

PARISH OF BERKSWICH

GOD'S LOVE IN COMMUNITY



Annual Report for the year ending 31st December 2019



The Vicar's Reflections

Dear all,

Welcome to the 2019 Annual Report, a year full of much joy and celebration.

We were honoured to welcome Michael, Bishop of Lichfield, and Rebecca his chaplain as they journeyed with us through much of Lent, Holy Week and Easter. Not many parishes are fortunate enough to have their Diocesan Bishop join them for quite so many services during the busiest time of the church year. From Ash Wednesday through to Easter Day we all, I am sure, gained greatly from his presence, presidency and preaching.

We delighted in welcoming the ordination and arrival of our new Curate, David Clark, to the parish. It has been wonderful to see David flourish in his ministry this year, and we look forward to his ordination to the Priesthood and continued ministry in the parish through 2020 and beyond.

We celebrated as we welcomed the Confirmation of seven members of our church family in a service lead by Bishop Geoff – his last time in the parish before retirement.

We rejoiced in welcoming over 30 children and parents/carers to Trinity Ark – our new term time Fresh Expression of worship which reached many families new to the church, and which culminated in a wonderful NaTrinity Ark Nativity Play the week before we broke up for Christmas.

We worshipped together with the many hundreds we welcomed into our churches, at a Nine Lessons and Carols stunningly sung by our Choir and many other seasonal services.

We were stimulated and challenged to consider how our faith ought to impact on our lives as we welcomed guest preachers of a huge variety of subjects (from body image to the environment to the media to unconscious bias) to our monthly Digging Deeper series.

And, of course, day in, day out, week by week, we welcomed anyone who came through our doors as we gathered together to worship our heavenly creator and saviour.

We were also delighted to report that by the end of 2019 we had managed to pay off our historic Parish Share deficit – something which is a testament to the continued generosity of so many people.

We rejoice at all God has done for us in 2019 and look forward to seeing what he has in store for us in the future.

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, appearing to read 'Fr Graham', with a horizontal line underneath.

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

Vicar: The Revd Graham Adamson SCP

Associate Priest: The Revd Joy Bishop

Assistant Priest: The Revd John Sterling

Curate: The Revd David Clerk

Parish Office Administrator: Pauline Aston

PCC Treasurer: Andrew Morrison

PCC Secretary: Vacant

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 (ex-officio) and Julie Morrison

Elected PCC members and year appointed: Henry Birtley (2019), Dawn Blackshaw (2017), Madeleine Botfield (2015), Beryl Foster (2017), Margaret Johnson (2016), Dorothy Sterling (ex-officio), Mary Moss (2017), Julie Morrison (ex-officio), Phil Botfield (2018), Keith Bradley (2017), Colin Jones (2017), Warren Low (2015), Bob Moore (2015), Andrew Morrison (ex officio)

Ex officio members of PCC are: Clergy, Parish Churchwardens, Deanery Synod representatives. 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

Architects: 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 10 meetings during the year. Members are welcomed to attend at all PCC meetings, but do not have a vote. It is the policy of this church to hold in reserves the equivalent of two months general running costs and an additional one month's salary costs

Issues raised for action at PCC meetings included:

Review of the service pattern including the combined evensong and discussion service at Brocton. Evensong will remain at Brocton with the addition of a discussion service "Digging Deeper" at Holy Trinity.

"Toilet Twinning" - a joint fund-raising initiative with Berkswich School.

A voluntary donation of £100 each to the Royal British Legion and the Commonwealth Graves Commission.

A review of memorabilia in Holy Trinity churchyard which falls outside statutory regulations

Climate Awareness Day – a joint venture with Berkswich School to raise awareness of climate change.

A Heritage Lottery Bid which will build on our accessibility strategy

Repairs to the organ at Holy Trinity

Health and Safety audit of the balcony at Holy Trinity

Safeguarding and Incident reporting is an agenda item for each meeting.

