



**Warfield Church Annual Parochial Church Meeting**

**25 April 2018, 8.00pm**

**At St Michael's Church, Warfield**

Minutes of 2017 APCM meeting

2017 Accounts and reports

**WARFIELD PARISH  
ANNUAL PAROCHIAL CHURCH MEETING**

Minutes of the Annual Parochial Church meeting held at 8.15pm on Wednesday 26 April 2017 at St Michaels Church, Church Lane, Warfield RG42 6EE

**Present:** Philip Watts (Chair) and 101 members of the electoral roll (see Appendix).

**Minutes:** Anne Harling (PCC Secretary)

**Apologies:** Mark Andrews; Pauline Emery; Thelma French; Sam Glaze; Rose Harley, Becky Medicott; Brenda Slack; Fred Slack; Annie Stock; Christopher Urban.

**17.00 Minutes**

The minutes of the Annual Parochial Church meeting held on 27 April 2016 were agreed as a true record, subject to correction of the date to 2016 from 2015, and signed by the Chair.

**17.01 Audited accounts 2016**

Joey Harman, Treasurer during 2016, presented the accounts, setting out the reasons for the unbudgeted surplus. In response to a question, Phil Watts confirmed that the PCC would give careful consideration to how best to use the surplus, as part of the deliberations at the forthcoming away day on 6 May 2017. He presented a gift to Joey, paying tribute to her work as Chair of the Finance Subcommittee and in overseeing the 2016 accounts after stepping down from the role.

**17.02 Wardens' report**

Alan Ridell presented the Wardens' report.

**17.03 Woodhurst Park**

David Ritchie outlined plans for planting a new congregation at Woodhurst Park. Services would be held at 4.30pm on Sundays, starting in mid-September 2017. He encouraged everyone to support the prayer meetings being held on Sunday afternoons at Warfield School (Woodhurst Park site) in preparation for this initiative and by occasional attendance at the services once launched.

**17.04 Annual reports**

The meeting received the annual report on the proceedings of the Deanery Synod; and the reports of the Fabric Subcommittee, the Mission Subcommittee and the Safeguarding Officer.

**17.05 New Priest in Charge**

Andy Glaze explained the process for the appointment of a new Priest in Charge. The intention was that this would be an open and transparent process. While the PCC would formally appoint two Parish Representatives to serve on the selection panel, the aim was to involve as many members of Warfield as possible. This had already started through the contributions from each congregation to the Parish Profile and a joint meeting of the PCC and the Leadership Group with the Parish Development Advisor. If, for any reason, the panel failed to make an appointment in the Autumn, the start date for the new Priest in Charge was likely to slip from the target of January 2018 to Easter/Autumn 2018.

**17.06 Church membership and leadership**

**17.06.1 Electoral Roll**

The electoral roll comprised 589 names (2016 figures shown in brackets), made up of members of the congregations as follows:

St Michaels – 270 (288)  
All Saints – 103 (119)  
Bullbrook – 46 (57)  
St Andrews – 42 (45)  
St Peters – 128 (136)

**17.06.2 Appointments to Deanery Synod**

Five nominations had been received for a maximum of nine places. The following were elected unopposed: Michael Bentley, Jan Glaze, Richard Page, Maggie Walker and Richard Walker,.

**17.06.3 Appointments to PCC**

The Chair paid tribute to Jenny Bentley who had stepped down from the PCC and presented her with a thank you gift in recognition of her service as PCC Secretary as well as being a PCC member in her own right. He also thanked Catriona Cappleman for chairing the PCC during 2016. The following elected members were continuing in office: Marion Drew, Philip Durbin, Chris Frame, Sam Mortimer, Tim Street, and Ric Vicary.

The Chair reported that, in addition to the five candidates, details of whom had been circulated, a sixth nomination had been received today. He invited Liz De Bell to explain why she wished to serve on the PCC.

He explained the voting arrangements and a ballot was held; Katie Urban and Beverley Rees counted the votes. Liz De Bell; Catriona Cappleman; Elaine Faluyi and Will Lindsay were elected.

Due to the nature of the vacancies three places were for three year terms of office and one was for a one year term of office. The Chair invited those elected to indicate if they had a preference for the one year position. None did and a name was drawn by lot, resulting in Will Lindsay being appointed for a one year term.

**17.06.4 Appointment of Licenced Lay Ministers to PCC**

Sam Mortimer and Katie Urban indicated their intention to serve and were appointed to the PCC.

**17.06.5 Appointment of sidespersons**

The following were appointed for the congregations indicated:

**St Michael's:** Inma Bullen, Robert Entwistle, Ian Fisher, Kathy Hight, Andy Holloway, Penny Kirkham, John Marshall, Janet Mauler, Anna McCullough, David Milnthorpe, Trish Osgood, Phil Osgood, Mary Shields, Paul Stowe, Eileen Weston, Richard Williams.

**All Saints:** Steve Hookings, David de Jong, Kevin Slaughter, Warren Tempest.

**Bullbrook:** Paul Allen, Cheryl Bradford, James Bradford, Rosemary Buckingham, Liam Doherty, Vicky Doherty, Rachel Emmett, Rob Emmett, Elaine Faluyi, Osas Faluyi, Bridget Godding, Faye Noel, Leon Noel, Sarah Russell, Andy Russell plus other life group members.

