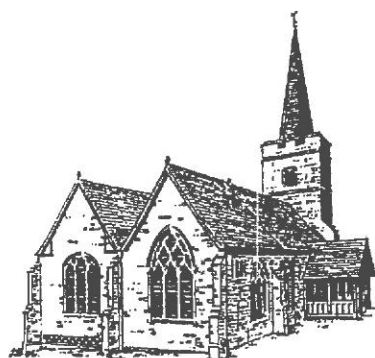


**The Parish Church  
of  
St. Mary Magdalene  
Great Burstead with Ramsden Crays**



Registered Charity :- 1132012

## Reports for 2017

Incumbent: Father Michael Hall

The vicarage  
Church Street  
Great Burstead  
Billericay  
Essex  
CM112TR

Bank: Barclays Bank  
High Street  
Billericay  
Essex

Independent Examiner  
Ian Rudkins  
14 Upland Road  
Billericay  
Essex  
CM12 0JP

# **St MARY MAGDALENE Gt BURSTEAD with Ramsden Crays P.C.C. ACCOUNTS**

**For the year ending 31 December 2017**

## **Independent examiner's report to the PCC of St Mary Magdalene Gt Burstead with Ramsden Crays P.C.C**

I report on the accounts of the PCC for the year ended 31 December 2017, which are set out on pages 1 to 5.

### **Respective responsibilities of trustees and examiner**

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 need.

It is my responsibility to:

Examine the accounts under Section 145 of the 2011 Act;  
Follow procedures laid down in general directions given by the Charity Commissioners in Section 145 (5)(b) of the 2011 Act; and  
State whether particular matters have come to my attention

### **Basis of independent examiners' report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 of 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 opinion on the accounts.

### **Independent examiner's statement**

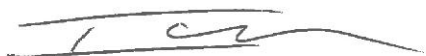
In connection with my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that, in any material respect, the requirements:

To keep accounting records in accordance with S130 of the 2011 Act; or

To prepare accounts which accord with the accounting records have not been met; or

2 to which, in my opinion, attention should be drawn to order to enable a proper understanding of the accounts to be reached.



Ian Rudkins FCA  
14 Upland Road  
Billericay  
Essex

Date 15 May 2018

**St MARY MAGDALENE Gt BURSTEAD P.C.C.**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
For the year ending 31 December 2017

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2017 £	Total 2016 £
<b>INCOMING RESOURCES</b>							
Incoming resources from donors	2a	49,580	225	315	-	<b>50,120</b>	55,002
Other voluntary incoming resources	2b	-	-	-	-	-	32,226
Incoming resources from operating activities:							
- to further the Council's objects	2c	9,437	13,062	-	-	<b>22,499</b>	18,322
- to generate funds	2d	1,854	7,379	-	-	<b>9,233</b>	9,947
Income from investment	2e	87	119	17,659	547	<b>18,412</b>	14,145
<b>TOTAL INCOMING RESOURCES</b>		<b>60,958</b>	<b>20,785</b>	<b>17,974</b>	<b>547</b>	<b>100,264</b>	129,642
<b>RESOURCES EXPENDED</b>							
Costs of generating funds	3c	20	2,231	-	-	<b>2,251</b>	2,418
Grants	3a	-	-	-	-	-	-
Activities directly relating to the work of the church	3b	78,475	7,200	1,357	-	<b>87,032</b>	94,537
<b>TOTAL RESOURCES EXPENDED</b>		<b>78,495</b>	<b>9,431</b>	<b>1,357</b>	<b>-</b>	<b>89,283</b>	96,955
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(17,537)</b>	<b>11,354</b>	<b>16,617</b>	<b>547</b>	<b>10,981</b>	32,687
Gains and losses on investments	5	-	-	35,749	1,392	<b>37,141</b>	38,447
Transfers between Funds		22,270	(5,305)	(16,641)	(324)	-	-
<b>Net Movement in funds</b>		<b>4,733</b>	<b>6,049</b>	<b>35,725</b>	<b>1,615</b>	<b>48,122</b>	71,134
Balances brought forward At 1 January 2017		35,369	54,734	459,064	15,386	<b>564,553</b>	493,419
<b>Balances carried forward</b>							
<b>At 31 December 2017</b>		<b>40,102</b>	<b>60,783</b>	<b>494,789</b>	<b>17,001</b>	<b>612,675</b>	564,553

The notes on the following pages form part of these accounts

# St MARY MAGDALENE Gt BURSTEAD P.C.C.

Balance Sheet as at 31st December 2017

	Notes	2017		2016	
		£	£	£	£
<b>FIXED ASSETS</b>					
Fixed assets	4	2,432		4,318	
Investments	5	460,121		422,757	
			462,553		427,075
<b>CURRENT ASSETS</b>					
Debtors - income tax recoverable		29,000		21,261	
Debtors - other		0		36	
Deposit accounts		104,618		108,312	
Current accounts		16,504		10,072	
Cash in hand		-		-	
			150,122		139,681
<b>CURRENT LIABILITIES</b>					
Creditors - accruals			0		(2,203)
<b>NET CURRENT ASSETS</b>			150,122		137,478
<b>NET ASSETS</b>			612,675		564,553
<b>RESERVES</b>					
General Fund - unrestricted			40,102		35,369
Hall Fund - designated		53,812		47,645	
Children's Fund - designated		1,206		1,206	
Festival at Burstead - designated		-		-	
Flower Fund - designated		2,853		2,961	
Fabric Fund - designated		120		100	
Mission Activities - Messy Church - designated		1,863		1,913	
100 Club - designated		929		909	
			60,783		54,734
Church Furnishings Fund - restricted		11,062		10,693	
Capital Fund - restricted		361,983		335,012	
James Heman Legacy		81,137		72,359	
Churchyard Fund - restricted		788		1,537	
Church Music Fund - restricted		172		172	
Organ Fund - restricted		5,272		5,010	
New Church Hall Fund - restricted		106		106	
Church Building Trust Fund - restricted		34,269		34,175	
			494,789		459,064
Tithe Chancel - endowment		7,017		6,228	
Henry Ward - endowment		9,984		9,158	
			17,001		15,386
<b>TOTAL RESERVES</b>			612,675		564,553

Approved by the Parochial Church Council on 15 May 2018 and signed on its behalf by  
The Revd. Father Michael Hall (chairman)

*M.A. Hall*

The notes on the following pages form part of these accounts



**St MARY MAGDALENE Gt BURSTEAD P.C.C.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ending 31 December 2017**

**1 ACCOUNTING POLICIES**

a) Basis of accounting

The financial statements have been prepared in accordance with the Church Accounting Regulations as amended by the Church Accounting (Amendment) Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice: Accounting for charities.

b) Funds

General 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.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body of those that are informal gatherings of church

c) Incoming resources

Collections are recognised when received by or on behalf of the PCC

Planned giving receivable under gift aid is recognised only when received

Income tax recoverable on gift aid donations is recognised when the income is recognised

d) Fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.96(2) of the Charities Act 1993.

For other fixed assets acquired prior to 1st January 1990 there is insufficient cost information available and therefore such assets are not valued in the accounts.

Other fixed assets acquired after 1 January 1990 have been capitalised and depreciated in the accounts on a straight line basis over their currently anticipated economic life of between five and ten years.

e) Investments

Investments are carried at their market value at 31 December.

