



## **ANNUAL REPORT**

FINANCIAL YEAR 2024

THE PAROCHIAL CHURCH COUNCIL OF  
ST PAUL'S SCOTFORTH

CHARITY NUMBER 1134789

St Paul's Church  
24 Scotforth Road  
Lancaster  
LA1 4ST

The parish office is in St Paul's Parish Hall [facing the church across the A6]

## **Structure, Governance and Management**

The Parochial Church Council [PCC] is a “body corporate”.

The Trustees of this charity are the members of the PCC.

The Annual Parish Meeting [APM] held before 31 May each year elects two Churchwardens and members of the PCC.

Deanery Synod representatives are appointed for a 3-year term of office. Currently our parish has 3 representatives on the Deanery Synod.

Rule 14 of the Church Representation Rules states that the Clergy licensed to the parish, the Churchwardens, and the Deanery Synod representatives are ex-officio members of the PCC.

At St Paul's the Minister of the Parish is the Chair of the PCC and a lay member of the PCC is to be elected as Vice Chair. St Paul's PCC has decided that the Vice Chair of the PCC shall be the Churchwarden with the longer service.

The PCC has decided that the PCC should include the following as ex-officio members: one Reader representing all the Readers, the Treasurer, the Secretary, the Safeguarding Officer and the Vision Champion.

The APM in 2012 decided that from 2013 the elected members of the PCC should be elected to serve a term of three consecutive years and can serve two consecutive three year terms, after which they are expected to stand down for a minimum of one year before offering themselves for re-election. This policy is intended to create a balance between retaining experience while introducing fresh insight into the PCC.

The PCC aims to have a minimum of three members elected from those who regularly worship at St Paul's Hala Centre.

By law the PCC must meet at least 4 times per year. At St Paul's our practice is for the PCC to meet on the first Monday of most months. The PCC does not usually meet in January and August.

## PCC Membership during 2024

|                                 |                                                                     |                              |
|---------------------------------|---------------------------------------------------------------------|------------------------------|
| <b>Vicar</b>                    |                                                                     | <b>Office ends</b>           |
|                                 | Rebecca Aechtner                                                    | Leaving the parish – 21/7/24 |
| Associate Priest                | Catherine Haydon                                                    | Leaving the parish           |
| <b>Churchwardens</b>            | Jayne Weatherill                                                    | Note 1                       |
|                                 | Keith Weatherill                                                    | Note 1                       |
| <b>Deanery Synod members</b>    | [elected in June 2020 for a 3-year period, re-elected in June 2023] |                              |
|                                 | Grace Illidge                                                       | 1 <sup>st</sup> June 2026    |
|                                 | Margaret Ives                                                       | 1 <sup>st</sup> June 2026    |
|                                 | Phillip Simpson                                                     | 1 <sup>st</sup> June 2026    |
| <b>Elected members of laity</b> |                                                                     |                              |
|                                 | Samuel Dawkins                                                      | APCM 2025                    |
|                                 | Vacancy                                                             | APCM 2025                    |
|                                 | Vacancy                                                             | APCM 2025                    |
|                                 | Vacancy                                                             | APCM 2025                    |
|                                 | Jennifer Couchman                                                   | APCM 2026                    |
|                                 | Vacancy                                                             | APCM 2026                    |
|                                 | Vacancy                                                             | APCM 2026                    |
|                                 | Vacancy                                                             | APCM 2026                    |
|                                 | Paul Ducklin                                                        | APCM 2027                    |
|                                 | Elizabeth Field                                                     | APCM 2027                    |
|                                 | Katherine Froggatt                                                  | APCM 2027                    |
|                                 | Tom Grimwood                                                        | APCM 2027                    |
| <b>Members Ex-Officio</b>       |                                                                     |                              |
| <b>Safeguarding Officer</b>     | Jayne Weatherill                                                    | Note 2                       |
| <b>Secretary</b>                | John Gedge                                                          | Note 2                       |
| <b>Treasurer</b>                | Brian Threlfall                                                     | Note 2                       |
| <b>Vision Champion</b>          | Jim Currin                                                          | Indefinite                   |

Note 1: Churchwardens are elected at the APCM and confirmed in office at the Archdeacon's Visitation later in the year.

Note 2: These three appointments are made by the PCC at the first meeting after the APCM.

## **The duties of the PCC**

The Synodical Government Measure 1969 contains what might be described as the official “job description” of the PCC. It states:

1. It shall be the duty of the incumbent and the Parochial Church Council to consult together on matter of general concern and importance in the parish.
2. The functions of the Parochial Church Council shall include:
  - (a) co-operation with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - (b) the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the church on any question;
  - (c) making known and putting into effect any provision made by the Diocesan Synod or the Deanery Synod, but without prejudice to the powers of the Council on any particular matter;
  - (d) giving advice to the Diocesan Synod and the Deanery Synod on any matter referred to the Council;
  - (e) raising such matters as the Council considers appropriate with the Diocesan Synod or Deanery Synod.
3. In the exercise of its functions the Parochial Church Council shall take into consideration any expression of opinion by any parochial church meeting.

