

## **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 14<sup>th</sup> of April 2010 at 7.45 pm.

### **AGENDA**

1. Opening prayers.
2. Appointment of Clerk.
3. Approval of the minutes of the year 2009 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 2009 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:-  
The Rectory, 25 The Lintons, Sandon, Chelmsford CM2 7UA

PCC members who have served from 1<sup>st</sup> January 2009 until the date this report was approved are:

<i>Incumbent:</i>	The R <sup>evd</sup> Clive Ashley, <i>From 24<sup>th</sup> February 2010</i>
<i>Reader:</i>	Miss Catherine Moore
<i>Wardens:</i>	Mrs Christine Mennie Mr Richard Cecil, <i>also representing Sandon on Chelmer Crouch group co-opted to Deanery Synod as its secretary in September 2008</i>
<i>Deanery Synod Representatives:</i>	Mrs Judy Cecil <i>Elected in 2008 for 3 years</i> Mr David Farrar <i>Secretary, elected in 2008 for 3 years</i>
<i>Elected members:</i>	Mr Brian Amey <i>elected in 2009 for 3 years</i> Mr Nicholas Bobeldijk <i>elected in 2007 for 3 years</i> Mr James Gilder <i>elected to PCC in April 2008 for 3 years, elected a Diocesan Synod member from 1<sup>st</sup> August 2009 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 2009 for 3 years</i> Mr Ian Underwood <i>Treasurer, elected in 2007 for 3 years</i> Mr Jack Whinney <i>elected in 2009 for 3 years, Chairman till 24<sup>th</sup> Feb 2010</i>
<i>Standing Committee:</i>	Incumbent or Chairman, Churchwardens, Treasurer and Secretary
<i>Bank:</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 April 1<sup>st</sup> 2009, shows that there are 70 on the electoral roll, 38 residents within the parish and 32 non-residents. Our thanks are due to Pat Eden for maintaining the electoral roll.

Generally, there have been 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 10:30 am. The latter service has occasionally been transferred to an alternative Sunday in order to coincide with special celebrations, for example, Mothering Sunday. Sung Holy Communion services have been held on all other Sundays during the month at 9:15 am. Evensong has been 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 have been held on special festivals and joint services with Little Baddow.

The average weekly attendance, counted during October 2009, was 30 adults and 5 children. The Easter, Christingle and Christmas services were particularly well attended.

### Review of the Year

The main feature of 2009 was the continuing interregnum. After discussion with the Bishop and Little Baddow it was agreed by both parishes that we share a joint ministry. This led to the appointment of Rev Clive Ashley as joint minister with Little Baddow and Sandon with a 20% involvement with the Chelmer Crouch Group.

We are again very grateful to the number of clergy that have come to minister to us. In that time we have come to know and respect them and now look on them as friends of St Andrew's. We are grateful to those who have helped to plan and present the All Age Worship service every 1<sup>st</sup> Sunday.

We had 8 weddings during the year and 4 Baptisms. There was also 7 funerals including that of dear friends to St Andrew's, Peggy Bush in March and Reg Bush in August both of whom are greatly missed.

The PCC have met 11 times this year with an excellent attendance, with standing committee meetings in between. Over the year, many items have been discussed including the appointment of a new parish priest and the joint ministry with Little Baddow. Other items discussed were: - working with children, church policies i.e. health and safety etc., the marriage policy, mission opportunities fund, maintenance needed in the church, strategy for giving and the rolling diary.

The work with children continues to grow with Tiny Tots, meeting on Wednesdays in term-time and the very welcome new SALT led by Jean Elliott, meeting on Tuesdays, which goes from strength to strength. Thanks to every one concerned for their time to make them such a success.

The tea and chat meets every Tuesday morning and those who attend find it very enjoyable. This is open to anyone who would like to come along whatever your age.

The bell ringers continue to ring every Sunday and for all of our weddings. Tuesday evening is practice night and we are very grateful to ringers of other parishes who help us out.

The choir under the guidance of James Gilder continues to enhance our services and we are especially grateful for a wonderful carol service and the band on Palm Sunday. Ron Woods as ever supports us not only with the weekly services, but also weddings and funerals. Thank you, Ron.

The flowers are an integral part of the church and are always to a very high standard especially during Easter, Harvest and Christmas. Thank you to the band of ladies and men who come and decorate the church even on very cold Saturday mornings.

