



THE CHURCH  
OF ENGLAND

DEANERY OF HARROW

DIOCESE OF LONDON

# **S<sup>T</sup> ANDREW'S CHURCH ROXBOURNE**

*Malvern Avenue, Harrow*

[www.standrewsroxbourne.org.uk](http://www.standrewsroxbourne.org.uk)

REGISTERED CHARITY N° 1131727



## **ANNUAL REPORT ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE ACTIVITIES OF THE PARISH GENERALLY**

*and the*

### **FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL**

*for the year ended*

**31<sup>st</sup> DECEMBER 2016**

Approved by the Council at its meeting on  
15<sup>th</sup> March, 2017

ROBERT CROWHURST (Church Warden)

SUSAN M<sup>C</sup>LEOD (Church Warden)

REV<sup>D</sup> LYNDON NORTH (Chairman)

WENDY GODWIN (Hon Treasurer)

JOHN CHAMBERLAIN (Secretary)

# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL 2016

## OUR MISSION: "TO KNOW CHRIST AND BE SENT"

### 1. Prayer, worship, Bible study and Parish Outreach

- 1.1 The main Sunday service continued to be the 9.45am Parish Communion, with a specific healing ministry during the administration of Communion.
- 1.2 The Eucharist was also generally celebrated each week at 8.00am on Sunday and 9.30am on Wednesday, and there was a service of Choral evensong on the 4<sup>th</sup> Sunday of each month from January to July, and on the first Sunday from September onwards. On the first Sunday of December this was replaced by an Advent Carol Service.
- 1.3 Aggregating the attendances at the 8.00am and 9.45am services for each of the four Sundays, the average Sunday attendance in October 2016 was 95 while Easter and Christmas communicants were, respectively, 140 and 197.
- 1.4 Morning Prayer has been taking place at 9.00am every weekday, and the Barnabas Fellowship met at 8.30 each Saturday. A group meets each Sunday for prayer in the Lady Chapel before the Parish Communion. Various discussion groups met in 2016, including "Christians in Science" in June.
- 1.5 The Vicar and David Alleyne, our lay Pastoral Assistant, take home Communion as need arises, as Len Gray is also authorised to do. Our Pastoral Group consisting of David Alleyne, Sue Broatch, Isabelle Halle, Len Gray, Enid Scott-Kerr and Michael Donnellan meets every Monday morning after prayers to review the pastoral needs of the Parish.
- 1.6 During the year, 8 baptisms, 4 weddings, and 4 funeral services were conducted in the church (18 other funerals were also taken at the crematorium). 12 candidates were confirmed by Bishop Pete on 4th December 2016.
- 1.7 As last year our wider bereavement care concentrated round two events and we are grateful to David Alleyne for carrying out this ministry. Robert Crowhurst and Paul Hart organised the Annual All Souls' Service at 3.30pm. The Lights of Life Tree was once again beautifully organised by Peter and Georgina Sage.
- 1.8 Four House-groups have met throughout 2016, with a total membership of around 30. During Lent 2016 all the Groups used study material based on the film *Touching the Void*, which in turn was based on a book about surviving a near-fatal mountain climb by Joe Simpson.
- 1.9 Graham Dow (Bishop of Carlisle 2000-2009 and, before that Bishop of Willesden, predecessor to Pete Broadbent) was with us over Holy Week (21-27 March).
- 1.10 We continued to host the local Korean Church at S<sup>t</sup> Andrew's, and were once again very pleased that they took part in our Christmas Carol Service. We also host two Tamil speaking Churches, "Holy God Ministries" and another led by Pastor Chandran.
- 1.11 Some of the congregation subscribe to Bible-reading notes, which are ordered and circulated by Barbara Wood.
- 1.12 Our Communication Committee arranges for a card to be delivered to every household (Easter, autumn, and Christmas) and maintains our website. The 4-page Christmas newsletter was well-

received and delivered to 4,500+ households all around the Parish with the help of the Delivery Team coordinated by Maureen Pattison. The Communication Committee also produced a leaflet giving advance publicity to our 2017 Jubilee events.

- 1.13 Our website <http://www.standrewsroxbourne.org.uk/> is being increasingly used; the average number of times any page has been accessed has increased from 11,500 per month in 2013, to 17,500 in 2014, 27,000 in 2015 and 30,000 in 2016. Maximum usage occurs in the winter months (especially around Christmas). The website provides access to an audio recording of the sermon preached at our 9.45 Sunday service.
- 1.14 Our weekly parish bulletin, STARLINK gives the Sunday Collects and the Readings references and continues to keep members up-to-date with topical notices and future events, as well as a comprehensive list of items for prayer. It is also published on our website.

## **2. Working with Young People**

**2.1 Sunday School** Barbara North continued to take responsibility for the Sunday School. Along with her helpers Sam North, Brenda Udall, Gill Moore, Annie Dawson, Sue Jull, Kemi Aina and Serena, they have continued to maintain a vital aspect our ministry, under its new name of "Go Mad on Sunday", and they now have a regular slot at the end of the 9.45 communion to report back on what they have learned.

**2.2 Messy Church** led by Gill Moore takes place every two months on a Saturday morning from 10-12 noon. Each session has a Bible-linked theme and there have been up to 50 children plus adults attending. Children must be accompanied by an adult. They can participate in a wide range of activities together. These are followed by a short worship in the church and then they all have lunch together.

