

## Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	01	01	2024	To	31	12	2024

### Section A

### Reference and administration details

Charity name

The Parochial Church Council of the Ecclesiastical Parish of St Andrew's Shifnal.

Other names charity is known by

St Andrew's Church, Shifnal

Registered charity number (if any)

1133242

Charity's principal address  
(eg. Address of the church or church office)

The Vicarage,  
Manor Close, Shifnal  
Shropshire  
Postcode TF11 9AJ

#### Names of the charity trustees – Members of the PCC - who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year
Potts Susanne	Secretary	Elected 2023
Higson Marilyn		Elected 2021
Hedges Andy		Elected 2023
Handley Ian		Elected 2021
Thorpe Christopher	Vicar - Chair	Ex Officio
Thorneycroft Jayne	Ex Officio Authorised Local Minister and Deanery Synod	Ex Officio
Flemming Debra	Deanery Synod	Ex Officio
Purser Robert		Elected 2021
Senior David	Church Warden	Ex Officio
Flemming Stuart	Deanery Synod & Health and Safety Officer	Ex Officio
Day Sally (Revd)	Associate Minister (Part year, died November 2024)	Ex Officio
Lambourne Janet	Church Warden	Ex Officio
Hobbs Liz		Elected 2022
Freeth Phil	Treasurer	Co opted 2023
Leigh Phillip	Parish Safeguarding Officer	Elected 2023
Etheridge Olivia	Assistant Director of Music	Co-opted 2022
Lander Janet	Methodist Senior Steward	Co-opted 2023
Blake Susan	Organist and Director of Music	Elected October 2020
Hooper Kelly		Elected October 2020
Insall Kathy	Methodist Representative	Co-opted 2023
Ackroyd Wendy	Parish Administrator	Elected October 2020
Etheridge Roger		Elected 2023
Battye Jeanette		Elected 2023



## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Parochial Church Council Powers Measure (1956) as amended, and Church Representation Rules that came into effect on 2 January 1957.
How the charity is constituted (eg. trust, association, company)	Church Representation Rules 2 January 1957
Trustee selection methods (eg. appointed by, elected by)	Elected

### Public Benefit Statement (Mandatory information)

<p><b>Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)</b></p>	<p>The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of Shifnal it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:</p> <ul style="list-style-type: none"> <li>• Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and</li> <li>• Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.</li> </ul>
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### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them; (Put your Risk Assessment Policy here)</li> </ul>	<p><u>Induction and training of new PCC Members:</u> There is an induction booklet for the new intake of PCC members, based on the resource book – "The ABC of the PCC" and links to the diocesan website resource section, and if needed, each new trustee will be assigned a mentor for an initial period.</p> <p><u>Standing Committee:</u> The Standing Committee meets on a monthly basis to transact any urgent business between PCC meetings. It consists of Clergy, Wardens, Treasurer and Secretary, and monitors, finance, ministry leadership, pastoral care, hospitality &amp; social.</p> <p><u>Risk Management:</u> Risk is managed by a number of different bodies within the PCC. Financial risk is assessed and monitored by the Standing Committee. Physical property risks are assessed and managed by the Fabric Committee. Health and safety risks are managed by the Health and Safety Officer. Child and vulnerable adult protection risks are managed by the Safeguarding Officer.</p>
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## Section C

## Objectives and activities

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

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Shifnal. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. We serve our community, especially those in need or vulnerable.

### Additional details of objectives and activities (Optional information)

We support two other charitable activities by offering use of our premises:  
Shifnal Help Food Bank  
Centre Stage Youth Performing Arts

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

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

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

This has been a year of continued growth in the life of the church. Congregations have increased by 14% this year with an average Sunday attendance of 127 adults and 15 young people, and the online congregation adds a further 43 people attending online each week. The Breakfast Church initiative has been very well received and attracted younger people to attend. We have also opened the church throughout the year months as a Warm Welcome Space and an average of 80 people per day have used the facilities. We attracted £10k of grant funding to support this work. We registered our facilities as a food business with Environmental Health, and provided training for volunteers to reach Level 2 Food Hygiene. We maintained a five-star hygiene certificate.

We conducted 37 baptisms, 8 weddings and 47 funerals during the year.

We signed a partnership agreement with Trinity Methodist Church and have had weekly shared worship.

2024 has been a year of recovery in our financial position following the theft in 2023. We have returned to a balanced budget and continued to be in surplus.



We ran an Alpha course to welcome enquirers to the Christian faith, and to signpost new members to church activities that will enable them to grow in faith.

We strengthened our offering to families through Breakfast Church on a monthly basis, to offer a simpler, all age service. We started a new HeartSpace on Sunday service in the Trinity Centre attracting a new congregation.

During the year we have completed a major stonework project, costing around £60k.

The accounts for the year ended 31 December 2024 have been prepared and have a surplus for the year of £18357. Thanks go to our incredibly generous supporters.

