

St James's Church, Hampton Hill

ANNUAL REPORT and Financial Statements of the Parochial Church Council

(Registered charity no: 1129286)

For the year ended 31st December 2017

Reference and Administrative information

St James's Church is situated in St James's Road in Hampton Hill. It is part of the Diocese of London within the Church of England.

The correspondence address is:

The Church Office, 46 St James's Road, Hampton Hill TW12 1DQ

PCC members who have served from 1st January 2017 until the date of this report are:

Incumbent: The Revd Derek Winterburn

Curate: The Revd Jacky Cammidge

Churchwardens: Gwynneth Lloyd

Representatives on the Deanery Synod

*(ex-officio members
of PCC):*

Clive Beaumont
Moya Meredith-Smith
Lesley Mortimer

Elected members:

Nick Bagge (from April 2017)
Don Barrett
Mark Blackwell (until July 2017)
Jennifer Clay (from April 2017)
Lou Coaker (from April 2017)
Paul Fitchett (from April 2017)
Rita Malyon (from April 2017)
Dawn Miller
Ann Peterken (until April 2017)
Lawrence Sewell (until April 2017)
Janet Taylor
Rodney Taylor (until May 2017)
Josh Webb
Linda Webb

Co-opted members:

Nick Harris
Jane Newman
Sarah Richardson

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Governance

The information on governance included here supplements that described in the governors' report and in the statement of governors' responsibilities. The governing body has formally met eight times during the year. New members joined at APCM in April; at the same time those whose term of office ended, retired, which explains why the total number of meetings differs for some.

Attendance

Attendance during the year at meetings of the governing body was as follows:

PCC Member	Meetings attended	Out of a possible	As a percentage
Nick Bagge	8	8	100%
Don Barrett	4	8	50%
Clive Beaumont	5	8	62%
Mark Blackwell	1	4	25%
Jacky Cammidge	7	8	87%
Jennifer Clay	1	4	25%
Lou Coaker	3	4	75%
Ros Daly	4	4	100%
Paul Fitchett	4	4	100%
Nick Harris	6	8	75%
Gwynneth Lloyd	7	8	87%
Rita Malyon	2	4	50%
Moya Meredith Smith	3	8	37%
Dawn Miller	7	8	87%
Lesley Mortimer	6	8	75%
Jane Newman*	1	n/a	100%
Ann Peterken	4	4	100%
Sarah Richardson	5	8	62%
Laurence Sewell	4	4	100%
Janet Taylor	6	8	75%
Rodney Taylor^	0	2	0%
Joshua Webb	5	8	62%
Linda Webb	5	8	62%
Derek Winterburn	8	8	100%

*Only required to attend 1 meeting

^Resigned due to ill-health

Bankers:

Santander Bank, Bootle, Merseyside, GIR 0AA.

Independent Examiner:

Martin K Housden FMAAT, 13 Guildford Avenue, Feltham, TW13 4EN

Day-to-day management is delegated to the Incumbent and Churchwardens

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC registered as a separate charity, The Parochial Church Council of the Ecclesiastical Parish of St James Hampton Hill, with the Charity Commission on April 23rd, 2009 as it has a gross income in excess of £100,000.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

In addition to the Standing Committee, there are specialist teams, each with its own designated responsibilities:

The **Standing Committee** is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC.

The **Finance Team** supports the treasurer, recommends a budget to the PCC, reviews the accounts prior to inspection and supports stewardship / giving campaigns.

The **Properties Team** is responsible to the PCC for the care and maintenance of all the parish's buildings.

The **Children's Ministry Team** oversees our ministry to children, young people and families.

St James's Hospitality/Social Team is responsible for arranging catering at parish functions and also for a programme of social activities.

The **Charity Support Team** is responsible for setting the annual programme of charitable grants, and for relating to the recipients.

The **Spire Team** is responsible for the parish magazine (*Spire*).

This year there has been a full Health and Safety inspection, by Precision Safety. The major risks, to which the PCC is exposed have been reviewed and systems or procedures have been established to manage those risks.

