

# **2016 Trustees Annual Report and Accounts**

**for the Parochial Church Council of St Mary the Virgin, Dedham**

Registered charity number 1130860.

**This report was adopted by the PCC at it's meeting on 27<sup>th</sup> March 2017**

## **1. Aim and purposes**

St Mary's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Antony Wilson, 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 St Mary's Church and the Duchy Barn (*through oversight of it's Management Committee*).

Church members are encouraged to follow in the footsteps of the earliest Christians who were encouraged by St Peter to: *in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect (1 Peter 3 verse 15)*

## **2. Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary's. 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.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- a. Regular public worship open to all**
- b. The provision of sacred space for worship, personal prayer and contemplation**
- c. Pastoral work, including visiting the sick and the bereaved**
- d. The teaching of Christianity through sermons, courses and small groups**
- e. The taking of religious assemblies in schools**
- f. The provision of a youth club with a Christian ethos**

*To facilitate this work it is important that we maintain the fabric of the Church of St Mary's and the Duchy Barn*

## **3. Achievements and performance**

- a. Regular public worship for all**

## **Sunday Services**

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. The Churchwardens have worked hard to maintain services during the interregnum and are very grateful for the role played by Reverend Merv McKinney, Carol Mitson and Paul Southern in addition to other visiting preachers. That we have largely maintained levels of attendance at our Sunday services during the interregnum is a great testimony to their leadership.

The PCCs of both Dedham and Ardleigh Churches have been exploring proposals to adjust the current service patterns to allow for more effective maintenance of current services and provide missional opportunities for the future.

All are welcome to attend our regular services. At present there are 227 parishioners on the Church Electoral Roll, 110 of whom are not resident within the parish. Twenty nine names were added during the year and 4 were removed either through death or because they moved away from the parish. The average weekly attendance, counted during October, was 65, but this number increased at festivals and our Christmas Crib service saw over 450 children and adults attend.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 3 baptisms and 7 weddings and held 18 funerals in our church this year.

## **Music in worship**

Another busy year at the musical helm at Dedham Parish Church has seen a few notable developments. The junior element of the choir has welcomed new membership, whilst at the same time seeing the 'retirement' of some valuable members due to other commitments. I wish to publicly thank them all for their contribution over the recent past, with thanks too to their parents for getting them to rehearsals and services. Thanks to Liz Maythan for her continued support as chaperone. We have just reviewed our safeguarding policy, and have updated our Diocesan Safeguarding training and DBS checks as required.

The choir has recently welcomed some new members, and this has been a source of great encouragement. The Christmas Carols Service was a great success, with the augmented choir giving stunning performances, as well as the Key Stage 2 Choir from Dedham C of E Primary School, and the Dedham Songbirds, making this once again a really valuable community event. Recently, with the joining of our church into the benefice of Dedham and Ardleigh, the choir has led worship at Ardleigh Church, where there is currently no choir. We hope to continue with this arrangement, going forward, as we seek to establish a pattern of services across two churches.

The organ is now in a very 'fragile' state, to quote our technician, and it has not been helped by the recent renovations of the church building, with dust and disruption, and we are seeking advice as to how to proceed with repair or replacement, as well as looking at how best to fund such a massive project. All options are being looked at.

Revive@5 musicians are much needed as we seek to find fresh expressions in the context of a more contemporary style, I would be glad of some assistance and guidance as we grow this exciting new aspect of worship. It has been great to have Geoff D'Arcy with us as bass guitarist, bringing with him much knowledge and experience of worship songs. Thank you, Geoff.

My thanks, as ever to those who share the privilege of leading and performing music in our worship, week-in, week-out, and who make my role here such a joy. *(By Antony Watson)*

## Flowers in church

Thanks go to all members of the group who give their time to decorate the church and often provide & source the flowers themselves. All arrangements in the Church show the community and visitors that the church is alive, active and cared for. For some of the arrangers it provides a spiritual connection with God, and the flowers are intended to have religious symbolism where possible when arranged for the major festivals. In addition to the festivals of Easter, Harvest and Christmas, a Flower Festival was organised as part of a weekend celebration of the Queen's 90<sup>th</sup> Birthday. The theme was 'A Life in Flowers' and photographs were displayed in church to reflect the many different aspects of the Queen's personality and roles that she plays. Barbara Ward has sadly retired from the group due to ill health. She played a big part in the running of the group over the years and thanks go to her for her contribution. Three new members have been found to fill the gap and support various groups within the team. *(By Helen Sims)*

## Stewards

The following people have served as stewards over the course of the year. We are grateful to them for their practical support of the running of our services.

Peter Adams Be Burleigh Lou Davison David Druitt Nigel Everett Sara Glover Sally Gotelee Maria Johnston Caro McShane Lucy Marshall	Beth Mitchell Liz Nickerson Sarah Oakley Anne Rowledge Sharon Sarson Tim Sarson Jill Strangward June Wilson Suzanne Woods
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## Tower Tours

Tower tours are offered throughout the year by advance booking either through the tower tours link on the website or by contacting the Parishes office. At least 10 working days notice is required to ascertain availability of tour guides. Gabbie Watson is the coordinator of the tower tours. Our guides are: Phil Erith, Simon Gallup, Roy Laverick, Peter Rowles and Colin West. There have been 81 adults and 160 children book tower tours over the past year. These include a school group booking of 120 children on one particular day.

## b. The provision of sacred space for worship, personal prayer and contemplation

### St Mary's Church

An important part of the PCCs responsibility is to maintain the fabric of the church so that it is open to all for public worship and private prayer. Our church is one of the most visited in the Diocese.

### Building and Fabric Committee

*Members include Brian Moore (Chairman), David Jewell, Co-opted: Peter Wilson, David Druitt*  
Following a meeting at the vicarage of all interested parties i.e. Parish and County Councillors, Highways, Tree officers et al, it was agreed that 'air spade' work should be carried out to investigate the state of the tree roots as a guide to how we should proceed to make the wall and tree safe. The proposal was put to Archdeacon Annette and the Church's insurers and permission was given to proceed 23rd March 2017.

The redecoration of the nave took place last spring. The redecoration of the aisle walls and refurbishment of the floors is currently underway and is due for completion by the time of this report. The hospitality suite which has been the subject of many changes of policy and more than one faculty application has been put on hold and is now being thoroughly reviewed by the new

committee in conjunction with future plans for the church toilet.

