

St James the Less Parish Church West Teignmouth

Annual Report of the Parochial Church Council for the Year Ended 31 December 2011

Administrative Information

St James the Less church is located 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 West Teignmouth Parochial Church Council (PCC) is: The Parish Office, St Michael's Church, Dawlish Street, Teignmouth, TQ14 8TB, or by email to stjames.info@haldonteam.org.uk.

PCC members who have served from 1 January 2011 until the date this report was approved are:

Incumbent	Rev'd John Graham Stones(#)	<i>Team Rector - Chairman</i>
Assistant Clergy	Rev'd Dr Susan Astbury	<i>Team Curate</i>
Licensed Readers	Mrs Tricia Stuckey Mrs Val Atkinson	
Churchwardens	Mrs Val Clough Mr Peter Wood Mrs Doris Pashley(#)	Until 05/04/2011 (thence Deanery Synod representative) Until 05/04/2011 From 05/04/2011
Deanery Synod Representatives	Miss Elizabeth Higham Mr Brian Tettmar Mr Arthur Brooks Mrs Val Clough(#)	Until 05/04/2011 Until 05/04/2011 From 05/04/2011 From 05/04/2011 (& Assistant Warden)
Elected Members	Mr Francis Bottomley Mrs Penny Brooks Mrs Nicky Davies Mrs Caroline Denning(#) Mrs Anne Harding Mr Andrew Harding(#) Mrs Kerstin Jones Mrs Doris Pashley Mrs Iris Phillipotts Mrs Mary Prior Mr John Stuckey Mrs Jill Reed Mrs Jean Wilson Miss Jo Stuckey Mr Tim Waters	From 05/04/2011 Until 05/04/2011 <i>Hon Secretary</i> <i>Hon Treasurer & Deputy Chairman</i> Until 05/04/2011 (thence Churchwarden) Until 05/04/2011 Until 05/04/2011 Until 05/04/2011 From 05/04/2011 From 05/04/2011

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 (indicated above(#)).

The church shares ministerial staff (incumbent and curate) with the East Teignmouth parish (St Michael the Archangel).

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

- o **Fabric Team:**

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:**

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.

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

In September, East Teignmouth PCC created a Parish Office in St Michael's church and appointed a Parish Administrator. West Teignmouth PCC entered into an agreement with East Teignmouth to purchase administrative services from the Parish Office to support clergy and PCC officers.

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.

This report is prepared in accordance with the Church Accounting Regulations 2006.

Objectives

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish of West Teignmouth the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

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.

Public Benefit Statement

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 more effectively, 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.

Achievements and Performance

Church Attendance

At the 2011 Annual Parochial Church Meeting there were 95 parishioners on the Church Electoral Roll.

During 2011 the average Sunday attendance was 19 adults at the 8.00 am service and 54 adults and 4 children at 10.30 am. On average an additional 8 people attended a Sunday evening "Praise and

Healing" or Evensong service, who had not attended St James' earlier in the day. On average, 9 people attend the midweek communion on Wednesday mornings.

35 baptisms, 6 weddings and 35 funerals took place at St James' during the year.

The "Kidzone" Sunday school has 21 children on the roll, with most attending the Family Worship service on the first Sunday of each month.

St James' has four house groups meeting regularly on Wednesdays and Thursdays. The house groups have 27 regular attendees who meet to pray and study the bible together. In addition, St James' runs an Alpha Course each autumn. The 2011 course started with four guests in October.

Review of the year

The PCC met 6 times in 2011 and the Standing & Finance committee met 4 times. Topics discussed over the year included: anti-social behaviour in the churchyard; the Week of Renewal at St Michael's; completion of the WC; ongoing maintenance work; The Big Lunch that was hosted at the Alice Cross Centre and the Mission Action plan. In May, the PCC met at St Luke's, Buckfastleigh for a day of training and reflection on our vision for the future of St James'. In September, the PCC met at St John's, Bishopsteignton, to view the recent reordering and renovation. Discussion included possibilities about internal reordering at St James' and a small sub-committee was formed to lead this work.

