

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF S. JAMES THE GREAT, ALBERT HILL, DARLINGTON

England & Wales - Charity number 1127841

## Details

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Other names	S. JAMES THE GREAT PCC, ALBERT HILL, DARLINGTON
Status	Registered
Legal form	Previously excepted
Registered	2009-02-03
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	3 Lowther Drive Newton Aycliffe DL5 4TJ
Phone	07770617273
Email	<a href="mailto:drwarren43@icloud.com">drwarren43@icloud.com</a>
Website	<a href="http://www.stjamesdarlington.org">www.stjamesdarlington.org</a>

## Activities

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**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and bereaved. Teaching of Christianity through sermons, courses and small groups. Taking of religious assemblies in schools. Supporting other charities in the UK and overseas.

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Darlington

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£40,747	£51,503	-	-
2023-12-31	£42,907	£34,578	-	-
2022-12-31	£43,785	£43,305	-	-
2021-12-31	£33,550	£37,384	-	-
2020-12-31	£28,690	£31,169	-	-

## Trustees

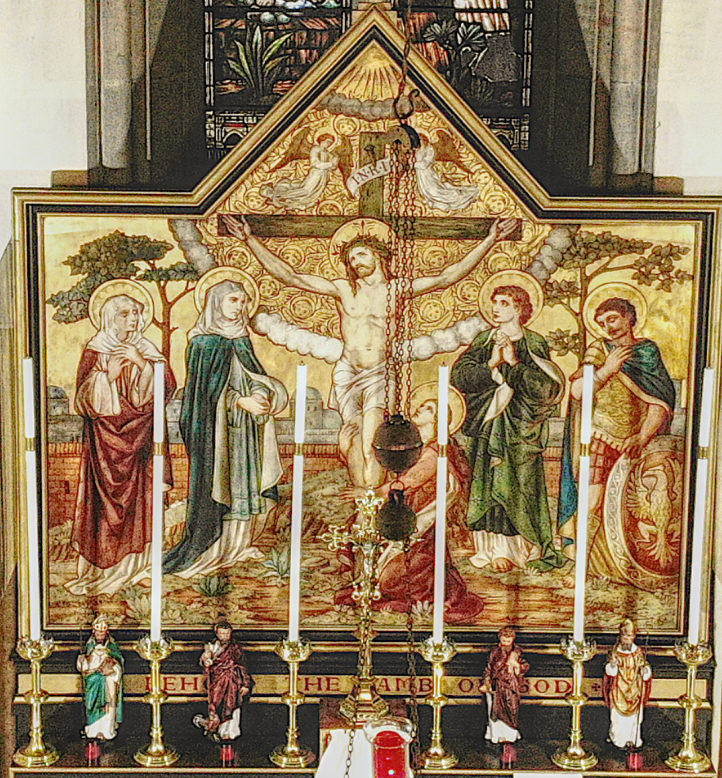
Name	Role	Appointed
<b>Rev Michael David Way</b>	Chair	2020-10-25
Alfred Hannaford		2022-05-22
Andrea Burton		2017-04-24
Cynthia Dyer		2022-05-22
DAVID ROGER WARREN		2011-05-02
DAVID WARREN		2017-05-01
Judith Wilson		2017-04-24
Mary Sweeten		2020-10-25
Raymond Cumming Flowers		2020-10-25

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# Accounts

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The Parish of St James the Great  
Albert Hill, Darlington  
Parochial Church Council



HAEC EST ENIM CORPUS MEUM

**ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
31ST DECEMBER 2024**

**The Parish of St. James the Great, Albert Hill, Darlington**  
**Annual Report and Financial Statements 31<sup>st</sup> December 2024**

**Administrative information**

St. James's Church is situated at Allan Street, Darlington. It is part of the Diocese of Durham within the Church of England.

The correspondence address is Allan Street, Darlington DL1 2LU

The Parochial Church Council (PCC) is a charity registered with the Charity Commission—Registered Number 1127841

PCC members who have served from 1st January 2024 until the date this report was approved are:

**Incumbent:**

The Reverend Michael Way

**Wardens:**

Mr David Warren; Mrs Judith Wilson

**Secretary:**

Mr David Warren (Acting)

**Treasurer:**

Mr David Warren

**Representatives on the Deanery Synod (2):**

Mrs Judith Wilson; Mr David Warren

**Elected Members:**

Mrs Andrea Burton; Mrs Cynthia Dyer; Mr Ray Flowers; Mr Alistair Gill (from 19 May 2024); Mr Alfred Hannaford; Mrs Mary Sweeten

**Bankers:**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**

Adam James MAAT  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

## **Structure, governance and management**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## **Objectives and Activities**

The PCC of St James' has the responsibility of co-operating with the incumbent, the Reverend Michael Way, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall, at Grey Street, Darlington.

## **Achievements and Performance**

### **Church attendance**

The Church of England requires a statistical return of attendance based on the month of October. For 2024 the average weekly attendance was 35. (The average weekly attendance figure is based on the number of individuals who have attended at least one service during the week). The usual Sunday figure was 24.

Communicants:	
Easter Day	31
Christmas	21
Baptisms:	
Child	18
Adult	0
Occasional Services:	
Funerals	3
Weddings	0
Confirmation	1

### **Electoral Roll**

The Church Representation Rules required that the Electoral Roll be revised in 2022. This was carried out by Raymond Flowers, Electoral Roll Officer, prior to the Annual Meeting of 2022, the numbers registered are:

Resident: 16            Non-Resident: 11            Total: 27

### **Review of the year**

The full PCC met 4 times during the year with an average level of attendance of over 95% and at various times during the year considered

- Liturgical programme
- Hall floor and potential refurbishment of the hall
- Hall lettings
- Safeguarding including training requirements
- Church finances

## **Review of the year (Continued)**

### **Church Facilities and Maintenance**

One of the most significant achievements of 2024 was the renewal of the main hall floor—a vital improvement for our church community. The project, undertaken by Blackwell Construction Ltd of Norton, Stockton-on-Tees, commenced on January 3<sup>rd</sup> and was successfully completed by the end of the month.

This much-needed refurbishment, costing over £19,000, was entirely funded through our reserves and the extraordinary generosity of our congregation. We are deeply grateful for the unwavering support that made this possible.

Following completion of the work, hall hires resumed in February, and we were delighted to welcome back our main user in April. The renewed floor ensures that our facilities remain safe, welcoming, and fit for purpose for both our church family and the wider community for years to come.

During the renovation, it was discovered that the floors in the lounge, kitchen, and song room areas were also failing and require replacement. Although our initial grant application to the National Lottery Community Fund was unsuccessful, we were invited to reapply in May 2024 for funding towards further hall refurbishment costs. A new application was submitted and has successfully progressed to the next stage. We expect to receive an outcome in early 2025.

### **Worship and Parish Life**

The full liturgical calendar was upheld throughout the year, including Holy Week, the Easter Triduum, the May Festival, and the Patronal Festival. Evensong, following the Book of Common Prayer and concluding with Benediction, continued to be held on the first Sunday of each month.

In May, a successful pilgrimage to Walsingham took place, with twelve participants, including one member of St Mark's congregation. Plans are already in place for a pilgrimage in May 2025, with an anticipated group of thirteen pilgrims.

Father Michael Way has provided chaplaincy at Gurney Pease School and Victoria House, a secure treatment centre operated by Cygnet Health Care. We have been delighted to welcome children from Gurney Pease School into the church on various occasions, including Passiontide, Harvest Festival, and Christmas Carol services, as well as an end-of-term service. Similarly, students from St Aidan's Academy attended end-of-school-year services in July and Christmas Carol services in December.

Father Michael has also taken the Blessed Sacrament to the homes of sick parishioners, offering them Holy Communion on a regular basis.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2024

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### **Review of the year (Continued)**

Roger Ohr has continued his invaluable service as our organist throughout 2024, providing music for Sunday Mass and other occasions, including funerals where music was requested.

The parish remained actively engaged in the life of the Deanery Synod, with our elected representatives attending meetings and events. Additionally, we continue to support the neighbouring parish of St Andrew's by making a monthly financial contribution towards the costs of its Christians Against Poverty group.

During the winter months, the Chapel of SS Hilda and Wilfrid in the hall was used for mid-week Masses, providing a warm and reflective space for worship.

### **Gratitude and Acknowledgment**

Much dedication and effort go on behind the scenes to maintain the beauty of our church. Though our congregation is not large, a committed group of volunteers ensures the church remains a welcoming and reverent space – arranging flowers, cleaning, and undertaking general maintenance both inside and out.

We extend our heartfelt gratitude to all who contribute to upholding the liturgy and preserving our church to such a high standard.

### **Financial Review**

Total receipts on ordinary unrestricted funds were £38,044, as detailed in the Financial Statements. Income of restricted funds totalled £2,703, primarily made up of payments by pilgrims taking part in the Walsingham Pilgrimage.

Giving through the weekly envelope scheme increased to £12,155, compared with £10,199 the previous year. During the year, 23 donors participated in the scheme, plus five others who contributed via bank transfer. As noted in the 2023 report, while the generosity of our congregation is deeply appreciated, weekly giving alone is not sufficient to cover all church and hall expenses.

Due to our main hall user not resuming use until April 2024 following the floor replacement, hall hire income fell to £9,852 from £13,185 in 2023 (£16,137 in 2022)

Outgoings totalled £49,227, resulting in a deficit of £11,183. Excluding the spending on hall floor replacement of £18,534, the net result for the year would have been a surplus of £7,351. The reduction in outgoings was largely due to paying only £4,535 of our pledged £9,000 Parish Share. Energy costs also declined, thanks to mid-week services being held in the Ss Wilfrid and Hilda chapel within the hall, reducing usage of the church's gas-fired boiler.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2024

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### **Review of the year (Continued)**

#### **Reserves Policy**

The PCC maintains a balance on unrestricted funds to cover three to six months of payments for emergency situations. With an average monthly expenditure of £2,730 in 2022, the unrestricted funds balance of £1,923 at year-end fell short of the target. However, the forecast income from confirmed bookings of the hall will ensure increasing balances throughout the year and meeting our target by July 2025.

#### **Fabric**

Overall, the church building remains in good condition. High-level maintenance was performed, including cleaning of eaves guttering and testing of lightning conductors.

Benching and pointing works were undertaken, and additional realignment of guttering on the hall roof was identified. This will be incorporated into the lounge floor replacement project, for which we are seeking funding. The hall boiler performed well, though two significant leaks occurred in radiator pipework.

