



**St Andrew's Psalter Lane Church**

An Anglican Methodist Partnership

**2017 CHURCH ANNUAL REPORT & ACCOUNTS**

# St Andrew's Psalter Lane Church

A JOINT ANGLICAN METHODIST PARTNERSHIP

## Reference and Administrative Information

### Sheffield Methodist Circuit

Circuit Number: 25/01

Charity Registration Number: 1137529

**Minister: Revd Gareth Jones**

### Church Stewards:

Judith Loveman

Anne Hollows

### Wardens:

Muriel Roberts

Rodney Godber

### Treasurer:

Joseph Dey

# St Andrew's Psalter Lane Church

## Index

### Page

1 - 6	Annual Report
7	Receipts & Payments Account
8	Restricted Funds
9	Statement of Assets & Liabilities
10	Independent Examiner's Report
11	Reserves Policy

# St Andrew's Psalter Lane Church

## THE ECUMENICAL CHURCH COUNCIL OF ST ANDREW'S PSALTER LANE CHURCH

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017

The members of the Ecumenical Church Council (ECC) have pleasure in presenting their annual report for the year ended 31 December 2017.

#### **Structure, governance and management**

St Andrew's Psalter Lane Church is an Anglican-Methodist Local Ecumenical Partnership established in 1998.

**Ecumenical Church Council** All regular Anglican Church attendees are encouraged to register on the Electoral Roll and they, together with Methodist members, are able to stand for election to the ECC. Clergy, Readers, and Methodist Local Preachers are ex-officio members of the ECC. The ECC is responsible for setting the overall mission and vision of the Church, for ensuring that money is spent wisely and appropriately, for employing staff and for looking after all Church property, including Shirley House, together with their repair, maintenance and insurance. This includes the moveable objects of the Church.

The ECC met five times during the year.

#### **Volunteers**

The church is very grateful for the services of numerous volunteers who cover a wide variety of jobs including Church Stewards and Wardens, Readers and Methodist Lay Preachers, ECC and other Committee members, Welcomers, readers and intercessors, Working Party Members, and many other roles. The church could not function without the generous gifts of their time and talent given by all these volunteers.

#### **Overview**

One of the main events of this last year was the Away Day that took place last March. Arising out of the day were ten wide-ranging objectives, out of which we selected three to focus on. Not everyone was able to attend the Away Day, of course, but the objectives have been of relevance to all of us, touching as they do on the breadth of our experience as a congregation.

Consequently, we have:

- experimented with keeping the church open during the week. In spite of the considerable commitment from those who volunteered to keep the church open, very few people visited, so the decision was taken only to continue with this on specific occasions.
- looked at the ways in which we might develop our support for food banks. The exploration of our support for food banks has led us to think about how we use our church garden.
- and set up a small group to consider how we can best welcome people who are new to the church, whether to SAPLC specifically or to the church more broadly. This will be an ongoing process, and also links with our continuing reflections on what it means to be a church in which all people can feel welcome and at home, in keeping with our membership of the Inclusive Church network.

# St Andrew's Psalter Lane Church

## THE ECUMENICAL CHURCH COUNCIL OF ST ANDREW'S PSALTER LANE CHURCH

One of the emphases of the Away Day was our desire to be outward-looking as a church. There is considerable focus in the wider church on church growth, and while we hope to provide an atmosphere within SAPLC in which our members can grow as followers of Christ, we tend to focus less on numerical growth for its own sake than on our support for and engagement with the wider community. We seek to engage with the community partly through our relationships within the broader faith landscape. As well as our sense of belonging to the Deanery and Diocese, Circuit and District, and the friendships we already have with Nether Edge Quakers and through the Shirley House Interfaith Centre, we have seen this year a development of the Anglican Mission Partnership to which we belong. It was lovely to be able to welcome friends from the Mission Partnership churches and from Highfield Trinity Methodist Church to this year's Covenant Service, for which we had a congregation of 170 made up of all ages. Another example of our relationship with the wider community is the growing use of SAPLC and Shirley House as venues during the Nether Edge Festival, both for events we ourselves organise and for others that are externally organised.

### Church membership

Total church membership is 130, made up of 74 Joint members, 22 Anglican - only members and 34 Methodist-only members. 29 people are registered as Friends. The Electoral Roll will be revised before the Annual Church Meeting in April 2018.

