

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE

England & Wales - Charity number 1134615

## Details

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<b>Other names</b>	THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF THE CHURCH OF HOLY NATIVITY, CHAPEL HOUSE, HOLY NATIVITY PCC CHAPEL HOUSE
<b>Status</b>	Registered
<b>Legal form</b>	Other
<b>Registered</b>	2010-03-02
<b>Register</b>	<a href="#">View on the Charity Commission register</a>

## Contact

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<b>Website</b>	<a href="https://www.achurchnearyou.com/church/16258/">https://www.achurchnearyou.com/church/16258/</a>

## Activities

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

**Activities:** The parish church exists to promote the whole mission and ministry of the Church - pastoral, spiritual, educational, evangelistic, social and ecumenical - in keeping with the gospel of Jesus Christ and according to the doctrines and practices of the Church of England. The church provides a meeting base for community groups and community building activities for people of all ages.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Newcastle Upon Tyne City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£63,113	£59,302	-	-
2023-12-31	£55,351	£55,370	-	-
2022-12-31	£53,400	£40,384	-	-
2021-12-31	£33,094	£26,687	-	-
2020-12-31	£43,586	£38,413	-	-

## Trustees

Name	Role	Appointed
<b>Rev Waldemar Hubert Marie Nion</b>	Chair	2021-09-30
BARBARA CHRISTINE PERRY		2021-05-11
Carole Martin		2022-05-29
Christopher Guy		2023-05-16
Deborah Owens		2024-05-05
ELIZABETH LATTIMER		2021-05-11
Eric Aririsukwu		2022-05-29
Evelyn Baron		2022-05-29
Francesca Gabriella Ayre		2024-05-05
Geraldine Tinning		2023-05-16
Jacqueline Connell		2022-05-29
Linda Finch		2022-05-29
Mary Theresa Morris		2025-05-11
Sylvia Atkinson		2023-04-16
Wendy Wills		2025-05-11

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# Accounts

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THE CHURCH  
OF ENGLAND

Parochial Church Council of the  
Church of the Holy Nativity  
Chapel House

# **Annual Report and Financial Statements**

**For the year ended  
31<sup>st</sup> December 2024**

Including the  
'Outside In' Community Project &  
Community Peace Gardens Project



## **Holy Nativity Mission Statement**

### **We will...**

- ... Offer a warm welcome to everyone**
- ... Live and Share the good news of God's Love**
- ... Build up Fellowship to grow in our community**
- ... Seek ways of joyfully serving one another**
- ... Support the work of the church and charities at home and abroad**

### **Some activities which reflect this commitment:**

- Teams of people who welcome visitors at the door and to offer refreshments and fellowship following worship. Children's activities bags are available for use.
- The good news is shared in many practical ways of service, information and support and with the help of the pastoral visitors.
- Fellowship groups, regular social and celebration events, coffee mornings, home visiting and the thrice weekly drop-in each offer times to meet and build friendships.
- The 'Outside In' Community Project is an expression of our commitment to be 'church in community'.
- Financial support of church ministry and mission at home and abroad comes from special services, collections, awareness events and donations.

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**Parochial Church Council of The Church of the Holy Nativity,  
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PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2024**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES  
AND ADVISERS FOR THE YEAR ENDED 31ST DECEMBER 2024**

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**Principal Office**

**The (Parish) Church of the Holy Nativity, Chapel House**

(Church of England, Diocese of Newcastle)

Hillhead Parkway

Chapel House

Newcastle upon Tyne

NE5 1DR

Telephone: 0191 2670559

E-mail: [office@holynativity-chapelhouse.co.uk](mailto:office@holynativity-chapelhouse.co.uk)

Priest-in-Charge:

Father Waldemar Nion

Telephone: 07763 761330

E-mail: [vicar@holynativity-chapelhouse.co.uk](mailto:vicar@holynativity-chapelhouse.co.uk)

**Independent Examiner**

Mrs Joy Walker

**Bankers**

Barclays Bank UK PLC

1 Churchill Place,

London E14 5HP

**Solicitors**

Laura Peace, Diocesan Registrar

Sintons LLP

The Cube

Barrack Road

Newcastle upon Tyne

NE5 6DB

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**PCC MEMBERSHIP – 2024**

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**Priest in Charge**          Reverend Waldemar Nion

**Churchwardens**

Mrs Jacqueline Connell (re-elected APCM 2024)

Mrs Geraldine Tinning (re-elected APCM 2024)

**Representatives to the Newcastle West Deanery Synod**

Mr Eric Aririsukwu (elected APCM 2022)

Mrs Debbie Owens (elected APCM 2024)

**Other Elected Members**

Mrs Sylvia Atkinson (re-elected APCM 2024 – **1 year**)

Mrs Barbara Perry – PCC Treasurer (re-elected APCM 2024 – **1 year**))

Mrs Elizabeth Lattimer – (PCC Secretary re-elected APCM 2024 – **1 year**)

Mrs Carole Martin (re-elected APCM 2024 – **3 years**))

Mrs Dorothy Walker (re-elected APCM 2022)

Mrs Evelyn Baron (re-elected APCM 2022)

Mrs Linda Finch (re-elected APCM 2022)

Mr. Christopher Guy (elected APCM 2023 – **3 years**)

Ms Francesca Ayre (elected APCM 2024 – **3 years**)

**TERM OF OFFICE FOR NON EX-OFFICIO ELECTED MEMBERS**

**Until APCM 2025**

Mrs Linda Finch

Mrs Evelyn Baron

Mrs Dorothy Walker

Mrs Sylvia Atkinson

Mrs Barbara Perry

Mrs Elizabeth Lattimer

**Until APCM 2026**

Mr Christopher Guy

**Until APCM 2027**

Ms Francesca Ayre

Mrs Carole Martin

**Parochial Church Council of The Church of the Holy Nativity,  
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**PARISH CHURCH: STRUCTURE, GOVERNANCE AND MANAGEMENT**

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*The Parochial Church Council (PCC) submits its annual report together with the financial statements of the Church of the Holy Nativity, Chapel House (the PCC) for the year ended 31<sup>st</sup> December 2024. The PCC confirms that the annual report and financial statements of the PCC comply with current statutory requirements, the requirements of the PCC's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2019.*

**a. CONSTITUTION:**

The principal object of the PCC is to promote in the ecclesiastical parish the whole mission and ministry of the Church, pastoral, spiritual, educational, evangelistic, social and ecumenical, in keeping with the gospel of Jesus Christ and according to the doctrines and practices of the Church of England.

The Church of the Holy Nativity is the Parish Church of Chapel House. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure, under the Diocesan structures of Newcastle Diocese in the Church of England, and is subject to the Church Representation Rules and Synodical Government of the Church of England, the Diocese of Newcastle and the Province of York.

The PCC registered with the Charities Commission in 2010. Registered Charity Number: 1134615

**b. APPOINTMENT OR ELECTION OF PAROCHIAL CHURCH COUNCIL**

Parochial Church Councils are governed by the Church Representation Rules 2020.

Ref: Appendix 2 of the Church Representation Rules which sets out the manner in which a PCC must act and also Church Representation Rules 14 to 21 which deal with the Constitution of Parochial Church Councils. Under the Parochial Church Council (Powers) Measure 1956 – section 3 every PCC is deemed to be a body corporate with perpetual succession.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

**Parochial Church Council (PCC)** is an elected body of people with the responsibility of co-operating with the incumbent (or Area Dean and Churchwardens during Vacancy) in promoting within the ecclesiastical parish the whole mission and ministry of the Church. It is also responsible for the management and maintenance of the church buildings and grounds. It is

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comprised of 9 lay representatives and 5 members ex-officio: 2 churchwardens, 2 Deanery Synod Representatives, and the chair (Priest-in-Charge). Nominations can be made by anyone on the Electoral Roll. 1 or 2 representatives are elected onto the West Newcastle Deanery Synod. The PCC has prime responsibility for the community project.

**Induction and training of PCC members:** New PCC members are elected and safely recruited and given a copy of the PCC's policies, told about Diocesan training events, and are supported in their understanding of the work of the PCC by the Priest-in-Charge.

**The PCC Standing Committee** is legally authorised to transact the business of the PCC between its meetings, subject to any directions by the PCC.

**Chair of the PCC / Clergy** Father Waldemar Nion was installed as Priest-in-Charge in September 2021. He serves as Chair of the PCC.

**Churchwardens**, elected by people on the electoral roll of the parish, are responsible with the PCC for ensuring the proper running and maintenance of the church and its regular worship.

**Electoral Roll Officer** is in charge of ensuring the Electoral Roll of the Parish is kept up to date, reviewed and renewed according to the Church Representation Rules. **Electoral Roll**, any baptised resident of the parish is eligible to be on the electoral roll, also residents of other parishes if they are regular in worship at the church. Currently the Electoral Roll stands at 61 members.

**Newcastle Diocese** provides oversight regarding buildings and maintenance, accounts and management, also, with the Bishop of Newcastle, the appointment of clergy.

**West Newcastle Deanery Synod** is a body of elected representatives and clergy from each parish church in the west of Newcastle. It is responsible for co-ordinating inter-parish support and strategic initiatives. Each Deanery Synod elects representatives to Newcastle Diocesan Synod.

#### **d. RISK MANAGEMENT**

The PCC have assessed the major risks to which the PCC is exposed, in particular those related to the operations and finances of the PCC, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. Risk analysis is carried out for every activity.

#### **e. PRINCIPAL FUNDING**

The Church relies principally on support, gifts and donations received from its congregation, benefactors and fundraising events for which it is deeply grateful.



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**2024 REPORTS FROM THE PCC**  
Review of Activities and Plans

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**Chair of the PCC / Clergy Report**

2024 has been a year of development and consolidation. The PCC started the year 2024 with a meeting with the Venerable Rachel Wood, Archdeacon of Northumberland, to discuss the *Suspension of Presentation*<sup>1</sup> in the parish. The archdeacon explained that this suspension was the renewal of the Suspension of Presentation that took effect when the Reverend Juliet Stephenson left the parish. She further clarified that although the renewal of the suspension was in part due to the diocesan wide strategy and the redevelopment process in the deanery, there were no plans to suspend the Living (remove clergy post) in the parish.

The PCC met 7 more times to discuss the general business of the church and ensure the best way to resource the church and use its assets. An important part of those meetings focused on addressing building and general maintenance issues, which since the energy crisis, have become more demanding on the church finances. Working with the churchwardens, treasurer, contractors, and consultants, the PCC has done its best to find cost effective ways to respond to the building issues and financial challenges we have faced. (See the churchwarden's report for more details.)

Through the year the PCC and churchwardens have sought advice from the Diocesan Advisory Committee for the Care of Churches (D.A.C.), our architect Mr. C. Blackburn and from contractors how to best address the cost of heating in church, the repairs of the roof, formulate a Net Zero plan, etc... Although, the DAC and our architect have been as helpful as they could, sifting through the advice of contractors has been challenging, especially with regard to the heating in church. Anxious to make the right decision, in 2023, the PCC contacted KYOOB Ltd. a consulting firm to provide a reliable and cost-effective solution to heat the worship area. Since then, the PCC has worked as quickly as possible to bring the project to life but only secured the necessary permissions from the Council at the end of the year.

As they often are, building and maintenance issues are multifaceted. They do not only pose technical challenges or financial issues, but they also matter to the people who use our premises. Recognising that the building is at the service of people, particular attention has been given to a review of the Health and Safety, GDPR and Safeguarding measures in place.

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<sup>1</sup> Suspension of presentation is the temporary removal of a Patron's right to present an incumbent to a benefice. The Bishop will remain responsible for the cure of souls which he will normally exercise by licensing a priest in charge (here: Reverend Waldemar Nion).

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In March 2024, the church opened a Recovery Drop-In ran by the clergy and safely recruited and trained volunteer. The aim of this provision is to provide a brave and positive safe place for people in recovery or seeking recovery to enjoy some simple fellowship and support. (This is not an NA, AA, or Smart meeting.) The initiative has been well received by the recovery community and has deepened Holy Nativity's commitment to being a member of the Inclusive Church Network.

It is with the community at the forefront of its preoccupation that the PCC also met several times to discuss solely the question of the church's mission in Chapel House.

In May, as a result of its previous reflection and discernment, the PCC identified several ideas and areas it felt able to positively act on in whatever way:

- Members discussed the idea of a Community Committee which would include schools, surgeries, shops and other community partners;
- Continue to develop ministry to the elderly;
- Increase advertising of what is happening;
- Continue to grow in diversity of activities and inclusivity of all people;
- Support people in their exploration of faith by providing regular courses;
- Continue to grow the congregation;
- Nurture relationships with Funeral Directors and other partners.

Although, building issues have admittedly taken the PCC more time and energy than expected, 2024 has been rich in developments.

The Church of England, *Disability Project* has presented the PCC an unexpected opportunity and challenge to make the church more accessible and inclusive. To that end, a questionnaire was created and circulated to members of the congregation and made available to the public. Since then, the clergy, churchwardens and PCC have started to work on improving access whilst consulting with our disability champion Bethan Rogers and directly seeking feedback from members of the community with disability. Whilst small improvements have been made including re-tuning the sound system and its loop system, it is hoped that by 2026, the church will have made further progress and secured funding:

- to install sensor operated at both main entrances,
- to install better outdoor lighting,
- and put in place better signage around the building.

Partnerships with various services from the City Council and other community partner have continued to be fruitful with visits to the drop-ins from Health Watch, Everyturn Mental Health, and Information Now and free Digital Skills classes provided by Newcastle City Learning. Search and Everyturn Mental Health have also continued to run the Memory Café and the Men's Group, respectively. NAPI continues to support Little Fishes. Additionally, young people

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working with the Prince's Trust ran 2 projects, one to restore the sensory garden with new plants and another baking for the Memory Café. Sadly, the clergy and PCC have not been able to secure new partnership or funding to create youth provision to the young people in the Parish.

Knop Law Primary School and Milecastle Primary School remain important partners and both visited the church for service and RE classes, as well as invited me to conduct assemblies and services in school.

Despite a drop in the number of occasional services in 2024, regular and seasonal services as well as social events have continued to be well attended throughout the year.

In sum, despite some challenges, Holy Nativity continues to flourish thanks to the dedication of its amazing volunteers, its generous patrons, and the support of partners.

I am truly grateful for all the prayers, work, and support of all our congregation and community.

*Merciful God, we give you thanks for this past year;  
the life of this parish,  
our worship and our work,  
all those we have met, welcomed, and commended to you,  
we offer you the pleasures and the pains of 2024  
that in everything  
we may know the love of Christ and be thankful.*

**Reverend Waldemar Nion**

### **Parish Safeguarding Officers' Report**

All our safeguarding policies have been reviewed, assessed and revised.

Holy Nativity has maintained its Level Three on the Parish Safeguarding Dashboard. Clergy, and Churchwardens (in their quality of Safeguarding Officers) have continued to work closely with the Diocesan Safeguarding Team and Local Authorities, following policy, GDPR guidance and good practice.

**Geraldine Tinning and Jacqui Connell  
Parish Safeguarding Officers**

### **Deanery Synod Report**

This year Debbie Owens joined the team in representing Holy Nativity.

The synod met three times in 2024. At its first meeting, members of the Deanery welcomed Bishop Helen-Ann who shared her vision for the Diocese 'Seeking, Sharing, Sending'. The deanery synod also continued to discuss the missional challenges faced in our parishes.

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The conversation and process to redevelop resources across the diocese seem to have stalled for now. However, in an effort to support neighbouring parishes and getting to know each other, the PCC met with the PCC of St John's Whorlton on a joint day out at Hexham Abbey.

***Deanery Synod Representatives***

**Church Wardens' Report**

**Worship and Church Life**

It has been a joy to see our congregation continue to grow from strength to strength. We have welcomed families for baptism services and witnessed encouraging signs of spiritual growth and renewed engagement in worship. Our Drop-ins on Mondays, Wednesday and Friday are well attended by the congregation as well as members of the community. There is a real sense of community and belonging developing and we give thanks to everyone who is part of our church family.

**Building and Maintenance**

We have been working on some important improvements to our church facilities and are slowly but surely continuing the repairs outstanding on the Quinquennial Report as well as finally getting the go ahead to eventually start the installation of the new heating system in 2025 which we hope will be a great success – not only in having a warm church at last, but it will also hopefully save us money.

We are also hopefully going to start the updating of our lighting systems which will make it more proficient. We understand that it has taken longer than we had hoped but what with technical issues and permissions to be granted from the Diocese as well as Newcastle City Council it all takes time.

We will be taking delivery of a new storage container in 2025 to create much-needed extra space. We are grateful to Anthony Connell, who has taken on responsibility for gardening and general maintenance work. His work has made a real difference to the upkeep of our church and the appearance of our grounds.

**Community Engagement**

Our Community Room continues to be a vibrant hub of activity. We are proud to host a diverse range of events and groups that serve the local community on a daily basis, helping to build connection and support beyond our Sunday gatherings.

**Thanks and Acknowledgements**

We would like to thank Father Wal for his continued support and pastoral leadership, our wonderful team of volunteers who work so hard behind the scenes and our faithful congregation for their ongoing encouragement and commitment. We are truly blessed to have such a dedicated and loving church community

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**Looking Ahead**

We are especially looking forward to celebrating our church birthday in September and are praying for a fantastic turnout as we mark this special occasion together.

We remain hopeful and excited for all that God has in store for Holy Nativity in the coming year.

**Jacqui Connell and Geraldine Tinning  
Churchwardens**

**Treasurer's Report 2024**

The Financial Statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2024 have been inspected and approved by an Independent Examiner, Mrs. Joy Walker. It is with sadness that I must tell you that Michael Davison, who conducted the examination of our accounts for many years, died very suddenly in August 2024. He was always incredibly supportive in his role and carried out each examination with great diligence. Our condolences were sent to Mrs. Davison.

I have given below a summary of how Income and Expenditure were allocated to the different Funds.

Income for 2024 was £63,113 compared to £55,351 for 2023.

Expenditure for 2024 was £59,302 compared to £55,370 for 2023.

	General:	Designated:	Reserve:	Restricted:	Total:
Receipts	£46,652	£16,084	£376	£1	£63,113
Payments	£43,934	£15,368	£0	£0	£59,302

Our church was extremely fortunate to be remembered in the will of one of our late parishioners and we received a legacy of £10,120, other members gave generous donations amounting to £2,600 in memory of loved ones. These sums were transferred to our Designated Fund and will be used for the improvement of our heating system.

Full details are in the Financial Statements section of the Annual Report and I will be pleased to answer any questions you may have at the Annual Parochial Church Meeting.

The Parochial Church Council approved a document "Holy Nativity – Giving Review 2024". If you have not already had a copy, please take one. There are so many ways of giving to your church and we are grateful to all who volunteer through their many unique gifts and for the financial support we receive. The booklet gives an interesting insight into the work already being done at this church, reaching out to the Community in many ways and highlights the vision of the church. Your support, time, prayers, care and generosity really do make a difference.

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If anyone needs to speak to me about Giving for the upkeep of our church or wishes to discuss Gift Aid eligibility, please do not hesitate to get in touch.

Thank you once again for all your support.

**Barbara Perry – Treasurer**

**Electoral Roll Officer's Report**

This year the electoral roll has been revised.

The electoral roll for the current year now has **67** members.

	<b>Total</b>	<b>Resident</b>	<b>Non-Resident</b>
Female	59		
Male	8		
<b>Total</b>	<b>67</b>	<b>37</b>	<b>30</b>

**Geraldine Tinning  
Electoral Roll Officer**

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**2024 CHURCH AND COMMUNITY REPORTS**

**Little Fishes Playgroup Report**

Little Fishes continues to thrive as a vital part of Holy Nativity's ministry to families in our local community, meeting weekly on Thursdays during term time, we have regularly welcomed around 20 families through our doors.

Building on the success of 2023, we again ran sessions throughout the 2024 summer holidays. This decision proved to be a blessing to many, with high attendance and lots of positive feedback from parents and carers. It is clear that offering a safe, welcoming space during the school break meets a real need for connection, play and support.

We are deeply thankful to our team of dedicated volunteers who make Little Fishes possible. Their time, care and creativity create a warm and nurturing environment where both children and adults feel valued and loved.

Looking ahead, we plan to continue running sessions throughout the summer holidays in 2025,. We remain committed to serving local families and sharing the love of Christ through friendship, play and community.

We give thanks to God for the joy and energy that fills the church each Thursday and for the growing relationships that are being built week by week.

**Jacqueline Connell - Group Leader**

**Mothers' Union Report**

I must begin with thanking Jacqueline Rainford who, for many years, has been a mainstay of our branch and to everyone for their support since I became Branch Leader at Holy Nativity. The committee have been wonderful and we continue to work together to promote the Mothers' Union within the church and the wider community.

Due to work commitments, I sometimes cannot attend Branch meetings, Deanery and Diocese events, but Millie Hornsby, Dorothy Walker and Dorothy Darling have attended.

We have had some wonderful speakers and linked to diocese growth plan the branch produces posters and with the Internet we send them to many churches and other branches to promote our events and speakers,

Our attendance is, on average between seven and ten members and we welcome a new member Linda Finch. Jacqueline Connell has resigned due to her work commitment as Church Warden / Office Administrator, but she remains a friend of the branch. Jacqueline Rainford has moved to be nearer her family. This

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year we have sadly lost two of our members, Jean Cuthbertson and Noreen Hodson. Both funerals had branch representation.

