

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

1. Apologies for Absence
2. Minutes of the Annual Meeting of Parishioners held on Sunday 28<sup>th</sup> April 2024.
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 28<sup>th</sup> April 2024
3. Matters Arising from the Minutes
4. Reports of the PCC to the Annual Parochial Church Meeting
  - (a) Electoral Roll
  - (b) Secretary to the PCC
  - (c) Financial Statement of the PCC for the year ending 31<sup>st</sup> December 2024.
  - (d) Fabric Report
  - (e) Deanery Synod Report
  - (f) 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 member Gillian Berry has one year 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.

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 10<sup>th</sup> May 2024.

8. Closing Prayer.

**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 2024**  
**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 Road where it is joined by St. Edmund's Road.

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

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

PCC members who have served from 1 January 2024 until this report was approved are:

<b>Vicar:</b>	Reverend Canon Andrew Dotchin	Chair & Secretary to the PCC until August
Associate Priest:	Reverend Penny Brinkley	Ex-Officio
Associate Priest:	Reverend Elizabeth Corker	Ex-Officio
Associate Priest:	Reverend Philip Young	Ex Officio
Associate Priest:	Reverend Jane Pearse	Ex Officio
Associate Priest:	Reverend Catherine Bond	Ex Officio
Associate Priest:	Reverend Derek Brown	Ex Officio
<b>Wardens:</b>	Diana Barnard	
	Barbara Bown	
<b>Representatives on the Deanery Synod:</b>		
	Reverend Penny Brinkley	Ex Officio (Member of Diocesan Synod)
	Gillian Berry	Ex Officio
<b>Elected Members:</b>		
	Liss Coates (Parish Administrator)	Ex Officio
	Denis Heath – Elected in 2023 for 3 years.	
	June Heath – Elected in 2023 for 3 years.	
	Julia Dawson – Elected in 2023 for 3 years.	
	Andrew New – Elected in 2024 for 3 years.	
	Sharon Hume – Elected in 2024 for 3 years	
	Tracey Lack – Elected in 2024 for 3 years.	
	Sandra Watson – Elected in 2024 for 3 years.	
	Tracey Laflin – Elected in 2024 for 3 years **	
	Mary Trayler – Elected in 2024 for 3 years. **	
	Stanley Wilberforce – Co-opted in 2024. **	

\*\* Resigned as members for various reasons.

## **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 2 vacancies to be filled at the APCM in 2025.

### **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 the Parochial Church Council 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 discussion 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 15<sup>th</sup> 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**

### **Financial Review**

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

**Minutes of the Annual Meeting of Parishioners  
Sunday, 28 April, 2024 in St. John's Church**

**1. Apologies for Absence**

Penny Brookes, Gillian Berry,.

**2. Minutes of the Annual Meeting of Parishioners held on Sunday 29 April 2023**

Proposed: Dennis Heath Seconded: Frank Atkinson

**3. Matters Arising from the Minutes**

None

**4. Election of Churchwardens**

There being only two candidate for the two vacancies Diana Barnard and Barbara Bown were declared elected.

**Minutes of the Annual Parochial Church Meeting  
Sunday, 28 April, 2024 in St. John's Church**

**1. Apologies for Absence**

Penny Brookes, Gillian Berry.

**2. Minutes of the Annual Parochial Church Meeting held on Sunday 29 April 2023**

Proposed: June Heath Seconded: Sharon Hume

**3. Matters Arising from the Minutes**

None

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

**(a) Electoral Roll**

Sharon Hume reported to the meeting that the number on the Electoral Roll stood at 140, 49 of whom were resident in the parish, and 91 non-resident.

**(b) Financial Statement of the PCC for the year ending 31<sup>st</sup> December 2023**

The Chair thanked Andrew New for his work as Treasurer

**(c) Safeguarding Report**

The Chair thanked Sarah Docherty for her work as Parish Safeguarding Officer as she stood down from the office.

**(d) Secretary to the PCC**

Canon Andrew was thanked for his work as stand-in Secretary

**(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 Berry have two years left to serve.

**PCC Elections:**

Thanks were given to Penny Brooks, who after many years of service on the PCC had decided to not stand for re-election.

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.