A fresh grant application has been submitted to the National Lottery Fund for hall refurbishment. We successfully passed the initial stage and expect a final decision in early 2025.

#### **Flower Fund**

The Flower Fund is a restricted account, meaning all donations are used exclusively for floral decorations in the church. At the end of 2024, the account had a credit balance of £750. We remain grateful for the generosity of individuals who purchase flowers directly or make donations, whether in memory of loved ones or for specific occasions.

# The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31st December 2024

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## Parish Priest's Report 2024

In addition to leading worship and pastoral care, Fr Michael has promoted the parish's mission through:

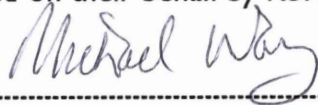
- Attending Society Clergy Chapter and Darlington Deanery Clergy Chapter
- Participating in Darlington Deanery Synod and Society events
- Parish Priest's Report 2024 continued Serving as a Governor at Gurney Pease Academy and hosting school services
- Coordinating with St Aidan's Academy for Christmas Carol and Leavers' services
- Providing chaplaincy at Victoria House, a mental health secure unit
- Acting as an End of Curacy Assessor at the invitation of the Bishop of Jarrow
- Assisting with the delivery of Diocesan Safeguarding Training for clergy and lay leaders

Fr Michael also completed two years of training at St Antony's Priory in Durham in Spiritual Accompaniment (Spiritual Direction) and is now part of the Durham Diocese's network offering this ministry.

It has been a joy to welcome new attendees at St James', including adult confirmands, and to see the return of familiar faces. I extend my sincere gratitude to our Churchwardens, Sacristan, musicians, flower arrangers, and every volunteer who contributes to our vibrant faith community. Thank you all for your love and support.

Fr Michael

Approved by the PCC on 18<sup>th</sup> May 2025  
and signed on their behalf by Revd Michael Way (PCC Chairman)



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# The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2024

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Independent examiner's Report to the PCC of St James the Great, Albert Hill,  
Darlington

This report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2024, which are set out on pages 7 to 10 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the regulations") and section 145 of the Charities Act 2011 (the 2011 Act).

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144 (2) of the 2011 Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

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; and
  - to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulationshave 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.



Adam James MAAT  
Eric Southwick & Co  
Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

Date: 2 April 2025

 **Eric  
Southwick & Co**  
A dns Company | Accountants & Charity Experts

## The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2024

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Receipts and Payments Accounts  
For the Year Ended 31<sup>st</sup> December 2024

	General fund £	Designated funds £	Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Receipts</b>					
Planned giving					
Bank	1,710	-	-	1,710	1,786
Envelopes	8,570	-	-	8,570	6,559
Other planned giving	1,875	-	-	1,875	1,854
Income tax recovered - Gift Aid					
Collections and other giving					
Loose plate collections	2,320	-	-	2,320	2,092
One-of Gift Aid gifts	250	-	-	250	150
Other voluntary receipts					
Giving through church boxes	-	-	-	-	3
Donations, appeals etc	3,512	-	395	3,907	7,401
Non-reurring one-off grants	500	-	-	500	429
Gift Aid recovered					
Tax recovered on Gift Aid	4,418	-	-	4,418	4,371
Other receipts					
Other funds generated	585	-	-	585	257
Payments towards pilgrimage	-	-	2,308	2,308	1,125
Activities for generating funds					
Parish breakfast	1,109	-	-	1,109	741
Social tickets	477	-	-	477	-
Bank interest	14	-	-	14	60
Receipts from church activities					
Fees for weddings and funerals	2,854	-	-	2,854	2,893
Church hall lettings - objectives	9,852	-	-	9,852	13,185
	38,044	-	2,703	40,747	42,907

## The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2024

Receipts and Payments Account (Continued)  
For the Year Ended 31<sup>st</sup> December 2024

	General fund	Designated funds	Restricted funds	Total Funds 2024	Total Funds 2023
<b>Payments</b>					
Cost of generating funds					
Costs of stewardship	113	-	-	113	194
Cost of fetes and other events	152	-	-	152	203
Refreshments	168	-	-	168	-
Missionary and Charitable Giving					
Relief and development agencies	120	-	-	120	120
Home Mission	366	-	290	656	2,459
Secular charities	165	-	-	165	75
Parish share					
Ministry parish share	5,498	-	-	5,498	4,535
Clergy and staffing costs					
Assistant staff costs	3,385	-	-	3,385	2,775
Working expenses of incumbent	3,090	-	-	3,090	3,091
Visiting speakers	612	-	-	612	321
Church running expenses					
Parish training and Mission	120	-	1,846	1,966	-
Insurance	2,447	-	-	2,447	2,287
Organ / piano tuning	-	-	-	-	-
Maintenance	1,638	-	-	1,638	2,673
Upkeep of services	1,812	-	140	1,952	968
Administration	1,232	-	-	1,232	2,297
Electric	447	-	-	447	385
Gas	1,364	-	-	1,364	1,823
Water	150	-	-	150	120
Hall running expenses					
Electric	1,027	-	-	1,027	1,152
Gas	2,725	-	-	2,725	2,174
Insurance	838	-	-	838	783
Maintenance	1,157	-	-	1,157	905
Telephone	863	-	-	863	729
Water	629	-	-	629	3,508
Hall repairs and maintenance					
Hall + Major Repairs - Structure	18,534	-	-	18,534	506
Independent Examiner's Fee	576	-	-	576	495
	49,227	-	2,276	51,503	34,578
Net (Payments) / Receipts	(11,183)	-	427	(10,756)	8,329
Transfers between funds	-	-	-	-	-
Net movement in funds					
Total funds brought forward	13,106	492	797	14,395	6,066
Total funds carried forward	1,923	492	1,224	3,639	14,395

## The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2024

### Statement of Assets and Liabilities As at 31<sup>st</sup> December 2024

	General fund £	Designated funds £	Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Monetary assets</b>					
Bank current account	1,908	492	1,224	3,624	11,657
Bank deposit account	15	-	-	15	2,738
	<u>1,923</u>	<u>492</u>	<u>1,224</u>	<u>3,639</u>	<u>14,395</u>

	General fund £	Designated funds £	Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Liabilities</b>					
Accruals	576	-	-	576	576

### Analysis of Funds

	General fund £	Designated funds £	Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
General Fund	1,923	-	-	1,923	13,106
Hall renovations / repairs fund	-	392	-	392	392
Sale of calendars	-	39	-	39	39
Memorials fund	-	61	-	61	61
Church flowers and requisites	-	-	750	750	495
Curacy	-	-	3	3	3
Funeral offerings	-	-	259	259	259
Walsingham pilgrimage	-	-	212	212	40
	<u>1,923</u>	<u>492</u>	<u>1,224</u>	<u>3,639</u>	<u>14,395</u>

Fixed assets not valued:  
Land and buildings  
Fixtures and fittings

The Parish of St. James the Great, Albert Hill, Darlington  
Annual Report and Financial Statements 31<sup>st</sup> December 2024

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The financial statements on page 7 to 10 were approved by the PCC and signed on their behalf by:



Date: 18 May 2025

D Warren  
PCC Treasurer

**The Parish of St. James the Great, Albert Hill, Darlington**  
**Annual Report and Financial Statements 31<sup>st</sup> December 2024**

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**Notes to the financial statements**

**1 Accounting policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

**2 Additional assets**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.

**3 PCC member' remuneration**

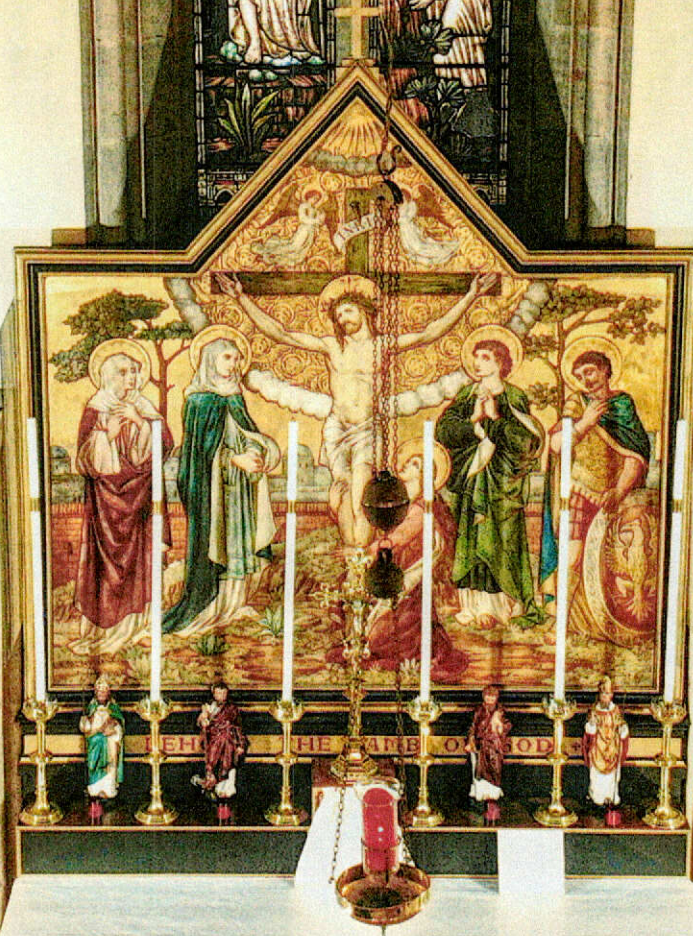
The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

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# Accounts

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The Parish of St James the Great  
Albert Hill, Darlington  
Parochial Church Council



**ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
31<sup>ST</sup> DECEMBER 2023**

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2023

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### **Review of the year (Continued)**

The parish has continued to play a full part in the life of the Deanery Synod through the attendance by our elected representatives at meetings and other events. We make a small financial contribution each month towards the costs of the neighbouring parish of St Andrew's Christians Against Poverty group.

The former storage room in the church hall was successfully converted to the Chapel of Ss Hilda and Wilfrid and was used for mid-week Masses over the winter months.

