

St. Peter & St. John the Baptist, Wivelsfield

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Agenda for the Annual Meeting of Parishioners and the Annual Parochial Church Meeting

To be held on

Wednesday, 17th April, 2013 at 7.20 p.m. in the Church Hall

Opening Prayers followed by

ANNUAL MEETING OF PARISHIONERS

1. Apologies for absence
2. Election of Churchwardens

ANNUAL PAROCHIAL CHURCH MEETING

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St Peter and St John the Baptist, Wivelsfield
Registered Charity No. 1130751

**Minutes of the Meeting of Parishioners
and the Annual Parochial Church Meeting
held on Tuesday 24th April, 2012 at 7.20 p.m. in the Church Hall**

Chairman for both meetings, The Rev. C. R. Breeds – Vicar

23 Parishioners were present. The Vicar thanked the members for attending.

Opening Prayers followed by: **ANNUAL MEETING OF PARISHIONERS**

1. **Apologies for absence** were received from: Mr A Clements, Mrs S Crichton, Dr N Collins, Mr & Mrs C Holden, Mrs F Holmes, Mrs G Jeffrey-Cook, Mrs M Leggatt, Mrs D Matthew, Mr J Olsworth-Peter, Mr & Mrs S Onions, Mrs P Sullens, Mr P Welch, Mrs A Wende.

2. **Election of Churchwardens:**

Mrs S Blair Proposed by Mrs D Matthew Seconded by Mrs S Crichton

Mrs P Wood Proposed by Dr N Collins Seconded by Mrs P Tayler

As there were no other candidates Mrs Blair and Mrs Wood were declared elected.

The Vicar expressed thanks to Sheila Blair and Paula Wood for all their work.

Mrs Blair advised the meeting that it is her intention to stand down from this office at the next AGM in April 2013. So we have fair warning to find a successor.

ANNUAL PAROCHIAL CHURCH MEETING

1. **The Minutes of the Annual Meeting held on 7th April, 2011.**

The Minutes had been circulated and agreed by the P C C.

Proposed as a true record by: Mrs P Wood Seconded by: Mr D Billam

Votes in favour: 17 Against: None; Abstentions: 7

The Minutes were signed by the Chairman

2. **The Vicar's Message**

Mr D Billam commented that not everything in our church is as bleak as some might suppose. We have a lot for which to be thankful. Some signs of success are growth in activity of the Youth Group, and the continuing growth of Café Church. Both these are aided by the efforts of our vicar, and his wife.

Another encouraging sign is the improvement of our financial situation over the last two years.

The vicar added that most of the time we are encouraged by each other.

3. **Election of members to the P C C**

The vicar expressed his thanks to Marjorie Leggatt, Lesley Wale, Marion Whear and Andrew Meredith-Jones who are standing down, each having completed three years on the P C C , although he anticipates that they will all remain helping the church in their varying ways, particularly Marion who chairs the Events Committee. The Vicar extended his thanks to the other P C C members who remain in office.

In order to facilitate continuity for certain key Church Officers, the Church Representation Rules allow P C C to co-opt a member under Rule 14 (h).

The P C C hope to co-opt Andrew so that he can remain our Parish Giving Promoter.

We have vacancies on the P C C , and volunteers would be welcome.

4. **Presentation of the Electoral Roll**

Mr D White (Electoral Roll Officer) advised that the head count of the Roll stands at 216, compared with 212 last year.

A copy of the Roll was available for inspection, and attendees were invited to inspect their entry for accuracy.

5. ***Annual Report and Financial Statements of the P C C for the year ended 31st December 2011.***
These papers were presented with the Agenda. It has been proposed by Mr G Perkins, seconded by Mrs S Crichton and agreed unanimously by the P C C that they be agreed.

Mr Perkins stated that our church finances have had a two year period of stability and gentle growth due to our own cost control, and also due diligence on expenditure, but the Diocesan contribution, our major outgoing, is outside our control.

Our financial status has been further improved by the increase in the number of Parishioners using standing orders and the envelope scheme.

The Vicar expressed his thanks Geoff Perkins on behalf of the P C C and all members of the Congregation for all his hard work this last year. He has done an excellent job.

6. ***Appointment of Independent Examiner***

The Vicar expressed thanks to thank Mr Roger Brocklehurst for carrying out the rôle of Independent Examiner. Mr Brocklehurst has agreed to continue to do this job.

Mr R Brocklehurst: Proposed by: Mr H Bilson. Seconded by: Mrs P Smitherman

Agreed nem com

7. ***Friends of the Churchyard Report***

There is no written report with the agenda, but Mr Garcka will give a full verbal report at the special afternoon Service on May 20th.

The Vicar expressed thanks to David for running The Friends and for the extra work this past year in organising the Save A Brick Appeal.

He also thanked Mr Philip Diamond and his team for keeping the churchyard in such good order.

8. ***Fabric Goods and Ornaments of the Church Report***

The report was presented by Mr Robert Wood. He was thanked for all his work in the past year. The Fabric Committee is at present, a one-man band. Volunteers, who could help Robert as a member of this committee, will be welcome.

Mr Wood wished his thanks to Mr Alan Coulson be recorded. He has given his time and expertise in all aspects of Health and Safety, so that we have a first class set of documents relating to the church.

Mr John Budgen, based in Warminster, has recently retuned the organ.

Watson and Watkins, the suppliers of the humidifier are asking for £167 per annum to maintain it. The treasurer agreed that this sum was rather high. Mr Billam will attempt to renegotiate the cost, once he has spoken with Mr Alan Thurlow, the Diocesan Adviser

Mrs S Lay advised that the porch roof was leaking during recent heavy rain. Mr Wood advised that this could not be made totally watertight due to design limitations.

9. ***Stewards' and Readers' Report***

The report was presented. There is no longer a requirement to vote in new Stewards.

Mrs Jenny Billam was thanked for taking on the job of compiling the lists each month. Also, thank you to those who have acted as Stewards and read from the Bible in the past year.

There is still a need for more people on the list of intercessors. People are wary of accepting the privilege of leading this part of our worship, although training would be given.

10. Organist's and Director of Music's Report

The report was presented. Thanks were made to Jenny and David for all their hard work. It has been wonderful to see Jenny back.

Mr Billam commented on the need for a relief organist, and a volunteer, Anthony Merryweather, trained at Christ Church, Oxford, has come forward.

The Vicar commented on the excellence of the Choral Evensong and the following Choral Concert given by music scholars from Hurstpierpoint College last weekend. Mrs Blair advised that the concert had raised £ 338 towards church funds.

Mrs P Barton congratulated those involved in the Fauré Requiem on Good Friday.

11. Deanery Synod Report

A report was presented. Although there weren't any questions, a discussion followed on youth work and provision for those of riper years.

The Vicar advised the meeting that Deanery Synod meetings were open for anyone to attend, to hear the speaker, only elected members could vote.

12. Report on Churches Together in Haywards Heath and District

A report was presented. In the absence of a regular representative from our church, Mrs Wood attended the CTHHD AGM.

13. Youth Reports

Children's Services - Mrs Anne Martin's report was presented.

Wicked Youth Club - A report was presented, noting that some members come to Café Church.

Mr A Meredith Jones commented that the 4th. Sunday service at 10.30 does not seem to be attracting the target congregation. Would bringing it forward to 09.30 have the desired effect? The Vicar thought not.

The Vicar stated that Mrs Sarah Cox wishes to revive Sunday School, leaving the parents free to attend the church services each week. Mrs Cox is due to lead the next children's service.

14. Mothers' Union Report

A report was presented. Mrs Matthew was thanked for organising the Mother's Union programme of meetings.

15. Mission Report

The various reports are presented. Many people are involved with our various mission activities, and the Vicar thanked everyone for their contributions to this valuable work.

Special mention was made of our association with St. Matthews, Aberdeen, in Sierra Leone. Not only is it good for them, but it is good for us as well.

