



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 7th April 2019

11.00 a.m.

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AGENDAS

MEETING OF PARISHIONERS

*To be held on Sunday 7th April 2019
in the church hall at 11.00 a.m.*

- 1 Apologies for absence
- 2 Minutes of the Meeting of Parishioners held on 29th April 2018
- 3 Matters arising
- 4 Election of churchwardens

ANNUAL PAROCHIAL CHURCH MEETING

*To be held on Sunday 7th April 2019
in the church hall - following the Meeting of Parishioners*

- 1 Apologies for absence
- 2 Minutes of the APCM held on 29th April 2018
- 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 Update on the Parish Centre
- 12 The Life of St John's'
- 13 Any other business



ST JOHN'S CHURCH, HARPENDEN

Minutes of the Meeting of Parishioners

held on Sunday 29th April 2018

in the Church Hall at 11.00 a.m.

The meeting opened with prayers.

Present – 62 members of the congregation were present.

1. Apologies for Absence

Lauryn Awbrey, Anne and Tony Armstrong, Katie Hill, Sue Holt, Bryan and Elisabeth Coventry, Jane Donati, Julia Smith

2. Minutes of the Last Meeting

Adoption of the minutes of the Meeting of Parishioners held on Sunday 30th April 2017 was proposed by Matt Barter, seconded by Moira Carrington 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 Liz Sergeant and seconded by Tom Venner, and

James Hillman, proposed by Pat Alexander and seconded by Emma Bresslaw.

In the absence of any other nominations, Mary Jean and James were elected unanimously to serve as church wardens for the year 2018/2019.

The meeting closed at 11.05 a.m.



ST JOHN'S CHURCH, HARPENDEN

Minutes of the Annual Parochial Church Meeting

held on Sunday 29th April 2018

in the Church hall

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 30th April 2017 was proposed by Stephen Whiting, seconded by Tom Venner 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, explained the purpose of the electoral roll to the meeting and encouraged those not yet on the roll to join it – application forms were made available. Neil then delivered the Electoral Roll Report. This year, the electoral roll was merely updated – a full revision will take place next year, 2019, when all existing members will be required to confirm their wish to remain on the roll.

The revised Roll has been completed and displayed in church since 13th April. It has 230 entries.

Of this number:

- 154 are female
- 76 are male
- 104 are not resident in the Parish
- 126 are resident in the Parish

The number on the Roll is three less than it was last year. There have been six deaths, three new applications and no resignations from the roll. There has been one change to addresses etc. of existing entries.

No questions were raised.

Adoption of the electoral roll was proposed by Anne Edwards, seconded by Margaret Charlston and carried unanimously.

Nicholas thanked Neil for his willingness to continue as 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 questions raised on the report.

A comment was made from the floor, regarding the decision not to produce written Group Reports for this year's APCM, it was suggested that this meant that it was harder for the congregation to know what groups existed and what their recent and planned activities were. A short discussion ensued and the point was made that producing a multitude of paper reports was not the way forward. All group leaders had been contacted prior to the APCM and invited and encouraged to contribute a report for publication on our new website. It was agreed that the PCC would consider this matter further before next year's APCM.

6. Treasurer's Financial Review

Steve Creasy presented his report and the PCC accounts for 2017. 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 2017: £258,000

Expenditure - Total outgoings for 2017: £200,000

Surplus for the year - £58,000

Key points: At the end of last year there had been a net surplus of £23,000 and this year there was a surplus of £58,000 – a difference of £35,000.

- Planned giving income was £7k lower
- Fundraising income was £5k lower (no major events in 2017 whereas the Auction of Promises in 2016 raised £5k)
- Linwood Road rental income was £11k lower
- New Parish Centre costs were £10k higher
- Upkeep of services were £7k lower (in 2016 the chamber organ was purchased for the Lady Chapel for £7k)
- Legacy income was £69k higher

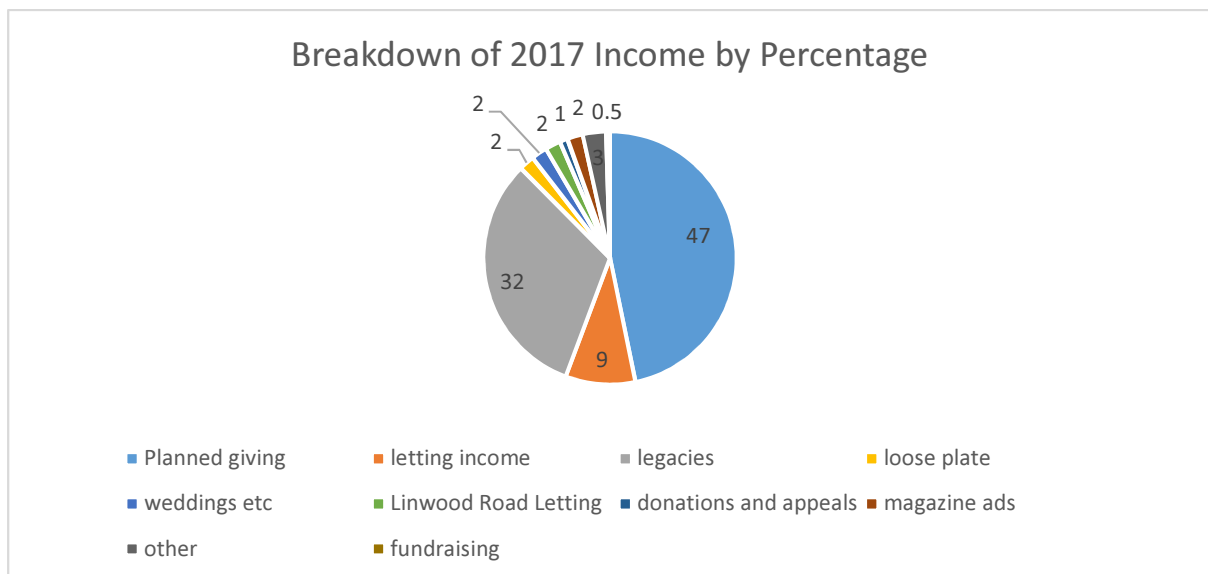
Without the legacy income we would have made a deficit of £26k which highlights two points, firstly the need for existing donors to review and hopefully increase their planned giving in order to meet our running costs and secondly the enormous value of legacy giving. In 2017 we received a very generous legacy of £84k from Rene Swanwick. The meeting was asked to consider including bequests to St John's in their wills.

