

## **ANNUAL VESTRY MEETING OF THE PARISH OF ST ANDREW'S, SANDON.**

The meeting will be held in the Saint Andrews Room at St. Andrew's Church on Wednesday the 15<sup>th</sup> of April 2009 at 7.45 pm.

### **AGENDA**

1. Opening prayers.
2. Appointment of Clerk.
3. Approval of the minutes of the year 2008 Annual Vestry Meeting.
4. Matters Arising.
5. Election of two Churchwardens.

## **ANNUAL CHURCH MEETING OF THE PARISH OF ST. ANDREW'S SANDON.**

(This will be immediately following the Annual Vestry Meeting.)

1. Apologies for absence.
2. Approval of the minutes of the year 2008 Annual Church Meeting.
3. Matters Arising.
4. Churchwardens' Annual Report.
5. Electoral Roll Report.
6. PCC Annual Report and adoption of the accounts and appointment of auditor.
7. Churchwardens' Report on the Church's Fabric.
8. Deanery Synod Report.
9. Chelmer Crouch group report.
10. Appointment of Child Protection Officer.
11. Appointment of Vulnerable Adults Protection Officer.
12. Election of PCC members.
13. Reports from Church Organisations.
14. Appointment of Sidesmen and Sideswomen.
15. Closing Prayers.

## Administrative Information

St. Andrew's Church is situated by The Green, Sandon. It is part of the Diocese of Chelmsford within the Church of England. Its current correspondence address is:-  
Chestnut Cottage, Butts Green, Sandon, Chelmsford CM2 7RN

PCC members who have served from 1<sup>st</sup> January 2008 until the date this report was approved are:

<i>Incumbent:</i>	The R <sup>evd</sup> Keith Plaister, <i>Chairman till May 2008</i>
<i>Reader:</i>	Miss Catherine Moore
<i>Wardens:</i>	Mrs Christine Mennie Mr Richard Cecil, <i>also representing Sandon on Chelmer Crouch group</i>
<i>Deanery Synod Representatives:</i>	Mrs Judy Cecil <i>PCC minutes secretary till April 08, elected in 2008 for 3 years</i> Mr David Farrar, <i>Vice Chairman of PCC till April 2008 and secretary, elected in 2008 for 3 years</i>
<i>Elected members:</i>	Mr Brian Amey <i>elected in 2006 for 3 years</i> Mr Nicholas Bobeldijk <i>elected in 2007 for 3 years</i> Mr Reg Bush <i>till April 2008</i> Mrs Charlotte Fletcher <i>elected in 2007 for 3 years</i> Mr James Gilder <i>elected in April 2008 for 3 years</i> Mr Michael Puffett <i>elected in April 2008 for 3 years</i> Mrs Alison Read <i>elected in 2008 for 3 years</i> Mr Dennis Terry <i>elected in 2006 for 3 years</i> Mr Ian Underwood <i>Treasurer, elected in 2007 for 3 years</i> Mr Jack Whinney <i>elected in 2008 for 1 year, deputising on Chelmer Crouch group and Chairman from May 2008</i>
<i>Standing Committee:</i>	Incumbent or Chairman, Churchwardens, Treasurer and Secretary.
<i>Bank Name and Address:</i>	Lloyds TSB, Chelmsford Branch
<i>Auditor:</i>	Kenneth Carr

## Structure Governance and Management

The Parochial Church Council of the church of St Andrew, Sandon is a charity exempted from registration with the Charity Commission. The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## Objectives and Activities

St Andrew's PCC has the responsibility of cooperating with an incumbent, when appointed, promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church building and churchyard at The Green, Sandon. During the year, we continued with the following vision

"In the light of God's call, and our situation here, our vision is:-

1. "To glorify and worship God and to further his kingdom on earth.
2. "To declare and show the love of Christ for all people to the people of Sandon.
3. "To teach, encourage and help people to be disciples of Christ.
4. "To proclaim Christ's Gospel to the people of Sandon and the wider world.
5. "To encourage commitment and personal growth in Christian discipleship and spirituality.
6. "To channel God's love through service and care for all."

## Achievements and Performance

### Church Attendance

The electoral roll, as revised at March 23<sup>rd</sup> 2008, shows that there are 77 on the electoral roll, 39 residents within the parish and 38 non-residents. Our thanks are due to Pat Eden for maintaining the electoral roll.

Generally, there are said services of Holy Communion at 8:00 am on the third Sunday each month and at 9:15 am on the first Sunday, when there is also an all-age worship service at 10:00 am. The latter service is occasionally transferred to an alternative Sunday in order to coincide with special celebrations, for example, Mothering Sunday. Sung Holy Communion services are held on all other Sundays during the month at 9:15 am. Evensong is now on the second Sunday at 6:30 pm. There are also services of Holy Communion each month on the first Wednesday morning at 9:15 am. Other services are held on special festivals.

