



St Margaret's Church: Annual Vestry Meeting 28 May 2023 at 11.30am

*The **annual meeting of parishioners** (also referred to as the **annual vestry meeting**) is held yearly in every parish of the Church of England to elect churchwardens and deputies (if any) for the forthcoming year. The meeting must be held by 31 May and is commonly held immediately prior to the annual meeting of the parochial church council. It is the last remnant of the old vestry meeting.*

The Annual Vestry Meeting was held after the Morning Service.

Following two weeks' notice an annual public meeting of parishioners was convened.

The meeting was chaired by Revd Ian Harvey (Curate)

Two nominations for the post of Church Warden have been received.

Lloyd Lauder and Caroline Adams were both duly elected to the posts.

Annual Parochial Church Meeting (APCM) St Margaret's Church Whalley Range 28 May 2023 at 11.45am

Minutes

Present: Ian Harvey (Chair), Joan Gem (minutes) John Adams, Caroline Adams, Ethnie Ennis, Debbie Black, Millie Knight, Helen Seeley, Margaret Hancock, June Davies, Rob Chilton (Deanery Support Officer)

Apologies: Lloyd Lauder, Jenny Appleby, Caroline Clegg,

1. Minutes of last meeting
Correction - Item 6. Caroline Clegg resigned as School Governor of St Margaret's School.
2. Matters arising – none
3. **Trustee Annual Report** 2022 for Charity Commission (No. 252200)
Report Read by Chair and unanimously accepted as a true record.
4. **Financial statement** for year 2022 for submission to Diocese & Charity Commission.
Statement accepted. Rob Chilton offered thanks from Diocese for paying Parish share in full. This is very important and the certificate will be displayed on notice board.
A lot of finance was spent repairing and replacing heaters in the church. VAT rebate for 4 previous years was obtained. New toilets still in the plan for future. John thanked for vigilance in matters of church finance.
Approved unanimously.
5. **Election and Confirmation of Officers**
 - Confirm Trustees: Ian Harvey, Deborah Black, Stephen Hurst, Joan Gem & Margaret Hancock
 - Re-elect Independent Examiner: Angela Bailey (Proposed Joan Gem, Seconded Ian Harvey)
 - Re-elect Treasurer: John Adams (Proposed Ethnie Ennis, Seconded Helen Seeley)
 - Confirm Bank Signatories: Margaret Hancock, Lloyd Lauder, Ian Harvey, Stephen Hurst & John Adams

- Confirm cashier: Ethnie Ennis
 - Re-elect Secretary: Jenny Appleby (Proposed John Adams, Seconded Millie Knight)
 - Re-elect Verger: Joan Gem, (Proposed Caroline Adams, Seconded Ian Harvey)
 - Election new PCC member Ann Knowles (Proposed Joan Gem, Seconded Caroline Adams)
6. Confirm Liaison Honey Bear and Ethiopian Congregation Ian Harvey
Vote of thanks to Ian
 7. Re-election Safeguarding Officer: Stephen Hurst (Proposed Caroline Adams, Seconded Helen Seeley)
 8. Election for Deanery Synod: Margaret Hancock,
Elect new representative. Joan Gem (Proposed Ian Harvey, Seconded Debbie Black)
 9. Confirm St Margaret's School Governor Rob Chilton.
 - Claire Cowell has confirmed her resignation as St Margaret's School Governor after eight years. The PCC would like to thank Claire for her contribution to the school during her period of service. It is hoped that the new Vicar Revd. Tom Studman will take over the ecclesiastical post but **another lay governor will now be needed.**

Rob Chilton, thanked everyone for continuing to manage church affairs. He gave a short report about future of work with school. Rob also congratulated St Margaret's Church for their good work during the interregnum, and their continued inclusive ethos.

AOB

Tower update on progress of repairs

Margaret Hancock announced it will be 175 Anniversary Of the Consecration of St Margaret's Church, Whalley Range 2024 and proposed a plan to invite Bishop Middleton (Or maybe the Bishop of Manchester). All invitations must be made ASAP.