When the PCC of St Paul's registered as a Charity we said we would provide “public benefit” by:

- Regular public worship
- Providing sacred space for prayer
- Pastoral work including visiting sick and housebound
- Taking regular assembly in schools
- Provision of Young 'Fun' Church
- Promotion of Christianity through sermons, events and meetings
- Promoting the mission of the church
- Supporting other charities in the UK and overseas

## How does the PCC seek to fulfil its duties?

Regular public services are held in the parish church and the Hala Centre.

### Parish Church

|           |         |                                                |
|-----------|---------|------------------------------------------------|
| Sunday    | 8.00 am | Holy Communion (BCP)                           |
|           | 9.45 am | Holy Communion                                 |
|           | 6.30 pm | BCP Evening Prayer (on second Sunday of month) |
| Wednesday | 9.00 am | Morning Prayer – by telephone conferencing     |
| Thursday  | 9.15 am | Holy Communion                                 |

### Hala Centre

|        |          |                                       |
|--------|----------|---------------------------------------|
| Sunday | 11.15 am | Service of the Word or Holy Communion |
|--------|----------|---------------------------------------|

The parish undertakes occasional services [baptisms, marriages, funerals], seasonal services and commemorations as required.

The parish is part of the Diocese of Blackburn within the Church of England.

The Diocese calculated our “Parish Share” which includes a contribution to the cost of running the Diocese and a contribution to subsidise the mission of the church in areas of the Diocese with financial difficulties.

The clergy and authorised lay people take communion to those unable to attend public services including people in local care or retirement homes.

The parish has a Lay Pastoral Care Team which visits members of the congregation, and others, in their own homes and in hospital as requested.

The parish has statutory links with Scotforth (St Paul's) Primary School including the appointment of 4 of the school's Foundation Governors. There are members of the PCC who are also Governors.

The parish organises a Young 'Fun' Church led by appropriately cleared leaders at the 9.45am service.

The parish sponsors several uniformed groups [Rainbows, Brownies, Guides, Beavers, Cubs and Scouts]. Parade services are held involving the members of the uniformed groups in the regular worship of the church.

The parish holds the Diocesan “Child Friendly Church” award.

Candidates are prepared for “Confirmation” [admission to membership of the church] through a course run bi-annually, a service was held in 2022 which was led by Bishop Julian.

House groups are available to help members of the congregation develop and explore their faith in an informal setting. There are currently three groups, two on a Monday evening and one on a Tuesday morning.

The parish has several social groups including a Women’s Fellowship and a Tea@2 group.

The parish has received the Bronze Eco Church award and we hope that our work in this area will continue moving forward.

The parish is involved in ecumenical work locally as a member of Churches Together in Lancaster and also of South Lancaster Churches Together.

The parish has an annual prayer rota which covers all the streets in the parish and these appear in our weekly Parish News.

The Parish Hall and St Paul’s Hala Centre are used for a number of social events each year, and are available for hire.

The PCC has complied with the duty to have “due regard” to the House of Bishops guidance in relation to safeguarding. The parish has a Safeguarding Officer who monitors our activities to ensure we comply with the relevant legal obligations and Diocesan policies. Safeguarding is a standing item on the PCC agenda.

The parish has a Health and Safety Officer who monitors our activities to ensure we comply with the relevant legal obligations and Diocesan policies. Health and Safety is a standing item on the PCC agenda.

Photographs of the members of the PCC are displayed in the parish church, St Paul’s Hala Centre and on our website so that members of the congregation can identify them.

The parish has links with mission partners serving overseas.

The parish has a long-standing tradition of supporting other charities which is covered in more detail in the financial section of this report.

The parish maintains a Terrier / Inventory of moveable church property.

There were 150 on the Electoral Roll at the 2024 APCM.

## Highlights for the year

As a Christian community we do not consider it appropriate to refer to “achievements” when discussing our “performance” during 2024.

We began the year with the news that Rev Rebecca would be leaving us later in the year.

2024 was, in spite of the news that Rebecca was leaving, a full and exciting year at St Paul's Church Scotforth. Alongside our weekly acts of worship, with a usual Sunday attendance of 140 across all ages and all services, we ministered to people and families through hosting and leading services at which 22 individuals were baptised. We conducted 3 Wedding services. We also conducted 14 Funerals in church with a further 3 Funerals at local Crematoria and Cemeteries.

The Christian Festivals were observed appropriately with special services such as Harvest, Remembrance Sunday, All Souls, Advent, and Christmas helping to forge and cement relationships with non-regular church goers and provided opportunities to share the message of God's love in our parish and our city.

Further highlights of the year including the continued ministry of our work with children and young people with 'Fun' Church being an integral part of our 9.45am worship. The inclusion of the children's work into the services is very popular and gives the congregations a more family-friendly atmosphere. We continued to work with our local schools, including Scotforth St Paul's and Ripley St Thomas' CE Academy. Clergy maintained regular weekly worship in Scotforth St Paul's.

