

**The United Benefice of  
Lichfield: Saint Michael and Saint Mary  
Wall: Saint John**

The Parochial Church Council of the Ecclesiastical Parish  
of Lichfield, St Michael and St Mary  
Registered Charity Number 1139017

**ANNUAL REPORT  
and  
FINANCIAL STATEMENTS  
of the  
PAROCHIAL CHURCH COUNCIL  
for the year ended 31st December 2018**

**Our Vision:**

With God's help, we seek to:

- worship joyfully and spiritually;
- share the knowledge and love of God with each other and in the wider community;
- encourage a sense of belonging to an all age Christian fellowship;
- welcome people to a peaceful and versatile church.

*Visioning Conversations 2011*

**Our Core Purpose:**

As God's worshipping family,  
sharing Christian faith,  
hope and love with others.

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**A. Annual Meeting of the People 2019 on Sunday 28<sup>th</sup> April at 11:30am**

1. Opening Prayer [**Mel Clark**]
2. Apologies
3. Minutes of the Meeting on April 22<sup>nd</sup>, 2018
4. Appointment of Scrutineers
5. Appointment of 2 Churchwardens for the year 2019 - 2020
6. Meeting Closed

**B. Annual Parochial Church Meeting on Sunday 28<sup>th</sup> April immediately after the Annual Meeting of the People at 11:30am**

1. Apologies
2. Minutes of previous meeting: 22<sup>nd</sup> April 2018
3. Matters Arising from minutes of 22<sup>nd</sup> April 2018
4. To receive Statutory Annual Reports:
  - a) On the Electoral Roll
  - b) On the Proceedings of the PCC and General Parish Activities
  - c) On the Fabric, Goods, and Ornaments of the Church
  - d) On the Financial Statements and Budget
  - e) On the Proceedings of the Deanery Synod
5. Elections to PCC
  - a) PCC farewells
  - b) Election of 1 Deanery Synod representative to serve until 2020
  - c) Election of five (5) members of PCC to serve until 2022
  - d) If person elected in b) is already a member of PCC it may be necessary to elect an additional person to PCC until the expiry of their term.
6. Appointment of Sidespersons
7. Appointment of Independent Examiners
8. To consider any matters of parochial or general church interest
9. Votes of thanks
10. Closing Prayer [**Mel Clark**]

## **C. Minutes of Annual Meeting of Parishioners 2018**

**Date of Meeting:** Sunday 22<sup>nd</sup> April 2018 at 11:30

**Present:** 52 members were present

**Apologies:** 3 apologies were recorded

**Chair:** Venerable Simon Baker (Rector)

1. Jeyan opened the meeting with prayer
2. Apologies were recorded and received from 3 parishioners
3. Minutes of the meeting on 25<sup>th</sup> April 2017 were agreed [proposed: Ted Green, seconded: Linda Collins]
4. There was no need for any scrutineers
- 5. Nominations for posts of Churchwarden**

Two nominations had been received before the meeting

Lyn Shiel

Sue Jones

It was the wish of the meeting that Lyn and Sue were appointed Churchwardens for the year 2018 – 2019.

Simon thanked Sue and Lyn for their services of the past year and the warm friendly welcome that they give to all who enter the Church. He also thanked them for standing again for 2018 – 2019.

Simon pointed out that the Church rules mean that this will be Lyn's last year as a Churchwarden as she has to retire after 6 years' service. Therefore, at the next APCM in 2019 we shall need at least one new person to be Churchwarden.

There been no further business Simon closed the meeting at 11:36

## **D. Minutes of the Annual Parochial Church Meeting 22<sup>nd</sup> April 2018**

**Present:** 52 members were present

**Apologies:** 3 apologies were recorded

**Chair:** Venerable Simon Baker (Rector)

1. **Apologies** from 3 members were received
2. The **minutes** of the previous APCM on 25th April 2017 were approved [proposed: Sue Jones, seconded: David Shiel]
3. **Matters arising** from the minutes.
4. The **statutory reports** below were received [proposed: JA, seconded: AT ]
  - a) On the Electoral Roll
  - b) On the Proceedings of the PCC and General Parish Activities
  - c) On the Fabric, Goods, and Ornaments of the Church
  - d) Audited Financial Statements and Budget
  - e) On the Proceedings of the Deanery Synod

### *Comments were made as follows:*

Next year there will be a new electoral roll. The data collected will be in line with the new GDPR (General Data Protection Regulations).

Safeguarding training is currently underway for all necessary personnel. Our current Churchwardens have DBS checks.

The covenant has now been removed from the title deeds for the Church Hall at the Land Registry. This means that the land can now be sold. The PCC is extremely grateful for the work of Richard Brooks in securing this removal.

The new hall will need to be connected to the Church. This is to comply with ecclesiastical law. The PCC cannot finalise any plans for the new hall, until we know exactly how much will be raised from the sale of the existing hall. Heritage lottery are changing their rules regarding grant applications too.