16. Worship Report

Various reports were presented. The Vicar expressed his thanks to everyone involved, particularly the Home Group leaders and the healing ministry team, with someone available every week.

There was a short discussion on the candle capacity of the pricket stand.

17. Events Committee Report

A report was presented. A big thank you to all who have helped with the events we have held, reminding us that more help will be needed this year.

18. Fund Raising Committee Report

A report was presented. Many people have put a lot of effort into fund raising in the last year and the good results are demonstrated in improved financial figures. The highlights were the fête and the flower festival. Many thanks expressed to everyone for their efforts. More immediately, help is needed with the light lunches.

19. Child Protection Report

A report was presented. The Vicar commented that Bishop Mark, in his current capacity as temporary Diocesan Bishop, had dealt firmly with the Clergy Problems.

20. Any Other Business

Two points have been brought up prior to the meeting.

- 1. Cafe Church - This has been reported in The Vicar's Message but, the question has been asked, "do contributions made at Cafe Church Services pay for all expenses, including the hire of the Village Hall?" Comment from Mrs Blair, and confirmed by the treasurer, that Café Church covers its costs. However, mission outreach does have a budget, and does not have to be profitable for every event.*
- 2. Several have asked us to consider serving coffee every Sunday after the main morning services. Mary Russell and Rosemary Edwards volunteered to go on a rota, when one is devised.*

Closing comments from the Vicar.

The Bishop will be coming to our church in October this year, for a Confirmation Service, so any would be candidates please contact the Vicar as soon as possible.

There is a need to relocate the parish photocopier. And find a new operator for it. Volunteers form an orderly queue to talk with Mr Billam.

Some other activities not covered by reports but which should be brought to the notice of the meeting.

Thank you to:-

Mr C Holden for his work as Editor of our magazine, making it of more interest to the village in general, not just to Church members.

Mrs J Holden as webmaster. Parishioners encouraged to look at our website, which includes a connection to the Wicked website.

Mrs S Lay for the flowers and the flower rota

And thank you to anyone else who has been omitted.

A final thank you, by Mrs Blair on behalf of us all, to Christopher and Kay for all that they do.

The meeting closed at 21.20 with the collect for Saint Mark, and the Grace.

Item 2

Vicar's Message

My dear friends,

It has been another exciting and fruitful year in the life of our Church since the last Annual Parish Church Meeting. Over the past year there have been 21 baptisms, 9 weddings and around 13 funerals and / or burials in our church and around 200 scheduled Sunday services. The regular pattern of Sunday services has continued and total attendances have held up well, especially at Christmas and Easter. I believe that this is partly because we put on a lot of different services, including the informal Children's Services and the Café Church Services

in the Village Hall. Noticeable trends have been a decline in attendances at traditional services, especially the 8am Holy Communion and 6pm Evensong, and there has also been a general decline in the number of regular communicants. In contrast, the Children's Services and Café Church Services have remained buoyant and well attended. The Café Church is consistently the most popular service we do, and it attracts the largest numbers of people of all ages. I believe that we need to heed these trends and try to learn lessons from them. We are operating in a completely different environment today from that a generation ago, and we need to find ways of staying true to the gospel and our heritage while being open to change. I believe that becoming less introspective and more mission-focused has enabled us to be more relevant to the people of the Parish as well as staying true to our Lord's commission.

Perhaps associated with the decline in the 8am and 6pm Sunday services, we have lost some faithful and committed Church members over the past year and we miss their unique contribution to church life. However, we have been blessed with the arrival of new Church members who are swelling the ranks of the 10.30am congregation and some of whom are offering their talents, for example, through music ministry and the production of the magazine and e-newsletter, not to mention our Facebook and Twitter pages! We have also been blessed with more legacies in wills and there is another substantial bequest in the pipeline as I write. Whilst we don't want to lose any more faithful church members to heaven in the near future, I urge everyone to consider making provision for the Church in their will! Financing the life and work of the Church through the regular giving of the living should be our aim, but it is encouraging when this is complemented by unexpected wills and bequests. The past year has also seen a full programme of fund-raising events which have been socially enjoyable and financially rewarding for our Church. We need more people to step forward with ideas for fund-raising this year.

However much money we have received over the past year it all pales into insignificance alongside the kind of sums we need to achieve our vision for this building, the Church Hall! The floor is rotten and needs replacing and the roof is nail sick and needs completely re-tiling. This will cost a substantial sum of money. The trustees and the PCC have a vision for the Church Hall that will make it fit for use in the 21st century with proper state of the art fittings and disabled access and facilities, while incorporating residential accommodation on the first floor which will provide a substantial income stream to underpin Church finances. A considerable amount of thought, time and money has gone into ascertaining the feasibility of this project and we have got to the stage now when we simply need to find around £250,000. If anyone here can help with this, please let us know! If we can achieve our vision, then we will have a wonderful building suitable for regular Church and community use which will be of much greater benefit to our Church and the people we serve. *(The Church Hall is also the subject of Item 21, later in these papers)*

I spoke of mission earlier. I wonder how many of us here know that we have a Mission Action Plan. We are required to have one by the Bishop and the diocesan authorities. If we don't have a Mission Action Plan (or MAP for short) then it is perfectly possible that we could be rather an aimless, introspective Church not engaging in the mission which is our very raison d'être as Christians. In June, our new diocesan Bishop will be making a visitation of this deanery and he will visit every parish. As part of his visit he will study our MAP and he will want to know how well we are meeting its objectives. He will expect our MAP to be owned by the whole Church – in other words, he wants each and every one of us to know what is in the MAP and he wants us all to be engaged in praying it and working it into reality. I urge us all to be involved in this enterprise because I believe that our Church will stand or fall on the basis of it.

On his visit, the Bishop will also be concentrating on our finances and our safeguarding procedures. We are blessed to have an excellent Hon. Treasurer, gift aid officer and finance team working for us, and we can see the fruit of their labours in the relatively healthy state of our finances compared to many other similar parishes. I hope that the Bishop will take note of this. We are also blessed to have a good Parish Safeguarding Officer who keeps up with all the latest developments in safeguarding and ensures that we as a parish comply with all that is required of us. Many of you will be aware of all the negative news in the media about historic safeguarding failures in this Diocese and we all need to be aware of the sensitivities surrounding this issue. We should also be vigilant and ensure that best practice prevails. We are blessed to have children and vulnerable adults in our fellowship and we must demonstrate our care for them by ensuring that they are safe and cared for at all times.

As I said at the start of this report, many exciting and fruitful things have happened in the life of the Church over the past year. I cannot possibly mention all of them, but there is a rhythm of life which takes us through

the Christian year, through the changing scenes of life, and all the time following in the footsteps of Christ himself. We have our regular moments of celebration each year – Christmas and Easter, the Summer Fête, the Patronal Festival, the Village Weekend, the Harvest Festival and Supper, and just occasionally we do something new which has the capacity to enhance our life and ministry over the long term. Our recent ‘Everybody Welcome’ Course led by Gordon Banks, the Diocesan Evangelist, falls into this category. I want to thank all who participated in this course and I look forward to seeing it bear fruit in the life of the Church over the coming months. At the heart of this course is the imperative that we must be unconditionally loving and welcoming like Jesus himself. We must go out of our way to attract people with his love and draw them to him. We must be compassionate and sensitive and try to put ourselves in others’ shoes, and we must do all of this in our everyday lives and in our dealings with others, especially strangers, who are drawn to the doors of our church building. Jesus ate with sinners and consorted with society’s outcasts; he was available to share the Father’s love with all who turned to him in faith. The more we can emulate his loving example, the more we will fill our Church to overflowing, the more we will fulfil our Christian duty to this parish, and the more we will honour God. Thank you for joining in this enterprise and God bless you for your faithfulness.

Christopher

Item 4

Report on the Electoral Roll

It is a requirement that all Church Electoral Rolls be renewed every six years. That is why everyone is being asked to complete a new application form.

During the life of the now defunct roll, there has been a total of 245 names from which 17 deceased members of the congregation have been removed.

