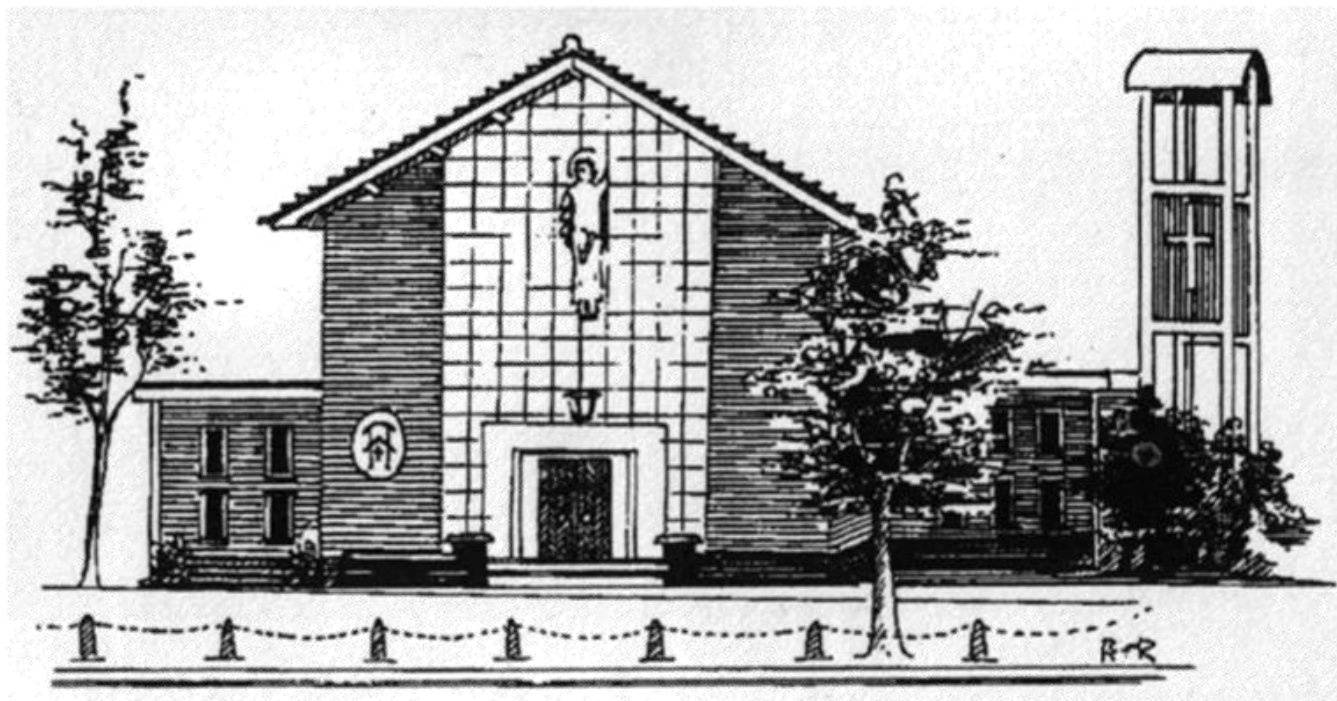


St. Andrew's Church in the Westlands,
Newcastle-under-Lyme
in the Diocese of Lichfield



www.churchinthewestlands.org.uk

**ANNUAL REPORT AND ACCOUNTS OF THE
PAROCHIAL CHURCH COUNCIL**

CHARITY COMMISSION REFERENCE 1132163

ANNUAL ACCOUNTS 2018

(Incorporating the Annual Accounts of the Lichfield
Diocesan Trust no 1439 St Andrew the Westlands)

Incumbent:

Revd Andrew Dawswell
The Vicarage
50, Kingsway West
Newcastle-under-Lyme
ST5 3PU

Bank:

National Westminster Bank plc
75, High Street,
Newcastle-under-Lyme,
Staffordshire,
ST5 1PN

Independent Examiner:

Richard Booth
117 Dartmouth Ave,
Newcastle-under-Lyme,
Staffordshire
ST5 3NR

Welcome

Welcome to the Annual Report and Accounts of St. Andrew's Church, Westlands and welcome to our Church, whether you are a regular or a newcomer just paying us a visit. Please come back soon!



A special welcome to any who have joined us for the first time this year, it is good to have new people with us as we try and grow together as part of God's Church here in the Westlands.

The Annual Report should provide you with all the legally required information, but hopefully it will also provide you with a flavour of what has taken place at St. Andrews over the last 14 months or so.

This will also be supplemented by a number of other detailed reports to be presented at the Annual Parochial Church Meeting (APCM) on Sunday 14th April (set in the context of worship at 6.30 p.m.), please feel free to join us then if you can.

If you would like to know more about our work then please ask the Vicar, Churchwardens or any other members of the Parochial Church Council (PCC).

Administrative Information

St. Andrew's is situated at the top of Pilkington Avenue in the heart of the Westlands, across the road from its ecumenical partner – St. Peter's Methodist Church – with whom it forms *the Church in the Westlands*.

St. Andrews is registered as a Charity with the Charity Commission, reference 1132163, as *The Parochial Church Council of the Ecclesiastical Parish of St Andrew, the Westlands*. Its working name is *St. Andrew's PCC, Westlands* and further details of our registration can be found on the Charity Commission website, along with Annual Reports from previous years, which can also be found on the Church website.



The Correspondence address for the Charity is that of the Vicarage:
50, Kingsway West, Newcastle-under-Lyme,
Staffordshire, ST5 3PU

Trustees

The Trustees of the Charity are the members of the PCC of St. Andrews Church in the Westlands. Members of the PCC are either ex officio or elected by the APCM in accordance with the Church Representation Rules. The Representative of St. Peter's Methodist Church Council maintains a "watching brief" and is not a trustee.

PCC members who have served from 1 January 2018 until the date this report was approved are as follows:

<i>Incumbent:</i>	Revd Andrew Dawswell	Chairman
<i>Churchwardens:</i>	Mrs Helen Dodds Mr David Morgan Mr Alan Swanborough	(Vice-chair from 14 May 2018 (also vice-chair, until 22 April 2018) (as warden from 22 April 2018)
<i>Curate:</i>	Rev Leslie Siu	(until 13 Oct 2018)
<i>Representatives to Deanery Synod:</i>	Mrs Glenys Gill Mrs Irene Hardacre Mrs Helen Swanborough Mrs Tracey Holland	
<i>Elected members:</i>	Mr Bob Baker Mrs Jenny Boston Mrs Helen Collins Mrs Diana Cotes Mrs Sara Frogatt Mr John Glover Mrs Margaret Hollins Mr Sam Jones Mrs Helen McGarry Miss Gillian Moss Mr Stuart Rushton Mr Chris Spicer Mrs Susan Tattersall Mr Ian Watts	(until 22 April 2018) Secretary (until 22 April 2018) (from 22 April 2018)

Mr Steve Forrester was co-opted as a PCC member and Treasurer from 14 May 2018;

*Representative of
St. Peter's Methodist*

Church Council: Miss Carol Reddish

Member of General

Synod: Mr Chris Gill (Acting Treasurer until 14 May 2018. Withdrawn from participation in PCC since 18 March 2018)

Structure, governance and management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure (1956), as amended, and the Church Representation Rules.

As well as having oversight of the general finances of the Church, the PCC are also Managing Trustees of the Lichfield Diocesan Trust no 1439 St Andrew the Westlands (a separate charity with registration number 203230). The capital element of this trust is invested so as to provide an income stream for the Church, the capital element being held as restricted funds and the interest or income being paid over to the main charity to be utilised by the PCC for the work of the Church generally. A separate report and accounts are produced for the Trust, but the finances are also incorporated within the financial statements that follow.

