

ST. ANDREW'S PSALTER LANE CHURCH
Ecumenical Church Council meeting to be held at 7.30pm on
Tuesday 18th February 2025 in Room 1 Shirley House

Agenda

1. Opening Prayers
2. Welcome and Apologies
3. Items for Any Other Business
4. Minutes of the ECC meeting held on 25th November 2024 (p.3)
5. Matters arising not already on agenda
6. Health and safety officer
7. Saltmine Theatre Company visit: report
8. Inclusive Church update
 - a) Break out space
 - b) Welcome Workshop
 - c) Junior Church room
9. Review of activities/audit of skills and time
10. District use of the church (p.7)
11. Annual Church Meeting
12. Staffing: update
 - a) Lay worker for hospitality, pastoral care, and children (p.8)
13. Church Family Weekend

14. Letter from Circuit Property consents, manses, and maintenance group re mandatory safety checks

15. Reports for discussion

- a. Policies and Communications Officer's report (p.9)
 - i) Money Handling policy (for discussion) (p.10)
 - ii) Grievance procedure and policy (p.13)
 - iii) IT, social media, and Email policy (p.20)
 - iv) Living wage policy (p.24)
- b. Treasurer's report (p.25), receipts and payments (p.27), unaudited financial statements (p.32)
- c. Property and Finance report (p.45)
- d. Eco group report (p.48)- to review manifesto (p.49)
- e. Peace and Justice (p.50)

16. Reports to be noted

- a. Interfaith report (p.51)
- b. Children's work (p.52)
- c. Safeguarding (p.53)

17. Dates of next meetings:

Annual Church Meeting 27th April 2025

ECC meetings:

2025- Monday 19th May, Tuesday 22nd July, Wednesday 17th

September, Monday 24th November,

2026- Wednesday 11th February

18. Closing Prayers

ST ANDREW'S PSALTER LANE CHURCH

Minutes of the Ecumenical Church Council meeting, Monday 25th November 2024

Present: Anna Calvert (Chair), Bill Atherton, Jenny Bywaters, Jenny Carpenter, Revd Naomi Cooke, Caroline Cripps, John Cripps, Joseph Dey, John Harding, Anna Harvey, Clare Loughridge, Janet Loughridge, Mary Mitchell, Alastair Morris, Rachel Morris, Judith Roberts.

1. **The meeting opened with prayer** led by Revd Naomi Cooke
2. Welcome – Anna Calvert welcomed everyone to the meeting, and especially Jenny Bywaters as the new Circuit representative.
3. **Apologies** had been received from Sarah Hindmarsh, Anne Hollows, Julie Jordan-Brown, Peter Mitchell, Jan Owen.
4. **Items for Any Other Business:** none.
5. **Minutes of the ECC meeting** held on 19th September 2024 with the following amendments were accepted as a true record and signed:
Item 6 Action 2, Anna Calvert to contact Toby Hole about Diocesan involvement with SAPLC – nothing to report.
6. **Noting outcome of votes taking place between ECC meetings**
Two matters had been put to ECC members since the last meeting:
 - a. Refreshments - That the refreshments should be served in the sanctuary on an ongoing basis (except on occasions when this is impractical).
 - b. Surplus baby equipment - That surplus baby equipment can be offered to The Broomhill Centre without charge.All votes (14) had been in favour of both proposals.
It had been suggested that some baby equipment could be offered to BabyBasics, but Pat Flowerdew had advised that they only take brand new items.
7. **Matters arising not already on the agenda.**
 - a. Quaker Licence – Janet had sent the Schedule 14A to the Methodist Conference Office to be approved. It looked as if we could only have consent for 12 months rather than the 60 months we had applied for. We would need a Licence Agreement with the Quakers as well. Janet to sort this out.
 - b. John C pointed out that the Worship Planning report said that several people had said they would like the church to be quiet to leave space to pray after the service ends. He suggested the creche; Naomi said there could just be a short delay in bringing the trolleys to the sanctuary.
8. **ECC meeting days and information dissemination**
Members were asked whether there were any days to be avoided - No
Information dissemination in advance of ECC meetings (collated Agenda and papers) – agreed page numbers not bullet points; members to inform Anna C if there are ways to make the document easier to use.
9. **Health and safety officer**
No offers had been received. Job description – John C to produce in consultation with Rodney Godber.
10. **Saltmine Theatre Company visit, 6th December**
Anna C reported that there would not be an afternoon schools performance. It was pointed out that schools need to know well in advance. School contacts - Caroline is a governor of Clifford All Saints; Clare has contacts in local schools from the school visits to church which she organises.

Tickets can be reserved in advance; refreshments and cakes to be served before the performance.

Use of transepts to be confirmed; maximum audience number 180-200.

11. Inclusive Church update

Theo Strong, Naomi and Anna C had met – Theo leading on this. To have Inclusive Church seasons, a few events.

Breakout space in creche – Theo to be asked to tell Joe how much would be needed to make the space more comfortable; Simon to be asked to reduce volume of sound in the space.

12. Review of activities/audit of skills and time

To include activities outside church. People could be invited to give up unwanted roles, perhaps consider taking on new ones. It was pointed out that Anne Hollows had produced such an audit some time ago using a questionnaire.

13. Welcome of new members

4 members had been welcomed in person, and 2 in absentia at the 10.30 am service on 24th November 2024:

Cyril Alston, Emma Handy, Pete Sandford, Tony Venables, Christine Hisom, Sheila Smith

14. Staffing: update

- a) Music director: Liz Bentley had been appointed and had received an induction on 25th November. She has a key to the church (Janet would need a key register form from her) and is to start work on 1st December. She would take part in all December services.

Janet to put a note in the newsletter.

Liz would like to take organ lessons and a teacher had been found; it was suggested that the money left over from the solar panel donation could be used – Joe to contact the donor.

Lessons to start in January.

Choir – Liz has no recent experience so would work with Mary Mitchell and Kit Harrington.

- b) Lay worker for hospitality, pastoral care and children- need to approve grant application to the Circuit. Naomi said that Highfield Trinity Church Council was very pleased with the idea of sharing this worker.

The paperwork had been prepared and was waiting for approval.

Cost - £54,000; it was proposed that we ask the Circuit for £5,500, and then ask for funding from the District, Burgesses, Diocese, and congregation. Agreed Nem con

15. Church Booking Policy

Charging for use of church premises by charities – at present there is a fixed charge, but this can be changed if users ask to pay less; Chris Heald and Linnea Pettersson discuss and reduce charges at their discretion (as agreed by Property & Finance). They could ask Naomi if they need advice.

Caroline said there had been no response from the Sheffield Womens Interfaith Forum to our offer of the church for their meetings

16. Reports for discussion

- a. Policies and Communications Officer's report. Policies needing formal approval:

- **Safeguarding Policy**

Judith asked to be removed as Safeguarding Officer for Vulnerable Adults as they are no longer treated separately.

Anna C offered to do risk assessments for activities in future; Caroline had a 1-page proforma which she would send to Clare. Risk Assessments to be filed in the Church Office, and the blank form to be available on the SAPLC website.

Annual assessment of church premises for safeguarding purposes – this is included in the annual church check.

Approved Nem con

- **Complaints and Disciplinary Policy**

Dates to be changed.

Jenny B pointed out that this was an old version with out-of-date information (eg Methodist Church House address). Agreed to approve this year, and use new version next year.

Approved Nem con

- Reserves Policy – **Approved** Nem con
- Conflict of Interests Policy – **Approved** Nem con and forms distributed for ECC members to sign.

Clare had also sent a table of responses to live streamed services, for information only.

b. Treasurer's report and receipts and payments

- Budget progress was satisfactory
- Card Terminal on loan from Diocese so we don't have to commit before we are confident it is the right thing to do.
- Common Fund Pledge submitted
- Staff Annual Pay Review - 5% increase implemented from 1 September.
- Methodist Church Pension Reserve Fund – our contribution of £750 is to be refunded.

c. Property and Finance report

- Church
 - secondary glazing of 4 windows of the nave: consultees raised various objections which meant that it would be impossible to complete the project before 31st December 2024.
 - Insulation of ceilings of flat roofed area: not enough time to get permissions
 - water heater timers and changing 4 strip lights to LEDs to be done – we had been awarded a grant for these works, and a survey of building users would have to be made on our energy use and efficiency both before and after the work had been done.
- SH solar panels had been installed
- Narthex toilets:
architect's fee now revised to £4000 (was £2500)
Approval was sought to go ahead with this - **Approved** Nem con
Jenny C said this should be done before a planned event in April.
- Grounds
Rubbish and misuse of grounds: Linnea P had noticed rubbish and the possible use of the grounds drinking / drugs. She is monitoring the situation. The external gate to the back door has been found open. It is essential the back door is locked when the Church is not in use. The gate should always be locked and JC will extend the height of the protection attached to the gate to prevent it being opened from the outside.
- Annual Property Inspection and Managing Trustees Annual Returns Checklist: ECC to be made aware and to give approval.
Managing Trustees Annual Returns Checklist – John C had answered most questions, but there are some uncertainties; Anna C, Jan Owen, John C and John Harding to look at this.
- Fire Risk Assessment – it was thought this was badly out-of-date; John C to contact the Fire Brigade to arrange an assessment.
- Anna C thanked John for all this work. John repeated his request that a replacement Property Steward be found.