The Quinquennial Survey is due to be undertaken this spring. The recommendations arising from this and other current fabric issues will be incorporated into a project plan for PCC consideration. The continuing support of the Friends of Dedham Church in these activities is very much appreciated. *(By Brian Moore)*

### **Churchyard**

Reverend Antony Wilson and the Churchwardens take this opportunity to thank Andrew Hodson for maintaining the Churchyard to a high standard each year.

### **Resource Centre**

Be Burleigh and Lou Davison continue to keep the Centre well stocked, attractive and useful to church members and visitors alike. Thanks should go to Simon Johnston who regularly empties the red safe and banks the money.

### **Muniment Library**

The Parish Magazines for 2012-2015 were bound to match previous editions. A survey was undertaken of all books in the library to assess damage and a list prepared of all necessary/desirable work and a schedule of the likely costs.

Plans of the churchyard were studied in an attempt to establish certain boundaries. It has been noted that plans of the churchyard and graves are incomplete and it is intended that a survey be completed this year to provide a full digital plan with as much information as can be gleaned. It should be noted that historical birth, marriage and death records are not kept in Dedham. Enquirers are directed to the Essex Records Office. It is intended to hold a meeting this year to see whether there is any interest in re starting the Muniment Room Society. An announcement will be made in the Parish Magazine and Church Chimes in due course. *(By Suzanne Woods)*

### **c. Pastoral work, including visiting the sick and the bereaved**

Some members of our parish are unable to attend church due to sickness or age. Reverend Antony Wilson, Merv McKinney, Carol Mitson and Paul Southern have visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital or at Blackbrook Residential Home.

### **Pastoral Group**

*Members include: Lynne Al-Sad, Ruth Higginson, Bryony Peake, Ann Shaw, Ian Sutherland, Heather Tetchner, Sue Vinter, Laura Valentine.*

**Pastoral Care:** The Pastoral Group attempt to be aware of those who would welcome a home visit or would like a lift to church services. Our Bereavement Visitors last year included Vee Druitt, Ruth Higginson and Tony Hughes. A card is sent to next-of-kin soon after the funeral followed by a telephone call and visits if required. A card is sent if the relative is outside the immediate area. The annual Bereavement Service meeting was well attended and Reverend Merv McKinney attending our regular meetings.

**Baptisms and Weddings:** A card will be sent to those families celebrating the first anniversary of a baptism or wedding.

**Stewards:** It is hoped that more people will volunteer to welcome visitors during the Spring and Summer.

**Fair Trade Stall:** Lynne Al-Sad organises this with support from Jo Russell. Only Fair Trade tea, coffee and sugar is served in Church. Thank you: Sue Vinter, Tony Hughes and Heather Tetchner who have resigned from the Pastoral Group. We thank them for their services to the Community through this Group. *(By Ann Shaw)*

### **d. The teaching of Christianity through sermons, courses and small groups**

We are again grateful to all who have faithfully preached from the Bible during the interregnum of the last year.

Two small groups have met in homes throughout the year and have provided fellowship, bible discussion and prayer for those who have attended.

In 2017 we embarked on a series in the book of **Ephesians** which has been well received by the congregation and followed up in the small groups which have followed the Sunday sermon topic in their bible studies.

Over 20 people have attended the **Life Explored** course which ran from January to March 2017. Through a combination of film clips, bible study and discussion we explored the character of God in 7 separate sessions. All have found this helpful in deepening their faith and plans are being made to carry on meeting by creating a daytime and evening small group after Easter.

Advent and Lent **Meditations** have been appreciated - the Advent series took place in Dedham and the Lent Series in Ardleigh.

### **Mission and evangelism**

Helping those in need is a demonstration of our faith. The Mission Group are to be congratulated on their fund-raising efforts.

*Members of the Mission group include Ruth Higginson, Lynne Al-Sad, Sue Vinter and Caro McShane.* The Mission Team have had a successful year with raising funds for the Van de Ruits in South Africa and Beacon House in Colchester. Through the summer cake stalls, bric a brac sales, produce sales and the Christmas Fair we have raised £2,454. Richard and Sue Van de Ruit are very grateful for our support, and their newsletters are displayed on the notice board. Beacon House under the guidance of Vivienne Wiggins are successfully raising the awareness of homelessness in Colchester. This year they have been one of the charities supported by the Mayor. There is a box at the back of the church for donations of clothes and toiletries. If you would like to see the work that takes place at Beacon House please ring Ingrid on 01206 761960. *(By Ruth Higginson)*

### **e. The taking of religious assemblies in schools**

Reverend Merv McKinney has taken regular assemblies at Dedham Primary School and has been joined by Reverend Antony Wilson since his arrival in November. There were very successful termly services held in the church.

### **Open the Book**

A team of 11 people have been going into Dedham Primary School once a month in term time to read and present a Bible story. In January 2016 we began with the story of Creation and by the end of March 2017 we will have reached the story of Gideon. James Aylott, the new Head Teacher, is very encouraging and happy for us to continue taking Open the Book into the school. We involve the children in the actions as often as we can, this helps the school to achieve one of the criteria for Ofsted and it is fun for the children and for us. We have built up a selection of costumes and props that Jean Flewin stores for us, which is a great help.

If you would like to think about taking part in Open the Book, please speak to either Ann Shaw or Sue McKinney, we would love to have more people in the team. You would need to have a brief training about Open the Book and what is expected of team members, and to be cleared by the Disclosure and Barring Service for the Child Protection requirements of the school and Diocese. *(By Sue McKinney)*

### **Dedham Church of England Primary School**

Many changes have taken place at Dedham Primary School over the past twelve months and the school would like to express its gratitude to Dedham Church and the community for its support. We are delighted to be working closely with Reverend Antony Wilson. He is becoming a familiar face in the school through leading fortnightly assemblies and we appreciate his efforts in wanting to get to know the school, the staff and our families as quickly as possible.

During the period of interregnum, Rev Paul Southern, Rev Simon Heron and especially Rev Merv McKinney were a terrific support in ensuring we weren't left unsupported. We are eternally grateful for their time, guidance and friendship. Additionally, we are grateful to the Open the Book team who continue to provide regular assemblies which the children and staff thoroughly enjoy.