Two new policies were adopted by the PCC in the past year. These were – Safeguarding (Revised) and Admission of Children to Communion. Draft policies on Equal Opportunities, Domestic Abuse and Health and Safety Policies were presented to the December meeting for ratification at the January 2020 meeting. Copies of our approved policies are available at <http://www.berkswich.org.uk/our-policies.html>

PCC Sub-Committees:

Standing Committee

Fr. Graham Adamson (Vicar), Christine Gilson (Parish Warden), Patrick Park (Parish Warden), Warren Low (PCC Vice-Chair), Andrew Morrison (Finance Officer), Vacant (Secretary),

Buildings and Churchyards Committee

Phil Botfield, Patrick Park, Colin Jones, Beryl Foster, 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, Henry Birtley.

Employment Committee

Fr Graham Adamson, Andrew Morrison, Phil Botfield

Fundraising and Social Committee

Bob Moore, Beryl Foster, Julie Morrison, Jean Alden, Madeleine Botfield, Sheila Daniel, Monica Mudway, Bob Mudway, Chris Bowen, Alison Philp, Sue Hatton

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). All PCC members are encouraged to complete the on-line safeguarding courses, C0 and C1.

Related Parties

Donations from Related Parties

Donations from related parties during the year totalled £16,451. All these donations were received without conditions.

Remuneration paid to Trustees

None of the trustees have been paid any remuneration or received any other benefits from employment with the PCC

Expenses paid to Trustees

1 trustee was reimbursed £2,289 for travel and subsistence during the year.

Reserves Policy

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments. This is equivalent to £36,098. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year end was £69,627 which is substantially higher than this target.

Risk Management

The Church Wardens with the Parish Health and Safety Officer carry out regular Health and Safety Reviews and regularly inspect premises for potential hazards. We have safeguarding policies in place for child protection and for work with vulnerable adults, including rigorous DBS checking of staff and volunteers. Our insurances are reviewed annually to ensure adequate cover. An informal review of any new risks which may impact the work of the Church in the Parish is ongoing.

Church Attendance 2019

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

Holy Trinity: 65 adults, 6 (under sixteen)

St Thomas': 17 adults, 1 (under sixteen)

All Saints: 32 adults, 1 (under sixteen)

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

Holy Trinity: 43

St Thomas': 18 (includes Berkswich School Services)

All Saints: 5

Parish Electoral Roll: there are currently **162** people on the Electoral Roll (APCM 2019 =159)

Occasional Offices

Funerals: 37

Baptisms: 23

Weddings: 4 + 1 Blessing

Burial of Ashes: 2

Additional Inscriptions 3

Fresh Expressions average **monthly** attendance

Holy Trinity (Trinity Ark) 90

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

1. **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-Easter workshops for children were held at Holy Trinity, and Stations of the Cross/Nativity were held for years five and six in our Church School.
 - c. Special Christmas services in each church welcomed 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. Pilgrim courses were held throughout the year.
 - h. Monthly Sunday Evening services include Come to the Quiet, a Quarterly memorial service, a service of Healing and Wholeness, and an Evensong with Discussion Sermon.
 - i. 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 XXX and signed on their behalf by

Revd. Graham Adamson SCP, Vicar of Berkswich

2019 Reports

Ministry, Worship and Service Reports

Stafford Deanery Synod 2019

We have two representatives on Deanery Synod, Julie Morrison and Dorothy Sterling, who is also a member of the Standing Committee.

There were four meetings during 2019.

- On the 28th February Deanery Synod met at St Mary's and Rev Alison Thomas, then Curate at St Mary's, spoke to us about her journey in faith which led to being accepted for ordination into the priesthood.
- On 5th June, we met in the Milwich Village Hall. We were given with a Power Point presentation by a member of Lichfield Cathedral staff concerning vocations to serve as Lay Readers and Ministers and the paths to training.
- On 2nd October we met in Holy Trinity, Baswich and Mr Tug Wilson, Lay Chair of Diocesan Synod, talked about General Synod and his experience of being a representative.
- On 27th November the annual Social evening was held at St Thomas and St Andrew's church at Doxey. Rev Prebendary Grigson gave a brief talk before we helped ourselves to refreshments and sang Advent carols.

