

St James the Less Parish Church West Teignmouth

Annual Report of the Parochial Church Council for the Year Ended 31 December 2010

Administrative Information

St James the Less church is situated at the junction of Bitton Park Road and Exeter Street, Teignmouth, Devon

West Teignmouth parish is part of the Haldon Team Ministry, within the Kenn Deanery in the Diocese of Exeter.

The general correspondence address for the Parochial Church Council (PCC) is: The Rectory, 30 Dawlish Road, Teignmouth, TQ14 8TG, or by email to stjames.info@haldonteam.org.uk.

PCC members who have served from 1 January 2010 until the date this report was approved are:

Incumbent	Rev'd John Graham Stones	Chairman
Assistant Clergy	Rev'd Susan Astbury	Team Curate
Licensed Readers	Mrs Tricia Stuckey Mrs Val Atkins	
Churchwardens	Mrs Val Clough Mr Peter Wood	(also Deanery Synod representative) Vice-Chairman
Deanery Synod Representatives	Miss Elizabeth Higham Mr Brian Tettmar	
Elected Members	Mrs Penny Brooks Mrs Nicky Davies Mrs Caroline Denning Mrs Anne Harding Mr Andrew Harding Mrs Kerstin Jones Mrs Doris Pashley Mrs Iris Phillpotts Mrs Mary Prior Mr John Stuckey Mrs Jill Reed Mrs Jean Wilson	Hon Secretary Hon Treasurer

Structure, Governance & Management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils (Powers) Measure 1956 as amended, and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended). The PCC is exempted by order from registering with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. All church members are encouraged to register on the electoral roll, and stand for election to the PCC.

The PCC discharges its responsibilities between meetings by a Standing and Finance Committee comprising the Incumbent, Churchwardens, Hon. Secretary and Hon. Treasurer.

Two teams support the work of both PCC and Standing & Finance Committee:

- o **Fabric Team:**

Mrs Val Clough, Mrs Doris Pashley, Mrs Iris Phillpotts, Mr John Stuckey, and Mr Peter Wood (convenor).

The purpose of the Fabric Team is to support the churchwardens in arranging and overseeing the maintenance of the church building.

o **Building Development Team:**

Mrs Val Clough, Mr Andrew Harding (convenor), Mrs Mary Prior, Mrs Jean Wilson, and Mr Peter Wood.

The purpose of the Building Development Team is to identify needs that will enhance the worship and community use of the church building, and its environs.

The church shares clerical staff (incumbent and curate) with the East Teignmouth parish (St Michael the Archangel). In 2010, the PCCs entered into a new way of organising some core functions across the two parishes. These functions are led or overseen by teams whose members are drawn from the PCCs of both churches:

- o Discipleship Team
- o Pastoral Care Team
- o Outreach Team
- o Fellowship Team
- o Children and Young People Team

The PCC's income is below the statutory threshold for audit and we have opted to have our accounts independently examined. That independent examination is carried out by the Lichfield Diocesan Board of Finance Ltd and their report is appended as Annex A to this report.

Until June 2010, the PCC managed a trust created under the will of Miss Thessalonia Creasy in 1964 to distribute funds to poor and elderly of the parish. This trust was wound up and the resulting funds transferred to the Mary Risdon Trust, which has very similar objectives.

Objectives

The PCC believes that, by promoting the work of the Church of England in the ecclesiastical parish of West Teignmouth it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the ecclesiastical parish, and that in doing so it provides a benefit to the public by:

- o providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers: and
- o promoting Christian values, and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

The PCC has responsibility for the maintenance of St James the Less church building. St James' churchyard is a "closed" churchyard in the care of Teignbridge District Council.

Achievements and Performance

Church Attendance

At the 2010 Annual Parochial Church Meeting there were 101 parishioners on the Church Electoral Roll.

During 2010 the average Sunday attendance was 16 adults at the 8.00 am service and 55 adults and 5 children at 10.30 am.

17 baptisms, 10 weddings and 20 funerals took place at St James' during the year.

The "Kidzone" Sunday school has 15 children on the roll, with most attending the Family Worship service on the first Sunday of each month.

Review of the year

The PCC met 7 times in 2010 and the Standing & Finance met 6 times. Topics discussed over the year included the installation of an automatic winding system for the church clock, the installation of a wheelchair accessible WC, the quinquennial inspection report, and the heating system.

