

ALL SAINTS CHURCH DATCHWORTH

THE Annual Parochial Church Meeting to be held in All Saints Church Hall on Sunday 29th March 2009 after the morning service.

A G E N D A

ANNUAL MEETING OF PARISHIONERS

Election of Churchwardens

ANNUAL PAROCHIAL CHURCH MEETING

1. Apologies
2. Minutes of the meeting held on 15th April 2007
3. Matters arising
4. Electoral Roll
5. Secretary's Report
6. Financial statement for the year ending 31st December 2007
7. Appointment of Auditor
8. Reports
9. Election of PCC Lay Members
10. Deanery Synod Representatives
11. Appointment of Sidespeople
12. Team Vicar's Report
13. Any Other Business

ALL SAINTS' CHURCH, DATCHWORTH

Minutes of the Annual Parochial Church Meeting
held in All Saints' Church Hall on 30th March 2008

Present: Rev. Coralie McClusky (Chairperson) and 22 parishioners

Coralie opened the meeting with prayer.

ANNUAL GENERAL MEETING OF PARISHIONERS

Mrs Anne Charles and Mr Peter Tobitt were willing to continue as Church Wardens for a further year.

ANNUAL PAROCHIAL CHURCH MEETING

1. Apologies

Apologies were received from Mrs D Brown, Mr & Mrs H Carrick, Mr & Mrs R Dent, Mr & Mrs J Hawes, Mrs S Hurrell, & Mr R. King,

2. Minutes of the 2007 Annual Meeting

The minutes were approved as a correct record. Proposed by Mrs Alison Draper; seconded by Mrs A Houston.

3. Matters Arising

There were none.

4. Electoral Roll

The current number of parishioners on the roll is 92.

5. Secretary's Report

A written report was presented and copies circulated to those present (see addendum 1).

6. Financial statement for year ending 31 December 2007

The Treasurer, Margaret Tebbutt, presented a written report (see addendum 2) and copies had been circulated to those present.

Margaret asked that thanks be recorded to Jenny Larke for work dealing with bookings for the church hall; to Jackie Nash for monitoring/stocking up cleaning materials etc for the hall and to Paul Marshall for auditing the accounts.

Catherine Jupp asked if the Lesotho fund would be carrying on. Coralie replied that we would be keeping in touch through 'Linking Lives' as she was on their Board of Trustees and that the fee for membership of this would be sent soon. Also, she reported that some members of our congregation still regularly financially support some of the Lesotho school children and their families.

Coralie stated that monies in the New Hall Fund would be used to finance the painting of the outside of the church hall. The inside of the hall also needed painting this year.

There being no other queries the financial statement was therefore accepted.

Proposed: Averil Houston. Seconded: Tony Charles.

Averil Houston thanked the Treasurer for her very comprehensive and easily understood report.

7. Appointment of Auditor

It was proposed that Paul Marshall be asked to continue as auditor.

Proposed: Rosemary Airey. Seconded: Peter Tobitt.

8. Receive Reports

Reports on Sunday Club, Tweenagers, Mini Saints were presented. Coralie expressed her joy at how Tweenagers were developing in their 'Mission and Outreach'.

9. Report on Church Fabric, Goods and Ornaments.

On behalf of herself and Peter Tobitt, Anne Charles presented this report. (See Addendum 3). It was noted that under 'Churchyard' para.1. the tree from which the 'large horizontal branch' was removed on the North side of the churchyard was a sycamore not an elm.

Especial thanks were expressed to:

Peter Large and John Glanville for their efforts in keeping the church clock functioning and all their other work for the church.

Anne Charles and Peter Tobitt for their commitment as Church Wardens.

Tony Charles for his work on our Website - one of the best there is.

Our team of bellringers.

Jenny Larke for her role in managing the bookings for the Church Hall.

Jackie Nash for overseeing and organising provision of cleaning materials etc for the hall.

Rosemary Airey also, on behalf of those present, thanked Anne Charles and Peter Tobitt for their commitment as Church Wardens.

Issues arising from the report:

Thora King asked if we really needed new trees planted in the church grounds when what we really required was a new hedge. This will be looked at along with investigation into the current regulations.