Once again the main concern has been the condition of the main hall floor. We held a Novena that was followed up with a Gift Day Appeal at the time of All Saints. Thanks to the enormous generosity of members of our congregation we were able to commit to a full replacement of the floor and contracted with a builder to carry out the work. To save on costs we formed a 'Wrecking Squad' to remove a significant proportion of the old floor. The work was scheduled to be completed by the end of January 2024

Much goes on behind the scenes to ensure the church looks as glorious as it does. Our congregation is not large and so a relatively small number of people are engaged in this work - arranging flowers, cleaning and general maintenance, both inside and externally. A huge debt of gratitude is owed to everyone who contributes to maintaining the liturgy to such a high standard.

### **Financial Review**

Total receipts on ordinary unrestricted funds were £41,542 and are detailed in the Financial Statements. Income of restricted funds totalled £1,365 and this figure was predominately made up of payments by pilgrims taking part in the Waisingham Pilgrimage.

Giving through weekly envelope scheme has increased to £10,198 compared with £8,758 the previous year. During the year, we had 23 donors using the weekly envelope scheme, plus five others paying by Bank Transfer. As reported in the 2022 report, the generosity of our people is much appreciated but the weekly giving on its own is not enough to cover all the expenditure we incur in the running of the church and hall.

However, during this report year of 2023, we have been unable to maintain the level of income from hall hire that totalled £16,137 in 2022. This has been due to the suspension of hires from August 2023 because of the safety risks associated with the condition of the main hall floor. As a result our hire income reduced to £13,185.

Outgoings totalled £32,767, resulting in a surplus of £8,775. Much of the reduction in the amount of outgoings compared with the previous year was the result of paying only £4,535 of our pledged amount of £9,000 in Parish Share. The costs of energy have actually shown a decrease compared with 2022. This is mainly due to the church gas fired boiler being less used consequent upon mid-week services being held in the Ss Wilfrid and Hilda chapel, in the hall.

### **Reserves policy**

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to between three- and six-months unrestricted payments, to cover emergency situations that may arise from time to time. Our average monthly expenditure during 2022 was £2,730 so the balance of £13,090 on unrestricted funds at the year-end satisfied the target, it equating to more than four months of normal expenditure.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2023

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### **Administrative Information**

St. James's Church is situated at Allen Street, Darlington. It is part of the Diocese of Durham within the Church of England. The correspondence address is Allan Street, Darlington DL1 2LU

The Parochial Church Council (PCC) is a charity registered with the Charity Commission – Registered Number 1127841.

PCC members who have served from 1st January 2023 until the date this report was approved are:

### ***Incumbent:***

The Reverend Michael Way

### ***Wardens:***

Mr David Warren  
Mrs Judith Wilson

### ***Secretary:***

Mr David Warren (acting)

### ***Treasurer:***

Mr David Warren

### ***Representatives on the Deanery Synod (2):***

Mrs Judith Wilson; Mr David Warren

### ***Elected Members:***

Mrs Andrea Burton; Mrs Cynthia Dyer; Mr Raymond Flowers; Mr Alfred Hannaford;  
Mrs Mary Sweeten

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CAF Bank Limited  
25 Kings Hill Avenue  
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### ***Independent Examiner***

Adam James MAAT  
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51 The Avenue  
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Co Durham  
SR7 8NS

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2023

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### Structure, governance and management

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### Objectives and Activities

The PCC of St James' has the responsibility of co-operating with the incumbent, the Reverend Michael Way, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall, at Grey Street, Darlington.

### Achievements and Performance

#### Church attendance

The Church of England requires a statistical return of attendance based on the month of October. For 2023, the average weekly attendance was 30. (*The average weekly attendance figure is based on the number of individuals who have attended at least one service during the week*). The usual Sunday figure was 22.

#### Communicants:

Easter Day	38
Christmas	17

#### Baptisms:

Under 1 year	10 <small>(SEP)</small>
Adult	0

#### Occasional Services:

Funerals	3
Weddings	0 <small>(SEP)</small>
Confirmation	0

#### Electoral Roll

The Church Representation Rules required that the Electoral Roll be revised in 2022. This was carried out by Raymond Flowers, Electoral Roll Officer, prior to the Annual Meeting of 2022, the numbers registered are:

**Resident: 16      Non-Resident: 11      Total: 27**

#### Review of the year

The full PCC met 4 times during the year with an average level of attendance of over 95% and at various times during the year considered

- Liturgical programme
- Hall floor and potential refurbishment of the hall
- Hall lettings
- Safeguarding including training requirements
- Church finances

We were not able to pay our Parish Share pledge of £9000 in full due to the loss of Income resulting from the suspension of hires because of the state of the main hall floor.

A full liturgical calendar has been upheld including Holy Week; Easter Triduum; May Festival and Patronal Festival. Evensong in accordance with the Book of Common Prayer and followed with Benediction continued throughout 2023, being held on the first Sunday of each month.

A successful pilgrimage to Waisingham took place in May with six pilgrims including one members of St Mark's congregation. A Pilgrimage for May 2024 has been booked and the number of people expected to take part is thirteen.

Roger Ohr has continued as our organist throughout 2023, providing music at the Sunday Mass and on other occasions throughout the year. He has also played at funerals where music has been requested.

# **The Parish of St. James the Great, Albert Hill, Darlington**

## **Annual Report and Financial Statements 31<sup>st</sup> December 2023**

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### **Fabric**

Generally, the fabric of the church building is in good condition. During the year high level works were carried out that included cleaning of eaves guttering and testing of lightning conductors.

Some benching and pointing works needed to be done to both premises and arrangements were made with the roofing contractor to carry this out. More work was identified at the end of the year - realignment of guttering on the hall roof and additional repointing. This will be incorporated in the works to replace the Lounge floor for which we are seeking funding. The hall boiler works hard and has had to have a major part replaced during the year.

Our application to the National Lottery Fund was not successful, and so the full refurbishment works we had identified for the hall has not taken place, We have been invited to submit a further application although the outcome of that application will not be known until May 2024.

### **Flower Fund**

The Flower Fund is set up as a Restricted Account which means any monies donated specifically for flowers are credited to that account and can only be used for the provision of flowers for the decoration of the church. At the end of the year 2023 the account had a credit balance of £495. We are grateful to the generosity of individuals who provided directly purchased flowers as well as those who make donations. Donations for the flower fund are always gratefully received from, those who give monies to the fund as a memorial for departed loved ones, and others who give for specific occasions.

### **Parish Priest's Report 2023**

In addition to help provide for and lead the rich pattern of worship and devotional life at St James' - including Sunday and Wednesday mass. Evensong and Benediction, Rosary, Lent and Advent study, baptisms and funerals and our annual Pilgrimage to Waisingham - together with pastoral care visits at home or in hospital and home communions; Fr Michael has also promoted the mission and ministry of the parish and our profile among The Society parishes and in the Durham Diocese through:

- Attending Society Clergy Chapter and Darlington Deanery Clergy Chapter
- Attending Darlington Deanery Synod and Society events
- Being a Governor at Gurney Pease Academy and hosting school services in church
- Liaising with St Aidan's Academy to hold church Christmas Carol and Leavers services
- Chaplaincy at Victoria House, a mental health secure unit in the parish
- Acting as an End of Curacy Assessor at the invitation of the Bishop of Jarrow
- Participating in the delivery of the Diocesan Safeguarding Training programme for clergy and lay leaders throughout the year
- Attending the interfaith round table convened by Darlington's MP, Peter Gibson

Fr Michael is about to complete a two-year training/formation at St Antony's Priory in Durham in Spiritual Accompaniment (Spiritual Direction) and will become one of the network of people offering this ministry in the Durham Diocese.

It has been a joy to see new people start to attend St James', including adult confirmands and to welcome back some who have returned to once again be part of this community of faith.

## **The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2023**

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I am sincerely grateful for the tireless hard work and unstinting support of the Churchwardens, David Warren and Judith Wilson; for the dedication shown by Trevor Bunker our Sacristan and Head Server; to Roger and Polly Ohr who enrich our music so beautifully and to Brenda Ridley for such wonderful Festival Flowers - and to every one of you who form part of this wonderful band of pilgrims, in whatever way you contribute to it, for your love and support. Thank you.

Fr Michael



**Approved by the PCC on 19<sup>th</sup> May 2023 and  
signed on their behalf by Revd Michael Way (PCC Chairman)**

# The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2023

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## **Independent examiner's Report to the PCC of St James the Great, Albert Hill, Darlington**

This report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2023, which are set out on pages 7 to 10 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the regulations") and section 145 of the Charities Act 2011 (the 2011 Act).

### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144 (2) of the 2011 Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

### **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; and
  - to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulationshave 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.



Adam James MAAT  
Eric Southwick & Co  
Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

Date: 22<sup>nd</sup> May 2023

 **Eric Southwick & Co**  
A dns Company | Accountants & Charity Experts

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2023

### Receipts and Payments Accounts For the Year Ended 31<sup>st</sup> December 2023

	General fund £	Designated funds £	Restricted funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Receipts</b>					
Planned giving					
Bank	1,786	-	-	1,786	1,698
Envelopes	6,559	-	-	6,559	4,738
Other planned giving	1,854	-	-	1,854	2,322
Income tax recovered - Gift Aid					
Collections and other giving					
Loose plate collections	2,092	-	-	2,092	1,306
One-off Gift Aid gifts	150	-	-	150	15
Other voluntary receipts					
Giving through church boxes	3	-	-	3	-
Donations, appeals etc	7,161	-	240	7,401	1,518
Legacies	-	-	-	-	6,444
Recurring grants	-	-	-	-	270
Non-recurring one-off grants	429	-	-	429	2,077
Gift Aid recovered					
Tax recovered on Gift Aid	4,371	-	-	4,371	2,238
Other receipts					
Other funds generated	194	63	-	257	1,855
Payments towards pilgrimage	-	-	1,125	1,125	1,450
Activities for generating funds					
Parish breakfast	741	-	-	741	483
Investment income					
Bank interest	60	-	-	60	24
Receipts from church activities					
Fees for weddings and funerals	2,893	-	-	2,893	3,011
Church hall lettings - objectives	13,185	-	-	13,185	16,137
	41,479	63	1,365	42,907	45,586