Although the branch members are older, we continually support Mothers' Union projects – we made 30 bags for the homeless at Christmas, helped support the Girls Aloud Project, the Food Bank and the Rise Up Campaign.

The White Ribbon services to remember the men and women who have died in the past year through domestic abuse. The company I work for W.S. Harrison, Funeral Directors bought 120 orange roses for one of the services.

Through our commitment we were awarded the bronze award for the Rise Up Campaign. Father Wal and the Church Wardens have kindly allowed the branch to have a display in the church entrance for the campaign.

We have also supported The Something Wonderful Campaign in Benwell, by supplying art materials and attend events there. Some branch members attend the Footprints in Faith Event in Morpeth.

We held a deanery tea in July and this was well attended and thus we were able to donate to Mothers' Union projects and to our own church. We ended the year with a meal at The Jingling Gate which a majority of members attended.

We look forward to fulfilling our 2025 programme and hope we all stay well and enjoy our Mothers' Union at Holy Nativity.

**Debbie Owens, Branch Leader**

### **Women's Fellowship Report**

The Women's Fellowship has undergone various changes this past year, mainly because of the new rules laid down in banking and safeguarding.

As a church group, the finances of the Fellowship are now administrated through the church directly.

Additionally, safeguarding is ensured by the trained church volunteers on site during our meeting, with the help of our safeguarding trained members. We have always been and still are open and welcoming to anyone in the Church and the outer community.

So, we are still here and enjoying "Fellowship". An updated "Pop-In".

We meet on the second Wednesday of the month at 1.00 pm in the Community Room at Holy Nativity Church.

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This past year we have enjoyed our usual varied programme, and we have had guest speakers entertaining us on such topics as "Travels in Bhutan", "Through the Decades", "Women's Fashion in the Twenties" and a "Trip down the Tyne."

We have also played Bingo, consumed mince pies and cream in January and there is always time for tea and a chat.

We have also made our annual donation to The Children's Society, a charity close to our hearts.

**Margaret Cathey, Norma Kirk, Joan Robson**

### **Drop-In Report**

Our Church Drop-In Sessions are held each Monday and Friday morning from 10.00 am and also on a Wednesday morning following the Church Service at around 11.00 am.

The Drop-In provides a friendly, happy place where people can come in for a cup of coffee, make new friends and have a chat. Quite a number of people who may be lonely or isolated have come along and made friends along with passers-by maybe on their way to the surgeries or shops and who are not members of our church have joined the groups and been made very welcome.

Obviously we would like to encourage more people to come in and make friends.

**Pat Corby, Elizabeth Lattimer**

### **Partnership with other organisations and Outreach**

As already stated above, the church is working with several partners to support the community: Search, responsible for the Memory Café; Everyturn Mental Health, running the Men's Group. A Coffee Morning event is held every first Saturday of the month as part of the church's response to address the issue of isolation in our community. The church and office are also open three times a week to respond to enquiries, provide fellowship, and open the church to those in need of quiet space and safe haven to pray and reflect.

The local shops owners, local councillors, schools, and churches continue to be valuable partners with whom the PCC and volunteers are regularly in contact with to serve the community.

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2024**

**PCC's RESPONSIBILITIES**

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The Members of the PCC are responsible for preparing the Members' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Members are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the provisions of the Charities Act 2011 and of the trust deed. The Members are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC Members on 30/04/2025 and signed on their behalf by:

Rev. Waldemar Nion  
Priest-in-Charge - Chair



Elizabeth Lattimer, Secretary





**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE**

I report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2024.

This report is made solely to the PCC's members in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the PCC's members those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's members for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER**

The PCC's members are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 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 PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as PCC members 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

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

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

Joy Walker  
50 Southway  
Newcastle upon Tyne  
NE15 7RD.

Signed: J. Walker  
Date: 26th Feb 2025.

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

Financial Statements for the Year Ended 31st December 2024

Receipts and Payments Account	Note	General Fund £	Designated Fund £	Reserve Fund £	Restricted Fund £	Total 2024 £	Total 2023 £
<b>Receipts:</b>							
<b>Voluntary receipts:</b>							
Planned Giving	2	18,116				18,116	22,136
Collections at Services	3	1,428				1,428	1,386
All other giving/voluntary receipts	4	3,697	12,720			16,417	9,467
Gift Aid recovered	6	8,666				8,666	5,751
Activities for Generating Funds:	9	5,471	3,364	200		9,035	5,450
Investment Income	10			176	1	177	118
Fees to PCC	11	382				382	1,509
Church Activities	12	8,009				8,009	6,783
Funeral fees - NDBF	XX	883				883	2,751
<b>Total Receipts</b>		<b>46,652</b>	<b>16,084</b>	<b>376</b>	<b>1</b>	<b>63,113</b>	<b>55,351</b>
<b>Payments:</b>							
<b>Church and Parish Centre Activities:</b>							
Designated Charitable Donations	18		1,020			1,020	1,818
PCC Charitable Giving	18	423				423	326
Parish Share	19	13,068				13,068	12,500
Clergy costs	21	4,373				4,373	4,039
Running Expenses and Maintenance	23	15,191	81			15,272	21,147
Utility Services	24	10,495				10,495	12,080
Major works/repairs	27		14,267			14,267	0
Fees to NDBF/Clergy/Organist	XX	384				384	3,460
<b>Total Payments</b>		<b>43,934</b>	<b>15,368</b>			<b>59,302</b>	<b>55,370</b>
Balances of Receipts over Payments		<b>2,718</b>	<b>716</b>	<b>376</b>	<b>1</b>	<b>3,811</b>	
Cash at Bank (all accounts) 1st Jan 2024		7,189	25,903	12,163	31	45,286	
<b>Building Funds - transfer from General Account to Reserve Account</b>		<b>-335</b>	<b>335</b>			<b>0</b>	
Cash at Bank (all accounts) 31st Dec 2024	17	9,572	26,954	12,539	32	49,097	

The notes on the following pages form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

**1. ACCOUNTING POLICIES**

- **Basis of preparation of financial statements**

The financial statements have been prepared on a Receipts and Payments basis.

- **Fund accounting**

*General funds* are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the PCC which have not been designated for other purposes.

*Designated funds* comprise unrestricted funds that have been set aside by the PCC for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

*Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the PCC for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

- **Incoming resources:**

All incoming resources are included in the Statement of Financial Activities when the PCC is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is received.

- **Resources expended:**

All expenditure is accounted for on a Payments and Receipts basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the PCC. Governance costs are those incurred in connection with administration of the PCC and compliance with constitutional and statutory requirements.

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024**

Note	General Fund £	Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2024	Total Funds 2023 £	
	<b>Voluntary receipts:</b>						
2	<b>Planned Giving</b> (Envelopes and Direct Debits- Gift Aided)						
	13,707				13,707	18,300	
2	<b>Other Planned Giving -</b> without Gift Aid						
	4,409				4,409	3,836	
3	<b>Collections at Services</b>						
	1,428				1,428	1,386	
4	<b>All other giving/voluntary receipts:</b>						
	1,687				1,687	1,802	
	500	2,600			3,100	0	
	260				260	260	
	1,249				1,249	1,463	
	0				0	50	
		10,120			10,120	6,000	
6	<b>Gift Aid recovered</b>						
	8,666				8,666	5,751	
9	<b>Activities for Generating Funds:</b>						
		1,138			1,138	1,827	
	30				30	0	
	4,068				4,068	2,750	
		221			221	239	
	782				782	526	
			200		200	0	
		255			255	0	
	0	1,750			1,750	0	
	300					0	
	291					0	
10	<b>Investment Income</b>						
			176	1	177	118	
11	<b>Fees -</b> Baptism certificates, Wedding and Funerals to PCC						
	382				382	1,509	

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024

Note

12	<b>Church Activities:</b>					
	Use of Premises by					
	Community Organisations	6,360		6,360		5,532
	Use of Premises by Church					
	Groups	110		110		110
	Little Fishes	1,539		1,539		1,141
	Funeral and Wedding Fees to					
XX	NDBF/Clergy/Organist	883		883		2,751
	<b>Total Receipts</b>	<b>46,652</b>	<b>16,084</b>	<b>376</b>	<b>1</b>	<b>63,113</b>
						<b>55,351</b>

**Payments:**

**Church and Parish Centre Activities:**

18	<b>Charitable Giving</b>					
	Designated Donations		1,020	1,020		1,818
	Annual PCC Charitable Giving	423		423		326
19	<b>Parish Share</b>	13,068		13,068		12,500
21	<b>Clergy costs:</b>					
	Clergy expenses	0		0		0
	Clergy during Vacancy or					
	absence	222		222		104
	Council Tax	2,788		2,788		2,653
	Water Rates	356		356		355
	BT/Broadband	1,006		1,006		927
23	<b>Running Expenses and Maintenance:</b>					
	CDS Security Alarm, Fire					
	Alarm & Emergency Lighting	1,012		1,012		3,993
	Alarm call out charges	631		631		0
	Servicing of Fire					
	Extinguishers	282		282		330
	PAT testing	283		283		279
	Ground Source Heat Pump	203		203		180
	Organ Maintenance	75		75		75

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024**

Note

Cavity Wall Insulation	0		0	1,500
ARM Electrical	0		0	720
CR Blackburn -QI Architect	290		290	200
Sundry Maintenance	422		422	210
Kitchen Boiler replacement	1,018		1,018	0
NCC Trade/Garden waste collection	263		263	251
Insurance of premises	1,603		1,603	1,542
Sunday Readings	149		149	157
Copyright Licences	396		396	377
Freewill Offering envelopes	38		38	65
Wine, Candles etc	559		559	643
Cleaning	1,184		1,184	1,135
Printing and Stationery	1,175		1,175	1,556
Church Hospitality & Refreshments	557		557	350
Administration, resources and sundry expenses	260		260	1,595
Flower Fund (D)		81	81	96
Garden & General Maintenance	1,899		1,899	2,270
Cavtec - wi-fi upgrade/licences	30		30	110
Kyoob Heating consultationb	0		0	1,740
First Aid Training	0		0	336
Petty Cash Float	1,165		1,165	595
Equals Money payments	1,698		1,698	0
Gift Of Thurible, engraving of same and Altar Cloth	0		0	842
<b>24 Utility Services:</b>				
BT - Broadband services	1,064		1,064	942
E-on - electricity supply	0		0	215
Pozitive Energy	8,734		8,734	10,240
Northumbrian Water - meter charges	697		697	683
<b>27 Major Repairs to Church and Buildings:</b>				
Plant Room Steel Door	2,502		2,502	0
Alarm adjustment re above	534		534	0
Boiler Room Roof Repair	7,152		7,152	0
Resin Path Cleaning	300		300	0
Carpet Cleaning	500		500	0

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024**

Note						
	Gutter Cleaning	300			<b>300</b>	0
	Architect re Steel Container, Air Pump etc	960			<b>960</b>	0
	Planning Permission re Container & Air Pump	363			<b>363</b>	0
	Air Pump Noise Assessment	1,656			<b>1,656</b>	0
XX	<b>Fees to NDBF/Clergy/Organist:</b>	<u>384</u>			<u><b>384</b></u>	<u>3,460</u>
	Total Payments	<u>43,934</u>	<u>15,368</u>	<u>0</u>	<u>0</u>	<u><b>59,302</b></u>
					<u><b>55,370</b></u>	

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024**

**17. STATEMENT OF FUNDS**

<b>SUMMARY OF ACCOUNTS</b>	<b>General Fund</b>	<b>Designated Fund</b>	<b>Reserve Fund</b>	<b>Restricted Fund</b>	<b>Total 2024</b>
<b>General Account</b>					
Balance b/fwd 1st Jan 2024	7,189	25,903			33,092
Balance of funds 31st Jan 2024	2,718	716			3,434
Transfer from General Fund to Reserve Fund:	-335				-335
Transfers from Designated Fund to Reserve Fund:		-14,921			-14,921
		-10,120			-10,120
In Bank 31st Dec 2024:	9,572	1,578			11,150
<b>Reserve Account</b>					
Balance b/fwd 1st Jan 2024	0	0	12,163		12,163
Balance of funds 31st Dec 2024			376		376
Transfers from General Account:		335			335
		14,921			14,921
		10,120			10,120
In Bank 31st Dec 2024:		25,376	12,539		37,915
<b>CCLA Account</b>					
Balance b/fwd 1st Jan 2024				31	31
Balance of funds 31st Dec 2024				1	1
In Bank 31st Dec 2024:				32	32
All accounts in Bank 31st Dec 2024:	9,572	26,954		32	49,097
<b>Totals for each Account on 31st December 2024:</b>					
General Account	9,572	1,578			11,150
Reserve Account		25,376	12,539		37,915
CCLA Account				32	32
	9,572	26,954	12,539	32	49,097

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

**Balance Sheet Year Ended 31st December 2024**

	Note	£	2024 £
<b>CURRENT ASSETS</b>			<u><u>49,097.00</u></u>
 <b>CHARITY FUNDS:</b>			
<b>Restricted funds:</b>			
CBF FofE Deposit Fund	17	32.00	
<b>Designated fund:</b> Unrestricted	17	26,954.00	
<b>Reserve fund:</b>	17	12,539.00	
<b>General Fund:</b> Unrestricted	17	<u>9,572.00</u>	
 <b>TOTAL FUNDS</b>			 <u><u>49,097.00</u></u>

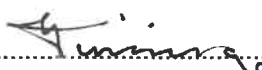
The Financial Statements were prepared by Mrs Barbara Perry, Treasurer to the PCC, and approved by the PCC on Thursday 20th March 2025 and signed on their behalf by:



.....  
Reverend Waldemar Nion  
Priest in Charge



.....  
Mrs Jacqueline Connell  
Churchwarden



.....  
Mrs Geraldine Tinning  
Churchwarden

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2024**

**Appendix**

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*All policies were reviewed and updated where necessary and approved by the PCC in the past 12 months.*

**Safeguarding Policy – Commitment**

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

**Health and Safety Summary Policy**

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The PCC, advised by the 'Diocesan Advisory Committee', undertakes to ensure that the premises and practices of the Church of the Holy Nativity are inspected and reviewed regularly to maintain appropriate levels of safety and a healthy environment.

*This includes the Quinquennial Church Inspection, Asbestos Safety check and Electrical Inspections.*

**Inclusive Church Commitment**

We are an inclusive church committed to opening up our premises as a resource to any appropriate community, voluntary business or statutory organisation, group or activity irrespective of age, race, religion, ethnic origin, marital status, colour, nationality, gender, disability or sexual orientation, whose function, purpose and working methods will add to the well-being of the people in the locality, the needs of the whole person and to social cohesion.

The Church of the Holy Nativity Disability Policy outlines awareness of needs and intentions to improve facilities as soon as is possible, in line with the Disability Discrimination Act. *The new buildings are designed with accessibility issues in mind.*

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2024**

### **Fair Trade**

*(Since the end of 2022, the PCC has suspended its commitment to fair trade due to the rising of living costs.)*

### **Commitment to the Environment**

As part of its Eco-Policy, the PCC of the Church of Holy Nativity has adopted the Diocesan 'Commitment to the Environment', affirming the Fifth Mark of Mission as a central part of our life and work. The fifth Mark of Mission is, 'To strive to safeguard the integrity of creation and sustain and renew the earth'.

*The new buildings incorporate energy saving features including ground-source heating. The Community Peace Garden encourages a rich variety of wild-life and local interest in natural ecosystems.*

### **List of Current Policies (available for consultation outside the office)**

- Data Privacy Notice / GDPR Policy
- Financial Policies
  - o Authorisation and procedure requirements
  - o Cash Handling and Fee Policy
  - o Acceptance and Refusal of Donations Policy
  - o Conflict of Interest Policy
  - o Reserve Policy
  - o Church Legacy Policy
  - o Pre-paid cards Policy
- Social Media Policy
- Volunteering Policy
- Mutual Expectations Statement
- Lone Worker Policy
- Complaints Policy and Procedures
- Whistleblowing Policy
- Equality and Diversity Policy
- Disability Policy
- Recruitment of Ex-Offenders Policy
- Safeguarding Policy
  - o Promoting a Safer Church
  - o Guidance for Parishes
- Health and Safety Policy
- Eco-Policy
- Admission to Holy Communion before Confirmation – Parish Policy
- Book of Remembrance Policy



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# Accounts

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THE CHURCH  
OF ENGLAND

Parochial Church Council of the  
Church of the Holy Nativity  
Chapel House

# **Annual Report and Financial Statements**

**For the year ended  
31<sup>st</sup> December 2023**

Including the  
'Outside In' Community Project &  
Community Peace Gardens Project

## **Holy Nativity Mission Statement**

### **We will...**

- ... Offer a warm welcome to everyone**
- ... Live and Share the good news of God's Love**
- ... Build up Fellowship to grow in our community**
- ... Seek ways of joyfully serving one another**
- ... Support the work of the church and charities at home and abroad**

### **Some activities which reflect this commitment:**

- Teams of people who welcome visitors at the door and to offer refreshments and fellowship following worship. Children's activities bags are available for use.
- The good news is shared in many practical ways of service, information and support and with the help of the pastoral visitors.
- Fellowship groups, regular social and celebration events, coffee mornings, home visiting and the thrice weekly drop-in each offer times to meet and build friendships.
- The 'Outside In' Community Project is an expression of our commitment to be 'church in community'.
- Financial support of church ministry and mission at home and abroad comes from special services, collections, awareness events and donations.

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#### **Parish Church: Structure Governance and Management**

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- b. Appointment or election of parochial church council**
- c. Organisational structure and decision making**
- d. Risk Management**
- e. Principal Funding**

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- Church Wardens' Report**
- Parish Safeguarding Officer's Report**
- Deanery Synod Report**
- Treasurer's Report**
- Electoral Roll Officer's Report**

#### **2023 Church and Community Reports**

- Little Fishes**
- Mother's Union**
- Women's Fellowship**
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#### **PCC's Responsibilities**

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- List of Policies**

## **THE FINANCIAL STATEMENTS**

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**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2023**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES  
AND ADVISERS FOR THE YEAR ENDED 31ST DECEMBER 2023**

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**Principal Office**

**The (Parish) Church of the Holy Nativity Chapel House**

(Church of England, Diocese of Newcastle)

Hillhead Parkway

Chapel House

Newcastle upon Tyne

NE5 1DR

Telephone: 0191 2670559

E-mail: [office@holynativity-chapelhouse.co.uk](mailto:office@holynativity-chapelhouse.co.uk)

Priest-in-Charge:

Father Waldemar Nion

Telephone: 07763 761330

E-mail: [vicar@holynativity-chapelhouse.co.uk](mailto:vicar@holynativity-chapelhouse.co.uk)

**Independent Examiner**

Michael Davison

20 Cochrane Park Avenue

Newcastle upon Tyne

NE7 7JU

**Bankers**

Barclays Bank Plc

Belmond Cottages

Stamfordham Road

Westerhope

Newcastle upon Tyne

NE5 5HP

**Solicitors**

Jane Lowdon, Diocesan Registrar

Sintons LLP

The Cube

Barrack Road

Newcastle upon Tyne

NE5 6DB

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2023**

**PCC MEMBERSHIP – 2023**

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**Priest in Charge**          Reverend Waldemar Nion

**Churchwardens**

Mrs Jacqueline Connell (elected APCM 2023)

Mrs Geraldine Tinning (elected APCM 2023)

**Representatives to the Newcastle West Deanery Synod**

Mr Eric Aririsukwu (elected APCM 2022)

**Other Elected Members**

Mrs Sylvia Atkinson (elected APCM 2023 – **1 year**)

Mrs Barbara Perry – PCC Treasurer (re-elected APCM 2021)

Mrs Elizabeth Lattimer – (PCC Secretary re-elected APCM 2021)

Mrs Carole Martin (re-elected APCM 2022)

Mrs Dorothy Walker (re-elected APCM 2022)

Mrs Evelyn Baron (re-elected APCM 2022)

Mrs Linda Finch (re-elected APCM 2022)

Mr. Christopher Guy (elected APCM 2023 – **3 year**)

**TERM OF OFFICE FOR NON EX-OFFICIO ELECTED MEMBERS**

**Until APCM 2024**

Mrs Sylvia Atkinson

Mrs Barbara Perry

Mrs Elizabeth Lattimer

**Until APCM 2025**

Mrs Linda Finch

Mrs Evelyn Baron

Mrs Dorothy Walker

Mrs. Carole Martin

**Until APCM 2026**

Mr Christopher Guy

**Parochial Church Council of The Church of the Holy Nativity,  
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**PARISH CHURCH: STRUCTURE, GOVERNANCE AND MANAGEMENT**

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*The Parochial Church Council (PCC) submits its annual report together with the financial statements of the Church of the Holy Nativity, Chapel House (the PCC) for the year ended 31<sup>st</sup> December 2023. The PCC confirms that the annual report and financial statements of the PCC comply with current statutory requirements, the requirements of the PCC's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2019.*

**a. CONSTITUTION:**

The principal object of the PCC is to promote in the ecclesiastical parish the whole mission and ministry of the Church, pastoral, spiritual, educational, evangelistic, social and ecumenical, in keeping with the gospel of Jesus Christ and according to the doctrines and practices of the Church of England.

