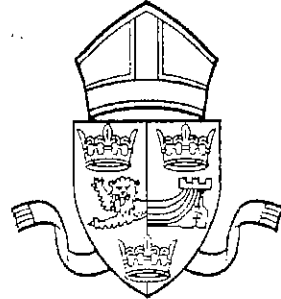


**Diocese  
of  
St Edmundsbury and Ipswich**



**Annual Report  
and  
Financial Statements  
of  
The Parochial Church Council of the Ecclesiastical Parish  
of  
St Mary the Virgin  
Walton, Felixstowe  
Suffolk**

**For the year ended 31 December 2017**

**Prepared under the Receipts and Payments Basis**

**Registered Charity: 1133981**

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## **GENERAL INFORMATION**

### **Contact Details**

#### **Church**

St Mary's Church  
Walton High Street  
Felixstowe  
Suffolk  
IP11 9DS  
01394 670090

#### **Priest in Charge**

Revd Caroline Allen  
The Vicarage  
1 Parsonage Close  
Walton  
Felixstowe  
IP11 2QR

#### **Curate**

Revd Charlotte Cook  
The Vicarage  
Church Lane  
Trimley St Martin  
Felixstowe  
IP11 0SW

#### **Office Manager**

Mrs Georgina South  
Church Office  
St Mary's Church  
High Street  
Walton  
IP11 9DS

#### **St Mary's Treasurer**

Mrs Carolyn Jones  
Church Office  
St Mary's Church  
High Street  
Walton  
IP11 9DS

#### **Bankers**

Barclays Bank  
18 Hamilton Road  
Felixstowe  
Suffolk  
IP11 7AR

#### **Examiner**

Mr S Renvoize  
St Edmunds House  
1 Arwela Road  
Felixstowe  
Suffolk  
IP11 2DG

#### **Architect**

Mr Philip Orchard  
The Whitworth Co Partnership LLP  
18 Hatter Street  
Bury St Edmunds  
Suffolk  
IP33 1NE  
NR11 6EU

#### **Charitable Status**

Registered 2<sup>nd</sup> February 2010  
Charity Number 1133981

#### **Insurers**

Church Rep: Mr Guy Pearse  
Ecclesiastical Insurance Office Ltd  
Church Customer Services  
Beaufort House  
Brunswick Road  
Gloucester  
GL1 1JZ

#### **Governing Document**

Parochial Church Council Powers Measure (1956) as amended and Church Representation Rules

## MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL

Members of St Mary's PCC are either ex-officio or elected at the Annual Parochial Church Meeting (APM) in April. Revd Caroline Allan, the Associate Benefice Priest: Revd Wendy Smith, the two Church Wardens, Mr Philip Rawe and Dr Lynda Tempest and the Treasurer Mrs Carolyn Jones are all ex-officio members.

### St Mary's Parochial Church Council was made up as follows

	<b>St Mary's PCC 2017</b>	<b>TO</b>
<b>Priest in Charge:</b>	Revd Caroline Allen	Ex Officio
<b>Associate Benefice Priest</b>	Revd Wendy Smith**	Ex Officio
<b>Assistant Curate</b>	Revd Charlotte Cook**	Ex Officio
<b>Reader:</b>	Mrs Wendy Fellingham	Ex Officio
<b>Wardens: Ex Officio</b>	Dr Lynda Tempest Mr Philip Rawe	April 2018 April 2018
<b>Treasurer:</b>	Mrs Carolyn Jones	Ex Officio April 2018*
<b>Book Keeper:</b>	Mr Steve Rowe** (from 1.3.17)	Ex Officio
<b>Deanery Synod Representatives:</b>	Mrs Margaret White Dr Lynda Tempest One vacancy	June 2020 June 2020
<b>PCC Elected Members:</b>	Dr David Bellamy Mrs Jan Garfield Mr Stephen Rowe (resigned 28.2.17) Mrs Ann Woodard Mr Paul Solomon	April 2018* April 2018* April 2019  April 2018 April 2018*
<b>PCC Co-opted Members</b>	Mr David Smith	April 2018
<b>PCC Secretary</b>	Mrs Georgina South**	

\*Has the option of standing for election for a further three years.

\*\*Not a Trustee.

Mr Stephen Rowe was appointed Book Keeper on 1 March 2017 and so stood down as a Trustee, he was welcomed to the PCC meetings in his capacity as Book Keeper.

### Training of PCC members

Various members have attended training sessions throughout the year according to their areas of expertise or ministry.

## COMMITTEES OF THE PAROCHIAL CHURCH COUNCIL

The PCC operates through a number of committees that meet between full meetings of the PCC.

**PCC Standing Committee:** (This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.) This committee is automatically comprised of the Vicar, two Church Wardens, the Treasurer, the Secretary and one additional PCC Member. Members of the current PCC Standing Committee are Rev Caroline Allen, Mr Philip Rawe, Dr Lynda Tempest, Mrs Carolyn Jones and Mrs Ann Woodard. The PCC currently does not have a Secretary. This Committee did not meet during 2017.

**Benefice Council Representatives:** As the Benefice Churches hold joint Benefice PCC meetings regularly, there are no separate representatives.

**Finance Committee 2017:** Rev Caroline Allen, Dr Lynda Tempest, Mr Philip Rawe, Mr Stephen Rowe, Mrs Carolyn Jones, Miss Valerie Moore and Mr Paul Solomon.

**St Mary's Church Elders 2017:** Mrs Pamela Allen, Dr Lynda Tempest and Miss Mary Wakefield.

**St Mary's Church Readers 2017:** Mrs Mary Rowe, Mr Roy Allen, Mrs Margaret White, Mrs Wendy Fellingham and Mrs Sandra Griffiths.

**St Mary's Church Officers 2017:**

Health and Safety Officer: Mr David Coppock resigned this role September 2017.

Child Safeguarding Coordinator: Mrs Sonya Stephenson.

