



Annual Report for 2017

Vision Statement

- *As part of the church in Taunton, we seek to know Christ better and to make him better known.*
- *We do this through varied and lively worship, learning to apply God's word in the Bible, and being filled with his Holy Spirit.*

Signed on behalf of the PCC

*Steve Bradford
Vice-Chair of the PCC
12 March 2018*

Registered Charity No: 1130757.

Full name of the charity: The Parochial Church Council of the Ecclesiastical Parish of St. James, Taunton.

Short names: St James Church PCC; St James Church Taunton.

Address: St James Church Office, St James Street, Taunton, TA1 1JS.

This report covers calendar year 2017 and has been written to meet the requirements of the Charity Commission's Statement of Recommended Practices (SORP FRS102).

Introduction

St James Church, Taunton, is a parish church within the Diocese of Bath and Wells in the Church of England. Its parish includes the Roughmoor, North Town, Priory and Firepool areas of Taunton. The church's membership is drawn partly from within the parish, partly from across the rest of the town, and from nearby villages. Its services and activities are open to all, and the church works with other churches and local inter-church organisations in proclaiming and applying the good news of Jesus Christ.

Attendance at services, counted during October, was 197 (compared to 202 in 2016, 194 in 2015, 187 in 2014 and 171 in 2013), this being the "number attending at least once during the period", excluding visitors. There were also 29 people under 18 attending at least once.

At the end of 2017, there were 201 people on the Church Electoral Roll.

Objectives

The governing document is The Parochial Church Councils (Powers) Measure 1956. In common with other Anglican (Church of England) churches, this gives the objects of the church as to:

Promote in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC's registration with the Charity Commission (using headings provided by Church of England Guidance at the time of initial registration) expands the statement of objects as covering:

- *Regular public worship open to all.*
- *The provision of sacred space for personal prayer and contemplation.*
- *Pastoral work, including visiting the sick and the bereaved.*
- *Teaching of Christianity through sermons, courses and small groups*
- *Taking of religious assemblies in schools.*
- *The provision of a youth club with a Christian ethos.*
- *Promotion of Christianity through the staging of events and meetings, and the distribution of literature.*
- *Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special need groups.*
- *Supporting other charities in the UK and overseas.*

Public Benefit

The PCC has noted the Charity Commission guidance on public benefit, including publication PB4 *The Advancement of Religion for the Public Benefit*.

The way that St James Church provides public benefit is summarised in its Vision Statement:

- *As part of the church in Taunton, we seek to know Christ better and to make him better known.*
- *We do this through varied and lively worship, learning to apply God's word in the Bible, and being filled with his Holy Spirit.*

Worship services are all open to the public. The church building is open as many days as possible for private prayer, and is available for weddings and funerals of parishioners as required. Baptisms of parishioners are normally conducted during Sunday morning services. The church building is also used for concerts and by some other groups, such as the NHS Blood Doning service.

Pastoral support is available to anyone who requests it. Church members also receive support through home groups.

The church supports local Christian organisations including Street Pastors, Taunton Team Chaplaincy, Besom, Open Door and Taunton Area Debt Advice.

A church does not exist in isolation, but is part of one world-wide church of all denominations. St James supports the work of WEC (church planting), TEAR Fund and Samaritans Purse (emergency and relief work), and Barnabas Fund (support for the persecuted church worldwide).

The PCC also has maintenance responsibilities for St James' Church building (Grade 2* listed) and the church halls. The halls are available for hire by community groups.

Operating

The vicar and the churchwardens manage the day-to-day business of the church, assisted by a Church Administrator. In particular, the church administrator handles bookings for the church halls and supervises the work of the caretaker. All financial matters are handled by the Treasurer.

In October 2017, our vicar, Tim Jones, retired. The church is now in a period of 'vacancy' during which a new vicar will be appointed according to standard practices used in the Church of England. Given the timescales for preparing a statement of needs (called the 'Parish Profile'), advertising, interviewing, and allowing for the appointee to work out their notice in their current post, it is expected that a new vicar will be inducted in Autumn 2018.

Various church members manage other church activities on a day-to-day basis, and there are rotas and teams in place to manage all activities which occur on a regular weekly or monthly basis.