PCC Insurance Inspection 28th June 2023
Health and Safety Policy examples needed
Risk assessment Policy examples needed

PCC 13th August 2023 tbc

Parochial Church Council of St Margaret, Whalley Range

Parish Number

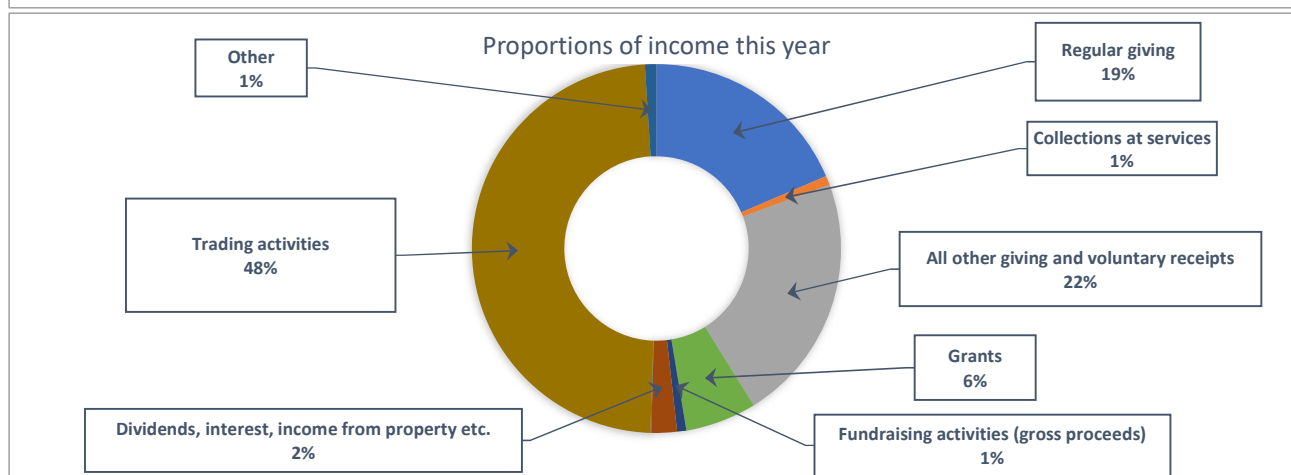
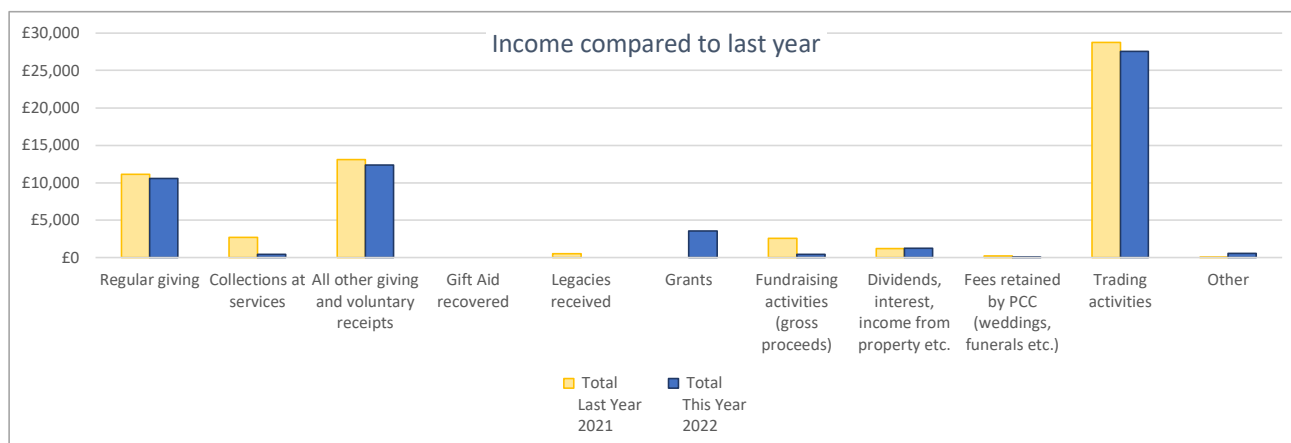
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Financial Statements for the year ended

31/12/2022

RECEIPTS (INCOME)

