

St Andrew's Church, Sandon
PCC Meeting Minutes
6th March 2023 at 7.30pm
in the St Andrew's Room



The Church of England
in Essex and East London
Diocese of Chelmsford

1. Opening prayers were led by Nick Bobeldijk
2. Present: Terry Brown, Andy and Cathie Horne, Alison Read, David Farrar, Richard and Judy Cecil, Janet Terry with Nick Bobeldijk and Cedric Calmeyer in attendance. Apologies for Absence: John Gruby, Liz Bobeldijk, Christine Mennie, Colin Bryan
3. Minutes of PCC Meeting of 16th January 2023 were proposed by Andy Horne, seconded by David Farrar and agreed by all.
4. Matters arising: There were none.
5. Notification of any other business: Church Guide booklet.
6. Parish Council matters: Parking Spaces for disabled visitors.
Cedric Calmeyer reported that the Parish Council will support this project on the basis that the church buy materials at £1200 and the Parish Council will fund labour and equipment at £1480. The two extra 'disabled' spaces will be next to the tree on the grass area adjacent to the car park. There was some discussion about a path to the church gate from the car park spaces. Cedric thought the work would take about 3 days, materials would be 18 tonnes of type 1. David Farrar suggested he speak to the Friends about funds at their meeting on 7th March. Janet Terry proposed, Alison Read seconded and all agreed to the proposal. Thanks were expressed to Sandon Parish Council and to Cedric. He will confirm the Parish Council contribution at their next meeting. ACTION: Cedric, David
7. Finance Report: Nick Bobeldijk reported on the first two months of 2023. Income remains similar to expenditure. Parish Giving Scheme income covers the Parish Share. Stevyns & Perry charities money is now held in the PCC accounts in restricted funds. Total PCC funds, including about £10,000 of Stevyns and Perry is £38,500, £20,000 of which in interest earning deposit accounts.
Nick enquired about giving to charities for 2023. Proposed we continue with Christian Aid and Marsabit Diocese who will share 10% of income as in 2022. Richard Cecil proposed we increase our giving to Made for More from £10/mth to £15/mth and give £100 to Christians Together in Chelmsford for the Good Friday event. Andy Horne proposed, Richard Cecil seconded and all agreed to the proposals. Nick awaits

Jeremy Watson's response concerning the Independent Examiners report. He will prompt Jeremy. ACTION: Nick

8. Fabric Report and Quinquennial Inspection: Richard Cecil reported that the APCM fabric report is completed. Andy and Richard have met a new architect, David Whymark (DW), concerning the Quinquennial. He suggested an approach to a contractor 'Keystone' to clear the gutters before the inspection. Cedric suggested that local contractors might do the job. Richard and Andy to arrange. ACTION: Richard & Andy. Some discussion about ways to heat church, including use of heated gilets and trial of a perspex sheet over the porch door with a possible glass door in the future. Some other minor work is needed including corrosion in some electrical switches, and some drains which need clearing.

News re Sharon Hands grave: Archdeacon Mike Power will visit the churchyard.

9. Sharing the Peace and the Chalice: Terry Brown reported that some churches now share the peace as before, shaking hands, and that wine is now offered from a shared chalice at communion.

David Farrar proposed we re-introduce sharing the peace as before, seconded by Richard Cecil and all agreed.

Terry Brown proposed we re-introduce the chalice at communion, seconded by David Farrar and agreed by all. Choir and congregation will come to the altar and stand or kneel to receive. People not wishing to share the chalice will take the bread and then go back to their pew. Sidesmen will put the communion rail up before communion and remove it at the end.

10. Risk posed by Candelabra: Andy Horne reported the dripping of hot wax onto the heads of people sitting under the candelabra. It is not acceptable.

So: could keep candelabra with battery powered candles or remove the candelabra. Judy Cecil proposed we take them down, to mitigate a risk of hot wax falling, and to ensure no further use, seconded by Cathie Horne and agreed by all. Temporarily, to keep the candelabra in the organ loft and then arrange disposal.

