

# Annual Report

and

## Financial Statements

of the

### Parochial Church Council

St. James' Church, Denton Holme & Cummersdale

*for the year ended 31st December 2020*

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**Incumbent:**

Rev. Simon Bickersteth  
The Vicarage  
Goschen Road  
Carlisle  
CA2 5PF

**Bankers:**

*Cumberland Building  
Society*  
Cooper Way  
Parkhouse  
Carlisle  
CA3 0JF

**Independent Examiner:**

*Faye Armstrong FCA AIT*  
Dodd & Co Ltd  
Fifteen Rosehill  
Montgomery Way  
Carlisle  
CA1 2RW

# ST. JAMES' CHURCH - ANNUAL REPORT FOR 2020

## ***Aims and organisation***

The Parochial Church Council is elected to share with the Vicar, the leadership of St. James; to supervise the day to day running of the church and enable us all to seek God's vision in making Jesus known in our parish and help people grow as followers of Jesus. It also has maintenance responsibilities for the church, the parish centre and Cornerstone café.

## ***Council membership***

Members of the PCC are either *ex officio* or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year the following served as members of the PCC.

**Incumbent:** Simon Bickersteth

**Wardens:** Julie Graham and Judith Moffat

**Readers:** Julie Graham, Mark Hurley and Joan Yarker

*Representatives on the Deanery Synod:* Paul Crooks and Paul McVittie

*Elected Members and year due for re-election*

### **2021**

Andy Blake

Helen Hamilton

### **2022**

Caroline Browne

Kate Davidson

Chris Dixon

Anthony Farrar

Rachel Mitchell

David Robinson

### **2023**

Chris Groves

Paul Groves

Alan Johnston

Kerry Roughton

## ***Committees***

The PCC operates through a number of committees, which meet between full meetings of the PCC. It will also when required appoint task and finish groups to oversee any particular projects:

**Standing Committee:** This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the council. It constructs and prioritises the agenda for PCC meetings.

**Finance Committee:** Oversees the implementation of the PCC's financial procedures, co-ordinates the budgetary process, advises the PCC on the financial situation compared to the budget, prepares and presents the annual accounts and suggests to the PCC how the congregation is kept informed.

**Shops Board:** Oversees the appointment of staff, defines relevant policies and takes responsibility for the financial management of the shops.

There are also committees and individuals with responsibilities for the following areas who report to the PCC: Homegroups, Mission, Safeguarding, Visiting.

# TREASURER'S SUMMARY of the FINANCIAL STATEMENTS

*Charity law requires us to give all the detail about our financial affairs that follow this page – however for most of us this summary might be more useful. (Paul wrote that if anyone speaks in a tongue, they should have an interpreter (1 Corinthians 14:27), hopefully this summary will act as such...)*

## Key Words

**“Unrestricted Funds”** – money given without a limitation placed on its use, which the PCC can use at its discretion in the best interests of the church.

**“Restricted Funds”** – money given with a restriction as to its use, or where the PCC has decided to restrict certain funds for a particular purpose. £9,375 remains of a legacy received during 2016 that the PCC decided to put towards the cost of a youth worker. Monies given by individuals through the Free Will Offering (FWO) scheme to specific charities are also treated as restricted funds.

**“Endowment Funds”** – in our case, The Margaret Dinsmore Trust.

## Frequently Asked Questions

### Q1) Briefly please, what were 2020's financial results?

The accounts show a surplus for the year of £52,308 (page 5). This is after adjustments undertaken for statutory accounting purposes including capitalising new fittings and equipment of £8,708 (see note 6), a depreciation charge for church properties and equipment of £30,054 (see note 3b) and the increase in value of the endowment fund (£2,417). Without these accounting adjustments, the surplus for the year in cash terms by comparing income with money spent would have been £71,237. During 2020, the church also repaid £8,191 of capital on the mortgage on Cornerstone.

### Q2) What are our main sources of income?

As for previous years, giving accounts for the majority of our income at £162,738 for the year. The income tax recovered on giving through the gift aid scheme came to £31,600. We received £54,087 in Government Grants due to the closure of Cornerstone and the Op Shop and also for furloughing some of the staff for much of the year. Income from Cornerstone and the OpShop amounted to £44,448 and lettings both at Cornerstone and the Parish Centre £10,428. We also received £30,000 of legacies. Further details can be found at the accounts note 2.