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2023

### Receipts and Payments Account (Continued) For the Year Ended 31<sup>st</sup> December 2023

	General fund	Designated funds	Restricted funds	Total Funds 2023	Total Funds 2022
<b>Payments</b>					
Cost of generating funds					
Costs of stewardship	194	-	-	194	90
Cost of fetes and other events	203	-	-	203	184
Refreshments	-	-	-	-	95
Missionary and Charitable Giving					
Relief and development agencies	120	-	-	120	120
Home Mission	819	-	1,640	2,459	2,825
Secular charities	75	-	-	75	135
Parish share					
Ministry parish share	4,535	-	-	4,535	9,035
Clergy and staffing costs					
Assistant staff costs	2,775	-	-	2,775	3,333
Working expenses of incumbent	3,091	-	-	3,091	2,900
Visiting speakers	321	-	-	321	52
Church running expenses					
Insurance	2,287	-	-	2,287	2,076
Maintenance	2,673	-	-	2,673	2,622
Cleaning	-	-	-	-	92
Upkeep of services	797	-	171	968	1,942
Administration	2,297	-	-	2,297	3,454
Electric	385	-	-	385	359
Gas	1,823	-	-	1,823	4,347
Water	120	-	-	120	115
Hall running expenses					
Electricity	1,152	-	-	1,152	725
Gas	2,174	-	-	2,174	2,913
Insurance	783	-	-	783	710
Maintenance	905	-	-	905	5,765
Telephone	729	-	-	729	385
Water	3,508	-	-	3,508	611
Hall repairs and maintenance					
Hall + Major Repairs - Structure	245	261	-	506	-
Independent Examiner's Fee	495	-	-	495	480
	32,506	261	1,811	34,578	45,365
<b>Net (Payments) / Receipts</b>	8,973	(198)	(446)	8,329	221
Transfers between funds	(920)	-	920	-	-
<b>Net movement in funds</b>					
Total funds brought forward	5,053	690	323	6,066	5,845
Total funds carried forward	13,106	492	797	14,395	6,066

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2023

### Statement of Assets and Liabilities As at 31<sup>st</sup> December 2023

	General fund £	Designated funds £	Restricted funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Monetary assets</b>					
Bank current account	10,368	492	797	11,657	3,378
Bank deposit account	2,738	-	-	2,738	2,688
	13,106	492	797	14,395	6,066

	General fund £	Designated funds £	Restricted funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Liabilities</b>					
Accruals	576	-	-	576	495

### Analysis of Funds

	General fund £	Designated funds £	Restricted funds £	Total Funds 2023 £	Total Funds 2022 £
General Fund	13,106	-	-	13,106	5,053
Hall renovations / repairs fund	-	392	-	392	590
Sale of calendars	-	39	-	39	39
Memorials fund	-	61	-	61	61
Church flowers and requisites	-	-	495	495	426
Curacy	-	-	3	3	3
Funeral offerings	-	-	259	259	259
Walsingham pilgrimage	-	-	40	40	(365)
	13,106	492	797	14,395	6,066

Fixed assets not valued:

Land and buildings  
Fixtures and fittings

The financial statements on page 7 to 10 were approved by the PCC and signed on their behalf by:



D Warren  
PCC Treasurer

Date: 9<sup>th</sup> May 2023

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2023

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### Notes to the financial statements

#### **1 Accounting policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

#### **2 Additional assets**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.

#### **3 PCC member' remuneration**

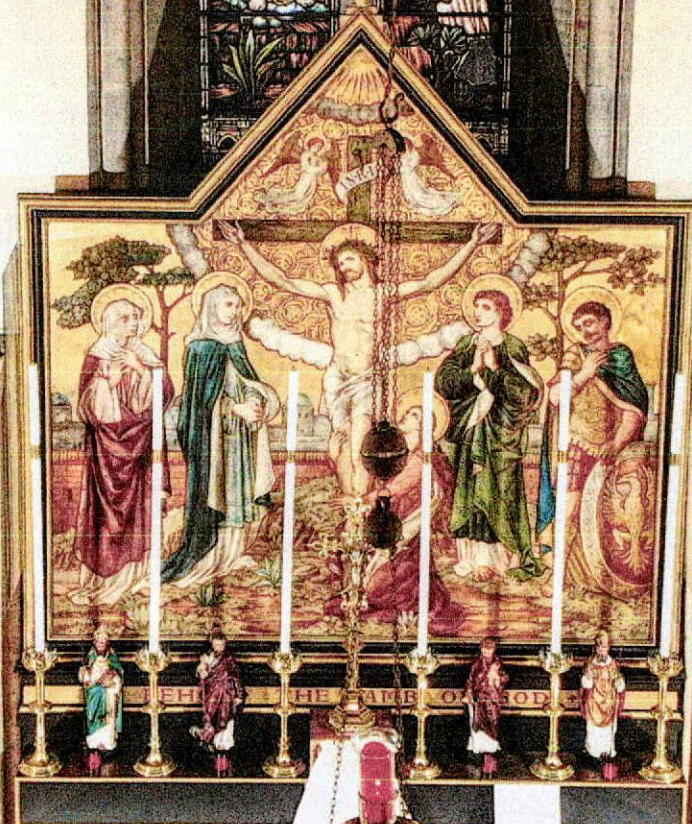
The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

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# Accounts

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The Parish of St James the Great  
Albert Hill, Darlington  
Parochial Church Council



HOEC EST ENIM CORPUS MEUM

**ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
31ST DECEMBER 2022**

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2022

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### **Administrative information**

St. James's Church is situated at Allen Street, Darlington. It is part of the Diocese of Durham within the Church of England. The correspondence address is Allan Street, Darlington DL1 2LU

The Parochial Church Council (PCC) is a charity registered with the Charity Commission – Registered Number 1127841.

PCC members who have served from 1st January 2022 until the date this report was approved are:

*Incumbent:*

The Reverend Michael Way

*Wardens:*

Mr David Warren

Mrs Judith Wilson

*Secretary:*

Mr David Warren (acting)

*Treasurer:*

Mr David Warren

*Representatives on the Deanery Synod (2):*

Mrs Judith Wilson; Mr David Warren

*Elected Members:*

Mrs Andrea Burton; Mrs Cynthia Dyer (from APCM) Mr Raymond Flowers; Mr Alfred Hannaford (from APCM); Mrs Mary Sweeten

**Bankers:**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

**Independent Examiner**

Eric Southwick BA(Hons) FCA FCIE DChA  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2022

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### Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### Objectives and Activities

The PCC of St James' has the responsibility of co-operating with the incumbent, the Reverend Michael Way, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall, at Grey Street, Darlington.

### Achievements and Performance

#### Church attendance

The Church of England requires a statistical return of attendance based on the month of October. For 2022, the average weekly attendance was 25. (*The average weekly attendance figure is based on the number of individuals who have attended at least one service during the week*)

#### Communicants:

Easter Day	28
Christmas	23

#### Baptisms:

Under 1 year	8 <sup>[1]</sup> <sub>[SEP]</sub>
Adult	0

#### Occasional Services:

Funerals	6
Weddings	2 <sup>[1]</sup> <sub>[SEP]</sub>
Confirmation	1

#### Electoral Roll

The Church Representation Rules required that the Electoral Roll be revised in 2021. This was carried out by Raymond Flowers, Electoral Roll Officer, prior to the Annual Meeting of 2021, the numbers registered are:

**Resident: 19      Non-Resident: 25      Total: 44**

#### Review of the year

The full PCC met 4 times during the year with an average level of attendance of over 95% and at various times during the year considered

- Liturgical programme
- Creation of chapel in Hall
- Hall floor and potential refurbishment of the hall
- Hall lettings
- Safeguarding including training requirements
- Church finances

We were able to pay our Parish Share pledge of £9000 in full and felt able to make a similar pledge for the year 2023.

A full liturgical calendar has been upheld including Holy Week; Easter Triduum; May Festival and Patronal Festival. Evensong in accordance with the Book of Common Prayer and followed with Benediction continued throughout 2022, being held on the first Sunday of each month.

A successful pilgrimage to Walsingham took place in May with ten pilgrims including two members of St Mark's congregation. A Pilgrimage for May 2023 has been booked and the number of people expected to take part is twelve.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2022

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### **Review of the year (Continued)**

Roger Ohr has continued as our organist throughout 2022, providing music at the Sunday Mass and on other occasions throughout the year. He has also played at funerals where music has been requested.

The parish has continued to play a full part in the life of the Deanery Synod through the attendance by our elected representatives at meetings and other events. We make a small financial contribution each month towards the costs of the neighbouring parish of St Andrew's Christians Against Poverty group.

The former storage room in the church hall was successfully converted to the Chapel of Ss Hilda and Wilfrid and was used for mid-week Masses over the winter months by permission of the Bishop of Durham.

During the year all external doors of both the church and hall were painted as were the internal walls of the new Chapel of Ss Hilda and Wilfrid. This work was carried out by a professional painter and decorator.

A full inspection and testing of the electrical circuits in the church and hall was carried out. This revealed some relatively minor faults which must be corrected and this is being planned to be undertaken within the first half of 2023. All portable appliances were tested. This resulted in three items being disposed of because of non-compliance.

Much goes on behind the scenes to ensure the church looks as glorious as it does. Our congregation is not large and so a relatively small number of people are engaged in this work – arranging flowers, cleaning and general maintenance, both inside and externally. A huge debt of gratitude is owed to everyone who contributes to maintaining the liturgy to such a high standard.

### **Financial Review**

Total receipts on ordinary unrestricted funds were £43,786 and are detailed in the Financial Statements. Income of restricted funds totalled £1,801 and this figure was predominately made up of payments by pilgrims taking part in the Walsingham Pilgrimage.

Giving through weekly envelope scheme has remained constant at £8,758 compared with £8,735 the previous year. During the year, new weekly envelopes were issued to 40 donors. As reported in the 2021 report, the generosity of our people is much appreciated but the weekly giving on its own is not enough to cover all the expenditure we incur in the running of the church and hall.

However, during this report year of 2021, we have been fortunate to have obtained a high level of hall hires that have generated around £16,137. This has been mainly from two corporate users and we are confident that this level of income will be maintained in future years. Unfortunately, we have had to curtail the bookings for children's parties due to the condition of the floor which would prove potentially hazardous to children. We are still facilitating evening hires which generates income of around £4,000 per year.

Outgoings totalled £43,305, resulting in a small surplus of £221. We were fortunate in receiving two legacies and grants that totalled £8,791. This enabled us to absorb the shock of significantly higher energy costs which have shown an increase of £2,600 for gas and £230 for electricity. Although these increases are unwelcome, they are less than half what could have been, but for the fact we were able to obtain prices last year that now seem advantageous.

