



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	Jan	2020		31	Dec	2020

Section A Reference and administration details

Charity name

**THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF MEIR HEATH &
NORMACOT, STOKE-UPON-TRENT**

Other names charity is known by

MEIR HEATH & NORMACOT
PCC

Registered charity number (if any)

1131470

Charity's principal address

Parish Office, St Francis's Church	
Sandon Road	
Stoke-on-Trent	
Postcode	ST3 7LH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	The Revd Dr David McHardy	Vicar/Chairman		<i>Ex officio</i> by virtue of office
2	Mrs Zoe Brannan	Churchwarden		Elected by the Annual Parish Meeting
3	Mrs Dawn Roberts	Churchwarden/PCC Secretary		Elected by the Annual Parish Meeting
4	Mrs Wendy Huson	Churchwarden		Elected by the Annual Parish Meeting
5	Mr Michael Deaville			Elected by the Annual Parish Meeting
6	Mrs Susan Derbyshire			Elected by the Annual Parish Meeting
7	Miss Lynn Gater			Elected by the Annual Parish Meeting
	Mrs Susan Goodwin			Elected by the Annual Parish Meeting
8	Mrs Julie Kent	Treasurer / Deanery Synod / Lay Reader		<i>Ex officio</i> , by virtue of licence
	Mrs Valerie Lynch			Elected by the Annual Parish Meeting
9	Mrs Linda Nadin			Elected by the Annual Parish Meeting
10	Mrs Denise Parr			Elected by the Annual Parish Meeting

13	Mrs Yvonne Ryan	Social / Health & Safely		Elected by the Annual Parish Meeting
14	Mr Keith Wheeldon	Mission Committee		Elected by the Annual Parish Meeting
15	Mr Richard Whitmore			Elected by the Annual Parish Meeting – from April only

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

How the charity is constituted
(eg. trust, association, company)

Trustee selection methods
(eg. appointed by, elected by)

Meir Heath & Normacot PCC is a corporate body established by the Church of England operating under the PCC (Powers) Measure 1956 as amended and Church Representation Rules.

Corporate Body

All PCC members are charity Trustees, the majority being elected by those on the Church's Electoral Role at an Annual Parochial Meeting held before the end of April each year. Others are members and Trustees by virtue of their position in the Parish or by election to the Lichfield Diocesan Synod.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Newly elected PCC members are introduced to their role as Trustees of a registered charity and members may attend Diocesan training events applicable to their roles. All issued with 'Trusteeship: An Introduction for PCC Members' published jointly by The Archbishops' Council and the Charity Commission. The Lichfield Diocesan Office offers high quality, professional advice to PCCs. During the pandemic, meetings were reduced in frequency and mainly held *via* Zoom.

Safeguarding training for the members of the PCC was completed according to the requirements of the Church of England and an appropriate register is maintained. No safeguarding issues were raised during the year

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The PCC's principal function is to promote in the ecclesiastical Parish the whole mission of the Church (pastoral, evangelistic, social and ecumenical).

We try to enable people to live out their faith more effectively through the Diocese's Four Primary Purposes of:

- ☐ Worship and Prayer
- ☐ Evangelism and Outreach
- ☐ Teaching and Nurture
- ☐ Social Justice and Care

In doing so, we provide a benefit to the public by:

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

To facilitate this work it is important for us to keep the fabric of our parish buildings and the condition of the grounds in good order.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities, the PCC trustees have been aware of the Charity Commission's guidance on public benefit in *The Advancement of Religion for the Public Benefit* and have had regard to it in the administration of the Charity.

Worship and Prayer

The PCC is committed to enabling as many people as possible to worship in our churches and to become part of our parish community. We are fortunate to be able to enjoy a wide and flexible programme of liturgical worship, within the Catholic tradition. Including:

Sunday services

0800 Holy Communion (BCP) St Francis
0930 Parish Mass & Children's Church St Francis
1115 Parish Mass Holy Evangelists

Weekday services

Morning Office 09:00 Morning Prayer (Mon to Thurs) St Francis
Evening Office 17:00 Evening Prayer (Mon to Thurs) St Francis
Monday 09:30 Mass St Francis
Tuesday 09:30 Mass St Francis
Wednesday 09:30 Mass St Francis
Thursday 10:00 Mass Holy Evangelists
Thursday 19:30 Mass St Francis
Saturday 09:30 Mass St Francis (Advent & Lent only)

Other devotional acts of worship take place depending on the liturgical season e.g. Stations of the Cross during Lent.

Weddings, Funerals and other rites were as arranged. Baptisms are held at 1200 noon on Saturdays or at any Sunday Mass.

Confessions are heard by arrangement.

'Healing Services' have been held at St Francis's and these, which follow a variety of formats, are well attended.

There are additional liturgical acts of worship at the Church School, generally on a half termly basis, by invitation of the Head of School.

However, all these activities were greatly curtailed by the pandemic, particularly by the Archbishop's order to close the churches. We were able to slowly restore these dependant on Government regulations at the time.

Teaching and Nurture

Due to the Covid pandemic, it has not been possible to follow our usual course of educational programmes this year. Instead, although technical difficulties had to be overcome, use has been made of on-line courses, utilizing the Benefice's new YouTube channel. A course on the Old Testament was presented in this way.