16. Reports to be noted

a. Eco group report

b. Worship planning report -Caroline asked about the relationship between the Worship Planning group, the Methodist Plan, and Local Arrangements with reference to special services; for example, if Eco Group want an Eco Service, who should they ask?

Naomi said WP meets to discuss how past services went, future plans, and produces a draft Plan to be sent to the Circuit; it is always open to suggestions.

Judith said that although Local Preachers are not supposed to take Local Arrangements, Readers are not affected by this so she could take services on LA dates.

c. Interfaith report

17. No report for this meeting

- a. Children's work
- b. Peace and Justice
- c. Safeguarding

17. Dates of next meetings

Tuesday 18th February 2025

Annual Church Meeting 27th April 2025

18. Closing Prayers. The meeting ended with the Grace.

Worship Leading and Preaching Needs You!

Well....Your Building Anyway.....

We are piloting a new way of holding face to face training sessions for new preachers and worship leaders. We have noticed that it can be very difficult for people to commit to a full week at Cliff College, so we are holding weekend sessions across the country that people can come to – it's far easier to find a couple of days in our busy modern lives.

But we need a venue. So far, venues have been rather south; surely we here in Sheffield District can show just how hospitable we can be too. This is what we are looking for:

Somewhere easy to reach by public transport for people who may be coming on the train

The tech and the knowhow that we can use in the training sessions

A most excellent and welcoming Sunday morning service that delegates can go to

Does this sound like something you could help us with?

Please get in touch with Siggy Parratt-Halbert parratt-halberts@methodistchurch.org.uk

**Mission Enabler:
Neil Harland**

Tel: 07483 308 008
Email: mission@sheffieldmethodist.org



Serving the Methodist Church
in South Yorkshire,
North Nottinghamshire
and North East Derbyshire

Rev Naomi Cooke
St Andrews Psalter Lane Church

28 January 2028
Grant ref: 25-01-23A

Dear Naomi

Lay Worker for Hospitality, Pastoral Care and Children

Thank you for your detailed application for a *Transforming Mission* grant from Sheffield Methodist District towards the new Lay Worker for Hospitality, Pastoral Care and Children to work across St Andrews Psalter Lane Church and Highfield Trinity Methodist Church.

The District Leading Team are pleased to award a grant of **£17,000** towards the project, payable as £3,400 per year for five years, subject to sufficient match funding being sourced to continue the role for each of these years.

The team noted the diligent mission planning process undertaken by St Andrews, done alongside responding to the complex practical challenges posed by the listed building, and were encouraged to hear that God is doing a new thing amongst the church. Members of the DLT noted how the churches have over the years been trailblazers for inclusive theology and practice, and we pray that you will find a worker who fits well with the best of what both congregations uphold to work with you in this next chapter.

Contact Katrin Hackett admin@sheffieldmethodist.org when you have need of the first grant instalment. Allow four weeks from request for the money to reach your account.

The grant is conditional on satisfactory annual evaluations focussing on how you are progressing against your original objectives, what you have learned since, and how your vision is evolving. Their primary purpose is to understand how we can better support you and others in using our collective gifts and resources to fulfil our callings for such a time as this. To this end they may include both a written form and conversation.

We are keen, when the time is right, to share more testimony about both churches across the district. Sam Roberts, our Communications Officer, will be in touch with you in due course to discuss this.

With every blessing for your work

Policies and Communications Officer: Report to ECC 18th February 2025

Policies

- The Grievance Procedure and Policy (attached) is due for annual review; no changes suggested or discussion needed, but it **must** be formally approved by the ECC.
- The IT, Social Media and Email Policy (attached) is due for annual review; no changes suggested or discussion needed, but it **must** be formally approved by the ECC.
- The Living Wage Policy (attached); no changes suggested or discussion needed, but it **must** be formally approved by the ECC.
- The Money Handlin Policy (attached) was discussed at the P&F meeting on 15th January 2025 and now needs to be formally approved by the ECC. Once this is done, it can be put into practice and I will forward it to all wardens, stewards and tea/coffee volunteers etc.

Communications

- I continue to set up the YouTube link for our weekly 10.30 am services, to produce relevant graphics for promoting these services, to update A Church Near You and our own website with service details and the YouTube link and to promote our services events on our own website, on A Church Near You and on various social media channels.
- Promotion of our events and services over Christmas led to some very good attendance figures.
- I have liaised with two of the Diocese of Sheffield's Giving and Generosity Officers to install a contactless card reader in church. This has been very useful for collecting cashless donations at services, as well as for taking payment for tickets, refreshments etc. at church events. We have now purchased our own contactless card device which will be installed on 2nd February 2025.
- I have obtained a replacement tablet for controlling the sound system in church and will install this as soon as possible.

Clare Loughridge, 28th January 2025.

St Andrew's Psalter Lane Church

Money Handling Policy

1. Introduction

The Ecumenical Church Council (ECC) of St Andrew's Psalter Lane Church (SAPLC) is responsible for an annual turnover of approximately £200,000

The ECC therefore considers it appropriate to adopt a formal policy so that is clear how cash, cheques and electronic payments are dealt with.

2. Collections of cash at services

- a. Money collected at services should be collected by two responsible adults in the presence of each other (the 'Cash Counters'), one of whom must be the Warden or Steward on duty for that service. The Cash Counters must not be of the same family as each other.
- b. That count must take place before the money leaves the church premises and as soon as practicable.
- c. The result of that count must be recorded on the Donations Record Sheet (attached at the end of this Policy) and signed by the Cash Counters. The number of unopened, filled envelopes must also be recorded.
- d. The money and envelopes, along with the Donations Record Sheet, must be placed in the Church Office safe by the Warden or Steward on duty immediately following the service or event.
- e. At least once per month, the Office Administrator must open the envelopes and record the amount therein on the Donations Record Sheet for the relevant week.
- f. The weekly sheets must then be recorded on a banking sheet along with any cheques received.
- g. The banking sheet must then be totalled and the cash and cheques taken to our bank to be banked.

3. Contactless giving

According to the Fundraising Regulator's code of conduct, the total donation amount must be recorded as income, and the charges recorded in the accounts as 'expenditure' (in 'bank fees and charges' section). A monthly summary of donations and charges will be supplied to the Church Office.

4. Cheques

Cheques require 2 signatories, but are very rare nowadays and we prefer to make payments by BACS. The signatories will be authorised by the ECC.

5. Electronic payments (i.e. BACS)

Electronic payments require two people to authorise, one of whom is the Office Administrator. Anyone authorising payments must be notified of the reason for the payment, and who has authorised that it is to be made, before it is paid.

6. Cash collected for refreshments

- a. Cash collected for refreshments following services is currently handled separately to other cash collections.
- b. After the serving of refreshments is completed, the volunteers in the kitchen must count the total amount collected.
- c. This amount must be recorded in the book that is kept in the tea and coffee cupboard, and the cash is to be stored in this cupboard, which must be locked when not in use.
- d. When a large amount of cash has built up, this is taken home by Rodney and Marilyn Godber and used to purchase supplies for refreshments and to replace/repair equipment in the kitchen. A note should be made in the book that the cash has been taken.

7. Review

The Money Handling Policy will be reviewed annually. The next review is due in February 2026.

This version [to be] agreed and accepted by the Ecumenical Church Committee, 18th February 2025.

Donations Record Sheet

St Andrew's Psalter Lane Church

Date:

Service/Event:

Loose cash:	
£20.00	
£10.00	
£5.00	
£2.00	
£1.00	
Silver	
Bronze	
Total	
<i>Cash counted by:</i>	
<i>Witnessed by:</i>	
Envelopes:	
Number of envelopes	
Value of contents	
Cheques:	
Number of cheques	
Value of cheques	
Grand total to be banked	

St Andrew's Psalter Lane Church

Grievance Procedure and Policy

1. General Principles

It is the policy of St Andrew's Psalter Lane Church to ensure that all staff members have access to a procedure to help resolve any grievances relating to their employment quickly and fairly.

This policy does not form part of staff members' contracts of employment or other agreements relating to their work for St Andrew's Psalter Lane Church, and it may be amended at any time.

This procedure applies to all staff members regardless of length of service. It does not apply to agency workers or self-employed contractors.

Any steps under this procedure should be taken promptly unless there is a good reason for delay. The time limits in this procedure may be extended if it is reasonable to do so.

St Andrew's Psalter Lane Church may vary this procedure as appropriate to a particular case. In these circumstances agreement will normally be sought from the person raising the grievance. The procedure may also be discontinued if it becomes impossible or impracticable for either party to continue with it.

A staff member raising a grievance will be informed in writing of the final outcome of their grievance.

If a staff member has a difficulty at any stage of the grievance procedure because of a disability, s/he should ask his/her line manager for assistance.

Information and proceedings relating to grievances will remain confidential as far as is possible. However, it will not always be possible to deal with issues which are raised in a confidential manner. Where this is the case this will be explained to the person raising the grievance.

Every effort will be made to keep all information relating to the grievance process transparent to both parties with due regard to confidentiality and the nature of the issues raised.

2. Application

This procedure applies to any grievance of an employee relating to their employment apart from issues concerning the following:

- The basis of pay or salary grading of their employment/working arrangements.

