

# Heathfield and Cotford St.Luke PCC

## Receipts and Payments Account Year Ended 31st December 2017

	Main	St Luke's	Total
<b>Receipts</b>			
Planned Giving	£14,224.60	£31,551.56	£45,776.16
Service Collections and other income	£2,847.47	£7,691.29	£10,538.76
Interest etc,	£24.10	£14.44	£38.54
Fund Raising	£883.44	£3,043.25	£3,926.69
Grants	£1,600.00	£29,800.00	£31,400.00
Gift aid	£2,868.94	£247.37	£3,116.31
<b>Total</b>	<b>£22,448.55</b>	<b>£72,347.91</b>	<b>£94,796.46</b>
<b>Payments</b>			
Running Expenses	£3,425.27		£3,425.27
Deanery Expenses	£200.65		£200.65
Church yard maintenance	£660.00		£660.00
Sundry Expenses		£3,854.22	£3,854.22
Parish Share	£19,333.80		£19,333.80
Charity	£1,479.00		£1,479.00
New building costs		£66,103.50	£66,103.50
<b>Total</b>	<b>£25,098.72</b>	<b>£69,957.72</b>	<b>£95,056.44</b>
Excess of payments over receipts	£2,650.17	-£2,390.19	£259.98
<b>Bfwd 1st January 2017</b>	<b>3,697.04</b>	<b>66,720.38</b>	<b>£70,417.42</b>
Movement in year	£2,650.17	-£2,390.19	£259.98
<b>Cfwd 31st December 2017</b>	<b>£1,046.87</b>	<b>£69,110.57</b>	<b>£70,157.44</b>



R.T. Lathan

6/3/18

# Parish of St John the Baptist, Heathfield, with Cotford St Luke

## Churchwardens' Report to the Annual Parochial Church Meeting of 22 April 2018 and to the Charity Commission for the year ending 31 December 2017

The ecclesiastical parish of Heathfield with Cotford St Luke includes the small community of Heathfield and the new village of Cotford St Luke, built in the grounds of the old Tone Vale Hospital. We worship in the ancient church of St John the Baptist in Heathfield and in the community and school halls at Cotford. The parish, with the parishes of Oake and Hillfarrance, forms part of the Deane Vale Benefice in the Diocese of Bath and Wells.

Rector (since 2010; Priest-in-Charge from 2002): Rev. Preb. Alison Norris

PCC secretary: Lindsay Hall, 42 Graham Way, Cotford St Luke, TA4 1JG

Elected Church wardens: Dawn Mitford-Slade (Heathfield); Philip Hall (Cotford)

Elected PCC members: Joyce Allen, David Bleloch, Jane Elliott, Louise Frost,  
Alison Gabell, Susan Harris, Laura Hills, Katy Stirzaker, Hilary Wallace

Treasurer: Rod Latham

Deanery Synod representatives: Joyce Allen, Dawn Mitford- Slade

### Structure, governance and management:

PCC members are appointed in the manner set out in the Church Representation rules. All who attend church are encouraged to register on the church Electoral Roll and may then stand for election to the PCC. The full body has thirteen members, including the clergy, the treasurer, and the two churchwardens who represent the Bishop. [The secretary is co-opted and a non-voting member].

The Electoral Roll was fully revised in 2013, is reviewed annually, and now stands at 68 [with an active adult membership of around 50 adults].

In 2017 the full PCC met on 26 January, 2 March, 14 April, 23 April [after APCM], 15 June, 22 June, 13 July, 21 September and 30 November – again, more meetings than usual, to keep people informed of activity linked to the new-build project and to seek minuted approval from the PCC as the responsible body, when necessary.

### Objectives:

The PCC has the responsibility of supporting and working with our Rector to promote the whole mission of the church: **worship** [prayer and praise, through liturgy]; **discipleship** [fellowship and teaching]; and **ministry** [service and evangelism]. It also maintains the church building, St John's, in Heathfield and pays for the hire of the community and school halls in Cotford for the services and outreach activities there.

Our aims, set out in our entry on the Charities Commission website, are:

To celebrate God's love through worship in a variety of styles and settings for all ages.

To care for and serve all people in our church, our community and the wider world.

To grow spiritually through teaching, listening, prayer, fellowship and service.

To make known the Good News of the love of God in Jesus.

To provide a centre in the village of Cotford St Luke [as well as our existing building in Heathfield] where everyone is welcomed.