**Q3) How does St. James spend its money?**

Excluding the accounting adjustment for depreciation (£30,054), the main sources of expenditure were as follows. The biggest proportion of expenditure was on staff salaries (£88,031), followed by the parish share to the diocese (£66,500). Expenditure on Cornerstone and Op Shop (running, supplies, repairs and interest on the mortgage) was £36,089 and additionally £8,708 of expenditure was capitalised (see note 6). This was mainly in fitting out the new OpShop. Expenditure on mission was £27,637. £11,150 was spent on parish centre running costs and maintenance. Church running costs and maintenance came to £18,808. Further details can be found in the accounts, note 3.

**Q4) How much did St. James contribute towards Christian mission?**

St. James contributed £27,637 to mission in 2020. £17,693 of this was allocated by the PCC to its mission partners. The remaining £9,944 was donated by individuals for specific mission organisations or appeals and this is passed onto these organisations by St. James.

**Q5) How much does St. James have in the bank?**

St. James had £102,255 in its bank account on 31<sup>st</sup> December 2020, and including petty cash this equates to the £102,345 shown on the Balance Sheet (page 4). At that date, St. James was owed £33,080 which included a £20,000 legacy that we had been promised and £10,108 from HMRC in respect of gift aid reclaimed. At the same time, St. James owed £31,295 (creditors falling due in one year). This was largely because of the final amounts to be paid to mission partners and organisations are only known at the year end. All of this means that St. James had net current assets of £104,131 at the year end.

**Q6) How much is outstanding on the Cornerstone mortgage?**

At 31<sup>st</sup> December 2020, the outstanding mortgage on the Cornerstone property was £113,033. The figure on the Balance Sheet shows £104,842 as the mortgage due in more than one year. The £8,191 repayment due for 2021 is shown in the 'Creditors amounts falling due in one year' line (see note 9).

# STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL FUNDS	
					2020 £	2019 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and legacies	2( a )	266,271	19,664	-	285,935	201,098
Charitable activities	2( b )	7,529	-	-	7,529	16,303
Other trading activities	2( c )	54,876	-	-	54,876	87,494
Investments	2( d )	326	-	1,052	1,378	1,297
<b>TOTAL</b>		<b>329,002</b>	<b>19,664</b>	<b>1,052</b>	<b>349,718</b>	<b>306,192</b>
<b>EXPENDITURE ON:</b>						
Raising funds	3( a )	57,565	10,025	-	67,590	69,219
Charitable activities	3( b )	185,588	17,960	1,052	204,600	206,063
Missionary and charitable giving	3( c )	17,693	9,944	-	27,637	29,813
<b>TOTAL</b>		<b>260,846</b>	<b>37,929</b>	<b>1,052</b>	<b>299,827</b>	<b>305,095</b>
Net gains/ (losses) on investments		-	-	2,417	2,417	5,539
<b>NET INCOME/(EXPENDITURE)</b>		<b>68,156</b>	<b>(18,265)</b>	<b>2,417</b>	<b>52,308</b>	<b>6,636</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>68,156</b>	<b>(18,265)</b>	<b>2,417</b>	<b>52,308</b>	<b>6,636</b>
<b>BALANCES B/FWD 1 JANUARY</b>		<b>292,329</b>	<b>382,946</b>	<b>35,152</b>	<b>710,427</b>	<b>703,791</b>
<b>BALANCES C/FWD 31 DECEMBER</b>		<b>360,485</b>	<b>364,681</b>	<b>37,569</b>	<b>762,735</b>	<b>710,427</b>

**BALANCE SHEET**  
**At 31 December 2020**

	Note	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible	6( a )	725,878	747,224
Investment	6( b )	37,569	35,152
		<u>763,447</u>	<u>782,376</u>
<b>CURRENT ASSETS</b>			
Debtors	8	33,080	9,485
Cash at bank and in hand		102,345	64,985
		<u>135,425</u>	<u>74,470</u>
<b>LIABILITIES</b>			
Creditors - amounts falling due in one year	9	31,294	32,904
<b>Net current assets / (liabilities)</b>		<u>104,131</u>	<u>41,566</u>
<b>Total assets less current liabilities</b>		867,578	823,942
<b>Creditors - amounts falling due after one year:</b>			
Mortgage on Denton Street		104,843	113,515
<b>TOTAL NET ASSETS</b>		<u>762,735</u>	<u>710,427</u>
<b>PARISH FUNDS</b>			
Unrestricted	7	360,485	292,329
Restricted	7	364,681	382,946
Endowment	7	37,569	35,152
		<u>762,735</u>	<u>710,427</u>

Approved by the Parochial Church Council on 18 March 2021 and signed on their behalf by

Simon Bickersteth (Chairman)

Chris Dixon (Treasurer)

The notes on pages 7 to 13 form part of these accounts.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

## 1. ACCOUNTING POLICIES

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

### Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

### Incoming Resources

#### *Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant is recognised only when received.

Income tax recoverable on covenants is recognised when receivable and on gift aid donations when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised by fundraising events are accounted for gross.