**St Andrews:** David Gilliam, Anne Harling, Richard Harling, Ashley Hill, Antonia Robinson, Mike Summers, Penny Wallington

**St Peters:** Sylvia Acquah, Caroline Burdon.

**17.07 Question and answer session**

One question had been submitted in advance of the meeting:

*Will all the recommendations from the 2Restore report be enacted ? If so, what is the proposed timescale for addressing these? Are there any recommendations which will not be acted upon ? If so, please can we know the reasons?*

Phil Watts confirmed that all the recommendations were being followed up and he expected actions to be completed by the end of the year, an example being the open process for the appointment of the new Priest in Charge.

In response to the Chair's invitation the following questions were asked and responses given:

*Will the Parish profile be a public document?*

Yes, it would be available on the Parish website.

*To what extent will the past be a focus during the selection process?*

Phil Watts felt it was important to be factual and honest about recent history and it would be the PCC's challenge to express this alongside a determination to move forward and learn from the past. In response to a suggestion, he undertook to include reference to the support provided to the Parish during 2016 by the former clergy, Janet Taft and Paul Collins.

*How could representatives of the church be involved in the selection process?*

Phil Watts explained that there was a legal process to be followed, which covered inter alia membership of the selection panel. However, the PCC would be giving consideration as to how others could be involved. Any proposals, such as the use of discussion groups, would require the Bishop's approval.

*Did the selection Panel have to be unanimous about the choice of candidate?*

Phil Watts said that this would be a matter for the Panel but that the Parish representatives would have a power of veto.

**17.08 Close**

The meeting closed at 10.10pm.

Chair:

Date:

**THE PAROCHIAL CHURCH COUNCIL FOR THE ECCLESIASTICAL PARISH  
OF WARFIELD  
REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## Legal and Administrative Information

<b>Registered Charity number</b>	1129301
<b>Registered name</b>	The Parochial Church Council of the Ecclesiastical Parish of Warfield
<b>Principal address</b>	Church Lane Warfield Bracknell RG42 6EE
<b>Independent Examiner</b>	Kim Swain MA (Oxon) FCA Radford and Sergeant Ltd Building 3, Watchmoor Park Camberley Surrey GU15 3YL
<b>Bankers</b>	HSBC 9 High Street Bracknell RG12 1DN

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## Council Membership

Members of the PCC (Trustees) are either ex officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. The following served as members of the PCC during 2017:

Interim Senior Priest:	Rev Philip Watts (4.1.17-31.10.17)
Assistant Minister:	Rev Nigel Richards (from 1.5.17)
Churchwardens:	Mr Andy Glaze Mr Alan Ridell

### **P.C.C 2016/2017**

Licensed Lay Ministers on PCC:  
Sam Mortimer  
Mike Summers

### **PCC 2017/18**

Licensed Lay Ministers on PCC:  
Sam Mortimer  
Katie Urban

Deanery Synod members:  
Michael Bentley  
Catriona Cappleman  
Andy Glaze  
Jan Glaze  
Rose Harley  
Richard Page  
Wendy Wickens (until 12.9.16)

Deanery Synod members:  
Michael Bentley  
Jan Glaze  
Richard Page  
Maggie Walker  
Richard Walker

Elected members:  
Ted Auld  
Jenny Bentley  
Paul Crowhurst  
Marion Drew  
Phil Durbin  
Deborah Fenton (until 27.9.16)  
Chris Frame  
Jonathan Harman  
David Ritchie  
Paul Stowe (until 30.9.16)  
Tim Street  
Ric Vicary

Elected members:  
Ted Auld  
Elizabeth de Bell  
Catriona Cappleman  
Paul Crowhurst  
Marion Drew  
Phil Durbin  
Elaine Faluyi  
Chris Frame  
Jonathan Harman  
Will Lindsay  
Tim Street  
Ric Vicary

Co-opted member:  
David Ritchie

PCC Secretary:	Anne Harling
Electoral Roll Officer:	Annie Stok (from 23.1.17)
Treasurer:	Catriona Cappleman (from 6.9.17)



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## Warfield PCC Trustees Annual Report for the year 2017

### Aims and Purposes

Warfield Church charts its origins back to 1016 AD when Queen Emma granted permission for a chapel to be built on the site of the present St Michael the Archangel Parish Church. But the fact that the church is dedicated to St Michael the Archangel is a strong indicator that the church was built on the site of previous pagan worship – it would have been built to proclaim God's victory over paganism – built to lift up the name of Jesus.

Today, a thousand years on, Warfield Church continues to lift up the name of Jesus. It has an open evangelical and gently charismatic tradition and meets as a number of unique worshipping communities across Warfield and parts of North Bracknell

#### Aim

Every Church of England church has the same aim: 'To promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical'.

#### Purpose

To fulfil this aim, Warfield Church's primary mission is: Connecting people to Jesus (Luke 19:10), Equipping those people for works of service (Ephesians 4:12) and Releasing them into their God-given calling (Ephesians 2:10).

At Warfield Church all people are valued, everyone has a part to play, and the primary role of leadership is to empower others. The church is committed to growth – both spiritually through discipleship and numerically through evangelism and outreach.

### Objectives and Activities

#### Strategic Objectives

In 2013 the Warfield Strategic Plan was endorsed by the Parochial Church Council; it set out four strategic priorities which were extant for 2017:

1. **Location:** The primary area of ministry is within Warfield, and in North Bracknell by permission of the Bracknell Team Ministry and Deanery. The combined population of these areas is circa 21,000 people with 7,000 more to be added when the Woodhurst Park development is completed.
2. **Reaching Everyone:** To reach people (make disciples) of every age, ability and life stage. It is important to retain these people as they undergo the major transitions between these ages and stages. Our strategy is to address outreach, provision and equipping ('get', 'keep' and 'grow').
3. **Planting Congregations & Community Engagement:** Our priority is to grow the church through planting congregations and engaging with local communities. Twenty-five years ago, Warfield was a village with a population of 2,000 and a medieval parish church. As a huge number of new houses were constructed, community and church has been built by planting congregations into these growing areas.
4. **Beyond Warfield:** Warfield Church also has a role to play working with other churches within the deanery and beyond.