An electrical autowinder for the church clock was installed in March. Work started on the renovation of the North Lobby to provide safe access was commenced in September. In November, items of Pellew memorabilia and other laid-up standards were assembled into a new Pellew Memorial area. A faculty was granted in December to install a wheelchair accessible WC in the South Lobby. In addition to all this work, Devon Highways replaced the kerb at the North East churchyard gate to provide level wheelchair access.

In July, the chiming mechanism of the clock sustained some damage and, following much investigation, the full peal was declared safe and arrangements to repair the damaged chimes were put in hand. Following a safety review, access to the church is now provided via the north lobby door when ringing is in progress.

A joint Lent Course was held at St Michael's, which studied the York Course "When I survey ... Christ's cross and ours".

At Easter, Kidzone held an Easter Bonanza with various seasonal activities, and in December they held a picnic around the crib.

Throughout the year, a team of organists supported by the choir has overseen music in the church.

In April, the church again hosted performances in the annual Elias Parish Alvars International Harp Festival.

In May a successful three-day Arts & Crafts exhibition was held in the church. In July the regular Summer Fair was held in the churchyard and in November the church held a Christmas Fayre in the church. All these events were well supported.

A number of fundraising Skittles Evenings (Too-Da-Loo Cup) were held at the Mount Pleasant Inn, Dawlish Warren.

A joint Harvest Supper was held at the Richard Newton Hall in September with parishioners from East Teignmouth parish.

Financial Review

At the end of 2010, and across all funds, the PCC has spent £1252 more than was received in the year. This includes a number of legacies and other donations that have been designated to specific projects.

During 2010, the PCC received legacies to the value of £10,100, and other gifts in memory of loved ones. Together, these generous gifts have enabled the PCC to install an automatic winding mechanism on the tower clock, and to commence work on the installation of a wheelchair accessible WC.

Since 31 Dec 2009, the value of our investments has risen by approx 7%, and the return on those investments by some 8%. Although they are rising slightly, interest rates remain low, so very little has been earned from monies held on deposit.

During the year, the PCC's day to day banking was transferred from Lloyds-TSB to CAF bank. This reduced the cost of banking as CAF Bank levies no fee and, in the future, the PCC expects to save

over £400 each year from this change. CAF bank also enables the PCC to use online banking with two authorisations, in line with the policy on cheques.

The PCC continues to maintain a single Lloyds-TSB account for the sole purpose of processing electronic donations.

It is the PCC's policy to invest funds on deposit in the CBF Church of England Deposit Fund.

During 2010, 84 parishioners took part in regular giving schemes. Of these, 58 made their offerings under the Gift Aid scheme enabling the PCC to recover over £8678 from HM Revenues & Customs.

In 2009, the PCC introduced a scheme that enables parishioners to collect "Nectar" loyalty points for the church. This scheme has proved to be very successful and now almost entirely funds after church refreshments.

Charitable Giving

It is the policy of the PCC to donate approximately 5% of income to charitable causes in a small number of large donations split between local, national and international causes. In 2010 these donations amounted to £3600: St Michaels' Roof Fund £750; St John's Renovation Fund £750; Teignmouth Sea Cadets £500; The Children's Society £300; Operation Imprezza £300 (for sewing machines); The Leprosy Mission £1000. An additional gift of £50 was made to the Royal British Legion Poppy Appeal.

Fund Policy

Two of the designated funds, originally created in 2009 to hold income from investments ("Christ Church Chapel (Proceeds)" and "Curate's House (Proceeds)") were closed, and the monies re-designated to the "Renovation" (designated) fund to support maintenance costs of the building.

WC Fund

Funds raised and designated for the installation of a new WC

Renovation Fund

Funds raised and designated for the ongoing maintenance of the church building

Hall Fund

Proceeds of the sale of the parish hall (and income on that investment), for the provision and maintenance of replacement social space

Flower Fund

Donations for the purchase of flowers and requisites at major festivals and throughout the year

Magazine Fund

Funds received from advertisers and others to pay for the production and printing of the Teignmouth Parish News.

Reserves Policy

The PCC has no reserves policy. However, at 31 Dec 2010, the PCC holds unrestricted reserves of £101,760 (2009 - £113,398). This equates to approximately 18 months ordinary expenditure (2009 - approx 19 months).

Investment Policy

The PCC's investments are reviewed annually and the current portfolio meets the current trustee's requirement of diversity and a balance between income generation and capital growth to protect the investments of the charity against inflation.