Outreach in the Parish continued with our monthly Tea@2 meetings and we are grateful to the dedicated volunteers from the Lay Pastoral Team who provide this ministry as well as visiting our 'at home' community. Parishioners also showed our concern for the poor and vulnerable by supporting the Olive Branch Foodbank and contributing to the Christmas gift giving for Hala Pantry members' children. We also continue to support Hala Pantry which whilst supporting those less financially able to provide food on a weekly basis, also contribute to reusing food that would otherwise go to landfill. The attendance at our House groups during 2024 was maintained.

During the year, our Architects from Harrison Pitt Associates continued to monitor the building which is continuing to show significant signs of wear and tear. We also suffered a minor roof fall and had to move over the road for a few weeks whilst repair work took place. We also had to have internal netting put into the nave, north aisle and work around the chancel arch. Early investigative work began on installing an Audio-Visual System in church; tenders were sought, faculty applied for and grant funding sourced.

A celebration event took place in the Parish Hall after Rebecca's last service on 21<sup>st</sup> July with a BBQ, which we are very grateful to the Scout Leaders for organizing. The parish wished the family all the best for their new life in London. Jayne and Keith (our churchwardens) and Rev Catherine were delighted to be able to attend Anderson's Consecration service as Bishop of Edmonton, London at Canterbury Cathedral in April. Rev Catherine will continue as our Associate Priest throughout the period of vacancy.

The PCC began work with the Patrons; producing a Parish Profile, electing Parish Representatives and approving the advertisement for a new Vicar. This process is on-going.

## **Looking Forward**

In 2025 we will continue to work with our architects to monitor the church building. Church however is about people not buildings and so we will continue seeking to maintain the mission and ministry of St Paul's in the future whilst our 'search' for a new Vicar continues. We also look forward to the installation of our new AV system in January.

Jayne Weatherill  
Churchwarden

Keith Weatherill  
Churchwarden

Rev Catherine  
Associate Priest

**The Parochial Church Council of the Ecclesiastical Parish of St Paul's Scotforth  
Treasurer's Report and Financial Review 2024**

**The Annual Accounts for the year ended 31 December 2024 should be read as part of this review.**

All parishes within the Church of England pay the Parish Share which is calculated by, and paid to, the Diocese. It supports the mission of the wider church, including payment of the clergy stipends, housing and pensions in our own parish. We have paid our amended Parish Share, reduced to £70,000 for 2024, in full and have also agreed, with the Diocese, the amount to be paid in 2025, again showing a significant reduction on the Parish Request figure, derived from the standard formula used to calculate it.

In 2024, we have paid over £19,000 to maintain the Church building and to run the services. Ignoring expenditure on anything else at all, coupled with the Parish Share payment, this means that the running costs of the Church are well over £7,000 a month and will be even more next year!

It is important to remember that we do not receive funds directly from the Government or from the Church of England. We, the parishioners, have to provide all the money to run the parish ourselves – all £7,000 plus of it every single month.

The adoption of a Reserves Policy continues to clarify the PCC's thinking about the use of Reserves, particularly with respect to any that may be used for the replacement of the roof in due course and are defined as being restricted for that purpose. The cost of the work on the roof will exceed a full year's normal income many times over and much of this will have to come from grants from lottery funding (which are invariably time limited) – but these cannot be applied for until the roof is "officially" at risk as defined by the experts and it is not there yet. So the parish has to maintain its reserves, and to undertake fundraising to increase them, until the work has been carried out.

We have used about £17,000 of our restricted funds on completely rewiring the Church building, which was required for safety reasons.

On paper, our long term restricted/endowment Investment Fund increased in value by over £1,860.00 this year (5b). The restricted fund for a new roof (completely ring-fenced for this purpose) continues to grow slowly to £196,000.00 with investment interest being added, together with further donations from parishioners. In 2024, we had to spend about £1,000.00 from this fund to repair slates which had slipped.

To properly understand the accounts, it is vital to remember that the Diocesan reduction in our Parish Share is crucial and without it we would be £35,000 in the red – so we must find ways to increase our regular income for the future. As it is, the accounts show that we have a surplus of £32,340.00 in unrestricted funds solely because we have received two relatively generous legacies during the course of the year.

During the past few years, including 2024, we have spent sizeable sums on the Parish Hall and Hala – new roof and replacing the skylight in the Parish Hall, new heating systems, new lighting etc. This expenditure is not a waste of money. There are two main reasons for this. Firstly we need to improve the facilities in the halls, to encourage more hirers to make use of them, thus increasing revenue, and secondly, we need those facilities to be in place when we finally manage to obtain grant money, potentially up to £1 million pounds of it, enabling us to replace the Church roof, at which time the Church will, obviously, be closed for some considerable time and we will have to use the Parish Hall for all our services. All of this work has been paid for using grant money restricted

to specific items and, therefore, **at no cost whatsoever** to the parishioners. None of that money could be used for any purposes other than that for which it was granted to us.