#### 2017 Objectives

2016 was a particularly traumatic year for Warfield Church. The Priest-in-Charge had leave of absence from February 2016 and his resignation took effect at the end of the year. The other two stipendiary clergy shouldered the burden for many months, but they left in November and December of 2016. The lay leadership including the churchwardens and the PCC stepped up and carried things forward with the support of the deanery, in cooperation with the Bishop of Reading who was closely involved.

So, from 1<sup>st</sup> January 2017 (until a new Vicar was appointed in January 2018) Warfield Church was in vacancy and over this year-long period was under the leadership of the two churchwardens who established the Warfield Leadership Team to which the Bishop of Reading delegated responsibility for the "spiritualities" of Warfield Church. This team comprised the two churchwardens, one Associate Minister (salaried but not ordained), four Licenced Lay Ministers (one of whom was also the salaried Operations Manager) and nine congregational leaders (representing the seven locations where congregations regularly met for worship).

The churchwardens established the following objectives for 2017:

- To restore and renew the church after the difficulty of the previous two years;
- To ensure mission and ministry continued both church-wide and at local congregational level given the severe reduction in ordained and lay staffing that occurred in 2016;

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- To see the work of Warfield Church move forward and flourish, not stagnate and decline;
- Establish a leadership structure under the authority of the churchwardens and Bishop;
- To ensure that leaders led by example with their behaviours and promoted unity;
- To obtain clergy support from diocese and deanery;
- To speedily recruit a new vicar.

## Activities

The activities at Warfield Church can be described as ‘Warfield church-wide’ and local to congregations.

### 1. Warfield Church-wide:

- Occasional Offices** – Baptisms, weddings and funerals.
- Closer** - Church-wide evening service, held at 6.30pm at St. Andrew's. Closer offers a variety of styles of service but with a focus on drawing closer to God through sung worship, testimonies, prayer and in-depth teaching.
- Mid-week Communion Services** - St Andrew's hosts a mid-week communion service on Wednesdays. Once a month there is also a “God in Quiet” communion service in the parish room. There are also monthly communion services in Bullbrook, after the regular Communi-tea meeting and on Warfield Park, the static mobile home site where outreach work started in 2016.
- Joint Services** – when all the Warfield congregations come together to meet in one location. These are held two to three times a year.
- Youth & Children's Work** - Warfield Church carries a real burden and heart for young people and children. We have lots of ministries for children and young people, many of which are outreach programmes too:
  - Little Starz. Little Starz is a toddler group for under 5's which meets on Mondays and Tuesdays at St. Michael's. Activities include a bouncy castle, play, craft, songs, musical instruments, ribbons, parachutes, puppets, prayer and story. We usually see around 30 – 40 toddlers at each session.
  - All Starz. All Starz is our Friday night Kids Club with an average weekly attendance of around 80 primary age children - over 1400 different children attended at least once during 2017. It is jam-packed with fun, games, prizes, crafts, bouncy castle, tuck, fantastic songs and the Christian message.
  - Primary School Assemblies. We have contact with 8 local primary schools that are keen to engage with Warfield Church. Assemblies and lessons are part of the children's pastor job description (post vacant through 2017) and our congregations are vital in ministering in the schools in 'their patch'.
  - Kidzchoir. The Kidzchoir is our latest addition; it is for children 5 and over and gives kids the opportunity to sing and learn in a fun and relaxed atmosphere. It runs fortnightly with an average of around 10 children each week.
  - Year 6 Events. Year 6 is a year of transition from primary to secondary school and the church has a vital role to play at this time. We provide many year 6 social events, jointly run by our children and youth leaders, to help build relationships between the youngsters and the leaders who will be investing in them next. During each summer term, all of our year 6's can attend both our children's and youth programmes. These events normally have 15 – 40 young people attending.
  - Relentless. Relentless is for young people of secondary school age and meets on a Friday night from 7.45pm to 9.30pm. It starts with a free choice of games, crafts, games consoles, pool, table tennis, spa, etc. then moves into a time of fun, worship and a talk. Around 60 young people attend each week.
  - Year 10+ Events. Every month we run a life group for our year 10+ young people, alternating between meeting in a home and a social event elsewhere. 15 – 20 young people attend this group.
  - Youth Life Groups. We now have a life group meeting weekly which has around 20 young people attending.
  - Forums. The leaders of each of these ministries are all part of a parish-wide children or youth forum who meet regularly to share, bless and encourage one another as well as plan future events and programmes.
- Autumn Club** - This is an afternoon tea in the parish room for older folks and is open to all. It runs every 4-6 weeks. In the summer, Autumn Club runs 'Holiday at Home', providing a few days of fun without going away.

