

ALL SAINTS, BATH, WESTON

TRUSTEES' REPORT 2018

ADMINISTRATIVE INFORMATION

All Saints Weston Church is situated in the village of Weston to the west of Bath. It is part of the Diocese of Bath and Wells within the Church of England. The correspondence address is: Church Secretary, All Saints Weston, Church Office, All Saints Centre, Weston, Bath BA1 4BX.

Since 1st January 2018 until the date this report was approved, the following have served as PCC members:

<i>Incumbent:</i>	Mark Searle	Rector
<i>Other Clergy:</i>	Nigel Rawlinson	Associate Minister
<i>Readers:</i>	Sarah Couchman	
	Judith Leach (until May 2018)	
	Pippa Page	
	Tom Peryer	
<i>Wardens:</i>	Pippa Page	
	Ben Stokes (until April 2018)	
	Ben Wynne (since April 2018)	
<i>Elected Lay Representatives on Deanery Synod:</i>	Pippa Page	
	Clive Kennett	
	Peter Ward	
	Catherine Slade	
<i>Lay Members:</i>	Andrew Baines	Patrick Boksan-Cullen (until September 2018)
	Chris Chatfield	James Couchman
	Geoff Evans	Kevin Hurley (since April 2018, previously co-opted)
	Helen Laidler	Michael Everson (since April 2018)
	Robin Lewis	Joanna Lewis (since April 2018)
	Duncan Nash	Robert Page
	Ben Wynne	

Co-opted members: Hannah Pearson (since May 2018)

Non-voting observers: Kathleen Paley PCC Secretary James Wheeler-Mezei Treasurer

Standing Committee: Mark Searle, Pippa Page, Tom Peryer, Ben Wynne, James Wheeler-Mezei, Kathleen Paley (secretary)

Day to day management is delegated to the incumbent, The Revd. Mark Searle, The Rectory, Church Street, Weston, Bath BA1 4BU. Gary Oaten is also considered to be a member of key management.

The following professionals have advised the PCC:

Lloyds Bank plc, 47 Milsom Street, Bath BA1 1DN,
Stewardship, 1 Lamb's Passage, London, EC1Y 8AB,
Michelmores LLP, Solicitors, Broad Quay House, Broad Quay, Bristol BS1 4DJ

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AIM AND PURPOSES

All Saints, Bath, Weston Parochial Church Council (PCC) and the incumbent (The Revd. Mark Searle) are jointly responsible for promoting the whole mission of the All Saints Weston Church (ASW) - pastoral, evangelistic, social and ecumenical - both within and outside the parish. In particular, the PCC is responsible for the financial management of All Saints Church and the Weston Hub; and for the care and maintenance of the Church building and associated property, i.e. All Saints Centre and 19 Chandler Close.

OBJECTIVES AND ACTIVITIES

In the 2017 annual report, some specific objectives were developed for 2018 relating to particular areas of the work and mission of the Church, although these objectives by no means covered the whole of the Church's activity and mission. The specific objectives with a report on outcome are covered below.

CREATE A CULTURE OF INVITATION, WELCOMING AND DISCIPLESHIP SO AS TO BETTER SHARE THE GOOD NEWS OF JESUS WITH THE COMMUNITY OF WESTON

The Rector, Mark Searle, introduced his vision for the Church, 'A Church on the Way', at the 2018 APCM. It was reiterated at the May PCC meeting followed up by documents in the July meeting. A new corporate identity was introduced in the summer with a logo PICTURE to link the church with the Church Centre and Weston Hub. New noticeboards reflect the change and printed information to the congregation has been simplified.

The timings for services were changed in September, with a particular emphasis given to each service –

- 9am Sanctuary (quieter, traditional) replaced 8am;
- 11am Engage (all ages, band, groups for children) replaced 10:30am;
- 6:30pm Encounter (extended worship, teaching, and opportunity to respond) same time but different emphasis.
- 10:00am Tuesday services and 4:00pm SALT (2nd Sunday) remain unchanged

All church services during September were dedicated to the vision giving detail on: Following the way of Jesus, Growing as disciples and Going into the community with a co-mission to tell our stories about Jesus. Further opportunities to take these topics further occurred on three evenings. (www.allsaintsweston.org.uk/Groups/304704/Vision.aspx) Members of the congregation were encouraged to invite members of the community to events. A Celebration of Peace following a short Remembrance Day service brought 400+ people into the church. Refreshments were provided by members of the community as well as members of the three local churches. More than 250 people watched a drama about the Nativity as part of Winter WestFest, a biennial community event. Two Alpha courses ran during the year, three individuals worked 1:1 through the material. In total 16 Christians and 18 non-Christians met together with 6 or 7 leaders. Seven people made a commitment to Christ, four received a baptism in the Holy Spirit, many deepened their faith.

