



# PARISH OF BERKSWICH

GOD'S LOVE IN COMMUNITY



**Annual Report for the year ending 31<sup>st</sup> December 2017**

# The Vicar's Reflections

Dear all,

Welcome to the 2017 Annual Report! I'm not really sure where to start when reflecting on 2017 generally, never mind in the life of this parish. It was a year which saw much change, not least for the family and myself arriving in August to a new Parish and a new area. As a family, we have all been extremely grateful for the welcome and the way we have been embraced and very quickly made to feel at home in the Parish. We have been excited, and remain excited, by all the good work done by people within the Parish – too many to name in this short reflection.

The interregnum can be a time of worry, and I remain to this day indebted to Joy, John, the Wardens, LMT, and many others for the manner in which they encouraged you all, throughout the interregnum and beyond, to continue to strive to share God's love in the community and Parish of Berkswich. I am very much looking forward to continuing to work with you all as we seek to strive towards God's vision for the Parish and congregations of Holy Trinity, St Thomas' and All Saints.

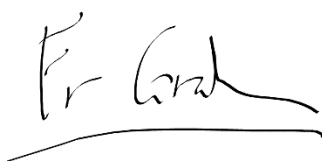
One of the great joys of being a church family is to gather together as a family. It is always heartening to see our three congregations working together, joining as one for Parish events and worship, and I encourage us all to continue to grow and develop as one family within those three separate churches. The popularity of the social events we organise, which bring in many from our wider parish, is testament to this, and a great missional opportunity to talk to people about our faith and example to demonstrate God's love. With what remain reasonably fresh 'outsiders' eyes, seeing so many in our church family participate in these events is an example to many other parishes.

It has also been good to work closely with our church school. We now share news and events with each other through our respective newsletters and magazines, and many in our congregation have been involved in school Eucharists and other events at the school. We look forward to continuing to deepen our relationships with each other and are excited with the thought of what the future holds.

I have also been grateful to our Bishops and the Diocese for the support they have also offered myself, the family, and the Parish. We have negotiated a new agreement to write-off our Parish Share Deficit if the share is met in full for the next three years, and they have been offering a tremendous amount of support, advice and resources as we look to some future developments and initiatives in the parish.

As a church family we are continuing to explore God's call for us as a worshipping community. We begin 2018 with a new service pattern, including a Family Eucharist, monthly Come to the Quiet and Healing Services, and a new Evensong with Discussion Sermon Service. These new services take place throughout the three churches, and all are encouraged to consider attending.

With my deep gratitude for all the love, service and commitment shown by so many to our Loving God. May God continue to bless you, those dear to you, and the work you undertake in His name.

A handwritten signature in black ink, reading "Fr Graham". The signature is written in a cursive style and is underlined with a single horizontal line.

Fr Graham

# Administrative information.

The Parish of Berkswich is a Registered Charity number 1129997 and has three churches: Holy Trinity (the Parish Church) is situated in Baswich; St Thomas' is situated in Walton-on-the-Hill, and All Saints is situated in Brocton. The parish is part of the Diocese of Lichfield within the Church of England. The correspondence address is: Parish Office, Holy Trinity Church, Baswich Lane, ST17 0BY. Website: [www.berkswich.org.uk](http://www.berkswich.org.uk)

Vicar: The Revd Graham Adamson SCP

Associate Priest: The Revd Joy Bishop

Assistant Priest: The Revd John Sterling

Parish Office Administrator: Pauline Aston

PCC Treasurer: Andrew Morrison

PCC Secretary: Pauline Pearsall

Church Wardens: Christine Gilson & Patrick Park

Congregational Wardens:

(Holy Trinity) Beryl Foster

(St Thomas') Colin Jones

(All Saints) Bob Gilson

Deanery Synod Representatives: Dorothy Sterling, Elaine Lyne and Julie Morrison

Elected PCC members and year appointed: Jean Alden (2013), Dawn Blackshaw (2017), Madeleine Botfield (2015), Beryl Foster (2017), Margaret Johnson (2016), Elaine Lyne (ex-officio), Pauline Pearsall (2013), Dorothy Sterling (ex-officio), Lesley Park (2015), Mary Moss (2017), Julie Morrison (ex-officio), Phil Bradbury (2015), Keith Bradley (2017), Colin Jones (2017), Warren Low (2015), Bob Moore (2015), Andrew Morrison

Local Ministry Team: Revd. Graham Adamson, Revd. Joy Bishop, Bob Gilson, Mary Moss, Phil Botfield

Ex officio members of PCC are: Clergy, Parish Churchwardens, Deanery Synod reps. The post of Congregational Warden, does not lead to an automatic place on PCC. Those wishing to be PCC members as well as PCC Secretary, Treasurer or Congregational Wardens must stand for election in their own right. After serving on the PCC for six years it is currently the parish policy for people to take a year off before standing again.

Chair of Buildings and Churchyards Committee: Phil Botfield

Chair of the Social Committee: Bob Moore

Chair of the Mission and Outreach Committee: Mary Moss

Chair of the Finance Committee: Andrew Morrison

Safeguarding Co-ordinator: Mary Moss & Revd. Graham Adamson SCP

Planned Giving Officer: Julie Morrison

Parish Bankers; Cooperative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Independent Examiner: Diocese of Lichfield

Architect: Mr Andrew Capper, Wood, Goldstraw & Yorath LLP

Day to day management control of the churches is exercised by the Incumbent Revd. Graham Adamson, and the Churchwardens, Christine Gilson and Patrick Park, contactable through the Parish Office, Holy Trinity Church, Baswich Lane, Stafford, ST17 0BY, Telephone 01785 253111.