The vicar and PCC have appointed coordinators to whom authority has been delegated to manage certain aspects of church life: Worship, Pastoral Care, Discipleship, Children & Young People's work, Outreach, Administration, and Facilities (premises and technical). The aim is to avoid overloading the vicar with too many decisions in a church which is steadily growing, and also to free his time so he can focus on where he can be most effective.

The PCC meets monthly, except in April (Annual Church Meeting) and August (summer holidays). It approves all major non-recurring financial expenditure, and decides proposals to undertake any major new activity. Space is made in the agenda to maintain a strategic overview of the church's activities.

The Standing Committee is empowered by law to conduct PCC business in between meetings of the council. Its members are the church officers plus one ordinary member of the PCC. In practice, the Standing Committee operates primarily through email discussions.

Various provisions decided by legislation (enacted by General Synod) or decisions made by Diocesan Synod govern, for example, the type of formal public worship services that can be provided, but allow a church to develop its own style. The appointment of clergy and readers is managed by the diocese, in consultation with the parish. Payment of clergy is carried out via the diocesan Common Fund, which scheme decouples clergy pay from a parish's financial circumstances. Maintenance work and alteration of the church building is overseen by a Diocesan Advisory Committee, through faculties granted by the diocesan chancellor; this process is in lieu of civil planning procedures. The parish is required to appoint an architect approved by the diocese to advise on and specify all works required.

Activities

Worship

Contributed by Richard Lucas, Worship Coordinator.

Currently during the vacancy services are being planned and arranged by a team of people from within the Ministry team and across the Church which is coordinated and planned by the Worship Coordinator. Services from October to Easter were planned by Geoff Treasure.

Members of the Church are covering the majority of services whether officiating preaching or leading with some guest preachers and leaders, for example the Archdeacon of Taunton.

A greater range of members are being encouraged to take part and use their gifts and this has had a positive effect with their ministries being used.

The main worship service remains at 10.30am on a Sunday, alternating between Holy Communion and Morning Worship and an All-Age Service. Services run for around an hour and a quarter with the exception of the All Age Service, with a pre and after-service time of fellowship. During Morning Worship, an alternative Messy Church service, primarily for families, runs in the hall.

A large team of volunteers is involved in each morning service. This is required as this is an expanding work with a great deal of equipment to be set up each week including, preparing the building for service leaders and preachers, singers and musicians, readers, people leading prayers, sound and video technicians., Regular prayer meetings are held each Friday morning and before each morning service. The music team comprises a range of instrumentalists and singers with

the Music Director providing settings to match the available skills, and introducing new music on a regular basis in collaboration with the Worship Coordinator. The style is based around the leading of corporate worship with between 3 and 5 singers leading worship each service. Practices are led by the worship coordinator and Music Director. A number of members provide lifts to church for those without their own transport.

The pattern of evening services, adopting a common time of 7pm and an informal praise format has run for two years and has a consistent attendance of between 20 and 40 plus those involved in the service. The monthly pattern includes emphases on praise, communion, and teaching. The second Sunday follows the well-established Praise service format with extended times of praise with a contemporary style. The third Sunday is Communion with the opportunity for different styles to be incorporated with the 4th Sunday including an extended time of in depth teaching. The aim is to provide a substantive alternative to the morning service, for those who are either not able to attend in the morning or values a different style and approach within a smaller setting. The first Sunday of the Month is Soul Space, a service for young people led by church members; this involves a range of worship and activities. It has had a very positive launch and a good attendance.

Services are also held during the week. The "Praise and Play" service for young families is held on Wednesday mornings. The Wednesday Holy Communion service moved to a weekly event during the year, having previously been held monthly. There is a monthly Holy Communion Service for the Alzheimer's group.

Off site, regular services are held at Calway House residential home. Communion services are held at Abbeyfield and Pegasus Court and home Communion is also provided monthly for those unable to attend church. Readers, retired clergy and other church members also help to lead services at other churches in the area.

There are several Town wide services held in the church each year, for example in the week of Christian Unity and the Good Friday service for which the Church is full.

