



# PARISH OF BERKSWICH

GOD'S LOVE IN COMMUNITY



**Annual Report for the year ending 31<sup>st</sup> December 2018**

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# The Vicar's Reflections

Dear all,

Welcome to the 2018 Annual Report. They say that a week is a long time in politics – well, a year in Berkswich has certainly flown by! It has been a delight to walk with you this year as we have explored our faith and God's call on this Parish and journeyed through the highs and lows of our lives together.

2018 began with a new Family Eucharist at Holy Trinity – a more interactive, family friendly service. So far we've set fire to our confessions, watched bubbles burst to know we have been forgiven, and have taken advantage of the space around Holy Trinity to pray in a different way. We also made our reflective service, Come to the Quiet, and our Healing service more regular, holding them once a month rather than Quarterly, allowing us to deepen our journey as we follow Christ in the footsteps of Chad.

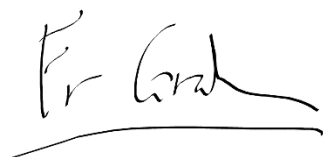
Our choir and music group have gone from strength to strength, and we are very grateful for the dedication and hard work of all our musicians and singers. Worship is at the centre of all that we do as a church family, and the music we make is integral to that – so many thanks to all who enable us to sing and worship.

Services which were particular highlights for myself include:

- Our journey together through Holy Week. It was a delight to join together as a parish for the most important services in our church year, with services every day leading up to our Triduum (Maundy Thursday, Good Friday and Holy Saturday). Bishop Michael Lichfield will be joining us for part of Lent and Holy Week this coming year – an incredible blessing and honour for the parish.
- Being joined by over 500 people as we commemorated the very special 100 year anniversary of the end of the first world war – thanks also to all the schools and individuals who contributed to our poppy display.
- Our Backpack blessing service in September (which BBC Radio Stoke reported on)
- Our Church School joining us as we remembered loved ones in our All Souls and Annual Memorial Service.

Of course, our worship was not all we have done this year. We were approached by the diocese to pilot and develop a new course on Practising Generosity; we have worked closely with the school with Pray, Bake and Read, plus other activities (including interactive Stations of the Cross and Nativity with years five and six); we have held very many social events and are very grateful to all who are involved in helping us show something of God's love for us through the welcome we give to parishioners who join us at our fete, fayre, meals, concerts and so many more; and we are grateful for all who have helped us share God's love through social outreach – our Tuesday Drop-in, our Harvest work for Staffordshire Women's Aid and so many more.

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 and Julie Morrison

Elected PCC members and year appointed: Jean Alden (2013), Dawn Blackshaw (2017), Madeleine Botfield (2015), Beryl Foster (2017), Margaret Johnson (2016), Pauline Pearsall (2013), Dorothy Sterling (2018), Mary Moss (2017), Julie Morrison (ex-officio), Phil Botfield (2015), Keith Bradley (2017), Colin Jones (2017), Warren Low (2015), Bob Moore (2015), Andrew Morrison

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 6 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:**

Discussions on launching a new Fresh Expression (later called Trinity Ark) for parents/carers and their pre-schoolers.

The Diocesan pilot of *Practising Generosity*

Approval of work to repair and replace the fallen and damaged coping stones on Holy Trinity, and the freshening up of the sanctuary area with the replacement of the damaged carpet with carpet tiles.

The decision to ban the practice of intinction (dipping the wafer into the chalice) in the Parish from Lent 2019.

Several new policies were adopted by the PCC in the past year. These include our Accessibility Strategy – a vision for inclusion throughout the Parish. 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), Pauline Pearsall, (Secretary), Congregational Wardens.