## **Structure, Management and Governance**

The Parochial Church Council (PCC) is a body corporate established by the Church of England.

The Ecclesiastical Parish of Berkswich operates under the Parochial Church Council (Powers) Measure 1956

The PCC is registered with the Charity Commission, number 1129997.

The method of appointment of PCC members is set out in the Church Representation Rules. All those who attend our services are encouraged to register on the Electoral Roll and to stand for election to the PCC. PCC meetings are all public meetings and all members of the congregation are invited to attend. The PCC held 5 meetings during the year. Members are welcomed to attend at all PCC meetings, but do not have a vote.

### **Issues raised for action at PCC meetings included:**

The completion of the Parish Profile was approved by the PCC. In March, Father Graham Adamson was interviewed and appointed Vicar of the Parish of Berkswich, taking up the post in August.

The Parish financial debt was discussed after a request was made by the Churchwardens to the Archdeacon, Mathew Parker, to write off the debt to the Diocese as there were still three years of repayments still outstanding. The Diocese agreed to write off the debt on condition that the Annual Parish Share was paid in full to Diocese over the next three years.

The Three Quinquennial inspections confirmed among other things, the poor state of the roof at Holy Trinity, the Parish Church. Plans were discussed as to how the necessary repairs might be funded.

The Commonwealth Graves Commission, with PCC approval, will provide signage to the appropriate graves at Holy Trinity Churchyard

### **PCC Sub-Committees:**

#### **Standing Committee**

Fr. Graham Adamson (Vicar), Christine Gilson (Parish Warden), Patrick Park (Parish Warden), Bob Moore (PCC Vice-Chair), Andrew Morrison (Finance Officer), Pauline Pearsall, (Secretary), Congregational Wardens, Bob Gilson, All Saints Church and Colin Jones, St. Thomas' Church.

#### **Buildings and Churchyards Committee**

Phil Botfield, Patrick Park, Colin Jones, Beryl Foster, Elaine Lyne, Bob Gilson, Warren Low, Andrew Morrison, Pauline Aston (Parish Administrator)

#### **Parish Finance Committee**

Fr. Graham Adamson, Andrew Morrison, Julie Morrison, Patrick Park, Christine Gilson, Keith Bradley, Pauline Aston, Parish Office Administrator

## **Mission and Outreach Committee**

Mary Moss, Dorothy Sterling, Revd. John Sterling, Madeleine Botfield, Christine Gilson, Margaret Johnson, Dawn Blackshaw, Warren Low

## **Employment Committee**

Fr Graham Adamson, Andrew Morrison, Phil Botfield

## **Fundraising and Social Committee**

Bob Moore, Beryl Foster, Julie Morrison, Jean Alden, Madeleine Botfield, Phil Bradbury, Joan Moore

PCC members receive information on trustee responsibilities, basic health and safety, risk management and safeguarding procedures.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

## **Church Attendance**

The average **Sunday** service attendances are as follows:

Holy Trinity:	58 adults, 5 (under sixteen)
St Thomas':	23 adults, 0 (under sixteen)
All Saints:	32 adults, 2 (under sixteen)

The average **weekday** service attendances are as follows:

Holy Trinity:	31
St Thomas':	7
All Saints:	0

**Parish Electoral Roll:** there are currently **178** people on the Electoral Roll (APCM 2016 =173)

## **Occasional Offices**

Funerals:	57
Baptisms:	22
Weddings:	6
Burial of Ashes:	6

**Fresh Expressions** average **monthly** attendance

Holy Trinity:	0
St Thomas'	0
All Saints	0

# Statement of Public Benefit

The Parish of Berkswich demonstrates public benefit with the following activities

- Regular public worship open to all.
- The provision of sacred space for personal prayer and contemplation.
- Pastoral work, including visiting the sick, frail and bereaved.
- Teaching of Christianity through sermons, courses and small groups.
- Taking of religious assemblies in schools.
- Promotion of Christianity through staging of events and meetings and the distribution of literature.
- Promotion of the whole mission of the church through provision of activities for senior citizens, parents, toddlers, young people and other special needs groups.
- Teaching and discussion of Christian Ethics.
- Environmental/Ethical issues e.g. jumble sales (unsold items recycled), supporting other charities in the UK and overseas.
- Community involvement, including the support of local cultural events (music, artistic, etc) and social action.
- Encouraging local community and commercial activities, through advertising local services and facilities via the Three Decker, our Parish Magazine.

## Objectives and Activities

- The Parochial Church Council (Powers) Measure 1956 states that the PCC: is to co-operate with the Minister in providing in the ecclesiastical parish the whole Mission of the Church, pastoral, evangelistic, social and ecumenical.
- In the Parish of Berkswich we continue to develop within the Diocesan aim to Follow Christ in the Footsteps of Chad.
- Our mission continues to be to proclaim the Gospel according to the doctrines and practices of the Church of England. The PCC maintains an overview of worship throughout the parish and assists in the involvement of the many groups that that live within the parish.

## Achievements and Performance

### I. Development of opportunities for prayer, reflection and faith sharing

- a. Baptism and Marriage preparation provide opportunities for teaching, support and welcome to the church.
- b. Pre-Christmas and pre-Easter workshops for children were held at Holy Trinity
- c. Special Christmas services in each church welcome many families and schools to joyful celebration.
- d. Regular quiet sessions offer opportunities for the recently bereaved to have a space where they can have peace to reflect.
- e. The drop-in continues to provide much valued and appreciated opportunities for support and fellowship
- f. Advent Quiet Days have taken place in Holy Trinity
- g. Parish Sunday Evening services include Come to the Quiet, a Quarterly memorial service, and a service of Healing and Wholeness (all at St Thomas')
- h. Fortnightly Bible Study Group

### Planning and development of fundraising activities

Well proven fund-raising events - Parish Quiz Nights, Raffles (at every event of course), Lent lunches, Harvest Supper, etc. are a staple of the year. We have a number of concerts/recitals drawing in the wider community, but the major event of the year and one which raises the most money from a single event, is the Parish Summer Fete. Like the Fete, the Christmas Fayre also provides money-making opportunities which not only assist in financially supporting the parish, but UK and overseas charities

also. All our events, as well as fundraising to help our finances, are a major part of the Parish Outreach into the local community.