### Worship

Our activities and community involvement as a church have at their heart, as always, our Sunday worship and other opportunities for reflecting together on our faith. While we value the particular character of our worship, established after the creation of SAPLC as a Local Ecumenical Partnership, we are always willing to explore new developments such as the Green Communion service, and to update our liturgies to make them ever more suitable.

Our main Sunday Service is at 10.30 am - Holy Communion on the 1st, 3rd & 5th Sundays; Morning Worship on the 2nd and 4th Sunday. Other services are:

- Sandcastles, a service for younger children and their parents/carers, at 9.15 am on the 2nd Sunday
- Holy Communion at 9.15 am (using Common Worship and the Book of Common Prayer) on the 4th Sunday
- Holy Communion at Southcroft, 6.30 pm on the 2nd Sunday
- Wednesday at 10.00 am - Holy Communion or Meditation, when we reflect together on a piece of spiritual writing. This may be from one of the Christian traditions, or sometimes from another tradition of faith.
- Taizé prayer, quiet reflective prayer with repetitive singing, at 7.00 pm on Wednesdays during Advent and Lent, and occasionally at other seasons

### Property developments

Property and Finance Committee met 8 times during the year.

New leases for office tenants are nearing completion. We met with all our tenants to explore issues of mutual interest.

We have carried out a general risk assessment as required by the Charity Commission and we have policies for reserves and investment, risk assessment, conflicts of interest, complaints and procurement of goods and services.

# St Andrew's Psalter Lane Church

## THE ECUMENICAL CHURCH COUNCIL OF ST ANDREW'S PSALTER LANE CHURCH

We undertook various actions following the Archdeacon's visit, including safeguarding and disability policies.

Shirley House:

We completed the re-sitting of the old St Andrew's war memorial tablets in Shirley House and we are claiming funds (promised) from the War Memorials Trust. NENG and an anonymous donor also contributed which covered the cost. The tablets were 'opened' at an Armistice Day service held in Shirley House.

CCTV for recording the hall-way and first floor landing has been installed in Shirley House.

We removed the two large fir trees from outside the entrance.

Church:

Following approval by MTCP for external secondary glazing to be fitted to the New Creation Window, the work has been satisfactorily completed.

We took part in the Heritage Open Day and received a few visits

Two windows were damaged by external impacts. In-situ repairs are arranged

Grounds:

We are grateful for help with gardening and maintenance jobs, which greatly reduces cost of maintaining the buildings and grounds. We were especially grateful for help with gardening and decorating from Sheffield Hallam University students. Following the clearance of the rear garden and the La Rocha conference, we have commissioned an ecological survey to help us decide on the best and most practical uses for the land.

### Financial Review

Our main sources of income are offerings (56%) and letting income (31%). Total income in the year was £153,844 (2016 £145,789) and payments were £131,485 (2016 £134,519). Payments to the Circuit and Diocese totalled £61,185 (2016 £60,029) and upkeep of our buildings cost £32,664 (2016 £44,228). In 2017 we spent less than last year on both repairs and utilities. The total surplus for the year was £22,359 (2016 £11,270) which has been added to reserves. Reserves now exceed our target of £45,000, which puts us in a satisfactory financial position.

During the year we were very fortunate to receive a donation of £10,000, on the closure of Horizon Methodist Church, which we are planning to put to good use in the forthcoming year.

### Pastoral Care

Under the leadership of Judith Roberts, SAPLC has a team involved in and committed to developing pastoral care, with staff and many others reaching out and offering care to both church members and the local community.

A monthly service suited to people living with dementia is offered at a neighbouring EMI care home and volunteers take Holy Communion to four other residential care homes in the parish. Both clergy and members of the congregation provide regular voluntary support at MHA Southcroft Housing with Care which is situated next to the church. There are plans to open a 'dementia café' in church in March 2018.

### Music

There continued to be a large number of musical events and bookings at the church, including:

- The Good Friday service – this worked extremely well creatively and emotionally

# St Andrew's Psalter Lane Church

## THE ECUMENICAL CHURCH COUNCIL OF ST ANDREW'S PSALTER LANE CHURCH

- The fourth week-long St. Andrew's Festival in November 2017
- The Community Carol Singing in December 2017 which was even better-attended than the previous year! It brought together singers of traditional local carols, singers of more widely-known carols, local craft artists, members of the congregation and all these people's families. It now seems to be firmly established as a regular event in the church calendar and, each year, knowledge of the local carols increases which is very positive.
- The Advent Carol, Christmas Carol, Crib and Christingle services

There have also been several Sheffield Music Academy and Sheffield Music Club concerts; one-off concerts for other ensembles and organisations and Taizé Prayer services.

