

# The Parish of Felixstowe, St John the Baptist with St Edmund

*Diocese of Saint Edmundsbury and Ipswich*

'Open to God ..... Open to All'

[www.FelixParish.com](http://www.FelixParish.com)

Reg. Charity No. 1135596



## **The Growing in God Prayer**

O Lord, our God, giver of life and growth,  
grow in us a longing for you,  
that we might deepen our faith;  
grow in us a compassion for your world,  
that we might serve our neighbours;  
grow in us a vision for your kingdom,  
that we might proclaim your love.

By the power of your Spirit, and in Jesus' name. Amen.

*Agenda and Reports for the*  
**Annual Meeting of Parishioners**  
*and the*  
**Annual Parochial Church Meeting**  
Sunday 28 April 2024 at 11.30 am

## **PART 1**

Minutes of Previous Meetings, Electoral Roll, Finance and Safeguarding

## **Agenda for the Annual Meeting of Parishioners**

1. Apologies for Absence
2. Minutes of the Annual Meeting of Parishioners held on Sunday 29 April 2023
3. Matters Arising from the Minutes
4. Election of Churchwardens

## **Agenda for the Annual Parochial Church Meeting**

1. Apologies for Absence
2. Minutes of the Annual Parochial Church Meeting held on Sunday 29 April 2023
3. Matters Arising from the Minutes
4. Reports of the PCC to the Annual Parochial Church Meeting:
  - (a) Electoral Roll
  - (b) Financial Statement of the PCC for the year ending 31<sup>st</sup> December 2023
  - (c) Safeguarding Report

*To follow in Part two of the Papers for the APCM*

- (d) Secretary to the PCC
  - (e) Fabric Report
  - (f) Deanery Synod Report
  - (g) Reports from Church Groups and Activities
5. Elections

***Deanery Synod Elections:***  
Our Parish may elect three members to Deanery Synod. Deanery Synod members are *ex officio* members of the PCC. Our current members, Garath Jones and Gillian Bailey have two years left to serve.

### ***PCC Elections:***

The PCC should have a minimum of 9 and a maximum of 12 ordinary members who serve for a period of 3 years. These are elected over a period of three years to preserve continuity.

Amongst the current members:

Penny Brookes has indicated her intention to retire from the PCC. Sharon Hume's term of office has come to an end and James Lumley has one year left to serve. This leaves vacancies for between two and eight ordinary members.

6. Appointments
  - (a) Sidesmen
  - (b) Independent Examiner

7. A.O.B.

*Any items must be notified to the Chair no later than 8pm on Saturday 27 April 2024*

8. Closing Prayer

## **Structure, Governance and Management of the Parish of Felixstowe: St John the Baptist with St Edmund**

The method of appointment of PCC members is set out in the Church Representation Rules of the Church of England. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. Under the Church Representation Rules, the PCC is able to have a maximum of 12 elected lay members, and during the last year has been made up of 9 elected lay members; there are 5 vacancies to be filled at the APCM in 2024.

### **Objectives and Activities**

The purpose of the PCC is set out in the Parochial Church Councils (Powers) Measure 1956, and it states:

- (1) It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish.
- (2) The functions of parochial church councils shall include—
  - (a) co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - (b) the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
  - (c) making known and putting into effect any provision made by the Diocesan Synod or the Deanery Synod, but without prejudice to the powers of the Council on any particular matter.
  - (d) giving advice to the Diocesan Synod and the Deanery Synod on any matter referred to the Council;
  - (e) raising such matters as the Council consider appropriate with the Diocesan Synod or Deanery Synod.
- (3) In the exercise of its functions the Parochial Church Council shall take into consideration any expression of opinion by any Parochial Church Meeting.

### **Reserves Policy**

The Reserves policy was agreed by the PCC at the meeting on 15th June 2017. £60,000 is currently set as the level for the Parish Reserves. This will be reviewed by the PCC at the first meeting of the new PCC after each APCM. (This money will only be touched in great need.)

### **Electoral Roll**

140 - Of which 49 are resident and 91 are non-resident in the parish (as at 14th April 2024)

### **Financial Review**

*The report of the Treasurer to the PCC is included within this report*

**PCC information for the APCM**  
**The Parish of Felixstowe, Saint John the Baptist with Saint Edmund**  
**Annual Reports of the Parochial Church Council**  
**for the Year Ended 31 December 2023**  
**Administrative Information**

The Church of Saint John the Baptist is situated on the corner of Orwell Road and Princes Road within the Felixstowe Conservation Area.

The Church of Saint Edmund is on Langer Rd where it is joined by St Edmund's Rd.

The Parish is a part of the Colney's Deanery within the Ipswich Archdeaconry of the Diocese of Saint Edmundsbury and Ipswich.

The correspondence address is.

The New Vicarage, 54 Princes Road, Felixstowe, Suffolk, IP11 7PL.

The Parochial Church Council (PCC) is a registered charity number 1135596

PCC members who have served from 1 January 2023 until this report was approved are:

<i>Vicar:</i>	Reverend Canon Andrew Dotchin	<i>Chair &amp; Secretary to the PCC</i>
<i>Associate Priest:</i>	Reverend Penny Brinkley	<i>Ex-Officio</i>
<i>Associate Priest:</i>	Reverend Philip Young	<i>Ex-Officio</i>
<i>Wardens:</i>	Diana Barnard ( <i>one vacancy</i> )	
<i>Representatives on the Deanery Synod:</i>	Reverend Penny Brinkley	<i>Ex-Officio</i>
		<i>(Member of Diocesan Synod)</i>
	Gillian Berry	<i>Ex-Officio</i>
	Garath Jones	<i>Ex-Officio</i>
<i>Elected Members:</i>	Sharon Hume ***	
	Penny Brookes **	
	James Lumley **	
	Barbara Bown *	
	Denis Heath *	
	June Heath *	
	Sandra Watson *	
	Julia Dawson *	
	Lesley-Anne Dotchin *	

\*\*\*Term expires at APCM 2023

\*\*Elected in 2022 for 3 years

\*Elected in 2023 for 3 years

*Co-opted:*

Andrew New	<i>Treasurer</i>
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**Minutes of the Annual Meeting of Parishioners  
Sunday, 29 April 2023 in St. John's Church**

**1. Apologies for Absence**

Val Bourne, Zem Mullett, Anne Young

**2. Minutes of the Annual Meeting of Parishioners held on Sunday 3 April 2022**

Proposed: Di Barnard    Seconded: Denis Heath

**3. Matters Arising from the Minutes**

There were no matters arising.