June 2016 saw a wonderful collaboration between the school and the community in marking the Queen's 90<sup>th</sup> birthday. The school choir performed at the family service and work from all classes decorated Dedham Church alongside a terrific flower festival. The British weather did unfortunately affect attendance at the community picnic in the Vicarage however the school very much enjoyed being a part of the weekend's celebrations and would be very keen to participate in similar events in the future.

Through the generosity of the Burkitt Trust, last summer, Class 5 children were able to visit St Paul's Cathedral, Elizabeth Selby Infant School in Tower Hamlets and the V&A Museum of Childhood. It was for many children their first visit to St Paul's Cathedral and the opportunity to climb the Dome to the Golden Gallery is an experience that they won't forget. The visit to Elizabeth Selby School provides the children with the opportunity to visit a school in a very contrasting locality to Dedham and enables children from both schools to develop relationships with children of different faiths and cultures.

At the end of the summer term, Dedham Primary School said a fond farewell to Mrs Heather Tetchner, who after 38 years in the teaching profession and 9 years at Dedham Primary, decided it was time for semi-retirement. She is now working as a schools' advisor for the Diocese of Chelmsford but continues to keep in touch with the school and members of the community. There were a few events over the final few weeks of the summer term to say thank you and good luck to Mrs Tetchner and she was very appreciative of the school and community's good wishes. The beautiful table donated to the school in recognition of Mrs Tetchner's time as headteacher is used regularly in assemblies and for termly Eucharists and makes a wonderful focal point for worship. Thank you to all.

Mr James Aylott was appointed headteacher and Miss Laura Valentine was appointed deputy headteacher, both taking up their new positions in September 2016. The early appointments of the new senior leadership team and their familiarity with the school and the community enabled the transition to be smooth and successful. The school now has 202 pupils on roll and 30 members of staff, including 10 teachers. We are now keen to reach the school's capacity of 210 pupils. The school held its first Prayer Space day in September and all classes had the opportunity to interact with the eight prayer spaces in the school hall. Led by Miss Briony Peake and the Worship Team and thank you to Merv and Sue McKinney who were able to join the children on this day.

Children continue to decorate church windows at harvest and at Christmas. School assemblies continue to be held at the church once or twice a term, for example on Armistice Day and at the end of each term. The school's carol service was especially well attended. Harvest donations were this year sent to Beacon House and the collection at the school carol service was sent to New Hope Children's Orphanage in Kenya.

The KS2 Choir took part in the village carol service again this year. The children especially enjoyed the opportunity to perform *Gaudete* with the Church Choir and the Dedham Songbirds. Older members of the KS2 Choir also performed Christmas carols at Blackbrook Residential Care Home. This was the first visit for many of the children who found it an incredibly rewarding and enjoyable experience. Thank you to the Friends of Dedham Church for financing the transport to enable this visit to take place. Back in April last year, members of the choir also performed at the Church School Leaders Conference when the choir showcased songs for iSingPOP. The children received terrific feedback from Bishop Roger Morris and headteachers at the event. The school is now into its second term of the Understanding Christianity project, which aims to help all teachers support pupils in developing their own understanding of Christianity. Delivered through seven Understanding Christianity days across the year, our first day in December focused on Incarnation and our second day in February on Gospel. A large display of the project can be seen up in school. Ruth Everitt, our Diocesan Advisor, has praised the school for its approach to the project and she has shared our good practice with other schools.

With changes to British Council funding, no staff visits to/from Kenya took place in 2016 and no visits are planned for 2017. Miss Valentine continues to try to keep communication alive with teachers at Gatunduri Primary School through text messaging and emailing. At Dedham Primary school we are proud of the strong and successful relationships that we have with Dedham Church and the community. *(By James Aylott, Headteacher)*

#### **f. The provision of a youth club with a Christian ethos**

The PCC supports the work of a very successful Friday night Youth Club which is open to all young people of High School age who live in the village. It takes place in the Duchy Barn.

The PCC has traditionally employed the Youth Worker for the club but that role is soon to be taken over by the YMCA in Chelmsford, who will be working closely with the newly formed *Dedham Youth Club Management Committee* to develop the club for the future.

#### **Additional achievements**

##### **g. Young people in church**

The young people's group at church is for young people of senior school age and above. The group meets twice a month on a Sunday, during the morning service. We meet in the vicarage for bible study and games. We also occasionally attend cafe church at Lawford on a Sunday evening and take an active role in the monthly Revive@5 services. Socials generally involve food and have included breakfast meetings, coffee and cakes at Munnings and film nights. Over the course of the last year three of us attended confirmation classes at Lawford and were confirmed by Bishop Stephen on the 8th May. Recently we have been given the use of a room in the vicarage and been allowed to put our own personal touches to it. Thanks to the Burkitt Trust for making this possible ... *we had a great time shopping at IKEA.*

##### **h. The Duchy Barn**

The Duchy Barn continues to serve as a centre used by the community. Our volunteers' warmly welcome visitors and locals on Tuesday, Thursday and Friday mornings for coffee and tea (between 10.30am – 12noon) and the Veterans Association, 'Comrades in Arms', meet on the last Friday of each month. During the week the barn is used for an Art class on Monday mornings and Bridge on Wednesday afternoons and Thursday evenings and the Youth Club continues to meet on Friday evenings. The Parish Council also hold their monthly meetings in the Barn. Bookings are taken for small private parties, meetings and AGM's and the Barn is regularly used for Children's parties being close to the children's playground.

Our visitor numbers have grown this year as has the hire of the Barn for parties and we are seeing more walkers dropping in as we don't worry about a bit of mud. So if you are passing, when we are open, please pop in and have a drink and a chat as you will be most welcome and we are very dog friendly.

We are very thankful that we have a wonderful band of helpers as without them we would not be able to open as much as we do and again sincere thanks go to Colin Biggins our Secretary as well as being responsible for any maintenance issues, Anne Rowledge for being Treasurer as well as the role of bookings Secretary and Eve Jones for organising the rota of volunteers.