The following were elected:

Tracey Lack, Tracey Laflin, Sharon Hume, Andrew New, Sandra Watson, Mary Trayler

Stan Wilberforce (co-opted)

Appropriate levels of Safeguarding training would be required for some of the newly elected

**6. Appointments**

**(a) Sidesmen**

The Sidesmen were reappointed NEM CON

**(b) Independent Examiner**

Canon Andrew Dotchin proposed that Philip Keble continue as Independent Examiner. This was agreed by the meeting.

**7. A.O.B.**  
None

**8. Closing Prayer**  
The Growing in God prayer was said to close the meeting.

**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.

# **Reports of the PCC to the Annual Parochial Church Meeting – 11 May 2025**

## **(a) Electoral Roll**

99 – of which 37 are resident and 62 are non-resident in the Parish (as at 5<sup>th</sup> May 2025)

## **(b) Treasurer's Report - Year Ending 31st December 2024**

I am pleased to present the Treasurer's Report for the year ending 31st December 2024. This report summarises the financial position of the parish and outlines key activities and trends drawn from the Receipts and Payments and Balance Sheet documents.

### **Financial Overview**

As of 31st December 2024, the parish's total net assets stood at £353,381.02, compared with £366,608.74 the previous year—a net reduction of £13,227.72. This decline is largely attributed to a deficit in the General Fund, while our restricted and endowment funds remain stable or have grown modestly.

### **Fund Breakdown**

#### General Fund (Unrestricted)

Closing balance: £(331.03)

Previous year: £16,948.06

Deficit: £15,279.09 (reflecting increased costs and a slight drop in giving)

Major expenses: Parish share (£72,477.08), utilities and maintenance (over £25,000), salaries (£8,157.18)

Despite continued generosity from parishioners and income from lettings, rising operating costs have resulted in a year-end deficit. This is a concern and requires attention moving forward.

#### Restricted Funds

Total balance: £70,673.69 (up from £63,028.55 in 2023)

Key contributors include:

- Pitstop Fund: Grew to £19,284.95 due to successful fundraising and grant income.
- Welfare Fund: Declined to £4,672.42 despite a £10,000 transfer, due to strong demand for food and voucher support.
- Agency Fund: Small balance of £60.71, reflecting the pass-through nature of donations collected and distributed.

These funds reflect the vibrancy and outreach of our parish and demonstrate how effectively targeted donations are being used.

### Endowment Funds

Closing balance: £283,038.36

Previous year: £286,632.13

Includes the St John PCC Reserve Account, Browse Bells Fund and 6 Graham Court.

A modest drawdown and a small investment return were recorded. These funds provide long-term financial stability and are being carefully managed.

### Assets Snapshot

- (b) Fixed assets: Remain unchanged at £250,000, reflecting the value of 6 Graham Court.
- (c) Current assets: £103,381.02, held across various bank and reserve accounts
- (d) Cash reserves: Healthy levels across Pitstop, Welfare, and SumUp accounts

### **Conclusion and Looking Ahead**

While our restricted and endowment funds remain strong, the deficit in the General Fund underlines the importance of increasing core giving and controlling costs. Our outreach ministries, especially the Pitstop and Welfare, continue to serve the community effectively and rely on your ongoing support.

I want to thank our donors, volunteers, and the finance team for their diligence and generosity throughout 2024. As we face the new year, we do so with faith, commitment, and a shared responsibility for sustaining our parish life.

Andrew New  
**Treasurer**



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

### **Secretary's Report**

There have been 10 full PCC meetings for the year and one Extraordinary meeting which was held on 7<sup>th</sup> August 2024 following the announcement that Andrew would be leaving us on 29<sup>th</sup> September.

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.

Some of the matters which have been discussed at meetings include:

The New lighting in St. John's church.  
Problems with the heating and the organ.  
Safeguarding issues.  
Messy church and the growth in numbers.  
Pitstop. It's success and new venue.  
Parish Pantry opening times, manning and venue.  
Church Finances and Banking arrangements.  
Church maintenance in general which is ongoing  
Care Home Communion visits.  
Marriage and Funeral fees.  
Monday Communion Services  
Parish Profile  
Strategy for Church Keys  
Health & Safety  
Social Activities

Tracey Lack

## **Growing in God Report**

### **Growing Deeper**

Our three home groups continue to meet on a regular basis, with each having it's own distinct style, hopefully meaning there is something for everyone.