**2.3 The Youth Club** led by Lyndon and Barbara North and team continues to meet every Friday evening in the Youth Centre (now completely refurbished, see below), for children aged between 11-16 years: the typical attendance is 15 with over a hundred on the books. The Club offers a range of activities including pool, table-tennis, table football, X-box, football and basketball. They also offer cooking activities, crafts, and a tuck shop. The church field is a valuable asset as playing football is the main occupation when the field is dry and accounts for the highest numbers of young people. Basketball in the car park is the winter alternative.

The most important aspect is to provide a safe place for the young people to meet with adults they can trust. There are 15 volunteer helpers working on a rota basis with 6 on duty each week. Up till May, we had help from Emmy Mushonga, a student on placement from London School of Theology.

The Club's vision is not only to provide a safe place for the young people but also to share God's love with them through our actions and words and through building up relationships with them which we are beginning to do. It is hoped gradually to integrate those who are interested into the life of the church through helping them to discover a faith in God. A club for younger children aged 7-11 is still in the planning stage

**2.4 School Assemblies.** The Vicar continues to maintain and strengthen our links with local schools: students from four schools in the parish visited the church in 2016, and Fr Lyndon has taken assemblies at Heathlands, Newton Farm, Alexandra, Roxbourne and Rooks Heath schools. Fr Lyndon has also taken assemblies at Bishop Ramsey School and we have a developing relationship with the staff, the R.E. department and the headmaster. We were again privileged to welcome students and staff from some of the schools for Carol and Christingle services in December.

**2.5 Uniformed organisations.** We are very pleased to host the continued flourishing of the Beaver, Cub-Scout and Scout Group. It was encouraging when so many of their members joined us for the Remembrance Sunday service and again, a week or so later, for our Christmas Bazaar.

**2.6 Child Protection.** St Andrew's takes this issue seriously, and continues to fulfil the obligation that our vicar, lay reader (emeritus), churchwardens, and the PCC as a whole "have due regard to guidance issued by the house of Bishops on matters relating to the safeguarding of children and vulnerable adults" [see <https://www.publications.parliament.uk/pa/jt201516/jtselect/itecc/79.pdf> Section 5 for the rules, and <https://churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/house-of-bishops'-policy-statements.aspx> for the latest House of Bishops Guidance. The PCC records its gratitude to both Vania Malaj as our Church Safeguarding Officer and Barbara North as our Children's Champion. Vania has since handed over the role of Safeguarding officer to Mrs Marita Brown (w.e.f. 4 January 2017). Gill Moore has continued as the "Section X checker" - confirming identities and processing the necessary on-line Disclosure & Barring Service application process through the Diocese. All organisations using St Andrew's premises are also required to have, and have confirmed that they have, suitable CPP policies in place which meet Diocesan requirements. PCC members undertook the on-line Diocesan Child Safeguarding training

### **3. Working with adults, social and community events**

**3.1 The Language Café** run by Sue Broatch with help from Enid Scott-Kerr and Chris Mills has been running now for 18 months and continues to meet every Friday afternoon to discuss many topics. They have also been looking at grammar and vocabulary as well. Some of the ladies who come are now doing voluntary work or are enrolled on courses as they have gained confidence.

**3.2 Star Friends** StAR Friends continues to thrive; several new members joined although inevitably they have also lost some dear friends. They started the year with a trip to The Water's Edge for lunch and subsequently had outings to the Princes Risborough Railway, enjoying a steam hauled trip to Chinnor, a coach ride the World's End Garden Centre at Wendover for lunch and a little retail therapy, an excellent Theatre Outing to Richmond Theatre, and a really sunny outing to Eastbourne.

They were entertained twice by the Ruislip Beaux and Belles, a bell ringing group, our singing Paramedic (a great favourite of the Club members), and an interesting speaker on the Oregon Trail. Bingo and quizzes are still enjoyed by members.

Pam Storey leads an excellent team of helpers, without whom the club would not be able to run. They give up their time week by week. We are grateful to Lyndon for his unfailing support and also that of the Church members who are prepared to come along to the club and give a talk to our members. It is such a joy to see the genuine friendships and care shown by the club members to each other.

**3.3 The diamond jubilee.** The present building was opened in October 1957, so our Diamond jubilee occurs in 2017. A year-long programme has been drawn up in which, at the request of the PCC, Gill Moore and Wendy Godwin are playing a key role in the planning. It started in autumn 2016 when over 1000 crocus bulbs were planted in the rose garden.

**3.4** During 2016 the **Social Committee** organised a variety of events for the congregation and the wider community. Our events included:

- a Valentine's social
- a Hog Roast in July, with over 140 people attending.
- In September there was an International evening where the congregation celebrated the diversity of cultures present.

- This was followed by a shared Harvest Lunch in October and a Patronal Festival celebration in November.
- Our Christmas Market raised over £2,200.

**3.5** Isabelle Halle has continued to organise the rota for coffee after the 9.45 a.m. service.

**3.6** There was bring-and-share lunch after the Harvest Festival service, and on several other occasions. Likewise, the mulled-wine, mince pies and sausage rolls proved once again to be a very popular concluding note to our Christmas Carol Service.

**3.7** During 2016 the Middlesex Mountaineers (led by Martin Wise) continued their search for mountains, mostly beyond Middlesex. In February a small group found some Watford Highs and a canal path down into Rickmansworth. There followed a slightly longer gap than usual, caused by Martin moving to Tring. In early September, a large group walked from Chalfont & Latimer down into Amersham. Some hills were seen but no mountains. Early October saw a "Special" group collected from Chesham station and take into the Tring area. The walk covered Wilstone Reservoir and a section of the Western arm of the Grand Union Canal. As normal, care was taken by the group and "no harm was done to any person or animal". Local venues in the walking areas were given extra trade by our members.