We are pleased to report that the Barn Roof has now been repaired and we are in the process of obtaining quotes for repair and redecoration to the exterior of the building. (Beth Mitchell)

#### **4. Ecumenical relationships**

##### **The new benefice - *Dedham and Ardleigh Parishes***

Dedham and Ardleigh churches are now working together as one benefice and this has begun positively with shared services, a New Year pilgrimage walk between the churches and a joint PCCs morning in February. It is encouraging to see people building relationships by travelling to each other's churches for Sunday worship.

##### **Deanery Synod**

One member of the PCC sits on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

The main discussions have centred on the reorganisation of the Harwich Deanery. The number of stipendiary clergy allocated by the diocese to the deanery has reduced and as a consequence the churches in the deanery have, over the last year, been working on plans for amalgamation into a number of joint benefices. As a consequence we have not been able to proceed with the appointment for a replacement for Gerard until this reorganisation had been finalised. Dedham has been active in the discussions of various options and we believe that the creation of a joint benefice with Ardleigh is a very satisfactory outcome. Working in a joint benefice will present a number of challenges and opportunities which we believe will lead to the strengthening of both churches. There have been some proposals for the amalgamation of the Harwich and St Osyth Deaneries but it has been decided to keep them separate for a further two years. The Revd Simon Heron, Priest-in-charge of Lawford Church, has been appointed as Area Dean of the Harwich Deanery. *(By Brian Moore)*

#### **5. Financial review**

See Summary Accounts overleaf.





# Dedham

Parochial Church Council

*Reg. Charity No. 1130860*

## Summary Accounts *for 2016*

*A copy of the  
Full Accounts  
is available from  
the Parish Office from  
18th April*

*22 Sep 10/15 - (Dedham)*

# **DEDHAM PAROCHIAL CHURCH COUNCIL Financial Overview**

2016 has been a particularly busy year for Dedham Parish Church. We have welcomed a new Vicar, Antony Wilson, after an interregnum lasting 21 months. The Parish Office has moved out of the Vicarage and is now located in the Assembly rooms, in addition the Parish Office now serves both Ardleigh and Dedham Parishes. The Church has also embarked on a series of major building projects that will carry on into 2017 and possibly 2018. From February to May 2016 the clerestory windows were replaced and the main aisle redecorated. The cost of this programme was £93,120 and was made possible as a result of generous legacies and match funding from the Friends of Dedham Church.

A cursory glance at the Church accounts would suggest that the finances remain in good health. The Church has a Balance Sheet reporting net assets of £262,336. The vast majority of these assets are however held in Designated, Restricted or Endowment funds with the unrestricted reserves totalling £21,868 having increased by £6,430 over the course of the year. It should be made clear though that the PCC was not able to pay its Parish Share to the Diocese this year having paid just £35,000 or 58.6% of a £59,713 commitment. The PCC agreed at a meeting in March 2017 to make a £12,000 payment to the Diocese from the unrestricted reserves. This would be on top the 2017 Parish Share commitment of £59,265.

During 2016 the PCC commissioned a review of its financial procedures. The recommendations of that report that are relevant to the production of financial statements have been included in these accounts. A copy of this report is available, on request, from the Parish Office. In September 2016, the Chelmsford Diocese carried out a Finance and Governance review. This report made various recommendations in particular relating to the administration of the various funds and trusts that the PCC are responsible for.

The most significant of these funds, financially, is the Heath Church Fund. The current value of this fund is £109,705. The precise requirements of this fund remain unclear. Historically the PCC have not used the capital for building projects but left it to act as an insurance fund in case of a need to carry emergency repairs. The PCC will during 2017 endeavour to seek clarity on how this fund can be used.

This review also provided clarity on the Fees account; Wedding/Funeral fees are received into a separate Fees bank account from the Funeral Directors or wedding couple. There are 3 elements to these fees; the PCC fees, the Diocese statutory fees and fees to others (e.g. vergers/organist/Bell ringer fees/retired clergy/choir). The latter 2 elements never legally belong to the PCC and we merely act as agents to pass the fees on to the relevant recipients. This income is therefore, not included in our accounts, but the PCC fees received are shown in the Full Report under the heading 'Receipts from Charitable activities'. Full details of the Wedding/Funeral fees are available in the church office.

The Duchy Barn Youth Club has traditionally been run under the PCC umbrella and the PCC has employed the Youth Worker. The employment of the Youth Worker is being taken over from the PCC by the YMCA in Chelmsford in 2017 and the YMCA will also work with the newly constituted Dedham Youth Club Management Committee to develop the club for the future.

These accounts are summarised in the Annual Report, which should be read in conjunction with the accounts, as it contains more details on the Funds and trust/charities that have dealings with the PCC. A copy of this report is available, on request, from the Parish Office once it has been approved by the Independent Examiner on 18th April.

**Registered Charity number      1130860**

<b>INCOMING TO THE PCC GENERAL FUNDS</b>	<b>2016</b>	<b>2015</b>
Regular giving by envelope or bankers order	42,240	43,473
Tax that can be recoverable	11,976	11,191
Collections in church & appeals	5,257	5,693
Donations placed in Church 'red safe'	2,084	2,290
Other donations	31,040	50
Income on sales from the Resource Centre *	4,321	4,525
Income from Tower Tours *	588	95
Fees for services / events in Church	5,063	6,630
Income earned by the Parish Office	22	22
Parish Magazine advertising	12,247	12,572
Proceeds from fund-raising events *	3,378	1,866
Interest and investment dividends	3,983	4,976
Other income, including insurance claims	27,074	980
(* Net income after deduction of costs)		
<b>TOTAL    £</b>	<b>149,273</b>	<b>94,363</b>

<b>OUTGOING FROM THE PCC GENERAL FUNDS</b>	<b>2016</b>	<b>2015</b>
Parish Share - paying for the ordained ministry    }		
Parish Share - ministry training and shared costs    }	35,000	65,000
Ministry expenses / Vicarage maintenance / Office	21,194	9,882
Church heating, lighting, cleaning & insurances etc.	16,679	15,626
Church and organ, repairs and maintenance	2,348	1,920
Church furnishings / improvements	93,120	258
Churchyard maintenance	3,710	3,458
Cost of services, organist honorarium etc.	9,611	8,255
Junior Church and other education costs	-	81
Parish Magazine printing	3,748	5,890
Cost of generating income	-	-
Governance costs	1,010	450
Financial administration	3,435	3,735
Accounting charge for equipment depreciation	-	-
<b>TOTAL    £</b>	<b>189,855</b>	<b>114,555</b>

**OVER THE YEAR THE PCC GENERAL FUNDS lost £40,582/lost £ 20,192**

*Some income is designated by the PCC for specific purposes.*

## RESTRICTED FUNDS

The objectives of the church are also supported as follows by funds which were given for specific purposes.