There has also been increased dialogue between the church and the Sheffield Chamber Orchestra which will hopefully lead to more concerts at the church by SCO and other larger ensembles.

### Interfaith

The Interfaith Centre has been re-painted with yellow walls and white ceiling and woodwork. This was carried out mainly by volunteer members of a Buddhist meditation group who meet there. The paint was paid for by the 'It could be Verse' fundraising evening performed by a Jewish group. We have added pictures of various places of worship around the world (several donated by individuals or faith groups), and symbols of different faiths created in our art and craft evenings.

Our programme included several Food and Friendship events, 'It Could be Verse', a St George's Event, My Pagan Faith Journey, What is Zen Buddhism?, an Interfaith Barbecue lunch with separate grills for each dietary requirement, a visit from Leeds Concord Interfaith group, 'Sounds of the Spirit (2)' (part of Nether Edge Festival), Presentation on 'Bicentenary of the birth of Baha'u'llah', a talk on Zoroastrianism.

### Family and Children's Ministry

- Children and Family Worker Our Children and Family Worker left SAPLC in July 2017, as her three year contract had run out and we were not able to find a source of funding to allow her post to continue. Our Children's Minister was on sabbatical from September to December – we are grateful for all the people who looked after the children's work in her absence.
- Schools We continue to have strong ties with Clifford School, and a team of volunteers take their Monday assemblies each week, as well as coming to church for Christmas, Ash Wednesday, Easter and Leavers' services. Classes from Hunters Bar Infants and Juniors have also visited the church, to explore the building and learn about what we do here. We have a well developed set of teaching materials for church visits, with trails and sheets to colour and fill in and information signs to display round the church to guide visitors.
- Mission Partnership We are taking turns to host collective events during the year, such as a Light Party at Halloween, an Epiphany service, a Pancake Party, and a picnic. We share materials and resources.
- Junior Church Sandcastles continues to have good numbers. It is very good to have our choirmaster to help with hymns and activities. Junior church has almost ceased because so few children come to the main Sunday service but the volunteer helpers continue to stand by to take a class on a Sunday morning if there are children in church. We are looking at bringing children together as a Mission Partnership, as we are all experiencing declining numbers.

# St Andrew's Psalter Lane Church

## THE ECUMENICAL CHURCH COUNCIL OF ST ANDREW'S PSALTER LANE CHURCH

- **Community** Our Children and Family Worker had started two community projects: an Eco Church project with the Brownies who meet at St Andrew's Hall, learning about and growing sunflower seeds, to help the girls gain their Eco badge - this project was well received; and an Interfaith project for children/teens in Sheffield which unfortunately did not take off.

### Peace and Justice

A number of Justice and Peace activities took place during the year:

- Fork and Talk provided an opportunity for between 15 and 20 people who gathered on three occasions to discuss contemporary issues (Food poverty, Climate change and its impact on refugees and some reflections on Palestine) over a meal.
- As usual, many people participated in the Christian Aid Week Collection and some went on the annual walk.
- A collection was held to contribute to the bid for new City of Sanctuary venue and that was gratefully received. The Centre, called The Sanctuary, will officially open on 20<sup>th</sup> April 2018.
- A collection also took place in aid of the flood and landslide in Sierra Leone.
- A further collection contributed to support of a disabled man in the Caribbean.
- SAPLC supported a stall at the Pride event in July. Since then, some church members have been involved with a new Sheffield group 'Open Sheffield' supporting the full inclusion of LGBTQI people in the life of churches in Sheffield.
- Many church members responded with emails and letters to call for the release of one of our members, Patricia Simeon, from detention. Patricia received a warm welcome on her return to Sheffield.

A survey in autumn 2017 explored the ways in which church members use their time and financial resources to support a wide range of organisations and activities locally, nationally and world-wide.

We continue to be actively involved with the Circuit Justice and Peace group.

