



## **ST. ANDREW'S CHURCH, SANDON**

### **ANNUAL VESTRY & ANNUAL PAROCHIAL CHURCH MEETINGS.**

**The meetings will be held in St. Andrew's Church on Sunday the 20<sup>th</sup> of March at 11.30 a.m.**

#### **ANNUAL VESTRY MEETING**

##### **AGENDA**

1. Opening prayers.
2. Appointment of Clerk.
3. Approval of the minutes of the year 2010 Annual Vestry Meeting.
4. Matters Arising.
5. Election of two Churchwardens.

#### **ANNUAL PAROCHIAL CHURCH MEETING**

(This will immediately follow the Annual Vestry Meeting)

##### **AGENDA**

1. Apologies for absence.
2. Approval of the minutes of the year 2010 Annual Parochial Church Meeting.
3. Matters Arising.
4. Electoral Roll Report.
5. Annual Report.
6. PCC Secretary Report.
7. Presentation of the Accounts to 31/12/2010.
8. Report on the Church's Fabric.
9. Deanery Synod Report.
10. Election of 4 PCC Members.
11. Election of 2 Deanery Synod Members.
12. Appointment of Sidesmen and Sideswomen.
13. Report from the Rev. Clive Ashley.
14. 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. Our correspondence address is:-  
The Rectory, 25 The Lintons, Sandon, Chelmsford CM2 7UA

PCC Members who have served from 1<sup>st</sup> January 2010 until the date of this report are:

*Incumbent:* The R<sup>evd</sup> Clive Ashley, *From 24<sup>th</sup> February 2010*

*Wardens:* Mrs Christine Mennie  
Mr Richard Cecil, *till 24<sup>th</sup> May 2010*  
*also representing Sandon on Chelmer Crouch group*  
*co-opted to Deanery Synod as its secretary in September 2008*  
Mr Michael Puffett, *from 24<sup>th</sup> May 2010*

*Deanery Synod Representatives:*

Mrs Judy Cecil *Elected in 2008 for 3 years*  
Mr David Farrar *Secretary, elected in 2008 for 3 years*

*Elected members:* Mr Brian Amey *elected in 2009 for 3 years*  
Mr Nicholas Bobeldijk *elected in 2010 for 3 years*  
Mr Richard Cecil *elected in 2010 for 3 years*  
Mr James Gilder *elected to PCC in April 2008 for 3 years,*  
*elected a Diocesan Synod member from 1<sup>st</sup> August 2009 for 3 years*  
Mr Michael Puffett *elected in April 2008 for 3 years*  
Mrs Alison Read *elected in 2008 for 3 years*  
Mr Dennis Terry *elected in 2009 for 3 years*  
Mr Ian Underwood *Treasurer, elected in 2010 for 3 years*  
Mr Jack Whinney *elected in 2009 for 3 years, Chairman till 24<sup>th</sup> Feb 2010*

*Standing Committee:* Incumbent or Chairman, Churchwardens, Treasurer and Secretary

*Bank:* Lloyds TSB, Chelmsford Branch

*Auditor:* 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 27th 2010, shows that there are 71 on the electoral roll, 38 residents within the parish and 33 non-residents. Our thanks go to Pat Eden for maintaining the electoral roll.

To work in tandem with the parish of St Mary's Little Baddow, the services at Sandon have been a said Holy Communion at 8.00 am on the fourth Sunday of the month, a Parish Eucharist at 10.00 am on the first and third Sundays. Morning worship is held on the second and fourth Sunday at 10.00 am. On the first and second Sunday there is either a Communion service or Evensong at 6.30 pm. Therefore every Sunday has a form of Communion. Every Wednesday at 9.15 am there is said Communion and the first Wednesday there is also prayers for healing. When there is a fifth Sunday in the month a Parish Eucharist is held jointly with Little Baddow.

In addition to the major Holy Days there have been the Pet service, Harvest Thanksgiving, Remembrance Sunday, Saint Andrew's Patronal Festival, Christingle and Crib services.

The average weekly attendance, counted during October 2010 was 36 adults and 3 children. The extra services are usually well attended.

### Review of the Year

The main feature of 2010 was the appointment of the Rev Clive Ashley as joint Priest-in-Charge to Little Baddow and Sandon. It has been a challenging year for us all in both parishes, but everyone has pulled together and with the help of prayer we seem to have ironed out the necessary adjustments to our regular schedule of services. Without the help of the retired Clergy and Readers from Little Baddow this would not have been possible. We thank them all and appreciate all their hard work,

Clive's Licensing and Installation was held on the 24<sup>th</sup> February and Clive and Lesley are now settled into their new home at The Rectory, 25 The Lintons, Sandon.