	Incoming	Transferred	Outgoing
Mission Funds	2,482	-	(2,454)
Churchyard Fund	4,214	-	(4,214)
Organ Fund	106	-	-
Fabric Fund	1,007	-	-
Youth Club Fund	8,442	-	(7,877)
Muniment Room Fund	4	-	-
Flowers	-	-	(8)
Gifts from other Charities	-	-	(1,806)
	<u>16,255</u>	<u>-</u>	<u>(16,359)</u>

- *Restricted Funds that are not spent one year are carried forward to the next.*
- *When an outgoing amount is higher than an incoming amount some funds have been brought forward from the previous year.*
- *The total Restricted Funds at the year end were £13,136*

## ENDOWMENT FUNDS

	Incoming	Gains	Outgoing
Heath Church Sale Fund	-	10,415	-
Vicar's 1970 Discretionary Fund	-	1,575	-
Churchyard Trust	-	1,138	-
Tithe Chancel Trust Fund	363	1,029	-
<i>Parochial Benefit Fund: Duchy Barn</i>	10,400	1,328	(10,027)
	<u>10,763</u>	<u>15,485</u>	<u>(10,027)</u>

- *The total Endowment Funds at the year end were £178,201*

*giftaid it*



# Dedham Parochial Church Council

## BALANCE SHEET 31 DECEMBER 2016

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>		
Tangible Fixed Assets	3,612	5,418
Investment Assets	163,315	147,446
	<u>166,927</u>	<u>152,884</u>
<b>Current Assets</b>		
Debtors, Prepayments & Accrued Income	16,009	9,442
Cash at Bank and in hand	103,370	176,706
	<u>119,379</u>	<u>184,148</u>
<b>Current Liabilities</b>		
<b>(Amounts due within one year)</b>		
Liabilities, Accruals & Deferred Income	23,970	52,231
<b>Net Current Assets</b>	<u>95,408</u>	<u>133,918</u>
<b>Net Assets</b>	<u><u>262,336</u></u>	<u><u>286,801</u></u>

### TYPES OF FUNDS MAKING UP THE ASSETS OF THE PCC

General (Unrestricted) Funds		
Reserves	21,868	15,439
Designated Funds	49,131	96,142
	<u>70,999</u>	<u>111,581</u>
Total Unrestricted Funds		
Restricted Funds	13,136	13,240
Endowment Funds	178,201	161,980
	<u><u>262,336</u></u>	<u><u>286,801</u></u>

### CHANGE OVER THE LAST 12 MONTHS

<b>Assets at 31/12/15</b>	<b>286,801</b>	298,912
Increase in Reserves	6,429	4,445
Decrease in all other Unrestricted Funds	(47,011)	(24,640)
Decrease in Restricted Funds	(104)	1,537
Increase in value of Endowment Funds	16,221	6,547
	<u><u>262,336</u></u>	<u><u>286,801</u></u>
<b>Assets at 31/12/16</b>		
	<u><u>262,336</u></u>	<u><u>286,801</u></u>

Dedham Parochial Church Council  
Parishes Office, The Assembly Rooms, High Street, Dedham CO7 6HJ  
stmaryda@gmail.com / [www.dedham-parishchurch.org.uk](http://www.dedham-parishchurch.org.uk)

## **Fundraising Team**

*Fundraising Team: Members include Jill Strangward, Lou Davison, Vee Druitt, Ruth Higginson, Beth Mitchell, Ann Shaw and Pam Tanner*

Activities this year included the following events, which were held in 2016 and raised the following amounts for the Church.

- \* March - a Salsa evening raising approx £685
- \* June and July - 2 afternoon teas raising approx £180
- \* August - the August Bank Holiday Monday event raising approx £1800
- \* November - Big Breakfast raising approx £1100

## **6. Reserves policy**

The PCC will be drawing up a Policy for its Reserves in 2017.

## **7. Funds held as custodian trustees on behalf of others**

There are no funds held on behalf of others

## **8. Plans for future periods**

### **PCC objectives for the current year**

- to review our current objectives
- continue to develop links with Ardleigh Parish
- adopt a sustainable and forward looking pattern for services on Sundays
- develop ways to reach out to children and families
- implement recommendations from recent reports seeking to support the governance of the PCC, including a Risk Management Policy
- increase income from giving to develop a healthier financial position
- develop plans for a hospitality area and toilet within the church (in conjunction with the Friends of Dedham Church)
- explore replacement options for the current organ

## **9. Risk management**

### **Health and Safety**

Considerable work has already been done to improve working practices and further work will be completed in 2017.

The PCC does not currently have an overall Risk Management Policy - it will be working in 2017 to identify areas of risk and ways to mitigate that risk, using the guidance from the Charity Commission.

## **10. Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the incumbent (our priest-in-charge), churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

### **PCC Report**

The PCC meet once every two months throughout the year and once a year for the Annual Parochial Church Meeting whereby all members of the public are welcome. Some of the matters which are discussed at regular PCC meetings include:

- Health and Safety
- Governance
- Finance
- Fabric of the Church
- Diocesan implemented changes and Deanery updates
- Safeguarding
- Mission and Fundraising
- PCC Membership
- Church Events
- Services and Worship
- Children & Young People

Any electoral roll member is eligible to join the PCC. If you are interested in joining, please do contact Antony or the Parishes office.

