is not included in the accounts in accordance with s10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated.

All expenditure on these assets, whether maintenance or improvement, is written off as incurred.

# ST MARY'S WITH ST RICHARD'S NORTHOLT

## NOTES ON THE FINANCIAL STATEMENTS

YEAR ENDED 31st DECEMBER 2019

### 2. Incoming resources

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
<i>Voluntary income</i>				
Planned giving	17,745	-	17,745	19,110
Collections at services	4,064	-	4,064	3,853
Donations and appeals	17,461	1,122	18,583	5,468
Gift Aid tax refund	4,955	-	4,955	4,123
<i>Activities for generating income</i>				
Fundraising	2,502	1,054	3,556	2,318
Grant income	-	7,648	7,648	2,005
<i>Investment income</i>				
Bank interest	-	-	-	4
Dividends	2,954	7,802	10,756	3,526
<i>Income from church activities</i>				
Fees	3,720	-	3,720	3,859
Church Hall lettings	42,458	-	42,458	47,213
Sundry income	475	-	475	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming	96,334	17,626	113,960	91,479
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
		-		

### 3. Total resources expended

All allocated on a direct basis

<i>Church activities</i>				
Mission and charitable giving	3,494	4,084	7,578	2,288
Diocesan parish share	30,600	-	30,600	30,000
Diocesan fees	8,113	-	8,113	-
Church running expenses	6,571	4,019	10,590	7,241
Church maintenance	496	10,678	11,174	5,314
St Mary's – landscape and reordering	-	3,840	3,840	-
Bank charges	89	-	89	120
Upkeep of services	1,514	247	1,761	419
Church Hall running costs	17,506	158	17,664	24,771
Church Hall maintenance	4,081	3,648	7,729	57,565
Incumbent's expenses	1,066	-	1,066	823
Sundry	2,612	10	2,622	726
Independent examinations	840	-	840	-
Fundraising costs	549	336	885	163
Depreciation of equipment and furniture	2,054	-	2,054	1,735
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>	<b>79,585</b>	<b>27,020</b>	<b>106,605</b>	<b>131,165</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

# ST MARY'S WITH ST RICHARD'S NORTHOLT

## NOTES ON THE FINANCIAL STATEMENTS

### YEAR ENDED 31st DECEMBER 2019

#### 4. Fixed assets

	2019 £
Fixed assets comprise equipment and furniture	
<i>Cost</i>	
At 1st January 2019	8,675
Additions	1,595
	<hr/>
As at 31st December 2019	10,270
	<hr/>
<i>Depreciation</i>	
At 1st January 2019	5,205
Charged in year	2,054
	<hr/>
As at 31st December 2019	7,259
	<hr/>
<i>Net Book Value</i>	
At 31st December 2019	3,011
	<hr/>
At 31st December 2018	3,470
	<hr/>

#### 5. Investments

	2019 £
<i>Valuation</i>	
Market value at 31st December 2018	103,251
Additions in year	282,991
Unrealised gain in year	66,187
	<hr/>
Market value at 31st December 2019	452,429
	<hr/>
<i>Historical cost</i>	
At 31st December 2018	87,715
Additions in year at cost	282,991
	<hr/>
	370,706
	<hr/>

# ST MARY'S WITH ST RICHARD'S NORTHOLT

## NOTES ON THE FINANCIAL STATEMENTS

### YEAR ENDED 31st DECEMBER 2019

#### 6. Trustee remuneration and related party transactions

Other than the incumbent's expenses, no trustees received any remuneration or reimbursed travel costs during the year.

No trustee or other person related to the PCC has any personal interest in any contract or transaction entered into by the PCC during the year.

#### 7. Analysis of net assets between funds

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Tangible fixed assets	3,011	-	3,011	3,470
Investments	144,608	307,821	452,429	103,251
Current assets	38,509	1,859	40,369	312,117
Current liabilities	(3,378)	(50)	(3,428)	-
	<hr/>	<hr/>	<hr/>	<hr/>
Net assets at 31st December 2019	182,750	309,630	492,380	418,838
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

#### 7. Movements in funds

	As at 1st January 2019 £	Incoming Resources and Gains 2019 £	Outgoing Resources 2019 £	As at 31st December 2019 £
<b>Restricted funds:</b>				
Restoration fund	3,163	104	(3,268)	-
Mission fund (St Mary's)	-	2,000	(1,806)	194
Mission fund (St Richard's)	-	2,000	(871)	1,129
Memory Café	538	1,006	(1,205)	339
Structural survey grant	-	3,648	(3,648)	-
Candle fund	100	44	(144)	-
Munt legacy	268,135	54,864	(15,178)	307,821
Collections and appeals	-	1,048	(901)	147
	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	271,936	64,714	(27,020)	309,630
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Unrestricted funds</b>				
General funds	146,902	115,432	(79,584)	182,750
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total funds	418,838	180,146	(106,605)	492,380
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

# AGENDAS

Parish of St Mary with St Richard, Northolt  
Sunday 25<sup>th</sup> October 2020

We open in Prayer before the meeting.

