



Christ Church South Nutfield

Minutes of the Annual Parochial Church Meeting held on Sunday 6 April 2025 at 11.30 am

ITEM	BUSINESS
The Annual Vestry Meeting for the Election of Churchwardens	
Welcome and Prayers	Revd Len opened the meeting with welcome and prayer.
Election of Churchwardens	The meeting began with the ancient process of the Easter Vestry. Nick Dobson had reached the end of his 4-year term of office and was standing down. Debbie Clarke had agreed to take on the role; her nomination had been proposed by Kara Doye and seconded by Sue Fairclough. The proposal was carried unanimously, with no abstentions or votes against. Kara Doye was happy to continue in her role, and was duly proposed by Julie Higgs and seconded by Liz Jenkins. Again, the proposal was carried unanimously, with no abstentions or votes against. Debbie Clarke and Kara Doye were therefore elected as our Churchwardens for the coming year. The meeting welcomed new churchwarden Debbie, and thanked Nick for all his work over the past four years, and Kara for her continued service.
t Christ Church South Nutfield Annual Parochial Church Meeting	
1. Apologies for absence	Apologies had been received from Kate Evans, Roger Fairclough, Jackie Fenn, Jonathan Holland, Kath Johnson, Sarah Mullineux, Sam Nicholls and Margaret Young.
2. Minutes of APCM held on 21 April 2024	The minutes of last year's meeting had been made available on the church website. They were agreed to be a true record and were duly signed by Revd. Len.
3. Matters arising from the minutes	There were no matters arising from the minutes not covered under other agenda items.
4. Vicar's Review and Annual Reports, to include presentation of the Terrier & Inventory by the Churchwardens	Revd. Len and the Churchwardens had commented in detail in their reports in the Parish Review. Their remarks at the meeting were a summary of the main points. Revd. Len commented that the Parish Review was an amazing document - it demonstrated how much went on in our small village church, most of it done by volunteers, who showed huge commitment and leadership. Many thanks to Sue Fairclough for putting together the Review. He explained that the Bishop had extended his ministry beyond his 70th birthday last November, initially for 3 years, with the option to serve for a further 2. He commented that he would not want to be anywhere else. He

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	believed that God was blessing us in all the work we do, though personally, he felt inadequate to the task. It was important for us to shine the light in an increasingly secular world. An area we need to take seriously is Pastoral Reorganisation. Various ideas had been mooted, but as it stands, the proposal to form a Benefice with St Peter and St Paul, Nutfield and St. Mary's, Bletchingley, leaves CC as the junior party. We need to ensure that CC does not lose its identity in terms of churchmanship for the sake of community. It is important that we are in fellowship, not competition, with the other churches - to this end, Revd. Len meets regularly with Fr. Paul. In addition to the people he had thanked in his report, Revd Len thanked 'the two Sues' - Fairclough and Wayland – for all their work behind the scenes. -----OOO----- <u>Terrier and Inventory</u> It was explained that the Terrier is a record of the church grounds and that the Inventory records all works to the fabric undertaken in the Church and Centre; this log is kept up-to-date and is held electronically. <u>Fabric</u> There had been a significant amount of maintenance during the year. Special thanks to: Sue Fairclough, for organising most of it (and fixing some of it); Richard Guise, for his practical skills, guidance and encyclopaedic knowledge of the Church Centre; and Philip Digby, for maintaining the grounds and for his practical skills <u>Defibrillator</u> This had been installed on the outside wall of the Parish Office and should be available for use soon. Various individuals had received training. <u>Fundraising</u> In 2024 the emphasis had been to increase planned giving; this had produced encouraging results. Our share of the proceeds of the Fireworks event was £830 which goes directly to the Children's Fund. <u>Parish Administrator</u> Yvonne Dyer had resigned before Christmas. She was thanked for her enthusiasm and support for the Church and Centre during her 3 years in post. Liz Braines had been appointed her successor. <u>The highlight!</u> For both Nick and Kara, this was reading the Banns of Marriage while Revd Len was away. They had recognised the responsibility, as if done incorrectly, there can be no wedding!