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- g. **Pilgrim Hearts** - Founded in 2000 by Warfield members, Pilgrims Hearts is an inter-denominational Christian charity which uses creative arts to open up the hearts of all. They work through many churches in the Bracknell area and currently engage with the homeless in Bracknell - running a drop-in centre based at St Andrew's and night shelter hosted by many local churches of all denominations.
      - h. **CBS** - Warfield Church hosts weekly CBS groups for structured Bible Study (daytime and evening).
      - i. **Support to Bracknell Deanery and Oxford Diocese** - Members of Warfield Church have acted as Deanery Lay Chair and Deanery Secretary, been members of the Deanery Standing and Pastoral committees, been a Deanery Lay representative on Diocesan Synod and a Berkshire Area Lay representative on Bishop's Council. Lay members of Warfield Church also provided support to the adjacent benefice of Winkfield and Cranbourne with their Family/Messy church initiative.
      - j. **Support to the world-wide church** - Warfield Church has a strong emphasis on developing partnerships with overseas mission partners, who we uphold through prayer, financial giving and visits, both of teams to partners and of partners to Warfield. This enables us not only to support the work directly, but also fosters a culture of generous and unselfish concern for other parts of Christ's body. Mission partners are decided upon at congregational leadership level. In 2017 a budget of £46,000 was spent on the world-wide church, which represents 10% of unrestricted church income. 80% of went to mission partners, with the remainder spent on requests for support on a short-term basis.
    2. **Local to Congregations:** Warfield Church has many congregations that are mini "churches". These congregations engage with their communities to "do church". It is important to note that this is much more than just meeting for a church service on Sundays. The members of the congregations build strong, caring relationships with each other, and have active social and pastoral care networks, and have their own Life Groups. They meet in six locations on a Sunday for church services. These locations are:
      - a. St Michael the Archangel, Warfield – two congregations
      - b. St Andrew's, Priestwood
      - c. All Saints, Warfield School in All Saints Rise
      - d. St Peter's, Whitegrove School
      - e. Eternity Bullbrook, Holly Spring Junior School
      - f. Encounter Church, Warfield School in Woodhurst Park – Sunday afternoon
      - g. All Starz Sundays and congregational youth ministry. All our congregations run children's work on a Sunday and most run youth work too. Each has a vibrant programme which aims to teach and disciple our children in the Christian faith and help them to develop their own relationship with God.
      - h. Warfield Park mobile home site - monthly Communion service in the Community Centre
- There are two church buildings in the parish, St Michael the Archangel and St Andrew's. The St Michael's site also includes the Parish Rooms, which contain a large meeting hall, kitchen, toilets, a small meeting room and, not least, the church office. The church also owns a house in Warfield, currently rented to a private tenant.

## Achievements and Performance

### Staff Appointments and Recruitment

The following staff were appointed and recruited:

- Revd Sir Phil Watts as Interim Senior Priest (SSM with Permission to Officiate). Phil joined Warfield church in mid-January 2017 and served with the church until September 2017. Phil was co-opted on to PCC and elected PCC Chair. Phil also chaired meetings of the Warfield Leadership Team. Phil was able to draw on his vast secular and clerical experience to help steer Warfield Church through a crucial period in its history.
- Revd Nigel Richard as Interim Associate Priest. Nigel joined Warfield Church in April 2017 and has served Warfield Church in many ways including drawing alongside the leadership teams of Eternity Bullbrook and St Peter's.
- Katie Urban as Operation Manager. Katie was recruited in the beginning of January as a salaried full-time operations manager; this was after a number of months providing temporary administrative support
- Alison Burt as Occasional Offices Administrator (50% salaried)
- Sandra Barron as Finance Administrator (40% salaried)
- Adam Brown as Youth Pastor (100% salaried from September 2017)
- Tom Holloway and Nathan Holbrough as Youth Work Year-Out Workers (60% volunteers).
- An unsuccessful attempt was made to recruit a second stipendiary Anglican priest – no applications were received in response to the job advertisement

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## 2Restore

Of great significance for the whole church family in 2017 was the 2Restore process of forgiveness and restoration. The need for it was recognised and agreed by Bishop Andrew, Phil Watts, and the wardens, and the Bishop initiated it. The process commenced in January 2017 and was made up of four stages:

- An initial service for all, including many who had left over the years, which was attended by 357 adults;
- Active listening sessions for the 251 who chose to participate, which provided the basis for a report (setting out the issues arising rather than casting blame);
- A day with acts of worship, celebration, repentance and forgiveness;
- Holy Communion services in each location with anointing and blessings on Sunday.

This was a cathartic experience from which emerged a strong desire by the vast majority to move forward.

## Planting of Encounter Church at Woodhurst

The leadership of the church had been aware for several years of the plans to build new houses and flats in the parish for approximately 7,000 people. The leaders and members of Warfield Church became more and more convinced of the benefits of planting a new congregation in this housing development and knew that it was important to be 'in at the start'. We wanted to be at the heart of this new community as it came into being. (Several members had been following their passion for this purpose for the preceding two years by cycling around the proposed site, seeking vision and direction for the initiative that was to come.)

As part of the new development a second site has been built for Warfield Primary School in Woodhurst Park (so it is now one school with two buildings), and we have been helped and encouraged by the head teachers, the staff and the governors to establish a Sunday congregation in this splendid new building. We have taken the bold step of establishing an afternoon service time, rather than morning, so that we can serve not only the new community as a whole, but also those people in the parish who have difficulty in attending church in the morning. This new church plant came into being on Sunday 17th September 2017.