Thanks, were expressed to David Easton, Ray Allen, Alan and Michael Toplis for all their work in enabling the Churchyard to look so magnificent.

Thanks, were expressed to Mike Godfrey for his stewardship of our electoral roll.

The accounts have been independently examined and approved. The largest amounts of expenditure were for our parish share, repairs to the Church, the installation of broadband at the Church, the new

toilets and the prayer corner. Any major expenditure that is planned will have to be fully funded as the reserves have now been used.

The general fund was overspent by £800 in 2017.

The Rector thanked Viv for all her work and for keeping a close eye on the accounts. Good stewardship has enabled PCC to do all the work that the congregation sees. We should be immensely grateful to Viv and her team of helpers.

## **5. Elections to the PCC**

a) Kay Martin was thanked for her 6 years service to the PCC and would be sadly missed.

b) Ray Allen, Richard Brooks, June Frayn, Mike Jones and Alison Staines were elected to the PCC until 30<sup>th</sup> April 2021 unopposed.

6. The current list of Sidespersons was approved

7. The **independent examiners** were appointed as follows: Keith Brown, for the General Fund, was reappointed for the year 2018 – 2019 [proposed: Viv Oliver, seconded: Alan Toplis]. It was agreed that Mike Godfrey will audit the PCC fees account [proposed: Pat Toplis, seconded: Jeyan Anketell].

## **8. Other matters of General Interest.**

A query was raised regarding ownership of the playing fields near the Church. The owners are Staffordshire County Council. At present they are not interested in selling the piece of land.

9. **Vote of Thanks.** The Rector thanked the many people who have contributed to the work of the Church. Everyone contributes and he was most grateful.

Special thanks were given to all the members of the PCC, also to those who enable the services to run smoothly on a Sunday.

10. Jeyan concluded the meeting with prayer and the grace was said by everyone.

The Rector closed the meeting at 12:13.

## **E. Administrative Information**

Saint Michael is a parish with one centre of worship, the Parish Church.

Saint Michael on Greenhill  
Church Street  
Lichfield  
Staffordshire  
WS13 6ED

It is part of the Diocese of Lichfield and is situated in the Deanery of Lichfield.

The correspondence address is:

The United Benefice Office  
St Michael's Church  
Church Street  
Lichfield  
Staffordshire  
WS13 6ED

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

During the year the following served as members of the PCC:

### *Incumbent*

The Venerable Simon Baker    Chairperson

### *Ministers:*

Revd. Linda Collins	Associate Minister
Revd Mel Clark	Curate (started 01/07/2018)
Revd. Denise Youngs	Non Stipendiary Minister (retired 5/2/18)
Revd. Ruth Bull	Non Stipendiary Minister
Lesley Allen	Reader
Trevor James	Reader
Alan Toplis	Reader
Phil Clayton	Reader
Peter Salt	Reader

### *Churchwardens:*

Lyn Shiel  
Sue Jones

### *Deanery Synod Reps:*

Edward Green  
Steven Oliver  
Brenda Liptrot

### *Elected Members*

David Athersmith  
Mike Sheridan Jones (until 24/07/2018)  
Maureen Brand  
Richard Brooks  
David Easton  
June Frayn  
Mike Godfrey  
Joe Sneddon  
Alison Staines  
Kay Martin (until 30/4/2018)  
Ray Allen  
Elizabeth Clarke  
Anne Lingwood  
Kath Bird  
Mike Jones (from 01/05/2018)  
Viv Oliver Honorary Treasurer  
Phil Clayton Hon Secretary to PCC

### *Sidespersons*

Lynn and David Edge  
Judy and Mike Godfrey  
Caroline and Ted Green  
Viv and Stephen Oliver  
Joan and Ken Sharman  
Barbara Homewood  
Sue and Mike Jones  
Ray Allen  
Pat Toplis  
David Bull  
Brenda Liptrot  
David Rock  
Margaret Freat  
Lyn and David Shiel  
Richard Keay

## **F. Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The appointment of members is governed by and set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. Members of the current Parochial Church Council and Ministry Team, guided by the Holy Spirit, proactively seek to draw church members into participation in all aspects of church life and governance. We strive to foster fully participating and inclusive congregations across the various services and activities.

## **G. Objectives and Activities**

St Michael and St Mary's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, The Venerable Simon Baker, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St Michael on Greenhill. During 2018 Saint Michael's has been engaged in mission and ministry guided by the current Mission Action Plan (MAP). Copies of the MAP are available to all members of the church. The MAP is reviewed and revised annually.

The PCC sees the core purpose of worship in the following terms:

As God's worshipping family,  
sharing Christian faith,  
hope and love with others.

## **H. Public Benefit**

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The trustees believe that by promoting the work of the Church of England in the Ecclesiastical Parish of Lichfield: Saint Michael and Saint Mary it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers.

Promoting Christian values, and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

## **I. SAFEGUARDING STATEMENT**

The PCC has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Safeguarding is a standard item on all meeting agendas. It is a subject matter that is taken very seriously by the PCC and appropriate strategies are decided upon to ensure we are fully compliant with best practice and guidance.

