



**Pathway
Church**

at St Andrew

REPORTS

FOR

ST ANDREW'S, WHITTLESEY

Annual Parochial Church Meeting

2024

CONTENTS

	Page
Agenda for APCM 2024	3
Minutes of APCM 2023	4
Joint Council Proposal	7
Annual Report on PCC Activities	12
Mission & Ministry Report	12
Churchwardens Report	13
Treasurers Report & Accounts	16
Electoral Roll Report	20
Safeguarding Report	20
Parish Hall Report & Accounts	21
Friends of St Andrew's Report & Accounts	24
Health & Safety Report	26
Thursday Club Report & Accounts	27
Choir Report	29
Deanery Synod Report	29
Churches Together Report	30

Meeting of the Annual Parochial Church Meeting
To be held in the Church at 7.30 pm Wednesday 17th April 2024

Agenda

Vestry Meeting for the election of the churchwardens (Note 1)

1. Opening Prayer
2. Apologies for absence
3. Approval of Minutes of the 2023 Vestry Meeting.
4. Thanks to outgoing Churchwardens.
5. Nomination and Election of Churchwardens for 2024-2025.

Annual Parochial Church Council Meeting (Note 2)

1. Apologies for absence
2. Approval of Minutes of the 2023 APCM.
3. Matters arising from the 2023 APCM minutes.
4. Report on the revised electoral Roll – Electoral Roll Officer
5. Elections
 - a. PCC
 - b. Deanery Synod representative
6. Appointment of Independent Examiner
7. Presentation and acceptance of the 2023 examined financial accounts.
8. Joint Council Proposal
9. Reports:
 - a. Mission and Ministry
 - b. Churchwardens
 - c. Treasurers
 - d. Safeguarding
 - e. Parish Hall
 - f. Friends of St Andrews
 - g. Health and Safety
 - h. Thursday Club
 - i. Choir
 - j. Deanery Synod
 - k. Churches Together
10. Questions and items for discussion not covered elsewhere
(to be given to the current secretary in advance of the meeting)
11. Closing Prayer

First Meeting of new PCC (Note 3)

1. Election of officers
 - a. Hon Secretary
 - b. Hon Treasurer
 - c. Vice Chair
 - d. Joint Council members
2. Date of Next Meeting

NOTES:

1. VESTRY MEETING FOR THE ELECTION OF THE CHURCHWARDENS: Anyone on the church electoral roll of the parish or anyone who lives within the parish is entitled to attend and vote at this meeting.
2. ANNUAL PAROCHIAL CHURCH COUNCIL MEETING: Anyone on the Church Electoral Role may participate in this meeting.
3. FIRST MEETING OF NEW PCC: Only those on the new PCC may participate in this meeting.

MINUTES OF VESTRY MEETING FOR THE ELECTION OF CHURCHWARDENS HELD ON 19 APRIL 2023

	Revd Emily Davis opened the meeting with a prayer.
Present:	Revd Emily Davis, Sarah Walker, Megan Randell, David Mason, Ann Mason, Sally Band, Pat Marston, Roger Brown, Richard Buckler, Chris McGowen, Min Mean.
Apologies:	Lynn Palmer, Phil Knighton, Revd Mike Jones, Revd Lloyd Davis.
Minutes of 2022 Vestry Meeting	Proposed by Sarah Walker and agreed unanimously.
Nomination and Election of Churchwardens:	Revd Emily thanked Sarah and Megan for their works as Churchwardens during the past year Nominations had been received for Sarah Walker and Megan Randell, who had indicated their willingness to stand as Churchwardens. Agreed unanimously.

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH COUNCIL MEETING
HELD ON 19 APRIL 2023**

	Present	Revd Emily Davis, Sarah Walker, Megan Randell, David Mason, Ann Mason, Pat Marston, Roger Brown, Richard Buckler.
1.	Apologies	As Vestry Meeting.
2.	Approval of Minutes of 2022 APCM	Agreed unanimously.
3.	Matters Arising	None.
4.	Electoral Roll Report	Roger Brown reported that the number on the Electoral Roll stands at 54.
5.	Appointment of Deanery Synod Representatives	Nominations had been received for Pat Marston and Richard Buckler. Agreed unanimously.
6.	Election of New PCC	<p>Revd Emily thanked Chris McGowen for serving on the PCC in previous years.</p> <p>Nominations had been received for Ann Mason, David Mason, Coral Cornell, Lynn Palmer and Phil Knighton. All had indicated their willingness to stand on the PCC and were elected unanimously.</p> <p>Our two Churchwardens, Sarah Walker and Megan Randell, our two Deanery Synod representatives, Pat Marston and Richard Buckler, and our Team Ministry representative are ex officio PCC members.</p>
7.	Appointment of Team Ministry Representative	Roger Brown indicated his willingness to continue as our Team Ministry Representative. Agreed unanimously.
8.	Election of Churches Together Representative	Having expressed his willingness to continue, it was agreed unanimously that Roger Brown be re-appointed.
9.	Election of Team Council Representatives	The two Churchwardens are on the Team Council, attending alternate meetings. Pat expressed her willingness to continue, all were elected unanimously. One vacancy.
10.	Appointment of Independent Examiner	Deferred.
11.	Presentation of 2021 Examined Financial Accounts	Sarah distributed the Church Accounts, which are still to be examined. David requested a breakdown of "Church Bills".

		Church Hall Accounts were not available.
12.	Reports	<p>Reports had been previously circulated.</p> <p>The Thursday Club report was amended to include a donation from the Freemasons. The AGM of The Thursday Club is to be held on 27 April 2023 at 2.15 pm at The Falcon.</p> <p>Sarah asked if the combined Choir would be attending St Andrew's in future. The PCC is not happy that the combined Choir had advised that they would not be attending St Andrew's.</p>
13.	Matters of Other Business	None.
14.	Next APCM	17 April 2024.
15.	First Business Meeting	Following this APCM.
		The meeting closed with a prayer at 7.40 pm.