Home Communions

A faithful team from the Parish bring the Sacrament to many of our house-bound parishioners. In 2019 we administered the sacrament over 154 times to the house-bound, plus monthly in Winchester Court to an average of 10 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 23 baptism candidates and their families this year. From 2018, we began presenting the baptism certificates at our monthly Family Eucharist, so we can introduce these new members to our wider church family.

Parish Choir Report

As you might expect our Parish Choir is made up of members from the parish wide congregation. Organist and choirmaster, Roy Wightman, enjoys a warm relationship with members of the choir and there are practices regularly on a Friday evening. The introduction of a quarterly Choral Evensong has given the choir the opportunity to sing the Psalms and various settings of the Magnificat and Nunc Dimittis. The choir continues to learn a more demanding repertoire of music which has helped encourage us with new music, responses, hymns and anthems. The introduction of the Triduum at Easter proved popular and everyone worked very hard and enthusiastically starting on Maundy Thursday, continuing on Good Friday and reaching the climax on Easter Eve. The choir and musicians were well complimented after the Triduum, the choral evensongs and the Christmas Carol Service. 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, using more contemporary music.

The younger members of the choir are following the RSCM awards and working towards level two.

This year some of the choir joined in with the local Royal School of Church Music workshops run by Ben and Cathy Lamb of Lichfield Cathedral. We went to sessions at Shifnal and Hanbury followed by being part of the Massed Choir at Lichfield Cathedral in October. Prior to the Massed Choir day, we were required to learn the music, we had a rehearsal during the afternoon and sang Choral Evensong in the Cathedral.

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 to the altar at the beginning of the service, the servers are then on hand throughout the liturgy. At the end of the service having led the procession back to the vestry and the Priest's vestments have been removed, they begin the clearing of the sanctuary and the storing of the vestments. In non-Eucharistic services they will assist as a crucifer and other duties as required.

At Holy Trinity we now have four servers on three Sundays every month and this has involved a lot more work for all the servers there. We would welcome anyone who would like to be involved with us. Just ask and we will talk you through what we do.

At Parish Services we endeavour to use servers from all three churches. A great thanks to all the servers for their incredible hard work during the year.

2019 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. The proceeds (£1250.00) were divided between the Bishop of Lichfield's Lent Appeal and the Parish. 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

I am happy to report that during the past year we have increased the number of people taking the Three Decker so that the revenue from sales has increased by £1,036.70. Unfortunately, advertising revenue has fallen.

I would like to pay tribute to the 10 packers and 70 distributors of the magazine who do a wonderful job across the parish each month in ensuring people receive their copy in good time. A big thank you to John Gallimore and Christine Davies who drop off the parcels to the 13 area distributors.

I hope our readers receive nourishment from the spiritual content and I thank Fr. Graham, Joy and David for their sermons and letters and also Mary, Bob and Phil for their letters. We believe it is important to achieve a balance between spiritual/parish related content and local community activities and events. The Three Decker is an important part of the parish's mission and outreach.

Finally, I would like to thank the Production Team of 6 who meet on the first Monday of the month to discuss copy for the following month. We are sad to lose Elaine Lyne who has been a member of the team since 2002 and we wish her a well-earned rest. We are delighted to welcome Carol Dredge who is taking over the job of Treasurer. Kevin Kelly continues with his search for new advertisers and Kevin Sneddon continues to do a

great job with distribution. Christine Hammond has responsibility for copy from local, community organisations and Janet Kemp, previously in charge of advertising, is an invaluable voice of experience at our meetings. As editor and co-ordinator I am extremely grateful for their support and encouragement.

Margaret Johnson

Mission and Outreach

The Parish has successfully launched two new initiatives this year; the first being our family and toddler group, Trinity Ark, being held on a Wednesday, 1.15pm to 2.45pm in Holy Trinity, term time only. This has encouraged young families and grandparents to become more involved in church life with some being encouraged to join the family Eucharist on the first Sunday of the month. We are grateful to all who are involved in this fun afternoon of fellowship.

The second initiative being a discussion group, Digging Deeper, being held on the first Sunday of the month at 5pm in Holy Trinity. After the successful discussion format for when we discussed Practising Generosity it was agreed that moving the discussion group away from All Saints Evensong would be better. Those attending Digging Deeper have appreciated the very good speakers with thought provoking discussions.