# Trustees Reports

## ST MARY'S CHURCH: ANNUAL REVIEW 2017

### Vicar's Report

As I read the many different reports and see all that we do here at St Mary's in the name of Christ these words came to mind:

"For in the one Spirit we were all baptised into one body—Jews or Greeks, slaves or free—and we were all made to drink of one Spirit."

1 Corinthians 12:13

There is only one body, even though there are many differences among the parts of the body of Christ, we are all members of the same body. He made us all different and we need each other and all the amazing gifts we have to enable all the wonderful work to be done here at St Mary's.

Once again, this year has been no different from the previous year, a busy and filled year with new ministries growing. It has been a year for St Mary's to reestablish itself as the centre of the community of Walton; many connections continuing and new connections being created.

Yes, as a church we are busy but I do believe that we are becoming joined up with the many ministries we do. All the many groups are all opportunities for us to engage with so many people.

The Pop Shop - helping people with food poverty, the Community Cafe which runs alongside the Pop Up - linking up with people who are lonely - Walton Parish Nursing and CAP also being part of the Pop Up Shop, enabling people to find much needed help, meeting people in need and meeting people for nourishment.

We have the home groups, Craft2gether, Bowls Club, Men's Fellowship, Lent Courses, Schools' Experiences, Messy Church, Assemblies, to name a few. The Spring Fair and Flower Festival linking with our wider community and many of the church family being involved to make all this happen.

Christmas, with the new Community Carol Service and the joy that the Christmas Tree and the Christmas Baubles brought - all wonderful moments of connection. People wanting to give and receive from the community.

I believe that from this we now have the new Walton High Street Community Trades group regularly meeting - thinking about how we can bring back a real community feel in Walton.

As a church family we gather on a Sunday to worship God, to meet as a like-minded community so that we are energised to go out into the world.

At the end of most services we say:  
"Go in peace to love and serve the Lord."

I truly believe that as a Church we have taken up this command that Jesus has given us, and we fulfill it with great energy and enthusiasm. It isn't easy and there are many challenges, but I would want to say a **huge thank you** to every member of the church family for all that you do!

For this coming year we will continue with what we do, building on all the good works. The reordering at the back of the church will hopefully begin to come to fruition during the year, as we continue to fund raise and apply for grants. But we must never forget that we are the one body and all the glory is His!

"For in the one Spirit we were all baptised into one body—Jews or Greeks, slaves or free—and we were all made to drink of one Spirit."

**Addition:**

At St Mary's we have a very generous church family and once again we have supported many different charities and groups throughout the year, prayerfully and financially. For more detail please see the report.

During 2017 we continued to support our local initiatives - Walton Parish Nursing and Boost. During Lent myself and Charlotte raised monies for The Bishops Lent Appeal for Kagera and 'On the Level'. We have supported the Children's Society through the Christingle Service, donations have been given to the Bible Society, Seafarers' Mission and Tearfund has been supported at the time of national disasters.

In addition, through our Pop Up Shop and Community Cafe we now support The Basic Life Charity and the newly formed Felixstowe Christians Against Poverty and Debt (CAP). Annually, money is raised for Hope Trust, mainly through the Plant Sale; Traidcraft from a coffee morning; The Suffolk Historic Churches Trust from their Bike Ride; A Mother's Union project from a coffee morning and the Samaritan's Purse by filling a good number of Shoe Boxes at Christmas.

St Mary's fellowship has supported many organisations over a long period of time including the Leprosy Mission (collecting boxes and stamps); the Church Mission Society; and our Patrons, The Church Pastoral Aid Society (CPAS) - we continue to support all these ministries individually and as a church family. Home Groups have purchased 'Gifts for Life' by providing seeds, cattle, water pumps etc and many members knit items of clothing for Seafarers and other organisations.

Thank you all for your generosity and for being wise and good stewards with what we are freely given.

"For all things come from you and of your own we have given to you."

**Church Wardens' Report**

2017 saw the church community continued in its varied activities supporting both the church members & reaching out to the wider community

Philip Rawe and Lynda Tempest agreed to continue as Wardens and were duly elected. This is an annual appointment with any change being ratified at the Arch Deacons Visitation. This normally occurs in May and is the only occasion when most of the local Wardens have an opportunity to congregate.

Thanks should be given to the Deputy Wardens Mike Gates and David Mutum, they've never complained about covering any of the duties. As a church we're blessed with many willing helpers with the necessary skills to keep the church building and community functioning.

2017 was a quiet year as regards to buildings as we continued with regular maintenance & repairs

Recurring complaints are:

- The drain is blocked or the toilet is broken.
- It's cold, nobody has complained they were too warm from the overhead heaters.
- The lights have blown or not working

These headings probably cover most of the unsolicited conversations. The toilet can usually be traced to wet wipes or a cracked seat cover, we've only had to replace one toilet seat this year. With thanks to Chris Hadden and Graham Fellingham for sorting the problem. It's cold; in church the heating programmer gave up the ghost and the replacement took some time to arrive from the manufacturer in Spain, hence there were times that the church was a little cooler than desired.

All the properties have been surveyed as part of an insurance risk assessment. As a result of this survey we commissioned an electrical inspection of all the Church Properties. This did identify some problems requiring remedial action although nothing was condemned. The remedial work is ongoing and will be undertaken during 2018. We also reviewed our insurance policy and thanks to a considerable amount of work undertaken by Guy Pearce we were able to save more than £2000 of the annual premium by changing insurers.

#### **St Philips:**

The annual Gas Safe inspection, has been undertaken, a couple of the heaters were emitting Carbon Monoxide and were replaced. We have installed a new fan heater in St Philip's kitchen, thanks to John Miller. The PCC agreed to install 18 additional sockets in the Church side for Little Hoppers, an external contractor undertook this work. There were the usual regular maintenance issues such as toilet seats, new florescent tubes, electric bulbs and grass cutting. With thanks to Paul Solomon who agreed to keep an overview on this property and a record / log book of the maintenance work.

#### **Victoria Cottage:**

The annual Gas Safe inspection, has been undertaken. The perimeter fencing at the front has had new concrete posts installed to augment the rotting wooden posts. Thanks to Guy Pearce for undertaking this with I believe Ian Cobbs assistants.