JOINT COUNCIL PROPOSAL

Over the past year, we have had a number of conversations in the Benefice about how we might make better and more effective use of our Team/Joint Council structure. In the process of this, we have discovered that there is a lack of clarity around membership of Team Council and what its purpose really is. Following these conversations, this proposal for a Joint Council has been discussed, agreed and is now put forward by the Rector, Churchwardens and the Ministry Team.

In putting forward this proposal our aim is to:

Clarify membership of the Team/Joint Council - the constitution that I have inherited as Rector excludes Ministry Team from the Team Council and we would like to see them included as we seek to re-define membership of this Joint Council.

It is also felt that, in order to be more effective, this Joint Council has to be of a more manageable size to have meaningful discussion and oversight of the wider mission and ministry across the Benefice. This new Joint Council would be of a smaller, but more effective, size than the current Team Council membership (see Point 1).

Clarify the aims and purpose of the Team/Joint Council - I feel it is important to have some structure within the Benefice, besides the Ministry Team, which seeks to look at the bigger picture of our ministry and our mission across Whittlesey, Pondersbridge and Coates. This is not to detract from the role and responsibilities of PCCs. (See Point 4). In practice this means that Joint Council will continue to decide upon matters such as:

Ministry Share contributions from each Parish

Mission Action Planning at a Benefice-wide level

Diary/Event Co-ordination across the Benefice

Planning of Service Rotas/Service Patterns across the Benefice, including Christmas and Easter services

This Joint Council Proposal is not to displace the role of PCCs (Parochial Church Councils). PCCs will continue to hold responsibility for the finances, building maintenance, mission and ministry of individual parishes.

If you have any questions about this, please contact either the Rector, a member of the Ministry Team or your Churchwarden(s). Please contact them in advance of the Annual Parochial Church Meeting, when we are planning to vote on this proposal.

Rev'd Emily Davis
Team Rector

Scheme for Partial Joint Council of Parishes

Whittlesey Team: Pathway Church Joint Council

The Annual Parochial Church Meetings of the Parishes of Whittlesey St Andrew & Whittlesey St Mary, Pondersbridge St Thomas, and Coates Holy Trinity, in the County of Cambridgeshire and the Diocese of Ely (the “Parishes”), in exercise of the powers conferred by Rules M37–42 of the Church Representation Rules and in accordance with the Pastoral Scheme made on 26 July 1995, make the following agreement that constitutes **Pathway Church Joint Council** (replacing Whittlesey Team Council):

1 Membership of Joint Council

There shall be a Joint Council for the Parishes (the “Joint Council”) with the following membership:

- 1.1 every clerk in Holy Orders who is beneficed in or licensed to a Parish;
- 1.2 one churchwarden of the Church of each Parish;
- 1.3 each deaconess, lay worker and reader licensed to a Parish,
- 1.4 any priest resident in the benefice with permission to officiate may be co-opted with 75% support of elected members, so long as at any meeting lay members outnumber clergy,
- 1.5 one lay person from each Parish elected by the Annual Parochial Church Meeting of the relevant Parish.
- 1.6 at any meeting, each parish shall be represented by 2 lay members, so if members elected to fill posts 1.2 & 1.4 are unavailable, they shall be represented by another lay person from the PCC of the parish, who may exercise their vote.

2 Officers of the Joint Council

- 2.1 The Chair of the Joint Council shall be taken by one of the following persons in the following order:
 - 2.1.1 the Minister of that Parish if they are present;
 - 2.1.2 the Vice-Chair of the Joint Council, if they are present;
 - 2.1.3 a member of the Joint Council chosen by all members present at the meeting from amongst their number.
- 2.2 The Joint Council shall elect one of its lay members to act as Vice-Chair.
- 2.3 The Joint Council may appoint one of its members as secretary, but if it does not, it must appoint some other fit person. The Secretary is to have charge of all the documents relating to the current business of the Joint Council, to keep the minutes, to record all resolutions passed and to notify the Secretary’s name and address to the Secretary of the Deanery Synod and the Secretary of the Diocesan Synod.

- 2.4 The Joint Council may appoint one of its members as treasurer or two or more of its members as joint treasurers, but if it does not, it must arrange for the office of treasurer to be discharged by some other fit person or persons.
- 2.5 At the first meeting following 1 June in each year, the Joint Council shall appoint some fit person holding the qualifications required by the Church Representation Rules and not being a member of the Joint Council to be an independent examiner or auditor to the Joint Council. The term of office of the Independent Examiner or Auditor ends at the conclusion of the first meeting following 1 June in the year after appointment, but may be renewed (for any number of times) annually. The Joint Council shall meet the remuneration of such a person.
- 2.6 The Joint Council may appoint such other officers on such terms and with or without remuneration as it sees fit.

3 Meetings

The provisions of the Model Rules for a Parochial Church Council contained in Part 9 Section B of the Church Representation Rules shall apply to meetings of the Joint Council and transacting business by correspondence so far as consistent with the provisions of this Scheme, substituting 'parishes' for 'parish' and 'Joint Council' for 'PCC' as appropriate.

- 3.1 The Joint Council shall meet at least 4 times per year.
- 3.2 The meetings of the Joint Council shall be open to any member of a PCC within the benefice. However, additional members of a PCC (above 2 elected) may not vote.
- 3.3 Voting shall be by show of hands, unless a secret ballot is requested by 2 members. Decisions will require a majority of 2/3rds, and must include at least one member from each PCC voting in favour.
- 3.4 Any business item may be delayed until the next meeting by 2 members of the Joint Council asking for an adjournment in order to consult their PCC.

