

## TRUSTEES ANNUAL REPORT FRSSE (SORP)

### Notes and Guidance

- This form is to give guidance on what to include in a Trustees Annual Report.
- This is the information that we think we all know, but not everyone does.
- A good Trustees Annual Report is a Mission and Communication tool which tells people everything about the Charity.
- There is some standard wording which applies to all PCCs in Sections B and C which you may use.
- Once you create your Trustees Annual Report most of the information can be simply updated year on year.
- You may prefer to create your own Trustees Annual Report but all of these Sections need to be included in the Report.
- If you do not wish to create your own Trustees Annual Report you may complete this form and attach it to a copy of your Annual Accounts and Financial Statements.

Section A	Reference and Administration Details
Section B	Structure, governance and Management
Section C	Objectives and Activities
Section D	Achievements and Performances
Section E	Financial Review
Section F	Optional information
Section G	Trustee Declaration

Trustees' Annual Report for the period							
	Period start date				Period end date		
<b>From</b>	Day <b>01</b>	Month <b>01</b>	Year <b>2020</b>	<b>To</b>	Day <b>31</b>	Month <b>12</b>	Year <b>2020</b>

## Section A Reference and administration details

<b>Charity name</b>	PARISH OF TETTENHALL WOOD
<b>Other names charity is known by</b>	Christ Church Tettenhall Wood; Church of the Good Shepherd Castlecroft
<b>Registered charity number (if any)</b>	1133853
<b>Charity's principal address</b> <small>(eg. Address of the church or church office)</small>	Parish Office, Christ Church
	Church Road, Tettenhall Wood
	Wolverhampton
	<b>Postcode</b> WV6 8NQ

### Names of the charity trustees – Members of the PCC - who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Philip Wootton	Incumbent	
2	Carol Harley	Ordained Local Minister	Until April 2020
3	Linda Vawer	Assistant Curate	From June 2020
4	David Hughes	Church Warden	
5	Joan Collins	Church Warden	
6	Jane Brough	Deputy Church Warden & Reader	
7	Pam Humphrey	Assistant Warden	
8	Sue Wilson	PCC Secretary	
9	Joy Dipple	Reader	
10	Caroline Seaton	Reader	
11	Richard Humphrey	Assistant Treasurer	
12	Stephanie Hemming	Treasurer	
13	Russell Taylor		
14	Roger Dipple		From September 2020
15	Pam Bevan		Until September 2020
16	Pat Hazenburg-Morris		
17	Les Key		
18	Jane Woolf		
19	Lisa Williams		
20	Chris Nickholds		
21	Hazel Guy		
22	Benjamin Hemming		From September 2020
23	Gerald Lloyd		From September 2020
24	Angela Williams		

25	Helen Bull		
26			
27			
28			

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Parochial Church Council Powers Measure (1956) as amended, and Church Representation Rules that came into effect on 2 January 1957.
How the charity is constituted (eg. trust, association, company)	Church Representation Rules 2 January 1957
Trustee selection methods (eg. appointed by, elected by)	Elected

### Public Benefit Statement (Mandatory information)

#### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of Tettenhall Wood, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them;  
(Put your Risk Assessment Policy here)

The parish is connected with a range of wider networks and organisations:

- the Church of England Diocese of Lichfield
- the Local Ecumenical Partnership of the Church At Perton, with which the Parish is part of the same Benefice and Team Ministry
- other local churches, through the Church of England Deanery of Trysull and the ecumenical Covenanting Churches of Wolverhampton West
- Christ Church C of E (C) Infants' and Junior Schools
- the Mothers' Union
- the National Childbirth Trust, in the provision of 'Little Angels' parent and baby group
- the Church Mission Society
- the Children's Society
- Christian Aid

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community at Tettenhall Wood and Castlecroft. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament

### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers;

The PCC aims to support other charities - locally, nationally and overseas – both from general funds and through organising special collections. Care is taken that the aims of these charities are contiguous with the mission of the Church of England. Collections of food, bedding etc are made for local organisations helping the homeless and needy.

Volunteers undertake major parts of the work of the church, ranging from the including leading worship, administration, caring for the fabric of the buildings, offering of pastoral care, planning and organising of social and fund-raising events, working with children in church and in school, and bearing the message of the church.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The combined Electoral Role stood at 188 at the annual meeting in September 2020. The Covid-19 pandemic meant that church buildings were closed by law for several months, and numbers attending worship restricted thereafter. Attendance statistics would therefore be meaningless. The figure for the 'worshiping community' was estimated as 238 (both churches, all ages). From March, 2020, weekly services were provided to engage with at home, initially on paper and by email, and from April, also pre-recorded online and delivered on DVDs (for those without digital capacity). Pastoral care has been provided through a network of phone contacts, ensuring every has a regular call. Three baptisms and no marriages were conducted, and a total of 21 funerals were conducted through the ministry of the parish.

The pandemic also forced the closure of regular activities, like Place of Welcome, Dementia Support Group, Good Friends, Mothers Union and Christ Church Fellowship. Social/fundraising events were cancelled. With volunteers not allowed into schools, the Open the Book programme had to be curtailed, although the church provided some worship online to Christ Church schools. Outside hirers were not allowed in the halls for much of the year, leading to a drop in income.

Buildings: The PCC has been vigilant in maintaining the fabric of both buildings, but no major projects were carried out in 2020. Plans for repairs to the Christ Church roof, identified in the Quinquennial Inspection, have been put in place.

## Section D

## Achievements and performance (contd.)

### Summary of the main objectives of the charity planned in the following year

Overseas Mission: the link established in 2017 with the Church Mission Society and a mission partner in South Sudan has been maintained. The PCC through the Mission And Discipleship group has continued working on implementing the 2017 Mission Action Plan where possible, with big improvements to the website (including portals for direct giving to the church, and for short periods, to charities we support) and the development of online worship. Christ Church gained recognition as an 'eco-church' (bronze award). For the year ahead, the PCC expects to be able when possible to revive the previous level of provision of services, in worship, pastoral care, social events etc.

At Christ Church the delayed quinquennial work on the roof will be carried out. Plans to improve to the projection system and install equipment for live streaming are well underway, with DAC permission granted and grant funding obtained.

At Good Shepherd plans to upgrade the sound system and to install projection equipment are still in hand. The replacement of the chairs is also under consideration.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

There are three main points to this policy: firstly we pay our Parish Share in full and on time each month. Secondly, each year we give to Missions and Charities both locally and internationally. Thirdly, we aim to keep funds in reserve for 'a rainy day.'

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

At Christ Church the accounts show a surplus of £4,977.

At Church of the Good Shepherd the accounts show a deficit of £4,986.

For the PCC overall this gives a deficit of £9.

## Section F

## Other optional information

**Acknowledge any large Grants or donation in this Section.**

**Acknowledging a large Grant in your TAR may be a condition of acceptance**

- There were no large gifts or donations at Christ Church or Good Shepherd
- A one-off grant of £8,000 was received in respect of reduced income and increased costs incurred due to the Coronavirus pandemic.

## Section G

## Declaration

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

**Position**

(eg Secretary, Chair, etc)

**Date**

(eg. Date of the APCM)