



The Parish of Harpenden, St John

**MEETING PAPERS**

**FOR THE**

**MEETING OF THE PARISHIONERS**

**AND THE**

**ANNUAL PAROCHIAL CHURCH MEETING**

To be held in the church hall

**On Sunday 29<sup>th</sup> April 2018**

11.00 a.m.

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## **AGENDAS**

### **MEETING OF PARISHIONERS**

*To be held on Sunday 29<sup>th</sup> April 2018  
in the church hall at 11.00 a.m.*

- 1 Apologies for absence
- 2 Minutes of the Meeting of Parishioners held on 30<sup>th</sup> April 2017
- 3 Matters arising
- 4 Election of churchwardens

### **ANNUAL PAROCHIAL CHURCH MEETING**

*To be held on Sunday 29<sup>th</sup> April 2018  
in the church hall - following the Meeting of Parishioners*

- 1 Apologies for absence
- 2 Minutes of the APCM held on 30<sup>th</sup> April 2017
- 3 Matters arising
- 4 Electoral roll report
- 5 Churchwardens' report
- 6 Treasurer's financial review
- 7 Report from Deanery Synod
- 8 Safeguarding report
- 9 Election of representatives to the Parochial Church Council
- 10 Appointment of i) Sidesmen  
ii) Independent Examiner
- 11 Looking forward - plans for the year ahead – to include, the new Parish Centre ("Project Phoenix") and Harpenden and Southdown Arts Festivals
- 12 Any other business



ST JOHN'S CHURCH, HARPENDEN

## Minutes of the Meeting of Parishioners

held on Sunday 30th April 2017

in the church at 11.15 a.m.

The meeting opened with prayers.

**Present** - 43 members of the congregation were present.

### 1. Apologies for Absence

Michael Coleby, Margaret Creighton, Michael and Doris Hughes, Heather Nye, Janet Saxby

### 2. Minutes of the Last Meeting

Adoption of the minutes of the Meeting of Parishioners held on Sunday 24<sup>th</sup> April 2016 was proposed by Tom Venner, seconded by Stephen Whiting and carried unanimously. The minutes were then signed by Nicholas as a correct and accurate record.

### 3. Matters Arising

There were none.

### 4. Election of Church Wardens

Two nominations had been received prior to the meeting:

**Mary Jean Pritchard**, proposed by David Nye and seconded by Michael Readman, and

**James Hillman**, proposed by David Nye and seconded by Steve Creasy.

In the absence of any other nominations, Mary Jean and James were elected unanimously to serve as church wardens for the year 2017/2018.

The meeting closed at 11.17 a.m.



**ST JOHN'S CHURCH, HARPENDEN**

**Minutes of the Annual Parochial Church Meeting**

**held on Sunday 30th April 2017**

**in the church**

### **1. Apologies for absence**

Members present and apologies for absence were the same as for the Meeting of Parishioners.

### **2. Minutes of the last APCM**

Adoption of the minutes of the meeting held on Sunday 24<sup>th</sup> April 2016 was proposed by David Nye, seconded by Sarah Poppleton and carried unanimously. The minutes were then signed by Nicholas as a full and accurate record.

### **3. Matters Arising**

There were none.

### **4. Electoral Roll**

The Electoral Roll Officer, Neil Middleton, delivered the Electoral Roll Report. This year, the electoral roll was merely updated, following the complete revision last year.

The revised Roll has been completed and displayed in church since 18<sup>th</sup> April. It has 233 entries.

Of this number:

- 154 are female
- 79 are male
- 104 are not resident in the Parish
- 129 are resident in the Parish

The number on the Roll is exactly the same as it was last year. There have been four deaths, seven new applications and three resignations from the roll. There have also been ten changes to addresses etc. of existing entries.

No questions were raised.

Adoption of the electoral roll was proposed by Mary Jean Pritchard, seconded by Lauryn Awbrey and carried unanimously.

Nicholas thanked Neil for continuing in the role of Electoral Roll Officer.

## **5. Churchwardens' Report**

The report had been circulated in advance with the paperwork for the meeting, and had been delivered verbally to the PCC at the last meeting. There were no comments or questions.

## **6. Secretary's Report**

The report had been circulated in advance with the paperwork for the meeting and no queries were raised.

## **7. Treasurer's Report and PCC accounts**

Steve Creasy presented his report and the PCC accounts for 2016. He highlighted the most significant items of income and expenditure during the year, explained the reason for particular differences between these accounts and the previous year's and presented the financial position at the end of the year.

The Financial Statements had been circulated with the paperwork for the meeting, after being adopted at the last PCC meeting in March.

### **Summary of Accounts:**

**Income** - Total income for 2016: £210,000

**Expenditure** - Total outgoings for 2016: £187,000

**Surplus for the year** - £23,000

**Key points:** At the end of last year there had been a deficit of £12,000 and this year there was a surplus of £23,000 – a difference of £35,000. This was largely due to a £7000 increase in stewardship following the successful campaign, increased rental income from the Linwood Road property, increased fundraising from the auction of promises and less expenditure on the Linwood Road property. Legacies were at a similar level.

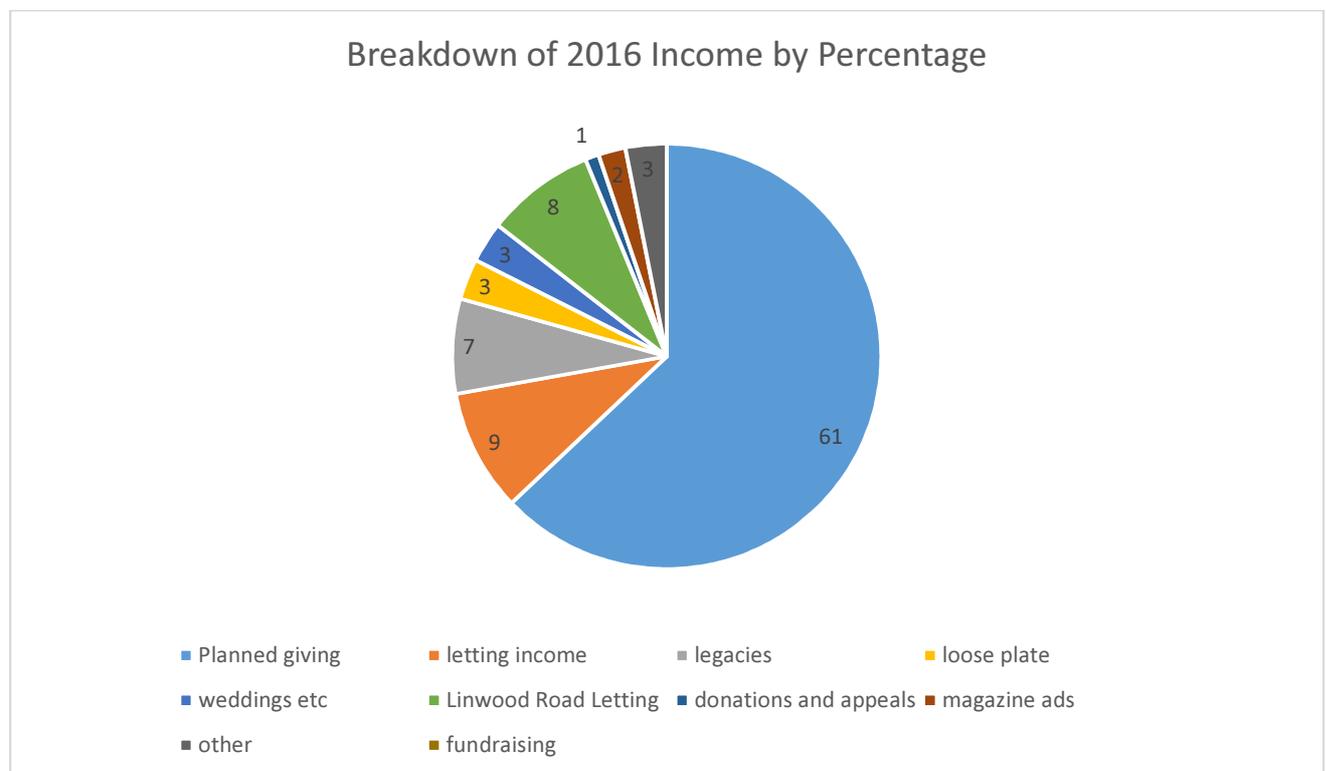
There were also some items of income/expenditure which were different between 2016 and 2015 but these netted off. For example, in 2016 we purchased the organ for the Lady Chapel for £7000, but in 2015 we purchased new hymn books and orders of service at a cost of £5000.

The balance sheet shows net assets (assets less liabilities) of £224,000 as at 31 December 2016. This is £23,000 higher than the funds of £201,000 we had at the beginning of 2016, due to the £23,000 surplus generated in 2016.