During the year we have had our usual events including the January quiz. This is always very popular and a great deal of hard work goes into it to make it a success. Due to lack of support the Beetle Drive was cancelled. In April we were very lucky to have a concert by the Police Choir. We had a full house and a very successful evening and the choir enjoyed it as much as the audience.

Thank you to Michael Puffett and his helpers for the annual Christian Aid collection. This is very much appreciated.

Thank you to David Farrar for the Inter-Village walk. This was shared with Little Baddow and we had a good turnout with a lovely lunch at the Crown in Sandon at the half-way stage. We were also blessed with good weather.

The annual village fete was held at the end of June. This forms part of our outreach, and over the years many new friendships have been formed, and this is a good way for the church and village to work together.

The August Chelmer Crouch BBQ, a fairly new addition to our calendar, was attended by over 100 people and seems to be coming more and more popular.

The harvest supper was well supported and thank you all those that helped. The food was excellent, although it cannot be said the same for the Ready Steady Cook menu, perhaps a little inedible. Thank you, James.

The annual cycle ride was supported by a group of hardy people and we thank them and the marshals who sat outside the church handing out drinks to visiting cyclists.

Although the number attending the Autumn Faye seemed low, they must have spent more money as the funds raised was on par with other years. Thank you to all the helpers.

Our passion play was a repeat of The Zealot by Christine Wass. This was held in the village hall for the first time which did not detract from the number of people who attend. Unfortunately our number of performers is dwindling and so we were helped by members of other groups. Thank you to everyone involved especially Peter Ellis without whom none of these plays would have been performed over the years.

The Lent course held was concerning our Journey of Faith. Thank you to all who attended and led the course. We had two hunger lunches.

Communion is held at the nursing home on the first Tuesday of every month the number of communicants fluctuates from 2-6 and we are hoping for more as the completion of the new building nears the end.

Two fun days were held during the year and the numbers attending have doubled. These take a great deal of planning but are well worth it for the pleasing comments from the children. A particular thanks to all helpers as it is rather a tiring day.

### **Financial Report**

The detailed financial statement shows that our income in 2009 of £55,064 exceeded our expenditure of £42,280 by £12,784. These bare figures are good in relation to 2009, but misleading as a guide to the future. £4,400 of the excess is money received in 2009, which has to be paid out in 2010. Other factors contributing to the excess of income are: donations in memory of Reg and Peggy Bush of £3,100, the rebate in respect of the Diocesan Share, because the interregnum exceeded 12 months - £5,700, saving of clergy expenses as there was no priest - about £1,400, and the net income from the greater number of weddings - £1,500. If there had been none of these positive contributions there would have been an excess of payments over receipts of about £3,400.

So looking ahead and bearing in mind that the parish's contribution to the SALT costs for 2010 is budgeted at £1,600, as opposed to a net cost of £200 in 2009, we will have to increase our income significantly.

Our overall giving increased by £4,721, but £3,100 is the donations in respect of the Reg and Peggy Bush. Planned Giving reduced again by £500, but the downward trend seems to be slowing as fewer regular givers leave the parish. Donations, £10,500 have increased due in part to regular givers increasing their commitment and to a lesser extent by the introduction of the Blue Gift Aid envelopes which have raised £440 since May. Income tax recovered remains roughly the same as it is based on the previous year's giving.

Occasional Offices and Churchyard items include fees collected for the Diocese in the absence of an incumbent of £2,030 in 2009, of which £831 was paid out in 2009 and the balance is to be paid out in 2010. Once again we gratefully received a grant from the Parish Council of £1,000 towards the upkeep of the Churchyard.

Our events and activities were well supported and resulted in an income of £5,300, virtually the same as 2008.

We spent £42280 to provide the Christian Ministry, Worship and Outreach from St Andrew's as well as maintaining the fabric of the building. Our biggest expense was once again our contribution to the Diocesan Share Scheme £26,951, which provides salaries, pensions and housing for clergy, support for the poorer parishes and those in temporary difficulties, national Church and Diocesan administration.

No major repairs were required to either the structure or equipment of the church, although church running expenses included £1,681 for an Electrical Inspection, work on roofs and replacement light fittings. Salary and expenses for SALT is a new item in our accounts at £1,800, but £1,600 of this is covered by the Mission Opportunities Fund grant. Finally, "Fees out" – this includes the £831 paid to the Diocese referred to above, with the balance going to the Bell ringers, Organists and Choir in a busy year for weddings and funerals.