The remaining roll was reviewed jointly with one of the Church Wardens and the Vicar so that names no longer valid were removed, leaving a total of 189.

So far (as at 4th April 2013) valid forms have been received from 91 applicants. But some of these names were not on the previous roll, so should all the remaining members on the previous roll submit a form, the potential target is 200.

A copy of the new roll is available for inspection.

David White Electoral Roll Officer

**St Peter and St John the Baptist Church, Wivelsfield
Registered Charity No. 1130751**

Wivelsfield Parochial Church Council

Annual Report & Financial Statements

Year Ended 31 December 2012

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St Peter and St John the Baptist Church, Church Lane, Wivelsfield, West Sussex

Vicar: The Rev'd Christopher Breeds, The Vicarage, Church Lane, Wivelsfield, West Sussex, RH17 7RD

Independent Examiner: Mr Roger Brocklehurst, 12 Weald Rise, Haywards Heath, West Sussex, RH16 4RB

Bankers: Lloyds TSB Bank plc, 32 Oxford Street, London, W1A 2LD

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

CCLA Investment Management Limited, 80 Cheapside, London, EC2A 6DZ

Annual Report for 2012

Administrative information

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2006.

During the year the following served as members of the PCC:

Vicar:	The Rev'd Christopher Breeds	Chairman
Church Wardens:	Mrs Sheila Blair Mrs Paula Wood	Vice Chairman
Representatives on the Deanery Synod:	Mrs Anne Martin Mrs Pam Smitherman Mr David White	Reader
Elected members:	Mrs Sara Crichton Mrs Mary Hayball Mrs Julie Holden Mr Andrew Meredith-Jones Mr Rupert Meredith-Jones Mr Geoff Perkins	Secretary Parish Giving Officer Honorary Treasurer

Structure, Governance & Management

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Vicar and Lay Reader licensed to officiate in the Church), the Churchwardens, three members of the Deanery and nine members of the Church who are elected to serve for three years at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Objectives & activities

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the Vicar in promoting in the ecclesiastical parish the whole mission of the Church; pastoral, evangelistic, social and ecumenical.

Achievements & performance

Church attendance:

There are 189 parishioners on the church electoral roll, of whom a number are not resident within the parish. 5 names were added during the year and 30 were removed, either through death or because they moved away from the area. The average weekly attendance, counted during October, was 110 but this number increased at festivals.

Review of the year:

1. The full PCC met 6 times during the year with a high average level of attendance. Committees met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary. Summaries were published in the Parish magazine and will be discussed at the APCM to be held on 17 April 2013.
2. The total receipts on general unrestricted funds received were £95,169 and are detailed in the Financial Statements. The largest expenditure of the PCC was the sum of £60,841 paid to the Chichester Diocese for ministry costs. This amount covers the housing, stipend and pension costs of the clergy, church insurance and also a standard sum for the Diocesan central costs, clergy training and a contribution to national church funds. The PCC paid 100% of the Deanery allocation of parish ministry costs. In 2013 the PCC has also committed to pay 100% of the Deanery allocation.
3. Mission Action Plan. Our MAP is updated through the year and currently has the headings of Discipleship/ Mission/ Worship /Fellowship and Ministry which are broken down into tasks and projects. We have adopted a four year plan 2011 - 2014, the full plan is available on the notice board in the church room and the church website An example of each of the themes is shown below :
 - Discipleship: Underpinning everything with prayer *Develop special services and quiet days to encourage more of the congregation to embrace regular prayer. Including: 2 quiet days in church annually*
 - Mission: God is calling us to better stewardship and more prudent budgeting. *Plan a stewardship drive with the diocesan resources*
 - Worship: Be actively involved in Back to Church Sunday 2013 *Plan Back To Church Sunday to allow evaluation of success/ link with Harvest festival or other event in following week to provide impetus*
 - Fellowship: Lunch activities. *Hold Lent Lunches for fellowship and outreach and Hold once monthly lunches for the rest of the year*
 - Ministry : Communicate more widely with the village population through existing media such as the free papers/ Middy/ Website. *Arrange press releases for all events, submit notices etc to keep the village updated on Church Activity*
4. Financial reserve policy
 - The PCC is committed to a policy to maintain a balance on the general unrestricted fund (excluding property) which equates to approximately three months worth of unrestricted payments as a contingency against unforeseen situations. This years closing balance of £42,807 achieved this policy objective.
 - It is PCC policy to invest balances of funds with the CBF Church of England deposit fund.

Signed on behalf of the PCC by the Rev'd Christopher Breeds

Chairman:

Date: 13th March 2013

Statement of Financial Activities for the year ended 31 December 2012

	Notes	2012 Restricted Funds £	2012 Designated Funds £	2012 Unrestricted Funds £	2012 Total Funds £	2011 Total Funds £
Incoming resources:						
Voluntary income	2a	14,970	-	68,887	83,856	93,055
Activities for generating funds	2b	-	-	15,083	15,083	14,377
Income from investments	2c	-	-	1,616	1,616	1,462
Church activities	2d	-	-	9,583	9,583	9,954
Total incoming resources		14,970	-	95,169	110,139	118,848
Resources expended:						
Costs of generating voluntary income	3a	-	-	167	167	-
Fund-raising costs	3b	-	-	875	875	1,521
Church activities	3c	17,221	4,356	95,797	117,374	114,253
Governance costs		-	-	-	-	-
Total resources expended		17,221	4,356	96,840	118,417	115,775
Net incoming (outgoing) resources before transfers		(2,251)	(4,356)	(1,671)	(8,278)	3,073
Gross transfers between funds		1,500	(1,500)	-	-	-
Net incoming (outgoing) resources before other recognised gains/losses		(751)	(5,856)	(1,671)	(8,278)	3,073
Gain (Loss) on revaluation of investments	4	-	-	2,099	2,099	(1,240)
Net movement in funds		(751)	(5,856)	428	(6,179)	1,833
Total funds brought forward at 1 January 2012	8	24,061	64,478	42,379	130,918	129,074
Total funds carried forward at 31 December 2012	8	23,310	58,622	42,807	124,737	130,918

The notes on pages 13 to 18 form part of these accounts.

Balance Sheet as at 31 December 2012

	Notes	2012 £	2012 £	2011 £
Fixed assets:				
Investments at market value				
Central Board of Finance				
2039 investment fund (income) shares	4	23,146		21,055
454 fixed interest security (income) shares	4	<u>751</u>		<u>744</u>
			23,897	21,799
Current Assets:				
Debtors				
Short term deposits	5	4,021		4,460
Cash at bank		<u>96,612</u>		<u>92,035</u>
			<u>7,052</u>	<u>18,794</u>
		107,685		115,289
Creditors	6	<u>6,845</u>		<u>6,170</u>
Net Current Assets			100,840	109,119
NET ASSETS			<u>124,737</u>	<u>130,918</u>
Represented by:				
Funds:				
Restricted Funds	8		23,308	24,061
Designated Funds	8		58,622	64,478
Unrestricted Funds	8		42,807	42,379
TOTAL FUNDS			<u>124,737</u>	<u>130,918</u>

Approved by the Parochial Church Council on 13th March 2013 and signed on its behalf by:

Rev'd Christopher Breeds
Chairman

The notes on pages 13 to 18 form part of these accounts.

St Peter and St John the Baptist Church, Parochial Church Council, Wivelsfield
Registered Charity No. 1130751

Notes to the Financial Statements for the Year Ended 31 December 2012

1. Accounting Policies

a) Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2005 together with applicable accounting standards and SORP 2005.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the cost or value of the Church Hall, neither the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b) Funds accounting

Funds held by the PCC are:

- Unrestricted funds – general funds which can be used for PCC ordinary purposes
- Designated funds – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.
- Restricted funds –
 - Income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, such as the Friends of Wivelsfield Churchyard.
 - Donations or grants and the churchyard maintenance grant. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.
 - Endowment funds – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment. The Chichester Diocese holds the Chancel Trust.

c) Incoming resources

All incoming resources are accounted for gross.