## **J. STATUTORY REPORTS**

### **1. Electoral Roll Report**

At the end of 2018 there were 174 people on the Electoral Roll. Under Church Representation Rules it is being renewed in 2019 and at the time of writing the new Electoral Roll contains 149 names of which 20 are resident outside the parish.

The process of receiving applications is ongoing so that those people who satisfy the criteria for enrolment can be included.

### **2. PCC Report**

The Parochial Church Council held six regular meetings during the year. It also held a special meeting in January to approve a grant application for the churchyard. Meetings are well attended by PCC members. The Annual Parochial Church Meeting in April, attended by over 50 parishioners provided an opportunity to discuss future developments.

### **Mission**

**Streethay.** PCC have followed the progress of the developments. In particular, the rapid occupancy of the homes. We sadly learnt that the diocese application to run the new primary school had been unsuccessful although it did make the final three.

Welcome packs to the parish were distributed to new residents of our parish. These events were very successful as it initiated conversation with many individuals.

PCC learnt the diocese had received the keys to a new Miller home on the estate. This would be a home for our new Curate, Mel, and her family.

A BBQ was planned for the end of August to welcome new families to the development and it was an opportunity for families to meet at a social event. PCC noted how successful this event was and decided to hold a carol service on the estate. Permission was sought from the developer for a suitable location and joint planning with Streethay Parish Council (not to be confused with the ecclesiastical parish of St Michael and St Mary) took place.

**Parish Boundary.** PCC examined maps of our parish boundary as there are several new housing developments in the parish. It was noted that our boundary currently includes some areas that may sit better with some of the parishes that border our parish, especially when considering the way that access would be planned. It was therefore agreed to hold some preliminary discussions with our neighbouring parishes about the District Council plans for new housing estates.

## **Ministry**

Throughout the year PCC have received reports from various groups including the Pastoral Visiting Team and Prayer Group.

In February we learnt that Mel Clark had been appointed as a Curate to the benefice. PCC welcomed this appointment and looked forward to working with Mel when she joined the benefice in June.

PCC also recommended to support our Readers, who are over 70, for relicensing for the coming year.

Safeguarding is discussed at all our PCC meetings. Our safeguarding officer, Maureen Brand, has been recognised for the excellent work that she does in keeping PCC up to date on all safeguarding matters including the necessary training and DBS checks.

Plans for the event 'Thy Kingdom Come' were shared and agreed. This involved having special services during the period from Ascension Day to Pentecost. Our hospitality team would put on breakfast and refreshments at the services. An evaluation of the event was that it was very successful with a good number in the congregation each morning.

At the November meeting PCC learned of the intention of Linda to retire from ministry with effect from 31<sup>st</sup> March 2019. PCC were sad to learn of Linda's departure and would wish her well for the future. This raised several questions about how the parish would be ministered to following her departure and the current arrangements for the provision of a full time equivalent of 1 minister. Simon agreed to speak to +Michael and +Clive about the vacancy. (We now know that Simon will become full time Rector on 1<sup>st</sup> June 2019 and will retire from his post as Archdeacon at this time).

## **Resources**

**Church Building.** PCC heard that emergency repairs were needed to the Church roof. It was noted that work would be required on the roof throughout the year. Some of this work would not be able to be reclaimed from our insurers as it was due to fair wear and tear and not as a result of an insurable event.

**Hall.** At the February meeting of PCC plans were put in place to start the application process for outline planning permission as all legal obstacles had now been removed.

Later in the year work commenced on finding an agent to manage all aspects of the sale of the Church Hall site. When the outline planning permission was granted PCC agreed to appoint Laura Mynott, a very experienced solicitor in selling land associated with Churches, to conduct the sale. A selling pack was to be prepared and adverts will be appropriately placed.

The Church Hall was completely closed on 31<sup>st</sup> October and all keys were to be returned to the Parish Office. A lot of sorting out would be necessary to completely empty the building.

Richard Brooks and Alan Toplis were thanked for all their work in preparing the site for sale. It is now hoped that the sale would realise over £475,000. Offers would be sought on this basis.

**Finance.** The finance situation is always mentioned at PCC. In the early part of the year the budget is set for the year and the predicted outturn is presented. The church accounts for 2017 were approved.

PCC evaluate finance expenditure at key points throughout the year. These are usually 25%, 50% and 75% in addition to the whole year accounts.

The early indications of the accounts for 2017 showed an increase in the amount of giving to the Church. This was most welcome. The provisional outturn figure was a deficit of £5,000. This is explained by some one-off items of expenditure that were needed for the movement of the office to St Michael's and the provision of a broadband service and Wi-Fi. Later in the year it was noted that with all adjustments made for accruals and prepayments our actual deficit was only £800.

Part way through the year Viv reported that repairs to the Church roof had to be made and would cost £10,000. This amount had not been budgeted for and would have to come from reserves. This now meant that our reserves are very much depleted, and that future spending would now need to be raised before expenditure could be agreed.