The Church of the Holy Nativity is the Parish Church of Chapel House. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure, under the Diocesan structures of Newcastle Diocese in the Church of England and is subject to the Church Representation Rules and Synodical Government of the Church of England, the Diocese of Newcastle and the Province of York.

The PCC registered with the Charities Commission in 2010. Registered Charity Number: 1134615

**a. APPOINTMENT OR ELECTION OF PAROCHIAL CHURCH COUNCIL**

Parochial Church Councils are governed by the Church Representation Rules 2020.

Ref: Appendix 2 of the Church Representation Rules which sets out the manner in which a PCC must act and also Church Representation Rules 14 to 21 which deal with the Constitution of Parochial Church Councils. Under the Parochial Church Council (Powers) Measure 1956 – section 3 every PCC is deemed to be a body corporate with perpetual succession.

**b. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

**Parochial Church Council** (PCC) is an elected body of people with the responsibility of co-operating with the incumbent (or Area Dean and Churchwardens during Vacancy) in promoting within the ecclesiastical parish the whole mission and ministry of the Church. It is also responsible for the management and maintenance of the church buildings and grounds. It is comprised of 9 lay representatives and 5 members ex-officio: 2 churchwardens, 2 Deanery Synod Representatives, and the chair (Priest-in-Charge). Nominations can be made by anyone on the Electoral Roll. 1 or 2 representatives are elected onto the West Newcastle Deanery Synod. The PCC has prime responsibility for the community project.

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**Induction and training of PCC members:** New PCC members are elected and safely recruited and given a copy of the PCC's policies, told about Diocesan training events, and are supported in their understanding of the work of the PCC by the Priest-in-Charge.

**The PCC Standing Committee** is legally authorised to transact the business of the PCC between its meetings, subject to any directions by the PCC.

**Chair of the PCC / Clergy** Father Waldemar Nion was installed as Priest-in-Charge in September 2021. He serves as Chair of the PCC.

**Churchwardens**, elected by people on the electoral roll of the parish, are responsible with the PCC for ensuring the proper running and maintenance of the church and its regular worship.

**Electoral Roll Officer** is in charge of ensuring the Electoral Roll of the Parish is kept up to date, reviewed and renewed according to the Church Representation Rules. **Electoral Roll**, any baptised resident of the parish is eligible to be on the electoral roll, also residents of other parishes if they are regular in worship at the church. Currently the Electoral Roll stands at 61 members.

**Newcastle Diocese** provides oversight regarding buildings and maintenance, accounts and management, also, with the Bishop of Newcastle, the appointment of clergy.

**West Newcastle Deanery Synod** is a body of elected representatives and clergy from each parish church in the west of Newcastle. It is responsible for co-ordinating inter-parish support and strategic initiatives. Each Deanery Synod elects representatives to Newcastle Diocesan Synod.

### **c. RISK MANAGEMENT**

The PCC have assessed the major risks to which the PCC is exposed, in particular those related to the operations and finances of the PCC and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. Risk analysis is carried out for every activity.

### **d. PRINCIPAL FUNDING**

The Church relies principally on support, gifts and donations received from its congregation, benefactors and fundraising events for which it is deeply grateful.

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**2023 REPORTS FROM THE PCC - Review of Activities and Plans**

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**Chair of the PCC / Clergy Report**

In 2023 the PCC has continued to strengthen the church's governance processes by reviewing our policies and ensuring their proper implementation. As a result, all PCC members have been issued and trained to use a new email address with the church's own domain, hosted by Google (i.e. pccmember'sname@holynativity-chapelhouse.co.uk). In addition to strengthening the security of the information necessarily exchanged between members of the PCC, this will also ensure continuity for members of public and guarantee smoother transitions when new PCC members and Church Officer are elected or licenced into their roles.

Annually every Parish is required to compile and send their "Statistics for Mission" which are then collated by the Diocese and the National Church. These statistics are largely based on a brief survey of attendance at various times in the year and indicate that, in 2023, attendance as well as our worshipping community has been growing. This is an encouraging sign that the church continues to flourish and that its Christian inclusive ethos is being lived out and shared.

Although the number of infant and children's baptisms has decreased from 2022, the church has had the great pleasure to celebrate three adult baptisms and welcome a total of eight adults and three children who have brought much joy to our services and congregation. On Sunday 30<sup>th</sup> April, the congregation also welcomed the new Lord Bishop of Newcastle, Bishop Helen-Ann Hartley for the joyful Confirmation service of one of our young people. On 14<sup>th</sup> October 2023, after a long time without celebrating the Sacrament of Marriage in our church, it has also been my privilege to marry a couple from our community and celebrate the Renewal of Vows of three more couples. Holy Nativity also accompanied fifteen families in their grief, hosting seven funerals in church and conducting another nine at the West End Crematorium.

Throughout the year, the PCC has been meeting regularly to discuss the mission of Holy Nativity and explore both its challenges and opportunities. The Diocesan consultation for the strategic redevelopment of resources has occupied a large part of the agenda this year (see also the Deanery Representative's report). With the hit of the energy and cost of living crises after COVID, churches and the whole charity sector have had little time to recover from the impact of the global pandemic. In consequence, alongside the financial reform initiated by the national church over a decade ago, the financial strain on parishes throughout the diocese has been increasingly disabling the missional capacity of the church. New partners have also been more difficult to find despite increased networking through the Council's initiative to bring together community partners.

Our church volunteers have none the less continued to work tirelessly to run groups, events, and activities for children, families, and senior members of the community. The exemplary dedication of the Women's Fellowship and the Mother's Union has not failed to continue to support the church, minister to the women and families of the communities attached to Chapel House and raise funds for various charitable causes. Little Fishes, our baby and toddler group supported by NAPI, has been thriving and thanks to our churchwardens and volunteers, the drop-ins organised through the week have continued to welcome more visitors and existing members of the congregation

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alike. This has increased the church's availability and accessibility to the public and has been the source of much life, joy, and support.

Committed to serve the community together with our partners, we have continued to work with Search and Everyturn Mental Health who continue to run their respective groups from the Community Room and support people with Dementia and low mental health. Our local shops and partners are also to be commended and thanked for their support of our events and services, providing the church with much appreciated help to host wonderful events and special services.

Knop Law Primary School and Milecastle Primary School remain important partners and both visited the church for service and RE classes, as well as invited me to conduct assemblies and services in school.

Young people in our community still need more support than the church has been able to provide in 2023. Despite conversations with Newcastle City Council, our local councillors, and charities such as Sporting Chance and North East Youth, it has not been possible to organise any groups or activities to respond to the need of the local young people who gather on our doorstep. This is due to the financial and recruitment difficulties that those charities are facing.

The PCC will continue to explore solutions and pursue the hopeful conversations that have taken place with members of the community on this topic.

Despite being reduced to myself and Mrs B. Perry, the Pastoral Team has continued to visit those unable to attend services and a support pack containing accessible resources has been distributed. It is important to note that, thanks to the fellowship between members of the congregation and within our community many have also been receiving amazing support from the friends they made here over the years.

In the autumn of 2023, a new volunteer offered to run a group to support those suffering with addictions. We started working on this project with the PCC's blessing and the help of the clergy running the Recovery Church at Newcastle Cathedral with the view to offer safe peer recovery support in 2024.

Following the departure of Fr Martin from St John Vianney, the community had the pleasure to welcome Fr. Damian Cassidy O.Carm, Fr. Paul Jenkins O.Carm, but unfortunately, we were unable to organise any joint services. It is my hope that both our communities will be able to once again work and pray together in 2024.

In sum, despite challenging times, Holy Nativity continues to flourish thanks to the dedication of its amazing volunteers, its generous patrons, and the support of partners. I am truly grateful for all the prayers, work, and support of all our congregation and community.

*Merciful God, we give you thanks for this past year;  
the life of this parish,  
our worship and our work,  
all those we have met, welcomed, and commended to you,  
we offer you the pleasures and the pains of 2023  
that in everything  
we may know the love of Christ and be thankful.*

**Reverend Waldemar<sup>9</sup> Nion**

**Parochial Church Council of The Church of the Holy Nativity,  
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### **Churchwardens Report**

2023 has been a steep learning curve for us both. We have had both a busy, challenging but enjoyable year. Thank you for your continued support.

The community room hire is going from strength to strength and the rooms are now hosting an array of diverse groups which are thriving. The office is open Monday, Wednesday and Friday from 10 -2pm along with the well-attended drop-In which provides a warm welcome to many in need of fellowship.

We are still in the process of finalising both the heating and lighting schemes, hopefully before the next winter.

We had a lot of maintenance work going on this year which is good and can only improve the facilities of the church. We found a problem with the boiler room roof Involving damp coming down the inside wall which could have developed into the damage of the electrical supply etc, extensive conversations took place about replacement which necessitated the repair being held over until 2024.

We had quite a significant leak in church this year as well as in the Rainford room we are currently looking into solutions for the roof.

The old notice board has been refurbished and is now installed on the outside of the Peace Garden.

The installation of a red warning light above both the kitchen door leading into the community room and the door of the passageway into the community room on both sides to avoid the expense of CDS coming out.

We have signed the new contract for the photocopier.

Gardens were maintained by a contractor and were kept tidy but because of the cost it was decided not to continue the contract. We are now looking to other alternatives.

There have been many community events and coffee mornings this year which proved to be very successful and were well attended.

We would like to thank all our volunteers for keeping the church groups running so well. Thank You!

We have lost some big figures from our congregation in 2023, some have gone before us and others have moved away, even so the general atmosphere of our congregation continues to flourish, and our numbers continue to grow.

**Jacqui Connell and Geraldine Tinning  
Churchwardens**

**Parochial Church Council of The Church of the Holy Nativity,  
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**Parish Safeguarding Officers' Report**

All our safeguarding policies have been reviewed, assessed and revised and are now complete.

As you may be aware the diocese put in place a Traffic Light System called Parish Dashboard to ensure that all churches have a 'Promoting a Safer Church' action plan in place. Holy Nativity has maintained its Level Three.

We have a duty of care to all who worship at Holy Nativity and those who come to attend one or more of our Drop-ins or groups on offer in the community rooms. This is achieved by safely recruiting volunteers and making sure they have the appropriate Disclosure Barring Service (DBS) certificate, and that Risk Assessments are implemented for all activities.

Christopher Guy, who had volunteered and had been approved by the PCC at the first PCC meeting following the last APCM has had to stand down due to other commitments. In accordance with the Safeguarding Policy and upon the recommendation of the Diocesan Safeguarding Team, the churchwardens stepped in to fill the role.

**Geraldine Tinning and Jacqui Connell  
Assistant Parish Safeguarding Officers**

**Deanery Synod Report**

Due to unforeseen personal circumstances and commitments, Eric Aririsukwu, has been unable to attend the Deanery Synod meetings but remains committed to come back as soon as possible. As ex-officio member of the deanery synod, Fr Wal represented Holy Nativity.

The synod met three times in 2023 with for main item of conversation the elaboration of a Deanery Development Plan to respond to the financial deficit of the Diocese and the missional challenges faced by the parishes in the deanery. Area Deans echoed the message of the senior staff of the diocese saying that the elaboration of the Deanery Development Plan was not about managing decline but looking for hopeful opportunities to work together and build God's Kingdom.

In 2022 members of the synod were asked to discuss what challenges they shared and how they could work together following the deanery audit process. The Deanery Development Group then carried on the conversation and brought forward a proposal to parishes at the next meeting. In 2023, proposals were brought forward which addressed the redistribution of clergy across the parishes in the deanery and proposed the recruitment of other various staff such as missionaries, nurses, administrators etc...Following feedback from the PCCs of all the West End parishes, the proposal was modified several times but no consensus was reached by the Synod. The last proposal is to be used as a working document for further conversations with the diocesan senior leadership team.

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During the last 2023 deanery synod, held at Holy Nativity, members of the synod expressed their concern and sadness at the Church Commissioners decision to restrict funding for clergy in financially struggling dioceses such as Newcastle. However, all agreed that as Christian communities, churches need to learn to work together better.

The conversation and process to redevelop resources across the diocese is to continue in 2024.

**Reverend Waldemar Nion**  
*on behalf of Eric Aririsukwu*  
*Deanery Synod Representative*

### **Treasurer's Report**

The Financial Statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2023 have been inspected and approved by our Independent Examiner. The accounts were inspected electronically by Mr. Michael Davison. The Accounts are shown in detail at the end of the Annual Report and Financial Statements.

Hopefully, the following report will make the Annual Financial Statements slightly more understandable.

Most pages show two columns of figures on the right side of the page; the column in **bold** print shows the figures relating to the totals of items for **2023**; the next column shows figures for 2022.

*Income for 2023 was **£55,351** compared with £53,400 in 2022.*

We were delighted to be informed by the family of the late Kathleen James that they wished to give a donation of £6,00 to Holy Nativity in memory of Kathleen. Part of this sum of money was used to purchase and engrave a new thurible and also a new altar cloth. These gifts are to be dedicated and blessed at a Memorial Service in January 2024. The remainder of the gift is to be used when improvements are made to the heating and lighting.

Other Income came mainly from Planned Giving, plate collections at services, community donations and Gift Aid claimed from HMRC.

Donations were also received for the following charities – the West End Foodbank, DEC for the Turkey/Syria earthquake, Christingle, Tiny Lives, People's Kitchen, Coronation Tea held in aid of Great North Air Ambulance Service.

*Expenditure for 2023 was **£55,370** compared with £40,384 in 2022.*

The Parochial Church Council agreed that, once again, we would commit to paying £12,000 towards our Parish Share for 2023 and, if possible, to increase the contribution if funds allowed. We were pleased to be able to increase the Share to £12,500. The main items of expenditure in addition to the Parish Share covered running expenses and maintenance totaling £21,147, and utility bills

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totaling £12,080. As explained last year, our utility costs would have been much higher if we hadn't taken the steps to transfer our energy costs to a new 3-year fixed price contract.

**Barbara Perry – Treasurer**

**Electoral Roll Officer's Report**

This year the electoral roll has been revised.  
The electoral roll for the current year now has \_\_\_\_ members.

	<b>Total</b>	<b>Resident</b>	<b>Non-Resident</b>
Female	56	35	21
Male	8	4	4
<b>Total</b>	<b>64</b>	<b>39</b>	<b>25</b>

**Geraldine Tinning  
Electoral Roll Officer**

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**2023 CHURCH AND COMMUNITY REPORTS**

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**Little Fishes Report 2023**

We have had an extremely rewarding and enjoyable year at Little Fishes, we now have between fifteen and eighteen toddlers and babies attending each week.

We trialled a Parent and Baby Summer Camp during the summer holidays, Parents, volunteers and Babies, had a fantastic time, I can honestly say it was a great success.

I would like to extend my thanks to all our volunteers, we could not run the group without you all.

Alison Swift  
Barbara Perry  
Dorothy Darling  
Linda Finch  
Mary Morris and  
Christine and Alan Shotten for all their help.

I would also like to thank all our parents, grandparents and guardians who attend our group for their continued support.

**Jacqueline Connell - Group Leader**

**Mothers' Union Report 2023**

I was privileged to be Branch Leader of Holy Nativity Mothers' Union in 2023 from January to September.

We enjoyed a very interesting programme during those months, notably in February Reverend Derek Aldridge told us about Lord Tony Pandy and in May Margaret Crowforth brought her wonderful collection of Victorian costumes and told us about the customs then.

Many lovely scones and cakes were enjoyed at the meetings thanks to our wonderful committee.

Finally in September we heard about the Mothers' Union Gathering in York of Worldwide Members from our Chaplain Reverend Anne Marr.

Following which we were delighted to celebrate the 90<sup>th</sup> birthday of one of our founder members Reverend Derek Marr.

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Although attendances have been low at meetings there still is an enthusiasm and love for Mothers' Union membership. Always pride in the work of the Mothers' Union here and Worldwide too.

I left with much sadness after 32 years of membership at Holy Nativity, but with a firm knowledge that the committee would continue the work of the branch to the utmost of their ability, albeit guided by our Chaplain and Vice President.

**With my love and prayers, Jacqueline Rainford**

### **Women's Fellowship Report**

2023 has been another successful year in the life of the Women's Fellowship, with a membership of 32. Our meetings have all been well attended. In January we began our year with mince pies and a chat.

Again, we had a varied number of speakers ranging from 'The Bells of Newcastle' to 'Being Mayoress for a year'. We enjoyed Beatle Drives, Bingo and Quizzes and a big thank you to Ellen Martin for entertaining us at our Christmas Party, a great fun afternoon.

We also celebrated Doreen Black's 'special' birthday and said a special farewell to our long-time member Jacqueline Rainford who moved to Sheffield to be closer to her family.

Because of personal family commitments I feel this must be my last year as Chairlady and I would like to thank our wonderful committee and all our members for their support during my Twenty something years in the position.

**Margaret Cathey - Chairlady**

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**Partnership with other organisations and Outreach**

As already stated above, the church is working with several partners to support the community: Search, responsible for the Memory Café; Everyturn Mental Health, running the Men's Group. A Coffee Morning event is held every first Saturday of the month as part of the church's response to address the issue of isolation in our community. The church and office are also open three times a week to respond to enquiries, provide fellowship, and open the church to those in need of quiet space and safe haven to pray and reflect.

The local shops owners, local councillors, schools, and churches continue to be valuable partners with whom the PCC and volunteers are regularly in contact with to serve the community.

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## PCC's RESPONSIBILITIES

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The Members of the PCC are responsible for preparing the Members' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Members are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the provisions of the Charities Act 2011 and of the trust deed. The Members are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC Members on Tuesday 9<sup>th</sup> April 2024 and signed on their behalf by:

Rev. Waldemar Nion  
Priest-in-Charge - Chair

Elizabeth Lattimer, Secretary

**Parochial Church Council of The Church of the Holy Nativity,  
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## Appendix

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*All policies were reviewed and updated where necessary and approved by the PCC in the past 12 months.*

### **Safeguarding Policy – Commitment**

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

### **Health and Safety Summary Policy**

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The PCC, advised by the 'Diocesan Advisory Committee', undertakes to ensure that the premises and practices of the Church of the Holy Nativity are inspected and reviewed regularly to maintain appropriate levels of safety and a healthy environment.

*This includes the Quinquennial Church Inspection, Asbestos Safety check and Electrical Inspections.*

### **Inclusive Church Commitment**

We are an inclusive church committed to opening up our premises as a resource to any appropriate community, voluntary business or statutory organisation, group or activity irrespective of age, race, religion, ethnic origin, marital status, colour, nationality, gender, disability or sexual orientation, whose function, purpose and working methods will add to the well-being of the people in the locality, the needs of the whole person and to social cohesion.

The Church of the Holy Nativity Disability Policy outlines awareness of needs and intentions to improve facilities as soon as is possible, in line with the Disability Discrimination Act. *The new buildings are designed with accessibility issues in mind.*

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### **Fair Trade**

*(Since the end of 2022, the PCC has suspended its commitment to fair trade due to the rising of living costs.)*

### **Commitment to the Environment**

As part of its Eco-Policy, the PCC of the Church of Holy Nativity has adopted the Diocesan 'Commitment to the Environment', affirming the Fifth Mark of Mission as a central part of our life and work. The fifth Mark of Mission is, 'To strive to safeguard the integrity of creation and sustain and renew the earth'.

*The new buildings incorporate energy saving features including ground-source heating. The Community Peace Garden encourages a rich variety of wild-life and local interest in natural ecosystems.*

### **List of Current Policies (available for consultation outside the office)**

- Data Privacy Notice / GDPR Policy
- Financial Policies
  - o Authorisation and procedure requirements
  - o Cash Handling and Fee Policy
  - o Acceptance and Refusal of Donations Policy
  - o Conflict of Interest Policy
  - o Reserve Policy
  - o Church Legacy Policy
  - o Pre-paid cards Policy
- Social Media Policy
- Volunteering Policy
- Mutual Expectations Statement
- Lone Worker Policy
- Complaints Policy and Procedures
- Whistleblowing Policy
- Equality and Diversity Policy
- Disability Policy
- Recruitment of Ex-Offenders Policy
- Safeguarding Policy
  - o Promoting a Safer Church
  - o Guidance for Parishes
- Health and Safety Policy
- Eco-Policy
- Admission to Holy Communion before Confirmation – Parish Policy
- Book of Remembrance Policy

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE**

I report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2023.

This report is made solely to the PCC's members in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the PCC's members those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's members for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER**

The PCC's members are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

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

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

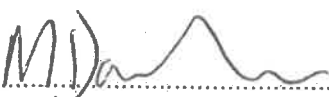
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as PCC members 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

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

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

Michael Davison, ACMA  
20 Cochrane Park Avenue  
Newcastle upon Tyne  
NE7 7JU.