11. Safeguarding Report: Alison Read has updated a report in the Annual report page 7. If PCC members do not complete safeguarding training, re-election will be an issue to be considered.

12. APCM plans: The 2023 Report will include the Annual Report, Financial Report, Fabric Report, Deanery Synod Report, Compass Churches Report, Electoral Roll Report, Safeguarding Report, Rector's Report and Organisation reports.

Annual Report – with some amendments, Fabric Report and Finance Report all

proposed by Richard Cecil, seconded by Andy Horne and agreed by all.

Judy will request more organisation reports.

13. Future PCC Meeting Dates (7:30 pm) in church

APCM Sunday 23rd April 2023 following 10am service.

Suggest Monday 15th May 2023 (as 1st and 8th May are Bank Holidays)

Item for this agenda: Blessing same sex relationships

Monday 3rd July 2023

14. Any Other Business:

Andy Horne is standing down as Tower Captain as he feels it is a difficult position for an inexperienced ringer.

The Church Guide leaflet is being updated by Richard and others. PCC agree to printing 100 copies when it is complete.

15. Closing prayers were led by David Farrar.

St Andrew's Church, Sandon

PCC meeting via email

February 13th to 14th 2023

Proposal to seek permission to extend the yew hedge from the corner of the St Andrew's Room to the North-West corner of the churchyard (on the North side).

This will use between 100 and 150 yew bushes 20-40cm bare rooted and will be planted by volunteers. The project will be funded by the Friends of Sandon Church with a total cost of about £400.

It is important to plant them very soon while the weather is cold, and the plants are not growing.

Please indicate your approval ASAP, by end of Tuesday 14th February if possible.

PCC members approached: Revd Terry Brown, Richard Cecil, Andy Horne, Cathie Horne, Christine Mennie, Alison Read, Janet Terry, Liz Bobeldijk, David Farrar, Colin Bryan, John Gruby and Judy Cecil.

Votes for proposal: 12 that is unanimous.

Votes against: 0

Abstentions:

Judy Cecil
PCC secretary
14th February 2023

**St Andrew's Church
Sandon**

**Annual Report and
Financial Statements of the
Parochial Church Council**

for the year ended 31st December 2022

Rector:

The Reverend Terry Brown
The Rectory
North Springfield

Bankers:

Lloyds Bank Plc
Chelmsford

Independent Examiner:

Mr. Jeremy Watson

Financial Review

Total receipts from all sources were £55,224.77 of which £4,481.00 was unrestricted voluntary donations qualifying for Gift Aid. This was in addition to donations of £15,065.87 received through the Parish Giving Scheme. A total of £4,926.51 was received as cash donations qualifying for Gift Aid under the GSADS scheme. Gift Aid due up to the end of November was claimed from HMRC in December. Gift Aid due under the Small Donations Scheme up to the same date was also claimed at that time.

The planned giving through direct credits decreased by 17.25% with planned giving by means of the 'Free Will' envelope scheme now being something of the past, although some giving, totaling £435 in 2022, continues to be received by means of Gift Aid envelopes. Normal fundraising resumed fully in 2022 with the Summer fete being re-scheduled to coincide with her late Majesty's Platinum Jubilee and raising some £1,890 and with the Frosty Fayre in November raising a further £1,970.

During 2021, a considerable amount of money was collected for the Bell project with much of that money being expended in this financial year. This makes any comparison of figures year to year problematic at best. I have roughly estimated that our excess income in 2021 due to fundraising for the bells project was some £23,000 while our excess expenditure in 2022 in finishing the project was around £10,000. Making allowances for this does bring the figures for 2021 and 2022 somewhat more into line.

£67,284.14 was spent from all sources to provide the Christian ministry of St Andrew's church, including the contribution to the Diocesan Parish Share which decreased by £1,845 this year. Our total church running expenses were almost exactly the same as for 2021 at £4,070. With small variations, our running costs remained fairly static compared to 2021, especially with relation to our energy costs which fortunately will remain fixed until February 2024.