**St MARY MAGDALENE Gt BURSTEAD P.C.C.**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
For the year ending 31 December 2017

<b>2 INCOME RESOURCES</b>	<b>Unrestricted Fund £</b>	<b>Designated Fund £</b>	<b>Restricted Fund £</b>	<b>Endowment Fund £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
<b>2a Incoming resources from donors</b>						
Planned Giving	30,707	-	-	-	<b>30,707</b>	32,960
Income tax recoverable	9,485	-	-	-	<b>9,485</b>	10,644
Other Gifts & Donations	9,388	225	315	-	<b>9,928</b>	11,398
	<b>49,580</b>	<b>225</b>	<b>315</b>	<b>-</b>	<b>50,120</b>	<b>55,002</b>
<b>2b Other voluntary incoming resources</b>						
Contribution towards Mission	-	-	-	-	-	-
Legacies	-	-	-	-	-	32,226
Grants	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,226</b>
<b>2c Income from operating activities to further PCC objectives</b>						
Hall Rents Received	-	13,062	-	-	<b>13,062</b>	8,365
Parochial Fees	9,437	-	-	-	<b>9,437</b>	9,957
	<b>9,437</b>	<b>13,062</b>	<b>-</b>	<b>-</b>	<b>22,499</b>	<b>18,322</b>
<b>2d Income from operating activities to generate funds</b>						
Fund Raising	116	7,379	-	-	<b>7,495</b>	8,602
Other Receipts	1,738	-	-	-	<b>1,738</b>	1,345
	<b>1,854</b>	<b>7,379</b>	<b>-</b>	<b>-</b>	<b>9,233</b>	<b>9,947</b>
<b>2e Income from investment</b>						
Dividends & interest	87	119	17,659	547	<b>18,412</b>	14,145
	<b>87</b>	<b>119</b>	<b>17,659</b>	<b>547</b>	<b>18,412</b>	<b>14,145</b>
<b>Total Incoming Resources</b>	<b>60,958</b>	<b>20,785</b>	<b>17,974</b>	<b>547</b>	<b>100,264</b>	<b>129,642</b>
<b>3 RESOURCES EXPENDED</b>						
<b>3a Grants</b>						
Parish Giving	-	-	-	-	-	-
<b>3b Activities directly relating to the work of the church</b>						
Diocesan Family Purse	57,799	-	-	-	<b>57,799</b>	56,151
Ministry Expenses	2,329	-	-	-	<b>2,329</b>	3,247
Church Expenses	16,199	363	1,357	-	<b>17,919</b>	19,119
Church Hall Costs	-	6,837	-	-	<b>6,837</b>	13,414
Outreach and Mission	2,023	-	-	-	<b>2,023</b>	2,606
Deanery Synod	-	-	-	-	-	-
Churches together in Billericay	125	-	-	-	<b>125</b>	-
	<b>78,475</b>	<b>7,200</b>	<b>1,357</b>	<b>-</b>	<b>87,032</b>	<b>94,537</b>
<b>3c Costs of generating funds</b>						
Fundraising costs	20	2,231	-	-	<b>2,251</b>	2,418
	<b>20</b>	<b>2,231</b>	<b>-</b>	<b>-</b>	<b>2,251</b>	<b>2,418</b>
<b>Total Resources expended</b>	<b>78,495</b>	<b>9,431</b>	<b>1,357</b>	<b>-</b>	<b>89,283</b>	<b>96,955</b>

**St MARY MAGDALENE Gt BURSTEAD P.C.C.**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
For the year ending 31 December 2017

**4 FIXED ASSETS**

	Church Equipment £	Hall Equipment £	Total £
<b>COST</b>			
At 1 January 2017	33,844	920	34,764
Additions	-	-	-
Disposals	-	-	-
At 31 December 2017	33,844	920	34,764
<b>DEPRECIATION</b>			
At 1 January 2017	29,526	920	30,446
Charge for year	1,886	-	1,886
Disposals	-	-	-
At 31 December 2017	31,412	920	32,332
<b>NET BOOK VALUE</b>			
At 31 December 2017	2,432	-	2,432
At 31 December 2016	4,318	-	4,318

**5 INVESTMENTS**

	Total £
<b>VALUATION</b>	
At 1 January 2017	422,757
Purchases at cost	223
Disposals	-
Annual revaluation	37,141
At 31 December 2017	460,121
Investments comprise -	
CBF Investment Fund - Tithe Chancel Fund	7,017
CBF Investment Fund - Henry War Fund	9,984
M&G investments	171,477
M&G investments - James Henman Legacy	81,137
CCLA investments	190,506
	460,121

**6 ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2017	Total 2016
Fixed Assets	2,432	-	-	-	2,432	4,318
Investments	-	-	443,120	17,001	460,121	422,757
Debtors	29,000	-	-	-	29,000	21,297
Bank: Deposit Account	5,011	48,422	51,185	-	104,618	108,312
Bank: Current Account	3,659	12,361	484	-	16,504	10,072
Cash in hand	-	-	-	-	-	-
Creditors	-	-	-	-	-	(2,203)
<b>Total</b>	<b>40,102</b>	<b>60,783</b>	<b>494,789</b>	<b>17,001</b>	<b>612,675</b>	<b>564,553</b>

**St Mary Magdalene Gt Burstead PCC**  
For the year ending 31 December 2017

## INCOME

[illegible]

## EXPENDITURE

### Running Costs

Ministry Expenses	2,329				
Church Expenses	16,199				
Church Hall Costs		6,837		192	
Fundraising costs	20				171
Outreach and Mission	2,023			1,666	
					565
					554
					803

### Outside of Parish

Diocesan Family Purse	57,799				
Deanery Synod	0				
Churches together in Billerica	125				
Parish Giving					
<b>Total Expenditure</b>	<b>78,495</b>	<b>6,837</b>	<b>0</b>	<b>1,666</b>	<b>192</b>
					<b>474</b>
					<b>506</b>

## Surplus/(Deficit) for year

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Fixed assets

[illegible]

**St Mary Magdalene Gt Burstead PC**  
**For the year ending 31 December 2017**

	New Church				Building		Tithe Church		Henry Ward		Total	
	Hall Fund	Restricted	Fund	Trust	Restricted	Fund	Endowment	Fund	Endowment	Fund	Total	Total
<b>INCOME</b>												
Planned Giving											30,707	32,960
Tax Recoverable											9,485	10,644
Other Gifts & Donations											9,928	11,398
Contribution towards Mission											0	0
Legacies											0	0
Grants											0	0
Fund Raising											7,495	8,602
Hall Rents Received											13,062	8,365
Parochial Fees											9,437	9,957
Dividends & interest					94		223		324		18,412	14,145
Other Receipts											1,738	1,345
<b>Total Income</b>	<b>0</b>	<b>94</b>	<b>223</b>	<b>324</b>	<b>100,264</b>	<b>129,642</b>						

<b>EXPENDITURE</b>												
<b>Running Costs</b>												
Ministry Expenses											2,329	3,247
Church Expenses											17,919	19,119
Church Hall Costs											6,837	13,414
Fundraising costs											2,251	2,418
Outreach and Mission											2,023	2,606

<b>Outside of Parish</b>												
Diocesan Family Purse											57,799	56,151
Deanery Synod											0	0
Churches together in Billerica											125	0
Parish Giving											0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89,283</b>	<b>96,955</b>					

<b>Surplus/(Deficit) for year</b>	<b>0</b>	<b>94</b>	<b>223</b>	<b>324</b>	<b>10,981</b>	<b>32,687</b>						
Revaluation Investments											826	37,141
Transfers between Funds											(324)	0
Net Movement in year											826	48,122
Balances 1st January	106	34,175	6,228	9,158	564,553	493,419						
<b>Balances 31st December</b>	<b>106</b>	<b>34,269</b>	<b>7,017</b>	<b>9,984</b>	<b>612,675</b>	<b>564,553</b>						