Although there are no formal policies and procedures for the recruitment, induction and training of PCC members, information is made available to newly elected PCC members and in 2016 new PCC members were provided with copies of:

- *“Trusteeship – an introduction for PCC members”* (updated January 2016), and
- *“A brief outline of what every PCC member needs to know about church finances”*

In previous years PCC members have been provided with a briefing note on their role as Trustees and three websites have been recommended as a source of considerable information to assist in their role as a Trustee

- The Parish Resources website <http://www.parishresources.org.uk/>
- The Charity Commission website www.charitycommission.gov.uk
- Ecclesiastical Insurance <http://www.ecclesiastical.com/churchmatters/index.aspx>

The PCC has ultimate responsibility for a wide range of matters affecting the Parish and endeavours to keep itself abreast of current information on such issues as Health and Safety, Disability Discrimination legislation and Child Protection either through “local” guidance or through wider Diocesan advice, or often a mixture of both.

Apart from the Standing Committee of the PCC, the Church has four main committees to consider its important areas of work – Worship, Mission Partners, Business & Buildings Development. PCC members generally each serve on at least one committee along with others who have a keen interest in the particular area covered by the committee. These committees will bring recommendations to the PCC for consideration. Each has a delegated authority to spend up to £200. Non-routine expenditure above this sum requires two quotations and Standing Committee authorisation

As much of our work is undertaken as part of the Church in the Westlands Local Ecumenical Partnership, there are also a series of committees to steer our work together from the Ecumenical Executive to the Youth and Children’s Worker Committee, Joint Youth Council and others. The Safeguarding Policies are shared and monitored by both Churches.

Objectives and Activities

The primary objective of the PCC is to promote the Gospel of our Lord Jesus Christ and in accordance with the Parochial Church Council Powers Measure (1956), as amended, it co-operates with the minister in promoting within the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

As the Church in the Westlands we are committed in the power of the Holy Spirit that our worship, service and witness will demonstrate to everyone the love of Jesus Christ.

Public Benefit

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of Saint Andrew, the Westlands, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- Promoting Christian values, and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

Mission Action Plan

With the 2017/18 Mission action plan largely having been implemented, in the Autumn the PCC held an extra meeting to help progress our thinking on a new plan. This was formally agreed and presented to the congregation in Jan 2019.

1) Mission. We continue to see the mission that the Lord has entrusted to us as being well summarized

- a) In our partnership mission statement : 'As the Church in the Westlands we are committed in the power of the Holy Spirit that our worship, service and witness will demonstrate to everyone the love of Jesus Christ'
- b) In the four major priorities of the early church as described in Acts 2:42 'And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers.' i.e. the aims to be: a learning church, a caring church, a worshipping church, and evangelizing church

2) Vision.

These following areas of focus were agreed

- **Growing in prayer**
- **Reaching new generations**
- **Renewing our Buildings**
- **Developing Disciples & Leaders**

3) Plan. With many of the specific goals of our previous MAP having been achieved, the pcc has agreed new targets for the next couple of years, as follows...

Growing in prayer

- Set up Audit/review group with a brief either to develop new ideas to encourage people to pray, and/or to refresh and publicise better what is already available (eg re-issues of prayer streets rota & 'prayer without ceasing' leaflets, prayer chain; helping those with more time -including the housebound- to support church life in prayer
- Teaching on prayer (sermon series and/or home group studies, or lent course)



Reaching new generations

- Supporting and partnering our children & families worker to enable further development of this area of ministry. *Possibilities include... Messy church development- including increasing frequency to monthly; Re-starting weekday Children's Club for 7-11's on church premises; Parenting course; Offering Walk through the Bible lessons to schools (Whole overview of the Bible for Yrs 5/6 in 5 x 45min sessions for OT and 5 for NT); Young parents house group*



Renewing our Buildings

- Building development committee & PCC to press on with trying to gain planning permission for new hall
- PCC to open a building fund to enable specific gifts to be made to the project; a more concerted appeal being launched once planning permission has been obtained



Developing Disciples & Leaders

- Interviews in main service to spell out what different church roles involve - partly to encourage prayer, sometimes as a means of encouraging others to consider joining the team
- Lay preachers training/reflection meetings (one of which will focus on preaching to encourage whole-life discipleship)
- Offering a variety of types of training and learning, both in existing home groups and through additional courses



Also

- Explore feasibility of re-activating group planning special events to invite guests to
- Developing our partnership with the newly launched Christians Against Poverty (CAP) debt service in Newcastle & Stoke

Volunteer Input

In all of this, we are immensely grateful for all those who willingly give of their time to contribute to the charitable activities of the PCC or in providing funds. The extensive nature of all our volunteers is such that it would be almost impossible to quantify the contribution in terms of hours or an indicative value of this contribution.

Many of those on our Electoral Roll are willing volunteers in one form or another and the work undertaken in meeting our objectives simply could not happen without the considerable contribution of many people within the Parish and beyond.

Achievements and Performance

Throughout the year there are many people who show their love for Christ through thought, word and deed. Something which is apparent to visitors to St Andrews. In addition to the many formal decisions and actions by the PCC, some of which are outlined here; there are equally things that happen within the congregation informally but are no less valuable because of it.

There have been alterations to our Sunday worship during this year.

- After 14 years Day One has finished as the once a month contemporary service.

- The 1st Sunday of the month 6.30 service now has a more informal style with café church, contemplative Taize or discussion being the focus for worship.
- At the 10.30 service on the 4th Sunday the former Day One band and leaders now support Geoffrey and the choir. There is different style of worship during this service and the PCC voted that clergy and choir don't need to robe.
- Use of the screen for projection of words at 10.30 service on 2nd and 4th Sundays with large print copies of Song Book and Hymn book available for those who need it. The ceiling lights have been raised to enable the screen to be more easily seen.
- There has been an agreement to preach for Brian Tattersall, with Ian Watts and Jane Machin who have been informal preachers in the past.
- At the 8.00 service the roles of communion assistant and warden have been combined enabling those on duty to be on fewer rotas.

There have been significant changes in paid staff this year.

- On Sunday 14th October we said goodbye to Leslie Siu as our curate as he took up a post in Wickham Market. The joint Harvest Lunch was a nice opportunity so express our thanks and farewell as The Church in the Westlands to Leslie, Mel, Daniel, Lizzie, Nathan, Mark and Joe. We wish them well as they continue to serve God and will perhaps remember the potteries from the gifts they received.
- We are delighted to welcome Naomi Savage as Children and Families Worker on 28th August. Work within the Church in the Westlands has included Climbers, Little Sparklers and Messy Church. Naomi has joined with Andrew and Gillian to continue contact with schools: weekly assemblies at Langdale and Westlands, after school clubs at Langdale. Naomi is able to share St Peters office space and has taken on the role of Safeguarding Officer.

Other changes have been:

- Expressing our thanks to Enid Fairhurst as a leader in Climbers for many years and has now finished this role.
- Naomi and Glenys Gill now lead the joint Climbers and Trailblazers group, with support from Rex Green, Helen Collins, Alec Wright, Seb Booth and others
- Sam Jones and Lynn Shufflebotham have continued leading TMNC for 14-18's after Leslie left.
- Blaze for 11-14's on a Thursday evening has come to a natural close.
- We are very grateful for Chris Gill for his service as treasurer, and for Steve Forrester for taking on this responsibility
- Thanks too for Helen Collins who finished editing Link after 7 years, and to Mark Booth who has taken on this role. Agreement to use up to one panel of Link for non-profit making groups who are based on the premises of the Church in the Westlands.