We will continue to consider the needs of those who currently attend services and look at how we reach out those outside the church and make worship accessible and relevant within a changing landscape.

Pastoral Care *Contributed by Annie Reid, Pastoral Coordinator.*

Catering team: This group meets regularly to plan and share responsibilities for a range of events being put on.

E-mail prayer chain: We have welcomed a new member to the team and the prayer chain continues to be used on a regular basis; our thanks to Kay Seed for forwarding requests.

Prayer: A monthly prayer meeting is held and is being supplemented by a further monthly meeting during the vacancy. A prayer breakfast is held before one morning service each month, a group meets for prayer before every morning service and another group meets weekly.

Flowers: The flower Rota has recently lost a couple of members and would welcome some new volunteers.

Labels: The "amnesty" name labels scheme is carried out termly and is appreciated by most of the congregation!

Pastoral visiting team: Two new members have joined the team and been issued with identity card and guidelines to follow for visiting. A list of elderly / vulnerable church members has been drawn up and responsibility for checking on their welfare has been agreed.

Photographs: New photos of members of the congregation who hold specific posts of responsibility are currently being displayed on the screen before the 10.30 service.

Thursday Fellowship: This group, run by Vicky Dykes and Joyce Lander, continues to thrive and provides a varied and interesting programme for members; a successful and enjoyable Christmas lunch was held at the County Cricket ground.

Transport: The transport team is operating well and appears to be meeting the needs of elderly members of the congregation.

Welcome team: This operates every Sunday at the 10.30 service: one new member has joined.

Discipleship

Contributed by Roger Fenton, Discipleship Coordinator.

It has been a pleasure to work with the Home Group Leaders, and their group members, these past twelve months, and to facilitate their input into the church worship and programmes. Currently, there are 11 home groups, all of which meet midweek; some meet during the day, but the majority meet in the evening. In total there are 121 members regularly attending a home group, which is approximately 60% of our church membership. I intend to continue promoting the benefits of joining a home group, and my hope is to see further growth in 2018.

Whilst some groups study subjects independently from those recommended, most home groups have followed the suggested studies and have worked through The Acts of the Apostles, Fruitfulness on the Frontlines, Building a Missional Church, and 1 & 2 Thessalonians during this past year. As before, some subjects covered were aligned to the Sunday talks, and some independent of Sunday. This mix is expected to continue through 2018.

I was pleased to present to the church a full review of daily bible reading notes that are currently available on the market, which could be accessed via phones, laptops etc, or on paper. It was encouraging to confirm that many members are in the habit of regular Bible reading and use a variety of assistance notes.

Every Christian's discipleship needs are individual, as we are all at different stages along our faith journey. Help and encouragements to grow closer to our Lord Jesus for church members who are unable or choose not to join a home group remains a challenge. I have been rewarded by seeing faith growth in a number of individuals but remain aware that there are many church members with whom I have spent little time. This will be my main concentration of effort in 2018.

Children's & Youth Work

Contributed by Kate Taylor, Children and Young People's Coordinator.

There was a steady increase in the number of families attending Church in 2017. Eight new families came via Toddler Group, requests for Baptism or a move to Taunton. This resulted in fifteen more children from babies to early teens.

Sunday Club and Messy Church remain regular features of our children's work as well as All Age Worship and Special Celebration Services. The introduction of Soul Space on the first Sunday evening of the month for those aged 10plus has been a very successful innovation. We had advertised for a paid youth worker jointly with St Mary Magdalene but we were unsuccessful in recruiting, probation due to the hours we could afford. Four members of our church voluntarily stepped up to run the group and we invited Wellsprings Chapel to join us. Two of their voluntary youth workers attend along with their young people resulting in a regular attendance of twenty-four. The group is however open to all young people from Taunton churches.

Our young people continue to attend the Friday night Voice project at St Mary Magdalene.

The Toddler Group is thriving and is often oversubscribed. It is self-funding and financially supports Praise'n'Play .

Praise'n'Play numbers dropped in September when many of our original children started school. By Christmas numbers had increased from our church, other churches and non-churched.

Both groups held their annual coffee mornings and raised £300 for Thailand. Praise'n'Play has a weekly collection plate with contributions to Church funds.