<b>Fixed assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Investments											2,432	4,318
Debtors											460,121	422,757
Bank: Deposit											29,000	21,297
Bank: Current	106	34,269	0	0	0	104,618	108,312				16,504	10,072
Cash in hand											0	0
Creditors											0	(2,203)
<b>Total</b>	<b>106</b>	<b>34,269</b>	<b>7,017</b>	<b>9,984</b>	<b>612,675</b>	<b>564,553</b>						



## GREAT BURSTEAD with RAMSDEN CRAYS PCC REPORT ON 2017 ACCOUNTS

### 1. Accounting Policy

The Financial Statements have been prepared in accordance with the church Accounting Regulations 2011 together with applicable standards of the Charities Act. They include the Statement of Financial Activities and Balance Sheets and a statement of Assets & Liabilities. We are now a registered charity and our registration number is 1132012. When the Parishes of Gt Burstead and Ramsden Crays were merged on the 1 November 2011, we then took responsibility for their finances. The building (the worship centre) and land were sold on 19 December 2013 and the proceeds have been placed in 2 long term investments.

### 2. Funds

- 2.1. General Funds - Unrestricted fund - This represents the funds of the PCC that are not subject to any restrictions regarding their use. This fund is used to handle all the day to day transactions of the PCC.
- 2.2. A designated Fund is one where the PCC has put money aside for a particular purpose, but can at a future date re-earmark the funds.
- 2.3. A restricted fund is one where the PCC has received money or assigned the funds for a specific purpose. They then cannot be used for anything else or re-assigned.
- 2.4. Endowment Funds – These are permanent endowments this allows the income to be spent with restrictions while the capital is preserved.

### 3. Various funds held by the PCC

- 3.1. **General Fund** - This is the only unrestricted account held.
- 3.2. **Organ Fund** - This restricted fund was created to rebuild and maintain the organ. The receipts are now provided from a proportion of the statutory fees for wedding and funerals.
- 3.3. **Flower Fund** - This designated fund is intended to provide money to assist in the purchase of flowers etc for weddings and the church throughout the year. As most wedding couples do not want to pay for flowers and we have a lack of volunteers to do the flower displays, we have changed to using good quality silk flowers for most of the year.
- 3.4. **Youth and children's work** - This designated fund is intended to cover the work for the youth of the parish. It was set up from the Catterway fund for youth.
- 3.5. **Churchyard Fund** - This restricted fund was created to receive the dividends from the Henry Ward Trust. The Henry Ward Trust is held by the Diocesan Board of Finance; the fund is to be used for the maintenance of the family graves and also provides funds for the cutting of the grass areas around the church. Although the local council are responsible for maintaining the closed churchyard including the trees, paths etc. We cut the grass ourselves to keep it neat and tidy, as the council will only cut it twice a year. We also have to maintain the churchyard at St Mary's Ramsden Crays.
- 3.6. **Church Furnishings** - This holds all the legacies received - This restricted fund was set up from donations from members of the congregation in remembrance of their loved ones. It is to be used for any projects/furnishings in the church but not for everyday maintenance of the church.
- 3.7. **Mission Activities/Messy Church** – This designated fund was set up in 2014 with a donation for the purpose of running Messy Church and/or Mission Activities.
- 3.8. **Fabric Fund** – This designated fund was set up in 2016 with a donation towards the refurbishment of the baptistery with new tables and chairs.

- 3.9. Building Trust Fund** - This restricted fund was created to build the extension on to the church, also to cover capital expenditure and non-routine maintenance of the building.
- 3.10. Music Fund** – This restricted fund was set up with the money left in Joyce Norris bequest especially for Choir music.
- 3.11. New Church Hall** – This restricted account was set up for the building and maintenance of a new church hall, started by the profit from the Festival at Burstead 2005. This project has been put aside at the moment.
- 3.12. Capital Fund** –Restricted fund – This fund was set up with the sale of the All Saints site Ramsden Crays. The money has been invested and the interest is transferred to the General fund and can be spent, while the capital is preserved as there are restrictions on what this can be spent on. It must be a capital building project with the approval of the Diocese.
- 3.13. James Hemens Legacy** - We received the first half of his legacy in August 2015 we received the second half in June 2016. We invested the money in an accumulating investment fund. To be used for large projects, when required.
- 3.14. Tithe Chancel Trust** is held by Diocesan Board of Finance, under the Tithe Act 1936, together with the interest. It can only be released to the parish to finance work on the chancel or to cover insurance costs, particularly fire insurance, when the insurance covers possible damage to the church building, which would endanger the chancel.
- 3.15. Church Hall** – This designate fund now has to form part of the accounts. This is a self-supporting fund; the users rent pays for the maintenance.

#### **4. General Account**

##### **i) Unrestricted Fund**

Day-to-day cash receipts & expenditure detailed in the General Fund A/c. shows we have a balance of £40,102, once I have claimed the gift aid for the last 3 years from HMRC which I estimated to be about £29,000. This sum also includes £2,432 of fixed assets which currently leaves £8,670 in the bank. If we had not used the interest from the Capital Investment for the last 4 years we would be in real difficulties. The deficit for this year would have been £17,537 less the fete £4,563 leaving a deficit of £12,974.

In the coming year we will still need to be careful how we spend this money if we are to meet all our commitments and to continue services in this beautiful building, as unfortunately we lost some more members of our planned giving scheme this year, which means our regular income is reduced.

Since 2009 the PCC has agreed that the profit from the summer fete would be used to support the general running of the church. Our main expenditure is our contribution to the parish share; which we have managed to continue to pay in full at a cost of £4,816.65 per month, a total of £57,799.80.

##### **ii).Restricted/Designated Funds**

The other funds listed on the balance sheet total £24,371 which must be retained for them, plus the £443,120 in investments. All the funds are self-funding.

#### **5.Trust Funds held by DBoF on our behalf**

- a. The Stock Market has improved, which has meant an increase in the capital value of these funds.
- b. We have two Trust Funds held by DBoF on our behalf,



- i) The Henry Ward Trust is now valued at £9,984 The dividends, a total of £324 in 2017, from this trust are paid into our deposit account and assigned to the churchyard fund as it has to be used to maintain the churchyard.
- ii) The Tithe Chancel Trust is now valued at £7,017. The dividends from this trust are retained in the account, a total of £223 in 2017

#### **6. Building Trust Fund**

This restricted fund is not part of the PCC General Account. Details of income and expenditure show a final credit balance of £34,269.

#### **7. Church Hall Fund**

This designated fund is not part of the PCC General Account. Details of income and expenditure show a final credit balance of £53,812. Receipts are mainly from regular users although it does have occasional lets. See the church hall report as to how the money was spent.

#### **8. Current financial position and forecast of the General Fund**

To ensure our financial stability for the future, and enable us to pay our Parish share in full, which pays for our priest, a substantial increase in our basic regular income is urgently required. The members of the congregation seem reluctant to form a committee to run a scheme called TRIO (The Responsibility Is Ours). We have been fortunate that we can use the interest from our investments to help pay our general bills. Our total income including planned giving has been reduced this year. I am praying that not only our regular giving will increase but also we will have more occasional services and fund raising to make up the shortfall. We were fortunate that in 2017 we managed to again reduce our expenditure, but still it exceeds our income. In 2016 we had our quinquennial inspection and the report indicates, there could be some expensive repairs to do.