The net result for the year was a deficit of £12,059.37 entirely due to the large sum expended in the completion of the bell refurbishment project totaling some £29,661 in 2022, £18,527 more than was paid out in 2021.

Due to a decision taken by the PCC towards the end of the year to bring a number of small charitable trusts and bequests, previously held by CCLI and others, into our own control, it was decided to place some funds previously held in an 'Instant Access' deposit account at a minimal rate of interest, into a six-month fixed deposit account at a more reasonable interest rate. Two deposits, each for £10,000, have been so placed and are due to mature in May 2023.

Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward as at 31st December totaled £37,671.73, including restricted funds of £9,814.71 and with our actual reserves standing at £27,857.02.



Nick Bobeldijk
Treasurer
9th January 2023

Receipts and Payments Account

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Receipts						
Donations and legacies	34,720.69	—	—	—	34,720.69	59,879.78
Income from charitable activities	4,565.67	—	—	—	4,565.67	4,855.34
Other trading activities	5,708.04	—	—	—	5,708.04	4,277.10
Investments	130.37	—	—	—	130.37	26.68
Other income	10,100.00	—	—	—	10,100.00	1,915.00
Total receipts	55,224.77	—	—	—	55,224.77	70,953.90
Payments						
Raising funds	255.00	—	—	—	255.00	239.74
Expenditure on charitable activities	37,070.58	—	—	—	37,070.58	40,366.12
Other expenditure	29,958.56	—	—	—	29,958.56	11,652.40
Total payments	67,284.14	—	—	—	67,284.14	52,258.26
Excess of receipts over payments before transfer	(12,059.37)	—	—	—	(12,059.37)	18,695.64
Transfers						
Gross transfers between funds - in	30,562.11	—	44,624.17	—	75,186.28	55,792.69
Gross transfers between funds - out	(44,624.17)	—	(30,562.11)	—	(75,186.28)	(55,792.69)
Excess of receipts over payments before other gains / losses	(26,121.43)	—	14,062.06	—	(12,059.37)	18,695.64
Net movement in funds	(26,121.43)	—	14,062.06	—	(12,059.37)	18,695.64
All assets at 01 January 2022	63,330.21	—	(23,413.82)	—	39,916.39	21,220.75
All assets at 31 December 2022	37,208.78	—	(9,351.76)	—	27,857.02	39,916.39
Represented by						
Unrestricted						
General fund	37,208.78	—	—	—	37,208.78	63,330.21
Restricted						
Restricted Funds	—	—	(9,351.76)	—	(9,351.76)	(23,413.82)

Balance sheet

Class and code	Description	This year	Last year
Current assets			
6501	Current Account	1,906.31	1,787.21
6505	Deposit Account	15,000.00	38,000.00
6508	Lloyds Fixed Term Deposit Account	20,000.00	—
6510	Cash Account	660.42	331.65
6520	Deposits Paid Account	105.00	105.00
6530	Mrs Mary Christina Pearsons Bequest	—	743.65
	Total Current assets	37,671.73	40,967.51
Liabilities			
6610	Building Maintenance Fund	—	—
6620	Diocesan Board of Finance	—	—
6630	Cutting Garden Funds	327.50	—
6640	Treasurer's Expenses	—	—
6650	Friends of Sandon Church	—	—
6655	John & Agnes Stevyns-John Perry Charity	6,211.94	—
6657	Sandon Stevyns Charity	—	—
6660	Rector's Fees & Expenses	2,038.89	700.60
6665	Soup & Sandwich Lunches	123.18	100.00
6670	Sponsored Flowers	991.68	129.00
6680	Tiny Tots	121.52	121.52
6690	Bell Restoration Fund	578.32	23,211.35
6695	Bell Fund Contra Account	(578.32)	(23,211.35)
	Total Liabilities	9,814.71	1,051.12
	Net Asset surplus(deficit)	27,857.02	39,916.39
Reserves			
	Excess / (deficit) to date	(12,059.37)	18,695.64
Z01	Starting balances	39,916.39	21,220.75
	Total Reserves	27,857.02	39,916.39
Represented by funds			
	Unrestricted	37,208.78	63,330.21
	Designated	—	—
	Restricted	(9,351.76)	(23,413.82)
	Endowment	—	—
	Total	27,857.02	39,916.39

