

**Parish of  
Saint Mary-the-Virgin, Kenton**  
Annual Report of the Parochial Church Council  
for the year ended 31<sup>st</sup> December 2008

**Administrative information**

The Church of Saint Mary the Virgin is situated in Saint Leonard's Avenue, Kenton. It is part of the Harrow Deanery in the Diocese of London within the Church of England.

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

PCC members who have served from 1<sup>st</sup> January 2008 until the date this report was approved are:

<b>Incumbent / Chaiman</b>	<b>Fr Giles Pinnock SSC</b>	
<b>Hon. Assistant Priest</b>	<b>Fr John Metivier SSC</b>	
<b>Churchwardens</b>	<b>Mr. David Collinson</b> <b>Mrs. Patricia Royle</b>	
<b>Representatives on the Deanery Synod</b>	<b>Dr. Gill James</b> <b>Mr. Walter Gurton</b> <b>Miss Valerie Southwood</b>	<b>(Until APCM 13<sup>th</sup> April 2008)</b> <b>(From APCM 13<sup>th</sup> April 2008)</b>
<b>Elected members</b>	<b>Mr. Fred Ayers</b> <b>Mrs. Pamela Cole</b> <b>Mrs. Johnette Clarke</b> <b>Mrs. Gloria Cowans</b> <b>Mrs. Jean Ernstzen</b> <b>Mr. Kenrick Elliott</b> <b>Mr. Mark Giffin</b> <b>Mr. David Griffiths</b> <b>Mr. Walter Gurton</b> <b>Mrs. Mary Haines</b> <b>Mr. Gavin Harvey</b> <b>Mrs. Joan Hooton</b> <b>Miss Valerie Southwood</b> <b>Mrs. Phyllis Spiers</b> <b>Mr. Fred Windridge</b> <b>Miss Susan Tye Smith</b> <b>Mrs. Cynthia Yorke</b>	<b>(Until APCM 13<sup>th</sup> April 2008)</b> <b>(Until APCM 13<sup>th</sup> April 2008)</b> <b>(From APCM 13<sup>th</sup> April 2008)</b> <b>(From APCM 13<sup>th</sup> April 2008)</b> <b>(Until APCM 13<sup>th</sup> April 2008)</b> <b>(From APCM 13<sup>th</sup> April 2008)</b>  <b>(From APCM 13<sup>th</sup> April 2008)</b>  <b>(Until APCM 13<sup>th</sup> April 2008)</b>  <b>(Until APCM 13<sup>th</sup> April 2008)</b> <b>(From APCM 13<sup>th</sup> April 2008)</b>

**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 stand for election to the PCC.

**BANKERS**

Barclays Bank plc, Harrow Group, 355 Station Road, Harrow, Middlesex HA1 2AN

**CORRESPONDENCE ADDRESS**

Fr Giles Pinnock SSC

The Vicarage, 3, St. Leonard's Avenue, Kenton, Harrow, Middlesex HA3 8EJ

## **Background**

The PCC of Saint Mary-the-Virgin, Kenton has the responsibility of co-operating with the Incumbent, Fr Giles Pinnock SSC, in promoting in the ecclesiastical parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall complex at 268a, Kenton Road. Saint Mary-the-Virgin, Kenton is a Church of England (CofE) parish rooted firmly in the teaching and practice of the Catholic Faith that it is ‘before all things necessary’ to be held by ‘whosoever will be saved’ (*Quicumque vult, Book of Common Prayer, AD 1662*). That Catholic Faith is received by the CofE from the Apostles and Fathers of the Church and has been ‘believed everywhere, always and by all’ (*Commonitory of St Vincent of Lerins, AD 434*). Faithful to Catholic Tradition, Holy Scripture and the Catholic Creeds, it has passed Resolutions A & B under the Priests (Ordination of Women) Measure 1992, and under the ‘London Plan’ benefits from the pastoral care and sacramental assurance of the Episcopal ministry of the Rt Rev’d John Broadhurst SSC, Bishop of Fulham, who was welcomed to preside and preach at the Parish Mass on the Third Sunday of Advent to Confirm six candidates, of whom he also Baptised three. It is a Forward in Faith Parish and one of three ‘Resolution C’ parishes in the Harrow Deanery. Following the vote in the General Synod in July 2008 to move towards the appointment of women as bishops in the CofE by means of legislation that would offer only minimal provision to those who do not accept it, the parish and PCC acknowledge that the CofE is changing significantly and the place within it of parishes and people who describe themselves as Anglo-Catholic may require fundamental and perhaps difficult decisions of us all. Ongoing discord and other ramifications of this and other departures by many Anglicans—in the CofE and beyond—from the Church’s teaching and practice across a spectrum of inescapably interrelated issues of doctrine, order and morals cannot be ignored, but do not unduly dominate the day-to-day life and mission of a parish which strives to remain faithfully and confidently orthodox and catholic.