4 Functions and powers of the Joint Council

- 4.1 The following functions of each Parochial Church Council are delegated to the Joint Council:
- 4.1.1 co-operation with the Minister in promoting in the Parishes the whole mission of the Church, pastoral, evangelistic, social and ecumenical. This shall particularly include: Mission Action Planning, Co-ordination of diaries across the parishes; Co-ordination of major projects; planning of service rotas; working towards Net Zero carbon; liaising with local and Civic authorities (The PCCs reserve to themselves responsibility for those pastoral, evangelistic, and social ministries that solely impact upon their geographical parish or church building);
- 4.1.2 the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church of England on any question;

- 4.1.3 making known and putting into effect any provision made by the Diocesan Synod or the Deanery Synod, but without prejudice to the powers of the Joint Council on any particular matter;
- 4.1.4 giving advice to the Diocesan Synod and the Deanery Synod on any matter referred to the Joint Council;
- 4.1.5 raising such matters as the Joint Council considers appropriate with the Diocesan Synod or Deanery Synod;
- 4.1.6 the co-ordination of safeguarding across the benefice (but not ultimate responsibility for safeguarding which remains with the PCC).

4.2 The Joint Council shall have some of the powers of each Parochial Church Council, including power to:

- 4.2.1 agree on behalf of all of the Parishes the amount(s) to be offered to the Diocesan Board of Finance as a contribution to the costs of the Diocese;
- 4.2.2 organise, operate, manage, maintain, discontinue, alter, promote, fund and establish any missionary activity in the Parishes of the Church, pastoral, evangelistic, social and ecumenical, which would have been an activity of a Parochial Church Council;
- 4.2.3 establish a standing committee of the Joint Council to transact the business of the Joint Council between meetings of the Joint Council, subject to any directions as to the exercise of its power made by the Joint Council, but the standing committee:
 - (a) may not discharge a duty of the Joint Council, and
 - (b) may not exercise a power of the Joint Council which is subject to the passing of a resolution by the Joint Council or to compliance with the Joint Council with some other requirement;
- 4.2.4 establish such other committees (which may include persons who are not members of the Joint Council) for the various branches of church work in the Parishes, of which the Minister is entitled to be an ex officio member;
- 4.2.5 open and operate a bank account (or accounts) for the purposes of mission and ministry in the benefice, including for the purposes of payment of expenses of clergy and lay ministers;
- 4.2.6 when the Joint Council makes decisions that expose the PCCs to risk, including public liability, the PCC of the place in which the risk was incurred will assume liability for the activity, decision or impact. The action of the Joint Council will be deemed to be the action of the PCC in question.

5 Transfer of assets

5.1 The following assets of the Parochial Church Council (or former Team Council) shall be transferred to and vest in the Joint Council on the date when this Scheme comes into operation, including:

- 5.1.1 the bank accounts and investments set out in Schedule 1.

5.2 The PCCs will transfer to the Joint Council such other monies as the Joint Council shall, by vote, agree on 1 June and 1 January each year.

6 Operation

6.1 This Joint Council shall come into operation on such date as the Bishop of Ely may determine, being a date not later than [*specify date*].

6.2 If the Parishes cease to be within the area of a united benefice the Bishop of Ely may exercise the powers contained in the Church Representation Rules to:

6.2.1 provide for the Joint Council to cease to apply to the Parish which has ceased to be connected to the other Parishes or has been dissolved; or

6.2.2 provide for the Joint Council to be revoked, but it is recorded here that it is the intention of the Annual Parochial Church Meetings that the Bishop should provide for the following: redistribution of any assets owed to the Parishes which ceases to belong to the scheme.

APPROVED by a two-thirds majority of those present and voting at the Annual Parochial Church Meetings of the Parishes of Whittlesey St Andrew & Whittlesey St Mary, Pondersbridge St Thomas, and Coates Holy Trinity held on the following dates:

Name of Parish	Date approved	Numbers voting		
		For	Against	Abstained

SCHEDULE 1

Part 1

Bank accounts and investments to be held by the Joint Council for its general purposes:

Bank Account held in the name of ‘Benefice of Whittlesey Pondersbridge And Coates Team Council’.

Approved by the Bishop of Ely:

Signed:

Date:

Annual Report on PCC Activities
Items Discussed by St Andrew's PCC in 2023

Meetings were held in January, February, March, April, May and September.

Matters discussed included:

Finance

Parish Share

Maintenance works to Church

Church Hall

St Andrew's Friends

The Thursday Club

Health & Safety

Safeguarding

Organisation of Church Fete

Worship and Services

Items from Team Council Meetings

Items from Deanery Synod Meetings

Items from Churches Together

Various correspondence received

Ann Mason
PCC Secretary

Mission and Ministry Report

January - December 2023

This was my first full year as Incumbent in the Benefice of Whittlesey, Pondersbridge and Coates and in August of this year I was installed as Rector at a service at Holy Trinity, Coates.

The Average Sunday Attendance (Congregation) at St Andrew's in 2023 was 23 (22 adults and 1 child), compared to 18 in 2022. Throughout the winter, the midweek Holy Communion service in Whittlesey moved to St Andrew's from St Mary's; during its time in St Andrew's this had an average congregation of 16. We are very grateful to St Andrew's for hosting this service (and for the heating!) and it has been lovely to worship with more of a mixed congregation drawn from across St Andrew's and St Mary's worshipping communities.

The Occasional Offices held at St Andrew's were as follows:

	2023	2022
Baptisms	3	10
Weddings	1	4
Funerals	16	16

I would like to say huge Thank You to our Churchwardens, Sarah and Megan, for their service and support of our Church's mission and ministry this past year. I am also very grateful to the Friends of St Andrew's for their support and generosity over the past year.

Looking ahead, at the beginning of 2024 a number of St Andrew's PCC members joined in with the Leading Your Church into Growth Course last May and the LYCiG Local Course in January 2024. I hope that we might be able to pick up on these reflections and discussions as we look to develop our ministry and worship throughout this coming year.