## Average Sunday Attendance

During a year of vacancy, following the turbulent 2016, Warfield Churches Average Sunday Attendance figures for 2017 were as follows:

- Child: 133 (compares with average over previous six years of 167)
- Adult: 331 (compares with average over previous six years of 359)

The table below gives Electoral Roll and Average Sunday attendance for the last five years:

Year	2013	2014	2015	2016	2017
Electoral roll	485	561	584	632	589
Average Sunday Attendance – adult	384	316	364	363	331
Average Sunday Attendance – child	156	264	167	139	133

## Into 2018 and beyond

On 3<sup>rd</sup> January 2018, Warfield Church welcomed the Revd Catharine Morris as the new vicar of Warfield – the suspension of the living being lifted prior to this appointment. At this induction service Rt Revd Andrew Proud, Bishop of Reading, encouraged Warfield Church to pause (in the midst of our activity) to look (to what God is doing amongst us) and to listen (for what God might have in store for Warfield Church next). Bishop Andrew felt that maybe God was wanting to do a new thing with Warfield Church.

On the agenda for 2018 are:

- Waiting upon God to seek his direction
- Staff Recruitment:
  - Associate Priest (stipendiary full-time)
  - Children's Pastor
  - Central Services Administrator
  - Caretaker/Facilities coordinator
- Giving Campaign where the focus will be upon "generosity as a key enabler for personal and church growth"
- Alpha Course – to create an opportunity for people to explore the meaning of life and a new (or renewed) relationship with God the Father through Jesus Christ and the working of the Holy Spirit

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## **Risk Management**

The PCC regularly reviews any major risks encountered by the church and takes appropriate action to manage and minimise those risks in accordance with best practice. During the year one area of focus was health and safety risks; new accident procedures were put in place and an audit of the Parish Office was undertaken.

## **Review of Financial Activities and Affairs 2017**

In 2017, through the generosity of a donor, we moved from Sage accounting to QuickBooks and this has been of great benefit. This led to some changes in how some income and expenditure was accounted for. Additionally, the accounts have been prepared for the first time under the FRS102 (2016) accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)). This has therefore involved the restating of the 2016 accounts to enable proper comparison with the 2017 accounts, and to comply with the 2016 accounting standards requirements.

During 2017 we have successfully initiated the new statutory workplace pension scheme for all those members of staff to whom the legislation applies.

During 2017 we had our own 'banking crisis' when all our current accounts were frozen for a time. Obviously, this caused us major difficulties for several weeks, but the matter was successfully resolved, thanks to a great deal of hard work by our staff.

## **Income**

During a year of vacancy, following the turbulent 2016, Warfield Church's income was £571,000. This is higher than at any time since 2010 (when special giving for building projects has been removed) – average giving over the previous six years was £545,000.

In 2017 total income was £571,064. £369,360 of this was from planned and one-off gifts on which £98,913 gift aid was claimed. The amount of one-off gifts, £56,238, was considerably higher than in previous years whereas planned monthly giving stayed stable. Total voluntary giving came to £510,952. £20,180 of this was restricted.

## **Expenditure**

Total expenditure was £534,129. This was up from £458,649 in 2016. Substantial factors in this increase are the increase in parish share, the launch of the EncounterChurch congregation at Woodhurst and the 2Restore process.

The net result is a surplus of income over expenditure of £56,101; this includes a gain on the CBF investment of £19,166. £55,931 of the surplus is in unrestricted funds and £170 in restricted funds.

## **Reserves**

Our cash reserves amount to £182,484, made up of £162,275 in unrestricted funds and £20,209 in restricted funds. Of the St Andrew's restricted funds, £8,186 is available to be spent on building improvements. The investment fund, valued at £169,217 at 31/12/2016, is also relatively easily accessible, giving total unrestricted reserves of £331,492.

Total reserves have increased substantially from the 2015 accounts (and after restatement of the 2016 accounts), as the rise in value of the CBF share investment and the restatement to market value of the Portia Grove house are now included in the accounts for 2017.

## **Reserves Policy**

The PCC seeks to maintain at least two months' average expenditure in reserves. This currently amounts to around £100,000.

It is clear from the accounts that the PCC is holding more than that minimum amount in cash and investments at the moment, which reflects the following facts:

- There was a substantial balance brought forward from the sale of the PCC-owned house in Horatio Avenue, and this remains largely unspent and is still in an investment account;
- Staff costs have been lower than anticipated because of changes in staff;
- Given the turbulence of the last few years, there was some hesitation by the members of the PCC to commit to too high a level of regular expenditure in case the level of regular giving was not maintained. In fact, the faithfulness of the members has been reflected in the higher level of giving noted above;

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- The PCC is reluctant to use reserves to cover 'running expenses'. Regular expenditure should be covered by regular income. The intention is that reserves should be available for capital expenditure.

As our total cash reserves are currently well in excess of the two months' average expenditure figure, we have committed to spend £80,000 in 2018 on capital projects. We also want to build up a designated fabric fund against unexpected fabric expenditure and plan to put £5,000 into this fund each year from 2018 onwards.

## **Other creditors**

Warfield PCC holds money in separate accounts for Community Bible Studies (CBS), which operates courses at the church, and for Pocket Money Fights Poverty (PMFP), an organisation run by a church member to raise money for mission organisations supported by the church. These funds are included in the balance sheet.

## **Structure, Governance and Management**

The method of appointing PCC members, who are the trustees of the charity, is set out in the Church Representation Rules. At Warfield, the membership of the PCC consists of the clergy licensed to the parish, churchwardens, local lay ministers who wish to be members and who are appointed at the APCM, and members elected by those members of our congregations who are on the electoral roll. Members of the diocesan and deanery synod on the electoral roll are ex officio members of the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The full PCC met ten times during 2017, more frequently than usual due to being in vacancy. One of the meetings was an away-day on a Saturday.