**4. Election of Churchwardens**

There being only one candidate for two vacancies Di Barnard was declared elected

**Minutes of the Annual Parochial Church Meeting  
Sunday, 29 April 2023 in St. John's Church**

**1. Apologies for Absence**

Val Bourne, Zem Mullett, Anne Young

**2. Minutes of the Annual Parochial Church Meeting held on Sunday 3 April 2022**

Proposed: Julia Dawson    Seconded: June Heath

**3. Matters Arising from the Minutes**

There were no matters arising.

**4. Reports of the PCC to the Annual Parochial Church Meeting were received**

**(a) Electoral Roll**

Sharon Hume told the meeting that the number on the Electoral Roll stood at 125, 51 of whom were resident in the parish, and 74 non-resident.

**(b) Secretary to the PCC**

There were no questions for the Secretary's Report.

**(c) Financial Statement of the PCC for the year ending  
31 December 2022**

IT WAS DECIDED that, as far as possible, miscellaneous expenditure would be itemised in future.

IT WAS DECIDED that a separate Ledger account be set up so that the costs of running Pushchair Pitstop could be identified separately for those of running St Edmund's Church.

**(d) Fabric Report**

There were no questions for the Fabric Report.

**(e) Deanery Synod Report**

There were no questions for the Deanery Synod Report.

**(f) Church reports**

There were no questions for any of the other Reports.

**5. Elections**

**Deanery Synod Elections:**

Our Parish may elect three members to Deanery Synod. Deanery Synod members are *ex officio* members of the PCC.

There being only two candidates for three vacancies Garath Jones and Gillian Berry were declared elected. They remain in office for three years.

**PCC Elections:**

There were vacancies for 6 members to serve on the PCC. Five names were nominated to fill these vacancies. There being more vacancies than nominees the following were declared elected:

Julia Dawson, Denis Heath, June Heath, Lesley-Anne Dotchin

Sandra Watson – was elected conditionally and her appointment confirmed after fulfilling the required time to be on the Electoral Roll.

**6. Appointments**

**(a) Sidesmen**

The Sidesmen were reappointed NEM CON

**(b) Independent Examiner**

The Revd Andrew Dotchin proposed that Philip Keble continue as Independent Examiner, which was seconded by Denis Heath and agreed by the meeting.

**7. A.O.B.**

There was no other business.

**8. Closing Prayer**

The Growing in God prayer was said to close the meeting.

# **Reports of the PCC to the Annual Parochial Church Meeting – 28 April 2024**

## **(a) Electoral Roll**

140 - Of which 49 are resident and 91 are non-resident in the parish (as at 14th April 2024)

## **(b) Treasurer's Report**

As I was only coopted as treasurer on the 07 February 2024, I am only able to provide a report based on an analysis of the figures provided and not from personal experience of the financial activity of the Parish over 2023.

### *Income:*

Our total income for the year amounted to £167,875. This included donations from parishioners, fundraising events, rental income, and any other sources of revenue.

### *Expenses:*

During the fiscal year, we incurred expenses totalling £152,802. Our key areas of expense have been Parish Share, utilities, and maintenance costs.

### *Financial Highlights:*

- It is positive to note that despite challenges posed by the financial climate over 2023, we were able to post a surplus on our activities of £15,073.
- It is also positive to note the increase in Parish Giving Scheme which is a very efficient way to collect contributions from parishioners. The increase in Parish Giving Scheme offset a drop in other contributions.
- We did not contribute the full amount of Parish Share to the diocese we are expected to provide. We are just under £10,000 short of our full expected contribution.

### *Financial Position:*

- The final position of our reserves is provided on the attached list of assets and liabilities. We had to draw down from our reserves over 2023 to cover the running costs of the parish which is reducing our overall reserves to the lowest level they have ever been.
- Despite the hard work of the volunteers who have maintained some form of recording of transactions over 2023, the lack of a Treasurer, robust financial processes and focus on the financial position of the Parish has contributed in some way to the situation we find ourselves in. This will be a key focus of my work as Treasurer for the year ahead.

### *Future Outlook:*

Based on a future projection of our current position, we are predicting a small surplus this year. But as the first three months of the year has played out there is a strong possibility of us going into another deficit.

A key area of work for me as Treasurer over the next year is to focus on three key themes.

- Setting a foundation of effective stewardship
- Building trust by increasing transparency
- Improving our financial position

With these in mind work has already started on the following areas.

- Introducing a robust reporting mechanism based on key accounting principles
- A proposal for changes to the way we manage monies received so that the PCC may consider ensuring more transparency and stronger financial management
- A review of our current funds including Pushchair Pitstop and the Welfare Account to ensure that robust systems are in place to manage income and expenses in these areas.
- A review of our current expenses and ensuring we are getting value for money
- Introduction of a proper budgeting process for 2025 starting at the end of the Summer

### *Appreciation:*

I would like to extend my heartfelt gratitude to all parishioners for their ongoing generosity and support. Your contributions enable us to carry out the important work of our parish and make a positive difference in the lives of others.

I would like to also thank Sue Toomey and Kate Prewer who have both done a sterling job under difficult circumstances to keep the management of our accounts going for 2023.

In conclusion, there is a lot of work that will need to happen over 2024 to ensure that we enter 2025 with a strong foundation of effective stewardship, that we are building trust through increased transparency, and that we will have an effective plan to improve our financial position. I am confident that we can get there and look forward to working with the wider parish family on the tasks ahead.