Peter Tobitt stated that small ornamental trees such as can be seen in Harwood Park Crematorium may be considered more suitable for future planting for the churchyard

Grace Wallin asked if something could be done regarding the muddy state of the area to the lefthand side of the main church gate. This land is owned by Hertfordshire County Council and damage was primarily caused by cars half-parking on that area and the road when dropping off/collecting children from school. Tony Charles, who is a Parish Councillor, stated that the Parish Plan survey had brought up the problem re parking in that area and he would monitor the eventual outcome.

10. Report on proceedings of Deanery Synod

No written report was received. Malcolm Tebbutt gave a verbal report.

11. Election of PCC lay members

The following were elected as members of the PCC for the coming year:

Margaret Tebbutt (Treasurer), Roger Adams, Sylvia Barsby, Daphne Brown, June Briffett, Alison Draper, Rachel Frosh, Peter Large, Anne Marshall, Denise Nee. Signed forms proposing and seconding their appointment have been completed.

Mary Coleman agreed to continue in her capacity as Ex-Officio Secretary to the PCC for the next year.

12. Deanery Synod Representatives

Lynda Dent & Malcolm Tebbutt stand for another year. (Elected last year for 3 years)

13. Appointment of Sidespeople

The following were appointed as sidespeople:

Peter Tobitt & Howard Carrick, Mike & Ana Hall, John & Delith Wringe, Chris Hill & Guides, Doreen & Clive Hodson-Smith, John & Ena Hawes, Averil Houston & Angela Hopkins, Marlene Duke & June Briffett.

Proposed: Peter Tobitt . Seconded: Catherine Jupp

14. Team Vicars Report

See Addendum 4.

15. Any Other Business

Grace Wallin said that she would like to get a weekly afternoon prayer meeting going again and asked that interested folk contact her.

June Briffett suggested that we hold a Jazz Evening in the Village Hall this year instead of the Church, to encourage more folk in the village to attend.

Averil Houston suggested that perhaps a general invitation could go to the Sports Club.

Coralie said she had forgotten to mention the Fund Raising & Social Committee, and gave thanks to them for their sterling work.

**Datchworth, All Saints' Parochial Church Council
Secretary's Report – March 2009**

Parochial Church Council Members 2008 - 2009

Team Vicar	Rev Coralie McCluskey
Church Wardens	Anne Charles & Peter Tobitt
Treasurer	Margaret Tebbutt
Secretary	Mary Coleman
Deanery Synod Representatives	Lynda Dent & Malcolm Tebbutt
Members	Catherine Jupp (Co-opted)
	Roger Adams Sylvia Barsby
	June Briffett Alison Draper
	Daphne Brown Rachel Frosh
	Peter Large Anne Marshall
	Denise Nee Margaret Tebbutt

Five formal meetings have been held in the past PCC year, as well as a meeting to discuss how the church is to proceed for the future.

It has been a productive year, socially and economically.

- The Church path lighting was installed in May 2008
- The Church Hall interior/exterior has been thoroughly cleaned and redecorated
- A New Main Notice board, made by John Glanville & Peter Large has been erected
- Lodge & Sons commenced work in August 08 regarding tackling the Church damp problems
- The PCC purchased safety stair treads for the Church Hall upper room exterior staircase, and Peter Tobitt (Church Warden) fitted them
- The Garden of Remembrance bed boards have been made and erected by John Glanville & Peter Large. It proved extremely difficult of source the quality of oak required, which caused delay to progression of this project
- Jeff Nash very kindly resurfaced the church paths, which now look lovely
- The sound system for the church has been installed
- Two Quiz Evenings were organised over the last year. Thanks go to Andrew Marr who so expertly devises the questions
- Daphne Brown and her 'Young Musicians' put on a concert in the Church Hall in April which raised £200 and was much enjoyed by those who attended
- The two Children's Holiday Activity Days held on 7 & 14 August were a great success. The PCC are extremely grateful to all those who contributed their time and effort to these events
- A 'Bridge' afternoon organised by church member Marlene Duke was held in the village hall and was very successful raising £466
- 2 fund-raising Concerts were held in the church. We are most grateful to Voix de Vivre and The Mimram Singers for their performances
- A 'Barn Dance' was held in the Village Hall to celebrate Christine Hills 60th Birthday
- The Monday afternoon Tea and Coffee in the church hall with children's activities and the Fair Trade Stall continues. Our thanks go to Anne Marshall and her helpers who runs this each week. More helpers are needed though.
- A 'Barn Dance' held in the Village Hall raised £500 for the Church Restoration Fund
- Elderly folk in our village enjoyed and Advent Lunch with entertainment .