- St Andrew's Psalter Lane Church policies, unless the grievance is about how the policy has been applied to that employee.
- Decisions under any procedure which states that employees have no right of appeal or further right of appeal.
- Matters outside St Andrew's Psalter Lane Church 's control (for example income tax, statutory sick pay).

3. General Considerations

All staff members have the right to proceed with the Grievance Procedure provided the conditions laid out below are adhered to.

This grievance procedure may not be used to delay the application of St Andrew's Psalter Lane Church's disciplinary or capability procedures.

- This grievance procedure should not be used to complain about disciplinary action that the Church has taken against you. If you are dissatisfied with any disciplinary action taken against you, you must submit an appeal under the disciplinary procedure.
- A staff member cannot pursue the same grievance more than once.
- If a Manager has a prior involvement in a grievance, the matter should be referred to another Manager.
- If a grievance is shared by more than one staff member, the grievance may be presented by one or more representatives of that group. These collective grievances will be dealt with in a manner appropriate to the facts of the case and will not necessarily follow the process outlined in this policy.
- A staff member should not delay in formally making a grievance, as the timescales set out in this procedure must be adhered to. In any event, a grievance must be raised within one month of when a staff member became aware of the issue.
- Some cases will need extra time for either party to seek advice or for the person hearing the grievance to undertake an objective analysis of all the facts, so the parties may, by mutual agreement, modify the time limits set out in this procedure.
- There is no limit to the number of separate grievances which may be brought by one person. If a grievance is resolved, then the action which caused it occurs again, the employee may raise a fresh grievance.
- A staff member may withdraw a grievance at any stage in this procedure by informing their manager in writing.

4. Raising Grievances Informally

Most grievances can be resolved quickly and informally through discussion with the supervisor. If a staff member feels unable to speak to their manager, for example, because the complaint concerns him or her, then the staff member should speak informally to a more senior manager. In some cases consideration should be given to inviting a third party as an external counsellor/mediator or a pastoral advisor. If this does not resolve the problem the staff member should follow the standard procedure below.

5. Mediation

Every effort will be made to resolve the issue(s) which form any grievance informally as early as possible. However, it is recognised that it is not always possible to resolve grievances at an informal stage.

If the grievance is not resolved at the informal stage, or if either part feels that the informal stage is inappropriate, either party may request mediation. Grievances may be referred to mediation at any stage in the procedure.

Mediation will only take place if both parties agree that they wish to enter into mediation. If mediation takes place, the timescale for initiating action under this procedure will be suspended while the mediator tries to resolve the matter.

Where both parties have signalled a wish to engage in mediation an independent person will be appointed (the "Mediator"). He or she will have no connection with any of the parties involved in grievance which damages his or her impartiality.

The Mediator will not make any decisions or seek to impose any solution. The Mediator's role will be to work with both parties to try to resolve the matters informally.

The mediation, including any preliminary steps, shall be conducted in a manner that the Mediator considers appropriate. This may include:

- the exchange and provision to the Mediator of brief written outlines of the matters in dispute and supporting bundles of documents; and
- preliminary discussions by one or both parties with the Mediator before the mediation.

Provided that this is agreed by all parties prior to the mediation, you may bring a companion to the meditation. Your companion may be either a trade union representative or a colleague.

All information shared during the mediation will be on a confidential and without prejudice basis

6. Initiating the Formal Grievance Process

If your grievance cannot be resolved informally you should put it in writing and submit it to your line manager.

If the grievance concerns your line manager you may submit it instead to the line manager's manager or the Secretary of the Management Committee, the Secretary of the Church Council or the Minister in pastoral charge.

The written grievance should state that you are invoking this grievance procedure and contain the following:

- a description of the reasons for your complaint;
- any relevant facts, dates, and names of individuals involved.

Your statements will form the basis of the subsequent hearing and any investigations, therefore it is important that you set out clearly the nature of your complaint and indicate the outcome that you are seeking. If your grievance is unclear, we may need to ask you to clarify the subject matter of your grievance in advance of the meeting or to provide further information.

7. Investigations

In some cases it may be necessary for us to carry out investigations into your grievance. The amount of any investigation required will depend upon the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents.

You must co-operate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending interviews, as a part of our investigation.

We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases we will hold a further grievance with you after our investigation and before we reach a decision.

8. Next steps and timescales

You will be invited to a grievance meeting, which will be held as soon as is reasonably practicable and, subject to any need to carry out prior investigations, within two weeks of the receipt (an appropriate manager) of your written grievance.

At the meeting, you will be asked to explain the nature of your complaint and what action you feel should be taken to resolve the matter. Where appropriate, the meeting may be adjourned to allow further investigations to take place.

Where it is not possible to hold a face-to-face meeting, we will conduct the grievance hearing remotely. We will ensure that you have access to the necessary technology for participating in the process.

You may bring a representative to any of the meetings under this procedure. You should bear in mind the following points:

- You and your companion must make every effort to attend any meetings. If you or your representative cannot attend at the time specified for a meeting, you should inform the person hearing the grievance immediately and s/he will make reasonable efforts to agree an alternative time.
- The purpose of the initial grievance meeting is to enable you to explain your grievance. If you have a representative, they may make representations to the person hearing the grievance and ask questions, but should not answer questions on your behalf. You may confer privately with your representative during the meeting.
- After the initial grievance meeting the person hearing the grievance may carry out such further investigations and/or hold such further grievance meetings as he/she considers appropriate. In this respect, you will be informed of the action he/she intends to take, and if appropriate your suggestions will be sought on this. Many issues may be resolved speedily after one meeting, whilst more complex cases may require more extensive investigation.
- The person hearing your grievance will inform you of his/her decision and of your right of appeal within two weeks of the final grievance meeting. If the necessary investigations require a longer timescale you will be informed of this.
- If you are dissatisfied with the outcome, you may make a formal appeal.

9. Appeals Procedure

Should you wish to appeal you should do so in writing to the Chair of the District in writing, stating your grounds of appeal, within 5 working days of the date on which the decision was sent or given to you. You should give as much detail as possible about why you are dissatisfied with the decision.

An appeal meeting will be held, normally no more than two weeks after the Chair of District has received your appeal. The appeal has the following key features:

- You may bring a representative to the appeal meeting.
- The appeal will be heard by a Manager senior to the one who heard your grievance, who will consider the grounds that you have put forward and assess whether or not the conclusion reached in the original grievance hearing was appropriate.

The procedure to be followed at the appeal hearing will be:

1. You will present their appeal, setting out clearly the reasons why you do not agree with the findings of the initial grievance hearing
2. The Appeal Manager may ask you questions.
3. If any other parties are present they may also ask you questions.
4. If other parties are present at the hearing they may be questioned by either the Chair of the Appeal Hearing or you.
5. You will then have the opportunity to sum up.
6. The Appeal Manager will then, if necessary, withdraw to consider the evidence.

The Appeal Manager's final decision will be notified to you in writing within two weeks of the appeal meeting, and full reasons will be given. There is no further internal right of appeal.

Where it is not possible to hold a face-to-face meeting, we will conduct the appeal hearing remotely. We will ensure that you have access to the necessary technology for participating in the process.

You should ensure that you attend the meeting at the specified time. If you are unable to attend because of circumstances beyond your control, you should inform your line manager of this as soon as possible. If you fail to attend without explanation, or if it appears that you have not made sufficient attempts to attend, the hearing may take place in your absence.

10. The Right to be Accompanied

You may bring a representative to any meetings held under this procedure. The representative may be either a trade union official or a work-colleague. You must tell the person holding the meeting who your chosen representative is no less than 3 days before the meeting. Staff members are allowed reasonable time off from duties without loss of pay to act as a representative.

In some circumstances your choice of representative may not be allowed, for example, anyone who may have a conflict of interest, or whose presence may prejudice the meeting. We may also ask you to choose someone else if the meeting would have to be delayed for over five working days because your representative is unavailable.

We may, at our discretion, allow you to bring a representative who is not a staff member or work colleague (for example, a member of your family) where this will help overcome a particular difficulty caused by a disability, or where you have difficulty understanding English.

11. Grievances after employment has ended

If you wish to raise a grievance after your employment has ended, you should submit it in writing as normal as set out at paragraph 8 above. In order to be considered your grievance must arrive within 15 calendar days of the termination of your employment.

If you raise a grievance after employment has ended, or if you raise a grievance before your employment ends and the standard procedure has not been completed at the termination of employment, an officer of St Andrew's Psalter Lane Church will either:

- a. follow the standard procedure set out above at paragraph 8; or
- b. write to ask you whether you would prefer to follow the modified procedure set out below (if you have not already stated your preference in writing). If you do not respond within 10 working days we will follow the standard grievance procedure.

The following modified procedure will apply if agreed in writing by the staff member:

- a. An officer will carry out any investigations that are considered appropriate;
- b. No meetings will be held with you;
- c. You will be notified of the decision in writing, normally within two weeks of agreeing to use the modified procedure; and
- d. There will be no right of appeal.