**2. Exploration of Eucharistic and Social Life in ways that lead to growth opportunities.**

Advent and other discipleship courses were held across the parish which gave opportunities to learn and worship together in formal and informal settings, and to meet people. Special welcome services and Patronal Festivals and social events are joyful occasions and give opportunities to welcome members of other churches, and our local community.

**3. Ecumenical links**

The parish remains a part of the LoveStafford ecumenical group and is a part of the local ecumenical Christmas and Easter Card scheme.

Approved by the PCC on 22<sup>ND</sup> March 2018 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'G Adamson', written in a cursive style.

Revd. Graham Adamson SCP, Vicar of Berkswich



## **2017 Reports**

### **Ministry, Worship and Service Reports**

#### **Stafford Deanery Synod**

The parish has three representatives who regularly attend deanery synod meetings, one of whom is a Lay member of the Mission and Pastoral committee.

At the meetings we have been given reports of what has happened at both the Diocesan and General Synods which we reported back to the PCC with suggestions for future meetings.

The second half of each meeting is given over to a talk. Recent ones which have been good include a presentation by three recovering alcoholics on Alcoholics Anonymous, then a talk by the Venerable Paul Thomas to mark the 500<sup>th</sup> Anniversary of the Reformation and finally one on the work of the Mothers' Union. This last one was of particular interest to us since the MU in our parish is very active and makes a major contribution to parish life. The November meeting each year is mainly a social event but we do hear what each parish in the deanery is planning for the Christmas season.

#### **Home Communions**

A faithful team from the Parish bring the Sacrament to many of our house-bound parishioners. In 2017 we administered the sacrament over 70 times to the house-bound, plus monthly in Winchester Court to an average of 12 people. We thank God for the dedication of those who attend to this important ministry and pray for all whose lives we touch through it.

#### **Baptism Preparation**

We also thank God for the work of our Baptism Preparation teams, who both meet anyone interested in organising a baptism in the parish to share something of the Christian understanding of Baptism with them. The team also later meet the baptism candidates in their homes to talk through the service with them. Through their dedication, we have made contact with over 20 baptism candidates and their families this year. From 2018, we will also be presenting the baptism certificates at our monthly Family Eucharist, so we can introduce these new members to our wider church family.

#### **Parish Choir Report**

Our Parish Choir has over 20 regular members from All Saints and Holy Trinity churches with two new members, junior and senior sopranos. Organist and choirmaster, Roy Wightman, enjoys a warm relationship with members of the choir and there are practices on Friday evening. This year we have seen a more demanding repertoire of music which has helped encourage us with new music, responses, hymns and anthems. Everyone works hard, are very enthusiastic, seeing the choir improve in confidence. As always, we are looking for new members to join us. We have a small band of musicians led by Naomi Game-Blackmoor at the monthly Family Eucharist, a development of the previous Sunday Live service using more contemporary music.

#### **Parish Servers Report**

There is currently a team of ten servers in the Parish assisting at both Eucharistic and non-Eucharistic services across all three churches. The first part of their role is to assist in the preparation of the sanctuary and vestments before the Service starts. Then as the priest processes on to the altar at the beginning of the Service, the servers are then on hand throughout the liturgy. At the end of the service they lead the procession back into the vestry where, once the priest has divested of their vestments, they begin the clearing



of the sanctuary and storing of the vestments. In non-Eucharistic Services they will assist as a crucifer and other duties as required.

## **2017 Reports**

### Outreach reports

#### **Lent Lunches**

Our six annual Lent Lunches were very well supported. Four were held in the Community Hall, one in Walton Village Hall and one in Brocton Village Hall. Proceeds (£932 in 2017) were sent to the Bishop of Lichfield's Lent Appeal. The lunches are open to the community and provide a welcoming and friendly opportunity for people to enjoy a lovely lunch, have a chat and meet new people.

#### **Our Parish Magazine: The Three Decker**

The Three Decker continues to be one of the parish's main forms of outreach in our local community with 900 copies being delivered to all corners of this large parish each month. As with many projects its publication is the result of time consuming work and commitment by a large team of over 70 volunteers, from the production team to the packers, the area distributors and the deliverers who go out in all weathers to ensure people receive their copies on time each month. We do this because we believe that it is a vital form of mission where we can reach people in the local community.

#### **SALES**

990 magazines are printed each month by Benhill Press at Rugeley at a cost of £970 p.c.m. £11640 per annum. This has not been increased for several years. In 2017 and for 2018 ahead we have managed to keep the cost stable by reducing the number of magazines printed as there is always a surplus of up to 90 each month. The cost of the magazine remains at 70p per month, £8.40 per annum. This subscription is collected at any time during the calendar year to suit our 73 distributors.

#### **SALES INCOME 2017:£6389**

#### **ADVERTISING**

The Advertisements run from March-April (following year). Advertisers are contacted by e-mail or letter (many delivered by hand to save postage). The cost of a one module advert is £120; a double module £240. Payment is made either by cheque to the Parish Office or by Bacs.