We were blessed in 2009 and have a little breathing space – with a further two months rebate of the Diocesan Share, a good number of weddings in the pipeline and less expenditure on the Church. However, to fulfil our dreams and hopes, increase our outreach and meet the challenges that lie ahead – all of which require funding to some extent, and to balance the books we have to take steps to increase our income. We need to pray for our activities and with God's guidance to review what, and how regularly we give to the church to forward God's plans.

**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.

**Conclusion**

We are enormously grateful for the continuing generous support of our congregation and many others in and around the parish especially in this interregnum year. They have all made a marvellous contribution in money, talent, hard work and support.

It has been a very busy year for all of us and much hard work, but love and friendship and faith in God has brought us through the interregnum. Thank you to everyone. With the arrival of Clive the New Year will bring new beginnings, but with God's help we will succeed.

**Approval**

Approved by the PCC on 28<sup>th</sup> March 2009 and signed on their behalf by the Churchwardens.

Richard Cecil            Churchwarden            .....

Christine Mennie       Churchwarden            .....

# St Andrew's Church, Sandon

Parish Number 11b23

Accounts for Year ended 31st December 2009

<b>INCOME 2009</b>		<u>2009</u>		<u>2008</u>	
<b>Planned Giving</b>		<b>15610</b>		16120	
	Collections, donations and other giving	<b>13554</b>		8814	
	Income tax recovered	<b>6644</b>	35808	6153	31087
<b>Other Voluntary income</b>					
	Legacies			3000	
	Special Collections.	<b>431</b>		348	
	Occasional offices and associated fees	<b>4594</b>		1347	
	Churchyard fees and grant	<b>3847</b>		2807	
	Mission opportunities Fund Grant SALT	<b>4785</b>	13657		7502
<b>Events and activities</b>					
	Don. Friends of Essex Churches (Cycle Ride)	<b>304</b>		317	
	Quiz(£344) Police Concert (£632)	<b>976</b>		380	
	Village Fete (£837) & Bazaar/Fayre (£784)	<b>1621</b>		1632	
	Harvest Meal (£328) Spon Walk(£565)	<b>893</b>		883	
	Wedding Flowers (£205) & Easter Play (£110)	<b>315</b>		680	
	USPG Lent Lunches	<b>100</b>		354	
	Donations SAR	<b>476</b>		291	
	Income from Magazines	<b>465</b>	5150	809	5346
<b>Miscellaneous</b>					
	Interest etc	<b>19</b>		71	
	Electricity rebate (£267) Tiny Tots (£32) Misc Sales.	<b>430</b>		1100	
	East Hanningfield clergy expenses		449	708	1879
		<b>55064</b>			45814
<b>PAYMENTS</b>					
<b>Relating to the work of the Church</b>					
	Diocesan Share Scheme	<b>26951</b>		33141	
	Church running exp.	<b>5250</b>		2986	
	Clergy expenses.	<b>90</b>		1673	
	Cost of services	<b>302</b>		154	
	Fees out Bellingers/Choir/Organ etc	<b>2491</b>		569	
	SALT -Salaries, Tax, Running expenses	<b>1800</b>	36884		38523
<b>Donations to Charities</b>					
		<b>1079</b>	1079	1029	1029
<b>Administration</b>					
	Printing and Stationery	<b>548</b>		1324	
	Printing Magazine	<b>766</b>		679	
	Miscellaneous; Flowers Refreshments Equipment	<b>668</b>		590	
	Churchyard	<b>1738</b>		1306	
	Expenses related to Fund Raising	<b>597</b>	4317	752	4651
<b>TOTAL PAYMENTS</b>					
		<b>42280</b>			44203
	Excess of receipts over payments.	<b>12784</b>			<b>1611</b>

Statement Of Assets And Liabilities As At 31st December 2009

Monetary Assets	2009		2008
Bank Current Account	£12094		£2532
Bank Deposit Account	£5353		£2153
Petty cash	£33		£11
	<b>£17480</b>	<b>£12784</b>	<b>£4696</b>
<u>Other Assets</u>			
Mrs C P Pearson Bequest – 45.59 Charities Investment Fund Shares £420.			
Two lawn mowers (Non-monetary) Debtors - Nil			

No payments were made to PCC members falling within the Charities Act for Goods or Services during the period. This Financial Statement has been prepared in accordance with the Church Accounting regulations 2006 and approved by the PCC on the 28th March 2010, subject to a Satisfactory Audit report, and signed on their behalf by

J G Whinney- Lay Chairman

I A Underwood -Treasurer

**Treasurer's Notes (not part of Financial Statement)**

Special Collections were made for UNICEF (£108), Christingle (£125) and Royal British Legion £109. Also supported but not part of these Accounts were Christian Aid and USPG Individual Donations and Children's Society Boxes.