We have tried holding a Thanksgiving Sunday every October, but as this seems to get squeezed out by other events. In 2018 we are moving it to 10<sup>th</sup> June. As this is our main fundraising season, hopefully, it will help to concentrate the congregation's minds into reviewing their giving along with their circumstances and new members will join the scheme.

The use of the Gift Aid envelopes for both regular and occasional donations also helps our income. The loose change (c4c), the 100 club and the sale of plants, jams etc have also helped to balance the books. The PCC/congregation still need to plan other fund raising events to increase our income, as we only have 2 events at present the concert and the traditional fete.

Mary Edwards Hon Treasurer May 2018



### APCM Report

I wish to begin this year's report with some words of thanks. I want to thank Thom and Derek our churchwardens for their stellar service to us all last year. I want to thank all the members of the PCC for all the hard work that they have done for our church. I want to thank Emma and the choir for their much valued and much appreciated contribution to our worship. I want to thank Norman and all the other members of our church who work so diligently in getting our fete right and ready for us. I want to thank Fr Graham and Fr Peter for all their support and wisdom to me and this church. I also want to especially thank all the people of this church who have not received much recognition and praise over this last year but without whose service things at this church would not be the same: so, to all the wizards who work their magic behind the scenes and to all the other people out there in our church without whose ministries this church would be so much poorer I do thank you and I also hope you will long continue doing what you do so well for us.

The last year has been one of experimentation and change. We have looked at various things with the intention of making them better. We have then gone ahead and tried out things, to see if they would work out, and while some of the things we have tried out have been successful and are now in current practice, others unfortunately have not worked out so well. But that is fine. I think it is better to try and then to fail, rather than not to try at all, and this new year as our church continues to try and make itself better still I think we need all to recognise that while mistakes will be made, at the same time good results will come through too.

It has not been easy for us as a church. We have not had an area bishop to look toward to guide us and we have really the pinch when certain members of our church were unwell or indisposed to aid us or to do what we trust them to do. In the Vicarage living now with my mother in law and with an 18-year-old step daughter my times have also not been that easy and I'm aware that sometimes I have found myself faced with situations where it seems that whatever I do will be wrong. But by God's grace we have all managed. I have kept my sanity and most of my hair, and it is my prayer that we will manage this year just as well if not better. Of course, it would be wonderful if we could make more provision for our church for the future. None of us are sadly getting any younger and I'm all too aware that those whom this church relies on are not always going to be there. However, God is good, and I believe that when we do need it, provision will be found.

At the APCM last year I stated that I wanted our church's focus to be on prayer and to that end I have done by best to try and to bring prayer and spirituality into most things including public and private meetings, events, visits and even into my work life balance too. I think this was the right thing to do and I hope that you agree. I think if we are to go ahead I think it is important that this church has a praying priest, but more important this church has a praying people.

This year unless circumstances change, I intend for my focus to be more on teaching and on our administration. As a Church I think teaching is important. It is important that we know who we are, what we are, and what we here to do. To help us with all of this I think more teaching is needed. Plus, I think that opportunities to come together for teaching will not only help us all spirituality and in terms of mission to our parish, it will also give us more time to socially come together as a church. With regards to administration – this is an important area of church and ministry, but an area that takes up a lot of time, and I believe that as a church if we are to enable and free people to better do what they are called to do the way we look handle the administration of our parish must be looked at and improved.

I'm looking forward to this new year. We have a new area Bishop arriving. We have a new liturgical year to look forward to. We have new hymn books that have shortly just arrived, we will also soon hopefully have a new seating area at the back of our church too. These things combined with all the

other good things that this church is doing and are planning to do I think are good and exciting and I think that this new year will be a year which will be good and exciting for our church.

So, to conclude my report I want thank you for all your support to me and my family this year. I hope that you will keep on praying for us all and supporting us as you have been doing so. My aim is still to be the best priest I can be for the people of this parish and while I'm aware that that my ministry is not always easy, it becomes much more manageable when I know that there are a few good people, such as my wife, who are truly behind me and that they are there encouraging me forward.

Thank you

**PARISH OF GREAT BURSTEAD with RAMSDEN CRAYS**  
**MINUTES OF ANNUAL PAROCHIAL CHURCH MEETING**  
**(Held on Sunday 23<sup>rd</sup> April 2017 commencing at 11.45 hours)**

Fr. Michael Hall (MH) welcomed everyone present and opened the meeting in prayer.

**Present:** Revd. Michael Hall (MH) [Chair], Thom Simons and 34 parishioners.

**Apologies:** Margaret Flack, Colin and Carole Heywood, Norman and Gillian Maxwell, Colin McPherson, George and Chris West.

**Minutes:** The minutes of last year's meeting held on 24<sup>th</sup> April were proposed by Mary Edwards and seconded by Beverley Price and agreed without amendment.

**Matters Arising:** None

**Appointment of Tellers:** David O'Connell and John Price had volunteered and they were accepted by the meeting.

**Election of Churchwardens:** Only two nominations had been received prior to the meeting, namely Thom Simons and Derek Oakley, and their appointments were confirmed for the forthcoming year.

**Churchwarden's Report:** A written report prepared by Thom Simons was circulated at the meeting and its content was noted and accepted. Thom added some comments to his report and he was thanked for his report and for all the work he had achieved during the year.

**Annual Report:** Compiled by Peter Furness (PF) and circulated prior to the meeting. This was also noted and accepted and PF was thanked for this report.

**Electoral Roll Officer's Report:** Peter Bowyer (PB) gave a verbal report stating that following a recent revision of the Roll, there were now a total of 91 names, of whom 39 (43%) were resident within the parish and 52 (57%) were non-resident. PB was thanked for his report.

**Election for three vacancies as Deanery Synod Representatives:** The current triennium term of Deanery Synod has ended and we continue to be allocated three lay representatives for election. Nominations were received from Peter and Pauline Bowyer and Micki Lake (all existing representatives) and as there were no further volunteers, they were duly appointed.

**Election of PCC Members:** There were a total of five vacancies for elected parish representatives and only two nominations were received from Andrew Lingard-Kay and John Simons. As there were no further nominations, both were accepted by the meeting.

**Election of Assistant Churchwardens:** Two nominations were received for consideration, namely Mary Edwards (for re-election) and Andrew Lingard-Kay (new). No others were forthcoming from the floor. Both were accepted.

**Churches Together in Billericay (CTB):** We are entitled to have three lay representatives. Derek Oakley did not wish to continue in this role following his election as Churchwarden, but Margaret Flack offered to continue as our sole representative as there were no other volunteers.

**Billericay Schools' Ministry:** We are entitled to one representative, but no nominations were forthcoming and this role will remain unfilled.

**Treasurer's Report and Accounts:** Mary Edwards (ME) circulated both full and abbreviated versions of our final accounts for 2016 together with her report. ME commented upon her report and invited any questions. ME concluded with her grateful thanks to Ian Rudkins, our Independent Examiner, for his guidance and prompt attention in completing the audit and asked for a letter to be sent to Ian to express our gratitude. ME also thanked Beverley Price for her assistance in the recording and processing of the Planned Giving payments received. MH thanked Mary for her recording and monitoring of all the parish's financial matters.

**Appointment of Independent Examiner:** It was understood that Ian Rudkins was willing to continue and his appointment was approved unanimously.

**Appointment of Sides-people:** A list of those who act in this capacity at the various services was circulated prior to the meeting. There was a plea for more assistance to help with these duties but as there were no further volunteers, the names, as listed, were approved en block.

