

St Paul's Heaton Moor

A member of the Heaton Team Ministry



Annual Report for year 2018

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There is no evaluation of Mission Action Plan for 2018

Team Vicar's Report 2018 by Revd. Helen Scanlan

2018 has been another fantastic year for us at St Paul's, our services are well attended, and Easter, Harvest, Remembrance and Christmas are doing really well. This is where we do see community engagement with the faith begin to grow in a very positive way. The Lent course was again well attended.

We have enjoyed two ground force Days where our Men in Sheds group have taken the lead on these days which is fabulous to see, they use the old choirboy's vestry under the church as their woodwork room and are enjoying getting to know all in attendance. Men in Sheds won the 'A Church for a Different World' award this year.

Norris Bank school have been in for a visit and in the latter part of the year we made connections with Newlands. Our community involvement with the Heaton's Together Movement is going from strength to strength, using their contacts for our consultation evening.

We welcomed another year of the Dog walking group along with St Paul's walking group, we welcomed in the Arts trail as well as all the musical concerts on a Saturday afternoon and Sunday evenings, many thanks to David Bradshaw, John Turner and all those in the background who organise these events, it is very much appreciated and I heartily thank you.

I thank all those who make this church work, from the church wardens to those who make the tea and coffee, to those who prepare rotas to those who run play group, to those who clean the church and do the flowers, to those who do baptism and home visits, those who fix and see to the maintenance of the church buildings and those who run the church hall, to those who sit on committees and to those who sit on the pew, I thank you.

We wouldn't be the church we are without all of you!

I thank you for your patience and understanding as we said goodbye to St Martin's and said hello to St Mary's. It now begins a new chapter in the history of St Paul's, and such a good beginning as our services changed to alternate lay led services. I am heartened to know so many of you enjoy leading these services and that the church is being recognised by the quality of these services.

I am looking forward to the year ahead as we begin to look towards re development of the church grounds, looking at our Mission Action Plan and developing stronger links with St Mary's.

Yours in Christ

Revd. Helen Scanlan.

Wardens Report.

Goods – All ornaments are in good condition

We have a new crib scene, which has been given to the church to acknowledge Mrs Elizabeth (Betty) Wright's 90th birthday (2017).

The church is being used by many organisations and especially the concerts held in the Summer months.

All the steps to the church have been reinforced.

Grounds- We continue to try and keep the garden as neat as possible. Thanks to Men in Sheds for organising a ground force day.

Plans are in hand for the lighting of the church and the grounds to make them more accessible to everyone.

Thank you to Julian and John Cheetham for their continued maintenance of the church and surroundings.

As I complete my ten years in office as Church Warden and look to retirement, I should like to say thank you to you for all your support, love and kindness in helping me to carry on my duties. It has been a

task I have enjoyed and certainly to serve God in this way has been a special part of my life.

Ann Sawyer Church Warden.

Electoral Roll Report

Three new names have been added to the Electoral Roll this year. The total number on the Roll is now 71. This means that we are allowed three representatives on the Deanery Synod.

However on the new updated Electoral Roll, which will be completed in March 2019, it is likely that the number will fall below 70, bringing the number of representatives back down to two.

Kathryn Chesworth

Pastoral Care

Monthly home communion is taken to former worshipers. 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. Flowers at Harvest are also taken to people in the parish.

Coffee

In the main, the coffee and tea provision post services ran smoothly. At least we know that vast quantities of Jaffa cakes are consumed regularly!

In some respects, we are victims of our own success as many of our newish volunteers are taking on other responsibilities which complicates our Rota. We are lucky and thankful that people often

help when others need a hand. We now have almost an equal number of men and women willing to serve tea and coffee and wash up.

This year we will run the Rota from November 2019 to November 2020 so that it is in place before our busy time is upon us. The wonderful Nine Lessons and Carols was on 23rd December 2018.

Many thanks to everyone who worked so hard on that evening and not forgetting the people who made mince pies.

Financially we are virtually self-sufficient. Thanks, must go to G and H Walker who look after our money so efficiently.

We have noticed that people take longer over their coffee and seem to enjoy socialising. Possibly this has something to do with the shorter 'Services of the Word' but is very welcome and pleasant for all.

Gail and Helen are indebted to the efficiency and cheerfulness of 'The Team'.

G. Walker and H. Langrish.

Baptism Preparation Team

For several years now I have been on my own with this task, but I now have Gail Walker to help me.

Each year we have lots of requests to baptise babies for their families. Some families prefer to have their service outside our morning worship service, but others prefer to have it in the service.

We send out cards for 4 years on the anniversary of each baptism and each year I order all these cards and write them up so that they are ready for the anniversary. This year to cover all four years I bought 76 cards. This is quite a considerable outreach for these families and we hope they will appreciate being remembered this way.