Warfield PCC does a lot of its work through sub-committees. The Standing Committee carries on any business required between meetings. The HR committee looks after all matters relating to paid staff employed by the PCC. The finance committee keeps an eye on all financial matters and prepares the budget and accounts each year. The mission committee is responsible for the 10% of unrestricted giving that is given to mission partners and organisations outside the parish. There is also a Health & Safety Committee and a Staff Remuneration Committee, the latter set up in 2017.

## **Related parties**

A donation was received from a PCC member for the implementation of the QuickBooks accounting system and payment of the Independent Examiner for the 2017 accounts.

Donations were made from the mission budget to children of PCC members as follows: Jeremy Mortimer (son of Sam Mortimer) - £600 in 2017 and £400 in 2016; Junction 42 for support of Philippa Cappleman (daughter of Catriona Cappleman) - £500 in 2016. Neither PCC member took part in the decision to grant these sums. Deborah Fenton, who was on the PCC until Jun 2016, received £3000 in 2016 and £3000 in 2017 for her work with Metro Church in New York. The decisions to make these grants were made by the mission committee.

## **Statement of Responsibilities of Members of the PCC**

The trustees (members of the PCC) are responsible for preparing the PCC's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

## WARFIELD PAROCHIAL CHURCH COUNCIL

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- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of Members of the PCC:

**Catharine Morris, Vicar**

Date: 16 April 2018

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## Independent Examiner's Report to the Trustees of Warfield Parochial Church Council

I report on the accounts of the church for the year ended 31 December 2017 which are set out on pages 13 to 25.

### Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities 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 the 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 presented with those records. It also includes consideration of any unusual items or disclosures in the accounts 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Charities Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Charities Act and that my qualification is as shown below.

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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.

Kim Swain MA (Oxon) FCA

Radford & Sergeant Limited  
Building 3  
Watchmoor Park  
Camberley  
Surrey GU15 3YL

Date 16 April 2018



# WARFIELD PAROCHIAL CHURCH COUNCIL

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## STATEMENT OF FINANCIAL ACTIVITIES

For the year ending 31 December 2017

		Unrestricted funds £	Restricted funds £	TOTAL 2017 £	TOTAL 2016 £
	Note				
INCOME					
Voluntary income	2(a)	490,772	20,180	510,952	488,875
Income from investments	2(b)	14,432	-	14,432	12,947
Church activities	2(c)	<u>45,680</u>	<u>-</u>	<u>45,680</u>	<u>45,113</u>
TOTAL INCOME		<u>550,884</u>	<u>20,180</u>	<u>571,064</u>	<u>546,935</u>
EXPENDITURE					
Church activities	3	<u>514,119</u>	<u>20,010</u>	<u>534,129</u>	<u>458,649</u>
TOTAL EXPENDITURE		<u>514,119</u>	<u>20,010</u>	<u>534,129</u>	<u>458,649</u>
NET INCOME BEFORE INVESTMENT GAINS		36,765	170	36,935	88,286
NET GAINS ON INVESTMENTS		<u>19,166</u>	<u>-</u>	<u>19,166</u>	<u>57,706</u>
NET INCOME AND MOVEMENT IN FUNDS		55,931	170	56,101	45,992
TOTAL FUNDS BROUGHT FORWARD		<u>753,535</u>	<u>45,485</u>	<u>799,020</u>	<u>653,028</u>
TOTAL FUNDS CARRIED FORWARD		<u>809,466</u>	<u>45,655</u>	<u>855,121</u>	<u>799,020</u>

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## BALANCE SHEET AT 31 DECEMBER 2017

		2017		2016	
		£	£	£	£
	Notes				
FIXED ASSETS					
Tangible	7		486,458		464,416
Investments	8		<u>169,217</u>		<u>150,051</u>
			655,675		614,467
CURRENT ASSETS					
Debtors and prepayments	9	31,134		22,949	
Cash at bank and in hand		<u>182,484</u>		<u>166,085</u>	
		213,618		189,034	
LIABILITIES					
Creditors – amounts falling due within one year	10	<u>(14,172)</u>		<u>(4,481)</u>	
NET CURRENT ASSETS			<u>199,446</u>		<u>184,553</u>
TOTAL NET ASSETS			<u>855,121</u>		<u>799,020</u>
PARISH FUNDS					
Unrestricted			809,466		753,535
Restricted	11		<u>45,655</u>		<u>45,485</u>
			<u>855,121</u>		<u>799,020</u>

Approved by the PCC on 16 April 2018 and signed on its behalf by:

Revd Catharine Morris  
PCC Chair

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## CASH FLOW STATEMENT AT 31 DECEMBER 2017

	2017		2016	
	£	£	£	£
<b>Net cash from operating activities</b>		41,729		52,932
<b>Cash flows from investing activities</b>				
Interest and rent from investments	14,432		12,947	
Fixed asset investments	(39,762)		(5,197)	
Other investments	—		(55,000)	
<b>Net cash (used in) investing activities</b>		(25,330)		(47,250)
<b>Change in cash and cash equivalents in the reporting period</b>		16,399		5,682
<b>Cash and cash equivalents at 1 January</b>		<u>166,085</u>		<u>160,403</u>
<b>Cash and cash equivalents at 31 December</b>		<u>182,484</u>		<u>166,085</u>
<b>Reconciliation of net income to net cash flow from operating activities</b>				
<b>Net income for the period</b>		56,101		145,992
<b>Adjustments for:</b>				
Depreciation charges		16,876		11,575
Gains on investments		(19,166)		(57,706)
Interest and rent from investments		(14,432)		(12,947)
Loss on disposal of fixed assets		845		-
Decrease/(increase) in debtors		(8,185)		505
(Decrease)/Increase in creditors		<u>9,690</u>		<u>(34,487)</u>
<b>Net cash provided by operating activities</b>		<u>41,729</u>		<u>52,932</u>
<b>Analysis of cash and cash equivalents</b>				
Cash in hand		104		58
Cash at bank		<u>182,380</u>		<u>166,027</u>
		<u>182,484</u>		<u>166,085</u>