The number of participants to Mini-Saints, Tweenagers and our church congregation are continuing to increase.

All Saints Church Datchworth PCC
Financial Statement for the year ended 31 December 2008

Assets

Cash and Bank Accounts	31-Dec-2008	31-Dec-2007	Change since 31/12/07
Covenant Account	£1,424	£5,960	£4,536
Current Account	£10,514	£10,453	£61
Magazine Account	£4,456	£1,132	£3,323
Savings Account	£16,049	£25,482	£9,433
Money Cash	£0	£0	£0
subtotal	£32,444	£43,028	£10,585
Debtors and Prepayments	£3,616	£0	£3,616
subtotal	£36,060	£43,028	£6,969
Creditors and Accruals	£5,675	£5,000	£675
	£30,385	£38,028	£7,644

Represented by

Liabilities and fund balances	31-Dec-2008	31-Dec-2007	surplus/deficit in 2008
General Fund	£3,675	£2,359	£1,316
Hall Fund - restricted fund	£5,723	£5,985	£262
Charlotte Smith Fund - restricted fund	£0	£13	£13
Fabric Fund - restricted fund	£16,526	£24,339	£7,813
Fair Trade Fund - restricted fund	£505	£562	£57
Hews donation fund - restricted fund	£2,000	£2,000	£0
Julian Tross Fund - restricted fund	£84	£84	£0
Lesotho Fund - restricted fund	£381	£304	£77
Specific Purposes Fund - restricted fund	£1,388	£2,099	£710
Youthwork Fund - restricted fund	£103	£284	£181
	£30,385	£38,029	£7,643

SUMMARY

Total Receipts & Payments & surplus/ deficit for all funds put together

	2008		net surplus / deficit
	receipts	payments	
General Fund	£39,638	£38,322	£1,316
Hall Fund - restricted fund	£1,867	£2,130	£262
Charlotte Smith Fund - restricted fund	£0	£13	£13
Fabric Fund - restricted fund	£21,099	£28,911	£7,813
Fair Trade Fund - restricted fund	£1,776	£1,833	£57
Hews donation fund - restricted fund	£0	£0	£0
Julian Tross Fund - restricted fund	£0	£0	£0
Lesotho Fund - restricted fund	£77	£0	£77
Specific Purposes Fund - restricted fund	£165	£875	£710
Youthwork Fund - restricted fund	£40	£221	£181
	£64,662	£72,305	£7,643
Less/ plus transfers between funds	£3,300	£3,300	
TOTAL	£61,362	£69,005	£7,643

All Saints Church Datchworth PCC

Financial Statement for the year ended 31 December 2008 continued

General fund receipts and payments account

	31-Dec-2008	31-Dec-2007		31-Dec-2008	31-Dec-2007
<u>Inflows</u>			<u>Outflows</u>		
Cash collections gift aid	£3,958	£3,611	Church and Grounds		
Cash collections non gift aid	£2,290	£2,041	Transfer to fabric fund	£3,300	£16,000
Cash collections total	<u>£6,248</u>	<u>£5,652</u>	Transfer to Hall fund		£3,000
Magazine profit	£2,648	£4,296	Insurance	£1,163	£1,074
			Repairs and Maintenance		£338
			Essential work to churchyard		£53
Other Income			Utilities	£1,598	£1,565
Donations	£3,837	£15,326	Other	£249	£253
Fees	£5,369	£6,321	Fundraising exp		£230
Fete	£3,300	£2,500	Previous Year adjustment	£810	
Fundraising		£1,231		<u>£7,120</u>	<u>£22,512</u>
Interest	£607	£387			
Sundry Income	£3	£30	Giving		
Trust Income & dividends	£15	£13	Christian	£754	£1,099
Other Income total	<u>£13,131</u>	<u>£25,808</u>	Other Charities	£435	£527
Special Collections			School	£340	
Gift Aid	£339	£272	Other		£74
Non Gift Aid	£619	£634		<u>£1,529</u>	<u>£1,700</u>
Other		£146			
Special Collections total	<u>£957</u>	<u>£1,052</u>	Ministry		
			Working expenses	£3,301	£2,207
Stewardship Giving			Parochial work	<u>£1,782</u>	<u>£2,726</u>
Gift Aid	£11,464	£11,849		<u>£5,083</u>	<u>£4,933</u>
Non Gift Aid			Quota	£24,328	£23,155
Stewardship Giving total	<u>£11,464</u>	<u>£11,849</u>	Worship consumables	£262	£280
Tax Rebates	£5,189	£4,785	Bibles		£100
			Total payments	£38,322	£52,680
Total Receipts	£39,638	£53,442	Excess of receipts over	£1,316	£762
				£39,638	£53,442
<u>General Fund Summary</u>	31-Dec-2008	31-Dec-2007			
Opening balance	£2,359	£1,598			
payments	£1,316	£762			
Balance carried forward	£3,675	£2,359			