The balance sheet shows net assets (assets less liabilities) of £282k as at 31 December 2017. This is £58k higher than the funds of £224k we had at the beginning of 2017, due to the £58k surplus generated in 2017.

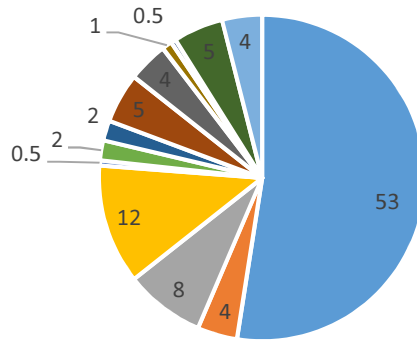
Liabilities are our creditors, i.e. those to whom we owe money, and amounted to £20k e.g. utilities and other accruals for services received which have yet to be invoiced and donations payable to our Outside Giving charities which are made after the year-end.

Assets can be broken down into

- £222k cash in the bank,
- £65k property (Linwood Road purchased for £64k but worth much more and the church hall valued at £1k. These are both just balance sheet values)
- £16k debtors, those who owe us money (mainly receipts due from HMRC for Gift Aid)



Breakdown of 2017 Expenditure by Percentage



- Parish Share
- Outside charitable giving
- Linwood Rd refurbishment
- Weddings and Funerals
- Hall running costs and maintenance
- promotional and communications
- Grounds upkeep (new shed)
- Church running costs and maintenance
- staff costs
- Magazine printing
- other
- Upkeep of services
- New parish centre

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

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.

7. 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 no questions were raised on it. Nicholas explained the purpose and structure of the Synod and stressed the importance of having younger representation within the committee to balance the existing older membership with the voice and views of the next generation. St. John’s currently has one vacancy for lay representation (who does not have to be an elected member of the PCC). Elizabeth Brown advised that the thrice annual meetings of Synod were very interesting, often with guest speakers, and were a good opportunity to meet people from other local parishes.

8. Safeguarding Report

Nicholas introduced this item on the agenda, stressing the paramount importance of this aspect of the church's way of operating, to ensure the protection and safety of children and vulnerable adults within our congregation and parish. This is something taken extremely seriously by the Diocese and the entire Church of England. Nicholas and James have attended three additional training sessions in this regard, Jane Donati – our safeguarding lead on the PCC - has undertaken Level 2 training and all members of the PCC have completed Level 1 training. In Jane's absence, Carol Cooke, our deputy safeguarding and child protection officer read out the report she had prepared and invited questions from the floor. Jane and Carol were thanked for the commitment that they are giving to their responsible and vital role here at St John's and for their attention to detail.

9. Election of lay representatives to the Parochial Church Council

Those whose term of office expired this year were David Christian, Emma Bresslaw, Steve Creasy, Jane Donati and Paul Jessop. There was therefore a total of five vacancies.

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

John Borthwick Proposed by Anthony Armstrong Seconded by John Hammond

Bryan Coventry Proposed by Mary Jean Pritchard Seconded by Emma Bresslaw

Jane Donati Proposed by Mary Jean Pritchard Seconded by James Hillman

Nick Lockett Proposed by Mary Jean Pritchard Seconded by Alison Gardiner

Martin Myers Proposed by Sarah Poppleton Seconded by Emma Bresslaw

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 David Brown and seconded by Elizabeth Brown. The meeting unanimously elected the fore-named nominees to serve in the capacity and for the term specified above.

As no volunteers had come forward to take on the roles of PCC Secretary and Treasurer, Nicholas advised the meeting that it was planned to co opt Emma and Steve back onto the PCC for a further year at the next PCC meeting in May. During the year, however, successors to these roles must be found. Paul Jessop was thanked for his commitment and contribution to the PCC over the last 6 years.

The terms of five existing members of the PCC will expire in 2019: Carol Cooke, Jacky Dodd, Sarah Poppleton, Liz Swinscoe and Stephen Whiting.

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. The list was agreed to be correct though Sue Holt had asked to be removed from the list. Adoption of all the names was proposed by Steve Creasy, seconded by Warren Greaves and agreed unanimously.

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. Di Borthwick proposed that Michael Coleby be appointed as the Independent Examiner for 2018, this was seconded by Naomi Burnett and agreed unanimously.