**Achievements and activities:**

St Luke's Centre: This is written at an exciting time - the long-hoped-for build of our new church and community centre in Cotford began in January 2018, after a rollercoaster 2017 which was testing of faith and commitment for many of us. As last year, PCC members and the steering committee have continued to work for the building of this new 'sacred space' to serve the whole community throughout the week, on a central site in Cotford acquired by the Diocese at the end of 2010. Church members have met to pray, to give and to fund-raise. The Bishops' Council of the Diocese agreed to support us with additional guarantees. And at the PCC meeting of 30 November 2017 [attended by the Rural Dean] there was wholehearted support for the project, that it truly was of God, so we were able to give the green light to our builders, Homelodge. We are most grateful for the time, prayers, generosity, commitment, even sacrificial giving from many people in supporting this project, including those well outside the village who believe in its value. And particular thanks to Alison and to Clare Reid, who have carried the bulk of the administrative load. It is a huge financial commitment, not lightly nor unadvisedly entered into; but with prayer and hard work and love it will succeed.

The Benefice Standing Committee meets every three months or so to co-ordinate ministry and worship across the benefice, and promote working together as parishes to do those things best not done apart. 'Fifth Sundays' continue as joint benefice services, a good opportunity for the parishes to unite in worship.

There were several fundraising events, including the Dog Show and Fete, in June - the emphasis again was on fun and community, not competition, and it was a great day. Many thanks to Derrick Reid, Dawn Mitford-Slade and Jane Elliott for leading this; and to Dawn also for her Open Garden afternoon in April. The Big Yard Sale was held again in May, but was affected by poor weather; it may be 'rested' in 2018. Thanks also to Laura and Paul Hills, who ably led an enjoyable Quiz Night in December. Roberta Winterson has been very active in coordinating other fundraising projects, as well as leading a brilliant team who also provide refreshments at weekly services and events - we are thankful for them all. All these events are just as much about building our sense of community as about raising money.

We continue to be wholeheartedly led by our Rector, Rev Alison Norris. We are grateful for her excellent teaching and pastoral support of people inside and outside the church, and for the support from her husband, Rev Andrew Norris. A lot of unseen work, by both of them, makes things happen; the demands of pastoral work shouldn't be underestimated.

The church is still seen as the main provider of children's activities in the village. Several church members have come forward to keep Event going - particular thanks to Derrick Reid and David Bleloch [who also took on the role of Sunday School leader when Clare Reid stepped down to concentrate on the building project].

Lay-led house groups continue across the benefice, meeting weekly or fortnightly and open to all.

Nine '3<sup>rd</sup> Sunday' services had outside speakers in 2017, to offer opportunities for us to consider issues of the day and to invite people who would not otherwise wish to go to a church service. Subjects covered included: civil justice, women in the church, Gypsy history, local journalism in a time of new media, the Church Army, prison visiting, homelessness, school pastors, and the work of Wells Cathedral. We are very grateful for the speakers, who gave their time freely and left us much to consider. However, it has

become more difficult to find speakers, and few attended who were not already church members, so this format is also being reviewed.

**Church attendance:** Average attendance at the weekly Cotford services is now around 30-35 adults and 10-20 children; and 12 adults at the monthly Heathfield Communion service – though many more attend special services, such as Come to the Manger at Cotford [over 200 children and adults] and Christmas Day at Heathfield [88+]. We are seeing an increase in the commitment of those who do come regularly; and it is good to see the children pleased to be in church and comfortable with worship.

**Regular Sunday services:**

St John's Heathfield: 08.30 Communion (monthly on 2nd Sunday)  
10.00 Family Communion for the Benefice (some 5th Sundays)  
Community/School Hall at Cotford: weekly at 10.00 (except 5th Sunday)  
1st Sunday - Family Communion  
2nd and 4th Sundays - Family Praise and Sunday School  
3rd Sunday – Discussion or music-based service for adults  
Ignite service for children [come and find out!]

