

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW ROXBOURNE HARROW

England & Wales - Charity number 1131727

Details

Other names	ST ANDREW'S CHURCH ROXBOURNE
Status	Registered
Legal form	Previously excepted
Registered	2009-09-21
Register	View on the Charity Commission register

Contact

Address	16 Newquay Crescent Harrow HA2 9LJ
Phone	02084221801
Email	vicar@standrewsroxbourne.org.uk
Website	www.standrewsroxbourne.org.uk

Activities

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

Activities: Regular public worship open to all. Providing sacred space for personal prayer and contemplation. Promoting the whole mission of the church through events, meetings, literature and pastoral work eg visiting the sick and bereaved. Teaching Christianity through sermons, courses, small groups, activities for young people, and school assemblies. Supporting other charities in the UK and overseas.

Classification

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

Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£178,524	£163,775	-	-
2023-12-31	£238,781	£149,374	-	-
2022-12-31	£209,563	£239,942	-	-
2021-12-31	£163,369	£100,115	-	-
2020-12-31	£112,496	£142,544	-	-

Trustees

Name	Role	Appointed
REV LYNDON PERCIVAL NORTH	Chair	2012-09-24
Angela Wilson		2023-04-23
Barbara Susan North		2020-10-18
GARRY WILLIAMS		2013-05-14
Gillian Moore		2021-04-18
Joyce Nickolay		2021-04-18
Marita Elizabeth Brown		2018-04-22
Olukemi Olusola Aina		2019-04-29
Orley McIntyre		2021-04-18
PAUL HART		2014-03-23
SUSAN JANE MCLEOD		2013-05-14
WENDY DOROTHY GODWIN		2011-06-18

Accounts

DEANERY OF HARROW



ST ANDREW'S CHURCH ROXBOURNE
Malvern Avenue, Harrow

www.standrewsroxbourne.org.uk

REGISTERED CHARITY N° 1131727



**ANNUAL REPORT ON THE PROCEEDINGS
OF THE PAROCHIAL CHURCH COUNCIL
AND THE ACTIVITIES OF THE PARISH GENERALLY**

and the

**FINANCIAL STATEMENTS OF THE
PAROCHIAL CHURCH COUNCIL**

for the year ended 31st DECEMBER 2023

Approved by the Council at its meeting on Tuesday 16th April 2024

Rev. Lyndon North
(Vicar and Chairman)

Olukemi Aina
(Church Warden)

Gary Williams
(Church Warden)

Kulan Mills
(Hon. Treasurer)

Joyce Nickolay
(PCC Secretary)

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2023

OUR MISSION: "TO KNOW CHRIST AND BE SENT"

1. Prayer, Worship, Bible study and Parish Outreach

1.1 The Church was not closed during 2023. Most of the regular worshippers attending in person many choosing to wear a mask. Communion wafers were given to communicants by the Vicar. Wine was offered with a majority take-up; a few communicants choose not to drink from the cup.

1.2 The main Sunday service continued throughout at the new start time of 10.00 am. The average attendance at the 10.00 am service for the same period including August averaged 82 members. The Sunday Service continued to be recorded and the link sent out by e-mail or WhatsApp and was available on the website.

1.3 The 8.00 am service resumed during the year with an average attendance of about 7 regular worshippers, including the Vicar. From time to time this was supplemented with 2 to 3 additional worshippers. There is no 8.00 am service in August.

1.4 Morning Prayer took place at 9.00 am every weekday with a communion service on Wednesday mornings starting at 9.30 am with an average of 8 attendees.

1.5 The Vicar took 5 funeral services at the church and had conducted 9 other funeral services at the crematorium. Bobbie Nadkarni (son of the first Vicar of St. Andrew's, Rev. Edward Nadkarni) died in Rio on 17th April. A rose tag, in memory of Bobbie, was added to the Rose in memory of his brother Ted who died in January 2021.

1.6 The Vicar and David Alleyne, our lay Pastoral Assistant, took home Communion as the need arose. Our Pastoral Group, comprising David Alleyne, Sue Broatch, Enid Scott-Kerr, Kulan Mills and the Vicar met regularly after Wednesday morning services to review the pastoral needs of the of the Parish. Healing prayers in the Lady Chapel at the end of communion at the 10.00 am service had re-started towards the end of the year. Other ways of keeping in touch with pastoral needs and care were found via use of the internet.

1.7 David Alleyne continued with the bereavement care ministry, which concentrated around two events. The Annual All Souls' Service was organised by Enid Scott-Kerr on Sunday 30th October at 10.00 am. The Lights of Life Tree was put in place during Advent, with the Vicar providing the tree and Mol Rowat organising the prayer cards and writing facility.

1.8 **Lent Group Meetings 2023** The Lent study for Lent (devised by the Church Urban Fund), was "Growing Good". The first week of Lent meetings in 2023 was week beginning Monday 27th February. The five Group Leaders were Susan McLeod, David Alleyne, Pam Storey, Keith Nicholls and The Vicar. Thirty members of the Congregation attended.

1.9 Other churches using our premises operated as follows: The Korean Church met every Sunday continuously throughout the year; Friends of Christ (Tamil Church run by multi-generational Tamil Christians) met every first and third Sundays; and Holy God Ministries (a Tamil Church run by and for new Christians of mainly Hindu background) met continuously every Sunday throughout the year.

1.10 Several of our congregation continue to subscribe to the New Daylight Bible Study notes run by the Bible Society. These books are issued 3 times a year and provide a very interesting and thought-provoking insight into understanding the Bible. We thank Gill Moore for continuing to organise this service.

1.11 Communications Advertising of church events, such as the Christmas market, continued to be done by the use of banners, the internet, community groups and people using the halls and proved to be effective.

Communication also took place with as many parishioners as possible, through E-mail, WhatsApp, text messaging and post. Our thanks are due to Wendy Godwin who organised and maintained the system.

1.12 The Vicar circulated prayers through the internet at appropriate times. The 10.00 am service continues to be recorded with thanks to Keith Nicholls and is available on the website.

1.13 Our website www.standrewsroxbourne.org.uk is maintained by Keith Nicholls, with assistance from Sue Jull. A revised home page was developed in September. A new method of monitoring website Usage is being developed.

1.14 STAR LINK

Our weekly parish bulletin, giving the Sunday Collects and the Readings, topical notices and future events was maintained during the year. It contains the Old Testament, New Testament and Gospel readings and the welcome addition of coloured pictures thoughtfully introduced when appropriate by Sue McLeod who also prints the leaflet each week. We are grateful to Susan for her continued diligence in this task.

2 Working with Young People

2.1. Children's Church meets every Sunday in the Youth Centre during the 10.00 am Morning Service. We Do not meet in August. We have approximately 15 children on our register with a regular attendance of 9-12 each week. We have an age range of 2-14 years.

The Group is led by Barbara North, Gill Moore, Brenda Udall, Sue Jull and Annie Dawson which works on a rota basis. Each session focuses on a Bible story linked to the Lectionary where possible and includes teaching, crafts, food and games. The children and young people are generally taught in one group but may separate for more in depth questions and study when older children are present.

The children continue to have a regular slot at the end of the 10.00 am communion service to report back on what they have learned.

2.2 Messy Church takes place once a month on a Saturday from 10.00 am till 12 noon. Children must be accompanied by an adult. We run a wide variety of craft activities and have a busy, fun filled morning, followed by worship and lunch. It is free of charge, but any donations are gratefully received. This year we explored some of the well-known Bible stories such as Joseph, Joshua, Moses, Jonah and Noah as well as celebrating Easter and Christmas. Father Christmas managed to pop in and was very Enthusiastically received. The light party was well attended. We averaged about 50 children per session.

2.3 Little Steps This is Little Steps third year. We have an average attendance of 20 families which often comprises one adult (Mum, Dad or Grandma etc.) and one child, but many families bring two or more children. During session time the hall has around 60 children and adults together, including our volunteer team. We are blessed with the continued presence of Lyndon and Barbara who link the activities of Little Steps to the wider church. We have had a number of families come forward to bring their children for baptism in 2023.

The volunteer team is strong and supportive, giving time to setting up, which takes roughly an hour and a half and clearing up which is less as parents also help to some extent. The weekly entrance fee of £2 per family pays for all equipment. In August 2023 we acquired and erected a new shed in the area behind the halls to store large play equipment. We also started to use the church card machine as an alternative to cash for entrance.

As the winter set in we experienced heavy rain and flooding in the under-stage storage area which is an ongoing problem.

Little Steps has maintained a steady flow of new families, which also links into Messy Church. We receive donations of toys from time to time which adds to our collection as some need replacing. The whole team is dedicated to creating a welcoming environment for our diverse community and our shared vision is to bring our Christian faith to all the people we meet at Little Steps, young and old.

2.4 Holiday Club We had an excellent Holiday Club in the Summer with 100 children attending over 3 days with approximately 80 each day. The children are aged 5-10 years. We had 15 helpers who fulfilled a variety of roles including leading a group, running a craft or initiating and supervising games on the field.

Our '**Mission Impossible Holiday Club**' focussed on the seemingly impossible task of going into all the world and sharing the good news of Jesus and finding out that everything is possible with God.

Our aim as always, is to share the love of Jesus with our community in an exciting and accessible way, and we look forward to doing it again this year.

2.5 St Andrew's Youth St Andrews Youth Club meets every Friday during term-time between 7-9 pm. The Youth Club is community based and attracts young people from all faiths and none. We currently have 35-45 regular attenders on a weekly basis with over 100 young people on our register. This includes both boys and girls.

We use all our facilities across the site, including basketball in the car park, football on the field, Dodgeball in the large hall, table tennis, board games, table football, table tennis and pool in the Youth Centre.

We are a Christian Youth Club and provide opportunities for the young people to talk about faith in a small group from time to time and also have a whole group prayer at the end of each session.

Some of our young people also now attend our Youth Club on Sunday Group. Our aim is to provide a safe environment for the young people to relax and have fun in and to provide positive adult role models. As Christians we also provide opportunities to share our faith through our words and actions.

We currently have 14 volunteer helpers helping on a rota basis. As with all our groups we are always looking for additional help as each week we require a minimum of 6 helpers to maintain the safeguarding criteria. If you think you could help in any capacity, please let Rev'd Lyndon North and Barbara North know.

2.6 Youth on Sunday This is our Young Peoples Group for Youth aged from 11 years. This group is led by Ayo Aina and Deke Adebambo. They meet on a monthly basis to discuss aspects of the Christian faith.

2.7 Scout organisations.

Personnel: Group Scout Leader – Connor Liberty; Beavers (6-8) – Darrell Courten; Cubs (8-10) James Courten; Scouts (10-14) Darrell Courten

The Beavers, Cubs and Scouts are still very active and numbers have remained steady over 2023 and are always looking for new starters. We now have a new leadership team and we hope the Group continues to grow. Thanks go to everyone at St Andrew's Church for their support and continued friendship.

We have grown our team at 9th Roxeth to now include: three new trustees, two more Scout section leaders to support Darrell Courten, one new Cub section leader to support James and Anne, and a new Beaver leader to also assist Darrell.

Our numbers for Cubs and Scouts have grown exponentially (we now have introduced a waiting list for new starters). However, our beaver numbers are down from last year. This is due to Beavers moving onto the older Cub section. We have thus far struggled to introduce new beavers to replenish these losses.

A plea to church members to send any potential new beavers our way. We are looking for Beavers who are 6 years old (and no older) as the cub section is full and we do not want them to move on too quickly.

Our thanks to the church for the use of the wonderful space every week, and for the church recently allowing the beavers to look around the church to learn for their 'Faith' badge.

2.8 School Assemblies. The Vicar continues to maintain and strengthen our links with 7 local schools and frequently takes some assemblies. Children from the various schools visit the church on various occasions and the Vicar gives them instruction in the faith. The Vicar also visits schools across the Harrow and Hillingdon Deanery.

2.9 Safeguarding St. Andrew's takes this issue seriously and continues to fulfil its obligations (under Section 5

of the Safeguarding and Clergy Discipline Measure 2016) that our vicar, churchwardens and the PCC as a whole "have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and adults". See the latest information on the following websites:

<https://www.churchofengland.org/more/safeguarding#na>

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Our Church Safeguarding Officer (CSO) is Mrs Marita Brown (from 4th January 2017).

Gill Moore has continued as the Section X checker" – confirming identities and processing the necessary on-line Disclosure & Barring Service application process through the Diocese.

All organisations using St. Andrew's premises are also required to have and have confirmed that they have suitable Safeguarding Policies in place which meet Diocesan requirements or have agreed to and signed the Parish Safeguarding Policy issued by the Diocese.

All hirers of the church premises are required to agree to and to sign a hiring document containing a paragraph about the Parish Safeguarding Policy.

The Vicar and the CSO and all PCC members have undertaken all safeguarding training courses required by the Diocese, including 'Raising Awareness of Domestic Abuse' which was completed by all in November 2023. All members of the current PCC are up to date with their safeguarding training requirements. The CSO continually tries to be aware and follow up the latest Diocese Safeguarding Requirements as they arise and to approach other new volunteers helping in various groups to encourage them to do the relevant training. As all safeguarding training needs to be renewed every 3 years, this is an ongoing task.

The CSO started to complete the Parish Dashboard in summer 2023, a safeguarding tool which the Diocese is encouraging all parishes to complete. This covers all aspects of safeguarding and allows the Diocese to see all the safeguarding measures in place within our own parish. In March 2024 we have now reached Level 3 of the Parish Dashboard (out of 3 levels) and are running at 90% progress, which is above the average of most parishes.

Safeguarding information and contact numbers are displayed at various locations on the Church premises.

Information concerning Safeguarding in the Church can be found on the Parish Website:

www.standrewsroxbourne.org.uk

Marita wishes to thank everyone who has helped to answer questions to aid her role and to thank all the people for doing the required safeguarding training for all the various responsibilities they have.

3 Working with adults, social and community events

3.1 St.AR Friends (St. Andrew's Roxbourne Friends)

Sadly, Pam Storey, leader of the group for 16 years, after a great deal of careful consideration and prayer, stepped down in 2022, mainly due to her mobility problems. It is a joy to know that a lot of members still keep in touch with each other and some of the helpers too! A thank-you lunch was held for Pam after the morning service on 19th February.

3.2 Social Committee

We had a very enjoyable and successful picnic to celebrate the Kings Coronation in May. Unfortunately, the weather was not good enough to hold this event outside but we managed to fit everyone in the main hall with the bouncy castle! The children thoroughly enjoyed the bouncy castle. Wendy Godwin organised a very successful biscuit making competition. We had over 100 people attending this event, the majority of whom were not members of our congregation, so it was a good community event.

We had a very successful fun quiz on September 30th. It was very well attended with Roger Moore writing the questions and Rebecca Pennells as quiz master. We raised over £ 1,009, which was jointly shared between St Andrew's and the Amasango School, of which Rebecca is a trustee.

We had a very enjoyable Harvest Lunch at the beginning of October.

The Christmas Market in November was well attended. We had the traditional stalls as well as some new ones. The Father Christmas Grotto was superb and a very busy Father Christmas, ably assisted by his elf, met over 90 children. We raised nearly £3,000 for this community event.

3.3 After Service coffee Georgina Sage continued maintaining the coffee supplies and Judi Grice organised the coffee rota. The after-service drinks remain free of charge.

3.4 The Sunday Lunch Club, meeting on the first Sunday in the month at the Ascott in Eastcote resumed in November 2021. It continues to flourish averaging 6-9 people attending.

4. Music

4.1 Music and Choir and Servers

Although we presently have no permanent choir, a group of just over 20 singers were able to come and lead a Carol Service the weekend before Christmas with a varied mix of popular items for all to sing and a number of more specialist carols for choir alone. It was well attended despite the competition of various local Christmas concerts. St Andrew's was also represented once more in the 60-strong choir for the annual Deanery Choirs' Festival service held St John's Church, Greenhill, central Harrow in October.

4.2 Sunday services continue to be led musically by our Organist, Alan Heyes, whose expertise, loyalty and diligence are much appreciated and help ensure uplifting worship.

4.3 Thanks are due to David Alleyne, our Head Server, who continues to lead the team of servers, comprising Susan Brown, Enid Scott-Kerr and Gill Moore, who lay-up on a Saturday working on a rota basis in preparation for the Sunday service. Other servers include Marita Brown, Di Bidder, Ann Varley, Omid Sarafun, Keith Kiruba, Albi Kirubahara and Michael Joshua.

5. Donations to charities

We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

Lent 2023 The DEC (Disaster Emergency Committee) fundraising for earthquake relief in Turkey and Syria was selected as the Lent charity. £1,019 was paid in May 2023.

Christian Aid Week - £557 was raised at a Big Brekkie on 14th May in the church hall between the two morning services. Thanks are due to Rebecca Pennells for organising and running the event. As it was not possible to organise door-to-door collections during the last few years, this has become a regular way of raising funds in the future.

Friends of Amasango - A UK based Christian that supports learners at the Amasango School in Makhanda, South Africa, was supported by raising and paying £ 510 at a Quiz night (that also raised funds for the church) run in September. The money funds food, toiletries, basic clothing and in some cases shelter for the children.

Harvest 2023 - **Noah's Ark Children's Hospice** was selected as the Harvest Charity. £700 was raised and paid in October.

Christmas 2022 and 2023 - Three charities were selected in both years for support during Christmas.

- **Angel Tree**, the Charity that enables prisoners to send Christmas presents to their children. Donors gave gifts; in addition a cash donation of £194 and some being used to offset the cost of postage was paid in December.
- **Firm Foundation**, a charity for the homeless was selected for Christmas and the 2022 collection, £1,794 was paid in early 2023 and then the 2023 collection £710 was paid in January 2024.
- **Shoe Boxes** Donations to Samaritan's Purse's Operation Christmas Child, that collects and distributes gifts in shoe boxes for children in all parts of the world, was organised and led by Barbara North. In excess of 35 shoe boxes were donated and sent to the appropriate centre.

6. Who's who in the Church

6.1 Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.

6.2 Our **Bishop** in the Diocese of London is the Right Reverend Dame Sarah Mullally who was installed on 12 May 2018.

6.3 The **Area Bishop** of the Willesden Area appointed in November 2021 is the Rt. Revd Lusa Nsenga-Ngoy; formerly he was part of the BAME (Black and Minority Ethnic) in the Diocese of Leicester.

6.4 Our **Archdeacon** in the Northolt Archdeaconry is the Venerable Catherine Pickford, appointed in September 2020. St Andrew's is visited generally every 3 years by the Archdeacon who verifies all registers, minutes and other written records, goods and ornaments, and compliance with faculty-requirements. The planned 2023 visitation took place on Tuesday 25th April 2023. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings.

6.5 Harrow Deanery consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is The Rev'd Ann Lynes since March 2021, who is also Priest in Charge of Holy Trinity, Northwood. The former Area Dean was the Rev'd Ian Dowsett, who served from January 2016 to March 2021 and is also Vicar of our neighbouring parish of St Paul, South Harrow. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.

6.6 Our **Vicar** is Revd Lyndon North, appointed 2012, St Andrew's Vicarage, Malvern Avenue HA2 9ER. (Tel 020 8422 3633). Currently now chaplain at Northwick Park Hospital and RAF Northolt.

6.8 Our **Church Wardens** are Kemi Aina (appointed in April 2019) and Gary Williams (appointed in May 2022). Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). No Assistant Churchwardens were appointed in 2023. Churchwardens are limited to 6 years continuous service, unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation.

6.9 Deanery Synod Our current representatives are Paul Hart and Susan McLeod who were elected in 2020 for three years but can serve for a longer period if elected to do so. Representation on the Deanery Synod 1 per 57 on the Electoral Roll and the figures are rounded up from 57. As we have between 114 and 171 on our Electoral Roll our deanery representation is recorded as 3 members.

6.10 The **Parochial Church Council (PCC)** has as its purpose “to cooperate with the Vicar of St Andrew's in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical. It is a “body corporate with perpetual succession” which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (N^o 1131727).

Its members are the trustees and are elected by members of the church who are registered on the parish's Electoral Roll. A list of members of the PCC for 2023 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are up to 12 directly elected members who are appointed to serve for three-year terms, with a few members standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC also has power to co-opt up to two additional members.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. David Alleyne received payment as verger at funerals. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

6.11 The **Electoral Roll** is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrew’s for at least 6 months *or* live in the parish. The Electoral Roll is updated before each APCM (although people can join at any time) and is renewed completely every 6 years. The next six-yearly renewal is due in 2025. Annie Dawson kindly took on the role of Electoral Roll Officer after the last APCM. The Electoral Roll for 2023 was recorded as 151 of whom 80 are resident within the parish, and 71 living outside the parish.

6.12 The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed at its meeting on 6th June that there should be sub-committees for: (a) Estate Management; (b) Communications; (c) Pastoral Team; (d) Social events; (e) Stewardship & Grants; (f) Star Link, (g) Service Rota participants and (h) Children & Youth Group.

7. The work of the PCC

7.1 Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. The PCC met on 10th January, 12th March, 2nd April, 4th July, 5th September and 7th December and the Standing Committee met on 3rd October, 1st November and 5th December 2023.

7.2 The Agenda for each PCC meeting is e-mailed to members one week in advance of the meeting. A summary of the Minutes is placed in the notice board at the back of the church. PCC members consult by e-mail in between meetings.

7.3 General Data Protection Regulations (GDPR) came into force in May 2018. Joyce Nickolay has incorporated this task with her work on the Parish Directory, and was reappointed at the PCC meeting on 4th July following the APCM on Sunday 23rd April.

8 Estate Management

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However, we are stewards of buildings and a site which occupies nearly two acres of potentially very valuable land. Matters involving care and use of our premises do occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

8.1 The Flat The flat has been let by a family since December 2022. It is managed by Easterine Suresh from the Estate Agency, GGHomes, on a commission free basis. She also advises on any repairs needed and liaises with the churchwardens on tenancy matters. The annual shorthold tenancy agreement was renewed in December 2023. The rent is paid directly by monthly standing order into the church's bank account.

- 8.2 Hall lettings.** Weekday lettings are ably managed by Sue Barnard, the Vicar's Secretary. The main day-time in the Youth Centre being the Playgroup under the leadership of Claire Severino. In the large hall the main day-time letting is the Respiratory group twice a week which organised by Harefield Hospital. Weekday evening lettings include the Scout groups, Sparks, Shirline Step classes, Sam Dance Studio, Bootcamp with Sheila, Capital Connection singing group and Harrow Association for Disabled people. Weekend lettings are being well managed by Martin Leon who lives in the flat next door.
- 8.3 Caretaking.** Chris Netsel has continued as caretaker at weekends, and the Vicar locks the halls and Church on weekday evenings. The Church remained open on weekdays in daylight hours for private prayers. The cleaning firm, comprising Pam Quartermaine and helpers, continued to clean both halls.
- 8.5 Church cleaning rota** Chris Mills continues to organise the volunteer church cleaning rota comprising 'ten teams of helpers' who clean the church fortnightly. A number of long serving individuals have dropped out of the rota due to age and other reasons, so there is a need for more helpers.
- 8.6 Health and Safety** A plan already exists for the evacuation of the Church and hall in emergencies. Although the risk of catching Covid had subsided due to the national vaccination programme some worshippers felt more comfortable wearing masks.
- 8.7 The Estate Management Team (EMT)** is responsible for ensuring that the church, halls and grounds which are equipped and maintained to a high standard in terms of facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises – such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. The repairs undertaken in 2023 were as follows:
Fluctuation of the power supply, in January, to the site has caused the replacement of two circuit boards on the main boilers and two relay contact units on the youth centre heating. The suspected leak is still under investigation.
There has been no major work completed this year, other than a power supply provided to the servers' vestry.
- 8.9 Christmas lights** were switched on Paul Hart and Keith Nicholls. It comprised a lively display of snow falling down the side of the church.

9 Finance.

The Treasurer's report on the Financial Accounts follow this report.

Independent Examiner

Mr Noel Rajaratnam of 19 Deane Ave, Ruislip, HA4 6SP continues to be the independent examiner. Mr Rajaratnam has examined the accounts other financial statements that follow.

Volunteer Workers and Finance

Many members devote many unpaid hours of work to St. Andrew's in various capacities, which saves the church thousands of pounds. However financial giving has been holding at a steady level but not increasing in line with increases in cost. Ageing membership is reflected in the reduction in numbers of both money giving and volunteer workers. This needs to be reversed by recruitment of new members and volunteers and there are good signs that this is happening. Our hall let income continues to sustain our income. We took a decision in late 2023 not to let our hall on Sundays and this will reduce our income slightly but we expect to increase our weekday letting to compensate for it. A single family tenancy has secured our flat income since December 2022.

We are expected to meet our true cost of the common fund set just above £92k but we have been allowed to pay £40K in 2021, £48 in 2022 and £60K in 2023 and £66K in 2024. It will be difficult for us to meet our full cost in the near future without substantial increase in voluntary income. Our operational cost is running at £2,700 a week. Our members contribution including donations (excluding a one-off legacy donation of £47k in 2023) contribute £1,150 a week, just 42% of the cost.

Our letting income from Halls and the Flat helps us to bridge the gap and then to begin restore reserves. We need to increase the number of people in committed giving as well as amounts given per person. Recent increases in new church attendees gives us hope that this is possible. Giving has been relatively static in recent years and our aim is to get more worshippers into the church.

- 9.2 Planned giving**, now almost entirely by standing order, remains the bed-rock of our church's finances. Membership of our Stewardship scheme decreased from 58 (in 2021) to 49 (in 2022) but has shown a small increase to 53 currently. A vast majority, 50 currently, give by standing order, which is the most convenient way for both the giver and church.
- 9.3** Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.
- 9.4** Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's Kingdom. We also continue to be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade tea and coffee at all church-hosted refreshments and encourage greater use of Fairtrade products. Recyclable disposal cups are used on a regular basis.
- 9.5** The PCC annually reviews: the organist's stipend; bell-ringers, vergers; payments to the Vicar's secretary, caretakers; and clergy expenses and allowances in line with the London Living Wage. The statutory fees for weddings and funerals are set by the Diocese each year.

10. Wider Outreach to the Community

- 10.1** Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which are long standing.
- 10.2** We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on Saturday 4th November with church members assisting.
- 10.3** Meetings of the local *Churches Together in South Harrow* take place every three months. Recently they worked together in providing warm spaces. Their website is:

<https://connectingsouthharrow.wordpress.com>

and has information about the 6 churches in South Harrow: Christ Church Roxeth; Roxeth Free Church; St Andrew's Roxbourne; St Paul's South Harrow; South Harrow Baptist Church and [South Harrow Methodist Church](#).

11. In Conclusion To save space, the many who have contributed to the well-being of St Andrew's, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

NOTES

1. The normal address for external correspondence to the PCC is:
The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 19 Deane Ave, Ruislip, HA4 6SP.

APPENDIX A

PCC MEMBERS, 2023

Vicar (Chairman) and ex officio

Rev^d Lyndon North

Mrs Kemi Aina Warden (*from April 2019*)

Mr Gary Williams Warden (*from May 2022*)

NOTE: Wardens are elected or re-elected every year normally for a maximum period of 6 years.

As Deanery Synod Representative and ex officio 2020 – 2023

Mr Paul Hart

Mrs Susan McLeod

As Directly Elected Member

Mr David Alleyne (*May 2022 – April 2025*)

Already served 6 years followed by a year's break

Mrs Marita Brown (*April 2021 - April 2024*)

Elected for a second term

Mr Orley McIntyre (*April 2021 – April 2024*)

Mr Kulan Mills (*April 2021 – April 2024*)

Mrs Gill Moore (*April 2021 – April 2024*)

Mrs Joyce Nickolay (*April 2021 – April 2024*)

Mrs Barbara North (*April 2023 - April 2006*)

NOTE: Members are elected for a 3-year period and can only stand for 6 years before being required to stand down.

STANDING COMMITTEE

The Vicar and Churchwardens are members *ex officio* of the Standing Committee.