**Appointment of Person to oversee Safeguarding Issues:** Joy Woods was standing down after some 14 years and MH spoke of his appreciation of her managing this important role over so long a period. At the meeting, Tamsyn Taft offered to take on this role for the future. There were no other volunteers and Tamsyn was proposed by Carol Simons and seconded by Mary Edwards and her appointment was approved by the meeting.

Page 3

**Basildon Deanery Synod Report:** A written report by Mary Edwards was circulated prior to the meeting and was proposed by Thom Simons and seconded by Peter Bowyer and accepted by the meeting.

**Reports of Church Organisations and Clubs:** The following written reports were circulated prior to the meeting and all were noted and gratefully received for the following activities and associations :- Lectio Divina, Prayer Circle, Newsburst, Church Fete and Concert, Sacristan, Messy Church, Mothers' Union, Social Committee, Sunday School, Communion Lay Assistants, Churches Together in Billericay (CTB), Diocesan Synod, Readers and Intercessors and Church Choir. David O'Connell advised that his Church Hall report had not been included and PF apologised profusely for this omission and agreed to arrange for his report to be copied and made available for people to see at both services next Sunday.

**AOB:** Mary Edwards suggested that a Publicity Officer role may help to co-ordinate publicity for Church services / events and that she offered to fulfil that role with the assistance of Kathy Heald. MH agreed that such a position would be very helpful and the meeting gratefully accepted and agreed to this offer of help.

**Vicar's Report:** Fr. Michael Hall (MH) began with grateful thanks to everyone who had contributed to the life of our Church during the past year and mentioned in particular the support received from Thom and the appointment of Emma as our new organist. New initiatives to come, like the revised seating at the back of the church and the growing collaboration with neighbouring Churches should help in promoting the Gospel. Prayer is to be a focal point of all our activity. MH acknowledged that some changes in the routine of services had upset some, but that this was an inevitable result of change. New people with new responsibilities will be needed for our future work and for which we will need to trust upon God's provision to allow us to see His big picture for the future of our mission in this place. Further changes may well be required but need not be feared if we remain close to God's will for our Church. MH mentioned that the past year had not been without his own personal difficulties, but with the love of members and the support of prayer, he is now better able to continue lead our worship and work that will be required in the year ahead.

The meeting ended in prayer with The Grace at 12.15 hours.

### **ANNUAL REPORT OF THE PCC for the year ending 31.12.17**

The PCC has the responsibility of co-operating with the incumbent Priest in Charge, Fr Michael Hall, in providing in the above ecclesiastical parish, the whole mission of the Church; pastoral, evangelistic, social and ecumenical. The PCC has maintenance responsibilities for the Church and Church Hall at Great Burstead and the Burial Ground at Ramsden Crays. We very much value the continuing and regular assistance of Fr Graham Laut, a retired priest, in working with Fr Michael in many aspects of parish life. We continue to value and enjoy the assistance of Fr Peter Clark, a retired priest who also regularly worships with us.

We now have two Churchwardens. Thomas Simons was joined by Derek Oakley and we are grateful to both for their energy and contribution to the life and work of the Church.

The experimental change in our Service times has continued and is being kept under review. The BCP Evensong remains on the 1<sup>st</sup> Sunday of each month, with our Celtic styled service continuing on the third Sunday, led by Fr Graham and members of the congregation. The latter service has been developing well, with a number of visitors from other Churches in the area. No regular pattern is emerging for the 2<sup>nd</sup> 4<sup>th</sup> and 5<sup>th</sup> Sundays and this is being kept under review. Previously introduced initiatives continue. Messy Church is showing a small, but regular congregation and Lectio Divina continues as part of our Ministry, with a core number of people from our own and other Churches meeting each month for prayer and meditation on Scripture.

Weekly Pew sheets keep members informed and we are grateful to Fola Olukoya for making this possible. Newsburst, our Parish Magazine, underwent a makeover this year and we are grateful to Clare and Susan Morley for their skills in producing this. As ever, Kathy and Martyn Heald and the dedicated team of deliverers do wonders in ensuring that Newsburst is distributed to over 5000 houses in our Parish. The PCC decided this year to reduce the number of Editions from 4 to 2 (June and December), partly to reflect the pressure of delivery and partly to recognise the effect of Social Media. Our website grows in attractiveness and the number of "hits", thanks to the efforts of Thom Simons and Clare Morley.

The Diocesan Proposal to "Re-Imagine Ministry" and the Deanery Plan to link up in Mission and Ministry Units (MMU's) remains incomplete but continues to receive consideration.



We continue to pay our Parish Share in full and we thank our Treasurer, Mary Edwards, for her skill and hard work on our behalf. Of course, we could not achieve this without the generosity of our congregation and the donations received. In addition, we thank God for the generosity of those who have remembered our Church in their Wills and the families who have so kindly made donations in memory of their loved ones. These gifts enable us to do so much more in furthering our Mission and in looking after our beautiful Church and grounds.

At the APCM in April 2017, there were 91 names on the Electoral Roll. The average net weekly attendance at all services on a usual Sunday (as calculated for the purposes of the October survey) was 55 – a reduction on last year, but we continue to attract large numbers at Easter (101) and Christmas (516). Total Baptisms this year were 14, with 14 couples married in our Church. Sadly, there were 59 funerals conducted by our Clergy.

Page 4

The PCC had regard to published guidance from the House of Bishops concerning the safeguarding of children and vulnerable adults in the light of recently updated legislation and Tamsyn Taft, our Safeguarding Officer, reported to the PCC to confirm implementation of Diocesan Safeguarding Policy, compliance, and on ensuring all necessary DBS checks for relevant people

### **The PCC**

Members of the PCC are either ex officio or elected by the APCM in accordance with the Church Representation Rules. All Church Members are encouraged to register on the Electoral Roll and stand for PCC Election. A list of PCC Members who served during the last year is inserted in this Report. The PCC usually meets bi-monthly on Tuesday evenings, and PCC Meetings are usually preceded by a service of Holy Communion. The new PCC normally meets briefly immediately after the APCM and agrees the date of the first full meeting.

### **LIST OF MEMBERS OF 2017 PCC**

#### **EX-OFFICIO MEMBERS:**

Revd. Michael Hall (Priest in Charge and Chair of PCC)

Thom Simons (Churchwarden and Vice-chair of PCC)

Derek Oakley (Churchwarden and PCC Secretary)

Pauline Bowyer (Member of Deanery Synod)

Peter Bowyer (Electoral Roll Officer and member of Deanery Synod)

Mary Edwards (Assistant Churchwarden, PCC Treasurer and member of Diocesan Synod)

Micki Lake (Member of Deanery Synod)

#### **ELECTED MEMBERS:**

Julie Bickers

Margaret Flack

Beverley Price

Carol Simons

Andrew Lingard-Kay (Assistant Churchwarden)

### **Committees**

The PCC also operates through a number of sub-committees, which meet between full meetings of the PCC

#### **Standing Committee:**

This is the only committee required by law. It has power to transact business on behalf of the PCC and is subject to any specific directions given by the Council. It is composed of the incumbent, the Churchwardens, the Treasurer and appointed members of the PCC

#### **Church Hall:**

The Committee attends to all matters relating to the Church Hall, including lettings, maintenance and repair and financial records.

