



## **St Paul's Heaton Moor**

**A member of the Heaton Team Ministry**



**Annual Report for year 2013**

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**Team Vicar's Report 2013 by Rev'd Helen Scanlan**

This past year has been another busy year; we have seen many baptisms through the spring and summer but the amount of weddings and funerals which are held in church has dropped.

This does not bear any relation to our community as other churches have seen a drop also.

We have had extremely good attendance at our community events such as the strawberry tea and our Christmas fair. It was also encouraging to see so many of the 1804 air cadets who came to help on our ground force day; I never thought it would be so much fun gardening!

We opened the church for people just to wander in and have some quiet time and in October there were a few who have used this to their advantage.

I have not been able to attend the Heaton Churches Partnership meeting since I began playgroup on Thursday mornings, which as you will see in my report has been going very well.

The stewardship campaign had a great response and a huge thank you goes out to all those who have increased their giving in time, as well as financial giving.

Our box at the back of church for the Stockport food bank has been so very welcomed when I have been to drop it off; please can we continue to fill it and help those in unfortunate circumstances.

We had our All Souls service in November which was quite well attended and will continue.

We have not had as many Messy Church days as we would have liked but the tower restoration has taken up a lot of people's time and so we will have messy church back in 2014. Because of poor attendance it was regrettable that at the end of this year the once a month youth group will be disbanded.

Our Christmas services were very well attended and it is those people who we must make a difference to. It was so good to work alongside Stuart at the united church for our joint Christingle service and we welcomed all the children and their teacher Alex from Tythe Barn School. Also the pre-school

came in again to do their nativity in the church. This was well attended by the parents and grandparents. It has made such a difference with having the space at the chancel steps due to the pew removal which was finished earlier in the year. The tower fund has dominated the latter part of this year but we have been blessed by the community in which we live. Fundraising events started with a sponsored diet by myself and our first concert was held in Church on the 9<sup>th</sup> November by the Stockport Schools Brass band.

There are possibly many more events which I have forgotten about but a huge thank you goes out to all who give their time and energies to put St Paul's back on the map.

Yours in Christ

Rev'd Helen Scanlan.

### **Wardens Report.**

**Fabric** – February 2013 saw the church closed for a few weeks for the removal of the first four rows of pews, plus the rearranging of the heating system as many pipes had to be removed. We now we have under-pew heating on alternate pews at the front of church.

We have tackled the problems with the structure of the tower and have managed to acquire a substantial grant from English Heritage plus a few smaller grants and now it is up to us to find the rest of the monies.

**Goods** – All ornaments are in good condition.

**Grounds** – A ground force day was arranged in September when a good number of helpers came, including the cadets from the four Heaton's ATC and a large amount of growth was cleared from around the church which has made a big difference as St. Pauls can now be seen much better by passers by.

Our thanks go to Julian, Pete and John for their maintenance work and to many other people who help in the life of our church.

Ann Sawyer



**Electoral Roll Report for April 2014**

I have just taken over the role of Electoral Roll Officer from Hilary Hughes. She recently updated the Electoral Roll, which has to be done every six years.

With the help of Betty Wright I have checked the Roll. Unfortunately one of our valued members, Joan Clemson has died. Two new names have been added - Brian Choopani and Virginia Lloyd. As we have 70 People on the Electoral Roll this means we are allowed two people on the Deanery synod as representatives. If the number rises to 71, we are allowed three.

I am not sure that everyone in church knows about the Electoral Roll. Perhaps there could be a notice in the Parish Magazine and on the Web Site? Or perhaps the Electoral Roll could be included in the notices at all services every so often? An abbreviated form of the Electoral Roll, containing only people's names, could be pinned up at the back of the church, so that the congregation can check their name is on it if they wish to do so.

Any suggestions that anyone can make would be most welcome.

Kathryn Chesworth

**Pastoral Care**

Monthly home communion is taken to seven former worshipers and contact is kept with a further six who live out of the area. Greeting cards are sent at Easter and Christmas and these are much appreciated. More importantly the home communicants know that their spiritual needs have been recognised and that they are part of the church community.