Mrs Kemi Aina, Churchwarden

Mr Gary Williams, Churchwarden

Mr Kulan Mills, Treasurer (elected at the APCM)

Mrs Joyce Nickolay, Secretary (elected by the PCC from September 2019)

Mrs Marita Brown (elected by the PCC)

Mrs Gill Moore (elected by the PCC)

Parochial Church Council
St Andrew's Church, Roxbourne
Registered Charity Number 1131727

ACCOUNTS FOR THE YEAR 2024

Page No.	Content
1	PCC Treasurer's Notes to the Financial Statements Note: Each Financial Statement shows comparative figures for the year before alongside the current year's figures.
2	Balance Sheet at 31st. December 2024 This shows Assets and Liabilities at the end of the year.
3	Statement of Financial Activities (SOFA) This shows the summary of Income and Expenditure for the year.
4	Accounting Policies This sets out the accounting policies followed.
5	Incoming Resources This shows, under different headings, income for the year.
6	Resources Used This shows, under different headings, expenditure for the year.
7	Notes This shows further notes, explanations and balance sheet analysis.
8	Independent Examiner's Report to the PCC.

Parochial Church Council of St Andrew's Roxbourne
Notes to the Financial Statements for the Year ended 31 December 2024

Financial Review

We are pleased report that 2024 has remained a year of good financial health and our reserves are at a very high level. The main reasons are noted below.

Income

As in the recent past the stewardship income was steady, and as these are received on a monthly basis, we were able to meet regular monthly payments without touching our savings.

Expenditure

The PCC maintained its committed contribution to the Diocesan Common Fund at £66,000, a figure well short of our common fund cost, which is just above £90,000. We paid near full cost in 2020 but, as the pandemic had a major effect on parish finances, the Diocese accepted what we proposed and justified as affordable giving. These were £40,000 in 2021, £48,000 in 2022, £60,000 in 2023. For 2024 and 2025, £66,000 has been agreed. These reduced level payments help us to build our reserves.

As from late 2022 and until late 2023, we faced high increases in energy costs. In late 2023, we were able to obtain good rates for entering into three year fixed price contracts for both gas and electricity. The state of our boilers and undetectable water leak from the heating system remain a concern.

Cash and Cash Deposits

Cash, Bank and Savings deposits increased by £22,118. This enabled us to put £20,000 of it to our interest earning Deposit account with CCLA in January 2025.

Reserves Policy

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to at least three months average expenditure excluding our contribution to the Diocesan Common Fund. On that basis, at the end of 2024, the unrestricted reserves amounted to 29 months of the year's average expenditure.

Risk Policy

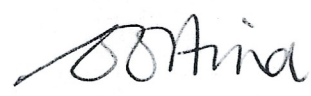
Insurable risks are covered by our comprehensive insurance policy with Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £ 8.4 million.

The flat, which has tenants on an Assured Shorthold Tenancy agreement has had the mandatory landlord's annual safety checks and certification carried out for Gas and Electrical equipment.

The church has a Church Safeguarding Officer and a Children's Champion and secures the necessary DBS clearances on those working with children and vulnerable adults. All members of the PCC have completed training on safeguarding and awareness provided by the Diocese.

Treasurer role

As a replacement treasurer could not be found and appointed since the last APCM, the churchwardens took on the official role whilst the former treasurer continued with record keeping and reporting functions in close contact with the churchwardens.


Approved by PCC on 16 April 2025, and
signed on its behalf by
Kemi Aina & Gary Williams
Churchwardens

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
BALANCE SHEET
AS AT 31 DECEMBER 2024

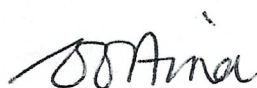
	Notes	2024 £	2023 £
FIXED ASSETS			
	1	13,014	13,014
CURRENT ASSETS			
Debtors	4	4,835	12,661
Deposits - CBF's CCLA		170,163	163,724
Bank - Main Account		29,996	14,245
Bank - Stewardship Account		2,913	2,868
Cash in Hand		608	725
		<u>208,515</u>	<u>194,223</u>
CURRENT LIABILITIES			
Sundry Creditors	5	7,256	7,713
		<u>7,256</u>	<u>7,713</u>
NET CURRENT ASSETS		201,259	186,510
TOTAL NET ASSETS		<u>214,274</u>	<u>199,525</u>
FUNDS			
Restricted			
Missions & Charities		1,123	877
Roses Fund		-	433
Organ Fund		102	1,333
Church Kneeler Fund		-	1,048
Altar Frontals Fund		2,984	2,869
Star friends Fund		393	378
	6	<u>4,602</u>	<u>6,938</u>
Unrestricted			
General Reserve	7	209,672	192,587
TOTAL FUNDS		<u>214,274</u>	<u>199,525</u>

SOFA on page 3 and the Analysis and Notes on pages 4-8 form part of these accounts.

These accounts were approved at the PCC meeting held on 16 April 2025.



Rev. Lyndon North
Chairman



Kemi Aina
Churchwarden



Gary Williams
Churchwarden

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	General Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
INCOMING RESOURCES					
Voluntary Income	2a	61,550	10,364	71,914	116,624
Activities for Generating Funds	2b	94,443	-	94,443	111,997
Income from Investments	2c	6,284	155	6,439	5,107
Income from Church Activities	2d	5,728	-	5,728	5,053
TOTAL INCOMING RESOURCES		168,005	10,519	178,524	238,781
RESOURCES USED					
Church Activities Grants	3a	200	12,855	13,055	6,607
Activities relating to the work of the church	3b	138,177	-	138,177	130,168
Church Management & Administration	3c	10,270	-	10,270	10,084
Exceptional & Non-annually recurring costs	3d	1,973	-	1,973	2,215
Governance Costs	3e	300	-	300	300
TOTAL RESOURCES USED		150,920	12,855	163,775	149,374
NET INCOMING/(OUTGOING) RESOURCES		17,085	(2,336)	14,749	89,407
NET MOVEMENT IN FUNDS		17,085	(2,336)	14,749	89,407
BALANCES (brought forward at) 1 JANUARY 2024		192,587	6,938	199,525	110,118
BALANCES (carried forward at) 31 DECEMBER 2024		209,672	4,602	214,274	199,525

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the benefit of use of the resources and
2. their ultimate receipt is virtually certain; and
3. the monetary value can be measured with sufficient reliability.

Grants, donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. Collections and planned giving are included when the funds are received.

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below.)

Investment income is accounted for when receivable.

The value of any voluntary help is not included in the accounts but described in the annual report.

EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

ASSETS

Consecrated and Benefice Property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Movable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

No value is placed on any movable church furnishings that cannot be disposed of without a faculty, and which are regarded as "inalienable" property held on special trust on behalf of the PCC, and forming part of the consecrated property excluded from the financial statements by the Charities Act 2011.

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £5,000. They are valued at cost or else for gifts in kind, at a reasonable estimate of their open market value on receipt. The youth centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

No depreciation is provided on buildings as the currently estimated value of the property is not less than the carrying value and, as the remaining useful life of these assets currently exceed 60 years any depreciation charge would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, quantified, and included in expenditure for the year.

Short Term Deposits

These are cash held on deposit either with CCLA or at the bank.

RENTAL INCOME

Flat Rent

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950s when the entire land site was valued at £1,100. St Andrew's building are insured and the overall insurance value is considered to be £8,400,000

Halls Rent

The halls receive rental income on both regular and occasional weekday hire as well as short hourly day lets at weekends. This income is disclosed separately in the accounts.

FUNDS

Unrestricted Funds

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use, or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the Annual Report.

Restricted Funds

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

The PCC has no endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
2a Voluntary Income					
Communion & General		4,397		4,397	5,269
Stewardship & Pledges including tax refund	8	49,423		49,423	51,902
Donations including tax refund	8	7,730		7,730	50,594
DEC Appeal Lent 2023				-	1,079
Firm Foundation 2023			124	124	1,242
Christmas - Angel Tree			177	177	434
Christain Aid - Big Breakkie			533	533	557
Embrace - Gaza			1,419	1,419	
Friends of Amasango (Quiz night donation)			513	513	510
Harvest Charity Noah's Ark Hospice			1,450	1,450	687
Leprosy Mission			21	21	13
Dementia Care			553	553	
Cancer Research			484	484	
Caldecott Choir			950	950	
Easter & Harvest Flowers			229	229	
Roy Castle - Christmas 2024			960	960	
Roses Fund			639	639	154
Organ Fund			10	10	20
Pew Kneeler Fund			2,302	2,302	1,000
Altar Frontals Fund				-	2,795
Star Friends Fund				-	368
		61,550	10,364	71,914	116,624
2b Activities for Generating Funds					
Christmas Bazaar & Quiz Night		2,550		2,550	2,713
Flat rent		18,000		18,000	18,000
Halls rental		73,893		73,893	91,284
		94,443	-	94,443	111,997
2c Investment Income					
General Reserve		6,284		6,284	4,852
Restricted Funds allocation					
Roses Fund			-	-	27
Organ Fund			25	25	96
Altar Frontals Fund			115	115	74
Star Friends Fund			15	15	10
Church Kneelers Fund			-	-	48
		6,284	155	6,439	5,107
2d Income from Church Activities					
Junior Church & Youth		2,853		2,853	2,609
Baptisms, Weddings & Funerals		2,007		2,007	2,444
Other sundry income		868		868	-
		5,728	-	5,728	5,053
TOTAL INCOMING RESOURCES		168,005	10,519	178,524	238,781

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
3a Grants					
Missions and Charities	6		7,167	7,167	6,594
Charity contribution from General Fund		200		200	13
General Fund contribution to Church Restricted funds	6		5,688	5,688	-
Vicar's Discretionary Fund	6	200	12,855	13,055	6,607
3b Activities relating to the work of the church					
Diocesan Common Fund Quota		66,000		66,000	60,000
Diocesan Fees		638		638	1,804
Services & Sanctuary		4,379		4,379	1,724
Junior Church & Youth		2,407		2,407	2,816
Clergy Expenses		2,068		2,068	1,444
Choir & Organists		4,240		4,240	3,380
Gas		9,852		9,852	13,622
Electricity		9,040		9,040	10,154
Water		2,619		2,619	2,157
Telephones		1,296		1,296	1,228
Waste Collection		1,351		1,351	1,377
Insurance		3,519		3,519	4,290
Repair and Maintenance		16,752		16,752	13,125
Roses/Garden		1,342		1,342	-
Cleaning and Caretaking of Halls		10,480		10,480	10,308
Coffee & Refreshments		911		911	1,275
Cleaning Materials		1,283		1,283	1,464
		138,177	-	138,177	130,168
3c Church Management & Administration					
Secretary		3,370		3,370	3,350
Office & Publications		6,900		6,900	6,734
		10,270	-	10,270	10,084
3d Exceptional & Non-annually recurring costs					
Tower Project Cost				-	1,217
Prior year expense provision				-	998
Baptistry		1,714		1,714	
Laptop for Hall Bookings		259		259	
		1,973		1,973	2,215
3e Governance Costs					
Professional Fees - Ind Examiner fee		300		300	300
		300	-	300	300
TOTAL RESOURCES USED		150,920	12,855	163,775	149,374

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024	2023
	£	£
4 Debtors		
Halls Rental	1,020	6,950
Gift Aid Tax - Accrued for Qtr 4 of year	2,769	3,038
Sundry Debtors	1,046	2,673
£	<u>4,835</u>	<u>12,661</u>

	2024	2023
	£	£
5 Creditors		
Prepaid halls rental/deposits	2,150	2,905
Prepaid Flat rent	435	435
Vicarge Repair Fund	2,506	2,006
Utility - Gas, Water & Waste accruals	867	1,069
Provision for 2019 water co. claim	998	998
Sundry expense accruals and provision	300	300
£	<u>7,256</u>	<u>7,713</u>

	Opening 1 Jan 2024	Donations & tax and Interest	Gen Fund Subsidy	Payments	Closing Dec 2024	31st
	£	£	£	£	£	£
6 Restricted Funds						
DEC Appeal	60			(60)		-
Christian Aid	221	533		(663)		91
Firm Foundation	586		124.00	(710)		-
Angel tree	10	177		(115)		72
Embrace- Gaza		1,419		(1,419)		-
Leprosy Mission		21		(21)		-
Easter & Harvest Flowers		229		(229)		-
Caldecott Choir		950		(950)		-
Dementia Care		499	54.20	(553)		-
Cancer Research		469	15.00	(484)		-
Amasango - Quiz night part		513		(513)		-
Harvest - Noah's Ark Hospice		1,443	6.87	(1,450)		-
Christmas - Roy Castle		960				960
Missions and Charities	877	7,213	200	(7,167)		1,123
Roses Fund	433	205	434	(1,072)		-
Organ Fund	1,333	35		(1,266)		102
Church Kneeler Fund	1,048	750	1,552	(3,350)		-
Altar Frontals Fund	2,869	115				2,984
Star Friends Fund	378	15				393
£	<u>6,938</u>	<u>8,333</u>	<u>2,186</u>	<u>(12,855)</u>		<u>4,602</u>

£ 10,519

The Missions & Charities Fund represents donations for missionary and charitable giving.
The Roses Fund represents donations towards expenditure on the Church Memorial Roses and Garden.
The Organ Fund represents donations and income to be used towards expenditure on the Church organ and piano.

	1st Jan 2024	Income	Expenditure	Dec 2024	
	£	£	£	£	
7 Analysis of Funds & Net Assets					
Restricted Funds	6,938	10,519	(12,855)	4,602	
General Fund	192,587	168,005	(150,920)	209,672	
£	<u>199,525</u>	<u>178,524</u>	<u>(163,775)</u>	<u>214,274</u>	
Fixed Assets	13,014			13,014	
Net Current Assets	186,510			201,259	
£	<u>199,525</u>	<u>178,524</u>	<u>(163,775)</u>	<u>214,274</u>	
8 Gift Aid recoveries of the year					
Stewardship	£	£	£	£	Total
Gift Aid recoveries for Gen. Fund	8,096	1,802			9,898
Gift Aid recoveries for Restricted Funds			129	1,327	1,456
£	<u>8,096</u>	<u>1,802</u>	<u>129</u>	<u>1,327</u>	<u>11,354</u>
9 Debt recovery					
We continue to receive pre-2014 Fraud compensation payments via courts.	Opening 1st Jan 2024	Received in the Year	Potential future Amount		
£	<u>2,726</u>	<u>209</u>	<u>2,517</u>		

**Independent Examiner's Report to the Trustees of
St Andrew's Church, Roxbourne, Parochial Church Council.**

I report on the accounts for the year ended 31 December 2024 which are set out on pages 1 to 7.

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

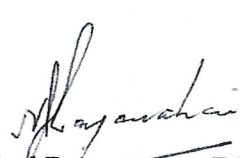
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The 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 then report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention,

1. which give 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 requirements of the 2011 Act have not been met; or 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.


Mr Noel Rajaratnam FCMA, CA, B.Sc.
19 Deane Avenue
Ruislip HA4 6SP

18/4/25

Parochial Church Council
St Andrew's Church, Roxbourne
Registered Charity Number 1131727

ACCOUNTS FOR THE YEAR 2024

Page No.	Content
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Parochial Church Council of St Andrew's Roxbourne
Notes to the Financial Statements for the Year ended 31 December 2024

Financial Review

We are pleased report that 2024 has remained a year of good financial health and our reserves are at a very high level. The main reasons are noted below.

Income

As in the recent past the stewardship income was steady, and as these are received on a monthly basis, we were able to meet regular monthly payments without touching our savings.

Expenditure

The PCC maintained its committed contribution to the Diocesan Common Fund at £66,000, a figure well short of our common fund cost, which is just above £90,000. We paid near full cost in 2020 but, as the pandemic had a major effect on parish finances, the Diocese accepted what we proposed and justified as affordable giving. These were £40,000 in 2021, £48,000 in 2022, £60,000 in 2023. For 2024 and 2025, £66,000 has been agreed. These reduced level payments help us to build our reserves.

As from late 2022 and until late 2023, we faced high increases in energy costs. In late 2023, we were able to obtain good rates for entering into three year fixed price contracts for both gas and electricity. The state of our boilers and undetectable water leak from the heating system remain a concern.

Cash and Cash Deposits

Cash, Bank and Savings deposits increased by £22,118. This enabled us to put £20,000 of it to our interest earning Deposit account with CCLA in January 2025.

Reserves Policy

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to at least three months average expenditure excluding our contribution to the Diocesan Common Fund. On that basis, at the end of 2024, the unrestricted reserves amounted to 29 months of the year's average expenditure.

Risk Policy

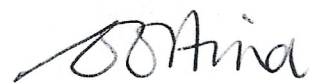
Insurable risks are covered by our comprehensive insurance policy with Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £ 8.4 million.

The flat, which has tenants on an Assured Shorthold Tenancy agreement has had the mandatory landlord's annual safety checks and certification carried out for Gas and Electrical equipment.

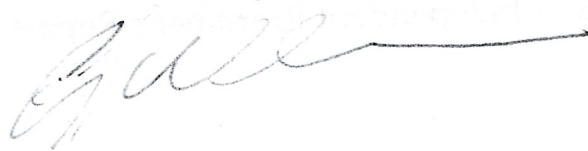
The church has a Church Safeguarding Officer and a Children's Champion and secures the necessary DBS clearances on those working with children and vulnerable adults. All members of the PCC have completed training on safeguarding and awareness provided by the Diocese.

Treasurer role

As a replacement treasurer could not be found and appointed since the last APCM, the churchwardens took on the official role whilst the former treasurer continued with record keeping and reporting functions in close contact with the churchwardens.



Approved by PCC on 16 April 2025, and
signed on its behalf by
Kemi Aina & Gary Williams
Churchwardens



PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
BALANCE SHEET
AS AT 31 DECEMBER 2024

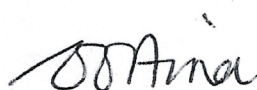
	Notes	2024 £	2023 £
FIXED ASSETS			
	1	13,014	13,014
CURRENT ASSETS			
Debtors	4	4,835	12,661
Deposits - CBF's CCLA		170,163	163,724
Bank - Main Account		29,996	14,245
Bank - Stewardship Account		2,913	2,868
Cash in Hand		608	725
		<u>208,515</u>	<u>194,223</u>
CURRENT LIABILITIES			
Sundry Creditors	5	7,256	7,713
		<u>7,256</u>	<u>7,713</u>
NET CURRENT ASSETS		201,259	186,510
TOTAL NET ASSETS		<u>214,274</u>	<u>199,525</u>
FUNDS			
Restricted			
Missions & Charities		1,123	877
Roses Fund		-	433
Organ Fund		102	1,333
Church Kneeler Fund		-	1,048
Altar Frontals Fund		2,984	2,869
Star friends Fund		393	378
	6	<u>4,602</u>	<u>6,938</u>
Unrestricted			
General Reserve	7	209,672	192,587
TOTAL FUNDS		<u>214,274</u>	<u>199,525</u>

SOFA on page 3 and the Analysis and Notes on pages 4-8 form part of these accounts.

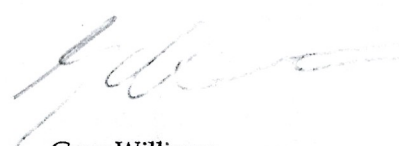
These accounts were approved at the PCC meeting held on 16 April 2025.



Rev. Lyndon North
Chairman



Kemi Aina
Churchwarden



Gary Williams
Churchwarden

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	General Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
INCOMING RESOURCES					
Voluntary Income	2a	61,550	10,364	71,914	116,624
Activities for Generating Funds	2b	94,443	-	94,443	111,997
Income from Investments	2c	6,284	155	6,439	5,107
Income from Church Activities	2d	5,728	-	5,728	5,053
TOTAL INCOMING RESOURCES		168,005	10,519	178,524	238,781
RESOURCES USED					
Church Activities Grants	3a	200	12,855	13,055	6,607
Activities relating to the work of the church	3b	138,177	-	138,177	130,168
Church Management & Administration	3c	10,270	-	10,270	10,084
Exceptional & Non-annually recurring costs	3d	1,973	-	1,973	2,215
Governance Costs	3e	300	-	300	300
TOTAL RESOURCES USED		150,920	12,855	163,775	149,374
NET INCOMING/(OUTGOING) RESOURCES		17,085	(2,336)	14,749	89,407
NET MOVEMENT IN FUNDS		17,085	(2,336)	14,749	89,407
BALANCES (brought forward at) 1 JANUARY 2024		192,587	6,938	199,525	110,118
BALANCES (carried forward at) 31 DECEMBER 2024		209,672	4,602	214,274	199,525

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the benefit of use of the resources and
2. their ultimate receipt is virtually certain; and
3. the monetary value can be measured with sufficient reliability.

Grants, donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. Collections and planned giving are included when the funds are received.

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below.)

Investment income is accounted for when receivable.

The value of any voluntary help is not included in the accounts but described in the annual report.

EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

ASSETS

Consecrated and Benefice Property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Movable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

No value is placed on any movable church furnishings that cannot be disposed of without a faculty, and which are regarded as "inalienable" property held on special trust on behalf of the PCC, and forming part of the consecrated property excluded from the financial statements by the Charities Act 2011.

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £5,000. They are valued at cost or else for gifts in kind, at a reasonable estimate of their open market value on receipt. The youth centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

No depreciation is provided on buildings as the currently estimated value of the property is not less than the carrying value and, as the remaining useful life of these assets currently exceed 60 years any depreciation charge would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, quantified, and included in expenditure for the year.

Short Term Deposits

These are cash held on deposit either with CCLA or at the bank.

RENTAL INCOME

Flat Rent

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950s when the entire land site was valued at £1,100. St Andrew's building are insured and the overall insurance value is considered to be £8,400,000

Halls Rent

The halls receive rental income on both regular and occasional weekday hire as well as short hourly day lets at weekends. This income is disclosed separately in the accounts.

FUNDS

Unrestricted Funds

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use, or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the Annual Report.

Restricted Funds

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

The PCC has no endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
2a Voluntary Income					
Communion & General		4,397		4,397	5,269
Stewardship & Pledges including tax refund	8	49,423		49,423	51,902
Donations including tax refund	8	7,730		7,730	50,594
DEC Appeal Lent 2023				-	1,079
Firm Foundation 2023			124	124	1,242
Christmas - Angel Tree			177	177	434
Christain Aid - Big Breakkie			533	533	557
Embrace - Gaza			1,419	1,419	
Friends of Amasango (Quiz night donation)			513	513	510
Harvest Charity Noah's Ark Hospice			1,450	1,450	687
Leprosy Mission			21	21	13
Dementia Care			553	553	
Cancer Research			484	484	
Caldecott Choir			950	950	
Easter & Harvest Flowers			229	229	
Roy Castle - Christmas 2024			960	960	
Roses Fund			639	639	154
Organ Fund			10	10	20
Pew Kneeler Fund			2,302	2,302	1,000
Altar Frontals Fund				-	2,795
Star Friends Fund				-	368
		61,550	10,364	71,914	116,624
2b Activities for Generating Funds					
Christmas Bazaar & Quiz Night		2,550		2,550	2,713
Flat rent		18,000		18,000	18,000
Halls rental		73,893		73,893	91,284
		94,443	-	94,443	111,997
2c Investment Income					
General Reserve		6,284		6,284	4,852
Restricted Funds allocation					
Roses Fund			-	-	27
Organ Fund			25	25	96
Altar Frontals Fund			115	115	74
Star Friends Fund			15	15	10
Church Kneelers Fund			-	-	48
		6,284	155	6,439	5,107
2d Income from Church Activities					
Junior Church & Youth		2,853		2,853	2,609
Baptisms, Weddings & Funerals		2,007		2,007	2,444
Other sundry income		868		868	-
		5,728	-	5,728	5,053
TOTAL INCOMING RESOURCES		168,005	10,519	178,524	238,781

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
3a Grants					
Missions and Charities	6		7,167	7,167	6,594
Charity contribution from General Fund		200		200	13
General Fund contribution to Church Restricted funds	6		5,688	5,688	-
Vicar's Discretionary Fund	6	200	12,855	13,055	6,607
3b Activities relating to the work of the church					
Diocesan Common Fund Quota		66,000		66,000	60,000
Diocesan Fees		638		638	1,804
Services & Sanctuary		4,379		4,379	1,724
Junior Church & Youth		2,407		2,407	2,816
Clergy Expenses		2,068		2,068	1,444
Choir & Organists		4,240		4,240	3,380
Gas		9,852		9,852	13,622
Electricity		9,040		9,040	10,154
Water		2,619		2,619	2,157
Telephones		1,296		1,296	1,228
Waste Collection		1,351		1,351	1,377
Insurance		3,519		3,519	4,290
Repair and Maintenance		16,752		16,752	13,125
Roses/Garden		1,342		1,342	-
Cleaning and Caretaking of Halls		10,480		10,480	10,308
Coffee & Refreshments		911		911	1,275
Cleaning Materials		1,283		1,283	1,464
		138,177	-	138,177	130,168
3c Church Management & Administration					
Secretary		3,370		3,370	3,350
Office & Publications		6,900		6,900	6,734
		10,270	-	10,270	10,084
3d Exceptional & Non-annually recurring costs					
Tower Project Cost				-	1,217
Prior year expense provision				-	998
Baptistry		1,714		1,714	
Laptop for Hall Bookings		259		259	
		1,973		1,973	2,215
3e Governance Costs					
Professional Fees - Ind Examiner fee		300		300	300
		300	-	300	300
TOTAL RESOURCES USED		150,920	12,855	163,775	149,374

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024	2023
	£	£
4 Debtors		
Halls Rental	1,020	6,950
Gift Aid Tax - Accrued for Qtr 4 of year	2,769	3,038
Sundry Debtors	1,046	2,673
£	<u>4,835</u>	<u>12,661</u>

	2024	2023
	£	£
5 Creditors		
Prepaid halls rental/deposits	2,150	2,905
Prepaid Flat rent	435	435
Vicarge Repair Fund	2,506	2,006
Utility - Gas, Water & Waste accruals	867	1,069
Provision for 2019 water co. claim	998	998
Sundry expense accruals and provision	300	300
£	<u>7,256</u>	<u>7,713</u>

	Opening 1 Jan 2024	Donations & tax and Interest	Gen Fund Subsidy	Payments	Closing Dec 2024	31st
	£	£	£	£	£	£
6 Restricted Funds						
DEC Appeal	60			(60)		-
Christian Aid	221	533		(663)		91
Firm Foundation	586		124.00	(710)		-
Angel tree	10	177		(115)		72
Embrace- Gaza		1,419		(1,419)		-
Leprosy Mission		21		(21)		-
Easter & Harvest Flowers		229		(229)		-
Caldecott Choir		950		(950)		-
Dementia Care		499	54.20	(553)		-
Cancer Research		469	15.00	(484)		-
Amasango - Quiz night part		513		(513)		-
Harvest - Noah's Ark Hospice		1,443	6.87	(1,450)		-
Christmas - Roy Castle		960				960
Missions and Charities	877	7,213	200	(7,167)		1,123
Roses Fund	433	205	434	(1,072)		-
Organ Fund	1,333	35		(1,266)		102
Church Kneeler Fund	1,048	750	1,552	(3,350)		-
Altar Frontals Fund	2,869	115				2,984
Star Friends Fund	378	15				393
£	<u>6,938</u>	<u>8,333</u>	<u>2,186</u>	<u>(12,855)</u>		<u>4,602</u>

£ 10,519

The Missions & Charities Fund represents donations for missionary and charitable giving.
The Roses Fund represents donations towards expenditure on the Church Memorial Roses and Garden.
The Organ Fund represents donations and income to be used towards expenditure on the Church organ and piano.

	1st Jan 2024	Income	Expenditure	Dec 2024	
	£	£	£	£	
7 Analysis of Funds & Net Assets					
Restricted Funds	6,938	10,519	(12,855)	4,602	
General Fund	192,587	168,005	(150,920)	209,672	
£	<u>199,525</u>	<u>178,524</u>	<u>(163,775)</u>	<u>214,274</u>	
Fixed Assets	13,014			13,014	
Net Current Assets	186,510			201,259	
£	<u>199,525</u>	<u>178,524</u>	<u>(163,775)</u>	<u>214,274</u>	
8 Gift Aid recoveries of the year					
Stewardship	£	£	£	£	Total
Gift Aid recoveries for Gen. Fund	8,096	1,802			9,898
Gift Aid recoveries for Restricted Funds			129	1,327	1,456
£	<u>8,096</u>	<u>1,802</u>	<u>129</u>	<u>1,327</u>	<u>11,354</u>
9 Debt recovery					
We continue to receive pre-2014 Fraud compensation payments via courts.	Opening 1st Jan 2024	Received in the Year	Potential future Amount		
£	<u>2,726</u>	<u>209</u>	<u>2,517</u>		

**Independent Examiner's Report to the Trustees of
St Andrew's Church, Roxbourne, Parochial Church Council.**

I report on the accounts for the year ended 31 December 2024 which are set out on pages 1 to 7.