	Notes	Unrestricted Funds	Unrestricted Building Funds	Restricted Use Funds	Total This Year 2022	Total Last Year 2021
Voluntary giving	1					
Regular giving	2	10,567	-	-	10,567	11,116
Collections at services	3	463	-	-	463	2,697
All other giving and voluntary receipts	4	12,382	-	-	12,382	13,132
Gift Aid recovered	5	-	-	-	-	-
Legacies received		-	-	-	-	500
Grants	6	2,728	-	830	3,558	-
		26,140	-	830	26,970	27,445
Activities for generating funds						
Fundraising activities (gross proceeds)	7	453	-	-	453	2,594
		453	-	-	453	2,594
Income from investments						
Dividends, interest, income from property etc.		1,261	10	-	1,271	1,220
		1,261	10	-	1,271	1,220
Church activities						
Fees retained by PCC (weddings, funerals etc.)		48	-	-	48	221
Trading activities	8	27,563	-	-	27,563	28,753
		27,611	-	-	27,611	28,974
Other incoming resources						
Other	9	574	-	-	574	82
		574	-	-	574	82
TOTAL RECEIPTS IN		56,039	10	830	56,879	60,315



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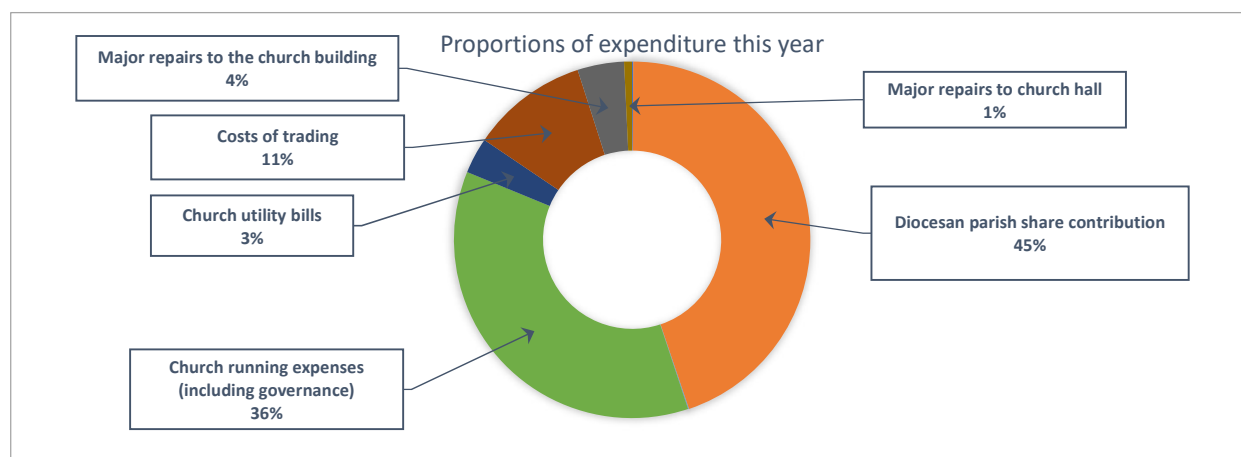
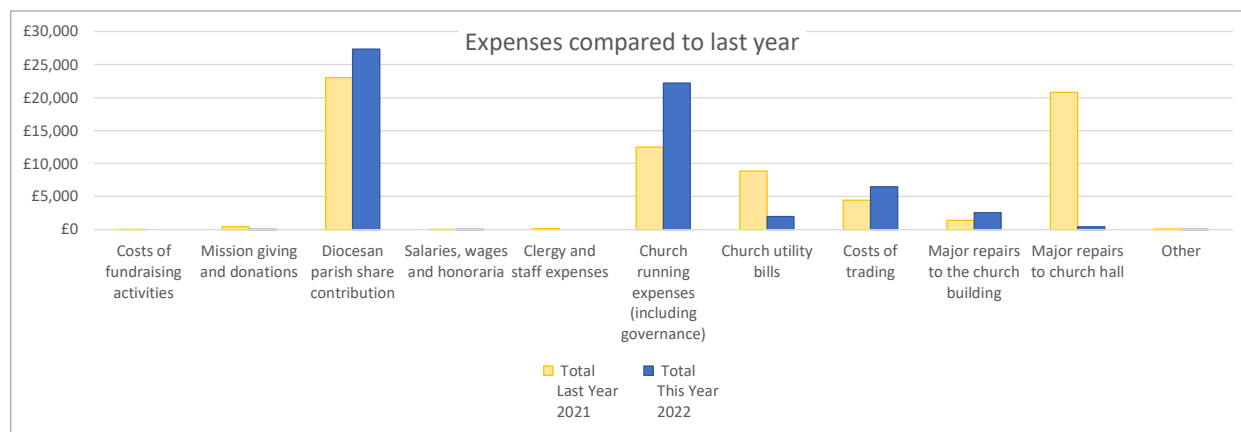
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Financial Statements for the year ended