**3.8** The Sunday Lunch Club meets monthly for a meal at a local pub; and there is a weekly Tuesday men's lunch-club.

#### **4. Music and Choir and Servers**

**4.1** The highlight of the musical year was once again the Candlelit Christmas Service of Carols and Lessons on Saturday 18 December, organised by Robert Crowhurst, who managed to augment our choir with some other singers and also one or two instrumentalists: those latter included Joseph Whalen. Alan Heyes has continued as our organist and from time to time the music has been accompanied by Len Gray on piano. We are fortunate to have such dedicated and experienced musicians.

**4.2** We continue to be one of the few churches in the deanery to have maintained the four-century-old tradition of regular choral evensong ten times a year. A team of four take turns in leading, and we are grateful to ladies from St Mary, South Ruislip for augmenting the soprano line.

**4.3** Fr Lyndon has suggested the possibility of hosting a Roxbourne Community Choir, to sing, possibly Gospel style, music for some services, but also to perform secular music.

**4.4** Members of St Andrew's participated in the Deanery Choirs Festival at St. John, Stanmore. It would be valuable if this annual service were better supported by our congregation in the future, especially as St Andrew's will be hosting this service during our Diamond Jubilee year of 2017.

**4.5** Malcolm Blanch our Sacristan and also David Alleyne, our Head Server, continue to lead the team of servers, and we value the return of those now at university when back home. There is always room for more.

#### **5. Donations to charities**

**5.1** We encourage church members to take individual responsibility and ownership for giving to missions and other good causes of their choice, so that as a church we can devote what resources we have to

local mission. However, we continue to promote seasonal appeals as follows (where applicable, the sums quoted include tax refund through Gift Aid):

- **Lent** for Umoja £876
- **Christian Aid Week** organised by John and Joyce Nickolay - £1,258.55; an increase of just over £20 on 2015
- **Harvest** – for *Firm Foundation* - £848; along with any fresh produce being given to Star Friends, Tinned and Packaged food to Harrow Food Bank, and anything they could not use being given to the Marylebone Church Army Hostel.
- **Christmas Crib Collection** raised £217.90 for Re:Generation a charity which leads assemblies and provides after-school and lunch clubs in local schools.
- **Christingle service** collection of £64 went to the Children’s Society. Members also support **The Children’s Society** by having collecting boxes.
- **Leprosy Mission Boxes.** Len Gray reports that we sent £281.02 in February 2016 (and £401.82 in August 2015)
- **Used Postage Stamps** to St Luke’s Hospice

## 6. Who’s who in the Church

- 6.1** Our **Archbishop** in the See of Canterbury is the Most Reverend Justin Welby, appointed in 2012.
- 6.2** Our **Bishop** in the Diocese of London was the Right Reverend Richard Chartres, appointed in 1995 who visited us over 10 years ago. Members have since attended his final service as Bishop on 2 February 2017. His successor has not yet been announced.
- 6.3** Our **Area Bishop** in the Willesden Area is the Right Reverend Pete Broadbent, appointed in 2001 He has visited St Andrew’s regularly, usually for services of confirmation, most recently on 4 December 2016.
- 6.4** Our **Archdeacon** in the Northolt Archdeaconry is the Ven. Duncan Green, appointed in 2013 having previously been in charge of the Church of England’s involvement in the Olympic Games. St Andrew’s is visited generally every 3 years by the Archdeacon who verifies all registers, Minutes and other written records, goods and ornaments, and compliance with faculty-requirements. Such a visitation took place in September 2016 so the next one will be in 2019. The role of the archdeacon is both pastoral, and administrative, granting (or refusing) permission for changes to the buildings.
- 6.5** **Harrow Deanery** consists of 21 parishes and 12 other chaplaincies. Our **Area Dean** of Harrow is Revd Ian Dowsett, Vicar of our neighbouring parish of St Paul, South Harrow, with effect from 27 January 2016. The role of the Area Dean is to support the clergy in pastoral matters, and to take charge, along with the churchwardens, in an interregnum.
- 6.6** Our **Vicar** is Revd Lyndon North, appointed 2012, St. Andrew’s Vicarage, Malvern Avenue HA2 9ER, Tel 020 8422 3633.
- 6.7** Our Lay Reader Emeritus is **Len Gray**.
- 6.8** Our **Church Wardens** are Robert Crowhurst and Susan McLeod. Churchwardens are appointed every year by the meeting of parishioners, which immediately precedes the Annual Parochial Church Meeting (APCM). Churchwardens are limited to 6 years continuous service, unless a special Resolution is passed by the meeting of Parishioners dispensing with that limitation. The PCC meeting of 4 May 2016 also appointed Deputy Churchwardens as follows: Jane Williams and Paul Hart.
- 6.9** Our **Deanery Synod Representatives** are Sue Jull, Susan McLeod, and Len Gray, elected in 2014 for a three year period ending in 2017. Robert Crowhurst was re-elected in 2015 to the Diocesan Synod for a three year period.
- 6.10** The **Parochial Church Council (PCC)** has as its purpose “to cooperate with the Vicar of St Andrew’s in promoting in the parish the whole mission of the Church: pastoral, evangelical, social and ecumenical.” It is a “body corporate with perpetual succession” which means, in everyday English, that members may come and go but the PCC goes on for ever. It is a registered charity (N<sup>o</sup> 1131727) <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1131727&SubsidiaryNumber=0> . Its members are the trustees and are elected by members of the church who are registered on the parish's

