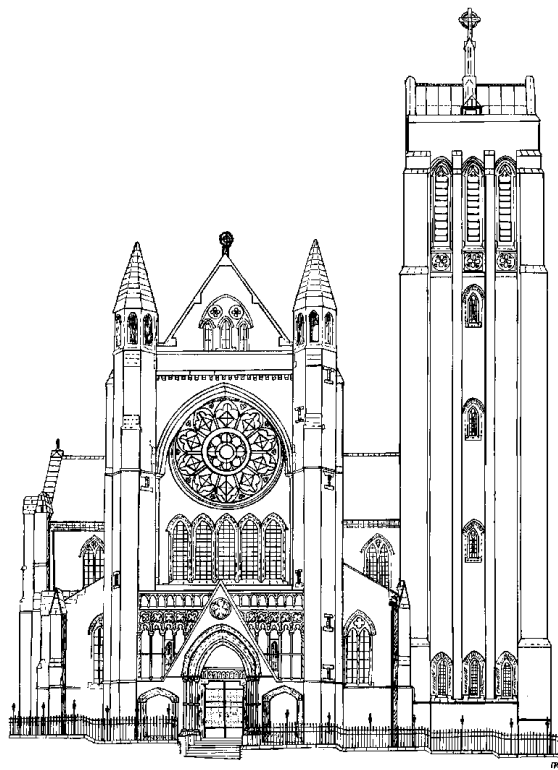


**Parochial Church Council  
of the Ecclesiastical Parish of  
St Alban and St Patrick  
Highgate, Birmingham B12 0YH**

**Registered Charity Number 1169941**



***ANNUAL REPORT & STATEMENT  
OF FINANCIAL ACTIVITIES***

**For the Year Ended  
31<sup>st</sup> December 2023**

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# Annual Report for 2023 of the Parochial Church Council of the Ecclesiastical Parish of St. Alban & St. Patrick, Registered Charity Number 1169941

## Introduction – Responsibilities of the PCC

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent (vicar) in promoting the whole mission of the Church of England, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish of St. Alban and St. Patrick. Highgate, Birmingham. The parish boundary runs clockwise from the junction of Alcester Street and High Street Deritend along High Street Bordesley, Camp Hill, Old Camp Hill, Stratford Place, Highgate Middleway, Belgrave Middleway, Sherlock Street, Macdonald Street, Rea Street South, Moseley Street and Alcester Street back to High Street Deritend.

The PCC is also responsible for proper maintenance of the Parish Church of St. Alban the Martyr, a Grade II\* listed building (ID 1290539) situated on the corner of Conybere Street and Stanhope Street, and of the adjoining St. Patrick's Room church hall.

The PCC is governed by the Parochial Church Councils (Powers) Measure 1956 as amended, the Church Representation Rules in Schedule 3 to the Synodical Government Measure 1969 as amended and the Charity Commission's guidance on public benefit for charities for the advancement of religion.

## Membership of the PCC

Membership of the PCC may be *ex officio*, through election by the Annual Parochial Church Meeting (APCM) or through co-option by the PCC.

The incumbent or priest-in-charge is a member and chairman *ex officio*. Other clergy, lay workers or readers licensed to the parish would also be members *ex officio*; but there were none in 2023.

Two churchwardens, who are elected annually at the Vestry Meeting that precedes the APCM, but do not take office until formally admitted by the Archdeacon, are *ex officio* members of the PCC.

Deanery Synod members, elected every third year at the APCM to serve for three years, are *ex officio* members of the PCC. Any lay members of Diocesan or General Synod on the Electoral Roll of the parish would also be *ex officio* PCC members of the PCC.

By a resolution of the 2013 APCM, up to three PCC members are elected each year to serve for three years. This is the default number under the Church Representation Rules for an electoral roll between 51 and 100. The roll was 42 at the 2023 APCM, for which the default number elected annually is two.

As well as these elected lay members, a PCC with six or nine elected members is entitled to co-opt up to two members to serve until the next APCM.

The Vestry and APCM for 2023 were held on Sunday 23<sup>rd</sup> April in the church hall, St Patrick's Room at 12:00 noon.

**Members serving on the PCC at any time from 1<sup>st</sup> January 2023 until the date of this report:**

### **Members serving ex officio:**

*Incumbent:* Fr Dr Gerald Sykes

### *Churchwardens:*

Christopher Smith (*re-elected at APCM 2023*)

Amanda Cadman (*re-elected at APCM 2023*)

### *Deanery Synod members*

*Elected at 2020 APCM to serve until 2023 APCM and at the 2023 APCM to serve until 2026 APCM:*

Amanda Cadman

Andrew Harvey

### **Directly elected members:**

*Elected at 2020 APCM to serve to 2023 APCM:*

Edward Fellows

(Peter Marsh, elected in 2020, died 4<sup>th</sup> January 2022 and there was no third candidate for office.)

*Elected at 2021 APCM to serve to 2024 APCM:*

Maureen Fellows

Dianne Wainwright (resigned 22<sup>nd</sup> March 2023)

(There was no third candidate for office.)

*Elected at 2022 APCM to serve to 2025 APCM:*

Bryce Somerville

Rachel Smith

Fay Wilson

*Elected at 2023 APCM to serve to 2026 APCM:*

Edward Fellows,

Andrew Harvey

Aled Liddington

### **Co-opted member:**

Aled Liddington from 30<sup>th</sup> June 2022 to APCM 2023

## **Officers 1<sup>st</sup> January 2023 to the date of this report:**

**Chair:** Fr Dr Gerald Sykes

**Deputy Chair:** Edward Fellows

**PCC Secretary:** Andrew Harvey

**Minuting Secretary:** Fay Wilson (from 9<sup>th</sup> November 2023)

**Electoral Roll Officer:** Rachel Smith

**Treasurer:** Christopher Smith

**Parish Safeguarding Officer:** Fay Wilson until 14<sup>th</sup> June 2023  
Amanda Cadman from 14<sup>th</sup> June 2023.

**Children's Advocate:** Amanda Cadman

**Vulnerable Adults' Advocate:** Dianne Wainwright

**DBS Administrator/Identity Verifier:** Rachel Smith

**Music Secretary:** Bryce Somerville

**Sidesmen:** Christopher Smith, Fay Wilson, Amanda Cadman, Andrew Harvey and Bryce Somerville

### **PCC Meetings**

The PCC held six meetings in 2023, numbered 501 to 506. These were held in the church hall, some with provision for online participation, apart from the 505<sup>th</sup> meeting which was opened in the hall after Mass on 8<sup>th</sup> October, adjourned because the Chairman was unable to attend for unforeseen reasons, and completed at Badger House, 121 Glover St, Birmingham B9 4EY, on 11<sup>th</sup> October. There was an average attendance of 84%. In 2024 the PCC held one meeting to the date of this report.

### **PCC Committees:**

#### ***Standing Committee***

The PCC is required to have a standing committee of at least five members. The members in 2023 and until the date of this report were: Fr Gerry Sykes, Amanda Cadman, Christopher Smith, Andrew Harvey, and Edward Fellows. This committee can transact PCC business between full meetings, subject to directions from the PCC. However, during 2023 controversy arose over the extent to which the Standing Committee was permitted to authorise expenditure for building work to which the PCC had agreed in general terms without bringing the final costings, specifications and funding plans to the full PCC. In future all PCC members will be asked to explicitly authorise all major items of expenditure.

#### ***Restoration and Maintenance Task Group***

This Group had a remit to supervise the work of restoration and maintenance of the church building, apply for grants for restoration of the church, plan for regular maintenance and apply for diocesan faculties for the work. This related particularly to the renewal of the church roof, completed in 2020. Since 2021 its functions have reverted to the churchwardens and the standing committee.

#### ***Children and Young People Committee***

This group addressed issues to do with the Family Multimedia Mass and appropriate participation of the children in the liturgy. Chaired by Fay Wilson, participants included the Vicar, and local parent Negash Mebrahtu. Since 2021 its functions have reverted to *ad hoc* consultations by the Vicar.

#### ***Music Development Committee***

Prior to the date of this report, Aled Liddington announced his resignation as Director of Music from Easter 2024, due to his moving away from the West Midlands. A committee consisting of the Vicar, Music Secretary, the Churchwardens and Aled Liddington considered the job description and funding for a replacement Director of Music, shortlisted two candidates, conducted interviews and advised the Vicar on the appointment of Angela Sones B. Mus., who is due to take up the post in May 2024.

### **Other Parochial Bodies:**

Although not committees formally appointed by the PCC, the following include members of the PCC and deliver reports to the PCC when appropriate.