The introduction of a Silver Sunday service as part of our Harvest Family Eucharist with a meal after proved well attended. Silver Sunday is a special day in the national calendar where everyone can come together to celebrate older people. We hope this will continue annually.

2019 Reports

Parish associated and affiliated groups

Mothers' Union

The 2019 programme for Mothers' Union focussed on the theme "listen, observe, act – in step with God". Our varied programme of monthly meetings included topical subjects such as Fairtrade Fortnight and the 16 Days of Activism initiative, both which provoked a great deal of discussion. The annual afternoon tea and new year lunch are always popular and promote fun and fellowship within the group and the wider parish. The monthly Eucharist is always well supported and we do extend a welcome to anyone who wishes to attend this service. We continue to support Staffordshire Women's Aid and this year we were able to buy a large quantity of school uniform for those children who enter the local hostel from another area and have to start a new school. One of our members also encouraged us to fill shoe boxes with small items (gloves, hat, toothbrush, toothpaste, etc.) which would be a useful Christmas gift for someone who is homeless. These were distributed via the House of Bread. Thank you to members of the congregation who also donated boxes. Our membership remains stable but we would welcome new people joining us to keep the branch alive and vibrant.

The theme for 2020 is "Building Hope and Confidence" and we feel optimistic, as a branch, we will continue to uphold the vision of Mary Sumner 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 a couple, who have previously come together, returns after the death of their partner, which gives us an opportunity to support them at their 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 during a bingo session and I could not believe the silence, but that ended when the game ended.

Some of the members have brought tears to my eyes when they tell me just how important the Drop In is to them and it has helped them through difficult times. This was the purpose when we started over 10 years ago and it is obvious that we are still appreciated and needed.

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 help and support to those who need it; we are only limited by space and available helpers. We do have problems with transport. Any assistance with getting people to and from the Drop In would be greatly appreciated.

It was suggested last year that we register as A Place of Welcome. We meet all of the requirements except there could be problems with space if many people arrive. New members are always welcome and we will do our best however many come

John Saberton

Trinity Ark

We thank God for the success of this Fresh Expressions initiative, launched in January 2019. It has enabled us to reach out to a regular group of parents/grandparents and pre-schoolers who may not otherwise attend a Church.

The children enjoy free play and craft activities whilst parents and carers are able to chat and enjoy a coffee, find support and new friends. The session closes with the children's favourite: gathering around the altar with Fr Graham for a story, singing and blowing out the candle.

Over the long summer holiday, we held two garden parties at the vicarage which were well attended.

Just a sample of the comments from the people who attend give the best feedback:

“I feel welcome”

“Had the most enjoyable time from the very first session”

“Saved me when things were tough”

It has been a privilege to see the children grow and develop over the year.

Please continue to pray for the group.

Mary Sapsford

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 have increased over the past year providing a valuable source of income. Unfortunately, the fund-raising 1200+ Club which has been running since 2010 under the leadership of John Kemp has had to be discontinued due to his retirement from the role and efforts to find a replacement have not been

successful. The Club raised approximately £700 per year and John has been thanked by the Management Committee for his hard work in achieving such a result.

Improvements over the past twelve months have mainly been to the hall car park. The “exit” section has been re-surfaced and the boundary wall repaired. Yellow cross-hatching has been applied to ensure parked cars do not obstruct the entrance to the car park and cause a hazard. Maintenance to the interior of the hall is done on a regular basis to ensure it retains its high standard of decoration.

We are continuing to work towards dealing with issues to the hall flooring.

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), Pauline Aston, Administrator, Beryl Foster, Alison Philp, John Kemp and Phil Botfield.