#### **St Mary's Hall:**

The annual Gas Safe inspection has been undertaken. The Insurance Surveyor recommended fitting mortice locks to the halls exterior doors. This recommendation has been implemented with thanks to David Mutum. Thanks to Steve Rowe who agreed to keep an overview on this property and a record / log book of the maintenance work.

#### **St Mary's Church:**

Pleased to say the building is still here. There have been very few maintenance items to report as we await the On The Level reordering. The electrical testing revealed a few minor problems which we will address in 2018. As a church we are very fortunate to have so many willing and talented people to assist in the upkeep of the church and halls, their contribution of time and skill is a major contributor to the church community, whether it be coffee, cleaning, sides-person, weeding, grass cutting, painting, woodworking or audio visual the church is lucky to accept your gifts.

*Philip & Lynda*

### **Aims and Purposes**

The Parochial Church Council (PCC) has the responsibility of co-operating with the minister in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical, which encompasses our charitable aims of providing public benefit.

The mission statement for St. Mary's Church is: **God shows His love to us; we share His love with others. Our relationship with Jesus will grow and deepen together.**

St Mary's PCC is responsible for co-operating with the clergy to fulfil God's mission in the ecclesiastical parish of Walton. Together with all clergy and members, they proclaim the gospel, worship God and care for their members and the local community. They also have maintenance responsibilities for the parish church of St Mary's, St Mary's Church Hall, Victoria Cottage and St Philip's Church and Hall.



## **Public Benefit**

The members of the PCC are aware of the Charity Commission guidance on public benefit in "The Advancement of Religion for the Public Benefit" and have had regard to it in their administration of the PCC. The PCC believes that by promoting the work of the Church of England in the Parish of St Mary's Church, Walton, it provides a benefit to the public by:

- Providing facilities for regular public worship, open to all;
- The provision of space for personal prayer and contemplation;
- Pastoral work including supporting the work of Walton Parish Nursing, the Boost Chaplaincy at Felixstowe Academy, Hope Trust, The Basic Life Charity and a Pop Up Shop & Community Café;
- Taking religious assemblies in schools and Open the Book assemblies, and weekly after school Messy Church;
- Providing special services of remembrance for those who have lost young children, bereavement services and Remembrance Sunday;
- Providing services of baptism, marriage and funerals.

## **Objectives, Activities, Achievements and Performance**

The calendar was again packed with events throughout the year including regular events such as the Men's Breakfasts, one off events such as the Flower Festival and many fundraising events for the On The Level church development fund.

In January it was agreed to end the publication of the monthly Connect Two and move the information about the regular church events into the weekly Connect. Our youth group, Exodus moved to a new venue in St Philip's Hall and started meeting in the evening, fortnightly. This meant that the hall was in regular use by the church all day on a Tuesday starting with the Pop-Up Shop in the morning and then the weekly Messy Church after school service in the afternoon.

The Christingle Service on 15<sup>th</sup> January included a baptism and sadly saw the last service for JAM, our Jesus and Music worship group. January also saw the beginning of a six week sermon series on Natural Evangelism.

On 1<sup>st</sup> March we held an Ash Wednesday Service which was preceded by the showing of the Lent Course film. In between these two events, we held the launch of the Vicar and Curate's Cycle Ride. Rev Caroline and Rev Charlotte started their virtual cycle ride of the Camino de Santiago – the Way of St James, a 490 mile pilgrimage. Of course, not wanting to miss any services, Rev Caroline and Rev Charlotte opted to carry out the cycle ride on exercise bikes situated at the back of church! They raised funds for the On The Level fund and the Diocesan Lent Appeal for Kagera, Tanzania. We sent £1687.76 donation to the Diocesan appeal.

In March we held an Easter Schools Experience, ensuring that the gospel of Easter was passed on in a real and fun way to staff and pupils alike. We were pleased that Grange School pupils were included; this meant that three schools were now regularly coming into church to hear the gospel of Christ. On Sunday 16<sup>th</sup> March at the 10am All Age Service we held baptisms for three families, six children and had over 200 people attend the service and while it was a busy service it was such a joy to welcome so many visitors to church.

The ecumenical Lent Course was a great success, it was estimated that over 200 people viewed the film and 180+ attended sessions in all the participating churches. Rev Charlotte was the keynote speaker at the Good Friday Service at The Triangle in Felixstowe Town, bring the message to all the people attending or just walking by and on Easter Saturday she served bacon butties at St Philip's Hall, such talent is rare!

From Sunday 19<sup>th</sup> March to Sunday 2<sup>nd</sup> April we supported the Tearfund East Africa Crisis Appeal, raising £191.68 for their work in providing malnutrition treatments for mothers and children in South Sudan and food support and clean water for thousands of others in South Sudan and Somalia.

Monday 3<sup>rd</sup> April saw a number of the church family attend a fundraising meal at the Bombay Nite restaurant. A great time was had by all, although some of the quiz questions seemed unduly hard... An amazing £650 was received for the On The Level fund.

May was another busy month starting with the Ladies Evening on the 6<sup>th</sup>, an evening of food, conversation and fun which raised £206.60 for the On The Level fund. Then on 13<sup>th</sup> May we celebrated May Dyke's 100<sup>th</sup> Birthday with a grand afternoon tea in church.

On Saturday 20<sup>th</sup> May we held our Spring Fair and Plant Sale which was another great success. The church was beautifully decorated with bunting, and the Teddy Zip wire was hugely popular. The event was well attended by church family, friends and local residents raising a total of £782.19. This was split between Hope Trust and Walton Parish Nursing. On the following day we held our outside All Age service at 10am, another regular event that gives witness to the Gospel of Christ.

In June we were approached by the staff of Felixstowe Academy and asked to host their GCSE Art and Photography Exhibition, which we were pleased to agree to. So on Monday 19<sup>th</sup> the church space was cleared of chairs and huge display boards were placed with all the wonderful artwork. The Church was open 10am to 7pm on Thursday 22<sup>nd</sup> June for the students and their friends and families to come along and view. What a wonderful opportunity to welcome people from across Felixstowe into the church.