12. The Grievance Outcome

The outcome of the grievance, at whichever stage determined (that is, at either the Hearing or Appeal stages may take various forms. It may state:-

- a. That on the basis of the findings, the grievance is not well founded
- b. That the grievance is upheld in part and provide an appropriate solution
- c. That the grievance is upheld in full and provide an appropriate solution
- d. Any other relevant decision

Review

The Grievance Procedure and Policy will be reviewed annually. The next review is due in **February 2026**. This version agreed and accepted by the Ecumenical Church Council, **18th February 2025**.

St Andrew's Psalter Lane Church

IT, Social Media and E-mail Policy

Use of Computer Equipment

In order to control the use of St Andrew's Psalter Lane Church (SAPLC) computer equipment and reduce the risk of contamination, the following will apply:

- The introduction of new software must first of all be checked and authorised by the Property & Finance Committee, after consultation with the IT support company (who?), before general use will be permitted.
- Only authorised persons should have access to SAPLC's computer equipment.
- Only authorised software may be used on any of SAPLC's computer equipment.
- Unauthorised access to the computer equipment is not allowed.
- Unauthorised copying and/or removal of documents is not allowed.
- Unknown files or messages should never be introduced into the system without first being checked for viruses.

Internet

Where appropriate church staff and members are encouraged to make use of the Internet as part of their legitimate church activities.

Attention must be paid to ensuring that published information is relevant and accurate before material is released in SAPLC's name. Where personal views are expressed, a disclaimer stating that this is the case should be clearly added to all correspondence.

Intellectual Property Rights and Copyright must not be compromised or infringed when publishing on the Internet.

- The availability and variety of information on the Internet means that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material can result in disciplinary action, including summary dismissal.

Social Media Policy (Based on the Diocese of Sheffield Social Media Guidelines, as updated 8th February 2017)

Within our community, more and more people are using social media as part of their ministry. St Andrew's Psalter Lane Church (SAPLC), the Diocese of Sheffield, the Sheffield Methodist Circuit and the wider Church embrace this, acknowledging the value of social media as an important missional tool. Through social media we can connect with people where they are and build relationships with those we might struggle to reach through other channels.

Social media is immediate, interactive, conversational and open-ended. This sets it apart from other forms of communication and demands a new way of thinking. As well as the many opportunities, users should also be aware of (though not put off by) the associated risks.

These good practice guidelines have been compiled to help clergy, office-holders and staff already active on social media (or thinking about it!) fulfil, with confidence, their role as online ambassadors for their local parish, the wider Church and our Christian faith.

All are based on principles of common sense and good judgement. Essentially, you should participate online in the same way as you would in any other public forum. Your actions should be consistent with your work and Christian values and you are responsible for the things you do, say or write.

Types of social media

Social media can be difficult to define but is generally seen as online technologies and practices that people use to share opinions, insights, experiences, and perspectives with each other. Popular examples include: WhatsApp, blogs, Twitter, Facebook, YouTube, websites, Soundcloud, Audioboo, Foursquare, Google+, Flickr, Instagram, LinkedIn, Yammer and Pinterest.

Principles

1. Don't rush in

The immediacy of social media is one of its benefits – we can respond quickly to questions, correct misunderstandings, give our perspective about a breaking story in the news media. Responding quickly doesn't mean doing so without due consideration. Before posting always think:

- Is this my story to share?
- Would I want my boss to read this?
- Would I want God to read this?
- Would I want this on the front page of a newspaper?

This applies even before you start posting your own content. Spend a while listening to others, getting a feel for the tone in that particular forum, giving thought to how you might participate.

2. Transient yet permanent

Social media updates are immediate and will outdate quickly BUT they can have a more lasting impact and you should assume that anything you post is permanent. Even if you delete it later on, it may have been seen and re-published or referred to elsewhere.

3. You're an ambassador

Like it or not, if you are ordained, lead in or are employed by the church, others will see you in your public role as a representative of the church. If talking about a church matter, make it clear that these are your personal opinions and not those of SAPLC.

4. Don't hide

Anonymity and 'hiding' behind aliases when using social media is frowned upon. It's also at odds with what we consider the main reason for using social media networks. How can anyone really connect with an alias? On any social media platform, if you choose a username or profile different to your real name, include brief personal details in the about section.

When the account is a shared one, for example, a Facebook page, ensure people can easily find out who is responsible for the content. Prosecutions have now been brought against those using anonymous accounts to post threatening comments to others.

5. Blurring of public/private life boundaries

The distinction between public duties and private life is difficult to draw. It is no different online. There are risks associated with personal opinions being seen as public statements, a minister's private life being invaded and the difficulties of detaching from work. Consider setting up different accounts for ministry and personal use to help set definite boundaries. Use privacy settings wisely.

Staff should not feel they have to blur these lines if they do not wish to. Official accounts exist for the Diocese for work-related communications.

6. Safeguarding

The informality that social media encourages can mean that it might be harder to maintain a professional distance that is required when working with children, young people and the vulnerable. Communicating directly online with someone, for example with private messaging, is like meeting them in private. You're advised to send messages to groups, rather than individuals, or share them publicly.

IMPORTANT: This is not a replacement for SAPLC's Safeguarding Policy and must be read in conjunction with this document. See: <https://www.standrewspalterlane.org.uk/our-safeguarding-policy/>

7. Stay within the legal framework

Whilst sharing thoughts and reflections with friends or followers via social media can seem personal and private, it is not. By law, if one or more people can access it, content is classed as published, in the public domain and subject to legislation around libel, defamation, copyright and data protection. If you wouldn't say something in a public meeting or to someone's face or write it in a newspaper or on headed paper – don't say it online.

8. Confidentiality

Use of social media does not change the Church's understanding of confidentiality. Within the life of the Church there are private meetings and conversations, particularly in terms of pastoral work. Breaking confidentiality is as wrong as it would be in any other context. Arguably, it is worse as via social media a broken confidence could spread rapidly and be impossible to retract. Remember: Is this story mine to share? If in doubt, don't.

9. Be mindful of your own security

Don't overshare personal information. Never publish detailed personal information such as your address or telephone number, unless in a private message to someone you know and trust. If you receive communications via social media that are malicious, upsetting or a personal or reputational attack, alert someone at Church House. You do not have to live with this and actions can be taken.

E-mail Policy

The use of e-mail is encouraged

Authorised Use

Church employees and members using e-mail and other forms of electronic communication, such as WhatsApp, should give particular attention to the following points:

- All e-mails must comply with the church's communication standards.
- E-mail messages and copies should only be sent to those for whom they are relevant.
- Abusive emails must not be sent.
- If e-mail is confidential, the user must ensure that the necessary steps are taken to protect confidentiality as SAPLC will be liable for infringing copyright or any defamatory information circulated either within the organisation or to external users of the system.
- Offers or contracts transmitted via e-mail are as legally binding as those sent on paper.
- E-mail users will be issued with a confidential password which may be changed at irregular intervals. Access to the e-mail system using another employee's password can result in disciplinary action, including summary dismissal.
- Any failure to observe these guidelines can result in disciplinary action, including summary dismissal.
- All e-mail users are encouraged to use 'Blind Carbon Copy' (BCC) **not** 'Carbon Copy' (CC) when sending e-mails to multiple users, to avoid publishing e-mail addresses unnecessarily and potential against their owner's wishes.

- In order that all employees are able to maintain an appropriate work/life balance, all e-mail users should note that they are not expected to be available at all times. Users are encouraged to stick to 'office hours' when replying to e-mails etc.

Unauthorised Use

The church will not tolerate the use of the e-mail system for unofficial or inappropriate purposes, including:

- Messages that could constitute bullying, harassment or other detriment.
- Unauthorised personal use, chain letters, chat-rooms or other unacceptable private matters.
- Online gambling.
- Accessing or transmitting pornography.
- Unauthorised or inappropriate use of e-mail may result in disciplinary action, including summary dismissal.

Implementation of the Policy

Monitoring of e-mail messages may be carried out on a random basis. Hard copies of e-mail messages will be used as evidence in disciplinary proceedings. All e-mail messages are retained within the organisation for a period of time.

Users are reminded that the mere deletion of a message or file may not fully eliminate it from the system.

Users are required to be familiar with the requirements of The General Data Protection Regulation (EU) 2016/679 (GDPR) and to ensure that they operate in accordance with the requirements of the regulation. Details are available in the SAPLC Data Privacy Notice at <https://standrewspsalterlane.org.uk/our-privacy-policy/>

It should be noted that this Policy is equally relevant to volunteers and to paid employees.

Review

The IT, Social Media and E-Mail Policy will be reviewed annually. The next review is due in **February 2026**. This version agreed and accepted by the ECC, **18th February 2025**.

St Andrew's Psalter Lane Church

Living Wage Policy

The Living Wage Policy of the Methodist Church

The Methodist Conference 2010 confirmed its decision of 2007 that the Living Wage, as published by the Living Wage Foundation (<https://www.livingwage.org.uk/>), will form the minimum basic salary for all people employed by a district, circuit or local church. This policy also includes young people below the age of 18.

Districts, circuits or local churches are required to implement the Living Wage throughout the Connexion.