Xplore, the after school club at St James school continues to thrive and is over subscribed. School assembly is held weekly, and we are pleased to welcome the school for their special services throughout the year.

North Town school also attend church twice a year and assembly is led occasionally by church members.

All the groups are well resourced with materials to allow effective teaching and learning experiences. The main problem is keeping all the groups staffed to a safe level.

I would like to thank all who support the Children and Young Peoples work in so many ways and look forward to the continuation of our work in 2018.

Outreach

Contributed by Jenny Wakefield, Outreach Coordinator.

The aim of the role continues to be encouraging the continued development of a "come with me" approach, developing a balanced range of opportunities to invite friends and family to and encouragement for members to be outward looking and aware of opportunities for service and mission in the wider community and world. This is also underpinned by the discipleship and worship coordinators, and the concept of developing our individual frontline ministry in our "out of church" lives continues to be encouraged. This idea of "Frontline" ministry has proved helpful as people become more aware of God given opportunities.

Following on from the lessened uptake of Alpha in 2016, a sermon series in January and February using the Alpha material was run in the morning services, in order to familiarise the whole church with the updated Alpha course. This was well received, and there was a significant uptake for the Alpha course run, by Roger Fenton in the Spring, attended by a mixed group of church members and others. Homegroups supported this by providing the meals at the beginning of each session. However the Autumn Alpha again did not have sufficient uptake and plans for one in the Spring 2018 were also cancelled. This leads to a need to consider how best to engage and follow up teaching for those we have fringe contact with.

Other events have taken place to enable church members to invite friends and family to interface with the church and hopefully want to know more. Contacts are made through activities such as the weekly Toddler Group, Praise and Play, Bellringing and Art Group, and the monthly Thursday Fellowship.

One off events in 2017 included:

- The biennial pantomime, Babes in the Wood, which saw over 350 people coming and involved a cross section of the church involved in a variety of ways using their gifts and talents. £1500 was raised and split between Street Pastors and CCCT Thailand.
- Pentecost Experience – a weeklong opportunity, with our Church school, to share the story of the coming of the Holy Spirit and the spreading of Jesus' message throughout the world.
- An evening with Joyce Passmore, author of a Light in my Mind, who told the incredible story of how her faith had sustained her through 21 years in a mental health institution
- A second celebration of St. James Day, with Tower trips, children's activities, an art workshop, displays of our community and mission links, lunches and

refreshments, which saw over a hundred people of different ages visiting the church. This year we linked with Taunton Live, an annual community event. A Taizé Service was organised for the Saturday evening and was attended by about 50 people.

- A stall at the French Weir Fun Day (held in a local park) by invitation from the Friends of French Weir, and offered opportunity to talk with a wide range of people.

Food continues to be an important part of many of our events, and a small catering team has been formed to ensure arrangements are in hand for the different events that occur.

With regard to our outreach to our local parish, a small group of people have been praying for the Priory area of the Parish, and what God would have us do there. This is a listening to God initiative, and one that could be commended for other parts of our parish area. As a town church, which gathers its members from a wide area it is difficult to achieve a sense of local community, and this is perhaps something we need to consider more.

The church continues to support working with other local churches on town-wide 'social concern' evangelism, and several individual members are involved as volunteers. These include:

- Street Pastors (ministry to young people visiting the town's night clubs);
- Taunton Team Chaplaincy (providing chaplains to businesses and offices in the town);
- Besom (carrying out decorating and gardening jobs for people referred to it who cannot do such jobs themselves and crisis food parcels);
- Open Door (providing meals, clothes, showers, a laundry - and a listening ear - for homeless people).
- Taunton Youth for Christ (providing chaplaincy and youth work to mainly secondary schools in the town). St James' supports TYFC financially and in prayer. The TYFC office has now moved from the church premises by mutual agreement.
- Taunton Area Debt Advice, providing support to people struggling with financial difficulties.

The church premises are popular as a venue for concerts and meetings, and a large number of people attend the regular blood-donating sessions held in the church. These hirings help to make the church familiar to more people in the town and hirers appreciate the welcome given by our administrator and caretaker, Alex and Ian have continued the positive approach of their predecessors.