The church was restored to order in time for Rev Charlotte's priesting on Saturday 24<sup>th</sup> June at Bury Cathedral and on Sunday 25<sup>th</sup> we held our Benefice Holy Communion service with Rev Charlotte presiding. We followed this with our annual BBQ in the Vicarage garden, inviting those from Trimley Church to share the event.

On Sunday 2<sup>nd</sup> July, 7 candidates from St Mary's were confirmed by Bishop Martin at St John's Church, Felixstowe. It was a lovely service and such a privilege to support so many people on their Christian journey.

Later in the month on 16<sup>th</sup> July we held our first ever Ice Cream Sunday, which proved to be a great success. This was an All Age invite service aimed at those who did not regularly come to church and a total of 96 people attended – thankfully there was enough ice cream! On 22<sup>nd</sup> July had a fab time at a Tapas Evening at the Angel Inn Café and raised £209 for the On The Level project.

The fundraising didn't stop for the holidays and on Saturday 12<sup>th</sup> August we collectively rolled up our sleeves and washed cars! Donations for making cars shiny and for offering bacon butties while people waited raised a magnificent £394.58.

September brought the Annual Historic Churches Trust Cycle Ride (the Ride and Stride) on Saturday the 9<sup>th</sup>, and a total of £870 was raised. This was a massive amount and £435 was retained for church funds.

On Sunday 24<sup>th</sup> September we held our annual Prayer & Gift day, a day to focus on the gifts God has given us to use for His glory, to pray for ourselves and the community of Walton and to consider what financial gift we can make to the work of St Mary's. This year all monetary gifts went to the On The Level development fund and an incredible £5,499 (inc gift aid) was given. A clear testament to the open hearted generosity of our church family.

At their meeting in September the PCC agreed to financially support the Felixstowe Christian Action Against Poverty and Debt (FCAAPD) project along with six other churches, which would bring a help service into Felixstowe for anyone struggling with poverty and debt. A commitment of £105 per month to support the debt Centre was agreed. With Walton Parish Nursing, the Pop-up Shop and FCAAPD we are joined up with supporting our community in all ways.

Rev Charlotte started a three week sermon series on Paul's letter to the Philippians on Sunday 1<sup>st</sup> October at our 6.30pm service; all who attended and heard her words were both lifted and challenged. Charlotte combined her sermons with booklet which included the selected verses and questions to ponder.

On the following weekend we held our Flower Festival, the church looked amazing with so many displays from organisations and groups within our community. The church was open all day on Friday 6<sup>th</sup> and Saturday 7<sup>th</sup> October and we offered lovely refreshments to all our visitors. Congratulations to the Craft2gether group who narrowly pipped Walton Parish Nursing to first in the adult section of the favourite display vote (by one vote) and congratulations also to Messy Church who came first in the junior section of the vote. An amazing £654.76 was also raised for the On The Level fund.

Also on Sunday 8<sup>th</sup> October we celebrated our Harvest Festival and welcomed Rev Graham Archer, the Director of Ministry at CPAS, St Mary's Patron who gave God's word. Following on from the service was our Harvest Lunch in the hall. It was an amazing time; over 100 people all sat and ate together in fellowship. The ladies of the TGI home group hospitality team served a lovely cooked lunch of cottage pie and £333 was unexpectedly raised for the On The Level fund.

In October we launched a new fund to purchase a bench for the Churchyard and on 21<sup>st</sup> we held a Coffee morning in church which raised £290.85. We also received several large donations and on 26<sup>th</sup> November the fund was closed, having raised enough to purchase two benches, which were later installed in December.

This year we combined our annual Bereavement Service with the 6.30pm service on Sunday 26<sup>th</sup> October, and invited all those families who had lost a loved one over the preceding year. A number of people attended and were grateful for the opportunity and space to remember those who had departed.

On 13<sup>th</sup> November our second Schools Experience fortnight started, this time focusing on the Creation story. It was an amazing experience for the pupils and staff of all three schools and they all enjoyed listening to the stories and making the various crafts. We ended the event with an invite Coffee Morning for all the parents to come and see what their children had learned on their visit, a number of parents attended and this was a lovely opportunity to welcome them to church. We thank Wendy Fellingham and her team for helping to prepare and for delivering such a special opportunity for the children to learn more about Christianity.

On the 19<sup>th</sup> November we cancelled our usual 10am service so we could attend a joint Benefice Holy Communion Service at St Martin's Church Trimley. This was followed by a Fellowship Lunch in the Welcome Hall; this was a lovely opportunity to get to know our brothers and sisters in Christ from along the road.

Following on from the success of the Ice Cream Sunday, we held our first Chocolate Sunday on 26<sup>th</sup> November where we thought about putting our trust in God and (of course) celebrating all things chocolaty.

December was a very busy month for us, and saw some changes to our usual decorations. We moved our large Christmas Tree outside and had a smaller one inside. We offered a bauble to members of the Walton Community and church family to decorate to represent their group. These were used to decorate the outside tree, which became a focal point for the community.

We hosted several school concerts over the month and Trimley St Mary School asked that the collection from their two services to go to the NSPCC – we were able to send £244.85. On the 2<sup>nd</sup> December Felixstowe Harmonies Winter Wonderland Concert in aid of Walton Parish Nursing was held in church.

On 10<sup>th</sup> December just before our Community Carol Service switched on our tree lights and witnessed further to the community of Walton. The Carol Service was a huge success with 137 people attending, the Salvation Army Band played wonderfully and our choir led the music worship. The readings chosen by members of the wider community were just right and in all, everyone attending enjoyed the service.

Following the finalisation of the legalities of creating the new Benefice of Walton and Trimley, Rev Caroline was licenced as Rector of the Benefice on 15<sup>th</sup> December by Bishop Martin.