- Voluntary income
Collections, numbered envelopes, and pew envelopes are recognised when received.
Income tax recoverable on Gift Aid donations is recognised when the income is recognised.
Grants and legacies are recognised when the PCC is legally entitled to the amount due.
- Income from investments and deposits.

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

- All other income

Church Hall rent is recognised when the rent is due.
All other income is recognised when it is receivable.

- Gains and losses on investments
Unrealised gains and losses are accounted for on revaluation on 31 December 2012.

d) Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

- Grants

Grants and donations are accounted for when paid over or when awarded where the award creates a binding obligation on the PCC.

- Church activities

The diocesan parish contribution is accounted for when paid and was fully paid at 31 December 2012.

e) Fixed assets

- Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s96(2) of the Charities Act 1993 as amended by the Charities Act 2006.

No value is placed on the Church Hall and movable Church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property unless consecrated. They are listed in the Church's inventory which can be inspected but are not included in the accounts.

All expenditure incurred during the year on consecrated or beneficed buildings, the Church Hall, moveable furnishings and equipment are written off in the year they were incurred.

- Investments

Investments are stated at market value at 31 December 2012.

f) Net current assets

The amount owing to the PCC at 31 December 2012 in respect of income tax recoverable and other items is shown as debtors.

Short term deposit is cash held with The Central Board of Finance Church of England Funds and also with CAF Bank Limited both of which pay favourable rates on interest on balances.

The amounts owing by the PCC at 31 December 2012 in respect of charitable giving and other items is shown as amounts falling due within one year.

g) Chancel Trust

The Chichester Diocese administers a Chancel Trust, the income of which can be given to the PCC to be spent on repairs to this Church's Chancel. At 31 December 2012, the accumulated income unspent was £4,654.20.

2. Incoming Resources	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds	Total Funds
	2012	2012	2012	2012	2011
	£	£	£	£	£
a) <u>Voluntary income</u>					
Collections	-	-	4,505	4,505	5,789
Bankers orders & cheques	6,566	-	30,371	36,937	29,824
Numbered envelopes	-	-	15,481	15,481	13,737
Pew envelopes	-	-	5,378	5,378	5,356
Grants	-	-	-	-	4,000
Sundry donations & appeals	6,980	-	-	6,980	9,389
Legacies	-	-	-	-	9,778
Mission & outreach	-	-	-	-	-
Income tax recoverable	1,424	-	13,152	14,575	15,181
	14,970	-	68,887	83,856	93,055
b) <u>Activities for generating funds</u>					
Fete & other fund-raising events	-	-	13,554	13,554	12,875
Mag sales & ads	-	-	1,529	1,529	1,453
Church history guides	-	-	-	-	49
	-	-	15,083	15,083	14,377
c) <u>Income from investments</u>					
Dividends	-	-	989	989	979
Interest	-	-	627	627	483
	-	-	1,616	1,616	1,462
d) <u>Church activities</u>					
Church Hall rent	-	-	5,569	5,569	5,304
Fees from weddings/funerals	-	-	4,014	4,014	4,650
Youth club	-	-	-	-	-
	-	-	9,583	9,583	9,954
Total incoming resources	14,970	-	95,169	110,139	118,848

3. Resources expended	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds	Total Funds
	2012	2012	2012	2012	2011
	£	£	£	£	£
a) <u>Costs of generating voluntary income</u>					
Stewardship envelopes	-	-	167	167	-
b) <u>Fund-raising costs</u>					
Fete & other fund-raising costs	-	-	875	875	1,521

3. Resources expended (continued)

	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds	Total Funds
	2012	2012	2012	2012	2011
	£	£	£	£	£
c) <u>Church activities</u>					
Missionary & charitable giving	3,455	-	7,798	11,253	7,886
Christmas day lunch	326	-	-	326	125
Diocesan contribution	-	-	60,841	60,841	59,727
Vicar's expenses	-	-	1,361	1,361	2,357
Vicarage costs	-	-	3,141	3,141	3,483
Church services	-	-	4,490	4,490	4,426
Administration	-	-	2,035	2,035	1,377
Light & heat	-	-	2,820	2,820	2,952
Church maintenance	-	2,500	710	3,210	2,222
Churchyard maintenance	13,086	-	-	13,086	19,117
Magazine	-	-	1,274	1,274	1,453
Church hall	-	-	11,191	11,191	7,443
Mission & outreach	-	1,856	-	1,856	1,062
Youth & Children Mission	354	-	-	354	390
Bank charges	-	-	135	135	233
	17,221	4,356	95,797	117,374	114,253

4. Investments

No shares were purchased nor sold during the year. A gain of £2,099 on revaluation of these shares at 31 December 2012 is shown on page 4.

5. Debtors

	2012	2011
	£	£
Income tax recoverable	3,694	4,133
Other debtors	327	327
	4,021	4,460

6. Creditors – amounts falling due within one year

	2012	2011
	£	£
Missionary & charitable giving	6,845	5,370
Repairs & other creditors	-	800
		6,170

7. Missionary & Charitable giving

	2012	2012	2011	2011
	General	Specific	General	Specific
	£	appeals	£	appeals
		£		£
Action Research	100		100	
Bible Society	50		50	
Biblelands	45		50	
British Heart Foundation	100		100	
Bishop of Horsham Fund	-		-	417
Burrswood	25		100	
Community Action Nepal	100		100	
CDA Family Support Work	1,200		1,200	
Church Army	200		200	
Childline	100		100	
Christian Aid	500		500	
Crowhurst Christian Centre	100		100	
Children's Society	150		150	
Donkey Sanctuary	50		-	
Ex-Svcs Mental Welfare Society	130		230	
East Sussex Disability Association	100		100	
Friends of Nakaru & Nyahururu	75		75	
Impact Foundation	250		250	
Leprosy Mission	50		50	
Mid Sussex Parkinson's Disease	150		150	
NSPCC	200		200	
Off the Fence	100		100	
Open Doors	100		100	
Otehall Chapel	150		150	
Outreach UK	50		-	
Royal British Legion Poppy Appeal	288		230	
Save the Children Education Sponsorship	100		100	
St Peter & St James Hospice & Home	1,500		1,500	
WaterAid	300		300	
Unallocated provision (2012/13)	1,535		115	
	7,798	-	6,400	417

8. Statement of Funds

	Bal B/f 01/01/2012	Income	Expenditure	Transfers	Bal C/f 31/12/2012
	£	£	£	£	£
Unrestricted funds:					
General (a)	42,379	97,268	96,840	-	42,807
Designated funds:					
Fabric (b)	15,625	-	2,500	3,500	16,625
Joy Lawrence (c)	48,853	-	1,856	(5,000)	41,997
Specific collections	-	-	-	-	-
	64,478	-	4,356	(1,500)	58,622
Restricted funds:					
Bells	4	-	-	-	4
Xmas Day lunch	4,412	183	326	-	4,269
Churchyard Friends (d)	9,974	7,990	13,086	-	4,874
Organ	519	788	-	-	1,307
Fabric	-	-	-	1,500	1,500
Sierra Leone (e)	7,670	2,662	1,631	-	8,703
Sierra Leone Travel Fund (f)	1,482	2,506	1,824	-	2,164
Youth Mission (g)	-	341	175	-	166
Children Mission (h)	-	500	179	-	321
	24,061	14,970	17,221	1,500	23,308
Total funds	130,918	112,195	118,416	-	124,737

- (a) Income includes a gain on investments held of £2,099. Expenditure includes a figure of £9,814 which represents the cost of work done to progress the plans for the Church Hall.
- (b) £2,500 has been used to support repairs to the Church during the year. £1,500 has been transferred to a restricted Fabric fund in accordance with a specific legacy request.
- (c) In accordance with agreed policy a further £5,000 has been transferred into the Fabric fund for 2012. £1,856 has been used against 2012 Mission expenditure.
- (d) Significant expenditure was incurred on completing the repairs to the wall around the churchyard.
- (e) Further donations and sponsorships have been made to St Matthews, Aberdeen, Sierra Leone.
- (f) The fund was used in 2012 to support the travel costs of a trip to Sierra Leone.
- (g) The proceeds of an old Youth Club bank account were used during the year to create a new Youth fund.
- (h) The proceeds of an old Youth Club bank account were used during the year to create a new Children's Ministry fund.