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
Current Account -	1,906.31	—	—	—	1,906.31	1,787.21
Deposit Account -	15,000.00	—	—	—	15,000.00	38,000.00
Lloyds Fixed Term Deposit Account -	20,000.00	—	—	—	20,000.00	—
Cash Account -	660.42	—	—	—	660.42	331.65
Totals	37,566.73	—	—	—	37,566.73	40,118.86
Current assets - Debtors						
Deposits Paid Account -	—	—	105.00	—	105.00	105.00
Totals	—	—	105.00	—	105.00	105.00
Current assets - Investments						
Mrs Mary Christina Pearsons Bequest -	(936.27)	—	936.27	—	—	743.65
Totals	(936.27)	—	936.27	—	—	743.65
Liabilities - Provision for liabilities after one year						
John & Agnes Stevyns-John Perry Charity -	—	—	6,211.94	—	6,211.94	—
Totals	—	—	6,211.94	—	6,211.94	—
Liabilities - Provision for liabilities and charges due within one year						
Cutting Garden Funds -	—	—	327.50	—	327.50	—
Rector's Fees & Expenses -	—	—	2,038.89	—	2,038.89	700.60
Soup & Sandwich Lunches -	—	—	123.18	—	123.18	100.00
Sponsored Flowers -	—	—	991.68	—	991.68	129.00
Tiny Tots -	—	—	121.52	—	121.52	121.52
Bell Restoration Fund -	—	—	578.32	—	578.32	23,211.35
Bell Fund Contra Account -	(578.32)	—	—	—	(578.32)	(23,211.35)
Totals	(578.32)	—	4,181.09	—	3,602.77	1,051.12
Grand total	37,208.78	—	(9,351.76)	—	27,857.02	39,916.39

Analysis of receipts and payments

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
INCOME						
Donations and legacies						
Collections - Gift Aided	435.00	—	—	—	435.00	180.00
Direct Credits - Gift Aided	2,926.00	—	—	—	2,926.00	3,536.00
Donations - Gift Aided	1,480.00	—	—	—	1,480.00	14,276.48
Collections - Non Gift Aided	—	—	—	—	—	—
Direct Credits - Non Gift Aided	1,670.00	—	—	—	1,670.00	1,710.00
Donations - Non Gift Aided	885.45	—	—	—	885.45	12,666.65
Parish Giving Scheme	15,065.87	—	—	—	15,065.87	14,853.43
Small Donations Scheme	4,926.51	—	—	—	4,926.51	2,540.93
Gift Aid Recovered	7,331.86	—	—	—	7,331.86	8,616.29
Legacies	—	—	—	—	—	1,500.00
Total	34,720.69	—	—	—	34,720.69	59,879.78
Income from charitable activities						
Parochial Fees	4,565.67	—	—	—	4,565.67	4,855.34
Total	4,565.67	—	—	—	4,565.67	4,855.34
Other trading activities						
Fundraising - Gift Aided	655.00	—	—	—	655.00	80.00
Fundraising - Non Gift Aided	4,047.31	—	—	—	4,047.31	2,588.58
Magazine - Advertising	995.73	—	—	—	995.73	1,578.52
Magazine - Sales	10.00	—	—	—	10.00	30.00
Total	5,708.04	—	—	—	5,708.04	4,277.10
Investments						
Investment Income	118.17	—	—	—	118.17	24.10
Interest Received	12.20	—	—	—	12.20	2.58
Total	130.37	—	—	—	130.37	26.68
Other income						
Grants Received	10,100.00	—	—	—	10,100.00	1,915.00
Miscellaneous Income	—	—	—	—	—	—
Total	10,100.00	—	—	—	10,100.00	1,915.00
INCOME TOTAL	55,224.77	—	—	—	55,224.77	70,953.90