11. Looking forward – plans for the year ahead:

- At this point Nicholas announced that Anne Edwards had now become Reader Emeritus and that, therefore, now was an appropriate point in time to thank her for all her input into the worship and prayer life at St John's. Though her status had changed she still contributed enormously to the spiritual ministry at church, especially through the fellowship and study group which she continues to run. Gift had been bought for her and would be presented when it was available.
- The meeting was reminded that the "Thy Kingdom Come" initiative of the Archbishop of Canterbury had now commenced and everyone was encouraged to pray daily for 5@5 - special Evening Prayer would be said throughout the period running up to Pentecost and five candles would be lit to represent each person being brought before God. Attention was also drawn to the Time to Pray App which contains the Midday Office and can be prayed easily anywhere. Both provide the opportunity to re/establish a daily habit of prayer.
- A vision day was to be held at Rothamsted on May 12th entitled "Reaching New People" – this is the launch by the St Albans Diocese of a response to a nationwide 10-year drive to make new disciples, to revitalise the Church and become more mission driven, exploring ways to pass on and share our faith and love of God. Those interested in attending were invited to speak to Nicholas.

- **Project Phoenix** – James Hillman, Paul Jessop and Liz Sergeant addressed the meeting to give the current position of progress on our new parish centre project. The two main challenges that we face now are obtaining planning permission and successful fundraising. It is estimated that the cost of the project will be £1.5 million. Initial feedback from the planners is positive but the process could take a couple of months from submission of the plans. The group coordinating the project have met with three professional fundraising consultants for initial discussions about the service they could provide us. Questions, answers and discussion followed.
- **Arts Festivals** – James Brown updated the meeting on two festivals that will involve St John's over the coming months, **firstly** the Harpenden Churches Together Arts Festival taking place from **21st – 24th June** which will involve an ambitious art installation in the church, special events of music and literature, guest speakers, tree walks – MORE DETAILS ON THE WEBSITE. Volunteers were still needed to steward and assist generally and sign-up sheets were available. **Secondly**, Southdown will be staging its very first festival from **14-16th September** – this will involve St John's again with a number of special events including a special coffee concert, art workshops and a Songs of Praise celebration in the church.

The meeting, which had taken place café style around tables, broke into informal discussion about the matters that had been discussed, whilst wine was served. A couple of members of the PCC were at each table to listen to what was said and to be in a position to report back to the next PCC meeting about significant points raised or feelings that were expressed.

12. Any Other Business

On behalf of the meeting, Liz Sergeant expressed grateful thanks to Nicholas for leading us this past year in our worship, prayer and witness. He had been instrumental in facilitating, supporting and encouraging many new and exciting projects which would enable to share God's love with the whole community of Southdown, not least the Arts festival and Project Phoenix, both of which will help us to be more outward facing. Nicholas and Anneke were both thanked for their generous commitment to parish life, their welcome and their vision.

The meeting continued informally over wine.

St John the Baptist Harpenden - Electoral Roll

Report for the Annual Parochial Church Meeting of 7th April 2019

For 2019, Church of England Rules required us to undertake a full refresh of the Electoral Roll; existing members of the Roll had to positively confirm that they wished to remain on the Roll

Our new Roll has 172 entries. This is a net reduction of 59 on last year's roll.

The net movement was as follows:

Last Year's Roll	231	
Ordained	-1	
Passed away	-7	
Chose not to renew	-71	
Renewed	152	
Added to the Roll for the first time [☞]	20	
New Roll		172

The revised Roll will be displayed in the Church from Sunday 24th March.

Of the 172 entries:

- 116 are female and 56 are male – a ratio of 2.1 to 1, virtually unchanged from last year.
- 113 are Church of England residents in the (ecclesiastical) Parish and 59 state that they have worshipped for 6 months or more – a ratio of 1.9 to 1, which is a very noticeable change from last year (1.2 to 1).

Neil Middleton
 Electoral Roll Officer
 29th March 2019

☞ One further person will be added to the Roll in due course, after their 16th birthday and two are to be added after the APCM as their forms were returned late.

The Electoral Roll will be open again for additions after the end of the APCM. Blank forms are available in the Church Porch or from stjohnsharpenden.org.uk/information/

CHURCHWARDENS' REPORT 2018-2019

As churchwardens we are required to provide a report to the APCM summarising the main activities which have occurred at St John's during the past year. We would like to begin by thanking our deputy wardens, Jane Donati and Bill Moore, for their support to us.

The past year has been marked by the news in May that Nicholas would be retiring, and that we would find ourselves in a vacancy once again. Nicholas left us at the end of September with our prayers, best wishes and thanks for his ministry shared over the four years spent with us. We gave him and Anneke a send-off at the end of his last morning Eucharist with us, with a presentation after the service and drinks and canapés in the hall afterwards.

Preparations to find a new vicar started in earnest, and we are grateful for the assistance of Bishop Michael, our Rural Dean Richard Banham and Archdeacon Jonathan for their support in ensuring that we could move forward at pace in the recruitment process.

At such times, it is heart-warming and reassuring that the community at St John's pulls together with such strength and enthusiasm. We are grateful to the PCC for the time that they spent meeting with Bishop Michael to discuss our needs and priorities for our new incumbent, those who spent time putting together the excellent Parish Profile, and those who prepared for the interviews. A special thanks to Tom Venner for taking on the role of one of the Parish Representatives in this process.

Particular thanks must go to those who helped out on the interview day: the buddies who escorted the candidates around the parish; the Study Group who took the candidates through their paces; the ministry team; a catering team who kept everyone well fed and watered; and in particular a group of six Grove Primary School children, who quizzed each of our three candidates on matters of ethics, faith, and ministry. The day showed what we are capable of when we all pull together, and the role of the Parish Representative was made so much easier knowing that such a bedrock of support is so firmly in place.