Rev'd Emily Davis
Team Rector

Churchwardens Report

With the start of 2023 came inclement weather so we were unable to assess the situation with regard to the roof. At the January meeting it was then decided that, due to Health and Safety, the Churchwardens were not to venture onto the roof to clear out gullies and check for leaks and that the Friends of St Andrew's Church would employ someone to carry out this work. We therefore have nothing to report with regard to the state of the roof.

The lightning protection system has been tested by a company called Bacon and is in good working order as per the standard it was installed to, and we have been given a Conditional Pass. This is due to the fact that our system comprises of 1 individual conductor running from the roof down to the earth electrode at ground level only. Bacon informs us that a fully compliant system in line with the current requirements of BS EN 62305 should consist of several conductors forming a grid network. They recommend installing an additional down conductor as our system has been installed for quite some time and may not perform as well compared to newer systems. We requested a quotation, and this came in at £3789 which was felt was too expensive at that time. We discussed the acquisition of a surge protection box, and this is to be sourced.

Throughout the year the memorial stones have been lifted, cleaned and fresh sand has been deposited underneath. The grass area has been mown in between times when Fenland District Council have cut the grass. Our thanks go to Philip Walker for this unpaid work. Simon Randall has also helped us out with various jobs throughout the year, again unpaid.

The clock was serviced during 2023 by Smith's of Derby and the motors which control the weights were found to be faulty. A quotation was requested, and this came in circa £9k which was felt to be unaffordable when other work may be required. The clock continues to lose time, and this will hopefully be rectified when the churchwardens forward the clocks at the end of March 2023. The striking hammer for the bell was replaced.

The door handle on the door leading out from the choir vestry has been replaced due to Health and Safety issues. The wiring around the priest door has been re-routed.

David Mason was elected as Churchwarden Emeritus during the year, and we are grateful to have his continuing support. David organised an event in Church in May 2023 in celebration of His Majesty's Coronation.

We eventually found someone to come and service our boiler and this was carried out in November 2023.

At the latter end of last year, we managed to sort out our banking procedures with Barclays. This has taken an enormous amount of time over 20 months.

We had difficulty with the music system and Breve came out to give us some help and advice. It was discovered that the CD player was not working, and we purchased a portable player for use when playing hymns from the CDs. The roving microphone will continue to cut out intermittently due to the distance from the system to the altar, and also the thickness of the church walls.

Anglian Water came out to test the water in the vestry and passed all tests carried out.

Three new electrical sockets were installed and also fire exit lights. This was paid for by the Friends and we are grateful to them for supporting us with the maintenance of the Church.

We met with Adam Lester of the Integrity Team with regard to installing Wi-Fi within the Church and Hall. Any work that is to be carried out will be paid for by the Friends.

We met with the Diocesan Advisory Committee in September 2023 to discuss the re-ordering of the pews. At the end of December 2023, we received permission to go ahead and remove 11 pews. This work will be carried out in 2024.

In October we set about cleaning and clearing the Church of any unwanted items. We were ably supported by Parishioners and Friends of St Andrew, and it achieved superb results.

Annual servicing has been carried out on the roof alarms, and fire extinguishers in both church and hall.

The Remembrance Book has been kept up to date by Mrs Jackie Barnett.

As always, supplies of candles, wine and wafers have been maintained by the Churchwardens.

We are grateful to all who have supported us in maintaining the Church during 2023. Our thanks go to the congregation, choir and clergy and especially the Friends of St Andrew's who have ably assisted us financially during the year. Special thanks go to Sally Band, Elizabeth Ollenbittle and Sue Taylor who decorate the Church, and to Paul Turner for playing the organ for us at funerals and weddings.

Sarah J Walker and Megan L C Randall
Churchwardens

Treasurers Report

St Andrews Church - Whittlesey Income and Expenditure Account for the Year Ended 31 December 2023

	2023	2022
INCOME		
Donations	19,615.43	15,730.27
Gift Aid	721.75	2,783.79
100 Club	1,455.00	1,525.00
Grants	600.00	6,000.00
Fees Received	2,433.00	2,206.20
Events	517.80	2,084.24
Fabric Fund	<u>1,028.33</u>	<u>77.19</u>
	<u>26,371.31</u>	<u>30,406.69</u>
 EXPENDITURE		
100 Club	660.00	795.00
Fabric Fund	6,000.00	6,000.00
Thursday Club	-	699.00
Events	290.70	712.26
Insurance	418.74	4,476.81
Security & Repairs	423.99	7,172.70
Light & Heat	7,147.64	4,148.90
Rates	75.00	73.00
Parish Share	8,388.00	9,403.25
Donations	50.00	60.00
Licences	232.30	215.89
Accountancy	150.00	125.00
General Costs	<u>309.18</u>	<u>349.52</u>
	<u>24,145.55</u>	<u>34,231.33</u>
 EXCESS INCOME OVER EXPENDITURE	<u>2,225.76</u>	<u>(3,824.64)</u>
 ACCUMULATED FUND BROUGHT FORWARD	1,560.83	5,385.47
Excess Income over Expenditure for the year	<u>2,225.76</u>	<u>(3,824.64)</u>
 ACCUMULATED FUND CARRIED FORWARD	<u>3,786.59</u>	<u>1,560.83</u>
 Represented By		
Balance at Barclays Bank	3,786.59	1,560.83
Loan Account	<u>-</u>	<u>-</u>
	<u>3,786.59</u>	<u>1,560.83</u>

St Andrews Church - Whittlesey
Accountants Certificate for the Year Ended 31 December 2023

CERTIFICATE

We confirm that we have reviewed the books and records for the year ended 31st December 2023 and that the Accounts reflect all the entries, vouchers and receipts contained therein.