31/12/2022

PAYMENTS (EXPENSES)

	Notes	Unrestricted Funds	Unrestricted Building Funds	Restricted Use Funds	Total This Year 2022	Total Last Year 2021
Costs of generating funds						
Costs of fundraising activities		-	-	-	-	3
		-	-	-	-	3
Church activities						
Mission giving and donations		60	-	-	60	420
Diocesan parish share contribution	10	27,366	-	-	27,366	23,000
Salaries, wages and honoraria		20	-	-	20	40
Clergy and staff expenses		-	-	-	-	137
		27,446	-	-	27,446	23,597
Church expenses						
Mission and evangelism costs		22	-	-	22	-
Church running expenses (including governance)	11	22,181	-	-	22,181	12,529
Church utility bills	12	1,998	-	-	1,998	8,849
Costs of trading	13	6,478	-	-	6,478	4,425
		30,679	-	-	30,679	25,803
Major capital expenditure						
Major repairs to the church building	14	1,758	-	830	2,588	1,428
Major repairs to church hall	15	440	-	-	440	20,790
New building work		-	-	-	-	-
		2,198	-	830	3,028	22,218
Other expenditure						
Other		-	1	-	1	92
		-	1	-	1	92
TOTAL PAYMENTS OUT		60,323	1	830	61,154	71,713



Parochial Church Council of St Margaret, Whalley Range

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Financial Statements for the year ended

31/12/2022

SUMMARY (WHAT WE HAVE LEFT)

	Notes	Unrestricted Funds	Unrestricted Building Funds	Restricted Use Funds	Total This Year 2022	Total Last Year 2021
SUMMARY OF RECEIPTS AND PAYMENTS						
Total Receipts	10	56,039	10	830	56,879	60,315
Total Payments		60,323	1	830	61,154	71,713
Excess of Receipts over Payments		(4,284)	9	-	(4,275)	(11,398)
Transfers between funds	16	3,366	(3,366)	-	-	-
NET MOVEMENT IN FUNDS		(918)	(3,357)	-	(4,275)	(11,398)
Cash & Bank balances at 1st January		7,970	6,387	-	14,357	25,755
CASH & BANK BALANCES AT 31ST DECEMBER		7,052	3,030	-	10,082	14,357

SUMMARY OF ASSETS & LIABILITIES

Cash and Bank funds

Bank main current account		7,003	-	-	7,003	7,785
Bank building reserve account		-	3,030	-	3,030	6,387
Petty cash		49	-	-	49	185
Cash & Bank totals		7,052	3,030	-	10,082	14,357

Other Monetary assets

Overpayment of council tax Aug 2020 - Dec 2022	11 & 17	3,312	-	-	3,312	-
Contribution to water bills for The Rectory	12	801	-	-	801	-
E.ON Next electricity account credit		724	-	-	724	-
Gift Aid, GASDS, VAT and other tax recoverable	18	-	-	-	-	-
		4,837	-	-	4,837	-

Investment assets

CBF Investment Fund shares at market value	19	42,579	-	-	42,579	47,990
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TOTAL ASSETS

		54,468	3,030	-	57,498	62,346
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Liabilities

