

St Andrew's Church, Malvern

Annual Report of the Parochial Church Council

For the year ended 31st December 2020



Registered Charity Number: 1128973

Contact PCC Secretary: c/o St Andrew's Church, Churchdown Road, Malvern WR14 3JX

1. Introduction

*'The **Parochial Church Council** or PCC, is the executive body of a Church of England parish. It is constituted as a body corporate by the Church Representation Rules set out in Schedule 3 to the Synodical Government Measure 1969, and consists of the clergy and churchwardens of the parish, together with a number of representatives of the laity elected by the annual parochial church meeting of the parish. Its powers and duties are defined by certain Acts of Parliament and other legislation, principally the Parochial Church Councils (Powers) Measure 1956. It has the responsibility of co-operating with the incumbent (rector, vicar or priest) or priest in charge in promoting the mission of the Church in its parish.*

Formally, the PCC is responsible for the financial affairs of the Church and the care and maintenance of the church fabric and its contents. These latter responsibilities are executed primarily by the churchwardens. It also has a voice in the forms of Service used by the church and may make representations to the bishop on matters affecting the welfare of the parish.'

The Church Representation Rules (1969 and 2020) detail local church governance arrangements and provide the framework under which PCCs and parishes operate to best serve ministry and mission in their contexts.

St Andrew's Church is situated in Poolbrook, Malvern. It is part of the Diocese of Worcester within the Church of England. In September 2014 St Andrew's became part of the Chase Team Ministry which includes St Mary's Pickersleigh and All Saints Malvern Wells & Wyche. The three parishes each have a Parochial Church Council. The Chase Team has a Team Rector and a Team Vicar (with responsibility for St Mary's in Pickersleigh), and in 2018 a Training Curate joined the team. The Rector, Team Vicar and Curate are remunerated through the Diocese of Worcester.

2. Aims and Purposes

St Andrew's Parochial Church Council (PCC) has the responsibility of cooperating with the Team Rector, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex.

In Autumn 2017 the PCCs of St Andrew's and All Saints agreed a new joint mission statement to describe our core purpose:

- **Encountering Jesus** in Worship, Prayer, Word and Spirit.
- **Growing whole-life, life-long disciples.**
- **Seeing lives transformed and communities flourish** as we demonstrate and proclaim God's Kingdom.

3. Objectives and activities

The PCC believes that, the Church provides benefit to the public by:

- providing resources and facilities for public worship, pastoral care and spiritual development for both those living in the Parish and beyond.
- promoting the Christian religion and Christian values for the benefit of individuals and society as a whole.

The local community directly benefits from a whole range of activities, services and events that St Andrew's provides. These include holiday club, toddler groups, Holiday@Home activities, the Octagon Coffee Shop and provision of the occasional offices (funerals, weddings, baptisms). The St Andrew's Church Centre is a fantastic community facility available for public hire at reasonable rates.

4. Achievements and Performance

2020 was a very challenging and different year due to the Covid-19 Pandemic and many of our normal activities had to shut down from March onwards when the country went into lockdown. However, we continued to run service online throughout the year, including on our new YouTube Channel, which had significant reach (including to new viewers in Australia), and found new ways of ministering, and serving our communities.

Our 2020 Annual Review (prepared jointly with our sister church All Saints), prepared for the Annual Parochial Church Meetings (available at St Andrew's Church or from our web site www.standrewsandallsaints.org/resources/annual-reviews/), gives a more detailed summary of some of our achievements over the last year.

Some of the key features include:

- Developing a new online ministry, alongside the permitted in-person services, which includes online services, prayer meetings and children and young people's activities.
- Online Alpha course which had guests from around the country exploring faith.
- Online Happiness Lab to support people in our communities and wider afield with their mental health.
- Setting up mentoring groups for all of our Young People to support them in their discipleship and pastorally through the pandemic.
- Developing a new 'Early Bird' Service for young children and their families which began in person and continued on ZOOM.
- Setting up of a new midweek service on Thursday lunchtimes.
- Pastoral and spiritual support for members of the congregations and members of the community through the pandemic, including support of the Bereavement Team.
- Christmas events for the community included a Nativity Trail and online Advent Calendar of Hope.
- Distribution of 'Boredom Bags,' bags of Hope, Harvest cream teas and Christmas bags of blessing to vulnerable and older members of our parishes.
- Working with the Octagon Community Centre to set up a community pantry and 'Cook and Eat' projects with vulnerable families in our parish.
- Supporting further clients in debt through the Malvern Christians Against Poverty

- (CAP) Centre, which saw 3 clients go debt free in 2020.
- Supporting the work of our mission partners, both locally, nationally and internationally (including Bible Society, CMS, Bible Society, UNOH, Josiah Ventures, Open Doors), donating over £12,000 to these organizations.
- Serving our community through occasional offices: funerals, weddings and baptisms.
- Installation of new sliding front doors for ease of access to the Church Centre.

5. Future Plans

2021 will be a year of significant transition as the church seeks to re-gather and re-build after the pandemic and also adjust to significant changes on the staff team. Some of the main areas of focus will be:

- Discerning and implementing a post-pandemic 'hybrid' pattern of in-person and online services
- Supporting individuals and our community to 'recover' post pandemic by offering spiritual and pastoral support (such as bereavement support and mental health support)
- Recruitment & induction of a new Youth and Young Adults Minister
- Re-establishing new patterns for children and youth ministries post-COVID
- Continued development of the youth mentoring programme
- Continued development of the Early Bird Service
- Continuing to develop outreach ministry at the Octagon Community Centre
- Evaluation and 're-planting' of other church ministries post-COVID.
- Continued support and focus on 'frontline mission' and equipping people to be disciples in their Monday – Saturday lives.