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

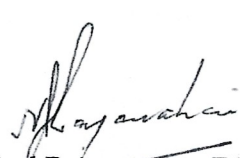
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The 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 then report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention,

1. which give 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 requirements of the 2011 Act have not been met; or 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.


Mr Noel Rajaratnam FCMA, CA, B.Sc.
19 Deane Avenue
Ruislip HA4 6SP

18/4/25

Accounts

DEANERY OF HARROW



THE CHURCH
OF ENGLAND

ST ANDREW'S CHURCH ROXBOURNE

Malvern Avenue, Harrow

www.standrewsroxbourne.org.uk

REGISTERED CHARITY N° 1131727



ANNUAL REPORT ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE ACTIVITIES OF THE PARISH GENERALLY

and the

FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL

for the year ended 31st DECEMBER 2023

Approved by the Council at its meeting on Tuesday 16th April 2024

Rev. Lyndon North
(Vicar and Chairman)

Olukemi Aina
(Church Warden)

Gary Williams
(Church Warden)

Kulan Mills
(Hon. Treasurer)

Joyce Nickolay
(PCC Secretary)

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2023

OUR MISSION: "TO KNOW CHRIST AND BE SENT"

1. Prayer, Worship, Bible study and Parish Outreach

1.1 The Church was not closed during 2023. Most of the regular worshippers attending in person many choosing to wear a mask. Communion wafers were given to communicants by the Vicar. Wine was offered with a majority take-up; a few communicants choose not to drink from the cup.

1.2 The main Sunday service continued throughout at the new start time of 10.00 am. The average attendance at the 10.00 am service for the same period including August averaged 82 members. The Sunday Service continued to be recorded and the link sent out by e-mail or WhatsApp and was available on the website.

1.3 The 8.00 am service resumed during the year with an average attendance of about 7 regular worshippers, including the Vicar. From time to time this was supplemented with 2 to 3 additional worshippers. There is no 8.00 am service in August.

1.4 Morning Prayer took place at 9.00 am every weekday with a communion service on Wednesday mornings starting at 9.30 am with an average of 8 attendees.

1.5 The Vicar took 5 funeral services at the church and had conducted 9 other funeral services at the crematorium. Bobbie Nadkarni (son of the first Vicar of St. Andrew's, Rev. Edward Nadkarni) died in Rio on 17th April. A rose tag, in memory of Bobbie, was added to the Rose in memory of his brother Ted who died in January 2021.

1.6 The Vicar and David Alleyne, our lay Pastoral Assistant, took home Communion as the need arose. Our Pastoral Group, comprising David Alleyne, Sue Broatch, Enid Scott-Kerr, Kulan Mills and the Vicar met regularly after Wednesday morning services to review the pastoral needs of the of the Parish. Healing prayers in the Lady Chapel at the end of communion at the 10.00 am service had re-started towards the end of the year. Other ways of keeping in touch with pastoral needs and care were found via use of the internet.

1.7 David Alleyne continued with the bereavement care ministry, which concentrated around two events. The Annual All Souls' Service was organised by Enid Scott-Kerr on Sunday 30th October at 10.00 am. The Lights of Life Tree was put in place during Advent, with the Vicar providing the tree and Mol Rowat organising the prayer cards and writing facility.

1.8 **Lent Group Meetings 2023** The Lent study for Lent (devised by the Church Urban Fund), was "Growing Good". The first week of Lent meetings in 2023 was week beginning Monday 27th February. The five Group Leaders were Susan McLeod, David Alleyne, Pam Storey, Keith Nicholls and The Vicar. Thirty members of the Congregation attended.

1.9 Other churches using our premises operated as follows: The Korean Church met every Sunday continuously throughout the year; Friends of Christ (Tamil Church run by multi-generational Tamil Christians) met every first and third Sundays; and Holy God Ministries (a Tamil Church run by and for new Christians of mainly Hindu background) met continuously every Sunday throughout the year.

1.10 Several of our congregation continue to subscribe to the New Daylight Bible Study notes run by the Bible Society. These books are issued 3 times a year and provide a very interesting and thought-provoking insight into understanding the Bible. We thank Gill Moore for continuing to organise this service.

1.11 Communications Advertising of church events, such as the Christmas market, continued to be done by the use of banners, the internet, community groups and people using the halls and proved to be effective.

Communication also took place with as many parishioners as possible, through E-mail, WhatsApp, text messaging and post. Our thanks are due to Wendy Godwin who organised and maintained the system.

1.12 The Vicar circulated prayers through the internet at appropriate times. The 10.00 am service continues to be recorded with thanks to Keith Nicholls and is available on the website.

1.13 Our website www.standrewsroxbourne.org.uk is maintained by Keith Nicholls, with assistance from Sue Jull. A revised home page was developed in September. A new method of monitoring website Usage is being developed.

1.14 STAR LINK

Our weekly parish bulletin, giving the Sunday Collects and the Readings, topical notices and future events was maintained during the year. It contains the Old Testament, New Testament and Gospel readings and the welcome addition of coloured pictures thoughtfully introduced when appropriate by Sue McLeod who also prints the leaflet each week. We are grateful to Susan for her continued diligence in this task.

2 Working with Young People

2.1. Children's Church meets every Sunday in the Youth Centre during the 10.00 am Morning Service. We Do not meet in August. We have approximately 15 children on our register with a regular attendance of 9-12 each week. We have an age range of 2-14 years.

The Group is led by Barbara North, Gill Moore, Brenda Udall, Sue Jull and Annie Dawson which works on a rota basis. Each session focuses on a Bible story linked to the Lectionary where possible and includes teaching, crafts, food and games. The children and young people are generally taught in one group but may separate for more in depth questions and study when older children are present.

The children continue to have a regular slot at the end of the 10.00 am communion service to report back on what they have learned.

2.2 Messy Church takes place once a month on a Saturday from 10.00 am till 12 noon. Children must be accompanied by an adult. We run a wide variety of craft activities and have a busy, fun filled morning, followed by worship and lunch. It is free of charge, but any donations are gratefully received. This year we explored some of the well-known Bible stories such as Joseph, Joshua, Moses, Jonah and Noah as well as celebrating Easter and Christmas. Father Christmas managed to pop in and was very Enthusiastically received. The light party was well attended. We averaged about 50 children per session.

2.3 Little Steps This is Little Steps third year. We have an average attendance of 20 families which often comprises one adult (Mum, Dad or Grandma etc.) and one child, but many families bring two or more children. During session time the hall has around 60 children and adults together, including our volunteer team. We are blessed with the continued presence of Lyndon and Barbara who link the activities of Little Steps to the wider church. We have had a number of families come forward to bring their children for baptism in 2023.

The volunteer team is strong and supportive, giving time to setting up, which takes roughly an hour and a half and clearing up which is less as parents also help to some extent. The weekly entrance fee of £2 per family pays for all equipment. In August 2023 we acquired and erected a new shed in the area behind the halls to store large play equipment. We also started to use the church card machine as an alternative to cash for entrance.

As the winter set in we experienced heavy rain and flooding in the under-stage storage area which is an ongoing problem.

Little Steps has maintained a steady flow of new families, which also links into Messy Church. We receive donations of toys from time to time which adds to our collection as some need replacing. The whole team is dedicated to creating a welcoming environment for our diverse community and our shared vision is to bring our Christian faith to all the people we meet at Little Steps, young and old.

2.4 Holiday Club We had an excellent Holiday Club in the Summer with 100 children attending over 3 days with approximately 80 each day. The children are aged 5-10 years. We had 15 helpers who fulfilled a variety of roles including leading a group, running a craft or initiating and supervising games on the field.

Our 'Mission Impossible Holiday Club' focussed on the seemingly impossible task of going into all the world and sharing the good news of Jesus and finding out that everything is possible with God.

Our aim as always, is to share the love of Jesus with our community in an exciting and accessible way, and we look forward to doing it again this year.

2.5 St Andrew's Youth St Andrews Youth Club meets every Friday during term-time between 7-9 pm. The Youth Club is community based and attracts young people from all faiths and none. We currently have 35-45 regular attenders on a weekly basis with over 100 young people on our register. This includes both boys and girls.

We use all our facilities across the site, including basketball in the car park, football on the field, Dodgeball in the large hall, table tennis, board games, table football, table tennis and pool in the Youth Centre.

We are a Christian Youth Club and provide opportunities for the young people to talk about faith in a small group from time to time and also have a whole group prayer at the end of each session.

Some of our young people also now attend our Youth Club on Sunday Group. Our aim is to provide a safe environment for the young people to relax and have fun in and to provide positive adult role models. As Christians we also provide opportunities to share our faith through our words and actions.

We currently have 14 volunteer helpers helping on a rota basis. As with all our groups we are always looking for additional help as each week we require a minimum of 6 helpers to maintain the safeguarding criteria. If you think you could help in any capacity, please let Rev'd Lyndon North and Barbara North know.

2.6 Youth on Sunday This is our Young Peoples Group for Youth aged from 11 years. This group is led by Ayo Aina and Deke Adebambo. They meet on a monthly basis to discuss aspects of the Christian faith.

2.7 Scout organisations.

Personnel: Group Scout Leader – Connor Liberty; Beavers (6-8) – Darrell Courten; Cubs (8-10) James Courten; Scouts (10-14) Darrell Courten

The Beavers, Cubs and Scouts are still very active and numbers have remained steady over 2023 and are always looking for new starters. We now have a new leadership team and we hope the Group continues to grow. Thanks go to everyone at St Andrew's Church for their support and continued friendship.

We have grown our team at 9th Roxeth to now include: three new trustees, two more Scout section leaders to support Darrell Courten, one new Cub section leader to support James and Anne, and a new Beaver leader to also assist Darrell.

Our numbers for Cubs and Scouts have grown exponentially (we now have introduced a waiting list for new starters). However, our beaver numbers are down from last year. This is due to Beavers moving onto the older Cub section. We have thus far struggled to introduce new beavers to replenish these losses.

A plea to church members to send any potential new beavers our way. We are looking for Beavers who are 6 years old (and no older) as the cub section is full and we do not want them to move on too quickly.

Our thanks to the church for the use of the wonderful space every week, and for the church recently allowing the beavers to look around the church to learn for their 'Faith' badge.

2.8 School Assemblies. The Vicar continues to maintain and strengthen our links with 7 local schools and frequently takes some assemblies. Children from the various schools visit the church on various occasions and the Vicar gives them instruction in the faith. The Vicar also visits schools across the Harrow and Hillingdon Deanery.

2.9 Safeguarding St. Andrew's takes this issue seriously and continues to fulfil its obligations (under Section 5

of the Safeguarding and Clergy Discipline Measure 2016) that our vicar, churchwardens and the PCC as a whole "have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and adults". See the latest information on the following websites:

<https://www.churchofengland.org/more/safeguarding#na>

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Our Church Safeguarding Officer (CSO) is Mrs Marita Brown (from 4th January 2017).

Gill Moore has continued as the Section X checker" – confirming identities and processing the necessary on-line Disclosure & Barring Service application process through the Diocese.

All organisations using St. Andrew's premises are also required to have and have confirmed that they have suitable Safeguarding Policies in place which meet Diocesan requirements or have agreed to and signed the Parish Safeguarding Policy issued by the Diocese.

All hirers of the church premises are required to agree to and to sign a hiring document containing a paragraph about the Parish Safeguarding Policy.

The Vicar and the CSO and all PCC members have undertaken all safeguarding training courses required by the Diocese, including 'Raising Awareness of Domestic Abuse' which was completed by all in November 2023. All members of the current PCC are up to date with their safeguarding training requirements. The CSO continually tries to be aware and follow up the latest Diocese Safeguarding Requirements as they arise and to approach other new volunteers helping in various groups to encourage them to do the relevant training. As all safeguarding training needs to be renewed every 3 years, this is an ongoing task.

The CSO started to complete the Parish Dashboard in summer 2023, a safeguarding tool which the Diocese is encouraging all parishes to complete. This covers all aspects of safeguarding and allows the Diocese to see all the safeguarding measures in place within our own parish. In March 2024 we have now reached Level 3 of the Parish Dashboard (out of 3 levels) and are running at 90% progress, which is above the average of most parishes.

Safeguarding information and contact numbers are displayed at various locations on the Church premises.

Information concerning Safeguarding in the Church can be found on the Parish Website:

www.standrewsroxbourne.org.uk

Marita wishes to thank everyone who has helped to answer questions to aid her role and to thank all the people for doing the required safeguarding training for all the various responsibilities they have.

3 Working with adults, social and community events

3.1 St.AR Friends (St. Andrew's Roxbourne Friends)

Sadly, Pam Storey, leader of the group for 16 years, after a great deal of careful consideration and prayer, stepped down in 2022, mainly due to her mobility problems. It is a joy to know that a lot of members still keep in touch with each other and some of the helpers too! A thank-you lunch was held for Pam after the morning service on 19th February.

3.2 Social Committee

We had a very enjoyable and successful picnic to celebrate the Kings Coronation in May. Unfortunately, the weather was not good enough to hold this event outside but we managed to fit everyone in the main hall with the bouncy castle! The children thoroughly enjoyed the bouncy castle. Wendy Godwin organised a very successful biscuit making competition. We had over 100 people attending this event, the majority of whom were not members of our congregation, so it was a good community event.

We had a very successful fun quiz on September 30th. It was very well attended with Roger Moore writing the questions and Rebecca Pennells as quiz master. We raised over £ 1,009, which was jointly shared between St Andrew's and the Amasango School, of which Rebecca is a trustee.

We had a very enjoyable Harvest Lunch at the beginning of October.

The Christmas Market in November was well attended. We had the traditional stalls as well as some new ones. The Father Christmas Grotto was superb and a very busy Father Christmas, ably assisted by his elf, met over 90 children. We raised nearly £3,000 for this community event.

3.3 After Service coffee Georgina Sage continued maintaining the coffee supplies and Judi Grice organised the coffee rota. The after-service drinks remain free of charge.

3.4 The Sunday Lunch Club, meeting on the first Sunday in the month at the Ascott in Eastcote resumed in November 2021. It continues to flourish averaging 6-9 people attending.

4. Music

4.1 Music and Choir and Servers

Although we presently have no permanent choir, a group of just over 20 singers were able to come and lead a Carol Service the weekend before Christmas with a varied mix of popular items for all to sing and a number of more specialist carols for choir alone. It was well attended despite the competition of various local Christmas concerts. St Andrew's was also represented once more in the 60-strong choir for the annual Deanery Choirs' Festival service held St John's Church, Greenhill, central Harrow in October.

4.2 Sunday services continue to be led musically by our Organist, Alan Heyes, whose expertise, loyalty and diligence are much appreciated and help ensure uplifting worship.

4.3 Thanks are due to David Alleyne, our Head Server, who continues to lead the team of servers, comprising Susan Brown, Enid Scott-Kerr and Gill Moore, who lay-up on a Saturday working on a rota basis in preparation for the Sunday service. Other servers include Marita Brown, Di Bidder, Ann Varley, Omid Sarafun, Keith Kiruba, Albi Kirubahara and Michael Joshua.

5. Donations to charities

We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

Lent 2023 The DEC (Disaster Emergency Committee) fundraising for earthquake relief in Turkey and

Syria was selected as the Lent charity. £1,019 was paid in May 2023.

Christian Aid Week - £557 was raised at a Big Brekkie on 14th May in the church hall between the two morning services. Thanks are due to Rebecca Pennells for organising and running the event. As it was not possible to organise door-to-door collections during the last few years, this has become a regular way of raising funds in the future.

Friends of Amasango - A UK based Christian that supports learners at the Amasango School in Makhanda, South Africa, was supported by raising and paying £ 510 at a Quiz night (that also raised funds for the church) run in September. The money funds food, toiletries, basic clothing and in some cases shelter for the children.

Harvest 2023 - **Noah's Ark Children's Hospice** was selected as the Harvest Charity. £700 was raised and paid in October.

Christmas 2022 and 2023 - Three charities were selected in both years for support during Christmas.

- **Angel Tree**, the Charity that enables prisoners to send Christmas presents to their children. Donors gave gifts; in addition a cash donation of £194 and some being used to offset the cost of postage was paid in December.
- **Firm Foundation**, a charity for the homeless was selected for Christmas and the 2022 collection, £1,794 was paid in early 2023 and then the 2023 collection £710 was paid in January 2024.
- **Shoe Boxes** Donations to Samaritan's Purse's Operation Christmas Child, that collects and distributes gifts in shoe boxes for children in all parts of the world, was organised and led by Barbara North. In excess of 35 shoe boxes were donated and sent to the appropriate centre.

6. Who's who in the Church

6.1 Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.

6.2 Our **Bishop** in the Diocese of London is the Right Reverend Dame Sarah Mullally who was installed on 12 May 2018.

6.3 The **Area Bishop** of the Willesden Area appointed in November 2021 is the Rt. Revd Lusa Nsenga-Ngoy; formerly he was part of the BAME (Black and Minority Ethnic) in the Diocese of Leicester.

6.4 Our **Archdeacon** in the Northolt Archdeaconry is the Venerable Catherine Pickford, appointed in September 2020. St Andrew's is visited generally every 3 years by the Archdeacon who verifies all registers, minutes and other written records, goods and ornaments, and compliance with faculty-requirements. The planned 2023 visitation took place on Tuesday 25th April 2023. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings.

6.5 **Harrow Deanery** consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is The Rev'd Ann Lynes since March 2021, who is also Priest in Charge of Holy Trinity, Northwood. The former Area Dean was the Rev'd Ian Dowsett, who served from January 2016 to March 2021 and is also Vicar of our neighbouring parish of St Paul, South Harrow. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.

6.6 Our **Vicar** is Revd Lyndon North, appointed 2012, St Andrew's Vicarage, Malvern Avenue HA2 9ER. (Tel 020 8422 3633). Currently now chaplain at Northwick Park Hospital and RAF Northolt.

6.8 Our **Church Wardens** are Kemi Aina (appointed in April 2019) and Gary Williams (appointed in May 2022). Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). No Assistant Churchwardens were appointed in 2023. Churchwardens are limited to 6 years continuous service, unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation.

6.9 **Deanery Synod** Our current representatives are Paul Hart and Susan McLeod who were elected in 2020 for three years but can serve for a longer period if elected to do so. Representation on the

Deanery Synod 1 per 57 on the Electoral Roll and the figures are rounded up from 57. As we have between 114 and 171 on our Electoral Roll our deanery representation is recorded as 3 members.

6.10 The **Parochial Church Council (PCC)** has as its purpose “to cooperate with the Vicar of St Andrew's in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical.

It is a “body corporate with perpetual succession” which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (N^o 1131727).

Its members are the trustees and are elected by members of the church who are registered on the parish's Electoral Roll. A list of members of the PCC for 2023 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are up to 12 directly elected members who are appointed to serve for three-year terms, with a few members standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC also has power to co-opt up to two additional members.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. David Alleyne received payment as vergers at funerals. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

6.11 The **Electoral Roll** is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrew’s for at least 6 months *or* live in the parish. The Electoral Roll is updated before each APCM (although people can join at any time) and is renewed completely every 6 years. The next six-yearly renewal is due in 2025. Annie Dawson kindly took on the role of Electoral Roll Officer after the last APCM. The Electoral Roll for 2023 was recorded as 151 of whom 80 are resident within the parish, and 71 living outside the parish.

6.12 The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed at its meeting on 6th June that there should be sub-committees for: (a) Estate Management; (b) Communications; (c) Pastoral Team; (d) Social events; (e) Stewardship & Grants; (f) Star Link, (g) Service Rota participants and (h) Children & Youth Group.

7. The work of the PCC

7.1 Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. The PCC met on 10th January, 12th March, 2nd April, 4th July, 5th September and 7th December and the Standing Committee met on 3rd October, 1st November and 5th December 2023.

7.2 The Agenda for each PCC meeting is e-mailed to members one week in advance of the meeting. A summary of the Minutes is placed in the notice board at the back of the church. PCC members consult by e-mail in between meetings.

7.3 General Data Protection Regulations (GDPR) came into force in May 2018. Joyce Nickolay has incorporated this task with her work on the Parish Directory, and was reappointed at the PCC meeting on 4th July following the APCM on Sunday 23rd April.

8 Estate Management

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However, we are stewards of buildings and a site which occupies nearly two acres of potentially very valuable land. Matters involving care and use of our premises do occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

8.1 The Flat The flat has been let by a family since December 2022. It is managed by Easterine Suresh

from the Estate Agency, GGHomes, on a commission free basis. She also advises on any repairs needed and liaises with the churchwardens on tenancy matters. The annual shorthold tenancy agreement was renewed in December 2023. The rent is paid directly by monthly standing order into the church's bank account.

- 8.2 Hall lettings.** Weekday lettings are ably managed by Sue Barnard, the Vicar's Secretary. The main day-time in the Youth Centre being the Playgroup under the leadership of Claire Severino. In the large hall the main day-time letting is the Respiratory group twice a week which organised by Harefield Hospital. Weekday evening lettings include the Scout groups, Sparks, Shirlane Step classes, Sam Dance Studio, Bootcamp with Sheila, Capital Connection singing group and Harrow Association for Disabled people. Weekend lettings are being well managed by Martin Leon who lives in the flat next door.
- 8.3 Caretaking.** Chris Netsel has continued as caretaker at weekends, and the Vicar locks the halls and Church on weekday evenings. The Church remained open on weekdays in daylight hours for private prayers. The cleaning firm, comprising Pam Quartermaine and helpers, continued to clean both halls.
- 8.5 Church cleaning rota** Chris Mills continues to organise the volunteer church cleaning rota comprising 'ten teams of helpers' who clean the church fortnightly. A number of long serving individuals have dropped out of the rota due to age and other reasons, so there is a need for more helpers.
- 8.6 Health and Safety** A plan already exists for the evacuation of the Church and hall in emergencies. Although the risk of catching Covid had subsided due to the national vaccination programme some worshippers felt more comfortable wearing masks.
- 8.7 The Estate Management Team (EMT)** is responsible for ensuring that the church, halls and grounds Which are equipped and maintained to a high standard in terms of facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises – such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. The repairs undertaken in 2023 were as follows:
Fluctuation of the power supply, in January, to the site has caused the replacement of two circuit boards on the main boilers and two relay contact units on the youth centre heating. The suspected leak is still under investigation.
There has been no major work completed this year, other than a power supply provided to the servers' vestry.
- 8.9 Christmas lights** were switched on Paul Hart and Keith Nicholls. It comprised a lively display of snow falling down the side of the church.

9 Finance.

The Treasurer's report on the Financial Accounts follow this report.

Independent Examiner

Mr Noel Rajaratnam of 19 Deane Ave, Ruislip, HA4 6SP continues to be the independent examiner. Mr Rajaratnam has examined the accounts other financial statements that follow.

Volunteer Workers and Finance

Many members devote many unpaid hours of work to St. Andrew's in various capacities, which saves the church thousands of pounds. However financial giving has been holding at a steady level but not increasing in line with increases in cost. Ageing membership is reflected in the reduction in numbers of both money giving and volunteer workers. This needs to be reversed by recruitment of new members and volunteers and there are good signs that this is happening. Our hall let income continues to sustain our income. We took a decision in late 2023 not to let our hall on Sundays and this will reduce our income slightly but we expect to increase our weekday letting to compensate for it. A single family tenancy has secured our flat income since December 2022.

We are expected to meet our true cost of the common fund set just above £92k but we have been

allowed to pay £40K in 2021, £48 in 2022 and £60K in 2023 and £66K in 2024. It will be difficult for us to meet our full cost in the near future without substantial increase in voluntary income.

Our operational cost is running at £2,700 a week. Our members contribution including donations (excluding a one-off legacy donation of £47k in 2023) contribute £1,150 a week, just 42% of the cost.

Our letting income from Halls and the Flat helps us to bridge the gap and then to begin restore reserves. We need to increase the number of people in committed giving as well as amounts given per person. Recent increases in new church attendees gives us hope that this is possible. Giving has been relatively static in recent years and our aim is to get more worshippers into the church.

9.2 Planned giving, now almost entirely by standing order, remains the bed-rock of our church's finances. Membership of our Stewardship scheme decreased from 58 (in 2021) to 49 (in 2022) but has shown a small increase to 53 currently. A vast majority, 50 currently, give by standing order, which is the most convenient way for both the giver and church.

9.3 Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.

9.4 Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's Kingdom. We also continue to be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade tea and coffee at all church-hosted refreshments and encourage greater use of Fairtrade products. Recyclable disposal cups are used on a regular basis.

9.5 The PCC annually reviews: the organist's stipend; bell-ringers, vergers; payments to the Vicar's secretary, caretakers; and clergy expenses and allowances in line with the London Living Wage. The statutory fees for weddings and funerals are set by the Diocese each year.

10. Wider Outreach to the Community

10.1 Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which are long standing.

10.2 We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on Saturday 4th November with church members assisting.

10.3 Meetings of the local *Churches Together in South Harrow* take place every three months. Recently they worked together in providing warm spaces. Their website is:

<https://connectingsouthharrow.wordpress.com>

and has information about the 6 churches in South Harrow: [Christ Church Roxeth](#); [Roxeth Free Church](#); [St Andrew's Roxbourne](#); [St Paul's South Harrow](#); [South Harrow Baptist Church](#) and [South Harrow Methodist Church](#).

11. In Conclusion To save space, the many who have contributed to the well-being of St Andrew's, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

NOTES

1. The normal address for external correspondence to the PCC is:
The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 19 Deane Ave, Ruislip, HA4 6SP.

APPENDIX A

PCC MEMBERS, 2023

Vicar (Chairman) and ex officio

Rev^d Lyndon North

Mrs Kemi Aina Warden (*from April 2019*)

Mr Gary Williams Warden (*from May 2022*)

NOTE: Wardens are elected or re-elected every year normally for a maximum period of 6 years.

As Deanery Synod Representative and ex officio 2020 – 2023

Mr Paul Hart

Mrs Susan McLeod

As Directly Elected Member

Mr David Alleyne (*May 2022 – April 2025*)

Already served 6 years followed by a year's break

Mrs Marita Brown (*April 2021 - April 2024*)

Elected for a second term

Mr Orley McIntyre (*April 2021 – April 2024*)

Mr Kulan Mills (*April 2021 – April 2024*)

Mrs Gill Moore (*April 2021 – April 2024*)

Mrs Joyce Nickolay (*April 2021 – April 2024*)

Mrs Barbara North (*April 2023 - April 2006*)

NOTE: Members are elected for a 3-year period and can only stand for 6 years before being required to stand down.

STANDING COMMITTEE

The Vicar and Churchwardens are members *ex officio* of the Standing Committee.

Mrs Kemi Aina, Churchwarden

Mr Gary Williams, Churchwarden

Mr Kulan Mills, Treasurer (elected at the APCM)

Mrs Joyce Nickolay, Secretary (elected by the PCC from September 2019)

Mrs Marita Brown (elected by the PCC)

Mrs Gill Moore (elected by the PCC)

Parochial Church Council
St Andrew's Church, Roxbourne
Registered Charity Number 1131727

ACCOUNTS FOR THE YEAR 2023

Page No.	Content
1	PCC Treasurer's Notes to the Financial Statements Note: Each Financial Statement shows comparative figures for the year before alongside the current year's figures.
2	Balance Sheet at 31st. December 2023 This shows Assets and Liabilities at the end of the year.
3	Statement of Financial Activities (SOFA) This shows the summary of Income and Expenditure for the year.
4	Accounting Policies This sets out the accounting policies followed.
5	Incoming Resources This shows, under different headings, income for the year.
6	Resources Used This shows, under different headings, expenditure for the year.
7	Notes This shows further notes, explanations and balance sheet analysis.
8	Independent Examiner's Report to the PCC.

Parochial Church Council of St Andrew's Roxbourne

Notes to the Financial Statements for the Year ended 31 December 2023

Financial Review

2023 can be considered a full recovery year for church finances, after two plus years of pandemic disruption from early 2020 and then, in 2022, facing the church's major Tower repair project. I am please to report that by the end of 2023, we have reached a good level of financial health and and our reserves are at a very high level. The main reasons are noted below.

Income

As in the recent past the stewardship income was steady, and as these are received on a monthly basis, we were able to meet regular monthly payments without touching our savings.

Expenditure

The PCC maintained its committed contribution to the Diocesan Common Fund at £60,000, a figure well short of our common fund cost, which is just above £90,000. We paid near full cost in 2020 but, as the pandemic had a major effect on parish finances, the Diocese accepted what we proposed and justified as affordable giving. These were £40,000 in 2021, £48,000 in 2022, £60,000 in 2023. We have agreed £66,000 for 2024. . These reduced level payments helped us to build our reserves back.