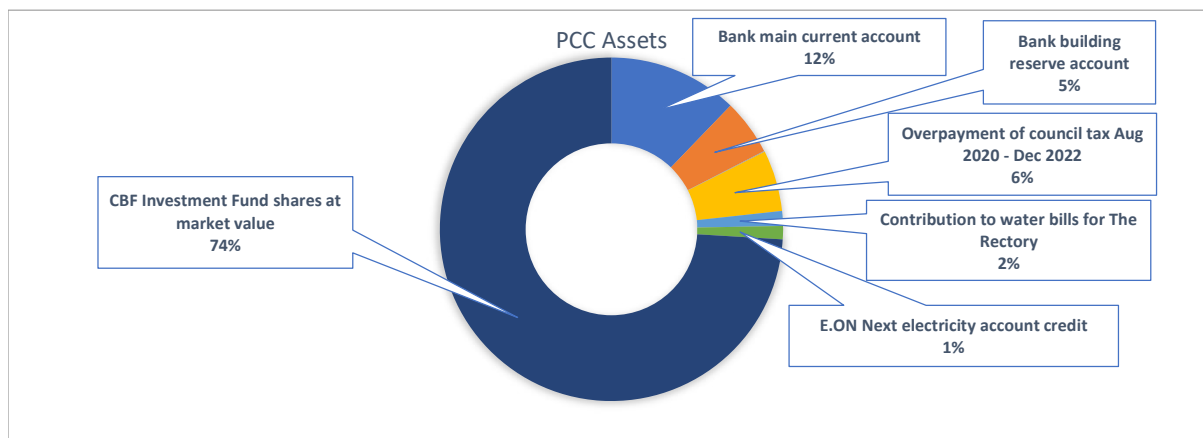
Water-Plus outstanding debit		1,170	-	-	1,170	-
E.ON Next gas account outstanding debit		346	-	-	346	-
Hydra-Fire fire extinguisher service invoice		83	-	-	83	138
Other outstanding invoices		-	-	-	-	5,133
		1,599	-	-	1,599	5,271

TOTAL ASSETS LESS LIABILITIES

		52,869	3,030	-	55,899	52,075
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THANKS

As always many thanks to all those who have donated their time and other gifts in working for St Margarets. Although these cannot always be quantified within the Financial Statements, please be assured that they are all highly valued.



Parochial Church Council of St Margaret, Whalley Range

Parish Number

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Financial Statements for the year ended

31/12/2022

NOTES

- 1 The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis, referring to guidance within the following document:
<https://www.parishresources.org.uk/wp-content/uploads/PCC-Accountability-5th-Edition.pdf>
- 2 Money given regularly (e.g. weekly, monthly, quarterly) through a standing order or the parish giving scheme, by envelope or by cheque. These are net amounts prior to any Gift Aid recovered.

Regular giving	Amount	No. of givers	Avg per giver per week
Standing order	£ 6,019	12	
Regular giving by cash in envelopes	£ 2,684	17	
Regular giving by cheque	£ 1,270	4	
Bank transfer	£ 594	2	
	£ 10,567	30	£ 6.77 (down from £7.13 in 2021)

- 3 Collections in 2022 were lower than the previous year because in 2021 we received additional late collections from 2019 & 2020. Note that collections via our new donations box are recorded under 'All other giving' even though an unknown proportion of this will have been received at services.

Collections at services	Amount
Church collection in plate	£ 212
Tea & biscuits donation	£ 251
	£ 463

- 4 Other giving and voluntary receipts includes those from groups using the church building.

All other giving and voluntary receipts	Amount	
Ethiopian Church	£ 4,252	this is £2,000 more than in 2021
St Margaret's Centre	£ 2,000	to help pay the diocesan parish share contribution
Yoga	£ 1,693	double the amount in 2021
Open Voice Choir	£ 1,525	£1,200 more than in 2021
Drummers	£ 640	increased
AA	£ 878	increased
Concerts	£ 367	decreased
CoMA	£ 340	increased
Donations box	£ 179	new
Coffee mornings	£ 343	decreased
Amos Trust	£ 100	new
Anonymous	£ 40	
Climate Action group	£ 25	
	£ 12,382	

- 5 Gift Aid was not recovered as we were unable to find paperwork for 2018. We hope to find details for 2019 onwards to make a claim during 2023.
- 6 Grants were received from 3 providers.

Grants	Amount	
Listed Places of Worship	£ 1,478	for VAT recovery
Manchester Diocese	£ 1,250	towards energy bills
National Churches Trust	£ 830	towards the spire inspection and repair
	£ 3,558	

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Financial Statements for the year ended

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NOTES Continued

- 7 Money raised from sponsored events, auctions, fairs, fetes, and other activities where the primary purpose is fundraising. We have included money raised through the Easyfundraising website in this category.

