

St John the Evangelist Church Carterton



Annual Meeting of Parishioners
7 April 2019

Agenda

- Introduction
- Election of Churchwardens
- Meeting Close



Candidates Standing for Election as Churchwardens

- Michael Cox
- Allister Holt



Thank you to Doreen Trezise

- Doreen has served as churchwarden for the past 15 years.
- She will officially stand down after the “Visitation” service conducted by the Bishop which will take place in May.
- We offer her grateful thanks for the dedication with which she has carried out this role.



Although he has kindly agreed to remain as a churchwarden for the time being, for continuity, Michael Cox has announced his desire to stand down in the future.

We would ask anyone who is seriously considering the opportunity to take over this important leadership role in our church to speak to Michael, Doreen or Allister.



St John the Evangelist Church Carterton



Annual Parochial Church Meeting
7 April 2019

Agenda

- Introduction
- Reports including Finance, Electoral Roll, Fabric (hard copy available)
- Appointment of independent examiner
- Election of Parochial Church Council Members
- Discussion time
- Meeting Close



Introduction

- Welcome
- We present our Annual Report
 - please take time to download and view it on our website
 - or see the copy which will be displayed on the “red” noticeboard
- The church leadership and ministry teams would like to thank everyone who has contributed to the life of our church



Reports have been prepared for the following church activities

- Accounts 2018 & Overview Narrative Richard Matthews & Ray Goodson
- Children's Ministry & Drop In Lyndsay Baker
- Electoral Roll Linda Wooloff
- Fabric & Technology Mike Cox / Glyn Edwards
- CAP Michael Thompson
- Gatehouse Lyn Bostock
- INSPIRE Mariann Thompson
- Ladies' Breakfast Linda Wooloff
- MAD Youth Group Sharon Harley
- Men's Ministry Men's Ministry Team

Copies are contained within the full Annual Report will be available for download from our website and are displayed in the hall. Copies are also available on request.





**St John's Church Carterton
Financial Report & Appointment of
Independent Examiner**

FULL ACCOUNTS
As at 31 Dec 2018

		M Unrestricted Funds	Designated Funds	SR Messy church (reserved)	All Restricted Funds	F Fabric (restricted)	D Donations (restricted)	X Fees (restricted)	Y Youth (restricted)	S Messy church (restricted)	A Mission Fund (restricted)	R Other (restricted)	Total 2018
See	Note	£	£	£	£	£	£	£	£	£	£	£	£
RECEIPTS AND PAYMENTS ACCOUNT													
INCOME													
Voluntary receipts													
		34,087	-	-	-	-	-	-	-	-	-	-	34,087
		6,790	-	-	-	-	-	-	-	-	-	-	6,790
		9,038	-	-	-	-	-	-	-	-	-	-	9,038
		640,000	-	-	-	-	-	-	-	-	-	-	640,000
		689,914	-	-	-	-	-	-	-	-	-	-	689,914
Receipts from activities for generating funds	1	16,068	467	-	3,890	-	-	-	252	273	920	-	20,426
Loans/Grants (including recurring and one-off)		-	-	-	-	-	-	-	-	-	-	-	-
Other Receipts	2	16,281	-	-	7,635	-	649	3,909	-	-	-	3,077	23,917
Petty cash		779	-	-	-	-	-	-	-	-	-	-	779
Total Receipts		723,043	467	-	9,081	-	649	3,909	252	273	920	3,077	735,035
Payments													
Mission giving and Donations	3	4,379	404	-	1,350	-	-	-	-	-	-	-	6,134
Capital expenditure	4	-	-	-	-	-	-	-	-	-	-	-	-
Church Expenses	5	68,761	51,230	-	-	-	-	-	-	-	-	-	119,991
CCLA Fund Investments		599,870	-	-	-	-	-	-	-	-	-	-	599,870
Total expenditure payments		673,011	51,634	-	1,350	-	-	-	-	-	-	-	725,995
Excess of Receipts over Payments		50,032	-	-	7,731	-	649	3,909	252	273	920	3,077	9,041
Transfers between funds		-	-	-	-	-	-	-	-	-	-	-	-
Total excess of Receipts over Payments		50,032	-	-	7,731	-	649	3,909	252	273	920	3,077	9,041
Bank current and deposit accounts 1 st Jan		-	-	-	-	-	-	-	-	-	-	-	-
Bank current and deposit accounts 31 st Dec		648,184	-	-	-	-	-	-	-	-	-	-	648,184