## **Achievements and Performance ~ The Life of the Parish in 2008**

For their service in 2008, the PCC wishes to thank Mr David Collinson and Mrs Trish Royle as Churchwardens, Mr David Griffiths as Honorary Secretary and Mrs Joan Hooton as Honorary Treasurer. The PCC is also grateful to Mr Peter Coe and those who assist him in his duties as Sacristan, and to Dr Gill James and her team of servers, including a growing number of young people some of whom are very new to serving, in facilitating the dignified worship of the parish. Thanks are also due to Mr Martin Singleton, who plays the organ or ensures that an organist is provided; and to Mrs Phyllis Spiers and the choir who provide musical support. It is also grateful to the Sidesmen; the Sunday School leaders; the flower arranging team led by Mrs Gloria Cowans; and to Mrs Mary Haines and those who with her clean the church for all that they do, and to all who contribute in many other ways to the life and worship offered by this parish.

### *Formation & Catechesis*

Ongoing structured catechesis is an important element in the life of any parish that seeks to enable its people to be formed and grow as Christian disciples. The *Foundations of Faith* course endorsed by the Bishop of Fulham was followed over the course of a year in 2007/08, one unit constituting the Lent Course. The occasional *Our Lady on Saturday* lectures continued with contributions from Fr Geoffrey Kirk, Vicar of St Stephen. Lewisham, who spoke on 'Mary: Image of Woman', and the Rt Rev'd Andrew Burnham, Bishop of Ebbsfleet, who spoke on the ecumenical pilgrimage to Lourdes that had marked the 150th Anniversary of the Apparitions. It is intended that this series of talks should continue on an occasional basis. The number of regular worshippers taking up the opportunity offered by *Foundations of Faith* and *Our Lady on Saturday* has not been as large as it might be and ways must be found to draw them and those presently not worshipping into a culture of growing in the Christian faith through ongoing instruction. Over 2009 and beyond the PCC and others will continue to consider actively this dimension of the life of the parish, perhaps by sponsoring the use of the *Alpha* course. Mindful that we should always try to live by every word that comes from the mouth of God (Matthew 4:4), a subscription has been established through the Parish to the *Bible Alive!* daily Bible reading notes, and a growing number of the congregation have taken this up. It is hoped that this number will continue to grow and that the parish will become ever more rooted in the study of Sacred Scripture. Additionally, in Advent, the 'Walk with Me' scheme of readings and meditations, produced by *Alive!* publishing that also produces *Bible Alive!* was adopted and it is planned that this publication, produced annually in Lent and Advent will in future be made available to the congregation.

### *Worship & sacramental care*

The Parish Mass is the principal act of worship offered by the parish. In it is celebrated week by week the apostles' teaching and fellowship in the breaking of bread and prayer (Acts 2:42). Daily Mass is maintained with the assistance of Fr John Metivier SSC, Honorary Assistant Priest, who also presides or preaches regularly at the Parish Mass. We are also blessed in the presence with us on many Sundays of Fr Malcolm Gray SSC, formerly Vicar of Holy Trinity, Winchmore Hill, who also presides or preaches regularly at the Parish Mass. Eucharistic Adoration takes place before Mass on Tuesday evening and Saturday morning. Exposition and Benediction take place regularly, particularly on the first Sunday of the month in conjunction with a meeting of the Confraternity of the Blessed Sacrament. Morning and Evening Prayer are said daily in church, a house prayer group meets twice monthly and the Rosary is said weekly in church, except in Lent when its place is taken by the making of the Stations of the Cross twice-weekly.

The Blessed Sacrament is taken to those who cannot come to Mass through illness or infirmity, usually fortnightly but also at times of particular need. In

2008, the number of regular home communicants varied between half a dozen and a dozen. Lay Extraordinary Ministers of Communion assist in the distribution of Holy Communion at Mass when there are fewer than three sacred ministers present. The Sacrament of Anointing of the Sick and the Sacrament of Reconciliation (Confession) are offered.