### **Reserves policy**

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to between three- and six-months unrestricted payments, to cover emergency situations that may arise from time to time. Our average monthly expenditure during 2021 was £3,609 so the balance of £5,807 on unrestricted funds at the year-end falls short of the target, it equating to less than 1½ months of normal expenditure. However, if the value of unpaid invoices for hall hire is added then the balance increases to £8,009 which equates to more than 2 months of normal expenditure.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2022

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### **Fabric**

Generally, the fabric of the church building is in good condition. During the year high level works were carried out that included cleaning of eaves guttering and testing of lightning conductors.

Some benching and pointing works needed to be done to both premises and arrangements were made with the roofing contractor to carry this out. The roof guttering has been cleared. The heating boilers in both premises have been inspected and tested. The hall boiler works hard and has had to have a major part replaced during the year.

At the end of the year, we were approached by someone who has experience of applying for grants from the National Lottery funds, offering to assist us with submitting an application for the repair of the church hall floor – at no charge. Although it is outside of the period covered by this report, we can confirm that an application was made at the beginning of 2023 and at the time of preparing this report we are awaiting a decision.

Use of the hall has been maintained throughout the year thanks to the forbearance of our regular users. We have curtailed the use for children's parties. The lounge area has had to be taken out of use due to the condition of the floor; again, the joists are affected by rot.

The floor of the Song Room is likely to be similarly affected and will be examined when work is being carried out, and if necessary, will be replaced.

### **Flower Fund**

The Flower Fund is set up as a Restricted Account which means any monies donated specifically for flowers are credited to that account and can only be used for the provision of flowers for the decoration of the church. At the end of the year 2022 the account had a credit balance of £426. We are grateful to the generosity of individuals who provided directly purchased flowers as well as those who make donations. Donations for the flower fund are always gratefully received from those who give monies to the fund as a memorial for departed loved ones, and others who give for specific occasions.



**Approved by the PCC on 9<sup>th</sup> May 2023 and  
signed on their behalf by Revd Michael Way (PCC Chairman)**

# The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2022

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## **Independent examiner's Report to the PCC of St James the Great, Albert Hill, Darlington**

This report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2022, which are set out on pages 6 to 9 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the regulations") and section 145 of the Charities Act 2011 (the 2011 Act).

### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144 (2) of the 2011 Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

### **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; and
  - to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulationshave 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.



Eric Southwick BA(Hons) FCA FCIE DChA  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

Date: 9<sup>th</sup> May 2023

**The Parish of St. James the Great, Albert Hill, Darlington**  
**Annual Report and Financial Statements 31<sup>st</sup> December 2022**

**Receipts and Payments Accounts**  
**For the Year Ended 31<sup>st</sup> December 2022**

	General fund £	Designated funds £	Restricted funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Receipts</b>					
Planned giving					
Bank	1,698	-	-	1,698	1,606
Envelopes	4,738	-	-	4,738	5,559
Other planned giving	2,322	-	-	2,322	1,570
Collections and other giving					
Loose plate collections	1,306	-	-	1,306	1,092
One-of Gift Aid gifts	15	-	-	15	-
Other voluntary receipts					
Giving through church boxes	-	-	-	-	49
Donations, appeals etc	1,393	-	125	1,518	5,149
Legacies	6,444	-	-	6,444	-
Recurring grants	270	-	-	270	-
Non-reurring one-off grants	2,077	-	-	2,077	-
Gift Aid recovered					
Tax recovered on Gift Aid	2,238	-	-	2,238	5,694
Other receipts					
Other funds generated	1,629	-	226	1,855	327
Payments towards pilgrimage	-	-	1,450	1,450	1,225
Activities for generating funds					
Parish breakfast	483	-	-	483	202
Online Brica Brac sales	-	-	-	-	30
Investment income					
Bank interest	24	-	-	24	2
Receipts from church activities					
Fees for weddings and funerals	3,011	-	-	3,011	1,475
Church hall lettings - objectives	16,137	-	-	16,137	9,570
	43,785	-	1,801	45,586	33,550

The Parish of St. James the Great, Albert Hill, Darlington  
Annual Report and Financial Statements 31<sup>st</sup> December 2022

Receipts and Payments Account (Continued)  
For the Year Ended 31<sup>st</sup> December 2022

	General fund	Designated funds	Restricted funds	Total Funds 2022	Total Funds 2021
<b>Payments</b>					
Cost of generating funds					
Costs of stewardship	90	-	-	90	183
Cost of fetes and other events	184	-	-	184	39
Bar replenishments	-	-	-	-	-
Refreshments	95	-	-	95	125
Missionary and Charitable Giving					
Relief and development agencies	120	-	-	120	105
Home Mission	785	-	2,040	2,825	2,396
Secular charities	135	-	-	135	75
Parish share					
Ministry parish share	9,035	-	-	9,035	10,050
Clergy and staffing costs					
Assistant staff costs	3,333	-	-	3,333	2,370
Working expenses of incumbent	2,900	-	-	2,900	2,121
Vicarage water rates	-	-	-	-	414
Visiting speakers	52	-	-	52	1,097
Church running expenses					
Parish training and mission	-	-	-	-	430
Insurance	2,076	-	-	2,076	1,869
Maintenance	2,622	-	-	2,622	1,625
Cleaning	92	-	-	92	-
Upkeep of services	1,922	-	20	1,942	1,587
Administration	3,454	-	-	3,454	2,717
Electric	359	-	-	359	203
Gas	4,347	-	-	4,347	2,533
Water	115	-	-	115	-
Hall running expenses					
Electricity	725	-	-	725	641
Gas	2,913	-	-	2,913	2,182
Insurance	710	-	-	710	640
Maintenance	5,765	-	-	5,765	3,069
Telephone	385	-	-	385	298
Water	611	-	-	611	150
Church repairs and maintenance					
Independent Examiner's Fee	480	-	-	480	465
	43,305	-	2,060	45,365	37,384
<b>Net (Payments) / Receipts</b>	480	-	(259)	221	(3,834)
<b>Net movement in funds</b>					
Total funds brought forward	4,573	690	582	5,845	9,679
Total funds carried forward	5,053	690	323	6,066	5,845

The Parish of St. James the Great, Albert Hill, Darlington  
Annual Report and Financial Statements 31<sup>st</sup> December 2022

Statement of Assets and Liabilities  
As at 31<sup>st</sup> December 2022

	General fund £	Designated funds £	Restricted funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Monetary assets</b>					
Bank current account	2,365	690	323	3,378	3,167
Bank deposit account	2,688	-	-	2,688	2,678
	<b>5,053</b>	<b>690</b>	<b>323</b>	<b>6,066</b>	<b>5,845</b>

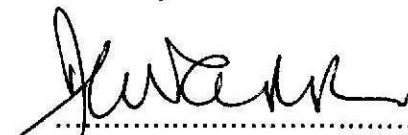
	General fund £	Designated funds £	Restricted funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Liabilities</b>					
Accruals	495	-	-	495	480

Analysis of Funds

	General fund £	Designated funds £	Restricted funds £	Total Funds 2022 £	Total Funds 2021 £
General Fund	5,053	-	-	5,053	416
Hall renovations / repairs fund	-	590	-	590	590
Sale of calendars	-	39	-	39	39
Memorials fund	-	61	-	61	61
Church flowers and requisites	-	-	426	426	321
Curacy	-	-	3	3	3
Funeral offerings	-	-	259	259	259
Walsingham pilgrimage	-	-	(365)	(365)	(1)
	<b>5,053</b>	<b>690</b>	<b>323</b>	<b>6,066</b>	<b>1,688</b>

Fixed assets not valued:  
Land and buildings  
Fixtures and fittings

The financial statements on page 6 to 9 were approved by the PCC and signed on their behalf by:

  
.....  
D Warren  
PCC Treasurer

Date: 9<sup>th</sup> May 2023

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2022

---

### Notes to the financial statements

#### 1 Accounting policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

#### 2 Additional assets

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.

#### 3 PCC member' remuneration

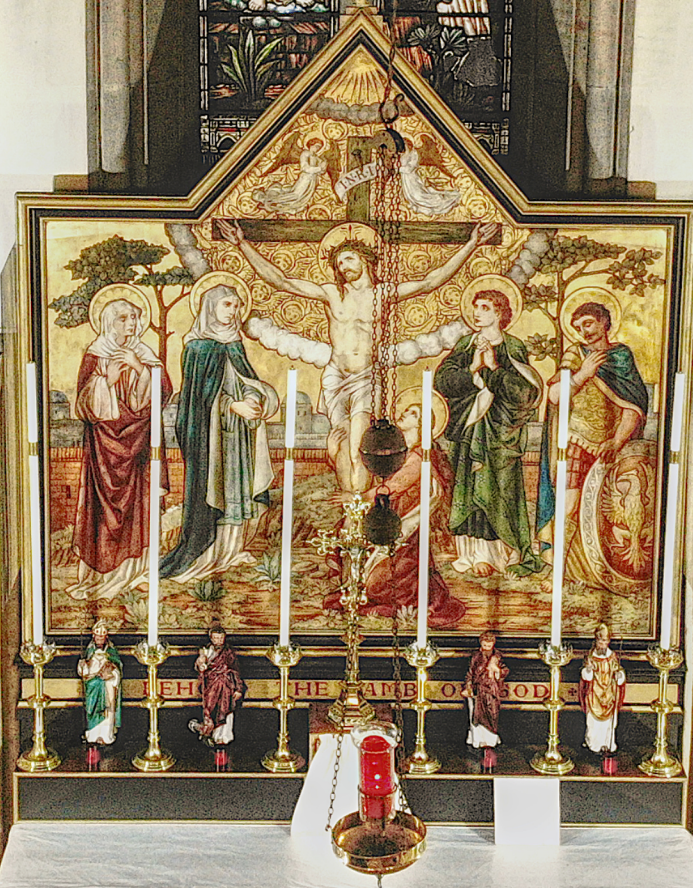
The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

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# Accounts

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The Parish of St James the Great  
Albert Hill, Darlington  
Parochial Church Council



HOEC EST ENIM CORPUS MEUM

**ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
31ST DECEMBER 2021**

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

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### **Administrative information**

St. James's Church is situated at Allen Street, Darlington. It is part of the Diocese of Durham within the Church of England. The correspondence address is Allan Street, Darlington DL1 2LU

The Parochial Church Council (PCC) is a charity registered with the Charity Commission – Registered Number 1127841.