Electoral Roll. A list of members of the PCC for 2016 is given in Appendix A. The list of current members is posted in the church porch. The vicar is the Chairman of the PCC. The Church Wardens, and Deanery and Diocesan Synod representatives are *ex officio* members of the PCC. There are 12 directly-elected members who are appointed to serve for three-year terms, with one-third standing down each year and eligible for further election subject to a person not serving continuously for more than six years without standing down for at least one year. The PCC at its meeting of 4 May re-appointed Wendy Godwin to be Treasurer, Robert Crowhurst to be Vice Chairman, and John Chamberlain to be Secretary. The PCC also has power to co-opt up to two additional members.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. In 2016, special written dispensation was given to Sam North to receive payment for service as verger at weddings. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

**6.11** The **Electoral Roll** is a list of people over 16 and baptised in the Anglican Church who *either* have worshipped “regularly” at St Andrews for at least 6 months, *or* live in the parish. The Electoral Roll is updated before each APCM (though it can be updated at any time), and is renewed completely every 6 years. The last such renewal was in 2013. The PCC meeting of 4 May re-appointed Joyce Nickolay to be Electoral Roll Officer. At the time of the APCM, March 2016, she reported that there were 157 members on the Electoral Roll, of whom 88 were resident within the parish, and 69 were living outside the parish. This represented an 8% increase on the previous year’s number (145). During the year we continued to welcome people joining the fellowship of St Andrew’s and we are happy to report that a number of new worshippers have joined us. Less happily we have had to say farewell to people leaving and, more sadly still, those who have died and are listed in our Memorial Books.

**6.12** The PCC has a legal duty to appoint members to the **Standing Committee** (See Appendix A) and has the power to appoint various other **sub-committees** as it sees fit. The Vicar is *ex officio* a member of the standing committee and all sub-committees. Members of sub-committees do not have to be members of the PCC. The PCC agreed that with effect from May 2016 there should be sub-committees for: (a) Communications; (b) Estate Management Team; (c) Stewardship & Grants; (d) Social.

## **7. The work of the PCC**

**7.1** Current arrangements are for the PCC normally to meet every other month, with the Standing Committee normally meeting in the alternate months. In fact, the PCC had 6 scheduled meetings (20 January, 16 March, 4 May, 6 July, 7 September, 2 November, and a meeting on 27 September as part of the archdeacon’s visitation. The standing committee met on 15 February, 8 June and 17 October and 7 December.

**7.2** The Agenda for each PCC meeting is emailed to members one week in advance of the meeting. Copies of the Minutes of each meeting – as approved at the following meeting – are, on application to the PCC Secretary, available for inspection by any church member who may wish to look at them and a summary is placed in the notice-board at the back of the church.

**7.3** Increasingly PCC members and standing committee members consult by email in between meetings, and since May 2015 the Secretary has maintained a summary of email discussions, which is circulated to members before meetings, and will be archived in due course.

## **8. Estate Management**

As one member has commented “We are in the mission business – with sacrificial giving – and not that of real estate”. However we are stewards of buildings and a site which occupies nearly two

acres of potentially very valuable land. Matters involving care and use of our premises did occupy a lot of time for the PCC, standing committee, wardens and sub-committees.

**8.1 The Youth Centre.** After major renovation in July-August 2015, in 2016 snagging issues with windows and fire doors were resolved, a sound system and projector were installed, and the Wifi was extended to the Youth Centre. Also a heat control system was installed. A drain survey was carried out with a view to installing a disabled toilet, for which funding has been promised by the City Bridges Trust.

**8.2 The Flat.** Unlike previous years, management of the flat went smoothly in 2016, with reliable tenants who paid rent regularly. Roots of Leylandii trees were damaging the wall between the garden of the flat and the youth centre so these trees were felled, and replaced by a trellis screen for privacy.

**8.3 Hall lettings.** Thanks to the hard work of our letting secretaries (John and Joyce Nickolay) income from letting the hall for functions has continued to be a major source of income for the church. With a sound limiter installed in the hall, and new neighbours in Malvern Avenue, there has been no recurrence of complaints about noise.

The PCC has continued to invest in all relevant IPR (Intellectual Property Rights) licences for playing live and recorded music, showing films and videos and also continued copying of words and music for various services in church, and also a TV licence. The total cost runs into some hundreds of pounds a year which we seek to recoup by imposing a slightly higher increase in letting rates than would otherwise have been the case.

We also thank Sue Barnard, Vicar's Secretary, for the work she puts in to ensure that the regular weekday lets are booked and invoiced.

The PCC continues to review hall letting rates. The concessionary rates for the playgroup which meets in the Youth Centre continue to be phased out.

**8.4 Caretaking.** Chris Netsel has continued as caretaker at weekends, and John Murch has continued to work on weekday evenings, and we employ a cleaning firm, (Pam Netsel and daughter) who started in November 2015.

**8.5** Chris Mills continues to organise the fortnightly **church cleaning rota** with a team of helpers.

**8.6** Diane Bidder our Safety Officer keeps our **Health and Safety** documentation up to date. A plan exists for the evacuation of the Church and Hall in emergencies.

**8.7 The Estate Management Team (EMT)** is responsible for ensuring that the church, halls and grounds are equipped and maintained to a high standard in terms of facilities, cleanliness/tidiness and repair as well as advising on any statutory and/or Diocesan requirements relating to the premises - such as compliance with fire protection regulations, the provisions of the Disability Discrimination Act, and formulating a general Risk Assessment strategy. It can also advise the PCC on appropriate charges for renting out the halls.