People also attend other services at Oake and Hillfarrance churches in the Benefice

**Other regular services and activities:**

Toddler Church, Thursdays, weekly at Cotford in the Community Room at 14.00  
Monthly midweek Holy Communion in Cotford (venue varies – see Alison)  
House Group – most Monday evenings, at 42 Graham Way and 5 Aveline Court  
EVENT CSL village youth group, fortnightly  
Midday Prayers throughout the week across the benefice

**Special services and events:**

Lent study groups  
Lent Meditations in the week before Easter, across the benefice  
Mothering Sunday, March  
Palm Sunday  
Good Friday witness walk from Cotford via Heathfield and Oake to Hillfarrance  
Easter Day services  
Open Garden and cream teas, April, at Harnham Farm  
Big Yard Sale, Lee Abbey weekend and Wells Cathedral visit - all May  
Cotford Dog Show, Fete and Cream teas, June  
Cotford Harvest service, September  
Remembrance Day service at Cotford  
'3rd Sundays' - discussions for adults and older children; activities for younger children  
Cotford Quiz Night, December  
Advent meditations across the benefice  
Christingle service, Family Carols on the church land and Come to the Manger, at Cotford  
Christmas Day at Heathfield

**Other activities and acknowledgements:**

**At Cotford:** A successful church at Cotford is vital to support the long term health of the village and the viability of Heathfield church.

We are very thankful for the excellent Music Group, who lead us in many services.

We are thankful also for all those who help with services, events, study groups, Sunday School, Messy Church and Toddler Church; for those who provide our flowers and

refreshments, and notices and newsletters; for those who support the youth and children's work; and for all those who have worked on fundraising [and 'fun-raising'] projects.

#### **At Heathfield:**

The beautiful little church at Heathfield continues to complement the worship at Cotford. Our two main benefice services for the year can best be described as Heathfield Holy Huddles! - with seating for only 70 we managed to pack in nearly 100 people on Christmas Day and 75 this Easter. The monthly 8.30 holy communion attendance is slightly down, but this is still a special time for the mainly older congregation who attend from across the benefice. We held two funerals over 2017, and would have held an infant baptism but for the heavy snow in March this year.

There is a small but very reliable band of helpers, without whose help the church would not be open: Sue Harris and Jacqui and Andy Hay-Berry contribute a great deal to its running in numerous ways; Dave and Mo Bridgwater do an excellent job of cleaning and John Roe keeps the candles burning; our key holders, Janet Sharland, Janet Pinkerton-Hyon, David Barker and Val Fanning make sure the church is always open by day; the Bakers and the Paynes kindly let us use their land for overflow parking; Matthew Burdett keeps the churchyard mown; and Jacqui and Andy organise twice-yearly working days so we can be proud of our peaceful little church and its surroundings - thank you to everyone.

#### **In the parish generally:**

We are especially thankful for the leadership, inspiration, pastoral care and hard work of our Rector, Rev Alison Norris.

There are considerable challenges ahead – the times are not easy. The wider rural church has ageing congregations and many historic buildings. We have a beautiful old church to maintain and a new church to build; we have to establish our relevance to the wider community without losing sight of our primary purpose.

We are aware that we don't always get things right and could do better, and that people can feel taken for granted or overlooked. If you have suggestions or constructive criticisms to make, or want to be more active in using your gifts in your church, please let us know. Ultimately it is up to us, with God's help, to make the church and the community that we want. We are thankful that we are part of an active Christian community in a beautiful part of the country, and we look forward to the future with hope and enthusiasm.

Dawn Mitford-Slade, Philip Hall - churchwardens

#### **Health and Safety; and Safeguarding:**

The parish's Health and Safety policy is reviewed in February/March each year, with copies held in Cotford and Heathfield. We encourage everyone to read it and take notice of its advice, and suggest improvements – it is everyone's responsibility.

There were no significant problems with Safeguarding brought to our attention this year. DBS checks were satisfactorily carried out for those new to children's work in the parish. The Safeguarding officers [Lindsay Hall, Philip Hall] have attended training provided by the diocese and can provide initial advice if anyone has any concerns.

Everyone matters, and is of equal value in the eyes of God, but the safety of children and vulnerable adults is paramount; and it is everyone's responsibility to make sure that it is maintained in all that we do. Abuse can be physical, sexual, emotional, financial, spiritual, discriminatory or by neglect; if you notice or are told of something worrying, do take it seriously and don't dismiss it or ignore it – listen and act.

PH 4/18

INDEPENDANT EXAMINERS REPORT TO THE PCC OF ST JOHN THE BAPTIST CHURCH HEATHFIELD  
WITH COTFORD ST LUKE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

**I report on the accounts for the year ended 31st December 2017.**

The PCC consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.41 of the Act; or
- to prepare accounts which accord with these accounting records 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 24/3/18 .....