During the cold weather at the beginning of the year, the constant switching on and off of the heating system for services caused a number of joints in the pipes to break. These were repaired at a cost of around £3000. The PCC have since installed thermostatic controls to reduce to extreme expansion/contraction stresses in the pipes.

March saw the completion of a long awaited new WC with disabled facilities and a baby changing unit. The tower flagpole was also remounted to resolve a long-standing leak at the joint.

In the spring, Teignbridge District Council carried out repairs to the churchyard wall enabling the south east gate to be re-opened at Easter after many years.

In May the PCC, supported by other members of the congregation, took part in Teignmouth's contribution to Christian Aid Week activities and the annual house to house collection. A short but very successful "Sponsor-a-slate" campaign was held and the Whitford Room was partially re-roofed in June. The cost of around £6000 was funded almost entirely by that campaign.

Following vandalism, a number of windows in the Whitford Room were repaired. As a result of this the PCC installed protective grilles in December.

In July the PCC appointed a permanent organist to lead music. Maintenance of the organ was reinstated but transferred to Midland Organ and Hele Ltd (the original organ builder). The major modernisation work of 1971 is now showing signs of aging and the organ will soon require a significant upgrade of its electronic controls.

The 2009 quinquennial inspection report identified dry rot in the Whitford Room cupboard, and in August, timber in the whole building was treated to prevent insect infestation and further rot. That report also noted that the flower room roof had decayed beyond repair. This was replaced during September and October. Together with the reroofing, the PCC anticipates that this will make the rooms at the east end of the church watertight and thus prevent further decay.

In response to representation from the local community about anti-social behaviour, the churchyard was closed overnight at weekends throughout August. This proved successful but unsustainable. In September, the benches were temporarily removed into the church to further disrupt the anti-social behaviour. The PCC has since agreed to install external security lighting as a permanent deterrence.

In November working parties helped to tidy up the churchyard and Teignbridge District Council planted a new hedge (of shrubs provided by the PCC) at the southwestern corner.

Throughout the year Teignbridge have been working with the PCC to ensure that the churchyard trees are maintained.

The Archdeacon gave her permission to temporarily remove two front pews to provide a larger platform area at the front with space for wheelchair users.

A number of fundraising events took place during the year. A Summer Fair and Arts & Crafts exhibition was held in July; the St James' Christmas Fair took place at the end of November; and a number of other events were organised by the Social Committee together raising over two and a half thousand pounds. The annual Thornley House coffee morning was particularly successful, raising almost £1000 for church funds.

In March a joint Lent Course was held St Michael's; and in June a Week of Renewal event was hosted at St Michael's. The joint Discipleship Team assisted in organising both events.

As part of their personal commitment, members of the congregation continue to support a wide range of other Christian organisations.

Financial Review

At the end of 2011, and across all funds, the PCC has spent £54,180 more than was received in the year. This is due the large amount of work that has been carried out during the period: completion of the long-awaited WC, remounting the flagstaff in the tower roof, repainting external rainwater goods, partially replacing the Whitford Room roof (and major repairs to other roofs at the eastern end), the removal of two pews into storage and fitting window grilles to the Whitford Room. Major maintenance also included replacing joints in the heating system, timber treatment, repairs to the main roof and repairs to broken windows.

Although we continue to carry out ongoing and expensive repairs to the heating pipes, by installing thermostatic controls in 2011 we are hoping to reduce those bills in the future and ensure that the church remains at a reasonably comfortable temperature. It is also hoped that these measures will also reduce the fuel costs for the heating system, and together with other work listed above, help to reduce the dampness in the walls.

Since 31 Dec 2010, the value of our investments has fallen by approx 5% (£6792), and the return on those investments by a little over 11%. Although they are rising slightly, interest rates remain low, so very little has been earned from monies held on deposit. Despite this, the amount of interest received has risen by £420 (55%) over the year.

In September 2011, the PCC formally entered into an agreement to purchase an administrative support service from East Teignmouth parish at a cost to the PCC of £200 per month.