6. Financial Review

Income for the year was £240,874 compared to £252,315 of the previous year. A decrease caused by the restriction on activities due to the COVID-19 pandemic.

Expenditure was contained and amounted to £220,535, compared to £220,483 for the previous year. The net effect, allowing for a revaluation gain on investments of £591, gave rise to a surplus for the year of £20,930.

Full details of the sources of income and areas of expenditure can be found in the Annual Accounts.

Total reserves at 31 December 2020 are £136,880 (2019 - £115,951), of which £2,045 (2019 - £1,454) is permanently endowed, £26,271 (2019 - £30,955) is restricted in nature, and £11,088 (2019 - 4,344) is designated by the Church for specific purposes. This leaves £97,476 (£79,197) as unrestricted which after due allowance for tangible fixed assets gives £82,053 (2019 - £66,900) as freely available reserves for use in the charitable activities of the Church.

7. Reserves and investment policy

It is the policy of the Church that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least three month's running costs (approximately £60,000). The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Church's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Funds balances held in excess of short-term needs are invested with the CBF Church of England Deposit Fund. The endowment investment is held in a CBF Investment (Income) Fund. The church has no loans against these funds.

The trustees have assessed the major risks to which the Church is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

8. Structure, governance and management

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. Annually, and well in advance of the Annual Parochial Church Council meeting, all members on the electoral roll of St Andrew's are invited to be nominated to sit or re-sit on the PCC for a 3-year period. If too many members are nominated, a simple vote is conducted at the Annual Parochial Church Council meeting.

The PCC locally manages St Andrew's Church building, the St Andrew's Church Centre and the grounds on behalf of the Diocese of Worcester. This includes short and long term maintenance and enhancement of the assets.

The administrative costs and clergy expenses for St Andrew's & All Saints are shared equally between the two PCCs. The clergy stipends are met by the Church Commissioners.

The PCC typically meets approximately seven times per year. Between meetings, the day to day business of the PCC is undertaken by a Standing Committee consisting of Chair, Vice-Chair, Churchwardens, Secretary and Treasurer. Any decisions taken by the Standing Committee are summarised at the subsequent PCC Meeting.

When appointed, new PCC members are provided with a basic introduction to their role, typically including how the PCC operates, the basics of being a Charity Trustee and a Church financial introduction/overview. During the COVID-19 pandemic, much of this has been provided remotely, but probably not as effectively as previously when it was possible to meet face to face. We will aim to return to face to face induction and training as soon as practical.

The PCC responds positively and implements all appropriate legislation linked with health & safety and disability. Examples include:

- A Health & Safety Policy is in place, supported by an appropriate set of responsibilities, rules and risk assessments. This includes a fire risk assessment and appropriate test procedures, e.g. fire alarms, emergency lighting, gas and electrics.
- The new build provides level access to virtually all areas (this was not previously the case) and provides fully compliant disabled facilities.

9. Safeguarding

The PCC has fully complied with its duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice Guidance.

During 2020, 18 members of the church have completed DBS disclosure checks. 24 members have completed safeguarding training at various levels.

A number of safeguarding concerns have arisen during the year and these have been addressed promptly by the Rector and Parish Safeguarding Officer. Support and advice have been sought from the Diocese on every occasion. The safeguarding group has met two times. A policy for the use of Social Media is now in place. Work is nearly completed to provide advice booklets for all those working with children or vulnerable adults.

10. Administrative Information

Full Name:

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Malvern.

Charity Registration Number: 1128973. The Church is an unincorporated charity constituted as detailed earlier in this report.

Address

St. Andrew's Church, Churchdown Road, Malvern, WR14 3JX

Secretary - currently vacant (since 11th October 2020).

Being covered by one of the Church Administrators - Mrs Sarah Yeadon, c/o St. Andrew's Church, Churchdown Road, Malvern, WR14 3JX.

Leadership

Incumbent:	Revd Dave Bruce
Team Vicar:	Revd Lynne Sparkes
Team Curate:	Revd Peter Myres

Associate Ministers:	Revd David Ritchie Revd Helen Wilkinson
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Youth Ministry Leader:	Michael (Eddy) Edwards
Children and Families Ministry Leader:	Helen Attree

Wardens: Nick Fane
Lis Whybrow

Readers: Derham Cook
Judith Keene
Heather Williamson

Representative on Deanery Synod: Jane Mortimore

Trustees (PCC Members)

The trustees (PCC Members) who served during the year were:

Dave Bruce (Chair)
Derek Barnes (Vice Chair)
Nick Fane (Churchwarden)
Helen Simpson (was Churchwarden and resigned 11th October 2020)
Lis Whybrow (from 11th October 2020 and Churchwarden)
Andy Lymer (Treasurer)
Ruth Lucas (was PCC Secretary and resigned 11th October 2020)
Barry Austin (resigned 11th October 2020)
Derham Cook
Alan Holmes (from 11th October 2020)
Virginia Jones (from 11th October 2020)
Anna Laidler (from 11th October 2020)
Jean McCarthy (resigned 11th October 2020)
Chris Mesley
Jane Mortimore
Simon Noble
Jennifer Oakley
Judith Keene
Judy Oliver
Ellie Quinlan (from 11th October 2020)
Colin Robbins (from 11th October 2020)
Kevin Surrage (resigned 11th October 2020)
Val Fane
Alice Wills
Heather Williamson

11. Declaration:

The Trustees (PCC) declare that they have approved this annual report at their meeting on the 25th March 2021. Signed on behalf of the PCC:



Rev D C Bruce MA
Chair



Dr D H Barnes
Deputy Chair