

# **Poulton Le Sands Holy Trinity with Morecambe St Laurence.**



**Annual report and financial statement  
of the Parochial Church Council**

**for the year ended 31st December 2018.**

## ADMINISTRATIVE INFORMATION

Poulton Le Sands Holy Trinity Church with Morecambe St Laurence, also known as Morecambe Parish Church, is situated in Church Street, Morecambe. We are in the Lancaster and Morecambe Deanery, which is part of the Diocese of Blackburn within the Church of England. The correspondence address is

The Rectory, Church Walk, Morecambe LA4 5PR.

The Parochial Church Council (PCC) was a charity excepted from registration with the charity commission until the 23rd October 2013 when it became registered in its own right

PCC members who have served from 1st January 2018, until the date of this report are:

Incumbent: Revd Mike Peatman Chairman Standing Committee until July 2018

Reader: Miss Sue Kiernan Co-opted

Wardens:

Mrs Christine Suthers	Standing Committee
Mr Paul Hope	Standing Committee

Representatives on the Deanery Synod:

Miss Ruth Nightingale	
Miss Carol Ogden	Assistant Treasurer

Elected members:

Mrs Carol Bennett		
Mr Trevor Blaylock		Standing Committee
Miss Amy Docherty		
Mrs Jackie McCleavy		
Mrs Marilyn Prescott		
Mr Brian Robinson		Standing Committee
Mr Phil Ramsden		
Mrs Lesley Sayer		
Mrs. Joye Heald		
Mrs Val Vose	PCC Secretary	Standing Committee
Mrs Fiona Whyte	Vice-Chair	Standing Committee
Mr Alexander Whyte	Co-opted Young People's Representative until Sep 2018	
Then Mrs Chelsie Collier from Sep 2018		

Bankers:

LLOYDS TSB LTD Euston Road, Morecambe (now TSB LTD following the de-merger)  
Central Board of Finance Church of England Funds, 80 Cheapside, London EC2V 6DZ.

Independent Examiner: John R Pollard MAAT

## **STRUCTURE, GOVERNANCE AND MANAGEMENT.**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the electoral roll and to consider standing for election to the PCC. PCC members are elected for 3-year terms of office, with a third up for renewal each year.

The PCC met for 8 full meetings during 2018, (plus 2 special meetings connected to the preparation of a parish profile.) discussing a wide range of topics. The meetings were well attended with 76% attendance.

The standing committee met 5 times in between PCC meetings to plan the agenda and transact any urgent PCC business. There is also a Worship Committee which meets termly. The PCC are proactive in looking for new members and look to have a wide range of experiences between them.

The Ministry team meet regularly to plan services, opportunities for learning or prayer and to check on pastoral needs within the church's life, as well as addressing any issues that crop up during the week.

The parish was represented at Deanery level. In 2018, we again paid our Parish Share in full. The PCC are very much aware of the risks and monitor finance, property and responsibilities for safeguarding and always engage in a thorough discussion prior to committing to any major spend.

### **Objectives and Activities:**

Morecambe Parish Church has the responsibility of co-operating with the incumbent, in promoting within the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. Our mission statement is:'

**Worshipping God,  
Serving our community,  
Living faithfully.'**

As a parish with a Church of England Primary School, we seek to build on links between church and the school. School worships weekly in church, now followed by coffee for parents/carers and we are represented at the weekly pastoral meeting and there is a strong church link through the school governors.

We have a commitment to work with other churches and continue to be represented at the regular Morecambe Churches' Forum meetings. We have worked on ensuring procedures are in place and up to date to deal with any matters relating to PCC/Trustee membership and safe from harm procedures for young people and vulnerable adults. Our Safeguarding Officer ensures the safe from harm policy is kept up to date and in place. We periodically review our structures and make changes to enable us to move forward in faith together.

Our health and safety officer has regularly reviewed matters and has ensured that we comply with current regulations. During 2018 our health and safety policy has been reviewed.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Church Attendance**

There were 138 people on the electoral roll at the end of 2018 (2017:139), 47% of whom live within the parish. Attendance at Sunday 8.00 am Book of Common Prayer, 10.00 am Parish Eucharist and 6.30 pm evening services have been steady with our all-age services engaging a different group of people. Third Sunday attracts a varied age group who explore faith in more participative ways. Our monthly Choral Evensong draws in choristers and congregation from a wider area. The midweek Thursday communion is boosted once a month by Lunch Club. We also arrange for regular communion services in two local nursing homes.

During the year 41 baptisms (2017 : 36), 5 weddings (2017 : 7) and 13 funerals (2017 : 16) took place from the parish.