#### **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

## **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

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 2018**

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

Holy Trinity: 67 adults, 6 (under sixteen)

St Thomas': 21 adults, 0 (under sixteen)

All Saints: 33 adults, 1 (under sixteen)

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

Holy Trinity: 36

St Thomas': 18 (includes Berkswich School services)

All Saints: 6

**Parish Electoral Roll:** there are currently **179** people on the Electoral Roll (APCM 2017 =178)

## **Occasional Offices**

Funerals: 52

Baptisms: 28

Weddings: 7

Burial of Ashes: 5

Monuments in Churchyard 7

## **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 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-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. All the schools in the Parish, plus many community groups and uniformed organisations were invited to join us as we marked the 100<sup>th</sup> anniversary of the end of the First World War. Over 600 people joined us on the day itself, and we had more than 100 visitors to Holy Trinity to view the poppies created by so many in our community.
  - d. Special Christmas services in each church welcomed many families and schools to joyful celebration.
  - e. Regular quiet sessions offer opportunities for the recently bereaved to have a space where they can have peace to reflect.
  - f. The drop-in continues to provide much valued and appreciated opportunities for support and fellowship
  - g. Advent Quiet Days have taken place in Holy Trinity
  - h. Three Pilgrim courses were held throughout the year.
  - i. We piloted a new Practising Generosity scheme, encouraging us all as a church family to have a vision for the Parish.
  - j. 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.
  - k. 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 10<sup>th</sup> April 2019 and signed on their behalf by

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Revd. Graham Adamson SCP, Vicar of Berkswich



# **2018 Reports**

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

### **Stafford Deanery Synod 2018**

The parish has two lay representatives on Deanery Synod, one of whom is a member of the Mission and Pastoral (Standing) Committee. We are entitled to have three lay members and Julie Morrison and Dorothy Sterling would welcome a new member.

There were four meetings during the year. In May we were hoping that Bishop Michael would address Deanery Synod but he was unable to stay for the evening, having spent a good part of the day being taken around Stafford Deanery, meeting clergy, visiting Stafford Hospital and having lunch with the members of the Mission and Pastoral Committee. Synod was given a reflection on the day with the Bishop and Rev George Fisher spoke about Discipleship, Vocation and Evangelism.

On 29<sup>th</sup> April Prebendary Richard Grigson was licensed as the new Rural Dean after the departure of Rev Philip Daniel earlier in the year.

In June we met in the Hixon Guide Hall and the opening worship was replaced by a session of “Open the Book” - an excellent presentation by Rev Mike Cadwallader and his team. Several churches are using the programme to take bible stories into primary schools through simple performances by adults in costume and with ingenious props. Elections were held for lay representatives for Diocesan Synod and Dorothy Sterling is serving a further three year period. Preb Richard Grigson gave a report on HS2 and its impact on Staffordshire, particularly Marston.

In October, Stafford MP Jeremy Lefroy spoke to Deanery Synod members and guests and his presence was much appreciated. He covered a wide range of topics including Brexit, climate change, the lack of infrastructure in Stafford to support the new housing areas, being a Christian in politics and the impact of HS2.

In November we enjoyed the annual social evening with drinks and nibbles and advent carol singing after a talk by Area Bishop Geoff Annas.

Rev Dr Carl Rudd was licensed at the beginning of July for the position at St John's, Littleworth with Ingestre. Two parishes are still coping with interregna – Mid Trent and the benefice of Haughton, Derrington, Bradley and Church Eaton. Our ongoing prayers are requested for the right clergy to be found.

### **Home Communions**

A faithful team from the Parish bring the Sacrament to many of our house-bound parishioners. In 2018 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 28 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**

Our Parish Choir is made up of members from All Saints and Holy Trinity churches. This year we have welcomed two new members. Organist and choirmaster, Roy Wightman, enjoys a warm relationship with members of the choir and there are practices regularly on a 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. The introduction of the Triduum at Easter and quarterly choral evensong. Everyone works hard, is very enthusiastic and we have seen the choir improve in confidence. The choir and musicians were well complimented after both the choral evensong on Remembrance Day and the Christmas Carol Service. Roy Wightman wrote an anthem specially for the 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 RCSM awards and they have all gained the first level and received a badge to wear.

## **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.

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.

## **2018 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 £1,454.01 (2018) 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**

Each month 900 copies of the magazine are delivered by the printers to All Saints Church at Brocton where the packers, in teams of 2, count and pack the magazines into the individual rounds for the 70 distributors. These packs are divided into areas and are delivered to our 13 area distributors who then pass them on to our hardy foot soldiers who go out in all weathers, to all corners of this large parish delivering to homes, schools, library and local businesses. Kevin Sneddon, who is responsible for distribution, has updated the data base during the past year.