Beryl Divine. Gail Walker.

Playgroup Report

'Little Fishes', is as successful as ever, we have a good team, many thanks go to them; Ann Sawer, Claire Nash, Beryl Divine, David Griffiths, June Rolf, Barbara Gregson and Virginia Lloyd who continues to play the guitar for us.

The team held a nativity again in church which was very well attended and much appreciated followed by a Christmas party.

Rev'd Helen Scanlan

Deanery Synod

Our representatives were Judith McGovern and Helen Langrish.

There was only one meeting which was 11th April 2017 at St Elizabeth's.

There was discussion as to whether environmental problems were man made and that God was maybe speaking to us with an element of punishment. The plague of locusts was an example of this.

There was an exchange of views on the implications of Holy Trinity Platt taking over St Martins. We were reminded that the decision to close the Church was taken by the parishioners. There was deep concern from the meeting on the stance on women as priests and the conservative views on sexuality likely to be taken by the leaders of the new St Martin's.

These views would not encourage those who are big supporters of women as priests to engage with St Martins. LGBTQ people could be similarly affected and feel uncomfortable and unwilling to participate.

Helen Langrish

St Paul's Heaton Moor - Hall and Bookings Report

This year all has been relatively quiet on the church hall front, with no major boiler problems, and no flooding in the cellar. There has been the usual steady stream of regular bookings and parties at weekends, ensuring that the income from hiring out the hall has been maintained.

It is always difficult to accommodate the many requests from groups, and families to use the church hall, but this year, 2019, we found a spot for the Tai-Chi group on Sunday in the church itself. This seems to have worked well, and means that the church becomes a familiar place for another group of people.

Again, I would like to thank David Griffiths and Julian Hardstone for their invaluable technical expertise. We had a minor boiler problem recently, which, because of prompt action, meant no loss of service to the community groups.

In addition, I would like to thank everybody, particularly Claire Nash, who kept the show on the road while I was away for 3 weeks on a family visit to Australia. This support was much appreciated

Margaret Hardstone.

Heaton's Team Council

The team enjoyed a BBQ together and although we had fewer meetings we all enjoy meeting together and discussing the work in our churches.

Beryl Divine. Anne Davies.

The Parish Magazine

The Parish Magazine has three editions a year – Spring (published the week before Easter), Autumn (published in September) and Winter (published a week before Advent). Clearly, depending on where Easter falls, some editions have to last longer than others and I try to cover a longer season in each rather than focusing just on the festivals of Christmas, Easter and Harvest.

I use the website Parish Pump to fill some of the pages and I'm sure many of you will recognise the regulars such as God in the Arts and Mouse Makes. The website subscription is £40 a year but it is well worth having. It is extremely useful – and is used very widely as I discover when I glance in other churches' magazines, which I try to do if I visit a church building on holiday. I do however prefer to fill the pages with home grown material and am very grateful to my regular contributors – more are always welcome.

The magazine costs in the region of £50 per edition for a print run of 120 – printed in house –and usually consists of 16 pages. I do not want to fill extra pages from Parish Pump just for the sake of it as all extra pages add to the cost. Every so often I include a request for a contribution towards funding the magazine but there is no regular subscription. If we carried some more advertising, as other churches do, we could cover more of the cost. If any one feels they could take on canvassing local firms to advertise please let me or David Bradshaw know. The current cost £60 annual fee for a half-page advert and a full page (A5) £100 covering the 3 issues.

Thanks you to everyone who helps me to produce the magazine, whether it be as contributors or staplers! If you feel inspired to contribute, mundane or esoteric, poem or humour, this is an ever open door!

Virginia Lloyd Editor

Safeguarding Officer's Report

April 2019

St Paul's Church, Heaton Moor

Several of our Pastoral Assistants have had their DBS (Disclosure and Barring Service) checks renewed this year.

The Diocese of Manchester has a training package for Safeguarding on its website. This training has been completed by all individuals who are currently supervising children in St Paul's Church groups, as well as by the Pastoral Assistants.

The online training package is open to all members of the church, whether or not they have a formal role within church groups, so if any other members of the congregation wish to access this training they will be able to do so. Please contact me for details.

The diocese now requires members of the PCC to have DBS checks; applications will be made for all PCC members, new and existing, following the AGM.

Wendy Walker Safeguarding Officer

Report dated: April, 2019

The Parish of St Paul's Church

Policy on the Safeguarding of Children and Adults in the Church

This statement was adopted by St Paul's, Heaton Moor at a Parochial Church Council meeting held on **6th March 2019**

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.

- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints **Wendy Walker** as the Parish Safeguarding Officer.

IncumbentRevd Helen Scanlan

ChurchwardensAnn Sawyer June Rolf

Date: 6th March 2019

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 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).

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).