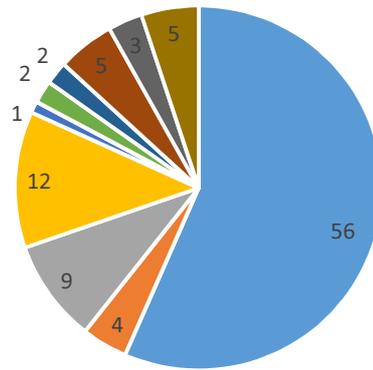
Liabilities are our creditors, i.e. those to whom we owe money, and amounted to £13,000 e.g. utilities and other accruals for services received which have yet to be invoiced and donations payable to our Outside Giving charities which are made after the year-end.

Assets can be broken down into

- £163, 000 cash in the bank,
- £66,000 property (Linwood Road valued at £64 000 but worth much more and the church hall valued at £2000. These are both just balance sheet values)
- £8,000 debtors, those who owe us money (mainly receipts due from HMRC for Gift Aid)



### Breakdown of 2016 Expenditure by Percentage



- Parish Share
- Outside charitable giving
- Linwood Rd refurbishment
- Weddings and Funerals
- Hall running costs and maintenance
- promotional and communications
- Church running costs and maintenance
- staff costs
- Magazine printing
- other
- Upkeep of services

Once again, this year’s accounts had been independently examined by Michael Coleby, as the income and expenditure in the year did not exceed £250,000.

Steve invited questions from the floor and two were raised. The first question related to our budget for the coming year, which Steve explained was technically a deficit budget but a substantial legacy had already been received which should mean that once again a surplus will be achieved by the end of the year. He confirmed that we are dependent on legacies to balance the budget, but that this was usually achieved. The second question asked if we knew what our costs were on a weekly/monthly basis – some churches publish this information to their congregation. Steve clarified that such an exercise was already done when the budget was set and the annual accounts prepared.

Adoption of the accounts was proposed by Moira Carrington, seconded by Elizabeth Brown and carried unanimously.

Nicholas thanked Steve Creasy to whom we owe a great debt for employing his time and expertise in managing the finances of the church so well and for presenting the accounts with such succinct clarity and in such excellent order.

## 8. Report from Deanery Synod

The report had been prepared by Elizabeth Brown, the Deanery Synod Secretary, and had been circulated in advance with the meeting papers and there were no further questions.

## 9. Election of representatives to the Deanery Synod and Parochial Church Council

- **Deanery Synod**

There were four vacancies for representatives of the laity to the Deanery Synod to be filled for the triennium commencing on June 1<sup>st</sup> 2017 and three nominations had been received prior to the meeting, from:

Elizabeth Brown	Proposed by	Jane Donati
	Seconded by	Paul Jessop
Michael Readman	Proposed by	Mary Jean Pritchard
	Seconded by	Helen Davies
Mary Jean Pritchard	Proposed by	Helen Davies
	Seconded by	Sally Creedy

Nicholas invited one more nomination from the meeting, stressing the importance of Deanery Synod and its role in contributing to the selection of General Synod. It would be desirable for younger people to become involved in Synod to balance the existing older membership with the voice and views of the next generation.

No further nominations were received and therefore the three above named were proposed for election by Derek Curran, seconded by John Jones and unanimously elected by the meeting to serve as our representatives to the Deanery Synod for the coming triennium.

There is now one vacancy for lay representation on the Deanery Synod.

- **PCC**

Those whose term of office expired this year were Matt Barter, Margaret Charlston, Pat Hudis, Ian Richmond and Tom Venner. In addition, Tracey Kennedy had declared a wish to resign from the PCC at this time. There was therefore a total of six vacancies.

Five nominations to serve as members of the PCC for the next three years had been received prior to the meeting.

<b>Naomi Burnett</b>	Proposed by James Hillman	Seconded by Mary Jean Pritchard
<b>Dawn Mason</b>	Proposed by Mary Jean Pritchard	Seconded by Tom Venner
<b>Bill Moore</b>	Proposed by Mary Jean Pritchard	Seconded by David Nye
<b>Liz Sergeant</b>	Proposed by Jacky Dodd	Seconded by Sarah Poppleton
<b>Tom Venner</b>	Proposed by Steve Creasy	Seconded by James Hillman

There were no other nominations, rendering a ballot unnecessary, and the five nominations for the PCC were presented to the meeting ‘en bloc’, proposed by June Jones and seconded by David Brown. The meeting unanimously elected the fore-named nominees to serve in the capacity and for the term specified above. There is now one vacancy for lay representation on the PCC.

Nicholas thanked all those who were retiring from the PCC for their contributions over the years, some had been members of the council for a considerable time.

The terms of four existing members of the PCC will expire in 2018: Emma Bresslaw, Steve Creasy, Jane Donati and Paul Jessop.

#### **10. i) Appointment of Sidesmen**

The list of names of all those to be appointed to act as sidesmen for the coming year was available for perusal. Adoption of all the names was proposed by Elizabeth Brown, seconded by Lauryn Awbrey and agreed unanimously. The list of names would be displayed on the porch noticeboard.

Nicholas thanked all those who undertook this task on a Sunday. He commented that there is currently a recognised phenomenon of “volunteer fatigue” in churches in Harpenden and throughout the country, with all rotas everywhere shrinking and the number of volunteers diminishing. Those who were willing to contribute their time and talents were very much appreciated.

#### **ii) Appointment of Independent Examiner**

Due to the statutory prescribed financial limits, the PCC accounts do not require an auditor. Instead, under the Charities Act, the PCC can appoint an Independent Examiner to verify the accuracy of the accounts. Michael Coleby has acted in this capacity for us for some years now and has generously volunteered to continue in this role, for which we are extremely grateful. Nicholas expressed his thanks to Michael for continuing to undertake this responsibility. Jacky Dodd proposed that Michael Coleby be appointed as

the Independent Examiner for 2017, this was seconded by Pat Hudis and agreed unanimously.

## **11. Safeguarding Report**

There is now a legal requirement that at the APCM the PCC report on compliance with their duty to have due regard to the House of Bishops' guidance on safeguarding. Nicholas advised the meeting that Jane Donati undertakes the lead role in this matter for the PCC and is well trained in such matters due to her educational background. A report on compliance with safeguarding had been prepared for the meeting and would be displayed in the porch after the meeting. Jane confirmed that the annual review of safeguarding would be on the agenda at the next PCC meeting in May. She further advised the meeting that training had taken place last October and that further training in the parishes was being rolled out by the Diocese. She confirmed that St John's PCC places great importance on the safeguarding of both children and vulnerable adults and that policy was rigorously put into practice.

## **12. Parish Centre Project**

James Hillman gave a report on the progress made over the last twelve months on our new Parish Centre project. Today's meeting was an opportunity both to look back on what had been achieved and look forward to the next stages. Our Mission Action Plan, drafted in 2015, formed the basis of what we are trying to achieve. Our mission is to welcome everyone warmly and enable all to grow spiritually and one specific aim is to work towards the replacement of the church hall with a mission-enabling Parish Centre. It is very important that we keep focused on those aims and objectives as we work on this project.

Enormous thanks were due to the Steering Group, comprised of Matt Barter, David Christian, Margaret Creighton, Paul Jessop and Liz Sergeant who had worked incredibly hard over the year to really get the project off the ground. They had undertaken a massive consultation process with all the church hall users, the congregation and the wider parish community. This consultation resulted in an Options Document which was presented to the PCC where it was agreed to move forward with the appointment of architects to work towards a feasibility study. An invitation to tender was submitted to five firms of architects and the responses were assessed by a selection panel chaired by David Christian. Two firms were shortlisted and invited to interview and as a result, MEB Design Ltd were appointed to start work on a feasibility study. Although not based locally, their founder, and project director for St John's, lives in Harpenden. This study is currently ongoing and, when completed, MEB will attend meetings to present their findings and results to both the PCC and the congregation. At that time, and in the meantime, we must ensure that there is

adequate opportunity for discussion, reflection and prayer to discern God's will as to how we should proceed.

James invited questions from the floor and, in response to a question regarding the timescale of future events, he replied that it was hoped that the feasibility study would be completed sometime in the summer, though it was impossible to be precise. The timescale for the actual building project would be dependent on the success of fundraising and the time needed to obtain the necessary permissions from both the planners and the diocese.

A further comment from the floor suggested that the existing porch should be repaired before money was spent on a new building project. The Fabric Committee are responsible for necessary building repairs and Matt Barter said that no significant capital expenditure would be undertaken on the existing building until decisions have been made on the Parish Centre as we do not yet know where it will be sited.