Sales of books are accounted for gross as are sales from the shop.

Fees collected on behalf of the diocese are not shown in either income or expenditure.

#### *Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is due.

#### *Income from investments*

Dividends and interest are accounted for when receivable.

All such income is received gross of tax.

#### *Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

### Resources Used

#### *Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

#### *Activities directly relating to the work of the church*

The diocesan parish share is accounted for when payable. Any parish share unpaid at 31 December is provided in these accounts as an operational ( though not a legal ) liability and is shown in the balance sheet as a creditor.

### Fixed Assets

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

Consecrated and beneficed property is excluded from the accounts in line with the requirements of the Charities Act 2011, but the Parish Centre and Cornerstone (Denton Street) are included at cost. All expenditure during the year on consecrated or benefice buildings and movable church furnishings is capitalised and written off over its expected life, ranging from 4 to 10 years. The Parish Centre and Cornerstone are written off over 50 years, while the chancel alterations and West End are written off over 20 years.

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### **Going Concern**

The trustees have considered whether the use of the going concern basis for accounting is appropriate. To do this, they have considered whether there are any material uncertainties as to the Church's ability to continue as a going concern. Following the COVID-19 outbreak, the church and both retail outlets were closed for much of 2020 however, there was an increase in regular giving as well as receipt of local Council premises grants which have covered any lost income. This, along with the Church's historic free reserves, allows the trustees to remain confident that there are financial resources available to see the Church through until normal operations are able to resume. The trustees are satisfied that there are no material uncertainties about the Church's ability to continue as a going concern.

### *Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items with a purchase price of less than £100 are written off when the asset is acquired.

### *Investments*

Investments comprise the permanent endowment fund, being the Margaret Dinsmore Trust capital, and this is valued at market value at 31 December 2020. The difference between this and the original value is shown as an unrealised gain or loss.

### *Current assets*

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for any amounts that may prove uncollectible. Short term deposits include cash held on deposit either with the CBF Church of England funds or at the building society.



## NOTES TO THE FINANCIAL STATEMENTS (Continued)

2. INCOME AND ENDOWMENTS FROM :	Unrestricted funds	Restricted funds	Endowment funds	TOTAL FUNDS 2020	TOTAL FUNDS 2019
	£	£	£	£	£
<b>(a) Donations and legacies</b>					
Planned giving:					
Gift Aid donations	104,512	8,211	-	112,723	97,610
Income tax recoverable	31,600	-	-	31,600	27,771
Uncovenanted	10,156	1,428	-	11,584	11,904
Collections ( open plate ) at all services	4,812	-	-	4,812	13,921
Gift days	18,278	-	-	18,278	35,473
Sundry donations	12,826	2,515	-	15,341	9,419
Government Grants	54,087	-	-	54,087	-
Other Grants	-	7,510	-	7,510	5,000
Legacies	30,000	-	-	30,000	-
	<u>266,271</u>	<u>19,664</u>	<u>-</u>	<u>285,935</u>	<u>201,098</u>

Of the donations and legacies in 2019, £183,913 related to unrestricted funds, and £17,185 to restricted funds.

### (b) Charitable activities

Refreshments	525	-	-	525	1,255
Youthwork	148	-	-	148	2,546
Interns	1,871	-	-	1,871	4,213
Toddlers	326	-	-	326	1,384
Weddings and funerals	3,952	-	-	3,952	4,723
Sundry income	707	-	-	707	2,182
	<u>7,529</u>	<u>-</u>	<u>-</u>	<u>7,529</u>	<u>16,303</u>

Of the charitable activities in 2019, £16,303 related to unrestricted funds.