We were delighted to attract such talented candidates, and even more so that Revd Dr Berkeley Zych, Precentor at St Albans Abbey, has accepted the post with us. Berkeley's institution service is in the evening of 16 May and we look forward very much to welcoming him and Alex to St John's.

During our vacancy our ministry team necessarily has had to work harder! We would like to record our thanks to each one of them for their additional work and enthusiasm during this time, and also to the many clergy (active and retired) from around the Diocese who have enhanced our worship during this time.

A particular word of thanks must go to James Brown for stepping up to all that he has done during our vacancy - within our church, the parish, and the wider Southdown community. We have been hugely blessed with his energy, his fresh outlook, and his reassuring presence over the period. Our programme of worship and events has not in any way been diminished either before or during our vacancy and there have been many notable areas that we would like to mention.

Our Patronal Festival in June coincided with the Cultivate Arts Festival organised by Harpenden Churches Together. St John's contribution to this festival was a series of events in and around the church during the week, including musical and poetry evenings, and a stunning piece of installation art that hung through the church. With sections of the installation symbolising respectively God's bountiful creation, our wanton destruction of it, and Christ's sacrifice for us all, we welcomed over 1100 visitors to the church over the course of the week to view the work, which was inspired by Liz Sergeant. The gnarled cross centre-piece, fashioned from fallen branches found by the Junior Church in the woods on the common, was used again at our Remembrance Day service in November to mark the centenary of the end of the Great War.

A week later, many of us were delighted to attend a service in St Alban's Abbey to celebrate the ordination as priest of James, and to join him, his family and friends, at our All Age Service on 1 July where he presided at the Eucharist for the first time. On that same day David Halsey, a longstanding member of our congregation, was ordained as deacon at the Abbey, and left us with our best wishes and prayers to take up a post as Curate at St Luke's, St Albans.

James was also central to our contribution to the Southdown Festival in September, which we marked with musical events and a special Songs of Praise service at the end of the week.

Our Christmas celebrations were typically memorable: St John's was represented at the Southdown Lights-up celebrations; an evening of beer and carols were held in The Engineer pub; a hardy band of carol singers also ventured out into a somewhat wet evening around Southdown; the Junior Church entertained us with their Nativity Play at the All Age service in the middle of December; our carol service was admirably led by our choir and we were joined by members of our wider community to read some of the nine lessons; and 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, and to Bishop Stephen Venner, who presided and preached at our morning Eucharist on Christmas Day.

We are also grateful to members of the Standing Committee: Emma Bresslaw retired as PCC secretary during the year and we welcomed Jacky Dodd to this position; Steve Creasy, our treasurer, 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.

On the topic of financials, we remain in a healthy financial position, but the pressure remains significant and the current economic and political uncertainty no doubt causes additional difficulty. It continues to be a priority that we should be paying our Parish Share in full, but our income has reduced over the year whilst our outgoings have increased, so we need to continue to be imaginative and energetic in the way in which we approach our stewardship in order that we can maintain and grow our ministry.

Stewardship of our church and God's creation of course goes beyond our financial contribution, and the PCC agreed at our October meeting to join the Eco Church scheme and to work towards the initial bronze level certification. A small team of committed "eco warriors" is undertaking the audit as a first important step to understanding how we might be able to take action.

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 his efforts as our editor, and 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.

We are grateful to the group of parents who are running of Junior Church for the time that they have taken to plan, teach, look after, and entertain the younger members of our congregation over the year. The Nativity Play is always a highlight, and this year it was not only performed, but also written, by members of the Junior Church.

Our worship continues to be enhanced by the music at St John's. We are very fortunate that music at St John's, led by Roger Carter makes a great contribution to our worship. The more regular attendance of an "augmented choir" at certain of our All Age Eucharists has shown off the musical talents of additional members of our congregation.

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 musical entertainment which was much appreciated by all. Again, we are grateful to the volunteers who collect and bring people each month, bake cakes, entertain, and wash up, all under the leadership of Margaret Creighton.

Over the course of the year we have continued our work towards developing a new Parish Centre. Plans have been submitted for approval and we await the results of this application. We have also taken advice on fundraising during the year, involving a number of the congregation who shared their views on this project. The work continues to be taken forward by a small but dedicated steering group. 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. We are extremely grateful to all those who do so much work behind the scenes in decorating, cleaning and otherwise caring for the church and ensuring it is made to look beautiful and welcoming. In addition, the church and the existing hall require ongoing maintenance, whether that relates to heating, leaks, light bulbs needing replacement; 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. Julie in the Parish Office also deserves our thanks for all that she does to keep us on track, dealing with the hire of the hall, managing rotas and ensuring that there is a sufficient coffee supply!

2018 was difficult for us as we lost a number of dear friends at St John's over the course of the year, who have been longstanding members of the congregation and past and present members of the PCC. This is perhaps an appropriate time to remember them and to record our grateful thanks for their lasting influence and respective contributions to the life and ministry of St John's over many decades.

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, Mencap, and the St Albans and District Food Bank. Additional contributions have been given to the Mothers' Union, Harpenden Citizens Advice Bureau, Azalea and Mildmay. 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. During this year we have called, more than usual, on your time and talents. Please be assured that we are most appreciative of all the support we have received over this past year from everyone. 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 2018

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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 2018

Aims and purposes

St John's Parochial Church Council ("the PCC") has the responsibility of promoting the whole mission of the Church within the ecclesiastical parish: pastoral, evangelistic, social and ecumenical. The PCC is also responsible for the maintenance of the Parish Hall. Our vicar during the period under review was Canon Nicholas Anderson, until he retired on 30 September 2018. We were in a vacancy for the remainder of 2018.