Fundraising activities (gross proceeds)	Amount
Fayres	£ 405
Easyfundraising shopping	£ 48
	<u>£ 453</u>

- 8 Money received from trading activities including letting of the church buildings, payments for events etc., where these are distinct from fundraising. Income is stated gross, and costs recorded separately in payments. The Honeybear's amount includes contributions towards utility bills plus back-payments from earlier years.

Trading activities	Amount
Honeybear Nursery	£ 27,238 £1,000 less than in 2021
Hire of church	£ 325
	<u>£ 27,563</u>

- 9 Two refunds from suppliers were made as a result of overpayments.

Other	Amount
Refund from EON of VAT on gas bills	£ 559
Refund from stationery order	£ 15
	<u>£ 574</u>

- 10 Diocesan parish share contribution was paid **IN FULL** for the first time since pre-Covid.

- 11 Insurance, routine maintenance, cleaning, church office costs, upkeep of services, organ tuning etc. Also include governance costs, e.g. fees for audit or independent examination.

Church running expenses	Amount
Gas heater maintenance	£ 11,028 includes 4 replacement heaters
Church insurance	£ 3,866 church building only
Rectory council tax	£ 2,281 see note 17
Churchyard	£ 1,460
Security	£ 1,432
Pigeon & pest control	£ 828
Roof maintenance	£ 490
Consumable items for services	£ 382
Electric heaters	£ 294
Equipment	£ 70
Other	£ 50
	<u>£ 22,181</u>

12a Utility Bills

	Church utility bills	Honeybear utility bills	Total utility bills	
Gas	£ 633	£ 2,534	£ 3,167	3-year fixed plan to April 2024
Electricity	£ 363	£ 1,452	£ 1,815	2-year fixed plan to July 2023
Water	£ 1,002	£ 1,001	£ 2,003	
	<u>£ 1,998</u>	<u>£ 4,987</u>	<u>£ 6,985</u>	

Parochial Church Council of St Margaret, Whalley Range

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Financial Statements for the year ended

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NOTES Continued

- 12a The PCC pays the church utility bills, the church hall overnight storage heaters, the church hall water services and The Rectory water services. These are all on a single set of shared supplies and meters.

A proportion of the costs are allocated to Honeybear Nursery and used to determine their monthly payments in the following year. Within the accounts we have allocated 80% of the energy bills and 50% of the water bills to Honeybears as the Costs of Trading (see note 13). Other energy bills for the church hall, excluding the storage heaters, are paid direct by Honeybears and do not go through the PCC accounts.

We have proposed that 40% of the water bills should be allocated to The Rectory until a separate meter can be installed. This would be paid to us in 2023 and is recorded in the accounts as a Monetary Asset.

- 13 Costs of trading include the gas, electricity and water used by Honeybears Nursery (see note 12 above) and the insurance for the church hall used exclusively by Honeybears.

Costs of trading	Amount
Honeybears utility bills	£ 4,987
Hall insurance	£ 1,491
	<u>£ 6,478</u>

- 14 Major repairs to the church building included an inspection and repair to the spire. Extensive further repairs will be needed in the future. We also had to repair damage caused by leaking plumbing in the toilet. In future we should consider the possibility of making insurance claims.

Major repairs to the church building	Amount
Spire	£ 1,992 partly covered by a grant (see note 6)
Toilet	£ 596
	<u>£ 2,588</u>

- 15 Major repairs to the church hall included redecorating of the exterior paintwork.

- 16 Transfers from the Building Fund to the Main Fund were needed, since payments for the building cannot be made directly from the reserve bank account. Further transfers were also needed to cover loans made between the PCC and St Margarets Centre during a period when the Centre bank account was not available to the trustees. The loans are not stated within the PCC Accounts and were all repaid in full during the year.

17

We have requested a refund from Manchester City Council for estimated overpayment of council tax on The Rectory following the departure of The Boulters in 2020 and 2021. This includes the overpayment made in 2022 (see note 11 above).