Our Carols by Candlelight Service on Sunday 17<sup>th</sup> December was attended by 207 people, and was a lovely service enjoyed by all who attended. Over the Advent and Christmas season 1,600 people attended services in St Mary's, it is simply amazing that we can touch so many lives at this special time of year.

We have of course continued with our Coffee Questions throughout the year, here are a few to re-examine...

How would you describe Jesus? In what capacity am I called? Do we have the same strong bond with Jesus as the sheep have with their shepherd? If you could ask God one question, what would it be? Do you feel precious, honoured and loved by God? What are you waiting for?

### **Future Plans**

The PCC are continuing with the plans to improve the accessibility of the church by improving the main entrance, raising the floor level of the choir vestry and kitchen extension to create fully accessible toilets, relocating the kitchen to the back of the church and a new drop off zone outside the west end entrance. The faculty application is well advanced and fund raising continues.

### **Risk Assessment And Health & Safety Report**

The PCC are grateful to David Coppock who took on the role of Health & Safety Officer in 2016 and thank him for assisting our church groups with carrying out risk assessments. The responsibility for Health and Safety rests with the Church Wardens and PCC following David's resignation and are actively seeking a volunteer for this role.

### **Safeguarding 2017**

I have been the Safeguarding officer since July 2016, supported by Reverend Caroline Allen. As well as Craig Hutton (Safe guarding) and Sally Fitch (DBS).

The role has become huge with DBS checks and all the new training for safeguarding. However, with lots of correspondence and help we are getting there. Rev Caroline and I meet up regularly to achieve this.

The Disclosure Barring Service (DBS) is up to date with the assistance from our Diocesan person Sally Fitch.

All new DBS, will now need further investigation and Rev Caroline will take on this role.

DBS renewal is almost complete with only one outstanding for 2018 at the time of writing. I will continue to let anyone who needs renewal know at the beginning of each new year. DBS is 5 yearly.

Safeguarding is work in progress, we now need a lot of the church members and leadership team to have at least C0 /C1. Those in leadership roles within the church need C2. Clergy need C3. Everyone is aware of their training needs for this year and we are slowly achieving this, however the online training has proved tricky for some, others do not have a PC and some prefer face to face training. So, it has been challenging to keep everyone on board. I have been afraid with all the changes and training some folks would relinquish their duties, but to date we have not lost anyone.

Craig Hutton is the safeguarding trainer and training co-ordinator.

Rev Caroline and I meet up regularly and we ensure any problems are sorted. I update the database with names as well as due and completed dates for both DBS and safeguarding regularly. The database is kept with the benefice office, I regularly share the updated version with the Office Manager for church records.

Our safeguarding folder is at the back of the church and this mirrors Trimley's folder. Forms and information regarding safeguarding are on the notice board. I correspond with Joan Wardle the Safeguarding officer at Trimley as and when necessary.

*Sonya Stephenson*

### CHURCH MEMBERSHIP and SERVICES

#### **Electoral Roll**

Resident:	58
Non-Resident	50
	<hr/>
As at 31/12/2017	Total 108
	<hr/>

#### **Attendance**

Average Weekly Adult Attendance	101
Average Weekly Young Person Attendance	4
	<hr/>
For period 01/01/17 to 31/12/17	Total 105
	<hr/>

<b>Weddings</b>	3
<b>Baptisms</b>	16
<b>Funerals</b>	18
	<hr/>
For period 1/1/17 to 31/12/17	Total 37
	<hr/>

## Financial Review 2017

We began 2017 with total funds of £125,329 and ended with £138,042: a net increase of £12,713

Total receipts on unrestricted funds were £113,814

Victoria Cottage continues to be let which provides an income of £5400 with church hall lettings £11,817 up 43% and St Phillips Church and Hall £21,058 up 4%.

The planned giving through envelopes and bankers orders has fallen by £200. Total income, including tax recovered has increased by 12.5% (£12567) compared with last year.

£46,022 was spent from unrestricted funds on our contribution to the Diocesan Parish Share. As we are now a Benefice with Trimley this shows a decrease of 7% on last year. The money largely providing the stipends and housing for the clergy and training and support to the PCC.

A total of £3,659 was donated from the PCC to our chosen missions.

Apart from our day to day running expenses, we fund the extensive outreach work within our community:

- St Philips Pop Up Shop (£40 contribution monthly)
- Messy Church at St Mary's, St Philips and Trimley School
- Felixstowe Action Against Poverty and Debt (£105 contribution monthly)
- Creation Experience attended by Primary Schools

all are supported by the generosity of our church family with Giving, with Time, with Talent and Skills and with delicious refreshments!

A further £7,479 has been spent on the refurbishment at St Philips, including repairing the heating.

Income for On The Level this year is £18,845 with Expenses of £13,881 for Fees, Plans and Faculty Application, we are all excited for the building works to commence.

The PCC approved the appointment of Steve Rowe as Bookkeeper in February. A Pension Scheme has been set up for all employees to access if they choose to.

Margaret Lake along with support from Paul Solomon continues to take on responsibility for Donations Coordinator.

The net result for the year was a credit of receipts over payments of £6,800 on unrestricted funds.

At 31<sup>st</sup> December 2017 significant balances to carry forward were:

- Unrestricted Fund is £12,151
- Church Development Designated £49,654
- Church Development Restricted £16,595
- Reserve Fund Designated £27,032
- Church Organ Fund Restricted £27,805

The above reports were approved by the Parochial Church Council

On 19<sup>th</sup> March 2018 and signed on its behalf

By  (Chairman)

## FINANCIAL ACCOUNTS

### **Independent examiner's report to the PCC of St Mary's Church Walton, for the year ended on December 31<sup>st</sup> 2017**

I report on the accounts for the year ended 31<sup>st</sup> December 2017 which are set out on pages 16-24.

#### **Respective responsibilities of the PCC and the examiner**

The Trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioner section 145 (5) (b) of the 2011 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 considering 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 no opinion is given as to whether the accounts represent a 'true and fair' view and the report is limited to those matters set out in the statements below.