The PCC learnt that our Church has been chosen to take part in a trial of having a contactless terminal to receive donations to the Church. The terminal would be provided free for 3 months and the money raised would be paid regularly to the parish. Gift aid would be claimable on any money received via the terminal. It was agreed that the terminal would be available for weddings, funerals and special services.

October is the month when PCC ask the congregation to look at its giving to the Church. Simon spoke on this subject at some of the services later in October. Trevor communicated about the talent scheme which is where the Church community helps each other out in providing services such as a taxi to the airport. The recipient of the service donates to the Church in lieu of the service received. The finance group were asked to look at possible ways of funding future repairs to the Church roof.

Giving at Church services, especially funerals, was discussed in detail and a clear policy was established. The new policy means that a different coloured envelope would be provided for our charity Sundays

and special services. Money loose on the plate and in the blue envelopes would be for the parish. At funerals money on the plate would be for the parish and money donated in special boxes provided by a funeral director for another charity would continue to be in the memory of the deceased. Ministers were asked to make an announcement at an appropriate time in each service.

**Churchyard.** Ray Allen was applauded for all his hard work in successfully applying for a grant of £10,000 to carry out some important work in our churchyard. The grant enables 10 mini projects to be completed. For example, a new shed, a new compost area, an interpretation board, various survey projects and a new meadow area.

The churchyard working party has had several sessions carrying out activity in the churchyard together with the community payback team. Michael Toplis has undertaken several pieces of specialised work to make the churchyard more accessible and visible. PCC is immensely grateful for all the work that has been completed.

It was also agreed to look at ways of increasing the number of car parking spaces. Various possibilities have been identified. The most feasible solution would be to use some of the grass area on the left as you drive up the drive from Church Street. As this is new work a faculty will be required and therefore detailed specifications would be necessary. The area identified would create an additional 10 spaces. Some cars already park in this area. The proposal would put a special type of base that would enable the grass to grow through it.

**Health and Safety.** A fire extinguisher report has been completed and it was suggested that extinguishers were put in special trays so they can easily be identified.

Questions were asked about putting a lid on the steps to the old boiler as this was attracting some undesirable behaviours. Trevor James was asked to speak to a man who attends his property as to the possibility of this happening. David Edge was also to be consulted.

With the Church now being used regularly for a range of activities risk assessments now need to take place for the differing types of events that take place. This included details of who will be responsible should an emergency occur and how to evacuate the building. Richard Brooks explained the ways that this will be done, and he has identified several key personnel that will need to be trained.

## **Other Matters**

Quotations were received from a variety of suppliers for the provision of a new sound system. A preferred system was identified, and fundraising would continue. Partway through the year the sound system was installed. At the end of the year PCC received a grant of £4,000 towards the cost of the sound and visual proposal and this meant that work on the visual part of the project could commence. A faculty for the screen would now be applied for. It was hoped that this work would be carried out in early 2019.

PCC also received quotations for the provision of some heating in the two vestries. PCC agreed for this work to go ahead.

The new general data protection regulations (GDPR) were discussed on several occasions as the act requires enhanced protection of personal information that is used in the parish. A detailed audit was prepared and agreed action by various PCC members was put into place.

Planning for the Patronal Festival is started early in the year. It was agreed to continue with the same format that was used for the 2017 festival as it was deemed to be very successful. Simon was asked to organise a visiting speaker for the 11am service on the Sunday. In addition to the Sunday of our patronal weekend Church would be open on the Saturday for coffee and a concert would take place in the evening by the Needwood singers and our own Girls' Choir.

Your PCC agreed to place a sign on the gate to the drive to indicate that there were commonwealth war graves in the Churchyard. The appropriate permission would be sought from the Chancellor as Simon could not give this permission for his own parish.

Several applications for grave reservations were received during the year and these were supported. The last application for faculty resulted in some additional questions from the Chancellor. These pertained to the amount of space that was left in the churchyard for burials. The Chancellor is concerned that the number of plots remaining is very low and, at the present rate of burials, would mean that the churchyard would become full in a short period of time. PCC took note of the Chancellors observations.

At various points throughout the year the work of our music department was reported. PCC agreed to support the trip to Venice and the trip to Camas. PCC recognised the work of our music leaders and the work that they do to support the development of our youth in this area.

Linda talked to PCC about becoming an accredited 'Inclusive Church'. There was broad agreement that we as a congregation are very inclusive because of our policies on hospitality and welcoming. However, there was still more that we can do. It was very much seen as an ongoing project. There are 6 areas of inclusivity. Mental health, disability, race, gender, sexuality and economic power. It was agreed to set up a leadership group to work out how to engage with the congregation on this important aspect.

The PCC works with the Rector to promote the Christian faith within the ecclesiastical parish of St Michael and St Mary. Your PCC is very grateful for grants received from both St Michael's Trust towards repairs and upkeep of our place of worship.