All Saints Church Datchworth PCC
Financial Statement for the year ended 31 December 2008 continued

Restricted Funds receipts and payments accounts

Hall fund

<u>Inflows</u>	31-Dec-2008	31-Dec-2007	<u>Outflows</u>	31-Dec-2008	31-Dec-2007
Transfer from general fund		£3,000	Insurance	£562	£544
Grants and donations	£175	£2,644	New Ceiling (soundproofing)		£3,585
Inland revenue tax rebate	£78	£915	Repairs & Maintenance	£1,160	£136
Stewardship Income			Utilities	£203	£204
Hire of Hall	£1,365	£1,846	Sundry Expenditure	£12	£53
Sundry Income	£250	£91	Cleaning	£192	£0
total inflows	£1,867	£8,496	total outflows	£2,130	£4,623
			net surplus/ deficit	-£262	£3,972
				£1,867	£8,496
Hall Fund summary	31-Dec-2008	31-Dec-2007			
Balance brought forward	£5,985	£2,013			
net surplus	-£262	£3,972			
Balance carried forward	£5,723	£5,985			

Fabric fund

<u>Inflows</u>	31-Dec-2008	31-Dec-2007	<u>Outflows</u>	31-Dec-2008	31-Dec-2007
Transfer from general fund	£3,300	£16,000	Essential works		
Donations	£256	£200	Architect*	£1,780	£564
Special collections	£98		Lodge & Sons*	£21,608	
Fundraising (net of expenses)		£5,628	Testing & repairing lightening conductor*	£361	
Quiz	£1,043		Outside lights	£261	£297
Open gardens	£12,215		Drainage & soakaways (part)		£5,712
Bridge Afternoon	£540		Electrical safety report		£485
Loan from Beds & Herts Historic Churches trust		£5,000	Covers for underpew heaters		£291
Tax rebate LPOW vat refund	£3,616	£3,877	Total essential works	£24,009	£7,349
Tax rebate giftaid	£31		Repairs & Maintenance		
total inflows	£21,098.52	£30,704.55	organ	£211	
			other	£191	
Fabric Fund summary	31-Dec-2008	31-Dec-2007	Total Repairs & Maintenance	£402	£136
Balance brought forward	£24,339	£6,119	Giving re open gardens	£4,500	
surplus/ deficit	-£7,813	£23,219	total outflows	£28,911	£7,486
Balance carried forward	£16,526	£29,339	surplus/ deficit	-£7,813	£23,219
				£21,099	£30,705
Liability for Loan from Beds & Herts Historic Churches trust		-£5,000			
Balance carried forward	£16,526	£24,339			

* VAT recovered on these see LPOW vat refund

**All Saints Church Datchworth PCC
Financial Statement for the year ended 31 December 2008 continued**

Restricted funds continued

<u>Charlotte Smith fund</u>	31-Dec-2008	31-Dec-2007
Balance brought forward	£13	£0
Donations received		£10
Inland revenue		£3
total inflows	£0	£13
Less Outflows		
Donation to Charlotte	£13	
Balance carried forward	£0	£13

<u>Fair Trade Fund</u>	31-Dec-2008	31-Dec-2007
Balance brought forward	£562	£521
Income/Sales	£1,776	£1,585
Purchases	£1,833	£1,544
surplus/ deficit	-£57	£41
Balance carried forward	£505	£562