### **13. Any Other Business**

A number of matters were raised, which Nicholas confirmed he would take to the PCC for discussion:

- Harpenden processions e.g. Remembrance Day and Good Friday – could we bear in mind the time needed to get to these processions and time our services accordingly?
- Publicity – why were St John's Easter services not listed with other churches' service times in the local paper?
- Publicity – could there be an external cross on the building visible from the railway?
- On their years' mind – names not always read out in intercessions or one is left off, could the names go back into the pew leaflet as before?

### **14. Vicar's Report**

Nicholas had drafted a list of thanks which would be placed in the porch rather than read out, but he was very grateful to all those who helped at St John's, particularly the churchwardens and members of the standing committee but also everyone who contributed to the life of the church.

Many of our congregation are elderly and in May we will carry out a poll to determine whether the majority would prefer our service times to be changed to allow more time to get up and ready for church. The poll will be carried out online and paper. A number of different options will be proposed. Nicholas urged everyone to participate. The PCC will look carefully at the result and any change would be introduced from September.

A parish pilgrimage to the Holy Land, organised by Embrace, is being proposed for February 2018 and leaflets were now available giving details and information about the planned trip.

Once an idea of numbers of those interested had been ascertained a lunchtime meeting would be held to discuss the trip further. In response to a number of enquiries, Nicholas confirmed that the proposed trip was felt to be safe as Embrace would not lead it otherwise. In addition to seeing the sights it would provide the chance to meet Christians, Jews, Muslims and atheists who live there and gain a first-hand experience of life in the Holy Land today – the media generally misrepresents the true position with some slant or other.

Lauryn spoke briefly to urge those at the meeting to take this opportunity and visit the Holy Land, she has visited four times in the last few years and cannot recommend it highly enough. The highlight for her was standing in the synagogue at Capernaum where Christ preached, but she said that everyone experiences a different highlight.

In July, we will be welcoming our new curate, James Brown, and his wife Lan, to St John's. Nicholas has met him a few times now and remarked on how curates nowadays have a much superior training than in the past, so James will come much more experienced than novice curates used to be. As a much younger man, he will come with a different view of "church" and how to engage with the community. We shall learn from him and vice versa but we must be prepared for change which he will certainly bring. We must remember that our Lord was a young man himself who brought new ideas and change, we must be receptive to the fresh approaches that James is bound to introduce.

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Tom Venner closed the meeting by thanking Nicholas on behalf of the parish. He suggested that many others at the meeting, like himself, had had to attend numerous courses through work on what makes a good leader. There were the three elements to being a good leader: having vision, having the ability to bring people together and giving of oneself. Nicholas was an excellent leader possessing all three elements, displaying a very clear vision for us at St John's and doing much behind the scenes that many would not be aware of. He praised Nicholas for arranging visits to the sick - which brought so much comfort and inspiration to them - and for so many other good things for which he was the driving force behind. Tom specifically thanked both Nicholas and Anneke for their hospitality and their friendship – they had both generously opened the door to their home for the parish for which we are all very grateful.

The meeting closed at 11.55 a.m. with the Grace followed by a glass of wine at the back of church.



## **St John the Baptist Harpenden - Electoral Roll**

### **Report for the Annual Parochial Church Meeting of 29<sup>th</sup> April 2018**

Since the compilation of the new Electoral Roll for the APCM last year:

- Three new applications have been received
- No Parishioners have resigned from the Roll
- Six deaths have been advised to me

Overall, this means there is a reduction of three in the number of entries on the Roll. There have also been one change to addresses etc of existing entries.

The revised Roll will be displayed in the Church from (no later than) 13<sup>th</sup> April and has 230 entries on it.

Of the 230 entries:

- 154 are female and 76 are male (this is an approximation)
- 126 are resident in the (ecclesiastical) Parish and 104 are not

In accordance with the Church of England's requirements, 2019 will be a full revision of the Roll, with all existing members needing to reconfirm that they wish to remain on the Roll. If you are not sure your address is up to date, send your current address to me at [electoral.roll@stjohnsharpenden.org.uk](mailto:electoral.roll@stjohnsharpenden.org.uk) or let Julie in the office know.

Neil Middleton  
Electoral Roll Officer  
10<sup>th</sup> April 2018

## CHURCHWARDENS' REPORT 2017-2018

As churchwardens we are required to provide a report to the APCM summarising the main activities at St John's during the past year. We would like to begin by thanking our deputy warden, Jane Donati, for her support to us.

We are also grateful to the other members of the Standing Committee, Emma Bresslaw, our secretary, and Steve Creasy, our treasurer. Emma keeps meticulous records of all the essential administration of the PCC, takes minutes and ensures that our meetings are run according to the often complex rules of the Church of England.

Steve has once again this year carried out the duties and responsibilities of treasurer efficiently and professionally, managing our budgets, accounts and finances and dealing with our day-to-day accounting procedures. It is a considerable task and he undertakes it willingly and with characteristic attention to detail and utter competence. The way in which he presents the accounts is always clear and understandable. We must also thank Tony Armstrong, who is our Stewardship Recorder, as well as counting, recording and banking our collections each week.

We have always considered it important to maintain the delivery of our parish magazine free of charge to all in the parish, reaching about 4,000 households. Our thanks go to Anthony Armstrong for taking on the responsibility of editing the magazine. Our thanks also go to Steve Whiting, who ensures the magazine is distributed to the team of co-ordinators and then to those who deliver. We are grateful to you all.

A new group of parents has now taken over the running of Junior Church and we are grateful for the time that they have taken to plan sessions; teach, look after, and entertain the younger members of our congregation over the year.

We launched our new website at the end of the year. It can be found at <http://www.stjohnsharpenden.org.uk>. This has been put together after a great deal of hard work by our communications team over the past months, presenting a refreshed and updated perspective of our life as a church and in our community. Our thanks go to all who have been involved in developing and maintaining our website, particularly Neil Middleton.

Nicholas has continued to give us his time patiently and tirelessly, supporting all that we do as churchwardens and ensuring that all the work of the parish is underpinned by prayer. We are fortunate to have the ready support of Mary Monk and Julia White, who have periodically come out of retirement to assist and lead us in our worship.

In the summer we were thrilled to welcome James Brown as our Curate. We have benefitted hugely from the fresh outlook that he has brought to us, both in our worship and in our ministry in the wider community.

We were pleased to learn that David Halsey, will take up an appointment as Curate at St Luke's Church in St Albans later this year; he, Celia and their family will go with our congratulations and prayers for this new stage of his training and ministry. Our Readers, David Nye (permission to officiate) and Lauryn Awbrey, continue to offer support to Nicholas.

We were delighted when Emma Bresslaw was licensed by the bishop as a Lay Leader of Worship. Emma is now a member of the ministerial team here, assisting with All Age worship, leading Evensong on Sundays and in the daily services of morning and evening prayer.

Our Christmas celebrations were typically memorable: St John's was represented at the Southdown Lights-up celebrations; among other activities, we held an evening of beer and carols in The Engineer

pub; the Junior Church led our worship with their nativity play at the all-age service in the middle of December and the choir led our service of nine lessons and carols; we had a large turnout for our annual children's 'Walking to Bethlehem' nativity from the green in Southdown to St John's on Christmas Eve. Particular thanks are due to the landlord of The Carpenter's Arms, who provided very generous and much-needed refreshment in preparation for the walk up the hill!

We are very fortunate that music at St John's is of such a high standard as it makes a great contribution to our worship. The more regular introduction of an 'augmented choir' at certain of our all-age Eucharists has shown off the musical talents of additional members of our congregation.

In February, Nicholas and a number of members of the congregation visited the Holy Land on a visit organised through Embrace, one of our chosen charities. Together with a group from Deddington in Oxfordshire, they visited many of the holy sites and also learnt about the work of Embrace in the region. Eucharists held in the Garden of Gethsemane and by the Sea of Galilee were particular highlights.

On the social side, we held a cheese and wine evening in late September, at which we were entertained both by Emma McGrath, a local singer, and by James Brown. James presented another evening of songs and music earlier this year. We are grateful to the committee who put this together, particularly Jackie Dodd and Steve Whiting.

The very popular Tea at Three, which takes place in the hall once a month, continues to provide companionship, refreshment and entertainment to older members of the wider community. At the pre-Christmas event, children from the Grove School choir provided after-tea entertainment which was much appreciated by all. Again, we are grateful to the volunteers who collect and bring people each month, bake cakes, entertain, wash up, etc., all under the leadership of Margaret Creighton.

Over the course of the year we have continued our work towards developing a new Parish Centre. Our appointed architects produced a feasibility study, the results of which were presented to the PCC and the congregation during the year. We have agreed to progress one particular option towards a planning application, hopefully later this year. This is being taken forward by a small but dedicated steering group led by Paul Jessop. The challenge associated with fundraising will be a key focus over the next year. We continue to seek God's guidance on how we can use our facilities to further our mission in the parish.