We seek where possible to keep the church open to the community, with a team of people locking and unlocking this church. Although we do not have a huge footfall, there are a significant number who call in, take away the mini guide, and chat with church members who happen to be working in the church.

The church continues to support the following overseas missions, financially and in prayer; David and Margie Whitehorn, the leaders for WEC's church planting work in Africa; TEAR Fund (emergency and relief work); Samaritans Purse (an international relief organization); and Barnabas Fund (which supports the persecuted church worldwide). Freda Davis and Lin Davies are the new coordinators for promoting continues Traidcraft and continue the work started by Shona Gilmour-White.

Publicity of events and services happens in a number of forms We have used invitation cards for Christmas and Easter services, which are distributed to the primary schools in the parish and in the immediate area. The church website is a valuable point of contact, being kept up to date weekly for forthcoming events,

and carrying recordings of Sunday sermons. Just before Christmas, Joe Gentile and Martin Wakefield substantially refreshed the site and plans are in hand for further development. The quarterly church magazine keeps church members in touch with what is happening and the church also has its own Facebook page. However publicity remains something that needs more attention.

Outreach work with our local schools is covered under Children's & Youth Work.

Facilities

Contributed by Martin Wakefield, Facilities Coordinator.

The main premises projects undertaken during the year were laying a new drain across the car park to the main sewer; rubbing-down and repainting the railings (a big job, undertaken by one church member); replacing the floor covering in the corridor and toilets; and a week of repairing numerous weathering defects on the hamstone pinnacles at the top of the tower. Work is underway on refurbishing the Church Lounge, including rectifying a structural issue with the building, and a church team is now undertaking the redecoration and refurnishing.

An annual maintenance inspection programme was started, to pick up a number of recommendations in the 2015 Quinquennial Inspection report. Of the remaining QI items, all bar one are in hand or planned. A church member has volunteered to look after the flower beds at the church entrance and around the office, and this has made a noticeable improvement to the appearance of the approach to the church.

A package of work was specified to bring the organ back into use, consisting mainly of a replacement blower and re-leathering of a main air reservoir. Church members responded generously to an appeal for funds for the work, and a faculty was obtained. The work will be carried out soon after Easter 2018.

On the technical front, excellent progress has been achieved with upgrading the office computer system: all out-of-support software has been replaced, which also involved rewriting the invoicing system; and work on extending the functionality of the main membership database (including safeguarding records) is in its final stages. A major clean-up of the church website was undertaken, and in 2018 work will resume on moving the website to a modern platform.

Administration Administrative matters are covered in various places elsewhere in this report, so a separate report has not been prepared.

Our Administrator / Administration Coordinator is Alex Dickinson.

Financial Review

The majority of the PCC's income is from direct giving by church members (including tax reclaimed under Gift Aid), with a smaller proportion deriving from hire of premises. No funds are raised from the general public.

Income from stewardship and collections was up in 2017 as compared with 2016. Expenditure, other than expenditure on maintenance and repairs and extra activities, was similar to that in 2016, after taking into account increases due to inflation.

The General Fund ended the year with a balance of £156,740, including £6,077 of a restricted fund for the organ appeal. This was £63,141 more than at the end of 2016. The increase was due mainly to legacies received during 2017 of £49,000, an increase of £6,612 in stewardship and collections, plus the aforementioned £6,077 from the organ appeal.

A total of £9041 was pledged for the organ appeal, including a grant of £500 due to be received from Taunton Deane Borough Council; the balance left at the end of the year was after an initial payment of £2184 to the organ builders.

£3,700 of the expenditure for 2017 was met from the Grants Fund: £2,000 to support Taunton Area Debt Advice, £1500 to support Church members working overseas and a start-up grant to Citizens UK of £200.

Investment Policy: it is our strategy to invest our funds balances in the Church of England's Central Board of Finance deposit funds.

No funds are held as custodian trustee on behalf of others.

Reserves policy: within the General Fund, the PCC has designated the following reserve funds:

Grants Fund – for supporting other organisations whose aims complement the church's own mission. At present, this fund is used mainly to support Taunton Area Debt Advice, a service set up by members of the church. There is no set level for this fund, monies being assigned to it as needs arise and funding allows.