### ***Church Printing Unit***

Operated by Edward and Maureen Fellows, the Printing Unit (also known as the Litho Unit, from its former use of offset lithography) prints our parish magazine and other items for the PCC. In 2023 it also printed magazines for two other churches and a quarterly magazine for an amateur radio society. In 2021, the Unit purchased a new machine to print, fold and staple magazines at a cost of £9,310, to replace an obsolete machine bought in 2015. The cost is being spread over four years by linear depreciation. Despite the £2,327 annual cost of depreciating the new machine, the Unit contributed £2,000 to the General Fund from the profits of external work.

### ***Friends of St. Alban's and St. Patrick's***

Formed both to keep in touch with old friends and to raise funds to support the activities and fabric of the church, the Friends had 40 members with various connections to the parish at the end of 2023; 9 were members of the congregation on the electoral roll.

The Friends held no meetings in 2023. The Friends' Committee, chaired by Amanda Cadman, is seeking new volunteers and hopes to place a new emphasis on events enabling wider participation from the congregation and beyond.

### **PCC Social Responsibilities:**

#### ***Safeguarding Children and Vulnerable Adults***

The PCC is committed to promoting a safer church for everyone. In 2015 the PCC adopted an updated policy for the protection of vulnerable adults, in *Protecting All God's Children*: The Child Protection Policy of the Church of England and in January 2019 the PCC adopted the *Church of England House of Bishops' Promoting a Safer Church safeguarding policy statement*, the Church of England – Birmingham's procedures for their implementation and *The Church of England – Birmingham Policy Statement on Domestic Abuse*. In June 2023 the PCC adopted an updated *Promoting a Safer Church Parish Policy Statement*, a *Policy Statement on the Recruitment of Ex-Offenders*, as well as a *Parish Safeguarding Complaints Procedure*, which covers complaints over the application of safeguarding procedures, rather than safeguarding issues.

#### ***General Data Protection Regulation (GDPR)***

Under the UK Data Protection Act 2018, the PCC is a Data Controller, holding and processing personal information about individuals including church members, donors, members of the Friends of St Alban's & St Patrick's, users of the premises, visitors and customers of the Printing Unit.

A Data Protection Notice explaining the kinds of data held, how and why they are processed and for how long some data must be kept is available on the parish website or on application. A consent register of those who have given explicit permission to the PCC to contact them in particular ways for various purposes has been compiled.

The PCC does not disclose personal data to third parties except when required to do so by law.

The churchwardens act as Data Protection Officers in the absence of a specific appointment.

Both the Diocese of Birmingham and the Vicar are separate Data Controllers from the PCC and responsible for any personal data that they hold.

### ***Accessibility***

Because the church is built on land rising from west to east, there are flights of steps at both the west entrance from Stanhope Street and the south entrance from Conybere Street. Step-free access is available through the 'cloister' entrance to the north transept, reached by a path from Stanhope Street north of the church. There is an adapted toilet suitable for wheelchair users. The church has an inductive loop for users of hearing aids.

### ***Insurance***

The PCC has a ParishCare policy with Trinitas Church Insurance Services, underwritten by Aviva, which provides public liability insurance of £10m and buildings cover of £30m. In 2023 £8,620 was received for damage to the kitchen and hall by water ingress following hitherto exceptional rainfall.

### ***Risk Management***

Charities required to have a full audit of their accounts are also required to include a Risk Management Statement in their annual report confirming that "the charity trustees have given consideration the major risks to which the charity is exposed and satisfy themselves that systems or procedures are established in order to manage those risks". The PCC did not fall into this category for 2023 and has yet to adopt a formal risk management strategy with a regular review of risks.

### ***Parish Statistics***

Estimates from the 2011 census show a parish population of 4,924 of whom 32% said they were Christian, 38% Muslim and 5% declared other religions. 70% were of Minority Ethnic Background; 40% were born outside the UK; 28% had a main language other than English. (At the date of this report figures at parish level from the 2021 census are still not available; with additional housing, it is expected to show a substantial rise in population.) The parish is within the most deprived percentile of parishes in England (115<sup>th</sup> out of 12,239).

At the 2023 APCM the electoral roll was 42, 11 of whom lived in the parish. There had been 6 additions and 3 deaths since the 2022 APCM, when it had 39 members, 8 living in the parish. At the date of this report it is 40, following 1 death, 1 addition and the removal of 2 people who have moved.

The Worshipping Community – those attending at least monthly or who would have done so if not prevented by illness – was assessed as 45 in December 2023, with 2 under 10, 2 age 11–17, 24 age 18–69 and 17 age 70 or over. Totals for previous years were: 2022, 46; 2021, 42; 2020, 51; 2019, 58; 2018, 71; 2017, 74; 2016, 69; 2015, 68; 2014, 64; 2013, 57; 2012, 49.

## **Church Services**

The pattern of regular weekly services is now:

- Sunday 10:00 a.m. sung Mass with choir.
- Saturday 5:00 p.m. during term times, a simple Mass for families and children in the church hall using video, sound, and light as a vigil Mass for Sunday.
- From September 2023 a service of Choral Evensong and Benediction has been introduced at 6:00 p.m. on the fourth Sunday of the Month.

Following gradual relaxation in precautions against the spread of Covid-19 in 2022, sharing the chalice at communion was reintroduced in January 2023.

In 2023 one funeral was held in the church and two at a crematorium. No baptisms, confirmations, weddings, blessings after a civil ceremony or services of thanksgiving after the birth of a child were held. In 2024 to the date of this report there has been one funeral and one baptism in the church.

## **An Anglo-Catholic Missioner**

The parish has joined with the parishes of St George's, Edgbaston; St John's, Perry Barr; St Matthew's, Perry Beeches; and St Mark's, Kingstanding, in a five-year project to grow new disciples in each parish and pilot new ways that could be transferrable to other Anglo-Catholic settings. The project will be facilitated by a full-time Missioner funded centrally by a grant from the Church Commissioners. At the date of this report Mother Charlotte Gibson has been appointed as Missioner and will be licensed on 11<sup>th</sup> April 2024.

## **Church Building and Contents**

### ***Quinquennial Inspection***

A quinquennial inspection was carried out in November 2019. Some of the defects identified in the quinquennial inspection were addressed by adding to the work carried out in 2020 and 2021 to renew the church roof and provide improved accessibility. A new inspection is due during 2024.

### ***The Building No Longer Formally at Risk***

In 2016 the church was put on Historic England's Heritage at Risk Register, with the note: "The terracotta tiled roof has passed the point of repair and needs to be replaced urgently. The C20 extensions are also in poor condition and in need of repair. Rainwater goods need attention and there is work to be done to the perimeter of the apse because the external ground level is higher than the internal level." The main issues have been addressed and the church was removed from Heritage at Risk Register in 2021.

### ***The Church Roof Renewed***

In 2016, the roofs of St Patrick's Chapel, the South Transept, the Ambulatory and the Organ Loft were renewed aided by a Heritage Lottery Fund Listed Places of Worship: Roof Repair Fund grant and VAT reclaim under the Listed Places of Worship Grant Scheme. During 2020, the roofs of the Nave, Chancel, North Transept and the North and South Aisles were renewed, and their rainwater goods

refurbished or renewed as needed. At the same time the windows were repaired, and other high-level repairs were carried out while access from the scaffolding was available with the aid of a project delivery phase grant of £222,000 from the National Lottery Heritage Fund.

With the title *Revealing St Alban's Hidden Heritage*, the National Lottery Heritage Fund project also included improving step-free access to the church, developing a range of new interpretive materials about the church and its history and providing more frequent open days. The National Lottery Heritage Fund grant covered 43% of the cost of this work, again assisted by VAT reclaim under the Listed Places of Worship Grant Scheme, with the balance funded by the PCC's restricted church restoration fund and designated funds, mainly from past unrestricted bequests set aside for this purpose.

#### **Ground Level Lowered**

The ground level at the east end of the church was lowered in 2016/17 and a French Drain created around the apse and St Patrick's Chapel, funded by part of the bequest of John Taylor (and VAT reclaim under the Listed Places of Worship Grant Scheme).

#### **Floodlights Remain Defective**

Floodlights were installed in 2001, part-funded by a grant from the Millennium Floodlighting Trust. In 2017 contractors damaged a buried floodlight. Compensation was received for this damage, but investigation revealed much of the underground cabling and many of the lamps need replacing. These were disconnected and in 2023 only some floodlights at the west end were functional. The system needs complete renewal using low-energy LED lamps; but the PCC currently has more urgent issues to address with the funds available.