### (c) Other trading activities

Magazines	-	-	-	-	-
Shop	32,367	-	-	32,367	37,371
Other trading income	3,244	-	-	3,244	4,110
Cornerstone cafe'	8,837	-	-	8,837	26,085
Lettings	10,428	-	-	10,428	19,928
	<u>54,876</u>	<u>-</u>	<u>-</u>	<u>54,876</u>	<u>87,494</u>

Of the other trading activities in 2019, £87,494 related to unrestricted funds.

### (d) Investments

Dividends and interest	<u>326</u>	<u>-</u>	<u>1,052</u>	<u>1,378</u>	<u>1,297</u>
	<u>326</u>	<u>-</u>	<u>1,052</u>	<u>1,378</u>	<u>1,297</u>

Of the investments in 2019, £275 related to unrestricted funds, and £1,022 to endowment funds.

<b>TOTAL INCOMING RESOURCES</b>	<u>329,002</u>	<u>19,664</u>	<u>1,052</u>	<u>349,718</u>	<u>306,192</u>
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## NOTES TO THE FINANCIAL STATEMENTS (Continued)

<b>3. EXPENDITURE ON :</b>	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
<b>(a) Raising funds</b>					
Advertising and publicity	310	-	-	310	920
Mortgage and overdraft interest	3,255	-	-	3,255	4,067
Shops management	31,191	-	-	31,191	20,725
Other shop expenses	13,065	-	-	13,065	11,087
Cornerstone cafe' purchases	5,963	-	-	5,963	12,740
Resource Centre purchases	1,522	-	-	1,522	2,928
Other Cornerstone expenses	2,259	10,025	-	12,284	16,752
	<u>57,565</u>	<u>10,025</u>	<u>-</u>	<u>67,590</u>	<u>69,219</u>

Of the raising funds in 2019, £67,776 related to unrestricted funds, and £1,443 to restricted funds.

### **(b) Charitable activities**

Ministry : diocesan parish share	66,500	-	-	66,500	65,000
clergy expenses	1,371	-	-	1,371	2,076
Church - running expenses	14,396	-	-	14,396	14,966
Church maintenance	4,412	-	-	4,412	4,676
Parish centre - running expenses	5,818	-	-	5,818	4,506
Parish centre maintenance	5,332	-	-	5,332	13,988
Sunday school and youth work	39,277	-	526	39,803	28,157
Magazines and books	432	-	-	432	1,364
Upkeep of grounds	2,030	-	-	2,030	1,400
Organists' fees	260	-	-	260	845
Service costs	1,008	-	526	1,534	1,587
Evangelism	0	-	-	0	180
Refreshments	263	-	-	263	2,662
Printing, stationery and office sundries	6,085	-	-	6,085	-1,140
Sundry expenses	1,622	-	-	1,622	3,783
Social support fund	500	-	-	500	490
Depreciation	12,094	17,960	-	30,054	28,339
Salaries of administrative staff	18,362	-	-	18,362	18,765
Telephone	528	-	-	528	586
Interns	5,298	-	-	5,298	13,833
	<u>185,588</u>	<u>17,960</u>	<u>1,052</u>	<u>204,600</u>	<u>206,063</u>

Of the charitable activities in 2019, £182,081 related to unrestricted funds, £22,960 to restricted funds and £1,022 to endowment funds.

### **(c) Missionary and charitable giving**

Church overseas :					
- missionary societies	7,506	4,423	-	11,929	19,134
- relief and development agencies	2,181	1,498	-	3,679	3,710
Home mission and other church societies	8,006	4,023	-	12,029	6,969
	<u>17,693</u>	<u>9,944</u>	<u>-</u>	<u>27,637</u>	<u>29,813</u>

Of the missionary and charitable giving in 2019, £17,901 related to unrestricted funds and £11,912 to restricted funds.

<b>TOTAL RESOURCES EXPENDED</b>	<u>260,846</u>	<u>37,929</u>	<u>1,052</u>	<u>299,827</u>	<u>305,095</u>
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### **3. (d) Trustees expenses**

During the year, expenses of £1,362 were reimbursed to Rev. S. Bickersteth. He is a trustee of the PCC.

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### 4. STAFF COSTS

	2020 £	2019 £
Wages and salaries	83,632	60,186
Social security costs	1,939	1,223
Pension Costs	2,460	1,875
	<u>88,031</u>	<u>63,284</u>

During the year, the PCC employed an administrator, a shops manager, an assistant shops manager, a family and children's worker and a youth worker, none of whom earned £60,000 per annum or more. The family & children's worker and shops manager were both PCC members and were paid £19,624 and £22,072 respectively in the year including NIC. Apart from the above, no other PCC member received any remuneration.