As from late 2022 and until late 2023, we faced high increases in energy costs. In late 2023, we were able to obtain good rates for entering into three year fixed price contracts for both gas and electricity.

Cash and Cash Deposits

Cash, Bank and Savings deposits increased by £ 77,000. As substantial part, £ 46,750 of it was due to a last will donation from the estate of late Len Gray.

Reserves Policy

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to at least three months average expenditure excluding our contribution to the Diocesan Common Fund. On that basis, at the end of 2023, the unrestricted reserves amounted to 27 months of the year's average expenditure.

Risk Policy

Insurable risks are covered by our comprehensive insurance policy with Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £ 8.4 million.

The flat, which has tenants on an Assured Shorthold Tenancy agreement has had the mandatory landlord's annual safety checks and certification carried out for Gas and Electrical equipment.

The church has a Church Safeguarding Officer and a children's Champion and secures the necessary DBS clearances on those working with children and vulnerable adults. All members of the PCC have completed training on safeguarding and awareness provided by the Diocese.

Approved by PCC on 16 April 2024, and
signed on its behalf by PCC Treasurer,
P Kulan Mills FCA, FCMA, CGMA

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
BALANCE SHEET
AS AT 31 DECEMBER 2023

		2023	2022
		£	£
FIXED ASSETS			
	1	13,014	13,014
CURRENT ASSETS			
Debtors	5	12,661	26,929
Deposits - CBF's CCLA		163,724	78,617
Bank - Main Account		14,245	23,275
Bank - Stewardship Account		2,868	2,493
Cash in Hand		725	63
		<u>194,223</u>	<u>131,377</u>
CURRENT LIABILITIES			
Sundry Creditors	6	7,713	14,274
Diocesan Loan	7	-	20,000
		<u>7,713</u>	<u>34,274</u>
NET CURRENT ASSETS		186,510	97,104
TOTAL NET ASSETS		<u>199,525</u>	<u>110,118</u>
FUNDS			
Restricted			
Missions & Charities	8	877	1,359
Roses Fund	8	433	633
Organ Fund	8	1,333	2,426
Church Kneeler Fund	8	1,048	
Altar Frontals Fund	8	2,869	
Star friends Fund	8	378	
		<u>6,938</u>	<u>4,418</u>
Unrestricted			
General Reserve	9	192,587	105,700
TOTAL FUNDS		<u>199,525</u>	<u>110,118</u>

SOFA on page 3 and the Analysis and Notes on pages 4-8 form part of these accounts.

These accounts were approved at the PCC meeting held on 16 April 2024.


Chairman
Rev. Lyndon North


Hon Treasurer
Mr Kulan Mills

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

		General Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
INCOMING RESOURCES					
Voluntary Income	2a	107,765	8,859	116,624	85,445
Activities for Generating Funds	2b	111,997	-	111,997	94,440
Income from Investments	2c	4,852	255	5,107	1,021
Income from Church Activities	2d	5,053	-	5,053	28,657
TOTAL INCOMING RESOURCES		<u>229,667</u>	<u>9,114</u>	<u>238,781</u>	<u>209,563</u>
RESOURCES USED					
Church Activities					
Grants	3a	13	6,594	6,607	2,770
Activities relating to the work of the church	3b	130,168	-	130,168	122,511
Church Management & Administration	3c	10,084	-	10,084	9,880
Exceptional & Non-annually recurring costs	3d	2,215	-	2,215	104,482
Governance Costs	3e	300	-	300	300
TOTAL RESOURCES USED		<u>142,780</u>	<u>6,594</u>	<u>149,374</u>	<u>239,942</u>
NET INCOMING/(OUTGOING) RESOURCES		86,887	2,520	89,407	(30,380)
NET MOVEMENT IN FUNDS		<u>86,887</u>	<u>2,520</u>	<u>89,407</u>	<u>(30,380)</u>
BALANCES (brought forward at) 1 JANUARY 2023		105,700	4,418	110,118	140,498
BALANCES (carried forward at) 31 DECEMBER 2023		<u>192,587</u>	<u>6,938</u>	<u>199,525</u>	<u>110,118</u>

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the benefit of use of the resources and
2. their ultimate receipt is virtually certain; and
3. the monetary value can be measured with sufficient reliability.

Grants, donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. Collections and planned giving are included when the funds are received.

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below.)

Investment income is accounted for when receivable.

The value of any voluntary help is not included in the accounts but described in the annual report.

EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

ASSETS

Consecrated and Benefice Property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Movable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

No value is placed on any movable church furnishings that cannot be disposed of without a faculty, and which are regarded as "inalienable" property held on special trust on behalf of the PCC, and forming part of the consecrated property excluded from the financial statements by the Charities Act 2011.

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £5,000. They are valued at cost or else for gifts in kind, at a reasonable estimate of their open market value on receipt. The youth centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

No depreciation is provided on buildings as the currently estimated value of the property is not less than the carrying value and, as the remaining useful life of these assets currently exceed 60 years any depreciation charge would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, quantified, and included in expenditure for the year.

Short Term Deposits

These are cash held on deposit either with CCLA or at the bank.

RENTAL INCOME

Flat Rent

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950s when the entire land site was valued at £1,100. St Andrew's building are insured and the overall insurance value is considered to be £8,400,000

Halls Rent

The halls receive rental income on both regular and occasional weekday hire as well as short hourly day lets at weekends. This income is disclosed separately in the accounts.

FUNDS

Unrestricted Funds

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use, or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the Annual Report.

Restricted Funds

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

The PCC has no endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2a Voluntary Income				
Communion & General	5,269		5,269	6,037
Pledges & Stewardship	42,256		42,256	39,738
Tax Refund (Stewardship)	9,646		9,646	8,288
Donations including (Gen) tax refund	50,594		50,594	4,317
Lent offering DEC Appeal Syria & Turkey (2022 Stadbyrne)		1,079	1,079	940
Christmas Angel Tree (2021 Angel Tree)		434	434	318
Pew Kneeler Fund		1,000	1,000	
Altar Frontals Fund		2,795	2,795	
Star Friends Fund		368	368	
Tower Project Donations			-	23,301
Food Bank			-	365
Christain Aid - Big Breakkie		557	557	632
Friends of Amasango (Quiz night donation)		510	510	
Roses Fund		154	154	310
Organ Fund		20	20	40
Harvest Charity Noah's Ark Hospice		687	687	
Christmas Charity: Firm Foundation		1,242	1,242	1,139
Contribution from General Fund		13	13	20
	107,765	8,859	116,624	85,445
2b Activities for Generating Funds				
Christmas Bazaar & Quiz Night (Church part)	2,713		2,713	3,154
Flat rent	18,000		18,000	11,293
Halls rental	91,284		91,284	79,994
	111,997	-	111,997	94,440
2c Investment Income				
General Reserve	4,852		4,852	969
Restricted Funds allocation		255	255	52
	4,852	255	5,107	1,021
2d Income from Church Activities				
Junior Church & Youth	2,609		2,609	2,240
Baptisms, Weddings & Funerals	2,444		2,444	3,776
Diocesan Grant for Tower Project			-	20,000
Diocesan Energy Grant			-	2,641
	5,053	-	5,053	28,657
TOTAL INCOMING RESOURCES	229,667	9,114	238,781	209,563

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
3a Grants					
Missions and Charities			6,594		2,750
Charity contribution from General Fund		13		13	20
Vicar's Discretionary Fund					-
	8	13	6,594	13	2,770
3b Activities relating to the work of the church					
Diocesan Common Fund Quota		60,000		60,000	48,000
Diocesan Fees		1,804		1,804	1,528
Services & Sanctuary		1,724		1,724	2,985
Junior Church & Youth		2,816		2,816	1,336
Clergy Expenses		1,444		1,444	4,108
Choir & Organists		3,380		3,380	4,558
Gas		13,622		13,622	9,507
Electricity		10,154		10,154	7,378
Water		2,157		2,157	2,749
Telephones		1,228		1,228	965
Waste Collection		1,377		1,377	1,534
Insurance		4,290		4,290	4,005
Repair and Maintenance		13,125		13,125	20,281
Roses/Garden				-	208
Cleaning and Caretaking of Halls		10,308		10,308	10,707
Coffee & Refreshments		1,275		1,275	1,101
Cleaning Materials		1,464		1,464	1,561
		130,168	-	130,168	122,511
3c Church Management & Administration					
Secretary		3,350		3,350	3,350
Office & Publications		6,734		6,734	3,094
Flat Bad Debts written off	11	-		-	3,436
		10,084	-	10,084	9,880
3d Exceptional & Non-annually recurring costs					
Tower Project Cost		1,217		1,217	124,866
Prior year expense provision		998		998	
Tower Cost - VAT Refund					(20,384)
	10	2,215		2,215	104,482
3e Governance Costs					
Professional Fees - Ind Examiner fee		300		300	300
		300	-	300	300
TOTAL RESOURCES USED		142,780	6,594	149,374	239,942

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 £	2022 £
4 Missions and Charities		
Expenditure during the year:		
Lent - DEC (Standby 2022)	(1,019)	(960)
Ukrainian Aid	-	(365)
Harvest - Noah's Ark Hospice	(700)	-
Christian Aid	(557)	(411)
Abasango	(510)	-
Angel Tree - Christmas	(424)	(319)
Christmas - Firm Foundation	(1,794)	(1,139)
	<u>(5,004)</u>	<u>(3,194)</u>

	2023 £	2022 £
5 Debtors		
Halls Rental	6,950	3,133
Gift Aid Tax - Accrued for Qtr 4 of year	3,038	3,182
Tower project - VAT Refund		20,384
Sundry Debtors	2,673	230
	<u>12,661</u>	<u>26,929</u>

	2023 £	2022 £
6 Creditors		
Prepaid halls rental/deposits	2,905	2,350
Prepaid Flat rent	435	435
Vicarge Repair Fund	2,006	1,506
Tower project - Builder's retention money	-	2,900
Utility - Gas, Water & Waste accruals	1,069	5,964
Sundry expense accruals and provision	1,298	1,119
	<u>7,713</u>	<u>14,274</u>

	2023 £	2022 £
7 Diocesan Loan		
Interest Free Loan to fund Tower Project expenditure (paid off in 2023)	-	20,000

	Opening 1st Jan 2023 £	Donations & tax and Interest £	Gen Fund Subsidy £	Payments £	Closing Dec 2023 £	31st
8 Restricted Funds						
Lent Charity DEC Turkey & Syria	-	1,079		(1,019)		60
Harvest Charity Noah's Ark Hospice	-	687	13	(700)		-
Funds for Abasango	-	510		(510)		
Angel Tree - Christmas 2022 & 2023	-	434		(424)		10
Firm Foundation - Christmas 2022 & 2023	1,138	1,242		(1,794)		586
Christian Aid	221	557		(557)		221
Missions and Charities	1,359	4,509	13	(5,004)		877
Roses Fund	633	181		(381)		433
Organ Fund	2,426	116		(1,209)		1,333
Church Kneeler Fund		1,048				1,048
Altar Frontals Fund		2,869				2,869
Star Friends Fund		378				378
	<u>4,418</u>	<u>9,101</u>	<u>13</u>	<u>(6,594)</u>		<u>6,938</u>

The Missions & Charities Fund represents donations for missionary and charitable giving.
The Roses Fund represents donations towards expenditure on the Church Memorial Roses and Garden.
The Organ Fund represents donations and income to be used towards expenditure on the Church organ.
Kneeler, Altar Frontals and Starfriends funds are short term funds donated for spending in 2024.

	Opening £	Income £	Expenditure £	Closing £	31st
9 Analysis of Funds & Net Assets					
Restricted Funds	4,418	9,114	(6,594)		6,938
General Fund	105,700	229,667	(142,780)		192,587
	<u>110,118</u>	<u>238,781</u>	<u>(149,374)</u>		<u>199,525</u>
Fixed Assets	13,014				13,014
Net Current Assets	97,104				186,510
	<u>110,118</u>	<u>238,781</u>	<u>(149,374)</u>		<u>199,525</u>

	2023 £	2022 £	2020/21 £	Total £
10 Tower Repair Project				
Cost	(1,217)	(124,866)	(9,165)	(135,248)
Donations		43,301	6,714	50,015
VAT Refund		20,384		20,384
Totals accounted for in year	<u>(1,217)</u>	<u>(61,181)</u>	<u>(2,451)</u>	<u>(64,849)</u>

Tower Repair was completed in 2022 but there was an unexpected extra cost resulted in 2023 for fault rectification.

	Opening 1st Jan 2023 £	Received in the Year £	Potential future recovery Amount £	Received in the 2022 £
11 Debt recovery				
We continue to receive pre-2014 Fraud compensation payments via courts.	2,935	209	2,726	197

**Independent Examiner's Report to the Trustees of
St Andrew's Church, Roxbourne, Parochial Church Council.**

I report on the accounts for the year ended 31 December 2023 which are set out on pages 1 to 7.

Respective responsibilities of the 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
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act; and
- 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 then report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention,

1. which give 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 requirements of the 2011 Act have not been met; or 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.



Mr Noel Rajaratnam FCMA, CA, B.Sc.
19 Deane Avenue
Ruislip HA4 6SP
07-Apr-24

**Independent Examiner's Report to the Trustees of
St Andrew's Church, Roxbourne, Parochial Church Council.**

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Mr Noel Rajaratnam FCMA, CA, B.Sc.
19 Deane Avenue
Ruislip HA4 6SP
07-Apr-24

Accounts

DEANERY OF HARROW



S^T ANDREW'S CHURCH ROXBOURNE
Malvern Avenue, Harrow

www.standrewsroxbourne.org.uk

REGISTERED CHARITY N° 1131727



**ANNUAL REPORT ON THE PROCEEDINGS
OF THE PAROCHIAL CHURCH COUNCIL
AND THE ACTIVITIES OF THE PARISH GENERALLY**

and the

**FINANCIAL STATEMENTS OF THE
PAROCHIAL CHURCH COUNCIL**

for the year ended 31st DECEMBER 2022

**Approved by the Council at its meeting on Sunday 2nd
April 2023**



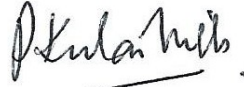
REV. LYNDON NORTH
(Vicar and Chairman)



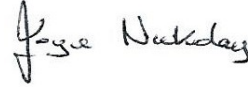
OLUKEMI AINA
(CHURCH WARDEN)



GARY WILLIAMS
(Church Warden)



KULAN MILLS
(Hon Treasurer)



JOYCE NICKOLAY
(PCC Secretary)

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2022

OUR MISSION: “TO KNOW CHRIST AND BE SENT”

1. Prayer, Worship, Bible study and Parish Outreach

1.1 The Church was not closed during 2022, as the Coronavirus pandemic was manageable mainly due to the mass vaccinations that were given to the general population. Communion wafers were given to communicants by the Vicar. Later in the year wine was offered with a majority take-up; a few communicants have not resumed drinking from the cup.

1.2 The main Sunday service continued throughout at the new start time of 10.00 am. The average attendance at the 10.00 am service for the same period including August averaged 79 members. The Sunday Service continued to be recorded and the link sent out by e-mail or WhatsApp and was available on the website.

1.3 The 8.00 am service also took place on Sundays, which averaged about 9 members, there being no 8.00 am service in August.

1.4 Morning Prayer took place at 9.00 am every weekday whenever possible. The Barnabas Fellowship has not resumed meeting on Saturday mornings.

1.5 During the year there were 2 weddings at the church. The Vicar took 3 funeral services at the church (one being for Stuart Hobbs and another for Len Gray). The Vicar had conducted 8 other funeral services at the crematorium. There were 9 persons confirmed at a service in November conducted by the Bishop of Willesden, the Rt Revd Lusa Nsenga-Ngoy.

1.6 The Vicar and David Alleyne, our lay Pastoral Assistant, took home Communions as the need arose. Our Pastoral Group, comprising David Alleyne, Sue Broatch, Enid Scott-Kerr, Kulan Mills and the Vicar met regularly after Wednesday morning services to review the pastoral needs of the of the Parish. Healing prayers in the Lady Chapel at the end of communion at the 10.00 am service had re-started towards the end of the year. Other ways of keeping in touch with pastoral needs and care were found via use of the internet.

1.7 David Alleyne continued with the bereavement care ministry, which concentrated around two events.

The Annual All Souls' Service was organised by Enid Scott-Kerr on Sunday 30th October at 10.00 am. The Lights of Life Tree was put in place during Advent, with the Vicar providing the tree and Mol Rowat organising the prayer cards and writing facility.

1.8 **Lent Group Meetings 2022** “Holy Habits” (a book by Andrew Roberts) was the subject of our Lent Study in 2022. A variety of topics were studied, based on the teachings of Jesus, including Biblical teaching, fellowship, breaking bread, prayer, sharing resources and eating together. The four Group Leaders were Susan McLeod, David Alleyne, Pam Storey and Keith Nicholls. Twenty-five members of the Congregation attended.

1.9 Other churches using our premises operated as follows: The Korean Church met every Sunday continuous-

ly throughout the year; Friends of Christ (an English-speaking Tamil-founded group) met every first and third Sundays; and Holy God Ministries (a Tamil Church) met continuously every Sunday throughout the year.

1.10 Several of our congregation continue to subscribe to the New Daylight Bible Study notes run by the

Bible Society. These books are issued 3 times a year and provide a very interesting and thought-provoking insight into understanding the Bible. We thank Gill Moore for continuing **to** organise this service.

1.11 The Communications Committee comprising Keith Nicholls, Robert Crowhurst and Joyce Nickolay, did not meet during the year as it was felt that the production and distribution of leaflets throughout the parish was not sufficiently efficient. When events, such as the Christmas market, advertising through banners, the internet, community groups and people using the halls proved to be more effective.

1.12 Communication was continued with as many parishioners as possible, through E-mail, WhatsApp, text messaging and post. Our thanks are due to Wendy Godwin who organised and maintained the system.

1.13 The Vicar circulated prayers through the internet at appropriate times. The 10.00 am service continues to be recorded with thanks to Keith Nicholls and is available on the website.

1.14 Our website www.standrewsroxbourne.org.uk maintained by Keith Nicholls continues to be a source of useful communication to the Parish and the wider world. In 2022 the average monthly access was 50,000 (compared to 41,000 2021). Maximum usage in 2022 occurred in June at 69,000 (compared to 53,000 in May 2021).

1.15 **STAR LINK**

Our weekly parish bulletin, giving the Sunday Collects and the Readings, topical notices and future events was maintained during the year. It contains the Old Testament, New Testament and Gospel readings and the welcome addition of coloured pictures thoughtfully introduced when appropriate by Sue McLeod who also prints the leaflet each week. We are grateful to Susan for her continued diligence in this task.

2 Working with Young People

2.1. Children's Church meets every Sunday in the Youth Centre during the 10.00 am Morning Service. We do

not meet in August. We have approximately 15 children on our register with a regular attendance of 9-12

each week. We have an age range of 2-14 years.

The Group is led by Barbara North, Gill Moore, Brenda Udall, Sue Jull and Annie Dawson which works on a

rota basis. Each session focuses on a Bible story linked to the Lectionary where possible and includes

teaching, crafts, food and games. The children and young people are generally taught in one group but

may separate for more in depth questions and study when older children are present.

The children continue to have a regular slot at the end of the 10.00 am communion service to report back

on what they have learned.

2.2 Messy Church takes place once a month on a Saturday from 10.00 am till 12 noon. It is a fun filled morning with a variety of craft activities. It is free of charge, but any donations are gratefully received. Children must be accompanied by an adult. It was great to have a complete year of Messy Church after Covid restricted our activities last year. Our theme for each month follows the Church calendar, so themes celebrated included Epiphany, Candlemas, Lent , Easter, Harvest and Christmas. We celebrated our late Queen's 70 years on the throne with a variety of activities, including making lots of bunting! The Light Party at the end of October was very successful. Our Christmas Messy Church was very well attended and Father Christmas managed to find time in his busy schedule to drop in and was very enthusiastically received.

A very big thank you to all of our dedicated and enthusiastic team for their support for Messy Church during the last year and especially to Gill Moore for her organisation and commitment.

2.3 Little Steps parent and toddler group has continued successfully in its second year. There are between 20 and 30 families each week: the parents are almost equalled by the number of grandparents. Over time friendships are developing between those attending and with the team. The children have a chance to socialise in a safe environment.

The team ethos is serving the community and supporting families, based on Christian love. A great Diversity of nationalities is represented through the families at Little Steps. Our aim, led by Rev Lyndon, is to welcome all and provide a place where good relationships can be created and our faith is communicated through action.

Little Steps has benefited from donations of used toys and equipment so the running costs are low. The biggest problem is storage. The metal shed which houses the larger items - bikes, slides etc is in a state of disrepair as the walls have detached from the roof. We are looking at the best options to replace this in 2023.

The Little Steps team consists of Rev Lyndon, Annie Dawson, Barbara North, Jenny Kerr, Joyce Hughes, Bernadette Rajan, Angela Zadurian and Enid Scott Kerr. Over the past year Lyndon has seen several parents bring children to be baptised and there is a strong link to Messy Church.

2.4 Holiday Club We had an excellent Holiday Club in the Summer with 100 children attending over 3 days with approximately 80 each day. The children are aged 5-10 years. We had 15 helpers who fulfilled a variety of roles including leading a group, running a craft or initiating and supervising games on the field.

The Club was called 'Transformers' and was focussed on how we can be transformed to be more like Jesus when we follow him. The children had great fun joining in the stories, doing crafts and games.

Our aim to share the love of Jesus with our community in an exciting and accessible way and look forward to doing it again this year.

2.5 St Andrew's Youth St Andrews Youth Club meets every Friday during term-time between 7-9 pm. The

Youth Club is community based and attracts young people from all faiths and none. We currently have 25

plus youth on a Friday including a small number of girls. We use all our facilities across the site, including basketball in the car park. Football on the field, dodgeball in the large hall and table tennis, board games, table football, table tennis and pool in the Youth Centre.

We are a Christian Youth Club and provide opportunities for the young people to talk about faith in a small group and also have whole group talks related to the Christian faith from time to time. Some of our young people also now attend our Youth Club on Sunday Group. Our aim is always to provide a safe environment for the young people and to share our love of God with them through our words and actions.

We currently have 10 volunteer helpers helping on a rota basis. As with all our groups we are always looking for additional help. If you think you could help in any capacity, please let me know.

2.6 Youth on Sunday This is our Young Peoples Group for Youth aged from 11 years. This group is led by

Ayo Aina and Deke Adebambo. They meet on a monthly basis and have an attendance of up to 8 young people many of whom have come from our Friday night Youth Club. They have studied Youth Alpha and the Beatitudes over the last few months.

2.7 Scout organisations. The groups, ably organised by Scout Leader, Darrell Courten, comprise Beavers, Cubs and Scouts. The Beavers have grown from nothing last year to a healthy 16 Beavers. The Cubs are doing well run by James Courten, ably assisted by Edward Tinsey. Darrell would like to thank all the leaders and helpers that have helped over the last year and looks forward to continued growth and scouting at St. Andrew's.

2.8 **School Assemblies.** The Vicar continues to maintain and strengthen our links with 7 local schools and frequently takes some assemblies. Children from the various schools visit the church on various occasions and the Vicar gives them instruction in the faith.

2.9 **Safeguarding** St. Andrew's takes this issue seriously and continues to fulfil its obligations (under Section 5 of the Safeguarding and Clergy Discipline Measure 2016) that our vicar, churchwardens and the PCC as a whole "have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and adults". See the latest information on the following websites:

<https://www.churchofengland.org/more/safeguarding#na>

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Our Safeguarding Officer (CSO) is Mrs Marita Brown (from 4th January 2017). Gill Moore has continued as the Section X checker" - confirming identities and processing the necessary on-line Disclosure & Barring Service application process through the Diocese.

All organisations using St. Andrew's premises are also required to have and have confirmed that they have suitable Child Protection Policies in place which meet Diocesan requirements or have agreed to and signed the Parish Safeguarding Policy issued by the Diocese.

All hirers of the church premises are required to agree to and to sign a hiring document containing a paragraph about the Parish Safeguarding Policy.

The Vicar and the CSO and other members of the parish in leadership roles have undertaken Safeguarding Leadership training in November 2022 and all PCC members and other people in relevant positions have either completed or are completing the on-line Diocesan Basic Awareness and/or Foundation training, as applicable. The CSO continually tries to be aware and follow up the latest Diocese Safeguarding Requirements as they arise.

Safeguarding information and contact numbers are displayed at various locations on the Church premises and have been recently updated.

Information concerning Safeguarding in the Church can be found on the Parish Website: www.standrewsroxbourne.org.uk

3 **Working with adults, social and community events**

3.1 St.AR Friends (St. Andrew's Roxbourne Friends) This time last year, the Friends were full of hope and

expectation that the Club was up and running after the forced Covid closure.

Members were attending

regularly, and were all enjoying fortnightly sessions - with the usual mixture of

Quizzes, Bingo, Exercises

and the occasional speaker. (In fact, one of the speakers enjoyed coming so much

she became an

honorary helper.)

The sadness this year was when Pam Storey, leader of the group for 16 years, after a great deal of careful

consideration and prayer, came to the conclusion that her continuing immobility was making it

impossible for her to carry on leading the Club in the way she felt was required.

Four of the helpers, Maureen and Les Pattison and Georgina and Peter Sage had been with the Club since it opened, and all the other helpers were long standing. After 16 years understandably none of them wanted to take on the leadership and many had other commitments.

The Club has been an outstanding outreach into the Community and the helpers were all sad that a new leader and helpers has not been found.

It is a joy to know that a lot of members are still keeping in touch with each other and with some of the helpers too!!

Pam sends her sincere thanks to the Team of Helpers and to the Vicar for his unstinting support and to the congregation for their willingness to support the Friends when needed. Many thanks are due to Pam Storey for her dedication to the Club for 16 years.

3.2 Social Committee We attempted to run a quiz in April but unfortunately it had to be cancelled as

insufficient tickets were sold. We had a very successful and enjoyable 'picnic' to celebrate our late

Queen's 70 years on the throne. This was intended to be held outdoors but the weather didn't co-operate,

so the event was moved into the main hall. The children enjoyed the bouncy castle. Wendy Godwin

organised a very successful cake decorating competition which had a lot of entries. The competition was

won by an artistically decorated crown. Over 100 people attend this event, 75% of whom were not church

members so it was a really good community outreach event.

In October we had a very enjoyable Harvest Lunch. Our Christmas market was very well attended. We tried

some new stalls which were successful as well as the traditional ones. Father Christmas and his elf were

extremely busy, being visited by over 100 children in the superb grotto!

This was a very successful community event, raising over £3,000.

3.3 After Service coffee Georgina Sage continued maintaining the coffee supplies and Judi Grice organised

the coffee rota. The after service drinks remain free of charge.

3.4 The Sunday Lunch Club, meeting on the first Sunday in the month at the Ascott in Eastcote resumed in

November 2021; it averages 6-9 people attending. The weekly Tuesday men's Lunch Club has not resumed meeting.

4 Music and Choir and Servers

Although we presently have no permanent choir, a group of just over 20 singers were able to come and lead a Carol Service the weekend before Christmas with a varied mix of popular items for all to sing and a number of more specialist carols for choir alone. It was well attended despite the competition of World Cup football and various local Christmas concerts. St Andrew's was also represented once more in the 60-strong choir for the annual Deanery Choirs' Festival service held at St Alban's Church North Harrow in October.

4.2 Sunday services continue to be led musically by our Organist, Alan Heyes, whose expertise, loyalty and diligence are much appreciated and help ensure uplifting worship.

4.3 Thanks are due to David Alleyne, our Head Server, who continues to lead the team of servers, comprising Susan Brown, Enid Scott-Kerr and Gill Moore, who lay-up on a Saturday working on a rota basis in preparation for the Sunday service. Other servers include Marita Brown, Di Bidder, Ann Varley, Omid Sarafun and Keith Kiruba.

5. Donations to charities

We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

Christmas 2021 and 2022 - £316 was paid in January 2022 to Angel Tree, the Charity that enables prisoners to send Christmas presents to their children. The charity was again selected for Christmas 2022 and donors gave gifts; in addition a cash donation of £275 (plus some being used to offset the cost of postage) was paid to the charity in December 2022.

Lent 2022 £960 was raised and paid to Standybyme, a charity that rescues and takes care of children in many countries overseas.