## Annual Vestry Meeting

1. Minutes of the last meeting
2. Appointment of Churchwardens 2020 - 2021

## Annual Parochial Church Meeting

1. Apologies for Absence
2. Minutes of the last meetings (7 April & 2 June 2019)
3. Matters Arising
4. Reports
  - a) The Electoral Roll
  - b) The PCC
  - c) The Audited Accounts
  - d) Treasurers Report
  - e) Churchwardens
  - f) Deanery Synod
  - g) Other Reports (Safeguarding, Property, Mission, Social)
5. Elections and Appointments
  - a) Deanery Synod Representatives
  - b) to the PCC
  - c) to the Siding Ministry
  - d) Independent Examiner/ Auditor
6. The Rector
7. Closing Prayer

**Parish of St. Mary with St. Richard, Northolt**

**Minutes of the Annual Vestry Meeting**

**Held on Sunday 7<sup>th</sup> April 2019 at St. Mary's**

Reverend Chris Hill (CH) opened the Annual Vestry Meeting at 11:45am with a prayer. 23 members and 9 children were in attendance.

**1. Minutes of the last meeting:**

CH stated that the minutes had been previously agreed by PCC and Standing committee.

The Minutes of the meeting held on 22<sup>nd</sup> April 2018 were unanimously agreed as being a true and accurate record of the meeting and signed by CH.

Proposed by: Matthew Johns

Seconded by: Linda Laryea

**2. Appointment of Churchwardens 2019-2020**

CH stated that the role of Churchwarden is a one year appointment. Two nominations received (Linda Laryea and Ninus Khako) for two appointments, therefore no election required and they were appointed unopposed.

Linda Laryea proposed by Abigail Orr, seconded by Robin Griffiths

Ninus Khako proposed by Robin Griffiths, seconded by Matthew Johns

CH thanked Abi Orr for her work as Church Warden during the last year.

The Annual Vestry Meeting closed at 11:55am.

## **Minutes of the Annual Parochial Church Meeting**

**Held on Sunday 7<sup>th</sup> April 2019 with 23 members and 9 children in attendance**

### **1. Opening:**

Fr. Chris opened the meeting by welcoming all present and stating that APCM is open to all those on the electoral roll.

### **2. Apologies for Absence:**

Apologies for absence received from Lynne Birch, Marilyn King and Eric Hines.

### **3. Minutes of the last meeting, held in the previous year (22<sup>nd</sup> April 2018):**

CH stated that the PCC and Standing Committee had previously seen minutes of the meeting held last year and agreed they were a true and accurate record of the meeting.

Proposed by: Robin Griffiths

Seconded by: Jini Peters

Unanimously agreed by show of hands by all members present. Minutes were accepted as a true and accurate record of the meeting and signed by Fr. Chris.

### **4. Matters Arising:**

Bell at St. Richard's. Fr. Chris explained that Property team were aware of this matter and will be reviewing it as part of the overall property matters.

### **5. Reports**

#### **(a) Electoral Roll**

Frances Johns explained that numbers on electoral roll are used by the Diocese to show national statistics and it also constitutes the number of elected members on the PCC.

The electoral roll is completely renewed every 6 years - this took place this year where all names are removed and a new roll created. Although there were 98 on roll in 2018 and the new roll this year has 60, it is a truer reflection of numbers as there were names on roll that were unknown and those that are now no longer eligible to be on roll (eg moved out of area, deceased or did not return a new form).

#### **(b) PCC**

Fr. Chris explained that the PCC are a legal and responsible body for all activities within the church, the buildings we use etc. The annual report

covers the statutory requirements which were emailed or available within church. An additional report on church life and activities has also been produced.

Fr. Chris thanked those who have served on the PCC during the last year and to Frances Johns for compiling the reports.

No questions raised for PCC.

**(c) Accounts**

CH stated that there will be a reconvened APCM meeting on 2<sup>nd</sup> June where accounts will be formally adopted for 2016, 2017 and 2018. They will be published and printed prior to that date and CH recommended any questions regarding the accounts be brought to that meeting. The accounts have to be examined by a qualified external examiner and accepted by the PCC prior to issue. 2016 accounts have been agreed by PCC previously and will be adopted on 2<sup>nd</sup> June 2019 along with 2017 and 2018. Fr. David Green (Independent Examiner) will be attending meeting on 2<sup>nd</sup> June 2019.