We have again as a church joined with Churches Together Felixstowe to host a session on the Lent film. This year we have looked at the 'King's Speech'. These sessions have been well attend by people from several churches. On a personal level it would have been nice to have seen more from St John's congregation taking part. Lark Rise retreat days have been well attended by both our own parishioners and others from various churches in the Diocese and further afield.

### **Growing in influence**

Pitstop and the pantry are both flourishing and have their own reports, but are an opportunity for us to reach out into the wider world of Felixstowe Town.

We again hosted the Mayor's charity fashion show and the Civic Remembrance day services, and both myself and Philip have had the honour to lead memorial services for various events in our towns and countries history, including the flood memorial, the lost of 'the gipsy' and 'the Hurricane bomber' that went down just off Felixstowe.

### **Growing Younger**

Messy church continues to flourish as does Pitstop which have their own reports.

We have started going back into Langer school and had the pleasure of hosting both their Graduation Service and Christmas service and look forward to doing more with them in the future.

This year we hosted the Air cadets for the annual Christingle service and the guides had their 'Thinking Day Service' in St John's and the Sea Cadets held their Trafalgar Day service with us. We look forward to doing more with the youth organisations in the future.

### **Growing in number**

Messy church numbers have increased steadily since a very shaking restart after Covid.

Congregation numbers remain steady, but are not yet back to pre-Covid numbers although we have seen some new faces recently with several Baptism over the Easter period.

Sadly we have also lost a few who have been promoted to glory.

God bless

Rev. Penny Brinkley

## **Growing deeper Report**

### **Home group report:**

Jane & Catherine's home group is one of three run in the Parish of Felixstowe & meets twice a month at Lark Rise, their home. There are ten members and a good sense of fellowship. Having completed the Everyday Witness course last summer (2024) we studied the Parables of Jesus in the Life Builder series which led to lively discussions. Now the group is studying Luke's gospel and is enjoying learning together. The group begins with tea and sharing of news or prayer requests and at the end there is a time of prayer before ending by sharing the Grace.

### **Lark Rise Retreats**

Lark Rise Retreats is run under the auspices of the Parish of Felixstowe by Catherine, Jane & Penny as part of the Parish's Growing Deeper initiative. Since the last APCM we have offered:

3 events led by John Bell of the Iona Community, attended by 70+

2 study days on Ruth,

3 Advent quiet days

A day on Poetry and prayer led by Malcolm Guite attended by 70+

Following the John Bell weekend in June 2024, a number of people expressed an interest in a pilgrimage to Iona. We have booked The Bishop's House for Sat 16 – 23<sup>rd</sup> May 2026 and 23 pilgrims have booked places, there is also a waiting list.

The advent days, which were led by Sarah Wallington-Smith, booked up very quickly and thanks to a kind offer from Rev'd Alix Taylor, we ran an extra day at Alix's home in Metfield. Running days in the north of the county has been successful and we intend to offer days there as part of our ongoing programme. We continue to use our home, St Nicholas' church at the Ferry and St John's for larger events but are also planning to have days at St Edmunds.

Days are usually on Thursdays and repeated on Saturdays. We are grateful to Diana and her team for providing coffee, tea and cake for our larger events and to the PCC for their support. Looking forward we have a programme for 2025 that includes Archdeacon Rich on 3<sup>rd</sup> May "Open Arms" based on The Prodigal Son, Finding Inner Peace and The Secret Garden. Many who attend live in Felixstowe and more than a dozen have attended from St John's.

Jane Pearse

## **Fabric Report**

This has been a very busy year for church maintenance, here are some of the tasks carried out by our volunteers.

ST Edmunds Hall has been taken over by Pit Stop and Liss and her team have redecorated, and a new boiler fitted.

In January fire extinguishers had their annual service.

New LED lights have been fitted in the nave and chancel making the church brighter and more welcoming, and hopefully cutting the bills.

Heaters repaired and serviced so it should not be so cold next winter.

A leak has been repaired in the roof above the entrance to the lady chapel.

Gutters have been cleared at both St John's and St Edmunds.

The lightning conductor passed its annual test.

The meeting room has been redecorated by the wonderful Pit Stop team.

Alan and Stan have rebuilt the outer door at the top of the tower, also upgraded the lighting in the clock room, and upgraded various timers for floodlights and clock face lights.

Alan also had the emergency unit in the tower replaced installed a sensor light over the vestry door, also repaired various leaks sticking doors and fitted new locks.