#### **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 section 130 of the 2011 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)



Name: Mr S R Renvoize ACA

19/3/18

Address: St Edmunds House  
1 Arwela Road  
Felixstowe IP11 2DG

St Mary's Church Walton - 1133981

Receipts and Payments Account

For the period from 01 January 2017 to 31 December 2017

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Receipts</b>						
Donations and legacies	68,524	—	24,075	—	92,600	69,458
Income from charitable activities	8,477	100	1,630	—	8,207	8,779
Other trading activities	38,313	—	—	—	38,313	33,520
Investments	2	198	110	1	311	513
Other income	495	—	—	—	495	72
<b>Total receipts</b>	<b>113,814</b>	<b>298</b>	<b>25,816</b>	<b>1</b>	<b>139,928</b>	<b>112,344</b>
<b>Payments</b>						
Raising funds	21,363	—	98	—	21,460	16,842
Expenditure on charitable activities	85,234	21	17,852	—	103,107	120,714
Other expenditure	416	—	2,231	—	2,647	—
<b>Total payments</b>	<b>107,014</b>	<b>21</b>	<b>20,180</b>	<b>—</b>	<b>127,215</b>	<b>137,557</b>
<b>Excess of receipts over payments before transfer</b>	<b>6,800</b>	<b>274</b>	<b>5,636</b>	<b>1</b>	<b>12,713</b>	<b>(25,213)</b>
<b>Transfers</b>						
Gross transfers between funds - In	1	27,000	—	—	27,001	6,188
Gross transfers between funds - out	(7,000)	(20,000)	—	(1)	(27,001)	(6,188)
<b>Excess of receipts over payments before other gains</b>	<b>(198)</b>	<b>7,274</b>	<b>5,636</b>	<b>0</b>	<b>12,713</b>	<b>(25,213)</b>
<b>Reconciliation of funds</b>						
Funds at beginning of year	12,349	70,571	40,820	1,588	125,329	150,541
Funds at end of year	12,151	77,846	48,457	1,587	138,042	125,329

*There may be minor discrepancies in the totals if the pence are not being shown*




Statement of Assets and Liabilities as at 31<sup>st</sup> December 2017

	As at 31/12/2017 .....		As at 31/12/2016		
	General Fund	Restricted Fund	Designated Fund	Endowment	Total
	£	£	£	£	£
<b>Cash Funds:</b>					
Representing balances on the following accounts:					
Barclays Bank	12151	2054	12992	27,197	14,617
CCLA Investment Account		44400	64761	109,161	108,853
Porter Endowment Fund			1,587	1587	1,593
Cash Balances			87	87	264
	12,151	46457	77845	138042	125,329

	As at 31/12/2017 .....		As at 31/12/2016	
	General Fund	Total Funds	General Fund	Total Funds
	£	£	£	£
<b>Other monetary assets:</b>				
Gift Aid tax refunds due	1973	1973		7,524

	As at 31/12/2017 .....		As at 31/12/2016	
	General Fund	Total Funds	General Fund	Total Funds
	£	£	£	£
<b>Assets retained for the charity's own use:</b>				
The church is the beneficial owner of the following assets (estimated rebuilding valuation)				
St Mary's Church Hall	550,000	550,000		550,000
Victoria Cottage	180,000	180,000		180,000
St Philip's Church and Hall	380,000	380,000		380,000
<b>Total</b>	<b>1,110,000</b>	<b>1,110,000</b>	<b>1,110,000</b>	<b>1,110,000</b>

Signature  Date 19/8/18

# NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2017

## 1. Accounting Policies of the Parochial Church Council

These accounts have been prepared under the receipts and payments basis and in accordance with Section 133 Charities Act 2011.

### Funds

**Unrestricted funds** represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

**Designated Funds** are general fund set aside by the PCC for use in the future for particular purposes. The PCC may re-designate or transfer these funds back to unrestricted funds.

**Restricted Funds** are funds that have been given for particular purposes and can be spent only on the specific purpose intended by the donors. Interest on pooled investments is apportioned to the individual funds on an average balance basis.

**Endowment Fund** The Porter Endowment Fund is specifically for the maintenance of the Porter Window in the church. A proportion of the interest is transferred to general fund for youth work.

## 2. Staff Costs

### a) Staff costs

Total staff costs are shown below. Staff costs are shown on the Analysis of Income and Expenses under the codes stated below.

	<u>2017</u>	<u>2016</u>
Wages and Salaries from PCC funds code 2004-2005-2006-2007-2008-2011-2050- 2363-2514-2544	20,166	15,561
<b>TOTAL</b>	<u>20,166</u>	<u>15,561</u>

### b) Staffing

We continue to employ a part time Office Manager working 25 hours per week. The administrator's work includes managing the halls as well as Benefice administration and secretarial support.

The PCC appointed a Bookkeeper in February.

An honorarium or pay is received by our keyboard players/organists. One of our organists coordinates the music worship.

The PCC also employs a cleaner for both St Philip's Hall and for St Mary's Hall.

The average head-count employed during the period is 6 staff.

There are no employees who received emoluments of more than £60,000.

### c) Payment to PCC members.

No payments or expenses were paid to any PCC member, persons closely connected to them or related parties, with the following exceptions:

- i) reimbursement for items or materials purchased solely for the use of the PCC
- ii) Small transfer payments to the Administrator for Petty Cash and Wendy Fellingham for Petty Cash for Children's Outreach

## 3. Fixed Tangible Assets

### a) All assets are freehold lands and buildings

Rebuilding valuations have been made by Richard Monks Associates Ltd Chartered Surveyors 22/9/2011 are as follows:

	<u>Rebuilding Valuation</u>
St Mary's Church Hall	£550,000
Victoria Cottage	£180,000
St Philips Church and Hall	£380,000
Total	<u>£1,110,000</u>

## **b) Fixed assets**

### **Consecrated property and moveable church furnishings.**

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's Inventory which can be inspected (at any reasonable time).

## **4. Income tax recoverable**

Income tax recoverable on gift aid is £17320.25.