**(d) Treasurer's Report**

Fr. Chris gave thanks to Pauline Byles for her hard work as treasurer over the last few years.

**(e) Churchwardens Report**

Report was written with Churchwardens and Matthew Johns (as Chair of Property team). The Property team meet regularly and a lot of work has taken place over the last year – work at St. Richard's to bring up to standards for Nursery hire and concrete posts that were found to be eroded. An architect was engaged for St. Mary's to consider options for space, heating, lighting, path etc. Fr. Chris thanked Property team for their continuing work.

No questions received.

**(f) Deanery Synod**

Syliva Geraghty and Stella Ajoku are Deanery Synod representatives. Four meetings take place each year and all are welcome to attend. Deanery Synod includes representatives from all the churches in Ealing who report back to their own PCC's. Recently responsibilities for children and youth work was covered. Dates for Deanery Synod meetings are included in the report.

Fr. Chris thanked Sylvia and Stella for their work as representatives.

**(g) Other Reports**

**Safeguarding:**

Kim Day-Haynes currently Safeguarding Officer but is no longer able to continue in the role. A new Safeguarding Officer will be appointed by the PCC. The role is to help with our responsibility to safeguard children and vulnerable adults. Procedures in place are those recommended by London Diocese and House of Bishops.

Olu Nwachuku queried safety of those in church given the current climate of attacks and terrorism following the New Zealand mosque attack, as we are an open church and it would be possible for anyone to come in and cause harm. Fr. Chris stated that the PCC and Churchwardens are briefed by the Police and Diocese. Fr. Chris stated that one item that was recommended was to re-open the vestry to enable an escape route, plus a further consideration is a door on the other side of the church. Safeguarding also covers items such as if someone becomes unwell. Fr. Chris suggested this subject is taken to the PCC for discussion and this was agreed.

### **Property Team:**

Property team report covered in annual report.

No further questions for Property team.

### **Social Team:**

Social team report to PCC and are responsible for events within the parish. Fr. Chris added that any help at these events is always welcome.

## **6. Elections and Appointments**

### **(a) Deanery Synod Representatives:**

No elections this year as term of office for Sylvia and Stella run to April 2020.

### **(b) PCC:**

Fr. Chris explained that PCC is comprised of himself, 2 Churchwardens, 2 Deanery Synod representatives and 9 elected representatives (based on electoral roll numbers). The PCC can also elect up to 2 co-opted members each year, for one year term of office.

There are now 7 vacancies on the PCC, comprised of the following:

- 3 positions available on PCC (one third at end of term of office).
- With Linda Laryea becoming Churchwarden - one casual vacancy available for 2 year term of office.
- After resignation from Pauline Byles - one casual vacancy available for 2 year term of office.
- Pamela Badhan is no longer eligible to be on PCC – one casual vacancy available for 1 year term of office.
- After resignation from Josh Vale (due to moving out of area) – one casual vacancy available for 1 year term of office.

Lynne Birch was thanked for being on the PCC – she had decided not to re-stand.

The following nominations have been received:

<b>Name:</b>	<b>Proposed By:</b>	<b>Seconded by:</b>
Rosemary Conner	Linda Laryea	Abigail Orr
Catherine Scott	Janet Lewis	Abigail Orr
Abigail Orr	Robin Griffiths	Linda Laryea
Wendy Knight	Abigail Orr	Linda Laryea
Frances Johns	Rosemary Conner	Kim Day-Haynes
Matthew Johns	Frances Johns	Eric Hines
Nicholas Reeve	Matthew Johns	Ninus Khako

One further nomination received during meeting:

<b>Name:</b>	<b>Proposed By:</b>	<b>Seconded By:</b>
Olu Nwachuku	Ninus Khako	Nick Reeve

As this would mean 8 nominations for the 7 vacancies, an election would need to take place. However, Frances Johns offered not to stand. Fr. Chris added that with agreement from PCC, she may be co-opted onto PCC at the next meeting. Therefore 7 vacancies filled unopposed. CH proposed that nominees discuss who would take the casual vacancies following this meeting. This was agreed.

**(c) Siding Ministry:**

Sandra Russell	Abigail Orr	Stan Conner
Kim Day Haynes	Paul Day Haynes	Rosemary Conner
Frances Johns	Linda Laryea	

Individuals listed above were appointed as Sides People by unanimous agreement.

CH proposed that we continue to allow the churchwardens and himself to admit others to the Siding Ministry throughout the year. The meeting unanimously agreed.

**(d) Independent Examiner/Auditor**

CH suggested re-appointing Father David Green as the independent Examiner/Auditor of the accounts.