23 February 2024

Hills Accountants



Notes to the Accounts:

INCOME

Donations – these include the donations made by Parishioners throughout the year and then we switched to the Parish Giving Scheme, with some parishioners still continuing to give by Standing Order £7126.43. Service cash collections £2689. £541.35 collections taken from Funerals, Baptisms and Weddings. £7668.80 from Whittlesea Charities. SumUp payments £1044.11. East Midlands Business gave a donation of £374.74. The rest was made up of donations from various people for chairs, bellringers, home communion etc.

Gift Aid – tax return from Ely Diocese £721.25

100 Club – self explanatory

Grants - £600 energy grant

Fees Received – £2433 - Church share of fees, churchyard fees, wedding fees.

Events - £517.80 – Team brunch, frugal lunch, Edith Wade’s snowmen, Peterborough Big Band concert retiring collection = £21.50, teas and coffees £46.05 and raffle £193. Silent Disco September 2023 £17.15, money from Friends for Raffle tickets = £31. Tea monies.

Fabric Fund – Reversal of Funds from the Fabric Fund – duplicate.

EXPENDITURE

100 Club – self explanatory although not all people cashed their cheques or accepted their winnings.

Fabric Fund - £6000 – monies from Whittlesea Charities paid into Fabric Fund.

Thursday Club – now have own bank account so no transactions.

Events - £290.70 – Return of SumUp monies to Friends, Emily Davis for breakfast brunch, Remmer Print (printing of raffle tickets).

Insurance – £423.99 – this is showing as quite low as we received a payment from the Hall account for insurance monies for 2022 and 2023.

Security and Repairs - £423.99 – servicing of boiler and organ

Light and Heat - £7147.64 – Gas £6249.19, Electric £898.45.

Rates - £75 – Water Rates are £36, bin collection £39

Parish Share - £8388 – self explanatory

Donations - £50 – Cambridgeshire Historic Churches Trust

Licences - £232.30 – CCLI

Accountancy - £150 – self explanatory

General Costs - £309.18 – Breve Music £80, incense, FDC licence for lottery, St Mary's for wedding fees originally paid to St Andrew's (£116)

Sarah Walker
Interim Treasurer

Notes to the Accounts: St Andrew's paid £8,388 towards its Ministry Share in 2023, but it is important to note that this is somewhat short of the £15,113 that was requested of St Andrew's.

St Andrew's did not pay its contribution towards our Team Ministry expenses in 2023 due to an oversight, but we can look to remedy this in the coming year.

Rev'd Emily Davis
Team Rector

ST. ANDREW'S CHURCH WHITTLESEY
FABRIC FUND STATEMENT OF ACCOUNT
1ST JANUARY 2023 TO 31ST DECEMBER 2023

3

INCOME		£	£
30th June 2023	Transferred from Hall account regarding insurance	1028.33	
11th September 2023	Transferred from Hall account regarding insurance	1028.33	
9th October 2023	Donation from Whittlesea Charities	6000.00	
20th December 2023	East Midlands Business - unexplained amount - counter credit	295.93	
			8352.59
EXPENDITURE			
13 February 2023	Smiths of Derby - remove hammer for restoration and repair	1311.30	
1st March 2023	GBSG - new batteries for cameras	28.70	
3rd March 2023	Bacon - Lightning rod service	168.00	
24th May 2023	Smith of Derby - service of clock	267.60	
26th June 2023	Ecclesiastical insurance	5141.65	
17th October 2023	Reversal of funds as paid twice regarding insurance	1028.33	
29th November 2023	GBSG - yearly contract	597.92	
7th December 2023	Smith of Derby - call out fee to check clock (August)	180.00	
			8723.50
	Opening balance		9509.21
	Income		8352.59
			17861.80
	Less Expenditure		8723.50
			9138.30
	Represented by bank		9138.30

Prepared by Sarah Walker:  Date 28/03/2024

Checked by Kay Mayor:  Date 30/3/2024

Electoral Roll Report

The 2023 Electoral Roll report given to last year's APCM gave the total on the Electoral Roll as 54.

In the last year 5 members have died and their names removed from the roll:

Ann Elizabeth Quincey who died on 29 April 2023

David Philip Ostler who died on 17 May 2023

Roger Papworth who died on 24 June 2023

Pearina Marriott who died on 28 January 2024

Ruby Mary Hamilton who died on 17 February 2024

During the year and up to the end of the revision four new applications for membership of the Electoral Roll have been made and their names added.

The number on the Electoral Roll for Whittlesey Saint Andrew is now 53.

Roger Brown
Electoral Roll Officer

Safeguarding Report

As we don't have a Parish Safeguarding Officer in post, much of this responsibility falls to myself as Incumbent.

It is important that we take our shared responsibility as a church community for the safeguarding of our members and all we come into contact with through our ministry.

It is the legal responsibility of each PCC to fulfil their duty of care towards all those present during worship, all church sponsored activities and activities in church buildings. In practice, this means that each parish must adopt an appropriate safeguarding policy, appoint a safeguarding officer, and generally ensure that all of its practices and procedures comply with that policy and with relevant law.

The Ecclesiastical Insurance Group has made it clear that their insurance cover is only valid where national safeguarding policy and practice guidance is being followed. The Safeguarding and Clergy Discipline Measure 2016, requires all clergy authorised to officiate, other relevant Church Officers (e.g. churchwardens) and PCCs to have 'due regard' to safeguarding policy and practice guidance issued by the House of Bishops. A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow such guidance unless there are cogent reasons for not doing so.

In 2023, all PCC members completed the required Safeguarding Training and all PCC members have a current DBS check. Safeguarding has been included as a standing item on the agenda of every PCC meeting.

Rev'd Emily Davis
Team Rector

Parish Hall Report

At the end of 2023, our Hall Manager, Cheryl Jakes, took the decision to stand down from this role. We are very grateful for all that Cheryl has given to this role over the significant period of time that she has been Hall Manager.