Usual attendance at the Parish Mass and other Sunday worship has been in the past year between 70 and nearly 100, with significantly larger congregations being welcomed at Christmass (187; 2007:175)<sup>1</sup> and Easter (256; 2007: 231)<sup>2</sup>. The average number of Sunday worshippers as counted in October was 96 (2007: 94). One Marriage (2007: two) was celebrated, as were five Baptisms (2007: seven) and six Confirmations (2007: none) were celebrated. Seven funerals were held in church (2007: five), and 15 at crematoria (2007: 18).

Christmass 2008 was busy and fulfilling. A traditional service of Nine Lessons & Carols took place on the evening of the Fourth Sunday of Advent and a combined and well-attended Nativity Play and Christingle Service on Christmass Eve

Visiting preachers in 2008 were Fr Dermot O Neill, parish priest of the Catholic Parish of All Saints, Kenton at the Kenton Group of Churches Week of Prayer for Christian Unity Service which was hosted by St Mary's, and Fr Aidan Mayoss CR, of the Community of the Resurrection, Mirfield who preached from Palm Sunday throughout Holy Week and Easter Day, adding significantly to our celebration of this, the principal Christian festival.

#### *Pastoral & social care*

The pastoral care of the parish is principally the responsibility of the parish priest. Pastoral care is also exercised through *LookOut Groups*, the leaders of which keep particular contact with a number of individuals within the congregation, and pass on to the parish priest any pastoral issues of which they become aware. A Ladies' Dining and Social Club also meets regularly.

Regular social events take place throughout the year – sometimes in the context of a bring-and-share meal organised by Mrs Gloria Cowans, who is to be thanked along with those who assist her for all they contribute to the life of the parish. A regular highlight of the social year is the parish Easter feast, held after the Easter Vigil and First Mass of Easter. Two Lent Lunches in 2008 were organised to support the work of the Additional Curates Society. A well supported and very enjoyable Harvest Supper took place in October and raised £844 for parish funds.

#### *Ministry to children and young people*

The work of the parish with young people is overseen by the Children & Youth Ministry Sub-committee, chaired by Mr David Griffiths, that meets regularly and reports to the PCC. Mr Griffiths is the Children's Advocate (Parish Child

<sup>1</sup> Midnight Mass + Mass of the Day.

<sup>2</sup> Vigil & First Mass of Easter + Masses of the Day.

Protection named person) and all those who are engaged in work with children and young people are required to make an enhanced CRB Disclosure.

A group of up to a dozen young people aged between three and eleven leave the main body of the church at the beginning of the Parish Mass, taking with them a candle and Lectionary, having been prayed for by the congregation – the size of this group week to week can be significantly affected by the welcome increased involvement by young people as Altar servers at the Parish Mass. They engage in a Liturgy of the Word and follow activities themed on the readings and celebration of the day and return to the main body of the church at the Offertory, and on occasion their work is presented to the congregation during the announcements at the end of Mass.

More Sunday School catechists and assistants are needed and efforts are being made to recruit them from amongst the congregation and not only from amongst the mothers of the children who attend. The Parish Priest upholds the importance of this ministry by leading the Sunday School on the four 'fifth Sundays' of the year, and by holding quarterly seminars for the Sunday School catechists in which an afternoon is spent discussing the Sunday School syllabus and principal themes to be covered from the readings (usually the Gospel) each week.

Dr Gill James has significantly developed the involvement of young people in serving at the Parish Mass, such that two of the four serving teams are now predominantly made up of young people. As well acting as carrying the incense boat, and acting as acolytes and crucifers, some have now taken on the responsibility of acting as thurifer or MC at the Parish Mass, enhancing their participation in the worship of the Church.

The PCC agreed in 2007 after discussion and consultation with the congregation in line with the guidelines set down by the General Synod to adopt the practice of admitting children to Holy Communion before Confirmation, after a ten-week course of preparation. The Bishop of Fulham approved the adoption of this practice in the parish, and a group of six received First Holy Communion at the Parish Mass on Easter Day 2008. It is anticipated that another group will be prepared to receive First Holy Communion at Easter / Pentecost 2009. The adoption of this practice by the CofE is to be welcomed as it accords more closely with the practice of the wider church in this country and allows Baptism, First Holy Communion and Confirmation each to take a distinct place in the process of each child's Christian initiation and growing maturity in the life of the Church.