Ukraine Aid We raised and paid £365 to Ukraine aid during the Year.

Christian Aid Week - £631.50 was raised at a Big Brekkie on a Sunday in June in the church hall between the two morning services. Along with leftovers from the previous year, £790 was paid to the charity.

Thanks are due to Rebecca Pennells for organising and running the event. It was not possible to organise door-to-door collections which indeed may also be the case in the future.

Christmas 22 Firm Foundation, a charity for the homeless was selected for Christmas and £1,793

(including some contributions that were given in January) was sent to the charity in 2022.

Shoe Boxes led by Barbara North, in excess of 50 shoe boxes were sent to the appropriate centre.

6. Who's who in the Church

6.1 Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.

6.2 Our **Bishop** in the Diocese of London is the Right Reverend Dame Sarah Mullally who was installed on 12 May 2018.

6.3 The **Area Bishop** of the Willesden Area appointed in November 2021 is the Rt. Revd Lusa Nsenga-Ngoy; formerly he was part of the BAME (Black and Minority Ethnic) in the Diocese of Leicester.

6.4 Our **Archdeacon** in the Northolt Archdeaconry is the Venerable Catherine Pickford, appointed in September

2020. St Andrew's is visited generally every 3 years by the Archdeacon who verifies all registers, minutes and other written records, goods and ornaments, and compliance with faculty-requirements. The next formal visitation and inspection will be in 2023. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings. In 2022 she was invited to be shown the Spire project and to preach.

6.5 Harrow Deanery consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is The Revd Ann Lynes since March 2021, who is also Priest in Charge of Holy Trinity, Northwood. The former Area Dean was the Revd Ian Dowsett, who served from January 2016 to March 2021 and is also Vicar of our neighbouring parish of St Paul, South Harrow. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.

6.6 Our **Vicar** is Revd Lyndon North, appointed 2012, St Andrew's Vicarage, Malvern Avenue HA2 9ER.

(Tel 020 8422 3633). In 2020 he became one of the chaplains at Northwick Park Hospital and in 2022 he was appointed as Chaplain to RAF Northolt.

6.8 Our **Church Wardens** are Kemi Aina (appointed in April 2019) and Gary Williams (appointed in May 2022). Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). No Assistant Churchwardens were appointed in 2022. Churchwardens are limited to 6 years continuous service, unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation.

6.9 Deanery Synod Our current representatives are Wendy Godwin, Paul Hart and Susan McLeod who were

elected in 2020 for three years but can serve for a longer period if elected to do so. Representation on the Deanery Synod is 1 per 57 on the Electoral Roll and the figures are rounded up from 57. As we have between 114 and 171 on our Electoral Roll our deanery representation is recorded as 3 members.

6.10 The **Parochial Church Council (PCC)** has as its purpose "to cooperate with the Vicar of St Andrew's in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical" It is a "body corporate with perpetual

succession” which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (N^o 1131727).

Its members are the trustees and are elected by members of the church who are registered on the parish's Electoral Roll. A list of members of the PCC for 2021 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are up to 12 directly elected members who are appointed to serve for three-year terms, with a few members standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC also has power to co-opt up to two additional members.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. David Alleyne received payment as verger at funerals. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

6.11 The Electoral Roll is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrew’s for at least 6 months *or* live in the parish. The Electoral Roll is updated before each APCM (although people can join at any time) and is renewed completely every 6 years. A renewal took place in 2019. The PCC meeting of 14th June re-appointed Joyce Nickolay to be Electoral Roll Officer. The Electoral Roll for 2022 was recorded as 152 of whom 81 are resident within the parish, and 71 living outside the parish.

We have said goodbye to Ralph Bedford who has moved into residential care which is nearer to his son and family and, more sadly, those who have died and are listed in our Memorial Books, in particular Stuart Hobbs and Len Gray.

6.12 The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed at its meeting on 14th June that there should be sub-committees for: (a) Estate Management; (b) Communications; (c) Pastoral Team; (d) Social events; (e) Stewardship & Grants; (f) Spire repair project and (g) Children & Youth Group.

7. The work of the PCC

7.1 Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. The PCC met on 11th January, 20th March, 14th June, 2nd August, 4th October and 6th December and the Standing Committee met on 8th February, 7th May, 5th July, 6th September and 1st November 2022.

7.2 The Agenda for each PCC meeting is e-mailed to members one week in advance of the meeting. A summary of the Minutes is placed in the notice board at the back of the church. PCC members consult by e-mail in between meetings.

7.3 General Data Protection Regulations (GDPR) came into force in May 2018. Joyce Nickolay has incorporated this task with her work on the Electoral Roll and Parish Directory, and was reappointed at the PCC meeting on 14th June following the APCM on 22nd May.

8 Estate Management

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However, we are stewards of buildings and a site which occupies nearly two acres of potentially very valuable land. Matters involving care and use of our premises do occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

8.1 The Flat The flat had been occupied by 3 individuals, who in turn resigned their tenancies, the final person departing in October 2022. Repairs and cleaning were then undertaken to the flat which was subsequently let to a family in December 2022. Thanks are due to Easterine Suresh for organising the repairs and redecoration and for the ongoing management of the tenancy.

8.2 Hall lettings. Weekday lettings are ably managed by Sue Barnard, the Vicar’s Secretary. The main day-time in the Youth being the Playgroup under the leadership of Claire Severino. In the large hall the main day-time lettings are the hospital rehabilitation groups - Cardio Rehab and Respiratory Rehab, both organised by Harefield Hospital. Weekday evening lettings include the Scout groups, Zumba classes, Capital Connection singing group and Harrow Association for Disabled people. Weekend lettings are being well managed by Joan Oxenham – thanks are due to her for her thorough organisation of this task.

8.3 Caretaking. Chris Netsel has continued as caretaker at weekends, and John Paul locked the halls and Church on weekday evenings until mid-year when the Vicar and Gary Williams continued for the second half of the year. The Church remained open on weekdays in daylight hours for private prayers. The cleaning firm, comprising Pam Quartermaine and helpers, continued to clean both halls.

8.5 Church cleaning rota Chris Mills continues to organise the volunteer church cleaning rota comprising ‘ten teams of helpers’ who clean the church fortnightly. A number of long serving individuals have dropped out of the rota due to age and other reasons, so there is a need for more helpers.

8.6 Health and Safety A plan already exists for the evacuation of the Church and hall in emergencies.

Although the risk of catching Covid had subsided due to the national vaccination programme some worshippers felt more comfortable wearing masks. During communion, the Vicar offered wine from the chalice from mid-March in addition to the wafers which were ongoing.

8.7 The Estate Management Team (EMT) is responsible for ensuring that the church, halls and grounds which are equipped and maintained to a high standard in terms of facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises - such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. It can also advise the PCC on appropriate charges for renting out the halls. The repairs undertaken in 2022 were as follows:

Church Tower

Major refurbishment of the Church Tower and steeple was carried out, to restore the concrete surrounds of the tower windows, replace the aluminium cladding of two faces of the steeple, and to replace some parts of the wooden structure of the steeple which were found to be rotten. The wooden louvres were also refurbished and re-secured. A considerable area of the tower walls was re-pointed.

Heating

A leak detection company was employed to attempt to locate the leak in the system, but despite employing a variety of detection systems, no leak was found. A power flush of the pipework was carried out and has significantly improved the overall efficiency of the system. The system expansion vessel was found to be faulty and has been replaced. Further work is in hand to replace some flue pipework, and carry out various minor repairs.

General maintenance

The main entrance door to the hall had to have some of the door frame replaced. The hall kitchen Lincat had to be repaired. The youth centre oven had to be replaced. We had a successful "clean up" day.

8.9 Christmas lights were put up by Paul Hart, Keith Nicholls and Robert Crowhurst. It comprised a lively display of snow falling down the side of the church and two projecting lights of snowflakes to the front of the church, from the rose garden.

9 Finance.

The Treasurer's report on the Financial Accounts follow this report.

9.1 Mr Noel Rajaratnam of 19 Deane Ave, Ruislip, HA4 6SP continues to be the independent examiner.

Mr Rajaratnam has examined the accounts which follow, and other financial statements.

Many members devote many unpaid hours of work to St. Andrew's in various capacities, which saves the church thousands of pounds. However financial giving has been gradually reducing year by year due to decline in the number of people in planned stewardship giving. Ageing membership is reflected in the reduction in numbers of both money giving and volunteer workers. This needs to be reversed by recruitment of new members and volunteers. Our hall let income continues to sustain our income. We have now fully recovered from the drastic reduction in hall letting due to covid in years 2020 and 2021. Acquisition of new weekday lets and an increase in hall rates applied towards the end of the year as well as a new single-family tenancy of the flat we expect to generate income at a good level in 2023.

We are expected to meet our true cost of the common fund set at £90K but we have been allowed to pay £40K in 2021, £48K in 2022 and £60K in 2023. We will be expected to meet our full cost as from 2024.

Our operational cost is running at £2,200 a week. Our members contribution including donations contribute £1,100 a week, just 50% of the cost. Our letting income from Halls and the Flat helps us to bridge the gap and then to begin to restore reserves used up by the Spire repair. We need to increase the number of people in committed giving as well as amounts given per person. This will also mean attracting new members and making casual and occasional attendees to be regulars and committed givers. Giving has been relatively static in recent years and it is difficult to see how it will increase due to increasing fuel bills for everyone. Our aim is to get more worshippers into the church. The shortfall has to come from rent from the flat and payments from those who hire our premises, such the play schools, rehabilitation groups and other lets.

9.2 Planned giving, now almost entirely by standing order, remains the bed-rock of our church's finances.

Membership of our Stewardship scheme decreased from 58 (in 2021) to 49 (including 10 couples who both attend and give jointly, who are counted as one.

Our Diocesan Common Fund contribution based on our cost is close to £90,000 a year. During Covid years we were able to reduce our contribution to £40,000 in 2022 and 48,000 in 2023. Our spire project cost too gave us a reason to hold back on our contribution. We would, however, be expected to meet our costs as from 2024.

9.3 Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.

9.4 Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's Kingdom. We also continue to be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade tea and coffee at all church-hosted refreshments and encourage greater use of Fairtrade products. Recyclable disposal cups are used on a regular basis.

9.5 The PCC annually reviews: the organist's stipend; bell-ringer, vergers and others' non-statutory fees for weddings and funerals; payments to the Vicar's secretary and, in line with the London Living Wage, those to our caretakers; and clergy expenses and allowances.

10. Wider Outreach to the Community

10.1 Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which are long standing.

10.2 We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on the 5th November with church members assisting.

10.3 Meetings of the local *Churches Together in South Harrow* take place every three months. Recently they worked together in providing warm spaces. Their website is:

<https://connectingsouthharrow.wordpress.com>

and has information about the 6 churches in South Harrow: [Christ Church Roxeth](#); [Roxeth Free Church](#); [St Andrew's Roxbourne](#); [St Paul's South Harrow](#); [South Harrow Baptist Church](#) and [South Harrow Methodist Church](#).

11. In Conclusion To save space, the many who have contributed to the well-being of St Andrew's, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

NOTES

1. The normal address for external correspondence to the PCC is:
The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc, 31 Holborn Circus, EC1N 2HR, and Barclays Bank plc, 235 Northolt Road, South Harrow, HA2 8HP
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 19 Deane Ave, Ruislip, HA4 6SP.

APPENDIX A

PCC MEMBERS, 2022

Vicar (Chairman) and ex officio

Rev^d Lyndon North

Mrs Kemi Aina Warden (*from April 2019*)

Mr Gary Williams Warden (*from May 2022*)

NOTE: Wardens are elected or re-elected every year normally for a maximum period of 6 years.

As Deanery Synod Representative and ex officio 2020 - 2023

Mr Paul Hart

Mrs Wendy Godwin

Mrs Susan McLeod

As Directly Elected Member

Mr David Alleyne (*May 2022 - April 2025*) *Already served 6 years followed by a year's break*

Mrs Marita Brown (*April 2021 - April 2024*) *Elected for a second term*

Mrs Annie Dawson (*October 2020- April 2023*) *Elected for a second term*

Mr Orley McIntyre (*April 2021 - April 2024*)

Mr Kulan Mills (*April 2021 - April 2024*)

Mrs Gill Moore (*April 2021 - April 2024*)

Mr Keith Nicholls (*April 2020 - April 2023*) *Elected for a second term*

Mrs Joyce Nickolay (*April 2021 - April 2024*)

Mrs Barbara North (*October 2020 - April 2023*)

Miss Rebecca Pennells (*October 2020 - April 2023*) *Elected for a second term*

NOTE: Members are elected for a 3-year period and can only stand for 6 years before being required to stand down.

STANDING COMMITTEE

The Vicar and Churchwardens are members *ex officio* of the Standing Committee.

Mr Kulan Mills, Treasurer (elected by the PCC),

Mrs Joyce Nickolay, Secretary (elected by the PCC from September 2019)

Mrs Marita Brown (elected by the PCC)

Mrs Annie Dawson (elected by the PCC)

Mrs Gill Moore (elected by the PCC)

**Parochial Church Council
St Andrew's Church, Roxbourne
Registered Charity Number 1131727**

ACCOUNTS FOR THE YEAR 2022

Page No.	Content
1	PCC Treasurer's Notes to the Financial Statements Note: Each Financial Statement shows comparative figures for the year before alongside the current year's figures.
2	Balance Sheet at 31st. December 2022 This shows Assets and Liabilities at the end of the year.
3	Statement of Financial Activities (SOFA) This shows the summary of Income and Expenditure for the year.
4	Accounting Policies This sets out the accounting policies followed.
5	Incoming Resources This shows, under different headings, income for the year.
6	Resources Used This shows, under different headings, expenditure for the year.
7	Notes This shows further notes, explanations and balance sheet analysis.
8	Independent Examiner's Report to the PCC.

Parochial Church Council of St Andrew's Roxbourne

Notes to the Financial Statements for the Year ended 31 December 2022

Financial Review

2022 has experienced post pandemic recovery of our hall letting income as from the last quarter of the year, and one of the church's major building works in the repair of its tower in the summer months. Although steady, the stewardship income and the number of people giving regularly, mostly by monthly standing order, has continued to decline. Church members responded well to the Tower appeal that was run during the year.

Income

As in the recent past the stewardship income was steady, and as these are received on a monthly basis, we were able to meet regular monthly payments without touching our savings. We also managed to meet the cost of the Tower project without touching our savings, thanks to generous members and friends donations, and Diocesan grant and loan of £20,000 each. As the church and hall received listed building status in early 2022, we were able to recover the VAT paid on the works.

Expenditure

The PCC maintained its committed contribution to the Diocesan Common Fund at £48,000, a figure well short of our common fund cost, which is close to £85,000. We paid near full cost in 2020 but as the pandemic had a major effect on parish finances, the Diocese accepted what we proposed and justified as affordable giving. We also needed money to meet the Tower project cost. Our reduced common fund giving was £40,000 in 2021, £48,000 in 2022 and £60,000 in the current year 2023. We would be expected to return to paying full cost as from 2024.

Our major concern is the cost of gas and electricity. Our two year fixed price contract expired in August and, as from September, the cost has increased greatly. Gas price of £2.48p per kWh increased to £11.50p per kWh even after a 23% energy support grant. Electricity rate has doubled. We received another energy support grant of £2,641 from the Diocese in late 2022 in common with other churches.

Cash and Cash Deposits

Cash, Bank and Savings deposits reduced by £ 17,000 but this was soon reversed in early 2023 when we received the VAT refund, shown in the accounts under Debtors, of £20,384.

Tower repair Project in 2022

The project was completed by August 2022. The source of funding and the cost are set out in Note 10 of the accounts.

Reserves Policy

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to at least three months average expenditure excluding our contribution to the Diocesan Common Fund. On that basis, at the end of 2022, the unrestricted reserves amounted to 16 months average of the year's expenditure, which is a reduction (due to Tower repairs) from 30 months reserves in 2021.

Risk Policy

Insurable risks are covered by our comprehensive insurance policy with Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £ 8.4 million.

The flat, which has tenants on an Assured Shorthold Tenancy agreement has had the mandatory landlord's annual safety checks and certification carried out for Gas and Electrical equipment.

The church has a Church Safeguarding Officer and a children's Champion and secures the necessary DBS clearances on those working with children and vulnerable adults. All members of the PCC have completed training on safeguarding and awareness provided by the Diocese.



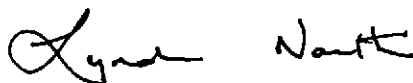
Approved by PCC on 2 April 2023, and
signed on behalf of PCC by Hon. Treasurer,
P Kulan Mills FCA, FCMA, CGMA

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
BALANCE SHEET
AS AT 31 DECEMBER 2022

		2022 £	2021 £
FIXED ASSETS	1	<u>13,014</u>	<u>13,014</u>
CURRENT ASSETS			
Debtors	5	26,929	9,292
Deposits - CBF's CCLA		78,617	77,596
Bank - Main Account		23,275	40,920
Bank - Stewardship Account		2,493	2,941
Cash in Hand		63	85
		<u>131,377</u>	<u>130,834</u>
CURRENT LIABILITIES			
Sundry Creditors	6	14,274	3,350
Diocesan Loan	7	20,000	-
		<u>34,274</u>	<u>3,350</u>
NET CURRENT ASSETS		97,103	127,484
TOTAL NET ASSETS		<u><u>110,118</u></u>	<u><u>140,498</u></u>
FUNDS			
Restricted			
Missions & Charities	8	1,359	695
Roses Fund	8	633	524
Organ Fund	8	2,426	3,399
		<u>4,418</u>	<u>4,618</u>
Unrestricted			
General Reserve	9	105,700	135,880
		<u>105,700</u>	<u>135,880</u>
TOTAL FUNDS		<u><u>110,118</u></u>	<u><u>140,498</u></u>

SOFA on page 3 and the Analysis and Notes on pages 4-8 form part of these accounts.

These accounts were approved at the PCC meeting held on 2 April 2023.



Chairman
Rev. Lyndon North



Hon Treasurer
Mr Kulan Mills

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDED 31 DECEMBER 2022

		General Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
INCOMING RESOURCES					
Voluntary Income	2a	58,380	27,065	85,445	86,097
Activities for Generating Funds	2b	94,440	-	94,440	68,306
Income from Investments	2c	969	52	1,021	28
Income from Church Activities	2d	8,657	20,000	28,657	8,938
TOTAL INCOMING RESOURCES		<u>162,446</u>	<u>47,117</u>	<u>209,563</u>	<u>163,369</u>
RESOURCES USED					
Church Activities					
Grants	3a	20	2,750	2,770	3,382
Activities relating to the work of the church	3b	121,245	1,266	122,511	81,542
Church Management & Administration	3c	9,880	-	9,880	5,928
Exceptional & Non-annually recurring costs	3d	61,181	43,301	104,482	8,964
Governance Costs	3e	300	-	300	300
TOTAL RESOURCES USED		<u>192,626</u>	<u>47,317</u>	<u>239,942</u>	<u>100,115</u>
NET INCOMING/(OUTGOING) RESOURCES		(30,180)	(200)	(30,380)	63,253
NET MOVEMENT IN FUNDS		<u>(30,180)</u>	<u>(200)</u>	<u>(30,380)</u>	<u>63,253</u>
BALANCES (brought forward at) 1 JANUARY 2022		135,880	4,618	140,498	77,244
BALANCES (carried forward at) 31 DECEMBER 2022		<u>105,700</u>	<u>4,418</u>	<u>110,118</u>	<u>140,498</u>

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the benefit of use of the resources and
2. their ultimate receipt is virtually certain; and
3. the monetary value can be measured with sufficient reliability.

Grants, donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. Collections and planned giving are included when the funds are received.

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below.)

Investment income is accounted for when receivable.

The value of any voluntary help is not included in the accounts but described in the annual report.

EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

ASSETS

Consecrated and Benefice Property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Movable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

No value is placed on any movable church furnishings that cannot be disposed of without a faculty, and which are regarded as "inalienable" property held on special trust on behalf of the PCC, and forming part of the consecrated property excluded from the financial statements by the Charities Act 2011.

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £5,000. They are valued at cost or else for gifts in kind, at a reasonable estimate of their open market value on receipt. The youth centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

No depreciation is provided on buildings as the currently estimated value of the property is not less than the carrying value and, as the remaining useful life of these assets currently exceed 50 years any depreciation charge would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, quantified, and included in expenditure for the year.

Short Term Deposits

These are cash held on deposit either with CCLA or at the bank.

RENTAL INCOME

Flat Rent

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950s when the entire land site was valued at £1,100. St Andrew's building are insured as part of the over premiums paid and the overall insurance value is considered to be £8,400,000

Halls Rent

The halls receive rental income on both regular and occasional weekday hire as well as short hourly day lets at weekends. This income is disclosed separately in the accounts.

FUNDS

Unrestricted Funds

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use, or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the Annual Report.

Restricted Funds

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

The PCC has no endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
2a Voluntary Income				
Communion & General	6,037	-	6,037	3,272
Pledges & Stewardship	39,738	-	39,738	43,229
Tax Refund (Stewardship)	8,288	-	8,288	9,302
Donations including (Gen) tax refund	4,317		4,317	19,481
Lent offering StandBy (2021 MIND)	-	940	940	1,236
Christmas Angel Tree (2021 Angel Tree)	-	318	318	316
Leprosy Mission			-	164
Tower Project Donations	10	23,301	23,301	6,714
Ukrainian Aid		365	365	
Food Bank	-		-	250
Christain Aid - Big Breakkie		632	632	379
Roses Fund		310	310	963
Organ Fund		40	40	
Christmas Charity: Firm Foundation		1,139	1,139	
Contribution from General Fund		20	20	791
	58,380	27,065	85,445	86,097
2b Activities for Generating Funds				
Christmas Bazaar	3,154	-	3,154	3,039
Flat rent	11,293	-	11,293	12,132
Halls rental	79,994	-	79,994	53,136
	94,440	-	94,440	68,306
2c Investment Income				
General Reserve	969		969	27
Organ Fund & Rose Fund	-	52	52	1
	969	52	1,021	28
2d Income from Church Activities				
Junior Church & Youth	2,240		2,240	1,402
Baptisms, Weddings & Funerals	3,776		3,776	6,411
Diocesan Grant for Tower Project		20,000	20,000	-
Diocesan Energy Grant	2,641		2,641	-
Contribution from General Fund		-	-	1,125
	8,657	20,000	28,657	8,938
TOTAL INCOMING RESOURCES	162,446	47,117	209,563	163,369

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
3a Grants					
Missions and Charities			2,750	2,750	2,591
Charity contribution from General Fund		20		20	791
Vicar's Discretionary Fund				-	-
	8	<u>20</u>	<u>2,750</u>	<u>2,770</u>	<u>3,382</u>
3b Activities relating to the work of the church					
Diocesan Common Fund Quota		48,000	-	48,000	40,000
Diocesan Fees		1,528	-	1,528	2,941
Services & Sanctuary		2,985	-	2,985	2,578
Junior Church & Youth		1,336	-	1,336	853
Clergy Expenses		4,108	-	4,108	2,421
Choir & Organists		3,500	1,058	4,558	3,800
Gas		9,507	-	9,507	1,434
Electricity		7,378	-	7,378	2,744
Water		2,749	-	2,749	1,985
Telephones		965	-	965	948
Waste Collection		1,534	-	1,534	1,685
Insurance		4,005	-	4,005	3,914
Maintenance		20,281	-	20,281	5,191
Roses/Garden		-	208	208	439
Cleaning and Caretaking of Halls		10,707	-	10,707	9,855
Coffee & Refreshments		1,101	-	1,101	-
Cleaning Materials		1,561	-	1,561	754
		<u>121,245</u>	<u>1,266</u>	<u>122,511</u>	<u>81,542</u>
3c Church Management & Administration					
Secretary		3,350	-	3,350	3,350
Office & Publications		3,094	-	3,094	2,578
Flat Bad Debts written off	11	3,436	-	3,436	-
		<u>9,880</u>	<u>-</u>	<u>9,880</u>	<u>5,928</u>
3d Exceptional & Non-annually recurring costs					
Tower Project					
Contribution from General Fund				-	1,125
Tower Project Cost		81,565	43,301	124,866	7,839
Tower Cost - VAT Refund		(20,384)		(20,384)	-
	10	<u>61,181</u>	<u>43,301</u>	<u>104,482</u>	<u>8,964</u>
3e Governance Costs					
Professional Fees - Ind Examiner fee		300	-	300	300
		<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>
TOTAL RESOURCES USED		<u>192,626</u>	<u>47,317</u>	<u>239,943</u>	<u>100,115</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
4 Missions and Charities		
Expenditure during the year:		
Food Bank		(1,037)
Lent - Standby (MIND 2021)	(960)	(1,240)
Ukranian Aid	(365)	-
Leprosy	-	(164)
Christian Aid	(411)	
Angel Tree - Christmas	(319)	
Christmas - Firm Foundation	(1,139)	(150)
	<u>(3,194)</u>	<u>(2,591)</u>

	2022 £	2021 £
5 Debtors		
Halls Rental	3,133	4,411
Gift Aid Tax - Accrued for Qtr 4 of year	3,182	2,856
Tower project - VAT Refund	20,384	-
Sundry Debtors	230	2,025
	<u>26,929</u>	<u>9,292</u>

	2022 £	2021 £
6 Creditors		
Prepaid halls rental/deposits	2,350	1,450
Prepaid Flat rent	435	-
Vicarge Repair Fund	1,506	1,006
Tower project - Builder's retention money	2,900	-
E-on - Gas account provision	5,964	-
Sundry expense accruals	1,119	894
	<u>14,274</u>	<u>3,350</u>

	2022 £	2021 £
7 Diocesan Loan		
Interest Free 36 month Loan to fund Tower Project expenditure	20,000	-

8 Restricted Funds	Opening	Donations &	Gen Fund	Payments	Closing
	1st Jan 2022	Interest	Subsidy		31st Dec 2022
	£	£	£	£	£
Ukranian Aid	-	365		(365)	-
Lent Charity Stand By Me (2021 Mind)	-	940	20	(960)	-
Angel Tree - Christmas Charity 2021 & 2022	316	319		(635)	-
Firm Foundation - Christmas Charity 2022		1,139		-	1,139
Christian Aid	379	632		(790)	221
Missions and Charities	685	3,394	20	(2,750)	1,359
Roses Fund	524	317		(208)	633
Organ Fund	3,399	85		(1,058)	2,426
	<u>4,618</u>	<u>3,796</u>	<u>20</u>	<u>(4,016)</u>	<u>4,418</u>

The Missions & Charities Fund represents donations for missionary and charitable giving.

The Roses Fund represents donations towards expenditure on the Church Memorial Roses and Garden.

The Organ Fund represents donations and income to be used towards expenditure on the Church organ.

9 Analysis of Funds & Net Assets	Opening £	Income £	Expenditure £	Closing £
Restricted Funds	4,618	108,297	(108,497)	4,418
General Fund	135,880	162,666	(196,447)	102,099
	<u>140,498</u>	<u>270,963</u>	<u>(304,944)</u>	<u>106,517</u>
Fixed Assets	13,014	-		13,014
Net Current Assets	127,484	(33,981)		93,503
	<u>140,498</u>	<u>(33,981)</u>		<u>106,517</u>

10 Tower Repair Project	Donations Members & friends	Donations Diocese	Cost	VAT Refund	Net Cost
Totals accounted for in 2022	23,301	20,000	(124,866)	20,384	(61,181)
Accounted for in 2020/21	6,714		(9,165)		(2,451)
Totals of Project	<u>30,015</u>	<u>20,000</u>	<u>(134,031)</u>	<u>20,384</u>	<u>(63,632)</u>

Tower Repair Fund was raised substantially in 2022 and the repair completed also in 2022.

As the church attained listed status in early 2022, we were able to recover VAT paid on the project from Listed Places of Worship.

11 Bad Debt provision and Debt recovery	2022 £	2021 £	
Flat rent debt written off (2021 Hall rent debt)	3,436	** 808	** This was debt was written off against Hall Let income in 2021.

We continue to receive pre-2014 Fraud compensation payments via courts.	Opening 1st Jan 2022	Received in the Year	Potential future recovery Amount	Received in the 2021
£	3,132	197	2,935	123

**Independent Examiner's Report to the Trustees of
St Andrew's Church, Roxbourne, Parochial Church Council.**

I report on the accounts for the year ended 31 December 2022 which are set out on pages 1 to 7.