#### **ADVERTISING INCOME 2017 : £8440**

I am pleased to report that all the advertising modules have been sold for 2018.

Following expenditure for advertising, packing, and Parish Pump subscription the magazine made a profit of £2970.02 for Parish Funds.

This is a slightly reduced profit from 2016 because of a fall in sales income.

Margaret Johnson

#### **Mission and Outreach**

The Mission and Outreach meetings were well attended. Plans were discussed as how best to support the Diocesan link with the schools' initiative "pray, bake, read" as way of connecting with Berkswich School: Pray intentionally for the school, this is, at times, included in intercessions. Bake a cake for the staff each half term, cakes have been gratefully received by the staff. Read I:I with a pupil each week, this is ongoing and not fully organised as yet. There are regular monthly reports from Berkswich School for the Three Decker magazine is being encouraged. Fr. Graham Adamson also suggested possible transition days for year 6 moving to High School, something possible for the future as is the Open the Book Project - something to be considered for the future. Use of the local prayer diary which facilitates prayer for different areas of the parish, prayers are now to be found on the weekly pew sheet. A new monthly pattern of services will be introduced and a new attempt to establish a Mother and toddler/pram services is planned.

We had a Harvest theme for Messy Church in October, but our Service of thanksgiving for baptism and weddings was unfortunately cancelled due to a snowstorm; families were invited to the first of the Family Eucharist in January instead. A reverse Advent Calendar was encouraged and proceeds given to the local Women's Aid and we re-designed the Holy Trinity Transept play area.

## **2017 Reports**

### **Parish associated and affiliated groups**

#### **Mothers' Union**

The 2017 programme for Mothers' Union focussed on the theme "Faith in Action". As well as having a varied programme of monthly meetings, events were held which promoted fellowship within the group, the parish and the deanery. Examples of this are an afternoon tea, light lunch, a visit to St. Mary's Church in Stafford to view the Christmas trees and a new year meal. The monthly Eucharist is very well supported and some members, whenever possible, attend quarterly Deanery Prayer Meetings also held at St. Mary's Church. As a result of funds generated at these events we have been pleased to send to Mary Sumner House £713 spread between the Overseas and Relief Fund and the Summer of Hope Appeal. As part of our continued support to Women's Aid we fund-raised and purchased bed linen and towels to the value of £350 to be used in their recently built hostel.

The theme for 2018 is "In Mary Sumner's Footsteps. We have started the year well with an increase in membership (now 30 members) and feel confident, as a branch, we will continue to follow in Mary Sumner's Footsteps by working with people in 83 countries to promote stable marriage, family life and the protection of children through praying, enabling and campaigning.

#### **Drop In**

We have had a total of thirty people visit the sessions made up of dementia sufferers, with and without carers, several bereaved people and others who are lonely. The Drop In gives clergy and others an opportunity for pastoral care to many who have been recently bereaved or have other problems. There is the opportunity for outreach and mission to non-church members who visit us, with the members discussing problems and possible solutions to each of their particular situation. Some members will help with refreshments at each meeting. It always pleases when one member of couple, who have previously come together, returns after the death of their partner, which gives us an opportunity to support them at this difficult time.

I am amazed that people can talk, drink and eat at the same time, but they do. The chatter never stops, except recently they held a bingo session and I could not believe the quiet but that ended when the game ended.

We are now almost a victim of our own success as we are reaching the limit of the small Baswich Room but the atmosphere would not be the same in a larger room. Some members enjoy it so much they would like to meet more often. Our aim for the future is to continue to offer the help and support to those who need it, we are only limited by space and available helpers.

John Saberton

#### **Baswich Community Hall**

The Community Hall, administered by the Berkswich Parish Hall Trust, continues to provide a valuable service to the local community, and to the Parish itself, by offering a first-class venue for groups, classes and a variety of social events. Bookings on a regular and ad hoc basis are high and provide a valuable source of income. The hall receives donations from various sources - one major contributor being the 100 Club run by John Kemp and assisted by Beryl Foster. Improvements within the last twelve months have included the replacement of wooden fencing, redecoration of the hall and, most notably, the costly replacement of the hall floor. Improvements and repairs to the hall are ongoing and will ensure that the hall remains a popular venue. The current members of the Management Committee are Fr Graham Adamson, Trustee (ex officio), Mrs. Christine Gilson, Church Warden (ex officio), Mr. Patrick Park, Church Warden (ex officio), Mr. David Pearsall, Chairman of the Management Committee, Pauline Aston, Administrator, Beryl Foster, Alison Philp, John Kemp, Kevin Kelly and Phil Botfield.

## 2017 Reports

### Financial matters

#### Planned Giving

The Parish of Berkswich relies very heavily on the regular committed giving of our members to finance our diocesan quota, worship, mission, outreach and the maintenance of our buildings. Without this support from the membership we could not pay our way and reduction in our activities or closure would be inevitable.

Sadly in 2017 we lost several members due to death. Several members also moved away from the area. There were some new members but the gain in numbers was less than the losses.

At present, active members are as follows:

Holy Trinity 43

All Saints 23

St Thomas' 16

Payment by Standing Order 40 (all three churches)

If we are to maintain our current level of commitment to worship, mission, outreach, maintenance of our buildings and, not least, paying our diocesan quota we need many more of our church members to commit themselves to regular giving by joining.

If you are not already a member of the scheme, please consider joining without delay and pick up a membership pack from your church. We need you!