Special services and events at St Andrews

- Sun 22nd April Joint Confirmation Service saw Katie Watts confirming her faith
- Roughshod Theatre Company visited in June 16th with a thought provoking time based on 'What happens when God intervenes in ordinary lives?'
- Explained and Proclaimed in September. Peter Mead spoke on 'Empty; is my Christian life missing something?'
- 21st October saw the joint Thanksgiving and Memorial service trialing the earlier time of 3.00
- In December the church was busy with Schools carol services and the Civic Carol Service
- In Jan 2019 the United service for Christian unity hosted in St Andrews

Mission Links and financial support

- After nearly 2 years in the UAE Kieran and Ashley McKnight returned to England in June 2018 to take up a post of assistant pastor in Nottingham. A combination of personal, health and practical considerations led to their earlier than planned return to the UK.
- The PCC agreed to support Charlie Thorpe in her work for Wycliffe Bible Translators, prior to her return home.
- The £3200 that had been allocated to Mission Links (firstly the McKnights, then Charlie Thorpe) was sent equally to: CMS, Wycliffe Bible Translators and Open Doors
- Christian Against Poverty has now taken off locally with St Andrews partnering with other Newcastle and Stoke churches to provide £1200 pa with a commitment for 3 years to this project.
- Bible Society, UCCF, Gideons, the Scripture Union and Tearfund each £580; with £175 also given to the Simeons Trust and £100 to Messy Church to help fund the ongoing support that they offer to us
- Saturday 12th May saw the Tearfund Open Café raise £900

Regular events and activities have included

- Forget Me Not Café
- Messy church
- Afternoon tea
- Knit Wits
- Bereavement Care Group
- Puppets: Messy Church Nov, All age Dec, St James Church, Audley
- Donations for Newcastle Foodbank and Operation Christmas Child
- Christian Aid Week in May raised £1780
- Toy Service for Arch
- Monthly Prayer meetings

Bible Studies

- In summer groups looked at James, and in the winter John's Gospel.
- Lent course 'These Truths Alone' looking at 5 'solas' which summarise key principles of reformation thought and spirituality
- The Bible Course DVD giving an overview of the Bible and links Old and New Testament

Helen Dodds, Churchwarden

Report on Fabric of the Church 2018/19

The Business Committee

The Committee has been very capably led by Steve Holland, who has brought some modern technology into our meetings.

We have held 4 meetings in the past year on 5th June, 11th September, 12th November and 25th February, with several working parties in between.

Despite his "Sabbatical" we are most grateful to Bob Baker who often picks up jobs he sees needing attention.

CHURCH BUILDING

Door Locks!

Probably as a result of the very high temperatures last summer, several of the Church

door locks stopped working properly. The main front door lock was replaced and 30 additional keys cut. Locks and door frames on the back door, Parish Room and Boiler room were checked and rectified. Faulty keys were replaced. Funded by a kind donation, all the outer doors of the Church were re-varnished and the original handles re-fitted to the front doors with new stainless steel brackets.

Pendant lights

A donation was received to raise the front row of lights for better visibility of the projector screen. This was completed in January, and the low energy bulbs replaced with long life LED equivalents. While the electrician was on site 24 items were PAT tested.

Railings

The railings on external steps below the tower were damaged and repaired for a second time with additional bracing.

Chain Fencing

After an accident when a child tripped on the spiked chain around the Church grounds, and cut their leg, the old rusty chain was removed, and as a trial white plastic chain fitted in two gaps. Unfortunately this has broken easily so an alternative smooth metal chain is being considered.

Church Boiler

In addition to the annual service, which identified a break-up of the brick lining, the boiler was relined with a ceramic liner that should improve the efficiency.

Thanks to **Nick Beech** for efficiently setting our ancient boiler, to give us all a warm welcome on cold winter mornings.

Use of Church Buildings

The Church building itself has been rented for several concerts and music events and the Parish Room has also been hired by a music appreciation group.

CHURCH HALL

Thanks to **Chris Spicer** for efficiently managing the hire and other items relating to this building. Our lettings income has been steadily increasing. The Church Hall has also been used as a polling station for local elections.

Following failure of two **overhead heaters** in the Hall, 8 new Infra-Red units were purchased and installed by Steve Holland and Bob Baker.

Another of the **water heaters** supplying the sink failed due to a water leak in the heater. This was replaced by an equivalent unit of different manufacture.

A **defibrillator** kindly donated by a parishioner, has been installed in the Church hall kitchen. 8 members of our congregations were trained in its use by Gary Peake.

The **rim lock** on the inner entrance door to the Hall was replaced, so that the door will latch closed, but keys will not be issued for this lock.

Grounds

A regular team of Simon Wright, Steve Gould and Alan Swanborough works through the summer mowing the grass around the church. Other members of our congregation have kindly taken responsibility for maintaining different sections of our gardens, in particular Mike Hollins who carefully prunes and tends the rose garden. The Business Committee organised several gardening mornings, including one at the Curate's house to cut back the borders after Leslie's departure.

Health & Safety

St Andrew's Health & Safety documentation has been updated, and responsible individuals identified. Many thanks to **Steve Holland** for his efficient professional input to this important procedure.

Insurance

Our insurers, Ecclesiastical, conducted a telephone survey about the condition and use of our buildings. As a result, our attention has been drawn to advisory items from the last Quinquennial survey in 2015. This work is under consideration by the Business Committee.

Alan Swanborough Churchwarden

Building Project

For many years the church has been considering the best plan for future provision of hall space, both for our own use and for making available to the local community. Since 2014 a group has met regularly, and considered in detail a number of possibilities, including an extensive refurbishment of our existing hall to significantly prolong its life. However this would cost in excess of £200K, and leave us with a building still showing signs of ageing. In 2017 the PCC therefore agreed to the building development committee's proposal to instead commission an architect to draw up plans to replace this facility with a hall attached to the church building, envisaging that this could be part-funded by the sale of the present hall site for residential development. In January 2018, with a definite scheme having been sketched out and costed, the PCC decided to present it to the congregation for their consideration. Though there were a variety of responses received, a strong majority were in favour of pursuing the plans; and this encouraged the PCC on 19 March 2018 to commit further funds to try and secure the necessary permissions. There have since been some pre-planning discussions with the highways department and the borough planners, and it is envisaged that a formal planning application will be submitted in the Spring 2019.

The quantity surveyor's estimate for the cost of the scheme is £500,000., and we are hopeful that the sale of the hall site will net £150,000 towards this. The PCC anticipates being able to allocate some of its existing funds towards the balance, but it is clear that the scheme will only be able to proceed if substantial additional funding is received. Though a little may be received in grants, and there is one local provider who has expressed an initial interest in the scheme, we anticipate that the majority of this remaining money would need to come from giving by members of the congregation.

More details of our current work can be found on the Church website.