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), Anne Edwards (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's Daily Celtic Prayer.

We continue to offer All Age Worship on the first Sunday of the month which involves more people in the planning and execution of these services. In addition, on the last Sunday of the month we have changed the format of our Sunday evening services and offer Taizé-style and Northumbrian-style worship which has been well received.

The church is open from daily from 9am to 5pm during the week for private prayer and personal reflection.

We welcome children of all ages in to our services but their own spiritual well-being is specifically targeted in our Junior Church, which operates 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).

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

Achievements and performance (continued)

The PCC seeks to ensure that all are welcomed at our regular services. During early 2019, the Church Electoral Roll was created afresh, in accordance with the Church Representation Rules. At present we have 172 on the Electoral Roll, 113 of whom are resident in the Parish and 59 of whom have stated their eligibility is due to six months or more habitual worship. The average weekly count of all regular services during October was 147 adults and children, but the number increased during the Easter and Christmas festivals. We continue our practice of hosting school carol services.

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 14 baptisms, 2 weddings and held 20 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 completed his training at the Eastern Region Ministry Course and was ordained as a Self-Supporting Minister in the summer of 2018.

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 meet six times a year with attendance at meetings approximately 70% of the maximum possible number of 24.

Prior to each PCC meeting, a Standing Committee (comprising the incumbent, churchwardens, deputy churchwardens, 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.

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.

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

Structure, governance and management of the PCC (continued)

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). 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. 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.

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 came into force in May 2018 is currently being considered to ensure that the church complies with its requirements.

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.

The Parish Hall

In term-time, the hall was used on weekdays (apart from Wednesdays) by Buzby Mae Pre-School until this playgroup closed in July. We have been in discussion with other local playgroups who are interested in using the hall. 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 use the hall during the day on most Wednesdays, The Harpenden Musical Theatre Company 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.

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

The Parish Hall (continued)

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, and Mrs Emma Bresslaw. 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 afternoon 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. 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.

In June, St. John's hosted a large-scale art installation as part of the Cultivate Arts Festival, organised by Harpenden Churches Together. This included a wide range of musical and other artistic events exploring a Christian understanding of the environment and our place within it. Many local groups such as the Brownies, Rainbows, and the local primary school were involved in contributing to the festival.

St John's also contributed to, and helped to organise, the first ever Southdown Festival; a weekend of local community events. The church hosted art workshops, a songs of praise service, and organised an evening of songs, poetry and storytelling in a local cafe.

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 have regularly attended 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, and sharing in events through Lent and Advent.

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

Financial Review

Total income during 2018 was £166,303 (2017 £258,108), a decrease of £91,805 from the prior year. The largest contributor to this income was donations to the planned giving scheme of £115,468 (2017 £122,072) including the tax reclaimed.

Total expenditure during 2018 was £214,103 (2017 £199,550), an increase of £14,553 from the prior year. The largest item of expenditure was the parish share of £105,370 (2017 £104,765). Expenditure in 2018 included £30,700 relating to the development and planning of the new parish centre (2017 £10,118). Our planned missionary giving of 10% of our stewardship income and open plate collections to outside charities in 2018 was £12,200 (2017 £12,755).

The net of the total income and total expenditure for 2018 is a net deficit of £47,800 (2017 net surplus of £58,558). Therefore, total net assets as at 31 December 2018 of £235,024 are £47,800 lower than total net assets as at 1 January 2018 of £282,824. Total net assets are represented by general, designated, and restricted funds.

General funds increased by £35,516 from £26,020 as at 1 January 2018 to £61,536 as at 31 December 2018.

Designated funds decreased by £83,316 from £252,133 as at 1 January 2018 to £168,817 as at 31 December 2018. This increase consists of a decrease in the legacy fund of £103,000, a decrease in the flower guild fund of £113, an increase in the organ fund of £919 and a reduction in the church hall fund of £1,112 relating to a non-cash depreciation charge, and a new parish centre fund which was set up in 2018 with £50,000 which has £19,990 remaining.

Restricted funds remained the same at £4,671 from 1 January 2018 through to 31 December 2018.

Outlook for the future

The financial position of the PCC as at 31 December 2018 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 2018 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 2019, it is expected that the PCC's funds at the end of 2019 will still be significant.

We have firm plans for a new parish centre to replace the existing church hall which will require specific and significant fundraising. 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 amount 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 2018 (continued)

ADMINISTRATIVE INFORMATION

St John's Church is situated on St John's Road, Harpenden, Hertfordshire. It is part of the Diocese of S. 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 2018 until the date this report was approved are:

Vicar

Nicholas Anderson (until September 2018)

Curate in training

James Brown

Readers

Lauryn Awbrey (also Diocesan Synod)

David Halsey

Lay Leader of Worship

Emma Bresslaw

Permission to Officiate

David Nye (also Diocesan Synod)

Anne Edwards (also Diocesan Synod)

Churchwardens

Mary-Jean Pritchard (also Deanery Synod)

James Hillman

Secretary

Emma Bresslaw (until Jan 2019) (also Council member)

Jacky Dodd (from Jan 2019) (also Council member)

Treasurer

Steven Creasy (also Council member)

Council Members

John Borthwick (from April 2018 to August 2018)

Naomi Burnett

David Christian (until April 2018)

Carol Cooke

Bryan Coventry (from April 2018)

Jane Donati

Paul Jessop

Nick Lockett (from April 2018)

Liz Macdonald (from April 2018)

Dawn Mason

Bill Moore

Martin Myers (from April 2018)

Sarah Poppleton

Liz Sergeant

Liz Swinscoe

Tom Venner

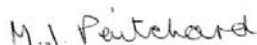
Stephen Whiting

Deanery Synod Members

Elizabeth Brown (until November 2018)

Michael Readman

Trustees Report approved by the PCC on 26 March 2019 and signed on their behalf by:



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 2018, 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.