- 18 We have POTENTIAL monetary assets from unclaimed Gift Aid, GASDS and recoverable VAT, but to count these as real assets we would need to initiate a claim with the diocese, HMRC or via the Listed Places of Worship grant scheme. The following are estimates only. We also have NON-MONETARY assets including the church piano, audio-visual equipment, art work, furniture, pews, church plate and kitchen equipment.

Years for which we could claim	Est. Gift Aid	GASDS	VAT
2022	£ 2,430	£ 569	£ 1,703
2021	£ 2,624	£ 185	-
2020	£ 1,751	-	-
2019	£ 1,400	-	-
	<u>£ 8,205</u>	<u>£ 754</u>	<u>£ 1,703</u>

- 19 Our CBF Church of England investments are managed via the diocese and are mainly intended for future development of St Margarets. They have decreased in value by 11% since last year.

Account number	Valuation as at 31/12/2022
124001088S	£ 22,318
124001147S	£ 20,047
124001686D	£ 214
	<u>£ 42,579</u>

Parochial Church Council of St Margaret, Whalley Range

Parish Number M04884
Energy Carbon Footprint for year ending 31/12/2022

CARBON FOOTPRINT REPORT

SCOPE 1 Direct emissions (gas burned)

Includes heating of the church for ALL users

Gas meter reading (data collector) 1st Jan 2023

Gas meter reading (estimated) 1st Jan 2022

Consumption in church building

Scope 1 energy consumption

Total Scope 1 CO₂ equivalent emissions

Note	This Year 2022	Last Year 2021	Units
Gas			
a	7,782		100 cubic feet
b	5,299		100 cubic feet
c = a-b	2,483		100 cubic feet
d	79,844		kWh
e	16.4		Tonnes CO ₂ e

SCOPE 2 Indirect emissions (energy purchased)

Day meter reading (estimated) 1st Nov 2022

Day meter reading (estimated) 1st Nov 2021

Consumption in church building

Off-peak meter reading (estimated) 1st Nov 2022

Off-peak meter reading (estimated) 1st Nov 2021

Consumption in church hall (storage heaters only)

Scope 2 energy consumption

Total Scope 2 CO₂ equivalent emissions

Electricity			
f	53,863		kWh
g	48,226		kWh
h = f-g	5,637		kWh
i	106,986		kWh
j	101,057		kWh
k = i-j	5,929		kWh
l = h+k	11,566		kWh
m	3.0		Tonnes CO ₂ e

SCOPE 3 Indirect value chain emissions

Not estimated or reported, but would include:

Day time energy use from Honeybears in the hall

Car fuel travelling to/from church and Honeybears

Upstream emissions of products/services purchased

CARBON FOOTPRINT

Net CO₂ equivalent emissions (scope 1 and scope 2)

n = e+m	19.4	22.0	Tonnes CO ₂ e
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BUILDING AREA AND USAGE DETAILS

Area of building	Church	512	square metres
Usual Sunday attendance (including Ethiopian church)		30	persons
Usual Weekday attendance (including Honeybears)		10	persons
Other church users in a typical week		30	persons
Number of hours church is open in an average week		60	hours
Area of building	Hall	146	square metres
Usual Weekday attendance (Honeybears)		20	persons
Number of hours hall is open in an average week		50	hours

EFFICIENCY RATING

Church usage adjusted percentile band



<= 10-20%

from the Church of England
Energy Footprint Tool

Emissions per square metre adjusted percentile band



<= 80-90%

Net CO₂ percentile relative to other CofE churches



<= 90%+

Conclusion

Despite being one of the least efficient churches for energy, St Margaret's is better than most when our high building usage and opening hours are taken into account.

Accounts for the Parish of St Margaret's, Whalley Range, Manchester in the Deanery of Hulme.

To whom it may concern:

In my capacity as the Independent Examiner, I have examined the Financial Accounts for the Year January 2022 to December 2022, in accordance with Church Accounting Regulations 1997 (Part) and Regulations made under Part V1 of the Charities Act 1993. I have found all matters to be satisfactory and in accordance with the necessary Regulations.

Signed Mrs Angela Bailey

A handwritten signature in black ink, appearing to be 'AB' followed by a stylized flourish.

Address
17 Wardle Fold
Wardle Village
Rochdale
OL12 9NF

Date 5/7/2023