Seasonal services are an important feature. We had a full programme for Holy Week and Easter, and for other major festivals. Our Carols by Candlelight service was well supported. Our crib service told the story through drama and music, involving many people and filled the church. We also sang Carols in the local pub "The Morecambe Hotel".

## REVIEW OF THE YEAR:

Vision 2026 has still remained at the forefront of our PCC meetings however our planned meeting about this was postponed once we had the news that Mike was moving on. There were more pressing issues.

Our pastoral group continues to meet. The team authorised to administer home communions have continued to do so. The lay team supporting baptism ministry assist in baptism preparation, bookings and follow-up visits as well as helping at the services. A wide group of people contribute to the preparation and conduct of our Sunday services in setting up, welcoming, reading, serving, interceding and administering the chalice. The all-age team have been planning and running services.

Children and families are a key area for our outreach and mission. A significant team of lay people have continued to help with planning and running activities for young people across the age range.

We see many who wish to have their child(ren) baptised and the preparation process encourages families into Messy Church and Junior Church. The preparation takes place monthly and has a short presentation along with time to discuss the meaning of baptism and answer questions.

Poulton Playtime, our toddler group, is now well established, often attracting 20-30 families. Messy Church continues with an average of 40-50 adults and children attending. The Parish also held another successful Holiday Club attended by 50 children. The week ended with a Holiday Club Sunday service in the Memorial Hall. Junior Church continues to meet in term-time during the main 10am service and celebrated its work at the annual festival service in July.

Poulton-le-Sands C of E Primary School worships weekly in term-time in Church and uses the church for events including its Leavers' Service, Carol Service, Nativity plays, etc. Classes regularly visit the building to learn about the Church and Christianity.

Other local schools have also visited the building. The uniformed groups are church-sponsored, and they are encouraged to parade at our monthly all age services.

Our choir helped to lead the worship for sung services throughout 2018. Monthly choral evensongs challenged choristers with a broad repertoire of music and many from other churches have been keen to join us on these occasions.

At the end of July, we said good-bye to the Revd Mike Peatman who moved to be the Vicar of Saint Nicholas' Church in Beverley, West Yorkshire. A meal and social event were held to mark this occasion. Paul Hope and Fiona Whyte were appointed as Parish Reps to begin the process of completing a parish profile and appointing a new rector.

Fellowship is an important feature of our parish life - for social contact and learning together. We meet after services in the hall for refreshments, and more recently have held Parish Lunches after the Sunday Service. Our Tuesday and Thursday daytime study groups continued to meet, and a group started meeting on Wednesday evening, as well as a small Men's Bible Study in a local pub. Our Thursday Lunch Club continues to provide a tasty meal and an opportunity for fellowship and conversation for 20-30 people each month. The monthly Fellowship group continued to meet, featuring a range of speakers. We have also enjoyed social events to support our link missionaries working with CMS.

Our community involvement continued through supporting homeless and marginalised people by collecting tins of food. These were taken to West End Impact for distribution to those in need. Non-perishable donations of food at our Harvest Festival service supported the work of West End Impact.

Our Church building is regularly used by a variety of choirs and groups, both for practising and performing.

We have hosted concerts and performances, which reach out to the community.

Our Christmas Tree Festival and Craft Fair was held again this year, seeing hundreds of children and adults attend. After costs were deducted, £ 2153 was raised which was split between Church, the Memorial Hall and the holiday meals project at Morecambe Bay Primary School. The festival week concluded with an all-age service in the Memorial Hall. We have held a number of other fellowship and fundraising events to encourage those in the community to join us.

The bell ringers have continued to meet, this is led by a team of bell ringers from other church towers, some of whom can provide training for new ringers.

## Choir Report

We are extremely lucky to have gained several young and enthusiastic new choristers recently. Choir practices are fun, but we work hard. Around twenty of the choir take part in the RSCM Voice for Life training scheme, increasing their knowledge and understanding of music, developing vocal skills and learning about the Christian life and their own particular contribution in the service of our Church. Choristers had several opportunities to share with others who serve in a similar way, notably the 'Area Festival and Awards' in Blackburn Cathedral and a Singing Day for young people at Lancaster Priory. We were proud of Trinity who was awarded her Archdeacon's Award for loyalty. Social events are always important to us. We arranged a Harvest Hotpot and Games Evening for the church and had our own Pizza party. Our annual barbeque was as popular as ever, the Prescott garden being well-used, the neighbours being very understanding... We never miss an opportunity to celebrate with cake(!) and there were a few 'big' birthdays we couldn't miss; we celebrated with Alexander and Sophie going off to university, happily knowing that they would be back with us during their holidays. Six of our young people went to Morland Choristers' Camp in July and had an amazing time. We continue to do a monthly choral evensong which attracts singers from other churches in the county and we are immensely grateful that we have the services of organist Keith Worsman for these. Numbers in the choir stand at around 30