### **Funds Held as Custodian Trustees**

None.

Brian Threlfall - Treasurer

## **Parish Safeguarding Report – 2024**

All the new safeguarding policies and procedures were ratified by the PCC in May 2024 and a Safeguarding Audit was carried out. All training and DBS clearances, where required, are up to date with the exception of those still going through the appointment process. Refresher training has taken place when required.

There were no reportable safeguarding incidents in the parish during 2024.

Last year I reported that we were at Stage 2 of the Parish Safeguarding Dashboard online tool and we are fully compliant. We are now at Stage 3 of the Safeguarding Dashboard which has information on all our policies and procedures and is ratified at PCC meetings and Stage 3 of the Safeguarding Hub which looks at roles and recruitment within the parish. We have 63 cleared volunteers.

The Parish Safeguarding Dashboard is a wonderful platform and easy to use – which you can't say about every new initiative. It will also mean that there would be a clean handover for any new Parish Safeguarding Officer taking on the role in the future as all information is held centrally on the Dashboard and Hub. We are still awaiting news about integration with the National Training website.

The role of Parish Safeguarding Officer is definitely not for the faint-hearted and you have to develop a thick skin on occasions. However, it wouldn't be the demanding role it is without the numbers of volunteers we usually have at work in the parish – without your help and co-operation there are activities and groups that wouldn't take place – so thank you.

I have undertaken this role since 2008; if anyone feels 'called' or has experience in this field and would like to contribute to church life in this way I am very happy to talk to you. Perhaps in a role of Deputy Parish Safeguarding Officer – learning the ropes – in the hope that one day you would be happy to take on the role. The Dashboard and Hub have made the task of keeping track of training/DBS much easier and it is hoped that future developments, after the initial input of data, will similarly be the same for all the Safer Recruitment tasks. This will be my last year as PSO.

It would be remiss of me not to mention all the safeguarding media coverage in 2024, continuing into 2025. While I have received comments about "why do we do everything here and be so stringent, putting off volunteers, when people are not following guidelines?" on more than one occasion I would like to respond. In my opinion, and hopefully you agree, WE have a responsibility to all children, young people and vulnerable adults in our parish community to provide a safe and caring environment for them to attend church and take part in activities. That means ensuring we follow all the guidance and practices to ensure that we do our utmost to protect those who are vulnerable. We provide as safe and secure an environment that we can and that those individuals know we are doing our part to take care and nurture everyone.

Jayne Weatherill (tel: 843135)  
Parish Safeguarding Officer

## **Buildings/Churchwarden's Report for 2024**

The annual audit of the Terrier took place during February and March and these documents are available to view on request if anyone wishes to see them. It includes not only the Church but the Parish Hall and Hala Centre. Thank you to Sarah and Kate for their assistance in the Hall and to Jim for his assistance at Hala. The Warden's Log is also up to date.

With regards to our buildings during the year – a log is kept for most incidences that occur either in church, the parish hall or the Hala Centre.

### **Parish Hall:**

2024 saw considerable electrical work carried out both upstairs and downstairs in the hall and had to replace the fire panel which covers the whole building. A new external uPVC access door to upstairs was installed in the early part of the year.

During the summer the very old leaky skylights were removed from the upstairs room and roofing and internal ceiling installed. Extra LED lights were put in to balance the natural light which had been lost. The old skylights had been failing and leaking into the room for a couple of year. This work was all completed using grant funding.

### **Hala Centre:**

This building is unique as we are not responsible for all areas of the building fabric. Here too, as we hire out the building, all maintenance schedules that are our responsibility and risk assessments are in place. There has been a leak around a couple of skylights, one has been fixed one is still a work in progress. We also installed internet for use during services and at Hala Pantry.

### **Church:**

2024 was an eventful year, a slight roof fall, closure of the church whilst the central nave was 'netted' to ensure that any future small falls would be caught in the netting. It was then identified that the north aisle, children's corner and an area of the chancel arch needed work. The aisle and corner, above the porch and front door area were netted and removal of loose plaster and investigation took place in November – church was closed for 5 days and didn't affect the weekends. The roof has now, following the plaster falls, moved up the priority list for our architect. Initial discussions began about putting the church on the Heritage At Risk register and this continues into 2025 and moving forward.

All the electrical circuitry and boards were replaced this year; in addition, new and additional plug sockets were installed and remedial work on all the LED lighting was made (the lighting work was undertaken by the company who originally installed it). All the electrical work took longer than the anticipated 10 weeks but it was worth it in the end. All lighting and plug sockets are clearly identifiable now and there isn't the risk of getting a 'curly perm' when you turn a light on!

Work began on seeking funding and faculty applications to install an audio-visual system in church.

A busy year for fabric matters. However, it should be noted that a lot of the minor tasks, and in some cases, larger projects are all undertaken by volunteers. We are extremely grateful to everyone who donates their time to help with all the work undertaken – you know who you are.