#### **Church Heating and Lighting**

At the start of 2023 the church was heated by eleven gas heaters around the walls: 8 balanced-flue convection heaters (of which 3 were renewed like-for-like during 2022) and 3 fan-assisted heaters. A fourth fan-assisted heater had failed several years ago and cannot not be repaired or replaced like-for-like. Due to the size of the building and the large area of single-glazed windows, these heaters are unable to achieve a comfortable temperature for the congregation in cold weather. Servicing in December 2023 revealed a convector heater had failed irreparably and one of the fan-assisted heaters was about to fail. The vestries and hall are heated by a separate gas-fired heating/hot water system, with another system for the choir vestry, allowing it to be heated independently.

The Church of England has committed to reaching net zero carbon emissions by 2030 and in August 2021 the PCC moved from British Gas Business as gas and electricity supplier to a three-year "Green Gas" tariff from Crown Gas & Power and a three-year "100% renewable" electricity tariff from SSE/SWALEC (now SSE Energy Solutions). The PCC has replaced the most accessible incandescent filament lamps with low-energy LED lamps, but

most of the church lighting system is inaccessible without specialist equipment.

The Church of England Energy Footprint Tool has changed several times. The current version does not report emissions/person hour of occupation, so no allowance is made for increases in use of the building. The gross and net figures for CO<sub>2</sub> emissions are 12.6 and 1.6 metric tonnes for 2022, increased to 13.6 and 1.8 tonnes for 2023.

#### **Church Floor**

Over the last few years areas of heave/settlement in the church floor have become a problem, resulting in potential trip hazards. The PCC has added investigation and remedial work to the list of essential future work for which funding is needed.

#### **Removal of Asbestos beneath the North Transept**

In 2021, a small area of flooring collapsed in the north transept, revealing asbestos insulation board covering a chamber connected to old heating ducts. In 2022 specialist contractors dismantled the floor above the chamber, removed the asbestos and decontaminated the chamber and the recovered wooden floor blocks. In 2023 plans to reinstate the floor were prepared. However, at the date of this report, this work is on hold due to the more urgent need to complete work to the choir vestry floor and alter the kitchen roof with available funds.

**Pigeons in the Roof.** At the end of September 2022, a high-level door into the roof space, invisible from the ground, was found open with pigeons in the roof space. Specialists in humane bird control installed a one-way gate allowing birds to leave but not enter. The gate was removed in January 2023 and a new hasp and padlock fitted to the door.

#### **Church Hall and Vestries**

During 2023 the toilets were renovated and redecorated at a cost of £6,428, funded by donors. High-level power points were installed in the hall for the projector, theatre lights and WiFi repeater. The leaking overflow of a header tank in the hard-to-access roof space above the sacristy was fixed.

In 2022 asbestos-containing vinyl tiles and the flue of a former gas heater, believed to contain asbestos, were removed from the choir vestry, revealing the poor condition of the floor beneath. Plans have been prepared and a faculty and tenders obtained for renewal of the vestry floor and lighting. Work is due to start in May 2024, at a cost of £37,272 + VAT.

On 8<sup>th</sup>/9<sup>th</sup> July 2023 (hitherto) extreme rainfall dislodged moss on the hall roof, washing it onto the flat roof of the kitchen and adjacent lobby. This roof has a parapet at its outer edge and slopes inwards towards the south gable of the hall, where there are two internal drains. The moss blocked the drains, resulting in pooling and water entry, bringing down part of the kitchen ceiling and soaking half of the carpet-tiled floor of the hall. Insurance provided £8,620 towards reinstatement of the ceiling and replacement of the carpet. To prevent repetition of this problem the roof must be altered to slope away from the hall and discharge through chutes in the

parapet and external down pipes. Plans and quotes were obtained for this work, including improved roof insulation, renewing the ceiling and updating the kitchen lighting and ventilation. A faculty for this work was received in March 2024. The work is estimated to cost £31,274 + VAT. At the date of this report a start date had not yet been confirmed.

### **Parking in Highgate**

In 2019 Birmingham City Council proposed a controlled parking scheme for Highgate, in which parking on the frontages of the church would be reserved for residents, with limited pay-and-display parking on the opposite side of Stanhope Street. Following representations from the church, Councillor Brigid Jones, then Deputy Leader of the City Council, wrote to one of the churchwardens that the scheme would not operate on Sundays and Bank Holidays and that suggestions for paid parking on the frontages of the church, a waiting area for hearses outside the main doors and blue-badge holder bays would be incorporated in a revised plan. Covid-19 intervened, and the revised plan was not circulated. In 2024 the PCC received notice that it was now planned for the scheme to operate every day. New plans again showed that the frontages of the church and adjacent vicarage would be for residents' parking, with "no waiting at any time" in front of the main entrance and limited paid parking on the other side of Stanhope Street. At the date of this report the Vicar, churchwardens, PCC and other members of the congregation, as well as members of other religious groups affected by the scheme, are making representations to councillors and council officers requesting changes.

### **Use of the Church Hall – St Patrick's Room**

During 2023 the hall was used for six PCC meetings; for the 5:00 p.m. Saturday afternoon Family Mass; and for refreshments after Festival Masses for St Patrick and St Alban. It was hired for three days a week by Highgate Community Support Ltd, (in 2024 reduced to one day a week) for the meetings of a Women's Group and for other purposes; by Birmingham Anglo-French Society for 16 evening meetings; and, from November, on Saturdays by Friction Arts to deliver their young peoples' Art Club while their premises in Digbeth are renovated.

### **Church Open Days and Heritage Visitors**

A programme of regular open days begun in 2020 was suspended due to Covid-19. In 2022 we opened the church again for the national Heritage Open Days and Birmingham Heritage Week with 90 visitors over ten days. In 2023 we opened the church for one day in association with a local street event with 11 visitors and for nine days during the Heritage Open Days and Birmingham Heritage Week with 63 visitors. We also hosted visits by the Friends of Birmingham Museum and Art Gallery and the University of the Third Age with 39 and 25 visitors, and 4 "heritage" visitors attended while the church was open after services. We were unable to restart a programme of regular open days, for lack of suitable volunteer stewards.

### **Concerts, Recitals and Music Visits**

In 2019, before Covid-19, the church hosted 11 free concerts, 7 by members of the Royal Birmingham Conservatoire, with a total attendance of 244, a ticketed performance of *Messiah* given by the Birmingham Festival Chorus with an audience of 215 and 97 performers, and the annual Service of Nine Lessons and Carols of the Birmingham Bach Choir with a congregation of 190. After disruption of such activities by Covid-19, in 2022 we hosted 2 free concerts (combined attendance 37), a ticketed organ recital (attendance 43), and the Birmingham Bach Choir's Service of Nine Lessons and Carols, attended by 143. In 2023 the church hosted 3 free concerts (combined attendance 53) and a visit by 35 members of the Organ Club during their tour.

### **Food Bank**

Operated by Amanda Cadman, assisted by Akole Sykes and young people especially Christina, Samuel and Simon Mebrahtu, the United Highgate Food Bank stores in the South Porch food donated or purchased from grants and donations. It provides weekly food parcels to those in need in the parish.

### **Music, Choir and Organ**

Prior to the date of this report Aled Liddington gave notice that he would resign as Director of Music from the end of March 2024, due to a move away from the West Midlands. Angela Sones has been appointed as his successor, but because of prior commitments will not take up the post until May. The PCC is grateful to John Jenkin for filling part of the gap until then. At the end of 2023 the regular Sunday morning choir had eight members, with visitors assisting for Choral Evensong and other special services. Thanks are due to Bryce Somerville for organising additional singers and organists. At the date of this report, the organ's choir slider machine needs refurbishment; money is available from the Organ Fund and donations.

### **Servers**

During 2023 Harry Daniels, Simon Wainwright and Kevin Blakey kept up the standard of serving at Sunday Mass, assisted when available by Samuel and Simon Mebrahtu and Andrew Harvey.

### **Eco Church Bronze Award**

In November 2023 the church gained the Bronze Eco Church award. Our Environmental Lead is Rachel Smith. We hope to work towards a Silver Award. As part of our commitment, we will continue to leave the grass unmown from spring until late June to encourage wildflowers and pollinating insects.

### **Financial Review**

The PCC considers it proper to make grants from general income to charities and other external bodies in furtherance of the mission of the Church if funds are available to do so.

### **Deposits and Investments**

The PCC considers it proper to accumulate and retain reserves to provide for future repairs and maintenance of the church and ancillary buildings. It deposits short-term reserves in the Central Board

of Finance (CBF) Church of England Deposit Fund and invests long-term reserves in CBF investment funds. The investments are revalued yearly on the 31<sup>st</sup> of December, usually at the “net asset” or “mid-market” value, which lies between the “bid market value” at which shares may be sold and the “offer price” at which they may be bought. From 2019 the CBF Property Fund shares of Joyce Madeley’s bequest have been valued instead at the lower “bid market value” because the PCC may need to sell them to pay for building restoration work.