New external notice boards have been installed with one more to come.

I would like to take this opportunity to thank Alan, Stan, Sandra & Rob, Sharon and Andrew New and not forgetting Liss and the incredible ladies from Pit Stop, for their help in keeping these three buildings going.

Denis Heath

## **St. John's and St. Edmunds Maintenance Report**

Denis Heath is a member of the PCC and in charge of the Fabric of the church. He recently asked Stan Wilberforce and I to look at some issues and niggles and we have carried out a survey of what we feel needs to be done. However, a formal survey is normally carried out on a rotational basis by the Diocesan office

Much has been about getting doors and locks working and making dark night access safe for our volunteers collecting items for the Parish Pantry. All entrances now have working PIR lights to aid entry at night.

### **Some major items of building fabric include:**

- (e) Investigating the water leaks we had above St. John's Priests Vestry, some time ago and ensuring this does not occur again
- (f) Repair of the Glass entrance door in the main church entrance. This functioning will help reduce our heating costs but the job will be expensive
- (g) Repainting of the clock face hands and maintaining the outer bearings of the clock faces. This will need to be managed via abseiling from the tower parapet. Again, this is not a cheap job
- (h) The Ringing Chamber North lead lights have bowed outwards and need repair before they fall outwards. Quotations for repair are being progressed.
- (i) St Edmunds Church. All entrances doors and door frames need attention. This is to ensure there is no easy access for rodents into the church.
- (j) St Edmunds entrance porch outside wall, and particularly under the windows, is badly in need of repointing. Some leaded light windows have glass missing and are badly in need of repair and refurbishment.

### **Minor Niggles**

- Setting of Heater Time Clocks. We must maintain the integrity of the heating control system and we may need to run instructional sessions for people who need to ensure heating is available for their events.
- If the power goes off to the tower or main distribution board, the clock stops and has to be manually restarted.
- Church Keys. We have realised during the past few months that we needed to gain control of Church keys. This has turned into a major project, but we now have a new keyboard, list of keys and hopefully key holders.

### **Can you Help?**

Many of the jobs can be managed by competent enthusiastic DIY people. Painting, decorating and minor repairs all help. I know there is effort in redecorating the door at the top of the Tower but it is not complicated. If you have time to do a few jobs it would be appreciated. Just call Denis or me and we can usefully use your time. Why not join the team!

Alan Rutterford

## **Colneys Deanery Synod Report**

Colneys is 1 of 18 Deaneries in St Edmundsbury & Ipswich Diocese. Within the deaneries there are 116 Benefices (with a total no. c 443 parishes).

Each deanery has its own Deanery Synod consisting of lay members and clergy.

At local level the synod addresses issues, concerns and needs of their parishes. It can forward resolutions and concerns for wider discussion at a Diocesan Synod and the allocation of the 'Share' from the Deanery to the parishes.

It promotes communication and collaboration between parishes and priests.

There are usually three meetings a year with the Deanery secretary sending minutes of the previous meeting which are forwarded to PCC members. Business matters are discussed and there is usually a short presentation from an invited speaker. These have included church 'Friends' Groups, and the diocesan net zero carbon officer and diocesan secretary have been invited.

Gillian Berry

Deanery Representative

## **The Parish Pantry Report**

Our Parish Pantry continues to be well used by both regulars and walk-ins. The numbers do vary between 20-40 on average, and depending on the day and what is on offer. Regular users like having the Pantry manned which we now do for the first hour of opening and this bring us in line with other food banks,

We now offer a second Pantry at St. Edmund's Church organised by Liss Coates and her amazing team of helpers. This runs from 9am – 10am Monday, Wednesday and Friday – plus alternate weekends.

We had an incredible Christmas Eve at St. Edmunds where the opening was to have been from 8pm – 9pm but due to the huge amount of food donated by Marks & Spencer, Liss finally closed the doors at 10pm!

More notices have been placed on 'fridge/freezer doors to safeguard the church when giving away fresh items that have reached their 'use by' dates.

Julia Dawson

## Choir Report

I want to say a big thank you to a talented and dedicated group of people. Despite our ages (average 83) and our infirmities (we can no longer process and have demonstrated that we can sing just as well sitting down!), there has been only one Sunday service in the past year when we have been unable to provide a choir. In addition we have sung on Ash Wednesday, Maundy Thursday, the service of Hope and Remembrance, the song for St Edmund and the Carol Service.