We have had 4 weddings during the year and 6 Baptisms. There were sadly 11 funerals, of which many were good friends of St. Andrew's, including Daphne Tovey, whose contribution to the church can be seen everywhere and is greatly missed.

**The PCC** has met 8 times bi-monthly with two special meetings. Items discussed have included, Mission at home and overseas, the Parish magazine, the Church website, re-organisation of storage in the church, and fund raising.

**The work of SALT** continues under the leadership of Jean Elliott and membership has been maintained.

**The Tiny Tots** group under the leadership of Alison Read fluctuates but we hope that as the weather improves numbers will rise.

Thank you to everyone who gives up their time to help with all the work with the children.

**The Tea and Chat mornings**, which is open to everyone continues to maintain a good number although sadly we lost two of our committed member this year, Doreen Freeman and Joan Davies. A very happy band of 13 enjoyed a lovely Christmas dinner at Seabrights Barn.

**The bell ringers** continue to ring every Sunday and for weddings. It is especially pleasing to have the bell ringers from Little Baddow ring with Sandon at the joint services. Tuesday evening is practice night and new ringers are always welcome.

**The choir** under Ron Woods and James Gilder continue to be, an important help in our worship. Their hard work is much appreciated especially when we have the added bonus of an anthem. Thanks to James for his part in the carol service. The unwavering commitment of Ron as organist is much valued not only at the regular services but also for weddings and funerals.

**The Flowers** have always been very important in the life of the church, and the loss of Daphne Tovey was significantly felt by the flower arrangers. Daphne was a very hard act to follow but Barbara Underwood has done an excellent job of leading the flower arranging team throughout the year especially at Easter, Harvest and Christmas which were as ever to a very high standard. Thank you to everyone.

During the year we have had many **events**. The first of which was the Quiz, which is always very popular. Thank you to David for the inter-village walk with Little Baddow. We had a very good turnout and enjoyed lunch halfway at the Crown. Unfortunately, those that did the second half were not so lucky with the weather. The annual village fete held at the end of June was blessed this year with good weather. The Harvest supper was well attended as usual and thank you to everyone who helped especially James Gilder with the entertainment. The annual ride and stride was supported by the usual hardy bunch. Thank you to the marshals for handing out drinks to visiting cyclists. Thank you to the usual people who helped with the Autumn Fayre. This is always a joy due to the lovely atmosphere of love and friendship.

Thank you to Michael Puffett who again organised the Christian Aid collection. This of course could not be done without those helpers going from door to door. Thank you all very much.

The Lent course was led by the Rev Robert Wiggs and an average of 17 attended and we thank him for all his hard work and for those who came to make it a success.

Two fun days were held with numbers of around 16 children. A lot of work goes into these days so thank you to Liz Bobeldijk and Alison Read for all their hard work.

We also had two very enjoyable evenings, one for flower arranging and one for cake decorating. These were very successful and thank you to those who organised and demonstrated at these.

It has been a challenging year for us all with much hard work, but faith in God and love and fellowship has brought us together. Thank you to everyone who has participated in everything with willing hearts.

Financial Report

<b>RECEIPTS</b>				
<b>VOLUNTARY RECEIPTS</b>		<b>2010</b>	<b>2009</b>	
Regular Giving				
Planned Giving				
Bank Giro Credits		15606		12703
Free Will Offering Envelopes		2950		2907
Collections and other giving		3286		3053
Special Collections		980		431
Gift Aid Envelopes		788		
Income Tax recovered		6982	30592	6644
				25738
Other Voluntary receipts				
Legacy J Pawsey		4600		
Donations		4746	9346	10501
				10501
Receipts from activities for generating funds				
Parish Magazine		765	765	466
Summer Fete £523, Christmas Fayre £581.		1104		466
Demonstrations Flowers £77, Sugar craft £120		197		
Harvest Supper £168. Beetle Drive £202		370		
Cycle Ride £692 & £346, Quiz £461		1499		
Sponsored Walk		355		
Project 452		1642	5167	4209
				4209
Receipts from Church activities				
Parochial Fees		4242		8441
St Andrew's Room donations		441		476
Little Baddow share Clergy/Rectory Expenses		1117		8917
SALT Grant (Sept 2010/11) £3800+Dons £303		4103	9903	4785
				4785
Receipts from investments				
Bank and share interest		20		
Misc		10	30	448
				448
			<b>55803</b>	<b>55064</b>
<b>PAYMENTS</b>				
Church Activities				
Mission and Relief Agencies		4618		1080
Diocesan Parish Share		30388		26951
Church running expenses		3744		)
Building maintenance		2385		) 5250
Clergy expenses		2492		90
Cost of services		1019		302
Magazine printing		719		766
Printing and stationery		802		548
SALT		5464		1800
Fees		1424		2491
Churchyard		1692		1738
Fundraising		18		596
Misc.    Choir, Organ, Bells, Flowers		587	55352	668
			<b>55352</b>	<b>42280</b>
<b>EXCESS OF RECEIPTS OVER PAYMENTS</b>			<b>451</b>	

**Treasurer's Notes**

Our Planned giving shows a welcome increase of £4854 and a legacy from the estate of Janet Pawsey boosted our donations to £9346 against last year's donations of £10501. This included £3100 donated in memory of Reg and Peggy Bush which is being held pending the PCC's decision on a suitable permanent means of commemorating their life and work in the parish.