Statement of PCC Members' Responsibilities

Charity law requires the PCC as trustees of the church to prepare an annual report and financial statements for each financial year that gives a true and fair view of the Church's financial activities during the year and of its financial position over the year. The PCC is also required to ensure that these are subjected to an annual independent examination or audit and to present these to the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

In preparing these financial statements, the PCC are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.

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- State whether application accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The PCC are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enable them to ensure that the financial statements comply with the Charities Act 2011 and applicable accounting standards. They are also responsible for safeguarding the assets of the Church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Objectives and Activities

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. St James's PCC has the responsibility for co-operating with the incumbent in promoting, in the ecclesiastical parish, the whole mission of the church – pastoral, evangelistic, social and ecumenical.

Sunday worship has been provided throughout the year. Since May an additional service at 11.00 for all ages, has supplemented the familiar 8.00 and 9.30 services. Midweek, the morning office has been said daily (Mon, Wed, Thurs, Fri) and Communion celebrated (Tues).

Baptism, Weddings and Funerals (including Thanksgiving / Memorial services) are provided for the members of the parish. The church hosts numerous school services at Christmas and welcomed school / uniformed organisations through the year.

A team of visitors together, with clergy, conduct pastoral visiting. There are preparation groups for baptism and weddings. As well as post-funeral support, all bereaved families are invited to an annual All Souls remembrance service.

In Lent a course for adult learning and growth is held in the church, prefaced by a meal. In the autumn two Life Groups began meeting fortnightly. Children and young people have their own activity groups during the 9.30 service: Shell Seekers.

Our biggest outreach is the *Spire* magazine. It is delivered free to 450 homes and is available from many High Street shops. The website and social media offer further means of contact with the public.

There are a number of ways that we seek to build up the church's social life, and community. Refreshments after the 9.30 and 11.00 are very important in making new people feel welcome and enabling members to talk to one another. Through the year there are a number of other occasions including; St James's Day, breakfast on Easter day, Harvest Lunch and wine after the Carol Service.

Church members are encouraged to think about how their Christian faith can be taken into their working / family life. Approximately monthly someone will speak about 'This Time Tomorrow' at the 9.30 service; this replaces the long-running 'Faith at Work' group.

St James's has a strong tradition of supporting other agencies in relieving need and Christian mission. There is an annual programme of fund-raising projects e.g. Lent Appeal, Christian Aid Week and Harvest appeal. Further the church gives £10000 from its budget to charities. Gifts of food are sent on to the Food Bank; unwanted tools are passed onto to TWAM. The church supports Fair Trade: by providing Fairtrade refreshments, and a monthly stall.

St James continues to be a member of Churches Together.

Achievements and Performance

Parochial Church Council Activities The full PCC met eight times during the year with an average level of attendance of 70%. Committees met between meetings and reports of their deliberations were received by the PCC and discussed when necessary.

Properties Through the year there have been major works on the church building. The toilets were installed in the west porch, and the glass exterior doors were replaced. Cupboards for Fair Trade stock were created in the hall. The vestry furniture was upgraded, and storage rationalised. The heating was examined and remedial works done to improve the warmth of the church. Further remedial work was required on the AV installation. The clock dial was restored and refitted into the tower, at the same time repairs were undertaken to the stonework. The organ renovation began and continued into 2018. The Quinquennial Inspection was conducted and the Properties Team is implementing its recommendations.

Sunday Attendance There were 169 names on the Electoral Roll at the revision in March 2017. Of these 101 were resident in the parish and 68 non-resident. The attendance on a usual Sunday was estimated to be 56 adults and 12 under 18s. However, the starting of the 11.00 service meant for the October count two 'normal' Sundays were on average 67 adults, and 15 under 16s.

Teaching and nurture In Lent 2017 a Pilgrim Course was run on the subject of prayer, with a light meal, in the church. Books were made available for Lent reading. In the autumn two small groups were formed, meeting in members' homes they studied Philippians together. More than twenty people have attended through the session. Members were encouraged to read a book during Advent.

Charitable Grants We gave £15,200 in charitable grants during 2017 (2016 - £15,148). The principle beneficiaries included £1,750 to the Church Mission Society, £1,300 to Welcare, £1000 to St Richard's, Hanworth, and many other donations of £150-£800. Parishioners made a significant contribution to the ALMA Lent Appeal. A total of £2,300 (with Gift Aid) was raised. A further £3636 was raised for Christian Aid Week.