Mrs. E. Wright.

### **Coffee**

Napoleons army marched on its stomach! The Church of England keeps going on its coffee!

It is good to see that so many of the morning congregation stay to have coffee/tea in the church hall. It is a good time for fellowship, chat, exchange news and concerns.

Thanks for the donations for the coffee – church funds have benefited £311 last year.

Mrs. E. Wright.

### **Baptism Preparation Team**

You may or may not know that each family applying for a Baptism for their children are visited either by myself or Nola Ashworth. This visit is arranged by phone to suit the family and we take along our DVD, first steps, 'A parents guide to Baptism'.

Usually parents are happy for this to happen, unless they have had previous children Baptised.

We also take along the paperwork needed for the entry into the Baptism register, which I complete.

Each year I send out approximately 55 Baptism Anniversary cards to those children for 4 years after their Baptism.

Nola and I have been doing this since February 1993 when our church decided to adopt the scheme. At that time we had a team of 7 people to share the task and it would be great if anyone else might be called to join our 'team' and help with this rewarding work.

Beryl Divine

**Deanery Synod**- no meetings were held this year and a new **representative** is needed.

### **Playgroup Report**



Having taken over the playgroup in September with a slow start, numbers are increasing week upon week. We now have 50 parents on our data base but the average attendance is 23 children and 28 parents.

I have not changed anything to the structure of the group as it works well. The children enjoy the toys and there is a different craft each week. The children look forward to Virginia coming and singing whilst playing on her guitar. The children at this point also have access to instruments.

We have very recently introduced the birthday tin which has a candle on the top for the children to blow out; there are chocolate bars inside for the children to choose from.

We held a nativity in church which was very well attended and much appreciated, followed by a Christmas party.

My thanks go to those who help run the group so smoothly - Ann Sawer, Elizabeth Wright, Barbara Thornley, Nola Ashworth and Virginia Lloyd.

We do need more people to help and go onto a rota for this very important outreach event. I cannot do it without volunteers.

Rev'd Helen Scanlan

### **St Paul's Heaton Moor Hall and Bookings Report**

All the regular users are still using the hall during the week (Tuesday, Wednesday and Thursday fully booked apart from a couple of stoppages for holidays). Some have stopped but other groups have taken their place.

Characterz have booked a class for juniors on Thursdays but unfortunately have cancelled Mondays due to low turnout.

The standing order system suggested last year hasn't taken off but we can look at that again. Staying on Finance the revenue over the past twelve months has been very good. (David can confirm amount). This is mainly because of the decoration and new cooker giving a steady flow of booking for private parties etc at weekends as last year, some of which are repeat bookings.

The summer months again are coming up so some of the regular users may stop for holidays etc (Lit & Phil) and this may also have an impact on bookings for parties.

Peter Scanlan

### **Heaton's Team Council**

Meetings were held at the various churches throughout 2013. As I was out of action for the January meeting, Anne Davies kindly took notes and filled me in with the various activities. I was surprised, on reading the notes, to remember that we had our services in the hall during February when re-ordering took place in church. A team service was arranged for Trinity Sunday at St Thomas' and our usual Good Friday walk of witness from St John's to St Thomas' ending with the service at 11am.

At the June meeting arrangements were made for our annual BBQ at St John's on 20<sup>th</sup> July, a very popular event – and usually good weather too!

The next joint service was fixed for 24<sup>th</sup> November celebrating Christ the King at St John's with a bring and share lunch.

On 13<sup>th</sup> June Marcus was installed as Team Rector and Area Dean – a little belated!

The outing to Llangollen was arranged for 15<sup>th</sup> September when we were to visit Valle Crucis by coach, price to be decided when we had an idea of numbers.

At the September meeting at St Martin's, churches listed their forthcoming events so that we could support each other. Unfortunately there were quite a lot of clashing dates. These can be seen on the website.