The Three Decker is self-funding and in 2018 passed on £2,530.50 to parish funds, the revenue from sales having fallen. The advertising of local businesses and occasionally businesses from outside the parish, is a vital

part of our revenue and the only way in which we can keep subscriptions down and remain self-funding. Contacting and finding new advertisers is a time-consuming job, undertaken by Kevin Kelly, a member of the production team. Our magazine treasurer, Elaine Lyne, also does a wonderful job of keeping a record of subscriptions and advertising revenue. As editor and co-ordinator I am extremely grateful for the support of the production team of six who meet on the first Monday of the month to discuss copy and matters relating to distribution, finance and advertising.

We believe it is important to achieve a balance of spiritual and parish related content alongside social and local community activities and events. We are grateful to Fr. Graham, Joy, the Ministry Team and Parish Office for providing letters, sermons and other copy each month and for their support.

Margaret Johnson

### **Mission and Outreach**

The Mission and Outreach sub-committee have not met as a group since the June PCC away day. However, all of the members were involved in the six weekly meetings to discuss Practising Generosity. As a Parish we were very privileged to be recognised by the Diocese of Lichfield and asked if we would pilot the 'Practising Generosity' scheme. Our aim was to look at ways of discipleship, vocation and evangelism as we respond to the call to follow Christ. We discussed what our hopes are within our church and wider community in six months; two years and 5 years. What can we offer as support to our local community? Where in our local community should we be able to share our faith? Over the next year the Mission and Outreach group hope to look at the ideas suggested and see what may work within the Parish.

## **2018 Reports**

Parish associated and affiliated groups

### **Mothers' Union**

The 2018 programme for Mothers' Union focussed on the theme "Following in Mary Sumner's Footsteps". As well as having a varied programme of monthly meetings, social events were held which promoted fellowship within the group, the parish and the deanery. Examples of this are an afternoon tea (traditionally held on Mary Sumner Day) light lunch, and a new year meal. The monthly Eucharist continues to be well supported and some members, whenever possible, attend quarterly Deanery Prayer Meetings held St. Mary's Church. We hosted a Deanery Festival at our September meeting welcoming members from St. Pauls and St. Marys. Thanks to Father Graham for leading a thought-proving service based on our theme. Following a very successful year of fund-raising we have been pleased to send to Mary Sumner House £984 split between Overseas, Relief, Britain and Ireland funds and the "Away from it All" holiday scheme for disadvantaged people. We have also helped in the setting up of Trinity Ark with the purchase of toy storage equipment. We will continue to support Staffordshire Women's Aid

The theme for 2019 is "Listen, observe, act – in step with God. We have started the year well with an increase in membership and feel confident, as a branch, we will continue to promote 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 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 during 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. We do have problems with transport. Any assistance with getting people to and from and Drop In would be greatly appreciated.

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 replacement of the hot water boilers in the kitchen and ladies and gentlemen's toilets, clearance of moss on the roof, repairs to the guttering and the installation of flood lights as a security measure. Quotations were accepted for repairing the surface to the car park and work for this was undertaken in January 2019. Improvements are ongoing and will ensure that the hall remains a popular venue.

It was with regret that in October the Trustees received the resignation of the David Pearsall, Chairman of the Hall Management Committee. David was thanked for the hard work he has put into the hall over a long period of time. We are continuing to work towards dealing with some 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), Chairman of the Management Committee, Pauline Aston, Administrator, Beryl Foster, Alison Philp, John Kemp, Kevin Kelly and Phil Botfield.