However, should a Church-run project believe it would be compelled to make redundancies if the Living Wage is adopted, it may apply to the District Policy Committee for permission to defer its implementation until an agreed date. Any such application should be accompanied by a business plan demonstrating:

- The value of the work to the community
- The need to make redundancies if the Living Wage was immediately implemented
- A plan to be in a position to pay the Living Wage within five years

Any project that believes it cannot submit such an application because it cannot honestly produce a viable business plan to implement the Living Wage within five years must produce a business plan and reasoned statement for the District Policy Committee (or its equivalent) demonstrating:

- The value of the work to the life and mission of the Church and community
- The need to make redundancies or close the work if the Living wage was implemented
- The reasons why for the foreseeable future a business plan cannot achieve a situation where the Living Wage could be paid within five years without jeopardising the project.

Should the District Policy Committee be satisfied that these criteria have been met the enterprise may pay a rate agreed by the District Policy Committee, this situation would be reviewed annually with a major review and reconsideration of the case every three years.

All such cases will be reported to and open to scrutiny by an appropriate member of the Connexional Team or persons appointed by them.

The Living Wage at St Andrew's Psalter Lane

The Living Wage Foundation rates are usually published in November each year.

It is our policy to watch out for the new rates and implement the % increase across the board to all our employees, back dating the increase to 1 September when our year begins.

Review

The Living Wage Policy will be reviewed annually. The next review is due in February 2026. This version agreed and accepted by the ECC, 18th February 2025.

**Saint Andrew's Psalter Lane Church
Treasurer's Report to Meeting of ECC
18 February 2025**

Our Financial Position briefly:

4 months ended 31 December 2024

	Actual £	Budget £
Unrestricted Funds		
Total Income	81,123	71,486
Church	58,084	50,739
Property	23,039	20,747
Total Outgoings	55,070	57,588
Church	41,396	41,496
Property	8,891	9,791
Administration	4,783	6,301
Surplus/(Deficit)	26,053	13,898
Cash Resources	156,827	

Restricted Fund Expenditure

We spent £31,360 on the installation of solar panels at Shirley House, grant applications have been submitted and in January we received a grant of £11,995.

Unaudited Financial Statements

Hawsons have now completed their examination of the accounts for the period ended 31 August 2024. The accounts need to receive final approval by the trustees at this meeting. Subsequently, the Independent Examiner's Report will be signed by Simon Bladen on behalf of Hawsons.

During the year Unrestricted income was £200,097 and expenditure was £184,465 producing net income for the year of £15,632. Unrestricted Funds carried forward amount to £796,511.

We have committed an amount of £21,696 from our reserves towards ministry and mission and a legacy we received during the year included in Unrestricted Funds has been allocated for this purpose.

The Trustees have every reason to believe that the Church is a going concern as there are sufficient contributions from members and supporters to meet commitments and liabilities.

Summary of movements in funds in the year ended 31 August 2024:

	Unrestricted £	Designated £	Restricted £	Total £ 2024	Total £ 2023
Income	200,097	-	20,511	220,608	326,069
Expenditure	(184,465)	(10,082)	(76,211)	(270,758)	(222,296)
Net	15,632	(10,082)	(55,700)	(50,150)	103,773
Fund Transfers	(10,204)	21,696	(11,492)	-	-
Net Surplus/(Deficit)	5,428	11,614	(67,192)	(50,150)	103,773
Funds Brought Forward	791,083	10,082	116,419	917,584	813,811
Funds Carried Forward	796,511	21,696	49,227	867,434	917,584

A copy of the accounts is attached for approval.

Donor Efficient Card Terminal

We are in the process of acquiring a donation machine/card reader for church. For us to ensure it is the right way for us to go, we worked alongside Luke and Paul from the Sheffield Diocese. They kindly loaned us a card reader, so we didn't have to commit before we were confident it was the right thing to do.

Giving and the Proposed Lay Worker

We are exploring foundation sources of possible part funding for our proposed lay worker for hospitality and pastoral care. After allowing for inflation, the three-year employment cost of the post is likely to be in the region of £54,500, in addition there would be the cost of resources. It is assumed that the post is ongoing, therefore any end of contract termination costs, should they arise, have been ignored.

Naomi has submitted several grant applications to each of the Circuit, District, Diocese and Church Burgesses. On Sunday 19 January we launched an appeal for support from our members and friends.

In the year to 31 August 2024, we designated £21,696 to Ministry and Mission. It would be sensible for us to ring fence this as an assurance that we can meet our commitment throughout the period.

Joe Dey
17/01/2025

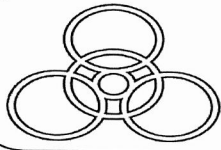
SAPLC				
Receipts & Payments 2024/25				
For the 4 Months Ended				
31-Dec-24				
Summary				
	Year to Date	Budget 4 months	Variance	Budget 2024-25
	£	£	£	£
INCOMING RESOURCES				
General Fund				
Income from Church Activities	58,084	50,739	7,345	119,617
Income from Property	23,039	20,747	2,292	62,240
Restricted Funds				
Income	2,854	-	(2,854)	-
OUTGOING RESOURCES				
General Fund				
Church Activities Expenditure	41,396	41,496	(100)	133,480
Shirley House & Church Centre Expenses	8,891	9,791	(900)	29,373
Administration expenditure	4,783	6,301	(1,518)	18,903
Restricted Funds				
Expenditure	27,989	-	(27,989)	-
SURPLUS/(DEFICIT)				
General Fund				
Church Activities	16,688	9,243	7,445	(13,863)
Lettings	14,148	10,956	3,192	32,867
Management	(4,783)	(6,301)	1,518	(18,903)
Planned Extra-ordinary Expenditure	-	-	-	-
Surplus/(Deficit)	26,052	13,898	12,154	101
Restricted Funds	(25,135)	-	25,135	-
CASH RESOURCES				
Virgin Money	39,990			
CFB Deposit Account	84,980			
CFB Development Fund	31,857			
	156,827			

SAPLC				
Receipts & Payments 2024/25				
	Year to Date	Budget 4 months	Variance	Budget 2024-25
	£	£	£	£
INCOMING RESOURCES (General Fund)				
Income from Church Activities				
Giving and Collections	46,046	45,072	973	102,617
Wedding & Funeral Fees	1,491	667	825	2,000
Social Events & General Fundraising	1,106	333	773	1,000
Church Letting Income	5,406	4,000	1,406	12,000
Miscellaneous Income	2,709	-	2,709	-
Interest/Investment Income	1,326	667	659	2,000
	58,084	50,739	7,345	119,617
Income from Property				
Shirley House Rents	11,012	9,464	1,549	28,391
Shirley House Room Hire	9,410	8,667	743	26,000
St Andrew's Church Centre	2,616	2,616	-	7,849
	23,039	20,747	2,292	62,240
TOTAL GENERAL INCOME	81,123	71,486	9,637	181,857

SAPLC				
Receipts & Payments 2024/25				
	Year to Date	Budget 4 months	Variance	Budget 2024-25
RESOURCES EXPENDED (General Fund)	£	£	£	£
CHURCH ACTIVITIES EXPENDITURE				
Circuit Assessment/Parish Share	25,644	26,022	(378)	78,067
Minister's Working Expenses	72	333	(261)	1,000
Church Consumed Items	974	400	574	1,200
Nexus Printing Costs	-	-	-	-
Musician's Fees	1,694	1,744	(50)	5,232
Choir	-	17	(17)	50
Junior Church	-	267	(267)	800
Wedding & Funeral Fees	482	167	315	500
Church Repairs & Maintenance	4,557	4,000	557	12,000
LP/R/PW Expenses	-	-	-	-
Interfaith Project	-	33	(33)	100
Cleaning	75	167	(92)	500
Church Insurance	2,217	2,296	(79)	6,888
Church Light, Heat, Water	3,338	4,467	(1,128)	13,400
Fees and Subscriptions	144	400	(256)	1,200
Church Miscellaneous	2,040	983	1,057	2,950
Annual Charitable Donations	-	-	-	8,993
PRS Expenses	158	200	(42)	600
	41,396	41,496	(100)	133,480
SHIRLEY HOUSE & ST ANDREW'S CENTRE EXPENDITURE				
Cleaning	164	167	(2)	500
Insurance	577	587	(10)	1,760
Repairs & Maintenance	1,877	2,667	(790)	8,000
Light,Heat,Water	2,979	3,167	(188)	9,500
Caretaker	3,295	3,204	90	9,613
Church Centre Insurance / professional fees	-	-	-	-
	8,891	9,791	(900)	29,373

SAPLC				
Receipts & Payments 2024/25				
	Year to Date	Budget 4 months	Variance	Budget 2024-25
	£	£	£	£
ADMINISTRATION EXPENDITURE				
Office Wages	3,823	3,884	(61)	11,653
Office Consumed Items	-	100	(100)	300
Telephone	678	650	28	1,950
Printing & Stationery	122	250	(128)	750
Postage	-	50	(50)	150
Legal & Professional Fees	-	1,167	(1,167)	3,500
Bank Charges	160	200	(40)	600
	4,783	6,301	(1,518)	18,903
TOTAL GENERAL EXPENSES	55,070	57,588	(2,517)	181,756
GENERAL SURPLUS/(DEFICIT)	26,052	13,898	12,154	101
SURPLUS/(DEFICIT)	26,052			101