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

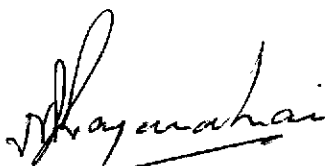
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The 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 then report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention,

1. which give 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 requirements of the 2011 Act have not been met; or 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.



Mr Noel Rajaratnam FCMA, CA, B.Sc.
103a Malvern Avenue
South Harrow HA2 9ER
6 April 2023

**Independent Examiner's Report to the Trustees of
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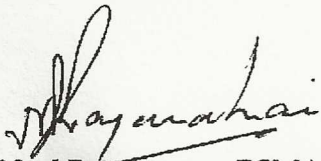
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Mr Noel Rajaratnam FCMA, CA, B.Sc.
103a Malvern Avenue
South Harrow HA2 9ER
6 April 2023

Accounts



S^T ANDREW'S CHURCH ROXBOURNE
Malvern Avenue, Harrow

www.standrewsroxbourne.org.uk

REGISTERED CHARITY N° 1131727



**ANNUAL REPORT ON THE PROCEEDINGS
OF THE PAROCHIAL CHURCH COUNCIL
AND THE ACTIVITIES OF THE PARISH GENERALLY**

and the

**FINANCIAL STATEMENTS OF THE
PAROCHIAL CHURCH COUNCIL**

for the year ended 31st DECEMBER 2021

Approved by the Council at its meeting on 26th
April 2022

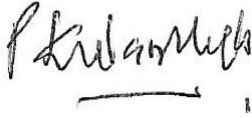
Lynda North

OBina

REV LYNDON NORTH (CHAIRMAN)

OLUKEMI

AINA (CHURCH WARDEN)

Handwritten signature of Kulan Mills in black ink, featuring a stylized 'K' and 'M'.

KULAN MILLS (Hon Treasurer)

Handwritten signature of Joyce Nickolay in black ink, written in a cursive style.

JOYCE NICKOLAY

(Secretary)

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2021

OUR MISSION: "TO KNOW CHRIST AND BE SENT"

1. Prayer, Worship, Bible study and Parish Outreach

- 1.1** Due to the Coronavirus pandemic and direction from the Government and the Diocese all Church services were closed from December 2020 until the last Sunday in February 2021. In March there was a creditable attendance on Mothering Sunday and 87 overall attended on Easter Sunday. The requisite restrictions of sanitizing hands on arrival, wearing masks and sitting in a socially distanced way were observed as required by the Government and the Diocese. On arrival, members of the congregation sanitized their hands, wore masks and sat in marked socially distance spaces. Hymn singing by the congregation was allowed with masks being worn. Communion wafers were given by the Vicar but no wine was offered.
- 1.2** The main Sunday service when allowed continued at the new start time of 10.00 am.
- 1.3** The 8.00 am service also took place on Sundays and 9.30 am on Wednesdays when the church was open but choral evensongs were discontinued.
- 1.4** Attendance was good compared to neighbouring churches, some of which had not resumed Sunday services. The 8.00 am service averaged 9 members from March to July, there being no 8.00 am service in August. The average attendance at the 10.00 am service for the same period including August averaged 75 members. The Sunday Service continued to be recorded and the link sent out by e-mail or WhatsApp and was available on the website.
- 1.5** Morning Prayer took place at 9.00 am every weekday whenever possible. It was not possible for the Barnabas Fellowship to meet on Saturday mornings because of the ongoing coronavirus restrictions.
- 1.6** During the year there were 3 weddings at the church, some of which had been delayed more than once. The Vicar took 9 funeral services at the church (one being for Joan Rhoades and another for Marion Perry), and a memorial service in July for Edward Nadkarni, (son of the first Vicar, Rev. Edward Nadkarni). The Vicar had conducted 9 other funeral services at the crematorium. It had not been possible for confirmations to take place but the Vicar will catch up with Confirmation classes as soon as circumstances allow.
- 1.7** The Vicar and David Alleyne, our lay Pastoral Assistant, took home Communion as the need arose. Our Pastoral Group, comprising David Alleyne, Sue Broatch, Enid Scott-Kerr, Kulan Mills and the Vicar met from regularly after Wednesday morning services to review the pastoral needs of the of the Parish. Other ways of keeping in touch with pastoral needs and care were found via use of the internet.
- 1.8** David Alleyne continued with the bereavement care ministry, which concentrated around two events. The Annual All Souls' Service was organised by Enid Scott-Kerr on Sunday 31st October at 10.00 am with the Lights of Life

Tree, which was usually organised by Peter and Georgina Sage. We are indebted to them for their commitment to this task for 20 years but understood that they felt it was time to step aside. Volunteers were found to continue this task and this year the Vicar provided a new tree and Mol Rawat made the prayer leaves.

- 1.9** There were three Zoom Lent Groups on The Bible Course: Monday morning led by Lyndon North and David Alleyne; Wednesday evening, led by Keith Nicholls and Pam Storey; and Thursday afternoon, led by Sue Broatch and Annie Dawson. The course gave an exceptional insight into the structure of the Bible and was very informative to those taking part. One of the regular monthly house groups resumed meeting in person from September.
- 1.10** Other churches using our premises operated as follows: Catch the Fire (a charismatic Pentecostal Church) met in April, May and June but no longer use our premises; the Korean Church met continuously throughout the year; Friends of Christ (an English-speaking Tamil-founded group) met every other week; and Holy God Ministries (a Tamil-speaking Church) met from May to December.
- 1.11** Several of our congregation continue to subscribe to the New Daylight Bible Study notes run by the Bible Society. These books are issued 3 times a year and provide a very interesting and thought-provoking insight into understanding the Bible. We thank Gill Moore for continuing to organise this service.
- 1.12** The Communications Committee comprising Keith Nicholls, Robert Crowhurst and Joyce Nickolay, did not feel the need to meet during the year and it has taken a backwards turn because of the coronavirus epidemic. In view of the forced reduction in the number of services and events run in the halls, there was very little to be advertised. In addition, deliverers understandably were nervous of touching doors and gates. When events were held, such as the Christmas market on 20th November, advertising through banners, the internet, community groups and people using the halls proved to be very effective. It poses the question of whether delivering leaflets through doors would be an effective means of communication in the future.
- 1.13** At the beginning of the year and especially during periods of lockdown, communication was continued with as many parishioners as possible, through E-mail, WhatsApp, messaging and post. Our thanks are due to Wendy Godwin who organised and maintained the system. The WhatsApp groups Roxbournestandrews and Roxbournehelp were used for specific information and help such as shopping and collecting prescriptions.
- 1.14** The Vicar circulated prayers through the internet at appropriate times. The 10.00 am service continues to be recorded with thanks to Keith Nicholls and is available on the website.
- 1.15** Our website www.standrewsroxbourne.org.uk maintained by Keith Nicholls continues to be a source of useful communication to the Parish and the wider world. In 2021 the average monthly access was 41,000 (compared to 49,000 2020). Maximum usage in 2021 occurred in May at 53,000 (compared to 69,000 in July 2020).
- 1.16** Our weekly parish bulletin, **STAR LINK** giving the Sunday Collects and the Readings, topical notices and future events was maintained even

during the lockdown period at the beginning of the year. It contained the Old Testament, New Testament and Gospel readings and the welcome addition of coloured pictures thoughtfully introduced when appropriate by Sue McLeod who also printed the leaflet each week. We are grateful to Sue for her diligence in this matter. The Star Link was hand-delivered or posted all who did not have an e-mail address. It is also published on our website.

2. Working with Young People

2.1.Children's Church In the past year, following some discussion, the children's teachers who run the Sunday

morning sessions for the children decided to change the name from 'Go Mad on Sunday' to 'Children's

Church. It was felt that this better explained what the group was and also gave a clearer understanding to

prospective children and their families. We believe that each child is precious in the sight of God. Please

pray for all the children and families that we have contact with. That we may serve them in our community

and that they may come to know the love of God.

The group has been meeting regularly since the church reopened and have between 5-8 regular attenders with approximately 15 children on the register. It is run during the 10.00 am service on Sundays. Barbara North continues to take the lead along with her helpers, Brenda Udall, Gill Moore, Annie Dawson and Sue Jull.

The children and young people are generally taught in one group by our volunteer teachers who work on a rota basis but may separate for more in depth questions and study when older children are present. The children have continued to have a regular slot at the end of the 10.00 am communion service to report back on what they have learned. There are currently a number of three year-olds which is lovely but means lessons need to be adapted to the relevant age group.

During the lockdown at the beginning of the year contact was maintained with all our children with our regular Messy Church activities downloads and activity bags. These have been sent to all children who have contact with the church. Since March we produced resources for Easter 2020, Pentecost, October Light Party, Christmas and Candlemas.

2.2 Holiday Club This year despite the complications with covid we ran the Holiday Club with a very good

attendance. We reduced our capacity to fit in with the guidelines and had 45 children between the ages of 5-10 with approximately 12 volunteer helpers. The Club was called 'Treasure Seekers' and the aim was to show the children that knowing Jesus is the greatest treasure. Our service following the Holiday Club to which all the children and their parents were invited had the best attendance so far. We look forward to doing it again in 2022.

2.3 Messy Church takes place once a month on a Saturday from 10.00 am until 12 noon. It is a fun filled morning with lots of craft activities. It is free of charge but children must be accompanied by an adult.

Children and adults are welcomed to the session with biscuits and squash, tea and coffee being available for the adults. After taking part in the craft activities we go into church for a short and lively session of worship and then we all have lunch together.

We were unable to run any face-to-face sessions at the beginning of the year due to Covid restrictions, so in February 2021 e-mails were sent out explaining about Candlemas and a bag containing a variety of fun activities was available for collection. Approximately 50 bags were collected or delivered. For Lent e-mails with several activities attached were sent out explaining about Lent for the children to do at home.

In September we resumed our normal sessions and celebrated with the theme of Creation. In October we ran a very successful Light Party. Our Christmas Messy Church was well attended and Father Christmas even found time to pop in!

A very big thank you to all of the enthusiastic and dedicated team and especially to Gill Moore for her organisation and commitment.

2.4 St Andrew's Youth St Andrew's Youth Club has been running for approximately seven years and is led by

Lyndon and Barbara North, who are supported by a number of volunteers. Its aim is to provide a safe and nurturing environment for young people between the ages of 11 and 14 years from our church and the community.

We are an openly Christian youth club and as such may share our faith through our caring, our conversations and our presentations. Like everything else the youth club has been affected by Covid 19. This has meant that we have been unable to meet as regularly as we would have liked.

However, the Government's concern for the physical and mental welfare of young people in general during this time has meant that they consider youth and children's work to be a high priority. As a result, we were able to open for a few weeks in the summer months and again the autumn. This has enabled us to keep contact with our young people and to see how they have been coping over this period.

The young people have been very keen to return to the youth club when they have been able to and have all followed strict guidelines to keep everyone safe. They have valued the opportunity to meet together, and openly talk about the challenges that they face.

Please pray for the young people, many who have been affected by the disruption to their education and exams. Pray also for their home circumstances, that they will be places of safety. We hold in our prayers all the young people of this parish and we look forward to moving into the future with energy and vision.

Since the beginning of 2022 we have been able to open as usual with an increasing number of young people attending. We expect this to increase as we move into the lighter evenings. Some of the young people join us before youth club for prayer and others have joined our newly formed Sunday Youth which meets monthly on a Sunday and is a Bible Study Group led by Ayo and Deke. This is very exciting to see.

2.2 School Assemblies. The Vicar continues to maintain and strengthen our links with 7 local schools when they are open and frequently takes some assemblies. He is also a governor at Rooks Heath School.

2.3 Scout organisations. We are very pleased to host the meetings of the Beaver, Cub-Scout and Scout Groups who attended when the halls were opened again.

2.4 Safeguarding St. Andrew's takes this issue seriously and continues to fulfil our obligations (under Section 5 of the Safeguarding and Clergy Discipline Measure 2016) that our vicar, churchwardens and the PCC as a whole "have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and adults". See the latest information on the following websites:

<https://www.churchofengland.org/more/safeguarding#na>

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Our Safeguarding Officer (CSO) is Mrs Marita Brown (from 4th January 2017). Gill Moore has continued as

the Section X checker" - confirming identities and processing the necessary on-line Disclosure & Barring

Service application process through the Diocese.

All organisations using St. Andrew's premises are also required to have - and have confirmed that they have

- suitable Child Protection Policies in place which meet Diocesan requirements or have agreed to and

signed the Parish Safeguarding Policy issued by the Diocese.

All hirers of the church premises are required to agree to and to sign a hiring document containing a

paragraph about the Parish Safeguarding Policy.

The Vicar and the CSO have undertaken an online Diocesan Level Three Safeguarding Refresher Course in

2020 and all current PCC members have completed the on-line Diocesan Basic Awareness Safeguarding

Training in 2020/2021. The CSO is currently following up the latest Diocese Safeguarding Requirements, to

ensure all relevant parties have completed the required training so the Parish will be up to date.

Safeguarding information and contact numbers are displayed at various locations on the Church premises.

Information concerning Safeguarding in the Church can be found on the Parish Website:

www.standrewsroxbourne.org.uk

2.5 Working with adults, social and community events

St.AR Friends Pamela Storey has been pleased to be able to report that St. Friends was finally able to reopen in October 2021 thanks to the support of the helpers. Maureen Pattison committed herself to coming each week and running the afternoon ably assisted by the wonderful team of helpers.

The membership is down, which is to be expected. Sadly, members have been lost to death, mobility problems and there are one or two who really still do not feel safe mixing with other people.

After some discussion it was decided that the group for the present time would meet on a fortnightly basis until such time as the numbers can be rebuilt. This appears to be working well and from 2022 I will take over the lead again. There is a basic programme which we hope can expand with speakers as life becomes more normal again.

Pamela is proud and appreciative that the members have continue to support each other and she would like to take this opportunity of thank the wonderful team of helpers who support her and the club.

3.3 Social Committee We had high hopes of running a variety of social activities in 2021 but unfortunately

due to Covid restrictions we were unable to fun any activities like quizzes or dances. However, we did have a very successful Christmas Market in November. We had an excellent turnout with lots more young parents and children. Father Christmas and his elf had a very busy time being visited by over 80 children.

It was a good community event, raising nearly £3,000. We had all the old favourite stalls plus fresh pizzas and samosas. Many thanks to everyone who supported the event.

3.4 Georgina Sage continued maintaining the coffee supplies and Judy Grice organised the coffee rota.

For many years members who drank coffee after the Sunday morning service contributed to the cost with voluntary donations. The money collected was used to provide wine and other drinks at a variety of other Church functions. At the September PCC meeting it was agreed that in future there would be no charge for coffee but members could be invited to contribute in other ways.

3.5 The Sunday Lunch Club, usually meeting on the first Sunday in the month at the Ascott in Eastcote resumed on 7th November 2021 with 6-9 people attending. The weekly Tuesday men's Lunch Club has not resumed meeting.

4 Music and Choir and Servers

4.1 Due to shrinking numbers caused by illness and death the regular choir has effectively ceased and the

decision regretfully taken to abolish the monthly service of Choral Evensong. However, during the pandemic when congregational singing was not allowed indoors a very small *ad hoc* group of singers sang hymns on several Sundays during the Parish Communion service - and on Easter Sunday led everyone singing a couple of in-Service hymns outside the Church.

Two people also took part in the 60-strong choir for the annual Deanery Choirs' Festival service held in Pinner Parish Church in October; and a score of singers were recruited to form a choir for St Andrew's Christmas Carol Service which was enjoyed by a congregation (also of about 60 people.)

4.2 As before, Alan Heyes has continued as our organist and provided the musical back-up for all of these

and our on-line services during lockdown, to take place. We are fortunate to have such a dedicated and experienced musician.

4.3 Thanks are due to David Alleyne, our Head Server, who continues to lead the team of servers, and to Susan Brown and her team of helpers for looking after our 'sacred vessels'.

5. Donations to charities

We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

- **Christmas 2020** - £348.78 was paid in January 2021 to Angel Tree, the Charity that enables prisoners to send Christmas presents to their children.
- **Lent 2020** - £1,240 was raised for Mind, a mental health charity
- **Christian Aid Week** - £378.78 was raised at a Big Brekkie held on Sunday 13 June at 8.45 am outside the church between the two morning services - thanks are due to Rebecca Pennells for organising this event. It was not possible to organise door-to-door collections which indeed may also be the case in the future.
- **Harvest** - donations were channelled through Keith Nicholls for the Angel Tree Charity
- **Leprosy boxes** - £163.52 was raised
- Members also support **The Children's Society** by having collecting boxes.
- Postage stamps are also collected for St. Lukes

6. Who's who in the Church

- 6.1** Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.
- 6.2** Our **Bishop** in the Diocese of London is the Right Reverend Dame Sarah Mullally who was installed on 12 May 2018.
- 6.3** The **Area Bishop** of the Willesden Area appointed in November 2021 is the Reverend Canon Lusa Nsenga-Ngoy; formerly he was part of the BAME (Black and Minority Ethnic) in the Diocese of Leicester. The former Area Bishop, the Rt. Rev. Peter Broadbent stood down a year early and is taking another role, facilitating some of the transition and implementation work for the Diocese of London's 2030 Vision.
- 6.4** Our **Archdeacon** in the Northolt Archdeaconry is the Venerable Catherine Pickford appointed in September 2020. St Andrew's is visited generally every 3 years by the Archdeacon who verifies all registers, minutes and other written records, goods and ornaments, and compliance with faculty-requirements. The next visitation will be in 2022. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings.
- 6.5 Harrow Deanery** consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is Revd Ian Dowsett, Vicar of our neighbouring parish of St Paul, South Harrow, since 27 January 2016. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.
- 6.6** Our **Vicar** is Revd Lyndon North, appointed 2012, St Andrew's Vicarage, Malvern Avenue HA2 9ER. Tel 020 8422 3633.
- 6.8** Our **Church Warden** is Kemi Aina appointed in April 2019. Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). The Assistant Churchwarden, is Gary Williams appointed in 2021. Churchwardens are limited to 6 years continuous service,

unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation.

6.9 Deanery Synod Our current representatives are Wendy Godwin, Paul Hart and Susan McLeod who were

elected in 2020 can serve for up to six years. Representation on the Deanery Synod is 1 per 57 on the Electoral Roll and the figures are rounded up from 57. As we have between 114 and 171 on our Electoral Roll our deanery representation is recorded as 3 members.

6.10 The **Parochial Church Council (PCC)** has as its purpose “to cooperate with the Vicar of St Andrew's in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical” It is a “body corporate with perpetual succession” which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (Nº 1131727) <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1131727&SubsidiaryNumber=0> Its members are the trustees and are elected by members of the church who are registered on the parish's Electoral Roll. A list of members of the PCC for 2021 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are up to 12 directly elected members who are appointed to serve for three-year terms, with a few members standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC also has power to co-opt up to two additional members. The PCC continued to meet by Zoom during the lockdowns and following direction from the Diocese.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. David Alleyne received payment as vergers at funerals. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

6.11 The **Electoral Roll** is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrew’s for at least 6 months, *or* live in the parish. The Electoral Roll is updated before each APCM (although people can joint at any time), and is renewed completely every 6 years. A renewal took place in 2019. The PCC meeting of 4 May re-appointed Joyce Nickolay to be Electoral Roll Officer. The Electoral Roll for 2021 was recorded as 147 of whom 80 are resident within the parish, and 67 living outside the parish.

We have said goodbye to Barbara Wood who has moved into residential care which is nearer to her family and, more sadly, those who have died and are listed in our Memorial Books, in particular Marion Perry and Joan Rhoades.

6.12 The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed at its meeting on 4 May that there should be sub-committees for: (a) Estate Management; (b) Communications; (c) Pastoral Team; (d) Social events; (e) Stewardship & Grants; (f) Spire repair project and (g) Children & Youth Group.

7. The work of the PCC

- 7.1 Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. The PCC met on 11th January, 2nd March, 12th April; 4th May, 6th July, 7th September and 2nd November and the Standing Committee met on 2nd February, 6th June, 8th August and 7th December sometimes by Zoom. It was not possible to hold a Standing Committee meeting in October.
- 7.2 The Agenda for each PCC meeting is e-mailed to members one week in advance of the meeting. A summary of the Minutes is placed in the notice board at the back of the church. PCC members consult by e-mail in between meetings.
- 7.3 General Data Protection Regulations (GDPR) came into force in May 2018. Joyce Nickolay has incorporated this task with her work on the Electoral Roll and Parish Directory, and was reappointed at the PCC meeting in May following the APCM in April.

8 Estate Management

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However, we are stewards of buildings and a site which occupies nearly two acres of potentially very valuable land. Matters involving care and use of our premises did occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

8.1 The Flat Finally, a third tenant was found for the flat who took residence in June 2021, so there is now full occupancy. Management of the flat in 2021 involved replacement of the washing machine and a decision to purchase a tumble dryer, both appliances have a 5-year warranty.

8.2 Hall lettings. Sadly, there were not many weekend hall lettings during the various lockdowns with several people cancelling due to the nervousness of holding larger gatherings. Paul Hart gallantly carried on with the Hall Lettings until Annie Dawson took over the task in June 2021.

We also thank Sue Barnard, Vicar’s Secretary, for booking and invoicing weekday lets.

The playgroup in the Large Hall ceased to meet in December 2020 but the Playgroup in the Youth Centre continues under the able leadership of Claire Severino. The available space in the Large Hall has been filled by hospital rehabilitation groups - Cardio Rehab and Respiratory Rehab, both organised by Harefield Hospital.

8.3 Caretaking. Chris Netsel has continued as caretaker at weekends, and John Paul continued to work on weekday evenings mainly just locking the church when there were no hall lettings. The cleaning firm, comprising Pam Quartermaine and helpers, continued with shorter hours for the large hall.

8.5 Church cleaning rota Chris Mills continues to organise the volunteer church cleaning rota comprising

‘ten teams of helpers’ who clean the church fortnightly. A number of long serving individuals have dropped out of the rota due to age and other reasons, so there is a need for more helpers.

8.6 Health and Safety Mindful of the continuing presence of Covid 19, the Vicar and church warden risk

assess using the Church of England Covid 19 guidance and Gov.uk mandate. The Church Warden ensures there is a regular supply of masks and hand sanitizers. A plan already exists for the evacuation of the Church and hall in emergencies.

8.7 The Estate Management Team (EMT) is responsible for ensuring that the church, halls and grounds which are equipped and maintained to a high standard in terms of

facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises - such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. It can also advise the PCC on appropriate charges for renting out the halls.

The boilers were refurbished after one failed and we are continuing our efforts to pinpoint a leak in the heating pipework. However, much of the rest of the EMT's work goes by largely un-noticed: repairing breakages and annual maintenance and upkeep of S^t Andrew's flat. More strategically the EMT takes the lead on carrying forward the necessary works identified by the surveyor's Quinquennial inspections, the latest of which was received in the autumn of 2017. The next Quinquennial report is due in 2022.

8.8 A kind volunteer (a relative of a regular attender) polished the brass before Easter but it was not possible to organise any general working parties for cleaning in 2021.

8.9 Once again Paul Hart and Keith Nicholls put up a lively display of Christmas **lights**, snow falling lights down

the side of the church and two projecting lights of snowflakes to the front of the church, from the rose garden.

9 Finance.

The Treasurer's report on the Financial Accounts follow this report.

9.1 Mr Noel Rajaratnam of 103a Malvern Avenue HA2 9ER continues to be the independent examiner. Mr Rajaratnam has examined the accounts which follow, and other financial statements.

9.2 Dozens of members devote many unpaid hours of work to St Andrew's in various capacities, which saves the church thousands of pounds. However financial giving falls a long way short of what would be needed to meet our commitments. It costs about £3,000 per week to run St Andrew's. Almost half of this (a relatively high proportion) goes to the Diocese of London as the parish contribution to the Common Fund also known as the Diocesan Quota. This is mainly used to pay clergy stipends and pensions etc. The loose cash in a Sunday collection rarely exceeds £70 per week. Envelopes and standing orders bring in about another £965, including gift aid. Giving has been relatively static in recent years, despite stewardship campaigns, and as can be seen, is less than half what would be needed to break even. The shortfall of around £1,965 per week has to come from rent from the flat, and payments from those who hire our premises, such the play schools, and other lets.

Planned giving, now almost entirely by standing order, remains the bed-rock of our church's finances. Membership of our Stewardship scheme decreased from 61 (in 2020) to 58 (including 12 couples who both attend and give jointly, who are counted as one).

9.3 Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.

9.4 Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's

Kingdom. We also continue to be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade® tea and coffee at all church-hosted refreshments, and charged with encouraging greater use of Fairtrade® products. Recyclable disposal cups are used on a regular basis.

9.6 The PCC annually reviews: the organist's stipend; bell-ringer, vergers and others' non-statutory fees for weddings and funerals; payments to the Vicar's secretary and, in line with the London Living Wage, those to our caretakers; and clergy expenses and allowances.

10. Wider Outreach to the Community

10.1 Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which are long standing.

10.2 We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on the 5th November with church members assisting.

10.3 Meetings of the local *Churches Together in South Harrow* took place in person and carried on by Zoom later on. Their website is <https://connectingsouthharrow.wordpress.com> and has information about St Andrew's and 5 other churches in South Harrow.

11. In Conclusion To save space, the many who have contributed to the well-being of St Andrew's, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

NOTES

1. The normal address for external correspondence to the PCC is:
c/o The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc, 31 Holborn Circus, EC1N 2HR, and Barclays Bank plc, 235 Northolt Road, South Harrow, HA2 8HP
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 103a Malvern Avenue, HA2 9ER

APPENDIX A

PCC MEMBERS, 2019

Vicar (Chairman) and ex officio

Rev^d Lyndon North

Mr Paul Hart *Warden (3 years from April 2018 to 2021) also Deanery Synod Representative*

Mrs Kemi Aina *Warden (from April 2019 to 2022)*

Mrs Joyce Nickolay *PCC Secretary (appointed April 2019, active from September 2019) to 2023*

NOTE: Wardens are elected or re-elected every year normally for a maximum period of 6 years.

As Deanery Synod Representative and ex officio 2020 - 2023 (Maximum term - 6 years)

Mr Paul Hart
Mrs Wendy Godwin
Mrs Susan McLeod

As Directly Elected Member

Mr David Alleyne	(April 2015 - April 2021)	Stood down in April 2021 having served 6 years
Mrs Marita Brown	(April 2021 - April 2024)	Elected for a second term
Mrs Annie Dawson	(October 2020- April 2023)	Elected for a second term
Mrs Judi Grice	(April 2019 - April 2022)	
Mr Orley McIntyre	(April 2021 - April 2024)	
Mr Keith Nicholls	(April 2020 - April 2023)	Elected for a second term
Mrs Barbara North	(October 2020 - April 2023)	
Miss Rebecca Pennells	(October 2020 - April 2023)	Elected for a second term
Mr Gary Williams	(May 2018 - April 2021)	- co-opted

NOTE: Members are elected for a 3-year period and can only stand for 6 years before being required to stand down.

STANDING COMMITTEE

The Vicar and Churchwardens are members *ex officio* of the Standing Committee.

Mr Kulan Mills, Treasurer (elected by the PCC),
Mrs Joyce Nickolay, Secretary (elected by the PCC from September 2019)
Mrs Marita Brown (elected by the PCC)
Mrs Annie Dawson (elected by the PCC)
Mrs Gill Moore (elected by the PCC)

Parochial Church Council
St Andrew's Church, Roxbourne
Registered Charity Number 1131727

ACCOUNTS FOR THE YEAR 2021

Page No.	Content
1	PCC Treasurer's Notes to the Financial Statements Note: Each Financial Statement shows comparative figures for the year before alongside the current year's figures.
2	Balance Sheet at 31st. December 2021 This shows Assets and Liabilities at the end of the year.
3	Statement of Financial Activities (SOFA) This shows the summary of Income and Expenditure for the year.
4	Accounting Policies This sets out the accounting policies followed.
5	Incoming Resources This shows, under different headings, income for the year.
6	Resources Used This shows, under different headings, expenditure for the year.
7	Notes This shows further notes, explanations and balance sheet analysis.
8	Independent Examiner's Report to the PCC.

Parochial Church Council of St Andrew's Roxbourne

Notes to the Financial Statements for the Year ended 31 December 2021

Financial Review

2021 has been a recovery year although the church activities continued to be restricted due to Covid-19, particularly the capacity to earn rental income from our Halls. A General Fund surplus of £62,593 was achieved largely as a result of agreeing a reduction of £ 38,410 from the 2020 level of Diocesan contribution and improvement in Hall Let income by £ 18,802.