Children from the primary school were invited to join a children's choir, to perform at the Carol Service. Following on, some families attended the Crib Service. Others were invited through the Toddler Rock group. The Crib Service was very well attended with lots of families from the local school as well as regular church families.

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Two youth initiatives have started: Just Jog, a monthly run into town to distribute food and vouchers to rough sleepers, and 8:4:8, a fortnightly social.

In April, a revision of the Electoral Roll was carried out as normal. There was an increase of six members, so the total number on the Roll now stands at 327. There were 5 baptisms, 5 weddings and 10 funerals at the church, and 4 funeral services taken at the crematorium during the year. Twenty five people enjoyed hospitality at the Rectory as Newcomers to the church. Average Sunday attendance in October over the last eight years is shown below:

Year	2011	2012	2013	2014	2015	2016	2017	2018
No.people	262	273	249	255	251	242	284	252

RESHAPE THE CHURCH'S COMPUTER SYSTEMS AND THE CHURCH'S TEAM STRUCTURE SO AS TO MAKE THEM FIT FOR THE KINGDOM, ESPECIALLY IN REGARD TO MAKING DISCIPLES

The Church and Community Staff Team implemented ChurchSuite, new software for managing, life events, the church membership database, termly rotas, church, centre and Hub bookings and events, planners and church calendar. It was used to good effect to gain consent regarding changes to GDPR regulations in May. Further details are being added regarding each members Christian 'journey' to build a better picture of where, when, how, and why.

New websites went operational in September 2018, taking care to reflect all ages involved in the church community

- allsaintsweston.org.uk
- allsaintscentre.org.uk
- westonhub.org.uk

A Strategic Review Team was set up in April with a brief to look at the Terms of Reference, finances, staff, policies and terms of office for each team within the church. This work is ongoing.

DEVELOP A CLEAR THREE YEAR FINANCIAL PLAN WHICH WILL INCORPORATE SIGNIFICANT GIVING TO MISSIONS

The finance team worked together to create a three year financial outline budget plan, and wider financial management plan.

In January the PCC agreed to the Finance Team request to create two reserve funds: A General Reserve Fund equivalent to 2% of unrestricted giving, and a Capital Expenditure Reserve Fund comprising of £20k at the start of 2018, with additional funds of £15k at the end of 2018 and a planned further £20k by the end of 2019.

Discussions have taken place with the Diocese regarding the payment of the Parish Share. In 2018 we paid the full net Parish Share request of £128,000. To recognise the different costs the Parish Share covers, we split this payment into two.

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From our unrestricted giving, as agreed at the May 2017 PCC Meeting, close to 10% was given to local and international missions. Donations totalling £31,617 were given to the following charities in 2018 (include some post yearend payments):

Local		International	
Bath Youth for Christ	£2,000	CMS	£3,000
CPAS	£2,000	Hope Christian Trust	£2,000
Genesis	£3,334	Malawi Support Eagles	£8,049
Life Project	£1,2,237	Mengo Hospital	£1,500
Resource	£1,000	SOMA	£2,000
Rose Cottage	£2,500	Tearfund	£1,500
Other local	£2,664	Other international	£1,000

MOVE THE ROCK PROJECT FROM REIMAGINING TO REALISING

2018 was the sixth year of activity focused the ROCK Project – the project to transform the church building into a versatile, comfortable, accessible, beautiful building that will enhance our worship, our growth in discipleship and our interaction with the local community and beyond.

In February there was a major consultation with the church based on the latest iteration of the plans. On the whole the plans were well received and many people engaged with them. Nearly 200 responses were received and support for the three different aspects of the plans ranged from 71% to 88%. 40 pages of comments and questions were also received.

In April the PCC devoted a special meeting to considering the outcome of the consultation and the next steps. The PCC agreed that (a) the plans should now be further refined and worked up to planning application stage (b) a process of consulting more widely than the church should be started, and (c) that work should be done on investigating sources of external finance for the estimated £3,000,000 cost of the project.