*Andrew New – April 2024*



ST JOHN THE BAPTIST WITH ST EDMUND, FELIXSTOWE  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES (MEMBERS OF THE  
PAROCHIAL CHURCH COUNCIL)

I report on the financial statements of the PCC for the year ended 31 December 2023.

Respective responsibilities of Trustees and the Examiner

The church's trustees are responsible for the preparation of the financial statements, they 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;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with 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 with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

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

Signed

Date 29th March 2024

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Philip Keeble, ACMA,  
5 The Cambria  
Key Street  
Ipswich  
IP4 1FF

**St. John the Baptist with St. Edmund's – 1135596**  
**Statement of Assets and Liabilities (by fund)**  
**As at: 31 December 2023**

			Balance	Previous balance
<b>Tangible assets</b>				
<b>B001: Graham Court - Asset</b>				
General fund	Unrestricted		259,000.00	259,000.00
			<b>259,000.00</b>	<b>259,000.00</b>
		<b>Tangible assets</b>	<b>259,000.00</b>	<b>259,000.00</b>
<b>Cash at bank and in hand</b>				
<b>A001: General Account - Asset</b>				
Pushchair Pitstop	Designated		1,000.00	1,000.00
Reserve	Designated		13,000.00	13,000.00
General fund	Unrestricted		2,399.98	(8,221.14)
			<b>16,399.98</b>	<b>5,778.86</b>
<b>A002: Pitstop Account - Asset</b>				
Pushchair Pitstop	Designated		3,509.46	—
General fund	Unrestricted		(363.18)	—
			<b>3,146.28</b>	<b>—</b>
<b>A003: Welfare Account - Asset</b>				
Welfare	Designated		15,792.11	15,540.97
General fund	Unrestricted		924.42	972.92
			<b>16,716.53</b>	<b>16,513.89</b>
<b>A004: CCLA Investement Account - Asset</b>				
Browse Bells	Restricted		54,761.57	53,924.15
Reserve	Designated		(10,758.01)	(10,758.01)
General fund	Unrestricted		(837.82)	34.82
			<b>43,165.74</b>	<b>43,200.96</b>
<b>A005: CCLA Reserve Account - Asset</b>				
Reserve	Designated		36,311.76	35,494.56
General fund	Unrestricted		320.37	—
			<b>36,632.13</b>	<b>35,494.56</b>
		<b>Cash at bank and in hand</b>	<b>116,060.66</b>	<b>100,988.27</b>
		<b>Grand Total</b>	<b>375,060.66</b>	<b>359,988.27</b>

St.John the Baptist with St.Edmund's - 1135596

Analysis of income and expenditure  
Selected period: 01 January 2023 to 31 December 2023

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Income and endowments</b>						
<b>Donations and legacies</b>						
101 - Loose Plate	1,590	—	—	—	1,590	3,603
102 - Planned Giving	17,150	—	—	—	17,150	17,850
103 - Goodbox	3,152	—	—	—	3,152	2,858
104 - Parish Giving Scheme	22,976	—	—	—	22,976	15,040
105 - Gift Aid Parish Giving Scheme	4,955	—	—	—	4,955	3,447
106 - Donations	14,206	—	—	—	14,206	7,158
107 - Donations for Welfare, including Parish	260	10,954	—	—	11,214	14,612
108 - Suffolk Community Fund Grants	12,000	900	—	—	12,900	44,000
109 - Pushchair Pitstop	642	12,346	—	—	12,988	—
307 - Special Collections	240	—	—	—	240	885
401 - Legacies for Specific Purposes	—	—	—	—	—	—
402 - Non Specific Legacies	—	—	—	—	—	—
<b>Donations and legacies Totals</b>	77,173	24,200	—	—	101,374	109,456
<b>Income from charitable activities</b>						
301 - Children and Young Persons	1,383	100	—	—	1,483	5,329
<b>Income from charitable activities Totals</b>	1,383	100	—	—	1,483	5,329
<b>Other income</b>						
201 - Wall-safe	148	—	—	—	148	1,448
202 - Floodlighting	135	—	—	—	135	310
203 - After service tea and coffee	794	—	—	—	794	371
204 - Miscellaneous	7,302	356	—	—	7,658	12,967
205 - Cash in Hand	—	—	—	—	—	—
302 - Wedding Collections	—	—	—	—	—	—
303 - Baptism Collections	55	—	—	—	55	212
304 - Funeral Collections	314	—	—	—	314	—
305 - Wedding Fees	2,157	—	—	—	2,157	3,693
306 - Funeral Fees	7,041	—	—	—	7,041	2,589
501 - Graham Court	9,356	—	—	—	9,356	6,073
502 - St John's Church	17,332	150	—	—	17,482	6,112
503 - Parish Hall	12,375	—	—	—	12,375	9,710
504 - Meeting Room	330	—	—	—	330	30
601 - Insurance	—	—	—	—	—	—
602 - VAT	—	—	—	—	—	—
603 - Gift Aid	—	—	—	—	—	11,043
604 - Other Refunds	316	682	—	—	999	392
701 - Bank Interest	955	828	837	—	2,621	1,235
702 - Transfer of Funds	1,913	600	—	—	2,513	91,719
800 - Other Income	33	1,000	—	—	1,033	103
<b>Other income Totals</b>	60,561	3,617	837	—	65,017	148,012
<b>Income and endowments Grand totals</b>	139,118	27,918	837	—	167,875	262,797