We said goodbye to Mary Trayler who moved back to Tiptree (lucky Tiptree). Thank you Mary, we miss you.

My usual plea for new members. We welcome all ages, and we have a youngster whom we hope will become a regular member.

We were without the organ from just before Christmas to the first week of April and how we missed it and Jeremy's skills, whether he was playing a quiet simple hymn, or using the full power of the organ to raise our spirits to the sublime.

*O praise ye the Lord! All things that give sound;  
Each jubilant chord re-echo around;  
Loud organs his glory forth tell in deep tone,  
And sweet harp the story of what he hath done.*

*O praise ye the Lord! Thanksgiving and song  
To him be out poured all ages along,  
For love in creation for heaven restored,  
For grace of salvation, O praise ye the Lord!*

Liz Watson

## **Messy Church Report**

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.

There have been lots of new families regularly attending along with long-standing attendees too; we have grown a lot over the past year!

We usually 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.

Volunteers to assist with crafts, food prep and washing up are always welcomed - speak to Sharon, Penny, Philip or Diana if you are able to offer help.

Sharon Hume

## **Bellringers' Report**

2024-25 has been a very good year for recruitment and training.

The Suffolk Guild of Ringers installed some more receptors for the simulator in the tower in 2024 to enable practices on all 8 bells for ringers, without disturbing the neighbours. This has been used a few times through the year.

I am happy to report that we have had practices almost every week, and we have recently had more of our own learners able to do some Sunday ringing.

Unfortunately, through 2024 and until recently, the lack of ringers has meant that we had as few as 2 bells ringing on occasion, 6 maximum with our own and Falkenham ringers.

The new recruits have also received extra training in other towers, thanks to Lesley Barrell, Hal Meakin and Elizabeth and Stephen Christian.

We rang for 1 wedding, and have 3 more booked for this year.

Our ringing band is now much bigger, with 3 real Sunday ringers, 2 ringers who rang for the first time on Easter Sunday, 1 who had help to ring for Easter Day and 1 who has had to miss a lot but will be returning very soon.

That's very nearly a full band for the 8 bells. More interested people are welcome to email [felixstowe@suffolkbells.org.uk](mailto:felixstowe@suffolkbells.org.uk), to ask to join us on a Wednesday evening from 7.30-9pm.

The bells have had their annual inspection and are regularly checked and maintained by Dan.

Jackie Savage – Tower Captain

## **Floodlighting Sponsorship Report**



I was asked to take on the Floodlighting Sponsorship in 2015. I arranged for my name to be the contact and I now notify the person typing up the weekly pew sheet so that the dedication is included on the Sunday for that week. I totalled the income at the end of the year and the person doing the book-keeping would agree the figures for one or two bookings a month, amounting to an average income of about £200 per annum.

During Lock down the process became more problematic. While the church was closed, people continued to bring their form and payment to post through my letter box and took it to the Administrator instead of the church. The income dwindled and once we were over this difficult period I began to re-assess. It became clear that the church was very short of money and as this form of income had reduced, I began to realize that it had far more potential. I admit I take great personal delight in seeing St John's tower lit up at night because I can see it from my home. Alan Rutterford, put much effort into overhauling the lighting and setting the timing. The floodlit spire can be seen from all over the town of Felixstowe and symbolically, your personal message is spread far and wide. It is difficult to put a price on how this powerful imagery helps to validate whatever personal dedication you give which is close to your heart.

Following the improvements it was decided by the PCC to raise the payment for one week's floodlighting from £15 to £20 and I decided on a campaign of promotion. I began by having a small table at the Christmas Cracker and set myself the target of filling each weekly slot in the pew sheet. I currently have over half the year full with bookings and have just arranged the first shared Sunday agreement. I have asked the clergy team to give a flyer out when arranging a wedding, funeral or other church event and have taken flyers myself to churches in the town to open up the scheme. A supply of Flyers and Application Forms are kept at the back of the church with the aim of making this inclusive for all. I am hoping to reach an income approaching £1,000 by the end of this first year of promotion. Thank you for all your bookings and for all your heartfelt messages.

Patricia Skirrow

It has been another enjoyable and sociable year at church. We feel that getting together to share an occasion is as important as the money raised. We are trying to come up with new ideas and Andrew New has asked us to try and make an additional £4000 this year to help balance the books.