Beryl Divine

### **Safeguarding Officer's Report**

In the past year, one person has undergone the DBS (Disclosure and Barring



Service) checking procedure. Margaret Duerdoth is leader of the Messy Church sessions, and now has enhanced DBS clearance. The other helpers during Messy Church are not required to have DBS clearance as the parents/guardians stay with the children.

In May 2013 the House of Bishops published a Statement on Safeguarding in which they stated that an audit will be conducted of safeguarding provision in every diocese as well as a review and development of national core materials for safeguarding training.

In June 2013 a document entitled 'Safer Recruitment Policy for the Church of England and the Methodist Church of Britain' was published; this includes a 10 step procedure for all recruitment and has details of the roles which require DBS clearance.

Wendy Walker

Safeguarding Officer

Report dated: 1st March, 2014

### **Policy Statement on Children, Young People and the Church of St. Paul's, Heaton Moor**

As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.

It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected.

We recognise that our work with children and young people is the responsibility of the whole church .

Our church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision .

Our church is committed to following the policy and procedures published by the Diocese of Manchester.

The parish will adopt good practice guidelines.

Each worker with children and young people must know the guidelines and undertake to follow them. Each shall be given a copy of the Parish's agreed procedures and good practice guidelines.

As part of our commitment to children and young people, the PCC has appointed Wendy Walker to be the Safeguarding Officer.

- Children and young people are an important part of our Church today.
- They have much to give as well as to receive
- We will listen to them
- As we nurture them in worship, learning, and in community life,

we will respect the wishes and feelings of Children and Young People.

## **St Paul's Church, Heaton Moor**

### **Recommended Good Practice**

#### **Adult/child ratios**

Guidance recommends the following ratio of leaders to children according to their age:

- 0 to 2 years - 1 leader to every 3 children (1:3)
- 2 to 3 years - 1 leader to every 4 children (1:4)
- 3 to 8 years - 1 leader to every 8 children (1:8)
- over 8s - 1 leader for the first 8 children followed by 1:12

(i.e. 32 children would require 3 leaders)

#### **New Leaders/Volunteers**

Please inform the Safeguarding Officer, Wendy Walker, by email:

[wendywalkermcsp@gmail.com](mailto:wendywalkermcsp@gmail.com) or telephone: 078 1551 7532

#### **Group Leaders**

There should always be more than one adult (over 18) leader for any group.

If possible have at least one male and one female leader if the group is mixed.

#### **Premises**

Group areas should be warm, adequately lit and ventilated. High standards of cleanliness should be maintained.

#### **Entrances and exits**

Should be well lit and easily accessible.

#### **Toilet facilities**

The ideal is 1 toilet and 1 hand basin per 10 children

#### **Special needs**

Be able and willing to accommodate children with special needs. Be aware of access to your building and toilet facilities.

#### **Registration**

Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required (see [www.ofsted.gov.uk](http://www.ofsted.gov.uk)).

#### **Time alone**

Minimise time alone with any child or young person. If it is vital to be isolated with an individual, ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader.

Try never to be behind a closed door but if necessary tell someone that you are there.

#### **Administration**



Keep an up-to-date register and record of children, their parents and contact numbers, addresses and medical consent form, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies, medication, etc.).

### **Touch**

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress.

However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual.

Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

### **Good practice with children and young people**

Treat all children and young people with respect and dignity; watch language, tone of voice and where you put your body.

**Do not:** invade the privacy of children when they are showering or toileting; engage in rough, physical or sexually provocative games.

make sexually suggestive comments about or to a young person, even in fun;

engage in inappropriate and intrusive touching of any form;

scapegoat, ridicule, or reject a child or young person; control and discipline

children using physical punishment; let youngsters involve you in excessive

attention-seeking that is overtly sexual or physical in nature; invite a child

or young person to your home alone (instead invite a group, or ensure that

someone else is in the home and make sure the parents know where the

child is); share sleeping accommodation with children or young people if

you take a group away.

### **Good practice with colleagues**

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

### **Casual visitors**

Casual visitors, i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without the presence of an adult who is deemed to be responsible for the group.