A small group of adults and children visited St. Alban's Abbey in June, fulfilling both a spiritual and social experience. In November, the feast of All Saints was celebrated by children (and adults) in "saintly attire". A fun evening of games and activities followed the Mass of All Saints, in which the children played a full

part. During Advent preparations and rehearsals were put in place for a Nativity Play, which was performed at the Christmass Eve Christingle Service.

There are eleven schools in the parish of Kenton. Two of these – St Bernadette’s Primary and St Gregory’s Secondary – are Catholic church schools under the care of All Saints Catholic parish. The other nine are secular state schools, one of which is a secondary school. Sensitive to the status of each school, the parish priest has offered whatever contact with the parish church that they might consider helpful and appropriate. Principally, this has been taken up in the form of class visits to church, in particular by children from Mount Stewart Infants School and Mount Stewart Junior School, which share a site in the south of the parish. It is hoped that this relationship in particular will grow and bear fruit in the future, and that similar relationships with other local schools will be formed in time. The parish priest participated with the parish priest of the Roman Catholic parish in an assembly at St Bernadette’s Catholic Primary School celebrating the diversity of backgrounds and cultures from which the children of the area come. It is important that the PCC and wider congregation are actively committed to building up positive relationships with the schools of the parish so that this work forms an active part of the whole parish’s outreach to the community in which it is set.

The PCC is the sponsoring body of the 4<sup>th</sup> Kenton (St Mary’s) Scouts, which meets in the parish. This is an opportunity for ministry to young people of which more should be made in future than has been the case in the recent past. Also during 2007, the parish priest was appointed as Honorary Chaplain to the 101<sup>st</sup> Kenton & Kingsbury Air Training Corps Squadron, which meets in the parish at the Territorial Army buildings on Honeypot Lane, providing an opportunity for ministry to young people in their mid- and late teens, which is an age group not presently well-represented in the congregation.

The possibility of taking a group of young people to the Walsingham Youth Pilgrimage in 2008 was considered, but decided against for this year because of the current age profile of our young people. Issues of finance and particularly logistics are not thought necessarily to constitute too great an obstacle and this will be reconsidered in 2009 and afterwards. Approaches are being made to local parishes under the care of the Bishop of Fulham with regard to the feasibility of making a joint pilgrimage by a larger group than this parish alone could send – a model which has proved effective elsewhere. Several young people joined a coach trip to the annual Forward in Faith Mass and Pilgrimage to Boulogne Cathedral, and will be invited to do again in 2009.

### *Evangelisation & Outreach*

The majority of the population of the parish are adherents of non-Christian religions and philosophies, principally Hinduism. A marked demographic and cultural shift in the population of the parish over recent years has clearly had an impact on the parish and will continue to do so. St Mary’s is committed under the leadership of the parish priest to the Gospel imperative to ‘make disciples of

all the nations; baptise them in the name of the Father and of the Son and of the Holy Spirit' (Matthew 28:19), and to rising in future to the challenge of engagement in active evangelisation amongst all the peoples of the parish it serves.

In addition to the examples of outreach already discussed, copies of the in-house weekly Mass sheet are left in a display at the local public library, as are copies of the quarterly parish magazine, *The Record*. The parish web site has been redesigned and is updated at least weekly with the times of worship and principal events of the week. Posters advertising particular events and times of worship at Christmas and Easter are distributed, and the replacement of the existing poor signage is being addressed. All of these are intended to increase visibility and local awareness of St Mary's as Kenton parish church.

### *Ecumenical links*

As a Catholic parish of the CofE, St Mary's honours the Lord's High Priestly prayer that all Christians may be one as He and the Father are one (John 17:21), and seeks to foster its local relationship with Christians of the great communions of East and West in furtherance of the full and organic unity of the Church. It has a long-existing relationship with the local Greek Orthodox Parish of St Panteleimon, which worships in the former CofE mission church of the Holy Spirit. As the Greek community prepares to replace that building with a purpose-built Basilica on the same site, it is hoped that these links will prosper. St Mary's maintains relationships with the Catholic Church of All Saints, Kenton, and with Christians of other ecclesial communities, through its membership of the Kenton Group of Churches. It is hoped that the cooperation in providing the catering for the Christmas concert and other developing contacts both personal and parochial will lead to an increasingly close and productive relationship between the people of St Mary's and the people of All Saints Catholic Church.