*Social:*

Organises parish socials – it aims to break even financially and operates within its own budgetary discipline

*Church Fete:*

Plans and organises this traditional annual fete held in the grounds of the Church, including liaison with exhibitors, entertainers and stall holders

*Finance Group:*

Meets annually to discuss the fees/honoraria for the following year and to provide recommendations to the PCC. Arranged and chaired by the Treasurer, it includes the Vicar and Churchwardens and appointed members of the PCC

*Derek Oakley*

*Churchwarden and PCC Secretary*

### **Churchwardens' Report for the Annual Parochial Church Meeting**

2017 has been another busy year.

This year was Derek's first year as Churchwarden and I am really grateful for his assistance this year. This year we have both gained additional responsibilities including that of PCC Secretary and Hall Manager which both take a large chunk of our time.

Our Church Management System ([www.greatburstead-cms.co.uk](http://www.greatburstead-cms.co.uk)) is in BETA testing. Fr Michael and Derek have had view of the application and are currently testing and reporting back to Thom in relation to feature requests and current functionality. This has extended features that now include the management of PCC meetings and document management.

The following major work has been started or completed during 2017:

1. Chairs at the back of church have been removed and faculty will continue in 2018 to replace with "Cathedral Quality" chairs and tables.
2. Churchyard trees have been made safe by the council and the closed churchyard has been completely transformed by cutting back the (hugely) overgrown areas. If you haven't had a look at the closed churchyard, please do, the council have worked very hard.
3. Subsidence at the North East buttress to the church is still being looked at by the Architect and contractors. Unfortunately we have hit a few road blocks, being let down numerous times. This is still a high priority for us.
4. Every item of the inventory has had their images taken and have been collated on the online application for police use. This has taken some considerable time to complete but will allow us and our insurance company to easily access items that may be lost/stolen/damaged.

#### **Some of the many other tasks started/completed/continued this year:**

- A phased rollout of new LED church lighting which could save up to £700 a year.
- Boiler Service
- Replacement of emergency light in Vestry.
- Various marks to our stained glass windows have been cleaned and removed.
- Fire safety plan has been updated, which has been updated and modified to fit current legislative requirements. It also now includes our maximum capacity for the Church.
- Fire extinguishers have been retested and additional extinguisher requirements have been found.
- Pewsheets has now being looked after by Fola and he is doing a fantastic job!
- Gutters cleared without the use of a third party.
- Locks have been changed for the Large Shed.
- Creation of policies to enable effective working of the PCC



There are some legislative changes coming in relation to Data Protection which will affect the way in which we hold and use data within our church. We are in consultation with the Diocese and Parish Resources on how to best implement these. These are due to come into effect in March/April 2018.

Thank you to all those who have helped organise and deliver services to members of our parish and beyond, a special thank you to Father Michael, Father Graham and Father Peter who have been fantastic.

Additional to the above we would like to extend our grateful thanks to all readers, prayer leaders, sides-persons, all on the cleaning and flower rotas, the choir, the Morley sisters for their hard work in continuing the designing of Newsburst. Newsburst distributors and anyone who has helped in any way with the running of our beautiful church.

Finally we would like to thank you all for your support and encouragement during 2017, without your love, prayer and support our roles as Churchwardens would be an impossible task.

Thomas Simons  
**Churchwarden**

Derek Oakley  
**Churchwarden**

### **CHURCH HALL REPORT from Thom Simons**

This report is from 9th June 2017 to December 31st 2017 (the period of me taking over management of the Hall). Prior to taking over the accounts between 1st January 2017 and 9th June 2017 showed an income of £3763.00 and an expenditure of £4034.62 with a main bank balance of £4992.38.

The Hall has had a good year with the addition of our new regular users Dizzy Ducks (now Before and After school) and Dance Trix. Our current Deposit fund at 31/12/17 is £42,499.86. Sadly we said goodbye to the Brownies, their leader has left and unfortunately they were unable to replace this leader. The PCC agreed to give the hour they usually used to Dizzy Ducks. This year, we plan to replace the kitchen to a more acceptable design. Our current design doesn't conform to health and safety standards for preparing foods on site which means Messy Church have to prepare the foods at the vicarage and bring it to the Hall.

Maintenance continues with additions of a new door entry system, internal magnetic doors, new LED lighting inside. We have successfully reduced our monthly costs in relation to utilities (Electricity and Gas) and we aim to continue to reduce our other expenditures where we can.

Quickbooks allows me to effectively manage the invoices and payments to the Hall and really does save a lot of time.

Thomas Simons  
Churchwarden / Hall Manager

### **Social Committee**

Due to a family bereavement of one of the committee members and the added responsibilities this has brought, regrettably only one social event was organised in 2017. This was an afternoon tea at the church hall followed by a barbecue in the church hall garden at the end of July. Everyone had a great time, especially Father Michael who had fun on the bouncy castle! For 2018, the Social Committee would welcome some suggestions from the congregation for social events that you would like us to organise and would support. Please pass this information onto Jo Hall, Margaret Flack or Celia Worcester.

*Jo Hall*

### **Summer Fete and Concert - Report from Norman Maxwell**

**Fellowship** - Working together on the fete and concert fostered the usual great feeling of being part of a church community.

**The Concert 2017** - The Sid Bolan Band was a success, with 110 people attending. We would struggle to sell half the number of tickets without the efforts of one person. The revamped attention to refreshments was extremely successful. The profit was a record for recent years.

**The Fete 2017** - It was a perfect Summer's day, with our church grounds beautifully prepared. Our mc and performers were excellent. Numbers attending were about the same as usual but possibly fewer children. The barbecue was a highlight and marquee refreshments were very busy. Parking worked well. Most stalls were very busy. Plants had a magnificent record result and Collectables beat the previous year. The Grand Draw was very busy on the day, as was Guess the weight of the cake. Messy Church was busy and made use of the Animal Safari innovation, which increased footfall in the church, where there were regular prayer sessions.

Outside participants such as Basildon Hospital Dementia, Billericay Society and Billericay Residents Association made good contributions. Our Treasurer made her usual magnificent effort. The total profit, including the concert, was over £5,000, a good outcome.

**Major Issues for the future** – It was difficult to find younger, stronger people to join in the our fete activities. Set Up was achieved by the dedicated work of a handful of church members. For this year, as last, we relied on the help of the Community Payback Team, who were excellent. We became more aware than before of the need to meet requirements for Risk Assessment. We were grateful that three members of our church qualified in food safety online in preparation for our concert and fete.

**The Concert 2018** – This is scheduled for Saturday June 16<sup>th</sup> when the Essex Police Choir will perform. Carol Simons has kindly agreed to lead this event, with the usual support expected from our congregation.

**The Fete 2018** - This is scheduled for Saturday June 30<sup>th</sup>. The kick-off meeting was extremely well attended by enthusiastic members of our congregation (minutes available) We plan a similar fete to previous years. Our intention (assuming good weather) is to serve refreshments only in the marquee, not the hall. The barbeque will also be running. Most stalls will be there as usual. The Grand Draw will go ahead once more.

**Outreach** – Our fete has put us on the local map over the years and helped connect us to the community, thanks not only to wonderfully generous church members but also to our many other supporters. We should all pray for younger people to join us.

### CHURCH CLEANING

At the moment, we have two bands of cleaners, one who clean the Sanctuary and Lady Chapel, and another who clean the remainder of the Church including the Vestry area and the Porch. Both bands are small and getting smaller as people get older or move. We urgently need more people to help to spread out the duties. Please let me know if you are able to help.

Joy Woods

### Readers and Intercessors

#### Readers

Listed below are those who volunteered to read scriptural passages for our Sunday services during 2017.