Jayne Weatherill - Churchwarden

## **Deanery Synod report for 2024**

The Lancaster and Morecambe Deanery Synod has continued to meet regularly throughout the year. The Deanery currently comprises 18 parishes, Clergy who are currently in post are ex-officio members of the Synod. Lay members are elected by their parishes to serve for a three-year period and as such are also members of their PCC. The current lay members representing St. Paul's Scotforth are Grace Illidge, Margaret Ives and Phillip Simpson

During the past year 2024-25 Grace, Phillip and I have regularly attended the Synod meetings and reported back to the PCC on the issues raised. Jaqueline Stamper as Lay Chair and member of the General Synod has kept us informed about decisions of the General Synod particularly as regards safeguarding and Living in Love and Faith. In October we had a special presentation on Church Planting and Pioneer Ministry in the form of a dialogue between Revd. Rachel Sheeham (Freedom Church, Mereside) and Revd. Dr Louis Johnson (Lancaster Priory) and in October Mrs. Carolyn Barton, Director of Vision Delivery and Deputy Diocesan Secretary led a discussion about the role of Deanery Synods in working out a future vision for Blackburn Diocese. We were asked to consider the following questions: what are the current challenges facing our deanery? what are the missional opportunities for our deanery? and how do we, as a deanery, see the future vision for Blackburn Diocese beyond 2026? These questions are likely to form the topics for discussions at meetings in 2025.

Margaret Ives

## **South Lancaster Churches Together report for 2024**

The South Lancaster Churches Together group (St. Paul's, St. Bernadette's, Lancaster Methodist Church and Trinity URC at Bowerham) has now been joined by Christ Church, Wyresdale Rd and we have met regularly to discuss ways of working together and to plan events. In July 2024 people from all our churches and Lancaster Churches Together took part in a Prayer Walk, followed by a "Bring and Share" supper at St. Paul's Hala Centre. In October there was a good attendance at a "Songs of Praise" service, held at Lancaster Methodist Church, followed by a "Bring and Share" tea. Members from each of the churches spoke about their favourite hymns or hymns which marked significant moments in their lives. During the Week of Prayer for Christian Unity in January 2025 there were prayers in each of the churches for God's continuing blessing on our outreach and community projects in the service of Christ, including the Hala Pantry and Christ Church's work as an eco-church. We also continue to support and pray for the work of the Cornerstone in Lancaster city centre.

Margaret Ives

### **The Church Gardening Team**

It now seems to be becoming harder to keep on top of the garden. We are all getting older and climate change is making things difficult with lots of rain one month and then drought conditions the next month. You just never know what is going to happen next.

However, we have a stalwart team who get on with the job regardless of the weather. We meet every Wednesday at 2pm and garden for a couple of hours with a nice long tea break in the middle. This year we have been very fortunate to have had three new volunteers to join our existing team of seven. One who comes weekly and two who come fortnightly. Over the summer holidays we also had the willing help of a young family. It's never too early to start gardening and there's always something to do.

From December to March we take a break from gardening but as we are such a friendly lot we still meet up a couple of times for a chat and something to eat.

If you feel that you would like to join us please feel free to join us once the garden season restarts at Easter.

Maureen Leach and the Gardening Team

## **Women's Fellowship**

Women's Fellowship meet on the 2nd Monday of each month in the parish hall at 2pm. The meetings last approximately one to one and a quarter hours.

Most months we have a speaker, followed by a drink and biscuits. We do not meet in August and in January we have a festive lunch and in July we have an afternoon tea.

Each month we have a raffle and the proceeds from that are for our donation to the chosen charity for that year. We often donate to a local charity and this year we are supporting Slynedales.

We have approximately 30 members but would be happy to have more and if anyone would like to visit us we would be very pleased to see you or if you would like more information you can ring me on 01524 62020.

Jean Mount

## **St Paul's Hala Pantry**

St Paul's Hala Pantry food club has now completed its third year of operation.

As a food club members paid a membership fee of £3 and were then able to do a shop from excess food and/or food waste gathered from supermarkets and other food providers. It is a longer-term solution to food poverty as well as having an environmental element, rescuing good quality food waste from landfill.

St Paul's Hala Pantry had a membership of 61 households, and a waiting list. Our weekly attendance varied between 45 and 50 households. Members mainly come from the south Lancaster area, but some do travel from further away. We continue to support a few refugee/asylum-seeker families.

We could not run Hala Pantry without our volunteers and we estimate it takes approximately 28 volunteer hours to set up and run the Pantry each week. Twenty-four individuals have supported us through volunteering in 2024 and we are very grateful for their time and commitment to this club. We currently have funding to employ a manager for 4 hours a week (Kate Webster). Kate manages the volunteer recruitment and retention process, weekly rotas, finance spreadsheets, ordering of supplies, liaises with our suppliers and other community food groups and undertakes risk assessments.

We have again been fortunate to be supported at Christmas by the generosity of members of St. Paul's church and Hala who have provided gifts for the children of member families.