Having introduced Ladies who brunch, we have decided to change it to People who brunch as the men were feeling a bit left out.

We are going to discuss a possible Auction of Promises. We are having a summer strawberry tea with just a few in house stalls. Quiz nights are popular as ever and we are all pleased the heating is now mended so that these occasions are more enjoyable.

There are concerts in the diary including 'Pastoral Quire'. This has been arranged by Jeremy who will be playing the organ. He has arranged this at St. John's on 8<sup>th</sup> August. All the ticket money will go to St John's.

This year we have planned three lunches. Our Parish lunch which was held in January, our Patronal lunch which will be in June and Harvest lunch in October.

Our coffee mornings are still popular but we really need more people to come and support. It is a lot of work and it would be good to make it as profitable as possible. Please pass the word and invite friends and family to all our events. Our next coffee morning is May 24<sup>th</sup> for Christian Aid. And the following Saturday we are holding a jumble sale to make money from what has accumulated.

We have a happy busy social committee if anyone is interested In joining it please talk to me or Barbara or Sharon. We meet about 8 times a year normally on a Monday morning. If you have fund raising events you would be interested in in organising do let us know.

Looking forward to seeing lots of you all this year

Diana Barnard

**Pitstop is a volunteer run – donation-based service located in St Edmunds church, Langer Road, Felixstowe, where you will find everything, you need for babies and children for FREE. Everything we have has been donated to us for free by the public, so therefore everything we have is given away for free!**

With each passing year Pitstop continues to go from strength to strength bustling with children and families and 2024 has been extraordinary. Our usual annual events (Easter, Summer & Halloween) were a huge hit and at Christmas, for the first time, we teamed up with the Lions club and had our own Christmas Grotto which was visited (and loved) by over 150 families. In 2024 we introduced cake sales, jumble sales and the offerings of a free cooked meal on a Thursday evening. In the October of 2024, Pitstop moved into its lovely new home at St Edmunds Parish Hall and it is positively thriving. Special thanks to all of our volunteers, they are the heart of Pitstop, and the community.

Our current opening hours are Mondays, Wednesdays & Fridays 9-12, every second Thursday 5-7 and second Sunday 10-2.

Liss Coates

### ***Wolsey Court Home group report for 2025 AGM***

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 stand out points in the Old Testament, a few Old Testament prophets, meditated on some psalms, thought about some of the smaller epistles in the New Testament, and most recently pondered on the what Christ's time on earth taught us.

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 9/10 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.

Revd Ann & Revd Ivan Barley

## **Report on Communion in nursing homes**

As part of his Ministry Andrew Dotchin had previously made arrangements to take monthly communion to Care Homes at  
Cotman House,  
Montague House,  
Coniston House  
and Mill Lane.

After he left it was decided by the Ministry team to try to re-ignite our contact and I made enquiries with all of the Homes who said they would like a regular visit. In response to a request for help with this ministry Elizabeth Corker, David Finch, Catherine Bond, Andrew New, Sarah Docherty and Barbara Bown volunteered and were approved by the PCC. We began with Christmas visits to each home and since then have built a regular monthly pattern of visits to each of them. Usually, the same people go to each home to create continuity and build relationships with residents and staff.

All volunteers have a clear DBS and have safeguarding C1 and C2. In January we undertook the Diocesan BASICS course and an introduction to pastoral care. John Cardy provided training with regard to taking reserved sacrament to the homes and he ensures the Aumbry is refreshed regularly. Elizabeth has created a short service which is dignified and allows flexibility.

A visit was made to White Gables at Christmas but they have visits from two other churches. Sarah and I have recently started to visit Westcliff. Elizabeth and I also take communion to some parishioners individually. All services are shown in the service register. A good team is ensuring that monthly visits are made to five nursing homes and these are much appreciated. Thank you to everyone who is enabling this work.

Do please pray for this work and ask me if you have any questions. Blessings

Jane Pearse

## **Servers' Report**

During the last year we welcomed Frazer to train as a server. He has now become a valued member of the team.

For various reasons, we are at present short of servers at the 10am service, and would welcome any one who feels that they would like to join the team. Full training would be given. It is a privilege to be allowed to serve at the altar, assisting the priest and not to be taken lightly. It also requires regular attendance at the services, whether serving or not. If you are interested in joining the team, please contact John Cardy or any member of the clergy team.