2019 Reports

Buildings and building for our future

Buildings and Churchyards Report 2019

The trees in Holy Trinity churchyard continue to be an issue especially for neighbours, we receive a number of complaints each year and try to work with our neighbours given the constraints that are on us. An audit of the churchyard trees was undertaken during the year

At long last the main entrance door and lintel at All Saints have been replaced, greatly improving the appearance of the entrance

Car parking at St Thomas caused ongoing concerns with all and sundry using the car park, plans are afoot to place a barrier at the entrance

The major coping stone repairs for the roof at Holy Trinity has been completed, however, a number of other outstanding roof repairs have yet to be completed

Holy Trinity Lych Gate is in need of refurbishment and work has begun to address this

The Hazard family memorial is in need of repair as the pinnacle requires fixing, repeated attempts to get advice from the family have not produced results

St Thomas’ tower requires work to the louvres, frames and clock duct, however the replacement quote is too expensive so a tender will be put out for simple repairs

In the coming year we are hoping to gather a small team of volunteers to form a working party for minor B&C repairs/projects

Many thanks go to the Congregational Wardens who have been vital in the physical management of the churches from undertaking minor works to being available for tradespeople to visit

Phil Botfield

2019 Reports

Financial matters

Parish Treasurer’s Report for 2019

This year marked a milestone in our parish as the outstanding arrears to the parish share, from 2014, have finally been wiped out by the Diocese. This was the 3rd and final year of the agreed arrangement with the Diocese that if we completely paid off our Parish share for 3 years then they would write the arrears off.

There were some who queried whether this would be possible but due to the generosity of your giving this was possible. Let us not forget that it was because of monies raised by the share arrears appeal that this was possible. Our challenge going forward is not to allow the shortfall in giving to get us in a similar situation again. Unfortunately, the number of planned givers has dropped compared to previous years, and, without the large amounts of funds raised by the social committee putting on their events, the arrears would soon build up again.

As with most things, we rely on people to support events we hold, however, God works in mysterious ways and the monies have been forthcoming – let us have faith that He will continue to provide for his flock in the days to come.

I cannot overstate the benefit of being able to claim the tax back because of gift aiding and small plate donations and I would urge anyone not currently using these schemes to do so. Provided you are a tax payer, we can claim 25% back on your giving via gift aided donations at no additional cost to the donor. If you aren't a tax payer then giving of loose cash via the offering plate will allow the benefit to the Parish up to a maximum of £20 per individual donation.

You might also consider a provision in your will for a legacy to the parish so the ongoing work of the parish might continue. With another quinquennial inspection on the horizon, the financial challenges just keep coming!

Thanks to Pauline Aston's support in the Parish Office and once again to yourselves by making my job a little easier.

Andrew Morrison Treasurer, Berkswich Parish

Planned Giving and Gift Aid Officers Report for 2019

The majority of the Parish income comes from our Planned Giving Scheme donations and Gift Aided Tax being reclaimed. This money is used to pay the Parish Share, which in turn pays the clergy wages and the upkeep for the churches; it also helps other churches who have only a small congregation and so are unable to support themselves.

I have completed a table showing the last three years of Parish Planned Giving and Gift Aid contributions from you, as shown below.

Source of donation	2017	2018	2019
Total Planned Giving Donations Gift Aided	£41,586	£38,771	£38,629
Total Planned Giving Donations Not Gift Aided	£7,226	£12,103	£10,023
Grand Total from Planned giving Scheme	£48,812	£50,874	£48,652
One-Off White Gift Aided Donation Envelopes	£4,609	£5,658	£7,123
Gift Aided Tax reclaim on Gift Aided Donations	£10,971	£10,552	£10,866
Grand Total Income for Year	£64,392	£67,084	£66,641

We have had an increase in this year's overall figures. The planned giving figures are down but the white envelopes are up, mainly due to the special appeal for the Parish Share arrears. The white envelopes should ideally be used for any amount over £20 unless being used for a specific purpose. Less than £20 should go on the Open Plate Offering.

These figures do not include monies raised by the social committee, as they are not planned giving, but I do claim tax back on the Gala events. They also do not show monies from the Open Plate Offerings for which I

use the Small Donations Scheme. This is for any amount under £20 that is given as an offering but not Gift Aided. I claim this back a few times a year, with help from Lichfield Diocesan Gift Aid Team.

We started 2019 with 114 people in the scheme, which is down on last year. If anyone wishes to join the Planned Giving Scheme, you can either contact one of the Congregational Stewardship Recorders or myself. My phone number can be found in the church magazine.