DATA PRIVACY NOTICE agreed in 2018

The Parochial Church Council (PCC) of St Andrews Westlands

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St Andrews Westlands is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Andrew's Westlands complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you occasionally of news, events, activities and services running at St Andrews;
- For office holders, to share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Our usual basis for holding data is legitimate interest. We are a people-centred organisation and have a vital interest in keeping in contact with those who are church members or regular participants. Note also a) Those being baptised formally become members of the church, and they and/or their parents/guardians make public promises to enable them to participate in the life of the church. To facilitate this we therefore hold contact data for the following 7 years. We alert people to this at our baptism preparation sessions.
b) We see it as a vital part of our ministry to provide some ongoing support for the next of kin who arrange a funeral with us – and we therefore retain their contact details for the following 12 months (from 06/2018 the contact card given to next of kin will include the church website address to give them easy access to this GDPR notice)
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- As the Charity uses the Diocesan Payroll Agency, employee information is shared with the Lichfield Diocesan Board of Finance for processing purposes only and will not be used for any other purposes without your consent
- For some activities where participation in a time-limited or sporadic event may not be seen as becoming a member of the church (most obviously Messy church and Holiday club) we will continue to obtain explicit consent of the data subject so that we can keep you informed about related events that may also be of interest.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent. We commit to taking appropriate security measures to protect your data.

6. How long do we keep your personal data?

We retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Specific details of our handling of electoral roll data

a) We use the personal data you provide on the main part of the electoral roll application form to enable us to manage, maintain and publish the electoral roll in accordance with Church Representation Rules (CRR) to:

- determine eligibility for attendance and participation at the Annual Parochial Church Meeting and for election to the Parochial Church Council deanery, diocesan and general synods where applicable;
- calculate the number of representatives who may be elected to each of these synods in the following year;
- undertake a review and revision of the electoral roll as necessary; and

- publish your name, by exhibiting the roll in the parish church.

b) What is the lawful basis for processing your personal data?

- Processing for the purpose of determining eligibility, creating the electoral roll and use of the roll to calculate numbers for election to synod is necessary for compliance with a legal obligation.* The processing is a statutory requirement imposed by the Church Representation Rules, which means that you must give us this information if you want to be included on the electoral roll.
- Processing for the purpose of determining eligibility and creating or revising the electoral roll is carried out in the course of our legitimate activities,* as this relates solely to members the Church of England in connection with its purposes.
- Processing for the purpose of publishing the electoral roll relates to personal data which are manifestly made public by the data subject.* When you apply to have your name added to the church electoral roll, the automatic legal consequence as stated in the CRR, (Part I Formation of the Roll 1(8) and Revision of Roll and Preparation of New Roll 2(1), 2(3) and 2(7)) is that your name will be published, and by submitting your application form you are making that data public.

c) Sharing your personal data

This component of your personal data will therefore be shared within the institutional Church of England and with the general public.

d) How long do we keep your personal data?

We keep your personal data for 6 years after a complete review of the electoral roll.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of St Andrew's Westlands holds about you;
- The right to request that the PCC of St Andrew's Westlands corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of St Andrew's Westlands to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Vicar at 50 Kingsway West, Newcastle Under Lyme ST5 3PU 01782 619594

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

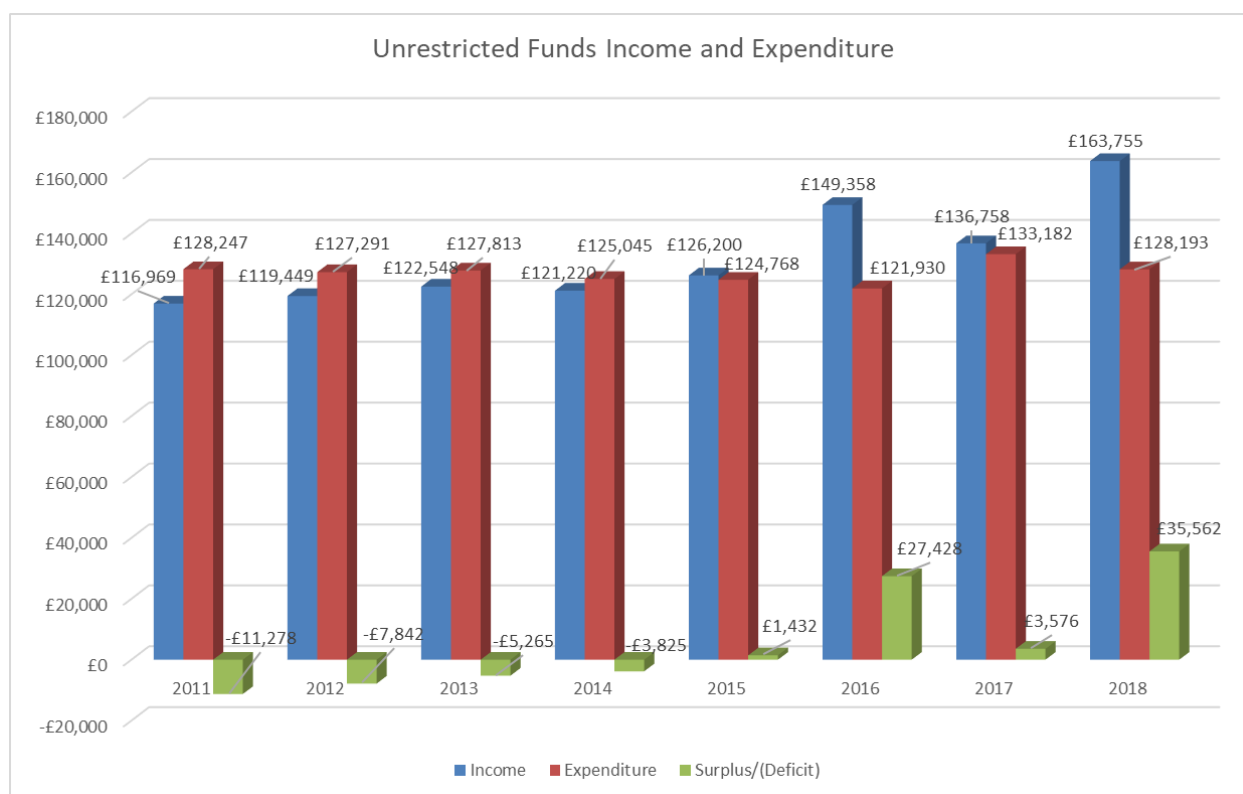
Financial Review

The financial accounts for 2018 are set out in their required form in the following pages.