### 5. GOVERNANCE COSTS

During the year Dodd & Co were paid £1,200 for the independent examination of the accounts for the year ended 31 December 2019 (2019 - £1,300).

### 6. FIXED ASSETS FOR USE BY THE PCC

		Freehold land and buildings	Equipment	Total
		£	£	£
<b>(a) Tangible</b>				
<b>ACTUAL/DEEMED COST</b>	At 1 January 2020	1,178,981	103,677	1,282,658
	Additions		8,708	8,708
	Disposals		(500)	(500)
	At 31 December 2020	<u>1,178,981</u>	<u>111,885</u>	<u>1,290,866</u>
<b>DEPRECIATION</b>	At 1 January 2020	436,878	98,556	535,434
	Charge for year	26,616	3,438	30,054
	On disposals		(500)	(500)
	At 31 December 2020	<u>463,494</u>	<u>101,494</u>	<u>564,988</u>
<b>NET BOOK VALUE</b>	At 31 December 2020	<u>715,487</u>	<u>10,391</u>	<u>725,878</u>
	At 31 December 2019	<u>742,103</u>	<u>5,121</u>	<u>747,224</u>

The freehold land and buildings include the Parish Centre, the West End alterations to the church, and Cornerstone (Denton Street). The Parish Centre and Cornerstone are being depreciated over 50 years on a straight line basis, and the West End over 20 years.

### (b) Investments (all endowment fund)

	£
Market value 1 January 2020	35,152
Increase in value	<u>2,417</u>
Market value 31 December 2020	<u>37,569</u>

The investments comprise 1834 shares in the Central Board of Finance's Deposit Fund. The historical cost is £13,735.

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### 7. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total 2020 £
Tangible fixed as-	371,095	354,783	-	725,878
Investment fixed assets	-	-	37,569	37,569
Net current assets	94,233	9,898	-	104,131
Liabilities due after more than one year	(104,843)	-	-	(104,843)
Fund balance	360,485	364,681	37,569	762,735

#### Prior year

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total 2019 £
Tangible fixed as-	374,482	372,742	0	747,224
Investment fixed assets	-	-	35,152	35,152
Net current assets	31,362	10,204	0	41,566
Liabilities due after more than one year	(113,515)	-	0	(113,515)
	292,329	382,946	35,152	710,427

### 8. DEBTORS

	2020 £	2019 £
Income tax recoverable	10,108	5,951
Prepayments	962	966
VAT	1,175	-
Other debtors	20,835	2,568
	33,080	9,485

### 9. LIABILITIES

#### Amounts falling due in one year

	2020 £	2019 £
Other creditors	23,104	24,693
Mortgage on Denton Street	8,190	7,709
VAT	-	502
	31,294	32,904

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### 10. FUND DETAILS

The restricted funds comprise the Development Fund until 1 July 1998, Cornerstone and a 2016 legacy. The main restricted fund includes money given for missionary funds and the West End alterations to the church. The endowment fund consists of the Margaret Dinsmore Trust fund. This is a permanent endowment, with the income being available to spend on the Sunday School and music of the church.

#### Fund movements

Y.E. 31/12/2020	Un-restricted	Corner-stone	Main	Developm-ent	Legacy 2016	Total Restricted	Margaret Dinsmore Endow-ment
	£	£	£	£	£	£	£
Balance at 1st January 2020	292,329	105,957	13,182	254,432	9,375	382,946	35,152
Incoming re-sources	329,002	10,025	9,639	-	-	19,664	1,052
Resources ex-pended	(260,846)	(12,324)	(15,004)	(10,601)	-	(37,929)	(1,052)
Investment gain	-	-	-	-	-	-	2,417
Balance at 31st December 2020	360,485	103,658	7,817	243,831	9,375	364,681	37,569

  

Prior year	Un-restricted	Corner-stone	Main	Develop-ment	Legacy 2016	Kitchen/boiler	Total Re-stricted	Margaret Dinsmore Endowment
	£	£	£	£	£	£	£	£
Balance at 1 Jan 2019	272,102	105,957	16,002	265,033	9,375	5,709	402,076	29,613
Incoming re-sources	287,985	1,443	15,742	-	-	-	17,185	1,022
Resources ex-pended	(267,758)	(1,443)	(24,271)	(10,601)	-	-	(36,315)	(1,022)
Trans-fers	-	-	5,709	-	-	(5,709)	-	-
Investment gain	-	-	-	-	-	-	-	5,539
Balance at 31 Dec 2019	292,329	105,957	13,182	254,432	9,375	0	382,946	35,152