I would like to thank all the Congregational Stewardship Recorders, who are reliable and hard-working and without whose help I would struggle to do this task. They are Sheila Daniel for Holy Trinity, Colin Jones for St Thomas' and Bob Moore for All Saints. Thank you all of you for all you do.

Julie Morrison – Planned Giving and Gift Aid Officer

Approved by the PCC on XXX and signed on their behalf by

Revd. Graham Adamson, Vicar of Berkswich

DRAFT

Financial Statements for the Year Ended 31st December 2019

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.

There may be minor discrepancies in the totals as the pence are not being shown.

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

Post-balance sheet events

The worldwide outbreak of the COVID-19 virus represents a significant event since the end of the financial year. The Charity has reviewed its cash flow forecasts and considered the impact on going concern, concluding that the going concern basis remains an appropriate basis of preparation for these financial statements given the likely cash flow impact of operations for 12 months from the date of signing this report. COVID-19 is considered to be a non-adjusting post year end event and therefore has not been taken into account in preparing these Financial Statements as at 31 December 2019

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.

Accounting Policies continued

Endowment funds are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

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

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.

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.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources eg by allocating staff costs by time spent and other costs by their usage.

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.

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets exceeds 50 years, so that any depreciation charges would be immaterial.

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.

Creditors and Accruals

Creditors are measured at settlement amounts less any trade discounts. Accruals are measured on best estimate of the amount required to settle the obligation at the reporting date.

Berkswich PCC

End of Year Financial Statements

Year ending 31 December 2019

DRAFT

Berkswich PCC

Statement of Financial Activities for the year ended 31 December 2019

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	105,220	674	—	105,894	175,988
Income from charitable activities	8,425	—	—	8,425	13,158
Other trading activities	12,662	—	—	12,662	14,802
Investments	2,478	—	—	2,478	2,902
Other income	1,153	—	—	1,153	(200)
Total income	129,939	674	—	130,614	206,651
Expenditure on:					
Raising funds	614	—	—	614	1,067
Expenditure on charitable activities	141,304	7,411	—	148,715	132,584
Other expenditure	2,475	14	—	2,489	1,716
Total expenditure	144,393	7,425	—	151,819	135,368
Net income / (expenditure) resources before transfer	(14,453)	(6,750)	—	(21,204)	71,283
Transfers					
Gross transfers between funds - in	4,000	160	—	4,160	2,546
Gross transfers between funds - out	(160)	(4,000)	—	(4,160)	(2,546)
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	(708)
Net movement in funds	(10,613)	(10,590)	—	(21,204)	70,574
Total funds brought forward	88,848	36,907	55,977	181,733	111,159
Total funds carried forward	78,234	26,316	55,977	160,528	181,733
Represented by					
Unrestricted					
General fund	72,837	—	—	72,837	83,451
Designated					
Parish Accounts (Des)	5,397	—	—	5,397	5,397
Restricted					
AS Brocton Fund	—	12,629	—	12,629	13,943
Churchyard Fund	—	4,024	—	4,024	6,995
Flower Fund	—	442	—	442	526
HT Baswich Fund	—	61	—	61	1,499
Interior Decoration	—	1,001	—	1,001	841
Parish Share Appeal	—	81	—	81	4,081
Ramp Appeal	—	4,334	—	4,334	4,334
Restoration Fund	—	780	—	780	867
ST Walton Fund	—	1,015	—	1,015	1,423
Youth Development Fund	—	1,945	—	1,945	2,395
Endowment					
LDT Endowment Fund	—	—	55,977	55,977	55,977