### *Electoral roll*

There were 104 (2007 : 101) people on the Electoral Roll at the time of the Annual Parochial Church Meeting, of whom 48 were not resident in the parish.

### *Mission & Ministry Plan*

The parish Mission & Ministry plan was last reviewed in 2005 and is scheduled for revision in 2009, its contents and objectives being the focus of some discussion in 2008.

### **Summary of the work of the PCC during the year**

The full PCC met on seven occasions during 2008/09 with an average attendance of 76% (2007 : 79%). The Standing Committee met between meetings and reports of their deliberations were received by the full PCC and discussed where necessary. The following issues were discussed and decisions made:

- The General Synod resolution to ordain women as bishops
- The former Parish Office is now leased to Happy Child Nurseries.
- Repairs listed in the Quinquennial Survey have almost been completed.
- The replacement of the Sound System was completed.
- The Parish Child Protection Policy was reviewed and agreed.
- The Policy for Safeguarding Vulnerable Adults was agreed.
- Training for Fire Wardens was organised and a Fire Safety Policy was implemented.
- New signage for the church was approved and installed.
- Charitable donations totalling £3,600 (2007: £3,200) were made at Christmas to 10 organisations. In addition the church supported the charities "L'Arche" and "Let the Children Live!" with the proceeds of two concerts.
- The PCC received reports of the activities of the Kenton Group of Churches.

### **Financial review**

Church accounts are held on computer and backed up frequently on Memory Stick. A copy is held in the church safe and another off site.

The Common Fund for 2008 was £59,500 plus a 1% Schools Levy totalling £60,095 (2007: £59,691) and represented slightly under 50% of the Parish's overall expenditure.

Since 2002, the major part of the Church Hall has been let during the week to Happy Child Nurseries and, in addition, in February, the nursery took over the use of the former Parish Office. The rent is subject to review every five years with the last one being effective from 1<sup>st</sup> February 2007. The rent is currently £38,500 pa. Happy Child Nurseries also reimburse the Parish a major portion of the cost of utilities and other running expenses.

A separate part of the hall complex is let to the Willesden Area of the Diocese for office accommodation at a rent of £12,500 pa. A formal lease for a term of ten years was put into place with effect from June 2007 and includes provision for a rent review after five years.

The income from the Parish Halls represents 50% of the parish's overall income. During the year, some of the additional income resulting from the rent increases (approximately £3,000) was used to meet the balance of professional fees but the Parish is now in a position where it is able to produce a balanced budget.

In March, the 5% Treasury Stock matured and the funds have been transferred to the Central Board of Finance. Consideration has been given to transferring the funds (£253,000) but given the current financial climate, it was decided that the funds should remain there for the time being.

Quinquennial work on the hall was undertaken during the year at a cost of £2,855. The cost of the new signage for the Church was £1,200 with a small balance to be met in 2009. The balance of the Sound System (£5,910) was also met.

### **100 Club**

The 100 Club was set up in 1996 with the intention of raising additional funds for the parish. There are currently three prizes paid quarterly (£50, £30 and £20). Following the re-launch at the end of 2007, membership has increased and the amount raised towards General Funds increased to £786 (2007: £273). In order to comply with Charity Commission guidelines, the accounts now form part of the Parish Annual Accounts and the amount is shown within "Fund Raising Events" (page 14).

### **Reserves Policy**

The PCC currently has capital of approximately £257,250 (2007: £268,500). £253,000 was held in Treasury Stock until maturity in March. The funds are now all held in an account with the Central Board of Finance (CBF). During the year, total interest on these funds was approximately £13,360 although this will reduce considerably in the light of the current financial climate.

It is PCC policy to maintain a balance of £50,000 in the General Fund, which equates to a minimum of six months expenditure to cover any emergency situations that might occur. The balance is currently in the Fabric Repair Fund. Part of this is earmarked towards the cost of repairs to the Sanctuary Floor and to the upgrading of the lighting system in the Church.

It is necessary to maintain a large contingency fund in order to cover any emergency repair work on the church or hall, given the insurance value of the property, currently approximately £10 million; also should the income from Happy Child Nurseries cease without due notice.

Extensive work is also needed on the Memorial Garden and its surrounding wall. In addition, the PCC wishes to consider a programme of refurbishment work on the interior of the church building. It is anticipated that the costs of these forthcoming necessary capital works will be high, in some cases amounting to several tens of thousands of pounds, and in all likelihood exceeding £100,000 in total.