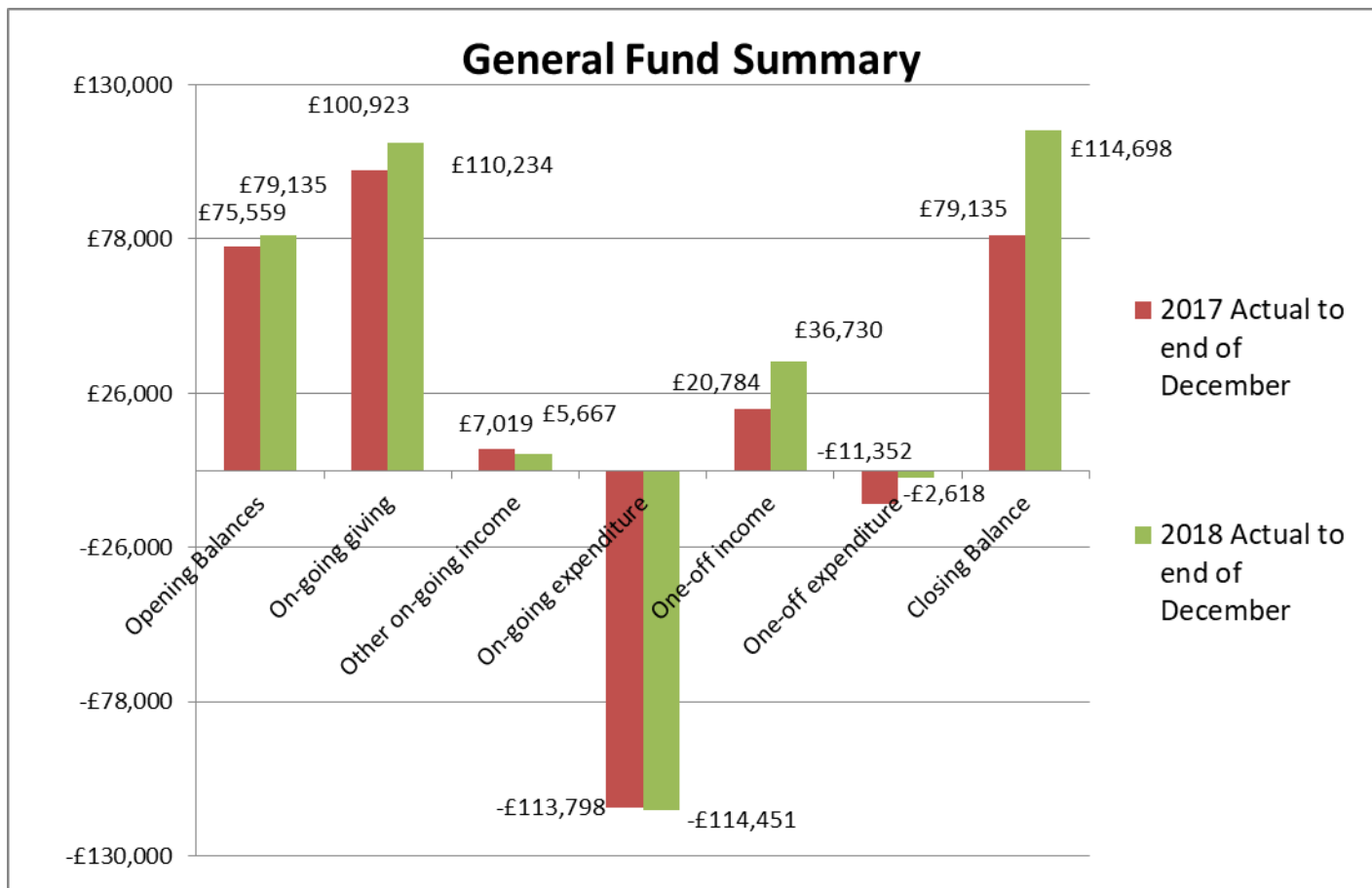
Certain of the Church's income and funds have been received for a specific object, for example the employment of the Children and Families Worker. Accordingly these amounts are categorised as *restricted funds* and may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund and cannot be used for the Church's general use, unless agreed to in writing by the original donors. All other income and funds are categorised as *unrestricted funds* and are available for general use.

The accounts for the year show the PCC's income and endowments exceeded expenditure by £35,562 in respect of unrestricted funds (a surplus), and that restricted funds income and endowments exceeded expenditure by £12,027 (again a surplus). Unrestricted reserves at the 31st December amount to £114,696.

The graph below shows the trend of our unrestricted fund income and expenditure over recent years.



Similarly to 2017, there were significant one-off items in the general fund and reporting to the PCC continues to spit the numbers. The graph below, shows the operating cost split from the one-offs, compared to 2017.

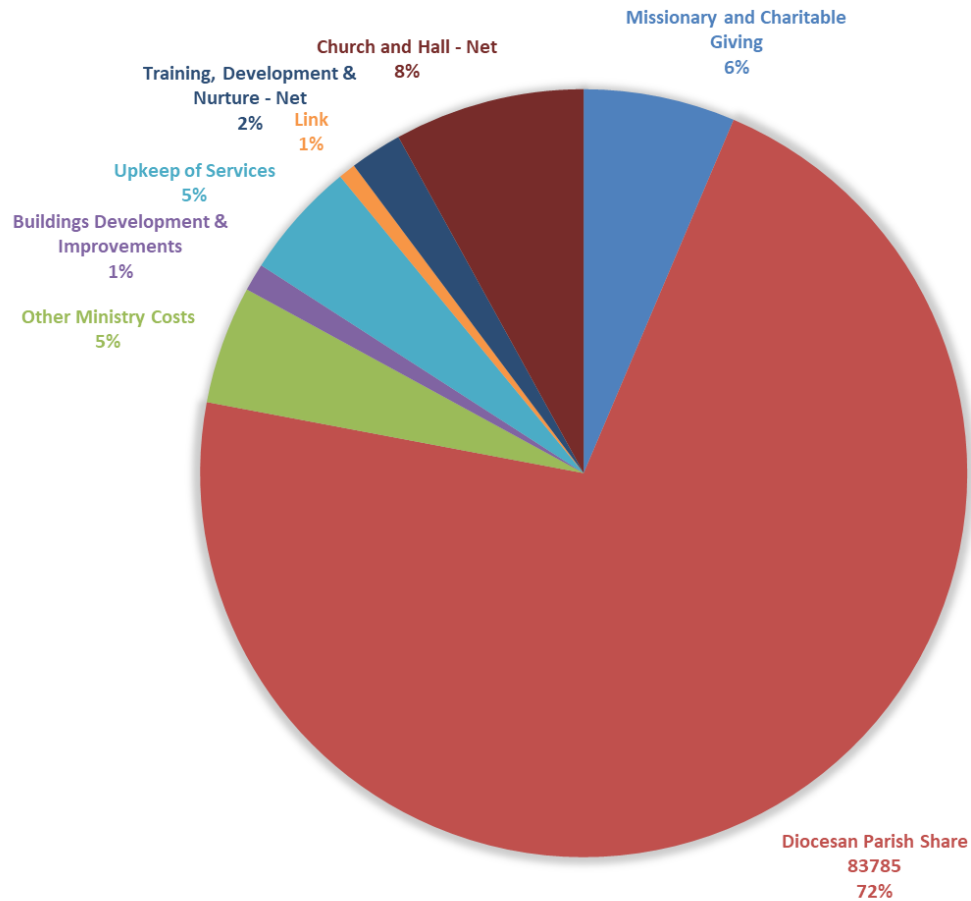


Without legacies and one off donations amounting to £43,303 in 2018 there would have been a deficit of £5,707. On-going expenditure includes the continued pursuit of architect and planning permissions for the proposed new annex. As this aspect of the churches plans will require significant money there have been two restricted funds set up for the 2019 finances through which receipts for both planning and implementation costs and receipts will be tracked.

