



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

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

Priest-in-Charge:

Father Waldemar Nion

Telephone: 07763 761330

E-mail: 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

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PCC MEMBERSHIP – 2023

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

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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 31st 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

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 30th 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 14th 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.*

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Reverend Waldemar 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 31st 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.

	Total	Resident	Non-Resident
Female	56	35	21
Male	8	4	4
Total	64	39	25

**Geraldine Tinning
Electoral Roll Officer**

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2023 CHURCH AND COMMUNITY REPORTS

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 90th 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

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 9th April 2024 and signed on their behalf by:

Rev. Waldemar Nion
Priest-in-Charge - Chair

Elizabeth Lattimer, Secretary

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Appendix

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 31st 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

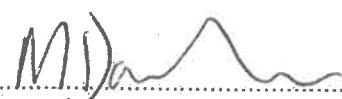
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual 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 Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
Receipts:							
Voluntary receipts:							
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
		32,740	6,000	0	0	38,740	45,304
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
		14,427	6,000	116	2	16,611	8,096
Total Receipts		47,167	8,066	116	2	55,351	53,400
Payments:							
Church and Parish Centre Activities:							
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
		48,954	2,756	200	0	51,910	38,339
NDBF/Clergy/Organist	XX	3,460				3,460	2,045
Total Payments		52,414	2,756	200	0	55,370	40,384
Balances of Receipts over Payments		-5,247	5,310	-84	2	-19	
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 31ST 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 £	Total Funds 2023	Total Funds 2022 £
	Voluntary receipts:					
2	Planned Giving (Envelopes and Direct Debits- Gift Aided					
	18,300				18,300	18,908
2	Other Planned Giving - without Gift Aid					
	3,836			0	3,836	4,272
3	Collections at Services					
	1,386				1,386	1,703
4	All other giving/voluntary receipts:					
	Gift Day	1,802			1,802	541
	Pennies Jar	0			0	78
	Votive Candles	260			260	138
	Refreshments/Coffee Mornings	2,139			2,139	753
	Charitable Giving donations	0	1,827		1,827	374
	Flower Fund		239		239	158
	Community donations	1,463	0		1,463	1,115
	Council Tax/N/brian Water credit	50			50	503
	Legacy		6,000		6,000	10,000
	Closure of Outside In A/c	0			0	21
	On-line Giving (Sum-Up)	526			526	178
	NDBF Grant towards increased EnergyCosts		0		0	1,137
	Closure of Care Connexion A/c	0	0		0	1,682
6	Gift Aid recovered					
	5,751				5,751	3,743
9	Activities for Generating Funds:					
	Advent Event	611			611	0
10	Investment Income					
			116	2	118	9
11	Fees - Baptism certificates, Wedding and Funerals to PCC					
	1,509				1,509	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 £	Total Funds 2023	Total Funds 2022
12 Church Activities:						
Use of Premises by Community Organisations	5,532				5,532	5,619
Use of Premises by Church Groups	110				110	155
Little Fishes	1,141				1,141	0
Funeral and Wedding Fees to NDBF/Clergy/Organist	2,751				2,751	1,522
Total Receipts	47,167	8,066	116	0	55,349	53,400

Payments:
Church and Parish Centre Activities:

18 Charitable Giving						
Designated Donations		1,818			1,818	365
Annual PCC Charitable Giving	326				326	20
19 Parish Share	12,500				12,500	12,000
21 Clergy costs:						
Clergy expenses	0				0	0
Clergy during Vacancy or absence	104				104	210
Council Tax	2,653				2,653	2,766
Water Rates	355				355	375
BT/Broadband	927				927	921
Running Expenses and 23 Maintenance:						
CDS Security Alarm, Fire Alarm & Emergency Lighting	3,993				3,993	1,563
Servicing of Fire Extinguishers	330				330	180
PAT testing	279				279	0
Ground Source Heat Pump	180				180	0
Organ Maintenance	75				75	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
	£	£	£	£	£	£
	Clockwork Audio Visual	0			0	240
	Cavity Wall Insulation	1,500			1,500	0
	ARM Electrical	720			720	150
	CR Blackburn -QI Architect	0	200		200	1,738
	Sundry Maintenance	210			210	292
	NCC Trade/Garden waste collection	251			251	242
	Insurance of premises	1,542			1,542	1,409
	Sunday Readings	157			157	233
	Copyright Licences	377			377	352
	Freewill Offering envelopes	65			65	57
	Wine, Candles etc	643			643	900
	Cleaning	1,135			1,135	260
	Site Maintenance Assistant	0			0	37
	Site Maint Asst - HMRC	0			0	70
	Printing and Stationery	1,556			1,556	977
	Church Hospitality & Refreshments	350			350	295
	Administration, resources and sundry expenses	1,595	0		1,595	1,734
	Flower Fund (D)		96	0	96	69
	Garden Maintenance	2,270			2,270	954
	Cavtec - wi-fi upgrade/licences	110			110	1,338
	Notice Boards/Signage	0			0	2,023
	Kyoob Heating consultationb	1,740			1,740	0
	First Aid Training	336			336	0
	Petty Cash Float	595			595	0
	Gift Of Thurible, engraving of same and Altar Cloth		842		842	0
24	Utility Services:					
	BT - Broadband services	942			942	791
	E-on - electricity supply	215			215	3,876
	Pozitive Energy	10,240			10,240	1,365
	Northumbrian Water - meter charges	683			683	446
XX	Fees to NDBF/Clergy/Organist:	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 £
Unrestricted Funds				
General Fund	17,266	47,167	-52,414	12,019
Transferred to from General Fund to Reserve Fund	-4,830			-4,830
Reserve Fund	12,247	116	-200	12,163
Unrestricted Designated Fund	20,593	8,066	-2,756	25,903
sub-total	45,276	55,349	-55,370	45,255
 Restricted Funds				
CBF Cof E Deposit Fund	29	2	0	31
TOTAL OF FUNDS	45,305.00	55,351.00	-55,370.00	45,286.00


SUMMARY OF FUNDS	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
TOTAL OF FUNDS	45,305.00	55,351.00	-55,370.00	45,286.00

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

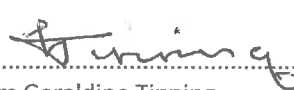
Balance Sheet Year Ended 31st December 2023

	Note	2023 £	2022 £
CURRENT ASSETS		45,286.00	
Cash at bank and in hand			45,305.00
Creditors: amounts falling due within one year		0.00	0.00
NET CURRENT ASSETS		45,286.00	45,305.00
CHARITY FUNDS:			
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	8,767.00	
TOTAL FUNDS			45,286.00

The Financial Statements were prepared by Mrs Barbara Perry, Treasurer to the PCC, and approved by the PCC on Tuesday 27th 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.