Much of the rest of the EMT's work goes by largely un-noticed: repairing leaks and breakages, annual maintenance and upkeep of St Andrew's Flat. More strategically the EMC takes the lead on carrying forward the necessary works identified by the surveyor's Quinquennial inspections, the latest of which was received in the summer of 2012.

Re-sanding and polishing the large hall floor was completed in February half-term 2016.



- 8.8** Members of the congregation have volunteered for working parties for clearing and tidying the **grounds, church and halls**
- 8.9 Community Pay-Back** who did a lot of useful jobs when they used to come weekly, have not been since December 2014 due to the retirement of their supervisor.
- 8.10** Once again Paul Hart and Keith Nicholls put up an impressive display of Christmas **fairy lights** in the Church garden and along the entrance-drive.
- 8.11 Disabled Access.** During 2015, the City Bridges trust offered to fund improvements costing around £50,000 to improve disabled access, including a new disabled toilet in the Youth Centre for which planning continued in 2016.

## **9 Finance.**

The Treasurer's report on the Financial Accounts follow this report.

- 9.1** Mr Noel Rajaratnam of 103a Malvern Avenue HA2 9ER continues to be the independent examiner. Mr Rajaranam has examined the accounts which follow, and other financial statements.
- 9.2** Dozens of members devote many unpaid hours of work to St Andrews in various capacities, which saves the church thousands of pounds. However financial giving falls a long way short of what would be needed to meet our commitments. It costs about £2400 per week to run St Andrews. Almost half of this (a relatively high proportion) goes to the Diocese of London as the parish contribution to the Common Fund also known as the Diocesan Quota. This is mainly used to pay clergy stipends and pensions etc. The loose cash in a Sunday collection rarely exceeds £100 per week. Envelopes and standing orders bring in about another £900, including gift aid. Giving has been relatively static in recent years, despite stewardship campaigns, and as can be seen, is less than half what would be needed to break even. The shortfall of around £1400 p.w. has to come from rent from the flat, and payments from those who hire our premises, such the play schools, and other lets.
- Planned giving whether by standing order or using envelopes, remains the bed-rock of our church's finances. 73% of our Stewardship scheme members Gift Aid their contributions, but membership of our Stewardship scheme declined from 73 to 67. (including 10 couples who both attend and give jointly, who are counted as one)
- 9.3** Peter Sage continues to be our Legacy Officer. This is a sensitive area, but it provides an important potential source of income from which many churches increasingly benefit.
- 9.4** Stewardship is not of course just financial: equally important are the planned giving to God of time and talents - and, indeed, more widely in acting as Stewards of God's Kingdom. We also continue to be accredited as a "Fair Trade Church." As such, we are committed to using Fairtrade® tea and coffee at all church-hosted refreshments, and charged with encouraging greater use of Fairtrade® products.
- 9.5** In respect of the fraud which came to light in 2014, around February 2015, Willesden County Court did make an award of £4,700 to St Andrews; £450 of this was repaid through the court in 2015 but no further payments were received in 2016.
- 9.6** The PCC annually reviews: the organist's stipend; bell-ringer, vergers and others' non-statutory fees for weddings and funerals; payments to the Vicar's secretary and, in line with the London Living Wage, those to our caretakers; and clergy expenses and allowances.

## 10. Wider Outreach to the Community

**10.1** Our premises continue to be used extensively by Church groups, the Uniformed Organisations and outside lets - some of which (such as the S<sup>t</sup> Andrew's Pre-School) were started many years ago by the Church.

**10.2** We continued to provide meeting space for the local Alcoholics Anonymous group.

**10.3** We were pleased to provide the venue once more for our Uniformed Organisations to put on a first-class bonfire and fireworks display on November 5<sup>th</sup>. Gill Moore once again organised the Church's very successful **Christmas Market**

**10.4** F<sup>r</sup> Lyndon has attended meetings of the local *Churches Together in South Harrow*. Their website <https://connectingsouthharrow.wordpress.com/> is once again up and running and has information about St Andrews and 5 other churches in South Harrow

We participated in the *Women's World Day of Prayer* in March. David Alleyne is an active worker in the ongoing *Healing on the Streets* project.

**11. In Conclusion** To save space, the many who have contributed to the well-being of St Andrews, both those mentioned by name above and the many unnamed, have not been thanked in the body of the report, but the PCC would like to conclude by saying how grateful we are to all who have given time and talents.

### NOTES

1. The normal address for external correspondence to the PCC is:  
c/o The Vicarage, 89 Malvern Avenue, Harrow, Middlesex, HA2 9ER  
and marked as appropriate for the attention of the PCC Chairman, Secretary or Treasurer.
2. The PCC's bankers are: HSBC plc, 69 Pall Mall, London SW1Y 5EY, and Barclays Bank plc, 192 Northolt Road, South Harrow, HA2 0EW
3. The Independent Examiner of the PCC's accounts is: Mr Noel Rajaratnam of 103a Malvern Avenue HA2 9ER

**APPENDIX A**

**PCC MEMBERS, 2016**

**Vicar (Chairman) and ex officio**

Rev<sup>d</sup> Lyndon North

**As Churchwarden and ex officio**

Mr Robert Crowhurst<sup>1</sup> (*Vice Chairman*)  
Mrs Susan McLeod

**As Deanery Synod Representative and ex officio**

Mr Leonard Gray  
Mrs Susan Jull  
Mrs Susan McLeod

**As Directly Elected Member**

Mrs Kemi Aina (*till April 2016*)  
Mr David Alleyne  
Mr John Blanchard  
Mr John Chamberlain  
Mr Michael Donnellan  
Mrs Wendy Godwin<sup>2</sup>  
Miss Isabelle Halle (*from April 2016*)  
Mr Paul Hart  
Mrs Gillian Moore (*till April 2016*)  
Mr Keith Nicholls (*till April 2016*)  
Mrs Joyce Nickolay  
Mr Sam North (*from April 2016*)  
Mr Mike Udall (*from April 2016*)  
Mr Garry Williams  
Mrs Jane Williams  
Mr Martin Wise (*till April 2016*)

**STANDING COMMITTEE**

The Vicar and Churchwardens are members *ex officio* of the Standing Committee. Mrs Godwin (as Treasurer), Mr Chamberlain (as secretary) and Mr Hart served on the Committee throughout the year; and Mr Nicholls also served till April 2016.