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5. Treasurer's report	Liz Jenkins, in her first year as Treasurer, briefed the meeting on her report, the full text of which was in the Parish Review. The End-of Year Accounts for 2024 had been independently examined by Graham Skeats, who had vouched for their accuracy; and they were subsequently approved by the PCC. Graham had agreed to continue in the role of Independent Examiner, and Liz thanked him for his meticulous scrutiny of the accounts. Total income for the year had increased by just over £8,000, due mainly to Gift Aid tax recoveries and a generous donation, but so had expenditure, with particularly high bills for maintenance. The result was a deficit of £290.80 at year end. The reserves in the General Fund are now reduced to 2.6 x monthly expenditure, outside the range of 3 to 6 x monthly expenditure recommended by the Diocese. Liz stressed the huge importance of planned giving and Gift Aid, and thanked everyone who had signed up to the schemes. Thanks to: Ken Rolaston for banking the cash and cheques; and Rosemary Early for administering the Gift Aid scheme. (Rosemary had now relinquished the role and was in the process of handing over to Liz herself.) In return, the meeting thanked Liz for her work as Treasurer.
6. Presentation of Electoral Roll	Ian Phillips reported that, as Church Rules require, an entirely new Roll had recently been compiled. For the first time this year people were able to submit application forms online. In the six years since the Roll had last been refreshed, membership had increased by approx. 20% to 164. At the last APCM, Sue Fairclough noted that very few younger church members/families put their names on the Roll, and suggested that they be encouraged to do so. The statistics indicate that there has been a shift in that direction. In 2019 58% of members were in the 60+ age bracket, with only 4% under 40, whereas on the latest Roll, 15% are aged under 40 and 50% over 60. About 40% of the names on the new Roll were not on the previous one. There had been no change in the gender make-up of the Roll with 65% female and 35% male. Ian recorded his thanks to everyone who had helped with the renewal exercise. Special thanks to Paul Smith for his help throughout the process, including chasing up responses and compiling statistics on the figures. The meeting thanked Ian for satisfactorily completing the renewal of the Roll.
7. Election of Deanery Synod Representatives	The Deanery Synod representatives for the past year had been Sue Fairclough and Liz Jenkins and both were willing to continue. They were proposed by Ann Nicholls and seconded by Nick Dobson. There were no abstentions or votes against so Sue and Liz were duly elected. It was noted that there are currently vacancies for two additional CC representatives.

ITEM	BUSINESS
8. Election of Members of the Parochial Church Council	It was explained that under the Church Rules, one-third of the locally elected PCC members needed to be re-elected each year. Of those elected in 2022, Kate Evans and Shona Grace had decided to stand down and Richard Guise had indicated his willingness to serve again. Sarah Mullineux was co-opted on to the PCC in July 2024 and was now seeking full membership; Nick Dobson, having relinquished the churchwarden role, was willing to continue serving on the PCC; and Adam McGrath was seeking election for the first time. All four candidates had been nominated by Sue Wayland and seconded by Sue Fairclough. These were no abstentions or votes against, so all were duly elected as PCC members. The meeting thanked Kate and Shona for their service, and welcomed Adam.
9. Safeguarding Statement	Revd Len drew attention to our Safeguarding policy. The Safeguarding Statement was read, and was subsequently agreed by the meeting. It is signed annually by the Vicar/Priest-in-Charge and a churchwarden as a formal way of recognising and accepting our responsibilities. Prompted by a question from Pip Smith, it was agreed that the Statement should be amended to reflect the fact that the policy will be reviewed regularly and updated as necessary. This would bring it into line with the wording of the Health and Safety Statement. Revd Len said that in the light of the recently conducted Safeguarding audit, we would need to look at our policy to check that it continues to be relevant. The meeting thanked Karen Probetts, Safeguarding Officer.
10. Health & Safety Statement	The Health & Safety Statement was read to the meeting and was agreed. The Vicar/Priest-in-Charge and a churchwarden sign the statement on an annual basis to remind us of our responsibilities.
11. Any Other Business: 11.1 Notice Board 11.2 Votes of thanks not recorded elsewhere	Ken Rolaston noted that we had been without the noticeboard in the grounds for some time and asked when we could expect a replacement. Philip Digby said that he had been working on the old board, which was now fully sanded and ready for varnishing. He will be using the existing timber legs, but had repairs to do on the broken sections. He was making good progress and will complete it as soon as he can. Thanks to: Marian Forbes and her team of flower arrangers for decorating the church so beautifully for special services. Chris Pratt for his many years as Music Director (MD) of the Carol Service, leaving a wonderful legacy on which to build. Although he had stepped down from this role, he will continue to be our organist on 5th Sundays. Angela Anderson for stepping in to take over from Chris as Carol Service MD with great success. On behalf of everyone at CC, Sue Fairclough thanked Revd. Len for his ministry with us.