In early 2024, Lynn Palmer volunteered to take on the role of Hall Manager. I know that both Lynn and her husband, Steve, as well as Cheryl, have spent considerable time on the handover and I am sure you will share my appreciation of this work in ensuring the smooth running of the Hall going forwards.

We are very grateful to Lynn for taking on the role of Hall Manager, and we are incredibly grateful for the hard work that I know she and Steve have already put into the Hall over the past couple of months.

Rev'd Emily Davis
Team Rector

Where do I begin???

I with the help of my husband Steve I took over the management of the Church Hall from the start of February. Since then there has been a lot of hard work behind the scenes.

- Skip hired. All the old pallets and cable keepers from the rear and side of the hall have been broken up and removed.
- The cleaner's cupboard has been cleared and rubbish removed. Steve has installed new shelving to help keep the floor clear. The outside door has been sorted so it now closes without kicking it.
- Kitchen cupboards. Most of these have been cleaned and sorted with any out of date food items removed. "Friends of St. Andrew's" have taken possession of two of these with different padlocks installed. Lynn, Ann, Mason and Sarah Walker are in possession of keys for these locks.
- The storage cupboard is an ongoing task. Most of the shelves have been labelled with the groups who use them. I have discovered who the filing cabinet belongs to as well as the two trolleys that reside in there.

- Most of the weeds and self-set shrubs from the side and rear of the hall have been removed. Again work in progress.
- The boiler room is full of notices etc. that should not be in there will be relocated to other storage when time allows. Other rubbish from this room has been removed and taken to the tip.
- The freezer did not pass its PAT test. This has now been replaced.
- The microwave stopped working during the “Friends” Sunday Lunch, this has now been replaced.
- The Dyson Hoover was throwing out more muck than it was picking up. This is not surprising, when Steve took it apart the filter was completely clogged up, as was most of the Hoover. He has cleaned it up, hopefully it will give a few more years’ service now.
- There are now paper towels in the kitchen.
- Several of the window sills outside are rotting and will need attention soon, as will the outside doors.
- The inside of the hall is in desperate need of decoration.
- The chairs are becoming a great health and safety concern as many of them are breaking whilst being sat on. I am in the process of costing out new ones. A lot of them are only guaranteed to take the weight of 15st.
- At the time of writing we are trying to sort out Feed in tariff from the solar panels.
- Bookings are continuing to come in regularly and we still have regular group bookings. As yet I cannot compare them with last year as I do not have access to the relevant information.
- The process of accessing the Bank Account is an ongoing saga with Barclays bank.
- Hopefully in the near future I will have access to all the relevant procedures regarding invoices etc. I will then have a better idea of how everything works.
- Letters to group hirers who are key holders, reminding them of their responsibilities, are in the process of being sent out.

Lynn Palmer
Hall Manager
(from 2024)

St Andrews Church - Whittlesey - Hall
Income and Expenditure Account for the Year Ended 31 December 2023

	2023	2022
INCOME		
Hall Hire - Groups	3,669.57	3,886.51
Hall Hire - Private	12,965.00	13,373.00
Event Income	68.59	-
Weddings	-	600.00
Sundry Income	-	139.09
	<u>16,703.16</u>	<u>17,998.60</u>
 EXPENDITURE		
Rates	484.00	164.00
Repairs & Maintenance	927.54	4,465.61
Light & Heat	2,861.27	1,491.36
Event Costs	38.59	-
Insurance	1,637.92	357.21
Computer Costs	412.80	384.00
Cleaning	3,210.35	3,567.60
Caretaker Fee	2,475.00	2,607.00
Bank Charges	116.52	92.60
Advertising & Website	2,263.32	2,713.65
Accountancy Fees	150.00	50.00
Sundry Costs	1,683.02	1,581.17
	<u>16,260.33</u>	<u>17,474.20</u>
 EXCESS INCOME OVER EXPENDITURE	<u>442.83</u>	<u>524.40</u>
 ACCUMULATED FUND BROUGHT FORWARD	2,670.25	2,145.85
Excess Income over Expenditure for the year	<u>442.83</u>	<u>524.40</u>
 ACCUMULATED FUND CARRIED FORWARD	<u>3,113.08</u>	<u>2,670.25</u>
 Represented By		
Balance at Barclays Bank	3,113.08	2,670.25
Loan Account	-	-
	<u>3,113.08</u>	<u>2,670.25</u>

CERTIFICATE

We confirm that we have reviewed the books and records for the year ended 31st December 2023 and that the Accounts reflect all the entries, vouchers and receipts contained therein.



05 April 2024

Hills Accountants

Friends of St Andrew's Report

The "Friends" have enjoyed another successful year. This would not have been possible if it hadn't been for the work committee members, volunteers and supporters have put in. I would like to put on record my sincere thanks to them all. "Friends" have a fantastic team and we are very proud of all that has been achieved over the last 12 months.

During the past year there have been many activities, afternoon tea in July for our members and supporters. The Church annual Fete on August Bank Holiday Monday was once again well supported. At this event we received help from the Army Cadets putting up and taking down the marquees putting out equipment and generally doing whatever they were asked to do. The young people involved were brilliant and were a credit to their organisation, nothing they were asked to do was too much trouble.

Monthly Coffee mornings continue to be well attended. Pat's quizzes have increased in popularity, last time it was almost a full house of teams. Pat certainly challenges our brains, I thank her for coming up with some really obscure questions! October brought the pumpkin festival which was well attended. Once again Bull's Funeral Services helped out with refreshments, manning the stall and then donating the proceeds. The footfall was down on the Friday but Saturday was busy. The committee have made the decision that this year the festival will take place on Saturday and Sunday.