## **5. Reserves Policy and Funds**

### **a) Reserves**

It is PCC policy is to try to maintain a balance on unrestricted funds which equates to at least 3 months unrestricted payments. It is held to smooth out fluctuations in cash flow and to meet emergencies.

Total 2017 unrestricted resources used were £107,014 therefore reserves of £26,753 should be set aside.

In 2017 the PCC opened a Reserve Fund and designated a balance of £27,032.

The Church Development Designated Fund has a balance £49,654 and The Church Development Restricted Fund has a balance of £16,595. These monies have been set aside for the "On The Level Project".

### **b) The Endowment Fund**

This comprises the Porter Family Bequest and 90% of the annual interest is transferred to the General Fund for Youth Work within the Church fellowship.

**St Mary's Church Walton - 1133981**  
**Analysis of receipts and payments**  
**Selected period: 01 January 2017 to 31 December 2017**

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Receipts</b>						
<b>Donations and legacies</b>						
0101 - Gift Aid - Bank	26,969	—	—	—	26,969	28,451
0103 - Bank gifts other planned Tax efficient	4,100	—	620	—	4,720	4,913
0110 - Gift Aid - Envelopes	7,526	—	—	—	7,526	8,075
0201 - Other planned giving Bank	580	—	—	—	580	1,735
0210 - Other planned giving FWO Envelopes	2,434	—	—	—	2,434	1,639
0301 - Loose plate collections	4,833	—	244	—	5,078	4,776
0303 - Irregular Gift Aid donations	1,005	—	6,540	—	7,545	4,005
0304 - Irregular nonGA gifts	1,104	—	75	—	1,179	1
0401 - Regular gift days Not GA	—	—	375	—	375	365
0405 - Regular Gift Days Gift Aided	—	—	4,270	—	4,270	4,680
0410 - Additional gifts for services and refres	579	—	—	—	579	1,277
0415 - St Mary's church group donations	270	—	—	—	270	—
0417 - St Mary's church hall donations	645	—	—	—	645	—
0419 - St Philips hall and church donations	1,242	—	—	—	1,242	—
0550 - Donations appeals etc	—	—	—	—	—	1,440
0601 - Tax recoverable on Gift Aid	13,288	—	4,032	—	17,320	5,392
0801 - Recurring grants	85	—	468	—	553	553
0901 - Other funds generated	834	—	367	—	1,201	2,007
0902 - Fund raising activities	1,103	—	7,083	—	8,186	147
0903 - Benefice shared staff contribution	1,922	—	—	—	1,922	—
<b>Donations and legacies Totals</b>	<b>68,524</b>	<b>—</b>	<b>24,075</b>	<b>—</b>	<b>92,600</b>	<b>69,458</b>
<b>Income from charitable activities</b>						
1101 - PCC Fees for weddings and funerals	2,849	—	26	—	2,875	4,621
1150 - DBF assigned fees	—	—	1,604	—	1,604	601
1200 - PCC Fees Heating Weddings & Funerals	258	—	—	—	258	420
1202 - PCC Bells Fees for Weddings	90	—	—	—	90	240
1203 - Choir fees for weddings	—	100	—	—	100	105
1205 - Organist Paul Bloomfield	70	—	—	—	70	50
1206 - Organist any others	840	—	—	—	840	1,250
1207 - Video Fees Weddings Etc	—	—	—	—	—	60
1208 - Verger Fees Income	575	—	—	—	575	1,110
1210 - Bookstall sales to promote objectives	—	—	—	—	—	156
1225 - St Philips pop-up shop income	1,795	—	—	—	1,795	166
<b>Income from charitable activities Totals</b>	<b>6,477</b>	<b>100</b>	<b>1,630</b>	<b>—</b>	<b>8,207</b>	<b>8,779</b>
<b>Other trading activities</b>						
1213 - Victoria Cottage letting	5,400	—	—	—	5,400	5,040
1216 - Church hall lettings	11,817	—	—	—	11,817	8,229
1222 - Photocopier	38	—	—	—	38	18
1226 - St Philips lettings	21,058	—	—	—	21,058	20,233

*There may be minor discrepancies in the totals if the pence are not being shown*

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>Other trading activities Totals</b>	38,313	—	—	—	38,313	33,520
<b>Investments</b>						
1020 - Bank and building society Interest	2	196	110	1	311	513
<b>Investments Totals</b>	2	196	110	1	311	513
<b>Other income</b>						
1325 - Sundry income	495	—	—	—	495	72
<b>Other income Totals</b>	495	—	—	—	495	72
<b>Receipts Grand totals</b>	113,814	296	25,816	1	139,928	112,344

## Payments

### Raising funds

1725 - cost of admin of personal giving FWO etc	63	—	—	—	63	54
1730 - Costs of fetes & other events	207	—	96	—	304	288
2514 - PCC staff costs St Mary's Hall Cleaner	1,632	—	—	—	1,632	1,632
2516 - Hall running - electricity	1,125	—	—	—	1,125	978
2518 - Hall running - gas	1,122	—	—	—	1,122	1,128
2520 - Hall running - insurance	1,236	—	—	—	1,236	1,215
2522 - Hall running - maintenance	1,184	—	—	—	1,184	2,743
2526 - Hall running - water	256	—	—	—	256	237
2530 - St Philips electric	972	—	—	—	972	1,575
2532 - St Philips Church Gas	995	—	—	—	995	717
2534 - St Philips Hall gas	1,086	—	—	—	1,086	1,141
2536 - St Philips Insurance	1,159	—	—	—	1,159	1,140
2538 - St Philips Maintenance	7,479	—	—	—	7,479	1,736
2540 - St Philips Water	500	—	—	—	500	394
2544 - PCC staff costs St Philips cleaner	1,122	—	—	—	1,122	1,224
2550 - Victoria Cottage insurance	299	—	—	—	299	292
2554 - Victoria Cottage routine Maintenance	920	—	—	—	920	162
2556 - Victoria Cottage annual servicing	—	—	—	—	—	179
<b>Raising funds Totals</b>	21,363	—	96	—	21,460	16,842