Income

As in 2020 the Stewardship income was steady, and as these are received on a monthly basis we were able to meet regular monthly payments as well as occasional higher level payments without touching our savings placed on deposit.

Our weekday and weekend hall letting income started to recover towards the second half of the year but full recovery was affected by the Omicron variant of Covid.

Expenditure

The PCC maintained its committed contribution to the Diocesan Common Fund at £40,000, which is a big reduction as noted above. Excluding this contribution, the expenditure dropped by £ 11,000 due to reduction and refunds on utilities and some savings on caretaking and cleaning.

Cash and Cash Deposits

Cash, Bank and Savings deposits increased by £ 60,000 closely matching the £62,000 surplus of the year. As our offer of £ 48,000 as Common Fund Contribution for 2022 has been agreed we can look forward to another year of recovery.

Post 2021 Major Expenditure - Tower repair Project in Spring 2022

Funds have been secured to meet the expected cost of repairs to the church tower in 2022 at a cost expected to be in the range of £75k to £125k. We were able to obtain £40k of funding, half as grant and half as a loan, from the Diocese to be drawn down when needed. We have sufficient funds of our own to meet the balance cost including the overrun of project cost that was originally forecast to remain under £100k. The appeal for contribution from church members remains open.

Reserves Policy

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to at least three months average expenditure excluding our contribution to the Diocesan Common Fund. On that basis, at the end of 2021, the unrestricted reserves amounted to over 30 months average of the year's expenditure, which is a big improvement on the 15 month level of 2020 and 2019.

Risk Policy

Insurable risks are covered by our comprehensive insurance policy with Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £ 8.4 million.

The flat, which has tenants on an Assured Shorthold Tenancy agreement has had the mandatory landlord's annual safety checks and certification carried out for Gas and Electrical equipment.

The church has a Church Safeguarding Officer and a children's Champion and secures the necessary DBS clearances on those working with children and vulnerable adults. All members of the PCC have completed training on safeguarding and awareness provided by the Diocese.



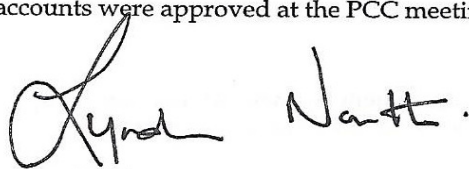
Approved by PCC on 26 April 2022, and
signed on behalf of PCC by Hon. Treasurer,
P Kulan Mills FCA, FCMA, CGMA

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
BALANCE SHEET
AS AT 31 DECEMBER 2021

		2021 £	2020 £
FIXED ASSETS			
	1	<u>13,014</u>	<u>13,014</u>
CURRENT ASSETS			
Debtors	5	9,292	6,260
Deposits - CBF's CCLA		77,596	47,568
Bank - Main Account		40,920	11,453
Bank - Stewardship Account		2,941	3,124
Cash in Hand		85	30
		<u>130,834</u>	<u>68,435</u>
CURRENT LIABILITIES			
Sundry Creditors	6	<u>3,350</u>	<u>4,204</u>
		<u>3,350</u>	<u>4,204</u>
NET CURRENT ASSETS		127,484	64,230
TOTAL NET ASSETS		<u>140,498</u>	<u>77,244</u>
FUNDS			
Restricted			
Missions & Charities	8	695	150
Roses Fund	8	524	-
Organ Fund	8	<u>3,399</u>	<u>3,808</u>
		<u>4,618</u>	<u>3,958</u>
Unrestricted			
General Reserve	9	<u>135,880</u>	<u>73,286</u>
		<u>135,880</u>	<u>73,286</u>
TOTAL FUNDS		<u>140,498</u>	<u>77,244</u>

SOFA on page 3 and the Analysis and Notes on pages 4-8 form part of these accounts.

These accounts were approved at the PCC meeting held on 26 April 2022.


Chairman
Rev. Lyndon North


Hon Treasurer
Mr Kulan Mills

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

		General Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOMING RESOURCES					
Voluntary Income	2a	75,284	10,813	86,097	63,537
Activities for Generating Funds	2b	68,306	-	68,306	45,794
Income from Investments	2c	27	1	28	242
Income from Church Activities	2d	7,743	1,195	8,938	2,923
TOTAL INCOMING RESOURCES		<u>151,360</u>	<u>12,009</u>	<u>163,369</u>	<u>112,496</u>
RESOURCES USED					
Church Activities					
Grants	3a	791	2,591	3,382	3,406
Activities relating to the work of the church	3b	80,623	919	81,542	128,460
Church Management & Administration	3c	5,928	-	5,928	6,370
Exceptional & Non-annually recurring costs	3d	1,125	7,839	8,964	4,009
Governance Costs	3e	300	-	300	300
TOTAL RESOURCES USED		<u>88,766</u>	<u>11,349</u>	<u>100,115</u>	<u>142,544</u>
NET INCOMING/(OUTGOING) RESOURCES		62,593	660	63,253	(30,049)
NET MOVEMENT IN FUNDS		<u>62,593</u>	<u>660</u>	<u>63,253</u>	<u>(30,049)</u>
BALANCES (brought forward at) 1 JANUARY 2021		73,286	3,958	77,244	107,293
BALANCES (carried forward at) 31 DECEMBER 2021		<u>135,880</u>	<u>4,618</u>	<u>140,498</u>	<u>77,244</u>

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the benefit of use of the resources and
2. their ultimate receipt is virtually certain; and
3. the monetary value can be measured with sufficient reliability.

Grants, donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. Collections and planned giving are included when the funds are received.

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below.)

Investment income is accounted for when receivable.

The value of any voluntary help is not included in the accounts but described in the annual report.

EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

ASSETS

Consecrated and Benefice Property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Movable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

No value is placed on any movable church furnishings that cannot be disposed of without a faculty, and which are regarded as "inalienable" property held on special trust on behalf of the PCC, and forming part of the consecrated property excluded from the financial statements by the Charities Act 2011.

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £5,000. They are valued at cost or else for gifts in kind, at a reasonable estimate of their open market value on receipt. The youth centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

No depreciation is provided on buildings as the currently estimated value of the property is not less than the carrying value and, as the remaining useful life of these assets currently exceed 50 years any depreciation charge would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, quantified, and included in expenditure for the year.

Short Term Deposits

These are cash held on deposit either with CCLA or at the bank.

RENTAL INCOME

Flat Rent

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950s when the entire land site was valued at £1,100. St Andrew's building are insured as part of the over premiums paid and the overall insurance value is considered to be £8,400,000

Halls Rent

The halls receive rental income on both regular and occasional weekday hire as well as short hourly day lets at weekends. This income is disclosed separately in the accounts.

FUNDS

Unrestricted Funds

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use, or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the Annual Report.

Restricted Funds

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

The PCC has no endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2a Voluntary Income					
Communion & General		3,272	-	3,272	1,016
Pledges & Stewardship		43,229	-	43,229	43,799
Tax Refund (Stewardship)		9,302	-	9,302	8,975
Donations including (Gen) tax refund		19,481	-	19,481	6,572
Lent offering MIND (2020 ALMA)		-	1,236	1,236	382
Harvest - Noah's Ark Children's Hospice		-	-	-	1,510
Christmas Carol Service Children's Society		-	-	-	150
Christmas Angel Tree (2019 Angel Tree)		-	316	316	976
Leprosy Mission		-	164	164	
Tower Project		-	6,714	6,714	
Food Bank		-	250	250	-
Christain Aid - Big Breakkie		-	379	379	
Roses Fund		-	963	963	157
Contribution from General Fund	8	-	791	791	
		<u>75,284</u>	<u>10,813</u>	<u>86,097</u>	<u>63,537</u>
2b Activities for Generating Funds					
Quiz Night/ Christmas Bazaar		3,039	-	3,039	731
Flat rent		12,132	-	12,132	10,730
Halls rental		53,136	-	53,136	34,334
		<u>68,306</u>	<u>-</u>	<u>68,306</u>	<u>45,794</u>
2c Investment Income					
General Reserve		27	-	27	232
Organ Fund		-	1	1	10
		<u>27</u>	<u>1</u>	<u>28</u>	<u>242</u>
2d Income from Church Activities					
Junior Church & Youth		1,402	-	1,402	1,848
Baptisms, Weddings & Funerals		6,341	70	6,411	1,075
Contribution from General Fund	8	-	1,125	1,125	
		<u>7,743</u>	<u>1,195</u>	<u>8,938</u>	<u>2,923</u>
TOTAL INCOMING RESOURCES		<u>151,360</u>	<u>12,009</u>	<u>163,369</u>	<u>112,496</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
3a Grants					
Missions and Charities	4		2,591	2,591	3,406
Charity contribution from General Fund	8	791		791	
Vicar's Discretionary Fund				-	-
		<u>791</u>	<u>2,591</u>	<u>3,382</u>	<u>3,406</u>
3b Activities relating to the work of the church					
Diocesan Common Fund Quota		40,000	-	40,000	78,410
Diocesan Fees		2,941	-	2,941	904
Services & Sanctuary		2,578	-	2,578	662
Junior Church & Youth		853	-	853	1,336
Clergy Expenses		2,421	-	2,421	359
Choir & Organists		3,320	480	3,800	3,277
Gas		1,434	-	1,434	6,273
Electricity		2,744	-	2,744	2,924
Water		1,985	-	1,985	3,511
Telephones		948	-	948	1,433
Waste Collection		1,685	-	1,685	1,264
Insurance		3,914	-	3,914	4,369
Maintenance		5,191	-	5,191	11,209
Roses/Garden		-	439	439	188
Cleaning and Caretaking of Halls		9,855	-	9,855	11,728
Cleaning Materials		754	-	754	613
		<u>80,623</u>	<u>919</u>	<u>81,542</u>	<u>128,460</u>
3c Church Management & Administration					
Secretary		3,350	-	3,350	3,300
Office & Publications		2,578	-	2,578	3,070
		<u>5,928</u>	<u>-</u>	<u>5,928</u>	<u>6,370</u>
3d Exceptional & Non-annually recurring costs					
Tower Project					
Contribution from General Fund	8	1,125		1,125	
Tower Project cost 2021 (2020 Repairs)			7,839	7,839	4,009
		<u>1,125</u>	<u>7,839</u>	<u>8,964</u>	<u>4,009</u>
3e Governance Costs					
Professional Fees - Ind Examiner fee		300		300	300
		<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>
TOTAL RESOURCES USED		<u>88,766</u>	<u>11,349</u>	<u>100,115</u>	<u>142,545</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	£	£
4 Missions and Charities		
Expenditure during the year:		
Food Bank	(1,037)	
Lent appeal - MIND (ALMA 2020)	(1,240)	(383)
Noah's Ark 2020	-	(1,510)
Leprosy	(164)	-
Angel Tree - Christmas		(1,363)
Christmas - Childrens Society 2020	(150)	(150)
	<u>(2,591)</u>	<u>(3,406)</u>

	2021	2020
	£	£
5 Debtors		
Halls Rental	4,411	1,836
Tax Refunds Due on Gift Aid Donations	2,856	2,798
Sundry Debtors	2,025	1,626
	<u>9,292</u>	<u>6,260</u>

	2021	2020
	£	£
6 Creditors		
Prepaid halls rental/deposits	1,450	-
Vicarge Repair Fund	1,006	3,000
Sundry expense accruals	894	1,204
	<u>3,350</u>	<u>4,204</u>

	Opening 1st Jan 2021	Donations	Gen Fund Subsidy	Payments	Closing 31st Dec 2021
	£	£	£	£	£
8 Restricted Funds					
Childrens Society	150			150	-
Food Bank		250	787	1,037	-
Mind - Lent Charity		1,236	4	1,240	-
Leprosy		164	-	164	-
Angel Tree - Christmas Charity		316	-	-	316
Christian Aid		379	-	-	379
Missions and Charities	150	2,345	791	2,591	695
Roses Fund	-	963		439	524
Tower Fund		6,714	1,125	7,839	-
Organ Fund	3,808	71		480	3,399
	<u>3,958</u>	<u>10,093</u>	<u>1,916</u>	<u>11,349</u>	<u>4,618</u>

The Missions & Charities Fund represents donations for missionary and charitable giving.

The Roses Fund represents donations towards expenditure on the Church Memorial Roses and Garden.

Tower Repair Fund was new in 2021 raised for meeting a major repair project scheduled for Spring 2022.

The Organ Fund represents donations and income to be used towards expenditure on the Church organ.

	Opening £	Opening £	Income £	Expenditure £	Closing £
9 Unrestricted Funds					
Legacy Fund	15,874				
General Fund	57,412				
	<u>73,286</u>	<u>73,286</u>	<u>151,360</u>	<u>88,766</u>	<u>135,880</u>

The Legacy Fund represented funds designated towards a range of building projects & specific everyday running expenses. As it had been largely used up by end of 2020, down to £ 15,874, it has been merged with General Fund at the beginning of this year.

	Opening £	Change in year £	Closing £
10 Analysis of Net Assets by Fund			
Fixed Assets	13,014	-	13,014
Net Current Assets	64,230	63,254	127,484
	<u>77,244</u>	<u>63,254</u>	<u>140,498</u>
11 Bad Debt provision and Debt recovery		2021	2,020
		£	£
Weekday Hall rent / Flat rent (in 2020) debt written off		808	1,670
Pre-2014 Fraud compensation payment received		(123)	-
(Potential future recovery amount £ 3,132)			
Net expenditure in year		<u>685</u>	<u>1,670</u>

**Independent Examiner's Report to the Trustees of
St Andrew's Church, Roxbourne, Parochial Church Council.**

I report on the accounts for the year ended 31 December 2021 which are set out on pages 1 to 7.

Respective responsibilities of the 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
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act; and
- 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 then report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention,

1. which give 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 requirements of the 2011 Act have not been met; or 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.



Mr Noel Rajaratnam FCMA, CA, B.Sc.
103a Malvern Avenue
South Harrow HA2 9ER
26 April 2022

26/4/22

**Independent Examiner's Report to the Trustees of
St Andrew's Church, Roxbourne, Parochial Church Council.**

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Mr Noel Rajaratnam FCMA, CA, B.Sc.

103a Malvern Avenue

South Harrow HA2 9ER

15 April 2021 15/4/21

Accounts



S^T ANDREW'S CHURCH ROXBOURNE
Malvern Avenue, Harrow

www.standrewsroxbourne.org.uk

REGISTERED CHARITY N^o 1131727



**ANNUAL REPORT ON THE PROCEEDINGS
OF THE PAROCHIAL CHURCH COUNCIL
AND THE ACTIVITIES OF THE PARISH GENERALLY**

and the

**FINANCIAL STATEMENTS OF THE
PAROCHIAL CHURCH COUNCIL**

for the year ended 31st DECEMBER 2020

Approved by the Council at its meeting on 12th April 2021

PAUL HART (CHURCH WARDEN)

OLUKEMI AINA (CHURCH WARDEN)

.....
REV^d LYNDON NORTH (Chairman)

.....
KULAN MILLS (Hon Treasurer)

.....
JOYCE NICKOLAY (Secretary)

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2020

OUR MISSION: "TO KNOW CHRIST AND BE SENT"

1. Prayer, Worship, Bible study and Parish Outreach

- 1.1 For the first three months of the year services continued as normal with communion and a healing ministry. Due to the Coronavirus pandemic all Church services were closed from April to June. From July to the end of November the church opened again for services with the requisite restrictions in place as required by the Government. On arrival, members of the congregation sanitized their hands, wore masks and sat in marked socially distance spaces. Hymn singing by the congregation was not allowed. Communion wafers were given by the Vicar but no wine was offered.
- 1.2 The main Sunday service continued started at 9.45 am for the first three months of the year and for July and August but changed to a 10.00 am start from September.
- 1.3 The 8.00 am service also took place on Sundays and 9.30 am on Wednesdays when the church was open but no choral evensongs as singing was not allowed.
- 1.4 Attendance was comparable to 2020 for the first three months of the year at both the 8.00 am and 9.45 am services. (8.00 am average 8 members and 9.45 am average over 70 members). When the church opened again for services in July, August, September, November and part December attendance fluctuated (average 8.00 am 10 members 9.45 am/10.00 am 46 members) the highest attendance being 74 members with everyone being socially distanced. This was considerably higher than neighbouring churches, some of which did not reopen at all. Since March, the Sunday Service has been recorded and the link sent out by e-mail or WhatsApp (even when the church was open) and was available on the website.
- 1.5 Morning Prayer took place at 9.00 am every weekday for the first three months of the year and resumed for a brief period in October. The Barnabas Fellowship met at 8.30 am each Saturday for the first three months of the year but it has not been possible for them to meet again since then.
- 1.6 The Vicar and David Alleyne, our lay Pastoral Assistant, took home Communions as the need arose during the first three months of the year. Our Pastoral Group, comprising David Alleyne, Sue Broatch, Enid Scott-Kerr, Kulan Mills and the Vicar meet after Wednesday morning service to review the pastoral needs of the of the Parish. After the first three months of the year this could not be continued because of Covid-19 restrictions. Other ways of keeping in touch with pastoral needs and care were found via use of electronic communication involving many people.
- 1.7 During the year there were no weddings at the church and several had been cancelled due to the coronavirus restrictions only allowing 30 persons (then reduced to 15) to attend. The Vicar took 2 funeral services at the church (one being for Connie Leighton in November) and the Vicar had conducted at least 12 funeral services at the crematorium. It had not been possible for confirmations to take place but the Vicar will catch up with Confirmation classes as soon as circumstances allow.
- 1.8 As last year our wider bereavement care concentrated round two events and we are grateful to David Alleyne for carrying out this ministry. Enid Scott-Kerr organised the Annual All Souls' Service at Sunday 3rd November at 9.45 am. The Lights of Life Tree was once again beautifully organised by Peter and Georgina Sage.

1.9 Four House-groups met during the first three months of 2020. A start was made on the Lent Groups but only met twice before the lockdown prevented further meetings.

1.10 Other churches using our premises operated as follows: The Korean Church met regularly until March, came back for about eight Sundays during the summer stopping in October. Friends of Christ (an English-speaking Tamil-founded group) were with us until March and have not returned. Holy God Ministries (a Tamil-speaking Church) were with us up to March and returned when lockdown eased and were asked to stop after Christmas. The Romanian Church came when lockdown ended and were with us until Christmas.

1.11 Some of the congregation subscribe to Bible-reading notes. Gill Moore organised this service in 2020 and continued even during the corona virus lockdown by delivering the notes to the members concerned. We thank her for her diligence and commitment.

1.12 Our Communications Committee, led by Keith Nicholls, normally arranges for three communications to be delivered in the Parish in the year: an Easter card, an Autumn (a 3-fold) leaflet and a Christmas (A4 4-fold leaflet) covering 4,500+ households in the parish. Although a double-sided Easter card had been produced, it could not be delivered due to the corona virus restrictions. No further leaflets had been produced or delivered during the year.

1.13 In lieu of the lockdown, communication with parishioners was maintained with as many members as possible, through E-mail, WhatsApp, messaging and post. Our thanks are due to Wendy Godwin who organised and maintained the system. Wendy also produced a history of St. Andrew's from its inception to the present day in 8 parts which is still available through the website by clicking on Video under the stained glass heading; also a VE day celebration. Initiatives such as 'Phone a Friend' were introduced to maintain communication; and also the WhatsApp groups Roxbournestandrews and Roxbournehelp, where specific help such as shopping, collecting prescriptions etc could be requested.

1.14 The Vicar produced daily prayers which were circulated throughout the first lockdown and a shorter Sunday Service except when the church opened from July to November. Our thanks are due to him and others who were asked to contribute for the exceptional and purposeful prayers that were created.

1.15 Our website <http://www.standrewsroxbourne.org.uk> maintained by Keith Nicholls continues to be a source of useful communication to the Parish and the wider world. In 2020 the average monthly access was 49,000 (compared to 56,000 2019). Maximum usage in 2019 occurred in July 69,000 (compared to 82,000 in May 2019).

1.16 Our weekly parish bulletin, STAR LINK giving the Sunday Collects and the Readings references, topical notices and future events was maintained for the first three months of the year. It continued during the lockdown periods with the Old Testament, New Testament and Gospel readings printed in place of the topical notices. The Star Link was hand-delivered or posted all who did not have an e-mail address. It is also published on our website. We are grateful to Sue McLeod for her continuing thoughtfulness and input into this publication.

2. Working with Young People

2.1.Go Mad on Sunday is the name given to the children's groups which are run during the 9.45 am/ 10.00 am service on Sundays. Barbara North continued to take the lead along with her helpers,

Brenda Udall, Gill Moore, Annie Dawson and Sue Jull which continued for the first three months of the year. The name originates from 'Go **M**ake **A** Difference'.

We currently have approximately 15 children on our registers with an average weekly attendance of Between 5-8 children.

The children and young people are taught in two groups by our volunteer teachers who work on a rota basis. The children have continued to have a regular slot at the end of the 9.45 am/10.00 am communion service to report back on what they have learned.

During the two lockdowns we have maintained contact with all our children with our regular Messy Church activities downloads and activity bags. These have been sent to all children who have contact with the church.

Since March last year we have produced resources for Easter 2020, Pentecost, October Light Party, Christmas and Candlemas.

We believe that each child is precious in the sight of God. Please pray that the children will come to understand the love that Jesus has for them and that God will fulfil his plans for their lives.

2.2 Messy Church We aim to have Messy Church once a month on a Saturday from 10.00 am – 12 noon. Each child must be accompanied by an adult and there can be up to 60 children plus adults attending. We had 3 meetings at the beginning of 2020 on January 11th, February 8th and March 7th. The children and the adults accompanying them participated in a wide variety of craft activities on a bible-based theme. These were then followed by a short worship in the church led by Barbara North. Then everyone returned to the hall to have lunch together.

After this, due to Covid restrictions, we were unable meet together. So for Easter, the Easter story and various activities were sent out via e mail and this was also done for Pentecost. In October we e-mailed information out on the theme of light and also assembled activity bags for collection and delivery. For Christmas 2020 the Christmas story and a variety of Christmas themed activities were made available on line and also a bag containing lots of craft activities was available for collection. Approaching 50 bags were collected or delivered.

We are very fortunate that we have a very dedicated and talented team who support the Messy Church sessions ably led by Gill Moore.

St Andrew's Youth St Andrew's Youth Club has been running for approximately seven years and is led by Lyndon and Barbara North, who are supported by a number of volunteers. Its aim is to provide a safe and nurturing environment for young people between the ages of 11 and 14 years from our church and the community.

We are an openly Christian youth club and as such may share our faith through our caring, our conversations and our presentations.

Like everything else this year, the youth club has been affected by covid19. This has meant that we have been unable to meet regularly for much of the year since March 2020. However, the Government's concern for the physical and mental welfare of young people in general during this time has meant that they consider youth and children's work to be a high priority.

As a result, we were able to open for a few weeks in the Summer months and again in the Autumn. This has enabled us to keep contact with our young people and to see how they have been coping over this period.

The young people have been very keen to return to the youth club when they have been able to and have all followed strict guidelines to keep everyone safe. They have valued the opportunity to meet

together, and openly talk about the challenges that they face.

Please pray for the young people, many of whom had hoped to take exams and now face an uncertain future. Pray also for their home circumstances, that they will be places of safety. We hold in our prayers all the young people of this parish and we look forward to being able to open again filled with renewed energy and vision.

2.3 School Assemblies. The Vicar continues to maintain and strengthen our links with 7 local schools when they are open and frequently takes some assemblies. He is also a governor at Rooks Heath School.

2.4 Scout organisations. We are very pleased to host the meetings of the Beaver, Cub-Scout and Scout Groups up to March and hope they will return when the halls are fully operational again.

2.5 Safeguarding. St Andrew's takes this issue seriously, and continues to fulfil our obligations (under Section 5 of the Safeguarding and Clergy Discipline Measure 2016) that our vicar, churchwardens, and the PCC as a whole "have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults" See the latest information on the following websites: <https://www.churchofengland.org/more/safeguarding#na>
<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Our Safeguarding Officer is Mrs Marita Brown (from 4th January 2017). Gill Moore has continued as the "Section X checker" - confirming identities and processing the necessary on-line Disclosure & Barring Service application process through the Diocese.

All organisations using St. Andrew's premises are also required to have, and have confirmed that they have, suitable CPP policies in place which meet Diocesan requirements or have agreed to and signed the Safeguarding Policy issued by the Diocese.

The Vicar and the Safeguarding Officer have undertaken an online Diocesan Safeguarding refresher course and all PCC members have completed the on-line Diocesan Safeguarding training in 2020. Safeguarding information and contact numbers are displayed at various locations on the Church premises. Information concerning Safeguarding in the Church can be found on the Parish Website: www.standrewsroxbourne.org.uk

3 Working with adults, social and community events

3.1 The Language Club run by Sue Broatch with help from Enid Scott-Kerr and Chris Mills had been running for more than 5 years and continued to meet until the middle of March on a weekly basis as usual, at which point the meetings were suspended due to the pandemic. That remained the case for the rest of the year. It was well supported by the core members with between 8-12 persons attending.

3.2 St.AR Friends Pamela Storey has reported that sadly due to the current situation, Star Friends has not been able to meet for almost a year now, but this does not mean that we have not continued to meet in spirit. Each week several of our members ring me to catch up with the news and to see how I am keeping. However, the thing that pleases me most is the fact that the members are all keeping in touch and I know that they are very supportive to each other.

We are making sure that their Birthdays are remembered and if we learn they are not well we send a Get Well Card or Thinking of you Card, which we know is appreciated. My sincere thanks to Pauline Harrowell for her sterling work on this. Peter Sage and one of our members attended the funeral of our oldest Member, Kay, who didn't quite make her 100th Birthday. The family had specially wanted St.ar Friends represented.

At Christmas time we were able to send to all our members and helpers a wonderful Hamper, which was so well received. Our sincere thanks go to Barbara North, who came up with the idea and for her hard work in getting it all organised. Our thanks also to the people who helped pack and deliver the parcels and to Maureen Pattison for her input on behalf of the Club. The parcels were sent from St Andrew's and Star Friends. No one will ever know how much pleasure they gave to the recipients. My phone rang itself of the hook with Club members saying 'Thank You'.

3.3 Social Committee We looked forward to implementing a full and varied social programme for 2020. We began well with a well attended and profitable Valentine's Quiz, but unfortunately due to Covid restrictions any future plans were put on hold.

We did contemplate holding an outdoor Christmas Market in November but more stringent Covid restrictions were implemented and we were unable to continue.

3.4 Georgina Sage continues to maintain the coffee supplies but has not been actively involved in overseeing the running of the Sunday Morning Coffee. This has been operating very much on an ad hoc basis, depending upon who was available on any particular Sunday but would very much like to thank Kemi Aina for all her help in these difficult times.

3.5 Pastoral Care Ministry David Alleyne has spent this last year, during Covid-19 restrictions and lockdowns maintaining the Pastoral Care Ministry through his telephone calls and 'Star Link.' The Pastoral Care Ministry was able to hold a small community event at the Annual All Souls' Service on Sunday, 3rd November at 9.45am. The Lights of Life Tree did not take place due to the pandemic.

3.6 The Sunday Lunch Club meets on the first Sunday in the month for a meal at a local pub; and there is a weekly Tuesday men's Lunch Club. Both of these activities stopped at the first lockdown at the end of March. We hope they will resume when we reach better times.

4 Music and Choir and Servers

4.1 Because of the restrictions imposed by the Government under the Covid-19 pandemic, choral Evensongs had to be abandoned after March (and in February the service was replaced by a Candlemas service in procession round the church with hymns and one or two other choral pieces.) Between the first and second "Covid lockdowns" two or three singers sang hymns during the Parish Communion on most Sundays, which the necessarily silent congregation seemed to appreciate. Similarly, there was no Deanery Choirs' Festival in which to participate.

4.2 A significantly different-from-usual Christmas carol service was held with a limited number of specially invited, socially distanced singers singing well-known carols, all of which – together with related readings - the congregation enjoyed. This was recorded live and subsequently made accessible on our website: while it is not known how many people may have listened to it, we hope that that it will have proved a valuable mission-outreach opportunity, especially as the Christmas Day services had to be cancelled (again, because of Covid-illness.)

4.3 As before, Alan Heyes has continued as our organist and provided the musical back-up for all of these, and our on-line services during lockdown, to take place. We are fortunate to have such a dedicated and experienced musician.