Alongside the exciting, future-focused activities, the day-to-day work of the parish continues. The church and the existing hall require ongoing maintenance, and we are fortunate to have a team of dedicated individuals who take pride in our splendid building and in the maintenance and repair of our hall and grounds. We are particularly grateful to David Christian and the members of the Fabric Committee and to John Jones, who responds to many emergency calls in relation to the hall.

We are pleased that we have been able to maintain our Outside Giving at 10% of our income and this year we have supported Embrace, Christian Aid, the Church Urban Fund and the St Albans and District Food Bank. Cash collections over the year have gone to the Bishop's Harvest Appeal and our Christmas collections were given, as usual, to Crisis. Our thanks to all who continue to contribute items to the Food Bank and to those who deliver them on a regular basis.

Our annual report gives us the opportunity to thank everyone for their support in sharing with us the work of caring for and maintaining the continuing work of St John's. Please be assured that we are most appreciative of all the support we have received over this past year. Whether or not we have mentioned you by name in this report, we know who you are and we thank you!

Mary Jean Pritchard

James Hillman



**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF  
HARPENDEN ST JOHN  
REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2017**

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The Parochial Church Council of the Ecclesiastical Parish of Harpenden St John is registered with the Charity Commissioners for England and Wales (Charity no. 1131603)

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

### Aims and purposes

St John's Parochial Church Council ("the PCC") has the responsibility of cooperating with the incumbent, Canon Nicholas Anderson in promoting within the ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical. The PCC is responsible for the maintenance of the Parish Hall.

The PCC is committed to enabling as many people as possible to worship at our church and become part of our church community at St John's. The Ministry Team, comprising of our curate in training, the Revd James Brown, and our Readers, Mrs Lauryn Awbrey and Canon David Nye (permission to officiate) and Mrs Emma Bresslaw, our newly appointed Local Lay Leader of Worship, in conjunction with the PCC, maintains an overview of worship and makes suggestions on how our worship can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

As trustees of a registered charity, the PCC must report each year in our trustees' annual report on how we have carried out our charity's purposes for the public benefit, which we set out in this trustees' report. We consider that we have complied with our duty to have due regard to the Charity Commission's guidance on the meaning and scope of "public benefit", when exercising any powers or duties to which the guidance is relevant.

When planning our activities for the year, we have considered the Charity Commission's guidance and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable parishioners to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus Christ, the crucified and glorified Lord.
- Provision and pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St John the Baptist and the Parish Hall.

### Achievements and performance

The PCC is keen to offer a wide range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. For example, we offer Common Worship Morning and Evening Prayer on weekdays, but in Ordinary Time have also used the Northumbrian Community, Daily Celtic Prayer.

Since September, we have been successful in creating a new style of All Age Worship on the first Sunday of the month which involves more people in the planning and execution of these services. It is pleasing to be able to report that the new arrangements have been well received since they came into operation. In addition, on the last Sunday of the month we have changed the format of our Sunday evening services experimenting with Taizé-style and Northumbrian-style worship which has been well received.

The church is open from daily from 8.30 a.m. to 5.30 p.m. during the week for private prayer and personal reflection.

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)

### Achievements and performance (continued)

The PCC seeks to ensure that all are welcomed at our regular services. At present we have 229 on the Church Electoral Roll, 103 of whom are not resident within the parish. 4 names were removed either through death or because they have moved away from the parish. The average weekly count during October was 131 adults and children, but the number increased during the Easter and Christmas festivals. Extra seating needed to be put out to accommodate the Monteverdi Vespers in November. We continue our practice of hosting school carol services, although inclement weather led to the cancelling of Aldwickbury School's service this year.

We welcome children of all ages in to our services but their own spiritual well-being is specifically targeted in the creche and Junior Church which operate during the first half of the 9.30 a.m. Parish Communion (except on Sundays when there is an All Age service to which they are specifically invited).

In addition to our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the amazing gift of life, in marriage services public vows are exchanged with God's blessing and through funeral services family and friends express their deep sorrow but also give thanks for the life which is now completed and to commend the person into the gracious hands of God. This year, we celebrated 23 baptisms, 4 weddings and held 23 funerals in church.

*Faith and Light*, which provides an opportunity for adults with learning difficulties to worship in an appropriate and accessible environment, continues to hold a monthly Sunday afternoon service ably led, as it has been for many years, by Mrs Lauryn Awbrey.

Mr David Halsey, Reader continues his training at the Eastern Region Ministry Course in preparation for ordination as a Self-Supporting Minister in the summer of 2018.

Mrs Emma Bresslaw undertook the Diocesan training for Local Lay Leader of Worship and was commissioned in a service in October. Mrs Elizabeth Brown commenced the same training later in the year and has yet to be commissioned.

### Structure, governance and management of the PCC

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure and is a registered charity. The appointment of PCC members is governed by and set out in the Church Representation Rules. All members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. Certain members of the PCC are allocated specific responsibility for some of the matters which affect the parish, e.g. Safeguarding and Health & Safety. These individuals attend appropriate training courses provided by the Diocese where necessary and report back to the PCC as a body.

The PCC met six times in 2017 - 2018 (start of May to end of April) in May, July, September, November, January and March. Attendance at meetings was approximately 70% of the maximum possible number of 24.

Prior to each PCC meeting, a Standing Committee (comprising the incumbent, churchwardens, deputy churchwarden, PCC Treasurer and Secretary) meets to draw up the agenda of items to be discussed. Approximately two weeks before a meeting, all PCC members receive the agenda, the minutes of any sub-committee meetings that have taken place since the last meeting and any briefing documents for items under discussion. Within two weeks of a PCC meeting, minutes of that meeting are circulated to all members. These minutes go on public display on the noticeboard in the porch, once they have been formally approved at the following PCC meeting.

## **PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)**

#### **Structure, governance and management of the PCC (continued)**

The PCC devolves much of its work to sub-committees and all members of the PCC are invited to sit on one such committee all of which meet on a regular basis (or liaise electronically). The sub-committees are: Communications, Evangelism, Worship, Pastoral, Fabric and Parish Centre. Each committee has a chair and secretary and operates within agreed terms of reference, produces written minutes and brings proposals to and provides updates at all PCC meetings. Members of the PCC sit on both Deanery and Diocesan Synods providing an important link between the parish and the wider structures of the Church of England. The Deanery has sought to focus on a specific section of the Deanery Mission Plan.

A large number of group activities take place at St John's, led by volunteers of both talent and commitment. These provide a range of services to benefit members of the congregation and the wider parish community. Details of these groups can be found on our website ([www.stjohnsharpenden.org.uk](http://www.stjohnsharpenden.org.uk)). We publish a free parish magazine quarterly which is distributed to every home and business within the parish and this publicises our church service times and forthcoming events and contains articles and reports of interest. We also communicate news and events to members of the congregation via an e newsletter.

#### **Main focus of the PCC this year**

At its meetings this year, the PCC has carried out the necessary formalities such as appointing its officers and reviewing its committee structure. There was an increased focus on Safeguarding and all members of the PCC undertook the required level of training as provided by the Diocese. The Safeguarding and Health & Safety policies were both reviewed and updated where necessary. The Communications committee worked hard to create a new website for the church which is now up and running. A considerable amount of the PCC's time was spent planning and discussing the plans for a new parish centre, Project Phoenix. Significant progress was made and a feasibility study produced by our appointed architects. This major project continues to require considerable thought and effort and the PCC is indebted to those members of the planning committee who have committed a great deal of their time and imagination to achieve all that they have done so far.

The PCC also reviewed the stewardship programme and introduced some new features to the scheme. Outside charitable giving was reviewed once again and support given to the training and commissioning of Local Lay Leaders of Worship (LLLW) within the church. The impact of the General Data Protection Regulation which comes into force in May 2018 is currently being considered to ensure that the church complies with its requirements. This is ongoing work.

#### **Church Concerts**

The PCC is keen for the church to be kept open to the community for personal prayer and are also delighted to use it for musical events. Our well-established annual series of Coffee Concerts held on Saturday mornings at 10.30 a.m. continue to flourish. There is no entrance charge, but the retiring collections offset expenses and the profits are put into the organ fund for long-term expenditure such as pipework cleaning and other restoration. The usual format is around 45 minutes of music followed by refreshments at the back of the church. This provides a relaxed opportunity for the audience, which is usually made up of both members of St John's and a good many from further afield, to chat with both the performers and each other. Whilst the organ features most frequently, recent concerts have also been devoted to vocal music and have featured the cello, flute and harp. We have been privileged to hear superb performances from several outstanding young professionals in the early days of their careers.