PCC members who have served from 1st January 2021 until the date this report was approved are:

*Incumbent:*

The Reverend Michael Way

*Wardens:*

Mr David Warren

Mrs Judith Wilson

*Secretary:*

Mr David Warren (acting)

*Treasurer:*

Mr David Warren

*Representatives on the Deanery Synod (2):*

Mrs Judith Wilson; Mr David Warren

*Elected Members:*

Mrs Andrea Burton; Mr Raymond Flowers; Mrs Mary Sweeten

### **Bankers:**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

### **Independent Examiner**

Eric Southwick BA(Hons) FCA FCIE DChA  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

---

### Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### Objectives and Activities

The PCC of St James' has the responsibility of co-operating with the incumbent, the Reverend Michael Way, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall, at Grey Street, Darlington.

### Achievements and Performance

#### Church attendance

The Church of England requires a statistical return of attendance based on the month of October. For 2021, the average weekly attendance was 25. (*The average weekly attendance figure is based on the number of individuals who have attended at least one service during the week*)

<b>Communicants:</b>	
Easter Day	35
Christmas (Including Midnight)	14
<b>Baptisms:</b>	
Under 1 year	6
Adult	0
<b>Occasional Services:</b>	
Funerals	4
Weddings	1
<b>Confirmation:</b>	0

#### Electoral Roll

The Church Representation Rules required that the Electoral Roll be revised in 2021. This was carried out by Raymond Flowers, Electoral Roll Officer, prior to the Annual Meeting of 2021, the numbers registered are:

**Resident: 28                      Non-Resident: 301    Total: 58**

#### Review of the year

The full PCC met 4 times during the year with an average level of attendance of over 95% and at various times during the year considered

- Green Shoots Project
- Covid-19 Mitigation
- Liturgical programme
- Hall floor and potential refurbishment of the hall
- Hall lettings
- Safeguarding including training requirements
- Church finances

Once again, the year presented financial challenges that were met thanks to the generosity of our congregation, and a significant increase in income from hiring out the hall to two regular corporate users. We were able to pay our Parish Share pledge of £9,000 in full and felt able to make a similar pledge for the year 2022.

A full liturgical calendar has been upheld including Holy Week; Easter Triduum; May Festival and Patronal Festival. Evensong in accordance with the Book of Common Prayer and followed with Benediction continued throughout 2021, being held on the first Sunday of each month.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

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### **Review of the year (Continued)**

A successful pilgrimage to Walsingham took place in September with five pilgrims. A Pilgrimage for May 2022 has been booked and the number of people expected to take part is ten. On that occasion we will be joined by two pilgrims from St Mark's Church

Roger Ohr has continued as our organist throughout 2021, providing music at the Sunday Mass and on other occasions throughout the year. He has also played at funerals where music has been requested.

The parish has continued to play a full part in the life of the Deanery Synod through the attendance by our elected representatives at meetings and other events. We make a small financial contribution each month towards the costs of the neighbouring parish of St Andrew's Christians Against Poverty group.

Father Michael Way was invited to join a Diocesan clergy development initiative and resulting from this the 'Green Shoots' project has been developed which seeks to create opportunities for greater community participation in various initiatives some of which are in the early stages of development. Part of the project is about refurbishing the church hall to make it more versatile, and to repurpose a room currently used for storage. This room will become a chapel dedicated to St Hilda where weekday services may be held, and which will also be used as a quiet room.

Much goes on behind the scenes to ensure the church looks as glorious as it does. Our congregation is not large and so a relatively small number of people are engaged in this work – arranging flowers, cleaning and general maintenance, both inside and externally. A huge debt of gratitude is owed to everyone who contributes to maintaining the liturgy to such a high standard.

### **Financial Review**

Total receipts on ordinary unrestricted funds were £31,955 and are detailed in the Financial Statements. Income of restricted funds totalled £1,595 and this figure was predominately made up of payments by pilgrims taking part in the Walsingham Pilgrimage.

Giving through weekly envelope scheme has remained constant. During the year, new weekly envelopes were issued to 40 donors. As reported in the 2020 report, the generosity of our people is much appreciated but the weekly giving on its own is not enough to cover all the expenditure we incur in the running of the church and hall.

Because Covid-19 has restricted our various fundraising activities, we have earned no income through social events or Spring and Autumn Fairs.

However, during this report year of 2021, we have been fortunate to have obtained a high level of hall hires that have generated around £15,000. This has been mainly from two corporate users and we are confident that this level of income will be maintained in future years. But we have also seen an increase in the number of bookings for children's parties which has also contributed to the overall income from hall lets. Towards the end of the year, we had received enquiries from organisations who were interested in hiring the hall on a long term basis. If these come to fruition it will mean that evening and weekend hires will generate income of around £6,000 per year.

Outgoings totalled £36,111, resulting in a deficit of £3,835. However, the true picture is more favourable, in that at the year-end there were outstanding payments of invoices for hall hire by one of our corporate users that total £5,280. This was brought about by administrative problems exacerbated by Covid-19. At the time of preparing this report the arrears had been paid.

Towards the end of the year the company supplying gas to both the church and hall went into administration. This resulted in the supply being shifted to another company at a 'deemed rate' far higher than we had been previously charged. The services of a broker were used which obtained a better rate, but still vastly more expensive than we had been used to paying. Going forward this is going to be huge challenge to us as we anticipate bills approximately three times higher than in the past.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

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### **Financial Review (Continued)**

At the end of the year, we decided to carry out some interim repairs to the hall floor pending the eventual renewal of the whole floor. We received a quotation of £50,000 which is to replace the existing floor and to construct a partition wall to form a corridor that will provide for access to all parts of the hall without disturbing other groups. Included in the quote is the provision of folding doors in the main hall that will enable subdivision into three – or two - separate spaces. This will allow greater use by more groups. The quotation was invited from a training enterprise named Opening Doors, who prepare trainees for work through the provision of real technical experience, whilst teaching simple yet key attributes required in a work environment. Opening Doors is part of Hartlepool NDC Trust that is a community led charitable company operating throughout the Tees Valley area.

### **Reserves policy**

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to between three- and six-months unrestricted payments, to cover emergency situations that may arise from time to time. Our average monthly expenditure during 2021 was £3,115 so the balance of £4,558 on unrestricted funds at the year-end falls short of the target, it equating to less than 1½ months of normal expenditure. However, if the value of unpaid invoices for hall hire is added then the balance increases to £9,838 which equates to more than 3 months of normal expenditure.

### **Fabric**

Generally, the fabric of the church building is in good condition. During the year high level works were carried out that included cleaning of eaves guttering and testing of lightning conductors. The bell rope was also replaced, it having broken some time ago.

Some benching and pointing works needed to be done to both premises and arrangements were made with the roofing contractor to carry this out. The roof guttering has been cleared. The heating boilers in both premises have been inspected and tested.

As referred to elsewhere in this report, the floor of the church hall requires attention. The costs involved are substantial and the PCC have concluded that it will need to seek financial support from grantors as well as what it is able to raise through fund raising activities.

Use of the hall has significantly increased during the year. This has been a combination of corporate users; charitable organisations and individuals holding children's parties.

A priority will be given to the replacement of the main hall floor. All rainwater gutters and down pipes of the hall have been repaired or replaced or adjusted.

### **Flower Fund**

The Flower Fund is set up as a Restricted Account which means any monies donated specifically for flowers are credited to that account and can only be used for the provision of flowers for the decoration of the church. At the end of the year 2021 the account had a credit balance of £98. Donations during the year amounted to £370 with spending on flowers amount to £147. The end of year balance was £321. The actual amount spent on flowers was greater than this total due to the generosity of individuals who provided directly purchased flowers. Donations for the flower fund are always gratefully received from those who give monies to the fund as a memorial for departed loved ones, and others who give for specific occasions.



**Approved by the PCC on 18<sup>th</sup> May 2022 and  
signed on their behalf by Revd Michael Way (PCC Chairman)**

# The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2021

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## **Independent examiner's Report to the PCC of St James the Great, Albert Hill, Darlington**

This report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2021, which are set out on pages 6 to 9 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the regulations") and section 145 of the Charities Act 2011 (the 2011 Act).

### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144 (2) of the 2011 Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

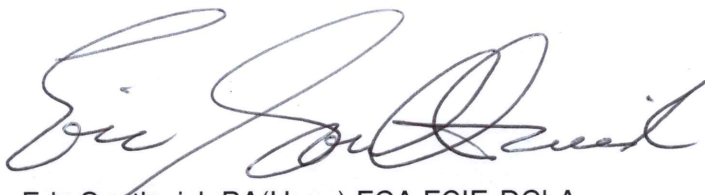
### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

### **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; and
  - to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulationshave 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.



Eric Southwick BA(Hons) FCA FCIE DChA  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

Date: 18<sup>th</sup> May 2022



# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

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### Receipts and Payments Accounts For the Year Ended 31<sup>st</sup> December 2021

	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Receipts</b>					
Planned giving					
Bank	1,606	-	-	1,606	3,634
Envelopes	5,559	-	-	5,559	4,464
Other planned giving	1,570	-	-	1,570	2,258
Collections and other giving					
Loose plate collections	1,092	-	-	1,092	379
Other voluntary receipts					
Giving through church boxes	49	-	-	49	137
Donations, appeals etc	4,779	-	370	5,149	2,031
Gift Aid recovered					
Tax recovered on Gift Aid	5,694	-	-	5,694	1,576
Other receipts					
Other funds generated	327	-	-	327	1,093
Payments towards pilgrimage	-	-	1,225	1,225	-
Activities for generating funds					
Parish breakfast	202	-	-	202	303
Online Brica Brac sales	30	-	-	30	-
Investment income					
Bank interest	2	-	-	2	10
Receipts from church activities					
Fees for weddings and funerals	1,475	-	-	1,475	626
Church hall lettings - objectives	9,570	-	-	9,570	12,163
	31,955	-	1,595	33,550	28,690

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

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### Receipts and Payments Account (Continued) For the Year Ended 31<sup>st</sup> December 2021