#### **Major Income and Expenditure for Building Work**

Major expenditure on renewing the church roof, associated repairs and improvements to the step-free entrance completed in 2021 depleted the PCC’s unrestricted reserves in matching funding for the National Lottery Heritage Fund grant that allowed the work to take place. In late 2021 the PCC received an unrestricted legacy of £50,000 from the late Mary Goodman (died 1<sup>st</sup> February 2001), which will be used for further work to the building.

In 2022, £7,762 (including VAT) was spent removing asbestos from beneath the floor of the north transept and the old boiler room and removing asbestos-containing flooring from the choir vestry and £816 on repairs to high-level tiles following the failure of a single tile on the south transept roof, which was renewed in 2016 causing damage to the south chapel roof. The VAT component of each was recovered through grants from the Listed Places of Worship Grant Scheme.

In 2023, £5,264 was spent on fees for plans for the reinstatement of the floor in the north transept, the renewal of the floor and associated work in the choir vestry and alteration of the kitchen roof to prevent future flooding. Refurbishment of the toilets cost £6,140 and was covered by donations.

In 2024 major expenditure on the building is again expected: £37,272 + VAT on the renewal of the floor in the choir vestry and associated work and £31,274 + VAT for alteration of the kitchen roof. VAT will be recovered through the Grants for Listed Places of Worship Scheme and the work funded mainly from Mary Goodman’s bequest, together with contributions from our Restoration, Building and Friends’ Funds and grants of £3,100 from the Aspinall Trust and £4,633 from the St Patrick’s Fund for alterations to the kitchen roof.

#### **Financial Statements**

The financial statements and notes on pages 7 to 18 follow Financial Reporting Standard 102 and give details of the movement and balances of PCC funds.

In 2023 the PCC’s gross income did not exceed £250,000, requiring examination of the accounts for the year by a qualified accountant, and the PCC’s gross assets did not exceed £3,260,000 (the inalienable buildings and land are not capitalised), which would have required a full audit.

In 2023 the PCC received donations and grants of £31,668 for unrestricted purposes and £35,669 for restricted. It met its financial obligations, including paying £27,359 to the Diocesan Common Fund.

6.5% of the expenditure of the PCC was classed as expenditure for fundraising. This was mainly the costs of the printing unit for external work (costs £4,896; income £7,760; a profit of 37% on turnover; net transfer of profit to the General Fund £1,788).

The General Fund had an annual surplus of £1,209, following a deficit of £2,063 in 2022, surpluses of £542 for 2021 and £1,672 for 2020, and deficits of £5,395 for 2019 and £6,351 for 2018) resulting in a year-end balance of just £2,349. This represents a reserve of only 22 days average expenditure; a balance of about £6,500 would be required for a reserve of two months’ expenditure. General Fund income for 2023 was £128 less than for 2022, while expenditure was £3,406 less than for 2022, due largely to increased restricted grants from the Aspinall Trust covering expenditure that would otherwise have come from the General Fund.

The annual contribution to the Diocesan Common Fund was held at £27,359 from 2020 to 2023 following the effects of Covid-19, but for 2024 the PCC is contributing £31,008, £3,091 more than the minimum ask of £27,917, working towards the figure of £35,451 expected to be the minimum ask for 2025, representing half the average cost of a full-time clergy post in line with the half post assigned to the parish from Fr Gerry’s position as Incumbent and Chaplain to Ark St Alban’s Academy. Three-year contracts for green Gas and renewable Electricity begun in summer 2021 protected the PCC from the price spike following the Russian invasion of Ukraine in 2022 but are due for renewal in summer 2024. Little of the expenditure from the General Fund is discretionary, so in 2024 the PCC will need to increase its income to make ends meet.

While acknowledging its dependence on voluntary contributions and the need to seek more or increased contributions as unavoidable costs rise, it is the view of the PCC that at the date of this report it remains financially viable as a going concern because it has Unrestricted reserves in the form of Designated Funds, which the PCC could redesignate to general purposes if needed.

#### **Volunteers**

The PCC depends on volunteers, many of whom are elderly, for the running and administration of the church as well as donors.

#### **Deaths in the Congregation**

The PCC records with sorrow the deaths of these members and former members of the congregation:

Dennis Clark – 11<sup>th</sup> March 2023

John Pomphrett – 13<sup>th</sup> January 2024;

**Adopted by the Standing Committee on behalf of the PCC on 11 April 2024 and signed on behalf of the PCC by:**

**Fr Gerald Sykes   Amanda Cadman   Christopher Smith**  
Vicar   Churchwarden   Churchwarden



**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ALBAN & ST PATRICK  
HIGHGATE BIRMINGHAM**

Registered Charity 1169941

**Financial Statements for the Year Ended 31<sup>st</sup> December 2023**

**Statement of Financial Activities**

		Unrestricted Funds		Restricted Funds £	Endowment Funds £	Total 2023 £	Total 2022 £
	Note	General Fund £	Designated Funds £				
<b>Income &amp; Endowments from:</b>							
Donations	2a	31,668	420	35,669	-	<b>67,758</b>	62,433
Charitable Activities	2b	6,574	352	8,751	-	<b>15,677</b>	2,084
Other Trading Activities	2c	2	7,461	321	-	<b>7,784</b>	7,797
Investments	2d	94	2,711	2,686	-	<b>5,491</b>	4,797
<b>Total</b>		<b>38,338</b>	<b>10,944</b>	<b>47,428</b>	<b>-</b>	<b>96,709</b>	<b>77,111</b>
<b>Expenditure on:</b>							
Raising Funds	3a,4	153	4,977	-	-	<b>5,130</b>	5,049
Charitable Activities	3b,4	38,763	6,282	28,523	-	<b>73,569</b>	79,182
<b>Total</b>		<b>38,916</b>	<b>11,260</b>	<b>28,523</b>	<b>-</b>	<b>78,699</b>	<b>84,231</b>
Net income/(expenditure) before Investment Revaluation		(578)	(316)	18,904	-	<b>18,010</b>	(7,120)
Unrealized Gains/(Losses) on Investment Assets	6	-	(4,167)	2,112	6,213	<b>4,158</b>	(16,496)
<b>Net Income/(Expenditure)</b>		<b>(578)</b>	<b>(4,482)</b>	<b>21,016</b>	<b>6,213</b>	<b>22,168</b>	<b>(23,616)</b>
Transfers between Funds - in	5	2,000	213	-	-	<b>2,213</b>	2,181
Transfers between Funds - out	5	(213)	(2,000)	-	-	<b>(2,213)</b>	(2,181)
<b>Net Transfers between Funds</b>		<b>1,788</b>	<b>(1,788)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Funds</b>	9	<b>1,209</b>	<b>(6,270)</b>	<b>21,016</b>	<b>6,213</b>	<b>22,168</b>	<b>(23,616)</b>
Published Balance for 2022		1,139	111,660	58,158	66,034	<b>236,991</b>	260,607
<b>Total Funds at 31 December</b>	9	<b>2,349</b>	<b>105,390</b>	<b>79,174</b>	<b>72,247</b>	<b>259,159</b>	<b>236,991</b>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ALBAN & ST PATRICK**  
**HIGHGATE BIRMINGHAM**  
Registered Charity 1169941

**Financial Statements for the Year Ended 31<sup>st</sup> December 2023**

**Balance Sheet at 31<sup>st</sup> December 2023**

	Note	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible	6	2,328	4,655
Investments	6	127,930	123,772
		<u>130,258</u>	<u>128,427</u>
<b>Current Assets</b>			
Debtors	7a	8,459	10,106
Cash	7b	123,882	104,435
		<u>132,341</u>	<u>114,540</u>
<b>Current Liabilities</b>			
Creditors	8	(3,440)	(5,977)
<b>Current Assets less Current Liabilities</b>		<u>128,901</u>	<u>108,564</u>
<b>Total Net Assets</b>	10	<u>259,159</u>	<u>- 236,991</u>
<b>Represented by Parish Funds:</b>	9		
Unrestricted - General Fund		2,349	1,139
Unrestricted - Designated Funds		105,390	111,660
Restricted Funds		79,174	58,158
Endowment Funds		72,247	66,034
<b>Total Reserves</b>		<u>259,159</u>	<u>236,991</u>

The notes on pages 9 to 18 form part of these financial statements.  
Rounding to the nearest £ sterling for presentation has been carried out after calculation.