Signed:   
Date: 4 April 2024

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

Financial Statements for the Year Ended 31st December 2023

Receipts and Payments Account	Note	Unrestricted				Total 2023	Total 2022
		Unrestricted Fund	Designated Fund	Reserve Fund	Restricted Fund		
		£	£	£	£	£	£
<b>Receipts:</b>							
<b>Voluntary receipts:</b>							
Planned Giving	2	22,136				22,136	23,180
Collections at Services	3	1,386				1,386	1,703
All other giving/voluntary receipts	4	3,467	6,000			9,467	16,678
Gift Aid recovered	6	5,751				5,751	3,743
		<u>32,740</u>	<u>6,000</u>	<u>0</u>	<u>0</u>	<u>38,740</u>	<u>45,304</u>
Activities for Generating Funds:	9	3,384	2,066			5,450	0
Investment Income	10	0		116	2	118	9
Fees to PCC	11	1,509				1,509	791
Church Activities	12	6,783				6,783	5,774
Funeral fees - NDBF	XX	2,751				2,751	1,522
		<u>14,427</u>	<u>6,000</u>	<u>116</u>	<u>2</u>	<u>16,611</u>	<u>8,096</u>
Total Receipts		<u>47,167</u>	<u>8,066</u>	<u>116</u>	<u>2</u>	<u>55,351</u>	<u>53,400</u>
<b>Payments:</b>							
<b>Church and Parish Centre Activities:</b>							
Designated Charitable							
Donations	18	0	1,818			1,818	365
PCC Charitable Giving	18	326				326	20
Parish Share	19	12,500				12,500	12,000
Clergy costs	21	4,039				4,039	4,272
Running Expenses and Maintenance	23	20,009	938	200		21,147	15,204
Utility Services	24	12,080				12,080	6,478
		<u>48,954</u>	<u>2,756</u>	<u>200</u>	<u>0</u>	<u>51,910</u>	<u>38,339</u>
NDBF/Clergy/Organist	XX	3,460				3,460	2,045
Total Payments		<u>52,414</u>	<u>2,756</u>	<u>200</u>	<u>0</u>	<u>55,370</u>	<u>40,384</u>
Balances of Receipts over Payments		<u>-5,247</u>	<u>5,310</u>	<u>-84</u>	<u>2</u>	<u>-19</u>	
Cash at Bank and in hand 1st Jan 2023		14,014	19,015	12,247	29	45,305	
Cash at Bank and in hand 31st Dec 2023	17	8,767	24,325	12,163	31	45,286	

The notes on the following pages form part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

### 1. ACCOUNTING POLICIES

- **Basis of preparation of financial statements**

The financial statements have been prepared on a Receipts and Payments basis.

- **Fund accounting**

*General funds* are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the PCC which have not been designated for other purposes.

*Designated funds* comprise unrestricted funds that have been set aside by the PCC for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

*Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the PCC for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

- **Incoming resources:**

All incoming resources are included in the Statement of Financial Activities when the PCC is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is received.

- **Resources expended:**

All expenditure is accounted for on a Payments and Receipts basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the PCC. Governance costs are those incurred in connection with administration of the PCC and compliance with constitutional and statutory requirements

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2023**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	<b>Total Funds 2023</b>	Total Funds 2022 £
	<b>Voluntary receipts:</b>					
2	<b>Planned Giving (Envelopes and Direct Debits- Gift Aided</b>				<b>18,300</b>	18,908
2	<b>Other Planned Giving - without Gift Aid</b>				<b>3,836</b>	4,272
3	<b>Collections at Services</b>				<b>1,386</b>	1,703
4	<b>All other giving/voluntary receipts:</b>					
	1,802				<b>1,802</b>	541
	0				<b>0</b>	78
	260				<b>260</b>	138
	2,139				<b>2,139</b>	753
	0	1,827			<b>1,827</b>	374
		239			<b>239</b>	158
	1,463	0			<b>1,463</b>	1,115
	50				<b>50</b>	503
		6,000			<b>6,000</b>	10,000
	0				<b>0</b>	21
	526				<b>526</b>	178
			0		<b>0</b>	1,137
	0	0			<b>0</b>	1,682
6	<b>Gift Aid recovered</b>				<b>5,751</b>	3,743
9	<b>Activities for Generating Funds:</b>					
	Advent Event				<b>611</b>	0
10	<b>Investment Income</b>				<b>118</b>	9
11	<b>Fees - Baptism certificates, Wedding and Funerals to PCC</b>				<b>1,509</b>	791

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2023**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	<b>Total Funds 2023</b>	Total Funds 2022
<b>12 Church Activities:</b>						
Use of Premises by Community Organisations	5,532				<b>5,532</b>	5,619
Use of Premises by Church Groups	110				<b>110</b>	155
Little Fishes	1,141				<b>1,141</b>	0
Funeral and Wedding Fees to XX NDBF/Clergy/Organist	2,751				<b>2,751</b>	1,522
<b>Total Receipts</b>	<b>47,167</b>	<b>8,066</b>	<b>116</b>	<b>0</b>	<b>55,349</b>	<b>53,400</b>

**Payments:**

**Church and Parish Centre Activities:**

<b>18 Charitable Giving</b>						
Designated Donations		1,818			<b>1,818</b>	365
Annual PCC Charitable Giving	326				<b>326</b>	20
<b>19 Parish Share</b>	12,500				<b>12,500</b>	12,000
<b>21 Clergy costs:</b>						
Clergy expenses	0				<b>0</b>	0
Clergy during Vacancy or absence	104				<b>104</b>	210
Council Tax	2,653				<b>2,653</b>	2,766
Water Rates	355				<b>355</b>	375
BT/Broadband	927				<b>927</b>	921
<b>23 Running Expenses and Maintenance:</b>						
CDS Security Alarm, Fire Alarm & Emergency Lighting Servicing of Fire	3,993				<b>3,993</b>	1,563
Extinguishers	330				<b>330</b>	180
PAT testing	279				<b>279</b>	0
Ground Source Heat Pump	180				<b>180</b>	0
Organ Maintenance	75				<b>75</b>	70

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2023**

Note	Unrestricted Fund	Unrestricted Designated Fund	Reserve Fund	Restricted Fund	Total Funds 2023	Total Funds 2022
	£	£	£	£	£	£
	0				0	240
	1,500				1,500	0
	720				720	150
	0		200		200	1,738
	210				210	292
	251				251	242
	1,542				1,542	1,409
	157				157	233
	377				377	352
	65				65	57
	643				643	900
	1,135				1,135	260
	0				0	37
	0				0	70
	1,556				1,556	977
	350				350	295
	1,595	0			1,595	1,734
		96		0	96	69
	2,270				2,270	954
	110				110	1,338
	0				0	2,023
	1,740				1,740	0
	336				336	0
	595				595	0
		842			842	0
<b>24 Utility Services:</b>						
	942				942	791
	215				215	3,876
	10,240				10,240	1,365
	683				683	446
<b>Fees to</b>						
<b>XX NDBF/Clergy/Organist:</b>	3,460				3,460	2,045
Total Payments	52,414	2,756	200	0	55,370	40,363

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2023**

**17. STATEMENT OF FUNDS**

	b/fwd 01.01.2023 £	Incoming Resources £	Resources Expended £	c/fwd 31/12/2023 £
<b>Unrestricted Funds</b>				
General Fund	17,266	47,167	-52,414	12,019
<b>Transferred to from General Fund to Reserve Fund</b>	-4,830			-4,830
Reserve Fund	12,247	116	-200	12,163
Unrestricted Designated Fund	20,593	8,066	-2,756	25,903
<b>sub-total</b>	45,276	55,349	-55,370	45,255
<b>Restricted Funds</b>				
CBF Cof E Deposit Fund	29	2	0	31
<b>TOTAL OF FUNDS</b>	<b>45,305.00</b>	<b>55,351.00</b>	<b>-55,370.00</b>	<b>45,286.00</b>


<b>SUMMARY OF FUNDS</b>	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
Unrestricted funds	45,276.00	55,349.00	-55,370.00	45,255.00
CBF CofE Deposit Fund	29.00	2.00	0.00	31.00
<b>TOTAL OF FUNDS</b>	<b>45,305.00</b>	<b>55,351.00</b>	<b>-55,370.00</b>	<b>45,286.00</b>

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

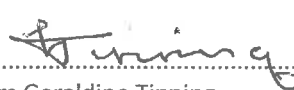
**Balance Sheet Year Ended 31st December 2023**

	Note	2023 £	2022 £
<b>CURRENT ASSETS</b>		<b>45,286.00</b>	
Cash at bank and in hand			45,305.00
Creditors: amounts falling due within one year		<u>0.00</u>	<u>0.00</u>
<b>NET CURRENT ASSETS</b>		<b><u>45,286.00</u></b>	<b><u>45,305.00</u></b>
 <b>CHARITY FUNDS:</b>			
Restricted funds	17	0.00	
CBF FofE Deposit Fund	17	31.00	
Designated funds Unrestricted	17	24,325.00	
Reserve fund	17	12,163.00	
Unrestricted funds	17	<u>8,767.00</u>	
 <b>TOTAL FUNDS</b>			 <b><u>45,286.00</u></b>

The Financial Statements were prepared by Mrs Barbara Perry, Treasurer to the PCC, and approved by the PCC on Tuesday 27<sup>th</sup> February 2024 and signed on their behalf by:

  
.....  
Reverend Waldemar Nion  
Priest in Charge

  
.....  
Mrs Jacqueline Connell  
Churchwarden

  
.....  
Mrs Geraldine Tinning  
Churchwarden

The notes on the following pages form part of these financial statements.

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# Accounts

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THE CHURCH  
OF ENGLAND

Parochial Church Council of the  
Church of the Holy Nativity  
Chapel House

# **Annual Report and Financial Statements**

**For the year ended  
31<sup>st</sup> December 2022**

Including the  
'Outside In' Community Project &  
Community Peace Gardens Project

## **Holy Nativity Mission Statement**

### **We will...**

- ... Offer a warm welcome to those who join us for the worship of God**
- ... Share the good news of the Gospel with those around us**
- ... Build up our Christian Fellowship together**
- ... Seek ways of serving the community, and joyfully**
- ... Support the work of the church at home and abroad**

### **Some activities which reflect this commitment:**

- Teams of people who welcome visitors at the door and to offer refreshments and fellowship following worship. Children's activities bags are available for use.
- The good news is shared in many practical ways of service, information and support and with the help of the pastoral visitors' network.
- Fellowship groups, regular social and celebration events, coffee mornings, home groups, home visiting and the twice weekly drop-in each offer times to meet and build friendships.
- The 'Outside In' Community Project is an expression of our commitment to be 'church in community'.
- Financial support of church ministry and mission at home and abroad comes from special services, collections, awareness events and donations

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*Holy Nativity Outside in Prayer*

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**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES  
AND ADVISERS FOR THE YEAR ENDED 31ST DECEMBER 2022**

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**Principal Office**

**The (Parish) Church of the Holy Nativity Chapel House**

(Church of England, Diocese of Newcastle)

Hillhead Parkway

Chapel House

Newcastle upon Tyne

NE5 1DR

Telephone: 0191 2670559

E-mail: nativity709@btinternet.com

**Priest-in-Charge:**

Father Waldemar Nion

Telephone: 07763 761330

E-mail: rev.waldemar.nion@gmail.com

**Independent Examiner**

Michael Davison

20 Cochrane Park Avenue

Newcastle upon Tyne

NE7 7JU

**Bankers**

Barclays

Leicester

LE87 2BB

**Solicitors**

Jane Lowdon, Diocesan Registrar

Sintons LLP

The Cube

Barrack Road

Newcastle upon Tyne

NE5 6DB

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

**PCC MEMBERSHIP – 2022**

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**Priest in Charge**            Reverend Waldemar Nion

**Churchwardens**

Mrs Alison Swift (re-elected APCM 2022)

Ms Sheilagh Leonard (re-elected APCM 2022)

**Representatives to the Newcastle West Deanery Synod**

Mr Eric Arirsukwu (elected APCM 2022)

**Other Elected Members**

Mrs Jacqueline Connell (elected APCM 2022)

Mrs Sylvia Atkinson (elected APCM 2022 – **1 year**)

Mrs Geraldine Tinning (elected APCM 2022)

Mrs Barbara Perry – PCC Treasurer (re-elected APCM 2021)

Mrs Elizabeth Lattimer – (re-elected APCM 2021)

Mrs Carole Martin (re-elected APCM 2022)

Mrs Dorothy Walker (re-elected APCM 2022)

Mrs Evelyn Baron (elected APCM 2022)

Mrs Linda Finch (elected APCM 2022)

**TERM OF OFFICE FOR NON EX-OFFICIO ELECTED MEMBERS**

**Until APCM 2023**

Mrs Sylvia Atkinson

**Until APCM 2024**

Mrs Barbara Perry

Mrs Elizabeth Lattimer

**Until APCM 2025**

Mrs Linda Finch

Mrs Evelyn Baron

Mrs Dorothy Walker

Mrs. Carole Martin

Mrs. Jacqueline Connell

Mrs Geraldine Tinning

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

**PARISH CHURCH: STRUCTURE, GOVERNANCE AND MANAGEMENT**

---

*The Parochial Church Council (PCC) submits its annual report together with the financial statements of the Church of the Holy Nativity, Chapel House (the PCC) for the year ended 31<sup>st</sup> December 2022. The PCC confirms that the annual report and financial statements of the PCC comply with current statutory requirements, the requirements of the PCC's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2019.*

**a. CONSTITUTION:**

The principal object of the PCC is to promote in the ecclesiastical parish the whole mission and ministry of the Church, pastoral, spiritual, educational, evangelistic, social and ecumenical, in keeping with the gospel of Jesus Christ and according to the doctrines and practices of the Church of England.

The Church of the Holy Nativity is the Parish Church of Chapel House. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure, under the Diocesan structures of Newcastle Diocese in the Church of England, and is subject to the Church Representation Rules and Synodical Government of the Church of England, the Diocese of Newcastle and the Province of York.

The PCC registered with the Charities Commission in 2010. Registered Charity Number: 1134615

**b. APPOINTMENT OR ELECTION OF PAROCHIAL CHURCH COUNCIL**

Parochial Church Councils are governed by the Church Representation Rules 2020.

Ref: Appendix 2 of the Church Representation Rules which sets out the manner in which a PCC must act and also Church Representation Rules 14 to 21 which deal with the Constitution of Parochial Church Councils. Under the Parochial Church Council (Powers) Measure 1956 – section 3 every PCC is deemed to be a body corporate with perpetual succession.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

**Parochial Church Council (PCC)** is an elected body of people with the responsibility of co-operating with the incumbent (or Area Dean and Churchwardens during Vacancy) in promoting within the ecclesiastical parish the whole mission and ministry of the Church. It is also responsible for the management and maintenance of the church buildings and grounds. It is comprised of 9 lay representatives and 5 members ex-officio: 2 churchwardens,

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

2 Deanery Synod Representatives, and the chair (Priest-in-Charge). Nominations can be made by anyone on the Electoral Roll. 1 or 2 representatives are elected onto the West Newcastle Deanery Synod. The PCC has prime responsibility for the community project.

**Induction and training of PCC members:** New PCC members are elected and safely recruited and given a copy of the PCC's policies, told about Diocesan training events, and are supported in their understanding of the work of the PCC by the Priest-in-Charge.

**The PCC Standing Committee** is legally authorised to transact the business of the PCC between its meetings, subject to any directions by the PCC.

**Chair of the PCC / Clergy** Father Waldemar Nion was installed as Priest-in-Charge in September 2021. He serves as Chair of the PCC.

**Church Wardens**, elected by people on the electoral roll of the parish, are responsible with the PCC for ensuring the proper running and maintenance of the church and its regular worship.

**Electoral Roll Officer** is in charge of ensuring the Electoral Roll of the Parish is kept up to date, reviewed and renewed according to the Church Representation Rules. **Electoral Roll**, any baptised resident of the parish is eligible to be on the electoral roll, also residents of other parishes if they are regular in worship at the church. Currently the Electoral Roll stands at 61 members.

**Newcastle Diocese** provides oversight regarding buildings and maintenance, accounts and management, also, with the Bishop of Newcastle, the appointment of clergy.

**West Newcastle Deanery Synod** is a body of elected representatives and clergy from each parish church in the west of Newcastle. It is responsible for allocating the parish share, co-ordinating inter-parish support and strategic initiatives. Each Deanery Synod elects representatives to Newcastle Diocesan Synod.

#### **d. RISK MANAGEMENT**

The PCC have assessed the major risks to which the PCC is exposed, in particular those related to the operations and finances of the PCC, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. Risk analysis is carried out for every activity.

#### **e. PRINCIPAL FUNDING**

The Church relies principally on support, gifts and donations received from its congregation, benefactors and fundraising events for which it is deeply grateful.

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

2022 REPORTS FROM THE PCC - Review of Activities and Plans

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**Chair of the PCC / Clergy Report**

This year has been a year of revival. After a long interregnum and a global pandemic, the life of the church has gradually found a new breath. On 21st May (6 days before the actual anniversary), we had the pleasure to celebrate the 50th Anniversary of the Consecration of the Holy Nativity with Bishop Mark. Whilst thanking God and one another for the blessings this church and community have enjoyed over the years, it was a great illustration of the overall theme that has transpired throughout 2022: renewal/revival.

Throughout the year, the premises have received several improvements and repairs which have enabled the church to regain its colours and re-open its doors to people in the community and members of the congregation alike.

Thanks to the dedication and willingness of our volunteers, the church is now open three times a week for a few hours on Mondays, Wednesdays, and Fridays. This is a great opportunity to welcome people for a chat, provide fellowship to those otherwise isolated, and respond to enquiries. In addition to this "drop-in" opportunity, volunteers have also restarted the Saturday Coffee Mornings once a month. To the joy of parents, grand-parents, and little ones alike, our toddler group, Little Fishes, has re-opened its doors.

Fr Wal and the PCC explored and discussed the setting up of a volunteering scheme allowing greater participation from members of the community (non-church members). The required policies have been drawn up, reviewed by the Volunteer Centre Newcastle and accepted by the PCC. However, such wider recruitment of volunteers is proven too demanding on the human resources we currently have. This is something the PCC will continue to review and explore.

Other opportunities to serve the community have presented themselves through the partnership of the PCC with two major charities: Mental Health Concern and Search. This has led to the opening of a Men's Group which uses the Community Room every Thursday evening. Search has also been able to provide the staff for the Memory Café meeting every Monday – re-opening provisions for those suffering with dementia and their carers.

2022 has been seen many tragedies: the war in Ukraine, the energy crisis, the cost of living crisis, the death of HMQ Elizabeth II and many more. Those crises moved the hearts of millions to respond to people's need the best they could – there are no small or great gestures in love. The collection of good organised by the Mother's Union, the ongoing collection of food and provisions for the food bank, the opening of the church's door to the public – all have been heart-warming testimonies of solidarities to those in need.

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

Aside from the revision of numerous policies and the creation of new ones<sup>1</sup>, the PCC has been working on reviewing its approach to Mission. Using the great tools that Christian spirituality offers us, it has held two separate meetings entirely dedicated to Mission. This is ongoing work, which the clergy hope to continue this year with the new PCC to discern God's call and vision but also identify more clearly the needs of our community and how to work with partners to further our participation in God's mission. A small mission fund has also been created to sustain the ongoing missional activities of the church.

Although attendance at regular eucharistic services has not returned to pre-covid levels, the statistic for mission is showing encouraging signs of numerical growth both in adults and under 16. The number of occasional services offered is also progressing back to pre-pandemic levels. Thanks to the dedication of our Pastoral Team, those who have been unable to attend services in church, have been offered to receive Holy Communion at home.

In August this year, as allowed by the General Synod's measure of 2006, the PCC has agreed to admit baptised young people to Holy Communion before Confirmation, on the condition that they receive proper instruction. Upon their request and with parental permission, three children made their first communion, after receiving proper instruction on the sacrament of Holy Communion and the basic tenants of faith.

Our links with Milecastle Primary School and Knop Law Primary school continue. Fr Wal delivered four assemblies in schools and welcomed at the church visiting classes of children, with teachers and parents. The church also had the pleasure to host separately both schools' Christmas Celebration before the holidays.

In terms of the liturgy, it has also been touched by the theme of revival with the return of Communion under both kinds, instead of one. Thus, those who wish to can once more receive the Blood of Christ, as before the pandemic restrictions. As a result of the lifting of restrictions, members of the congregation were able to return to the lectern and read the Scriptures. (Anyone wanting to read or do the intercessions on Sundays, please speak to Fr Wal.) Since Easter 2022, the back of the church has also been re-ordered to offer to parents a space where their young children could be themselves and easily access age-appropriate resources.

In July, Fr Wal created a set of Daily Parish Intercessions for anyone to use at home and pray for our congregations, the community of Chapel House, and all those who live, work, or pass through this parish.

A few days before the church's birthday in September, the country mourned the death of our late Sovereign, Her Majesty Queen Elizabeth II. The church opened its doors for those wishing to pay their respects and pray for HMQ and the royal family. A special service of Commemoration was held in her honour and the

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<sup>1</sup> Reserve Policy, Financial Policy (authorisation and procedure requirements), Cash Handling and Fee Policy, Recruitment of Ex-Offenders Policy, Legacy Policy, Volunteer Policy and Procedures, Book of Remembrance Policy – to name but a few.

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

congregation prayerfully supported King Charles III, his Queen Consort, and all the royal family.

In Lent, members of the congregation and the community were invited to reflect on a series of episodes from "Broken". In Advent, we followed Mary and Joseph on their journey, reflecting on hospitality and God's promise to be with us, gathering for a short service of the Posada. As a way of inviting people to share the joys of living in the light of God's loving promise, resources to use the Posada service and reflection were also offered for anyone to use at home with neighbours, friends, or family.