Katherine Froggatt and Kate Webster

# **ST. PAUL'S CHURCH PCC, SCOTFORTH, LANCASTER**

**Statement of Financial Activities  
for the year ended  
31<sup>st</sup> December 2024**

**Treasurer : Brian Threlfall**

**ST PAULS CHURCH PCC, SCOTFORTH, LANCASTER**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024**

|                                           |      | Unrestricted Funds | Restricted Funds | Endowment Funds | TOTAL FUNDS |            |
|-------------------------------------------|------|--------------------|------------------|-----------------|-------------|------------|
|                                           |      | £                  | £                | £               | 2024        | 2023       |
| INCOMING RESOURCES                        |      |                    |                  |                 |             |            |
| Incoming resources from donors            | 2(a) | 80,066.28          | 300.00           | 0.00            | 80,366.28   | 80,618.24  |
| Other voluntary incoming resources        | 2(b) | 64,076.30          | 47,390.71        | 0.00            | 111,467.01  | 6,527.82   |
| Income from charitable trading            | 2(c) | 52,692.92          | 0.00             | 0.00            | 52,692.92   | 48,919.99  |
| Other ordinary incoming resources         | 2(d) | 476.80             | 0.00             | 0.00            | 476.80      | 3,189.34   |
| Income from investments                   | 2(e) | 1,333.91           | 13,662.43        | 1,860.23        | 16,856.57   | 26,070.04  |
| TOTAL INCOMING RESOURCES                  |      | 198,646.21         | 61,353.14        | 1,860.23        | 261,859.58  | 165,325.43 |
| RESOURCES USED                            |      |                    |                  |                 |             |            |
| Grants                                    | 3(a) | 0.00               | 0.00             | 0.00            | 0.00        | 205.00     |
| Directly related to the church's work     | 3(b) | 158,767.97         | 47,918.93        | 0.00            | 206,686.90  | 146,752.25 |
| Fund raising and publicity                | 3(c) | 0.00               | 0.00             | 0.00            | 0.00        | 1,038.79   |
| Management and Administration             | 3(d) | 7,537.45           | 0.00             | 0.00            | 7,537.45    | 4,861.81   |
| TOTAL RESOURCES USED                      |      | 166,305.42         | 47,918.93        | 0.00            | 214,224.35  | 152,857.85 |
| NET INCOMING / (OUTGOING)                 |      | 32,340.79          | 13,434.21        | 1,860.23        | 47,635.23   | 12,467.58  |
| GAINS / LOSSES ON INVESTMENTS             |      | 0.00               | 0.00             | 0.00            | 0.00        | 0.00       |
| NET MOVEMENT IN FUNDS                     |      | 32,340.79          | 13,434.21        | 1,860.23        | 47,635.23   | 12,567.58  |
| Balances brought forward 1st January 2024 |      | 70,536.93          | 191,270.10       | 87,555.68       | 349,362.71  | 336,795.13 |
| BALANCES CARRIED FORWARD                  |      | 102,877.72         | 204,704.31       | 89,415.91       | 396,997.94  | 349,362.71 |
| AT 31 DECEMBER 2024                       |      |                    |                  |                 |             |            |

ST PAULS CHURCH PCC, SCOTFORTH, LANCASTER  
BALANCE SHEET AT 31 DECEMBER 2024

|                                         | Note | 2024       | 2023       |
|-----------------------------------------|------|------------|------------|
| <b>FIXED ASSETS</b>                     |      | £          | £          |
| Tangible fixed assets                   | 5(a) | 0.00       | 0.00       |
| CBF Fund Shares - valuation 31.12.2024. | 5(b) | 193,580.47 | 190,029.12 |
| <b>TOTAL FIXED ASSETS</b>               |      | 193,580.47 | 190,029.12 |
| <b>CURRENT ASSETS</b>                   |      |            |            |
| Stock                                   |      | 0.00       | 0.00       |
| Debtors                                 |      | 3,620.85   | 1,592.15   |
| Short term deposits                     |      | 0.00       | 0.00       |
| Cash at bank and in hand                |      | 202,128.49 | 160,032.67 |
| <b>CURRENT LIABILITIES</b>              | 7    | -2,331.87  | -2,291.23  |
| <b>NET CURRENT ASSETS</b>               |      | 203,417.47 | 159,333.59 |
| <b>NET ASSETS</b>                       |      | 396,997.94 | 349,362.71 |
| <b>FUNDS</b>                            | 6    |            |            |
| Unrestricted                            |      | 102,877.72 | 70,536.93  |
| Restricted                              |      | 204,704.31 | 191,270.10 |
| Endowment                               |      | 89,415.91  | 87,555.68  |
| <b>TOTAL FUNDS</b>                      |      | 396,997.94 | 349,362.71 |

Approved by the Parochial Church Council on February 3rd, 2025 and signed on its behalf by:

Chairman *J. Leathen*  
Member *Leslie Leathen*

**ST PAULS CHURCH PCC, SCOTFORTH, LANCASTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 December 2024**

**1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and section 145 of the Charities Act 2011 together with applicable accounting standards and SORP 2015 (FRS 102). The financial statements include all transactions, assets and liabilities and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

**Funds**

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not invest separately for each fund and interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

**Incoming resources**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when they are due. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends and interest are accounted for when receivable. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

**Fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for their disposal are inalienable property, listed in the church's inventory. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £5000, so all such expenditure has been written off when incurred.