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12. Prayers of thankfulness	Revd. Len closed the meeting in prayer.

Signed as a true record of the meeting

Chairman

Date

Those present at the APCM on 6 April 2025

Revd Len Abrams	Veronica Hamilton
Lucy Austin	Julie Higgs
Mary Beale	Sylvia Jarvis
Pat Belcher	Liz Jenkins
Clare Campbell	Adam McGrath
Philip Digby	Ann Nicholls
Fran Dobson	Elaine Phillips
Nick Dobson	Ian Phillips
Kara Doye	Karen Probetts
Peter Early	Ken Rolaston
Rosemary Early	Paul Smith
Sue Fairclough	Pip Smith
Marian Forbes	Frederic Thominet
Chris Fry	Coral Townsend
Richard Guise	Diane Varley
	Sue Wayland

Christ Church South Nutfield

Year ending 31st December 2024

General Account Receipts & Payments

Receipts	2023	2024		Payments	2023	2024
Planned Giving	39262.00	40584.50		Vicar's Expenses	4.50	0
Envelope giving	4745.00	3969.00		Church Fees paid	886.00	254.00
Tax recovered via Gift Aid	11250.52	14156.44		Church -Heating & Lighting	2392.08	2152.17
Donations	5189.53	9384.68		Church -Cleaning	1171.49	1117.50
Collections	2778.31	2009.62		Church -Insurance	1548.41	1578.06
Fees received	1239.00	896.00		Church -Repairs and maint'nce	1544.30	1872.34
Bank Interest	391.35	523.25		Church -Sundries for Services	541.05	1025.80
Hall Income	16383.91	15356.68		Church -Water	35.90	55.60
Sundry Income	0	140.83		Hall -insurance	1548.40	1578.06
Fundraising	1304.49	0		Hall -cleaning	1261.17	1015.50
Contactless collection	0	1175.61		Hall -heating and lighting	4718.31	4557.09
Grants	0	1300.00		Hall -repairs and maintenance	4452.65	4563.16
Charities Trust	0	600.00		Hall -sundries	330.31	744.42
Wedding/funeral revenue	0	284.00		Hall - water	323.10	492.40
				Photocopying, stationary, postage, telephone	2752.21	3032.45
				Administration – Wages	11552.38	11760.62
Total	82544.11	90380.61		Bookkeeping	150.00	1040.00
				Minor Capital Items	420.00	1725.74
				I.T. and A.V. expenses	429.16	1099.99
				Organists and music	2174.28	1937.57
				Diocesan Payment	46700.00	48600.00
				Overseas Missions	240.00	240.00
				Security	0	228.94
				Refreshments	193.58	0
				Secular Charities	93.72	0
				Fundraising expenses	525.80	0
				Books, Bible Notes etc	8.99	0
				Sundries- General	282.67	0
				Total	86280.47	90671.41
General Fund Brought forward from 2023 £19,314.45 Less deficit for 2024 £ 290.80 Carried forward to 2025 £19,023.65				Surplus		
				Deficit	3736.36	290.80

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Christ Church South Nutfield

Year ending 31st December 2024

Restricted Funds Accounts

Fabric Maintenance Fund

	2023	2024
Start balance	2747.27	3670.27
Planned Giving/Gift Aid	1040.00	975.00
Southwark London Church Fund Grant		1920.00
Brickwork Repairs		-3840.00
Lighting repairs		-1480.10
Expenses	-117.00	-105.24
End balance	3670.27	1139.93

St Patricks Mission Fund

	2023	2024
Start balance	9156.45	2888.33
Planned Giving/income	780.00	780.00
Quiz night/fundraising	1606.88	1321.00
Donations	532.00	224.82
Gift Aid	195.00	195.00
Sale of cathedral books	618.00	274.90
Money sent to St Patrick's	-10,000.00	00
End balance	2888.33	5684.05

Children and Young People's Fund

	2023	2024
Start balance	5592.48	4792.75
Donations including fireworks	1300.00	722.00
Roots sharing subscription C&YP		-306.80
Payments/running costs	-579.75	-402.69
Donations to school/Sparkfish	-1350.00	0
Year 6 Bibles	-169.98	-180.95
End balance	4792.75	4624.31

Discretionary Fund

	2023	2024
Start balance	850.00	850.00
Donation to parishioner	0	0
End balance	850.00	850.00