The Financial Statements were approved by the Parochial Church Council on the 22<sup>nd</sup> of March 2023.

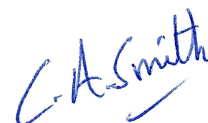
Signed by the Vicar and Church Wardens on behalf of the PCC:



Fr Gerald Sykes  
Vicar



Amanda Cadman  
Churchwarden



Christopher A Smith  
Churchwarden

## Note 1: Principal Accounting Policies

### ***Basis of Accounting***

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with the current Statement of Recommended Practice (SORP 2015), Accounting and Reporting by Charities and applicable standard FRS 102.

The financial statements have been prepared under the historic cost convention except for investment assets which are included at fair valuation. The financial statements include all transactions, assets, and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe the main affiliation to another body (there are currently none), nor those that are informal gatherings of church members, nor those of Connected Charities.

The monetary unit of these financial statements is £ Sterling. All calculations have been performed before rounding pence.

### ***Funds***

*Unrestricted Funds* represent funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC. The Unrestricted Funds have been divided into the *General Fund*, representing the ordinary income and expenditure of the PCC, and a number of *Designated Funds* that have been set aside by the PCC for particular purposes. Designated Funds could in the future be re-designated by the PCC for any other purpose. *Restricted Funds* have been given to the PCC to be used for particular purposes. *Endowment Funds* have been given to the PCC with the condition that the capital is retained and that only the income from the capital is expended. Such income may be either Unrestricted or Restricted depending on the donor's stipulations. Under church regulations the capital of Endowment funds is held by the Diocese on behalf of the PCC.

### ***Connected Charities***

Charities connected to the PCC are independent trusts that are outside the control of the PCC (although their Trustees may include individual members of the PCC) but which have charitable objects substantially overlapping those of the PCC. They are registered separately with the Charity Commission and are responsible for the publication of their own accounts.

The PCC regularly receives monetary grants from two Connected Charities: the Trustees of St Alban's School (a charitable company limited by guarantee; Company Number 7287734, Charity Number 1139434, which also administers the St Patrick's Fund, previously a separate connected charity) and the Aspinall Trust (Charity Number 1061909). The monetary grants received from these Connected Charities are shown as income in the PCC's accounts.

### ***Income***

All income is included in the Statement of Financial Activities when (i) the PCC is legally entitled to it, (ii) ultimate receipt is probable, and (iii) the amount to be recognised can be quantified with reasonable accuracy. Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Legacies to the PCC are recognised when the PCC is notified of its legal entitlement and the amount due. Grants are recognised when any precondition to their use by the PCC has been met. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All income is accounted for gross.

### ***Expenditure***

Expenditure is accounted for gross. Liabilities are recognised as soon as there is a legal or constructive obligation committing the PCC to expend resources. Expenditure is included on an accruals basis and allocated to a specific category under two headings:

#### ***Costs of Raising Funds:***

These are the costs associated with the PCC's fundraising activities such as the work of the Printing Unit for external organisations, fundraising events, and planned giving costs; the church hall St Patrick's Room is used mainly for parish purposes and is not separately metered, but an estimate of the cost of heating and lighting for hire use is included here.

#### ***Charitable Expenditure:***

Charitable expenditure is analysed between *Ministry* and *Mission* expenditure. Ministry expenditure includes the direct costs of running the church such as the Diocesan Common Fund, church building and running costs. Mission expenditure includes mission giving and outreach activities in the community.

Support costs consist of central management, administration, and governance costs such as office costs, examination and publication of accounts, and bank charges. The costs are allocated to the *Fundraising, Resourcing Ministry* and *Resourcing Mission* expenditure headings. Grants and donations made by the PCC are accounted for when awarded by a resolution of the PCC. In 2023 the Diocesan Common Fund was, as usual, paid in full. However, if any part remained unpaid at 31 December then it would be provided for in the accounts as an operational (although not legal) liability.

## **Assets**

### *Consecrated or Benefice Land, Buildings and Moveable Church Furnishings*

Valuation of Benefice property and consecrated property is excluded from the accounts in accordance with the Charities Act 2011. St Patrick's Room (the Church Hall) and the associated ancillary rooms are situated on beneficed land and are structurally integrated with the church building. The PCC therefore considers them inalienable property and they are not capitalised in the accounts. Moveable church furnishings held by the churchwardens on special trust of the PCC, which are recorded in the inventory and require a Faculty for disposal, are considered inalienable property and are not capitalised. All expenditure on consecrated and benefice buildings, St Patrick's Rooms and associated ancillary rooms, and church furnishings are written off as expenditure in the Statement of Financial Activities.

### *Other Fixtures, Fittings, and Equipment*

In 2021 a new Canon laser printer system that prints, folds and staples booklets directly from the layout computer was purchased by the Printing Unit at a cost of £9,310. It was capitalised and is being depreciated linearly over four years. It is kept and operated at the home of PCC members Edward and Maureen Fellows, the volunteers who run the Printing Unit. Individual items of equipment with a purchase price of £5,000 or less are written off when acquired.

### *Investments*

Shares in the CBF Investment Funds and Property Funds are valued yearly at 31st December. Normally the Mid Market Value also known as Net Asset Value quoted by the CBF is used, which as the mid value between the bid and offer prices is a fair valuation of shares held for the long term. However, it is possible that the PCC will need to sell some or all of the CBF shares belonging to the Joyce Madeley Fund (an unrestricted, designated fund) to provide funding for work to the church building. Because of the possible liquidation of this fixed asset within the next year it has instead been valued at the lower CBF Bid Market Value at 31st December 2023, which is the value that would have been achieved if the shares had been sold at that date. However, when and if these shares are sold the value will depend on the bid price at that time, which may be lower.

### *Current Assets*

Debtors from which payment is receivable within one year, and Creditors which are payable within one year, and which do not constitute a financing transaction are measured at the transaction price. All stocks of consumable materials, such as wine, wafers, candles, printing unit materials, guidebooks, souvenirs, and foodbank stock are written off at the time of purchase.

## **Financial Instruments**

The PCC has elected to apply the provisions of Section 11 "Basic Financial Instruments" and Section 12 "Other Financial Instruments" of FRS 102 in full to all of its financial instruments.

**Note 2: Income**

	2023				2022			
	Unrestricted Funds		Restricted	Total	Unrestricted Funds		Restricted	Total
	General	Designated	Funds		General	Designated	Funds	
				2023				2022
<b>2a Donations</b>								
Planned Giving [1]	8,810	-	760	<b>9,570</b>	14,995	-	700	15,695
Gift Days [2]	9,585	-	-	<b>9,585</b>	7,430	-	-	7,430
Collections [3]	2,968	-	960	<b>3,928</b>	1,788	-	413	2,201
Friends' Subscriptions	-	-	57	<b>57</b>	-	-	57	57
Sundry Donations	330	420	8,271	<b>9,021</b>	103	-	7,141	7,244
Gift Aid Tax Recoverable	4,976	-	1,864	<b>6,840</b>	5,561	-	1,760	7,321
Grants Received by the PCC [4]	5,000	-	23,757	<b>28,757</b>	7,072	-	15,414	22,485
	<b>31,668</b>	<b>420</b>	<b>35,669</b>	<b>67,758</b>	<b>36,948</b>	<b>-</b>	<b>25,484</b>	<b>62,433</b>
<b>2b Charitable Activities</b>								
Fees Received by the PCC	99	-	-	<b>99</b>	518	-	50	568
Magazine Sales	267	-	-	<b>267</b>	211	-	-	211
Shrine Candle Boxes	-	-	131	<b>131</b>	-	-	119	119
Refreshments after Services	-	352	-	<b>352</b>	-	255	-	255
Church Meals and Outings	-	-	-	<b>-</b>	-	-	152	152
Church & Hall Lettings	6,208	-	-	<b>6,208</b>	750	-	-	750
Insurance, Compensation etc. [5]	-	-	8,620	<b>8,620</b>	30	-	-	30
	<b>6,574</b>	<b>352</b>	<b>8,751</b>	<b>15,677</b>	<b>1,509</b>	<b>255</b>	<b>321</b>	<b>2,084</b>
<b>2c Other Trading Activities</b>								
Fundraising Events	-	338	287	<b>625</b>	-	-	-	-
Sale of Souvenirs, Guides etc.	2	-	34	<b>36</b>	-	-	409	409
St Alban's Printing Unit	-	7,123	-	<b>7,123</b>	-	7,388	-	7,388
	<b>2</b>	<b>7,461</b>	<b>321</b>	<b>7,784</b>	<b>-</b>	<b>7,388</b>	<b>409</b>	<b>7,797</b>
<b>2d Investments</b>								
CBF Investment Fund Dividends	-	499	2,147	<b>2,646</b>	-	497	2,135	2,632
CBF Property Fund Dividends	-	1,357	-	<b>1,357</b>	-	1,788	-	1,788
Deposit Fund Interest	-	855	524	<b>1,379</b>	-	258	110	368
Other Interest Received	94	-	15	<b>109</b>	8	-	1	9
	<b>94</b>	<b>2,711</b>	<b>2,686</b>	<b>5,491</b>	<b>8</b>	<b>2,543</b>	<b>2,246</b>	<b>4,797</b>
<b>Total Income</b>	<b>38,338</b>	<b>10,944</b>	<b>47,428</b>	<b>96,709</b>	<b>38,466</b>	<b>10,186</b>	<b>28,460</b>	<b>77,111</b>

[1] Restricted Planned Giving income relates to donations for the Foodbank.