## 2018 Reports

### Financial matters

#### Planned Giving and Gift Aid Officers Report

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	2016	2017	2018
Total Planned Giving Donations Gift Aided	£44,977	£41,586	£38,771
Total Planned Giving Donations Not Gift Aided	£5,658	£7,226	£12,103
Grand Total from Planned giving Scheme	£50,635	£48,812	£50,874
One-Off White Gift Aided Donation Envelopes	£6,044	£4,609	£5,658
Gift Aided Tax reclaim on Gift Aided Donations	£12,118	£10,971	£10,552
<b>Grand Total Income for Year</b>	<b>£68,797</b>	<b>£64,392</b>	<b>£67,084</b>

We have had an increase in this year's figures. The planned giving figures are up and so are the white envelopes, which should ideally be used for any amount over £20. 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 start this year with 122 people in the scheme, which is the same as 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

# 2018 Reports

## Buildings and building for our future

### Buildings and Churchyards

To promote inclusion and access to our churches we have started to hold meetings with local interest groups to explore how we might make access (physical and otherwise) to our churches easier and to explore seeking external funding to assist us in this

At **All Saints** we have had further issues with the main door lintel and have obtained quotes for repair. The main entrance door is in a poor state of repair and this will be addressed after the repairs to the lintel.

The sanctuary carpet which is in a poor state of repair is to be replaced

At **Holy Trinity** the roof coping stones have now been replaced and quotes are being obtained for the remainder of the roof works both here and at St Thomas.

At **St Thomas** quotes are being sought to re- fix louvres, frames and mesh in the tower and repairs to the clock ducting.

The boundary wall on the South West corner is in a very poor condition with loose stonework. Sections of the wall could fall into the roadway and it is important to stabilise the wall as quickly as possible advice is being sought from the Parish Architect

Parish wide we are seeking to better monitor heating costs and are exploring the installation of smart meters

In all three churches we are, with the advice of the Parish Architect, discussing safe occupancy levels including Holy Trinity balcony

The trees in the churchyard at Holy Trinity continue to be a problem due to size and the lack of maintenance over the past few years. However, we have now started to improve the situation with a planned maintenance programme. So far excess growth on four lime trees has been cut back and a conifer and elm tree drastically reduced due to die back. Thanks to help from our parishioners the overgrowth of ivy and Russian vine has been contained. With the ongoing support of the churchyard maintenance team, headed by Noel McCormack, who work hard keeping the grass and paths trimmed, the churchyard looks pleasant and well-cared for.

Phil Botfield

## Parish Treasurer's Report for 2018

This year has been another successful year, financially speaking, for Berkswich Parish. It saw the second year of the Parish share arrears wiped off our account. From reaching a peak of £44000, with this year's write off the arrears stand at just over £6000 because of the agreement with the Diocese and our ability to pay our Parish share completely. Thank you to all of you for your generosity which has made this possible.

The income and expenditure of the Parish roughly balanced out; the challenge for 2019 is to continue this in the face of increasing expenses, the major being this year's Parish share which has increased to £69283. We are fortunate to have an active range of social events which significantly contribute to Parish income; The magazine, as well as being a useful outreach medium, also has a major effect on income, along with numerous smaller but nonetheless fundraising events such as the Historical Churches Cycle ride.

This year saw the conclusion of the Parish share/Ramp Appeal which started when our previous incumbent left in 2016. Over its lifetime this appeal has raised over £13000 (including gift aiding).

We were fortunate to receive a significant legacy left by a regular churchgoer, a proportion of which will be used for essential maintenance on Holy Trinity's roof repairs. There still remains a number of Quinquennial recommendations outstanding so spending will need to be prioritized to tackle these, as resources are still stretched.

Thank you to everyone who has donated this year as this has made my job noticeably easier

Thanks also to Pauline Aston who makes sure the day to day financial matters are attended to.

Andrew Morrison 25.1.2019 - Treasurer, Berkswich Parish

Approved by the PCC on 10<sup>th</sup> April 2019 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'G Adamson', with a long horizontal flourish extending to the right.