Annexes

- A. Report of Independent Examiner
- B. Financial Statements

Approved by the Parochial Church Council

A handwritten signature in black ink that reads "Graham Stones". The signature is written in a cursive style and is underlined with a single horizontal stroke.

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Chairman

Date: 8 March 2011

Following adoption by the PCC, this Annual Report will be published online at
<http://www.haldonteam.org.uk/>



**Independent Examiners Report
To the PCC of St James the Less, West Teignmouth**

This report on the accounts of the PCC for the year ended 31 December 2010 which are set out on the following pages is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 1997 to 2001 ('the Regulations') and s.43 of the Charities Act 1993 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 3(3) and section 43 (2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with terms of Regulation 25.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the Church guidance, 2001 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with section 41 of the Act; and
 - To prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name Jonathan R L Hill FCMA

March 2011

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St Mary's House, The Close, Lichfield, WS13 7LD

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Lichfield Diocesan Board of Finance Inc. is a charitable company limited by guarantee and registered in England (Company No. 239561). The Board is a Registered Charity (No. 1107827)

St James PCC – 2010 Annual Report

Annex B - Financial Statements

Balance sheet (Church of England)

As of: 31 December 2010

	Total Funds £	Prior Year Funds £
Fixed assets		
Investments	132,475	124,409
	132,475	124,409
Current assets		
Cash at bank and in hand	134,027	134,658
	134,027	134,658
Liabilities		
Creditors: Amounts falling due in one year	—	11
	—	11
Net current assets less current liabilities	134,027	134,647
Total assets less current liabilities	266,503	259,056
Total net assets less liabilities	266,503	259,056
Represented by		
Unrestricted		
Unrestricted - General fund	142,192	147,738
Unrestricted - MAGAZINE	—	395
Unrestricted - LEGACIES	—	—
Designated		
Designated - Christ Church Chapel (Proceeds)	—	459
Designated - Curate's House (Proceeds)	—	501
Designated - RESTORATION	3,507	622
Designated - TOILET	10,291	—
Designated - MAGAZINE	73	(13)
Designated - LEGACIES	42,939	42,623
Designated - Flower Fund	135	62
Designated - Parish Hall (Proceeds)	2,806	764
Restricted		
Restricted - RESTORATION	2,008	1,642
Restricted - TOILET	13,299	17,713
Restricted - LEGACIES	—	—
Restricted - CREASY POOR FUND	—	625
Endowment		
Endowment - Parish Hall (Proceeds)	49,248	45,922
Funds of the church	266,503	259,056

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

Receipts and payments - combined funds
Period: 01 January 2010 to 31 December 2010

From 01 January 2010 01 January 2009
To 31 December 2010 31 December 2009

Receipts

Incoming resources from generated funds

Voluntary income

Donations appeals etc	1,560.78	701.28
Gift Aid - Bank	8,495.00	6,905.00
Gift Aid - Envelopes	10,842.57	13,269.14
Giving through church boxes	114.71	109.65
Legacies	10,100.00	—
Loose plate collections	4,201.36	4,283.43
One-off Gift Aid gifts	5,790.00	—
Other funds generated	250.01	634.17
Other planned giving	7,701.12	7,811.84
Receipts for shared ministry	39.46	137.60
Regular gift days	1,666.00	1,677.00
Tax recoverable on Gift Aid	8,678.13	7,265.75

Total: Voluntary income 59,439.14 42,794.86

Activities for generating funds

Events income	3,677.43	3,000.86
Parish magazine advertising	758.91	640.00
Use of church (fund raising)	290.00	370.00

Total: Activities for generating funds 4,726.34 4,010.86

Investment income

Bank and building society interest	759.31	3,048.40
Dividends	6,129.40	4,592.38

Total: Investment income 6,888.71 7,640.78

Incoming resources from charitable activities

Bookstall sales to promote objectives	21.00	—
Fees for weddings and funerals	11,757.00	9,692.00
Parish magazine sales	329.99	395.13

Total: Incoming resources from charitable activities 12,107.99 10,087.13

Other incoming resources

Insurance claims	344.55	—
Surplus - sales of fixed assets	315.93	—

Total: Other incoming resources 660.48 —

Total receipts

83,822.66 **64,533.63**

Payments

Cost of generating funds

Cost of generating voluntary income

Costs of applying for grants	—	339.25
Costs of fetes & other events	106.61	181.60
Costs of stewardship campaign	144.31	150.24

Total: Cost of generating voluntary income 250.92 671.09

Investment management costs

Bank Charges	411.37	465.22
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Total: Investment management costs 411.37 465.22