[2] Restricted Lammas offering Gift Day (for the Sanctuary Fund) suspended in 2021 & 2022 due to Covid-19 and not reinstated in 2023.

[3] Collections includes both general and special collections, both gift-aided through envelopes or the Small Donations Scheme and otherwise.

[4] Grants received from *Trustees of St Albans School*: 2022 & 2023 £2,500 for "Maintenance of Public Worship" (General Purposes); and from the *St Patrick's Fund*: General purposes: 2022 & 2023 £2,500 for "Maintenance of Public Worship"; Restricted Purposes: 2022: £500 for Food Bank; 2023: £1,500 for the Food Bank Fund and £4,633 towards Kitchen Roof alteration - Miscellaneous Restricted Fund.

Grants from the *Aspinall Trust*: 2022: £7,000 Insurance, £5,000 towards replacing 3 Gas Heaters (both Miscellaneous Restricted), Messy Church project £1,500 (Youth Work Fund); 2023: £7,000 Insurance, £4,000 Director of Music, £2,000 Monitored Alarm System, £400 Sound System, £3,100 for Kitchen renewal (roof renewal or internal refurbishment) - all Miscellaneous Restricted Fund.

*Listed Places of Worship Grant Scheme* contra VAT on work to the fabric of the listed building 2022: £1,414; 2023 £705.

*Diocesan Grant* from central church funds towards heating/lighting costs 2022: £2,072 - General Fund.

Diocesan return of balance on wind up of *Parsonages Fund*: 2023: £247 - Miscellaneous Restricted Fund.

[5] 2022: Compensation by HSBC for requiring a long phone call to confirm a standing order; 2023 Trinitas (AVIVA) insurance settlement for water damage to kitchen ceiling and hall carpet - Insurance Fund.

**Note 3: Expenditure**

	2023				2022			
	Unrestricted Funds		Restricted	Total	Unrestricted Funds		Restricted	Total
	General	Designated	Funds	2023	General	Designated	Funds	2022
<b>3a Raising Funds</b>								
Printing Unit Costs (External Work)	-	4,691	-	<b>4,691</b>	-	4,892	-	4,892
Hall Hire Costs (Gas, Electricity)	153	-	-	<b>153</b>	92	-	-	92
Fundraising Event Costs	-	223	-	<b>223</b>	-	-	-	-
Support Costs for Fundraising [1]	-	63	-	<b>63</b>	-	65	-	65
<b>Total Raising Funds</b>	<b>153</b>	<b>4,977</b>	<b>-</b>	<b>5,130</b>	<b>92</b>	<b>4,957</b>	<b>-</b>	<b>5,049</b>
<b>3b Charitable Expenditure</b>								
<b>Resourcing Ministry</b>								
Diocesan Common Fund	27,359	-	-	<b>27,359</b>	27,359	-	-	27,359
Parish Priest Expenses	2,411	-	-	<b>2,411</b>	1,890	-	-	1,890
Visiting Clergy Expenses	161	-	-	<b>161</b>	17	-	-	17
Church Running Expenses [2]	5,329	1,436	9,000	<b>15,764</b>	9,378	1,660	12,116	23,153
Church Maintenance	-	1,473	372	<b>1,845</b>	120	965	1,794	2,880
Upkeep of Services	1,222	-	982	<b>2,204</b>	552	(0)	2,529	3,080
Upkeep of Church Garden	-	-	1,000	<b>1,000</b>	-	-	7	7
Magazine & Bookstall Costs	64	-	-	<b>64</b>	59	-	-	59
Printing Unit Costs (PCC work)	-	140	-	<b>140</b>	-	120	-	120
Foodbank	-	-	1,467	<b>1,467</b>	-	-	1,683	1,683
Church Heritage Projects	50	-	-	<b>50</b>	-	-	-	-
Church Hall Costs [3]	300	582	6,435	<b>7,316</b>	-	361	99	460
Verger	-	-	-	<b>-</b>	480	-	-	480
Building Repairs & Improvements [4]	-	2,386	3,464	<b>5,851</b>	-	5,602	2,976	8,578
Provision of Liturgical Music [5]	694	-	4,898	<b>5,592</b>	1,312	-	4,620	5,933
Church Meals & Outings [6]	-	264	162	<b>426</b>	-	1,060	1,128	2,188
Support Costs for Ministry [1]	1,127	2	61	<b>1,189</b>	1,052	2	60	1,113
<b>Total Resourcing Ministry</b>	<b>38,716</b>	<b>6,282</b>	<b>27,840</b>	<b>72,839</b>	<b>42,219</b>	<b>9,769</b>	<b>27,012</b>	<b>78,999</b>
<b>Resourcing Mission</b>								
Overseas Missions & Church Soc	46	-	373	<b>419</b>	-	-	-	-
Home Church Societies [7]	-	-	-	<b>-</b>	10	-	-	10
Home Relief: St Anne's Hostel	-	-	310	<b>310</b>	-	-	-	-
Home Secular Relief	-	-	-	<b>-</b>	-	-	173	173
Support Costs for Mission [1]	1	-	-	<b>1</b>	0	-	-	0
<b>Total Resourcing Mission</b>	<b>48</b>	<b>-</b>	<b>683</b>	<b>731</b>	<b>10</b>	<b>-</b>	<b>173</b>	<b>183</b>
<b>Total Charitable Expenditure</b>	<b>38,763</b>	<b>6,282</b>	<b>28,523</b>	<b>73,569</b>	<b>42,229</b>	<b>9,769</b>	<b>27,184</b>	<b>79,182</b>
<b>Total Expenditure</b>	<b>38,916</b>	<b>11,260</b>	<b>28,523</b>	<b>78,699</b>	<b>42,322</b>	<b>14,725</b>	<b>27,184</b>	<b>84,231</b>

[1] Support costs allocated to *Fundraising*, *Resourcing Ministry* and *Resourcing Mission* (see Note 4: Analysis of Expenditure).

[2] 2023: Insurance £7,887; Alarm System £2,147; Heating System £1,073; Fire Extinguishers £363; Gas £2,235; Electricity £1,659; Water £400.  
2022: Insurance £9,357; Alarm System £2,255; Heating System £6,262; Fire Extinguishers £398; Gas £2,112; Electricity £1,840; Water £911.

[3] Includes £6,140 refurbishment of toilets paid for by restricted donations.

[4] 2023: Architects' plans for: North Transept Floor £1,032, Choir Vestry £1,832, Kitchen Roof £2,400; New lamps for Choir Vestry £587.  
2022: Removal of asbestos from North Transept floor, choir vestry floor and old boiler room: £7,762; tile repairs to south roof: £816.

[5] 2023: Fees: Director of Music £5,160, Other organists £100, Choir £125, Trumpeter (Remembrance Sunday) £80; RSCM subs. £127.  
2022: Fees: Director of Music £4,300, Other organists £550, Choir £150, Trumpeter (Remembrance Sunday) £80; Piano dollies £300; Library trolley for music £80; Hymn numbers £167; Piano cover repair £16; Music £180; RSCM subscription £110.

[6] 2023: Patronal Fest. £264, Walsingham pilgrimage £162. 2022: J Bright mem. service £997, Pat. Fest. £488, E Hall funeral £354; Walsingham £34

[7] 2023: Regular payment to Ecumenical Society of the Blessed Virgin Mary rejected as account closed; last return to Charity Commission 2020.