## **Safeguarding**

A meeting was recently held at the vicarage to bring together all the groups in Dedham and Ardleigh church who have or might in the future have dealings with children or vulnerable adults. A Safeguarding Policy for Diocese has been adopted for both Dedham and Ardleigh. This will be on display in both churches, and will give the name of the relevant Parish Representative. The Diocese Safeguarding team will advise who needs to be DBS checked. This is now done on-line so is much simpler than the old paper method. There is an on-line safeguarding course offered by the Diocese for those in contact with children or vulnerable adults. *(By Ruth Higginson)*

## **PCC Membership**

PCC members who have served at any time from 1 January 2016 until the date this report was approved are:

### **Ex Officio members:**

**Incumbent**      Reverend Antony Wilson (appointed Priest in Charge 9 Nov 2016)

### **Churchwardens**

Quinlan Terry

Julie Barrett (served from May 2016 to Sept 2016)

Richard Hopkins (elected 18 Dec 2016)

### **Elected members and date of election**

Quinlan Terry 2014 (Churchwarden)

Julie Barrett 2016 (Churchwarden until Sept 2016)

Richard Hopkins 2016 (Churchwarden from December)

Be Burleigh 2012

Ruth Higginson 2014

Jo Hole 2013

Brian Moore 2014 (Deanery Synod Representative)

Tim Sarson 2013

Sue Vinter 2013

David Jewell 2016

Antony Watson 2015

Gabbie Watson 2015

Suzanne Woods 2013

## **Administrative information**

St Mary's Church is situated in The High Street, Dedham. It is part of the Diocese of Chelmsford within the Church of England. The correspondence address is The Parishes Office, The Assembly Rooms, Dedham CO7 6HJ. Registered charity number 1130860.

### **The Parishes Office**

The office has developed and expanded considerably over the past few months. Whilst continuing to assist with the day to day administration, I have coordinated the office move across to the Assembly Rooms and now work closely with Antony and the office team not only with Dedham Parish Church but also assisting with certain administration tasks for Ardleigh. I also now work closely with the PCC as PCC secretary. The Office team comprises of myself as Parish Secretary, Katrina Ablett and Sara Marshall (Financial Administrators). Thanks to Be Burleigh and Lou Davison for assisting with additional administrative tasks and covering the phone on my days off. *(By Claire Arculus)*



## **Communications**

### **Parish Magazine**

Each month over 900 copies of the Parish Magazine are delivered throughout the parish by a dedicated team of volunteers ably managed by Be Burleigh. Mel Hargreaves edited the Magazine with the support of Claire Arculus. Martin Hole has managed the advertising. With thanks to all involved and especially to Sarah and Bob Oakley and our team of distributors.

The magazine keeps our parishioners informed of the important matters affecting our Church and wider community and includes articles that help develop our knowledge and trust in Jesus.

Mel stood down in February 2017 and Max Wilkinson and Liubov Dordery have recently taken over as Joint editors. They have some exciting plans for the development of the Magazine and would like to hear from anyone who has suggestions for its format and content.

### **Website**

We are grateful to Bob Cox and John Goldsbrough for their oversight of the current site. A new website for the benefice as a whole will be launched in 2017 with the domain name:

**[dedham-and-ardleigh-parishes.org.uk](http://dedham-and-ardleigh-parishes.org.uk)**

#### **Visits**

During last year the website received 23136 'visits'; an increase of over 20% from the previous year.

(A visit is one visitor who 'arrives' at the church website and proceeds to browse. The location of a visitor is identified by the format of their Internet Service Provider's name so it is frequently not possible to identify the visitor's actual country. )

Where the country could be identified, the list of countries from which such visits were made (in order of number of visits) was:

*Germany, United Kingdom, the European Union, Brazil, Switzerland, British Indian Ocean Territory, the Russian Federation, Ukraine, Netherlands, Japan, Hungary, Australia, Italy, Canada, Tokelau, India, Mexico, New Zealand, Portugal, Belgium, Tuvalu, Poland, France, Sweden, Czech Republic, Argentina, Greece, Colombia, Norway, Turkey, Romania, Spain, Bulgaria, Lithuania, Sri Lanka, Indonesia, Singapore, South Africa, Trinidad and Tobago, Catalan Community, Philippines, United States (other than .com), Finland, Slovakia, United Arab Emirates, Estonia, Angola, Uruguay, Kazakhstan, Serbia, Seychelles, Ireland, Kenya, Belarus, Austria, Taiwan, Croatia, Israel, Paraguay, Thailand, Ghana, Vietnam, Iceland. A wide community of interest in our church.*  
(By Bob Cox)

## **11. Reports from Charities whose activities are closely related to those of the PCC**

### **Friends of Dedham Church (FoDC)**

The Friends have had another successful year and our membership has increased by 2 and now stands at 154 people. We encourage anyone who is not a member and is interested in helping to maintain the fabric of the church to join us and at the same time enjoy the company of other members at some of our social functions.

During the past year our two main fund raising activities were the Summer Ball and the spring Golf Tournament. We also held our summer Pimms party and the autumn outing. This year for the first time we produced a Christmas card designed by one of the young church members—  
Ella Sambrook.

You will all have seen the building works in the church over the past year and the Friends have contributed a substantial amount to the repair of the clerestory windows and decoration of the nave as well as the redecoration of the aisles and repair of the wooden floors.

It was decided to put on hold the Hospitality unit so that the design could be looked at again to ensure it would meet the needs and expectations of all parties; I can assure you that this long delayed project will be completed and has not been forgotten. Apart from supporting these projects in the church we also provided the school with transport on two occasions to take pupils to Blackbrook House to provide musical entertainment for the residents. After all this expenditure the Friends are still in a healthy financial position as we move into a new year.

Finally in order to improve and ensure full cooperation between the Friends and the PCC, David Druitt and I were invited to become part of the fabric committee and we look forward to a productive working relationship. *(By Peter Wilson)*

### **Dedham Lectureship Trust (DELT)**

**Trustees:** *Nominated by the Bishop of Chelmsford:* Ian Hunter Clerk, Richard Hopkins, Ann Shaw; *Nominated by the PCC:* David Druitt *Chairman* *Ex-officio* The Archdeacon of Colchester, Ven. Annette Cooper; *Churchwardens:* Richard Hopkins & Quinlan Terry;

**Objectives:** Founded in 1577 to supplement the ministry of the Church in this parish. It is alternate Patron of this Benefice. Lectures addressing issues important to church and society are organised. It supports the Lecturer, who is now also the Vicar of Dedham. It may also do other works for the “*promotion of the principles and doctrines of the Church of England in the ecclesiastical parish of Dedham*”.

The **2016 Lecture** was given on the 27<sup>th</sup> September by Bishop Michael Nazir-Ali former Bishop of Rochester. His subject was “*Faith, Freedom & The Future – Challenges for the 21<sup>st</sup> Century*”. A compelling personal account of the struggles experienced by many Christian communities across the world and the challenges they face to express their faith openly.