## Section D: Achievements and performance

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## Section D

## Achievements and performance (contd.)

**Summary of the main objectives of the charity planned in the following year**

### Plans for 2025

In 2024 we will further embed our new mission statement "Reaching out together to share God's amazing faith, hope and love."  
In the light of the cost of living crisis we will further review our rates of pay for our paid staff to ensure that our staff members are properly remunerated.

We plan to continue the Everyday Warm Welcome to run throughout the year and to provide a safe free space for all who need it. The provision includes lunch served most days.

We plan to run a further Alpha course to welcome enquirers to the Christian faith, and to signpost new members to church activities that will enable them to grow in faith.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We have completely revised our financial procedures and policies, introducing dual control for electronic banking, a new cash handling policy and have set up a high-interest reserve account.

**Details of any funds materially in deficit**

none

### Further financial review details (Optional information)

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

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



## Section F Other optional information

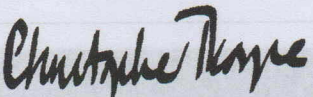
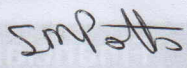
Acknowledge any large Grants or Donations in this Section.

Acknowledging a large Grant in your TAR may be a condition of acceptance

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Thorpe	Susanne Potts
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date (eg. Date of the APCM)	13/05/2025	



**Parochial Church Council of the Ecclesiastical Parish of St Andrew's, Shifnal**

Charity registration number 1133242

**Statement of financial activities**  
**For the year ending 31st December 2024**

Categories by activity	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year funds
	£	£	£	£	£
<b>INCOME</b>		(Notes 3)			
Regular Giving	58,300			58,300	62,497
Service collections (not known 2023)	16,717			16,717	
Gift Aid	11,358			11,358	19,645
Parish magazine	6,686			6,686	5,705
Weddings	9,486			9,486	13,744
Funerals	23,867			23,867	24,926
Donations and Fundraising - Notes 1	73,096	1,725		74,821	91,826
Sundry income - Notes 2	18,862			18,862	12,859
Bank interest and dividends	3,341		6,702	10,043	8,632
Investment funds increase in value (decline)	-		2,831	2,831	9,332
Legacies	-			-	10,028
Other Income	-			-	46,023
Theft Recovery	-			-	83,963
<b>TOTAL INCOME</b>	<b>221,713</b>	<b>1,725</b>	<b>9,533</b>	<b>232,971</b>	<b>389,180</b>
<b>EXPENDITURE</b>					
Building restoration	8,079			8,079	45,324
Common fund	48,403			48,403	47,460
Salaries	71,686			71,686	60,150
Service expenses	2,100			2,100	1,758
Magazine expenses	2,453			2,453	2,637
Heat, light & power	19,766			19,766	11,528
Water	686			686	868
Diocesan fees	8,700			8,700	10,203
Travel expenses	2,117			2,117	2,090
Telephony, broadband, software licences	5,631			5,631	3,966
Maintenance	12,514			12,514	4,016
General expenses	6,246	860		7,106	20,430
Bank charges	509			509	120
Choir & organist	5,141			5,141	4,319
Printing, postage & stationery	4,110			4,110	3,208
Insurance	6,534			6,534	6,315
Bellringers	1,190			1,190	1,939
Loan interest	325			325	612
Kitchen and washroom	7,084			7,084	4,222
Donations	480			480	600
Difference between opening bank balances and actual balances	-			-	13,304
Opening creditors re projects	-			-	-19,294
Theft	-			-	123,996
<b>TOTAL EXPENDITURE</b>	<b>213,754</b>	<b>860</b>	<b>0</b>	<b>214,614</b>	<b>349,771</b>
<b>Excess of Income over expenditure</b>	<b>£ 7,959</b>	<b>£ 865</b>	<b>£ 9,533</b>	<b>£ 18,357</b>	<b>£ 39,409</b>



**Balance Sheet**  
as at 31st December 2024

		<u>2024</u>		<u>2023</u>	
<b>Fixed Assets</b>		<b>183,818</b>		<b>174,624</b>	
Investments - Endowment funds			183,818		174,624
	Anslow Trust		174,800		165,718
	Pointon Trust Capital		6,734		6,734
	M Ball Trust		2,284		2,172
<b>Current Assets</b>		<b>143,476</b>		<b>145,066</b>	
Bank Accounts			133,476		124,955
	Barclays Current Account		7		346
	Barclays Deposit Account		13,834		45,131
	Lloyds Current Account		1,229		4,581
	Lloyds Current Account		842		799
	Lloyds Deposit Account		75,626		34,544
	CCLA St Andrew's Stonework Account		7,487		7,120
	CCLA Investment Income		8,477		7,732
	Lichfield Diocesan Trust		25,974		24,702
Cash	Float		0		111
Debtors			10,000		20,000
	Year End Income Accrued Gift Aid		10,000		20,000
	Prepaid Expense		0		0
<b>Current Liabilities</b>		<b>0</b>		<b>0</b>	
Creditors: Short Term			0		0
<b>Current Assets less current Liabilities</b>		<b>143,476</b>		<b>145,066</b>	
<b>Total Current assets less Current Liabilities</b>		<b>327,294</b>		<b>319,690</b>	
<b>Long Term liabilities</b>		<b>0</b>		<b>10,753</b>	
	Creditors Long Term Loan		0		10,753
<b>Total Assets less Total Liabilities</b>		<b>£ 327,294</b>		<b>£ 308,937</b>	
	Accumulated Funds B'fwd		308,937		269,528
	Plus Excess of income over Expenditure		18,357		39,409
<b>Accumulated Funds as at 31st December 2024</b>		<b>£ 327,294</b>			<b>308,937</b>