Pastoral Care

Visitors have been trained and organised to offer pastoral care. The aim is to provide a link with the church for those parishioners who are unable to attend or are in need of support at a particular time. Visiting the elderly and the families of those being baptised are particular foci. Visitors have undertaken safeguarding training through the year.

Children and Young People

Shell Seekers (Sunday school) has run most term-time weeks at 9.30, and the attendance has been gradually increasing. There is usually an older group now for Y6 and above, to match the primary-aged groups. Leaders attended some training locally in September.

A good number of children come with their parents to the 11.00 services. The Ark continues to run on Monday mornings in term-time and attracts up to twenty families; as well as free play there is a story / song time. The Children's Area in church has been refreshed.

A Children's Ministry Team co-ordinates the various activities. It has also formalised a recruitment process for volunteers. A Children and Families Work leader has been appointed.

Socials

St James has continued to develop its social aspect. Refreshments after the 9.30 service, now extend to the 11.00. Prior to Lent, a very popular quiz night was held in the hall. St James's Day service was followed by a barbecue served in the vicarage garden. The Harvest meal brought people together over a common meal, with a number of people providing entertainment. There was also Teddy Bear picnic, a paddling-pool party and Light Party for children.

After a Tuesday communion, once a month, coffee and tea are served to encourage companionship and support.

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The Film Club / Pop Up Cinema has had shows on throughout the year. Particularly successful was the afternoon performance of *Moana*, especially for children. This open event was coupled with a 'tattoo' stall at the 'Village Fair' in July.

The Spire magazine has continued. Justin Holingsworth retired as our printer, and he arranged for the magazine to be taken over by the company that bought his business. The transition has been seamless. The PCC agreed to extend the *Spire's* reach by funding an extra 100 copies for each issue, for systematic distribution around the parish.

In the year a team worked with graphic designers to produce new **branding**. The new logo featuring a multi-coloured spire has been deployed on our printed materials and signage. The website underwent a major facelift to come into alignment with the new style.

The vicar has good links with a number of **schools** and takes assemblies at three regularly. Groups from various schools have visited the church. He has also been to the **Brownies**, the **Beavers**, assisted the **Cubs**, and shown two groups of **Scouts** round the church. The number of Church Parades has remained the same.

St James's has been part of the ecumenical team providing services at **Laurel Dene** Residential Home and offered to take extra ones at festival times.

As part of **Churches Together**, Hot Cross buns were assembled in the hall for Holy Week. Our closest neighbour is the United Reformed Church. Their lay leader preached in the autumn, and we shared the Remembrance Sunday service with them.

Reserves Policy

It is the policy of St James's PCC to hold in reserves the equivalent of three months general running costs including salaries which equates to £25,000 and to build up an amount for likely building works arising from the next quinquennial inspection (2017) as well as major building works scheduled over the next 2 years of £25,000

This policy will be reviewed in twelve months' time (Sept 2018).

Plans for Future Periods

The PCC has considered the Values, Mission and Vision of the church before the Annual Meeting (2018). Flowing from the mission (to love God, love people, love the world - learning all the time) These key actions have been identified:

- Sustain the new 11.00 service, including developing children's groups
- Recruit a new Choir Director / Organist
- Enrich 9.30 repertoire of songs with 'best of the new'
- Develop St James's Day into a weekend – Open church etc on Saturday, worship / meal on Sunday
- Trial an after-school at Hampton Hill Juniors
- Run a holiday club at the end of the summer school holidays
- Strengthen our prayer life (prayer meeting, prayer space)
- Run an enquirer's course in the Autumn, and continue Life Groups
- Renew the Visiting Team
- Launch a monthly 'activity club' for older people, to be called *Connections*.
- Refurbish the Hall, recruit Hall Management Team
- Implement QI and H&S recommendations
- Gain an Eco-church award
- Gather a group to work on Church reordering / decoration
- Work towards a break-even budget, inc. full payment of Common Fund request, and reinstating PCC giving to charities

On behalf of the Parochial Church Council

The Revd Derek Winterburn
(Chair)

Nick Harris
(Treasurer)

April 2018