The PCC maintains a current account at CAF Bank for day-to-day transactions. The PCC also continues to maintain a single Lloyds-TSB current account for the sole purpose of processing electronic donations.

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

During 2011, 78 parishioners took part in regular giving schemes. Of these, 51 made their offerings under the Gift Aid scheme enabling the PCC to recover over £3022 from HM Revenues & Customs. Two substantial claims were delayed in the latter part of the year due to procedural changes at HM Revenues & Customs.

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 2011 these donations amounted to £3500: Teenbridge Project £1000; Teignmouth Sea Cadets £500; Operation Imprezza £500; Church Urban Fund £500; Mothers Union (International Projects) £500; Teignmouth First (Children's Mosaic Project) £500. An additional gift of £30 was made to the Royal British Legion Poppy Appeal. The PCC also made a Christmas food gift valued at £75 to the Factory Row hostel in Torquay.

Fund Policy

WC Fund

Funds raised and designated for the installation of a new WC. This fund was closed in 2011 following completion of the 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. The Magazine Fund was closed on 31 Dec 2011 on transfer of responsibility for the Parish News to East Teignmouth parish.

Reserves Policy

The PCC has no formal reserves policy. However, at 31 Dec 2011, the PCC holds unrestricted reserves of £72,265 (2010 - £101,760). This equates to approximately 10 months ordinary expenditure (2010 - approx 18 months).

In this context, reserves include all monies in UNRESTRICTED funds held on deposit or in current accounts. Those amounts included in reserves are indicated (*) in the Statement of Assets and Liabilities.

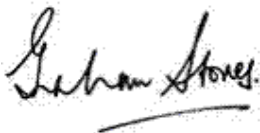
Investment Policy

The PCC's investments are reviewed annually and the current portfolio meets the current trustees' 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

Adopted by the Parochial Church Council



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Chairman

Date: 13 March 2012

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

St James PCC – 2011 Annual Report

Annex A - Report of Independent Examiner:

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 2011 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 CTIA



Address: Lichfield Diocesan Board of Finance: Finance Department

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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 – 2011 Annual Report

Annex B – Financial Statements:

Balance sheet (Church of England)

As at: 31 December 2011

	Total Funds £	Prior Year Funds £
Fixed assets		
Investments	125,683	132,475
	125,683	132,475
Current assets		
Cash at bank and in hand	79,848	134,029
	79,848	134,029
Net current assets less current liabilities	79,848	134,029
Total assets less current liabilities	205,532	266,504
Total net assets less liabilities	205,532	266,504
Represented by		
Unrestricted		
Unrestricted - General fund	105,114	142,194
Unrestricted - MAGAZINE	—	—
Unrestricted - LEGACIES	—	—
Designated		
Designated - Christ Church Chapel (Proceeds)	—	—
Designated - Curate's House (Proceeds)	—	—
Designated - RESTORATION	3,511	3,507
Designated - TOILET	—	10,291
Designated - MAGAZINE	—	73
Designated - LEGACIES	43,240	42,939
Designated - Flower Fund	138	135
Designated - Parish Hall (Proceeds)	4,674	2,806
Restricted		
Restricted - RESTORATION	2,354	2,008
Restricted - TOILET	—	13,299
Restricted - LEGACIES	—	—
Restricted - CREASY POOR FUND	—	—
Endowment		
Endowment - Parish Hall (Proceeds)	46,497	49,248
Funds of the church	205,532	266,504

Receipts and payments - combined funds
Period: 01 January 2011 to 31 December 2011

Note	From To	01 January 2011 31 December 2011	01 January 2010 31 December 2010
Receipts			
Incoming resources from generated funds			
Voluntary income			
		8,326	1,560
		11,853	8,495
		10,035	10,842
		85	114
		—	10,100
		4,696	4,201
		—	5,790
		250	250
		7,670	7,701
		557	39
		1,082	1,666
		3,022	8,678
	Total: Voluntary income	47,579	59,439
Activities for generating funds			
		3,725	3,677
		580	758
		75	290
	Total: Activities for generating funds	4,380	4,726
Investment income			
		1,181	760
		5,440	6,129
	Total: Investment income	6,622	6,890
Incoming resources from charitable activities			
		50	21
		11,051	11,757
		290	—
		330	329
	Total: Incoming resources from charitable activities	11,721	12,107
Other incoming resources			
		1,650	344
		—	315
	Total: Other incoming resources	1,650	660
Total receipts		71,954	83,824