Revd. Graham Adamson, Vicar of Berkswich

The PCC of Berkswich

Financial Statements for the Year Ended 31st December 2018

Statement of Financial Activities

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Incoming Resources</b>							<i>*see note 12 for full comparatives</i>
<b>Income and Endowments from:</b>							
Donations and Legacies	2a	151,518	-	558	-	152,076	92,900
Activities for Generating Funds	2b	22,549	-	-	-	22,549	19,312
Income from Investments	2c	2,893	-	-	-	2,893	3,343
Church Activities	2d	27,369	-	-	-	27,369	8,263
Other	2e	1,704	-	58	-	1,762	-
<b>Total</b>		206,032	-	616	-	206,648	123,818
<b>Resources Expended</b>							
<b>Expenditure on:</b>							
Raising Funds	3a	1,067	-	-	-	1,067	534
Church Activities	3b	129,910	-	4,388	-	134,298	116,701
Other	3c	-	-	-	-	-	-
<b>Total</b>		130,977	-	4,388	-	135,365	117,235
<b>Net Income/(Expenditure) before investment</b>		75,055	-	(3,772)	-	71,283	6,583
Net gain/(losses) on investments	7(b) & 8(a)	-	-	-	(709)	(709)	-
<b>Net Income/(Expenditure)</b>		75,055	-	(3,772)	(709)	70,574	6,583
Transfer between Funds	6	(212)	-	212	-	-	-
<b>Net Movement in Funds</b>		74,843	-	(3,560)	(709)	70,574	6,583
<b>Total Funds brought forward</b>	11	8,607	5,397	40,469	56,687	111,159	104,576
<b>Total Funds carried forward</b>		83,450	5,397	36,908	55,978	181,733	111,159




**The PCC of Berkswich**  
**Financial Statements for the Year Ended 31st December 2018**

**Balance Sheet**

		Total 2018 £	Total 2017 £
<b>Fixed Assets</b>			
Tangible Assets	7(a)	8,607	8,607
Investment Assets	7(b)	55,978	56,687
<b>Total Fixed Assets</b>		<b>64,585</b>	<b>65,294</b>
<b>Current Assets</b>			
Current Investments	8(a)	-	-
Debtors and prepayments	8(b)	2,942	3,324
Cash at bank and in hand	8(c)	123,191	47,644
<b>Total Current Assets</b>		<b>126,133</b>	<b>50,968</b>
<b>Current Liabilities - due within 1 year</b>			
Creditors and accruals	9(a)	8,984	5,102
Diocesan Parish Share		-	-
Diocesan Loan		-	-
<b>Total Current Liabilities</b>		<b>8,984</b>	<b>5,102</b>
<b>Net Current Assets/(Liabilities)</b>		<b>117,150</b>	<b>45,866</b>
<b>Liabilities due after one year</b>			
Creditors	9(b)	-	-
Deferred Parish Share		-	-
<b>Total Liabilities due after one year</b>		<b>-</b>	<b>-</b>
<b>Total Net Assets/(Liabilities)</b>		<b>181,735</b>	<b>111,160</b>

		Total 2018 £	Total 2017 £
<b>Funds of the PCC</b>			
<b>Unrestricted Funds</b>			
General Fund		83,450	8,607
Designated Funds		5,397	5,397
<b>Restricted Funds</b>			
Endowment Funds		36,908	40,469
		55,978	56,687
<b>Total Funds</b>		<b>181,733</b>	<b>111,159</b>

Approved by the Parochial Church Council on ..... 10<sup>th</sup> April 2019 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 2018

#### 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

#### 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.

The PCC of Berkswich

Financial Statements for the Year Ended 31st December 2018

Finance Form Box Number		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £
	<b>INCOME AND ENDOWMENTS</b>						
	<b>2</b>						
	<b>Donations and Legacies</b>						
	<i>Voluntary Income</i>						
1	Tax efficient planned giving	36,611				36,611	42,979
2	Other planned giving	14,183				14,183	9,637
3	Collections at services	7,396				7,396	7,776
4	All other giving and voluntary receipts including special appeals	6,877		508		7,385	17,666
6	Gift Aid Recoverable	13,779				13,779	14,842
7	Legacies	72,672				72,672	-
8	Grants (recurring and one-off)	-	-	50		50	-
		<b>151,518</b>	<b>-</b>	<b>558</b>	<b>-</b>	<b>152,076</b>	<b>92,900</b>
	<b>Charitable Activities</b>						
	<i>Activities for Generating Funds</i>						
	<b>2b</b>						
9	Social Events	22,549				22,549	19,076
9	Votive Candles					-	236
9	Other Fundraising Activities	-				-	-
		<b>22,549</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,549</b>	<b>19,312</b>