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)

### The Parish Hall

In term-time, the hall is used on weekdays (apart from Wednesdays) by *Buzby Mae* Pre-School. *Little Acorns*, a group for toddlers and their carers, meets on a Thursday afternoon, and after struggling for some time to get established, is now flourishing and well attended. The Daylight Club, which also meets in the hall, celebrated their 25th anniversary with a lunch attended by the Town Mayor and local Councillors and dignitaries. The Harpenden Operatic Society use the hall on Tuesday and Thursday evenings for rehearsals and Slimming World hold weekly sessions on Wednesday evenings. Rainbows/Brownies meet on a Thursday evening. A variety of additional church and local groups also use the hall. We have held a couple of social events for the congregation and other members of the parish which have been well attended and greatly enjoyed. A highlight was the live musical evening with cheese and wine, featuring the musical talents of our curate, James Brown, and a local singer/songwriter, Emma McGrath.

### Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Those who request it have received Home Communion from Canon Nicholas Anderson, Revd James Brown, Mr David Nye and Mrs Heather Nye. The congregation continue the practice of donating a plant each Sunday to a sick or aged parishioner, a rota organised by Mrs Briony Linsell. We hold *T@3* on the last Friday of each month to provide companionship over a cup of tea for the elderly or lonely in the parish, this is well attended by a mixture of members of the congregation and others from the wider parish. A group of trained volunteers, the St John's Visitors visit the sick or housebound to offer support and friendship. The remit of the Pastoral committee is to oversee all such matters. Members of the Mothers Union and others also visit the sick or those unable to get out and keep them in touch with church life. The MU is a happy and busy group meeting monthly on a Wednesday evening usually with speakers and monthly on a Wednesday morning to celebrate a Corporate Communion. This year, they also organised a Songs of Praise in the church, hosted by Pam Rhodes. They welcome non-members to their meetings and outings and raise money to help families worldwide.

### Mission and Evangelism

Helping those in need is a demonstration of our faith, and during the year the PCC donated money to charities elected or approved by the congregation - these included The St Albans and District Foodbank, the Church Urban Fund and EMBRACE the Middle East. In November, Mr Neil Graham a Regional Manager of EMBRACE came to speak to us about the work of the charity in the Palestinian Territories in the West Bank and Gaza. The PCC also agreed to financially support the re-establishment of Citizens' Advice in Harpenden.

The Fellowship and Study Group, led by Mrs Anne Edwards, continued to meet in blocks of five or six weeks on Monday evenings. The group engages with a wide range of ideas, information, history, how the Bible came to be and how it can be interpreted, in a supportive and convivial atmosphere and continued to encourage and support one another as they share their faith journeys.

### Ecumenical Relations

The church is a member of Harpenden Churches Together, and Canon Nicholas Anderson and the Revd James Brown regularly attend the monthly Harpenden Ministers' Meeting and the fortnightly Ministers' Breakfast. This had led to the establishment of a town-based Harpenden Alpha Course which has encouraged some to attend other church activities and services. The ministry team at St John's have also re-established meaningful links with Southdown Methodist Church, the ministers meeting regularly for coffee, working together on the delivery of a Friday afternoon Messy Church in Southdown Halls and sharing in the 'Walking Nativity' on Christmas Eve, which was very well attended.

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)

### Financial Review

Total income during 2017 was £258,108 (2016 £210,253), an increase of £47,855 from the prior year. The largest contributor to this income was donations to the planned giving scheme of £122,072 (2016 £128,754) including the tax reclaimed.

Total expenditure during 2017 was £199,550 (2016 £187,279), an increase of £12,271 from the prior year. The largest item of expenditure was the parish share of £104,765 (2016 £104,089). Expenditure in 2017 included £8,300 for a replacement shed in the garden grounds. Expenditure in 2017 also included £15,978 for donation by the PCC to charities (2016 £15,957). Our planned missionary giving of 10% of our stewardship income and open plate collections to outside charities in 2017 was £12,754 (2016 £13,900).

The net of the total income and total expenditure for 2017 is a net surplus of £58,558 (2016 £22,974). Therefore, total net assets as at 31 December 2017 of £282,824 are £58,558 higher than total net assets as at 1 January 2017 of £224,266. Total net assets are represented by general, designated, and restricted funds.

General funds decreased by £25,396 from £51,416 as at 1 January 2017 to £26,020 as at 31 December 2017.

Designated funds increased by £83,954 from £168,179 as at 1 January 2017 to £252,133 as at 31 December 2017. This increase consists of an increase in the legacy fund of £83,782, an increase in the flower guild fund of £112, an increase in the organ fund of £1,391, and a reduction in the church hall fund of £1,331 relating to a non-cash depreciation charge.

Restricted funds remained the same at £4,671 from 1 January 2017 through to 31 December 2017.

### Outlook for the future

The financial position of the PCC as at 31 December 2017 is relatively healthy, although in recent years we have relied on legacy income to cover certain running and repair costs of the church and the church hall.

The trustees consider that the PCC is a going concern as at the date of approving the 2017 accounts. This is based on considering the level of funds held, the breadth and financial position of its donor base, known or anticipated future changes to either income or expenditure, and planned future capital projects. When taking into account the budgeted deficit (excluding any anticipated legacy income) for 2018, it is expected that the PCC's funds at the end of 2018 will still be significant.

We have ambitions for a new parish centre which will require specific and significant fundraising. The PCC has currently incurred approximately £10,000 in planning and feasibility during 2017. The timing, extent and cost of the work will ultimately be determined by the success of the fundraising activity.

### Reserves policy

The PCC seeks to operate on a balanced budget basis but periodically sets aside such amounts as it deems prudent to meet anticipated abnormal expenditure. Such amounts are held in designated funds and are represented by bank balances and accounts receivable within the general assets of the PCC. It is the policy of the PCC to hold in general reserves at least the equivalent of two months of general running costs, which is currently approximately £30,000.

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)

### ADMINISTRATIVE INFORMATION

St. John's Church is situated on St. John's Road, Harpenden, Hertfordshire. It is part of the Diocese of St. Albans within the Church of England.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission, number 1131603.

PCC members who have served from 1 January 2017 until the date this report was approved are:

#### Vicar

Nicholas Anderson

#### Curate in training

James Brown (from July 2017)

#### Readers

Lauryn Awbrey (also Diocesan Synod)

David Halsey

#### Lay Leader of Worship

Emma Bresslaw (from July 2017)

#### Permission to Officiate

David Nye (also Diocesan Synod) (from October 2017)

Anne Edwards (also Diocesan Synod) (until Advent 2017)

#### Churchwardens

Mary-Jean Pritchard (also Deanery Synod)

James Hillman

#### Secretary

Emma Bresslaw (also Council member)

#### Treasurer

Steven Creasy (also Council member)

#### Council Members

Matthew Barter (until April 2017)

Naomi Burnett (from April 2017)

Margaret Charlston (until April 2017)

David Christian (from April 2017)

Carol Cooke

Margaret Creighton (until April 2017)

Jacky Dodd

Jane Donati

Pat Hudis (until April 2017)

Paul Jessop

Tracey Kennedy (until April 2017)

Dawn Mason (from April 2017)

Bill Moore (from April 2017)

Sarah Poppleton

Ian Richmond (until April 2017)

Liz Sergeant (from April 2017)

Liz Swinscoe

Tom Venner

Stephen Whiting

#### Deanery Synod Members

Elizabeth Brown

Helen Davies (until April 2017)

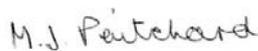
Michael Readman

Trustees Report approved by the PCC on 22 March 2018 and signed on their behalf by:



Rev Canon Nicholas Anderson

Chairman



Mrs Mary Jean Pritchard

Churchwarden



Mr James Hillman

Churchwarden

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST JOHN HARPENDEN

I report to the trustees on my examination of the financial statements of the PCC for the year ended 31 December 2017, which are set out on pages 9 to 19.

### Responsibilities and basis of report

As the charity trustees of the PCC you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). The PCC considers that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed.