**Resources expended**

Grants and donations are accounted for when paid over, or when awarded, if the award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

## 2. INCOMING RESOURCES

### 2(a) Incoming resources from donors

Planned giving  
Income tax recoverable (Gift Aid)  
Collections (open plate)  
Sundry donations

| Unrestricted Funds | Restricted Funds | Endowment Funds | TOTAL FUNDS |           |
|--------------------|------------------|-----------------|-------------|-----------|
| £                  | £                | £               | 2024        | 2023      |
| 53,482.97          | 0.00             | 0.00            | 53,482.97   | 55,177.86 |
| 12,805.04          | 300.00           | 0.00            | 13,105.04   | 14,609.26 |
| 9,467.45           | 0.00             | 0.00            | 9,467.45    | 8,109.09  |
| 4,310.82           | 0.00             | 0.00            | 4,310.82    | 2,722.03  |
| 80,066.28          | 300.00           | 0.00            | 80,366.28   | 80,618.24 |

### 2(b) Other voluntary resources

Other grants  
Donations, appeals, etc.  
Legacies  
Other

|           |           |      |            |          |
|-----------|-----------|------|------------|----------|
| 4,367.44  | 16,983.50 | 0.00 | 21,350.94  | 500.00   |
| 0.00      | 10,407.21 | 0.00 | 10,407.21  | 3,684.82 |
| 56,021.94 | 20,000.00 | 0.00 | 76,021.94  | 0.00     |
| 3,686.92  | 0.00      | 0.00 | 3,686.92   | 2,343.00 |
| 64,076.30 | 47,390.71 | 0.00 | 111,467.01 | 6,527.82 |

### 2(c) Income from charitable trading

Parish News Adverts  
Parish Hall, Hala Centre, lettings etc  
PCC Fees

|           |      |      |           |           |
|-----------|------|------|-----------|-----------|
| 870.00    | 0.00 | 0.00 | 870.00    | 650.00    |
| 46,093.83 | 0.00 | 0.00 | 46,093.83 | 40,983.53 |
| 5,729.09  | 0.00 | 0.00 | 5,729.09  | 7,286.46  |
| 52,692.92 | 0.00 | 0.00 | 52,692.92 | 48,919.99 |

### 2(d) Other ordinary incoming resources

Fund-raising events

|        |      |      |        |          |
|--------|------|------|--------|----------|
| 476.80 | 0.00 | 0.00 | 476.80 | 3,189.34 |
| 476.80 | 0.00 | 0.00 | 476.80 | 3,189.34 |

### 2(e) Income from investments

Interest  
Increase (decrease) in value of CBF Investment Fund  
Dividends

|          |           |          |           |           |
|----------|-----------|----------|-----------|-----------|
| 1,333.91 | 6,700.39  | 0.00     | 8,034.30  | 4,341.95  |
| 0.00     | 1,691.12  | 1,860.23 | 3,551.35  | 16,537.81 |
| 0.00     | 5,270.92  | 0.00     | 5,270.92  | 5,190.28  |
| 1,333.91 | 13,662.43 | 1,860.23 | 16,856.57 | 26,070.04 |

### TOTAL INCOMING RESOURCES

|            |           |          |            |            |
|------------|-----------|----------|------------|------------|
| 198,646.21 | 61,353.14 | 1,860.23 | 261,859.58 | 165,325.43 |
|------------|-----------|----------|------------|------------|

### 3. RESOURCES USED

#### 3(a) Grants Charitable giving

| Unrestricted Funds | Restricted Funds | Endowment Funds | TOTAL FUNDS |        |
|--------------------|------------------|-----------------|-------------|--------|
| £                  | £                | £               | 2024        | 2023   |
| 0.00               | 0.00             | 0.00            | 0.00        | 205.00 |
| 0.00               | 0.00             | 0.00            | 0.00        | 205.00 |