With Fr Martin, Fr Wal also work to revive the link between our two churches and just before Christmas we enjoyed a joint Light and Carol Family service with St John Vianney.

The amount work that all our volunteers and the clergy have had to face, has been a challenge. Revival, renewal, the life that God calls us to, is challenging and thanks be to God it is also wonderfully blessed.

Many thanks to all those whom without their support none of this would be possible.

May God continue to bless this parish, its community, its  
church, and all our work, every day and for many generations  
to come. Amen.

**Rev. Waldemar Nion**

### **Churchwardens Report**

2022 a new year and a re-emergence to a semblance of normality. Before we itemise all that has happened at or to Holy Nativity we thought that we would start with a note to a celebration. On 14th May we celebrated the 50th Anniversary of the consecration of Holy Nativity, Bishop Mark presided. Those invited included past incumbents and those parishioners who previously had played an active role in church life. Following the service of celebration we all enjoyed the food, beverages and happy memories of times passed at Holy Nativity.

Re-openings: Little Fishes: 3rd November 2022  
Church Office and Church open Monday, Wednesday and Friday mornings.  
Women's Fellowship, Mother's Union

Happily the activities below provide much needed income for the church and offer a social service to its users:

Slimming World, Zumba and Revolution Fit Camp: sadly the Fit camp proved to be unviable and ceased

Memory Tea - Monday afternoon funded by SEARCH: this is a much needed resource for those living with Dementia both for the individuals and their carers.  
A Men's Group funded by Mental Health concern.org runs a weekly evening club

**Parochial Church Council of The Church of the Holy Nativity,  
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Repairs: Ceiling tiles in Community Room secured: January 2022  
Roofing repairs: Completed in accordance with the Quinquennial Inspection Report.  
An acute incident involving blocked drains was resolved

Replacements / Renewals: Name above main doors re-painted, locks accessing kitchen via corridor and Community room re-configured, alarm system: separated into two zones: meaning church was separated from those using the Community Room.  
Photocopier which can provide colour prints replaced the previous copier and a new contract was set up.

New: Noticeboard, Contract with Cleaning Company: Pearson's Cleaning Service on a three weekly basis.

Our Marriage Registers had to be handed in to the Registrar's Office at the Civic Centre, this was in accordance with changes to Marriage Law which had been introduced May 2021. These changes are the biggest to the marriage registration system since 1837!

Can we thank everyone for their continued unquestioning support and dedication ensuring Holy Nativity Church is a warm welcoming dynamic space.

***The Lord our God said to us in Horeb  
"You have stayed long enough at this mountain". Deuteronomy 1:6***

**Alison Swift and Sheilagh Leonard  
Churchwardens**

### **Parish Safeguarding Officer's Report**

The Diocese of Newcastle is committed to safeguarding children, young people and adults by creating protective and supportive environments where all people, and especially those who may be vulnerable, are able to worship and pursue their faith journey in safety. As a parish we adhere to these principles.

"All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly"

This has been achieved by using a three Level Safeguarding Dashboard: a Traffic Light System:

- Red: Immediate action required
- Amber: in part complete but further input required
- Green: No Further Action currently.

**Parochial Church Council of The Church of the Holy Nativity,  
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Newcastle Diocese directed that all parishes should achieve Level Three status by November 2022. I can report that Holy Nativity is currently at Level Three. But I must emphasise that no one can be complacent and we constantly need to review, assess and revise policies and keep in mind how we as a Parish have the wellbeing of all at the heart of our mission.

As a parish we have a duty of care to ensure that all who come into our church are safe and this in part is achieved through the Disclosure and Barring Service (DBS) checks for PCC members and all others who have regular contact with members of the public both adults and children. These are all up to date and all training that is required by the Diocese has been completed. Risk Assessments have been formulated by Fr Wal and completed for all activities currently taking place on church premises.

***Everyone should look out not only for his own interests, but also for the interests of others. – Philippians 2:4.***

**Sheilagh Leonard  
Parish Safeguarding Officer**

### **Deanery Synod Report**

In 2022, the Deanery Synod met in May and October. After the Diocesan bids to the National Church, have been refused, the Self-Review exercise returned by parishes, has been reviewed by the Diocese. The Deanery Development Group (DDG) has been working on this data to identify needs and priorities in the West End, including the deployment of clergy (which is currently unsustainable).

There are currently two parishes in interregnum: St Peter's Church, Cowgate; St Wilfrid's Church, Newbiggin Hall. The Deanery Synod started working on the Deanery Audit to explore new ways forward.

**Eric Aririsukwu  
Deanery Synod Representative**

### **Treasurer's Report**

The Financial Statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2022 have been inspected and approved by our Independent Examiner. The accounts were inspected electronically by Mr. Michael Davison. The Accounts are shown in detail at the end of the Annual Report and Financial Statements.

Hopefully, the following report will make the Annual Financial Statements slightly more understandable.

**Parochial Church Council of The Church of the Holy Nativity,  
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Most pages show two columns of figures on the right side of the page; the column in **bold** print shows the figures relating to the totals of items for **2022**; the next column shows figures for 2021.

Income for 2022 was **£53,400** compared with £33,094 in 2021.

We were very surprised, and grateful, in the early part of 2022 to be informed by a firm of Solicitors that The Church of the Holy Nativity Chapel House had been left a legacy of £10,000 in the Last Will and Testament of the late Mr. Jeffrey Armour.

The remainder of Income came mainly from Planned Giving, plate collections at services, community donations and Gift Aid claimed from HMRC. We also received a grant towards energy costs from Newcastle Diocese amounting to £1137.

We were able to support the following charities during 2022:

Friends of St Nicholas Cathedral - £20; Disasters Emergency Committee Appeal for Ukraine - £150; 'MOVEMBER' appeal raised £150 for Mental Health issues; People's Kitchen (cash donations raised for Harvest) - £105; we were also able to help the West End Foodbank with donations of food and general supplies and in addition cash donations of £50.

Expenditure for 2022 was **£40,384** compared with £26,687 in 2022.

The Parochial Church Council agreed that, once again, we would commit to paying £12,000 towards our Parish Share for 2022. The main items of expenditure in addition to the Parish Share covered running expenses and maintenance totaling £15,204, and utility bills totaling £6,478.

Regarding utility bills, our fixed rate contract with E-on was due to end on 24<sup>th</sup> October 2022. I would like to take this opportunity to thank Fr Waldemar Nion who spent considerable time investigating suitable energy companies, bearing in mind the anticipated extreme rise in the cost of our energy bills. He managed to put a proposal to the Parochial Church Council, in April 2022, that we transfer to a company called Pozitive Energy and, after discussion, this was accepted unanimously by the PCC.

**Barbara Perry – Treasurer**

### **Electoral Roll Officer's Report**

This year a new electoral roll has been collated.

The electoral roll for the current year now has 61 members.

	<b>Total</b>	<b>Resident</b>	<b>Non-Resident</b>
Female	54	36	18
Male	7	3	4
<b>Total</b>	<b>61</b>	<b>39</b>	<b>22</b>

**Geraldine Tinning  
Electoral Roll Officer**

**Parochial Church Council of The Church of the Holy Nativity,  
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**Holy Nativity Outside In Prayer**

**Name above all names  
grant us your presence**

In our coming in and our going out  
be our guardian and our guide  
In our hopes and in our dreams  
be our inspiration and our morning star  
In our planning and in our aims  
be our wisdom and our vision

**Name above all names  
grant us your peace**

In our meetings and in our action  
be our companion and our courage  
In our building and in our renewing  
be our foundation and our cornerstone  
In our giving and in our belonging  
be our open hand and our open heart

**Name above all names  
be our abiding Light**

Inspired by the readings for 1<sup>st</sup> January: the Naming of Jesus

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**2022 CHURCH AND COMMUNITY REPORTS**

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**Little Fishes Report**

Due to COVID Health and Safety restrictions our Little Fishes Toddler Group did not get started until after the school holidays in September. Letters were sent to previous members of the group and word was spread in the community for those who interested in bringing their toddlers back to the group. Everything was made ready and we started in business during September and everyone had received their DBS Certificates.

We now have ten children attending and five babies all coming regularly to the group and enjoying the activities offered.

I would like to extend my thanks to our team of volunteers –

Jacqueline Rainford  
Kerry Naylor  
Dorothy Darling  
Linda Finch  
Alison Swift

And also the young mothers who attend the group.

**Jacqueline Connell - Group Leader**

**Mothers' Union Report**

We have made it through 2022 with every meeting being attended except December when we had to cancel the meeting because of snow and ice.

The speakers at our meetings have been interesting and topics varied, covering local and diocesan topics to overseas work in Ghana.

Attendance has been 7 – 13 members with the welcome number of visitors joining us. Long may that continue, we hope.

I think this emphasises the Age and mobility of our members. We have 25 members registered, two who are Indoor Members and one who lives away but continues her membership of this branch.

It is with some sadness that we say goodbye to our Secretary Brenda Cox who is stepping down after 18+ years of service. We say an enormous thank you Brenda for a wonderful commitment.

Then a welcome and thank you to Dorothy Darling who has kindly said she will take on the Secretary's job.

**Parochial Church Council of The Church of the Holy Nativity,  
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I am pleased to report we admitted a new member to our branch at our March meeting. The diocesan Mothers' Union Vice President Anne Blight kindly joined us to admit Ruth.

Now, my sincere thanks to the committee who work so hard to keep this branch functioning well. Thank you everyone, you make my job so much easier, I couldn't do it without all your work and support.

We now look forward to fulfilling our 2023 programme, and I pray, with God's help, we will all stay well and enjoy our membership of the Mothers' Union here at Holy Nativity and service to His church too.

**Jacqueline Rainford - Branch Leader**

### **Women's Fellowship Report**

The year 2022 saw the beginning of monthly meetings instead of fortnightly, firstly there were a few reservations about this but looking back it seems to have worked very well. We welcomed old and new members.

We have enjoyed Beatle Drives, Bingo and Quizzes also one or two of our favourite speakers were invited to give very enjoyable talks.

During the year we celebrated Millie Hornsby and Joyce Jackson's 90<sup>th</sup> birthdays with flowers and chocolates.

It was very sad to lose a faithful member, Dulcie Simm, she will be sadly missed.

I would like to thank our wonderful committee and all our members for your continued support.

**Margaret Cathey - Chairlady**

### **Partnership with other organisations and Outreach**

As already stated above, the church is now working with several partners to support the community: Search, responsible for the Memory Café; Mental Health Concern, running the Men's Group. A Coffee Morning event is held every first Saturday of the month as part of the church's response to address the issue of isolation in our community. The church and office are also open three times a week to respond to enquiries, provide fellowship, and open the church to those in need of quiet space and safe haven to pray and reflect.

**Parochial Church Council of The Church of the Holy Nativity,  
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**PCC's RESPONSIBILITIES**

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The Members of the PCC are responsible for preparing the Members' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Members are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the provisions of the Charities Act 2011 and of the trust deed. The Members are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC Members on *16<sup>th</sup> April 2023* and signed on their behalf by:

Rev. Waldemar Nion  
Priest-in-Charge - Chair

Elizabeth Lattimer,  
Secretary

**Parochial Church Council of The Church of the Holy Nativity,  
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**Appendix 1: Social Policies Summaries and Commitments**

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*All policies were reviewed and updated where necessary and approved by the PCC in March, April, June and August 2022.*

**Safeguarding Policy**

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

**Health and Safety**

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors, and others who may use the church, grounds or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The PCC, advised by the 'Responsible Caring Group', undertakes to ensure that the premises and practices of the Church of the Holy Nativity are inspected and reviewed regularly to maintain appropriate levels of safety and a healthy environment.

*This includes the Quinquennial Church Inspection, Asbestos Safety check and Electrical Inspections.*

**Inclusive Church Commitment**

We are an inclusive church committed to opening up our premises as a resource to any appropriate community, voluntary business or statutory organisation, group or activity irrespective of age, race, religion, ethnic origin, marital status, colour, nationality, gender, disability or sexual orientation, whose function, purpose and working methods will add to the well-being of the people in the locality, the needs of the whole person and to social cohesion.

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The Church of the Holy Nativity Disability Policy outlines awareness of needs and intentions to improve facilities as soon as is possible, in line with the Disability Discrimination Act. The church is advised by the Diocesan Disability Group.

*The new buildings are designed with accessibility issues in mind.*

### **Fair Trade**

As far as possible, Holy Nativity Church tries to support the principles of 'Fair Trade'.

*This is reflected in purchases made by the church, its use and sales of fair trade goods and through education amongst church members.*

*(Since the end of 2022, the PCC has suspended its commitment to fair trade due the rising of living costs.)*

### **Commitment to the Environment**

The Church of the Holy Nativity has adopted the Diocesan 'Commitment to the Environment', affirming the Fifth Mark of Mission as a central part of our life and work. The fifth Mark of Mission is, 'To strive to safeguard the integrity of creation and sustain and renew the earth'.

*The new buildings incorporate energy saving features including ground-source heating. The Community Peace Garden encourages a rich variety of wild-life and local interest in natural ecosystems.*

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE**

I report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2022.

This report is made solely to the PCC's members in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the PCC's members those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's members for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER**

The PCC's members are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 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 PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as PCC members 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

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

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

Michael Davison, ACMA  
20 Cochrane Park Avenue  
Newcastle upon Tyne  
NE7 7JU.

Signed:  M DAVISON  
Date: 21 February 2023

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

Financial Statements for the Year Ended 31st December 2022

Receipts and Payments Account	Note	Unrestricted				Total 2022 £	Total 2021 £
		Unrestricted Fund £	Designated Fund £	Reserve Fund £	Restricted Fund £		
<b>Receipts:</b>							
<b>Voluntary receipts:</b>							
Planned Giving	2	23,180				<b>23,180</b>	22,645
Collections at Services	3	1,703				<b>1,703</b>	1,711
All other giving/voluntary receipts	4	3,077	13,601			<b>16,678</b>	1,750
Gift Aid recovered	6	3,743				<b>3,743</b>	5,230
		<b>31,703</b>	<b>13,601</b>	<b>0</b>	<b>0</b>	<b>45,304</b>	<b>31,336</b>
<b>Activities for Generating Funds:</b>							
Investment Income	10	0		9	0	<b>9</b>	40
Fees to PCC	11	791				<b>791</b>	488
Church Activities	12	5,774				<b>5,774</b>	10
Funeral fees - NDBF	XX	1,522				<b>1,522</b>	1,220
<b>Total Receipts</b>		<b>39,790</b>	<b>13,601</b>	<b>9</b>	<b>0</b>	<b>53,400</b>	<b>33,094</b>
<b>Payments:</b>							
<b>Church and Parish Centre Activities:</b>							
Designated Charitable Donations	18	0	365			<b>365</b>	0
PCC Charitable Giving	18	20				<b>20</b>	20
Parish Share	19	12,000				<b>12,000</b>	12,000
Clergy costs	21	4,272				<b>4,272</b>	88
Running Expenses and Maintenance	23	15,114	69		21	<b>15,204</b>	
Utility Services	24	6,478				<b>6,478</b>	5,078
		<b>37,884</b>	<b>434</b>		<b>21</b>	<b>38,339</b>	<b>26,214</b>
NDBF/Clergy/Organist	XX	2,045				<b>2,045</b>	473
<b>Total Payments</b>		<b>39,929</b>	<b>434</b>	<b>0</b>	<b>21</b>	<b>40,384</b>	<b>26,687</b>
Balances of Receipts over Payments		-139	13,167	9	-21	<b>13,016</b>	
Cash at Bank and in hand 1st Jan 2022		18,983	5,848	7,408	50	<b>32,289</b>	
<b>Transfer to Reserve A/c - November 2022</b>		-4,830		4,830			
Cash at Bank and in hand 31st Dec 2022	17	14,014	19,015	12,247	29	<b>45,305</b>	

The notes on the following pages form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

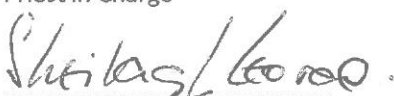
**Balance Sheet Year Ended 31st December 2022**

	Note	£	2022 £	2021 £
<b>CURRENT ASSETS</b>			<b>45,305.00</b>	
Cash at bank and in hand				32,289.00
Creditors: amounts falling due within one year			<b>0.00</b>	0.00
<b>NET CURRENT ASSETS</b>			<b><u>45,305.00</u></b>	<b><u>32,289.00</u></b>
 <b>CHARITY FUNDS:</b>				
Restricted funds	17	0.00		
CBF FofE Deposit Fund	17	29.00		
Designated funds Unrestricted	17	19,015.00		
Reserve fund	17	12,247.00		
Unrestricted funds	17	<u>14,014.00</u>		
<b>TOTAL FUNDS</b>				<b><u>45,305.00</u></b>

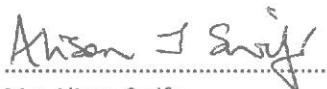
The Financial Statements were prepared by Mrs Barbara Perry, Treasurer to the PCC, and approved by the PCC on Tuesday 24th January 2023 and signed on their behalf by:

  
.....

Reverend Waldemar Nion  
Priest in Charge

  
.....

Ms Sheilagh Leonard  
Churchwarden

  
.....

Mrs Alison Swift  
Churchwarden

The notes on the following pages form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2022**

**IMPACT OF COVID-19 ON INCOME AND EXPENDITURE:**

**INCOME:**

Continues to be negatively impacted particularly church collections and activities, however, there are signs of improvement.

**EXPENDITURE:**

This was generally positively impacted by an overall reduction in most areas, particularly Parish Share.

**1. ACCOUNTING POLICIES**

- **Basis of preparation of financial statements**

The financial statements have been prepared on a Receipts and Payments basis.

- **Fund accounting**

*General funds* are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the PCC which have not been designated for other purposes.

*Designated funds* comprise unrestricted funds that have been set aside by the PCC for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

*Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the PCC for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

- **Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the PCC is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is received.

- **Resources expended**

All expenditure is accounted for on a Payments and Receipts basis and has been included under expense categories that aggregate all costs for allocation to activities.

Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the PCC. Governance costs are those incurred in connection with administration of the PCC and compliance with constitutional and statutory requirements

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2022**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	<b>Total Funds 2022</b>	Total Funds 2021 £	
	<b>Voluntary receipts:</b>						
2	<b>Planned Giving (Envelopes and Direct Debits- Gift Aided</b>					<b>18,908</b>	18,008
2	<b>Other Planned Giving - without Gift Aid</b>					<b>4,272</b>	4,637
3	<b>Collections at Services</b>					<b>1,703</b>	1,711
4	<b>All other giving/voluntary receipts:</b>						
	Gift Day - 2020 in lieu of Gift Day					541	460
	Pennies Jar					78	0
	Votive Candles					138	19
	Refreshments/Coffee Mornings					753	0
	Charitable Giving donations					0	374
	Flower Fund						158
	Community donations					865	250
	Council Tax credit					503	503
	Legacy						10,000
	Closure of Outside In A/c					21	21
	On-line Giving (Sum-Up)					178	178
	NDBF Grant towards increased EnergyCosts						1,137
	Closure of Care Connexion A/c					0	1,682
6	<b>Gift Aid recovered</b>					<b>3,743</b>	5,230
9	<b>Activities for Generating Funds:</b>						
	Summer and Christmas Fayres					0	40
10	<b>Investment Income</b>					<b>9</b>	0

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2022**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	<b>Total Funds 2022</b>	Total Funds 2021
11						
	<b>Fees - Baptism certificates, Wedding and Funerals to</b>					
	<b>PCC</b>					
	791				<b>791</b>	488
12						
	<b>Church Activities:</b>					
	Use of Premises by					
	Community Organisations					
	5,619				<b>5,619</b>	0
	Use of Premises by Church					
	Groups					
	155				<b>155</b>	10
XX						
	Funeral and Wedding Fees to					
	NDBF/Clergy/Organist					
	1,522				<b>1,522</b>	1,220
	<b>Total Receipts</b>					
	<b>39,790</b>	<b>13,601</b>	<b>9</b>	<b>0</b>	<b>53,400</b>	<b>33,094</b>

**Payments:**

**Church and Parish Centre Activities:**

18						
	<b>Charitable Giving</b>					
	Designated Donations					
		365			<b>365</b>	0
	Annual PCC Charitable Giving					
	20				<b>20</b>	20
19						
	<b>Parish Share</b>					
	12,000				<b>12,000</b>	12,000
21						
	<b>Clergy costs:</b>					
	Clergy expenses					
	0				<b>0</b>	47
	Clergy during Vacancy or					
	absence					
	210				<b>210</b>	1,154
	Refund of Clergy costs during					
	by NDBF					
	0				<b>0</b>	-1,113
	Council Tax					
	2,766				<b>2,766</b>	0
	Water Rates					
	375				<b>375</b>	0
	BT/Broadband					
	921				<b>921</b>	0
23						
	<b>Running Expenses and</b>					
	<b>Maintenance:</b>					
	CDS Security Alarm, Fire					
	Alarm & Emergency Lighting					
	1,563				<b>1,563</b>	1,068
	Servicing of Fire					
	Extinguishers					
	180				<b>180</b>	0

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2022**

Note	Unrestricted Fund	Unrestricted Designated Fund	Reserve Fund	Restricted Fund	<b>Total Funds 2022</b>	Total Funds 2021
	£	£	£	£	£	£
PAT testing	0				0	275
Ground Source Heat Pump	0				0	253
Organ Maintenance	70				70	60
Clockwork Audiovisual	240				240	0
ARM Electrical	150				150	906
Quinquennial Inspection	1,738				1,738	600
Sundry Maintenance	292				292	0
NCC Trade/Garden waste collection	242				242	237
Insurance of premises	1,409				1,409	1,365
Sunday Readings	233				233	312
Copyright Licences	352				352	0
Freewill Offering envelopes	57				57	52
Wine, Candles etc	900				900	0
Cleaning	260				260	0
Site Maintenance Assistant	37				37	1,553
Site Maint Asst - HMRC	70				70	283
Printing and Stationery	977				977	965
Church Hospitality & Refreshments	295				295	0
Administration and sundry expenses	1,734	0			1,734	728
Flower Fund (D)		69		0	69	290
Garden Maintenance	954				954	81
Cavtec - wi-fi upgrade	1,338				1,338	0
Notice Boards/Signage	2,023				2,023	0
<b>24 Utility Services:</b>						
BT - Broadband services	791				791	741
E-on - electricity supply	3,876				3,876	3,987
Pozitive Energy	1,365				1,365	0
Northumbrian Water - meter charges	446				446	350
<b>Fees to</b>						
<b>XX NDBF/Clergy/Organist:</b>	<b>2,045</b>				<b>2,045</b>	<b>473</b>
<b>Total Payments</b>	<b>39,929</b>	<b>434</b>	<b>0</b>	<b>0</b>	<b>40,363</b>	<b>26,687</b>

**PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2022**

**17. STATEMENT OF FUNDS**

	b/fwd 01.01.2022 £	Incoming Resources £	Resources Expended £	c/fwd 31/12/2022 £
<b>Unrestricted Funds</b>				
General Fund	17,405	39,790	-39,929	<b>17,266</b>
Reserve Fund	7,408	4,839	0	<b>12,247</b>
Unrestricted Designated Fund	7,426	13,601	-434	<b>20,593</b>
<b>sub-total</b>	<b>32,239</b>	<b>58,230</b>	<b>-40,363</b>	<b>50,106</b>
<b>Transfer to Reserve A/c</b>	<b>-4,830</b>			<b>-4,830</b>
	<b>27,409</b>	<b>58,230</b>	<b>-40,363</b>	<b>45,276</b>
<b>Restricted Funds</b>				
The Peace Garden	21	0	-21	<b>0</b>
CBF Cof E Deposit Fund	29	0	0	<b>29</b>
<b>TOTAL OF FUNDS</b>	<b>27,459</b>	<b>58,230</b>	<b>-40,384</b>	<b>45,305</b>

<b>SUMMARY OF FUNDS</b>	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
Unrestricted funds	32,239.00	53,400.00	-40,363.00	<b>45,276.00</b>
<b>Transfer to Reserve A/c - November 2022</b>	<b>-4,830.00</b>			
Restricted funds	21.00	0.00	-21.00	<b>0.00</b>
CBF CofE Deposit Fund	29.00	0.00	0.00	<b>29.00</b>
<b>TOTAL OF FUNDS</b>	<b>27,459.00</b>	<b>53,400.00</b>	<b>-40,384.00</b>	<b>45,305.00</b>

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# Accounts

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**Parochial Church Council of the  
Church of the Holy Nativity  
Chapel House**

**Annual Report and  
Financial Statements**

**For the year ended  
31<sup>st</sup> December 2021**

Registered Charity Number: 1134615

## **Holy Nativity Mission Statement**

### **We will...**

- ... Offer a warm welcome to those who join us for the worship of God**
- ... Share the good news of the Gospel with those around us**
- ... Build up our Christian Fellowship together**
- ... Seek ways of serving the community, and joyfully**
- ... Support the work of the church at home and abroad**

### **Some activities which reflect this commitment:**

- Teams of people who welcome visitors at the door and to offer refreshments and fellowship following worship. Children's activities bags are available for use.
- The good news is shared in many practical ways of service, information and support and with the help of the pastoral visitors' network.
- Fellowship groups, regular social and celebration events, coffee mornings, home groups, home visiting and the twice weekly drop-in each offer times to meet and build friendships.
- The 'Outside In' Community Project is an expression of our commitment to be 'church in community'.
- Financial support of church ministry and mission at home and abroad comes from special services, collections, awareness events and donations

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

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**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS  
TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

**Principal Office**

**The (Parish) Church of the Holy Nativity Chapel House**

(Church of England, Diocese of Newcastle)

Hillhead Parkway

Chapel House

Newcastle upon Tyne

NE5 1DR

Telephone: 0191 2670559

E-mail: nativity709@btinternet.com

Priest-in-Charge:

Father Waldemar Nion

Telephone: 07763 761330

E-mail: rev.waldemar.nion@gmail.com

**Independent Examiner**

Michael Davison

20 Cochrane Park Avenue

Newcastle upon Tyne

NE7 7JU

**Bankers**

Barclays Bank Plc

Belmond Cottages

Stamfordham Road

Westerhope

Newcastle upon Tyne

NE5 5HP

**Solicitors**

Jane Lowdon, Diocesan Registrar

Sintons LLP

The Cube

Barrack Road

Newcastle upon Tyne

NE5 6DB

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

**PCC Membership – 2021**

**Priest in Charge** - Reverend Waldemar Nion

**Churchwardens**

Mrs Alison Swift (re-elected APCM 2021)

Ms Sheilagh Leonard (re-elected APCM 2021)

**Representatives to the Newcastle West Deanery Synod**

None

**Elected Members**

Mrs Jacqueline Connell (elected APCM 2016) (co-opted for further year 2021)

Mrs Carole Martin (elected APCM 2016) (co-opted for further year 2021)

Mrs Jacqueline Rainford (elected APCM 2017) (co-opted for further year 2021)

Mrs Barbara Perry – PCC Treasurer (re-elected APCM 2021)

Mrs Elizabeth Lattimer – (re-elected APCM 2021)

Mr David Harrison (elected APCM 2019)

Mr Eric Aririsukwu (elected APCM 2019)

Mrs Dorothy Walker (elected APCM 2019)

**TERM OF OFFICE FOR ELECTED MEMBERS**

**Until APCM 2022**

Mrs. Jacqueline Connell

Mrs. Carole Martin

Mrs. Jacqueline Rainford

Mr. David Harrison

Mr Eric Arirsukwu

Mrs Dorothy Walker

**Until APCM 2023**

Mrs Barbara Perry

Mrs Elizabeth Lattimer

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

**PARISH CHURCH: STRUCTURE, GOVERNANCE AND MANAGEMENT**

*The Parochial Church Council (PCC) submits its annual report together with the financial statements of the Church of the Holy Nativity, Chapel House (the PCC) for the year ended 31<sup>st</sup> December 2021. The PCC confirms that the annual report and financial statements of the PCC comply with current statutory requirements, the requirements of the PCC's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.*

**a. CONSTITUTION:**

The principal object of the PCC is to promote in the ecclesiastical parish the whole mission and ministry of the Church, pastoral, spiritual, educational, evangelistic, social and ecumenical, in keeping with the gospel of Jesus Christ and according to the doctrines and practices of the Church of England.

The Church of the Holy Nativity is the Parish Church of Chapel House. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure, under the Diocesan structures of Newcastle Diocese in the Church of England, and is subject to the Church Representation Rules and Synodical Government of the Church of England, the Diocese of Newcastle and the Province of York.

The PCC registered with the Charities Commission in 2010. Registered Charity Number: 1134615

**b. APPOINTMENT OR ELECTION OF PAROCHIAL CHURCH COUNCIL**

Parochial Church Councils are governed by the Church Representation Rule 2020.

Ref: Appendix 2 of the Church Representation Rules which sets out the manner in which a PCC must act and also Church Representation Rules 14 to 21 which deal with the Constitution of Parochial Church Councils. Under the Parochial Church Council (Powers) Measure 1956 – section 3 every PCC is deemed to be a body corporate with perpetual succession.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

**Clergy.** Father Waldemar Nion was licenced as Priest-in Charge (Part-time) in September 2021.

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**Parochial Church Council** (PCC) is an elected body of people, with the responsibility of co-operating with the incumbent (or Area Dean and Churchwardens during Vacancy) in promoting within the ecclesiastical parish the whole mission and ministry of the Church. It is also responsible for the management and maintenance of the church buildings and grounds. Nominations can be made by anyone on the Electoral Roll. Churchwardens and Deanery Synod Representatives are elected separately but are ex-officio PCC members. Presently, our church can elect up to 2 representatives onto the West Newcastle Deanery Synod.

**Induction and training of PCC members:** New PCC members are given a copy of the PCC's policies, told about Diocesan training events, and are supported in their understanding of the work of the PCC by the Priest.

**Church Wardens,** elected by people on the electoral roll of the parish, are responsible with the PCC for ensuring the proper running and maintenance of the church and its regular worship.

**Electoral Roll,** any baptised resident of the parish is eligible to be on the electoral roll, also residents of other parishes if they are regular in worship at the church. Currently the Electoral Roll stands at 82 members.

**The PCC Standing Committee** is legally authorised to transact the business of the PCC between its meetings, subject to any directions by the PCC.

**Newcastle Diocese** provides oversight regarding buildings and maintenance, accounts and management, also, with the Bishop of Newcastle, the appointment of clergy.

**West Newcastle Deanery Synod** is a body of elected representatives and clergy from each parish church in the west of Newcastle. It is responsible for co-ordinating inter-parish support and strategic initiatives. Each Deanery Synod elects representatives to Newcastle Diocesan Synod.

### **RISK MANAGEMENT**

The PCC regularly gathers through the year and carefully consider risks to which the church may be exposed, in particular those related to the operations and finances of the PCC. The PCC is satisfied that systems and procedures (e.g. risk assessments, policies, etc...) are in place to mitigate risks and exposure.

### **PRINCIPAL FUNDING**

The church relies entirely on support, gifts, donations, and legacy received from its congregation, benefactors and the money collected at fundraising events, for which it is deeply grateful.

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

## **Governance and Management Reports**

### **Churchwardens Report**

A further Lockdown was in place January 2021: consequently all Anglican churches were closed for face to face worship.

Reverend Sue Wilson, offered to start Sunday morning worship via Zoom. This started January 24th and continued through until 25th May. This Sunday service was welcomed and well attended. Following the service there was an opportunity for a chat with a cuppa, those who chose to stay on Zoom enjoyed the chance to 'meet virtually' and share the company of others.

A Lent Course on Zoom was led by Reverend Sue. Words and Wonder explored the diversity of poems written about faith. This led to interesting discussions.

Holy Week: Five evening Sessions and Good Friday; The Last Hour at 2.00 pm. Easter Sunday Service was also via Zoom.

Prior to church re-opening a Church of England Risk Assessment had to be completed and a number of changes in the layout of the church had to be carried out to meet the stringent requirements.

Church Services resumed on 2nd May this was for one service per week only.

Reverend Sue Wilson, following discussion with the Area Dean, Churchwardens and Archdeacon agreed to two Sunday services per month. At this point in time we must thank Reverend Sue for her stalwart support and advice for the PCC and the Churchwardens.

The Quinquennial Inspection delayed by a year due to Covid was carried out by architect Christopher Blackburn in July. The inspection highlighted a number of areas requiring building repairs.

After three years we were delighted that Bishop Christine had appointed a part time Priest in Charge and the Bishop's announcement was read out in church on 11th July. This informed the congregation that Father Waldemar Nion would be Licensed and Installed at Holy Nativity in September. The Licensing took place 30th September and Father Wal's first service was on Sunday 3rd October.

Last but by no means least can we again thank all who continue to support Holy Nativity through their prayers and their continued offerings of time, labour, financial support and faith.

In 2019's Report a quote from Jeremiah seemed appropriate in our Vacancy. We now have a priest in Charge and a new chapter has begun for our church, this quote is still relevant as we move forward:

*For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope. **Jeremiah 29:11.***

**Alison Swift and Sheilagh Leonard  
Churchwardens**

## **Acting Lay Chairperson's Report**

Sadly, due to COVID 19 restrictions, we began 2021 in lockdown. This continued until we were able to open church once again for Public Worship and Private Prayer on Sunday 2<sup>nd</sup> May.

We were supported throughout those months by the Reverend Dr. Sue Wilson who continued to produce her weekly 'sermon' and online services of Morning Prayer via ZOOM for those who were able to access them. Reverend Sue also supported us throughout Lent, Holy Week and Easter, and again in person once we were able to begin services of worship in church.

When church did re-open, it was done cautiously bearing in mind the age and vulnerability of some of the members of the congregation. Eventually we were able to return the church seating to the original plan, but continued to ask members to be cautious, keep social distancing, sanitise hands and wear masks whilst in church.

Later in the year, we received news that a candidate had been found for the vacancy at Holy Nativity. The churchwardens attended the interview, and we were delighted to hear that the Reverend Waldemar Nion had been offered, and had accepted, the role of part-time Priest in Charge.

Throughout the three years that we were in vacancy, we received tremendous support and advice, particularly from the then Archdeacon, the Area Dean for the West Deanery, Reverend Sue Wilson, and the priests who celebrated the Eucharist with us both before and after the Covid lockdowns.

Reverend Waldemar Nion was licensed as Priest in Charge at Holy Nativity on Thursday 30<sup>th</sup> September 2021.

I would like to offer my thanks to the churchwardens, members of the Parochial Church Council and the congregation for their support during the last three years.

As we go forward into 2022, please hold our church and its people in your prayers.

**Barbara Perry**  
**Acting Lay Chairperson to the Parochial Church Council**

## **Clergy Report from October to 31st December**

Licenced as the Priest-in-Charge (part-time) of this Benefice, on 30<sup>th</sup> September, it has been a privilege to learn, bit by bit, more about Holy Nativity and its people and I look forward to learning even more and meeting more people. I am grateful for the support of my colleagues who have cared for this parish during the interregnum, especially Reverend Sue Wilson, and for everyone's support and welcome since.

Pastorally, COVID restrictions have been limiting and made this process of meeting and getting to know everyone, a delicate juggling exercise between caution and support. Contact with both schools and the local community was limited. However, first meetings with both schools and Father Martin Morris (from St John Vianney) were a good start to maintain the relationships this church has created and nurtured over the years.

To respond, as safely as possible, to the need for fellowship, expressed by a few members of the congregation, the Advent Group took the simple form of a fellowship group to discuss a variety of themes.

With the winter, Advent and the Christmas celebrations, only a few weeks away after my licencing, the first few months have been about finding out and prioritising what needed to be done.

The Quinquennial Report from the architect listed a few urgent items and concerns about the cost of the heating system in church were raised by the Treasurer. With the support of the churchwardens, the advice of the Diocesan Advisory Council (DAC) and Mr Lawrence Hunter (then caretaker), these urgent items were progressively addressed: the community room ceiling was fixed, the roof and flashing about windows done, etc..

The company Green Journey was also given mandate to look into our energy cost and the energy efficiency of the building. An energy auditor came to inspect the church and will be producing his finding in a report in 2022.

When our Treasurer, Barbara Perry, became momentarily unable to perform her duties, temporary measures to keep the church functioning were put in place, with the help of those volunteers already involved in supporting the Treasurer in her duties. Meanwhile, on 17<sup>th</sup> November 2021, I was able to move in the Vicarage, at 44 Queensbury Drive.

In terms of governance, a number of policies have been updated and new ones adopted, to ensure good practice and compliance with the requirements of the Charity Commission and the Church of England.

By the end of 2021, the work of the clergy, churchwardens, treasurer, PCC members, and all the volunteers involved in the life of the church enabled this church to take its first step towards a new beginning in a post lockdown(s) world.

I look forward to discovering what God has in store for our church and community.

Blessings to you all!

**Rev. Waldemar Nion**  
**Priest-in-charge**

## **Parish Safeguarding Officer's Report**

Covid 19 and Lockdown had a huge impact on everyone's lives and daily living. Safeguarding was no exception and in 2021 encompassed the safety of everyone's health and wellbeing.

Church was closed from January 2021 through until May: the first service of the year being Sunday 2nd May.

In order to re-open the church for worship a comprehensive Risk Assessment had to be completed for the Diocese and specific criteria had to be met. This entailed measuring space between chairs ensuring that an appropriate safe space was present for both congregants and priest: chairs were separated accordingly but where possible doubles were left for couples and those in social bubbles. A one way system had to be created: to enter the building, entering church, and then leaving the building. Tape, signs, hand washes, blue tac, arrows, masks, a QR Code all became the norm ultimately to protect one another, under the very essence of Safeguarding.

Safeguarding fundamentally is showing kindness and showing respect for one another. If we are all mindful of these tenets and diligent regarding our own safety, Safeguarding at Holy Nativity will continue to be effective. We came through this long period of Lockdown following advice and guidelines, with the support of the Area Dean and the backing of Bishop Christine, we worked together and are now back together.

Safeguarding is an important aspect of the Church of England and continues to improve training, standards, policies to ensure all are safe: and at Holy Nativity we continue to adhere to these principles.

*Everyone should look out not only for his own interests, but also for the interests of others. – Philippians 2:*

**Sheilagh Leonard**  
**Parish Safeguarding Officer**

## **Deanery Synod Report**

Deanery Synod Meetings have taken place during the year but unfortunately our representative David Harrison has not been able to attend because of Covid restrictions and his own vulnerability through ill-health.

**David Harrison**  
**Deanery Synod Representatives**

## Treasurer's Report

The Financial Statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2021 have been inspected and approved by our Independent Examiner. Once again, because of COVID precautions, these were inspected electronically. The Accounts are shown in detail at the end of the Annual Report and Financial Statements.

This has been another difficult year regarding finance.

Income for 2021 was **£33,094** compared with £43,586 in 2020. Income came mainly from Planned Giving, plate collections at services, community donations and Gift Aid claimed from HMRC.

Expenditure for 2021 was **£26,687** compared with £38,413 in 2020. The Parochial Church Council agreed that, because of uncertainties due to decreased income, we would commit to paying £12,000 towards our Parish Share for 2021. The remainder of the expenditure was for running and maintenance costs and utility services.

Hopefully, we will gradually see an improvement in our circumstances during 2022.

**Barbara Perry – Treasurer**

## Electoral Roll Officer's Report

Last year the electoral roll had 85 members.

The electoral roll has been amended, names have been removed and new member has been added.

The electoral roll for the current year now has 82 members.

	<b>Total</b>	<b>Resident</b>	<b>Non-Resident</b>
Female	71	49	22
Male	11	6	5
<b>Total</b>	<b>82</b>	<b>55</b>	<b>27</b>

**Electoral Roll Officer**

## **Holy Nativity Outside In Prayer**

**Name above all names  
grant us your presence**

In our coming in and our going out  
be our guardian and our guide  
In our hopes and in our dreams  
be our inspiration and our morning star  
In our planning and in our aims  
be our wisdom and our vision

**Name above all names  
grant us your peace**

In our meetings and in our action  
be our companion and our courage  
In our building and in our renewing  
be our foundation and our cornerstone  
In our giving and in our belonging  
be our open hand and our open heart

**Name above all names  
be our abiding Light**

(Inspired by the readings for 1<sup>st</sup> January: the Naming of Jesus)

### **Little Fishes Report**

Unfortunately The Little Fishes Playgroup has not been able to operate because of Covid restrictions and many of our clients have been enquiring about when we are going to start again.

We offer places to children from 0 – 5 years old.

Our children love doing the fabulous array of crafts we do with them which always follows the Christian Calendar. We also have a great deal for them to play with, which include learning and role-play toys.

They love their time outside in our beautiful garden and being able to run off lots of energy before they come back inside for sing along.

We offer a healthy snack and juice or water for the children along with tea or coffee for their parents / carer.

Before the lockdown we had children ranging from two weeks to three years old on our register. It is run total voluntarily with fabulous helpers which include our wonderful church members. We are planning to open our doors after the school summer break.

**Jacqueline Connell / Kerry Naylor Volunteer Workers**

### **Thursday Club Report**

Unfortunately, our Thursday Club has not been able to take place because of the restrictions due to Covid, this group was popular with young people with learning difficulties who came to meet and make friends with others of the same age, play pool and other games and generally socialise. We plan to get this group started again soon as we believe this is a valuable venture for young people.

**Sheilagh Leonard  
Volunteer**

### **Mothers' Union Report**

The branch was only able to meet in January for our Annual Meeting.

Then with Covid 19 restrictions, we were unable to meet for the remainder of the year until October. Our new Priest Father Waldemar Nion permitted our branch meeting to be held that month.

We were blessed with an excellent speaker ex BBC employee John Harle who entertained us with the story of his interesting and varied jobs right up to the present when he volunteers at Beamish Hall Museum.

It was so lovely to meet after an absence of all those months. 13 members attended and seven guests.

The final December meeting was Advent Praise with Carols.

It is sad to report our much-loved member Rachel Mennim died in December following a long battle with ill health.

We hope and pray that in the year ahead we will be able to follow our branch programme.

Many sincere thanks to the committee for their support and commitment during this strange year.