Thus, ministry, finance, property, and mission are responsibilities that overlap, and underfunding is likely to have a negative effect not just on buildings but also on growth and the growth of God's Kingdom is, in the end, what PCC is about.

The PCC is a decision-making body with considerable responsibilities; its members feel privileged to serve God in this way and commend their work to parishioners for their prayer.

***Phil Clayton  
Honorary Secretary to PCC***

### **3. Churchwardens Report – Our Worship Centres (Fabric, Goods and Ornaments)**

We are very pleased with the installation of our new Sound System which has enhanced our services and the various concerts that have taken place throughout the year. We have received positive comments from our congregation and also members of the wider community.

Considerable repairs and maintenance to the Church roof have taken place due to storm damage whilst also ensuring that the gutters are free from a build-up of debris.

The office and choir vestry have benefitted from new wall-mounted heaters to improve the temperature which also helps to maintain our electrical equipment.

The log book and inventories have been updated and signed.

*Sue Jones and Lyn Shiel*  
*Churchwardens*

### **4. Finance Review (Treasurer's Report)**

In accordance with the Church Accounting Regulations 2006, the accounts have been prepared on an accruals basis. This has the effect of transferring income and expenditure from the period in which payment was effected to when the expense was incurred or income earned.

In 2018 we continued to make progress in making the church a welcoming and inclusive environment by replacing the old sound system with a new reliable version capable of being integrated with a video system in due course. With the assistance of lottery fund grants we were able to pay for new compost bins in the churchyard.

#### **General Fund**

The general fund represents the church's day to day housekeeping activities as opposed to special project funds and is the recipient of day to day giving. In 2018 Regular Gift Aided giving declined by approximately £3,400 having a consequent impact on the value of tax recovery, down £907 from the previous year. However, ad hoc giving, both cash and gift aided and pledges remained broadly similar to 2017. In the second half of the year the church acquired a contactless payment terminal which generated £180 in that period. Magazine subscriptions and advertising

taken together were consistent with 2017 at £2683. Fee income fell by £1545 compared with 2017 reflecting a reduction in the number of church weddings and funerals. Fundraising for the general fund was not a priority in 2018 but a number of concerts held in the year netted £571. These factors, taken together, led to an overall drop in general fund income of nearly £10,000 compared with 2017.

As far as costs were concerned, the main expenditure was on the parish share which was paid in full -£63,561. Other significant costs included further roof repairs totalling £7,990 – these related to general wear and tear and so did not lead to an insurance claim. Utility costs showed a small increase from £3,635 to £4,089. The increase in depreciation costs derives from the final write off of some obsolete equipment. Overall expenditure in 2018 was £2,567 down on 2017 reflecting the extraordinary costs in the earlier period.

At the end of 2018 the General Fund produced a significant deficit of £8192 following on from the small deficit in 2017 (£800). This is mainly attributable to the reduction income though higher than budgeted repair costs contributed.

Charitable collections over the year were as follows: Embrace the Middle East £118; Wateraid £237 (Harvest); Angel tree £194 (Advent Carol); the Church Army £223; the Children's Society £663; (Christingle); St Giles Hospice £156(All Souls); Pathway Project £216, and USPG £270. In addition £85 was paid to Christian Aid in respect of Christmas carol singing.

### **Capital Funds**

*Capital Fund* In 2018 the general fund benefitted from a legacy from the late Dorothy Grant £500 and a Listed Places of Worship VAT grant in respect of 2017 works amounting to £4,621.

*Capital Sound Fund.* In 2018 donations totalling £7,203 including tax recovered were received for the Capital Sound Fund. Lichfield Diocese made a grant of £4000 and the sale of Easter chicks raised £187. With this income a new sound system was installed at the cost of £8,724. The balance of funds will be used towards the purchase of new video system in 2019.

### **St Mary's Fabric Fund**

In 2018 the PCC made a grant of £ 1,380.00 to The Guild of St Mary's Centre in respect of deep cleaning of the basement and bell tower.

## **Church Hall Fund**

The Film and Tuesday clubs, though primarily social activities, netted £1249 towards ongoing hall running costs – once the hall is sold any balance will be transferred to the general fund where these activities migrated during 2018. Running costs amounted to £1,502, principally insurance and utilities.

The Hall Development fund incurred £3780 on valuation, land survey, architect and planning permission fees.

## **Churchyard Fund**

The PCC received a grant of £2,380 from Lichfield City Council towards the costs of maintaining the open churchyard and £3628 in fee income. £246 was received including tax recovered for the replacement of some of the crab apple trees lining the main footpath in the old churchyard and £250 towards the installation of a tap in the new churchyard. Grants were received from the lottery fund £10,000 towards development of the closed churchyard including clearance of undergrowth and installation of a wildflower meadow and £1,500 from the Staffordshire Community Fund towards the cost of the replacement of the compost bins. Considerable clearance work was undertaken by Michael Toplis and by the Payback team during the year. The new compost bins were installed at a cost of £2,223.