Receipts and payments - combined funds
Period: 01 January 2010 to 31 December 2010

	From To	01 January 2010 31 December 2010	01 January 2009 31 December 2009
Charitable activities			
Administration		669.96	1,061.38
Assistant staff costs		553.42	535.57
Church - New facilities		5,256.57	—
Church maintenance		832.40	4,257.10
Church major repairs - installation		8,278.11	185.00
Church major repairs - structure		—	654.47
Church minor repairs and decorating		1,521.34	1,065.48
Church office - telephone		46.06	53.18
Church running - electric		—	427.06
Church running - gas		—	1,046.57
Church running - heating and lighting		3,935.81	1,970.42
Church running - insurance		3,772.23	3,772.23
Church running - water		341.10	306.30
Cleaning		95.55	5.31
Common Fund		41,855.00	41,979.00
Cost of Flowers		52.29	24.97
Diocesan Fees		2,678.00	2,022.00
Giving - relief and development agencies		—	1,000.00
Giving to missionary societies		1,000.00	—
Home mission		1,800.00	2,000.00
Magazine expenses		819.00	653.83
Mission Expenses		233.93	17.50
Organ tuning & Maintenance		—	221.38
Organist and Choir		4,280.00	5,580.00
Parish training and mission		50.00	—
Secular charities		1,461.16	15.00
Shared Ministry Items		241.83	285.58
Upkeep of churchyard		94.24	—
Upkeep of services		816.05	496.31
Vergers and Bells		2,087.20	1,365.00
Visiting speakers / locums		306.00	493.00
Working expenses of incumbent		1,185.80	1,047.18
	Total: Charitable activities	84,263.05	72,540.82
Governance costs			
Governance costs examination/audit fee		100.00	—
	Total: Governance costs	100.00	—
Total payments		85,025.34	73,677.13
Excess of Incoming resources over Resources used		(1,202.68)	(9,143.50)
Transfers to/(from)		—	—
Adjustments		8,648.99	9,712.45
Brought forward balance		259,056.78	259,056.78
Total carried forward balance		266,503.09	259,056.78

Statement of Assets and Liabilities (by fund)
As of: 31 December 2010

			Balance	Previous balance
Fixed assets				
9000: M&G Charifund(House)				
General fund	Unrestricted		23,705.45	22,087.32
			<u>23,705.45</u>	<u>22,087.32</u>
9001: M&G Charifund(CHurch)				
General fund	Unrestricted		17,042.61	15,879.28
			<u>17,042.61</u>	<u>15,879.28</u>
9002: M&G Charifund (Hall)				
Parish Hall (Proceeds)	Endowment		18,665.17	17,391.08
			<u>18,665.17</u>	<u>17,391.08</u>
9100: CBF Investment (House)				
General fund	Unrestricted		20,055.34	18,709.55
			<u>20,055.34</u>	<u>18,709.55</u>
9101: CBF Investment (Church)				
General fund	Unrestricted		17,293.62	16,133.16
			<u>17,293.62</u>	<u>16,133.16</u>
9102: CBF Investment (Hall)				
Parish Hall (Proceeds)	Endowment		30,583.73	28,531.46
			<u>30,583.73</u>	<u>28,531.46</u>
9201: CBF Fixed (Church)				
General fund	Unrestricted		5,129.42	5,094.50
			<u>5,129.42</u>	<u>5,094.50</u>
9300: War Loan				
CREASY POOR FUND	Restricted		0.00	583.01
			<u>0.00</u>	<u>583.01</u>
		Fixed assets	132,475.34	124,409.36
Current assets				
6501: Bank current account				
Christ Church Chapel (Proceeds)	Designated		0.00	0.00
Curate's House (Proceeds)	Designated		0.00	0.00
General fund	Unrestricted		0.00	2,110.12
RESTORATION	Designated		0.00	1.20
RESTORATION	Restricted		0.00	0.00
TOILET	Designated		0.00	0.00
TOILET	Restricted		0.00	0.00
MAGAZINE	Unrestricted		0.00	395.13
MAGAZINE	Designated		0.00	-13.83
LEGACIES	Unrestricted		0.00	0.00
LEGACIES	Designated		0.00	0.00
Flower Fund	Designated		0.00	32.56
CREASY POOR FUND	Restricted		0.00	42.27
Parish Hall (Proceeds)	Designated		0.00	0.00
Agency collection	Restricted		0.00	11.00
			<u>0.00</u>	<u>2,578.45</u>