Cash Funds												
Bank Current Account											29,638	29,638
Fabric Fund Bank Account											3,110	3,110
Investment Funds:												
CCLA Investment Funds (Capital)											599,870	599,870
CCLA Investment Funds (Income)											15,565	15,565
											<u>648,184</u>	<u>648,184</u>
Other Monetary Assets												
Fees due											-	-
Income tax recoverable through Gift Aid											-	-
<i>for donations from 05 Apr to 31 Dec 2018</i>												
Other Monetary Liabilities												
Fees to be paid											-	-
See Notes (Page 1)												
Unrestricted Funds	Designated Funds	SR Messy Church (Revenue)	All Restricted Funds	F Fabric (Restricted)	D Donations (restricted)	X Fees (restricted)	Y Youth (restricted)	S Messy Church (restricted)	A Mission Fund (restricted)	R Other (restricted)	Total 2018	
£	£	£	£	£	£	£	£	£	£	£	£	
1. Receipts from activities for generating funds												
Donations, Events & Appeals	6,332.15	467.42	467.42	-	-	-	-	-	-	-	6800	
Restricted Fundraising & Donations	-	-	3,889.87	-	-	-	252.00	273.42	920.00	2,444.45	3890	
Church Activities (Facilities Hire & PCC Fees)	9,736.25	-	-	-	-	-	-	-	-	-	9736	
Total:	16,068.40	467.42	467.42	3,889.87	-	-	252.00	273.42	920.00	2,444.45	20426	
2. Other Receipts												
3rd Party Receipts	-	-	3,726.40	-	648.95	-	-	-	-	3,077.45	3726	
Miscellaneous Receipts (Cash/Cheque)	715.95	-	-	-	-	-	-	-	-	-	716	
3rd Party Fees owed to Diocese	-	-	3,909.00	-	-	3,909.00	-	-	-	-	3909	
Transfers IN	-	-	-	-	-	-	-	-	-	-	-	
CCLA transactions/Investment income	15,565.48	-	-	-	-	-	-	-	-	-	15565	
Total:	16,281.43	-	7,635.40	-	648.95	3,909.00	-	-	-	3,077.45	23917	
3. Church Activities: Mission Giving & Donations												
Childrens Society (3rd Party Payments)	2,697.45	-	-	-	-	-	-	-	-	-	2697	
Gatehouse (Sandwich making/other)	-	-	300.27	-	-	-	-	-	-	300.27	300	
Gatehouse (Retiring collections)	217.00	-	-	-	-	-	-	-	-	-	217	
BESOM	-	-	-	-	-	-	-	-	-	-	0	
RAF Benevolent Fund	114.00	-	-	-	-	-	-	-	-	-	114	
Carterton Town Council/Mayor's Fund	114.00	-	-	-	-	-	-	-	-	-	114	
CVM	99.00	-	-	-	-	-	-	-	-	-	99	
Mission Fund Payments	500.00	-	-	-	-	-	-	-	-	-	500	
Christians Against Poverty UK	-	-	-	-	-	-	-	-	-	-	0	
Donations to individuals	-	-	1,050.00	-	-	-	-	-	-	1,050.00	1050	
3rd Party Payments (General)	638.00	-	-	-	-	-	-	-	-	-	638	
Sponsorship	-	404.00	-	-	-	-	-	-	-	-	404	
Total:	4,379.45	404.00	1,350.27	-	-	-	-	-	-	1,350.27	6134	
4. Capital Expenditure												
Repairs to the Church building	-	-	-	-	-	-	-	-	-	-	-	
New building work	-	-	-	-	-	-	-	-	-	-	-	
Total:	-	-	-	-	-	-	-	-	-	-	-	
5. Church Expenses:												
Church Expenses: Clergy, Staff & Services	7,525.23	-	-	-	-	-	-	-	-	-	7525	
Church Expenses: Running Costs	28,684.53	-	-	-	-	-	-	-	-	-	28685	
Church Expenses: Administration	2,650.90	-	-	-	-	-	-	-	-	-	2651	
Church Expenses: Other Costs	29,900.59	-	-	-	-	-	-	-	-	-	29901	
Diocesan Parish Share Contribution	-	51,230.00	-	-	-	-	-	-	-	-	51,230	
Total	68,761.25	51,230.00	-	-	-	-	-	-	-	-	119991	



Appointment of Independent Examiner for the PCC Accounts

The Treasurer is in contact with a local Accountancy Firm (Shilton Accounting Services) with a view to performing this task for the 2019 Annual Accounts



Electoral Roll Report for 2019/20

- The previous Electoral Roll opened with a membership of **83** in April 2018
- This year we have been required under Church legislation to start a new Roll from scratch
- The new Electoral Roll has a membership of **76** people

The Roll is now open and we want to encourage new members to join. Please ask for an application form.





St John's Church Carterton Fabric Report for 2018

Introduction

- This year has been quite a busy year regarding the fabric with significant items of work completed (thanks to the Keen Legacy) and some unplanned emergency work.
- The building continues to be an incredibly important asset to the church community and to Carterton.
- The regular use by numerous groups means that there is a constant need to be vigilant regarding the maintenance and cleanliness of the building and the furniture and fittings.