### **Health and Safety**

- All leaders should know the location of the nearest telephone.
- Adults must be aware of the safety / fire procedure. A fire drill should



be carried out regularly. Fire extinguishers should be available and regularly checked.

- Children with infectious illnesses must not attend; please make all parents/guardians aware of this policy.
- No smoking should be permitted near the areas children will be in.
- Children should submit a health form before an activity. Take health forms when going off-site.
- Accidents should be recorded with a note of any action taken, and signed by the leader involved.
- A first aid kit should always be available and its location must be well known.
- No medication should be administered without written parental consent.
- One leader should ideally be a first-aider.
- A responsible adult should make sure that the premises are open in good time.

## **Transport**

If at all possible, do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Check that insurance covers the vehicle and passengers. Seat belts must be worn and Department of Transport guidance followed (consult [www.dft.gov.uk/think](http://www.dft.gov.uk/think)).

## **Insurance**

Most existing parish insurance covers indoor activities for children and youth. PCCs need a record of any other activities that may take place and it must be checked that insurance cover is adequate.

## **Volunteers**

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

## **Communication**

Clergy, the PCC and parents should be clearly informed of all the activities in which children and young people may take part on church premises or through the church in any way.

## **Finance**

If money is collected, account of this should be given to the PCC.

## **Any Questions?**

If you have any questions in regard to any of the above good practice recommendations, or anything else in regard to child (or vulnerable adult) safety, please do not hesitate to contact the Safeguarding Officer, Wendy Walker, by email: [wendywalkermcsp@gmail.com](mailto:wendywalkermcsp@gmail.com) or telephone: 078 1551 7532



# St. Paul's Church, Heaton Moor

## Financial Statement for the Year ended

31st December 2013

	Unrestricted	Designated	Restricted	2013 Totals	2012 Totals
<b>Receipts</b>					
Gift Aided BACS Donations	10157			10157	16254
Gift Aided Envelope Donations	3020			3020	
Other Planned Giving - non GA	3028			3028	
Loose Plate Collections	3642		73	3715	6594
One-off Gift Aid donations	12650		39	12689	
Donations and Appeals	2296	653	12057	15006	
Legacies	1310	2000		3310	-
Gift Aid recovered (BACS, donations & loose plate)	7095		256	7351	3900
Other receipts (Strawberry Tea, Toddler surplus etc)	1553			1553	1820
Grant from English Heritage (Phase 1 Tower Project)			8000	8000	-
Activities for generating funds (Christmas Fair)	1235			1235	1530
Investment Income + Tower rents	13316			13316	13349
Flower Fund Donations		455		455	676
Fees for Weddings and Funerals	2450			2450	2071
Receipts from Church Hall lettings	22319			22319	17860
<b>Total receipts</b>	<b>84071</b>	<b>3108</b>	<b>20425</b>	<b>107604</b>	<b>64054</b>
<b>Payments</b>					
Missionary and Charitable Giving	30			30	1269
Parish Share	33385			33385	33723
Toddler Group Supervisors	830			830	-
Half share of Vicarage expenses (with St. Martin's)	2075			2075	2200
Church + Hall Insurance	5385			5385	33704
Church + Hall Cleaning	2849			2849	
Church + Hall Maintenance	1325		216	1541	
Church + Hall Electric	800			800	33704
Church + Hall Gas	4920			4920	
Church + Hall Water	521			521	
Church Grounds Upkeep	1167			1167	33704
Church Upkeep of Services	308		10	318	
Cost of Church Flowers		513		513	472
Magazine Expenses	124			124	-
Organ (Maintenance + Organists' fees)	4715			4715	5550
Administration	1325	18		1343	73
New Building work (Church Re-ordering)	19398			19398	-
Tower project costs (phase 1)			6781	6781	-
<b>Total payments</b>	<b>79157</b>	<b>531</b>	<b>7007</b>	<b>86695</b>	<b>76991</b>
<b>Excess/(Shortfall) of Income over Expenditure</b>	<b>4914</b>	<b>2577</b>	<b>13418</b>	<b>20909</b>	<b>-12937</b>