Signed on behalf of the PCC by:

Rev'd Christopher Breeds
Chairman

Date: 13th March 2013

Independent Examiner’s report to the Parochial Church Council of St Peter and St John the Baptist Church, Wivelsfield

This report on the accounts of the PCC for the year ended 31 December 2012, which are set out on pages 4 to 11, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (‘the Regulations’) and s43 of the Charities Act 1993 (‘the Act’) as amended by s28 of the Charities Act 2006.

Respective responsibilities of the PCC and the examiner

As members of the PCC, you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s43(2) of the Act, as amended, do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s43(7)(b) of the Act, as amended, and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner’s statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with requirements of the Act and the Regulations have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date

Mr Roger Brocklehurst
12 Weald Rise, Haywards Heath
West Sussex, RH16 4RB

FABRIC REPORT

The Church is generally in good order. Maintenance and repairs have been attended to throughout the year, a year that was somewhat quieter on the fabric front than the preceding one. The major job that was undertaken was the completion of the pointing of the churchyard wall. In detail, works carried out were as follows:

The Church

The West Wall

The damaged west wall is now largely dry, following the repairs to the valley gutters above. The exterior needs repair, because the pointing is now defective. Modern expert opinion, however, is that hacking out old and broken cement pointing would do unacceptable damage to the stone. It is now thought better to let the old material fall out naturally before re-pointing. That is therefore what the PCC has determined to do, although a watch will be kept on the wall.

The interior of the wall is another matter, as the repairs required there are little more than re-decoration. It has therefore been decided in principle to effect this re-decoration in 2014, thus giving us time to plan for the outlay that will be involved.

The west door, which faces the prevailing weather, continues to swell and shrink according to the weather and can sometimes be difficult to open. The members of the fabric committee will therefore endeavour to ease the door while avoiding undue expense.

The North Aisle

Plaster fell from the south side of the north aisle, high above the pulpit, where earlier water damage from the compromised old valley gutter was evident. At first, the fall was attributed to shrinkage in the drying plaster. Later, however, it was discovered that that corner was once more damp and that the terminal hopper at the top of the downpipe that drained the valley gutter was blocked. The blockage was cleared and the wall is now drying. Eventually, like the interior of the west wall, the plaster will need to be repaired and re-decorated.

In January the pipe supplying water to the radiator at the west end of the north aisle ruptured beneath the radiator tap so that water was jetting out onto the pews and the floor. Water was seeping into the old heating pipe channel which contained the wiring for the hearing loop system and some other electrics, so we needed an urgent repair. Three local plumbers were contacted, but none was available. Unfortunately, the fourth who attended, although having a Burgess Hill address, turned out to be attached to a national agency for emergency plumbers and his charges were extremely high. The repair cost in excess of £400. Further damage, however, was avoided. Steps are now being taken by the PCC to develop a strategy for better dealing with such incidents in future.

Windows.

Following damage to the unprotected, clear glass windows in the north aisle, it was decided to investigate the cost of protecting them with mesh guards. Three professional estimates have now been obtained and a decision on the matter is imminent. Three or four small glass lozenges will also need to be repaired.

The Organ Humidifier

The humidifier ceased to work properly for a time and it appears that someone had turned off a tap on the pipe supplying water to the machine. (Possibly the plumber called in to repair the leak) It had a deleterious effect on the organ, but happily David Billam discovered the cause and turned on the offending tap. It now appears that the humidifier is working again and it is hoped the organ will recover without our needing to summon expensive professional help.

The Tower

Although the fixed, vertical ladder had already been disabled and taken out of use, at his visitation the Archdeacon felt we had not done enough. A stern warning notice was therefore affixed to the disabling board which is locked across the ladder.

The Font

Late last year the pin in the cast iron handle to the heavy font cover sheared off as Sheila Lay was lifting it. It has now been repaired at a cost of £48.

Door Furniture

The Church architect, in his quinquennial report, recommended that the hinges and handles of the church doors be rubbed down and painted. This will now be attended to during the year by members of the fabric committee.

The Radio Microphone

There was a long running problem with the vicar's radio microphone which was effectively out of use for a considerable period. There were repeated attempts to ascertain the cause, but all were in vain. Finally the original installers, Edvicron, were summoned and said the only effective solution would be to install a new base receiver, (Edvicron had earlier been out of action because of sickness). A new receiver was accordingly installed and the long running problem was solved. The cost was in excess of £400.

The Vestry

During the year it was noticed that woodworm was again active in the cupboard in the vestry which contains the altar frontals. I therefore treated the affected area and sprayed the area; it appears to have been effective.

The Lightning Conductor

Following a professional report by a lightning protection specialist, an approach was made to the DAC for permission to apply for a faculty to remove the lightning conductor. Permission was refused. After subsequent approaches and further information, however, permission was then granted. The PCC will now decide whether, given the costs involved, to proceed and formally apply for a faculty.

Electrical Survey

West Electrical has been asked to check all the Church's electrical appliances to ensure that all are safe and in good working order

Drains

The external church gulleys, drains and sumps have been cleared and rodded and are now working effectively.

The Church Room and Passage

Mice were discovered in the loft to the Church Room just before Christmas. Traps were set and a mouse was caught. The situation is being monitored because of the risk of damage to stored items, such as theatre props. The passage leading to the Church Room needs to be decorated and the members of the Fabric Committee will do this work in the near future.

The Churchyard

The last section of the churchyard wall, i.e. the western side of the north end of the west wall in the old vicarage garden, was completed during the year.

The bothy against the west wall of the churchyard was cleared and was then used to store the new fete tables purchased from East Grinstead. (The metal trestles were also partly stored in the old coke store next to the

boiler room). The table tombs near the northwest corner of the church are in a poor state and were mentioned in the last quinquennial report as requiring attention. The quotes we have obtained from stonemasons for this work, however, were very high. As the tombs concerned have not moved and are not unstable, it has been decided not to proceed with the work at this juncture.

The Church Hall

After repeated problems and considerable expense caused by failures in the over complex locking system on the front doors of the Church Hall, it was decided to by-pass it and fit a simple mortise lock. Having checked with our insurers that this would be acceptable, a new lock was therefore installed. It is working extremely well and the staff of Mill Hall Day Nursery report that they have had no further problems.

The Fabric Committee

Colin Holden, Geoff Hockney and Terry Wale have kindly agreed to assist me in the work of the Fabric Committee.

Robert Wood
Chairman
Fabric Committee
29.03.2013

Item 8

Mission Action Plan

The Mission Action Plan has continued to be developed and progressed in 2012 / 13. Successful initiatives such as JAM (Jesus and Me) and the Toddlers and Mums Lunch Bunch have taken the outreach of our church to other parts of the village and given new opportunities for families to integrate with the Church.

Through Discipleship we have found the time and benefit of quiet days in Church to help deepen our faith and our stewardship of finances has seen the PCC balance the budget and encourage more people to give through the different options of the parish giving scheme.

MAP is currently undergoing a refresh to have an overlay of aims and goals with simple understandable and practical suggestions as to how every member of the Church community can live out the great commission and reflect Gods work here on earth.

Item 9

FRIENDS OF WIVELSFIELD CHURCHYARD

Report for the Annual Parochial Church Meeting, 17 April 2013

The Friends of Wivelsfield Churchyard (FWYC) was formed in November 2007 and, with the help and support of APC members, has since grown significantly in terms of membership numbers. To date we benefited from the kindness of more than 120 different donors, many of whom now attend the regular annual service of thanksgiving which is to be held in May this year.