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

Note	From To	01 January 2011 31 December 2011	01 January 2010 31 December 2010
Payments			
Cost of generating funds			
Cost of generating voluntary income			
Costs of fetes & other events		110	106
Costs of stewardship campaign		160	144
Total: Cost of generating voluntary income		271	250
Investment management costs			
Bank Charges		—	411
Total: Investment management costs		—	411
Charitable activities			
Administration		1,894	669
Assistant staff costs		608	553
Bellringers & Verger		2,160	2,087
Children's Work		149	—
Church - New facilities		31,335	5,256
Church maintenance		560	832
Church major repairs - installation		8,034	8,278
Church major repairs - structure		17,255	—
Church minor repairs and decorating		205	1,521
Church office - telephone		23	46
Church running - heating and lighting		4,906	3,935
Church running - insurance		3,208	3,772
Church running - water		345	341
Cleaning		180	95
Common Fund Contribution		39,231	41,855
Cost of Flowers		126	52
Diocesan Fees		2,518	2,678
Giving - relief and development agencies		1,297	—
Giving to missionary societies		—	1,000
Home mission		1,576	1,800
Magazine expenses		789	819
Mission Expenses		404	233
Organ tuning & Maintenance		1,133	—
Organist & Choir		4,600	4,280
Parish training and mission		114	50
Secular charities		1,030	1,461
Shared Ministry Items		476	241
Upkeep of churchyard		132	94
Upkeep of services		414	816
Visiting speakers / locums		34	306
Working expenses of incumbent		1,018	1,185
Total: Charitable activities		125,764	84,263
Governance costs			
Governance costs examination/audit fee		100	100
Total: Governance costs		100	100
Total payments		126,135	85,025

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

Note	From To	01 January 2011 31 December 2011	01 January 2010 31 December 2010
		(54,180)	(1,201)
		—	—
		(6,670)	8,648
		266,504	259,056
		205,653	266,504

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

Statement of Assets and Liabilities (by fund)

As at: 31 December 2011

		Balance	Previous balance
Fixed assets			
9000: M&G Charifund(House)			
General fund	Unrestricted	22,455.85	23,705.45
		22,455.85	23,705.45
9001: M&G Charifund(Church)			
General fund	Unrestricted	16,144.23	17,042.61
		16,144.23	17,042.61
9002: M&G Charifund (Hall)			
Parish Hall (Proceeds)	Endowment	17,681.26	18,665.17
		17,681.26	18,665.17
9100: CBF Investment (House)			
General fund	Unrestricted	18,896.58	20,055.34
		18,896.58	20,055.34
9101: CBF Investment (Church)			
General fund	Unrestricted	16,294.43	17,293.62
		16,294.43	17,293.62
9102: CBF Investment (Hall)			
Parish Hall (Proceeds)	Endowment	28,816.66	30,583.73
		28,816.66	30,583.73
9201: CBF Fixed (Church)			
General fund	Unrestricted	5,394.58	5,129.42
		5,394.58	5,129.42
9300: War Loan			
CREASY POOR FUND	Restricted	—	—
		—	—
		—	—
	Fixed assets	125,683.59	132,475.34
Current assets			
6501: Bank current account			
Christ Church Chapel (Proceeds)	Designated	—	—
Curate's House (Proceeds)	Designated	—	—
General fund	Unrestricted	—	—
RESTORATION	Designated	—	—
RESTORATION	Restricted	—	—
TOILET	Designated	—	—
TOILET	Restricted	—	—
MAGAZINE	Unrestricted	—	—
MAGAZINE	Designated	—	—
LEGACIES	Unrestricted	—	—
LEGACIES	Designated	—	—
Flower Fund	Designated	—	—
CREASY POOR FUND	Restricted	—	—
Parish Hall (Proceeds)	Designated	—	—