The **2017 Lecture** will be held on Thursday 21st September and will be given by Nick Spencer who is Research Director at Theos, a Christian Think Tank organisation. The title of the Lecture will be *Doing Good: A future for Christianity in Britain* and I am sure it will be a stimulating and challenging evening.

The Trust in its role as alternate Patron, albeit this responsibility was suspended by the Bishop of Chelmsford for the appointment of the new Vicar, would like to welcome Antony Wilson as our new Lecturer and look forward to working with him in the future to advance the objectives of the Trust within the Parish.

During the year the Trust supported our new Vicar and the PCC by contributing to the cost of the internal redecoration of parts of the Vicarage and also paying for the cost of establishing the combined Parishes office in the Assembly Rooms. In addition, it has been agreed that the Trust will pay for additional lighting over the Chancel steps, this being the area where the annual Lecture is held, for some replacement Bibles for the Pews and for replacing the 20-year-old hymn books used in Church. *(By David Druitt)*

### **Assembly Rooms**

**Who runs it?** The Vicar is sole trustee of the Assembly Rooms and with the Churchwardens, as co-trustees, he is responsible for the *Hewitt Memorial Fund*. The Clerk to the Trust manages the rooms and the trusts. The building is looked after on a daily basis with dedicated care by a small team of caretakers, cleaners and a maintenance man. Their hard work and commitment is very much appreciated.

**How is it funded?** The Hewitt Memorial Fund was established by the will of William Wilkins Hewitt, of Lower Park, Dedham, former Churchwarden of Dedham Parish Church, in 1917. He left the sum of £3000 for the upkeep of the Hewitt Memorial Hall (as it had been renamed in memory

of his late brother), together with a further £500 for Parish Church chancel repairs. Hewitt Cottage was sold in 2004 and the proceeds invested to provide a long term maintenance fund. Day-to-day maintenance, insurance and running costs are covered by income from charges, all users pay to use the rooms but the full cost of community and charity use is heavily subsidised by others. The process to amalgamate the two trusts in a new trust called the Assembly Rooms Trust was stalled during the interregnum. The process has now been restarted.

**Use.** The Rooms are available for the whole community. They are used regularly by Art classes, the Brownies and Guides, the Horticultural Society, the Film Club and Dedham Players. A new regular activity this year is 'Little Squiggles' classes for preschool children on Thursday mornings. The rooms have also been used extensively for social functions, fundraisers and fairs. The bookings for Weeding Receptions are increasing.

In October the Reading Room underwent changes to create a dedicated area for the Parishes Office. This was a welcome addition as the Reading Room was not in regular use following the closure of Smartys Preschool and the changes did not impact on the way we use the building. We are planning the redecoration of the exterior of the building this summer. *(By Tracy Woods)*

### **William Burkitt Trust**

**Trustees:** -The Reverend Antony Wilson, Chairman, Churchwardens, Richard Hopkins and Quinlan Terry and for the PCC Tim Sarson

**History** The Charity was established in 1698 to help children to read the Bible, which was considered a basic Christian education.

**Activities** Once again the Charity funded a visit by the Year 5 children of Dedham C.E. Primary School to St. Paul's Cathedral, The V and A Museum of Childhood and to the Elizabeth Selby School, Bethnal Green. The Trust purchased Bibles and *It's Your Move* books for Year 6 children. The Head teacher and staff acknowledged their appreciation on behalf of the children. The Charity also purchased a new banner for Revive at 5. *(By Carolyn Clayton)*

### **Littlegarth Cottages**

**Trustees:** *The Vicar & Lecturer, Churchwardens ex officio, and Arthur Carter.* **Clerk:** Tracy Woods

**History** The four ancient Littlegarth Cottages in Princes Lane, Dedham, were the gift of the late Betty Mallett to this community. All income is used to maintain and improve the cottages. The terms of the Trust Deed include provision: *"to house those in need or those who are elderly and in need"*

**Residents** Thankfully we have again had a calm, peaceful year at the cottages with only routine maintenance work needed. Due to declining health Mrs Peggy Bullett resident of the cottages for over 90 years sadly had to leave cottage No.3 in August to move into a residential home. We were all sad to see her go. A new tenant moved into the cottage in February 2017. *(By Tracy Woods)*

**ANNUAL PAROCHIAL CHURCH MEETING  
MINUTES OF THE MEETING HELD ON SUNDAY 24<sup>TH</sup> APRIL 2016**

Present: 48

Apologies: 4

Chair: Richard Hopkins welcomed all those attending the meeting and proposed that Brian Moore take the chair for the meeting.

Election of Church Wardens: Nominations for Church Wardens were Richard Hopkins, Quinlan Terry and Julie Barrett. Richard Hopkins withdrew and Quinlan Terry and Julie Barrett were duly elected. Richard Hopkins will continue until Julie Barrett is accepted by the Bishop.

Deputy Church Wardens: Suzanne Woods and Be Burleigh will continue in their role.

PCC Elections: Briony Lawton, Tim Sarson, Sue Vinter and Jo Hole were prepared to stand again and were re-elected on to the Committee. Heather Tetchner will be standing down in July. There were no offers to replace her.

Agreement of Minutes of APCM held on 26<sup>th</sup> April 2015: These were approved.

Church Wardens' Update: Richard Hopkins reports:

Since the 15 months without a Vicar, Dedham had stayed lively and grown. Everyone has pulled together behind the scenes to maintain a flourishing church and special thanks were given to Quinlan Terry, Be Burleigh and Suzanne Woods for their part and also all those in the congregation who have helped in many different ways.

The worshipful life of the church has gone from strength to strength mainly due to Merv McKinney and Paul Southern. Their dedication and enthusiasm in taking services, weddings, funerals and baptisms throughout the year has been much appreciated. Thanks were also extended to other part time vicars who have stepped in to help wherever possible.

The office team of Claire Arculus, Sara Marshall and Katrina Ablett, with occasional help

from Be Burleigh and Lou Davison, was thanked for the efficiency in which they ran the day to day office routine and the financial aspect.