	General fund	Designated funds	Restricted funds	Total Funds 2021	Total Funds 2020
<b>Payments</b>					
Cost of generating funds					
Costs of stewardship	183	-	-	183	107
Cost of fetes and other events	39	-	-	39	354
Bar replenishments	-	-	-	-	57
Refreshments	125	-	-	125	-
Missionary and Charitable Giving					
Relief and development agencies	105	-	-	105	-
Home Mission	1,510	-	886	2,396	1,839
Secular charities	75	-	-	75	75
Parish share					
Ministry parish share	10,050	-	-	10,050	9,300
Clergy and staffing costs					
Assistant staff costs	2,370	-	-	2,370	1,070
Working expenses of incumbent	2,121	-	-	2,121	876
Vicarage water rates	414	-	-	414	411
Vicar's telephone	-	-	-	-	715
Visiting speakers	1,097	-	-	1,097	49
Church running expenses					
Parish training and mission	190	-	240	430	100
Insurance	1,869	-	-	1,869	2,002
Organ / piano tuning	-	-	-	-	550
Maintenance	1,625	-	-	1,625	1,532
Cleaning	-	-	-	-	629
Upkeep of services	1,440	-	147	1,587	1,346
Administration	2,717	-	-	2,717	2,158
Electric	203	-	-	203	148
Gas	2,533	-	-	2,533	1,875
Hall running expenses					
Electricity	641	-	-	641	684
Gas	2,182	-	-	2,182	1,663
Insurance	640	-	-	640	688
Maintenance	3,069	-	-	3,069	2,018
Telephone	298	-	-	298	313
Water	150	-	-	150	160
Church repairs and maintenance					
Independent Examiner's Fee	465	-	-	465	450
	36,111	-	1,273	37,384	31,169
<b>Net (Payments) / Receipts</b>	(4,156)	-	322	(3,834)	(2,479)
<b>Net movement in funds</b>					
Total funds brought forward	8,729	690	260	9,679	12,158
Total funds carried forward	4,573	690	582	5,845	9,679

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

### Statement of Assets and Liabilities As at 31<sup>st</sup> December 2021

	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Monetary assets</b>					
Bank current account	1,895	690	582	3,167	7,002
Bank deposit account	2,678	-	-	2,678	2,677
	<u>4,573</u>	<u>690</u>	<u>582</u>	<u>5,845</u>	<u>9,679</u>

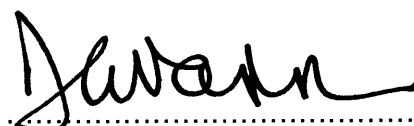
	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Liabilities</b>					
Accruals	480	-	-	480	465

### Analysis of Funds

	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
General Fund	4,573	-	-	4,573	6,467
Hall renovations / repairs fund	-	590	-	590	590
Sale of calendars	-	39	-	39	39
Memorials fund	-	61	-	61	61
Church flowers and requisites	-	-	321	321	98
Curacy	-	-	3	3	3
Funeral offerings	-	-	259	259	259
Walsingham pilgrimage	-	-	(1)	(1)	(100)
	<u>4,573</u>	<u>690</u>	<u>582</u>	<u>5,845</u>	<u>7,417</u>

Fixed assets not valued:  
Land and buildings  
Fixtures and fittings

The financial statements on page 6 to 9 were approved by the PCC and signed on their behalf by:



D Warren  
PCC Treasurer

Date: 18<sup>th</sup> May 2022

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2021

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### Notes to the financial statements

#### 1 **Accounting policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

#### 2 **Additional assets**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.

#### 3 **PCC member' remuneration**

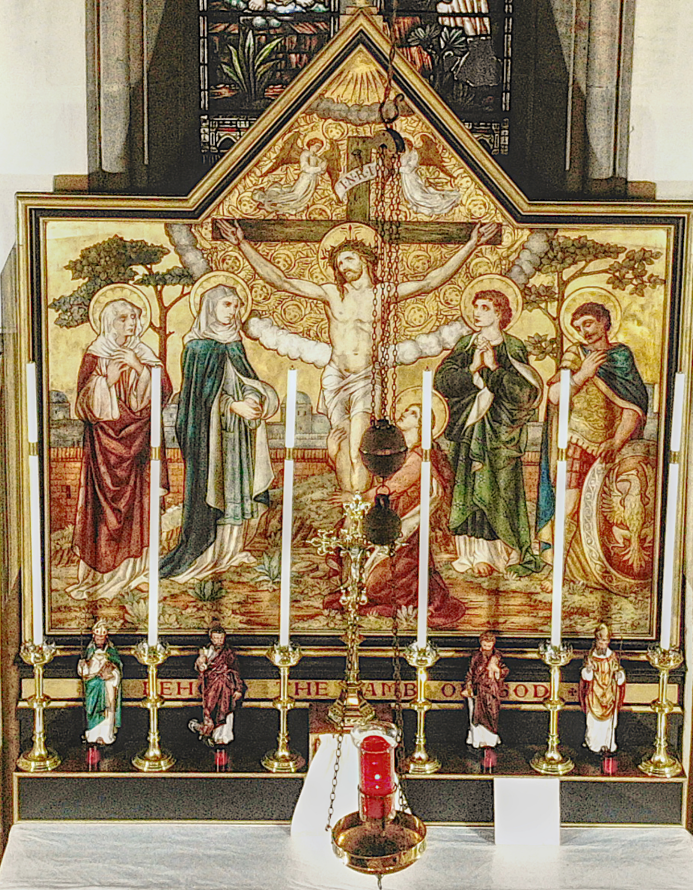
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# Accounts

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The Parish of St James the Great  
Albert Hill, Darlington  
Parochial Church Council



HOC EST ENIM CORPUS MEUM

**ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
31ST DECEMBER 2020**

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

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### **Administrative information**

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PCC members who have served from 1st January 2020 until the date this report was approved are:

#### *Incumbent:*

The Reverend Kenneth Crawford – until 25 July 2020

The Reverend Michael Way – from 20 October 2020

#### *Wardens:*

Mr David Warren

Mrs Judith Wilson

#### *Secretary:*

Mr Charles Miller (until January 2020); Mr David Warren (acting – from February 2020)

#### *Treasurer:*

Mr David Warren

#### *Representatives on the Deanery Synod (2):*

Mrs Judith Wilson; Mr David Warren

#### *Elected Members:*

Mrs Andrea Burton; Mrs Wyn Lambton (until APCM); Mr Charles Miller (until January 2020); Mr Raymond Flowers (from APCM); Mrs Mary Sweeten (APCM)

### **Bankers:**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

### **Church Architect:**

Mr J Niven  
The Old Hall Practice Limited  
The Old Hall,  
West Auckland  
Co Durham DL14 9HL  
(Until July 2020)

### **Independent Examiner**

Eric Southwick BA(Hons) FCA FCIE DChA  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

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### Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### Objectives and Activities

The PCC of St James' has the responsibility of co-operating with the incumbent, the Reverend Kenneth Crawford (until 25 July 2020) and Father Michael Way from 20 October 2020, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall, at Grey Street, Darlington.

### Achievements and Performance

#### Church attendance

The Church of England requires a statistical return of attendance based on the month of October. For 2020, the average weekly attendance was 15. (*The average weekly attendance figure is based on the number of individuals who have attended at least one service during the week*)

<b>Communicants:</b>	
Easter Day	0
Christmas (Including Midnight)	14
<b>Baptisms:</b>	
Under 1 year	0
Adult	0
<b>Occasional Services:</b>	
Funerals	1
Weddings	0
<b>Confirmation:</b>	0

#### Electoral Roll

The Church Representation Rules require that the Electoral Roll be revised each year except in those years when a new Roll is prepared. In the case of the latter this will be carried out in 2019. A revision was carried out by David Warren, Churchwarden, prior to the Annual Meeting of 2020, the numbers registered are:

**Resident: 22      Non-Resident: 31      Total: 53**

#### Review of the year

The year was totally dominated by one event — the Coronavirus Pandemic (Covid19). The impact was realised in March 2019 when the Government responded to the emergency by imposing a National Lockdown on 23rd, which resulted in the closure of all churches to the public. The national church leadership also imposed additional restriction on clergy entering their churches.

The Churchwardens and Incumbent regularly discussed the implications of lockdown and the preparations required to enable to return to church when the lockdown ended at some time in the future. Arrangements were made to:

- Live stream the Mass conducted by the Incumbent in his home, and later, from church
- Maintain contact with all members of the congregation via email, telephone, and letter, as appropriate
- Plan for the return to church, and
- Produce supporting materials especially for Lent and Easter, and for the Act of Spiritual Communion

When it became clear that relaxation of the lockdown would enable a return to church on 5 July the pre-planning that had been undertaken enabled full implementation of the measures

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

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designed to keep people safe, so that the church could be reopened for public worship on 5 July.

### **Review of the year (Continued)**

A further period of national lockdown became effective on 5 November, and which was replaced by a regional based Tier system on 2 December 2020. The Parish of St James the Great was in Tier 3, which meant the church could remain open for public worship.

During all the periods it was permitted, the church was open for public worship and / or private prayer. The number of worshippers attending regular services was generally around 50% less than before the pandemic.

In early January 2020 the then Incumbent, Father Kenneth Crawford, was interviewed for the vacancy of Priest in Charge at St John the Baptist, Grainger Street, Newcastle upon Tyne. He was appointed to this post, but because of the pandemic was not able to be licensed until later in the year. His final service at St James the Great was to celebrate the Mass on Sunday 25 July — the Feast of the Patronal Saint, St James the Great, which was also the anniversary of his licensing as Priest in Charge at St James' on the same date seven years previously.

The Deanery Plan in its original form did not provide for an Incumbent at St James the Great when the then Incumbent either retired or resigned. This plan was objected to by the Churchwardens who also made alternative proposals, which were originally rejected. Father Michael Way made it known that he felt called by God to offer himself as a non-stipendiary minister of the parish. The subsequent proposal that Father Michael succeed Father Kenneth and be appointed as non-stipendiary Priest in Charge, was accepted by the Diocesan Bishop, it having been enthusiastically endorsed by the Provincial Episcopal Visitor, Bishop Glyn Webster.

Father Michael was formally licensed on 20 October. The Bishop of Durham preached, and the Bishop of Beverley presided at the Licensing and Installation. Several Society priests attended together with the Archdeacon of Auckland, who formally presented Father Michael to the Bishop of Beverley to be licensed as Priest in Charge of the Parish of St James the Great, and the Darlington Area Dean who represented Deanery clergy.

Because of the pandemic and restrictions in place, the PCC met on only three occasions during the year, including the inaugural meeting following the delayed APCM that took place in October 2020.

The range of matters discussed focussed on the financial impact of the pandemic; the arrangements for keeping people safe and the restricted liturgical programme.