In order to submit a planning application for a project of this scale and sensitivity, much additional documentation and research has to be produced. Accordingly specialist reports have been commissioned on ecology, access, archaeology, heritage impact, trees and the history of some of the people connected with the church. By the end of the year the plans and all the supporting documentation were almost ready for submission. However early in 2019, following a meeting with Council planners, it was agreed that we would undertake a third pre-planning inquiry to see whether the current plans will obtain the support of the planning officers.

In addition to the work on developing the plans, a feasibility study on external fund-raising was commissioned. Two experienced fund-raisers researched trust opportunities and drew up a list of potential trusts. Their estimate is that we could hope to raise around £500,000 externally. But that has yet to be tested. It is likely that potential funders will only be approached once planning permission has been granted. In the meantime a number of Patrons have been appointed – including the Bishop of Bath & Wells and the Lord Lieutenant of Somerset.

The key tasks for 2019 will be to obtain planning permission and to launch both an external appeal and a further appeal to the congregation to enable work to start – hopefully in 2020.

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ACHIEVEMENTS AND PERFORMANCE

On January 2nd the PCC took over the management of the Weston Hub, formerly the Weston Children's Centre. The local council could no longer afford to run the facility so the church offered to manage the centre. It would provide a permanent meeting place for Enrich, the youth outreach for the church, and a breakfast club, after school club and holiday club could continue. Discussions throughout 2017 reached agreement that the council would maintain the external fabric of the building, the church would be lessees, responsible for the interior with the opportunity to make refurbishments.

Two key elements of the Operational Agreement are:

"The Hub will continue to be a focus for Youth and Children's Services in the Weston and Newbridge area. Other services may also be provided in the Hub, in order to cover the costs of operation of the Hub".

"The PCC will maintain the building as a place where the Users and their beneficiaries can practise and develop the skills to set up activities which help meet the social, recreational, economic, spiritual and educational needs of children, young people and families, and those of different sections of the community, in the area of benefit".

Gary Oaten coordinated much work during the Spring including redecoration throughout, flooring, furniture, lighting, fitting a new kitchen, IT and security. Grants totalling £94,000 were secured for much of this work. The Centre officially opened on 17th March 2018, though it had remained functional throughout for those users previously renting from the council. The Church took a management fee of £.....for the year, overall the Hub broke even in its first year. Regular users take up most of the prime time slots.

The All Saints Centre continued to be a lively and well used venue for church, community and business activities. 2018 was the best year ever in terms of number of groups/activities using the building and income produced. The centre is used close to optimum capacity.

A Community Finance Researcher was appointed to work, part-time for nine months, alongside Enrich, looking at the issues and scale of poverty and debt in the more socially disadvantaged areas of Weston. This appointment was funded by an external grant. A comprehensive report was written and some positive action taken, notably running some CAP Finance courses, producing a booklet of Financial Tips and arranging the collection of surplus food from the local supermarket through the FareShare scheme, to be distributed to those who are disadvantaged or those who wish to see less food waste. The distribution happens at the Weston Hub (Mon – Thurs) and at the Love Weston Café (Friday). Enrich have run cookery classes and offered community meals, getting to know more local people through these events.

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Opportunities to meet with the community continued throughout 2018 and included:

- A Pantomime, written, acted and produced by church members;
- A shared evening service on Pentecost Sunday, as the conclusion to the ten day 'Thy Kingdom Come' activities across the whole of Bath;
- An open-air Remembrance Day Service held at the Cross/Memorial in the village, led by clergy and members from ASW, the Moravian Church and Newbridge Methodist Church; Revd Searle is keen to foster closer ecumenical links, especially with the new Methodist minister;
- Christmas Services and Winter WestFest;
- Community House of Prayer (CHOP) allows members from different churches in the same ward to come together monthly to pray for Weston and the city;
- 3TL – a monthly lunch club. The format changed in October to encourage more interaction between attendees and give opportunity for a 'Thought for the Day';
- Men's Breakfast – monthly meeting for men, with food;
- Solos – fortnightly meeting for women on their own. Sadly this came to a close;
- Open the Book – short dramas acted by 'Seniors' to the local Primary School twice a month;
- Love Weston Café and Love Weston Library are staffed by volunteers, many of whom are church members;
- Strollers – a monthly walk for men on their own or with partners with dementia; and
- Trip to Toulouse near Lourdes accompanying young adults with special needs attending the Springs and Life Projects.