Tim Coleman

13 Elliswick Road
Harpenden
AL5 4TP

Date: 28 March 2019

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

		Unrestricted Funds		Restricted	TOTAL	2017
	Note	General	Designated	Funds	2018	(Note
		£	£	£	£	15)
						£
INCOMING RESOURCES						
Incoming resources from generated funds:						
Voluntary income	2	122,781	2,000	1,940	126,721	214,459
Activities for generating funds	3	23,914	1,609	-	25,523	32,896
Investment income	4	697	-	-	697	286
		<u>147,392</u>	<u>3,609</u>	<u>1,940</u>	152,941	247,641
Incoming resources from church activities	5	<u>12,590</u>	<u>772</u>	-	13,362	10,467
Total incoming resources		<u>159,982</u>	<u>4,381</u>	<u>1,940</u>	166,303	258,108
RESOURCES EXPENDED						
Cost of church activities						
Missionary Giving	6	12,200	-	1,940	14,140	15,978
Parish Share	6	105,370	-	-	105,370	104,765
Fabric and Running Costs	6	24,450	1,112	-	25,562	33,016
Mission & Education	6	6,071	-	-	6,071	6,525
Staff Costs	6	24,509	-	-	24,509	23,867
Other costs	6	6,866	31,585	-	38,451	15,399
Total resources expended		<u>179,466</u>	<u>32,697</u>	<u>1,940</u>	214,103	199,550
Net incoming/(outgoing) resources before transfers		(19,484)	(28,316)	-	(47,800)	58,558
Transfers between funds		<u>55,000</u>	<u>(55,000)</u>	-	-	-
Net income/(expenditure) for year		35,516	(83,316)	-	(47,800)	58,558
RECONCILIATION OF FUNDS						
Total funds at the beginning of the year		<u>26,020</u>	<u>252,133</u>	<u>4,671</u>	282,824	224,266
Total funds at the end of the year		<u>61,536</u>	<u>168,817</u>	<u>4,671</u>	235,024	282,824

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 2018

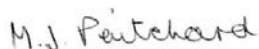
	Note	2018 £	2017 £
FIXED ASSETS			
Tangible assets	8	63,888	65,000
CURRENT ASSETS			
Debtors	9	12,791	15,833
Bank and cash balances		178,068	221,768
		190,859	237,601
CURRENT LIABILITIES			
Creditors payable within one year	10	(19,723)	(19,777)
NET CURRENT ASSETS		171,136	217,824
TOTAL NET ASSETS		235,024	282,824
THE FUNDS OF THE CHARITY			
Unrestricted income funds:			
General	11	61,536	26,020
Designated	12	168,817	252,133
Total		230,353	278,153
Restricted income funds:	13	4,671	4,671
		235,024	282,824

Prepared by:



Steven Creasy
Treasurer

Approved by the Parochial Church Council on 26 March 2019 and signed on its behalf by:



Mrs Mary Jean Pritchard
Chairman and Churchwarden



Mr James Hillman
Churchwarden

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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. In addition, as at the date of approval of these accounts, there are no contractual commitments in relation to the new Parish Centre, and its development will be conditional on successful fundraising.

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.

PAROCHIAL CHURCH COUNCIL OF HARPENDEN ST JOHN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

1 ACCOUNTING POLICIES (continued)

Incoming resources (continued)

Interest income is accrued.

All other income is recognised when it is receivable.

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 now fully depreciated.

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 2018 (continued)

	Unrestricted Funds		Restricted Funds	TOTAL	TOTAL
	General	Designated	Funds	2018	2017
	£	£	£	£	£
2 VOLUNTARY INCOME					
Planned Giving:					
Gift Aid donations	83,958	-	-	83,958	89,682
Tax recoverable	20,988	-	-	20,988	22,435
Non gift aid donations	10,522	-	-	10,522	9,955
Collections (open plate)	5,176	-	-	5,176	4,558
Tax recoverable on collections	1,332	-	-	1,332	923
Donations, appeals etc.	805	-	1,940	2,745	3,124
Legacies	-	2,000	-	2,000	83,782
	<u>122,781</u>	<u>2,000</u>	<u>1,940</u>	<u>126,721</u>	<u>214,459</u>
3 ACTIVITIES FOR GENERATING FUNDS					
Church Hall lettings (non-church activities)	20,096	-	-	20,096	23,069
Church Hire	2,000	-	-	2,000	1,150
Fundraising Events	-	294	-	294	991
Linwood Road property lettings	-	-	-	-	5,366
Other Income and funds generated	1,818	1,315	-	3,133	2,320
	<u>23,914</u>	<u>1,609</u>	<u>-</u>	<u>25,523</u>	<u>32,896</u>
4 INVESTMENT INCOME					
Bank interest	697	-	-	697	286
	<u>697</u>	<u>-</u>	<u>-</u>	<u>697</u>	<u>286</u>
5 INCOME FROM CHURCH ACTIVITIES					
Flower Guild income	-	772	-	772	336
Income from Social events	364	-	-	364	76
Parish Magazine advertising	4,335	-	-	4,335	4,482
Fees for Weddings & Funerals	7,891	-	-	7,891	5,573
	<u>12,590</u>	<u>772</u>	<u>-</u>	<u>13,362</u>	<u>10,467</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