SAPLC				
Receipts & Payments 2024/25				
	Year to Date	4 months	Variance	2024-25
	£	£	£	£
RESTRICTED FUNDS				
BALANCE BROUGHT FORWARD				
Donations and Collections for Ext Orgs	10			
Spire project				
Solar panels	31,360			
Sound equipment				
	31,370			
RESTRICTED INCOME				
Gift Day	-	-	-	-
Donations and Collections for Int/Ext Orgs	2,357	-		-
Fundraising Special Projects-Spire		-	-	-
Fundraising Special Projects-Solar panels	497			
Fundraising Special Projects-Sound equipment		-	-	-
Interest/Investment Income		-	-	-
	2,854			-
RESTRICTED EXPENDITURE				
Donations and Collections for Ext Orgs	1,281	-		-
Fundraising Special Projects-Spire				
Fundraising Special Projects-Solar panels	26,708			
Fundraising Special Projects-Sound equipment				
Parent & Baby Group	-	-	-	-
Story Lunch	-	-	-	-
	27,989	-	-	-
RESTRICTED FUND SURPLUS/(DEFICIT)	6,235	-	-	-



St Andrew's Psalter Lane Church

An Anglican Methodist Partnership

Charity Registration Number 1137529

Unaudited Financial Statements

For the year ended 31 August 2024

St Andrew's Psalter Lane Church

A JOINT ANGLICAN METHODIST PARTNERSHIP

Trustees and Ecumenical Church Council Members

Minister

Reverend N Cooke

Church Stewards

A R Morris

M E Mitchell

Church Wardens

J Jordan Brown

J Owen

Chair

A L Calvert

Treasurer

J W Dey

Secretary

J I Loughridge

Other Members

C J Cripps

W Atherton

J M Carpenter

J C Cripps

K A Hackett

J H Harding

A Harvey

S L Hindmarsh

A E Hollows

C Loughridge

P L Mitchell

R A Morris

J M Roberts

St Andrew's Psalter Lane Church

Unaudited Financial Statements

For the year ended 31 August 2024

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2	Trustees' Responsibilities
3	Independent Examiner's Report
4	Statement of Financial Activities
5	Balance Sheet
6 - 9	Notes
10	Reserves Policy

St Andrew's Psalter Lane Church

Report of the Trustees of St Andrew's Psalter Lane Church

Basis of Preparation and Legal Framework

The Charity's annual report and accounts for the year ended 31 August 2024 have been prepared in accordance with SORP(FRS 102) as updated, being the current version of Accounting and Reporting by Charities: Statement of Recommended Practice.

Full Name of Charity/Church:

The Ecumenical Church Council of St Andrew's Psalter Lane Church, Sheffield

Registration Charity Number: 1137529

Date of registration: 17 August 2010

Main communication address:

Church Office, Shirley House, 31 Psalter Lane, Sheffield, S11 8YL

Aims & Organisation

Saint Andrew's Psalter Lane Church is an Anglican-Methodist Local Ecumenical Partnership. We combine the practices of our two traditions to become a congregation seeking to follow the way of Jesus, in our worship and in our actions in our community. On our journey of faith, we ask questions and wonder at answers; we celebrate life in all its fullness; and we travel deeper into exploring the mystery of God.

We are an inclusive church because we welcome, celebrate and affirm all persons as they are, without discrimination. We maintain a congregation in which all members and adherents are encouraged to be themselves, wherever they might find themselves in life, wherever they might find themselves on a journey of faith.

St Andrew's Psalter Lane Church

Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for the period.

In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP 2019 (FRS 102);

make judgments and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the law. They are also responsible for safeguarding the assets of the Church and ensuring their proper application under charity law, and hence for taking reasonable steps for the prevention and detection of fraud and irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Church's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements and trustees' reports may differ from legislation in other jurisdictions.

Financial Review

During the year total income on Unrestricted Funds was £200,097 and expenditure was £184,465 producing net income for the year of £15,632. Unrestricted Funds carried forward amount to £796,511

We have committed an amount of £21,696 from our reserves towards ministry and mission. A legacy we received during the year included in Unrestricted Funds has been allocated for this purpose.

The Trustees have every reason to believe that the Church is a going concern as there are sufficient contributions from members and supporters to meet commitments and liabilities.

St Andrew's Psalter Lane Church

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

I report to the trustees on my examination of the financial statements of St Andrew's Psalter Lane Church (the Charity) for the year ended 31 August 2024, set out on pages 4 to 9.

Responsibilities and Basis of Report

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act;
or

2 the financial statements do not accord with those records;
or

3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

S L Bladen FCA

Date

Hawsons Limited
Chartered Accountants
Pegasus House
463a Glossop Road
Sheffield
S10 2QD

St Andrew's Psalter Lane Church

Statement of Financial Activities For the year ended 31 August 2024

	Unrestricted Funds	Designated Funds	Restricted Funds	2024 Total	2023 Total
	£	£	£	£	£
INCOME					
Offerings & Tax Recovered	100,068	-	177	100,245	172,185
Grants	-	-	18,934	18,934	69,500
Legacies	21,696	-	-	21,696	5,000
Bank Interest	3,085	-	1,400	4,485	1,243
Lettings	73,177	-	-	73,177	70,012
Other Receipts	2,071	-	-	2,071	8,129
TOTAL INCOME	200,097	-	20,511	220,608	326,069
EXPENDITURE					
Payments to Circuit	56,844	-	-	56,844	54,132
Payments to Diocese	18,534	-	-	18,534	18,847
Donations	8,360	-	-	8,360	7,550
Repairs & Maintenance	30,474	10,082	74,656	115,212	76,115
Utilities	41,477	-	-	41,477	38,853
Other Payments	28,776	-	1,555	30,331	26,799
TOTAL EXPENDITURE	184,465	10,082	76,211	270,758	222,296
NET INCOME FOR THE YEAR	15,632	(10,082)	(55,700)	(50,150)	103,773
Transfers Between Funds	(10,204)	21,696	(11,492)	-	-
Net Movement in Funds	5,428	11,614	(67,192)	(50,150)	103,773
Reconciliation of Funds:					
Brought Forward From Last Year	791,083	10,082	116,419	917,584	813,811
Total Funds Carried Forward	796,511	21,696	49,227	867,434	917,584

St Andrew's Psalter Lane Church

Balance Sheet

As at 31 August 2024

	Notes	2024	2023
		£	£
Tangible Fixed Assets			
Land & Buildings	4	700,000	700,000
Current Assets			
Debtors & Prepayments	5	17,385	32,481
Cash at Bank and in Hand		39,146	158,052
Trustees for Methodist Church Purposes		-	77
Central Finance Board Deposits		115,014	30,569
		<u>171,545</u>	<u>221,179</u>
Creditors: amounts falling due within one year			
Creditors and Accruals	6	<u>(4,111)</u>	<u>(3,595)</u>
Net Current Assets		167,434	217,584
Total Assets less Current Liabilities		<u>867,434</u>	<u>917,584</u>
Income Funds			
Restricted Funds	7	49,227	116,419
Unrestricted Funds:			
Designated Funds	8	21,696	10,082
General Unrestricted Funds		796,511	791,083
		<u>867,434</u>	<u>917,584</u>

Approval

The financial statements were approved by the Trustees on

Joseph W Dey FCA
Treasurer

St Andrew's Psalter Lane Church

Notes to the Financial Statements

As at 31 August 2024

1 Basis of Preparation

Charity Information

St Andrew's Psalter Lane Church is a local ecumenical partnership between Anglican and Methodist churches.

1.1 Accounting framework

The financial statements have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2019 as applicable to the Financial Reporting Standard FRS102. The Charity is a Public Benefit Entity as defined by FRS102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified by the revaluation of freehold properties.

The principal accounting policies are set out below.

1.2 Going Concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable Funds

Unrestricted Funds

The General Fund represents the funds of the Church that are not subject to any restrictions regarding their use and are available for application to the general purposes of the Church.

Designated Funds

Funds designated for a particular purpose by the Church are also unrestricted.

Restricted Funds

The restricted funds comprise: Solar Panels Fund, Spire Repair Fund, Eco Projects Fund, Music/AV Fund, Tuesday Café Fund, W Davey Bequest and Church Repair Fund.

1.4 Income Recognition

Income is included in the Statement of Financial Activities (SOFA) when the Church becomes entitled to the resources and the Trustees are reasonably certain they will be received.

St Andrew's Psalter Lane Church

Notes to the Financial Statements

As at 31 August 2024

1.5 Expenditure

Expenditure is recognised when a liability is incurred, or a constructive obligation arises, that results in the payment being unavoidable. Liabilities are recognised as soon as an outflow of economic benefit is considered more likely than not under the legal or constructive obligation committing the Church to pay out resources.

1.6 Tangible Fixed Assets for Use by the Church

These will be capitalised if they can be used for more than one year.

The freehold properties are shown at estimated market value.

2 Payments to Trustees

	2024 £	2023 £
Payments made to Trustees for additional services provided to the Church by agreement with the Ecumenical Church Council Meeting.	-	-

3 Salaries and Associated Costs

Staff Costs paid during the year were:

	£	£
Gross wages and salaries	24,128	24,872
Employer's National Insurance Contributions	134	104
Pension Costs	210	193
Total Staff Costs	24,472	25,169

4 Tangible Fixed Assets

	Church Land & Buildings £
Cost or Valuation	
Brought forward	700,000
Additions	-
Disposals	-
Carried forward	700,000
Accumulated Depreciation	
Brought forward	-
Depreciation charge for the year	-
Disposals	-
Carried forward	-
Net Book Value	700,000

There is no depreciation figure for church buildings as the impairment review at the end of the year judged the market value to be greater than book value.