### Charitable Giving

The ECC aims to support a number of charities each year. A budget is set by the ECC for support from general funds and recommendations for the distribution are made by an appointed group of ECC members. In order to ensure that the annual allocation of such funds is predictable, transparent and generous the ECC has agreed to allocate an agreed fixed percentage of the income of the Church. Members of the church support Firth Park Food Bank and Baby Basics (King's Centre project) with regular donations of foodstuffs and baby equipment; members take part in Christian Aid Week door-to-door collections in the locality, raising over £2500 in 2017. The Christingle service raises money for the Children's Society, and collections on Christmas Day and the following Sunday are sent to Action For Children. There are frequent collections during the year in response to emergency appeals.

### Eco-Church

We had two huge highlights: achieving our silver Eco-Church Award in the spring, and hosting the northern A Rocha Eco-Church conference in October. We qualified for the silver award – and now A



# St Andrew's Psalter Lane Church

## THE ECUMENICAL CHURCH COUNCIL OF ST ANDREW'S PSALTER LANE CHURCH

Rocha encourage us to go for gold. We know that would be a huge undertaking for SAPLC – but other churches have achieved it!

One hundred delegates from all over the north of England and Scotland came to SAPLC in October for the northern Eco-Church Conference. It was a very successful day, and we had the chance to get tips for our own situation and to hear what's being done elsewhere. It was an honour to be asked to host this.

We have also hosted a Carbon Conversations course in autumn 2017, which a group of about 10 completed - almost everyone was from SAPLC. We are also building on our eco links with the Diocese and Circuit, and SAPLC has started to look at whether the green energy scheme being offered jointly by the Diocese and Circuit would be beneficial for us. And we did much more! Churches generally are becoming more aware of our God-given remit to care for the planet, and it is great that SAPLC has been in the forefront of this for many years.

### Deanery Synod and Methodist Circuit Meeting

Representatives of the church are members of the Deanery Synod and the Methodist Circuit Meeting, reporting to the Annual Church Meeting.

### Trustees of the charity

The trustees who have served during the year were as follows:

Revd Gareth Jones  
Mr David Body (Chair)  
Mr Bill Atherton  
Mrs Barbara Booler  
Mr John Booler  
Miss Imogen Clout  
Dr Caroline Cripps  
Dr John Cripps  
Mr Joseph Dey  
Mr Rodney Godber  
Mrs Alison Gregg

Professor John Harding  
Dr Anne Hollows  
Mrs Mary Kenward  
Mrs Janet Loughridge  
Mrs Judith Loveman  
Mrs Chris Lowry  
Mrs. Rachel Morris  
Mrs Judith Roberts  
Mrs Muriel Roberts  
Mrs Katrin Hackett  
Revd Phillip Borkett

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**David Body**  
**Chair**

## St Andrew's Psalter Lane Church

### Receipts & Payments Account

	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
	£	£	£	£
<b>RECEIPTS</b>				
Offerings & Tax Recovered	79,944	-	79,944	88,223
Bank Interest	85	-	85	93
Lettings	44,847	-	44,847	41,126
Other Receipts	18,478	-	18,478	3,170
Internal Funds	-	10,184	10,184	12,885
Internal Organisations	-	306	306	292
<b>TOTAL RECEIPTS</b>	<b>143,354</b>	<b>10,490</b>	<b>153,844</b>	<b>145,789</b>
<b>PAYMENTS</b>				
Circuit Assessment	47,232	-	47,232	46,305
Diocesan Share	13,953	-	13,953	13,724
Donations	4,025	-	4,025	4,025
Repairs & Maintenance	14,568	-	14,568	21,693
Utilities	18,096	-	18,096	22,535
Other Payments	21,144	-	21,144	15,964
Internal Funds	-	12,388	12,388	10,133
Internal Organisations	-	79	79	140
<b>TOTAL PAYMENTS</b>	<b>119,018</b>	<b>12,467</b>	<b>131,485</b>	<b>134,519</b>
<b>NET RECEIPTS/(Payments) FOR THE YEAR</b>	<b>24,336</b>	<b>(1,977)</b>	<b>22,359</b>	<b>11,270</b>
Brought Forward From Last Year	29,519	21,015	50,534	39,672
Internal Organisations Transfers	972	(972)	-	-
External Organisations	-	-	-	(408)
<b>TOTAL FUNDS AT END OF YEAR</b>	<b>54,827</b>	<b>18,066</b>	<b>72,893</b>	<b>50,534</b>