## 2017 Reports

### Buildings and building for our future

#### Buildings and Churchyards

At the beginning of the year (2017) we began to embed the use of the redesigned log books for recording the works carried out in each church. Indeed, the Agenda and Minutes of our regular meetings are now based around the reports recorded in each log book. We had Quinquennial inspections of all three churches this year which inevitably highlighted some new problems in each church as well as some have yet to complete work that was recommended in the last inspections in 2012. At All Saints we have had the rear door of the church replaced and the lintel over the main entrance to the church made safe. At St Thomas' there has been some progress on the plan to build a ramp to enable wheelchair access to the church. The plan has now been divided into three stages and an appeal for finances has raised some money towards the cost of the project. The recent inspection of the church has also identified the fact that the current electrical installation does not meet IEE regulations, and is therefore considered unsafe; work is underway to resolve this. Meanwhile at Holy Trinity there is a leaking roof in need of urgent repairs. As a result of the inspection, and at our request, we have had three tenders for three repairs that might sort out some or all of the problems. Discussions have taken place with the Archdeacon and the Diocese as to how we might get some grant-aided funding for the repairs. The more immediate need is a builder to undertake urgent emergency repairs before there is any further damage to the ceiling of the Nave. Finally, a risk assessment of the graveyard at Holy Trinity was made to assess if we comply with Health and Safety concerns. This drew to the committee's attention the need for a more complete plan of the burial plots. The coming 12 months are again going to be busy.

## Parish Treasurer's Report for 2017

2017 was a success financially as the Parish again managed to pay its Share request (in 2017 this was £ 67028) in full, as it has been able to since 2013. The remainder of the historical debt of over £44000 which had accrued prior to 2013 has now been reduced to £12726 thanks to the Diocese agreeing its reduction over a three-year Period, ending in 2019, and we have now renegotiated with the diocese a new deficit write-off scheme, contingent on the Parish Share being paid in full throughout the next three years which should see the deficit reduced in its entirety. This agreement is dependent on continuing to meet our Share request in each of the prior three years in full.

We are financially very dependent on our Social and Fundraising, as well as the small income from Weddings and Funerals, to balance our books each year; Planned giving alone is not sufficient although the majority of donors 'Gift-Aid' donations wherever possible to add extra income to the Parish. This costs nothing extra for the Donor but the Parish are able to claim an extra 25% income, provided the Donor already pays income tax. Details of helping the Parish in this way can be obtained from either the Gift Aid officer or Treasurer.

The income from Planned giving is slightly down on the previous year due to people either moving away or sadly being no longer with us. The Parish has been working hard to reduce costs, which have been reflected a reduction of nearly £8000. Restricted monies have been allocated to the requested funds and designated monies retained for emergency repairs thus leading to an overall increase in assets within the Parish.

The Financial Appeal to reduce the Parish debt and fund disabled access to St Thomas' church is nearing its conclusion having raised over £13000 since its inception in July 2016. £6000 of these monies have been used to reduce the Parish ' historical debt whilst the remainder is roughly allocated between reducing the remaining debt and starting work on the disabled access. Although this is nowhere enough to complete the cost of the access, it could be used as a basis for matching any grant funding for the project in the future.

Following the Quinquennial reports, there are a significant number of improvements and expensive repairs which have been highlighted. The Parish does not have the resources to complete all of these at once, so hard choices remain as to which should be completed first.

Finally, I would once again thank Keith Bradley for being instrumental in the collation of the Final accounts and Pauline Aston for her day-to-day management of the financial affairs of the Parish.


Andrew Morrison,  
Parish Treasurer

Approved by the PCC on 22<sup>nd</sup> March 2018 and signed on their behalf by



Revd. Graham Adamson, Vicar of Berkswich

<b>The PCC of Berkswich</b>							
<b>Financial Statements for the Year Ended 31st December 2017</b>							
<b>Statement of Financial Activities</b>							
		<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowments Funds</b>	<b>Total Funds 2017</b>	<b>Total Funds 2016</b>
		£	£	£	£	£	£
<b>Incoming Resources</b>							<i>*see note 12 for full comparatives</i>
<b>Income and endowments from:</b>							
Donations and Legacies	<b>2a</b>	74,582	3,627	14,692	-	92,901	74,594
Activities for Generating Funds	<b>2b</b>	19,311	-	-	-	19,311	18,691
Income from Investments	<b>2c</b>	-	-	-	3,343	3,343	-
Church Activities	<b>2d</b>	4,659	-	3,604	-	8,263	4,484
Other	<b>2e</b>	-	-	-	-	-	-
<b>Total</b>		<b>98,552</b>	<b>3,627</b>	<b>18,296</b>	<b>3,343</b>	<b>123,818</b>	<b>97,768</b>
<b>Resources Expended</b>							
<b>Expenditure on:</b>							
Raising Funds	<b>3a</b>	535	-	-	-	535	232
Church Activities	<b>3b</b>	104,558	634	11,508	-	116,700	112,319
Other	<b>3c</b>	-	-	-	-	-	-
<b>Total</b>		<b>105,092</b>	<b>634</b>	<b>11,508</b>	<b>-</b>	<b>117,234</b>	<b>112,552</b>
<b>Net Income/(Expenditure) before investment</b>		<b>(6,540)</b>	<b>2,993</b>	<b>6,788</b>	<b>3,343</b>	<b>6,583</b>	<b>(14,783)</b>
Net gain/(losses) on investments	<b>7(b) &amp; 8(a)</b>					-	
<b>Net Income/(Expenditure)</b>		<b>(6,540)</b>	<b>2,993</b>	<b>6,788</b>	<b>3,343</b>	<b>6,583</b>	<b>(14,783)</b>
Transfer between Funds	<b>6</b>	6,540	-	(6,540)	-	-	-
<b>Net Movement in Funds</b>		<b>(0)</b>	<b>2,993</b>	<b>248</b>	<b>3,343</b>	<b>6,583</b>	<b>(14,783)</b>
<b>Total Funds brought forward</b>	<b>11</b>	<b>8,607</b>	<b>2,404</b>	<b>40,221</b>	<b>53,344</b>	<b>104,576</b>	<b>119,359</b>
<b>Total Funds carried forward</b>		<b>8,607</b>	<b>5,397</b>	<b>40,469</b>	<b>56,687</b>	<b>111,159</b>	<b>104,576</b>