### Expenditure on charitable activities

1801 - Giving to missionary societies	258	—	—	—	258	80
1830 - Giving - relief and development agencies	—	—	2,044	—	2,044	147
1850 - Home mission	2,830	—	829	—	3,659	1,206
1870 - Secular charties	20	—	—	—	20	—
1910 - Parish share	46,022	—	—	—	46,022	49,548
2004 - PCC staff costs Roy	268	—	—	—	268	460
2005 - PCC staff costs Paul	345	—	—	—	345	240
2006 - PCC staff costs Rebecca	64	—	—	—	64	153
2007 - PCC staff costs Pam H	1,032	—	—	—	1,032	1,344
2008 - PCC staff costs other musicians	—	—	—	—	—	106
2011 - PCC staff costs Inland Revenue	1,282	—	—	—	1,282	717
2014 - Verger expenses Weddings and Funerals	475	—	—	—	475	1,019
2050 - Salary of parish administrator	11,271	—	—	—	11,271	10,558
2051 - Employer pension contributions - G South	129	—	—	—	129	—
2101 - Working expenses of Incumbent	270	—	1,110	—	1,380	90

*There may be minor discrepancies in the totals if the pence are not being shown*

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
2112 - Curate's Expenses	709	—	—	—	709	123
2201 - Mission Expenses	—	—	—	—	—	49
2202 - Messy Church Expenses	63	—	—	—	63	204
2205 - Parish training	—	—	—	—	—	90
2210 - Mission outreach	1,139	—	—	—	1,139	1,516
2301 - Church running - insurance	2,147	—	—	—	2,147	2,113
2310 - Church office - telephone	770	—	—	—	770	588
2320 - Organ / piano tuning	56	—	—	—	56	—
2330 - Church maintenance	296	—	—	—	296	2,400
2331 - Cleaning Materials	20	—	—	—	20	28
2340 - Upkeep of services	2,725	21	42	—	2,788	1,697
2342 - Pastoral	242	—	—	—	242	113
2350 - Upkeep of churchyard	42	—	—	—	42	72
2355 - Flowers costs	—	—	41	—	41	—
2360 - Administration	619	—	—	—	619	161
2362 - Admin Running costs	2,240	—	—	—	2,240	2,729
2363 - Bookkeeper	3,150	—	—	—	3,150	6,780
2364 - admin licences subs	335	—	—	—	335	657
2420 - Church running - water	203	—	—	—	203	172
2440 - Church running - heating and lighting	4,687	—	—	—	4,687	3,695
2502 - Bookstall costs	158	—	—	—	158	423
2545 - st philips pop-up shop expenses	726	—	—	—	726	518
2560 - Sundry costs	758	—	—	—	758	732
2710 - Church major repairs - installation	—	—	—	—	—	18,128
2766 - Admin Church Development project	—	—	13,784	—	13,784	6,721
2830 - Hall + interior and exterior decorating	—	—	—	—	—	5,325
<b>Expenditure on charitable activities Totals</b>	<b>85,363</b>	<b>21</b>	<b>17,852</b>	<b>—</b>	<b>103,238</b>	<b>120,718</b>
<b>Other expenditure</b>						
2020 - DBF assigned fees payments	—	—	2,231	—	2,231	—
2601 - Governance costs examination/audit fee	287	—	—	—	287	—
<b>Other expenditure Totals</b>	<b>287</b>	<b>—</b>	<b>2,231</b>	<b>—</b>	<b>2,518</b>	<b>—</b>
<b>Payments Grand totals</b>	<b>107,014</b>	<b>21</b>	<b>20,180</b>	<b>—</b>	<b>127,215</b>	<b>137,561</b>

*There may be minor discrepancies in the totals if the pence are not being shown*

St Mary's Church Walton - 1133981

Fund movement by type  
Selected period: 01 January 2017 to 31 December 2017

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances carried forward
<b>Unrestricted</b>						
General - General fund	12,349	113,814	107,014	(6,998)	—	12,151
<b>Sub-totals</b>	<b>12,349</b>	<b>113,814</b>	<b>107,014</b>	<b>(6,998)</b>	<b>—</b>	<b>12,151</b>
<b>Designated</b>						
Reserve - Reserve fund	—	32	—	27,000	—	27,032
Choir - Choir designated	1,081	100	21	—	—	1,159
Ch-Dv-Des - Church Development designated	69,490	163	—	(20,000)	—	49,654
<b>Sub-totals</b>	<b>70,571</b>	<b>296</b>	<b>21</b>	<b>7,000</b>	<b>—</b>	<b>77,846</b>
<b>Restricted</b>						
Ch-Bench - Church Benches	—	1,679	—	—	—	1,679
DBF - DBF	601	1,630	2,231	—	—	—
Ext-Fund - External Fund Raising	—	1,932	1,687	—	—	244
Organ-Res - Church Organ Fund	27,731	74	—	—	—	27,805
Trinity-Rs - Incumbent's Trinity College Fund	645	468	1,110	—	—	3
Miss-Res - Mission Restricted	11	1,186	1,186	—	—	11
Music-Grp - Music Group	160	—	42	—	—	117
Ch-Dev-Res - Church Development Projects	11,630	18,845	13,881	—	—	16,595
Flower - Flower Fund	41	—	41	—	—	—
<b>Sub-totals</b>	<b>40,820</b>	<b>25,816</b>	<b>20,180</b>	<b>—</b>	<b>—</b>	<b>46,457</b>
<b>Endowment</b>						
Porter-End - Porter Endowment	1,586	1	—	(1)	—	1,587
<b>Sub-totals</b>	<b>1,586</b>	<b>1</b>	<b>—</b>	<b>(1)</b>	<b>—</b>	<b>1,587</b>
<b>Totals</b>	<b>125,329</b>	<b>139,928</b>	<b>127,215</b>	<b>—</b>	<b>—</b>	<b>138,042</b>

There may be minor discrepancies in the totals if the pence are not being shown