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017

### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation

Warfield Parochial Church Council ("The PCC") is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, it is also the first year that they have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

#### 1.2 Income recognition

Open plate collections are recognised when received by or on behalf of the PCC. Planned giving under Gift Aid is recognised when received and the associated recoverable income tax is recognised when the income is recognised. All other donations and receipts for church activities are recognised when received.

Income from investments is recognised when receivable.

#### 1.3 Expenditure recognition

Parish share is recorded when payable. All other expenditure, including mission giving, is recorded when paid.

#### 1.4 ASSETS

##### 1.4.1 Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011, such assets are not capitalised in the financial statements.

##### 1.4.2 Moveable church furnishings

Moveable church furnishings held by the Vicar and Church Wardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's inventory that can be inspected (at any reasonable time). For inalienable property acquired prior to 2000, such assets are not included in the accounts. Items acquired since 1 January 2000 have been capitalised at cost and depreciated over their useful economic life.

All expenditure incurred on consecrated or beneficed buildings or on the repair of moveable church furnishings acquired before 1 January 2000 is written off as expenditure in the year.

##### 1.4.3 Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £500. They are stated at cost.

Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

- Freehold Land - Nil
- Improvements to freehold land – 10 years
- Fixtures & Fittings - 10 years
- Equipment - 10 years and 4 years

An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

### **1.4.4 Investments**

Investment in freehold residential property is valued by the PCC at a market value informally estimated by local estate agents.

Other investment assets are included at the PCC's best estimate of market value.

### **1.4.5 Stock**

No account has been taken of any stocks of books, magazines or other materials held at the balance sheet date and all expenditure is written off as incurred.

### **1.4.6 Pensions**

The PCC operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

## **1.5 FUNDS**

### **1.5.1 Unrestricted Funds**

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

### **1.5.2 Restricted Funds**

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 2. INCOME

	Unrestricted funds £	Restricted funds £	TOTAL 2017 £	TOTAL 2016 £
<b>2(a) Voluntary income</b>				
Planned giving: Gift Aid donations	355,616	13,744	369,360	352,796
Tax recoverable	95,477	3,436	98,913	95,674
Other	15,579	1,000	16,579	14,576
Collections: (open plate)	23,432	-	23,432	24,829
Grants:	<u>668</u>	<u>2,000</u>	<u>2,668</u>	<u>1,000</u>
	<u>490,772</u>	<u>20,180</u>	<u>510,952</u>	<u>488,875</u>
<b>2(b) Income from investments</b>				
Rent received	14,400	-	14,400	12,900
Bank interest	<u>32</u>	<u>-</u>	<u>32</u>	<u>47</u>
	<u>14,432</u>	<u>-</u>	<u>14,432</u>	<u>12,947</u>
<b>2(c) Income from church activities</b>				
Fees for occasional services	21,157	-	21,157	17,563
Under 30s	17,321	-	17,321	14,004
Parish hall lettings	1,902	-	1,902	1,865
Parish-wide events	2,058	-	2,058	3,722
Other	<u>3,242</u>	<u>-</u>	<u>3,242</u>	<u>7,959</u>
	<u>45,680</u>	<u>-</u>	<u>45,680</u>	<u>45,113</u>

# WARFIELD PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 3. EXPENDITURE

		Unrestricted funds £	Restricted funds £	TOTAL 2017 £	TOTAL 2016 £
	Notes				
<b>Church activities</b>					
Missionary and charitable giving	4	46,580	-	46,580	42,455
Diocesan parish share		173,250	-	173,250	150,000
Staff employment costs	5	117,518	-	117,518	147,021
St Michael's/Parish Rooms utilities		9,243	-	9,243	8,217
Congregational costs		45,710	-	45,710	29,551
Staff & Leadership Training		2,992	-	2,992	1,714
Clergy expenses		827	-	827	4,344
Clergy house upkeep		5,000	-	5,000	-
Hardship Fund		30	500	530	336
Under 30s		17,276	4,250	21,526	9,104
Parish-wide events		29,331	-	29,331	11,326
Occasional service fees paid to Diocese		9,333	-	9,333	8,392
Independent examiner's fees		-	3,180	3,180	3,006
Financial software consultancy		-	6,000	6,000	-
CCLI licences		3,459	-	3,459	2,067
Office and administration		23,374	-	23,374	14,096
Property maintenance		9,746	844	10,590	8,211
Insurance		7,965	-	7,965	7,234
Depreciation		11,640	5,236	16,876	11,575
Disposal of fixed assets		<u>845</u>	<u>-</u>	<u>845</u>	<u>-</u>
		<b><u>514,119</u></b>	<b><u>20,010</u></b>	<b><u>534,129</u></b>	<b><u>458,649</u></b>

# WARFIELD PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 4. MISSIONARY AND CHARITABLE GIVING

Grants are given to various individuals working for churches or Christian charities, for their personal support, or to the church or charity itself, for its work and charitable activities.