**Jacqueline Rainford - Branch Leader**

### **Women's Fellowship Report**

Another strange year when our Women's Fellowship was unable to meet because of the Covid 19 restrictions, this was a big miss to our members.

Our membership includes church members and quite a large number of people who do not attend church and usually about 40 regular people attend.

Sadly, during last year three of our long-term members have passed away, Rachael Mennim who was a much-loved member and also Joan Harrington who had been a member since we started the group many years ago along with Joan Charlton another much loved member who was also a volunteer worker in church office for a number of years. May they rest in peace.

Two other ladies Brenda Hedley and Joyce Jackson have moved off the estate to be closer to their families, Brenda to the midlands and Joyce to nearby Ponteland

and we are hoping Joyce will still be able to attend our meetings which we are planning to hold in the afternoons.

I would like to thank all our faithful members and also the ladies who support me on the committee.

**Margaret Cathey - Chairlady**

**Parochial Church Council of the Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

## **Appendix: Commitments**

### **Safeguarding**

We are an inclusive church committed to opening up our premises as a resource to any appropriate community, voluntary business or statutory organisation, group or activity irrespective of age, race, religion, ethnic origin, marital status, colour, nationality, gender, disability or sexual orientation, whose function, purpose and working methods will add to the well-being of the people in the locality, the needs of the whole person and to social cohesion.

The Church of the Holy Nativity Disability Policy outlines awareness of needs and intentions to improve facilities as soon as is possible, in line with the Disability Discrimination Act. The church is advised by the Diocesan Disability Group.

*The new buildings are designed with accessibility issues in mind.*

### **Fair Trade**

As far as possible, Holy Nativity Church tries to support the principles of 'Fair Trade'.

*This is reflected in purchases made by the church, its use and sales of fair trade goods and through education amongst church members.*

### **Health and Safety**

The PCC, advised by the 'Responsible Caring Group', undertakes to ensure that the premises and practices of the Church of the Holy Nativity are inspected and reviewed regularly to maintain appropriate levels of safety and a healthy environment.

*This includes the Quinquennial Church Inspection, Asbestos Safety check and Electrical Inspections. This policy was reviewed in 2017.*

### **Commitment to the Environment**

The Church of the Holy Nativity has adopted the Diocesan 'Commitment to the Environment', affirming the Fifth Mark of Mission as a central part of our life and work. The fifth Mark of Mission is, 'To strive to safeguard the integrity of creation and sustain and renew the earth'.

*The new buildings incorporate energy saving features including ground-source heating. The Community Peace Garden encourages a rich variety of wild-life and local interest in natural ecosystems.*

Policies and commitments are reviewed and updated where necessary. The last review was approved by the PCC in December 2021.

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

**PCC's RESPONSIBILITIES**

The Members of the PCC are responsible for preparing the Members' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Members are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the provisions of the Charities Act 2011 and of the trust deed. The Members are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC Members on Tuesday 1<sup>st</sup> February 2022 and signed on their behalf by:

Reverend Waldemar Nion,  
Priest in Charge



Elizabeth Lattimer,  
Secretary



**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE**

I report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2021.

This report is made solely to the PCC's members in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the PCC's members those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's members for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER**

The PCC's members are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 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 PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as PCC members 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

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

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

Michael Davison *ACMA*  
20 Cochrane Park Avenue  
Newcastle upon Tyne  
NE7 7JU.

Signed: 

Date: *1st March 2022*

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

Financial Statements for the Year Ended 31st December 2021

Receipts and Payments Account	Note	Unrestricted				Total 2021 £	Total 2020 £
		Unrestricted Fund £	Designated Fund £	Reserve Fund £	Restricted Fund £		
<b>Receipts:</b>							
<b>Voluntary receipts:</b>							
Planned Giving	2	22,645				<b>22,645</b>	23,923
Collections at Services	3	1,711				<b>1,711</b>	797
All other giving/voluntary receipts	4	1,376	374			<b>1,750</b>	3,346
Discretionary Business							
Grant rw Covid 19	4	0				<b>0</b>	5,000
Gift Aid recovered	6	5,230				<b>5,230</b>	5,820
		30,962	374			<b>31,336</b>	38,886
Activities for Generating Funds:	9	40				<b>40</b>	0
Investment Income	10	0		0	0	<b>0</b>	6
Fees to PCC	11	488				<b>488</b>	61
Church Activities	12	10				<b>10</b>	4,357
Funeral fees - NDBF	XX	1,220				<b>1,220</b>	276
Total Receipts		32,720	374	0	0	<b>33,094</b>	43,586
<b>Payments:</b>							
<b>Church and Parish Centre Activities:</b>							
Designated Charitable							
Donations	18	0	0			<b>0</b>	452
PCC Charitable Giving	18	20				<b>20</b>	20
Parish Share	19	12,000				<b>12,000</b>	22,000
Salaries, Wages etc	20	0				<b>0</b>	1,242
Clergy & Staffing costs	21	88				<b>88</b>	-807
Running Expenses and Maintenance	23	8,538	405		85	<b>9,028</b>	9,926
Utility Services	24	5,078				<b>5,078</b>	5,415
		25,724	405		85	<b>26,214</b>	38,248
NDBF/Clergy/Organist	XX	473				<b>473</b>	165
Total Payments		26,197	405	0	85	<b>26,687</b>	38,413
Balances of Receipts over Payments		6,523	-31	0	-85	<b>6,407</b>	5,173
Cash at Bank and in hand 1st Jan 2021		12,460	5,879	7,408	135	<b>25,882</b>	20,709
Cash at Bank and in hand 31st Dec 2021	17	18,983	5,848	7,408	50	<b>32,289</b>	25,882


The notes on the following pages form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

**Balance Sheet Year Ended 31st December 2021**

	Note	2021 £	2020 £
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		32,289.00	25,882.00
Creditors: amounts falling due within one year		0.00	0.00
		32,289.00	25,882.00
<b>NET CURRENT ASSETS</b>		<b>32,289.00</b>	<b><u>25,882.00</u></b>
 <b>CHARITY FUNDS:</b>			
Restricted funds	17	21.00	
CBF FofE Deposit Fund	17	29.00	
Designated funds Unrestricted	17	5,848.00	
Reserve fund	17	7,408.00	
Unrestricted funds	17	<u>18,983.00</u>	
<b>TOTAL FUNDS</b>			<b><u>32,289.00</u></b>

The Financial Statements were prepared by Mrs Barbara Perry, Treasurer to the PCC, and approved by the PCC on Tuesday 1st February 2022 and signed on their behalf by:

  
.....  
Reverend Waldemar Nion  
Priest in Charge

  
.....  
Ms Sheilagh Leonard  
Churchwarden

  
.....  
Mrs Alison Swift  
Churchwarden

The notes on the following pages form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021**

**IMPACT OF COVID-19 ON INCOME AND EXPENDITURE:**

**INCOME:**

**Negatively impacted particularly church collections and activities.**

**EXPENDITURE:**

**This was generally positively impacted by an overall reduction in most areas, particularly Parish Share.**

**1. ACCOUNTING POLICIES**

• **Basis of preparation of financial statements**

The financial statements have been prepared on a Receipts and Payments basis.

• **Fund accounting**

*General funds* are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the PCC which have not been designated for other purposes.

*Designated funds* comprise unrestricted funds that have been set aside by the PCC for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

*Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the PCC for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

• **Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the PCC is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is received.

• **Resources expended**

All expenditure is accounted for on a Payments and Receipts basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the PCC. Governance costs are those incurred in connection with administration of the PCC and compliance with constitutional and statutory requirements

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2021

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2021	Total Funds 2020 £
<b>Voluntary receipts:</b>						
2	18,008				<b>18,008</b>	
<b>Planned Giving (Envelopes and Direct Debits- Gift Aided)</b>						
2	4,637			0	<b>4,637</b>	23,923
<b>Other Planned Giving - without Gift Aid</b>						
3	1,711	0			<b>1,711</b>	1,711
<b>Collections at Services</b>						
<b>All other giving/voluntary receipts:</b>						
4						
<b>Gift Day - 2020 in lieu of Gift Day</b>						
	460				<b>460</b>	830
	0				<b>0</b>	32
	19				<b>19</b>	19
	0				<b>0</b>	445
	0				<b>0</b>	70
		74			<b>74</b>	190
	897	300			<b>1,197</b>	1,704
	0				<b>0</b>	5,000
	1,376	374	0	0	<b>1,750</b>	8,346
6	5,230				<b>5,230</b>	5,821
<b>Gift Aid recovered</b>						
<b>Activities for Generating Funds:</b>						
9	40				<b>40</b>	0
<b>Summer and Christmas Fayres</b>						
10			0	6	<b>6</b>	6
<b>Investment Income</b>						
<b>Fees - Baptism certificates, Wedding and Funerals to PCC</b>						
11	488				<b>488</b>	61
<b>Funerals taken by retired clergy</b>						
	0				<b>0</b>	0

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2021

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2021 £	Total Funds 2020 £
<b>12 Church Activities:</b>						
Use of Premises by Community Organisations	0				0	2,863
Use of Premises by Church Groups	10				10	425
Magazine sales and advertising	0				0	114
Drop In/Coffee Mornings/Blokes'						
Breakfast/Families @ 4	0				0	821
Lunch Munch	0				0	132
Bookstall and Card Sales	0				0	2
	10				10	4,357
Funeral and Wedding Fees to NDBF/Clergy/Organist	1,220				1,220	276
<b>Total Receipts</b>	32,720	374	0	0	33,094	43,587

**Payments:**

**Church and Parish Centre Activities:**

<b>18 Charitable Giving</b>						
Designated Donations		0			0	452
Annual PCC Charitable Giving	20				20	20
<b>19 Parish Share</b>	12,000				12,000	22,000
<b>Salaries, Wages and Honoraria:</b>						
<b>20 Project Development Administrator</b>	0				0	1,242
<b>21 Clergy &amp; Staffing costs:</b>						
Clergy expenses	47				47	
Clergy during Vacancy or absence	1,154				1,154	1,336
Refund of Clergy costs during by NDBF	-1,113				-1,113	-2,143

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2021**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2021 £	Total Funds 2020 £
	<b>Running Expenses and</b>					
23	<b>Maintenance:</b>					
	Hygiene Services	0			0	125
	CDS Security Alarm	666			666	510
	Servicing of Fire Extinguishers	0			0	156
	Fire Alarm & Emergency Lighting	402			402	479
	PAT testing	275			275	0
	Ground Source Heat Pump	253			253	678
	Organ Maintenance	60			60	0
	Clockwork Audiovisual	0			0	0
	ARM Electrical	906			906	0
	Quinquennial Inspection	600			600	0
	Sundry Maintenance	0			0	488
	NCC Trade/Garden waste collection	237			237	223
	Insurance of premises	1,365			1,365	1,428
	Sunday Readings	312			312	224
	Copyright Licences	0			0	0
	Freewill Offering envelopes	52			52	51
	Wine, Candles etc	0			0	187
	Cleaning	0			0	220
	Site Maintenance Assistant	1,553			1,553	476
	Site Maint Asst - HMRC	283			283	160
	Printing and Stationery	965			965	1,205
	Church Hospitality & Refreshments	0			0	168
	COVID19 - refund of hire paid in advance	0			0	360
	Resources incl COVID 19 Administration and sundry expenses	0			0	1,024
	Flower Fund (D)	528	200		728	160
	Garden Maintenance	81	205	85	290	47
	Leaving Gifts & Expenses	0			0	1,407
						150
24	<b>Utility Services:</b>					
	BT - Broadband services	741			741	625
	E-on - electricity supply	3,987			3,987	4,437
	Northumbrian Water - meter charges	350			350	353



PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2021**

**17. STATEMENT OF FUNDS**

	b/fwd 01.01.2021 £	Incoming Resources £	Resources Expended £	c/fwd 31/12/2021 £
<b>Unrestricted Funds</b>				
General Fund	10,882	32,720	-26,197	<b>17,405</b>
Reserve Fund	7,408	0	0	<b>7,408</b>
Unrestricted Designated Fund	7,457	374	-405	<b>7,426</b>
	<u>25,747</u>	<u>33,094</u>	<u>-26,602</u>	<u><b>32,239</b></u>
<b>Restricted Funds</b>				
The Peace Garden	106	0	-85	<b>21</b>
CBF Cof E Deposit Fund	29	0	0	<b>29</b>
	<u>25,882</u>	<u>33,094</u>	<u>-26,687</u>	<u><b>32,289</b></u>

<b>SUMMARY OF FUNDS</b>	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
General funds	25,747.00	33,094.00	-26,602.00	<b>32,239.00</b>
Restricted funds	106.00	0.00	-85.00	<b>21.00</b>
CBF CofE Deposit Fund	29.00	0.00	0.00	<b>29.00</b>
<b>TOTAL OF FUNDS</b>	<u>25,882.00</u>	<u><b>33,094.00</b></u>	<u><b>-26,687.00</b></u>	<u><b>32,289.00</b></u>



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# Accounts

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THE CHURCH  
OF ENGLAND

**Parochial Church Council of the  
Church of the Holy Nativity  
Chapel House**

**Annual Report and  
Financial Statements**

**For the year ended  
31<sup>st</sup> December 2020**

Registered Charity Number: 1134615

## **Holy Nativity Mission Statement**

### **We will...**

- ... Offer a warm welcome to those who join us for the worship of God**
- ... Share the good news of the Gospel with those around us**
- ... Build up our Christian Fellowship together**
- ... Seek ways of serving the community, and joyfully**
- ... Support the work of the church at home and abroad**

### **Some activities which reflect this commitment:**

- Teams of people who welcome visitors at the door and to offer refreshments and fellowship following worship. Children's activities bags are available for use.
- The good news is shared in many practical ways of service, information and support and with the help of the pastoral visitors' network.
- Fellowship groups, regular social and celebration events, coffee mornings, home groups, home visiting and the twice weekly drop-in each offer times to meet and build friendships.
- The 'Outside In' Community Project is an expression of our commitment to be 'church in community'.
- Financial support of church ministry and mission at home and abroad comes from special services, collections, awareness events and donations

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

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**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY,  
ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31<sup>st</sup>  
DECEMBER 2020**

**Principal Office**

**The (Parish) Church of the Holy Nativity Chapel House**

(Church of England, Diocese of Newcastle)

Hillhead Parkway

Chapel House

Newcastle upon Tyne

NE5 1DR

Telephone: 0191 2670559

E-mail: nativity709@btinternet.com

Vicar

Vacancy as of September 2018

**Independent Examiner**

Michael Davison

20 Cochrane Park Avenue

Newcastle upon Tyne

NE7 7JU

**Bankers**

Barclays Bank Plc

Belmond Cottages

Stamfordham Road

Westerhope

Newcastle upon Tyne

NE5 5HP

**Solicitors**

Jane Lowdon, Diocesan Registrar

Sintons LLP

The Cube

Barrack Road

Newcastle upon Tyne

NE5 6DB



**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**PARISH CHURCH: STRUCTURE, GOVERNANCE AND MANAGEMENT**

*The Parochial Church Council (PCC) submits its annual report together with the financial statements of the Church of the Holy Nativity, Chapel House (the PCC) for the year ended 31<sup>st</sup> December 2020. The PCC confirms that the annual report and financial statements of the PCC comply with current statutory requirements, the requirements of the PCC's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.*

**a. CONSTITUTION:**

The principal object of the PCC is to promote in the ecclesiastical parish the whole mission and ministry of the Church, pastoral, spiritual, educational, evangelistic, social and ecumenical, in keeping with the gospel of Jesus Christ and according to the doctrines and practices of the Church of England.

The Church of the Holy Nativity is the Parish Church of Chapel House. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure, under the Diocesan structures of Newcastle Diocese in the Church of England, and is subject to the Church Representation Rules and Synodical Government of the Church of England, the Diocese of Newcastle and the Province of York.

The PCC registered with the Charities Commission in 2010. Registered Charity Number: 1134615

**b. APPOINTMENT OR ELECTION OF PAROCHIAL CHURCH COUNCIL**

Parochial Church Councils are governed by the Church Representation Rule 2006.

Ref: Appendix 2 of the Church Representation Rules which sets out the manner in which a PCC must act and also Church Representation Rules 14 to 21 which deal with the Constitution of Parochial Church Councils. Under the Parochial Church Council (Powers) Measure 1956 – section 3 every PCC is deemed to be a body corporate with perpetual succession.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

**Clergy.** The parish has been in vacancy since September 2018

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**Parochial Church Council** (PCC) is an elected body of 10 people, usually meeting monthly since the Vacancy began in September 2018, (however, this changed at the beginning of lockdown following the COVID 19 pandemic and our meetings were held via ZOOM). The PCC has the responsibility of co-operating with the incumbent (or Area Dean and Churchwardens during Vacancy) in promoting within the ecclesiastical parish the whole mission and ministry of the Church. It is also responsible for the management and maintenance of the church buildings and grounds. Nominations can be made by anyone on the Electoral Roll. Representatives are elected onto the West Newcastle Deanery Synod. The PCC has prime responsibility for the community project.

**Induction and training of PCC members:** New PCC members are given a copy of the PCC's policies, told about Diocesan training events, and are supported in their understanding of the work of the PCC by the Priest.

**Church Wardens**, elected by people on the electoral roll of the parish, are responsible with the PCC for ensuring the proper running and maintenance of the church and its regular worship.

**Electoral Roll**, any baptised resident of the parish is eligible to be on the electoral roll, also residents of other parishes if they are regular in worship at the church. Currently the Electoral Roll stands at 85 members.

**The PCC Standing Committee** is legally authorised to transact the business of the PCC between its meetings, subject to any directions by the PCC.

**Newcastle Diocese** provides oversight regarding buildings and maintenance, accounts and management, also, with the Bishop of Newcastle, the appointment of clergy.

**West Newcastle Deanery Synod** is a body of elected representatives and clergy from each parish church in the west of Newcastle. It is responsible for allocating the parish share, co-ordinating inter-parish support and strategic initiatives. Each Deanery Synod elects representatives to Newcastle Diocesan Synod.

**Sidespersons** are elected to welcome visitors to public worship (currently a rota of 12 people)

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**The Magazine** is produced, edited and distributed ten times per year, The Star.

**Pastoral Visitors' Team** has always kept in touch with those on the electoral roll. However, during 2020 obviously visits were greatly curtailed.

### **RISK MANAGEMENT**

The PCC have assessed major risks to which the PCC is exposed, in particular those related to the operations and finances of the PCC, and although satisfied that systems and procedures are in place to mitigate our exposure to the major risks, feel these have been severely tested during 2020.

During the last year, we have adopted the official Church of England Risk Assessments with regard to operating within the confines of Government advice on returning to worship following periods of lockdown.

### **PRINCIPAL FUNDING**

The Church relies entirely on support, gifts and donations received from its congregation, benefactors and fundraising events for which it is deeply grateful.

## **Churchwardens Report 2020**

Unfortunately, the Vacancy continues. Just prior to "lockdown" March 2020 a Priest was interviewed but they did not meet our needs or requirements.

During a Vacancy, Churchwardens together with the Area Dean have the responsibility for managing the Church. We would like to thank Reverend Canon Christine Brown for her continued support.

Since the beginning of this pandemic, March 2020, we have had continuous steadfast support from Reverend Sue Wilson. Without formal or financial recompense Reverend Sue Wilson has produced weekly news-sheets, sharing her thoughts about the bible readings. Reverend Sue Wilson gave support in completing the risk assessments, prior to us opening, initially for private prayer in July 2020, in light of Covid numbers and the fragility and vulnerability of our congregation.

Following a further risk assessment our first Eucharist was held on 20<sup>th</sup> September 2020, Church Birthday.

Our last service in Church was Eucharist on Christmas Day and then Church was closed again.

The annual visitation will take place which is an assessment of Registers/Documents/Policies. Throughout the year we have been practising good housekeeping, when possible, to ensure our building is well taken care of.

The year 2020 has been a challenge to everyone, however new ideas have developed and different ways of worship – "ZOOM".

We have tried to support and engage with the congregation by sending weekly emails or delivering by hand, printed letters.

**Alison Swift**  
**Sheilagh Leonard**

## **Acting Lay Chairperson's and Treasurer's Report – 2020**

This year I have decided to submit a joint report as Acting Lay Chair and Treasurer to the PCC as I feel much of the information in two reports would have been repetitive bearing in mind the year we have just experienced.

### ***Acting Lay Chair remarks:***

The year began well, we had regular services, regular bookings of the Parish Centre but as January led into February, we all realised that the Coronavirus which began in China was spreading its tentacles much further afield. We had to close the church when the first national lockdown came into force on the 23<sup>rd</sup> March. It was a time of great uncertainty.

We had been very fortunate until that point – we had visiting priests for all our services and we were grateful to all who spent time with us (also to our churchwardens for ensuring that this happened).

The Reverend Doctor Sue Wilson committed to producing a series of weekly 'sermons' based on the relevant readings for each Sunday, and the churchwarden sent at the same time a series of inspiring thoughts. These were distributed as widely as possible.

When the lockdown came to an end, we did not rush to open our church; Bishop Christine throughout the Pandemic supported the decision of individual parishes regarding the continued closure of their churches for public worship. We, at Holy Nativity, were very mindful of the age of the members of our congregation and took the decision to remain closed.