It was not possible to maintain a full liturgical calendar, and this meant we were unable to hold any Holy Week services or to celebrate Easter. The May Festival was not held, nor was the Patronal Festival. During the times public worship was permitted the Wednesday morning Mass was followed with Exposition of the Blessed Sacrament and for which most people who had attended the Mass remained.

The planned pilgrimage to Walsingham did not take place in September. It has been rebooked for September 2021 when it is hoped some form of normality will have been restored.

Roger Ohr has continued as our organist throughout 2020, providing music at the Sunday Mass since Father Michael's licensing. He has also played at funerals where music has been requested.

The parish has continued to play a full part in the somewhat restricted life of the Deanery Synod through the attendance by our elected representatives at 'Zoom' meetings.

Much goes on behind the scenes to ensure the church looks as glorious as it does. Our congregation is not large and so a relatively small number of people are engaged in this work

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

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— arranging flowers, cleaning, and general maintenance, both inside and externally. A huge debt of gratitude is owed to everyone who contributes to maintaining the liturgy to such a high standard.

### **Financial Review**

Total receipts on ordinary unrestricted funds were £28,536 - £8,939 less than the previous year and are detailed in the Financial Statements. Income of restricted funds totalled £154.

Outgoings totalled £31,169 - £9,426 less than the previous year, resulting in a deficit of £2,479. Included in the outgoings total is extraordinary expenditure totalling £2,055 on items relating to Covid-19. These include items of equipment to facilitate streaming and recording of services; printing of signage, leaflets etc; postage for mailings to congregants; bulk emailing charges and sanitising materials.

Because of the lockdown episodes and other restrictions such as social distancing, it has not been possible to raise funds through Sale of Work, Parish Breakfast or Social events which represents a loss of income of £4,040 compared with the previous year.

Planned Giving through the weekly envelope scheme and via Standing Orders has remained constant thanks to participants accumulating their envelopes during lockdown, and submitting them when church reopened, and, in one case, forward payment of the weekly envelope amount.

As reported in past reports, the generosity of our people is much appreciated but the weekly giving on its own is not enough to cover all the expenditure we incur in the running of the church and hall. We are very dependent upon the fund raising through various social events that take place throughout the year, as well as the twice-yearly sales Spring Fair and Autumn Fair, but these did not occur during the year.

Once again, we have been hugely grateful to have obtained income from hall lets totalling £12,163, which is an increase of £2,311 over the previous year. This has been entirely due to the requirements of one corporate client who had to provide training to employees to satisfy regulatory requirements and was therefore exempt from the restrictions in place at the time. In addition, during the year we acquired another regular and long-term user of the hall facilities which generated additional income during the periods the restrictions did not impinge on hall hire.

Due to the closure of the church for various periods, our expenditure on heating and lighting has been reduced by £610, and in the hall the saving has been £851. Despite the pressures on our finances, we were able to fulfil our Parish Share Pledge of £9,300 in full.

### **Reserves policy**

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to between three and six-months unrestricted payments, to cover emergency situations that may arise from time to time. Our average monthly expenditure during 2020 was £2,577 so the balance of £9,679 on unrestricted funds at the year-end exceeds the target, it equating to more than 3 months of normal expenditure.

### **Fabric**

#### **Church**

Following the Quinquennial Inspection that was carried out by the appointed church architect in May, some work has taken place to address the requirements identified. Generally, the church building is in good condition.

The chimney serving the church boiler is defective and requires remedial work, viz., a flue liner to be installed. A specialist contractor was identified and who has viewed the job. At the time of preparing this report it appears that it will be necessary to source an alternative contractor.

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

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### Hall

The reports of previous years have referred to the deterioration of the hall floor and the need for its replacement. The costs involved are substantial and the PCC have concluded that it will need to seek financial support from grantors as well as what it is able to raise through fund raising activities. Because of the pandemic progress on this has stalled. The quest for funding is being revitalised in the hope that there will be a successful outcome so that the floor may be replaced. All rainwater gutters and downpipes have been surveyed and where necessary replacements have been installed. Pointing of the ridge tiles has also been undertaken.

### Flower Fund

The flower fund is set up as a restricted account which means any monies donated are specifically for flowers and can only be used for the provision of flowers for the decoration of the church. During the report period there were no donations to this fund; expenditure totalled £270.99. At the end of the financial year there was a credit balance in this fund of £97.90.

**Approved by the PCC on 2<sup>nd</sup> May 2021 and  
signed on their behalf by Revd Michael Way (PCC Chairman)**



# The Parish of St. James the Great, Albert Hill, Darlington Annual Report and Financial Statements 31<sup>st</sup> December 2020

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## **Independent examiner's Report to the PCC of St James the Great, Albert Hill, Darlington**

This report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2020, which are set out on pages 7 to 10 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the regulations") and section 145 of the Charities Act 2011 (the 2011 Act).

### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144 (2) of the 2011 Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

### **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; and
  - to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulationshave 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.



Eric Southwick BA(Hons) FCA FCIE DChA  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

Date: 19<sup>th</sup> May 2021



# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

### Receipts and Payments Accounts For the Year Ended 31<sup>st</sup> December 2020

	General fund £	Designated funds £	Restricted funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Receipts</b>					
Planned giving					
Bank	3,634	-	-	3,634	179
Envelopes	4,464	-	-	4,464	6,007
Other planned giving	2,258	-	-	2,258	4,486
Collections and other giving					
Loose plate collections	379	-	-	379	1,416
One-of Gift Aid gifts	-	-	-	-	190
Other voluntary receipts					
Giving through church boxes	137	-	-	137	367
Donations, appeals etc	1,877	-	154	2,031	2,555
Gift Aid recovered					
Tax recovered on Gift Aid	1,576	-	-	1,576	3,347
Other receipts					
Other funds generated	1,093	-	-	1,093	3,628
Payments towards pilgrimage	-	-	-	-	923
Activities for generating funds					
Sale of work	-	-	-	-	2,509
Parish breakfast	303	-	-	303	1,489
Social tickets	16	-	-	16	-
Jumble sales	-	-	-	-	20
Online Brica Brac sales	-	-	-	-	338
Church hall lettings - fund raising	-	-	-	-	15
Investment income					
Bank interest	10	-	-	10	12
Receipts from church activities					
Fees for weddings and funerals	626	-	-	626	1,766
Church hall lettings - objectives	12,163	-	-	12,163	9,852
	28,536	-	154	28,690	39,099

The Parish of St. James the Great, Albert Hill, Darlington  
Annual Report and Financial Statements 31<sup>st</sup> December 2020

Receipts and Payments Account (Continued)  
For the Year Ended 31<sup>st</sup> December 2019

	General fund	Designated funds	Restricted funds	Total Funds 2020	Total Funds 2019
<b>Payments</b>					
Cost of generating funds					
Costs of stewardship	107	-	-	107	105
Cost of fetes and other events	354	-	-	354	2,820
Bar replenishments	57	-	-	57	-
Home Mission	1,839	-	-	1,839	1,537
Secular charities	75	-	-	75	392
Parish share					
Stipends quota	-	-	-	-	735
Ministry parish share	9,300	-	-	9,300	8,595
Clergy and staffing costs					
Assistant staff costs	1,070	-	-	1,070	2,600
Working expenses of incumbent	876	-	-	876	-
Vicarage water rates	411	-	-	411	502
Vicar's telephone	715	-	-	715	1,060
Visiting speakers	49	-	-	49	665
Church running expenses					
Parish training and mission	-	-	100	100	-
Insurance	2,002	-	-	2,002	1,870
Organ / piano tuning	550	-	-	550	-
Maintenance	1,532	-	-	1,532	598
Cleaning	629	-	-	629	791
Upkeep of services	1,075	-	271	1,346	1,400
Administration	2,158	-	-	2,158	1,367
Electric	148	-	-	148	258
Gas	1,875	-	-	1,875	2,429
Hall running expenses					
Electricity	684	-	-	684	1,111
Gas	1,663	-	-	1,663	2,088
Insurance	688	-	-	688	647
Maintenance	2,018	-	-	2,018	4,083
Telephone	313	-	-	313	214
Water	160	-	-	160	170
Church repairs and maintenance					
Hall repairs and maintenance	-	-	-	-	4,120
Independent Examiner's Fee	450	-	-	450	438
	30,798	-	371	31,169	40,595
<b>Net (Payments) / Receipts</b>	(2,262)	-	(217)	(2,479)	(1,496)
<b>Net movement in funds</b>					
Total funds brought forward	10,991	690	477	12,158	13,654
Total funds carried forward	8,729	690	260	9,679	12,158

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

### Statement of Assets and Liabilities As at 31<sup>st</sup> December 2020

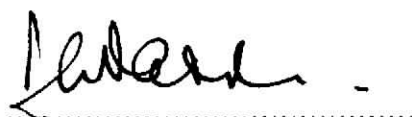
	General fund £	Designated funds £	Restricted funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Monetary assets</b>					
Bank current account	6,052	690	260	7,002	9,483
Bank deposit account	2,677	-	-	2,677	2,675
	<u>8,729</u>	<u>690</u>	<u>260</u>	<u>9,679</u>	<u>12,158</u>
	General fund £	Designated funds £	Restricted funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Liabilities</b>					
Accruals	465	-	-	465	450

### Analysis of Funds

	General fund £	Designated funds £	Restricted funds £	Total Funds 2020 £	Total Funds 2019 £
General Fund	8,729	-	-	8,729	9,508
Hall renovations / repairs fund	-	590	-	590	590
Sale of calendars	-	39	-	39	39
Memorials fund	-	61	-	61	61
Church flowers and requisites	-	-	98	98	369
Curacy	-	-	3	3	3
Funeral offerings	-	-	259	259	105
Walsingham pilgrimage	-	-	(100)	(100)	-
	<u>8,729</u>	<u>690</u>	<u>260</u>	<u>9,679</u>	<u>10,675</u>

Fixed assets not valued:  
Land and buildings  
Fixtures and fittings

The financial statements on page 7 to 10 were approved by the PCC and signed on their behalf by:



D Warren  
PCC Treasurer

Date: 2<sup>nd</sup> May 2021

# The Parish of St. James the Great, Albert Hill, Darlington

## Annual Report and Financial Statements 31<sup>st</sup> December 2020

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### Notes to the financial statements

#### **1 Accounting policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

#### **2 Additional assets**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.

#### **3 PCC member' remuneration**

The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.