	Unrestricted Funds		Restricted Funds	TOTAL 2018	TOTAL 2017
	General	Designated			
	£	£	£	£	£
6 COSTS OF CHURCH ACTIVITIES					
Missionary and Charitable giving (also see note 7)					
Missionary societies	4,055	-	-	4,055	3,997
Relief and development agencies	3,695	-	694	4,389	7,811
Home missions	4,450	-	1,246	5,696	4,170
	<u>12,200</u>	<u>-</u>	<u>1,940</u>	<u>14,140</u>	<u>15,978</u>
Parish share	<u>105,370</u>	<u>-</u>	<u>-</u>	<u>105,370</u>	<u>104,765</u>
Fabric and running costs:					
Church running costs	6,069	-	-	6,069	5,794
Church maintenance	3,547	-	-	3,547	2,593
Depreciation of fixed assets	-	1,112	-	1,112	1,331
Organ/piano tuning & maint.	1,138	-	-	1,138	1,070
Grounds upkeep	50	-	-	50	8,379
Hall running costs	3,369	-	-	3,369	3,814
Hall maintenance	2,749	-	-	2,749	2,482
Linwood Road property upkeep	587	-	-	587	395
Upkeep of services	2,274	-	-	2,274	2,245
Parish Office Admin Costs	4,667	-	-	4,667	4,913
	<u>24,450</u>	<u>1,112</u>	<u>-</u>	<u>25,562</u>	<u>33,016</u>
Mission & Education					
Parish magazine	5,183	-	-	5,183	5,154
Education	888	-	-	888	1,371
	<u>6,071</u>	<u>-</u>	<u>-</u>	<u>6,071</u>	<u>6,525</u>
Staff Costs					
Working expenses of incumbent	104	-	-	104	686
Assistant staff expenses	87	-	-	87	40
Wages and salaries	23,522	-	-	23,522	22,420
Social security costs	796	-	-	796	721
	<u>24,509</u>	<u>-</u>	<u>-</u>	<u>24,509</u>	<u>23,867</u>
Other costs					
Flower Guild expenditure	-	885	-	885	224
Promotional and communications	275	-	-	275	935
Sundry expenses	2,292	-	-	2,292	1,579
Wedding & funeral fees to Diocese	3,365	-	-	3,365	2,543
Vacancy costs	934	-	-	934	-
Development of new parish centre	-	30,700	-	30,700	10,118
	<u>6,866</u>	<u>31,585</u>	<u>-</u>	<u>38,451</u>	<u>15,399</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
2018 (continued)**

7 MISSIONARY AND CHARITABLE GIVING

	2018	2017
	£	£
The missionary and charitable giving is made up of the following donations		
Missionary societies		
Embrace the Middle East	3,660	3,997
Mothers' Union	395	-
Relief and development agencies		
Bishops Harvest Appeal	569	553
St Albans & District Food Bank	3,175	2,551
Christian Aid	-	3,750
Mary's Meals	-	319
Azalea	395	319
Harpenden Connect	-	319
Mildmay	250	-
Home missions		
Crisis (collections from Christmas services)	1,246	1,300
Church Urban Fund	-	2,551
The 267 Project	-	319
Mencap	3,050	-
Harpenden Citizens Advice Bureau	1,400	-
	<u>14,140</u>	<u>15,978</u>

8 TANGIBLE FIXED ASSETS

	Linwood Road property	Church Hall	TOTAL	
	£	£	£	£
Actual/ deemed cost:			2018	2017
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>	<u>112,187</u>
Depreciation:				
Brought forward at 1 January	-	(47,187)	(47,187)	(45,856)
Charge for year	-	(1,112)	(1,112)	(1,331)
Carried forward 31 December	<u>-</u>	<u>(48,299)</u>	<u>(48,299)</u>	<u>(47,187)</u>
Carrying value at 31 December	<u>63,888</u>	<u>-</u>	<u>63,888</u>	<u>65,000</u>

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

9 DEBTORS

	2018	2017
	£	£
Gift Aid Tax recoverable	5,880	11,759
Prepayments and accrued income	6,881	3,710
Other debtors	30	364
	<u>12,791</u>	<u>15,833</u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER
2018 (continued)**

	2018	2017
	£	£
10 CREDITORS		
Outside giving	10,550	14,055
Accruals and deferred income	8,681	4,517
Other creditors	492	1,205
	<u>19,723</u>	<u>19,777</u>
11 GENERAL FUNDS		
Brought forward at 1 January	26,020	51,416
Transfer from Legacy fund	55,000	-
Other movements in general funds	(19,484)	(25,396)
Carried forward at 31 December	<u>61,536</u>	<u>26,020</u>
12 DESIGNATED FUNDS		
The PCC operates seven Designated Funds:	£	£
Parish Centre	19,990	-
Organ - Reserve to fund future organ repairs	20,168	19,249
Legacies - Legacies received and spent	39,906	142,906
Flower Guild	413	526
St John's Players	700	700
Fabric reserve	23,752	23,752
Church Hall	-	1,112
Linwood Road property	63,888	63,888
	<u>168,817</u>	<u>252,133</u>