Strawbear Day in January was well supported with all volunteers going home exhausted. In February we had the pleasure of welcoming into our Church 3 different U3A groups where they were given a talk and served afternoon tea. On all occasions this was very well received with

some lovely comments from those that attended. A second Silent Disco took place in February which was organised by Sarah Walker. A Frugal lunch was held earlier in March with a good attendance. Lastly Sunday Lunches have been supported although numbers were down on the last one due to other events taking place at the time. I am sure I have probably forgotten something we have been so busy

Having fundraised we have also spent throughout the year. Additional electric sockets have been installed in and around the café area which have made a big difference. Tables and chairs have been purchased to make the cafe area. Since their installation these have been well used for afternoon teas, frugal lunch, meetings and gatherings after Church services. A large folding table has been purchased to replace the very heavy wooden trestle table which is far more practical.

Wi Fi has been installed in both the Church and the Hall which can be used in conjunction with the screens etc. for streaming events.

The latest purchase is the screens, laptop and supporting equipment. It is hoped that these screens will be used not only for services but for streaming other events into church.

Not a bad year's work, I think. I would like to add that "the Friends of St. Andrew's" is not just about fundraising, it's about fellowship as well and I believe that with all our activities we have achieved this.

Lynn Palmer
Chair - Friends of St Andrew's

PCC OF WHITTLESEY ST ANDREW'S - FRIENDS ACCOUNT

Income and Expenditure Account for the year 01/01/23 to 31/12/23

<u>INCOME</u>		<u>EXPENDITURE</u>	
Proceeds of Raffles	1408.81	Straw Bear Festival	288.03
Membership Fees	325.50	CCTV Camera	786.86
Coffee Mornings	844.46	100 Club (contra entry)	15.00
Donations	282.27	Sunday Lunches	1032.00
Scarecrow Festival	166.00	Overpayment refund re Sunday Lunch	28.00
Straw Bear	827.58	Repair & Mainenance to Fire Doors	160.00
Sunday Lunches	1162.20	Fire Extinguishers and Stands	219.60
100 Club (contra entry)	15.00	Electric Sockets / Emergency Lights	1080.00
Hall Cleaning - (contra entry)	474.00	BBQ	178.79
Quiz Nights	690.00	PAT Testing	105.00
BBQ	120.00	Church Fete	266.41
Church Fete	1469.64	Silent Disco	249.26
Silent Disco	60.71	Instalment of WIFI	2182.80
Pumpkin Festival	69.54	Monthly cost re Broadband SIM card	27.60
		Pumpkin Festival Prize	25.00
		Purchase of chairs	400.00
		Christmas Raffle prizes	71.88
		Sundries	1.65
Excess Expenditure (Deficit/Loss)		Excess Income (Surplus/Profit)	797.83
	<u>7915.71</u>		<u>7915.71</u>
Balance as at 31/12/22	5325.79	Cash in Hand	19.17
Add Excess Income (Surplus/Profit)	797.83	Balance of Bank Current Account	6104.45
	<u>6123.62</u>		<u>6123.62</u>

Phil Knighton - Treasurer to the Friends

Health and Safety Report

All electrical appliances have been PAT tested this is required to be done again in July. This is with the exception of any new equipment less than 12 months old.

I regularly check the Choir Vestry emergency exit and often move tables etc., away from the door. Whilst this is not the main fire exit it is still a fire exit and should be clear at all times.

Fire extinguishers in the hall and Church have been serviced on 22nd March 2024. I have been advised that the CO2 extinguisher in the hall kitchen will need to be replaced next year. The fire alarm system in the hall was also serviced on the 22nd March 2024 and the contract is now up to date. The next service is due in six months. All extinguishers are now housed in appropriate containers which will stop them from falling over.

Last year I reported that Church Wardens have been clambering over the roof to clean the gullies of leaves and dead birds. This is a totally unsafe practise and should be carried out by professionals. The “Friends” have agreed to fund this maintenance as yet I don’t think this has been carried out.

There have been regular incidents recently in the Church Hall when several of the chairs have collapsed with someone sitting on them. The problem seems to be the rivets deteriorate with wear and then pop out. These chairs are only guaranteed to take a maximum of 15st.



I have been doing some research. There are 10 more substantial chairs in the storage cupboard which could be utilised. If these are added to, see picture below.

These cost for a pack of 4 £188 inc. vat I believe 13 packs (52 chairs in total) are required which equals £2,453. I am sure with a bulk order some discount can be provided.

My concern is that as we are aware there is a problem with the chairs and someone is severely injured we could be liable. I am aware that this is a considerable cost, I am happy to approach the company to negotiate a discount and approach local charities, any help with grant applications would be appreciated.

Lynn Palmer
Health and Safety Officer

Thursday Club Report

During the 2023 year, lunches have continued to be held on the 4th Thursday of each month at the Falcon Hotel. Colin always makes us so welcome and provides a good choice of menu for us. Every month, prior to the meal, we have provided some entertainment, poetry that brings smiles and laughter, monologues, games, singing, short stories etc.

We reached the maximum number of guests we can safely care and provide for during the latter part of the year- 16 in total. As meals at £11 and transport at £4 + are free for our guests the total amount of money required is in the region of £2,000 per year.

We are truly indebted to those local organisations that have donated money (such as The Masons, the Lions Club, the Rotarians and Whittlesey Town Council and individuals such as Sandra and Martin Green.)

We are also indebted to the Whittlesey Community Car Scheme under Anne Hogan. The drivers are excellent and very considerate of our guests needs.

Working with Revd Lloyd all Committee Members have undertaken the requisite Safeguarding courses and DBS checks. Similarly, all helpers have also completed the Ely safeguarding courses and we have just 3 to complete DBS checks. Although this has taken time it is a good feeling to be “in compliance” and we are indebted to the considerable amount of time and enthusiasm Revd Lloyd has committed to Safeguarding for our outreach.

As a project, an outreach for our guests, we committed to raising the money to pay for a tree for the Queen’s Green Canopy, locally organised by members of our Town Council. Every one of our guests contributed and the tree chosen for us was a small leaved lime – number 17 at Yarwell’s Headland. We hope to have another outreach for our guests in 2024.