### **Fabric, Goods and Ornaments**

#### **Church Hall**

The last Quinquennial Report identified a number of defects to the Church Hall. These have, in the main, been completed. The roof had defective tiles which have now been replaced, the chimney was repointed, the guttering was realigned to take away the flow of water more efficiently, the brickwork above the east entrance was repointed and some minor paintwork was completed

inside.

The outside paintwork to the windows and entrance will be completed when the weather is better and it has dried out properly. The iron staircase at the rear also needs attention. The flat roof was inspected by the builder and found to be sound at this stage, another inspection being recommended in 3 years time. The toilets at the rear of the stage were also repainted. The fabric committee are still reviewing the situation regarding the kitchen and oven. There has been a meeting with Happy Child management to discuss precise needs, but the negotiations are ongoing.

### Electrical Inspection

The five-yearly electrical inspection of the Church is due to be undertaken in January 2009. The electrical inspection of the Hall is also to be undertaken in March. It is anticipated that a single phase fuse-box will have to be replaced by a 3-phase box as the original was installed before the premises became virtually commercial by the usage of the nursery. Problems have been caused by blown fuses. These were repaired at considerable cost. The installation of a more suitable box should sort this problem out.

### Lightning Conductor

The annual inspection of the lightning conductor was carried out in February and it was found to be satisfactory.

### Parish Office

There has been a complete refurbishment of the Parish Office (formerly wardens vestry). The walls were completely replastered and painted. The beautiful oak cupboards were revarnished. New lighting was installed. The furniture, too, has been replaced. This has brought it up to modern standards and has made it a comfortable area to work in.

### Toilet

In the church, the ancient toilet adjacent to the kitchen was replaced by a modern unit, and the installation of a small wash basin is under consideration.

### Signage

New signage has been installed and noticeboards replaced. The previous notice boards in the garden were in a derelict condition having served many faithful years. The installation of a sign adjacent to the west door now identifies the Church especially to those approaching from the north along St Leonard's Avenue; a sign next to the south door directs visitors to the main west door; and a large sign bearing the name and denomination of the church particularly identifies it to those passing in vehicles.

## Review of meetings of the Deanery Synod

The Deanery Synod met on three occasions during the year:

- 12<sup>th</sup> February at All Saints, Harrow Weald
- 15<sup>th</sup> July at Holy Trinity, Northwood
- 16<sup>th</sup> October at St. Lawrence, Little Stanmore

All meetings commenced with worship led by the host Church and a Profile of the host Parish given by the incumbent. The February meeting received presentations from four organisations seeking funding from the Hillside Trust Fund. Clive Scowan (member of the General Synod) also outlined some of the items that had been discussed during the previous two days of the General Synod. The meeting that was due to be held in May was cancelled.

In July the Bishop's Overseas Adviser, Mrs Sheenagh Burrell, gave a talk on ALMA (Angola and Mozambique Association). The Deanery representation on the Harrow Bereavement Care Service was also discussed. Ms Susan Cooper (member of the General Synod) spoke on the issue of Women Bishops.

The October meeting included a presentation by Mr Ray Slade, a volunteer speaker for Bible Lands, who spoke on current projects in the Holy Land. There was also further discussion on the Hillside Trust Fund; the representation by Deanery representatives on the Harrow Bereavement Care Service and the nominations for places on the Harrow Standing Committee for Religious Education (SACRE). Clive Scowan also reported on business of the General Synod.

Approved by the PCC on Tuesday 17<sup>th</sup> March 2009 and signed on their behalf by the Revd. Giles Pinnock (Incumbent / PCC Chairman)

Signed:  Dated : 17/3/09

**THE PARISH OF ST MARY THE VIRGIN KENTON**

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2008

**INCOMING RESOURCES**

	<b>2008</b>		<b>2007</b>	
	£	£	£	£
<i>VOLUNTARY INCOME</i>				
Alms and Collections	3,856		5,100	
Freewill Offerings	21,546		20,069	
Income Tax Recovered	5,861		5,065	
Sundry Income	1,650			
Donations	<u>2,734</u>	35,647	<u>1,516</u>	31,750
<i>INVESTMENT INCOME</i>				
Interest Received		13,361		14,030
<i>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</i>				
Fees		760		585
	£	<u>49,768</u>	£	<u>46,365</u>