At these services, held for FWYC members to remember loved ones and to celebrate the beauty of our churchyard, more than 60 people have previously attended and have been able to enjoy a short service, meeting in fellowship for tea and cakes afterwards.

In terms of the finances, it must be noted that FWYC is primarily involved in raising funds to cover the costs of maintaining the churchyard and thus lighten the demand on the church plate in this regard. For a breakdown of

the cost side of things, details can be obtained from the treasurer but in terms of fund-raising, 2012 proved to be a very successful year.

The previous year had seen FWCY launch the “Save-a-Brick” campaign with funds being earmarked to cover the cost of renovating the churchyard wall. We set ourselves an ambitious target of £10,000 and I am delighted to report that, with the inclusion of gift aid contributions, we successfully met that target in June of last year.

At this stage I must point out that this target was only met due to the tremendous help and energy provided by Sheila Blair, and the oft-used administrative skills of Paula Wood, as well as the fantastic generosity of donors. In that regard, a number of FWCY members made large one-off donations, one of which was for £800 and specifically pledged to get us over the finishing line. That person knows who she is and her generosity is much appreciated.

As my predecessor Norman Turner liked to say, the grass continues to grow and unfortunately churchyard expenses seem to grow with it. FWCY is always looking for new members so please point people in my direction if you know of anyone who might wish to join our cause.

David Garcka
25 March 2013

Contact details:

01444 454550 (home)

07966506014 (mobile)

david.garcka@tiscali.co.uk (e-mail)

or write to: FWCY, The Parish Office, The Vicarage, Church Lane, Wivelsfield, RH17 7RD

Item 10

READERS AND STEWARDS REPORT 2012

I am very pleased to say that this has been a good year for recruiting new readers at 10.30am on Sundays. We now have a strong team who read on a regular basis and are very much valued in their ministry.

Stewards have also done an excellent job and I am sure would like to join with me in asking people to consider whether they could help out with this ministry. If we had 5 more helpers on the rota for the main service each week it would give us the opportunity to put 3 people on the list each week without too much pressure. Special services and increasing attendances at services mean that it would be safer and easier to welcome and care for the congregation if 3 people shared the task rather than 2. What an excellent problem to have!

Stewards and readers do a wonderful and very valuable job, and I am very grateful to them all. Please contact me if you would like to join these rotas.

Jenny Billam tel:01444 459551, Email: jennyanddavidbillam@btinternet.com

Item 11

The Music Team

We are pleased to report that the Choir is in a healthier state than for a few years – long may this happy situation continue! Our total number of singers is now 18 adults and 6 children. This is a fairly healthy situation, but we could still do with a few more, particularly sopranos. The Music Team is completed by other musicians who play and sing specifically at Café Church. If you enjoy music and could help the Church in any way, please talk to Jenny or David or Christopher.

The Adults sing regularly at the 10.30 service (except Café Church) as well as special services as required, and the Juniors at Café Church, where they now sing a special song each time. Regular rehearsals are on Thursdays, 6.45 – 7.15 for Juniors and 7.15 to 8.00 for Adults.

In addition it is very valuable to be able to call on a number of other friends from Sussex Chorus and the previous Noël Singers, as well as others who enjoy singing occasionally but are not able to commit to every week. These friends have sung in special services, and sometimes helped out at weddings and funerals when not enough regular Choir members have been available. Other times when the Music Team has a major role include Healing and Memorial Services, where appropriate music contributes to the atmosphere.

During the past year, we have sung Choral Evensong for the Patronal Festival in June, sung at the Village Carol Festival, our own Carol Service, “Party Pieces” at the Village Hall (in aid of Sierra Leone), and our special music for Good Friday was Stainer’s “Crucifixion”. We plan to sing Choral Evensongs in 2013 for Pentecost (19 May) and Patronal Festival (30 June) as well as the Carol Service (22 December). Please make a note of all these dates and come if you possibly can – we really do appreciate your support, which makes it all so much more worthwhile.

The organ has suffered more this winter than usual because of the long cold spell that has led to more use of the central heating. Of course, everyone appreciates a nice warm Church, but this does affect the organ by drying out the mechanism, leading to damage, some inevitably permanent. The humidifier that was installed 2 years ago has probably helped, but it is difficult to quantify its effectiveness. Sometimes it has been necessary to use keyboards instead of the organ. The Organ Builder (John Budgen), who serves us amazingly well at very reasonable prices, says that some work, perhaps costing up to £1000, needs to be done before next winter to correct damage already caused and hopefully to stave off further problems next winter. The PCC will be asked to consider this in due course.

Jenny and David Billam.

Item 13 (i)

Children’s Ministry Report - March 2013

It has been an exciting year for children’s ministry and the church has now successfully run a whole liturgical year of holiday JAM (Jesus and Me) special events that have all been well attended and well regarded. These events could not be run without the dedication of the many volunteers who give their time for the benefit of the children, so a huge thank you should be extended to them.

The Café Church activities for children continue to be popular and there are many young children and families attending on a regular basis. I would like to say that it is a delight to work with the children in this way each month and it is superb that there is time in the service to value what the children have achieved.

The Children’s Services are also very well attended, by many on a regular basis. It is great to see so many families coming along and also staying afterwards for refreshments. As a next step, I would like to develop a welcoming team for this service that are there frequently and can befriend and get to know the families. Again I would like to thank the volunteers who lead these services for the children as it is their hard work and creativity that makes these services such a success.

The two special JAM on Sunday events that I have run on ‘Back to Church’ Sunday and Mothering Sunday have been very successful and on Mothering Sunday alone we had 22 children of all ages making cards and creating their bouquets to give to their mothers. I want to continue having special JAM on Sunday sessions for all important dates in the liturgical year so that more of our families can be involved in church life, especially as some families are beginning to ask if there could be something for the children on a more regular basis.

Sarah Cox - Children’s Minister

Wicked Youth Group

The youth club has continued to flourish and we have had a small number of new members during the year. We currently have 22 members with typically 15 young people attending each meeting. We've had a varied programme over the last year including night hike, cinema trip, bell ringing and rock climbing. We have also entertained at the Harvest Supper and Christmas Carol Concert and helped at the beetle drive and auction of promises.

Approximately half of the regular attendees at youth club continue to regularly attend Cafe Church and Cameron Wallis, James Gander and Thomas Sayers regularly provide visual images on the big screen to support Café Church services. We also led one Café Church service.

We again attended May Camp and were joined by the Ascension Church. We had a total of 20 young people and 6 leaders joining with approximately 250 other young people and leaders at Plumpton Racecourse. We were again fortunate to have the support of Kay Breeds, Sue Onions and Jo Callaghan who provided the catering. We are taking part again this year and the Ascension Church will be joining with us.

Following on from May Camp Annie and Chris along with Father Christopher ran some Youth Emmaus sessions and it is planned to run some further sessions in the lead up to this year's May Camp. To help meet the cost of May Camp we again had a great evening Carol singing in The Cock Inn which was very well supported with a very packed pub. We have also held some youth club meetings jointly with the Ascension Church in their church hall, which allowed us to have some more boisterous games in the much larger hall.

Item 14

Mothers' Union

For a small group, we've had a very busy and active year, as we are all involved in the life of our Church. To coincide with Marriage Week in February we looked at the Wedding at Cana as a bible study. Father Don kindly led our Lent Quiet Time in Church in March. For the Wave of Prayer we held a Bring and Share supper at the Billam's. Besides sharing the information given by the Mother's Union, members talked about their memories of living overseas and Sheila Blair spoke briefly about her recent visit to Sierra Leone. This was also the theme for our meeting in April, when Paul Welch and Sheila Blair gave an update on how the Church's donations are helping St Matthew's Church in Freetown, Sierra Leone.

Anne Stamper, a MU speaker, came to our meeting in May to talk about Pray and Painting. The Baptism Reunion Tea Party was held in the Vicarage in July. Many members were involved in Village Day. Penny Sullens organised an 'amble' around Wakehurst in August, followed by lunch. The theme for our meeting in September was our 'Favourite Hymns' – it was an enjoyable, if not emotional, morning singing. Elsie Sanmorgan, a MU speaker, told us about the work of the MU within the diocese in October. David Billam's Musical Morning was another great success.