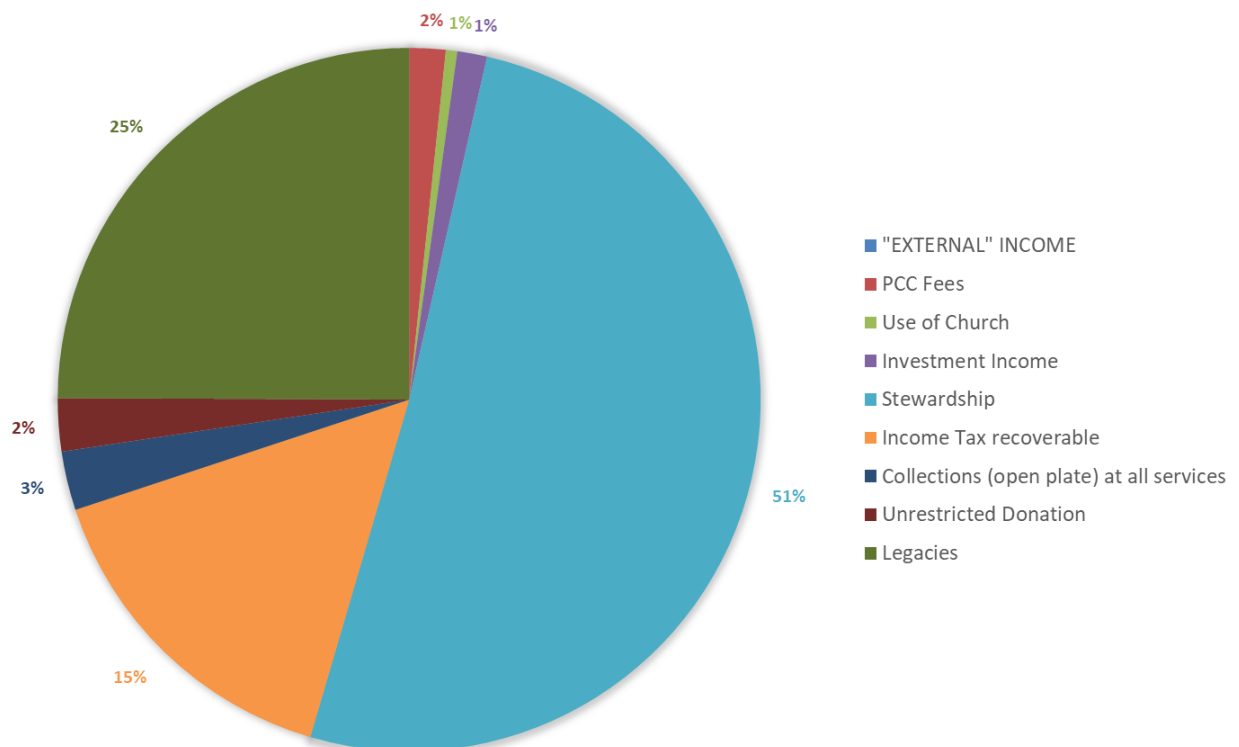
The pie chart below shows the breakdown of the unrestricted expenditure in 2018, which in total amounts to £128,193. Again this was covered by the on-going generosity of the givers of the church and the contributions we receive though letting the property.

The breakdown of our income and expenditure for 2018 is shown in the pie charts below.

2018 UNRESTRICTED EXPENDITURE



2018 UNRESTRICTED INCOME



The PCC recognises that the financial position the church currently enjoys is a wonderful blessing but is also keenly aware of the responsibility it brings. We are in the great position of being able to plan ahead knowing that for the most part there is financial provision. From my perspective as treasurer I've encouraged the various committees which help run our church to consider the question, "if money were no object what would you like to do?". Recognising we're not to accrue money in the bank for the sake of it but to utilise this money for the benefit of the body of Christ, which includes development, improvement and also prudence. Much of the funds available to the church are going to help see through the plans we have to complete the building changes. We will of course manage the finances with care and ensure we're not spending beyond our means and that we do get value and benefit through our spending. However, there is opportunity now to complete some projects where finances may have caused delay, like certain of the quinquennial remediations. Also, there is room for some more developmental aspects, like sound systems and technology. This is a very exciting time in this respect.

We have a reserves policy which is set out below, some of this may need reconsideration but at present remains in force. It is my view that the various subcommittees be active in preparing budgets for the upcoming year/s. there will be unforeseen issues, of course, but planning to achieve goals and to financially plan for such is something I will encourage.

Reserves Policy

The Charity Commission requires trustees of each Charity to:

- develop a reserves policy that:
 - fully justifies and clearly explains keeping or not keeping reserves
 - identifies and plans for the maintenance of essential services for beneficiaries
 - reflects the risks of unplanned closure associated with the charity's business model, spending commitments, potential liabilities and financial forecasts
 - helps to address the risks of unplanned closure on their beneficiaries (in particular, vulnerable beneficiaries), staff and volunteers
- publish the reserves policy (even if not required to by law) and ensure it is tailored to the charity's circumstances – it should not be just a standard form of wording. It should explain to funders, beneficiaries, the public and the commission exactly what reserves are kept (or not kept) for and when they are to be used
- make sure that their reserves policy is put in place and operated
- regularly monitor and review the effectiveness of the policy in the light of the changing funding and financial climate and other risks

The PCC reviewed its reserves policy on 18 March 2019,

- a) It was decided that in the first place it would be wise to retain reserves that could cover two months of operating expenses (ie suggesting a minimum figure of around £23K
- b) Though the last 4 years figures have each shown an excess of income over expenditure, the PCC was aware that in 3 of those years this has been due to the receipt of significant legacies or gifts in memoriam, which cannot be relied on year to year. It was therefore agreed that it was appropriate to ensure that the figure kept in reserve was not less than the sum of any deficits that would have been incurred over the previous 5 years had we not benefitted from the legacies & gifts in memoriam.

In the light of this, it was proposed and seconded from the floor that we should keep a reserve of £25K, this was agreed nem.con.

Going Concern

The PCC has considered its current financial circumstances and by adopting this Reserves Policy believes that the Church's position can be considered as a going concern for the medium term. However, it may be at risk from changes in giving levels and the PCC will need to continue to monitor this closely.

Report approved by the Parochial Church Council at its meeting on 18 March 2019 and signed on its behalf by Revd Andrew Dawswell (PCC Chairman)

Andrew Dawswell

.....

Independent Examiner's Report to the Trustees of St Andrews Church in the Westlands Parochial Church Council

I report to the trustees on my examination of the accounts of St Andrews Church in the Westlands for the year ended 31 December 2018 which are set out on pages 19 to 30.

Responsibilities and basis of report

As Trustees of St Andrews Church in the Westlands, 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 St Andrews Church in the Westlands 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Richard Booth

Richard Booth ACA
117 Dartmouth Avenue
Westlands
Newcastle-u-Lyme
Staffordshire
ST5 3NR

1 August 2019

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

	Unrestricted Funds	Restricted Funds	TOTAL 2017
	£	£	£
Income and Endowments			
Voluntary Income	123,472	21,617	145,089
Activities for Generating Funds	-	1,027	1,027
Income from Investments	2,321	-	2,321
Church Activities	10,965	960	11,925
Other incoming resources	-	-	-
Total Income	136,758	23,604	160,362
Expenditure			
Costs of generating voluntary income	255	-	255
Fund-raising trading costs	-	-	-
Church Activities	132,927	11,865	144,792
Total Expenditure	133,182	11,865	145,047
Net Income / (Expenditure)	3,576	11,739	15,315
Gains/(Losses) on investment assets	-	4,706	4,706
Net Movement in Funds	3,576	16,445	20,021
Balances Brought Forward at 1 January	75,559	63,093	138,652
Balances Carried Forward at 31 December	79,135	79,538	158,673

The comparable financial statement of activities for the year 2017, split between type of fund, is set out on p20 and this together with the notes on pages 22 to 30 form part of this account

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

	Unrestricted Funds £	Restricted Funds £	TOTAL 2017 £
Income and Endowments			
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ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