John Cardy

# Parish of Felixstowe

## Balance Sheet detailed

		As at 31/12/2024	As at 31/12/2023
<b>Fixed assets</b>			
	GHC: 6 Graham Court	250,000.00	250,000.00
	<b>Total Fixed assets</b>	<b>250,000.00</b>	<b>250,000.00</b>
<b>Current assets</b>			
	30775649: General bank account	811.23	16,399.98
	53766640: Welfare bank account	4,672.42	16,716.53
	57822181: SumUp business account	1,310.64	-
	73593479: Pitstop bank account	19,284.95	3,146.28
	CB01: Cash box	992.42	548.08
	CB3033812-001: St John PCC Reserve Account	33,453.95	36,632.13
	CB3033813: St John PCC Browse Bells	42,855.41	43,165.74
	<b>Total Current assets</b>	<b>103,381.02</b>	<b>116,608.74</b>
	<b>Net Asset surplus (deficit)</b>	<b>353,381.02</b>	<b>366,608.74</b>
<b>Reserves</b>			
	Excess/(deficit) to date	(13,227.72)	-
	Z01: Starting balances	366,608.74	366,608.74
	<b>Total Reserves</b>	<b>353,381.02</b>	<b>366,608.74</b>

### Represented by Funds

General (Unrestricted)	(331.03)	16,948.06
Restricted	70,673.69	63,028.55
Endowment	283,038.36	286,632.13
<b>Total</b>	<b>353,381.02</b>	<b>366,608.74</b>

**Parish of Felixstowe**  
**Receipts and payments**  
**Selected period: 01 January 2024 to 31 December 2024**

Note	From To	01 January 2024 31 December 2024	01 January 2023 31 December 2023
<b>INV - Investments (Endowment ) Fund</b>			
<b>Income and endowments</b>			
Investments			
Income from Investments		1,406.23	-
	Total Investments	1,406.23	-
<b>Total Income and endowments</b>		<b>1,406.23</b>	<b>-</b>
Excess of Income and endowments over Expenditure		1,406.23	-
Brought forward balance		286,632.13	286,632.13
Transfers to/(from)		(5,000.00)	-
Adjustments		-	286,632.13
<b>Total carried forward balance</b>		<b>283,038.36</b>	<b>286,632.13</b>
<b>INV - Investments (Restricted) Fund</b>			
<b>Income and endowments</b>			
Investments			
Income from Investments		1,726.46	-
	Total Investments	1,726.46	-
<b>Total Income and endowments</b>		<b>1,726.46</b>	<b>-</b>
Excess of Income and endowments over Expenditure		1,726.46	-
Brought forward balance		43,165.74	43,165.74
Adjustments		-	43,165.74
<b>Total carried forward balance</b>		<b>44,892.20</b>	<b>43,165.74</b>
<b>PC Pitstop - Push Chair Pitstop (Restricted) Fund</b>			
<b>Income and endowments</b>			
Donations and legacies			
Donations received - Pitstop		24,674.20	-
Grants received - Pitstop		5,355.08	-
	Total Donations and legacies	30,029.28	-
Other trading activities			
Proceeds from fundraising activities		20.00	-
	Total Other trading activities	20.00	-
Other income			
Bank interest and loyalty scheme		187.52	-
	Total Other income	187.52	-
<b>Total Income and endowments</b>		<b>30,236.80</b>	<b>-</b>
<b>Expenditure</b>			
Expenditure on charitable activities			
Veune hire - Pitstop		260.50	-
Vestry expenses		2,224.97	-