I report in respect of my examination of the PCC's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Michael Coleby FCA

74 Station Road  
Harpenden  
Hertfordshire  
AL5 4TZ

Date - 25 March 2018

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2017

		Unrestricted Funds		Restricted	TOTAL	2016
	Note	General	Designated	Funds	2017	(Note
		£	£	£	£	15)
						£
<b>INCOMING RESOURCES</b>						
Incoming resources from generated funds:						
Voluntary income	2	128,203	83,782	2,474	<b>214,459</b>	151,776
Activities for generating funds	3	31,505	1,391	-	<b>32,896</b>	46,076
Investment income	4	286	-	-	<b>286</b>	467
		<u>159,994</u>	<u>85,173</u>	<u>2,474</u>	<b><u>247,641</u></b>	<u>198,319</u>
Incoming resources from church activities	5	10,131	336	-	<b>10,467</b>	11,934
<b>Total incoming resources</b>		<u>170,125</u>	<u>85,509</u>	<u>2,474</u>	<b><u>258,108</u></b>	<u>210,253</u>
<b>RESOURCES EXPENDED</b>						
Cost of church activities						
Missionary Giving	6	13,504	-	2,474	<b>15,978</b>	15,957
Parish Share	6	104,765	-	-	<b>104,765</b>	104,089
Fabric and Running Costs	6	31,685	1,331	-	<b>33,016</b>	31,251
Mission & Education	6	6,525	-	-	<b>6,525</b>	6,113
Staff Costs	6	23,867	-	-	<b>23,867</b>	22,491
Other Costs of church activities	6	15,175	224	-	<b>15,399</b>	7,378
<b>Total resources expended</b>		<u>195,521</u>	<u>1,555</u>	<u>2,474</u>	<b><u>199,550</u></b>	<u>187,279</u>
<b>Net incoming/(outgoing) resources before transfers</b>		(25,396)	83,954	-	<b>58,558</b>	22,974
<b>Transfers between funds</b>		-	-	-	<b>-</b>	-
<b>Net income/(expenditure) for year</b>		(25,396)	83,954	-	<b>58,558</b>	22,974
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds at the beginning of the year</b>		51,416	168,179	4,671	<b>224,266</b>	201,292
<b>Total funds at the end of the year</b>		<u>26,020</u>	<u>252,133</u>	<u>4,671</u>	<b><u>282,824</u></b>	<u>224,266</u>

The notes on pages 11 to 19 form part of these financial statements.

**PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN**

**BALANCE SHEET AS AT 31 DECEMBER 2017**

	Note	2017 £	2016 £
<b>FIXED ASSETS</b>			
Tangible assets	8	<b>65,000</b>	66,331
<b>CURRENT ASSETS</b>			
Debtors	9	<b>15,833</b>	7,982
Bank and cash balances		<b>221,768</b>	163,056
		<b>237,601</b>	171,038
<b>CURRENT LIABILITIES</b>			
Creditors payable within one year	10	<b>(19,777)</b>	(13,103)
<b>NET CURRENT ASSETS</b>			
		<b>217,824</b>	157,935
<b>TOTAL NET ASSETS</b>			
		<b>282,824</b>	224,266
<b>THE FUNDS OF THE CHARITY</b>			
Unrestricted income funds:			
General	11	<b>26,020</b>	51,416
Designated	12	<b>252,133</b>	168,179
Total		<b>278,153</b>	219,595
Restricted income funds:	13	<b>4,671</b>	4,671
		<b>282,824</b>	224,266

Prepared by:

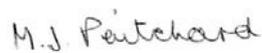


Steven Creasy  
Treasurer

Approved by the Parochial Church Council on 22 March 2018 and signed on its behalf by:



Rev Canon Nicholas Anderson  
Chairman



Mrs Mary Jean Pritchard  
Churchwarden



Mr James Hillman  
Churchwarden

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

### 1 ACCOUNTING POLICIES

#### *Basis of preparation*

The PCC is a public benefit entity within the meaning of Financial Reporting Standard 102 (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, together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)).

FRS 102 and the SORP (FRS 102) were adopted for the first time in 2016. Their adoption had no material impact on the financial statements and no previously reported amounts have been restated.

The financial statements have been prepared under the historical cost convention. 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.

These financial statements are prepared on the basis of the PCC being a going concern. The trustees make their own assessment of the PCC's ability to continue as a going concern to assure themselves of the validity of this assumption when preparing accounts. In making this assessment, the trustees take into account all available information about the future for at least, but not limited to, 12 months from the date the accounts are approved. There are no material uncertainties about the PCC's ability to continue.

#### *Funds*

Unrestricted funds represent the remaining 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 general reserves as disclosed in the trustees' report.

Restricted funds represent income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

#### *Incoming resources*

Income and endowments are included in the Statement of Financial Activities (SOFA) when:

- the PCC becomes legally entitled to the use of the resources;
- and inflow of economic benefit is probable; and
- the monetary value can be measured with sufficient reliability.

Planned giving, collections and donations are therefore generally recognised when received. 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.

Rental income from the letting of the church, the church hall, and the property in Linwood Road is recognised when the rental is due.

Interest income is accrued. All other income is recognised when it is receivable.

# PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)

### 1 ACCOUNTING POLICIES (continued)

#### *Resources expended*

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

The diocesan parish share is accounted for when due.

#### *Fixed assets*

Consecrated and benefice property is not included in the accounts in accordance with s.10 (2) (a) of the Charities Act 2011. Movable 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). Such assets are not valued in the financial statements. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the statement of financial activities.

Complete cost information is not available for the Church Hall, so is included in the accounts at a deemed cost (estimated from the insurance valuation in 1968 when it was built, plus the cost of the extension completed in 1984) less depreciation to date. It is being depreciated at £1,331 per year.

The Linwood Road property is held at cost. The land element of the property is not depreciated in accordance with the applicable financial reporting standards. Whilst buildings are ordinarily depreciated, no depreciation is provided on the building element of the property as the currently estimated residual value of the property is not less than its carrying amount and the remaining useful life of the property currently exceeds 50 years, and therefore any depreciation charge would be immaterial.

At each reporting date an assessment is carried out of whether there is any indication that an asset should be written down (i.e. whether the carrying amount on the balance sheet is more than its recoverable amount). If there is no indication that an asset should be written down, it is not necessary to estimate the recoverable amount.

**PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)**

	Unrestricted Funds		Restricted Funds	TOTAL	TOTAL
	General	Designated	Funds	2017	2016
	£	£	£	£	£
<b>2 VOLUNTARY INCOME</b>					
Planned Giving:					
Gift Aid donations	89,682	-	-	<b>89,682</b>	94,132
Tax recoverable	22,435	-	-	<b>22,435</b>	23,550
Non gift aid donations	9,955	-	-	<b>9,955</b>	11,072
Collections (open plate)	4,558	-	-	<b>4,558</b>	4,681
Tax recoverable on collections	923	-	-	<b>923</b>	1,128
Donations, appeals etc.	650	-	2,474	<b>3,124</b>	2,113
Legacies	-	83,782	-	<b>83,782</b>	15,100
	<u>128,203</u>	<u>83,782</u>	<u>2,474</u>	<u><b>214,459</b></u>	<u>151,776</u>
<b>3 ACTIVITIES FOR GENERATING FUNDS</b>					
Church Hall lettings (non-church activities)	23,069	-	-	<b>23,069</b>	18,954
Church Hire	1,150	-	-	<b>1,150</b>	840
Fundraising Events	-	991	-	<b>991</b>	5,963
Linwood Road property lettings	5,366	-	-	<b>5,366</b>	15,840
Other Income and funds generated	1,920	400	-	<b>2,320</b>	4,479
	<u>31,505</u>	<u>1,391</u>	<u>-</u>	<u><b>32,896</b></u>	<u>46,076</u>
<b>4 INVESTMENT INCOME</b>					
Bank interest	286	-	-	<b>286</b>	467
	<u>286</u>	<u>-</u>	<u>-</u>	<u><b>286</b></u>	<u>467</u>
<b>5 INCOME FROM CHURCH ACTIVITIES</b>					
Flower Guild income	-	336	-	<b>336</b>	510
Income from Social events	76	-	-	<b>76</b>	-
Parish Magazine advertising	4,482	-	-	<b>4,482</b>	4,452
Fees for Weddings & Funerals	5,573	-	-	<b>5,573</b>	6,972
	<u>10,131</u>	<u>336</u>	<u>-</u>	<u><b>10,467</b></u>	<u>11,934</u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)**