## **Investments**

The value of restricted funds held in the CBF share account decreased by £884 to £58,031 in 2018. Dividends of £1,953 benefitted the restricted Churchyard, Curate and St Mary's Fabric restricted funds.

## **Youth Outings 2018**

The Grand Raffle and Strawberry tea held to support the August Camas trip raised £729. In addition to parental contributions Camas received grants from Lichfield City Council (£150) and St Jude's Trust (£250) and donations amounting £216 including tax recovery.

Accumulated surpluses from the Organist budget totalling £5,000 helped support the 2018 Girls' Choir Trip to Venice.

Finally, I should like once again to thank all those who contribute to the management of church finances: the counting teams, Pat Toplis as Fees Treasurer and David Athersmith as Stewardship Recorder and all the members of the Finance & Planning Committee.

*Viv Oliver  
Honorary Treasurer*

# Draft Accounts

## St Michael & St Mary PCC

### Balance Sheet detailed

	As at 31/12/2018	As at 31/12/2017
<b>Fixed assets</b>		
FA0002: Office Furniture	40	40
FA0005: OHP & Small Screen	10	10
FA0006: Large Screen	10	10
FA0007: Church Phone	—	10
FA0008: Sound System	—	10
FA0009: Church Fire Extingui	10	10
FA0010: Elec Keyboard	—	1
FA0011: Hall Fire Ext	10	10
FA0013: Hall Curtains	—	10
FA0014: Church Hoover	—	—
FA0015: Hall boiler	—	—
FA0017: Data projector	10	10
FA0018: answerphone/fax	—	—
FA0019: Office Computer	—	10
FA0020: Church Notice Board	10	10
FA0021: Pew Runners St Michaels	10	636
FA0022: St Marys Sound System	—	1,056
FA0023: New Hymn Books	—	—
FA0024: Church door noticeboard	864	1,008
FA0025: Churchyard Noticeboards	1,499	1,714
FA0026: Digital Piano	300	400
FA0027: Sound System - Hilltop Audiovisual	8,178	—
FA0028: Churchyard compost bins	2,223	—
FA0050: Hall Building	0	0
FA0100: C/Y Parish'nr	8,720	8,853
FA0101: C/Y George	—	—
FA0102: C/Y Hill	4,354	4,420
FA0110: Curate Whisson	1,792	1,820
FA0111: Curate Bamard	20,089	20,395
FA0112: Curate Q&R	2,455	2,492
FA0113: Land at St Michael's Road	69,516	69,516
FA0114: 5% Treasury Stock 2025	2,596	2,596
FA0150: St Mary Cresswell	18,022	18,296
FA0151: St Mary Smith	2,600	2,640
FA120: CY parish CBF shares	0	0
<b>Total Fixed assets</b>	<b>143,317</b>	<b>135,981</b>

	As at 31/12/2018	As at 31/12/2017
<b>Current assets</b>		
CA0001: Lloyds-TSB (PCC)	23,698	44,315
CA0002: LloydsTSB-(Hall)	—	—
CA0005: LloydsTSB-(C/yard)	—	—
CA0006: LloydsTSB-(Curate)	—	—
CA0007: LloydsTSB-(Fees)	868	4,009
CA0008: Dec Scheme (Rectory)	563	250
CA0009: Dec Scheme (Spires)	—	313
CA0010: COIF Deposit Account	34,580	34,424
CA0011: Office Petty Cash	75	75
CA0012: Functions Petty Cash	—	—
CA0013: SMYG Petty Cash	—	—
CA0014: Natwest - St Mary Current	—	—
CA0015: Natwest - St Mary Reserve A/c	—	—
CA0016: CBF St Mary Gen	105,636	103,165
CA0017: CBF St Mary Fabric	3,554	3,536
CA0018: B'ham Midshires St Mary Gen	—	—
CA0019: St Mary Govt Stock	—	—
CA0020: Fair Trade Cash	—	—
CA0030: St Mary's Trust Current Alc	—	—
Z05: Accounts Receivable	6,681	5,538
<b>Total Current assets</b>	<b>175,654</b>	<b>195,625</b>
<b>Liabilities</b>		
Z04: Accounts Payable	2,058	22,556
<b>Total Liabilities</b>	<b>2,058</b>	<b>22,556</b>
<b>Net Asset surplus (deficit)</b>	<b>316,914</b>	<b>309,050</b>
<b>Reserves</b>		
Excess / (deficit) to date	8,747	—
Z01: Starting balances	309,050	304,172
Z02: Gains/(losses) on investment assets	(884)	4,878
<b>Total Reserves</b>	<b>316,914</b>	<b>309,050</b>

Represented by Funds		
Unrestricted	50,018	49,528
Designated	98,232	97,665
Restricted	99,148	92,342
Endowment	69,516	69,516
<b>Total</b>	<b>316,914</b>	<b>309,050</b>