Proposed by: Fr. Chris Hill

Seconded by: Matthew Johns

The meeting unanimously agreed to the re-appointment of Father David Green as the Independent Examiner/Auditor of the accounts.

**7. Any Other Business:**

CH asked everyone to think about our spiritual life and what we may be able to do for young people in our community and parish alongside continued prayer and thinking about the future of St. Richard's.

CH stated that there are a few priorities for the year ahead, and that as well as continuing in our mission, ministry and development of our values and vision for the future, work on buildings would be a key priority. He added that if anyone was interested in the planning and considerations of the work at St. Mary's and St. Richard's then they should join the property team as that is where a lot of the work will be done. It does not have to be just PCC members.

He reminded everyone about the reconvened APCM on 2<sup>nd</sup> June and stated that if anyone is interested in helping in any way for the church to please speak to him.

CH stated that a lot of work has taken place following the introduction of the General Data Protection Regulation (GDPR), to ensure we are compliant. This has also helped with communication.

**8. Closing Prayer:**

The meeting ended at 12:20pm with a prayer.

**Parish of St. Mary with St. Richard, Northolt**

**Minutes of the RECONVENED Annual Parochial Church Meeting**

**Held on Sunday 2<sup>nd</sup> June 2019 with 20 members and 5 children in attendance**

**1. Opening:**

Fr. Chris opened the meeting by welcoming all present and Fr. David Green – Independent Examiner.

**2. Apologies for Absence:**

Apologies for absence received from Olu Nwachuku, Nathan Nwachuku, Wendy Knight, Sylvia Geraghty and Rory Geraghty.

**3. Accounts**

Fr. Chris introduced Fr. David Green who explained accounts to be adopted.

Accounts for 2016, 2017 and 2018 have been circulated and to be adopted at this meeting. Each year shows a statement of financial activities (overview of movements within the year including income, expenditure and value of investments), a balance sheet (snapshot at the end of the year) and the spread between restricted and unrestricted funds.

Fr. Green explained different funds available:

Restricted – can only be spent on a specific item requested by the donor – this can be one off donation or legacy but where it is stated for a specific purpose.

Unrestricted – all other income that can be spent as required. No restrictions so long as it is for the purposes of the church.

Endowment – not applicable to us.

Review of accounts:

**2016:**

Munt legacy was received in 2014 which is restricted to maintenance of St. Mary's church and churchyard. Gaeth legacy received 2016 but this is unrestricted.

Lot of spend within 2016 but this is covered by planned giving and church hall lettings. Fr. David added that without the income from the hall lettings funds would reduce significantly.

**2017:**

Gift aid included within this year. Planned giving decreased but gift aid helped with this, plus hall lettings. Munt legacy and restoration fund earned small dividend. Carry forward for year was £462,818 which included Munt legacy.

**2018:**

More 'normal' looking year. Planned giving decreased slightly which could have been from wrong allocation of monies. Income overall increased – parish giving scheme was introduced and gift aid received regularly. Church hall lettings increased. Lot of spend within the year, but these are one off payments for maintenance items. Gaeth legacy included within funds – PCC will decide what money will be spent on.

Fr. David added that it is important to think about contributions to the parish and stewardship and encouraged everyone to review their contributions. He reiterated the difference between restricted and unrestricted funds. Carry forward for 2018 £418,838 of which £271,937 is restricted funds. Investment income needs to be split going forward and this is in progress.

Abi Orr (Treasurer) added that 2019 accounts will be in the same structure as these accounts.

Fr. Green added thanks to Pauline Byles who put a lot of work into 2017 and 2018 accounts. He also added that he is happy to continue as Independent Examiner for future accounts.

Fr. Chris added that at PCC meeting held last week it was decided to purchase memorial stone for Claire Gaeth for where her ashes are interred, and purchase bibles for both churches which will include a name plate for Claire.

**4. Approval of Accounts:**

Fr. Chris stated that PCC have agreed 2017 and 2018 accounts. 2016 accounts were previously agreed by PCC. He asked electoral roll members to show agreement to adopting 2016, 2017 and 2018 accounts by show of hands.

2016 accounts - unanimously agreed by show of hands. No objections, no abstentions.

2017 accounts - unanimously agreed by show of hands. No objections, no abstentions.

2018 accounts - unanimously agreed by show of hands. No objections, no abstentions.

**5. Any Other Business:**

Fr. Chris added that PCC agreed teams – standing committee, property, social and finance. Finance team will consist of Abi, Cathy, Matthew, Rosie who will oversee accounts in more detail, review budget etc. If there are any questions regarding finance, or if anyone would like to join this team, please speak to Fr. Chris or one of the finance team.

**Meeting closed 12.20pm**