## **Independent Examiner's Report to the Trustees of St Andrew's Church, Shifnal**

I report to the trustees on my examination of the accounts of St Andrew's church, Shifnal for the year ended 31 December 2024.

### **Responsibilities and Basis of Report**

The charity's trustees of the church are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011. The trustees consider that an audit is not needed for this year and that an independent examination is required.

I report in respect of my examination of the church accounts, carried out in accordance with section 145 of the Charities Act 2011 and in carrying out my examination I have followed all applicable directions given by the Charity Commission.

### **Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Charities Act 2011
2. The accounts do not accord with these records

I have no concerns and have come across no matters with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Name: Darren Driscoll MBA**

**Date:** 3/4/2025.



## NOTES

1. Included in Donations & fundraising are the following:

Big House Holiday Club

Balance brought forward from 2023	£	2,259
HAF Grants	£	15,210
Parental fees	£	10,234
	£	<u>27,703</u>
Costs - supplies, food	5,970	
Wages	<u>10,588</u> £	(16,558)
	£	<u>11,145</u>
Contribution to church funds	£	(7,633)
Balance carried forward to 2024	£	<u>3,512</u>

The balance carried forward is to fund families unable to pay for their children to attend BHHC in February 2025 as there is no HAF grant for the February dates.

Also included in Donations & fundraising are surpluses from the Summer Fair £9,540.25 and Christmas Fair £3,044.10.

2. Sundry income includes reimbursed administration £6,480, facilities rental £3,998 and VAT reclaimed on stonework restoration £8,384.

3. The restricted funds balance as at 31st December 2024 is £945.04 represented by Forget-Me-Not Group £499.04 and Choir Fund £450.00.

4. Accommodation supplied as gift in kind:

CentreStage, Shifnal - weekly during school terms - total per annum £2,220

5. Since the year end the Financial Ombudsman has ruled in our favour as regards a majority of the funds drawn fraudulently from the Lloyds Bank account in 2023. Whilst the final claim is yet to be agreed the settlement sum will be £100,000 approximately. This is expected to be received during the 2025 financial year, at which point it will be declared as additional income, for which no provision has been made.



### **Accounting Policies**

The financial statements have been prepared in accordance with the Statement of Recommended practice for charities (SoRP) and applicable accounting standards (FRS102).

The financial statements have been prepared under the historical cost convention. The financial statements include all assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

### **Description of Funds**

Restricted funds comprise two elements:

- a. Income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest.
- b. Donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

All funds not designated as endowment or restricted are unrestricted funds which can be freely spent on the PCC's general purpose.

### **Incoming Resources**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable.

Interest received and all other income is recognised when it is receivable. All incoming resources are accounted for gross. Grants and donations are accounted for when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC. The Diocesan Common Fund payments (previously Parish Share) are accounted for when due. Amounts received specifically for mission are dealt with as restricted funds.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

### **Fixed Assets**

Consecrated and benefice property is not included in the accounts by s. 10(2Xa) & (C) of the Charities Act 2011. Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected at any reasonable time. For anything acquired prior to 2000 there is insufficient cost information available and such assets are not included in the financial statements.

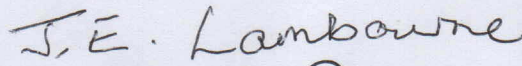


The financial statements set out on pages 1 to 5 were approved by the following at the Annual Parochial Church Meeting held on 13th May 2025.

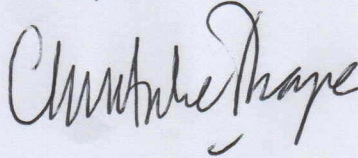
CHURCH WARDEN: DAVID SENIOR

A handwritten signature in dark ink, appearing to read 'D Senior'.

CHURCH WARDEN: JANET LAMBOURNE

A handwritten signature in dark ink, appearing to read 'J.E. Lambourne'.

VICAR: REVD. PREBENDARY CHRISTOPHER THORPE

A handwritten signature in dark ink, appearing to read 'Christopher Thorpe'.