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<sup>1</sup> Robert Crowhurst was also a member of the Diocesan Synod during the whole of the year.

<sup>2</sup> Wendy Godwin was Treasurer to the PCC throughout 2016

# Parochial Church Council of St. Andrew's, Roxbourne

Registered Charity Number 1131727

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<b>3</b>	Statement of Financial Activities This shows a summary of the year's income and expenditure
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<b>4 - 5</b>	This sets out the accounting policies followed
<b>6</b>	This shows under different sub-headings, breakdown of income for the year
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<b>8</b>	This shows further notes and explanations and balance sheet analysis
<b>9</b>	Independent Examiner's Report to the PCC

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

Financial Review

Total receipts on ordinary unrestricted funds were £168,984 and these are detailed in the financial statements. Lettings provided a gross income of £104,728, including £87,925 from the Halls.

£143,461 was spent to provide Christian Ministry, including our contribution of £63,024 to the Diocesan parish share, which largely provides stipends and housing for the clergy. The net result for the year was a total surplus of £10,067

Although the unrestricted income was up by over £18,000 our expenditure on general maintenance was over £24,000 more than in 2015.

Stewardship and cash collections were almost exactly the same as in 2015

The total contributions by PCC members in 2016 was £11,532 which amounts to 30% of the total Stewardship giving for the year.

To avoid conflict of interest, PCC members should not normally be paid by the church for services. In 2016, special written dispensation was given to Sam North to receive payment for service as verger at weddings. Apart from reimbursements for purchases made on behalf of the church, no other payments were made to PCC members.

Unrestricted Reserves are showing a balance of £85,313.

Reserves Policy

This Reserve Policy relates only to our unrestricted reserves. Balances held in our bank accounts including those at the Central Board of Finance represent both restricted and unrestricted balances.

It has been PCC Policy to maintain a balance on unrestricted reserves amounting to approximately three months average expenditure excluding our contribution to the Common Fund.

Risk Policy

Insurable risks are covered by our comprehensive insurance policy with the Ecclesiastical Insurance Company. The buildings (except the Vicarage which is not the PCC's responsibility) are now insured for £4,840,004 and the contents for £295,375

The church has a Church Safeguarding Officer and a Children's Champion and secures the necessary DSB clearances on those working with children and vulnerable adults.

**Approved by the PCC on 15 March 2017 and signed on its behalf by  
Wendy Godwin, Hon Treasurer.**

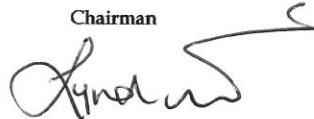


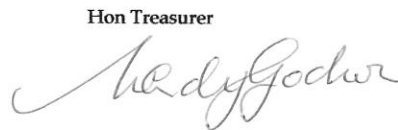
PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
 BALANCE SHEET  
 AS AT 31 DECEMBER 2016

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Youth Centre & Field	1	13,014	13,014
<b>CURRENT ASSETS</b>			
Debtors	5	14,171	17,129
Deposits - CBF		41,590	21,409
Bank - Main Account		19,200	33,886
Bank - Stewardship Account		2,545	6,608
Cash in Hand		11	50
		<u>77,516</u>	<u>79,082</u>
<b>CURRENT LIABILITIES</b>			
Sundry Creditors	6	2,754	7,177
Charitable payments creditor			49
Flat Security Deposit	7	-	-
Loan from Diocese of London	8	-	7,163
		<u>2,754</u>	<u>14,389</u>
<b>NET CURRENT ASSETS</b>		74,762	64,693
<b>TOTAL NET ASSETS</b>		<u>87,776</u>	<u>77,707</u>
<b>FUNDS</b>			
Restricted			
Youth Centre Refurishment Fund	9		2,856
Missions & Charities	9	218	-
Roses Fund	9	96	
Organ Fund	9	2,150	3,000
		<u>2,463</u>	<u>5,856</u>
Unrestricted			
Legacy Fund	11	15,898	15,898
Diamond Jubilee Fund	11	2,615	
General Reserve	11	66,800	55,952
		<u>85,313</u>	<u>71,850</u>
<b>TOTAL FUNDS</b>		<u>87,776</u>	<u>77,706</u>

Notes on pages 4-8 form part of these accounts.