Total

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

	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>Expenditure</b>						
<b>Expenditure on charitable activities</b>						
1901 - Parish Share	61,326	—	—	—	61,326	66,901
2024 - Disbursements for Welfare ASD	—	5,643	—	—	5,643	19,041
2025 - Pushchair Pitstop	445	3,920	—	—	4,366	—
2101 - Children and Young Persons	—	—	—	—	—	31
2102 - Donations Made	2,347	500	—	—	2,847	2,357
2103 - Special Collections	165	—	—	—	165	1,430
2104 - Catering	1,681	—	—	—	1,681	2,434
2105 - Subscriptions	272	—	—	—	272	465
2606 - Stationery	153	—	—	—	153	362
<b>Expenditure on charitable activities Totals</b>	<b>66,392</b>	<b>10,064</b>		—	<b>76,456</b>	<b>93,024</b>
<b>Other expenditure</b>						
2001 - Admin Salary	3,727	—	—	—	3,727	3,444
2002 - Cleaner Salary	3,640	—	—	—	3,640	3,276
2010 - A Dotchin Expenses	3,358	682	—	—	4,041	13,624
2011 - E Corker Expenses	—	—	—	—	—	—
2012 - P Brinkley Expenses	1,350	—	—	—	1,350	71
2013 - P Young Expenses	43	—	—	—	43	—
2014 - T Gibb Expenses	—	—	—	—	—	—
2020 - Organist Expenses	3,990	—	—	—	3,990	3,890
2021 - Vestry Expenses	662	—	—	—	662	1,029
2022 - Parish Training	—	—	—	—	—	—
2023 - Admin Expenses	1,020	30	—	—	1,051	22,106
2201 - Fabric St John's Church	1,480	—	—	—	1,480	2,681
2202 - Fabric Parish Hall	—	—	—	—	—	—
2203 - Fabric St Edmund's Church	12	—	—	—	12	120
2301 - Gas St John's Church	860	—	—	—	860	—
2302 - Gas Parish Hall	556	—	—	—	556	524
2303 - Electricity St John's Church	4,430	—	—	—	4,430	2,512
2304 - Electricity Parish Hall	2,132	—	—	—	2,132	409
2305 - Electricity St Edmund's Church	4,760	—	—	—	4,760	1,395
2306 - Water St John's Church	369	—	—	—	369	208
2307 - Water Parish Hall	555	—	—	—	555	368
2308 - Water St Edmund's Church	181	—	—	—	181	164
2309 - Rates Parish Hall	49	—	—	—	49	74
2401 - Maintenance St John's Church	10,485	—	—	—	10,485	14,668
2402 - Maintenance Parish Hall	942	—	—	—	942	214
2403 - Maintenance St Edmund's Church	1,075	—	—	—	1,075	—
2404 - Organ/Piano	102	—	—	—	102	—
2501 - Insurance St John's	5,148	—	—	—	5,148	4,680
2502 - Insurance Parish Hall and St Edmund's Ch	1,719	—	—	—	1,719	1,563
2601 - Printer Lease	2,306	—	—	—	2,306	1,874
2602 - Printer Insurance	211	—	—	—	211	720

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

2603 - Printer Usage Charge	1,070	—	—	—	1,070	845
2604 - IT Equipment and Licenses	310	—	—	—	310	110
2605 - Consumables	1,214	—	—	—	1,214	1,543
2701 - Agent's Fees	1,032	—	—	—	1,032	1,032
2702 - Insurance	473	—	—	—	473	401
2703 - Other Expenses	1,170	1,769	—	—	2,939	2,920
2801 - Bank Charges	577	108	—	—	686	674
2802 - Transfer of Funds	1,690	3,750	—	—	5,440	94,234
2900 - Other Expenditure	359	6,935	—	—	7,294	1,542
<b>Other expenditure Totals</b>	<b>63,069</b>	<b>13,276</b>	<b>—</b>	<b>—</b>	<b>76,345</b>	<b>182,928</b>
		<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>
						<b>This year</b>
						<b>Last year</b>
<b>Expenditure Grand totals</b>		129,461	23,340	—	—	152,802
						275,952

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

## **(b) Safeguarding Report**

I am very grateful for the sterling work that Jan Hickman did in her tenure as Safeguarding Officer to get the necessary training and certification required by the Church of England across all volunteer roles within our church. More specifically, her work enabled safeguarding to become part of everyone's normal conversation.

I used Jan's paperwork to build up a spreadsheet of information which I have used to remind volunteers when renewal of safeguarding certificates has been necessary. Most people are able to do the training via the online Church of England portal (<https://safeguardingtraining.cofeportal.org>), but where necessary I have taken individuals through either the Basic Awareness (C0) or the C1 (Foundation) training.

We are currently running at approximately 95% coverage for all volunteer roles and DBS for key positions outside of the Clergy team are up to date. All members of the PCC must have C1 training; to date, there are still 3 individuals who only have C0 certification, 1 individual's certificate expired in March and has not been renewed despite numerous reminders.

Pushchair Pitstop has 100% coverage (22 volunteers); Tea and Coffee group is 100% (10 people); Messy Church key leaders covered; Sidesmen 100% (6 people), Parish Pantry 100% (10 people) Catering 90% (5/6 people).

Safeguarding Sunday took place on 19 November 2023, and, although a last-minute decision, went well in explaining where Safeguarding fits in with faith and how it is everyone's responsibility.

Face-to-Face training courses in our immediate locality have been scarce but there is a C0 scheduled for Tuesday 16 July at St Martin's Church Trimley IP11 0TN (max 12 spaces). Booking can be made via the following link: <https://cofesuffolk.org/safeguarding/training>.

### ***Church of England Safeguarding Standards, Quality Assurance Framework and Diocesan/Parish Audits:***

These were published by the Church of England National Safeguarding Team in October 2023. They can be found on the Diocesan website under Safeguarding ([www.cofesuffolk.org/Safeguarding](http://www.cofesuffolk.org/Safeguarding)) or

[www.churchofengland.org/nationalsafeguardingstandards](http://www.churchofengland.org/nationalsafeguardingstandards)

Organisations with safeguarding responsibilities need to know and be able to demonstrate how well they are fulfilling those responsibilities. In summary, there are 5 standards (Culture, Leadership and Capacity; Prevention; Recognising, Assessing and Managing Risk; Victims and Survivors; Learning, Supervision and Support) which aim to cover the breadth of safeguarding activity in churches and will enable church bodies to identify both their strengths and areas for development and improvement. This, in turn will inform their strategic planning in respect of safeguarding. There will be a round of independent audits of dioceses and cathedrals which will start in 2024. Suffolk is scheduled for 2025.