The average weekly attendance, counted during October 2008, was 50 adults and 5 children. The Easter, Christingle and Christmas services were particularly well attended.

### Review of the Year

2008 has to have been marked by Revd Keith Plaister's retirement at the end of May and the commencement of an interregnum. We were able to have a joint barbecue with East Hanningfield to mark the occasion. We were most grateful to Brian Pugh for constructing and finishing an ornamental altar, cross, chalice and paten in American Oak as a gift from us all. This beautifully complemented a monetary gift that we were able to give to both Keith and Heike, his wife.

Since then we have been most blessed by the help of a number of clergy who have come to minister to us, some for just one or two occasions. Others have been able to come more often and we have begun to develop a deeper relationship with them and understanding of them. For the limited number of occasions when it has not been possible to find a minister to help we have prepared a different liturgy based upon the Kenyan Anglican prayer book.

The full PCC met ten times during the year with a level of attendance of about four fifths. The Standing Committee met between meetings.

The weekly Coffee & Chat group with an average attendance of 8-10 continues to play an appreciated roll in parish life. The Tiny Tots Group meets on Wednesday afternoons and new members are always welcome. The Bell ringers ring on Sundays and on other special occasions, with regular practice session on Tuesday evenings. The choir under the guidance of Shirley Charlton and James Gilder musically enhances worship most Sundays and other special occasions and is much appreciated. We thank them and the extras they recruit for special occasions for their work. Ron Woods has continued to support sung services as our organist when he has been well enough, for which we thank him, and we are most grateful to James Gilder for stepping in to fill the gaps on the organ, especially for his organisation of the Carol service. We thank Kate Moore for her help in officiating at services through the year.

The church continues to be decorated to a high standard each week by the dedicated band of flower arrangers. Daphne Tovey has co-ordinated and produced superb displays at special festivals such as Easter. The Christmas Bazaar was a success, although in competition with other events locally. Thank you for the loyal band of helpers and 'customers'.

The church was represented at the village fete in the summer, which was held on a Sunday. A good time was had by all who could endure the strong wind. Thank you again for all the help and hard work from everyone.

We have been working to encourage young people to get involved with the Church. To that end, we have had two more very successful 'Fun' days for local children. The missing generation in the

church is an on-going agenda item discussed by the PCC. As part of this, we had an encouraging and helpful talk by Steve Kersys on "Working with Children".

With the help of the Rural Dean, Revd Andy Griffiths, and the Deanery Lay Chair, Mrs Christine Horton, we have applied for and been granted 75% of the funding for a part-time worker to run a group for children who have just begun school. Its aims are: - to tell the very young and their parents of the Love of God for them, to have a simple worship ceremony, to teach this group how they can develop their faith, to encourage an increase in commitment to the Lord and the Church, to allow for fellowship and friendships to form. The implementation of this initiative will call for some additional funding from the church locally but most importantly the prayerful support of all the congregation. We hereby ask for that.

After discussion on the PCC, a Lent course was run by Malcolm Eden and others focussing on the basics of the gospel.

The PCC appointed Liz Bobeldijk as the Child Protection Officer. We are most grateful to her for taking on this responsibility.

We have reviewed the response from the letters over the year to each household in the parish offering to pray for them on the 3<sup>rd</sup> Sunday of the month. Michael Puffett has developed a rota for this to continue for many months of the year. Michael Puffett agreed to take over the Christian Aid week collections for which we are most grateful and managed to raise the amount collected to £1,104. (This is not a Church collection as such and does not appear in the Church Accounts.) Well done and thank you.

We are grateful to David Farrar for organising the inter village walk, providing an informal opportunity to meet with friends both in the village and in East Hanningfield. The garden of the Edens provides an excellent meeting and watering point as well. Other events included the Quiz night, Easter teas, Harvest supper, sponsored cycle ride and a cheese and wine event after the St Andrew's day service, and a Beetle Drive organised by Su and Jack Whinney. New this year was a BBQ for the Chelmer Crouch group in August with a repeat planned for 2009. A great deal of effort went into the event, which was co-ordinated by James Gilder. Thank you all for not only helping but also attending.

Other matters discussed include an idea for a welcome desk, the cleaning rota, pastoral matters, finance, a possible website, the Easter card, the production or updating of a Welcome Pack for new arrivals in the parish and the Parish Mission initiative. We also discussed related organisations and received reports from them. These included the Choir, Deanery Synod, Chelmer-Crouch group and the Churches together in Chelmsford.

**Financial Report**

The detailed Financial Statement shows that our income in 2008 exceeded our expenditure by £1,611, but these figures hide the fact that our financial position is still deteriorating, but not at the same rate as 2007. This is due to the loss of some of our supporters and is in spite of increased support from some of our regular givers. In fact, we would have had an excess of payments over receipts of £1,389 if we had not received legacies from the estates of Joyce Chennells and Cicely Tiley. However receiving more than we spent is something for which we can praise God.