Our Christmas Social and Light Lunch was so well attended that it was difficult to find a seat, we also ran out of food, but a happy time was had by all! The MU was the Church's charity for Christmas. Two members are still involved in the Play Area in Lewes Prison.

We have a really interesting programme for 2013, so please come along and join us. Our meetings are held on the third Thursday of each month. You don't have to be a mother, or even a woman to join – we already have men members!

As Jenny Billam takes over as the contact for the Branch, I would like to thank everyone for the support they have given me over the last six years.

Dorothy Matthew

Mission Team Report for 2013

The Mission Team's terms of reference are to: 'Reach out into the community for the greater glory of God by sharing the Good News of His love by word and deed'.

Activities that bring the Church to the notice of the wider public and, where possible, involve them directly are instigated and encouraged.

The **New Year's Day walk** (in conjunction with the Cock Inn) has now become an established start to the year. In the Spring, *Marriage in Mind* is a day which helps prospective wedding couple think about their future life together. **Frugal Fridays** are a monthly opportunity for hosts to invite non-churched friends and neighbours to meet Church members in table-fellowship, while raising money for the Village Fund. The **Big Brew Coffee Morning** at the pub and **Fair Trade stall** are other opportunity to build relationships, as is the Church presence at **Village Day**, while **Back to Church Sunday** invites all those we have met during the year to join us in Church. Other Mission initiatives are reported in more detail below.

Sheila Blair

Item 15 (i)

Sierra Leone

The link with St. Matthew's church in Aberdeen, Sierra Leone continues to prosper. At the end of February Sheila Blair, Andrew Meredith-Jones and Charlotte (Charley) Hill visited for 9 days and received the usual generous hospitality. They took with them stationery items donated by parishioners and these were gratefully received by the Shida Pre-School and Aberdeen Primary School. Also, on behalf of our Village School they took £75 for the Primary School to spend on equipment. They also took some football kit kindly donated by Cuckfield Football Club.

One of the highlights of their trip was to visit the 10 children for whose secondary education we are paying. Half the children are from the Christian community and the rest are from the Muslim community and this helps to support the close link between St. Matthew's and the local Mosque, which was in place before our link began.

Two of the ten children are now in their third year, four are in their second and the remaining four started last September. It is intended to sponsor four children every year for the foreseeable future although, to do this, we will need to attract more donors. The cost of a child's secondary education is about £80 a year, which includes fees, uniforms, stationery and books. A relatively small contribution by a number of people in our parish can, therefore, achieve so much.

We have also given financial support to the building of a new church hall for St. Matthew's. Progress on this is steady but slow and work is done as and when money is available.

Other support has included money raised by Wicked to buy a keyboard for St. Matthew's Youth Fellowship and money donated by our MU to help St. Matthew's MU purchase mosquito nets. Additionally, last year's Harvest Festival Church collections were sent to St. Matthew's to add to their own fund which enables them to distribute money each Christmas to some of the poorest in the parish.

We continue to look to the future and thank God for all those who donate to the fund. It was also good that two of this year's visiting party were people who had not been before and we hope not only that they will want to go again, but also that others will wish to visit Aberdeen.

It is a privilege for those of us who live in a society that has so much more than it needs to experience the friendship, resilience and hospitality of those who represent a society that needs so much more than it has.

Paul Welch

Posada

Mary and Joseph made another successful journey around Wivelsfield in December. Besides staying in homes, they visited the school, the Village Carol Festival and the Cock Inn. Their visit, besides underlining the spirit of Christmas, leaves a sense of joy and love.

Sarah Cox will be arranging the Posada journey this year.
Dorothy Matthew

Christmas Day Lunch

The Better Together Christmas Day Lunch was once again well attended and more than 70 guests and helpers sat down to a wonderful Christmas lunch which had been provided and prepared by members of the Wivelsfield community, including kind individuals, The Cock Inn and members of the Church, all of whom helped in various ways by contributing food and condiments, table decorations and crackers, preparing vegetables or cooking. The turkeys were generously donated by Mark and Audrey Perrett, the Oaks Poultry Farm, Ditching Common, and Terry Murrell and his family. Special thanks must go to Carola Godman Law for heading up the organisation and for hosting the lunch.

Guests come from all over mid Sussex, and if they did not have transport our team of volunteers chauffeured them to the door and returned them home safely at the end of the day. The guests included people from sheltered accommodation, elderly couples or individuals plus family groups and, as well as old friends who come every year; it was good to be able to welcome a family who only moved into the village the week before Christmas. Helpers were on hand with drinks and canapés to receive the guests, to wait on them during the full, traditional Christmas lunch and to wash up afterwards. During and following lunch the gathering sang carols and was entertained by talented pianist Rosalie Birchmore and Richard Spencer who told a number of delightful Christmas tales of old. Matthew Godman Law organised a popular quiz which encouraged guests to chat to their neighbours and Jane Clarke read an amusing poem.

This special Lunch, which was originally started by Norman and Anne Turner five years ago, is a true expression of the spirit of Christmas. It is an opportunity to welcome and embrace old friends and new at Christmas - a time when we can all step away from our daily routine and share this special time of year and celebration together.

Carola Godman Law

Worship Committee

The Worship Committee has met a number of times during the past year in order to discuss, review and plan the worship of the church and to make recommendations to the PCC.

We have initiated new, amended service booklets for Holy Week, Easter and Rogation Sunday. We have also provided recommendations as to how baptisms can be accomplished more smoothly within the context of the 10.30am Eucharist. We have tried to keep a watching brief on Café Church Services and the rota for allocating the planning and leadership to various groups and bodies within the church.

We have also facilitated the provision of special, occasional services such as Healing Services, Village Day worship, Friends of Wivelsfield Churchyard Service, the Great Ote Hall Songs of Praise event, the Back to Church Sunday Service and the All Souls tide Memorial Service amongst others. We are pleased to see services

developing in order to incorporate children's ministry and activities more fully, particularly on occasions such as Café Church, Mothering Sunday, Palm Sunday, Harvest Festival / Back to Church Sunday and the Christmas Crib / Posada Service. The Worship Committee is pleased to serve the church and excited to be involved in the planning and oversight of vibrant and meaningful worship. Thank you to all who are involved in making this worship happen and who ensure that it is accomplished to the highest possible standard.

Christopher

Item 16 (ii)

Cafe Church

Cafe Church just grows and grows and it is wonderful to see everyone chatting together before and after the service every third Sunday in the month. It really has become a successful outreach within the Village. We would like to thank everyone for their help and support – we couldn't do it without you.

Kay Breeds and Dorothy Matthew

Item 16 (iii)

Home Groups during 2012

There are four Home Groups in our church, meeting weekly or fortnightly. These are led and hosted by members of the Church, in their homes or in the Church Room, enabling members to grow in their faith because they provide an environment in which to study the Bible in a more interactive and discussion-orientated environment. Home Groups are informal, friendly and supportive, providing an ideal setting in which to enjoy closer and more meaningful relationships with people and to meet new friends - a place to share, receive and give.

The group led by David White met fortnightly on Tuesday evening, starting the year with the book of *Joshua*, moving on to part of the *Emmaus* course and finishing with things pertaining to *Advent*.

Two groups meet on Wednesday evenings; one weekly and one fortnightly. In 2012 Sheila Blair's group studied the *Covenants* God made with Noah, Abraham, Moses and David culminating in the New Covenant instituted through Jesus; the '*Historical Geography of the Holy Land*' and the book of *Ruth*, interspersed with Paul Welch's contentious issues such as living with global poverty and homosexuality.

David Billam's Home Group meets weekly, with a current membership of 14. We have studied many varied subjects, and several members take a turn at leading our meetings.