## St Michael & St Mary PCC

### Statement of Financial Activities

For the period from 01 January 2018 to 31 December 2018

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<i>Incoming resources</i>					
Incoming resources from donors	94,038	2,049	—	96,088	103,130
Incoming resources from operating activities/Counc	13,605	35	—	13,641	16,225
Activities for generating funds	3,573	1,021	—	4,594	6,389
Investment Income	676	2,067	—	2,743	2,386
Other Incoming resources	273	8,598	—	8,871	9,911
Other voluntary Incoming resources	1,758	22,901	—	24,659	10,180
<b>Total Income</b>	<b>113,925</b>	<b>36,673</b>	<b>—</b>	<b>150,598</b>	<b>148,223</b>
<i>Resources used</i>					
Costs of generating funds	1,420	20	—	1,440	1,370
Grants payable	—	1,380	—	1,380	2,448
Activities directly relating to the work of the ch	107,736	16,524	—	124,260	171,497
Support costs	102	—	—	102	88
Church management and administration	10,797	3,870	—	14,667	16,676
<b>Total expenditure</b>	<b>120,056</b>	<b>21,794</b>	<b>—</b>	<b>141,851</b>	<b>192,081</b>
<b>Net Income / (expenditure) resources before transfer</b>	<b>(6,131)</b>	<b>14,878</b>	<b>—</b>	<b>8,747</b>	<b>(43,857)</b>
<i>Transfers</i>					
Gross transfers between funds - In	14,253	7,377	—	21,631	32,608
Gross transfers between funds - out	(7,065)	(14,566)	—	(21,631)	(32,608)
<i>Other recognised gains / losses</i>					
Gains / losses on Investment assets	—	(883)	—	(883)	4,877
<b>Net movement in funds</b>	<b>1,057</b>	<b>6,806</b>	<b>—</b>	<b>7,863</b>	<b>(38,979)</b>
<i>Reconciliation of funds</i>					
<b>Total funds brought forward</b>	<b>147,192</b>	<b>92,341</b>	<b>69,516</b>	<b>309,050</b>	<b>348,029</b>
<b>Total funds carried forward</b>	<b>148,250</b>	<b>99,148</b>	<b>69,516</b>	<b>316,914</b>	<b>309,050</b>

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

24 March 2019

## St Michael & St Mary PCC

### Statement of Financial Activities

For the period from 01 January 2018 to 31 December 2018

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b><i>Incoming resources</i></b>						
Incoming resources from donors	89,980	4,058	2,049	—	96,088	103,130
Incoming resources from operating activities/Council	9,893	3,712	35	—	13,641	16,225
Activities for generating funds	1,915	1,557	1,021	—	4,594	6,389
Investment income	173	502	2,067	—	2,743	2,386
Other incoming resources	—	273	8,598	—	8,871	9,911
Other voluntary incoming resources	1,258	500	22,901	—	24,659	10,180
<b>Total income</b>	<b>103,220</b>	<b>10,704</b>	<b>38,678</b>	<b>—</b>	<b>160,698</b>	<b>148,223</b>
<b><i>Resources used</i></b>						
Costs of generating funds	1,012	408	20	—	1,440	1,370
Grants payable	—	—	1,380	—	1,380	2,448
Activities directly relating to the work of the church	99,501	8,235	16,524	—	124,260	171,497
Support costs	102	—	—	—	102	88
Church management and administration	10,797	—	3,870	—	14,667	16,676
<b>Total expenditure</b>	<b>111,412</b>	<b>8,643</b>	<b>21,784</b>	<b>—</b>	<b>141,861</b>	<b>192,081</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(8,192)</b>	<b>2,061</b>	<b>14,878</b>	<b>—</b>	<b>8,747</b>	<b>(43,867)</b>
<b><i>Transfers</i></b>						
Gross transfers between funds - in	11,747	2,506	7,377	—	21,631	32,608
Gross transfers between funds - out	(3,065)	(4,000)	(14,566)	—	(21,631)	(32,608)
<b><i>Other recognised gains / losses</i></b>						
Gains / losses on investment assets	—	—	(883)	—	(883)	4,877
<b>Net movement in funds</b>	<b>489</b>	<b>667</b>	<b>6,808</b>	<b>—</b>	<b>7,963</b>	<b>(38,979)</b>
<b><i>Reconciliation of funds</i></b>						
<b>Total funds brought forward</b>	<b>49,627</b>	<b>87,884</b>	<b>82,841</b>	<b>88,618</b>	<b>309,060</b>	<b>348,029</b>
<b>Total funds carried forward</b>	<b>50,017</b>	<b>88,232</b>	<b>88,148</b>	<b>88,618</b>	<b>319,814</b>	<b>309,060</b>

## St Michaels Church, Lichfield

## PCC Fees Account

2018

Brought Forward		423.99		
<b>INCOME</b>			<b>EXPENSES</b>	
Bellringers	360.00		Cash Fees Float	2,930.00
Burials	3,369.00		LDBF Assigned Fees	3,851.00
Choir	0.00		PCC General Account	8,103.00
Crem Only	1,389.00		Sexton	140.00
Funeral Service	2,712.00		Wall PCC	43.00
Heating	550.00			
Intern Crem Rem	941.00			15,067.00
Faculties	200.00			
Monuments	967.00			
Organist	1,236.00		Carried forward	701.99
Wall banns	43.00			
Sexton	140.00			
Verger	975.00			
Registers	0.00			
Visiting Minister Fee	156.00			
Weddings	2,278.00			
Baptisms	29.00			
		15,345.00		
		<u>£15,768.99</u>		<u>£15,768.99</u>