## Areas of Concern:

- a) **Parish Pantry:** The opening hours/users who are often classed as vulnerable increases risk to volunteers who may be monitoring/helping with Pantry. A Lone Working Policy/Guide was developed and given to PCC for implementation. National Safeguarding Standards 2.9 and 2.11 refers.
- b) **St John's Church Open access:** National Safeguarding Standard 2.11 refers – risks to individuals, both volunteers and visitors increase with greater access, often with no church members present. This has been brought to PCC's attention and consideration must be given to lighting, notices about Exits that are not the front door, and possibly some sort of Doorbell camera/CCTV coverage.

I am standing down at this APCM. All group leaders will be given a Safeguarding Pack which will include a list of their volunteers/certificate dates plus a 'reminder' list for certificates due to expire from May 2024. The full summary spreadsheet will be left with PCC and the Parish Dashboard updated. We are in a good situation regarding Safeguarding training with most volunteers up to date and covered for the next three years.

*Sarah Docherty April 2024*

## Reports of the PCC to the Annual Parochial Church Meeting:

### (d) Secretary's Report

The Statutory Reports of the PCC to the APCM (Finance, Safeguarding, Fabric, and Deanery Synod) are included elsewhere in the papers set before the APCM. This report deals with the core activities of the PCC and Parish since the last APCM. At every meeting of the PCC our Agenda is led by the four parts of the **Growing in God** principles which are at the heart of the Diocesan Strategy to ensure that parishes address all areas of life in their communities. The four areas are **Growing Deeper, Growing in Influence, Growing in Number** and **Growing Younger**. Each of these portfolios is held by different members of the PCC who value the help of many others and who may be approached if there are any enquiries about the work that has been carried out or planned.

In addition to this work members of the PCC have begun work with Revd Phil Dykes (the former Diocesan Mission Enabler) and now with our Archdeacon The Ven Rich Henderson on succession planning following the expected retirement of Canon Andrew Dotchin sometime between Summer 2025 and Summer 2026.

**Growing Deeper:** (Revds Catherine and Jane)

Aimed at deepening the spiritual life of all our worshippers the largest activity in this area in the past year has been the successful launch and promising future of *Lark Rise Retreats*. The chief activity of *LRR* is the provision of sacred space for Quiet Days at a variety of venues across Felixstowe. Hosted and led mostly by Revds Catherine, Jane and Penny, with support from other members of the Ministry Team, it has seen a growing number of parishioners pay a deeper attention to their journey of faith. The forthcoming events involving world renowned speakers John Bell (in June) and Malcolm Guite (in November) will draw many more people closer to God's love.

This year the Churches Together in Felixstowe Lent Course was around the movie *Chocolat*. Our Parish provided two weekly sessions (Tuesday afternoon and Saturday morning) to enable as wide a group to participate as possible.

Our Home Groups and Book Club continue to thrive and all of them would welcome additional members.

Rev Penny, in her role as Diocesan Spiritual Director, has increased the visibility of the *Cursillo* movement in the Deanery. Parishioners are invited to speak to her or any other *Cursillistas* (people who have attended a *Cursillo* weekend) to find out more about how to get an extra 'hug' from God and God's people.

During the year we had the special privilege of offering a month of ministry experience to (the now Revd) Alyx Taylor and Andrew Revitt as part of their journey into ordained ministry.

### **Growing in Influence:** (Di Barnard and Canon Andrew)

For the last seven years or so St John's has been designated as Felixstowe's Civic Church. This means that each year we host the Civic Service of Remembrance in November as well as the Mayor's Civic Service in June. Along with this members of the Ministry Team are invited to help lead Civic events at the Town Hall such as flag raisings as well as lead memorial events at commemorations during the year. This year past it was a special privilege to be asked by the Mayor to host a Civic Service for Peace in Palestine on 5 November.

As a mark of our influence on the local community the Mayor of Felixstowe made three Community Service Awards to people and groups associated with our Parish. These were Di Barnard, Pushchair Pitstop and Molly Bennett (one of our Air Cadets who was recently baptized). Following on from this Pushchair Pitstop was nominated as a Mayoral Charity which has raised the profile of their work and our Parish throughout the year.

Once again we coordinated the *Food for All* programme - a Church and community initiative which provides free lunches for families during the Summer Holidays. This year we provided (through Pushchair Pitstop) a packed lunch on Mondays and our Social Committee cooked a hot meal and a yummy dessert on Thursdays.

Other support to those (besides the Parish Pantry) in need in the community is provided through giving shopping vouchers, free breakfast in Winter at Pushchair Pitstop and signposting people to the newly established Felixstowe Relief Charity where we are represented by Norman Berry and Canon Andrew as trustees



Felixstowe School is making more use of our facilities with, in the last 14 months, four students spending a week helping in parish activities and 15 6th Form students spending a whole day in St John's clearing out the Clock room in the Tower, the Church Basement, and sorting out goods for the Parish Pantry.

We also have a steady presence and influence in the Media. There are frequent articles in the local press, the Diocese has showcased several of our projects in the County press and the blessing on Revds Catherine and Jane's Civil Partnership drew the attention of the National and world media. Members of the Ministry Team are frequently interviewed on Local Radio and Canon Andrew continues with his *Pause for Thought* every weekday just after 7.30am on Suffolk Sound Radio. He also broadcast on BBC Radio 4's *Beyond Belief* programme.

### **Growing in Number:** (Canon Andrew)

It is pleasing to note an increase in our Electoral Roll numbers since the last APCM. But it is more pleasing to note that this increase has often come about because of being more engaged in the life of our community with people being drawn to worship with us as a result of seeing the Gospel in action. It is humbling to note that several of our newer members started attending worship to receive Bread from the Parish Pantry but now come to receive the Bread of Life as well.

It was wonderful to have six of our number baptized during the 10am service on Easter Day and also see some of them go on to have regular roles helping run the Tea Rota, welcome visitors to Parish Pantry and join the Altar serving team. We look forward with joy to welcome the Deanery and one of our Bishops to St John's for a Confirmation service on 20 October.