**Note 4: Analysis of Expenditure****4a: Analysis of Expenditure: 2023**

	Activities Directly Undertaken	Grant/Donation Funding of Activities	Support Costs [1]	TOTAL 2023
<b>Raising Funds</b>	5,067	-	63	5,130
<b>Charitable Activities</b>				
Resourcing Ministry	71,649	-	1,189	72,839
Resourcing Mission	729	-	1	731
<b>Total 2023</b>	<b>77,445</b>	<b>-</b>	<b>1,254</b>	<b>78,699</b>

[1] Support Costs (as set out in 4c below) have been allocated to Fundraising, Resourcing Ministry and Resourcing Mission expenditures in proportion to their expenditure values

**4b: Analysis of Expenditure: 2022**

	Activities Directly Undertaken	Grant/Donation Funding of Activities	Support Costs [1]	TOTAL 2022
<b>Raising Funds</b>	4,985	-	65	5,049
<b>Charitable Activities</b>				
Resourcing Ministry	77,886	-	1,113	78,999
Resourcing Mission	10	173	0	183
<b>Total 2022</b>	<b>82,880</b>	<b>173</b>	<b>1,178</b>	<b>84,231</b>

[1] Support Costs allocated to Resourcing Ministry and Mission in proportion to expenditure

**4c: Analysis of Support Costs**

	Financial Analysis of Support Costs							
	2023				2022			
	Unrestricted Funds		Restricted	Total	Unrestricted Funds		Restricted	Total
	General	Designated	Funds	2023	General	Designated	Funds	2022
Office Costs (Post, Phone, Software)	678	-	-	678	597	-	-	597
Examination & Publication of Accounts	360	-	-	360	360	-	-	360
Bank Charges	90	65	61	215	95	66	60	221
	1,128	65	61	1,254	1,053	66	60	1,178

**Note 5: Transfers Between Funds**

	General Fund	Designated Funds	Restricted Funds	Endowm't Funds	Total	2023
Printing Fund surplus to General Fund	2,000	(2,000)	-	-	-	-
General Fund to Printing Fund for PCC printing	(213)	213	-	-	-	-
<b>Total Transfers into Funds</b>	<b>2,000</b>	<b>213</b>	<b>-</b>	<b>-</b>	<b>2,213</b>	
<b>Total Transfers out of Funds</b>	<b>(213)</b>	<b>(2,000)</b>	<b>-</b>	<b>-</b>	<b>(2,213)</b>	
<b>Net Transfer In/(Out)</b>	<b>1,788</b>	<b>(1,788)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Note 6: Fixed Assets**

<b>Tangible Fixed Assets</b> [1]	<b>Net Book Value</b> <b>01/01/22</b>	<b>Additions</b>	<b>Charge for the Year</b>	<b>Net Book Value</b> <b>31/12/23</b>
Printing Unit Canon Printer System [2]	4,655	-	(2,328)	2,328
<b>Investment Assets</b>	<b>Value</b>	<b>Change in</b>		<b>Value</b>
<b>Unrealized Gains and Losses</b>	<b>Value</b> <b>01/01/23</b>	<b>Change in</b> <b>Market Val</b>		<b>Value</b> <b>31/12/23</b>
J Madeley Bequest (Designated Fund)	35,289	(4,167)		31,122 [3]
W Box Music Fund (Restricted)	22,449	2,112		24,562 [4]
M Goodman Memorial Fund (Endm't)	16,694	1,571		18,265 [4]
Henry Lee Sanctuary Fund (Endm't)	49,339	4,642		53,981 [4]
	<u>123,772</u>	<u>4,158</u>		<u>127,930</u>

[1] The PCC has no freehold land or buildings; the St Patrick's Room building is on inalienable Benefice Land and is not capitalised.

[2] The printing/stapling/folding system purchased in 2021 for £9,310.14 is being depreciated linearly over four years.

[3] Based on **bid value** of 120.61 pence per CBF Property Fund Income Share at 31/12/2023 - asset may be sold for restoration work.

[4] Based on **mid ("net asset") value** of 2,260.53 pence per CBF Investment Fund Income Share at 31/12/2023 - long-term and endowment assets.

**Note 7: Current Assets**

<b>7a Debtors at 31/12/2023</b>	<b>General Fund</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>
Gift Aid Income Tax Reclaimable [1]	4,229	-	1,132	5,362
Pre-Payments for Services [2]	1,716	-	-	1,716
GPOW Grant to claim against VAT	-	-	877	877
Unpresented Lodgements	-	-	-	-
Printing Invoiced	-	82	-	82
Q4 CBF Deposit Fund Interest Due	8	266	148	422
	<u>5,953</u>	<u>348</u>	<u>2,158</u>	<u>8,459</u>
<b>7b Cash in Bank at 31/12/2023</b>	<b>General Fund</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>
Cash in Hand	-	109	169	278
Current Bank Accounts	(2,647)	52,367	43,157	92,878
CBF Deposit Accounts	-	19,674	11,052	30,726
	<u>(2,647)</u>	<u>72,151</u>	<u>54,377</u>	<u>123,882</u>

[1] Income Tax to be reclaimed on donations from 06/04/2023 to 31/12/2023 covered by Gift Aid and Gift Aid Small Donations Schemes.

[2] Prepayment for monitored alarm system to 30/09/2024

<b>Note 8: Creditors</b>	<b>General Fund</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>
Fees Collected for Diocese	-	-	312	312
Accruals for Goods & Services [1]	958	242	5	1,205
Owed to Volunteers [2]	-	316	758	1,075
Due to External Charities [3]	-	-	847	847
	<u>958</u>	<u>559</u>	<u>1,923</u>	<u>3,440</u>

[1] Costs for 2023 not paid until 2024: Gas £276; Electricity £148; Printing Unit materials £191; Printing Unit postage £46; Vicar's Expenses etc. £95; Director of Music's Fees December £430; Bank Charges £19.

[2] Treasurer, £1,025 (Walsingham Fund £511, Printing Fund £316, Sanctuary Fund £198); Food Bank Organiser, £50. Paid in 2024.

[3] St Anne's Hostel £310 paid 2024; Nagaland Hospital £522, transfer blocked by current Indian regulations; St Thomas College Karachi £15, below cost of transfer.



**Note 9: Movement of Funds**

		Balance at 01/01/23	Income	Expenditure	Transfers (net)	Capital Movement	Balance at 31/12/23
<b>Endowment Funds</b>							
M Goodman Memorial Fund		16,694	-	-	-	1,571	18,265
H Lee Sanctuary Reserve Fund		49,339	-	-	-	4,642	53,981
<i>Total Endowments</i>		<b>66,034</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,213</b>	<b>72,247</b>
<b>Restricted Funds</b>							
Birthday Book Fund		4,616	100	-	-	-	4,716
Charities Fund		-	683	683	-	-	-
Choir Fund		640	-	-	-	-	640
Church Urban Fund		200	-	-	-	-	200
Digital Media Fund		367	-	185	-	-	182
Foodbank		1,936	2,614	1,467	-	-	3,084
Flower Fund		153	213	244	-	-	121
Floodlight Fund		250	-	-	-	-	250
Friends Fund		3,521	183	-	-	-	3,704
Garden Fund		-	-	-	-	-	-
GPOW VAT Refund Grant Fund		-	877	877	-	-	-
Insurance Claim Fund		-	8,620	2,000	-	-	6,620
Lecture Fund		67	-	-	-	-	67
Music Development Fund		597	1,125	227	-	-	1,495
Organ Fund		5,932	301	-	-	-	6,233
Organists Fund		-	-	-	-	-	-
Restoration Appeal Fund		125	727	-	-	-	852
Sanctuary Fund		11,889	1,839	402	-	-	13,326
Vicar's Discretionary Fund		53	-	-	-	-	53
Walsingham Pilgrimage Fund		238	-	162	-	-	76
W Box Choral Music Income		-	671	671	-	-	-
W Box Choral Music Reserve		22,449	-	-	-	2,112	24,562
Youth Work Fund		1,913	-	-	-	-	1,913
Miscellaneous Restricted Funds	[1]	3,210	29,474	21,604	-	-	11,080
<i>Total Restricted Funds</i>		<b>58,158</b>	<b>47,428</b>	<b>28,523</b>	<b>-</b>	<b>2,112</b>	<b>79,174</b>
<b>Designated Funds</b>							
Building Fund		3,935	265	2,674	-	-	1,525
Miscellaneous Bequests Fund		49,579	-	-	-	-	49,579
J Madeley Bequest Fund		35,289	-	-	-	(4,167)	31,122
Maintenance Fund	[2]	1,875	2,008	2,909	-	-	974
Printing Fund		19,184	7,760	4,896	(1,788)	-	20,260
Refreshment Fund		1,799	912	781	-	-	1,930
<i>Total Designated Funds</i>		<b>111,660</b>	<b>10,944</b>	<b>11,260</b>	<b>(1,788)</b>	<b>(4,167)</b>	<b>105,390</b>
<b>General Fund</b>		<b>1,139</b>	<b>38,338</b>	<b>38,916</b>	<b>1,788</b>	<b>-</b>	<b>2,349</b>
<b>TOTAL FUNDS</b>		<b>236,991</b>	<b>96,709</b>	<b>78,699</b>	<b>-</b>	<b>4,158</b>	<b>259,159</b>

[1] See Note 13 for details of Miscellaneous Restricted Funds

[2] Income from M Goodman Memorial Fund Endowment and invested Designated reserve J Madeley Bequest.