#### 3(b) Directly related to the church's work

Parish Share  
Clergy costs and expenses  
Curate's house  
Vicarage costs  
Church running expenses  
Church maintenance  
Parish Hall costs  
Hala Pantry  
Hala Centre costs  
Organists' pay  
Other expenses inc verger

|            |           |      |            |            |
|------------|-----------|------|------------|------------|
| 70,000.00  | 0.00      | 0.00 | 70,000.00  | 65,000.00  |
| 135.45     | 0.00      | 0.00 | 135.45     | 0.00       |
| 0.00       | 0.00      | 0.00 | 0.00       | 0.00       |
| 3,222.21   | 0.00      | 0.00 | 3,222.21   | 4,165.43   |
| 9,195.61   | 0.00      | 0.00 | 9,195.61   | 10,131.95  |
| 20,747.25  | 16,800.00 | 0.00 | 37,547.25  | 9,634.84   |
| 40,419.62  | 503.51    | 0.00 | 40,923.13  | 31,473.85  |
| 0.00       | 0.00      | 0.00 | 0.00       | 0.00       |
| 7,976.33   | 0.00      | 0.00 | 7,976.33   | 4,735.22   |
| 1,850.00   | 0.00      | 0.00 | 1,850.00   | 1,680.00   |
| 5,221.50   | 30,615.42 | 0.00 | 35,836.92  | 19,830.96  |
| 158,767.97 | 47,918.93 | 0.00 | 206,686.90 | 146,652.25 |

#### 3(c) Fund-raising and publicity

Fund raising events

|      |      |      |      |          |
|------|------|------|------|----------|
| 0.00 | 0.00 | 0.00 | 0.00 | 1,038.79 |
| 0.00 | 0.00 | 0.00 | 0.00 | 1,038.79 |

#### 3(d) Management and administration

Secretary  
Printing and Stationery

|          |      |      |          |          |
|----------|------|------|----------|----------|
| 0.00     | 0.00 | 0.00 | 0.00     | 0.00     |
| 7,537.45 | 0.00 | 0.00 | 7,537.45 | 4,861.81 |
| 7,537.45 | 0.00 | 0.00 | 7,537.45 | 4,861.81 |

### TOTAL RESOURCES USED

|            |           |      |            |            |
|------------|-----------|------|------------|------------|
| 166,305.42 | 47,918.93 | 0.00 | 214,224.35 | 152,757.85 |
|------------|-----------|------|------------|------------|

### 4. STAFF COSTS

Wages and Salaries

|           |           |
|-----------|-----------|
| £         | £         |
| 28,951.68 | 26,922.78 |

During the year the PCC employed a business manager, a clerical assistant, organists, vergers, and keyholders and cleaners for the Church Halls.  
No member of the PCC received any remuneration or expenses for his / her role on the PCC.

## 5. FIXED ASSETS

5(a) Tangible fixed assets  
There were none.

5(b) Investments - 8371.88 Shares in CBF Investment Fund Shares - value as at 31.12.2024.

## 6. ANALYSIS OF NET ASSETS BY FUND

|                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | Total      |
|----------------|----------------------------|--------------------------|-------------------------|------------|
| Current Assets | 102,877.72                 | 204,704.31               | 89,415.91               | 396,997.94 |
| Fund Balance   | 102,877.72                 | 204,704.31               | 89,415.91               | 396,997.94 |

## 7. FUND DETAILS

The Restricted Funds include a number of donations which have been made to the Church for the purchase of specific items and includes the Roof Fund and the Parish Hall Kitchen Fund.

The Endowment Funds comprise of four elements:

- The Cook Legacy for which the capital sum of £80,479.42 has to be maintained and invested. The income received from investing the capital is required to be spent on the maintenance of the Church fabric. The balance on the fund relates to investment income received that has not been spent.
- A legacy of £500 (capital to be maintained) to be invested to provide income for the maintenance of the Church fabric. The balance relates to unspent investment income.
- The Whitaker Legacy for which the capital sum of £2,500.00 has to be maintained and invested. The income received from investing the capital is required to be spent on the maintenance of the fabric of the Church. The balance relates to unspent investment income.
- The Midgeley Legacy for which the capital sum of £5,000.00 has to be maintained and invested. The income received from investing the capital is required to be spent on the maintenance of the fabric of the Church. The balance relates to unspent investment income.

Investments are held in the CBF Church of England Deposit Fund and the Investment Fund. The main Church account is held by Barclays. Planned giving by banker's order is paid into a Santander account.

**Respective responsibilities of trustees and examiner**  
As the members of the PCC you are responsible for the preparation of financial statements and the accounts. You consider that the audit requirements of Regulation 3(3) of the Regulations and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church Guidance 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### 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
- a) to keep accounting records in accordance with section 130 of the Act; and
- b) to prepare financial statements which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 24 January 2025

Independent Examiner

Name ..... M1: R.V.V.N. S. CHINNETI

Address 43 Nizuwanda Road

LAST CASTING

This report on the accounts of the PCC for the year ended 31 December 2024, which are set out on pages 1 to 7 inclusive, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 (the Regulations) and s. 145(5)(b) of the Charities Act 2011 (the Act).

### Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of financial statements and the accounts. You consider that the audit requirements of Regulation 3(3) of the Regulations and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church Guidance 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### 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
- a) to keep accounting records in accordance with section 130 of the Act; and
- b) to prepare financial statements which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

24 January 2025

Independent Examiner

Name

Mrs. A. V. J. N. T. CUNNINGHAM

Address

43, MILDENHAMS ROAD

LATHAM