Evangelism and Community Outreach

The Beacon parish magazine – published monthly in-house and widely distributed across the parish community. The PCC decided that the magazine would be distributed by post, free of charge, to all who wished to receive a printed copy for the duration of the pandemic. Each edition would be available electronically to those who prefer to receive it in that format. Local companies and individuals publish adverts in the magazine. Fr David has used the **Beacon** parish magazine, through a series of monthly articles, to help the community and congregation to meet the challenges of the present crisis, as well

as by providing articles on appropriate Christian topics. Occasional articles on other topics are contributed by members of the parish. Regular reflections have been emailed throughout the congregations and occasional talks have been provided on Facebook, despite technical challenges.

The 'Fresh Expressions' monthly service, '*Sunday Praise at Six*', on the first Sunday of each month has been suspended for the foreseeable future, owing to the pandemic.

The parish website – previously kept up to date, has suffered from the resignation of the previous webmaster and a replacement format is currently being considered, as too much technical knowledge is required for the current format. ***A Church Near You***, maintained by the Church of England, is currently acting as a temporary replacement.

St Matthew's CE Academy, Rough Close – Owing to restrictions due to pandemic regulations, no work was able to take place at the school after March.

Holy Evangelists Church has suspended all social events due to the Pandemic, as of March. Worship was suspended for a period, on the Bishop's instructions, owing to the pandemic.

Open for Elevenses at Holy Evangelists every Thursday after worship, was suspended indefinitely owing to pandemic restrictions.

Social Justice and Care

For much of the year, it has proven to be impossible to engage with the community on a face-to-face basis, owing to the Covid 19 regulations. However, We continue to support the work of **The Children's Society** and **World Vision**. We actively promote the work of **Christian Solidarity Worldwide**, as well as that of **Christian Aid**.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

St Clare's Church Centre continues to be run as a venue for a range of classes and groups. The primary group to hire the hall is a dance group, which runs classes for both adults and children. There is also a weekly Parent and Toddler group and each week an **Aikido** martial arts group uses the Centre for training. Once per month Evening Prayer was offered in the church, with a small but regular group attending. Owing to pandemic regulations, all activities ceased for much of the year.

The facility is run by a small sub-group of the PCC, with minimal involvement from the vicar. We have successfully obtained a series of relatively small grants from the local authority for the refurbishment and enhancement of the facility. This has permitted the PCC to continue to make the facility available for hire to community groups and, owing to the reduction of council services, makes a significant contribution to the social life of the area. The pandemic, however, has caused virtually all activity here to cease from March.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

We have continued to live out the Christian Faith in this part of our local community and have remained supportive of our many ventures. The pandemic has, alas, had a major impact on our attendance and activities and will, no doubt, have continuing financial impact. However, we continue to survive and witness in this part of our city and county.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have no cash reserves at present. Our previous investment account with HSBC has been wound up and the assets transferred to CCLA. This has successfully generated extra money for our reserves. It is the PCC's policy to closely monitor the performance of these investments. At Normacot, we received a substantial legacy, which has been invested with CCLA and continues to provide growth. However, owing to the terms of the legacy, these funds are restricted.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Aside from giving, our primary sources of income are from the letting of our premises and from the investment funds. Expenditure has been directed to the support of the charity's aims, including the maintenance of buildings, the support of worship and the employment of a Benefice Administrator on a part-time basis.

A very generous legacy (£70 000) was left to the Benefice to be spent at the discretion of the Vicar for the spiritual benefit of parishioners at Normacot. So far, this has been used to cover transport costs to enable those at a distance to continue to attend church services there.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) David McHardy

Full name(s) David William McHardy

Position (eg Secretary, Chair, etc) Vicar & Chairman of the PCC

Date 27/10/2021

Parish of St. Francis Meir Heath & The Holy Evangelists Normacot							
Financial Statements for the Year Ended 31 December 2020							
Receipts and Payments							
		Unrestricted Funds	Designated Funds	Restricted Funds	Endowments Funds	Total Funds 2020	Total Funds 2019
Receipts							<i>*see note 9 for full comparatives</i>
Donations and Legacies	2a	34,412		940		35,352	75,593
Charitable Activities	2b	3,670				3,670	9,409
Other Trading Activities	2c	7,760				7,760	14,480
Investments	2d	20				20	21
Other	2e	3,161				3,161	3,978
Capital Withdrawal from Investment		35,000				35,000	42,500
Total		84,023	0	940	0	84,963	145,981
Payments							
Raising Funds	3a	585				585	1,041
Charitable Activities	3b	88,449		5,645		94,094	112,538
Other	3c	100	2,650			2,750	2,420
Total		89,134	2,650	5,645	0	97,429	115,999
Net gain/(losses) on investment		-22,031		6,754		-15,277	3,119
Net Income/(Expenditure)		-5,111	-2,650	-4,705		-12,466	29,982
Transfer between Funds							-42
Net Movements in Funds		-27,142	-2,650	2,049		-27,743	33,059
Total Funds brought forward (1st Jan 2020)		200,312	2,650	85,402	0	288,364	255,305
Total Funds carried forward (31st Dec 2020)		173,170	0	87,451	0	260,621	288,364

Independent Examiner's Report to the Trustees of St Francis Meir Heath & The Holy Evangelists Normacot

I report on the accounts of the church for the year ended 31st December 2020.

Respective Responsibilities of Trustees and Examiner

The Church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

Examine the accounts (under section 145 of the 2011 Act);

To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and

To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

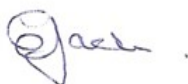
1. which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records and comply with the Accounting records of the 2011 Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gillian Jackson
24 Draycott Old Road
Forsbrook
Stoke on Trent
ST11 9AL



10th February 2021