Mention must be made of the members of Ipswich Deaf church who, through the gentle ministry of Revd Penny, now make regular visits to Felixstowe for Tea and worship. They enriched our Service of Lessons and Carols at Christmas and we look forward to future times together.

### **Growing Younger:** (Revd Penny and Sharon Hume)

Our involvement with Uniformed Youth groups continues with both Sea and Air Cadets meeting in St John's for enrolment and Awards evenings. (The presence of Air Cadets is always followed by the landing of paper aeroplanes in the Clerestory windowsills...). This year our Sea Cadets will host the Trafalgar Day celebrations for the East of England which will include a parade through town and a service in St John's on 13 October; a special privilege for them and for us.

We continue to have visits from Cub packs, Langer Primary, Youth Alpha and Felixstowe School to investigate the church and ask questions about the faith. As in previous years Langer Primary Academy are very grateful for donations of chocolate – Advent Calendars at Christmas and eggs at Easter. After a long break post-Covid regular monthly assemblies are being taken by Canon Andrew in the School once more.

Messy Church and Pushchair Pitstop continue to increase in number and will always welcome new volunteers and helpers. With this in mind the Ministry Team has begun the practice of having a family eucharist at the 10am service once a quarter to help introduce our younger members to our Sunday worship experience.

Finally mention must be made of the biannual Messy Pitstop free BBQ held in the Vicarage garden and St John's church. Our Pitstop and Messy church teams come together to offer free fun and food to any members of our community. In the most recent of these we gave away just over 300 burgers and Hot dogs, at least three of which were consumed by our local policing team, one of whose children will be being baptized in the Summer.

Copies of the Minutes of all or any meeting of the PCC are available from the PCC Secretary to anyone whose name is on the Electoral Roll of the Parish.

*(Andrew Dotchin – April 2024)*

## **(e) Fabric Report**

### **Over the past year at St Johns:**

the Annual gutter and roof clearance has been done.

Electrical installation checks completed and passed.

Fire Extinguishers serviced.

Tower Floodlights replaced.

Heaters serviced

Kitchen Sink and Toilet repaired

New PA system installed

### **Ongoing Works at St John's:**

Awaiting quotes for church lighting and Gully works on Vestry roof and Two down pipes.

3 light timers in church tower need replacing.

Stronger lighting needs fitting in clock room.

Awaiting decision from PCC about glass door in the Porch.

### **Over the past year at St Edmund's:**

Blocked gullies and down pipes cleared

New Taps fitted in Parish Hall.

Quotes being sought for new boiler in Parish Hall

Fire Extinguishers serviced.

*(Denis Heath April – 2024)*

## **(f) Deanery Synod Report**

Colneis Deanery Synod met on three occasions through 2023.

The first meeting was at St Mary's Walton where Revd Phil Dykes the Diocesan Mission Enabler spoke about plans for growth and how the diocese is seeking to support parishes. During the first half of the year the Rural Dean was off on long term illness and then moved posts. Rev Chris stood in as acting Rural Dean and part way through the year took the role on permanently.

The second Synod was held at St Michael's Martlesham and was a social occasion for Synod members to get together and share joys and concerns.

The final Synod of the year was held at St John's Felixstowe. In this synod we discussed clergy well-being and how clergy can look to care for themselves and how clergy can be cared for.

*(Revd Chris Hood – Rural Dean)*

## **(g) Reports from Church Groups and Activities**

### **i) Choir Report**

Another year has gone by. Another report when I get the opportunity to publicly thank a group of very committed and reliable people who have given their time and talents to enhance the worship of St John's, with the voices of the choristers and the musicianship of Jeremy, our organist.

I think over the last year, there have only been one or two Sundays when we failed to provide a choir for the sung Eucharist. In addition we have sung at the Song for St Edmund, the service of Hope and Remembrance, services on Ash Wednesday and Maundy Thursday, the Carol Service, and at several funerals which this year included two people very important to the choir, Barbara Durrance and Twig Shrubbs.

However the congregation will be only too aware that we are all elderly, with a variety of health problems, and without new voices in the near future, the choir cannot survive. I am sure there are church members who could help us lead the singing. You don't have to be able to read music and individual help is available. Please think about it. You'll always find me in the vestry after the Sunday service unless I'm away for the weekend (which doesn't happen very often).

*(Liz Watson – April 2024)*

### **ii) Social Committee Report**

It's been another busy sociable year. Apart from our own funds we have also been pleased to raise money for Christian Aid, Sea Cadets, Zane, Christians against Poverty, RNIB and Open Doors Charity

Your social committee meets at Pat Cordy's and is in the process of arranging a busy schedule of events. Coffee mornings continue to be popular, and the average Quiz raises over £1000.

On June 23rd we will be holding a St Johns patronal festival lunch. We have a group called Dot and Do Dah coming on September 28th. They sell good second-hand men's and women's clothes, shoes, bags etc. This will be their first sale in Felixstowe and all proceeds will go to the Parish. There will also be another Quiz, coffee mornings on May 4th and July 20th and the Christmas Cracker on December 7th. The Harvest lunch will be on October 5th.

A huge thank you goes to all those that so willingly help, quite often at very short notice.  
*(Diana Barnard 2024)*

### iii) **Messy Church**

Messy Church continues to welcome families from all over the Felixstowe area, from tiny tots to teenagers. Some of the children have been attending since they were babes in arms; it's wonderful to watch them grow.

We meet on the second Wednesday each month at 3.45pm and finish with a family dinner at 5pm. The families enjoy stories, crafts and games, with each month having a different biblical theme.

To continue our engagement with families we have introduced quarterly Family services in 2024, with some of the children getting involved in the service too.

Our next Messy Church will be on Wednesday 8th May, everybody is welcome.

*(Sharon Hume - April 2024)*

### iv) **Pushchair Pitstop**

Since its opening Pitstop continues to grow from strength to strength.

2023 saw a whole heap of 'firsts' including being chosen as one of the Mayors' Charities of the year! Alongside our usual parties (Easter, summer etc) at Christmas we had the most wonderful party and gifted between 450-500 presents to local children.