Projects Fund – for capital projects being planned by the church and as a place to hold legacies when first received. There is no set level for this fund, monies being assigned to it as needs arise and funding allows.

Fabric Fund – for major fabric repairs that will occur from time to time but cannot be met out of annual income (for example, gas boiler replacement, re-roofing, repairs to stonework). The intention is to maintain this fund at £30,000, but that level will fluctuate according to demand.

Opportunity Fund – for short-notice opportunities that may arise from time to time, for example a piece of land adjoining the church being put on the market, leaving no time to raise the required funds for a deposit through an appeal. The intention is to maintain this fund at £20,000.

Risks Fund - for maintaining essential church activities for a period of up to around one year should there be a loss of income for any reason. This fund is set at 10% of Stewardship giving (and Gift-aid), which allows, for example, for members moving away; plus 30% of non-giving income (i.e. hall hire and car park charges, over which church members do not have control).

The Reserves Policy is reviewed annually.

At the end of 2017, the designated reserve funds stood as follows:

Grants Fund:	£4,292
Projects Fund:	£55,233
Fabric Fund:	£30,000
Opportunity Fund:	£20,000
Risks Fund:	£20,153 (10% of giving = £11,590, plus 30% of non-giving = £8563)
Total:	£129,678

The total exceeds the £67,000 needed to cover the recommended accounting practice of holding in reserve 6 months' budgeted expenditure.

The £55,233 held at the end of the year in the designated Projects Fund was not assigned to specific projects. A further unassigned £20,965 is held as surplus on the General Fund. Each year, the PCC considers how to spend or designate any surplus assets.

Grant-making policy: the PCC has a policy of donating a minimum of 10% of stewardship giving (including cash collections and income tax recovered) to other Christian organisations. This is because an individual church such as St James is part of the one worldwide Christian church, with different parts of the church undertaking different responsibilities, and also being dependent on each other. Local organisations supported have aims which overlap with those of St James church. Organisations outside the local area are largely ones with which the church has had a relationship for some time. From time to time, the PCC also supports church members undergoing Christian training, and undertaking full-time work with Christian organisations.

Staff and Volunteer Support

Approximately two full-time equivalent posts are paid. One of these is the vicar, the other is made up of three part time posts: Church Administrator, Caretaker and IT support person (who also acts as deputy administrator).

In terms of the number of hours spent on preparing for and running church activities, the majority of effort comes from volunteers. It is difficult to gauge the total effort put in by voluntary workers, but a conservative estimate would be more than 12 full-time equivalent posts, probably more.

The contributions of all volunteers are much appreciated and are essential for the running of services, children's and other groups, maintenance, pastoral care and every other aspect of church life. In particular, the churchwardens, treasurer, and Music Director all carry heavy loads.

Appointment of volunteers: where a post involves working with children or vulnerable adults, appointments are made using the Safer Recruitment process set out in the diocese's *Safeguarding Children, Young People and Vulnerable Adults Policy 2013*. This includes having a formal job description, being interviewed with references taken up, and the completion of DBS checks.

Other appointments do not usually warrant such a formal process. The length and format of any interview will be appropriate to the work being undertaken.

Supporting volunteers: everyone who volunteers has a right to be able to discuss their roles with the relevant coordinator in order to agree expectations, receive support, be reasonably resourced, discuss training needs and, as far as practicable, and have these met. For further pastoral support, they may talk with the vicar, a member of the clergy/readers team, or a trusted church member of their choosing.

Risks

Finance: the main risk to the operation of the church is financial support. Most funding comes from church members, supplemented by income from hiring the church hall and car park. The church is not in receipt of any regular funding from other sources, either from within the Church of England, or the government. Grants may be obtainable to cover partial costs of some projects, and legacies may occasionally be received, but such sources do not impact on routine planning.

The church's finances are thus vulnerable to:

- Fluctuations in income from hall hire;
- Church members moving away;
- Gradual changes from one generation to another of members' understanding of their financial responsibility;
- Unexpected large costs for repairing the church building;
- Increases in the Parish Share contribution to the diocese which can be well above inflation.