## THE PARISH OF ST MARY THE VIRGIN KENTON

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2008

<b><u>RESOURCES EXPENDED</u></b>	<b>2008</b>		<b>2007</b>	
	£	£	£	£
<i>CHARITABLE ACTIVITIES</i>				
London Diocesan Fund Common Fund		60,095		59,691
Clergy Expenses				
Pastoral	1,574		792	
Housing	536		2,101	
Honorarium	<u>1,000</u>	3,110	<u>1,250</u>	4,143
Altar Requirements		452		817
Insurance		6,930		6,139
Light and Heat		4,548		2,839
Music		3,946		3,502
Repairs		3,727		3,788
Sundries		2,107		1,910
Sunday School and Youth		250		142
<i>Directly related to the work of the Church</i>		85,165		82,971
<i>Grantmaking</i>		5,500		5,365
		<u>90,665</u>		<u>88,336</u>
<i>GOVERNANCE COSTS</i>				
Printing and Stationery	4,810		3,926	
Telephones		<u>4,810</u>	<u>557</u>	4,483
	£	<u>95,475</u>	£	<u>92,819</u>
<b>(DEFICIT) BEFORE GAINS &amp; LOSSES ON INVESTMENT</b>				
<b>AND FUND RAISING ACTIVITIES</b>	£	<u><b>(45,707)</b></u>	£	<u><b>(46,454)</b></u>

## THE PARISH OF ST MARY THE VIRGIN KENTON

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2008

	<b>2008</b>		<b>2007</b>	
	£	£	£	£
<b>(DEFICIT) BEFORE GAINS &amp; LOSSES ON INVESTMENT AND FUND RAISING</b>		<b><u>(45,707)</u></b>		<b><u>(46,454)</u></b>
<i>ACTIVITIES FOR GENERATING FUNDS</i>				
 INCOMING RESOURCES - Parish Halls				
Lettings	49,587		48,706	
Service Charge	7,492		4,425	
Council Tax Refund	<u>          </u>	57,079	<u>2,357</u>	55,488
 RESOURCES EXPENDED - Parish Halls				
Letting and Legal Fees	3,090		4,641	
Heat Light and Cleaning	4,708		5,602	
Equipment and Repairs	<u>3,801</u>	11,599	<u>2,001</u>	12,244
<b>SURPLUS RELATING TO PARISH HALLS</b>		<b><u>45,480</u></b>		<b><u>43,244</u></b>
Fund Raising Events		2,449		3,326
Parish Shop		45		
<i>GAINS &amp; LOSSES ON INVESTMENT</i>				
Realised Loss on sale of investment		(26)		(368)
Unrealised Loss on revaluation of investment at 31st December				(377)
<b>SURPLUS / (DEFICIT) TO GENERAL FUND</b>	<b>£</b>	<b><u>2,241</u></b>	<b>£</b>	<b><u>(629)</u></b>
 <b>MAJOR REPAIRS COSTS CHARGED TO FABRIC REPAIR FUND</b>				
	<b>£</b>	<b>13,488</b>	<b>£</b>	<b>14,464</b>

**THE PARISH OF ST MARY THE VIRGIN KENTON**

BALANCE SHEET AS AT 31st DECEMBER 2008

	<b>2008</b>		<b>2007</b>	
	£	£	£	£
<b>FIXED ASSETS</b>				
Investment 5%				
Treasury Stock 2008 (Note 3)		—		253,026
<b>CURRENT ASSETS</b>				
Cash at Bank		5,997		4,757
Central Board of Finance Deposit Account		256,261		13,853
Debtors and Prepayments (Note 4)		<u>7,821</u>		<u>8,429</u>
		270,079		27,039
<b>LESS CURRENT LIABILITIES</b>				
Creditors and Accruals (Note 5)		<u>12,834</u>	257,245	<u>11,573</u> 15,466
 <b>NET ASSETS</b>		 <u><b>£ 257,245</b></u>		 <u><b>£ 268,492</b></u>
 Represented by				
Fabric Reserve Fund (Note 6)		254,065		267,553
General Fund (Note 6)		3,180		939
 <b>TOTAL CHARITY FUNDS</b>		 <u><b>£ 257,245</b></u>		 <u><b>£ 268,492</b></u>

## **NOTES ON THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008**

### **1) ACCOUNTING POLICIES**

#### **a. Accounting Convention**

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

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements 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 affiliation to another body, nor those which are informal gatherings of church members.