BALANCE SHEET AS AT 31 DECEMBER 2018

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2018 £	2017 £
Fixed Assets					
Tangible	5a	-	-	-	-
Investments	5b	-	55,984	55,984	56,837
		<u>-</u>	<u>55,984</u>	<u>55,984</u>	<u>56,837</u>
Current Assets					
Debtors	6	7,802	901	8,703	6,167
Short Term Deposits		13,999	36,001	50,000	50,000
Cash at Bank and in Hand		98,869		98,869	49,998
		<u>120,670</u>	<u>36,902</u>	<u>157,572</u>	<u>106,165</u>
Liabilities					
Creditors - amounts falling due in one year	7	4,938	1,323	6,261	4,329
		<u>115,732</u>	<u>35,579</u>	<u>151,311</u>	<u>101,836</u>
Net Current Assets / (Liabilities)					
		<u>115,732</u>	<u>91,563</u>	<u>207,295</u>	<u>158,673</u>
Total assets less current liabilities					
		-	-	-	-
Total net assets		<u>115,732</u>	<u>91,563</u>	<u>207,295</u>	<u>158,673</u>
Parish Funds					
Unrestricted		115,731	-	115,731	79,135
Restricted	8	-	91,564	91,564	79,538
		<u>115,731</u>	<u>91,564</u>	<u>207,295</u>	<u>158,673</u>

Approved by the Parochial Church Council on 19 March 2018 and signed on its behalf by Revd Andrew Dawswell (PCC Chairman)

Andrew Dawswell

.....
The notes on pages 22 to 30 form part of these accounts

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP) and applicable accounting standards (FRS102)

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Cashflow Statement

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a Cash flow statement on the grounds that the income does not exceed £500,000.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not invest separately for each fund and because of its materiality and difficulty in undertaking the exercise interest is not apportioned to each individual fund.

Unrestricted funds are income funds which are to be used for PCC general purposes

Income and Endowments

Planned giving, collections and donations are recognised when received. *Tax refunds* are recognised when the incoming resource to which they relate is received. *Grants and legacies* are accounted for when the PCC is legally entitled to the amounts due. *Interest* is accrued. All *other income* is recognised when it is receivable. All incoming resources are accounted for gross, with the exception of income shared with St. Peter's Church, our ecumenical partner, where only the element relating to St. Andrew's is recorded.

Expenditure

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. *The diocesan parish share* is accounted for when due. Amounts received specifically for *mission* are dealt with as restricted funds, as are amounts received specifically to fund the *Youth Outreach Worker*. All *other expenditure* is generally recognised when it is incurred and is accounted for gross with the exception of expenditure shared with St. Peter's Church, our ecumenical partner, where only the element relating to St. Andrew's is recorded.

Fixed Assets

Consecrated and beneficed property is not included in the accounts in accordance with s.10(2)(a) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal are inalienable property, listed in the Church's Inventory, which can be inspected (at any reasonable time). All inalienable property assets are not valued in the financial statements and as such expenditure on any acquisitions are written off when incurred.

Individual items of *equipment* used within the church premises are also written off when the asset is acquired.

Investments are valued at market value at 31 December

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	Note	£	£	2018 £	2017 £
2 INCOME AND ENDOWMENTS					
2a Voluntary Income					
Planned giving:					
Eligible for Gift Aid	10	76,914	11,612	88,526	79,664
Tax recoverable	10	24,499	-	24,499	20,730
Other	10	4,263	5,445	9,708	14,796
Collections (open plate)	11	4,313	492	4,805	4,549
Grants	12	-	-	-	1,765
Gift Day		-	-	-	-
Other Donations, appeals etc.	13	3,878	1,273	5,151	10,462
Legacies		39,702	-	39,702	13,123
		<u>153,569</u>	<u>18,822</u>	<u>172,391</u>	<u>145,089</u>
2b Activities for Generating Funds					
Fund-raising (coffee mornings etc.)	14	-	900	900	1,027
Sale of pens, cards etc		-	-	-	-
		<u>-</u>	<u>900</u>	<u>900</u>	<u>1,027</u>
2c Income from Investments					
Interest from CBF Investment Account		1,884	-	1,884	1,844
Interest from CBF Deposit Account		-	-	-	-
Interest from Bank Accounts		296	-	296	477
		<u>2,180</u>	<u>-</u>	<u>2,180</u>	<u>2,321</u>
2d Income from Church Activities					
Church Hall Lettings		7,248	-	7,248	3,541
PCC Fees	15	3,745	861	4,606	5,491
Photocopier & Telephone Refund	16	-	-	-	-
Training, Development & Nurture	17	2,554	34	2,588	2,112
Use of Church & Parish Room		1,013	-	1,013	736
Other income		50	(853)	(803)	45
		<u>14,610</u>	<u>43</u>	<u>14,653</u>	<u>11,925</u>
2e Other income					
		-	-	-	-
Total Income and Endowments		<u>170,359</u>	<u>19,765</u>	<u>190,124</u>	<u>160,362</u>

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	Note	£	£	2018 £	2017 £
3 EXPENDITURE					
3a Church Activities					
Missionary and charitable giving:	18				
Church overseas:					
Missionary societies		3,780	-	3,780	3,932
Relief and development agencies		580	947	1,527	1,750
Home missions and other Church Societies		2,732	679	3,411	2,995
Secular Charities		395	-	395	386
		<u>7,486</u>	<u>1,626</u>	<u>9,113</u>	<u>9,063</u>
Ministry					
Diocesan Parish Share		83,785	-	83,785	82,577
Other Ministry Costs	19	5,825	-	5,825	6,863
Church Running Expenses	20	8,632	583	9,215	9,766
Church Maintenance	21	4,196	634	4,830	13,889
Upkeep of services	22	5,797	-	5,797	4,135
Upkeep of church grounds		-	-	-	465
Expenditure on Link		850	-	850	850
Training, development & nurture	17	3,477	10,468	13,945	10,251
Church Hall		6,480	-	6,480	5,377
Printing, stationery and office expenses		1,665	-	1,665	1,556
		<u>128,193</u>	<u>13,312</u>	<u>141,505</u>	<u>144,792</u>
3b Generation of voluntary income					
Cost of Stewardship		-	-	-	255
		<u>-</u>	<u>-</u>	<u>-</u>	<u>255</u>
3c Fund-raising costs					
		-	-	-	-
Total Expenditure		<u>128,193</u>	<u>13,312</u>	<u>141,505</u>	<u>145,047</u>

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2018 £	2017 £
4a STAFF COSTS				
Gross Wages and salaries			-	12,906
National Insurance Costs			-	495
Pension Costs			-	402
	-	-	-	13,803

During the year the PCC employed a secretary and church cleaner (both part-time) and the PCC also paid the Church in the Westlands Childrens and Families Worker from a Restricted Fund. The cost of the cleaner is divided equally between the Church and the Church Hall.

4b PAYMENTS TO PCC MEMBERS

There were no payments to PCC members during 2018, other than for the reimbursement of purchases made on behalf of the Church. No PCC member, persons closely connected to them or related parties received remuneration, benefit or reimbursement of travelling or other expenses.