Opportunities to grow as a church community included:

- Numerous home groups meeting during the day or in the evenings for further study of the sermons and/or the Bible. Numbers attending these groups have increased;
- Children's groups covering all ages 2yrs – 12yrs on Sundays with weekday evening meetings for those aged 11+ and Youth Club fortnightly for 14 – 18 year olds;
- Prayer meetings – weekly Come Together to pray for the church, community and nation; monthly Prayer for the Persecuted Church across the world; and
- The Seniors Pastoral Care and Mission Coordinator facilitated Oaks and Acorns for teens and seniors to meet together, a conference on 'Equipping the church to be dementia friendly', parish walks and fitness classes.

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STAFFING

There have been several changes in staff. Kingsley Robinson and Adam Vickers were appointed as Caretakers for Weston Hub and the Church Centre respectively. Phil Day took the role of Children and Families Team Leader after Russell Bell stepped down in August. Pam Wendzina retired as Worship Coordinator, and Judith Leach stepped down as a Reader. Barbara Kaehler helped in the Church Office on a short term contract when it was not possible to appoint an apprentice to help with bookings for The Weston Hub. Her appointment as Events Assistant becomes permanent in January 2019.

In November the PCC stated that they support, and would like to move towards, paying the Real Living Wage (as opposed to the National Living Wage) to staff members.

In 2019 there will be a need for a new Treasurer and ROCK Treasurer as James Wheeler-Mezei is moving away from the church, and fundraising for ROCK will increase. Michael Everson took the role of Assistant Treasurer in March and the wardens resumed responsibility for counting the weekly collections.

FINANCE REVIEW

The total income for 2018 was £685,480, of which £440,563 was unrestricted and £244,917 restricted.

The total expenditure was £507,914 of which £418,466 was unrestricted and £89,449 restricted. This means we closed the year with a net unrestricted surplus of £101,564

£307,000 was received in unrestricted giving (including Gift Aid), which supports the bulk of the work and ministry of the church.

Financial grants amounting to £122,000 from a number of trusts, including St Johns Foundation, Ibstock Enover, and William Carr Almshouses supported a large scale refurbishment of the Weston Hub and a number of staff members' employment costs for the year.

Rent of £12,000 from the residential property owned by ASW and other land rented out added to the unrestricted funds.

The All Saints Centre once again had its busiest year yet with over £65,000 turnover from room bookings and fundraising, including a pantomime and craft fayre.

The Weston Hub, a local community centre that All Saints Weston took over the running of, generated £33,200 of income through bookings, including internal bookings, which covered the ongoing costs of managing the building.

Church and Office administration and utility bills cost £17,000, and Church Maintenance £4,000.

Mainly as a result of the ROCK project, there is a large pot of restricted funds which has been put into savings accounts, with several of the more ethical banks, seeking the best possible interest rate.

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RESERVES POLICY

Our aim is to hold £35k in free reserves which corresponds to around one month's expenditure. At the yearend we achieved this target with £49,000 of liquid unrestricted and restricted free reserves, although £25,700 of this is designated for capital expenditure. Looking forward we aim to work towards holding an equivalent to two months' expenditure in free reserves.

We have identified the following possible strategies for managing **on going operations** in the event of our income suddenly falling and expenditure exceeding income, and having already exhausted our reserves (the order in list does not correspond with order of priority):

- cutting out spending on mission giving and building maintenance;
- reducing parish share payments;
- reducing staff numbers and/or hours; and/ or
- sale of church owned residential property (worth £300k).

PLANS FOR FUTURE PERIODS

Objectives for 2019 have been agreed by the Standing Committee/PCC and are to:

- Build on the new church vision to be a church on the way. Making the pathways clear for people to follow Jesus, grow as his disciples and go with the good news of Jesus into the community of Weston and beyond;
- Develop and refine leadership and discipleship structure across the church in support of the vision;
- Ensure all our buildings serve the wider vision to be a church the way;
- Continue to development and implement the 3 year financial plan including the new reserves policies and significant giving to missions in line with the vision; and
- Secure planning permission and faculties for the Rock project, and begin to raise the additional funds so that we can fully move from reimagining to realising.