We try to provide a warm, caring and hospitable atmosphere for our guests with plenty of time to share in conversations and, most importantly to be heard. Guests frequently express their gratitude and say how much they enjoy the time together.

We would like to ask for your continued prayers for the work of this outreach of St Andrew’s, for our guests and all those involved in whatever capacity.

The Thursday Club – St Andrew’s Church, Whittlesey

Annual Accounts to 31st December 2023

12 Monthly Lunches were held during the year - at which 145 Lunches were provided to Guests. Note: The cost of a Lunch was £11.00 throughout the year, except for the Christmas Lunch which cost £12.50.

INCOME

Funding Organisations' Donations	£775.00
Speakers' & Supporting Visitors' Donations	£58.00
Other Supporters' Donations	£119.90
Guests' Donations	£151.00
INCOME 2023	£1103.90

EXPENDITURE

Guests' Lunches	£1616.00
Lunches (No-Shows)	£33.00
Speakers' & Supporting Visitor's Lunches	£69.00
Transport (Whittlesey Community Car Scheme)	£419.60
Sundries	£52.08
EXPENDITURE 2023	£2189.68

REDUCTION £1085.78

BALANCE – FUNDS AVAILABLE

At 31/12/2022 £1846.89

Held In: Bank £1752.00
Float £94.89

At 31/12/2023 £761.11

Held In: Bank £659.00
Float £102.11

I have examined the above Statement of Accounts and confirm they are in accordance with records produced to me.

Details of major donations, as follows:

R. Ethix ACCOUNTANT 28-2-24

Funding Organisations' Donations		
Jan 2023	Whittlesey Rotary Club	£225.00
Jan 2023	Whittlesey Lions	£450.00
Dec 2023	Bicycle Jumble Sale (Mr & Mrs Green)	£100.00
	TOTAL	£775.00

Choir Report

The members of St. Andrews Church Choir has provided choral leadership since 1979 and although we are still a small group we have welcomed some members from St. Mary's and we are all very happy that they have joined us and are willing to wear our red gowns. We are committed to continue to lead the congregation in the musical part of our worship. We have choir practice on the 1st and 3rd Tuesday of every month in St. Andrews Church at 10am and continue to provide a gowned choir at every Communion Service and we wear our red sweatshirts for the Morning Prayer services.

We now use the CD's for our normal hymns and other musical items but strive to use the hymn books, many of which have been donated in memory of certain members of our congregation who have passed away. New material has been introduced but we are very anxious that we do not lose the long established practice we are all accustomed to.

The members of the choir are all very good friends and through our ministry we hope this will continue.

On behalf of everyone in St. Andrews Church Choir I thank you all for your help and support.

Susan Taylor
Choirmistress

Deanery Synod Report

In June newly elected members attended their first meeting of the Deanery Synod and a new Standing Committee and Offers were appointed. The new Deanery Synod Treasurer is Lesley Gibbs, the Deanery Secretary Admin is Julie Lee. Anthony Gleaves volunteered as a member of the Standing Committee. However, the post of Lay Chair remains unfilled.

The Deanery Development Plan was agreed and a "pen-picture" and pillar document were sent representing all the churches in the Deanery.

Archdeacon Richard gave a briefing from the Diocesan Synod about the study on the deployment of clergy staff and how this will need to evolve in the future.

In September the Revd. Peter Leech, Deputy Director for Mission and Ministry, led a discussion on our Deanery Development Plan including finance, lay leadership, benefice re-organisation and church schools.

Holly – Development Officer for Good Communication, talked about the importance of sharing good practice around churches, using social media, the Church Near You website and social network information. She suggested consulting communications @ElyDiocese.org.

In November the Revd. Mark Rodel spoke on Join the Learning Revolution – An Introduction to Open Christian Learning. Courses offered will be a mixture of online and personal discussions. It is just beginning to be implemented and more information will follow.

The second speaker was the Revd. Tim Tompson who spoke about the Cambridge Historic Churches Trust, their fund raising through Ride and Stride and donations through Wills which allows them to give churches grants and loans.

Discussions on the Parish Share allocations and the formulas used to allow fair contributions are ongoing and no definite conclusions have been reached.

The Deanery Development Plan will be focusing on training and the climate change environmental agenda.

In January the Revd. Imogen Way spoke on Engaging with the Eco Church Journey. She gave some inspiring practical ideas as to how to make your church into an Eco Church as Ely Diocese has introduced an Ely Diocesan Action Plan to become Net Zero by 2030.

The majority of speakers this year have been interesting and some thought provoking, providing useful information about accessing further information or help.

Fiona Heaysman
Deanery Synod Rep.
(Holy Trinity, Coates)

Churches Together Report

This year Churches Together has continued to develop as a team supporting one another in Services, Messy Church and Holiday at Home and growing in fellowship.

A joint service was held for the week of prayer for Christian Unity at Queen Street and St. Jude's Roman Catholic Church hosted a joint service for the World Day of Prayer.

The Witness and Service for Good Friday was well attended by members of the public and activities for the children were completed at Queen Street, where refreshments were served.

A joint Pentecost Praise Picnic was held in May on North Street, where prayers, activities and reflections were led by members of the different churches.

Fund Raising for Christian Aid included a Concert by the Whittlesey Concert Band, A cake stall at the Buttercross, a cake and craft morning at the Studio and a collection after the service for the Week of Prayer for Christian Unity.

We have begun distributing the Churches Together leaflets to the new housing developments.

Holiday at Home continues to be a great success with all the places filled and volunteers from several of the churches.

Messy Church Families under the Churches Together banner continues to be well supported. The team has members from nearly all the churches and we meet to plan activities and review previous sessions as well as run the actual sessions.

The planning for some of next year's activities is underway and we hope to continue with enthusiasm, prayer and fellowship.

Fiona Heaysman
Churches Together Rep.
(Holy Trinity, Coates)