## St Michaels Church, Lichfield

## PCC Fees Account Cash

2017

Brought Forward		0.00		0.00
<b>INCOME</b>			<b>EXPENSES</b>	
From PCC Fees Account		3,750.00	Verger	1,080.00
			Organist	1,334.00
			Choir	0.00
			Bells	360.00
			Retired Ministers	156.00
			Sexton	0.00
			Cash banked	820.00
			Carried Forward	0.00
		<u>£3,750.00</u>		<u>£3,750.00</u>

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ST MARY LICHFIELD

I report on the Fees Account of the Parochial Church Council of St Michael and St Mary Lichfield ("The PCC") for the year ended 31 December 2018.

To the best of my knowledge and understanding the accounting records and preparation of accounts meet the required criteria.

No matters have come to my attention which are unclear and in need of further explanation.

A handwritten signature in blue ink that reads "M.W.A. Godfrey". The signature is written in a cursive style with a large, stylized initial 'M' and a long, sweeping tail.

M.W.A. Godfrey

19 March 2019

7 Seward Close

Lichfield

Staffordshire

WS14 9DL

## **5. Deanery Synod Report**

This report has been written so that it can be used for the APCMs of St Michael & St Mary Lichfield and St John, Wall. It covers the calendar year of 2018.

Ordained members of the United Benefice Ministry Team are automatically members of Lichfield Deanery Synod. The elected lay representatives for 2018 were:

**St Michael & St Mary:** Ted Green, Brenda Liptrot and Steve Oliver

Revd Linda Collins (Assistant Rural Dean) and Ted Green (Treasurer) are both members of the Deanery Synod Standing & Pastoral Committee.

As usual there were four meetings of Deanery Synod in 2018:

**8 February at St Giles' Church Whittington:** Lindsey Hall, who is the Lichfield Diocesan Director for Vocations, gave a presentation and led a discussion on "**Training Opportunities for Lay People**". Her role is to help and encourage the calling of people to Lay Ministry in their communities, both in vocation and training. She explained that a whole series of opportunities exist for lay people to test their vocations and then train for the work that suits them best.

**7 June at St Peter's Church Hall, Little Aston:** Revd Dave Bishop from Brownhills talked about his experience of using "**Experience Pentecost**" (with material from *You Matter* by Life Words) with 400 Key Stage 2 (age 7-11) pupils from five local schools. He had previously used Life Words programmes about Christmas and Easter, when most of the children knew the stories, but he found that very few had heard of Pentecost or knew anything about it. *Experience Pentecost* involved members of the congregation running six stands with 5-6 children at each stand for about eight minutes.

**17 September at St Anne's Church Chasetown.** There were three presentations:

1. **Introduction to Discipleship** by Revd Linda Collins. Linda spoke about discipleship meaning to "walk with Jesus" and about Chad's example. The Letter of James encourages us to be reformed and to discover our true vocation. She drew attention to the 'Chad Living' short videos on the Diocesan website to help us think about different aspects of discipleship.

2. Lindsey Hall explained about the **Community of St Chad**. Full details, including how to join, can be found at [www.lichfield.anglican.org/community\\_st\\_chad](http://www.lichfield.anglican.org/community_st_chad).

3. Helen Titterton told the meeting about **Places of Welcome** that had started in Birmingham and had spread widely, including in Lichfield (eight venues in the Deanery). Full details can be found on [www.placesofwelcome.org.uk](http://www.placesofwelcome.org.uk).

**20 November at Christ Church Lichfield.** There were two presentations about **Education**:

1. Mrs Julie Smith, Head Teacher of St Chad's Primary School, Lichfield spoke about the work to ensure that the school keeps its **Christian ethos**.

2. Richard Pithers, chair of a multi-academy trust in Wolverhampton, told the meeting how one failing school had now become the hub of a successful **Multi-Academy Trust**. He explained the processes and the hierarchy for setting up and running such a trust. He answered a number of detailed questions that indicated how little many of us know about the subject.

*Ted Green,  
Deanery Synod Representative*

## **PARISH INFORMATION**

The following are a list of groups and activities that are an integral part of our church's daily life.

### *Children and Youth Work*

First Steps	Messy Church
Junior Praise	Camas

### *Our Worshipping Life*

Bellringers	Benefice Prayer Group
Music Department	

### *Church Fellowship*

Mothers' Union	Film Club
Tuesday Club	Walking Group
Sewing Group	Network Church

### *Charitable Work*

Pathway Project	Lichfield Foodbank
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### *Schools*

St Michael's VC Primary School	Scotch Orchard School
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