**Note 10: Analysis of Net Assets by Fund Type**

	Unrestricted		Restricted	Endowment	Total	Total
	General	Designated	Funds	Funds	2023	2022
Fixed Assets - Tangible	-	2,328	-	-	2,328	4,655
Fixed Assets - Investment	-	31,122	24,562	72,247	127,930	123,772
Current Assets - Debtors	5,953	348	2,158	-	8,459	10,106
Current Assets - (Cash, Bank & CBF deposit)	(2,647)	72,151	54,377	-	123,882	104,435
Current Liabilities	(958)	(559)	(1,923)	-	(3,440)	(5,977)
Assets less Current Liabilities	2,349	105,390	79,174	72,247	259,159	236,991
Long-Term Liabilities	-	-	-	-	-	-
Net Assets	2,349	105,390	79,174	72,247	259,159	236,991

**Note 11: Payments to PCC Members**

Aled Liddington, a member of the PCC, received fees of £5,160 for musical services as Director of Music. No other member of the PCC received remuneration or expenses other than the re-imbursement of expenditure on behalf of the PCC.

**Note 12: Staff Costs**

	2023	2022
Wages & Salaries	-	480
Social Security Costs	-	-
Pension Contributions	-	-
	-	480

In 2022 the P.C.C. employed a part-time Verger, who resigned from the end of February 2022, receiving an extra month's payment in lieu of holiday.

The Director of Music, appointed from March 2022 (and subsequently first co-opted and then elected to the P.C.C.) charged fees for the Musical services he provided and was not an employee of the P.C.C.

**Note 13: Miscellaneous Restricted Fund**

**At start of year:** £56 towards a new green frontal for St Alban's Altar; £500 from Aspinall Trust for Garden Improvement; £750 from Aspinall Trust for improving the West Entrance; £33 surplus from a donation for a large Christmas tree in 2019 (no tree since); £125 given for heating and lighting at a proposed Army Benevolent Fund Carol Service in 2022 that was cancelled; £1,562 for choir vestry refurbishment; £159 restoration of piano etc.; £25 parish lamp at Walsingham.

**Income:** Grant from St Patrick's Fund for kitchen roof renewal: £4,633. Grants from the Aspinall Trust of £7,000 for insurance; £4,000 for Director of Music's fees; £2,000 for Monitored Alarm System, £400 for Sound system and £3,100 for kitchen roof renewal or refit. Donations (with any Gift Aid) £5,000 for toilet refurbishment; £1,250 for Cloister welcome sign and fixing overflowing vestry header tank; £313 for sound system (new speakers); £125 for extra wine glasses; £50 for the parish lamp at Walsingham. Received from the winding up of the diocesan parsonages scheme £247 for the Vicarage.

**Donations in kind:** (These appear as simultaneous restricted income and expenditure) Total recorded £1,356: Keys cut for cloister & hall locks to facilitate lettings £177; Making tree on path to vicarage safe after storm damage £1,000; Three gold maniples £40; Incense & Charcoal £60; Webhosting £38; Oil for locks etc. £13; Easter Eggs £28.

**Expenditure:** Insurance £7,000; Director of Music's fees £4,000; Alarm system £2,000; Lamps for Choir Vestry £587; Sound system £359; Wine glasses £118; Lamp at Walsingham £44; Toilet refurbishment £6,140 (includes £975 originally for Choir vestry, £33 for Christmas tree, £125 for Carol Service and £7 surplus for wine glasses - repurposed with donor's permission).

**At end of year:** £56 towards a new green frontal for St Alban's Altar; £500 from the Aspinall Trust for Garden Improvement; £750 from the Aspinall Trust towards improving the West Entrance; £159 piano repair etc.; £31 parish lamp at Walsingham; £354 for Sound system; £1,250 for Cloister welcome sign and fixing overflowing vestry header tank (tank fixed but not yet invoiced); £4,633 for Kitchen Roof; £3,100 for Kitchen Roof/Refit; £247 for Vicarage.

**General Fund** : unrestricted and undesignated monies which may use for any purpose

### **Designated Funds**

**Building** : monies designated (or redesignated) to be used for building maintenance, renewal or improvement

**Miscellaneous Bequests** : balance of unrestricted bequests set aside to be used at a future date (e.g. as for Building Fund)

**Joyce Madeley Bequest** : unrestricted bequest retained as capital; income used for maintenance

**Maintenance** : monies set aside for maintenance and minor repairs; receives income from Mary Goodman Memorial Fund and Joyce Madeley Bequest Fund

**Printing** : monies retained by the St Albans Printing Unit from its income to provide for the renewal of equipment

**Refreshment** : retained surplus from providing tea, coffee etc. after services

### **Restricted Funds**

**Birthday Book** : birthday donations to be used for purchase of sanctuary items etc.

**Charities** : monies collected (on an annual basis) to give to external charitable causes

**Choir** : monies given for the purchase of choir vestments etc.

**Church Urban** : monies given by the Church Urban Fund for the Near Neighbours project

**Digital Media** : monies given to provide equipment or software or pay running costs of digital media

**Flower** : monies given to provide flowers for the church

**Floodlight** : money for replacement of church floodlights

**Foodbank** : monies given to provide for a foodbank run from the church

**Friends** : monies raised by the Friends of St Alban's & St Patrick's used to support projects in or associated with the church

**GPOW VAT Refund Grant** : grant monies due/received contra VAT on work to fabric of listed church building

**Lecture** : monies raised to provide public lectures on theology and church history etc.

**Music Development** : monies given to support the development of music within the church

**Organ** : monies given for the restoration, maintenance and enhancement of the church organ

**Organists Fund** : Monies given to pay organists' fees

**Restoration** : monies raised, and grants received, for the restoration and enhancement of the church building

**Sanctuary** : monies raised for the purchase of Sanctuary items; income from the H Lee Sanctuary Reserve Fund

**Vicar's Discretionary** : Monies used at the sole discretion of the Vicar for charitable purposes within the parish

**Walsingham** : monies used to fund the annual Parish Pilgrimage to the Shrine of Our Lady at Walsingham

**W Box Choral Music Income** : Income from the W Box Choral Music Reserve, used towards fees of Director of Music

**W Box Choral Music Reserve** : monies left by Wilfred Box and others to maintain choral services in the church; currently retained as capital to provide continuing income towards fees of Director of Music

**Youth Work** : monies for Youth Ministry

**Miscellaneous Restricted** : miscellaneous funds donated for restricted purposes (See Note 13 for details)

### **Endowment Funds**

**Mary Goodman Memorial Fund** : a Permanent Endowment made in 1950 by John Goodman in memory of his mother; held by the Diocesan Trustees "upon trust to pay the income to the Vicar and Churchwardens to be applied by them for all or any of the following purposes or such of them as shall be legally charitable namely: (a) as a maintenance fund for the general maintenance and upkeep of the church; (b) for any other church purpose (but not including the augmentation of the Vicar's stipend)". The income is considered to be unrestricted because of (b) and is paid to the Maintenance Fund because of (a).

**Henry Lee Sanctuary Reserve** : Considered to be an Endowment and is held by the Diocesan Trustees. In accordance with the will of Henry Lee 'the monies to be placed on reserve to pay for the costs of replacing Cassocks, Cottas, and Slippers for Servers or any other Sanctuary requirements as and when required'. The income is restricted and is paid into the Sanctuary Fund.

**Independent Examiner's Report to the Parochial Church Council of the Ecclesiastical Parish  
of St Alban and St Patrick, Highgate, Birmingham, Charity No. 1169941  
on the accounts for the year ended 31 December 2023 which are set out on pages 7 to 17**

**Respective Responsibilities of Trustees and Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts.

The charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act;
- follow the procedure laid down in the General Directions given by the Charity Commission Section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Direction given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for a full audit, and consequently no opinion is given as to whether the accounts 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 material matters have come to my attention which give me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:



3 April 2024

Professional Qualifications or Body: Associate of Chartered Institute of Bankers (U. K.)

Address: 70 Overbury Close, Birmingham B31 2HD