INCOME AND ENDOWMENTS *continued*

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Income from Investments</b>	<b>2c</b>						
10 Dividends		2,418				2,418	-
War Graves		40					
10 Bank Interest		435				435	3,343
		<b>2,893</b>	-	-	-	<b>2,853</b>	<b>3,343</b>
<b>Income from Church Activities</b>	<b>2d</b>						
11 Statutory Fees (retained by PCC)		8,533				8,533	3,604
12 Hall contribution for Admin Support		4,344				4,344	-
12 Bookstall		81				81	-
12 Parish Magazine		14,411				14,411	4,659
12 Other trading activities						-	-
		<b>27,369</b>	-	-	-	<b>27,369</b>	<b>8,263</b>
<b>Other Income</b>	<b>2e</b>						
13 Other		1,696		58		1,754	-
13 Wayleave		8				8	
		<b>1,704</b>	-	<b>58</b>	-	<b>1,762</b>	-
<b>A Total Income</b>		<b>206,032</b>	-	<b>616</b>	-	<b>206,608</b>	<b>123,818</b>

The PCC of Berkswich

Financial Statements for the Year Ended 31st December 2018

Finance Form  
Box Number

**EXPENDITURE**

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>3</b>							
	<b>Raising Funds</b>						
<b>3a</b>							
	<b>Costs of Generating Funds</b>						
17	Stewardship Costs					-	233
17	Parish Pens and bags					-	37
	Cost of Events	1,067				1,067	-
17	Bookstall Costs					-	264
		<b>1,067</b>	-	-	-	<b>1,067</b>	<b>534</b>
	<b>Charitable Activities</b>						
<b>3b</b>							
	<b>Church Activities</b>						
18	Mission Giving and Donations					-	
19	Diocesan Parish Share	68,008				68,008	67,028
20	Salaries and Wages	18,377				18,377	11,502
21	Clergy and Staff Expenses	2,293				2,293	2,642
	<b>Church Expenses</b>						
22	Church Expenses (Mission and Evangelism)	770				770	-
23	Church Running Expenses (incl Governance)	20,937		4,388		25,325	23,901
24	Church Utility Bills	6,033				6,033	11,628
25	Cost of Trading	12,926				12,926	-
25	Church Hall Running Costs	346				346	-
	<b>Major Capital Expenditure</b>						
27	Major Repairs to the Church	220				220	-
28	Major Repairs to Church Hall					-	-
29	New Building Work					-	-
		<b>129,910</b>	-	<b>4,388</b>	-	<b>134,298</b>	<b>116,701</b>
	<b>Other Expenditure</b>						
<b>3c</b>							
99	Other					-	
						-	
		-	-	-	-	-	-
<b>C</b>	<b>Total Expenditure</b>	<b>130,977</b>	-	<b>4,388</b>	-	<b>135,365</b>	<b>117,235</b>

## The PCC of Berkswich

### Financial Statements for the Year Ended 31st December 2018

Finance  
Form Box  
Number

#### 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

	2018	2017
Wages & Salaries	£18,377	£11,502
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

	2018	2017
Independent Examiner's fees	£150	£150

#### 6 Analysis of Transfer between Funds

	Unrestricted £	Restricted £	Total £
Decoration Scheme transfer for the year	(161)	161	-
Restoration fund - donations	(51)	51	-
Totals	(212)	212	-



**7 (a) Tangible Fixed Assets**

*All unrestricted*

	Freehold Buildings £	Church Equipment £	Total £
<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 2018	-	8,607	8,607
<b>33 Net Book Value at 31st Dec 2018</b>	<b>-</b>	<b>8,607</b>	<b>8,607</b>

**7 (b) Fixed Asset Investments**

	At 1st Jan £	Additions £	Disposals £	Transfers £	Change in Market Value £	At 31st Dec £
<b>Endowment funds</b>						
LDT Jones 1545	56,687				(709)	55,978
<b>32 Total</b>	<b>56,687</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(709)</b>	<b>55,978</b>

*Investments are held in CCLA Investment Fund shares.*

## 8 Current Assets

### 8 (a) Current Asset Investments

None

### 8 (b) Debtors

All unrestricted

	2018 £	2017 £
Gift Aid recoverable	-	-
Other debtors	2,942	3,324
<b>34</b>	<b>2,942</b>	<b>3,324</b>