Richard said how much he had enjoyed working with the PCC who had pulled together

as a team in all areas. Special thanks were given to Tim Sarson who had co-ordinated the financial side. Thanks were given to Brian Moore, who attended the Deanery Synod meetings; Antony Watson, who maintained the strong music tradition; Gabbie Watson, who played a big part as Verger and other related matters; Ruth Higginson and Sue Vinter who were responsible for the Health and Safety and reported back on other sub-committees. Heather Tetchner, who will be retiring in July, had created strong relations between the school and the church and her dedication and hard work will be much missed.

Very grateful thanks were given to the Friends of Dedham Church who, through the money they have raised, have supported many needs of the church fabric. The ongoing work to the clerestory windows, the nave and the hospitality work to be carried out are due to their generous donations.

Ongoing needs: Volunteers are desperately needed for a Treasurer and someone to take over the management of the churchyard. Please speak to Quinlan Terry or Julie Barrett if you feel you could take on either of these roles.

Special thanks to Julie Barrett who has taken on the role of Church Warden.

Appointment of new Vicar: The post has been advertised and candidates will be interviewed on 4<sup>th</sup> May. Hopefully good news will follow.

Richard closed by thanking all involved for three years of friendship and wishing the church every success in the future.

Fabric: Quinlan Terry reported:

Quinlan started by thanking Richard for his contribution as co-Church Warden and welcoming Julie Barrett who will be working alongside him in the future.

As is evident by the scaffolding in place, work is still underway on the clerestory windows and the nave. The nave does not include the aisles and chancel. Twelve of the windows were replaced some years ago and the remaining windows are now being repaired. This work is essential to keep the building sound and weather proof. Whilst the scaffolding was up, it seemed to be sensible to redecorate the nave. The original contract included the windows, the nave and the hospitality unit.

The Friends of Dedham church have kindly agreed to pay for the aisles to be redecorated as well. This will require a complete specification, quotes and a faculty.

Presentation of Financial Report and Accounts : Andrew McLaughlin reported:

A copy of the full annual accounts and a summary had been produced and was available at the meeting. Andrew noted that during the interregnum income had continued to fall but at a slower rate than before. Routine expenditure had also been reduced and remains under tight control to maintain financial stability and we still have reserves. A designated fund was used to help pay £65k as our parish share.

A question was raised about the Heath Church Fund. On further research, it was found that this is not a trust fund in the technical sense. When the property was sold in 1978, it was agreed that the £20k received would be kept separate from ordinary church income in reserve for any necessary capital expenditure (i.e. not just capital projects). Following investment this fund has now increased to nearly £100k. More recently the PCC decided to keep this fund in reserve in case urgent repairs should be required following a theft of lead from the roof (a loss which, unfortunately, is now uninsurable).

As a point of clarification, it was asked why there was such a difference in both the Ministry Expenses/Vicarage Maintenance/Office expenses and the Churchyard Maintenance items between 2014 and 2015. It was explained that the first was due to the absence of a Vicar generating expenses and also the saving from heating the Vicarage, water rates etc. The second change was due to a generous donation to cover the shortfall in the churchyard fund for grounds maintenance.

Question and Answers: There were no questions

Quinlan Terry said a prayer asking that the changes due to take place would be of great benefit to the churches of Ardleigh and Dedham, being of different traditions. He prayed that the interview panel and Lectureship Trust would make the important decision to choose the right person to lead us with wisdom and knowledge and that children would be made welcome.

The meeting closed with a grace.

# **St Mary's Church Dedham**

## **THE ANNUAL GENERAL MEETING Sunday 23<sup>rd</sup> April 2017 after 10.30am service**

*The Annual General Meeting consists of two meetings.*

1. The Annual Meeting of Parishioners is open to all persons resident in the ecclesiastical parish of the church, and is for the purpose of electing the Churchwardens of the parish. All residents of the parish whose names are entered on the civil Electoral Roll are entitled to vote.

2. The Annual Parochial Church Meeting (APCM) is open to all persons resident in the ecclesiastical parish and those on its electoral roll. Only those whose names are entered on the Electoral Roll of the parish church may speak or vote. This meeting hears reports on the church's maintenance and work over the past year, receives the examined or audited accounts, and elects an Electoral Roll member to serve as the parish representative on the Deanery Synod, and other members to the Parochial Church Council.

The meetings may be chaired by the Rector or in absentia by the Lay-chair of the PCC.

### **(1) ANNUAL MEETING OF PARISHIONERS AGENDA**

1. Minutes of last year's Annual Meeting of Parishioners.

2. Elections of Churchwardens for the ecclesiastical parish.

Note: The Representation Rules state that nominations for this election must have been received by the Rector before the start of the meeting

3. Any other business of general parish concern, or items those attending may wish to be referred to the PCC.

### **(2) ANNUAL PAROCHIAL CHURCH MEETING AGENDA**

1. Opening prayer.

2. Apologies for absence received. (Not assumed apologies for those noticed to be absent)

3. Appointment of Tellers to count the votes of any elections during the meeting if so required.

4. Minutes of last year's Annual Parochial Church Meeting.

5. Amendments and Adoption of those Minutes as an accurate record.

6. Matters Arising.

7. Electoral Roll report on numbers, additions, deletions. *Electoral Roll Officer*

8. PCC Annual report. Number of meetings, main items of business etc. *Churchwarden*

9. Financial report including:

a) report on the financial affairs of the parish church/PCC.

b) the presentation of the examined or audited accounts.

c) proposal for the formal adoption of the accounts.

d) appointment of auditor for the coming year.

10. Churchwardens report to include review of the church fabric, goods and ornaments.

*Churchwardens*

11. Other verbal reports including joint Benefice Report *Priest in Charge*

12. Deanery Synod report on the past year. *Deanery Synod Representative*

14. Elections from those entered on the Electoral Roll of the ecclesiastical parish

- a) Deanery Synod representative
- b) P.C.C. representatives

15. Priest in Charge's report to the Benefice

16. Any other business of general parish concern, or items those attending may wish to be referred to the PCC. (please notify Chairman before the meeting)

**P.C.C. MEETING** The AGM is followed by a short meeting of the P.C.C. to elect:

- a) Lay-chair.
- b) Secretary.
- c) Treasurer.
- d) Electoral Roll Officer.
- e) Any co-opted appointments.

*The meeting may also consider any urgent business that cannot wait until the next full PCC meeting.*