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2018 £	2017 £
5 FIXED ASSETS				
5a Tangible	None	None	None	None
5b Investments				
Market value - 1 January	-	56,837	56,837	52,131
Disposal at carrying value	-	-	-	-
Purchases at cost	-	-	-	-
Gain / (loss) on annual revaluation	-	(853)	(853)	4,706
	-	55,984	55,984	56,837

The holding at 31 December 2018 was 3466.86 units in the Church of England's Central Board of Finance Investment Fund

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	Note	£	£	2018 £	2017 £
6 DEBTORS					
Income tax recoverable		5,500		5,500	6,276
Interest			-	-	882
Owed by others		3,200	-	3,200	-
Payments in advance		-	-	-	-
		<u>8,700</u>	<u>-</u>	<u>8,700</u>	<u>7,158</u>
7 SUNDRY CREDITORS					
Organist			3,860	3,860	1,898
Choir			481	481	480
Owed to Diocese re Payroll		1,864	-	1,864	(228)
Owed to St. Peter's		(38)		(38)	(52)
Other		92	-	92	3,170
		<u>1,918</u>	<u>4,341</u>	<u>6,259</u>	<u>5,268</u>
		Opening Balance	Income	Expenditure	Transfers
		£	£	£	£
8 RESTRICTED FUNDS					
Missionary & Charitable Giving	216	2,030	1,367	-	879
The Puppet Ministry	111	25	68	-	68
Youth Outreach Worker	19,407	(19,335)	72	-	-
Children & Families Worker	-	36,392	10,211		26,181
Flower Fund	2,158	610	583	-	2,185
Church Fabric	181	-	-	-	181
Organ Fund	286	861	634	-	513
Messy Church	83	34	117	-	-
Blaze Equipment	259	-	259	-	-
Trust Fund	56,837	(853)	-	-	55,984
		<u>79,538</u>	<u>19,764</u>	<u>13,311</u>	<u>-</u>
					<u>85,991</u>

The Trust Fund restricted fund is the capital element from the sale of a former curate's house, which can only be utilised by the PCC if permission is granted by the Diocesan Trustees. This is currently invested in the Church of England's Central Board of Finance Investment Fund and the income / interest from the investment (as opposed to the gain / loss on valuation, which is shown as income / expenditure above) is unrestricted funds and as such is paid directly into the Church's bank account and utilised by the PCC for general purposes.

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

10 PLANNED GIVING

The restricted element relates to planned giving in respect of the Youth Outreach Worker

11 PLATE COLLECTIONS

£

The restricted element comprises the following:

Remembrance Sunday to Service Charities	395
Christingle Offering	17
Confirmation Service Offering	80

492

12 GRANTS

The unrestricted grant income in 2017 of £1,765 represents contributions from the Gift Aid Small Donation Scheme. No such receipts were booked in 2018.

13 DONATIONS, APPEALS ETC.

£

The restricted element comprises the following:

Missionary and Charitable Giving	638
Puppet Ministry	25
Flower Fund	610
Messy Church	-
Youth Outreach Worker	(78)
Children & Families Worker	78

1,273

These include the Tax recoverable on Gift Aid donations where relevant

14 FUND RAISING

£

These comprise the following:

Tearfund - Open Cafe etc.	900
Action Aid	-

900

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

15 PCC FEES

PCC Fees for Weddings and Funerals etc. do not include those fees paid to the Diocese (to help pay Clergy Stipends) or to the Organist and Verger as the Church only acts as agent in collecting and passing on these fees.

16 PHOTOCOPIER AND TELEPHONE REFUND

The PCC pays part of the cost of its photocopying to the Church in the Westlands Ecumenical Photocopier account as with any other organisation using that facility. In the past both churches have benefitted from a refund if the Ecumenical Executive believes the balance in the photocopying account is too high and this is recorded as income in the accounts.

17 TRAINING, DEVELOPMENT AND NURTURE

This comprises the following:

	Incoming Resources £	Resources Expended £
Bereavement Care	-	28
Children & Families Worker		10,211
External Training of Volunteers	-	280
Materials for Groups	274	398
Messy Church (inc. Teddy Bear's Picnic)	34	117
Moving up Books for Schools & Gifts	-	1,175
Other Work with Children and Young People	-	242
Outreach work	551	638
Pastoral Work	-	37
Puppet Ministry		68
Refreshments	1,699	641
Remembrance Book	30	28
Sparklers		10
Youth Outreach Worker		72
	<u>2,588</u>	<u>13,945</u>

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2018 £	2017 £
Note				

18 MISSIONARY AND CHARITABLE GIVING

Church Overseas - Missionary Societies

Bible Society	580	580	700
Church Missionary Society	1,066	1,066	-
Open Doors	1,067	1,067	32
Wycliffe Bible Translators	1,067	1,067	32
The McKnights Mission Partners		-	3,200
	<u>3,780</u>	<u>-</u>	<u>3,964</u>

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2018 £	2017 £
18 MISSIONARY AND CHARITABLE GIVING continued				
Church Overseas - Relief and Development Agencies				
Tearfund	580	947	1,527	1,741
Samaritan's Purse			-	9
	<u>580</u>	<u>947</u>	<u>1,527</u>	<u>1,750</u>
Home Missions and Other Church Societies				
Childrens' Society		17	17	19
Action for Children		17	17	9
Christians Against Poverty	700	118	818	600
Gideons International	580		580	700
Churches Together in Newcastle Town	35		35	35
Deanery Synod			-	-
Explained and Proclaimed			-	-
Simeons Trustees			-	100
Scripture Union	580		580	700
UCCF	580		580	700
Bishop's Ordination Candidates Fund		285	285	32
DeafVibe	216		216	
Blaze		259		
Vicar's Discretionary Fund	40		40	100
	<u>2,732</u>	<u>679</u>	<u>3,169</u>	<u>2,995</u>
Secular Charities				
Action Aid			-	86
Poppy Fund Appeal	132		132	100
SSAFA	132		132	100
Combatt Stress	132		132	100
	<u>395</u>	<u>-</u>	<u>395</u>	<u>386</u>
Total Missionary and Charitable Giving	<u>7,486</u>	<u>1,626</u>	<u>8,871</u>	<u>9,095</u>
The following has also passed through the Church's books, by virtue of the Church acting as agent and this is not reflected in the Church accounts.				
Bishop's Lent Appeal	-	285	285	65
	<u>-</u>	<u>285</u>	<u>285</u>	<u>65</u>

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	Note	£	£	2018 £	2017 £
19 OTHER MINISTRY COSTS					
Visiting Clergy Expenses		-	-	-	34
Vicarage costs		-	-	-	250
Vicar's secretary	4a	3,974	-	3,974	3,898
Working expenses of incumbent		1,478	-	1,478	1,790
Working Expenses of curate		373	-	373	891
External Training of Staff		-	-	-	-
		<u>5,825</u>	<u>-</u>	<u>5,825</u>	<u>6,863</u>
The £250 in respect of the Vicarage represents a contribution to the Diocesan Redecoration fund and as such does not necessarily mean that work is undertaken during the year.					
20 CHURCH RUNNING EXPENSES					
These comprise the following:					
Electricity		1,754	-	1,754	1,358
Heating Oil		3,557	-	3,557	4,336
Water		110	-	110	112
Cleaner	4a	1,458	-	1,458	1,430
Cleaning Materials		81	-	81	81
Insurance		1,672	-	1,672	1,764
Flowers		-	583	583	685
		<u>8,632</u>	<u>583</u>	<u>9,215</u>	<u>9,766</u>
21 CHURCH MAINTENANCE					
Routine Maintenance		402	-	402	1,609
Major Maintenance					
Quinquennial Repairs & Survey		-	-	-	-
Organ Repairs & Tuning		-	634	634	634
Boiler Repairs		2,434	-	2,434	156
Window Repairs		-	-	-	138
Buildings Development		1,335	-	1,335	10,475
Other Improvements		25	-	25	877
		<u>4,196</u>	<u>634</u>	<u>4,830</u>	<u>13,889</u>
22 UPKEEP OF SERVICES					
Organist		4,980	-	4,980	3,295
Christian Copyright Licence		324	-	324	309
Music / Choir		36	-	36	-
Sound System Consumables		-	-	-	27
Communion		238	-	238	300
Service Books / Prayer Resources		-	-	-	-
Other		219	-	219	204
		<u>5,797</u>	<u>-</u>	<u>5,797</u>	<u>4,135</u>