8.00am	10.00am	6.30pm
Martyn Heald	Dorothy Barber	Dorothy Barber
Colin Heywood	Julie Bickers	Peter Bowyer
Peter Knatt	Peter Bowyer	Graham Bruce
Grahame & Anne Rudkins	Graham Bruce	Margaret Flack
	Alex Clark	Mary Latham
	Margaret Flack	Anne Miles
	Jo Hall	Jeanne Wiggins
	Colin & Carole Heywood	
	Micki Lake	
	Mary Latham	
	Susan Laut	
	Norman Maxwell	
	Anne Miles	
	Mothers' Union Members	
	Derek Oakley	
	Jeanne Wiggins	
	Joy Woods	
	Celia Worcester	

#### Intercessors

Listed below are those who volunteered in providing prayers for our 10.00am services during 2017.

Julie Bickers  
Carole Heywood  
Mothers' Union Members  
David O'Connell  
Joy Woods

I wish to thank all those who have continued their commitment to read and/or to lead in prayer for our corporate worship, including the members of the Mothers' Union on the first Sunday monthly. We were sorry to lose Rosalind McDonald following her move to Oxfordshire, but welcome Peter Knatt, to our team of readers at 8.00am. We were pleased to have Graham Bruce able to read also at our 10.00am services and to welcome

back Celia to our reading team. We could do with many more volunteers in order to provide a rich variety in the composition and delivery of prayer. If anyone would like to read or to lead in prayer, he or she will be warmly welcomed and advice and guidance will always be readily available if needed. Anyone wishing to help in this way should speak with either myself or with Fr. Michael.

**Peter Furness**

### Licensed Lay Assistants at Communion

The following members of the team were available or able to assist at our communion services in 2017 and we were very grateful for their help during the year.

Julie Bickers	Beverley Price
Margaret Flack	Anne Rudkins
Susan Laut	Grahame Rudkins
Andrew Lingard-Kay	Thom Simons
David O'Connell	Joy Woods

Special mention is again due to Grahame and Anne who continue to give much needed dedicated support to our 8.00am services and last year they completed 10 years of loyal service in this role. We are very grateful for their devoted participation, not only in serving at these services, but also in completing all the necessary preparations in readiness for the 10.00am services that follow. They will be pleased to have the added support of Andrew when he is able to be present. We are also grateful to Margaret, our Sacristan, for her regular attendance and for always being willing and able, even at short notice, to assist with the communion.

These duties continue to be a valuable contribution to the smooth and efficient running of our services. Because those who assist at communion are invariably also fulfilling the role of a server, there may be a perception that the two roles are inextricably linked. This is not the case as the two roles are entirely separate and the ability to assist at communion does not require the need to be a server as well.

We are always pleased to consider offers of extra support, especially for our 8.00am services and full training and guidance will be readily available. Even if you have some reservations, you will be very welcome to experience the training and guidance before coming to a decision as to whether or not to proceed. All who would like to help in this way should let Fr. Michael know.

**Peter Furness**

### **Sacristan's Report**

Thank you to all servers who have served at a large variety of Services this year. I would like to thank Grahame and Anne for organising the rota and officiating at most of the 8 am. Services together with help from Peter, Susan and Andrew. Thank you to Peter, Sheena, Beverley, Thom, Julie and Sophia for serving at 10am. Sadly we have not recruited any new servers and we are **very short of Servers. If you could help once or twice a month it would be much appreciated and training and support will be given.** Thank you to Mary for all her support in ordering supplies and preparing for services.

**Margaret Flack**

### **Deanery Synod Report for 2017**

We normally have 4 meetings each year. The meetings are held in a different church each time and are spread across the Deanery. They normally last an hour and a half, unless there is a lot of business when they can last two hours. All meetings have an update on Good News from the Parishes, Finance (Deanery Share), News from General Synod, and Diocesan Synod

February 2017 was held at St Andrew's Church Wickford

Talk by Carol Richards Diocesan mission on Regeneration Adviser

May's meeting was held at Emmanuel Billericay

Started with Holy Communion as it was the first meeting of the Triennium  
Election of officers to sit on the Mission and pastoral committee

September's meeting was held at St John's Langdon Hills

Speaker was Mike Lodge Archdeacon of Southend. On his vision of Deanery and

### November's meeting was held at Christ Church Billericay

No presentation on how the 2018 Deanery Parish Share compared with 2017, as it was not available but would be emailed out..

Canon Hugh Dibbens spoke on Evangelism and the third age

Deanery Reps January 2018

### 2017 DIOCESAN SYNOD REPORT

We have 3 meeting each year held on a Saturday, normally in the Cathedral, We always start with worship and a president address (+Stephen) We discuss a wide range of topics that affect the life of the church, deanery and diocese and always include a finance update and normally in June are presented with the following year's budget for approval, giving the Diocesan finance team to calculate the parish share down to benefices. Full minutes and discussion papers of each meeting are available on the Diocesan website

#### Topics at March Meeting held at the Cathedral

Diocesan Youth Strategy. The Diocesan Youth Advisers to report back to Synod in 2019  
The Children's Society

#### Topics at June Meeting held at Christ Church Wanstead

500<sup>th</sup> Anniversary of the Reformation  
Update on School of Disciples  
Safeguarding

#### Topics at NOVEMBER MEETING held at St Stephen's Colchester

Setting Gods people free  
Synod supported in principle the appointment of a new Bishop of Bradwell and asked the Bishop of Chelmsford to commence the appointment process.  
New Data protection Regulations

The new triennium starts in August 2018. The elections will take place during the summer  
***Diocesan Synod Rep for Basildon Deanery***

### Great Burstead Mothers' Union

We meet on the first Thursday of the month at 2.15pm in the Church Lady Chapel and have a speaker followed by refreshments. On the third Thursday we go out to lunch, thanks to Lilian who books a variety of venues for us. Any prospective members are welcome to join us and husbands for a meal to get to know us and everyone is invited to attend our monthly meetings.

We now have 17 members as a few former members are no longer able to attend because of ill health. We have two new members.

We have a raffle and a collection for our Overseas Fund at each meeting.

Our meetings have included a very interesting talk about the History of our church by Grahame and Anne Rudkins. Father Peter spoke about his work in Occupational Therapy, Ben Clarke, a retired butcher, spoke about "Former Smells of Billericay High Street", Pauline Randall, our Deanery Leader, talked about her Life's Journey and told us about the MU Annual Meeting in Edinburgh. Gwen Lock, one of our members, told us about her life in nursing and MU speaker, Canon Eileen French, told us about receiving the Royal Maundy money in York Minster.

MU organised a tea party in Church for Christian Aid week. We decorated the church for Harvest and held a Deanery coffee morning in the hall in September. Sadly we had to cancel our Carols and Readings in December because of the snow.

We would like to increase our membership, which is open to everyone who is a church member, so please do come to a meeting or a lunch.

***Margaret Flack***

### Churches Together in Billericay

The Bi-monthly United Services have continued, held at different churches, usually on the 3<sup>rd</sup> Sunday of the month at 6.30pm. The pattern is 20 minutes of worship, 20 minutes of news exchange and 20 minutes of prayer in small groups.

The Good Friday Service at St. Mary's was well attended. About 20 people attended the Easter Sunrise Service in Mill Meadows followed by breakfast at the Mayflower Hall. The Easter Pic N Mix short plays held around the High Street on Holy Saturday were well received.