Note	From To	01 January 2024 31 December 2024	01 January 2023 31 December 2023
		954.97	-
		692.51	-
		117.60	-
	Total Expenditure on charitable activities	4,250.55	-
Other expenditure			
Storage		900.00	-
Honorarium		2,676.96	-
Rates and council services		150.00	-
Maintenance		120.66	-
IT and AV equipment purchase and maintenance		119.00	-
Moving costs		907.55	-
	Total Other expenditure	4,874.17	-
<b>Total Expenditure</b>		<b>9,124.72</b>	-
Excess of Income and endowments over Expenditure		21,112.08	-
Brought forward balance		3,146.28	3,146.28
Transfers to/(from)		(3,000.00)	-
Adjustments		-	3,146.28
<b>Total carried forward balance</b>		<b>21,258.36</b>	<b>3,146.28</b>
<b>Welfare - Welfare Account (Restricted) Fund</b>			
<b>Income and endowments</b>			
Donations and legacies			
Donations - welfare		8,436.15	-
	Total Donations and legacies	8,436.15	-
<b>Total Income and endowments</b>		<b>8,436.15</b>	-
<b>Expenditure</b>			
Expenditure on charitable activities			
Salaries - welfare		750.00	-
Purchase of supermarket vouchers		23,272.00	-
Food purchased - Welfare		5,720.39	-
Food deliveries - welfare		577.30	-
	Total Expenditure on charitable activities	30,319.69	-
Other expenditure			
Consumables and stationery - Welfare		268.57	-
Bank charges - welfare		102.00	-
	Total Other expenditure	370.57	-
<b>Total Expenditure</b>		<b>30,690.26</b>	-
Excess of Income and endowments over Expenditure		(22,254.11)	-
Brought forward balance		16,716.53	16,716.53
Transfers to/(from)		10,000.00	-
Adjustments		-	16,716.53
<b>Total carried forward balance</b>		<b>4,462.42</b>	<b>16,716.53</b>
<b>Agency - Agency Fund Collection (Restricted) Fund</b>			
<b>Income and endowments</b>			
Donations and legacies			
Donations collected for other organisations / individuals		2,572.71	-
	Total Donations and legacies	2,572.71	-



Note	From To	01 January 2024 31 December 2024	01 January 2023 31 December 2023
<b>Total Income and endowments</b>		<b>2,572.71</b>	<b>-</b>
<b>Expenditure</b>			
Raising funds			
Payment of donations collected for others		2,512.00	-
	Total Raising funds	2,512.00	-
<b>Total Expenditure</b>		<b>2,512.00</b>	<b>-</b>
Excess of Income and endowments over Expenditure		60.71	-
Brought forward balance		-	-
<b>Total carried forward balance</b>		<b>60.71</b>	<b>-</b>
<b>General - General Fund (Unrestricted) Fund</b>			
<b>Income and endowments</b>			
Donations and legacies			
Regular service collection		4,854.17	-
Planned giving		15,390.00	-
Parish Giving Scheme		24,848.59	-
Donations Received		11,572.69	-
Donations and fundraising - direct appeals		10,876.28	-
	Total Donations and legacies	67,541.73	-
Other trading activities			
Special services fees		5,047.75	-
Rental		18,645.72	-
Proceeds from fundraising activities		5,501.44	-
Proceeds from catering activities		3,403.41	-
Room hires and masts		10,722.20	-
	Total Other trading activities	43,320.52	-
Investments			
Income from Investments		980.29	-
	Total Investments	980.29	-
Other income			
Special services collections		947.14	-
Gift aid		6,454.23	-
Bank interest and loyalty scheme		70.28	-
	Total Other income	7,471.65	-
<b>Total Income and endowments</b>		<b>119,314.19</b>	<b>-</b>
<b>Expenditure</b>			
Raising funds			
Payment of donations collected for others		235.97	-
Catering costs		2,100.81	-
	Total Raising funds	2,336.78	-
Expenditure on charitable activities			
Parish share		72,477.08	-
Vestry expenses		1,839.02	-
Training		300.00	-
	Total Expenditure on charitable activities	74,616.10	-
Other expenditure			
Salaries		8,157.18	-
Mileage and travel		1,243.75	-

Note	From To	01 January 2024 31 December 2024	01 January 2023 31 December 2023
		593.23	-
		4,141.20	-
		250.51	-
		170.99	-
		13,509.26	-
		1,098.22	-
		148.22	-
		11,920.34	-
		8,111.02	-
		1,865.92	-
		1,461.41	-
		2,614.01	-
		999.68	-
		860.00	-
		495.46	-
	Total Other expenditure	57,640.40	-
<b>Total Expenditure</b>		<b>134,593.28</b>	-
		(15,279.09)	-
		16,948.06	16,948.06
		(2,000.00)	-
		-	16,948.06
<b>Total carried forward balance</b>		<b>(331.03)</b>	<b>16,948.06</b>

**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 2024.

**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 to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops Council. The 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 5th April 2025

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