We decided to open, initially, for a time of Private Prayer in July. Preparations in line with our Risk Assessment were carried out, such as social distancing measures – removal of most seating, the remaining chairs having to be two metres apart; signage regarding one way system, hand sanitising, wearing of masks, sanitising all necessary surfaces and seats. Private Prayer time was warmly welcomed by those who came along and initially we had up to 17 visitors each session.

We opened for public worship with a eucharistic service on 20<sup>th</sup> September. Services in church have been very different, without any music and everyone wearing masks. We were restricted to 27 seats in church and had to introduce a 'booking system' where everyone who wished to attend had to telephone a named person to book a seat. The system worked very well.

Sadly, the COVID19 situation again necessitated another national lockdown – we were able to celebrate Christmas in church but with the sad knowledge that would be the last service in church in 2020.

***Treasurer's remarks:***

The Financial Statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2020, have been inspected and approved by our Independent Examiner. This year because of COVID19 lockdown and restricted movement, these had to be inspected electronically. The accounts are shown in detail at the end of the Annual Report and Financial Statements.

This has been a very difficult year with regard to finance. The main reason for me making that statement is the fact that for the first time, to my knowledge, we have not been able to pay our Parish Share in full. Our total donation to the Diocese was £22,000.00 which equates to 61% of the requested figure. The Diocese have been extremely supportive of decisions taken by parishes.

When you read through the approved accounts you will see **Income for 2020 was £43,586** compared to £65,301 in 2019, but as you will appreciate, we were unable to have initiatives such as Spring and Christmas Fayres, Gift Day, Bonus Ball, Magazine and of course, our main source of income – the hiring of our premises for the many groups that have always enjoyed our facilities. Also you will see that Planned Giving was also effected.

Many of our congregation support our church financially (planned giving) making their contribution by monthly standing order. I contacted those who contributed by weekly envelope (a long-standing tradition of putting money 'for the church' in an envelope each week and I have always loved that commitment), to ask if they would be prepared to change to standing orders. I am grateful for the positive response I got to that request. I appreciate that it is not convenient for everyone and I have been happy to call and collect envelopes from those who have carried on with the tradition. Without your commitment to our church, we would not be able to meet **our commitments**.

On a positive note, I was able to apply for one of the Government schemes – A COVID19 Discretionary Business Grant re Loss of Income. The application was successful and we received a grant of £5,000.

You will also notice that **Expenditure for 2020 was £38,413** compared to £68,010 in 2019. Expenditure generally was positively impacted by an overall reduction in most areas, particularly Parish Share. Energy costs appear to still be high, and the reason for this is that church was open during the first two and a half months of 2020, the coldest period of the year.

Please hold your Parochial Church Council in your prayers as they continue to seek ways to improve the wellbeing of our church and to enable us to serve the people of this parish and the wider community.

To end, I am going to use a quotation that Sheilagh gave us in one of her weekly thoughts during August 2020:

*"For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope."* **Jeremiah 29:11**

What wonderful words in the present time?

God Bless you all.

**Barbara Perry**  
**Acting Lay Chairperson and Treasurer**  
**to the Parochial Church Council**

### **Electoral Roll Officer's Report – 2020**

Last year the electoral roll had 90 members.

The electoral roll has been amended, names have been removed and new member has been added.

The electoral roll for the current year now has 85 members.

	<b>Total</b>	<b>Resident</b>	<b>Non-Resident</b>
Female	73	48	25
Male	12	6	6
<b>Total</b>	<b>85</b>	<b>54</b>	<b>31</b>

**Electoral Roll Officer**

## **Deanery Synod Report – 2020**

We were unable to elect representatives to the Deanery Synod when we held our last APCM in October. The Area Dean kindly provided us with the following extract from the minutes of the meeting held via ZOOM in December 2020:

'The Newcastle West Deanery Synod would usually meet quarterly: the meeting scheduled for late March 2020 was one of the first events cancelled due to COVID 19 restrictions.

In the event we did not meet until December, when our gathering using ZOOM was joined by Ven Mark Wroe, then Archdeacon of Northumberland and Bishop of Berwick designate. He led us in looking forward together to the topics to be addressed in 2021.

This was the first meeting with a newly elected House of Laity to serve to 2023; Meg Fisher (Parish of Holy Spirit Denton) was elected as Lay Chair, and Janice Stait appointed to continue as Deanery Finance Officer.

In July the deanery welcomed Rosemary Harrison (Ponteland) and Oliver Dempsey (Cowgate and Newbiggin Hall) as curates. Clergy continued to meet each month by ZOOM for discussion and support as we found new ways to minister amid the limitations and uncertainty of the pandemic.

Three parishes – Holy Spirit Denton, Holy Cross Fenham and Holy Nativity Chapel House have been in continued vacancy. We appreciate the support of retired and associate clergy for worship and pastoral care. At the end of November, Fr Neil Heslop, Priest in Charge at Sugley, was also licensed by Bishop Christine as Priest in Charge of Denton. It is hoped that the remaining two parishes will be filled later this year.

We anticipate more active collaboration lies ahead, especially in the next phase of the Diocesan vision and mission strategy, as we explore possibilities for parishes to work more closely together and share our resources and gifts. The new approach to Parish Share, the subject of extensive consultation in 2019, will be introduced in readiness for 2022.'

## **Parish Safeguarding Officer's Report – 2020**

2020: A very different year to that which we were expecting - A pandemic, the sacrament in one kind only followed up within two weeks that all public worship in all churches was to be suspended. The ultimate measure to ensure the safety and wellbeing of all. Indeed all activities that took place in churches were closed down.

Holy Nativity has been open for worship for two periods during 2020 and during this time no Safeguarding concerns have been highlighted.

Safeguarding training needs and DBS checks are regularly reviewed.

Under normal circumstances Safeguarding is referred to in the parish magazine in order to ensure that everyone knows that any concern they may have should be shared with the PSO and to remember as an Anglican church, we must follow Church of England guidelines and that we have a duty of care to protect all members of our congregation and also to afford the same degree of care to anyone using our premises.

Safeguarding fundamentally is respect and displaying kindness and concern for others. If we are all mindful of these maxims and indeed diligent regarding our own safety, Safeguarding at Holy Nativity should continue to be effective. All must understand safeguarding is everyone's responsibility.

'The Church of England is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the Gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it is.

From 'Promoting a Safer Church'. The Church of England's Safeguarding Policy Statement'.

**Sheilagh Leonard, Parish Safeguarding Officer**

## **Mothers' Union Branch Leader's Report – 2020**

The branch only met once in 2020. That last meeting was our Annual Meeting on 27<sup>th</sup> January.

It has been a great sadness for us not to meet for a whole year.

However the committee quickly began contacting members by telephone or email where appropriate. Mothers' Union literature, news . prayer diaries were either delivered to homes or sent by email. Therefore to the best of our ability we have been in contact with all our members.

Work within MU branches is very much about supporting Diocesan or National projects.

Despite the restrictions of Covid and the lockdowns and with no means of fund raising as normal. We managed to raise £265 which was collected by our Treasurer Dorothy Walker. This was, she declared, with the amazing generosity of our members.

This allowed the branch to donate £150 to the MU National Big Give Summer Fund Raising Event for the Congo.

Also at Christmas we gave £60 to the Diocese for the purchase of trainers and track bottoms for The Peoples Kitchen.

The final end of year giving to MU charities was £40 each to Mary Sumner House and Away from it all Holidays.

Our members were visited individually at Christmas and given a 2021 Prayer Journal, a Christmas card, a personalised book mark and miniature Christmas cakes.

My sincere thanks to Dorothy and all committee members for the time and effort taken to achieve all the wonderful work.

We hope and pray that sometime soon we will meet again in person to share Christian Fellowship.

**Jacqueline Rainford - Branch Leader**  
**Dorothy Walker - Treasurer**

**Holy Nativity **Outside In** Prayer**

**Name above all names  
grant us your presence**

In our coming in and our going out  
be our guardian and our guide  
In our hopes and in our dreams  
be our inspiration and our morning star  
In our planning and in our aims  
be our wisdom and our vision

**Name above all names  
grant us your peace**

In our meetings and in our action  
be our companion and our courage  
In our building and in our renewing  
be our foundation and our cornerstone  
In our giving and in our belonging  
be our open hand and our open heart

**Name above all names  
be our abiding Light**

Inspired by the readings for 1<sup>st</sup> January: the Naming of Jesus

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

## **PCC's RESPONSIBILITIES**

The Members of the PCC are responsible for preparing the Members' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Members are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the provisions of the Charities Act 2011 and of the trust deed. The Members are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC Members on Tuesday 27<sup>th</sup> April 2021 during a ZOOM meeting.

and signed on their behalf by:

Sheilagh Leonard,  
Church Warden

Elizabeth Lattimer,  
Secretary

**Parochial Church Council of The Church of the Holy Nativity,  
Chapel House  
PCC's REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**Appendix 1 : Social Policies and Commitments**

*The 'Outside In' Community Project is one outcome from the 'Local Ministry' model of working.*

**Safeguarding Policy**

We are an inclusive church committed to opening up our premises as a resource to any appropriate community, voluntary business or statutory organisation, group or activity irrespective of age, race, religion, ethnic origin, marital status, colour, nationality, gender, disability or sexual orientation, whose function, purpose and working methods will add to the well-being of the people in the locality, the needs of the whole person and to social cohesion.

The Church of the Holy Nativity Disability Policy outlines awareness of needs and intentions to improve facilities as soon as is possible, in line with the Disability Discrimination Act. The church is advised by the Diocesan Disability Group.

*The new buildings are designed with accessibility issues in mind.*

**Fair Trade**

As far as possible, Holy Nativity Church tries to support the principles of 'Fair Trade'.

*This is reflected in purchases made by the church, its use and sales of fair trade goods and through education amongst church members.*

**Health and Safety**

The PCC, advised by the 'Responsible Caring Group', undertakes to ensure that the premises and practices of the Church of the Holy Nativity are inspected and reviewed regularly to maintain appropriate levels of safety and a healthy environment.

*This includes the Quinquennial Church Inspection, Asbestos Safety check and Electrical Inspections.*

## **Commitment to the Environment**

The Church of the Holy Nativity has adopted the Diocesan 'Commitment to the Environment', affirming the Fifth Mark of Mission as a central part of our life and work. The fifth Mark of Mission is, 'To strive to safeguard the integrity of creation and sustain and renew the earth'.

*The new buildings incorporate energy saving features including ground-source heating. The Community Peace Garden encourages a rich variety of wild-life and local interest in natural ecosystems.*

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE**

I report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2020.

This report is made solely to the PCC's members in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the PCC's members those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's members for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER**

The PCC's members are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 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 PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as PCC members 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

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

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

Michael Davison  
20 Cochrane Park Avenue  
Newcastle upon Tyne  
NE7 7JU.

Signed:  ACMA

Date: 26<sup>th</sup> April 2021

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

Financial Statements for the Year Ended 31st December 2020

Unrestricted

Receipts and Payments Account	Note	Unrestricted Fund	Designated Fund	Reserve Fund	Restricted Fund	Total 2020	Total 2019
		£	£	£	£	£	£
<b>Receipts:</b>							
<b>Voluntary receipts:</b>							
Planned Giving	2	23,923				<b>23,923</b>	26,443
Collections at Services	3	797				<b>797</b>	3,184
All other giving/voluntary receipts	4	3,086	260			<b>3,346</b>	6,193
Discretionary Business							
Grant rw Covid 19	4	5,000				<b>5,000</b>	0
Gift Aid recovered	6	5,820				<b>5,820</b>	6,171
		<u>38,626</u>	<u>260</u>		<u>0</u>	<b><u>38,886</u></b>	<u>41,991</u>
Activities for Generating Funds:	9	0				<b>0</b>	3,097
Investment Income	10	0		6	0	<b>6</b>	15
Fees to PCC	11	61				<b>61</b>	544
Church Activities	12	4,357				<b>4,357</b>	18,292
Funeral fees - NDBF	XX	276				<b>276</b>	1,362
Total Receipts		<u>43,320</u>	<u>260</u>	<u>6</u>	<u>0</u>	<b><u>43,586</u></b>	<u>65,301</u>
<b>Payments:</b>							
<b>Church and Parish Centre Activities:</b>							
Designated Charitable							
Donations	18	0	452			<b>452</b>	150
PCC Charitable Giving	18	20				<b>20</b>	878
Parish Share	19	22,000				<b>22,000</b>	34,832
Salaries, Wages etc	20	1,242				<b>1,242</b>	5,172
Clergy & Staffing costs	21	-807				<b>-807</b>	109
Running Expenses and Maintenance	23	8,999	47		880	<b>9,926</b>	15,581
Utility Services	24	5,415				<b>5,415</b>	8,430
		<u>36,869</u>	<u>499</u>		<u>880</u>	<b><u>38,248</u></b>	<u>66,512</u>
NDBF/Clergy/Organist	XX	165				<b>165</b>	1,498
Total Payments		<u>37,034</u>	<u>499</u>	<u>0</u>	<u>880</u>	<b><u>38,413</u></b>	<u>68,010</u>
Balances of Receipts over Payments		6,286	-239	6	-880	<b>5,173</b>	-2,709
Cash at Bank and in hand 1st Jan 2020		<u>6,174</u>	<u>6,118</u>	<u>7,402</u>	<u>1,015</u>	<b><u>20,709</u></b>	<u>23,418</u>
Cash at Bank and in hand 31st Dec 2020	17	12,460	5,879	7,408	135	<b>25,882</b>	20,709

The notes on the following pages form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,  
CHAPEL HOUSE

**Balance Sheet Year Ended 31st December 2020**

	Note	2020	2019
		£	£
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		25,882.00	20,709.00
Creditors: amounts falling due within one year		0.00	0.00
		<u>25,882.00</u>	<u>20,709.00</u>
<b>NET CURRENT ASSETS</b>			
		<u>25,882.00</u>	<u>20,709.00</u>
<b>CHARITY FUNDS:</b>			
Restricted funds	17	106.00	986.00
CBF FofE Deposit Fund	17	29.00	29.00
Designated funds Unrestricted	17	5,879.00	6,118.00
Reserve fund	17	7,408.00	7,402.00
Unrestricted funds	17	<u>12,460.00</u>	<u>6,174.00</u>
<b>TOTAL FUNDS</b>			
		<u>25,882.00</u>	<u>20,709.00</u>

The Financial Statements were prepared by Mrs Barbara Perry, Treasurer to the PCC, and approved by the PCC on Tuesday 27th April 2021 and signed on their behalf by:

.....  
Ms Sheilagh Leonard  
(Churchwarden)

.....  
Mrs Elizabeth Lattimer  
(PCC Secretary)

The notes on the following pages form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020**

**IMPACT OF COVID-19 ON INCOME AND EXPENDITURE:**

**INCOME:**

Negatively impacted particularly church collections and activities.

Positively impacted through a support grant.

**EXPENDITURE:**

This was generally positively impacted by an overall reduction in most areas, particularly Parish Share.

**1. ACCOUNTING POLICIES**

• **Basis of preparation of financial statements**

The financial statements have been prepared on a Receipts and Payments basis.

• **Fund accounting**

*General funds* are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the PCC which have not been designated for other purposes.

*Designated funds* comprise unrestricted funds that have been set aside by the PCC for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

*Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the PCC for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

*Investment income, gains and losses are allocated to the appropriate fund.*

• **Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the PCC is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.

income tax recoverable in relation to investment income is recognised at the time the investment income is received.

• **Resources expended**

All expenditure is accounted for on a Payments and Receipts basis and has been included under expense categories that aggregate all costs for allocation to activities.

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2020	Total Funds 2019 £
<b>Voluntary receipts:</b>						
2	19,402					
2	4,429			92	23,923	26,443
3	597	200			797	3,184
<b>All other giving/voluntary receipts:</b>						
4						
	830				830	1,770
	32				32	64
	75				75	362
	445				445	1,352
		70			70	954
		190			190	505
	1,704				1,704	1,186
	5,000				5,000	0
	8,086	260	0	0	8,346	6,193
6	5,821				5,821	6,171
<b>Activities for Generating Funds:</b>						
9						
	0				0	3,097
10			6	0	6	15
<b>Fees - Baptism certificates, Wedding and Funerals to PCC</b>						
11	61				61	544
	0				0	0

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2020 £	Total Funds 2019 £
<b>12 Church Activities:</b>						
Use of Premises by Community Organisations	2,863				<b>2,863</b>	13,218
Use of Premises by Church Groups	425				<b>425</b>	560
Magazine sales and advertising	114				<b>114</b>	267
Drop In/Coffee Mornings/Blokes' Breakfast/Families @ 4	821				<b>821</b>	2,005
Lunch Munch	132				<b>132</b>	430
Other sundry receipts	0				<b>0</b>	726
Sundry Credits re Vacancy	0				<b>0</b>	1,066
Bookstall and Card Sales	2				<b>2</b>	20
	<b>4,357</b>				<b>4,357</b>	18,292
<b>XX Funeral and Wedding Fees to NDBF/Clergy/Organist</b>	276				<b>276</b>	1,362
<b>Total Receipts</b>	<b>43,029</b>	<b>460</b>	<b>6</b>	<b>92</b>	<b>43,587</b>	<b>65,301</b>

**Payments:**

**Church and Parish Centre Activities:**

<b>18 Charitable Giving</b>						
Designated Donations		452			<b>452</b>	1,510
Annual PCC Charitable Giving	20				<b>20</b>	878
	<b>20</b>	<b>452</b>			<b>472</b>	2,388
<b>19 Parish Share - 2020 61%</b>	<b>22,000</b>				<b>22,000</b>	34,832
<b>20 Salaries, Wages and Honoraria:</b>						
Project Development Administrator	1,242				<b>1,242</b>	5,172
<b>21 Clergy &amp; Staffing costs:</b>						
Clergy during Vacancy or absence	1,336				<b>1,336</b>	109
Refund of Clergy costs during by NDBF	-2,143				<b>-2,143</b>	0
	<b>-807</b>				<b>-807</b>	109

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2020 £	Total Funds 2019 £
	<b>Running Expenses and</b>					
23	<b>Maintenance:</b>					
	Hygiene Services	125			125	499
	CDS Security Alarm	510			510	605
	Servicing of Fire Extinguishers	156			156	223
	Fire Alarm & Emergency					
	Lighting	479			479	402
	PAT testing	0			0	294
	Ground Source Heat Pump	678			678	247
	Organ Maintenance	0			0	195
	Clockwork Audiovisual	0			0	390
	Sundry Maintenance	488			488	1,475
	NCC Trade/Garden waste collection	223			223	233
	Insurance of premises	1,428			1,428	1,389
	Sunday Readings	224			224	224
	Copyright Licences	0			0	279
	Freewill Offering envelopes	51			51	111
	Wine, Candles etc	187			187	756
	Cleaning	220			220	0
	Site Maintenance Assistant	476			476	2,772
	Site Maint Asst - HMRC	160			160	617
	Printing and Stationery	1,205			1,205	1,569
	Church Hospitality & Refreshments	168			168	1,547
	Altar Frontal	0			0	294
	COVID19 - refund of hire paid in advance	360	0		360	0
	Resources incl COVID 19 Administration and sundry expenses	1,024			1,024	814
	Gratuities etc	160			160	200
	Flower Fund (D)	0	47		47	135
	Garden Maintenance	527		880	1,407	230
	Leaving Gifts & Expenses	150	0		150	81
						0
	<i>Total for Running Expenses and Maintenance:</i>	8,999	47	880	9,926	15,581
24	<b>Utility Services:</b>					
	BT - Broadband services	625			625	580
	E-on - electricity supply	4,437			4,437	7,250
	Northumbrian Water - meter charges	353			353	600
		5,415			5,415	8,430

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020**

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2020 £	Total Funds 2019 £
<b>Fees to NDBF/Clergy/Organist:</b>	165				<b>165</b>	1,498
Total Payments	37,034	499	0	880	<b>38,413</b>	68,010

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

**17. STATEMENT OF FUNDS**

	b/fwd 01.01.2020 £	Incoming Resources £	Resources Expended £	c/fwd 31/12/2020 £
<b>Unrestricted Funds</b>				
General Fund	4,596	43,320	-37,034	<b>10,882</b>
Reserve Fund	7,402	6	0	<b>7,408</b>
Unrestricted Designated Fund	7,696	260	-499	<b>7,457</b>
	<u>19,694</u>	<u>43,586</u>	<u>-37,533</u>	<u><b>25,747</b></u>
<b>Restricted Funds</b>				
The Peace Garden	986	0	-880	<b>106</b>
CBF Cof E Deposit Fund	29	0	0	<b>29</b>
	<u>20,709</u>	<u>43,586</u>	<u>-38,413</u>	<u><b>25,882</b></u>

The Peace Garden Fund relates to a fundraising campaign in respect of a community garden in the church's grounds.

<b>SUMMARY OF FUNDS</b>	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
General funds	19,694.00	43,586.00	-37,533.00	<b>25,747.00</b>
Restricted funds	986.00	0.00	-880.00	<b>106.00</b>
CBF CofE Deposit Fund	29.00	0.00	0.00	<b>29.00</b>
<b>TOTAL OF FUNDS</b>	<u>20,709.00</u>	<u><b>43,586.00</b></u>	<u><b>-38,413.00</b></u>	<u><b>25,882.00</b></u>