The movements on the Designated Funds during 2018 were as follows:

	Parish Centre £	Organ £	Legacies £	Flower Guild £	St Johns Players £
Brought forward at 1 January 2018	-	19,249	142,906	526	700
Income	690	919	2,000	772	-
Depreciation	-	-	-	-	-
Expenditure	(30,700)	-	-	(885)	-
	<u>(30,010)</u>	<u>20,168</u>	<u>144,906</u>	<u>413</u>	<u>700</u>
Transfers between funds	50,000	-	(105,000)	-	-
Carried forward at 31 December 2018	<u>19,990</u>	<u>20,168</u>	<u>39,906</u>	<u>413</u>	<u>700</u>
		Fabric £	Hall £	Linwood Road property £	TOTAL 2017 £
Brought forward at 1 January 2018		23,752	1,112	63,888	252,133
Income		-	-	-	4,381
Depreciation		-	(1,112)	-	(1,112)
Expenditure		-	-	-	(31,585)
		<u>23,752</u>	<u>-</u>	<u>63,888</u>	<u>223,817</u>
Transfers between funds		-	-	-	(55,000)
Carried forward at 31 December 2018		<u>23,752</u>	<u>-</u>	<u>63,888</u>	<u>168,817</u>

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.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER
2018 (continued)**

12 DESIGNATED FUNDS (continued)

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

	Organ	Legacies	Flower Guild	St Johns Players
	£	£	£	£
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 2017	<u>19,249</u>	<u>142,906</u>	<u>526</u>	<u>700</u>

	Fabric	Hall	Linwood Rd property	TOTAL 2016
	£	£	£	£
Brought forward at 1 January 2017	23,752	2,443	63,888	168,179
Income	-	-	-	85,509
Depreciation	-	(1,331)	-	(1,331)
Expenditure	-	-	-	(224)
	<u>23,752</u>	<u>1,112</u>	<u>63,888</u>	<u>252,133</u>
Transfers between funds	-	-	-	-
Carried forward at 31 December 2017	<u>23,752</u>	<u>1,112</u>	<u>63,888</u>	<u>252,133</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018 (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:

	2018	2017
	£	£
Choir Fund	3,671	3,671
Education Fund	1,000	1,000
	<u>4,671</u>	<u>4,671</u>

The movements on the Restricted Funds during 2018 were as follows:

	Education Fund	Choir Fund	Charity	TOTAL 2018
	£	£	£	£
Brought forward at 1 January 2018	1,000	3,671	-	4,671
Voluntary Income	-	-	1,940	1,940
Legacy	-	-	-	-
Expenditure	-	-	(1,940)	(1,940)
Carried forward at 31 December 2018	<u>1,000</u>	<u>3,671</u>	<u>-</u>	<u>4,671</u>

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

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

14 PAYMENTS TO TRUSTEES

Members of the Ministry Team who were also members of the PCC were reimbursed working expenses, relating primarily to travel expenses, totalling £191 (2017 £726).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

**15 STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017**

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

REPORT ON SAFEGUARDING

ST. JOHN THE BAPTIST CHURCH, HARPENDEN

prepared for the APCM 7th April 2019

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 (2017), 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', 4th Edition, 2010, Church House Publishing.

A Policy for the Safe Use of Images, devised and passed in 2018 in accordance with Diocesan advice, is in place too.

The Safeguarding Lead regularly checks the diocesan newsletters and website for any relevant updates in this area.

All policies and relevant documents are available as hard copy in the blue file in the entrance hall.

Disclosure and Barring Checks

St John's subscribes to the 'Thirty-one eight agency' for DBS checks, which is recommended by the diocese. This was known as CCPAS, which changed its name recently to reflect "*God's call to 'speak out on behalf of the voiceless, and for the rights of all who are vulnerable' as described in Proverbs 31:8*".

All checks are completed online, and identification documents checked by the Safeguarding Lead. Usually a check lasts for five years. There is a system to remind those with out of date checks to renew, if necessary. 25 DBS checks were made since the last APCM.

Safeguarding in practice

There has been one incident related to lone working, referred to the Diocese.

The current focus is upon safe working practices, record-keeping, risk –assessments, and ensuring everyone is aware of safeguarding procedures.

Guidelines for keeping safe when working alone on church premises are now displayed in prominent places, and those to whom it regularly applies have been given a copy of these.

At Junior Church, systems are kept under review. Carol Cooke, the Deputy Safeguarding Lead, oversees the procedures in practice through her occasional presence at Junior Church.

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

There is now also a duty upon the PCC to ensure reporting of any 'serious incidents' not only to the diocese, social services, police etc, but also to the Charity Commission, as the church is a registered charity.

Training

The PCC has undertaken the first stage of the online training in safeguarding. The Lead has completed the second level training, and also the C2 face-to-face training, as recommended by the Diocese. Three members of the Junior Church Team undertook the online safeguarding training to enhance their awareness.

However, despite the many measures taken, we cannot be complacent and not only will we formally review our policy and procedures at the next PCC meeting, but also recognise that this area permeates all of our activities.

To reiterate, hard copies of our policies and procedures are in a blue file in the entrance and there is a dedicated area on the website too. If you have any questions or queries, please contact:

Jane Donati

Safeguarding Lead

Carol Cooke

Safeguarding Deputy.