Carol singing in St Mary's during the Christmas Market was well attended by our congregation and the Community Choir. A Christmas lunch for 38 people on their own was held at the Methodist church. This was well supported financially by the community and the £1,000 not spent will be used for other work with the lonely. The Schools Ministry has 2 new part-time workers. Shirley Gowland, the co-ordinator, has had to step down because of illness.

The Street Pastors have been in Billericay for 4 years and do a lot of valuable work in the town. They are always looking for new volunteers for training.

Finance. The balance was £3,500 at the end of November. There was an underspend on the budget so £500 was donated for St. Mary's, High Street, upkeep and £500 to Forging Men, a group that meets regularly with speakers and for fellowship and service to the community. It is a good chance to invite non-Christians to this group.

There is still no Secretary, Chair or Vice Chair so the leadership of CTB is through the monthly Church Leaders' Meetings.

*Margaret Flack*

### **Messy Church**

The principles of Messy Church are:

- to provide an opportunity for people of all ages to worship together;
- to help people of all ages to feel that they belong in church and to each other;
- to help people have fun together;
- to give people a chance to express their God-given creativity;
- to invite people into an experience of Christian community;
- to introduce people to Jesus through hospitality, friendship, stories and worship.

(Lucy Moore, *Messy Church*, 2006, p.21)

Our Messy Church is held once a month on a Monday afternoon from 3.30pm, usually on the 3rd Monday, though this does occasionally change so please check the church website. During 2017, term-time sessions have had to re-locate to the church building due to a new regular hall letting, but we do use the hall in the school holidays.

The sessions start with tea, coffee, squash and biscuits and then everyone, adults as well as children, have a go at the various craft activities and chat. The crafts are linked to a biblical theme. During 2017 our themes were Samuel hears God's call, Mary anoints Jesus, Easter, Elijah and the still small voice of God, the Lost Son, the feeding of the five thousand, the ten bridesmaids not all of whom were prepared, Christingle and Christmas. The food crafts are always very popular! If you check out the church's facebook page, you'll find some great photos of our 'creations'.

At 4.55pm, it's tidy up time to the Celebrate worship song, which is then followed by our worship time that includes a story, some biblical teaching, a song, prayers and the grace. We then finish by sharing a meal together that always includes cake!

Messy Church could not happen without the help and commitment of our small group of volunteers. So a big 'thank you' to Tamsyn who has taken on much of the session planning and everyone who helps with the crafts, the setting up and

*Page 10*

tidying away, the tea and coffee making, the washing up and the publicising of what we do. Also, a big 'thank you' to those members of the congregation who make and donate cakes and provide any craft items that we request. Finally, 'thank you' too to Fr. Michael for leading our worship.

We are looking for more volunteers to help out at the sessions, so if you feel God may be calling you to this ministry, please come and talk to me. You would not be expected to commit to helping every month, though great if you could!

*Jo Hall*

*Messy Church Coordinator*

### **Choir report**

The choir, although small, contains very experienced and competent singers. We meet on Thursday evenings for choir practices and are always happy to welcome new singers, regardless of prior experience or note reading ability. We are a friendly bunch and choir practices involve lots of singing and often lots of laughter.

Over the course of the year we have been involved in services both small and large and we enjoyed welcoming extra singers for the confirmation service and the excellent Carol service. I would like to thank all members of the choir for their continued hard work and dedication, and I look forward to the year ahead.

*Emma Griffin-Olukoya*

### **CHURCH FLOWERS**

Over the last year we been alternating between fresh and silk flowers and this will be continued as it is easier to manage and cuts down on cost. We shall of course have fresh flowers for our main Festivals and special

occasions. In the coming year I hope to try and involve members of our congregation as I am sure we must have some flowering talent sitting in our pews. It would be lovely to have a team of flower arrangers again - we need extra input and fresh ideas.

I want to say a big thank you to Mary Latham I couldn't have managed without her we are a team but we need help.

*Beverley Price*

### **LECTIO DIVINA**

Lectio Divina has been taking place at our Church for nearly 3 years now and has become, I think, a valued part of our Church life and Ministry.

Group meetings are held on the Wednesday after the second Sunday in each month, in order to tie in with the programme of meetings in the Billericay Team Churches. Attendance has fluctuated, but has now settled down to a small, but consistent group of about half a dozen regulars (including my wife Sue and myself), mostly from the Anglican and Roman Catholic Churches. Some people have come just to experience Lectio, but the regulars stay because this brief time of sacred space has become special and important to them. We are continually blessed by each other and by the grace of God as He speaks to us through His Word.

Everyone usually chooses to stay on after Lectio for Compline – led by Sue Oakley, a Licensed Lay Minister based at Emmanuel. This is a lovely way to end our evening and I would like to record my grateful thanks to Sue, not just for this Ministry, but for her faithful support and commitment to our Group and for all her work in preparing for each Meeting.

*Derek Oakley 2018*

### **APCM Prayer Circle Report 2018**

Great Burstead Prayer Circle was created to offer prayer for anyone who felt they needed support through prayer. This is available to both the church family and the wider community.

The group consists of;

Fr Michael, Fr Graham, Fr Peter, Carol Simons, Julie Bickers, Margaret Flack, Derek Oakley, Thomas Simons.

Our contact details are available in church, and people can also make contact through Fr Michael.

One person will receive a request for prayer, and immediately prayer begins from the first person and Fr Michael is notified. The first person will contact the next person in the circle until everyone is informed and we continue to pray each day for a week. If we hear that the person/situation needs continued prayer then we will carry on. The person who makes contact can give as much or as little information as they feel comfortable.

The circle has been widely used to provide support to many people, and we believe this is an important ministry to continue at Great Burstead.

If you would like to join the Prayer Circle, please have a word with Fr Michael. The only commitment is to pray!

### **NEWSBURST – from Martyn Heald**

The Easter, Summer, and Christmas editions were successfully produced and delivered in 2017 and we are grateful to those who achieved this in a tight time-scale at very busy times of year. The decision by the PCC to limit the production of *Newsbursts* to Christmas and Summer (ie the Church Fête) was welcomed in terms of less work for all those involved in the gathering of information, editing, printing and distributing the leaflets.

During the last 12 months we have lost the services of a few deliverers for various reasons, and there are always some who are unable to deliver (holidays, ill-health, moving house, other commitments). Despite our desperate appeals, only one replacement has been found, with the result that the burden of delivering the extra rounds falls on the shoulders of one or two willing volunteers. If only we could persuade others to take on this enjoyable and worthwhile job! The current deliverers are not getting any younger, and more houses are springing up in our parish. We are fast approaching the point at which it will be impossible to deliver to every one of the 5,500 homes in our parish. Social media and the church website are an excellent source of information (but very often not for the elderly who don't have internet access) but it will be a sad state of affairs if we cannot make direct contact, even once a year, with every home. On our deliveries we often meet with the response "thank you - I was looking forward to receiving the next edition", whilst we also agree that some are probably thrown in the recycle bin without a glance.

**More volunteers please!**

## SIDESPEOPLE 2017/18

### 8.00am

John Campbell  
Grahame & Anne Rudkins  
Connie Winch  
Colin Heywood

### 10.00am

Julie Bickers  
Mary Edwards  
Pat & David O'Connell  
Peter Furness  
Peter & Pauline Bowyer  
Bev & John Price  
David Poulter  
Joy Woods  
Gillian & Norman Maxwell  
Jo Hall  
Carol Simons  
John Simons  
Sheena Cope

It is important to meet and greet people as they arrive. To enable this to happen, we urgently need more Sidespeople. If you feel able to help, please let Joy or the Churchwardens know.