### 11. ASSESSMENT OF COVID-19 IMPACT

1. Whilst collection income has been affected by COVID this has been more than made up for by increased regular giving and also sundry donations coming into the parish office in lieu of the collection plate. We have also been fortunate to benefit from £30,000 of legacies.
2. Although the church and both of our retail outlets (Cornerstone and OpShop) were closed for much of 2020, the grants we have received relating to the retail closures have more than made up for the shortfall in income.
3. Throughout 2020 we have been able to meet via Zoom and as such financial controls have continued.
4. In addition to the council grants we have also been able to claim furlough grants to help cover some of our salary costs given that most of our staff have been on reduced hours throughout much of the year.
5. We have not seen any undue pressure on our resources and the food bank has been well supported throughout the year to enable us to help those in need.

## **INDEPENDENT EXAMINER'S REPORT TO THE PCC**

### **For the year ended 31 December 2020**

This report on the financial statements of the PCC for the year ended 31 December 2020, which are set out on pages 5 to 11, is in respect of an examination carried out in accordance with the Church Accounting Regulation 2006 and section 144 of the Charities Act 2011.

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

The PCC's trustees are responsible for the preparation of the accounts. The PCC's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### **Basis of this report**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare financial statements which accord with the accounting records and comply with the requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Faye Armstrong FCA  
Dodd & Co Limited  
Fifteen Rosehill  
Montgomery Way  
Carlisle  
CA1 2RW

## Missionary Giving in the Year

### Allocated by the Mission Support Group and the PCC: (shown as unrestricted giving)

	£
Tear fund	1,787
Langham Partnership	2,681
CMS - Garry Ion	3,575
Jon and Elise Fletcher	4,826
Santa Sorlie	1,787
Miriam Westfall	1,430
Bettaway Community Church	894
Hamsayeh International	320
Increase/(decrease) in Discretionary Fund	393
<b>Total per accounts</b>	<b>17,693</b>

### Allocated by Individuals through FWO and other donations: (shown as restricted giving)

	£
CMS	1,630
CPAS	254
Crosslinks	255
Bible Society	200
Church's Ministry Among Jewish People	287
Irish Church Mission	203
Overseas Missionary Fellowship	254
Scripture Union	560
Tear Fund	1,498
Children's Society	260
NISCU - schools work	1,584
Mission Aviation Fellowship	500
Keppleway	1,314
Garry Ion	840
Other sundry amounts	305
<b>Total per accounts</b>	<b>9,944</b>

## **PCC SECRETARY'S REPORT FOR YEAR ENDED 31.12.2020**

The PCC met 13 times throughout the year with an average attendance of 17 from a membership of 1 clergy, 3 lay readers, 2 wardens and 14 PCC members. Due to COVID 19 restrictions the majority of these meeting were held via Zoom.

Various reports were received throughout the year including financial reports from the treasurer, safeguarding reports from the safeguarding officer and reports regarding the fabric of the buildings.

Issues discussed throughout the year included the appointment of Nina Orchard as Curate, new premises for the Op Shop, Cummersdale Church, vision for the future, returning to collective worship following lockdown.

There were a further 4 extraordinary meetings called throughout the year.

## **FABRIC REPORT**

### **Parish Church:**

Due to the Lockdown no works were undertaken in respect of the 2019 Quinquennial but action is planned for 2021. During 2020, lighting repairs and additions were carried out to rectify the church lighting and electrical defects. The Lightning Conductor on the church has been serviced and essential repairs undertaken.

### **Parish Centre:**

Although no major works were undertaken in 2020, several essential maintenance works were done:

Magnaclean power flush of the heating system as a fault had been identified causing problems. Second year (of three) of the herbicide treatment carried out to eradicate the Japanese Knotweed. Various works on the fire and intruder alarms including fire extinguishers and emergency lighting. Minor works included carpet cleaning upstairs, replacement of a window pane and some general repairs. Externally grass cutting and tree pruning.

## **ELECTORAL ROLL REPORT**

In 2020 we had an Electoral Roll of 170 members, an increase of 7 on the previous year. 49 reside in the parish (of whom 1 resides in Cummersdale) and 121 live outside the parish boundary. 9 were new members and 2 members were removed through death.