This year we introduced our 'Uniform Bank' which in its first run kitted out 63 children with brand new uniforms, our 'Prom Bank' which enabled us to dress around 20 students ready for Prom and 'Warm Spaces' offering free hot breakfast and drinks.

In the summer we had our first Carnival float and took to the skies with the theme of *Peter Pan* – our Vicar making a very fetching Tinkerbelle! Carnival this year is on Saturday 27 July and our Theme is '*Charlie and the Chocolate Factory*'. Look out for us as we parade past St John's Church.

East Suffolk District Council has recognised the good work we do and so has given us a little funding to take Pitstop on tour to other villages and parts of the District to encourage other communities to start their own projects.

We currently open 4 times a week and are just about keeping up with the demand. You'll find us at St Edmund's on Mondays, Wednesdays and Fridays 9am-12pm and alternate Saturdays and Sundays 10am-2pm. We continue to thank the St Edmunds congregation for their continued support.

With several more ideas and dreams in the pipeline, we are sure that the rest of 2024 will be just as exciting.

*(Liss Coates - April 2024)*

## v) **The Parish Pantry**

The pantry is continuing to grow in usage, and we are seeing more Ukrainian families and also those from outside Europe using our service. Some guests have expressed a liking for their being a church member during the busy opening times to welcome them. Apart from helping people with their needs our team have also helped remind our guests to share the food available amongst all and only take the food they need for immediate use. If you would like to be part of our welcoming team please speak to Canon Andrew or myself and we will be very happy to explain what is involved in helping our church be as welcoming a place as possible.

*(Julia Dawson – April 2024)*

## vi) **Lark Rise Retreats**

As part of St John's commitment to Growing Deeper Catherine, Penny and Jane are offering a series of quiet days or retreat days. They have set up Lark Rise Retreats. The website and online booking system were launched in August. Some days are held at Catherine & Jane's home in Ferry Road and others at St Nicholas Church. The number of people coming to share the peaceful atmosphere is growing steadily.

Themes have included *Land, Sea & Sky, The Prodigal Son, Advent, Franciscan Spirituality, Peace, Presence & Poetry and The Women who sat at Jesus' Feet*. Days begin and end with simple worship & include short talks, time for reflection, lunch and a led meditation. Most days are offered twice (usually on a Thursday and the following Saturday)

In 2024 we intend to offer days every 2 or 3 months and include a well-known leader each year. In June we have the joy of welcoming John Bell and on Saturday 9 November the poet, bard and priest Malcolm Guite will be with us to speak on *Poetry & Prayer*. We encourage you to try a day and are always happy to answer any questions you have.  
(Jane Pearse - 28 April 2024)

## vii) **Home Group in Old Felixstowe**

Our Bible study group meets at our home, 230 Ferry Road, Felixstowe IP11 9RU, on the First and Third Mondays on each month from 2 to 3.30pm. We enjoyed studying 'Everyday Witness' and are using a Life builder study book '*Parables, the greatest stories ever told*' to study the parables in more depth.

Together, we try and answer the questions in the book. Each session is led by Catherine or Jane. We also pray for each other and have a lot of laughter along the way as we try and deepen our faith. Our time is enhanced by Julia Dawson's homemade biscuits and cups of tea.

(Catherine Bond – 2024)

## viii) **Home Group in Wolsey Court**

A home group is more than a Bible study group, it is a place to relax, talk, and discuss those questions you never have the time to ask in church. This is our aim, and we hope that as a group we have achieved this while exploring our faith together.

In addition, we have looked at some of the Epistles in the New Testament, a few Old Testament prophets, meditated on some psalms, thought about Lent, and most recently pondered on the time between the Resurrection and the Ascension.

However, as an 'aside' in the flow of conversations, we have discussed Spirituality, prayer, growing as Christians, and many other topics that grew out of conversation together; and had some 'no agenda' socials just to relax together sometimes in our chalet near Cliff Café.

There are usually around 9 or 10 of us, so we have room for a few more. We meet in our home on the second and fourth Wednesday of each month. If you are interested talk to us.

(Revds Ann & Revd Ivan)

## ix) **Parish Book Group**

The book group meets every other month and discusses theological books, secular stories, personal accounts, and books with Christian themes. We meet in the Meeting Room at St John's on Monday afternoons and usually there are about 6 of us. The person who recommended the book leads the discussion and we have tea, coffee and cake. In the last year we have enjoyed and can recommend:

*The Cleaner of Chartres*

*Murder before Evensong*

*How to be a bad Christian*

*For my great pain, have mercy on my little pain*

*The Disappearing Act of Esme Lennox*

*Chocolat*

Our numbers have dropped off but we are looking for new members and someone to lead the group. Do ask me or Revd Penny for details.