EXPENDITURE

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Last year</u>
	Total					
Raising funds						
Event Expenses	255.00	—	—	—	255.00	239.74
Total	255.00	—	—	—	255.00	239.74
Expenditure on charitable activities						
Bank Charges	1.79	—	—	—	1.79	0.51
Bank Interest Paid	—	—	—	—	—	—
Mission	5,174.75	—	—	—	5,174.75	6,515.63
Parish Share	25,421.28	—	—	—	25,421.28	27,266.88
Fees	545.60	—	—	—	545.60	448.86
Cost of Services	20.00	—	—	—	20.00	29.10
Churchyard Expenses	(269.00)	—	—	—	(269.00)	(212.00)
Printing & Stationary	73.11	—	—	—	73.11	483.69
Clergy Expenses	796.89	—	—	—	796.89	853.44
Church Running Expenses - Electricity	825.63	—	—	—	825.63	809.37
Church Running Expenses - Insurance	1,992.71	—	—	—	1,992.71	1,925.83
Church Running Expenses - Water Rates	122.30	—	—	—	122.30	100.99
Church Running Expenses - Vestry	424.90	—	—	—	424.90	423.96
Supplies	—	—	—	—	—	—
Miscellaneous Expenditure	159.55	—	—	—	159.55	80.50
Magazine Costs	1,643.07	—	—	—	1,643.07	1,639.36
Church Running Expenses - Extinguishers	138.00	—	—	—	138.00	—
Total	37,070.58	—	—	—	37,070.58	40,366.12
Other expenditure						
Fabric Maintenance - Buildings	29,661.56	—	—	—	29,661.56	11,133.67
Fabric Maintenance - Other	297.00	—	—	—	297.00	518.73
Total	29,958.56	—	—	—	29,958.56	11,652.40
EXPENDITURE TOTAL	67,284.14	—	—	—	67,284.14	52,258.26
GRAND TOTAL	(12,059.37)	—	—	—	(12,059.37)	18,695.64