# St. Paul's Church, Heaton Moor

## Statement of Assets, Liabilities and Accounting Policies

	Market Value at 31/12/2013	Cost as at 31/12/2013	Cost as at 31/12/2012
<b>Disposable Stocks and Shares</b>	£	£	£
£200 3.5% War Stock	161	184	184
410 Lloyds Banking Group Plc (25p Ordinary Shares)	320	245	245
372 units C of E Investment Fund	4716	400	400
<b>Totals</b>	<b>5197</b>	<b>829</b>	<b>829</b>
<b>Current Assets</b>		Actual as at 31/12/2013	Actual as at 31/12/2012
		£	£
Bank Current Account		20060	7979
Central Board of Finance Deposit A/c		28037	19037
Cash with Flower Fund Holder		291	349
<b>Totals</b>		<b>48388</b>	<b>27365</b>
<b>Total Assets</b>		<b>49217</b>	<b>28194</b>
<b>Less Liabilities</b>			
Agency Collections		237	121
<b>Net Assets</b>		<b>48980</b>	<b>28071</b>

### Non-Monetary Capital Assets

Furnishings: Church held in trust by Wardens, Hall by P.C.C.  
No recent valuations available but piano in Choir Vestry cost £5250 in 2008.

### Notes to Accounts

- 1 Debtors: Approximately £2660 Tax Refund for Gift Aid October to December 2013 is expected by end March 2014.
- 2 Mr G A Viney, Director of Music, also a member of the P.C.C., was remunerated £4440 in the year (included as part of support £4715).  
This remuneration covered 9 months only.
- 3 Accounting Policies: This document has been produced on the "Receipts and Payments" basis on behalf of the P.C.C., in accordance with Church Accounting Regulations 2006 and Diocese of Manchester additional instructions.



# St. Paul's Church, Heaton Moor

## Summary of Funds

	B/Fwd 01/01/2013	Receipts	Payments	C/Fwd 31/12/2013
<b>Restricted Funds</b>				
Flower Fund	349	455	513	291
Messy Church		1073	226	847
Tower Repair Fund		19352	6782	12570
<b>Designated Funds</b>				
Tower Repair Fund		2653	18	2635
<b>Unrestricted - General Fund</b>	27722	85391	80477	32637
<b>Totals</b>	<b>28071</b>	<b>108924</b>	<b>88015</b>	<b>48980</b>

### Notes to Accounts

- 1 With effect from 1st January 2013, the Hall Fund and the Lupton Bequest Fund have been incorporated into the General Fund
- 2 An amount of £2943 was received during the year, being the balance of the residue of the late Harold Smith. £2,000 of the bequest was allocated to the Tower Repair Fund.
- 3 Major repair work is required to the church tower at an estimated cost of £146,000 + VAT. We are presently finalising our appeal for Stage 2 funding through English Heritage following a, so far, successful Stage 1 campaign to raise our contributory share. We expect to be awarded the funds to proceed with the repair during summer 2014.

### Treasurer's Comments

Financially, 2013 has been anything but a typical year for St. Paul's ! Having taken over a deficit of almost £13k from 2012, it was necessary to pursue due diligence with all expenses and reduce outgoings as much as possible. We were committed to re-ordering the front of the nave in February at an estimate of nearly £20k. Fortunately, we received a generous donation towards this expense, which together with a further donation and gift aid recovery on this total, only needed £4,400 from our reserves to complete the successful alterations. I have therefore included this re-ordering expense within our 'Unrestricted' general accounting and, despite this extra one-off cost, am pleased to show that we have managed to turn a significant 2012 deficit into a surplus of almost £5,000. Our Church Hall re-decoration in 2012 plus careful management of lettings has yielded a welcome 25% increase in income during this last year. With commitments from parishioners to increase their planned giving (Stewardship Campaign) for 2014 onwards, for which we are most grateful, I am hopeful that we will be able to build on our stable position in the future, having secured the well-being of our church tower in the process.

D Bradshaw - PCC Treasurer

Examined and found correct: E L Foster F.C.A.