The overall contribution of our events and activities failed, in spite of our efforts, to raise the same amounts as last year. The other income includes a rebate for electricity of £621 and reflects the reduction in clergy expenses. Total Income was £45,814.

We spent £44,203 to provide the Christian Ministry, Worship and Outreach from St Andrew's. Our biggest expense was £33,141 being our contribution to the Diocesan Share Scheme, which largely provides salaries, housing and pensions for clergy, support for poorer parishes, national Church and Diocesan administration. It was £788 less than the previous year due to our temporarily declining numbers. The church running expenses for 2007 included £2147 for the window grills and 2008 includes Hymn Books at £972. Our other expenses were lower than they were in 2007. Interregnum expenses are virtually nil.

No major repairs were required to either the structure or equipment of the church.

We are enormously grateful for the generous support of our congregation and many others in and near the parish. They have contributed of their money, talent and hard work.

Our financial state, whilst slightly improved, needs further action if we are to maintain our present outreach and obligations and bring our projected plans and dreams to fruition. These will require prayer, inspiration, hope and financing.

Last year this report suggested that an extra £1 per week would close the gap between our spending and receiving. Our thanks must go to all who have contributed to close the difference this year. We are being challenged by the granting of the Mission Opportunities Fund grant. There is much work to effect its aims. The grant is predicated upon raising 25% of the funding from the parish, which is approximately an additional £1200 per year. As we try to look toward the Lord for this funding do please consider your own part in this and whether you are being called by the Lord to increase your giving in these difficult times. St Paul encouraged the Christian of Corinth with the phrase, "God loves a cheerful giver."

**Reserves Policy**

The reserves we have are held in interlinked current & deposit Lloyds bank accounts. This both avoids Bank Charges and ensures funds are readily available.

**Approval**

Approved by the PCC on 16th March 2009 and signed on their behalf by the Churchwardens.

Richard Cecil                      Church Warden                      .....

Christine Mennie                      Church Warden                      .....

**Fabric Report**

The church remains structurally sound with only routine maintenance and cleaning having been required last year. Last year we had for a Quinquennial inspection by Mr David Ferguson of New London Road, Chelmsford.

He inspected the church fully and his report is now within the Church logbook. The findings for work to be done on the church are clean out all gutters, valleys, hoppers and downpipes and remove moss and vegetation growth from the roofs. The PCC have sought quotations for this work and placed a contract with Bakers of Danbury to have it done. They will do so in the spring. That was the most urgent work.

He also advised us 1, to lag some pipework in the boiler room, which has been done. Further work to be done is 2, replacing the header tank for the heating system, 3, repairing the hatch to the staircase to the boiler room, 4, completing some detail from the last electrical inspection, 5, securing some loose lightning conductor and 6, repairing or replacing the flagpole. The last three items are awaiting the flagpole replacement by a friend of a friend of the church's. Tony Harvey has agreed to give the church a flagpole and help us install it. Since it needs connecting to the lightning conductor system, we are awaiting its erection before we repair the lightning conductors and have them tested. This links to the other electrical point, which is to be addressed.

In the longer term, he has suggested that we place a section of boarding at the eastern end of the eaves to the south wall of the nave, re-plaster a section of lath to soffit of chancel and decorate the corrugated iron roofs of the boiler room and shed in black bituminous paint. The high-level work is part of the contract we have arranged with Bakers of Danbury and we hope that volunteers will be able to do the painting of the roofs.

Last year we reported, "The new window guards were put in place paid for by donations." at the annual visitation it became clear that we did not have a faculty for that work although we had DAC approval. This arose from a misunderstanding primarily caused by the length of time we took from inception of the idea to execution. We had a few tense weeks while we sought retrospective approval from the Chancellor. We have now received it.

We do thank the church and SAR cleaners, brass cleaners and flower arrangers, who have kept the church clean and attractive throughout the year as well as those who open and close the Church so it can be enjoyed by others. The care of the vestments and frontals by Nick Bobeldijk and Ian and Barbara Underwood is much appreciated. So much work is done by the dedicated people who help to keep Sandon church in very good condition not only for ourselves but also for the future. Thank you for the band of helpers who shared the annual spring clean and a very pleasant lunch.

In the churchyard, with the help of many volunteers, we have cleared and tidied the south side replanting with grass. We have been negotiating with the DAC about its use for burials and erecting a space for soil from graves and grass cuttings. We are also considering with the DAC removing some trees on that side of the churchyard plant a hedge on that side. All being well the PCC will be submitting a faculty application in the near future following a constructive visit from the DAC to consider these matters. Chris Mann and Neill Arnold were most helpful trimming some of the surplus growth on the churchyard trees. We are most grateful to all who have contributed to this work, some of whom are not regular churchgoers.

Our grateful thanks go to all who have worked throughout the year, individually or in groups, to ensure the continued well-being of the fabric of our church and its grounds.

Richard Cecil            Church Warden            .....

Christine Mennie        Church Warden            .....