### 8 (c) Cash at Bank and in hand

	Unrestricted £	Restricted £	Endowment £	2018 Total £	2017 £
Co-op Current Account	6,548	-	-	6,548	5,506
Co-op Current Account	2,464	-	-	2,464	3,368
CBF Deposit Account 1	31,049	-	-	31,049	23,261
CBF Deposit Account 2	8,542	-	-	8,542	7,498
CBF Deposit Account 3	34,798	38,936	-	73,734	7,136
Interior Decoration Scheme	-	834	-	834	854
Petty Cash	21	-	-	21	21
<b>31</b>	<b>83,421</b>	<b>39,770</b>	<b>-</b>	<b>123,191</b>	<b>47,644</b>

## 9 Liabilities

All unrestricted

### 9 (a) Amounts falling due in one year

	2018 £	2017 £
Accruals of Utilities	5,719	5,102
Diocesan Parish Share	-	-
Other Creditors	3,265	-
<b>35</b>	<b>8,984</b>	<b>5,102</b>

There are Parish Share arrears of £6,363 still owing from 2011. An agreement has been reached with the Diocese, that if current year's Share is paid in full, then a proportion is written off each year. If the 2019 Share is paid in full by 31st December 2019, then the remaining arrears of £6,363 will be written off.

## 10 Summary of Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed Assets	8,607	-	-	-	8,607
Investment Assets	-	-	-	55,978	55,978
Current Assets	80,965	5,397	39,770	-	126,132
Current Liabilities	(6,122)	-	(2,862)	-	(8,984)
<b>F</b>	<b>83,450</b>	<b>5,397</b>	<b>36,908</b>	<b>55,978</b>	<b>181,733</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	206,032	(130,977)	-	(212)	83,450
Designated Funds						
Parish	5,397	-	-	-	-	5,397
						-
	5,397	-	-	-	-	5,397
Restricted Funds						
Holy Trinity, Baswich	1,922	-	(422)	-		1,500
St Thomas, Walton	1,760	-	(556)	-	220	1,424
All Saints, Brocton	14,825	-	(162)	-	(720)	13,943
Churchyard	9,482	140	(2,627)	-		6,995
Ramp	3,811	417	-	-	106	4,335
Parish Share	3,687	-	-	-	394	4,081
Flowers	669	-	(142)	-	-	527
Restoration Fund	817	-	-	-	50	867
Youth Development	2,642	-	(247)	-	-	2,395
Decoration Fund	854	58	(231)	-	160	841
	40,469	616	(4,388)	-	212	36,908
Endowment Funds						
LDT Jones	56,687			(709)		55,978
						-
	56,687	-	-	(709)	-	55,978
<b>Total Funds</b>	<b>111,159</b>	<b>206,648</b>	<b>(135,365)</b>	<b>(709)</b>	<b>(0)</b>	<b>181,733</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 the 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>					
Donations & Legacies	74,581	3,627	14,692	-	92,900
Activities for Generating Funds	19,312	-	-	-	19,312
Investments	-	-	-	3,343	3,343
Church Activities	4,659	-	3,604	-	8,263
Other	-	-	-	-	-
<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>Expenditure</b>					
Church Activities	104,559	634	11,508	-	116,701
Raising Funds	534	-	-	-	534
Other	-	-	-	-	-
<b>Total Expenditure</b>	<b>105,093</b>	<b>634</b>	<b>11,508</b>	<b>-</b>	<b>117,235</b>
<b>Net income/(expenditure)</b>	<b>(6,541)</b>	<b>2,993</b>	<b>6,788</b>	<b>3,343</b>	<b>6,583</b>
Net gain/(losses) on investment					-
<b>Net Income/(Expenditure)</b>	<b>(6,541)</b>	<b>2,993</b>	<b>6,788</b>	<b>3,343</b>	<b>6,583</b>
Transfer between Funds					-
<b>Net Movement in Funds</b>	<b>(6,541)</b>	<b>2,993</b>	<b>6,788</b>	<b>3,343</b>	<b>6,583</b>