	Unrestricted Funds		Restricted	TOTAL	TOTAL
	General	Designated	Funds	2017	2016
	£	£	£	£	£
<b>6 COSTS OF CHURCH ACTIVITIES</b>					
Missionary and Charitable giving (also see note 7)					
Missionary societies	3,827	-	170	<b>3,997</b>	4,300
Relief and development agencies	6,764	-	1,047	<b>7,811</b>	6,670
Home missions	2,913	-	1,257	<b>4,170</b>	4,942
Secular charities	-	-	-	-	45
	<u>13,504</u>	<u>-</u>	<u>2,474</u>	<u><b>15,978</b></u>	<u>15,957</u>
Parish share					
Ministry Support Contribution	104,765	-	-	<b>104,765</b>	104,089
	<u>104,765</u>	<u>-</u>	<u>-</u>	<u><b>104,765</b></u>	<u>104,089</u>
Fabric and running costs:					
Church running costs	5,794	-	-	<b>5,794</b>	4,419
Church maintenance	2,593	-	-	<b>2,593</b>	2,863
Depreciation of fixed assets	-	1,331	-	<b>1,331</b>	1,331
Organ/ piano tuning & maintenance	1,070	-	-	<b>1,070</b>	800
Grounds upkeep	8,379	-	-	<b>8,379</b>	35
Hall running costs	3,814	-	-	<b>3,814</b>	3,726
Hall maintenance	2,482	-	-	<b>2,482</b>	1,327
Linwood Road property upkeep	395	-	-	<b>395</b>	2,424
Upkeep of services	2,245	-	-	<b>2,245</b>	9,137
Parish Office Admin Costs	4,913	-	-	<b>4,913</b>	5,189
	<u>31,685</u>	<u>1,331</u>	<u>-</u>	<u><b>33,016</b></u>	<u>31,251</u>
Mission & Education					
Parish magazine	5,154	-	-	<b>5,154</b>	4,507
Education	1,371	-	-	<b>1,371</b>	1,606
	<u>6,525</u>	<u>-</u>	<u>-</u>	<u><b>6,525</b></u>	<u>6,113</u>
Staff Costs					
Working expenses of incumbent	686	-	-	<b>686</b>	353
Assistant staff expenses	40	-	-	<b>40</b>	52
Wages and salaries	22,420	-	-	<b>22,420</b>	21,744
Social security costs	721	-	-	<b>721</b>	342
	<u>23,867</u>	<u>-</u>	<u>-</u>	<u><b>23,867</b></u>	<u>22,491</u>
Other expenses					
Flower Guild expenditure	-	224	-	<b>224</b>	586
Promotional and communications	935	-	-	<b>935</b>	2,316
Sundry expenses	1,579	-	-	<b>1,579</b>	1,094
Wedding & funeral fees to Diocese	2,543	-	-	<b>2,543</b>	3,047
Cost of social events	-	-	-	-	335
Development of new Parish Centre	10,118	-	-	<b>10,118</b>	-
	<u>15,175</u>	<u>224</u>	<u>-</u>	<u><b>15,399</b></u>	<u>7,378</u>

During the above years the PCC employed an organist, church hall cleaner, and a parish office administrator. There are no employees who received employee benefits of more than £60,000.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER  
2017 (continued)**

**7 MISSIONARY AND CHARITABLE GIVING**

	<b>2017</b>	2016
	<b>£</b>	£
The missionary and charitable giving is made up of the following donations		
Missionary societies		
Embrace the Middle East	<b>3,997</b>	4,300
Relief and development agencies		
Bishops Harvest Appeal	<b>553</b>	850
St Albans & District Food Bank	<b>2,551</b>	2,775
Christian Aid	<b>3,750</b>	2,820
Mary's Meals	<b>319</b>	225
Azalea	<b>319</b>	-
Harpenden Connect	<b>319</b>	-
Home missions		
Crisis (collections from Christmas services)	<b>1,300</b>	777
Church Urban Fund	<b>2,551</b>	3,015
The 267 Project	<b>319</b>	-
Church Mission Society	-	225
Bible Society	-	225
Mothers' Union	-	175
Soul Survivor	-	175
Church Army	-	175
Premier Church Communications	-	175
Secular charities - National Youth Orchestra	-	45
	<b>15,978</b>	<b>15,957</b>

**8 TANGIBLE FIXED ASSETS**

	<b>Linwood Road property</b>	<b>Church Hall</b>	<b>TOTAL 2017</b>	2016
	<b>£</b>	<b>£</b>	<b>£</b>	£
Actual/ deemed cost:				
Brought forward at 1 January	<u>63,888</u>	<u>48,299</u>	<u>112,187</u>	112,187
Carried forward 31 December	<u>63,888</u>	<u>48,299</u>	<u>112,187</u>	112,187
Depreciation:				
Brought forward at 1 January	-	(45,856)	<b>(45,856)</b>	(44,525)
Charge for year	-	<u>(1,331)</u>	<b>(1,331)</b>	(1,331)
Carried forward 31 December	-	<u>(47,187)</u>	<b>(47,187)</b>	(45,856)
Carrying value at 31 December	<u>63,888</u>	<u>1,112</u>	<b>65,000</b>	66,331

The Curate's House at 2 Linwood Road was independently valued on 2 March 2010 at £380,000

**9 DEBTORS**

	<b>2017</b>	2016
	<b>£</b>	£
Gift Aid Tax recoverable	<b>11,759</b>	4,053
Prepayments and accrued income	<b>3,710</b>	3,638
Other debtors	<b>364</b>	291
	<b>15,833</b>	7,982

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER  
2017 (continued)**

<b>10 CREDITORS</b>	<b>2017</b>	2016
	£	£
Outside giving	<b>14,055</b>	7,927
Accruals and deferred income	<b>4,517</b>	4,317
Other creditors	<b>1,205</b>	859
	<b><u>19,777</u></b>	<u>13,103</u>
<b>11 GENERAL FUNDS</b>	<b>2017</b>	2016
	£	£
Brought forward at 1 January	<b>51,416</b>	15,967
Transfer from Legacy fund	-	20,000
Other movements in general funds	<b>(25,396)</b>	15,449
Carried forward at 31 December	<b><u>26,020</u></b>	<u>51,416</u>
<b>12 DESIGNATED FUNDS</b>	<b>2017</b>	2016
The PCC operates seven Designated Funds:	£	£
Organ	<b>19,249</b>	17,858
Legacies	<b>142,906</b>	59,124
Flower Guild	<b>526</b>	414
St John's Players	<b>700</b>	700
Fabric	<b>23,752</b>	23,752
Church Hall	<b>1,112</b>	2,443
Linwood Road property	<b>63,888</b>	63,888
	<b><u>252,133</u></b>	<u>168,179</u>

The movements on the Designated Funds during 2017 were as follows:

	<b>Organ</b>	<b>Legacies</b>	<b>Flower Guild</b>	<b>St Johns Players</b>
	£	£	£	£
Brought forward at 1 January 2017	17,858	59,124	414	700
Income	1,391	83,782	336	-
Depreciation	-	-	-	-
Expenditure	-	-	(224)	-
	<u>19,249</u>	<u>142,906</u>	<u>526</u>	<u>700</u>
Transfers between funds	-	-	-	-
Carried forward at 31 December 2016	<b><u>19,249</u></b>	<b><u>142,906</u></b>	<b><u>526</u></b>	<b><u>700</u></b>
			<b>Linwood Rd property</b>	<b>TOTAL 2017</b>
	£	£	£	£
Brought forward at 1 January 2017	23,752	2,443	63,888	<b>168,179</b>
Income	-	-	-	<b>85,509</b>
Depreciation	-	(1,331)	-	<b>(1,331)</b>
Expenditure	-	-	-	<b>(224)</b>
	<u>23,752</u>	<u>1,112</u>	<u>63,888</u>	<b><u>252,133</u></b>
Transfers between funds	-	-	-	-
Carried forward at 31 December 2017	<b><u>23,752</u></b>	<b><u>1,112</u></b>	<b><u>63,888</u></b>	<b><u>252,133</u></b>

The PCC approved on 22 March 2018 the transfer of £55,000 from the Legacy fund to the General fund, and the transfer of £50,000 from the Legacy fund to a new fund for the new Parish Centre. These transfers will therefore be reflected in the 2018 accounts.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)**

**12 DESIGNATED FUNDS (continued)**

The movements on the Designated Funds during 2016 were as follows:

	<b>Organ</b>	<b>Legacies</b>	<b>Flower Guild</b>	<b>St Johns Players</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward at 1 January 2016	16,643	71,024	490	700
Income	1,215	15,100	510	-
Depreciation	-	-	-	-
Expenditure	-	(7,000)	(586)	-
	<u>17,858</u>	<u>79,124</u>	<u>414</u>	<u>700</u>
Transfers between funds	-	(20,000)	-	-
Carried forward at 31 December 2016	<b><u>17,858</u></b>	<b><u>59,124</u></b>	<b><u>414</u></b>	<b><u>700</u></b>

	<b>Fabric</b>	<b>Hall</b>	<b>Linwood Rd property</b>	<b>TOTAL 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward at 1 January 2016	23,752	3,774	63,888	<b>180,271</b>
Income	-	-	-	<b>16,825</b>
Depreciation	-	(1,331)	-	<b>(1,331)</b>
Expenditure	-	-	-	<b>(7,586)</b>
	<u>23,752</u>	<u>2,443</u>	<u>63,888</u>	<b><u>188,179</u></b>
Transfers between funds	-	-	-	<b>(20,000)</b>
Carried forward at 31 December 2016	<b><u>23,752</u></b>	<b><u>2,443</u></b>	<b><u>63,888</u></b>	<b><u>168,179</u></b>