Items of work for this year included the following:

- Installation of new main pump to the heating system. This was unplanned maintenance in Jan 2018 due to the sudden failure of the main pump. The replacement pump was installed within a few days but due to the cold weather it meant that services had to be held in the Hall on one Sunday.
- Repairs to the floor tiles in the Worship area. Careful work to fill with colour matching resin filler was carried out on the floor to damaged tiles.



Repair and redecoration following the flooding of the foyer

- Emergency work was needed to repair damage due to the flood that occurred on 31 May 2018 due to the blockage of a gulley on the Foyer roof.
- This flooded not only the roof space above the foyer but also the foyer and hall floor. Repairs were carried out under the insurance once the foyer was dried out by dehumidifiers.



Installation of a new gas supply

- A new upgraded gas supply was installed over several weeks requiring several contractors. This supply ensures that the supply now meets the demand from the boilers and gas cooker.



Painting of all External Wood & Metalwork

- This work was necessary due to the deterioration over time of the woodwork and metalwork. The contractor took several weeks to complete the work and completed it to a high standard. It can be expected that this work will need to be repeated on a 5 to 10 year frequency depending on the weather.



Future planned work:

- Repairs to the Old Chancel Roof. This work involves the installation of additional insulation to the roof as well as new waterproofing and flashing as well as new coping stones and repointing to the brickwork. This work is expected to be completed by the end Feb 2019.
- Upgrading of the electrical system to ensure improved safety. The Periodic Inspection Report from 2017 made a number of recommendations that are being followed up on.



Technology

- Thanks to Glyn and others for all the technical work on the IT and AV system and to the regular assistants on the AV and computer.
- Broadcasting of services via the web is still not possible but a new supplier is being investigated.
- Work has been carried out to redesign the sound desk for easier use by operators and should be completed by end Feb 2019.



Facilities Management

- Regular weekly checks were carried out of the fire alarm system and annual tests carried out on it and all fire appliances.
- A new contract has been agreed with BH Doors to ensure regular service checks are carried out of the automatic doors to ensure compliance.
- Thanks to the kitchen team for purchasing all the consumables and keeping us legal, (allergy notification and training).
- A thorough clean and audit of all kitchen items was carried out and items purchased to make up for breakages.



Facilities Management

- The church is kept in good order by the hard work of many members of the church assisting in the cleaning, repairs and gardening to keep things in order. Thank you to all those who helped on 9 June 2018 on the big clean up.
- A new commercial under counter freezer was purchased following the failure of the existing one installed in 2010.
- A fridge freezer from Rev Bill Blakey has been installed in the store room.
- Portable appliance testing (PAT) continues to be carried out as required.
- ACE Flooring repaired damage to the flooring in the hall from tape being put on the floor and pulled up taking with it the upper layer of varnish.
- An external tap has been installed.



New Altar Cloths and Frontals

- New Altar Cloths and Frontals have been purchased and thanks to a legacy from Brian Bloomfield a handsome cabinet has been purchased for their storage.
- Thank you for the team that custom-made the Altar coverings.



Future Work over next 12 months

- Redecoration of the Ladies and Gents WCs and the corridor to the WCs.
- Replacement of more under eaves lights.
- Installation of external power sockets.



Short – Medium Term Works

- Repairing/filling of the cracks in both the old and new parts of the church.
- Rearrangement of the doors from the Foyer to the Hall.
- Installation of curtains in the hall to the south facing windows and extension of the blinds to the East and West sides of the high lantern.
- Replacement of the worktop in the Tea Room around the sink.
- Replacement of the Crittall windows in the old part of the building with double glazed units.



Short to medium term works cont'd

- Replacement of the atrium glass roof in the foyer that has blown.
- Replacement of the windows in the CLR and Office.
- Repair of the tarmac in the carpark.
- Replacement of heaters in the Hall (as they fail).
- Completion of a full energy audit and study with costed proposals.





**St John's Church Carterton
Opportunity for
Other Brief Reports for 2018**



St John's Church Carterton Leadership Elections 2019

Witney Deanery Synod Representation

- Thanks go to Roy Morris who has acted as our Synod representative for the past year.
- No elections are due this year, so Roy will continue to represent us.
- Alison Brown has been nominated to become our second Synod Representative.
- We do have one additional vacancy.
- Any member of the Electoral Roll is eligible to stand and representatives also become ex-officio PCC members.



Election to Parochial Church Council

There are currently four vacancies to fill: three for three years and one for one year.

- **Richard Matthews, Andrew Monkhouse and Linda Wooloff** stood down from the Council at the end of their three-year term. They have all been nominated to stand for re-election.
- An additional vacancy has been created by the election of **Allister Holt** to the post of churchwarden, who now becomes an ex officio member of the PCC. This position on the PCC has a further one-year to run.
- Standing for election are: **Richard Matthews, Andrew Monkhouse, Doreen Trezise and Linda Wooloff.**



Following this meeting,
there will be
a short PCC Meeting
to elect Officers for
the coming year