<b>Balance Sheet</b>			
		<b>Total 2017 £</b>	<b>Total 2016 £</b>
<b>Fixed Assets</b>			
Tangible Assets	7(a)	8,607	8,607
Investment Assets	7(b)	56,686	53,344
<b>Total Fixed Assets</b>		<b>65,293</b>	<b>61,951</b>
<b>Current Assets</b>			
Current Investments	8(a)	-	-
Debtors and prepayments	8(b)	3,324	1,842
Cash at bank and in hand	8(c)	47,644	44,619
<b>Total Current Assets</b>		<b>50,968</b>	<b>46,461</b>
<b>Current Liabilities - due within 1 year</b>			
Creditors and accruals	9(a)	5,102	3,836
Diocesan Parish Share			
Diocesan Loan			
<b>Total Current Liabilities</b>		<b>5,102</b>	<b>3,836</b>
<b>Net Current Assets/(Liabilities)</b>		<b>45,866</b>	<b>42,625</b>
<b>Liabilities due after one year</b>			
Creditors	9(b)		
Deferred Parish Share			
Diocesan Loan			
<b>Total Liabilities due after one year</b>		<b>-</b>	<b>-</b>
<b>Total Net Assets/(Liabilities)</b>		<b>111,159</b>	<b>104,576</b>
<b>Funds of the PCC</b>			
<b>Unrestricted Funds</b>			
General Fund		8,607	8,607
Designated Funds		5,397	2,404
<b>Restricted Funds</b>			
Endowment Funds		40,469	40,221
		56,687	53,344
<b>Total Funds</b>		<b>111,159</b>	<b>104,576</b>
Approved by the Annual Parochial Church Meeting on DATE TO BE INSERTED and signed on its behalf by:			
Signature: ..  .....			
Name: The Revd Graham Adamson (PCC Chairman)			
The notes on the following pages form part of these accounts			

## The PCC of Berkswich

### Financial Statements for the Year Ended 31st December 2017

#### Accounting Policies

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions. They have also been prepared in accordance with the Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. 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 their main affiliation to another body nor those that are informal gatherings of Church members.

#### Cashflow Statement

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a Cash flow statement on the grounds that the income does not exceed £500,000.

#### Going Concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern

#### Accounting Estimates and Prior Year Errors

No changes to accounting estimates have occurred in the reporting period.

No material prior year errors have been identified in the reporting period.

#### Description of Funds

**Unrestricted funds** are income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

**Restricted funds** comprise of two elements :-

a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest

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 usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

#### Depreciation of fixed assets

The equipment currently shown in fixed assets represents items that would not normally lose value over their lifetime, and as such they are not depreciated.



## **Accounting Policies continued**

### **Income**

Planned giving, collections and donations are recognised when received or when the PCC becomes entitled to the resource and the monetary value can be measured with sufficient reliability. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due and the monetary value can be measured with sufficient reliability. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

### **Expenditure and Liabilities**

Grants and donations are accounted for when paid over, or when awarded, if that 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. A Liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **Governance and Support Costs**

Support costs should be allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the PCC and its compliance with regulation and good practice.

### **Fixed Assets**

Consecrated and benefice property is not included from the accounts by s.10(2)(a)&(C) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Other tangible fixed assets are valued at cost. The depreciation rates and methods used are disclosed in the notes to the accounts.

### **Investments**

Investments in quoted shares, traded bonds and similar investments are valued initially at cost and subsequently at market value at the year end. Investments held for re-sale are treated as current asset investments.

### **Debtors**

Debtors are measured on initial recognition at settlement amount. Subsequently they are measured at cash expected to be received.

### **Policy on Reserves**

The parish have a policy of holding at least 3 months expenditure on reserve, to cover any contingencies which may arise. At present reserves represent 11 months expenditure.

The PCC of Berkswich

Financial Statements for the Year Ended 31st December 2017

Finance Form Box Number	INCOME AND ENDOWMENTS	2	Unrestricted	Designated	Restricted	Endowment	Total Funds	Total Funds
			Funds	Funds	Funds	Funds	2017	2016
			£	£	£	£	£	£
	<b>Donations and Legacies</b>							
	<i>Voluntary Income</i>							
1	Tax efficient planned giving	2a	42,979				42,979	45,507
2	Other planned giving		9,637				9,637	9,413
3	Collections at services		6,633		1,144		7,777	3,840
4	All other giving and voluntary receipts including special appeals		491	3,627	13,548		17,666	722
6	Gift Aid Recovered		14,842				14,842	15,111
7	Legacies received						-	
8	Grants (recurring and one-off)						-	
			<b>74,582</b>	<b>3,627</b>	<b>14,692</b>	<b>-</b>	<b>92,901</b>	<b>74,594</b>
	<b>Charitable Activities</b>							
	<i>Activities for Generating Funds</i>	2b						
9	Social events		19,076				19,076	18,426
9	Votive candles		236				236	215
9	Other Fundraising Activities						-	50
			<b>19,311</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,311</b>	<b>18,691</b>