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 or telephone: 078 1551 7532

St. Paul's Church, Heaton Moor

Financial Statement for the Year ended 31st December 2018

Receipts	Unrestricted	Designated	Restricted	2018	2017
				Totals	Totals
Gift Aided BACS Donations	9,197			9,197	9,701
Gift Aided Envelope Donations	3,084			3,084	2,839
Other Planned Giving - non GA	2,418			2,418	2,959
Loose Plate Collections	5,122			5,122	4,713
One-off Gift Aid donations	483			483	661
Donations and Appeals	4,313			4,313	10,684
Gift Aid recovered	4,948			4,948	4,607
Legacies	0			0	432
Non-recurring one-off grants	0			0	533
Other receipts (Toddler group surplus + St. Martin's share)	2,036			2,036	3,320
Share dividends + Investment income	650			650	498
Mobile mast income(+ other donations for use of church)	7,116			7,116	7,037
Fees for Weddings and Funerals	3,149			3,149	2,510
Charitable fund raising (6 concerts)	1,760			1,760	1,410
Receipts from Church Hall lettings	31,684			31,684	31,491
Fair receipts (Strawberry, Craft & Xmas fairs)	2,090			2,090	2,217
Magazine Income	120			120	65
Sales of Fixed Assets - scrap metal	0			0	52
Insurance Claim	4,044			4,044	0
Flower Fund Donations			450	450	500
Total receipts	82,213		450	82,663	86,229
Payments					
Costs of Fetes, events & grant applications	318			318	168
Missionary and Charitable Giving (6 concerts)	1,335			1,335	1,505
Parish Share	29,805			29,805	29,580
Vicarage Expenses (council tax, water rates + telephone)	4,473			4,473	4,079
Working expenses of vicar	263			263	
Church + Hall Insurance	5,615			5,615	5,309
Organ Tuning and Maintenance	1,189			1,189	1,071
Church + Hall Maintenance	7,629			7,629	3,995
Church + Hall Cleaning	3,506			3,506	3,461
Church Upkeep of Services	776			776	992
Church Grounds Upkeep	1,886			1,886	1,792
Administration	1,319			1,319	828
Church + Hall Electric	1,706			1,706	1,520
Church + Hall Gas	4,058			4,058	4,714
Church + Hall Water	730			730	651
Magazine Expenses	229			229	121
Resident + assistant organist fees	5,055			5,055	5,060
Church major repairs	4,485			4,485	
Church + Hall equipment	219			219	12,520
Cost of Church Flowers			529	529	487
Total payments	74,596		529	75,125	77,853
Excess/(Shortfall) of Income over Expenditure(2018)	7,616		-79	7,537	
Excess/(Shortfall) of Income over Expenditure(2017)	8,363		13	8,376	

St. Paul's Church, Heaton Moor

Statement of Assets, Liabilities and Accounting Policies

	Market Value at 31-12-2018	Cost as at 31/12/2018	Cost as at 31/12/2017
Disposable Stocks and Shares	£	£	£
410 Lloyds Banking Group Plc (25p Ordinary Shares)	213	245	245
372 units C of E Investment Fund	6007	400	400
Totals	6220	645	645
Current Assets		Actual as at 31/12/2018	Actual as at 31/12/2017
		£	£
Bank Current Account		13214	16056
Central Board of Finance Deposit A/c		108037	98037
Cash with Flower Fund Holder		16	95
Debtors		335	182
Totals		121602	114370
Total Assets		122247	115015
Less Liabilities			
Agency Collections		75	167
Creditors		0	215
Totals		75	382
Net Assets		122172	114633

Non-Monetary Capital Assets

Furnishings: Church held in trust by Wardens, Hall by P.C.C.

Notes to Accounts

- 1 Debtors: £1,413 Tax Refund for Gift Aid October to December 2018 is outstanding.
- 2 Mr G A Viney, Director of Music, also a member of the P.C.C., was remunerated £4,760 in the year (included as part of support £5055).
- 3 The planning of Phase 2 of our church structural development is ongoing and some costs with the architect have already been incurred. (£990 to date) These costs are included in 'Church Major Repairs'. The total cost of Phase 2 is estimated to be approximately £200,000 but no further commitments have been made at this stage.
- 4 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 01/01/2018	Receipts	Payments	C/Fwd 31/12/2018
Restricted Funds				
Flower Fund	95	450	529	16
Messy Church	576	0	0	576
Tower Repair Fund	10369	0	0	10369
Designated Funds				
Church Repair Fund	2417	0	0	2417
Unrestricted - General Fund	101176	82214	74596	108794
Totals	114633	82664	75125	122172

D Bradshaw PCC Treasurer

EXAMINED AND FOUND CORRECT

E.L. Foster

E.L. FOSTER FCA

26 February 2019