The expenditure shown above paid out of the legacy fund in 2016 relates to the cost of a chamber organ for the Lady Chapel.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)

### 13 RESTRICTED FUNDS

The PCC accounts include certain Restricted Funds, where the monies can only be used for the specific purpose for which they were entrusted to the PCC. These monies are not at the disposal of the PCC for any other purpose, and represent:

	<b>2017</b>	2016
	<b>£</b>	£
Choir Fund	<b>3,671</b>	3,671
Education Fund	<b>1,000</b>	1,000
	<b><u>4,671</u></b>	<u>4,671</u>

The movements on the Restricted Funds during 2017 were as follows:

	<b>Education Fund</b>	<b>Choir Fund</b>	<b>Charity</b>	<b>TOTAL 2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward at 1 January 2017	1,000	3,671	-	<b>4,671</b>
Voluntary Income	-	-	2,474	<b>2,474</b>
Legacy	-	-	-	-
Expenditure	-	-	(2,474)	<b>(2,474)</b>
Carried forward at 31 December 2017	<b><u>1,000</u></b>	<b><u>3,671</u></b>	<u>-</u>	<b><u>4,671</u></b>

The movements on the Restricted Funds during 2016 were as follows:

	<b>Education Fund</b>	<b>Choir Fund</b>	<b>Charity</b>	<b>TOTAL 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Brought forward at 1 January 2016	1,000	4,054	-	<b>5,054</b>
Voluntary Income	-	-	1,850	<b>1,850</b>
Legacy	-	-	-	-
Expenditure	-	(383)	(1,850)	<b>(2,233)</b>
Carried forward at 31 December 2016	<b><u>1,000</u></b>	<b><u>3,671</u></b>	<u>-</u>	<b><u>4,671</u></b>

### 14 PAYMENTS TO TRUSTEES

Three members of the Ministry Team who were also members of the PCC were reimbursed working expenses, relating primarily to travel expenses, totalling £726 (2016 £405).

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)**

**15 STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Unrestricted Funds		Restricted	TOTAL
	General	Designated	Funds	2016
	£	£	£	£
<b>INCOMING RESOURCES</b>				
Incoming resources from generated funds:				
Voluntary income	135,156	15,100	1,520	<b>151,776</b>
Activities for generating funds	44,531	1,215	330	<b>46,076</b>
Investment income	467	-	-	<b>467</b>
	<u>180,154</u>	<u>16,315</u>	<u>1,850</u>	<b>198,319</b>
Incoming resources from church activities	11,424	510	-	<b>11,934</b>
<b>Total incoming resources</b>	<u>191,578</u>	<u>16,825</u>	<u>1,850</u>	<b>210,253</b>
<b>RESOURCES EXPENDED</b>				
Cost of church activities				
Missionary Giving	14,107	-	1,850	<b>15,957</b>
Parish Share	104,089	-	-	<b>104,089</b>
Fabric and Running Costs	22,920	8,331	-	<b>31,251</b>
Mission & Education	5,730	-	383	<b>6,113</b>
Staff Costs	22,491	-	-	<b>22,491</b>
Other Costs of church activities	6,792	586	-	<b>7,378</b>
<b>Total resources expended</b>	<u>176,129</u>	<u>8,917</u>	<u>2,233</u>	<b>187,279</b>
<b>Net incoming/(outgoing) resources before transfers</b>	15,449	7,908	(383)	<b>22,974</b>
<b>Transfers between funds</b>	<u>20,000</u>	<u>(20,000)</u>	<u>-</u>	<u>-</u>
<b>Net income/(expenditure) for year</b>	35,449	(12,092)	(383)	<b>22,974</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds at the beginning of the year</b>	15,967	180,271	5,054	<b>201,292</b>
<b>Total funds at the end of the year</b>	<u>51,416</u>	<u>168,179</u>	<u>4,671</u>	<b>224,266</b>

## DEANERY SYNOD REPORT – 2017-2018

Wheathampstead Deanery Synod meets three times a year under the leadership of the Rural Dean, the Revd Richard Banham, Rector of St. Helen's, Wheathampstead, and the Lay Chairman, Mr. Jim May. It is made up of parish clergy and a number of lay representatives elected according to the size of the parish, as well as members of Diocesan Synod (who are also thereby members of Deanery Synod and their PCC). Your representatives will have the responsibility of voting for members of the new Diocesan Synod during this summer of 2018.

Synod meetings take place in a different parish each time and the host parish has the opportunity to talk briefly about its life and work. One soon realises the individual nature of every one of our nine parishes and twelve churches. The deanery joins together for worship on Ascension Day each year, and holds a Deanery Evensong in the autumn. Everyone is very welcome at these special occasions, and indeed at its regular meetings.

Our meeting last February focused on children and young people. Our first speaker was Margaret Pritchard Houston, the new Diocesan Children's Mission Enabler, who gave an overview of the stages of faith development in children, what children's spirituality is and why it matters. They are not empty vessels – God is already working in them, the spark is there. She went on to discuss the importance of storytelling and her synopsis of the Bible as the whole sweep of God's relationship with his people throughout history (beginning *Once upon a time..*) left us breathless and speechless! The second speaker was Mike Palin from the 2:67 Project (from Colossians 2, 6-7) who described the different ways they used to walk with, and inspire, children and young people to grow in faith. In our deanery some 100 primary school aged children meet once a term at *X:cite*.

In July we heard about the work of The Children's Society, and how this had changed since it began in 1881. Today it is a national charity that runs local services, helping children and young people when they are at their most vulnerable, and puts a theological perspective on working for social justice through lobbying MPs.

Synod also heard about Fresh Expressions, which covers many initiatives - Messy Church for example - but is basically 'doing church in places which aren't church'. You may have read elsewhere that our diocese has received money from the Church Commissioners to support its aim of making 8,000 new disciples and 300 fresh expressions of church and 1,200 lay leaders over a decade. At the Deanery Choral Evensong in October the preacher, the Revd Alison Jackson, pioneer minister based at Rye Park, Hoddesdon, explained her role of encouraging fresh expressions of church to non-Christians and those new to faith who were uncomfortable with traditional services. Then in November Luke Larner, the 'Ragamuffin Chaplain', who among other things is lay chaplain to a couple of Christian biker clubs (and looked the part) spoke about finding God at work in surprising places and building church there. All quite challenging to those of us more familiar with our own parish church and its regular pattern of services.

Elizabeth Brown  
Deanery Synod Secretary

**REPORT ON SAFEGUARDING AT ST.JOHN'S CHURCH, HARPENDEN**  
**prepared for the APCM 29<sup>th</sup> April 2018**

The PCC of St John's has a duty to have *'due regard to guidance issued by the House of Bishops on matters relating to the safety of children and vulnerable adults'* (from Safeguarding and Clergy Discipline Measure 2016).

**Policy**

The PCC have adopted two policy statements: one for Safeguarding Children and one for Safeguarding Adults when they are Vulnerable. An additional policy on Responding Well to Domestic Abuse, including practical guidelines, has also been adopted. The document, "Promoting a Safe Church 2017", has been passed through the PCC too. All of these will be reviewed at the next PCC meeting.

St John's has adopted the Church of England's 'Protecting All God's Children: The Policy for Safeguarding Children in the Church of England', 4<sup>th</sup> Edition, 2010, Church House Publishing.

**Disclosure and Barring Checks**

St John's subscribes to the CCPAS agency for DBS checks, which is recommended by the diocese. All checks are completed online, and identification documents checked by the Safeguarding Lead. There is a system to remind those with out of date checks to renew, if necessary. Ten DBS checks were made since the last AGM.

**Safeguarding in practice**

There have been no reported incidents.

The focus now is upon safe working practices, record-keeping, risk –assessments, and ensuring everyone is aware of safeguarding procedures. Members of the Junior Church Team are undertaking the online safeguarding training to enhance their awareness. Systems are kept under review. Carol Cooke, the Deputy Safeguarding Lead is overseeing the procedures.

An appendix for hirers of the church premises to raise their awareness of safeguarding is now in place.

**Training**

The entire PCC have undertaken the online training in safeguarding. The Lead has taken the second level training, as recommended.

However, we cannot be complacent and not only will we formally review our policy and procedures at the next PCC meeting, but this is an area whose importance permeates all of our activities. Hard copies of our policies and procedures are in a blue file in the entrance and there is a dedicated area on the new website too. If you have any questions or queries, please contact:

Jane Donati  
Safeguarding Lead

Carol Cooke  
Safeguarding Deputy.