These accounts were approved at the PCC meeting held on 15 March 2017

Chairman  


Hon Treasurer  


PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
INCOMING RESOURCES					
Voluntary Income	2a	54,145	2,795	56,940	58,970
Activities for Generating Funds	2b	106,947	2,856	109,803	139,763
Income from Investments	2c	168	13	181	158
Income from Church Activities	2d	7,723	-	7,723	7,625
<b>TOTAL INCOMING RESOURCES</b>		<b>168,984</b>	<b>5,664</b>	<b>174,649</b>	<b>206,516</b>
RESOURCES USED					
Church Activities					
Grants	3a	-	2,577	2,577	2,494
Activities relating to the work of the church	3b	143,461	1,013	144,474	105,451
Church Management & Administration	3c	6,022	-	6,022	5,283
Exceptional & Non-annually recurring costs	3d	7,274	2,856	10,130	70,041
Cost of Generating Funds	3e	-	-	-	-
Governance Costs	3f	1,380	-	1,380	6,360
<b>TOTAL RESOURCES USED</b>		<b>158,136</b>	<b>6,446</b>	<b>164,583</b>	<b>189,629</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>10,847</b>	<b>(782)</b>	<b>10,067</b>	<b>16,887</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>10,847</b>	<b>(782)</b>	<b>10,067</b>	<b>16,887</b>
BALANCES B/F at 1 JANUARY 2016		71,850	5,856	77,706	55,699
<b>BALANCES C/F at 31 DECEMBER 2016</b>		<b>82,697</b>	<b>5,074</b>	<b>87,773</b>	<b>72,586</b>

Notes on pages 4-9 form part of these accounts.

**Parochial Church Council of St Andrew's Church, Roxbourne**  
**Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2016**

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS102. 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, it is also the first year that they have been prepared under FR102(2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

**INCOMING RESOURCES**

Incoming resources are included in the Statement of Financial Activities (SOFA) when:

- 1 the PCC becomes legally entitled to the benefit of use of the resources;
2. their ultimate receipt is virtually certain;
3. the monetary value can be measured with sufficient reliability.

Grants donations and legacies are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received. Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of church premises is recognised when the rental is due. (See note below)

The value of any voluntary help is not included in the accounts but described in the annual report.

**EXPENDITURE AND LIABILITIES**

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the cost of the examination of the statutory accounts.

Grants and donations are recognised when a commitment has been made externally and there are no

pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

**ASSETS**

**Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities ACT (2011) such assets are not capitalised in the financial statements.

**Moveable church furnishings**

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £5,000.

They are valued at cost or else for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

The Youth Centre and field are included as functional assets of the PCC at a value of £13,014, being the historic pre- 1965 cost at acquisition.



Depreciation is calculated to write off the capitalized cost of fixed assets, less their currently anticipated residual fair value over their estimated lives as follows

- Land Nil
- Fixtures and Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the property is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

Page 4

An impairment review is carried out at each year-end and any resultant loss identified, included in expenditure for the year. The only capitalised asset subject to an impairment review is the Youth Centre and field noted above.

### **Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

### **Short Term Deposits**

These are the cash held on deposit either with the CCLA or at the bank.

### **RENTAL INCOME**

St Andrew's receives rental income from a property on the site. The property is owned by the London Diocesan Fund along with the associated halls. The building was considered an integral part of the church, with access from the church to the property existing internally. The building was historically used for caretakers. In more recent years the property, which is adjoined/linked to the church has been rented out. The rental income is disclosed in the accounts. The value of the asset has not been recorded within the accounts at either historical cost nor as a revaluation. The historical value is uncertain and considered immaterial as it was built in the 1950's when the entire land site was valued at £1,100. St Andrew's insures the building as part of the over premiums paid and the overall insurance value is considered to be £4,840,004.

### **FUNDS**

#### **Unrestricted Funds**

These 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 in its 'free reserves' as disclosed in the trustees' report.

#### **Restricted Funds**

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

#### **Endowment Funds**

The PCC has no Endowment funds.

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2016

2 INCOMING RESOURCES	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>2a Voluntary Income</b>					
Communion & General		7,383	-	7,383	6,015
Pledges & Stewardship		38,914	-	38,914	40,162
Tax Refund (Stewardship)		7,509	-	7,509	7,649
Harvest Offering		-	848	848	1,524
Christmas appeal		-	322	322	275
Lent offering		-	876	876	610
Christingle (The Children's Society)		-	64	64	86
Others (Funeral Collections)		-	685	685	
Donations		340	-	340	2,649
		<u>54,145</u>	<u>2,795</u>	<u>56,939</u>	<u>58,970</u>
<b>2b Activities for Generating Funds</b>					
Youth Centre Refurbishment Fund		-	2,856	2,856	58,361
Christmas Bazaar		2,220	-	2,220	2,287
Flat rent		16,803	-	16,803	5,981
Halls rental		87,925	-	87,925	73,134
		<u>106,947</u>	<u>2,856</u>	<u>109,802</u>	<u>139,763</u>
<b>2c Investment Income</b>					
Legacy Fund		-	-	-	
General Reserve		168	-	168	158
Organ Fund		-	13	13	
Interest on Current Account		-	-	-	
		<u>168</u>	<u>13</u>	<u>181</u>	<u>158</u>
<b>2d Income from Church Activities</b>					
Junior Church & Youth		433	-	433	1,002
Baptisms, Weddings & Funerals		7,290	-	7,290	6,623
		<u>7,723</u>	<u>-</u>	<u>7,723</u>	<u>7,625</u>
<b>TOTAL INCOMING RESOURCES</b>		<u><u>168,984</u></u>	<u><u>5,663</u></u>	<u><u>174,646</u></u>	<u><u>206,516</u></u>