Berkswich PCC
Balance sheet as at 31 December 2019

Class and code	Description	This year	Last year				
Fixed assets							
6435	Church Equipment	8,607	8,607				
6440	LDT Endowment - shares	48,768	48,768				
6441	LDT Endowment - deposit	7,209	7,209				
	Total Fixed assets	64,584	64,584				
Current assets							
6501	Bank current account Co-op	3,865	6,547				
6505	Bank deposit account Co-op business sele	2,058	2,463				
6510	CBF 7001D deposit account	17,423	31,049				
6515	CBF 7003D deposit account	4,094	8,541				
6520	CBF 7004D deposit account	69,434	73,734				
6525	IDS Lichfield	1,033	833				
6590	Petty Cash in hand	21	21				
Z05	Accounts Receivable	2,564	2,942				
	Total Current assets	100,494	126,133				
Liabilities							
6699	Agency collections	1,621	3,264				
Z04	Accounts Payable	2,928	5,719				
	Total Liabilities	4,550	8,984				
	Net Asset surplus(deficit)	160,528	181,733				
Reserves							
	Excess / (deficit) to date	(21,204)	71,283				
Z01	Starting balances	181,733	111,159				
Z02	Gains/(losses) on investment assets	—	(708)				
	Total Reserves	160,528	181,733				
Represented by funds							
	Unrestricted	72,837	83,451				
	Designated	5,397	5,397				
	Restricted	26,316	36,907				
	Endowment	55,977	55,977				
	Total	160,528	181,733				
	Grand total	72,837	5,397	26,316	55,977	160,528	181,733

Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
AS - AS Brocton Fund						
Restricted	13,943	—	1,313	—	—	12,629
Sub-total for AS	13,943	—	1,313	—	—	12,629
CHYD - Churchyard Fund						
Restricted	6,995	—	2,971	—	—	4,024
Sub-total for CHYD	6,995	—	2,971	—	—	4,024
END - LDT Endowment Fund						
Endowment	55,977	—	—	—	—	55,977
Sub-total for END	55,977	—	—	—	—	55,977

FF - Flower Fund							
Restricted		526	109	193	—	—	442
	Sub-total for FF	526	109	193	—	—	442
HT - HT Baswich Fund							
Restricted		1,499	—	1,437	—	—	61
	Sub-total for HT	1,499	—	1,437	—	—	61
IDS - Interior Decoration							
Restricted		841	—	—	160	—	1,001
	Sub-total for IDS	841	—	—	160	—	1,001
PS - Parish Share Appeal							
Restricted		4,081	—	—	(4,000)	—	81
	Sub-total for PS	4,081	—	—	(4,000)	—	81
Parish - Parish Accounts (Des							
Designated		5,397	—	—	—	—	5,397
	Sub-total for Parish	5,397	—	—	—	—	5,397
REST - Restoration Fund							
Restricted		867	390	477	—	—	780
	Sub-total for REST	867	390	477	—	—	780
RMP - Ramp Appeal							
Restricted		4,334	—	—	—	—	4,334
	Sub-total for RMP	4,334	—	—	—	—	4,334
ST - ST Walton Fund							
Restricted		1,423	175	583	—	—	1,015
	Sub-total for ST	1,423	175	583	—	—	1,015
YDF - Youth Development Fu							
Restricted		2,395	—	449	—	—	1,945
	Sub-total for YDF	2,395	—	449	—	—	1,945
General - General fund							
Unrestricted		83,451	129,939	144,393	3,840	—	72,837
	Sub-total for General	83,451	129,939	144,393	3,840	—	72,837
	Grand total	181,733	130,614	151,819	—	—	160,528

Analysis of income and expenditure for the year ended 31 December 2019

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	<u>This year</u>	<u>Last year</u>
INCOME AND ENDOWMENTS							
Donations and legacies							
0101 - Gift Aid - Bank	17,920	—	—	—	17,920	14,927	14,927
0110 - Gift Aid - Envelopes	18,982	—	—	—	18,982	21,684	21,684
0201 - Other planned giving	12,000	—	—	—	12,000	14,183	14,183
0301 - Loose plate collections	8,283	—	—	—	8,283	7,395	7,395
0410 - Giving through church boxes	120	—	—	—	120	215	215
0501 - One-off Gift Aid gifts	3,667	—	—	—	3,667	4,871	4,871
0550 - Donations appeals etc	5,485	—	105	—	5,591	1,403	1,403
0601 - Tax recoverable on Gift Aid	15,004	—	—	—	15,004	13,778	13,778
0701 - Legacies	—	—	—	—	—	72,672	72,672
08A1 - Non-recurring one-off grants	1,811	—	—	—	1,811	50	50
0901 - Other funds generated	786	—	178	—	965	4,645	4,645
0905 - Social events	21,156	—	390	—	21,546	19,744	19,744
1305 - Share/Ramp appeal	—	—	—	—	—	417	417
Total	105,220	—	674	—	105,894	175,988	175,988