<u>Hews donation fund</u>	31-Dec-2008	31-Dec-2007
Balance carried forward	£2,000	£2,000

<u>Jullan Tross fund</u>	31-Dec-2008	31-Dec-2007
Balance brought forward	£84	£483
Purchase of books and banners		£399
surplus/ deficit	£0	
Balance carried forward	£84	£84

<u>Lesotho fund</u>	31-Dec-2008	31-Dec-2007
Balance brought forward	£304	£373
Donations received		£270
Stewardship income	£60	£60
Inland revenue	£17	£158
total inflows	£77	£488
Giving - donations made to lesotho	£0	£557
surplus/ deficit	£77	-£69
Balance carried forward	£381	£304

<u>Specific Puposos fund</u>	31-Dec-2008	31-Dec-2007
Balance brought forward	£2,099	£2,510
Donations received	£165	
total inflows	£165	£0
Work on trees	£705	
New Mower	£160	
Sundry	£11	
Tree survey		£411
total expenditure	£875	£411
surplus/ deficit	-£710	-£411
Balance brought & carried forv	£1,388	£2,099

<u>Youth Work fund</u>	31-Dec-2008	31-Dec-2007
Balance brought forward	£284	£203
Income	£40	£132
Expenditure	£221	£51
surplus/ deficit	-£181	£81
Balance carried forward	£103	£284

Warden's Report on Church Fabric, Goods & Ornaments March 2009

Church

Work commenced on preparation for the redecoration of the church. This involved removal of damaged plaster from the lower area of walls at the back and exposure of the clench to allow it to dry. Exposed areas are now covered by hessian. Further work undertaken by the contractors included removal of the chimney from the vestry, making good the roof and installing vents to assist the flow of air through the church. They also installed a pulley system to allow partial or full opening of the trapdoor into the clock chamber, aiding the flow of air from the tower. Wall moisture measurements are being taken at 2 monthly intervals by our architect, who will advise when he considers it is dry enough to re-plaster and eventually re-decorate. A reduction was recorded in late summer/autumn but none was recorded since January. It is hoped that drier weather in the Spring will continue the process. To this end the main door of the church is usually left open unless the rain has driven into the porch. To further reduce the moisture retention in the walls, the French drain around the base of the walls on the outside was extended and completed on N, S, & W. sides of the building. Foliage near to the porch on the south side was also removed and will in future be cut back regularly.

To further assist the drying out process, a large amount of coke which was stored under the nave where the Victorian heating system was stoked was removed.

It is hoped that by 3rd quarter 2009 we will be able to obtain cost and time estimates for re-plastering with lime plaster. This has to dry (approx 6 months) before it can be painted.

The lightning conductors have been tested and the one on the south side of the tower found to be below the required standard of earth leakage. This was rectified by installing a second earthing point into the ground.

When inspecting the earth wires, the steeplejacks were asked to comment upon the woodpecker hole near the top of the spire on the S. side. As there is at present only one hole they advised that to take action to close it would be very expensive in relation to the damage/nuisance value, and to wait until more had appeared. (They regularly see shingled spires with a dozen or more holes). Next test is due in 5 years time.

The hole has allowed the woodpecker to enter the spire and on one occasion fly through the partly opened trapdoor into the church. The opening from the clock chamber into the bell hanging chamber is now closed with mesh to prevent this happening again.

The fire extinguishers in the church & hall were inspected and tested.

All valuables, including furniture, pictures & icons have been marked with Smartwater which, in the event of theft will make identification much easier.

The exterior, guttering and down pipes are inspected on a regular basis. No significant maintenance issues to report.

Churchyard

A set of 3 lower level path lights has been installed between the gate and the existing light.

Heavy snowfall and a penetrating frost after prolonged wet weather in the autumn saw a number of large boughs broken off some trees. These had to be removed and were brought down and cut up. No other tree work has been undertaken.

Our thanks are due once again to Clive Hodson-Smith and his volunteer team, for their untiring work in mowing and tidying the churchyard, which draws favourable comment from regulars and visitors alike. In order to make their job easier, a secure metal storage shed for the mower and other equipment is on order and will be installed on a concrete plinth behind the Church Hall by end March. This year has seen a number of graves looking much better cared for and indeed one or two parishioners have offered to look after graves for families who now live too far away to visit regularly.