St Andrew's Psalter Lane Church

Notes to the Financial Statements

As at 31 August 2024

	2024	2023
	£	£
5 Debtors & Prepayments		
Accrued Income	17,385	32,481

6 Creditors & Accruals		
Trade and other creditors	4,101	3,543
Due to External Organisations	10	52
Total	4,111	3,595

7 Restricted Funds

	Opening Balance	Receipts	Transfers	Payments	Closing Balance
	£	£	£	£	£
Internal Funds					
W Davey Bequest	76	40	(116)	-	-
Solar Panels Fund	30,600	1,360	-	-	31,960
Spire Repair Fund	84,024	18,934	(27,829)	(74,656)	473
Eco Projects Fund	-	-	12,813	-	12,813
Music/AV Equipment Fund	1,419	177	-	(1,515)	81
Church Repair Fund	-	-	3,640	-	3,640
Total	116,119	20,511	(11,492)	(76,171)	48,967

Internal Organisations					
Tuesday Café Fund	300	-	-	(40)	260

Total Restricted Funds	116,419	20,511	(11,492)	(76,211)	49,227
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Spire Repair Fund

Funding received for the Spire Project has been sufficient to cover all the costs of the repair such that £11,492 has been transferred to unrestricted funds to cover the initial project costs that were incurred during the year ended 31 August 2022 as unrestricted expenditure.

8 Designated Funds

	Opening Balance	Transfer from General Fund	Transfer to General Fund	Payments	Closing Balance
	£	£	£	£	£
Spire Repair	10,082	-	-	(10,082)	-
Ministry and Mission Fund	-	21,696	-	-	21,696
Total	10,082	21,696	-	(10,082)	21,696

St Andrew's Psalter Lane Church

Notes to the Financial Statements

As at 31 August 2024

9 Related Party Disclosures

The Church is part of The Sheffield Methodist Circuit, which is part of The Sheffield Methodist District and is also accountable to The Methodist Conference. None of the Trustees made a gift of land or substantial other asset to the Church during the year or seek to influence the Trustees.

St Andrew's Psalter Lane Church

Year ended 31 August 2024

Reserves Policy

As part of our reserves policy, the ECC reviews our reserves position at least annually.

Our aim is to maintain unrestricted reserves at a sufficient level to ensure financial resilience and sustainability, including protecting us against key risks. The most significant continue to be the cost of repairs to our properties; a reduction in the level of regular giving from the community and increasing utility costs. Our aim is also to achieve an appropriate balance between financial resilience and stepping out in faith to use our funds in support of the mission of the church.

We have carefully considered our present financial position and future obligations. Where possible we are trying to reduce expenses and increase income.

We continue to appeal to our members and friends to consider increasing their planned giving. In addition we are aiming to increase income from our lettings and make savings and efficiencies in our expenses.

We believe that we should look ahead over a full year planning period, but that as a minimum we should seek to have sufficient reserves for the next six months.

Our unrestricted reserves are sufficient to fund our budgeted six months expenditure of £92,000.

Joseph Dey FCA
Treasurer

St Andrews Psalter Lane Church

JCC report to Property and Finance Committee meeting 15th January 2025

NB Items for discussion / action at the meeting are marked *

Property

Quinquennial Inspection (2020) Remaining items:

Essential in next 12 months:

- Repairs required to rainwater pipe. (Porch of Shirely House)

Essential in next 5 years (inc work at Shirley House- likely to cost £10 000-£15 000):

- Rising dampness in Church (Action taken)
- Penetrating dampness in toilets in Church (See separate item)
- Dampness in Shirley House porch. (Need to paint wall)

There were no items of the *utmost urgency, advisable within 5 years or requiring further investigation*.

Our experience is that the cost of work considerably exceeds the surveyor's estimations.

Apart from completing minor repairs and any serious issues that arise it is not intended to undertake further works until after the next quinquennial in 2025.

Church

Heating system: The insurance company has paid our claim for the replacement of the pressurisation pump, which was damaged by a flooding event in October 2023 with the insurance company. The pilot light in one of the boilers is unreliable. Linnea is reitting it and we Demsey's are due to repair it.

Narthex toilets: Tom Crooks (Architect), JC, Mary Mitchel and Marilyn Godber are met on 22nd October to discuss options and create a specification for the works. Mary has been investigating sanitary ware and Marilyn has been seeking suitable wall tiles. We will need to. The Architect is drawing up a brief specification for the works for us to seek tenders, and a drawing to show the modified roof drainage system for us to seek Connexional Conservation approval for the changes to the roof drains and part funding from the Yorkshire Historic Churches Trust or other funder(s).

Other projects: Spire: The one year inspection was carried out by Architect Tom Crooks on Wednesday 8th January and Paul Durkin of Pinnacle on 9th October. The internal timbers are reported to be dry, but there is an area of staining on SE side of spire which is thought to be wood preservative spill. This should be monitored when access to the roof space is available. Externally some cracking of the joints forming the crown and distortion of the lead below the louvred section and copper rolled joints on the south side lower skirt were noted. He suggested that filling joints and painting of the woodwork and refolding the copper should be carried out, probably from a cherry picker. Pinnacle will be in touch soon to make arrangements to attend to these issues, meanwhile we retain the final payment.

Decoration of vestry: Various pictures and possibly the curtains that previously hung in this room are now in the balcony area. Do we need to arrange for these items to return to the vestry?

Leak into creche: The architect has not yet carried out an assessment of the problem.

Inclusivity: An inclusivity audit identified the need to be able to control sound level in creche and narthex but there has not been any progress on this.

Church Lighting System: The present system contains an original phase card which is overdue a replacement. We need to decide what our future lighting requirements are before making changes to the system.

LED lighting: Energy audit: Having decided that of the options secondary glazing of 4 windows of the nave would be best, an application for approval was submitted to Connexional Conservation. Unfortunately consultees raised various objections which meant that it would be impossible to complete the project before 31st December 2024. Insulation of ceilings of uninsulated flat roofed area plus water heater timers and changing 4 strip lights to LEDs were then investigated with prices quoted for internal and external insulation: £22,642 and £26,371, timers: £1464, lighting £398. A quote for installing solar panels on the flat roof area was also sought. The contractor suggested that as the present roof covering is uneven and

aged we would be advised to replace it with external insulated panels, rather than fitting internal insulation. This would be better for the building as internal insulation can cause condensation. Switching to external insulation put the price over the limit of £25,000 for a single quote, so I was obliged to seek another 2 quotes, with a deadline of a week. Unfortunately the 3rd quote arrived 2 days late and also we were then told we would need Circuit and District approval for the work. The funding administrators told us we could apply for funding for timers for water heaters and LED lighting. As 2 water heaters will be replaced when the toilets are renovated we applied for installation of 2 timers and replacement of 36 round ceiling and wall mounted light fittings and 4 fluorescent strip lights in the different areas of the building. The LED lights are of similar size and appearance to the present lights and existing LED lights won't be changed. The total cost is £4648 which is well within the £20,000 grant maximum.

The application was approved on 19th December and the deadline for the work to be completed was extended to 31st January. The work started on 9th January and is now completed. We were obliged to conduct energy efficiency surveys of the Church users before and after the project. These were carried out respectively on 12 and 19th January. We have submitted the claim for funding and will claim the VAT from the Listed Places of Worship Grant Scheme.

We were notified about eligibility for a Diocese of Sheffield funded energy audit and funding of up to £3,000 for energy saving measures, but as we have already had an energy audit, this was withdrawn. However, we have applied for a grant provided by the Diocese for £100 for LED lighting. This will cover the cost of replacing filament bulbs in the uplighters on the balcony and elsewhere in the Church. Meanwhile the Diocese has informed us about the Net zero quick wins grant which would provide funding of up to £5000 for various energy saving works. Most grants will be of the order of £1000. It is made clear that churches that do not have funds for making necessary improvements will be prioritised and the deadline for application was 30th November. I asked whether we can apply for funding for the conversion of the lighting if our application to the Cultural and Communities fund was unsuccessful, but was told we would need to apply in a later round.

We are still going to need to reduce our energy consumption. In this connection we are planning to renovate and partly automate the main entrance doors and further investigate secondary glazing and roof insulation, replacement of gas boilers heat pumps and install solar panels to power the heat pumps.

Shirley House

Energy Audit and Solar panels: The solar panels and battery have been installed and electricity is being generated. We should receive an app to enable us to monitor their performance. We have applied for the grant to pay 50% of the £23,910 the facility cost.

Unfortunately we have been informed by the insurance company that for cover for the building to continue they require the battery to be housed in a fire proof room with a monitored alarm system. JC has contacted the installation company and the insurers for clarification and consideration of options, including siting the battery outside in a suitable container. Another solution, yet to be explored might be to put it in a ready made fire proof cabinet in its present location in the store room. Fortunately the residue of the donation is available to cover the additional cost.