Mary Hayball's group meets every other Thursday from 2pm to 4.30, in the church room. They often study York courses, including '*Living the Gospel*' and '*Great Events, Deep Meaning*'

During Lent all Home Groups followed the York course '*Handing on the Torch*' and afterwards came together to discuss this over a communal lunch. Most Home Groups also organised a Café Church during 2012.

The Vicar and Youth Club leaders ran a *Youth Emmaus*.

Item 16 (iv)

Healing Ministry Report 2013

During the year since the last AGM we have held Healing Services at our Church in August 2012, November 2012 (Commemoration service) and in February 2013 and we have joined with the Ascension Church for a healing service in May and November 2012. The Commemoration Service is always very well attended and attracts people outside our usual congregation. The music at the healing services is always very special thanks to David and Jenny, Christopher, and others who join them.

In July about 12 of us attended the Thursday morning healing service at Burrswood. Our links with Burrswood remain strong and in August this year we have Martin Granger from Burrswood coming to preach at Wivelsfield.

Prayer and listening ministry is available at most 8.00 and 10.30 a.m. services and at other times – just ask one of the healing ministry team* to arrange a time.

(* Sheila Blair, Janet Day, James Olsworth Peter, Penny Sullens, David White)

Penny Sullens

Item 17

EVENTS COMMITTEE REPORT 2012/13

The Committee has met on six occasions to discuss and organise various social events. Our small group works very hard and cheerfully, however, we accepted reluctantly, Jane Green's decision, because of family commitments, to retire from the Committee. Jane will continue to help whenever possible and we are most grateful to her for all that she has done in the past.

- On Easter Day and Bank Holiday Monday afternoon, the committee organised teas, so that any visitors to the Church might enjoy our Easter flowers..
- In April there was a Spring Concert, held in Church, this was very successful, and the Committee organised suitable refreshments.
- The Committee assisted in the organisation and preparations of the Summer Fête, which proved once again to be a wonderful afternoon of fun and fellowship. Our very grateful thanks to Anne and Hew Billson for their kindness and support in allowing us to enjoy their beautiful garden and the use of the Billiard Room and kitchen.
- Some members of the committee helped prepare and serve teas at the Great Ote Hall Open Afternoon, a joint fundraiser for Church and Hospice.
- On October 5th the Committee prepared the Harvest Supper, which was followed by a youthful entertainment and the evening was enjoyed and appreciated by all who attended..
- The Committee organised and served suitable refreshments following the Confirmation Service on October 10th
- At Christmas we provided the usual refreshments after the Carol Service
- Light lunches have proved very popular and are provided monthly - weekly in Lent
- We now endeavour to serve coffee, after the Children's Service and 10.30am Eucharist, in the Church Room and are very grateful to all who volunteer to help.

We look forward to 2013, which will be equally busy and enjoyable, culminating in the Nativity, when your help will be needed and valued.

Marion Whear

Item 18

Fund-Raising Report for APCM

Fund-raising in 2012 was very successful and made a substantial contribution to remedying the budget deficit. The year got off to a good start with the auction of O2 tickets and ended magnificently with £2760.00 raise at the Auction of Promises. The Save a Brick appeal reached its target of £10,000 enabling Phase 3 of the churchyard wall repairs to be completed. Other income generators, by groups or individuals, raised funds for our Church and its activities; the Hurst Choir concert, the Open Garden and teas at Great Ote Hall, Julie Holden's marathon, Robert Wood's talk on the Church and other 'one-offs'. All these various initiatives raised well over £12,000.

The Fund-Raising Committee was set up with the remit of thinking up new ways to increase our Church income. Having achieved this it has disbanded so that its members can concentrate on specific areas of Church life but it is good to know that the fund-raising momentum generated over the last couple of years will carry on. So please support events that have now become part of our Church year: the Easter flowers and teas, produce stall, light lunches, Beetle Drive, Old Time Music Hall, occasional concerts; all enjoyable events to be involved with and to bring friends to while also generating income for our Church.

If you have an idea for a fund-raising activity or if you would like to run a fund-raising event please talk to Sara Crichton or one of the Church Wardens. They will be happy to give help and advice.

Sheila Blair

Item 19

Report from the Safeguarding Co-ordinator

The agency CCPAS (Churches Child Protection Advisory Service), appointed by the Diocese, is now fully up and running. All disclosure applications are now being applied for online. This has speeded up the process of receiving the required information back from the agency. However, changes are afoot which prevent us from receiving a copy of the certificate as before. Only the applicant will receive a copy of the certificate in future.

The CRB has now been rebranded to DBS (Disclosure and Barring Service). In 2013 a number of our volunteers will require renewal of their CRB checks; however, not all are now necessary. As the rules have been relaxed we are not supposed to apply for another disclosure unless that person has regular (4 or more times per month) contact with children or vulnerable adults. Any adult volunteers involved with Youth Camp in May will need to have a valid CRB or DBS, as they are staying overnight with the children.

In October, I and a number of other people from our Church attended the Foundation Safeguarding Training run by the Diocesan Safeguarding Officer, Colin Perkins. It was really good to have the support from my fellow parishioners.

I have approached the safeguarding co-ordinator, Claire Ebdon from St. John's Church, Burgess Hill who is happy to offer advice or step into my place should I be absent. Her contact details will be displayed together with mine on the notice board in Church.

If you have any questions about safeguarding or if you are unsure that we are complying with the Diocesan Safeguarding Policy (a link is on our website) please come and chat to me.

Jo Callaghan

Item 20

Wivelsfield Monthly News

At the end of 2012 Mr Colin Holden stood down as editor of the Wivelsfield Monthly News. We would like to thank him very much for all his hard work doing this job for a number of years. This task has now been taken over by a team. Mrs F Holmes has taken over as editor. Mr R Meredith-Jones is now organising the advertising and Mrs S Blair is organising copy where necessary. Production of the Magazines has been moved from Church House, Hove to Chailey Heritage Enterprise Centre. Our sincere thanks go to the new team who have taken on this important work.

The Church Hall, Church Lane, Wivelsfield

As a vibrant continually developing Church, we seek to embrace as many aspects of community life in the parish and village as possible. We believe that the Church Hall has an important part to play in the future of our community. If the hall is renovated, it would be more suitable and inviting to use for Church related and village activities and therefore we believe that it would be used more often than at present. We could use the hall for more children's activities such as the "Jesus and Me" sessions and perhaps "messy church". Wicked Youth Club would be more likely to use the hall regularly. There are times when the Church Room is too small for what we require and the Village Hall, which we have to rent, is larger than we need. A refurbished Church Hall, with good kitchen facilities, would open up many opportunities.

The Church Hall was built in 1916. The single story building was constructed in keeping with the old village school and the other dwellings in Church Lane. It has been used regularly over the years. Latterly the Church has let the building to the Mill Hall Nursery for mid week use. This has produced a regular and much needed income for the Church. At the same time, this has allowed the Church to use the building in the evenings and at weekends, when required.

Gradually the state of the building has deteriorated. Now the tiled roof is in urgent need of refurbishment and the wooden floor must be replaced, as it is rotting. The PCC agreed to instruct the Church Architect to draw up plans to renovate the building to bring it up to modern day standards, to include disabled toilet facilities and disabled access. We also required that the plans should show conversion of the roof space into a two-bedroom flat. Letting such a flat would bring in regular income for the Church. This is an important consideration. The likely rent we would receive from the flat would be £850 per month. We received planning permission and building regulations approval last year. The plans are up in the Church Room for all to see. The cost of this major project would be in the region of £250,000.

This matter has now become urgent. We are at present looking into applying for grants but we would also have to raise a substantial sum from the Church and village communities. Would this be possible? We already have available nearly £50,000. A proportion of this sum has been promised if we go ahead with this project. None of this sum is from our current Church funds. The alternative to the above would be to sell the Church Hall. This would be an irreversible action that we do not think would be in the best long-term interests of our Church.

If you have not done so already, please study the plans up in the Church Room. If you would like to hear more about this project please contact a Church Warden or the Secretary, Sara Crichton..