**Poulton Le Sands Holy Trinity with  
Morecambe St Laurence.**

Statements of Accounts  
for 12 months ending  
31st December 2018

P Hope  
Acting Treasurer

## PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY WITH ST LAURENCE, MORECAMBE

### ACCOUNTING POLICIES

#### **Basis of Accounting**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

#### **Funds**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Restricted funds are to be used for the specific purpose for which they were intended.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

#### **Incoming Resources.**

##### *Voluntary income and capital resources.*

Collections are recognised when received by or on behalf of the PCC.

Planned giving received under covenant is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for when they are received.

Funds raised by garden parties and similar events are accounted for gross.

Sales of books and magazines are accounted for gross.

#### **Resources used.**

Activities directly related to the work of the Church.

The diocesan parish share is accounted for when due. Expenditure is generally recognised when it is incurred and is accounted for gross.

#### **Fixed Assets.**

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

#### **Current assets.**

Amounts owing to the PCC at 31<sup>st</sup> December in respect of Gift Aid are shown as debtors.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

## INDEPENDENT EXAMINER'S REPORT

### TO THE PCC OF HOLY TRINITY WITH ST LAURENCE, MORECAMBE.

This report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2018, which are set out on pages 8 and 9, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 ('the Act').

#### Respective responsibilities of trustees and examiner.

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and s 43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of Regulations.

#### Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charities Commission under section 43(7)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### 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
  - a. to keep accounting records in accordance with section 41 of the Act; and
  - b. to prepare financial statements, which accord with the accounting records and to comply with the requirements of the Act and the Regulations have not 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.

Signed

J R Pollard

Date

25th March 2019



Mr J R Pollard MAAT  
8 Lake Grove  
Morecambe  
LA4 4LH



**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY WITH ST LAURENCE, MORECAMBE**

**STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31st December 2018**

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	Note	£	£	2018 £	2017 £
<b>INCOMING RESOURCES</b>					
Incoming resources from donors	2a	52950	0	52950	53322
Other voluntary incoming resources	2b	7935	344	8279	6575
Income from charitable ancilliary trading	2c	9441	0	9441	8760
Other ordinary incoming resources	2d	0	0	0	2875
Income from Investments	2e	849	0	849	582
<b>TOTAL INCOMING RESOURCES</b>		<u>71175</u>	<u>344</u>	<u>71519</u>	<u>72114</u>
<b>RESOURCES USED</b>					
Grants	3a	11797	0	11797	8725
Activities directly relating to the work of the church	3b	81901	788	82689	68655
Church management and administration	3c	361	0	361	496
<b>TOTAL RESOURCES USED</b>		<u>94059</u>	<u>788</u>	<u>94847</u>	<u>77876</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<u>-22884</u>	<u>-444</u>	<u>-23329</u>	<u>-5761</u>
<b>NET MOVEMENTS IN FUND</b>		<u>-22884</u>	<u>-444</u>	<u>-23329</u>	<u>-5761</u>
Balances brought forward at 1st January 2018 (2017)		187744	5700	193445	199206
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2018 (2017)</b>		<u>164860</u>	<u>5256</u>	<u>170116</u>	<u>193445</u>

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY WITH ST LAURENCE, MORECAMBE**

**BALANCE SHEET AT 31ST DECEMBER 2018**

	<b>Note</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>		0	0
<b>CURRENT ASSETS</b>			
Debtors (Gift Aid Income Tax Recoverable)	6	2145	7572
Cash at Bank		6569	6061
CBF Account		* 168302	184453
		<u>177016</u>	<u>198087</u>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	7	6900	4642
<b>NET CURRENT ASSETS</b>		170116	193445
<b>NET ASSETS</b>		<u>170116</u>	<u>193445</u>
<b>FUNDS</b>	8		
Unrestricted		164860	187744
Restricted		5256	5700
		<u>170116</u>	<u>193445</u>

\* Due to the shortfall in income against expenditure a total of £17000 was transferred from the CBF Account into Church Current Account during the year.