Church running expenses include Electricity £1105, Insurance £1,664, Essex Water £54 and dust bin hire £19. We paid £889 for roofs and guttering maintenance and £517 for a routine electrical Inspection. We spent £273 replacing light fittings in the church and £106 on the loop. Organ tuning totalled £226. Fund Raising Expenses include those incurred for the provision of catering goods and services and Sandon Village Hall hire, purchase of flowers for weddings and hire of Piano (£263) for police concert.

Printing includes £228 for Christmas card and £264 for the pew sheets.

Donations to Charities include sponsored walk Farleigh £350, Chess £244, USPG £100.

Our income £55,064 exceeded our expenditure of £42,280 by £12,784. Unfortunately this figure is somewhat optimistic. It is brought about by the very generous donations in memory of Reg & Peggy Bush of £3,100 which amount is being held pending a decision on a suitable permanent means of commemorating their life and work in the parish. In addition a reduction in our Parish Share Scheme payment due to our long interregnum resulted in a saving of £5705. We also received £4,785 from the Missions Opportunities Fund for the SALT project mentioned elsewhere in this report, of which £3,190 is yet to be spent.

Overall giving increased by £4,721, which is a very welcome and pleasing trend, of which £3100 is the donations for Reg & Peggy Bush. Planned giving reduced again by £500 due to movement away from the Parish. Collections (£3,053) and Donations (£10,501) have continued to increase, £2,000 of which is mainly increased giving by regular givers. Gift Aided donations of £450 under the blue envelope scheme are also included in donations.

Occasional Offices and Churchyard items include fees collected for the Diocese in the absence of an Incumbent of £2,030 in 2009/10 of which £831 was paid in 2009 and the balance was paid in 2010. We again received a grant from the Parish Council of £1,000 towards the upkeep of the Churchyard,

Our events and activities were well supported and resulted in an income of £5,300, virtually the same as last year.

Ian Underwood Treasurer 24th March 2010

Fabric Report

The church remains structurally sound. Following the Quinquennial inspection by David Ferguson, the work advised has been ongoing.

The work cleaning gutters, hoppers and downpipes and the removal of moss and vegetation growth from the roofs has been done by Bakers of Danbury.

The cover to the access of the boiler room was replaced and painted. A section of boarding was placed at the eastern end of the eaves to the south wall of the nave, and a section of lath of the chancel was re-plastered. The work to the corrugated iron roofs of the boiler and shed is still to be done.

Danbury Electrics did a 5 yearly inspection of the electrics and made some recommendations, mainly concerning safety in relation to more modern standards. All the work that they recommended has now been completed, mostly done by Danbury Electrics predominately to put more adequate earth leakage protection on the church sockets and in the heating circuits.

A new loop unit has been obtained by Nick Tovey and is now in full working order. New lamp shades have been fitted. Thank you to Michael Puffett for updating the inventory of the church. Mr Tony Harvey generously gave us a new flag pole. This has now been fitted, and a new flag will be given to the church in February.

Following a successful Faculty application we have now planted a hedge of 110 yew plants on the South Border of the churchyard and the removal of trees on the same South Border is in progress. The construction of two bays for grave arisings and grass cuttings is now finished.

Due to some heavy rain in the autumn a couple of trees lost branches, we therefore requested an inspection of the tree by the diocese and have received a satisfactory report.

Due to the hard work of the grass cutters and a group of volunteers meeting on a regular basis through the year we have managed to maintain the churchyard to an excellent standard.

Thank you to 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 every day. Open churches are so rare these days. The care of the vestments and frontals by Nick Bobeldijk, Ian and Barbara Underwood is much appreciated.

Thank you to everyone who has helped to keep the church and churchyard in such an excellent condition, not only to be enjoyed by ourselves but by visitors. This is not done out of a sense of duty but out of love for our beautiful church.

Richard Cecil            Churchwarden            .....

Christine Mennie       Churchwarden            .....