<b>INCOME AND ENDOWMENTS continued</b>							
		<b>Unrestricted Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
	<b>Income from Investments</b>	<b>2c</b>					
10	Dividends					-	
10	Bank Interest				3,343	3,343	
		-	-	-	<b>3,343</b>	<b>3,343</b>	-
	<b>Income from Church Activities</b>	<b>2d</b>					
11	Statutory Fees (retained by PCC)			3,604		3,604	
12	Church Hall Hire					-	
12	Bookstall					-	
12	Parish Magazine (sales and advertising)	4,659				4,659	4,484
		<b>4,659</b>	-	<b>3,604</b>	-	<b>8,263</b>	<b>4,484</b>
	<b>Other Income</b>	<b>2e</b>					
13						-	
13						-	
		-	-	-	-	-	-
	<b>Total Income</b>	<b>98,552</b>	<b>3,627</b>	<b>18,296</b>	<b>3,343</b>	<b>123,818</b>	<b>97,768</b>

The PCC of Berkswich

Financial Statements for the Year Ended 31st December 2017

Finance Form Box Number		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2017 £	Total Funds 2016 £
	<b>EXPENDITURE</b>						
	<b>Raising Funds</b>						
	<i>Costs of Generating Funds</i>						
17	Stewardship Costs	233	-	-	-	233	232
17	Parish pens and bags	37	-	-	-	37	-
17	Bookstall costs	264	-	-	-	264	-
		<b>535</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>535</b>	<b>232</b>
	<b>Charitable Activities</b>						
	<i>Church Activities</i>						
18	Mission Giving and Donations					-	
19	Diocesan Parish Share	67,028	-	-	-	67,028	72,598
20	Salaries and Wages	3,675	-	-	-	3,675	11,502
21	Clergy and Staff Expenses	2,642	-	-	-	2,642	4,802
	<i>Church Expenses</i>						
22	Church Expenses (Mission and Evangelism)					-	33
23	Church Running Expenses (incl Governance)	19,586	634	11,508	-	31,727	11,964
24	Church Utility Bills	11,628	-	-	-	11,628	11,420
25	Cost of Trading					-	
	<i>Major Capital Expenditure</i>						
27	Major Repairs to the Church					-	-
28	Major Repairs to Church Hall					-	-
29	New Building Work					-	-
		<b>104,558</b>	<b>634</b>	<b>11,508</b>	<b>-</b>	<b>116,700</b>	<b>112,319</b>
99	<b>Other</b>						
						-	
						-	
		-	-	-	-	-	-
	<b>Total Expenditure</b>	<b>105,092</b>	<b>634</b>	<b>11,508</b>	<b>-</b>	<b>117,234</b>	<b>112,552</b>

# The PCC of Berkswich

## Financial Statements for the Year Ended 31st December 2017

### 4 Allocation of Support Costs

Support costs comprise Trustee Training and Governance Costs etc. Due to the nature of the financial activities of the PCC, these would be allocated across Charitable Expenditure which comprises the majority of its expenditure and as such are automatically charged there.

### 5 (a) Staff Costs

	2017	2016
Wages & Salaries	£11,502	£3,675
Average number of employees	1	1

During the year the PCC employed an administrator.

There were no employee benefits to key management personnel in the previous or current year.

### 5 (b) Related Parties

No payments or expenses were paid to any PCC member, persons closely connected to them or related parties.

### 5 (c) Fees for the examination of the accounts

	2017	2016
Independent Examiner's fees	£150	£0

### 6 Analysis of Transfer between Funds

	Unrestricted £	Restricted £	Total £
General Fund	2,689	(2,689)	-
"Appeal 2016" fund	3,851	(3,851)	-
	6,540	(6,540)	-

<b>7 (a) Tangible Fixed Assets</b>		<b>Freehold Buildings £</b>	<b>Church Equipment £</b>	<b>Total £</b>			
<i>All unrestricted</i>							
<b>At Cost or Valuation</b>							
As at 1st Jan		-	8,607	8,607			
Additions in the Year		-	-	-			
Disposal in the Year		-	-	-			
Revaluation (if any)		-	-	-			
<b>Value at 31st Dec</b>		<b>-</b>	<b>8,607</b>	<b>8,607</b>			
<b>Accumulated Depreciation</b>							
As at 1st Jan		-	-	-			
Charge for the Year		-	-	-			
Disposals		-	-	-			
<b>Value at 31st Dec</b>		<b>-</b>	<b>-</b>	<b>-</b>			
Net Book Value at 1st Jan 2017		-	8,607	8,607			
<b>Net Book Value at 31st Dec 2017</b>		<b>-</b>	<b>8,607</b>	<b>8,607</b>			
<b>7 (b) Fixed Asset Investments</b>							
		<b>At 1st Jan £</b>	<b>Additions £</b>	<b>Disposals £</b>	<b>Transfers £</b>	<b>Change in Market Value £</b>	<b>At 31st Dec £</b>
<b>Unrestricted funds</b>							
Investments							-
<b>Restricted funds</b>							
Investments							-
<b>Endowment funds</b>							
LDT Jones 1545		53,344				3,342	56,686
<b>Total</b>		<b>53,344</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,342</b>	<b>56,686</b>