#### **b. Funds accounting**

Funds held by the PCC are:

##### *Unrestricted Funds:*

the General Fund, which can be used by the PCC for ordinary purposes;

##### *Designated Funds:*

the Fabric Reserve Fund, set aside by the PCC out of unrestricted funds for specific future purposes.

#### **c. Incoming resources**

All incoming resources are accounted for gross.

##### ***Voluntary Income***

Collections are recognised when received;

Planned Giving Receivable is recognised only when received;

Income Tax Recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

##### ***Income from Investments***

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income is recognised when it is receivable.

##### ***Gains and Losses on Investments***

Realised gains are recognised when the investment is sold.

Unrealised gains and losses are accounted for on revaluation on 31 December.

#### **d. Resources Used**

Resources expended are accounted for on an accruals basis and are accounted for gross.

#### **Grants**

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

#### **Church Activities**

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

#### **e. Fixed Assets**

##### ***Tangible fixed assets***

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

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected. For inalienable property acquired prior to 1980 there is insufficient cost information and therefore such assets are not valued in the accounts. No individual items acquired since 2005 have been capitalised in the accounts and depreciated over their useful economic life.

All expenditure on consecrated or beneficed buildings and individual items costing under £2,000 are written off in the year they were incurred.

##### ***Depreciation***

No depreciation has been charged as all assets have been written off to revenue.

##### ***Investments***

Investments are stated at market value on the balance sheet date.

##### ***Current Assets***

Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors.

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

No value has been attributed to a small quantity of stock which is held for the Parish Shop.

## 2) STAFF COSTS

For the first two months of the year, the PCC employed a Hall Caretaker who was also a member of the PCC. The amount of £320 (2007: £2080) was paid with deduction of Income Tax but not National Insurance.

Organists' fees were paid gross. None are members of the PCC.

## 3) INVESTMENT

	£
Market Value at 1 <sup>st</sup> January 2008	253,026
Loss on maturity	(26)
Proceeds received on maturity	(253,000)
Market value at 31 <sup>st</sup> December 2008	<b>NIL</b>

The investment was held in 253,000 units of 5% 2008 Treasury stock and the funds transferred to the CBF Church of England Deposit Fund on maturity.

## 4) DEBTORS AND PREPAYMENTS

	2008	2007
	£	£
Income Tax Recoverable	1,830	1,460
Interest Receivable	1,063	4,443
Service Charges due from tenants	4,813	2,251
Others	115	275
<b>TOTAL:</b>	<b>7,821</b>	<b>8,429</b>

## 5) CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008	2007
	£	£
Rents and Services in Advance	12,433	9,133
Others	401	2,440
<b>TOTAL:</b>	<b>12,834</b>	<b>11,573</b>

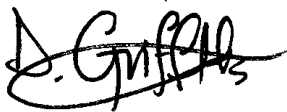
## 6) FUNDS

	2008 £	2007 £
<b>Fabric Reserve Fund</b>		
Balance 1 <sup>st</sup> January	267,553	292,017
Major repairs	(13,488)	(14,464)
Transfer to General Fund		(10,000)
<b>Balance 31<sup>st</sup> December</b>	<b>254,065</b>	<b>267,553</b>
<b>General Fund</b>		
Balance 1 <sup>st</sup> January	939	(8,432)
Transfer from Fabric Reserve Fund		10,000
Surplus/(Deficit) for the year	2,241	(629)
<b>Balance 31<sup>st</sup> December</b>	<b>3,180</b>	<b>939</b>

Occasionally monies are received for specific small projects. These are spent in the same years as they are received.

In accordance with the Parochial Church Council's Reserves Policy (see page 9), approximately £47,000 is to be transferred from The Fabric Reserve Fund to the General Fund in March 2009.

Approved by the PCC on Tuesday 17<sup>th</sup> March 2009 and signed on their behalf by Mr. David Griffiths (PCC Honorary Secretary)

Signed:  Dated: 17/3/09

and the Revd. Giles Pinnock (Incumbent / PCC Chairman)

Signed:  Dated: 17/3/09

## **Independent Examiner's Report to the PCC of Saint Mary the Virgin, Kenton**

This report on the financial statement of the PCC for the year ended 31 December 2008 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 the PCC and the 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 do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of this report**

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

to keep accounting records in accordance with section 41 of the Act; and

to prepare financial statements, which accord with the accounting records and 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.

R J Marshall MA ACA FCIE

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