Grounds

Unauthorised use: Linnea has found bottles and other rubbish being left in the grounds and groups of people assembling and possibly gaining access to the side door porch. In view of this, in order to make it harder to reach the latch knob from the outside I fitted a piece of board to the outer gate and I plan to attach a piece of wood to the edge of the gate. There have been times when the side door has been left unlocked and everyone is reminded of the need to keep this door locked when the church is unoccupied. Rodney planed the outer door so that it is easier to close.

Health and Safety

* Safety Officer: Rodney Godber no longer wants to be our safety officer, and he is drafting a job description. He We need someone to take on this responsibility as we are obliged to have a Safety Officer.

Staffing

Director of Music: Liz Bentley has been appointed and is becoming more familiar with the organ.

Lay Worker for Hospitality and Pastoral Care: Highfield has indicated it wishes to collaborate with this proposal. The Circuit and District Employment Group in involved. The Circuit is being asked to contribute £5.5k and the other funders: District, Diocese and Congregation etc c £55k.

JCC 28th January 2025

Eco-Group Report to the ECC, 18th February 2025

The Eco Group last met on 20th January and meets again on 11th March.

We continue to work on initiatives to improve the carbon footprint of SAPLC, to encourage members of the congregation to improve their own carbon footprints and to include green issues in our worship and teaching.

Following the success of our recent Repair Café events, we have decided to hold these regularly: the dates for the next three of these are (provisionally) 10th May, with donations going to Christian Aid Week; 27th September, to include a FairTrade stall and with donations going to the Cathedral Archer Project; and 24th January 2026, with donations going to A Rocha.

For our Sheffield Environment Weeks event this year (Saturday 26th April to Thursday 5th June) we hope to host a 'Back to Basics' lecture on the subject of the current position regarding climate change, the latest research etc. – we would like this to be a science-based talk about the causes of climate change and what is actually happening now, rather than a list of things people should be doing!

We are glad to report that solar panels have been successfully installed in Shirley House and are producing a useful amount of electricity, and that LED lights have been installed in church, which use less electricity.

The A Rocha Eco Church survey, which we continue to keep updated and on which our Silver Eco Church Award is based, has recently been relaunched. The new version is much more 'in-depth' than before, and focuses more on the church's strategy and commitment to ecological issues. We would, therefore, like the ECC to accept the attached, updated version of our manifesto, which we originally created in 2020 as a response to the challenges posed by the post-pandemic world, as a statement of SAPLC's acknowledgement and celebration of God's relationship with, and work in, creation.

We continue to provide Eco Tips in the newsletter each week to help members of the congregation make greener choices.

The Eco Group is always happy to welcome new members.

Clare Loughridge, 28th January 2025

St Andrew's Psalter Lane Church Eco Group Manifesto

This is what St Andrew's Psalter Lane Church Eco Group, together with the many other groups that form part of our church life, would like to see happening in the future; these are what we consider to be the important issues facing the world. We believe these issues should be part of government policy and implemented at national and local level, and we believe in lobbying national government on these issues:

- We believe that we have been entrusted with the care of the Earth, which is God's creation, and that we should live fairly and gently upon it as an expression of our Christian faith.
- We believe that everyone has the responsibility and ability to make small changes which can make a big difference.
- We believe that there should be affordable and effective public transport solutions as alternatives to personal car use.
- We believe that electric bicycles and tricycles should be more widely available, that there should be a coherent scheme for funding them, and that cycle paths for using them should be more common.
- We believe that for those people whose journey requires a car, those cars should be powered either by electricity or by renewable power such as hydrogen.
- We believe that renewable sources of energy must become the norm.
- We believe that more 'green' jobs should be available, for example making electric bicycles, building wind turbines, insulating houses, harvesting crops etc.
- We believe that school- and university-leavers should be able to enter this sort of job as the 'traditional' job market shrinks.
- We believe that it is important to support local traders, suppliers and manufacturers.

1. City of Sanctuary are pleased to announce the re-opening of the Sanctuary on Chapel Walk. A party to celebrate the re-opening will be held between 2 and 6pm on 1 March. (Unfortunately that is the first day of Ramadan).
2. The situation of refugees in Sheffield continues to cause concern. *Refugees* means people who have been granted asylum but must find accommodation within 28 days. An increasing number are homeless. It would be great if we could invite someone to speak to us about options to support them.
3. At the same time there is continuing concern about the circumstances of asylum seekers, particularly women. We are chipping away at the bureaucracy as we try to get permission to support young women placed in a former care home in Burngreave. Mears, the housing providers, have been less than helpful and, in some cases, dishonest.
4. There is growing concern among churches about the current level of media disinformation. A recent example was a claim (unverified) in the Telegraph that 1 in 12 of the population of London were illegal migrants. This was rapidly repeated across several newspapers and of course on GB news. This is reminiscent of the way in which incorrect statements about the Southport killer were circulated.
5. I have thought for some time about how we might have some key themes for Justice and Peace work here. In order to provide a framework for the ongoing work at SAPL, and to enable public recognition of our commitment to social justice, I propose that we adopt the 6 aims of JPIT as follows:
 - A just economy that enables the flourishing of all life
 - A world that actively works for peace
 - A society that welcomes the stranger
 - A society where the poorest and most marginalised are at the centre
 - A planet where our environment is renewed
 - A politics characterised by listening, kindness and truthfulness

We need to discuss this and I would be happy to prepare a reasoned case for this given time at the next meeting

Anne Hollows



Shirley House Interfaith Centre Report to ECC

February 2025

Caroline Cripps

The committee has not met since the last ECC.

Recent events:

- Sunday 17th November Sheffield Interfaith visit to Hindu Samaj 5:00 pm
- Sunday 1st December, Hallam Community Hall, Hallam Grange Crescent, 2:00pm, Dialogue Society Christmas Party
- Wednesday 4th December 7:00pm. Shirley House Winter Party (Food, drink, board games)
- Tuesday January 14th 2025, 7:30 pm. Discussion on how 'Love your neighbour' is understood and enacted in different faiths.

Forthcoming Events (all at Shirley House unless otherwise stated)

- Wednesday February 19th 7:30pm. Film show, 'The Quiet Girl'. [No Zoom option]
- Thursday February 20th 6.00pm – dinner with speakers from Nablus in the Occupied West Bank (invitation only)
- Monday February 24th 6.00 Sheffield Interfaith food & friendship bring & share dinner
- March – NO Shirley House Interfaith event due to Ramadan and Lent occupying almost the whole month.
- Tuesday March 25th Sheffield Interfaith online discussion on the theme of 'Trust' (SIF members only)
- Monday April 28th **12:00** Sheffield Interfaith food & friendship bring & share **lunch, Upper Chapel Norfolk Street, S1 2JD**
- Tuesday 29th April . Presentation about a newly published book about Pagan Worship and prayers

Next committee meeting Monday 17th March 2.00pm

All Shirley House Interfaith meetings are live in Shirley House but will continue to include a Zoom link for those who are unable to attend in person. Links are available by contacting: Shirleyhouseinterfaith@gmail.com

Our events take a variety of forms, are on different days of the week, always include some refreshments, and everybody is welcome to come and meet people from other faith communities in Sheffield.

Junior Church Report

Junior church has had a stable and encouraging period over the past few months. The reconfiguration of the back room, organisation of our resources and creation of the new space in the nave have been really positive, with the children feeling at home and more comfortable in the church.

We held a very successful Epiphany party which despite the snowy conditions, was attended by 13 children and associated adults.

We have had a higher average attendance on Sundays, with a new family beginning to join us on a regular basis.

The challenge is still around the effort of providing meaningful content for the children, particularly as they now span a larger age range but we are hopeful for the creation of the lay worker role bringing support to this and enabling more outreach and non-Sunday morning activity.

We plan to hold our annual pancake party again, and are planning for the children to be an integral part of the Church Weekend and even sleep over on the church floor.

Safeguarding Report to ECC 18th February

There is a possibility of a safeguarding course being run at SAPL to 'mop up' all those who have still not completed the training.

I'm currently trying to identify who needs to do the course at this stage.

There is new legislation going through Parliament

The Children's Wellbeing and Schools Bill 2024-25 is a new bill that was introduced to Parliament on December 17, 2024. The bill aims to improve the safety of children and raise educational standards.

The bill includes

- **Registers:** Councils will create registers of children who are not in school.
- **Unique numbers:** Children will be given unique numbers to help join up systems.
- **Home education:** Parents will no longer automatically be able to educate children at home if they are under a child protection plan.
- **School attendance:** Local authorities can intervene if a child's home environment is unsafe or unsuitable.
- **Safeguarding panels:** Councils will create multi-agency safeguarding panels to keep children safe.

The goals of the bill are

- To protect children from abuse
- To ensure children get the best start in life
- To break down barriers to opportunity
- To make sure no child falls through gaps between services
- To ensure families can get help when they need it
- To ensure every child can get a good education

Smacking

There is a continuing debate about smacking in England. Smacking has been banned in Wales and Scotland and there has been a significant reduction of aggressive acts towards children.

Church of England Safeguarding issues

As many of you will be aware, issues about safeguarding continue to attract media attention. I have received an *ad clericum* from the Bishop of Sheffield which I hope to discuss shortly with Anna Calvert. We will write more about this when we have met.