<b>MONEY RECEIVED AND PASSED TO EXTERNAL ORGANISATIONS</b>	2017	2016
	£	£
Brought Forward From Last Year	-	408
Offerings & Tax Recovered	3,235	3,810
	3,235	4,218
Passed on to external organisation	(3,235)	(4,218)

## St Andrew's Psalter Lane Church

### Restricted Funds

	Opening Balances	Receipts	Transfers	Payments	Closing Balances
	£	£	£	£	£
<b>Internal Funds</b>					
W Davey Bequest	13,293	55	-	-	13,348
Children's Ministry Fund	1,138	7,000	35	(8,173)	-
New Creation Window Restoration Fund	5,711	2,326	-	(4,215)	3,822
J Simpson Bequest	-	753	-	-	753
War Memorial Appeal	-	50	-	-	50
<b>Total</b>	<b>20,142</b>	<b>10,184</b>	<b>35</b>	<b>(12,388)</b>	<b>17,973</b>
<b>Internal Organisations</b>					
Parent & Baby Group	800	306	(1,007)	(79)	20
Story Lunch	73	-	-	-	73
<b>Total</b>	<b>873</b>	<b>306</b>	<b>(1,007)</b>	<b>(79)</b>	<b>93</b>

### Declarations

I confirm that I have prepared the accounts from the records of the Church and they include all funds under the control of the Ecumenical Church Council.

**Joseph Dey FCA**  
**Treasurer**  
**Date 12.12.2017**

### Presentation to the Ecumenical Church Council for approval.

I confirm that the accounts have been presented to the Ecumenical Church Council on 12 December 2017 and were approved.

**David Body**  
**Chair of the Meeting**  
**Date 12.12.2017**

## St Andrew's Psalter Lane Church

### Statement of Assets & Liabilities

	2017	2016
	£	£
<b>Cash &amp; Bank Balances</b>		
Cash in Hand	25	25
Bank Current Account	36,995	15,528
Central Finance Board Deposit Account	21,773	21,688
TMCP Account	14,100	13,293
<b>TOTAL</b>	<b>72,893</b>	<b>50,534</b>

#### Divided as follows:

Church Funds	54,827	29,519
Internal Funds	17,973	20,142
Internal Organisations	93	873
<b>TOTAL</b>	<b>72,893</b>	<b>50,534</b>

	2017	2016
	£	£
<b>Other Assets (Unrestricted Funds)</b>		
Debtors	14,447	14,548
Church Building (Insurance Value)	8,797,540	8,787,318
St Andrew's Church Centre (Insurance Value)	949,018	949,018
Shirley House (Insurance Value)	2,696,729	2,670,000
	<b>12,457,734</b>	<b>12,420,884</b>

#### Other Liabilities (Unrestricted Funds)

Creditors	<b>3,315</b>	<b>3,550</b>
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## St Andrew's Psalter Lane Church

### Independent Examiner's Report to the Trustees of St Andrew's Psalter Lane Church

This report is on the Church Accounts for the year ended 31 August 2017.

#### Respective responsibilities of Trustees and Examiner

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

It is my responsibility to:

- \* Examine the accounts under section 145 of the Charities Act
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act), and
- \* to state whether particular matters come to my attention.

#### Basis of Independent Examiner's Report

My examination was carried out in accordance with 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 the trustees concerning 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

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
  - \* to keep accounting records in accordance with section 130 of the Charities Act
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.
- 3 I have not obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other Trusts, bank balances and funds at the Central Finance Board of the Methodist Church, which are in excess of £10,000 at the balance sheet date.

**S L Bladen ACA**

**Date 16.01.2018**

Hawsons Limited

Chartered Accountants

Pegasus House

463a Glossop Road

Sheffield

S10 2QD

## **St Andrew's Psalter Lane Church**

### **Reserves Policy**

We have given careful consideration to the level of reserves we require to meet our financial responsibilities and cover unforeseen expenditure. We believe this to be an amount of £45,000. At present reserves are standing at £55,000, however, we have resolved to spend £10,000 on a projector and screen and initiate a mission project. Also, further expenditure may arise resulting from the implementation of initiatives resolved at our Away Day. After making this expenditure, we believe we will be left with sufficient reserves. It is our policy to review the level of required reserves each year in line with our current needs and requirements.

**Joseph Dey FCA**  
Treasurer

**David Body**  
Chair