Before the Coronavirus outbreak forced the suspension of services after 15<sup>th</sup> March, the Sunday attendance was on average 117 in the morning, 45 in the evening and 26 at Cummersdale.



## DEANERY SYNOD REPORT

The Deanery Synod comprises two houses: lay and clergy. The house of laity is elected every three years and St James is represented by Paul McVittie and Paul Crooks. Jane Clark stepped down from this role in October 2020. Because of the Coronavirus pandemic the synod met only once, in February 2020. That meeting included a presentation by the new Vicar of St. Michael's Dalston who had returned to Cumbria after working in South America and Canada.

## SAFEGUARDING REPORT

**(Safeguarding Officers: Michelle Graham - Children; Jane Clark - Adults)**

### TRAINING AND SAFER RECRUITING

Our parish supports the following groups working with children and young people, and with adults who are vulnerable. The number of 'active' groups were seriously reduced from March 2020 because of the Coronavirus pandemic.

*Sunday Club, Boys Club, Toddlers, Crèche, Holiday Club, Messy Church, Cornerstone café, Visiting Team, Prayer Team, Youth work.*

We aim to ensure that the leaders and volunteers working with our groups and who are leaders at St. James have been safely recruited according to the Church's national guidance and that they have received the level of training required by the Church. The training figures below were correct on 3rd March 2021. The number of staff and volunteers in 'active' roles was 31.

	DBS checks	Basic Awareness	Foundation level	Leadership
Percentage of those who need to do the training / checks who have completed it (includes only those roles which remained 'active' as of March 21)	100%	93%	71%	87% (this training has not been available since Feb 20)

The training requirements are due to be reviewed by the church of England soon and once groups restart the list of volunteers will be reviewed.

### POLICIES

St. James' PCC has adopted the House of Bishops 'Promoting a Safer Church; safeguarding policy statement' and of Church of England safeguarding policy and guidance.

St. James' PCC has adopted a safeguarding policy drawn up in accordance with Church of England advice. This policy is reviewed annually. It is available on our website. Links to the website are displayed in all St. James' buildings.

### WHAT HAS BEEN ACHIEVED IN 2020/21?

There have been no new significant safeguarding issues. Indeed, with most of our church activities closed we have had little direct contact with children or vulnerable people Charles Proctor (the Diocesan Safeguarding Advisor) has continued to provide excellent support over one ongoing issue. He has also provided advice on one new minor concern.

**Minutes of St. James' Parish Annual Meeting**  
**Wednesday 14<sup>th</sup> October 2020**  
**St. James' Parish Church and via Zoom**

**2020 ANNUAL MEETING OF PARISHIONERS**

**Election of Secretary:** Simon Bickersteth proposed that Caroline Browne acted as secretary, unanimously agreed.

**Election of two Churchwardens:** Simon thanked Judith Moffat and Julie for their service as Churchwardens during the year and proposed that they continue as wardens for the coming year.

**2020 ANNUAL PAROCHIAL CHURCH MEETING**

**Election of Secretary:** Simon Bickersteth proposed that Caroline Browne acted as secretary, unanimously agreed.

**Approval of 2019 Annual Report and Accounts.**

Chris Dixon guided the meeting through the finance report.

Chris pointed out that despite this year's problems, the finances are in a good position and that was due to the generous giving of the congregation.

Simon proposed that we approve the accounts and accept all reports as a whole. Unanimously agreed.

Thanks, were given to Chris for his work in preparing and presenting the accounts. Thanks were also given to David Robinson and Toby Harling for their assistance.

**Electoral Roll.**

There are currently 170 names on the electoral roll which is an increase on last year's figure. Thanks were given to Susan Burgess for her work in maintaining the roll.

**Elections and appointments.**

**Tellers:** No tellers required.

**PCC:** There were 4 nominations that had already been proposed and seconded for the PCC. The following nominations were received for 6 vacancies: Chris Groves, Paul Groves, Alan Johnston and Kerry Roughton. Simon proposed that we invite them to take their places on the council. All agreed

Simon thanked Jane Clark, John Edwards and David Hamilton who were standing down from the PCC, for their service and input.

**Deanery Synod Reps:** Two nominations had already been proposed and seconded for Paul Crooks and Paul McVittie to represent St. James on the Deanery Synod. All were in favour

**Stewards:** Simon proposed that we accept the nominations. Unanimously agreed. Thanks, were given to those who were not standing again and those who willing to stand.