<b>8</b>	<b>Current Assets</b>							
<b>8 (a)</b>	<b>Current Asset Investments</b>							
	<i>None</i>							
<b>8 (b)</b>	<b>Debtors</b>							
	<i>All unrestricted</i>			<b>2017</b>	<b>2016</b>			
				<b>£</b>	<b>£</b>			
	Gift Aid recoverable							
	Prepayments and accrued interest							
	Other debtors			3,324	1,842			
				<b>3,324</b>	<b>1,842</b>			
<b>8 (c)</b>	<b>Cash at Bank and in hand</b>							
			<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>2017 Total</b>	<b>2016</b>
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Co-op Current Account		-	1,807	3,699		5,506	4,603
	Co-op Current Account		-	3,368			3,368	2,004
	CCLA Deposit Account no.1		-	222	23,039		23,261	25,636
	CCLA Deposit Account no.2		-		7,498		7,498	3,633
	CCLA Deposit Account no.3		-		7,136		7,136	7,672
	Interior Decoration Scheme - LDBF		-		854		854	1,061
	Petty Cash		21				21	10
			<b>21</b>	<b>5,397</b>	<b>42,226</b>	<b>-</b>	<b>47,644</b>	<b>44,619</b>
<b>9</b>	<b>Liabilities</b>							
	<i>All unrestricted</i>			<b>2017</b>	<b>2016</b>			
				<b>£</b>	<b>£</b>			
<b>9 (a)</b>	<b>Amounts falling due in one year</b>							
	Accruals of Utilities							
	Amounts Received in Advance							
	Diocesan Parish Share							
	Diocesan Loan							
	Other Creditors			5,102	3,836			
				<b>5,102</b>	<b>3,836</b>			
<b>9 (b)</b>	<b>Amounts falling due after one year</b>							
	Diocesan Loan			-	-			
	Deferred Parish Share			-	-			
				<b>-</b>	<b>-</b>			



10 Summary of Assets by Fund						
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £	
Fixed Assets	8,607	-	-	-	8,607	
Investment Assets	-	-	-	56,687	56,687	
Current Assets	3,345	5,397	42,226		50,968	
Current Liabilities	(5,102)				(5,102)	
	<b>6,850</b>	<b>5,397</b>	<b>42,226</b>	<b>56,687</b>	<b>111,159</b>	

#### 11 Summary of Fund Movements

	Reserves at 1st Jan £	Incoming Resources £	Resources Expended £	Investment Gains/Losses £	Transfers £	Reserves at 31st Dec £
Unrestricted Fund	8,607	98,552	(105,092)	-	6,540	8,607
Designated Funds						
Parish office	-	148	(148)	-	-	-
Parish	2,404	3,479	(486)	-	-	5,397
	<b>2,404</b>	<b>3,627</b>	<b>(634)</b>	<b>-</b>	<b>-</b>	<b>5,397</b>
Restricted Funds						
Holy Trinity, Basw ich	998	3,744	(2,820)			1,922
St Thomas, Walton	1,302	3,825	(3,367)	-	-	1,760
All Saints, Brocton	16,123	1,368	(2,666)	-	-	14,825
Churchyard	12,729	1,349	(1,907)	-	(2,689)	9,482
Ramp	2,808	1,003	-	-	-	3,811
Parish Share	825	2,862	-	-	-	3,687
Flow ers	1,011	-	(342)	-	-	669
Restoration Fund	722	95	-	-	-	817
Youth Development	2,642	-	-	-	-	2,642
Decoration Fund	1,061	200	(407)	-	-	854
	<b>40,221</b>	<b>14,446</b>	<b>(11,509)</b>	<b>-</b>	<b>(2,689)</b>	<b>40,469</b>
Endowment Funds	53,345	3,342	-	-		56,687
						-
<b>Total Funds</b>	<b>104,577</b>	<b>119,967</b>	<b>(117,235)</b>	<b>-</b>	<b>3,851</b>	<b>111,159</b>

Restoration fund - monies are restricted for the maintenance and upkeep of musical instruments

Flower fund - monies for the maintenance of flowers in church, weekly, Christmas and Easter

Churchyard - monies for the maintenance and upkeep of churchyard

Youth Development - monies for the development of youth services and activities

Vicarage decoration - monies for the maintenance and upkeep of the clergy houses

3 individual church funds - restricted for the maintenance and upkeep of individual churches

12	SOFA Comparatives					
	(previous year)	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds £
	<b>Income and Endowments</b>					
	Voluntary Income	59,885	2,912	-	11,797	74,594
	Activities for Generating Funds	18,691	-	-	-	18,691
	Investments	-	-	-	-	-
	Church Activities	2,528	-	1,956	-	4,484
	Other	-	-	-	-	-
	<b>Total Income</b>	<b>81,104</b>	<b>2,912</b>	<b>1,956</b>	<b>11,797</b>	<b>97,769</b>
	<b>Expenditure</b>					
	Church Activities	100,633	611	11,076	-	112,320
	Raising Funds	232	-	-	-	232
	Other	-	-	-	-	-
	<b>Total Expenditure</b>	<b>100,866</b>	<b>611</b>	<b>11,076</b>	<b>-</b>	<b>112,552</b>
	<b>Net income/(expenditure)</b>	<b>(19,761)</b>	<b>2,302</b>	<b>(9,120)</b>	<b>11,797</b>	<b>(14,783)</b>
	Net gain/(losses) on investment	-	-	-	-	-
	<b>Net Income/(Expenditure)</b>	<b>(19,761)</b>	<b>2,302</b>	<b>(9,120)</b>	<b>11,797</b>	<b>(14,783)</b>
	Transfer between Funds	-	-	-	-	-
	<b>Net Movement in Funds</b>	<b>(19,761)</b>	<b>2,302</b>	<b>(9,120)</b>	<b>11,797</b>	<b>(14,783)</b>
	The 2016 accounts were not shown in Charities SORP format, but they can be found on the Charities Commission website.					

**Examined accounts presented to an Extraordinary Parochial Church Meeting on the 29<sup>th</sup> July 2018, Holy Trinity Church, Baswich.**



**Revd Graham Adamson**  
**Vicar of Berkswich**



**Mr Andrew Morrison**  
**Parish Treasurer**