Ukraine Orthodox Church Grant

	2023	2024
Start balance	3460.59	1524.13

[https://ccnutfield.sharepoint.com/sites/Treasurer/Shared Documents/2025 monthly cashbook/year ending 31st December 2024 final accounts v5 \(003\).doc](https://ccnutfield.sharepoint.com/sites/Treasurer/Shared Documents/2025 monthly cashbook/year ending 31st December 2024 final accounts v5 (003).doc)

Donations		0
Payments	-1936.46	-672.00
End balance	1524.13	852.13

Christ Church South Nutfield

Year ending 31st December 2024

Restricted Funds Accounts continued

Ukraine families

	2023	2024
Start balance	269.50	281.65
Donations	938.40	
Payments	-926.25	
End balance	281.65	281.65

Environment

	2023	2024
Start balance	2000.00	2000.00
Donations	0	950.00
Gift Aid	0	200.00
End balance	2000.00	3150.00

Fundraising for others (fund separated from general fund in 2023)

	2023	2024
Start balance	0	37.72
Donations/income	1100.29	1351.10
Payments	-1062.57	-1149.42
End balance	37.72	239.40

ASSETS & LIABILITIES

At 31st December 2024

ASSETS	2023	2024	LIABILITIES	2023	2024
Barclays Current a/c	1642.01	2000.0	General Fund	19314.45	19023.65
Barclays Deposit a/c	33717.29	33845.12	Fabric Maintenance Fund	3670.27	1139.93
			St Patrick's Mission	2888.33	5684.05
			Children and Young People's Fund	4792.75	4624.31
			Discretionary Fund	850.00	850.00
			Ukraine Orthodox Church Grant	1524.13	852.13
			Ukraine	281.65	281.65
			Environment	2000.00	3150.00
			Fundraising for others	37.72	239.40
TOTALS	35359.30	35845.12	TOTALS	35359.30	35845.12

Notes to the accounts 2024

1. Our Parish Support Fund Pledge to the Diocese of £48,600 for 2024 was paid in full. We have increased our pledge to £50,400.00 for 2025.
2. Fundraising for others - During 2024 Christ Church made donations from cake sales to the following bodies: £112.65 to **Stripy Stork**; £79 to **Macmillan**; £89.80 to **NSPCC**; £103.10 to **Marie Curie**; £137.75 for **Mercy Ships**; £82.00 for **Us in a Bus**; £128.50 for **Unique**; £141.90 for **The UK Sepsis Trust**; £116.00 for **the Cure CJD Campaign**; £121.00 for **Reverse Rett**; £123.90 for the **Royal British Legion**; £115.50 for the **Red Cross in Ukraine**
3. The PCC made donations to: Rainbow Romania £120; Shonda Project £120.
4. Gift Aid submissions were made in April, August and December.

Treasurer's Report 2024

Total income increased by just over £8000. This was mainly due to increased tax recovered by Gift Aid (my thanks to Rosemary) and a generous donation.

We had no fundraising last year for the Church.

Total expenses in our general fund did not increase as much as our income, by just over £4390, leaving us with a small deficit for the year of £290.80.

We have had some large bills for repairs and maintenance to the Church and Hall, utilising the Fabric Maintenance account so there is now less money available in the fund to cover any future significant items of expenditure (£1139.93).

Overall, if one excludes the large legacy and late energy bill from Octopus of £850 and bring in the December collections of £950 not banked until January 2025, our deficit would have been around £3,500, which is the same position as we were in at the end of 2023.

The PCC is aware of this and is planning fundraising events in 2025.

The reserves in the General Fund, are now just under 2.6 x monthly expenditure. (The Diocese of Southwark's recommended range is 3 to 6 x monthly expenditure.)

As usual, we have had some movement in the numbers of people using planned giving with some moving away or reducing giving and some starting or increasing regular giving. We are very thankful to those people who donate to keep this church and centre available to all. May God bless you.

My thanks go to the rest of the finance team: Ken Rolaston, Sue Wayland, Viktoriia Bityk and Rosemary Early. Thanks to Graham Skeats for carrying out the independent examination of the accounts.

Liz Jenkins Treasurer 2 March 2025

Independent Examiner's Report to the PCC of Christ Church, South Nutfield

This report on the financial statements of the PCC for the year ended 31 December 2024, which are set out on pages 1 to 3, is in respect of an examination carried out in accordance with Church Accounting Regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)b of the Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC 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 any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Act, and
- to prepare financial statements which accord with the accounting records and comply with the 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 financial statements to be reached.

Graham Skeats

South Nutfield

3 March 2025