		Balance	Previous balance
Agency collection	Restricted	—	—
		—	—
6502: Bank Current Account (No 2)			
General fund	Unrestricted (*)	360.56	145.00
TOILET	Designated	—	—
		360.56	145.00
6503: Bank Current Account (Alms)			
General fund	Unrestricted	—	—
		—	—
6504: Creasy Poor Fund			
CREASY POOR FUND	Restricted	—	—
		—	—
6505: CAFcash account MAIN			
Curate's House (Proceeds)	Designated	—	—
General fund	Unrestricted (*)	(1,681.13)	1,940.27
RESTORATION	Designated	3,510.95	1,454.85
RESTORATION	Restricted	2,354.51	—
TOILET	Designated	—	—
TOILET	Restricted	—	2.50
MAGAZINE	Designated	—	73.08
Flower Fund	Designated	108.82	105.27
Parish Hall (Proceeds)	Designated	1,180.86	290.01
Agency collection	Restricted	—	—
		5,474.01	3,865.98
6511: CCLA (CBF) DEPOSIT ACCOUNT			
Christ Church Chapel (Proceeds)	Designated	—	—
Curate's House (Proceeds)	Designated	—	—
General fund	Unrestricted (*)	8,894.26	38,526.79
RESTORATION	Designated	0.33	2,053.06
RESTORATION	Restricted	—	2,008.49
TOILET	Designated	—	10,291.70
TOILET	Restricted	—	13,297.28
MAGAZINE	Unrestricted	—	—
Parish Hall (Proceeds)	Designated	3,493.57	2,515.99
		12,388.16	68,693.31
6512: CCLA (CBF) deposit account 2			
General fund	Unrestricted	—	—
		—	—
6513: CCLA (CBF) LEGACIES ACCOUNT			
LEGACIES	Unrestricted	—	—
LEGACIES	Designated (*)	43,240.48	42,939.41
LEGACIES	Restricted	—	—
		43,240.48	42,939.41

			Balance	Previous balance
6514: CCLA (CBF) deposit account 4 (Hall)				
General fund	Unrestricted		—	—
			—	—
6515: CCLA (CBF) deposit account 5 (Restoration)				
RESTORATION	Designated		—	—
RESTORATION	Restricted		—	—
			—	—
6516: CCLA (CBF) deposit account 6 (WC)				
TOILET	Designated		—	—
TOILET	Restricted		—	—
			—	—
6517: CCLA (CBF) deposit account 7				
General fund	Unrestricted		—	—
			—	—
6518: Diocese (CBF)				
General fund	Unrestricted (*)		18,330.56	18,330.56
			18,330.56	18,330.56
6590: Cash in hand				
General fund	Unrestricted		—	—
RESTORATION	Designated		—	—
RESTORATION	Restricted		—	—
TOILET	Designated		—	—
TOILET	Restricted		—	—
MAGAZINE	Unrestricted		—	—
MAGAZINE	Designated		—	—
LEGACIES	Unrestricted		—	—
LEGACIES	Designated		—	—
Flower Fund	Designated		—	—
Agency collection	Restricted		—	—
			—	—
6595: Petty Cash (Imprest) Account				
General fund	Unrestricted (*)		25.00	25.00
			25.00	25.00
6596: Flowers (Imprest) Account				
Flower Fund	Designated		30.00	30.00
			30.00	30.00
Current assets			79,848.77	134,029.26

			Balance	Previous balance
Liabilities				
6699: Agency collections			—	—
Agency collection	Restricted		—	—
		Liabilities	—	—
		Grand Total	205,532.36	266504.60

Accounting Policies

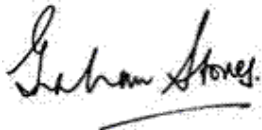
The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

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. Any payments made to PCC members were to reimburse them for purchases made on behalf of the PCC and are fully supported by documentation.

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: 13 March 2012