Statement of Assets and Liabilities (by fund)
As of: 31 December 2010

		Balance	Previous balance
6502: Bank Current Account (No 2)			
General fund	Unrestricted	145.00	742.70
TOILET	Designated	0.00	0.00
		<u>145.00</u>	<u>742.70</u>
6503: Bank Current Account (Alms)			
General fund	Unrestricted	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
6504: Creasy Poor Fund			
CREASY POOR FUND	Restricted	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
6505: CAFcash account MAIN			
Curate's House (Proceeds)	Designated	0.00	0.00
General fund	Unrestricted	1,938.76	0.00
RESTORATION	Designated	1,454.85	0.00
RESTORATION	Restricted	0.00	0.00
TOILET	Designated	0.00	0.00
TOILET	Restricted	2.50	0.00
MAGAZINE	Designated	73.08	0.00
Flower Fund	Designated	105.27	0.00
Parish Hall (Proceeds)	Designated	290.01	0.00
Agency collection	Restricted	0.00	0.00
		<u>3,864.47</u>	<u>0.00</u>
6511: CCLA (CBF) DEPOSIT ACCOUNT			
Christ Church Chapel (Proceeds)	Designated	0.00	459.79
Curate's House (Proceeds)	Designated	0.00	501.42
General fund	Unrestricted	38,526.79	48,605.84
RESTORATION	Designated	2,053.06	621.08
RESTORATION	Restricted	2,008.49	1,642.34
TOILET	Designated	10,291.70	0.00
TOILET	Restricted	13,297.28	17,713.28
MAGAZINE	Unrestricted	0.00	0.00
Parish Hall (Proceeds)	Designated	2,515.99	764.65
		<u>68,693.31</u>	<u>70,308.40</u>
6512: CCLA (CBF) deposit account 2			
General fund	Unrestricted	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
6513: CCLA (CBF) LEGACIES ACCOUNT			
LEGACIES	Unrestricted	0.00	0.00
LEGACIES	Designated	42,939.41	42,623.31
LEGACIES	Restricted	0.00	0.00
		<u>42,939.41</u>	<u>42,623.31</u>

Statement of Assets and Liabilities (by fund)
As of: 31 December 2010

		Balance	Previous balance
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6514: CCLA (CBF) deposit account 4 (Hall)			
General fund	Unrestricted	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
6515: CCLA (CBF) deposit account 5 (Restorati)			
RESTORATION	Designated	0.00	0.00
RESTORATION	Restricted	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
6516: CCLA (CBF) deposit account 6 (WC)			
TOILET	Designated	0.00	0.00
TOILET	Restricted	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
6517: CCLA (CBF) deposit account 7			
General fund	Unrestricted	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
6518: Diocese (CBF)			
General fund	Unrestricted	18,330.56	18,330.56
		<u>18,330.56</u>	<u>18,330.56</u>
6590: Cash in hand			
General fund	Unrestricted	0.00	20.00
RESTORATION	Designated	0.00	0.00
RESTORATION	Restricted	0.00	0.00
TOILET	Designated	0.00	0.00
TOILET	Restricted	0.00	0.00
MAGAZINE	Unrestricted	0.00	0.00
MAGAZINE	Designated	0.00	0.00
LEGACIES	Unrestricted	0.00	0.00
LEGACIES	Designated	0.00	0.00
Flower Fund	Designated	0.00	0.00
Agency collection	Restricted	0.00	0.00
		<u>0.00</u>	<u>20.00</u>
6595: Petty Cash (Imprest) Account			
General fund	Unrestricted	25.00	25.00
		<u>25.00</u>	<u>25.00</u>
6596: Flowers (Imprest) Account			
Flower Fund	Designated	30.00	30.00
		<u>30.00</u>	<u>30.00</u>
		<hr/>	<hr/>
Current assets		134,027.75	134,658.42

Statement of Assets and Liabilities (by fund)
As of: 31 December 2010

	Balance	Previous balance
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Liabilities		
6699: Agency collections		
Agency collection Restricted	0.00	11.00
	<u>0.00</u>	<u>11.00</u>
Liabilities	<u>0.00</u>	<u>11.00</u>
Grand Total	<u>266,503.09</u>	<u>259,056.78</u>

Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.

The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.

The Investments are included in the Annual Financial Statements at Market Value. The Investments are re-valued each year at the year-end date.

Approved by the Parochial Church Council



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Chairman

Date: 8 March 2011