*(Jane Pearse - 18 April 2024)*

**Analysis of income and expenditure**  
**Selected period: 01 January 2023 to 31 December 2023**

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Income and endowments</b>						
<i>Donations and legacies</i>						
101 - Loose Plate	1,590	—	—	—	1,590	3,603
102 - Planned Giving	17,150	—	—	—	17,150	17,850
103 - Goodbox	3,152	—	—	—	3,152	2,858
104 - Parish Giving Scheme	22,976	—	—	—	22,976	15,040
105 - Gift Aid Parish Giving Scheme	4,955	—	—	—	4,955	3,447
106 - Donations	14,206	—	—	—	14,206	7,158
107 - Donations for Welfare, including Parish	260	10,954	—	—	11,214	14,612
108 - Suffolk Community Fund Grants	12,000	900	—	—	12,900	44,000
109 - Pushchair Pitstop	642	12,346	—	—	12,988	—
307 - Special Collections	240	—	—	—	240	885
401 - Legacies for Specific Purposes	—	—	—	—	—	—
402 - Non Specific Legacies	—	—	—	—	—	—
<i>Donations and legacies Totals</i>	77,173	24,200	—	—	101,374	109,456
<i>Income from charitable activities</i>						
301 - Children and Young Persons	1,383	100	—	—	1,483	5,329
<i>Income from charitable activities Totals</i>	1,383	100	—	—	1,483	5,329
<i>Other income</i>						
201 - Wall-safe	148	—	—	—	148	1,448
202 - Floodlighting	135	—	—	—	135	310
203 - After service tea and coffee	794	—	—	—	794	371
204 - Miscellaneous	7,302	356	—	—	7,658	12,967
205 - Cash in Hand	—	—	—	—	—	—
302 - Wedding Collections	—	—	—	—	—	—
303 - Baptism Collections	55	—	—	—	55	212
304 - Funeral Collections	314	—	—	—	314	—
305 - Wedding Fees	2,157	—	—	—	2,157	3,693
306 - Funeral Fees	7,041	—	—	—	7,041	2,589
501 - Graham Court	9,356	—	—	—	9,356	6,073
502 - St John's Church	17,332	150	—	—	17,482	6,112
503 - Parish Hall	12,375	—	—	—	12,375	9,710
504 - Meeting Room	330	—	—	—	330	30
601 - Insurance	—	—	—	—	—	—
602 - VAT	—	—	—	—	—	—
603 - Gift Aid	—	—	—	—	—	11,043
604 - Other Refunds	316	682	—	—	999	392
701 - Bank Interest	955	828	837	—	2,621	1,235
702 - Transfer of Funds	1,913	600	—	—	2,513	91,719
800 - Other Income	33	1,000	—	—	1,033	103
<i>Other income Totals</i>	60,561	3,617	837	—	65,017	148,012
<b>Income and endowments Grand totals</b>	139,118	27,918	837	—	167,875	262,797

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



	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Expenditure</b>						
<i>Expenditure on charitable activities</i>						
1901 - Parish Share	61,326	—	—	—	61,326	66,901
2024 - Disbursements for Welfare ASD	—	5,643	—	—	5,643	19,041
2025 - Pushchair Pitstop	445	3,920	—	—	4,366	—
2101 - Children and Young Persons	—	—	—	—	—	31
2102 - Donations Made	2,347	500	—	—	2,847	2,357
2103 - Special Collections	165	—	—	—	165	1,430
2104 - Catering	1,681	—	—	—	1,681	2,434
2105 - Subscriptions	272	—	—	—	272	465
2606 - Stationery	153	—	—	—	153	362
<i>Expenditure on charitable activities Totals</i>	66,392	10,064	—	—	76,456	93,024
<i>Other expenditure</i>						
2001 - Admin Salary	3,727	—	—	—	3,727	3,444
2002 - Cleaner Salary	3,640	—	—	—	3,640	3,276
2010 - A Dotchin Expenses	3,358	682	—	—	4,041	13,624
2011 - E Corker Expenses	—	—	—	—	—	—
2012 - P Brinkley Expenses	1,350	—	—	—	1,350	71
2013 - P Young Expenses	43	—	—	—	43	—
2014 - T Gibb Expenses	—	—	—	—	—	—
2020 - Organist Expenses	3,990	—	—	—	3,990	3,890
2021 - Vestry Expenses	662	—	—	—	662	1,029
2022 - Parish Training	—	—	—	—	—	—
2023 - Admin Expenses	1,020	30	—	—	1,051	22,106
2201 - Fabric St John's Church	1,480	—	—	—	1,480	2,681
2202 - Fabric Parish Hall	—	—	—	—	—	—
2203 - Fabric St Edmund's Church	12	—	—	—	12	120
2301 - Gas St John's Church	860	—	—	—	860	—
2302 - Gas Parish Hall	556	—	—	—	556	524
2303 - Electricity St John's Church	4,430	—	—	—	4,430	2,512
2304 - Electricity Parish Hall	2,132	—	—	—	2,132	409
2305 - Electricity St Edmund's Church	4,760	—	—	—	4,760	1,395
2306 - Water St John's Church	369	—	—	—	369	208
2307 - Water Parish Hall	555	—	—	—	555	368
2308 - Water St Edmund's Church	181	—	—	—	181	164
2309 - Rates Parish Hall	49	—	—	—	49	74
2401 - Maintenance St John's Church	10,485	—	—	—	10,485	14,668
2402 - Maintenance Parish Hall	942	—	—	—	942	214
2403 - Maintenance St Edmund's Church	1,075	—	—	—	1,075	—
2404 - Organ/Piano	102	—	—	—	102	—
2501 - Insurance St John's	5,148	—	—	—	5,148	4,680
2502 - Insurance Parish Hall and St Edmund's Ch	1,719	—	—	—	1,719	1,563
2601 - Printer Lease	2,306	—	—	—	2,306	1,874
2602 - Printer Insurance	211	—	—	—	211	720
2603 - Printer Usage Charge	1,070	—	—	—	1,070	845
2604 - IT Equipment and Licenses	310	—	—	—	310	110
2605 - Consumables	1,214	—	—	—	1,214	1,543
2701 - Agent's Fees	1,032	—	—	—	1,032	1,032
2702 - Insurance	473	—	—	—	473	401
2703 - Other Expenses	1,170	1,769	—	—	2,939	2,920
2801 - Bank Charges	577	108	—	—	686	674
2802 - Transfer of Funds	1,690	3,750	—	—	5,440	94,234
2900 - Other Expenditure	359	6,935	—	—	7,294	1,542
<i>Other expenditure Totals</i>	63,069	13,276	—	—	76,345	182,928

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

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Expenditure Grand totals</b>	129,461	23,340	—	—	152,802	275,952

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

**ST JOHN THE BAPTIST WITH ST EDMUND, FELIXSTOWE  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES (MEMBERS OF THE  
PAROCHIAL CHURCH COUNCIL)**

I report on the financial statements of the PCC for the year ended 31 December 2023.

**Respective responsibilities of Trustees and the Examiner**

The church's trustees are responsible for the preparation of the financial statements, they 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;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

My examination was carried out in accordance with 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 with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently the report is limited to those matters set out in the statement below.

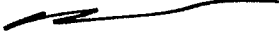
**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

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

Signed

Date 29th March 2024

  
Philip Keeble, ACMA,  
5 The Cambria  
Key Street  
Ipswich  
IP4 1FF