4.4 Thanks are due to David Alleyne, our Head Server, who continues to lead the team of servers, and to Susan Brown and her team of helpers for looking after our 'sacred vessels'.

5. Donations to charities

We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

- **Christmas 2019** - £1,206.84 was paid in January 2020 for Angel Tree, the Charity that enables prisoners to send Christmas presents to their children.
- **Christmas 2020** - £306.18 Was raised and paid for Angel Tree Charity as replacement for the usual **Samaritan's Purse** Shoe Boxes at Christmas was suspended this year because of the Pandemic. In addition, £150 was raised and paid to Children's Society selecting this at short notice at the Carol Service.
- **Lent 2020** - £382.50 was raised and paid for ALMA, which was a Diocesan Lent Project.
- **Christian Aid Week** It was not possible to organise door-to-door collection or the Big Brekkie this year due to the corona virus restrictions, whereby members could not knock at doors and the church was closed during Christian Aid week.
- **Harvest** – £150 was raised for the Noah's Ark Children's Hospice
- **Corona Appeal Donations for St Andrew's** As it became apparent that the church was facing a big shortfall in its income due to the extended pandemic lockdown, an appeal for funds was launched in April and this raised £2,250 before tax refund during the year.
- Members also support **The Children's Society** by having collecting boxes.
- **Used Postage Stamps** to St Luke's Hospice

6. Who's who in the Church

6.1 Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.

6.2 Our **Bishop** in the Diocese of London is the Right Reverend Dame Sarah Mullally who was installed on 12 May 2018.

6.3 Our **Area Bishop** in the Willesden Area is the Right Reverend Pete Broadbent, appointed in 2001 He has visited St Andrew's regularly, usually for services of confirmation although there were no confirmations in 2020.

6.4 Our **Archdeacon** in the Northolt Archdeaconry is the Venerable Catherine Pickford appointed in September 2020. St Andrew's is visited generally every 3 years by the Archdeacon who verifies all registers, Minutes and other written records, goods and ornaments, and compliance with faculty-requirements. Such a visitation took place in September 2019 so the next one will be in 2022. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings.

6.5 Harrow Deanery consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is Revd Ian Dowsett, Vicar of our neighbouring parish of St Paul, South Harrow, since 27 January 2016. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.

6.6 Our **Vicar** is Revd Lyndon North, appointed 2012, St Andrew's Vicarage, Malvern Avenue HA2 9ER. Tel 020 8422 3633.

6.8 Our **Church Wardens** are Paul Hart appointed in April 2018, due to retire this year after 3 years, and Kemi Aina appointed in April 2019. Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). Churchwardens are limited to 6 years continuous service, unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation.

6.9 Deanery Synod Our current representatives are Wendy Godwin, Paul Hart and Susan McLeod who

were elected at the APCM to serve for three years 2020 – 2023 and can serve for up to six years. Representation on the Deanery Synod is 1 per 57 on the Electoral Roll and the figures are rounded up from 57. As we have between 114 and 171 on our Electoral Roll our deanery representation is recorded as 3 members.

6.10 The **Parochial Church Council (PCC)** has as its purpose “to cooperate with the Vicar of S^t Andrew's in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical.” It is a “body corporate with perpetual succession” which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (N^o 1131727) <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1131727&SubsidiaryNumber=0> Its members are the trustees and are elected by members of the church who are registered on the parish's Electoral Roll. A list of members of the PCC for 2020 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are up to 12 directly-elected members who are appointed to serve for three-year terms, with a few members standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC also has power to co-opt up to two additional members. The PCC continue to meet by Zoom during the lockdowns.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. David Alleyne received payment as vergers at funerals. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

6.11 The **Electoral Roll** is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrew’s for at least 6 months, *or* live in the parish. The Electoral Roll is updated before each APCM (although people can joint at any time), and is renewed completely every 6 years. A renewal took place in 2019. The PCC meeting of 3 May re-appointed Joyce Nickolay to be Electoral Roll Officer. The Electoral Roll could not be updated in 2020 because of the coronavirus lockdown. So the figures were recorded as for 2019 - there are 148 on the Electoral Roll of whom 80 are resident within the parish, and 68 living outside the parish.

We have said goodbye to Ralph Bedford, Marion Perry and Taffy Morris who have moved away to be nearer family and, more sadly, those who have died and are listed in our Memorial Books, in particular Edna Smith, Connie Leighton. Gladys Horsely has moved into residential care.

6.12 The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed that with effect from May 2019 there should be sub-committees for: (a) Communications; (b) Estate Management Team; (c) Stewardship & Grants; (d) Social; (e) Pastoral Team

5 The work of the PCC

7.1 Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. The PCC met on 7th January, 3rd March, 5th May, 7th July, 2nd September and 3rd November and the Standing Committee met on 4th February, 7th April, 2nd June, 4th August, 8th September, 6th October, 8th, 22nd and 29th December sometimes by Zoom.

7.2 The Agenda for each PCC meeting is emailed to members one week in advance of the meeting. A summary of the Minutes is placed in the notice-board at the back of the church. PCC members consult by email in between meetings.

7.3 General Data Protection Regulations (GDPR) came into force in May 2018. Joyce Nickolay has incorporated this task with her work on the Electoral Roll and Parish Directory reappointed at the PCC meeting in November following the APCM in October.

8 Estate Management

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However we are stewards of buildings and a site which occupies nearly two acres of potentially very valuable land. Matters involving care and use of our premises did occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

8.1 The Flat. Management of the flat in 2020 involved some major repair work and one of the tenants left in July and Kemi Aina is actively trying to find a replacement.

8.2 Hall lettings. The post of hall lettings secretary has been vacant since the beginning of October 2018 and the Wardens had been covering and latterly just Paul Hart.

The PCC has continued to invest in all relevant IPR licences for playing live and recorded music, showing films and videos and also continued copying of words and music for various services in church, and also a TV licence. The total cost runs into some hundreds of pounds a year which we seek to recoup by imposing slightly higher letting rates than would otherwise have been the case.

We also thank Sue Barnard, Vicar’s Secretary, for booking and invoicing weekday lets.

The PCC continues to review hall letting rates. The two playgroups (one in the Large Hall and the other in the Youth Centre are a cause for concern with low numbers of children.

8.3 Caretaking. Chris Netsel has continued as caretaker at weekends, and John Paul continued to work on weekday evenings until the first lockdown in March and was found other employment during lockdown. We employ a cleaning firm, (Pam Quartermaine and daughter) who started in November 2015. They continued during lockdown with some cleaning as the Playgroups were still allowed to operate.

8.5 Church cleaning rota Chris Mills continues to organise the church cleaning rota comprising ‘ten teams of helpers’ who clean the church fortnightly. A number of long serving individuals have dropped out of the rota due to age and other reasons, so there is a need for more helpers. During lockdown and when church services were suspended, the teams were not called upon for cleaning the church. As the church remained open for private prayers even during lockdown, the daily sanitising was carried out by the caretaker..

8.6 Health and Safety Because of the coronavirus pandemic this year the Church Wardens completed a Covid risk assessment. A plan already exists for the evacuation of the Church and hall in emergencies.

8.7 The Estate Management Team (EMT) is responsible for ensuring that the church, halls and grounds which are equipped and maintained to a high standard in terms of facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises - such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. It can also advise the PCC on appropriate charges for renting out the halls.

Much of the rest of the EMT's work goes by largely un-noticed: repairing leaks and breakages, annual maintenance and upkeep of S^t Andrew's flat. More strategically the EMT takes the lead on carrying forward the necessary works identified by the surveyor's Quinquennial inspections, the latest of which was received in the autumn of 2017.

- 8.8** Members of the congregation have volunteered for working parties for spring cleaning before Easter, and polishing the brass before Christmas which for obvious reasons did not take place in 2020.
- 8.9** Once again Paul Hart and Keith Nicholls put up a lively display of Christmas **lights**, snow falling lights down the side of the church and two projecting lights of snowflakes to the front of the church, from the rose garden.

9 Finance.

The Treasurer's report on the Financial Accounts follow this report.

9.1 Mr Noel Rajaratnam of 103a Malvern Avenue HA2 9ER continues to be the independent examiner. Mr Rajaratnam has examined the accounts which follow, and other financial statements.

9.2 Dozens of members devote many unpaid hours of work to St Andrew's in various capacities, which saves the church thousands of pounds. However financial giving falls a long way short of what would be needed to meet our commitments. It costs about £3,000 per week to run St Andrew's. Almost half of this (a relatively high proportion) goes to the Diocese of London as the parish contribution to the Common Fund also known as the Diocesan Quota. This is mainly used to pay clergy stipends and pensions etc. The loose cash in a Sunday collection rarely exceeds £70 per week. Envelopes and standing orders bring in about another £965, including gift aid. Giving has been relatively static in recent years, despite stewardship campaigns, and as can be seen, is less than half what would be needed to break even. The shortfall of around £1,965 per week has to come from rent from the flat, and payments from those who hire our premises, such the play schools, and other lets.

Planned giving, now almost entirely by standing order, remains the bed-rock of our church's finances. Membership of our Stewardship scheme decreased from 64 to 61 (including 13 couples who both attend and give jointly, who are counted as one)

9.3 Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.

9.4 Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's Kingdom. We also continue to be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade® tea and coffee at all church-hosted refreshments, and charged with encouraging greater use of Fairtrade® products. **Recyclable disposal cups are used on a regular basis.**

9.6 The PCC annually reviews: the organist's stipend; bell-ringer, vergers and others' non-statutory fees for weddings and funerals; payments to the Vicar's secretary and, in line with the London Living Wage, those to our caretakers; and clergy expenses and allowances.

10. Wider Outreach to the Community

10.1 Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which (such as the St Andrew's Pre-School) were started many years ago by the Church.

10.2 We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on the 5th November which obviously did not take place in 2020.

10.3 Meetings of the local *Churches Together in South Harrow* took place in person and carried on by Zoom later on. Their website is <https://connectingsouthharrow.wordpress.com> and has information about St Andrew's and 5 other churches in South Harrow.

10.4 We participated in the *Women's World Day of Prayer* in March.

11. In Conclusion To save space, the many who have contributed to the well-being of St Andrew's, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

NOTES

1. The normal address for external correspondence to the PCC is:
c/o The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc, 31 Holborn Circus, EC1N 2HR, and Barclays Bank plc, 235 Northolt Road, South Harrow, HA2 8HP
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 103a Malvern Avenue, HA2 9ER

APPENDIX A

PCC MEMBERS, 2019

Vicar (Chairman) and ex officio

Rev^d Lyndon North

Mr Paul Hart *Warden (3 years from April 2018 to 2021) also Deanery Synod Representative*
Mrs Kemi Aina *Warden (from April 2019 to 2022)*
Mrs Joyce Nickolay *PCC Secretary (appointed April 2019, active from September 2019) to 2023*

NOTE: Wardens are elected or re-elected every year normally for a maximum period of 6 years.

As Deanery Synod Representative and ex officio 2020 – 2023 *(Maximum term – 6 years)*

Mr Paul Hart
Mrs Wendy Godwin
Mrs Susan McLeod

As Directly Elected Member

Mr David Alleyne *(April 2015 - April 2021)*
Mrs Marita Brown *(April 2018 - April 2021)*
Mrs Annie Dawson *(October 2020- April 2023)* *Elected for a second term*
Mrs Judi Grice *(April 2019 - April 2022)*
Mr Simon Narayan *(April 2019 - April 2022)*
Mr Keith Nicholls *(April 2020 - April 2023)* *Elected for a second term*
Mrs Barbara North *(October 2020 – April 2023)*
Miss Rebecca Pennells *(October 2020 - April 2023)* *Elected for a second term*
Mr Jon Roast *(April 2018 - April 2021)*
Mr Garry Williams *(May 2018 - April 2021) – co-opted*

NOTE: Members are elected for a 3-year period and can only stand for 6 years before being required to stand down.

STANDING COMMITTEE

The Vicar and Churchwardens are members *ex officio* of the Standing Committee.

Mr Kulan Mills (co-opted as Treasurer),
Mrs Joyce Nickolay (co-opted as Secretary from September 2019)
Mrs Marita Brown (co-opted by the PCC)
Mrs Annie Dawson (elected by the PCC)
Mr David Alleyne (elected by the PCC)

Parochial Church Council

St Andrew's, Roxbourne

Registered Charity Number 1131727

ACCOUNTS FOR THE YEAR 2020

Page No.	Content
1	PCC Treasurer's Notes to the Financial Statements Note: Each Financial Statement shows comparative figures for the year before alongside the current year's figures.
2	Balance Sheet at 31 December 2020 This shows the Assets and Liabilities at the end of the year.
3	Statement of Financial Activities (SOFA) This shows the summary of Income and Expenditure for the year
4	Accounting Policies This sets out the accounting policies followed.
5	Incoming Resources This shows, under different headings, income for the year.
6	Resources Used This shows, under different headings, expenditure for the year.
7	Notes This shows further notes, explanations and balance sheet analysis
8	Independent Examiner's Report to the PCC

Parochial Church Council of St Andrew's Roxbourne

Notes to the Financial Statements for the Year ended 31 December 2020

Financial Review

2020 has been a heavily restricted year of activities due to Covid-19 lockdowns. The year's general reserve dropped by £29,000, which is an adverse change of £ 41,000 compared with a £ 12,000 surplus achieved in 2019.

Income

Whilst, understandably, the weekly service collections dropped by over 80%, the pledged Stewardship giving increased thanks to the faithful committed givers within our membership.

Our biggest loss has been due to the inability to rent our halls due to the lockdown for 10 months of the year. This resulted in reduction of Halls income by 60% from £ 83,000 in 2019 to £34,000 in 2020. The restrictions have continued into 2021 and recovery is now expected to commence only from the last quarter of 2021.

Expenditure

The PCC maintained its committed contribution to the Diocesan Common Fund at £78,000, an increase of £ 1,000 from 2019. Excluding this contribution, the expenditure dropped by £ 23,000 reaching £ 60,000 compared with £ 83,000 in 2019. The cost of utilities at £ 16,000 did not reduce despite the restriction in activities.

For almost the whole year PCC decided to maintain payments to service providers by way of support costing close to £7,000. There was some increase by way of supplies and labour for sanitising but overall expenditure on caretaking and cleaning dropped by about £ 5,000.

Cash and Cash Deposits

The net loss of £ 29,000 did not translate directly into cash loss thanks to debt recovery. The resulting cash loss was £ 23,000.

As our offer of £ 40,000 as Common Fund Contribution for 2021 has been accepted by the Diocese, a level close to half of 2020, (2020 figure was £ 78,400), we do not expect a cash shortfall in 2021.

Reserves Policy

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to at least three months average expenditure excluding our contribution to the Diocesan Common Fund.

On that basis, at the end of 2020, the unrestricted reserves amounted to 15 months average 2020 expenditure, which is not too different from that of 2019. The drop in reserves matched the drop in expenditure in the heavily restricted year.

Risk Policy

Insurable risks are covered by our comprehensive insurance policy with Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) and contents are now insured for £ 8.4 million.

The flat, which has tenants on an Assured Shorthold Tenancy agreement has had safety checks and certification carried out for Gas and Electrical supplies.

The church has a Church Safeguarding Officer and a children's Champion and secures the necessary DSB clearances on those working with children and vulnerable adults. All members of the PCC have completed training on safeguarding and awareness provided by the Diocese.

Approved by PCC on 12 April 2021
Signed on behalf of PCC by Hon. Treasurer,
P Kulan Mills FCA, FCMA, CGMA

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
BALANCE SHEET
AS AT 31 DECEMBER 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Youth Centre & Field	1	<u>13,014</u>	<u>13,014</u>
CURRENT ASSETS			
Debtors	5	6,260	15,573
Deposits - CBF		47,568	62,326
Bank - Main Account		11,453	19,826
Bank - Stewardship Account		3,124	2,743
Cash in Hand		30	11
		<u>68,435</u>	<u>100,478</u>
CURRENT LIABILITIES			
Sundry Creditors	6	4,204	5,800
Flat Security Deposit	7		400
		-	-
		<u>4,204</u>	<u>6,200</u>
NET CURRENT ASSETS		64,231	94,278
TOTAL NET ASSETS		<u>77,244</u>	<u>107,292</u>
FUNDS			
Restricted			
Missions & Charities	8	150	537
Roses Fund	8	-	32
Organ Fund	8	3,808	4,273
		<u>3,958</u>	<u>4,842</u>
Unrestricted			
Legacy Fund	9	15,874	15,838
General Reserve	9	57,412	86,612
		<u>73,286</u>	<u>102,450</u>
TOTAL FUNDS		<u>77,244</u>	<u>107,292</u>

SOFA on page 3 and the Analysis and Notes on pages 4-8 form part of these accounts.

These accounts were approved at the PCC meeting held on 12 April 2021

Chairman

Hon Treasurer

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
INCOMING RESOURCES					
Voluntary Income	2a	60,362	3,175	63,537	72,477
Activities for Generating Funds	2b	45,794	-	45,794	98,954
Income from Investments	2c	232	10	242	357
Income from Church Activities	2d	2,913	10	2,923	8,999
TOTAL INCOMING RESOURCES		109,301	3,195	112,496	180,787
RESOURCES USED					
Church Activities					
Grants	3a	-	3,406	3,406	3,533
Activities relating to the work of the church	3b	127,787	673	128,460	133,038
Church Management & Administration	3c	6,370	-	6,370	7,264
Exceptional & Non-annually recurring costs	3d	4,009	-	4,009	19,629
Transfer from Diamond Reserve	3d			-	584
Cost of Generating Funds		-	-	-	-
Governance Costs	3e	300	-	300	1,140
TOTAL RESOURCES USED		138,465	4,079	142,544	165,188
NET INCOMING/(OUTGOING) RESOURCES		(29,165)	(884)	(30,049)	15,599
NET MOVEMENT IN FUNDS		(29,165)	(884)	(30,049)	15,599
BALANCES b/fwd at 1 JANUARY 2020		102,450	4,842	107,292	91,693
BALANCES C/F at 31 DECEMBER 2020		73,286	3,958	77,244	107,292

1 ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011, and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

INCOMING RESOURCES

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the benefit of use of the resources;
2. their ultimate receipt is virtually certain; and
3. the monetary value can be measured with sufficient reliability.

Grants, donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. Collections and planned giving are included when the funds are received.

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below.)

Investment income is accounted for when receivable.

The value of any voluntary help is not included in the accounts but described in the annual report.

EXPENDITURE AND LIABILITIES

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

ASSETS

Consecrated and Benefice Property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Movable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

No value is placed on any movable church furnishings that cannot be disposed of without a faculty, and which are regarded as "inalienable" property held on special trust on behalf of the PCC, and forming part of the consecrated property excluded from the financial statements by the Charities Act 2011.

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £5,000. They are valued at cost or else for gifts in kind, at a reasonable estimate of their open market value on receipt. The youth centre and field are included as functional assets of the PCC at a value of £13,014, being the historic cost at acquisition.

No depreciation is provided on buildings as the currently estimated value of the property is not less than the carrying value and, as the remaining useful life of these assets currently exceed 50 years any depreciation charge would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified, quantified, and included in expenditure for the year.

Short Term Deposits

These are cash held on deposit either with CCLA or at the bank.

RENTAL INCOME

Flat Rent

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950s when the entire land site was valued at £1,100. St Andrew's insures the building as part of the over premiums paid and the overall insurance value is considered to be £8,400,000

Halls Rent

The halls receive rental income on both regular and occasional weekday hire as well as short hourly day lets at weekends. This income is disclosed separately in the accounts.

FUNDS

Unrestricted Funds

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use, or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the Annual Report.

Restricted Funds

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

The PCC has no endowment funds

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2020

2 INCOMING RESOURCES	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
2a Voluntary Income					
Communion & General		1,016	-	1,016	6,717
Pledges & Stewardship		43,799	-	43,799	42,609
Tax Refund (Stewardship)		8,975	-	8,975	8,546
Lent offering ALMA (2019 Prison Fellowship)		-	382	382	1,308
Harvest - Noah's Ark Childrens Hospice		-	1,510	1,510	-
Christmas Carol Service Childrens Society		-	150	150	1,150
Christmas Angel Tree (2019 Angel Tree)		-	976	976	538
Donations		6,572		6,572	10,451
Others				-	324
Diamond Reserve Transfer					584
Roses fund			157	157	250
		<u>60,362</u>	<u>3,175</u>	<u>63,536</u>	<u>72,477</u>
2b Activities for Generating Funds					
Quiz Night/ Christmas Bazaar		731	-	731	3,472
Flat rent		10,730	-	10,730	12,210
Halls rental		34,334	-	34,334	83,272
		<u>45,794</u>	<u>-</u>	<u>45,793</u>	<u>98,954</u>
2c Investment Income					
General Reserve	9	232		232	341
Organ Fund	8	-	10	10	16
		<u>232</u>	<u>10</u>	<u>242</u>	<u>357</u>
2d Income from Church Activities					
Junior Church & Youth		1,848	-	1,848	1,864
Baptisms, Weddings & Funerals		1,065	10	1,075	2,135
Organ Fund from Gen. Fund					5,000
		<u>2,913</u>	<u>10</u>	<u>2,923</u>	<u>8,999</u>
TOTAL INCOMING RESOURCES		<u><u>109,301</u></u>	<u><u>3,194</u></u>	<u><u>112,494</u></u>	<u><u>180,787</u></u>

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2020

3 RESOURCES USED	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
3a Grants					
Missions & Charities	4	-	3,406	3,406	3,533
Vicar's Discretionary Fund				-	-
		-	3,406	3,406	3,533
3b Activities relating to the work of the church					
Services & Sanctuary		662	-	662	1,743
Junior Church & Youth		1,336	-	1,336	2,044
Diocesan Quota		78,410	-	78,410	76,992
Fees		904	-	904	1,654
Clergy Expenses		359	-	359	1,704
Choir & Organists		2,792	485	3,277	3,065
Gas		6,273	-	6,273	5,126
Electricity		2,924	-	2,924	4,788
Water		3,511	-	3,511	702
Telephones		1,433	-	1,433	996
Waste Collection		1,264	-	1,264	1,685
Insurance		4,369	-	4,369	5,202
Maintenance		11,209		11,209	8,901
Roses/Garden		-	188	188	433
Caretaking		11,728	-	11,728	16,705
Cleaning Materials		613	-	613	1,300
		127,787	673	128,460	133,038
3c Church Management & Administration					
Secretary		3,300	-	3,300	3,380
Office & Publications		3,070	-	3,070	3,839
Training, Seminars and Retreats		-	-	-	45
		6,370	-	6,370	7,264
3d Exceptional & Non-annually recurring costs					
Transfer from General Fund to Organ Fund				-	5,000
Transfer from General to Diamond Reserve				-	584
Spire window repairs and planning cost		4,009		4,009	
Rewiring of Electrical System				-	12,299
From Donations inc hall chairs/lights			-	-	2,331
		4,009	-	4,009	20,214
3e Governance Costs					
Professional Fees - Ind Examiner fee		300		300	300
Professional Fees - Surveyor				-	840
		300	-	300	1,140
TOTAL RESOURCES USED		138,466	4,079	142,545	165,188

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

4 Missions & Charities	2020	2019
	£	£
Paid during the year:		
Lent appeal - ALMA	(383)	(1,309)
Harvest appeal Noah's Ark	(1,510)	(1,900)
Angel Tree - Christmas	(1,363)	
Christmas - Childrens Society	(150)	0
Various (inc Funeral collections)		(324)
Total	<u>(3,406)</u>	<u>(3,532)</u>

5 Debtors	2020	2019
	£	£
Halls Rental	1,836	9,506
Tax Refunds Due on Gift Aid Donations	2,798	2,347
Sundry Debtors	1,626	3,720
	<u>6,260</u>	<u>15,573</u>

6 Creditors	2020	2019
	£	£
Prepaid halls rental/deposits	-	3,000
Vicarge Repair Fund	3,000	2,500
Sundry expense accruals	1,204	300
	<u>4,204</u>	<u>5,800</u>

7 Flat Rental Deposit

A deposit of £800 was paid over to the Deposit Protection Service in respect of the rental agreement put in place for the church flat in respect of two current tenants. The third tenant left at the end of July 2020 and his deposit was released by DPS with our consent.

8 Restricted Funds	B/F at 1 January 2020	Income	Expenditure	C/F 31 Dec 2020
	£	£	£	£
Missions & Charities	537	3,019	(3,406)	150
Roses Fund	32	156	(188)	-
Organ fund	4,273	20	(485)	3,808
	<u>4,842</u>	<u>3,195</u>	<u>(4,079)</u>	<u>3,958</u>

The Missions & Charities Fund represents donations for missionary and charitable giving.

The Roses Fund represents donations towards expenditure on the Church roses and gardens.

The Organ Fund represents donations and income to be used towards expenditure on the Church organ.

9 Unrestricted Funds	B/F at 1 January 2020	Income	Expenditure	C/F 31 Dec 2020
	£	£	£	£
These accounts were approved at the PCC n				
Legacy Fund	15,838	36	-	15,874
General Fund	86,612	107,044	(136,244)	57,412
	<u>102,450</u>	<u>107,080</u>	<u>(136,244)</u>	<u>73,286</u>

The Legacy Fund represents funds designated towards a range of building projects & specific, everyday running expenses.

10 Analysis of Net Assets by Fund

	1st January 2020	Change in year	31 December 2020
	£	£	£
Fixed Assets	13,014	-	13,014
Net Current Assets	94,278	(30,048)	64,230
	<u>107,292</u>	<u>(30,048)</u>	<u>77,244</u>

11 Fraud and Rental Arrears Repayments

Flat rent debt of former tenants net of deposit recovery written off	<u>1,670</u>
Hall rental fraud pre2014	<u>6,272</u>
Fraud compensation payment awarded	4,250
Payments received in 2015/19	(995)
Payments received in 2020	-
Balance outstanding (any recovery is accounted for only when received)	<u>3,255</u>

Independent Examiner's Report to the Trustees of St Andrew's Church, Roxbourne, Parochial Church Council.

I report on the accounts for the year ended 31 December 2020 which are set out on pages 1 to 7.

Respective responsibilities of the 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.
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act; and
- 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 then report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention,

1. which give 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 requirements of the 2011 Act have not been met: or been met:
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be

Mr Noel Rajaratnam FCMA, CA, B.Sc.

103a Malvern Avenue

South Harrow HA29ER

Extract from e-mails sent by Independent Examiner Noel Rajaratnam on Friday, 2 April 2021.

I have completed the examination of the accounts for the year ending 31.12.2020 and have the following comments to make.

Cheque signatories:**HSBC:**

I understand that there are four persons authorised to administer the account. Online payments from the account are mainly done by the acting treasurer. The others I understand can examine the accounts and payments online. As to whether and how often this happens is not clear to me. Having discussed this with the treasurer I agree that the online payment system is expedient to use and having one person to authorise payments easy to operate. However, the controls need to be strengthened. One way to ensure that the systems and controls are efficient is to ensure that at the end of every month, one of the other signatories, examine the payments made online during that month and certify if it is in order. The certification to be filed along with the bank statements.

Cheque payments need two signatories and hence does not give any cause for concern.

Barclays Bank:

This account is used in the main for pledges made to the church by some of the church members. Receipts are mainly via standing orders. Currently I understand two persons are authorised to operate the account, although in practice only one person has sole control and signs cheques as needed. Payments are generally transferred to the HSBC account, made at least once a month. I wish to make the following suggestions.

1. Give the Barclays bank a transfer mandate to be made to the HSBC account (say the 5th of every month) of the balance on the account at the end of the previous month. This will remove the need to write cheques for transfers and having it taken to the bank to be deposited.
2. Currently I understand that there are two persons authorised to operate the account although in practice, only one person is in sole control of the account. Whether the other authorised person ever checks what is happening on the account I am not aware. To cover the Church administration in any event if the person operating the account is unavailable, I suggest that three signatories be authorised to operate the account. Thus, the church will ensure there is proper cover for emergency situations. It must be understood that if suggestion 1 above is adapted then the occasions to write cheques will be removed altogether.

Gift Aid Recoveries:

I noticed that the claims are made every quarter. These have been compiled with care taking into account the pledges, other collections via boxes and other fund-raising activities. I however was unable to verify if the claims included the loose collection made on Sunday's offertory. Under the GASDS (Gift Aid Small Donations Schemes) there is a total limit of £8000 a charitable body can claim under this category per year. Charities can back claim two years. I will suggest that steps be taken to ensure that these amounts have been claimed and if not, to make the claim. along with the two previous years.

Noel