Collections were made for Haiti Earthquake Relief (£616) and Royal British Legion £90. The Installation collection raised £350 for the Essex Clergy Charity. Generous individual Gift Aided donations of £2150 to the USPG Project 452 started our commitment to this worthwhile endeavour. The Sponsored Walk raised £220 for Chess and the Cycle Ride raised £692 for Friends of Essex Churches who donated £346 back to us. I am reclaiming Gift Aid from HMRC of around £4000 to the end of 2010.

Church running expenses include Electricity £1723, Insurance £1,704, Water £68 and Dust Bin £19.58. We spent a total of £1796 on electrical repairs. Included in the shared Clergy expenses is £600 for Rectory painting and £200 for the last of the interregnum expenses. Churchyard item includes £400 for tree shredding and £550 for the new bays. Sanctuary item includes £690 for the Home Communion Set in memory of Daphne Tovey.

Overall, a satisfactory financial year at the end of a long interregnum and a reasonable base to forge ahead with the work and mission of our church.

Ian Underwood

20.2.11.

**PCC Secretary's Report**

All of our PCC meetings have been very positive, covered a huge range of subjects and normally last just over 2 hours. Attendance has been close to 90% with meetings now every other month interspersed with Standing Committee meetings. These so called Standing Committees compose Clive, our two churchwardens Christine and Michael, treasurer Ian and myself as Secretary. Essentially we try to set an agenda for the next PCC Meeting and clear any business that will hinder PCC progress.

This past year we have planned a lot of our future events and to this end invited Ron Bullus, one of the Parish Councillors along to the PCC Meetings to ensure that the Parish Council are fully aware of our activities and money raising plans that will involve the Parish and its people.

We had a very successful Patronal Festival celebrating St. Andrew's day with a service and cheese and wine party to which everyone is invited and we took the opportunity to invite some of our irregular supporters along for the evening. We do need to try as hard as possible to make the local Church as **inclusive** as possible!

## Fabric Report

The church has remained structurally sound with most of the work that has been required being of a routine nature.

Three electrical faults needed attention. One bank of nave lights failed during a service. The cause was found to be a cable fault high in the roof. The heating system failed and again the cause was found to be a cable fault in the boiler house. The lights in the St. Andrew's room were deemed to be worn out and were replaced. We were very appreciative of the prompt and skilful efforts of Danbury Electrics in dealing with these problems.

The fire appliances have been checked and a copy of the current certificate is displayed in the SAR. One extinguisher needed to be replaced.

The roof gutters have again needed cleaning. Whilst we can do the SAR ourselves, we consider the main church to be too high. Accordingly we have paid a firm to do this work.

A tap in the SAR kitchen needed to be replaced. This was done free of charge by a friend of St Andrew's.

The painting of the shed and boiler house roofs has not been done. The special paint has been bought but weather conditions stymied our efforts in the summer. Our June inspection of the pews revealed two areas of active woodworm infestation. These were treated and the areas noted in the logbook for future monitoring. It may be that we will need professional help next year.

The removal of trees in the churchyard mentioned last year was completed. It was found that some 30 of the new yew bushes had died. These have now been replaced. We have managed to maintain the churchyard to a good standard thanks in no small part to the volunteers who strim and mow the grass and help with other gardening-type activities. Finding volunteers is an ongoing problem and we have found it necessary to have some paid assistance.

A risk assessment proforma has been completed and we have identified a small number of hazards. Controls are in place and the perceived risk in each case is deemed to be low. Details are recorded in the logbook.

A few matters are in hand notably a top dressing with gravel of the church path, improved storage in the SAR and repairs to the vestry floor. Advice has been taken on the last two items from the church architect and it is hoped that these matters will be dealt with in the next few months.

Other non-urgent matters are in mind and will be considered for action in the future.

The inventory has been kept up to date. The only significant change has been the addition of an elegant nine-piece travelling Mass Set purchased in memory of Daphne Tovey.

Our thanks again go to the volunteers who clean the building, clean the SAR, polish the brass, supply and arrange the flowers, open and close the church, care for the linens and vestments and do the myriad of other tasks needed so that we and our visitors may continue to enjoy our beautiful church.

Churchwardens.