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016

3 RESOURCES USED	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>3a Grants</b>					
Missions & Charities	4	-	2,577	2,577	2,494
Vicar's Discretionary Fund			-	-	-
		-	2,577	2,577	2,494
<b>3b Activities relating to the work of the church</b>					
Services & Sanctuary		2,000	-	2,000	1,449
Junior Church & Youth		1,439	-	1,439	1,395
Diocesan Quota		63,024	-	63,024	60,600
Fees		4,898	-	4,898	5,058
Clergy Expenses		2,912	-	2,912	2,245
Choir & Organists		2,738	-	2,738	2,917
Gas		4,653	-	4,653	4,017
Electricity		4,188	-	4,188	4,966
Water		305	-	305	477
Telephones		1,038	-	1,038	916
Waste Collection		2,055	-	2,055	1,507
Insurance		4,689	-	4,689	4,591
Maintenance		30,681	863	31,544	6,664
Roses/Garden		-	151	151	302
Caretaking		17,191	-	17,191	7,263
Cleaning Materials		1,650	-	1,650	1,084
		143,461	1,013	144,475	105,451
<b>3c Church Management &amp; Administration</b>					
Secretary		2,750	-	2,750	3,020
Office & Publications		3,147	-	3,147	2,263
Training, Seminars and Retreats		125	-	125	-
		6,022	-	6,022	5,283
<b>3d Exceptional &amp; Non-annually recurring costs</b>					
Printer		4,269	-	4,269	
Christmas Tree and Lights		194	-	194	-
Flat Refurbishment		-	-	-	7,084
Youth Centre Refurbishment			2,856	2,856	55,505
Extra payment Projector and sound YC		708		708	
Heating Controls Youth Centre		1,616	-	1,616	
Hall Curtains and chairs		489	-	489	7,452
		7,274	2,856	10,131	70,041
<b>3e Cost of Generating Funds</b>					
Diamond Jubilee event expenses		-	-	-	
Christmas Bazaar		-	-	-	
		-	-	-	-
<b>Governance Costs</b>					
<b>3f Professional Fees - Ind Examiner fee</b>		300		300	300
Professional Fees - Surveyor		1,080		1,080	6,060
		1,380	-	1,380	6,360
<b>TOTAL RESOURCES USED</b>		158,136	6,446	164,585	189,629

PAROCHIAL CHURCH COUNCIL OF ST. ANDREW'S ROXBOURNE  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2016

<b>4 Missions &amp; Charities</b>	2016	2015
	£	£
Paid during the year:		
Lent appeal	(876)	(610)
Christmas appeal	(104)	(229)
Harvest appeal	(848)	(1,521)
Christingle	(64)	(86)
Various (inc Funeral collections)	(685)	-
<b>Total</b>	<b>(2,577)</b>	<b>(2,446)</b>

<b>5 Debtors</b>	2016	2015
	£	£
Halls Rental	11,492	14,383
Tax Refunds Due on Gift Aid Donations	2,020	2,580
Sundry Debtors	660	166
	<b>14,172</b>	<b>17,129</b>

<b>6 Creditors</b>	2016	2015
	£	£
Prepaid halls rental/deposits	1,700	3,683
Sundry expense accruals	1,054	3,494
	<b>2,754</b>	<b>7,177</b>

**7 Flat Rental Deposit**  
 A deposit of £500 was paid over to the Deposit Protection Service in respect of the rental agreement put in place for the church flat in October 2015.

**8 Loan from Diocese of London**  
 A loan was taken out with the Diocese of London Diocesan in January 2014, to assist with the funding of maintenance works during 2013. The Loan was paid off in November 2016.

<b>9 Restricted Funds</b>	B/F at 1 January 2016	Income	Expenditure	C/F at 31 December 2016
	£	£	£	£
Youth Centre Refurbishment	2,856	-	(2,856)	0
Missions & Charities	-	2,795	(2,577)	218
Roses Fund	-	247	(151)	96
Organ fund	3,000	13	(863)	2,150
	<b>3,000</b>	<b>3,054</b>	<b>(3,590)</b>	<b>2,464</b>

The Youth Centre Refurbishment Fund represents the legacies and donations for the refurbishment of the Youth Centre.  
 The Missions & Charities Fund represents donations for missionary and charitable giving.  
 The Roses Fund represents donations towards expenditure on the Church roses and gardens.  
 The Organ Fund represents donations and income to be used towards expenditure on the Church organ.

<b>10 Unrestricted Funds</b>	B/F at 1 January 2016	Income	Expenditure	C/F at 31 December 2016
	£	£	£	£
Legacy Fund	15,898	-	-	15,898
Diamond Jubilee Fund	0	4,176	(1,560)	2,616
General Fund	55,953	168,358	(157,511)	66,800
	<b>71,851</b>	<b>172,534</b>	<b>(159,071)</b>	<b>85,313</b>

The Legacy Fund represents funds designated towards a range of large buildings projects and specific, everyday running expenses.  
 The Diamond Jubilee Fund represents funds designated towards the interior refurbishment of the buildings in readiness for the St Andrew's Diamond Jubilee in 2017.

<b>11 Analysis of Net Assets by Fund</b>	Unrestricted	Restricted	Total 2016
	£	£	£
Fixed Assets	13,013	-	13,013
Net Current Assets	72,300	2,464	74,764
<b>Total Net Assets</b>	<b>85,313</b>	<b>2,464</b>	<b>87,776</b>

<b>12 Fraud and Rental Arrears Repayments</b>	Balance 2016
	£
Amounts written off 2014	
Flat rent outstanding	3,985
Hall rental fraud	6,272
Fraud compensation payment	4,250
No payments were received in 2016 towards the outstanding amounts	

**Independent Examiner's Report to the Trustees of St Andrew's Church, Roxbourne, Parochial Church Council.**

I report on the accounts for the year ended 31 December 2016 which are set out on pages 1 to 8.

**Respective responsibilities of the Trustees and Examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provision of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Mr Noel Rajaratnam FCMA, CA, B.Sc.

103a Malvern Avenue  
South Harrow HA2 9ER  
18 March 2016