RISK MANAGEMENT

The PCC is exposed to risks associated with finance, safeguarding, legislative compliance, buildings and infrastructure and pastoral oversight. A Risk Register is being compiled, to be reviewed annually.

The annual budget for the next financial year (January – December) is approved by the PCC at the November meeting. Performance against budget was reviewed at each PCC meeting. The majority of income comes, under God, via regular financial donations from members of the congregation. The Finance team can provide further support with planning, monitoring and communicating our financial position.

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The Trustees have appointed a Safeguarding Officer who acts as a focal point for concerns. There is a link person between the Safeguarding Officer and the PCC. All key staff and volunteers working with children and vulnerable adults are recruited and access training as per the Safer Recruitment Policy 2017 by the House of Bishops and are checked with the Disclosure Barring Service (DBS). During 2018 twenty four people were Safer Recruited in addition to a number of five yearly DBS renewals. Five 'concerns' were raised during the year, investigated and successfully resolved within the parish with the assistance of the Rector. In summary the PCC has complied with the duty to have "due regard" to the House of Bishops guidance in relation to safeguarding.

<https://www.allsaintsonline.org.uk/Articles/537824/Safeguarding.aspx>

The PCC is committed to meeting its responsibilities relating to all pertinent legislation. During the year the PCC receives a report on Health & Safety at each meeting. The Trustees themselves provide a wide range of professional experience to steer the activities of the church and seek specialist advice where necessary to inform their decision-making.

Our buildings are insured and are inspected under a quinquennial regime, the next inspection to take place in January 2019. The All Saints Centre and Weston Hub are reviewed every year. Under the Church Representation Rules, a report on the fabric of the buildings is prepared for the Trustees and included in the Annual Report to the church members.

Pastoral care is provided by the clergy and lay members of the church. Volunteers are carefully selected for their roles and receive training and support from the Pastoral Coordinator who is a part-time member of staff. Our insurance includes pastoral care indemnity cover for clergy and employees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. It is registered with the Charity Commission as "The Parochial Church Council of the Ecclesiastical Parish of Bath, Weston, All Saints", with a working name: "All Saints, Bath, Weston." The Charity registration number is: 1136968. PCC members are Trustees.

The method of appointment of PCC members is set out in the Church Representation Rules. At All Saints Weston the members of the PCC are the incumbent, readers, churchwardens, members elected by those members of the congregation who are on the electoral roll of the church, and one member co-opted by the PCC. All church attendees are encouraged to register on the Electoral Roll and are made aware that they may then stand for election to the PCC. New members of the PCC are given relevant material to read. Officers of the PCC attend training courses as appropriate. As Trustees, members of the PCC have had regard to the guidance issued by the charity commission on public benefit.

The PCC met bi-monthly with an extra meeting in April specifically to hear about the ROCK project. The Staff Team carried responsibility for the day-to-day leading of Church matters. Smaller teams, comprising at least one PCC member, met between full meetings of the PCC. Whenever practicable, minutes from these team meetings are circulated to all PCC members prior to PCC meetings. Financial decisions need agreement from the PCC.

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The PCC has appointed individuals with responsibility for:

- Safeguarding Children, Young People & Vulnerable Adults –Paul Bright.
- Health & Safety – Ben Stokes (until April 2018), Ben Wynne.
- Human Resources – Ernie Messer.
- Data Controller wrt GDPR – Mark Searle.
- Data Protection Officer – Patrick Boksan-Cullen (until September 2018), Kevin Hurley.

None of the PCC members receive remuneration for their work.

PCC RESPONSIBILITY STATEMENT

Under the Charities Act 2011, the PCC is required to prepare a statement of accounts for each accounting year which gives a true and fair view of the state of affairs of the church. We are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether the policies adopted are in accordance with the Church Accounting Regulations and with applicable accounting standards; and
- Prepare the financial statements on a going concern basis.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and to ensure that such accounts comply with applicable accounting standards and with the Statements of Recommended Practice and Regulations made under Section 130 of the Charities Act 2011. We also have a responsibility to safeguard the assets of the church and to take reasonable steps for the prevention of fraud and other irregularities.

APPROVAL

Signed on _____ on behalf of the PCC:

Rev. Mark Searle (Rector)

Philippa R. Page (Church Warden)