Income from charitable activities

1101 - Statutory Fees for weddings and funerals	2,842	—	—	—	2,842	5,782
1105 - Local Pcc fees weddings and Funerals	1,239	—	—	—	1,239	2,951
1210 - Bookstall sales to promote objectives	—	—	—	—	—	81
1230 - Church hall income	4,344	—	—	—	4,344	4,344
Total	8,425	—	—	—	8,425	13,158

Other trading activities

1220 - Bookstall sales - fund raising	35	—	—	—	35	—
1240 - Church hall reimbursement	820	—	—	—	820	391
1250 - Magazine income - advertising	4,820	—	—	—	4,820	8,460
1260 - Parish magazine sales	6,987	—	—	—	6,987	5,950
Total	12,662	—	—	—	12,662	14,802

Investments

1001 - Dividends	1,682	—	—	—	1,682	2,418
1020 - Bank and building society interest	795	—	—	—	795	435
1030 - Rent from lands or buildings	—	—	—	—	—	48
Total	2,478	—	—	—	2,478	2,902

Other income

1310 - Insurance claims	1,353	—	—	—	1,353	—
1330 - Agency transfers	—	—	—	—	—	(200)
1340 - Petty cash	(200)	—	—	—	(200)	—
Total	1,153	—	—	—	1,153	(200)

INCOME TOTAL	129,939	—	674	—	130,614	206,651
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EXPENDITURE**Raising funds**

1730 - Costs of fetes & other events	614	—	—	—	614	1,067
Total	614	—	—	—	614	1,067

Expenditure on charitable activities

1870 - Secular charities	200	—	—	—	200	—
1910 - Ministry parish share etc	69,283	—	—	—	69,283	68,008
2001 - Assistant staff costs	8,024	—	8	—	8,032	8,382
2050 - Salary of parish administrator	11,938	—	—	—	11,938	9,995
2101 - Working expenses of incumbent	2,289	—	24	—	2,313	1,882
2160 - Clergy mileage Wed/Funeral visits	11	—	—	—	11	—
2170 - Education	302	—	15	—	318	410
2201 - Parish training and mission	559	—	15	—	575	770
2301 - Church running - insurance	4,771	—	—	—	4,771	4,480
2310 - Office running costs (Phone, copier etc)	5,320	—	—	—	5,320	4,336
2320 - Organ / piano tuning	289	—	477	—	766	—
2330 - Church maintenance	3,004	—	530	—	3,535	2,100
2331 - Cleaning	2,047	—	—	—	2,047	2,000
2340 - Upkeep of services	2,382	—	630	—	3,013	4,324
2350 - Upkeep of churchyard	31	—	2,971	—	3,002	2,462
2355 - Wedding and Funeral expenses	—	—	—	—	—	812
2360 - Administration	1,800	—	—	—	1,800	2,700
2370 - Visiting speakers / locums	39	—	—	—	39	242

2401 - Church running - electric	(65)	—	—	—	(65)	1,293
2410 - Church running - gas	6,126	—	—	—	6,126	4,628
2420 - Church running - water	126	—	—	—	126	111
2501 - Magazine expenses	11,760	—	—	—	11,760	12,850
2510 - Bookstall costs	—	—	—	—	—	76
2560 - Hall- purchased on behalf of	836	—	—	—	836	346
2601 - Governance costs examination/audit fee	—	—	—	—	—	150
2701 - Church major repairs - structure	10,225	—	2,181	—	12,407	—
2720 - Church interior and exterior decorating	—	—	556	—	556	220
Total	141,304	—	7,411	—	148,715	132,584
Other expenditure						
2015 - Church office purchases/General expenses	820	—	14	—	834	1,716
2315 - Subscriptions (various)	1,654	—	—	—	1,654	—
Total	2,475	—	14	—	2,489	1,716
EXPENDITURE TOTAL	144,393	—	7,425	—	151,819	135,368
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GRAND TOTAL	(14,453)	—	(6,750)	—	(21,204)	71,283

Approved by the PCC

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