The larger, main notice board has been erected near the main gate inside the wall. The same style of construction has been used for the remembrance panels in the Garden of Remembrance, which are now in place. Further work on the Garden and the placing of a bench will commence in the spring.

Goods & Ornaments

Our silverware continues to be kept in secure storage and is per the inventory which was checked during the annual church inspection carried out this year by the Ven. Trevor Jones, Archdeacon of Hertford. The church continues to look loved and cared for week by week thanks to our faithful teams of cleaners, brass shiners and flower arrangers. We are very grateful to them for the time that they give to love and care for the appearance of our special place of worship. Our thanks also go to Tony Charles for producing the weekly newssheets and the rotas that keep us informed about what is going on and what we all should be doing. We would like to record our thanks to the band of bell ringers who practise in a cold church on a Thursday evening and call us to worship on a Sunday morning. As this report is being written Comtec is installing a sound system in our church, which we hope will be complete by the time you read this report.

Church Hall

The hall continues to pay its day to day expenses with a good number of bookings and we extend our very grateful thanks to Jenny Larke who continues to do an excellent job as booking secretary. Last Spring a band of volunteers descended on the hall with cleaning tools and paint and we want to thank them very much for the cleaning and painting of the interior walls and to June and Roger for the purchase of our new lampshades. The exterior of the hall has also been decorated with Sadolin by a professional decorator. The external steps to the upper floor will be washed and not painted, but to make them safer to use, anti-slip treads have been installed.

Ann Marshall continues to order, set up and sell our Fairtrade products week by week with the help of June Waker and Lois - we are very grateful for their care and efficiency in carrying out this task. Extra help with the weekly selling would be much appreciated if anyone feels able to take an occasional turn on a Sunday morning. The PCC this year took the decision to employ a regular cleaner for the hall and we have noticed a vast improvement since Jill Russell took on the cleaning the hall. We extend our thanks to her for her thoroughness and helpfulness week by week.

Tweenagers Report 2008/9

During the past year we have continued to have a good regular attendance of between 8 and 16. The Tweenagers are enthusiastic and willing to share ideas and experiences, throughout this year we have undertaken a wide range of activities and discussed many topics. The highlights being, walking to St Albans on Easter Monday, a narrow boat trip, the December sleep out, discussions on homelessness, a prayer walk around the village, silly games, cooking cakes and pancakes, eating snails, drama workshop with 14+ at St Mary's and Karting in Letchworth.

We are currently working through the youth Emmaus course which will for some be preparation for confirmation in the summer and plan to have a youth day in the summer which will finish with a service organized by our young people.

As always, a huge thank you to those who support Tweenagers as leaders, especially Malcolm who is particularly efficient with forms and paperwork. Thanks also to Coralie Jenny Stredwick and Daphne who often step in to share leading, planning and responsibility.

Overall another successful year in the growth of fellowship and understanding of what it is to be a Christian with our Tweenagers. In the future it would be great to extend this into the older age group and if anyone is interested in sharing in our fun to enable this to happen please let me know.

Alison Draper

Annual Church Meeting 2009

Sunday Club

We have had some really good times with the children of Sunday Club over the last year due in no small part to the enthusiasm and commitment of Doreen and Chris. We are the *three in one*, sharing the running of the sessions each Sunday.

Very much part of the team are Amy and Megan who in addition to helping out most weeks are now keen to lead as well. We are very fortunate to have such super young people.

Highlights of last year included the Summer Fun Days in August with lots of fun, games, crafts and food enjoyed by 20 children at each session. We wanted to share the message of Jesus that every child has value in God's eyes even though they themselves may struggle in a society that appears to want winners in every sphere.

I personally loved the Christmas service in which Tweenagers, Sunday Club and Mini Saints all contributed to a modern day Christmas story. I shall never forget the shepherds and the kings and the angels did look so angelic!

A village church faces a number of challenges not least the relatively small number of parents and children who come to church on a Sunday morning at 9.30. As a team, we have discussed on a number of occasions whether we should move Sunday Club to a *weekday after school* slot. On each occasion, something has happened to reinvigorate the Sunday morning attendance. God works in his mysterious way.

We do very much appreciate the loyalty and support of those parents who do make it and the children who we love to see and teach.

Lynda