Approved by the Parochial Church Council on 15th April 2019, and signed on its behalf by:

Mrs Fiona Whyte



Vice Chairman

The notes on the following pages form part of these accounts

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY WITH ST LAURENCE, MORECAMBE**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31st December 2018

**2 INCOMING RESOURCES**

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2018 £	2017 £
<b>2a Incoming Resources from Donors</b>				
Planned Giving Gift Aid	24533		24533	27090
Planned Giving Non Gift Aid	7864		7864	4761
Pew envelopes	2277		2277	810
Income tax recovered	6530		6530	7404
Collections	7222		7222	7522
Donations	4524		4524	5735
	<u>52950</u>	<u>0</u>	<u>52950</u>	<u>53322</u>
<b>2b Other voluntary incoming resources</b>				
Bequests			0	0
Donations, appeals, etc.	2138		2138	1541
Aumbry lamp	30		30	55
Notice Sheet	5		5	25
Candles	1064		1064	1071
Flower fund		20	20	95
Christmas Tree Festival	2153		2153	1984
Social events	341		341	300
Grants	1142		1142	0
Messy Church	155		155	15
Hand Bells	0		0	195
Uncashed cheques	680		680	0
Holiday Club	228 #		228	165
Transfer from CCLA Account	0		0	0
Choir Fund		324	324	1129
	<u>7935</u>	<u>344</u>	<u>8279</u>	<u>6575</u>
<b>2c Income from charitable ancillary trading</b>				
Magazines/Booklets	569		569	484
Photocopying	260		260	228
Fees	8612		8612	8048
	<u>9441</u>	<u>0</u>	<u>9441</u>	<u>8760</u>
<b>2d Other ordinary incoming resources</b>				
Insurance claims			0	2875
<b>2e Income from investments</b>				
Interest	849		849	528
Stock redemption			0	54
	<u>849</u>	<u>0</u>	<u>849</u>	<u>582</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>71175</u>	<u>344</u>	<u>71519</u>	<u>72114</u>

## PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY WITH ST LAURENCE, MORECAMBE

### NOTES TO THE FINANCIAL STATEMENTS ( CONTINUED)

For the year ended 31st December 2018

#### 3 RESOURCES USED

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2018 £	2017 £
<b>3a Grants</b>				
Mission and charitable giving	3367		3367	3620
Donations	8430		8430	5105
	<u>11797</u>	<u>0</u>	<u>11797</u>	<u>8725</u>
<b>3b Activities directly relating to the work of the church</b>				
Ministry: Parish share	46866		46866	39677
Rectors expenses	139		139	363
Rectory costs	1154		1154	200
Curates expenses			0	0
Reader & P.A. expenses	9		9	61
Fees to diocese	1235		1235	3042
Church running expenses	5339		5339	5686
Children's ministry	245		245	0
Church maintenance	8232		8232	4793
Organist & Choir	4641		4641	3959
Parish office	948		948	923
Parish Social events	1066		1066	175
Utility costs - Gas and Electricity	3148		3148	2692
- Water	102		102	497
Insurance	2604		2604	2546
U18's/Messy Church	331		331	0
Choir Fund	#	438	438	1124
Gifts	1312 0		1312	284
Flowers		350	350	350
Wedding/Funeral Fees	4530 0		4530	2284
Audit Costs	0		0	0
Total	<u>81901</u>	<u>788</u>	<u>82689</u>	<u>68656</u>
<b>3c Church management and administration</b>				
Administration:				
Consumables			0	0
Paper	361		361	160
Phone			0	36
Courses			0	300
Total	<u>361</u>	<u>0</u>	<u>361</u>	<u>496</u>
Total	<u>94059 0</u>	<u>788</u>	<u>94847</u>	<u>77877</u>

#### 4 Staff Costs

##### Wages

During the year the PCC employed an organist. The organist, Mrs M Prescott, is a member of the PCC and received £3220

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY WITH ST LAURENCE, MORECAMBE**

**NOTES TO THE FINANCIAL STATEMENTS ( CONTINUED)**

For the year ended 31st December 2018

<b>5 Analysis of Net Assets by fund</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	
	£	£		
			£	
Fixed Assets	0		0	
Current Assets	171760	5256	177016	
Current Liabilities	-6900		-6900	
<b>Fund Balance</b>			<u>170116</u>	
<b>6 Debtors</b>			<b>2018</b>	<b>2017</b>
			£	£
Income tax recoverable			2145	7572
Fees			0	0
			<u>2145</u>	<u>7572</u>
<b>7 Liabilities: Amounts falling due within 1 year</b>				
Fees			0	3042
Charitable Giving			3300	1600
Donations			3600	0
			<u>6900</u>	<u>4642</u>

**8 Fund details**

The restricted funds comprise the Flower Fund, Choir fund, Building & Maintenance fund, Hand Bells.