The PCC keeps a proactive watch on these matters through reports from the Treasurer to alternate meetings of the council. An annual stewardship campaign, led by the Planned Giving Officer, aims to refresh church members' awareness of the principles of giving.

Communications: as the church grows in numbers, there is a risk of fragmentation due to the inability of all members to know every other member and what the various groups and teams are doing. Part of the PCC's strategy for growth is that the coordinators will facilitate communications within their respective functional areas.

Disaster Recovery Planning: The loss of the use of the church building is not considered to be a major risk. In 2001, the church moved its activities temporarily to the local church school, while the floor in the church building was replaced. It is considered that similar arrangements could be made again. The PCC does not consider that any disaster recovery plans need to be maintained for specific activities; the scale of operations is such that contingency plans are best drawn up in response to the nature of any issue that may occur. A project to secure the church computer system against loss of data and system failures is nearing completion.

Health & Safety: physical risks are managed through the church's *Health and Safety Policy*, which is reviewed annually by the PCC. The Policy document includes a schedule of risks using a checklist provided by the Ecclesiastical Insurance Company. The Schedule sets out the procedures for mitigating and managing each risk. Equipment safety checks (gas appliances, security alarms, lightning conductor, fire extinguishers and electrical PAT testing) are undertaken annually.

Trustees

The members of the Parochial Church Council are the trustees of the charity. PCC members who have served from 1st January 2017 until the date this report was approved were:

Vicar:	<i>Rev Tim Jones</i>	Chairman	*	<i>(until October 2017)</i>
Churchwardens:	Mrs Ruth Stevens		*	
	Mrs Joyce Kirk		*	
Diocesan Synod:	Mrs Jacky Gillingham			
Deanery Synod:	Mr Richard Carpenter			
	Mr Nic Tall			(from April 2017)
Elected members:	Mr Martin Wakefield	Joint Secretary	*	
	Mr Steve Bradford	Vice chairman	*	
	Mrs Helen Dawe			(from April 2017)
	<i>Miss Michelle Durnell</i>			<i>(until April 2017)</i>
	Mrs Ruth Dunn	Joint Secretary	*	
	Mr Jesse Eveleigh			
	Mr Roger Fenton			
	Mr Jamie Fox		*	
	<i>Mr Joe Gentile</i>			<i>(until April 2017)</i>
	Mr James Haddell			(from April 2017)
Co-opted:	Mrs Sheila Marlow			
	Mr Richard Sainsbury	Treasurer	*	
	Mrs Liz Sykes			(from April 2017)
	<i>Mr Richard Taylor</i>			<i>(until April 2017)</i>
	Mrs Jenny Wakefield			
	Mr Stan Wojcik			
	Mrs Sue Lucas			(from November 2017)

* Asterisks indicate members of the Standing Committee: the Church Officers plus one ordinary member of the PCC.

Rev. Matthew Dietz, as Associate Minister, is also ex-officio a member of the PCC, but has indicated that his full time role (as School Chaplain) precludes him from participating actively in this way.

Appointment of trustees: The method of appointment of PCC members is set out in the Church of England's *Church Representation Rules*. The number of elected members is 12, with a minimum of four places to come up for election each year.

Ex-officio members of the PCC are:

- Clergy licensed to the parish.
- Two churchwardens, separately elected annually (on the same date as the main PCC election).
- Three representatives of the parish to Deanery Synod, elected every three years (on the same date as the main PCC election).
- Any members of Diocesan Synod and General Synod who are members of the church.

Recruitment of trustees: all Church attendees are encouraged to register on the Electoral Roll and consider standing for election to the PCC. Active recruitment may occur when one sector of the church appears to be under-represented on the PCC.

Training of trustees: New members are provided with a copy of the *PCC Standing Orders*, which sets out how the PCC works, and a copy of the booklet *Trusteeship – an introduction for PCC members*. They are encouraged to obtain a copy of *A Handbook for Churchwardens and Parochial Church Councillors* and to attend any training events run by the diocese. PCC members also receive safeguarding awareness training.

Custodian Trustees: The Diocese of Bath and Wells is the custodian trustee for property owned by the church, i.e. the church hall and associated buildings and land.