**Electoral Roll Officer:** Simon proposed that Susan Burgess continue in this role. Unanimously agreed.

**Independent Examiner:** Proposed by Simon that Faye Armstrong at Dodd & Co Ltd should be invited to continue in this role. Unanimously agreed.

## **Church Activity Reports.**

### **Andy Blake – Shops Manager**

Both premises were forced to close in March due to the Covid-19 pandemic. Up until then all was going well and successful. This also delayed the starting date of Katie Hunter as Deputy Manager. Cornerstone reopened in June as a shop and the OpShop reopened in its new premises in October. Andy has felt challenged about the direction the ventures are going in, particularly how we can use Cornerstone more in a way that will bless the local community. A 'pay as you can' scheme is currently being trialled. Customers pay what they feel they are able. Since it began the average payment has been £2.00 whereas previously it was under £1.00. It has been a challenging year financially, but God has been good and continues to provide. Grants have been received to enable the continuation of the work being carried out in Cornerstone and OpShop.

Andy asked for prayer for the following:  
Protection for all in Cornerstone and OpShop.  
The Shop Board  
The local community.

Simon thanked Andy and his team for all their hard work.

### **Ruth Scholes – Youth Worker**

Ruth began by thanking everyone for their welcome since she started in her role. The year has been split into 2 halves: "Pre Covid-19" and "During Covid 19."

Pre Covid, Ruth had been involved in many events, in St. James and City wide:  
Sunday evening club  
Trinity and Morton Christian Unions  
Belong  
Excite  
Created a youth Instagram page  
Holiday Club  
Weekend away at St. John's in the Vale.

Ruth was furloughed during lockdown and since restrictions were eased she has had to change the way she works. At the moment Ruth is working part time and the focus of her work is mostly online. However, a cell group has begun to meet in Costa.

Ruth asked for prayer for the following:  
Wisdom  
Safety  
Preparation for Life Camp and that it will be able to take place next year  
Young people coping with the Covid pandemic and all its restrictions.

### **Kate Davidson – Children's and Families Worker**

Kate has felt over the past year that God was asking her to revalue what she was doing and how she was working. She has stopped going into some schools but continues to visit Robert Ferguson and Cummersdale. More Christian content was introduced to the toddler sessions and Kate tried to meet up more with families. During lockdown Kate was furloughed and saw it as a positive time where she was able to attend seminars and Zoom meetings and explore how events can be delivered differently.

Kate asked for prayer for the following:  
Wisdom  
Gods leading and timing.

Kate ended by thanking the Church for financial support during the lockdown and to God for his faithfulness.

## **Vicar's Remarks**

Simon gave thanks to God for his faithfulness during the Covid pandemic and for his goodness to St. James. He quoted from Philippians 13 v 6:

*Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God.*

He thanked everyone in St. James for their support, in particular:

Julie Graham and Judith Moffat in their role as wardens. For their personal encouragement and support.

Members of the PCC and SC for their service. To Jane Clark, John Edwards and David Hamilton who have stood down this year.

Michelle Graham, Jane Clark and the safeguarding team.

The staff team.

Joan Yarker who has stepped down as Homegroup coordinator.

Andy and team of volunteers for their work in the move to new premises.

Also, to Lucy Fuggle and John Edwards for their advice.

During the Covid restrictions the congregation was not been able to meet together, but the online services, telephone service and the streaming of evening services have been well received. However, this does not replace physically meeting together. Simon asked the question 'What shape should our future services take? Is God calling us to do something different?' He also encouraged us to join together in worship, either online or in person.

There have been no services in Cummersdale Church since lockdown began in March. During that time, the owner of the building informed Simon that he was erecting scaffolding inside the building to check the condition of the roof. The owner has said that there is a lot of work to do so it is unknown when church services will resume. Simon encouraged us to pray about the situation and that God would make the way forward clear. Thanks were given to the Cummersdale congregation for their generosity during these difficult times.

Simon concluded by saying that we should aim to be a Church built on deeper relationships, committed to prayer and committed to each other and asked us to consider and pray where God is leading us as a Church.

## **Question Time and Any Other Business**

Alan Johnston gave a vote of thanks to Simon and his family and to Nina and her family.

Simon closed the meeting with the following verse from Ephesians Chapter 3 and with prayer.

*Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations, for ever and ever!*