Comparison of Income and Expenditure for Financial Year ended 31 December 2022

Income & Expense by Category	2022		2021		Difference
	01/01/2022- 31/10/2022		01/01/2021- 31/10/2021		
Income					
Giving - Gift Aided					
Giving - Gift Aided:Direct Credits	£	2,926.00	£	3,536.00	-£ 610.00
Giving - Gift Aided:Donations	£	1,480.00	£	14,276.48	-£ 12,796.48
Giving - Gift Aided:Gift Aid Envelopes	£	435.00	£	180.00	£ 255.00
TOTAL Giving - Gift Aided	£	4,841.00	£	17,992.48	-£ 13,151.48
Giving - Non Gift Aid					
Giving - Non Gift Aid:Collections	£	-	£	-	£ -
Giving - Non Gift Aid:Direct Credits	£	1,670.00	£	1,710.00	-£ 40.00
Giving - Non Gift Aid:Donations	£	793.45	£	14,541.23	-£ 13,747.78
Giving - Non Gift Aid:Parish Giving Scheme	£	15,065.87	£	14,853.43	£ 212.44
Giving - Non Gift Aid:Shopping Rewards	£	15.00	£	40.42	-£ 25.42
TOTAL Giving - Non Gift Aid	£	17,544.32	£	31,145.08	-£ 13,600.76
Giving - Small Donations Scheme	£	4,926.51	£	2,540.93	£ 2,385.58
Other Receipts					
Other Receipts:Fundraising - Gift Aided	£	105.00	£	80.00	£ 25.00
Other Receipts:Fundraising - Non Gift Aided	£	162.50	£	528.50	-£ 366.00
Other Receipts:Fundraising - Non Gift Aided:Christmas Fayre	£	1,971.50	£	2,060.08	-£ 88.58
Other Receipts:Fundraising - Non Gift Aided:Ride & Stride	£	60.00	£	-	£ 60.00
Other Receipts:Fundraising - Non Gift Aided:Sponsored Walk	£	590.00	£	-	£ 590.00
Other Receipts:Fundraising - Non Gift Aided:Summer Fete	£	1,890.31	£	-	£ 1,890.31
TOTAL Other Receipts:Fundraising - Non Gift Aided	£	4,674.31	£	2,588.58	£ 2,085.73
Other Receipts:Gift Aid Recovered	£	7,331.86	£	8,616.29	-£ 1,284.43
Other Receipts:Grants	£	10,100.00	£	-	£ 10,100.00
Other Receipts:Grants:Sandon Parish Council	£	-	£	-	£ -
TOTAL Other Receipts:Grants	£	10,100.00	£	-	£ 10,100.00
Other Receipts:Interest	£	12.20	£	2.58	£ 9.62
Other Receipts:Investment Income	£	118.17	£	24.10	£ 94.07
Other Receipts:Legacies	£	-	£	1,500.00	-£ 1,500.00
Other Receipts:Miscellaneous	£	-	£	-	£ -
Other Receipts:Parish Magazine	£	10.00	£	30.00	-£ 20.00
Other Receipts:Parish Magazine:Advertising	£	995.73	£	1,578.52	-£ 582.79
TOTAL Other Receipts:Parish Magazine	£	1,005.73	£	1,608.52	-£ 602.79
Other Receipts:Parochial Fees	£	4,565.67	£	4,855.34	-£ 289.67
TOTAL Other Receipts	£	27,912.94	£	19,275.41	£ 8,637.53
TOTAL Income	£	55,224.77	£	70,953.90	-£ 15,729.13
Expenses					
Bank Charges	£	1.79	£	0.51	£ 1.28
Church Running Expenses					
Church Running Expenses:Insurance	£	1,992.71	£	1,925.83	£ 66.88
Church Running Expenses:Utilities					£ -
Church Running Expenses:Utilities:Electricity	£	825.63	£	809.37	£ 16.26
Church Running Expenses:Utilities:Water Rates	£	122.30	£	100.99	£ 21.31
TOTAL Church Running Expenses:Utilities	£	947.93	£	910.36	£ 37.57
Church Running Expenses:Vestry Supplies	£	424.90	£	423.96	£ 0.94
TOTAL Church Running Expenses	£	3,365.54	£	3,260.15	£ 105.39
Churchyard Expenses	-£	269.00	-£	212.00	-£ 57.00
Clergy Expenses	£	796.89	£	853.44	-£ 56.55
Cost of Services	£	20.00	£	29.10	-£ 9.10
Event Expenses	£	255.00	£	239.74	£ 15.26
Fabric Maintenance					
Fabric Maintenance:Buildings	£	29,661.56	£	11,133.67	£ 18,527.89
Fabric Maintenance:Other	£	435.00	£	518.73	-£ 83.73
TOTAL Fabric Maintenance	£	30,096.56	£	11,652.40	£ 18,444.16
Fees	£	545.60	£	448.86	£ 96.74
Magazine Costs	£	1,643.07	£	1,639.36	£ 3.71
Miscellaneous	£	159.55	£	80.50	£ 79.05
Mission	£	5,174.75	£	6,515.63	-£ 1,340.88
Parish Share	£	25,421.28	£	27,266.88	-£ 1,845.60
Printing & Stationary	£	73.11	£	483.69	-£ 410.58
TOTAL EXPENSES	£	67,284.14	£	52,258.26	£ 15,025.88
OVERALL TOTAL	-£	12,059.37	£	18,695.64	-£ 30,755.01