	Unrestricted funds £	Restricted funds £	TOTAL 2017 £	TOTAL 2016 £
Milan & Shusma Adhikari Nepal	6,500	-	6,500	4,500
Krasif Aid	6,500	-	6,500	3,455
Christians Against Poverty (CAP)	1,900	-	1,900	600
St Peter's Life Line Kenya	4,750	-	4,750	5,000
Compassion	600	-	600	600
Clemisons (YWAM)	9,250	-	9,250	5,200
Debs Fenton (Metro Church)	3,000	-	3,000	3,000
Hands On Houses (Australia)	2,900	-	2,900	2,400
2 the Nations	4,000	-	4,000	2,500
Jeremy Mortimer (Bethshan Church internship)	600	-	600	400
A Rocha	1,000	-	1,000	-
Aanandit Church Nepal	2,250	-	2,250	-
Go MAD	1,500	-	2,900	-
Aanandit Children's Home Nepal	1,000	-	1,000	-
M Howell (Guide trip to Kenya)	500	-	500	-
Royal British Legion Poppy Fund	330	-	330	-
C Whitaker Souls Survivor	-	-	-	2,000
R Radley, CMS South Sudan	-	-	-	3,500
S&J Neill, Vancouver	-	-	-	4,500
Junction 42 (P Cappleman)	-	-	-	500
ACROSS (S Sudan)	-	-	-	1,000
Nia Griffiths (Australia)	-	-	-	500
Pocket Money Fights Poverty (PMFP)	-	-	-	300
MAI (S Sudan)	-	-	-	1,500
Alistair Shields	-	-	-	1,000
	<u>46,580</u>	<u>-</u>	<u>46,580</u>	<u>42,455</u>



# WARFIELD PAROCHIAL CHURCH COUNCIL

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 5. STAFF

#### Employment costs

	Unrestricted funds £	Restricted funds £	TOTAL 2017 £	TOTAL 2016 £
Wages and salaries	103,974	-	103,974	131,133
Employer's NI	5,054	-	5,054	4,869
Pension contributions	5,755	-	5,755	8,862
Expense claims	<u>2,735</u>	<u>-</u>	<u>2,735</u>	<u>2,157</u>
	<u>117,518</u>	<u>-</u>	<u>117,518</u>	<u>147,021</u>

#### Numbers of employees

The average monthly number of employees during the year was:

	2017	2016
Administration	2	4
Operations/Management	1	1
Youth and Children	0.4	2.5
Minister (directly employed)	<u>1</u>	<u>1</u>
	<u>4.4</u>	<u>8.5</u>

### 6. MEMBERS OF THE PCC

2 employees were members of the PCC and received remuneration as employees. No member of the PCC (or any persons connected with them) received any remuneration or benefits during the year in respect of their membership of the PCC.

# WARFIELD PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 7. Tangible fixed assets

	Land and Buildings £	Investment Property £	Fixtures, Fittings and equipment £	Total £
<b>Cost or valuation</b>				
At 1 January 2017	6,348	412,500	218,780	637,628
Additions	25,042	-	14,720	39,762
Disposals	-	-	(3,998)	(3,998)
At 31 December 2017	<u>31,390</u>	<u>412,500</u>	<u>229,502</u>	<u>673,392</u>
<b>Depreciation</b>				
At 1 January 2017	-	-	173,212	173,212
Charge for the year	2,504	-	14,372	16,876
Written back on disposals	-	-	(3,154)	(3,154)
At 31 December 2017	<u>2,504</u>	<u>-</u>	<u>184,430</u>	<u>186,934</u>
Net book value				
At 31 December 2017	<u>28,886</u>	<u>412,500</u>	<u>45,072</u>	<u>486,458</u>
At 31 December 2016	<u>6,348</u>	<u>412,500</u>	<u>45,568</u>	<u>464,416</u>

#### Investment Property

2 Portia Grove, Warfield

Market value

At 31 December 2017	£412,500
At 31 December 2016	£412,500
At 31 December 2015	£375,000

Market value is determined by the PCC with informal assistance from local estate agents.

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 8. Investments

	2017	2016
CBF Church of England Investment Fund – Accumulation shares		
Market value at balance sheet date of 4,675.35 shares	<u>169,217</u>	<u>150,051</u>

### 9. Debtors

	2017	2016
Income tax recoverable	29,428	19,700
Prepayments and accrued income	<u>1,706</u>	<u>1,999</u>
	<u>31,134</u>	<u>21,699</u>

### 10. Creditors: amounts falling due within one year

	2017	2016
Accruals	11,205	2,520
Other creditors	<u>2,967</u>	<u>1,961</u>
	<u>14,172</u>	<u>4,481</u>

# WARFIELD PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 11. Restricted funds

The income funds of the charity include restricted funds comprising the following donations and grants held on trust for specific purposes as listed below:

	Balance at 1 January 2017	Income	Expenditure	Balance at 31 December 2017
Church Bells	530	-	-	530
Reordering	23,502	-	3,917	19,585
St Andrews	15,203	-	1,069	14,134
Financial software upgrade	-	6,000	6,000	-
2017 Independent examination	-	3,180	3,180	-
Hardship fund	6,250	-	500	5,750
Roof protection	-	1,000	250	750
Churchyard	-	1,000	844	156
Youth technology	-	125	125	-
St Michaels's organ AV	-	3,750	-	3,750
Youth	-	4,125	4,125	-
Furniss legacy	-	<u>1,000</u>	<u>-</u>	<u>1,000</u>
	<u>45,485</u>	<u>20,180</u>	<u>20,010</u>	<u>45,655</u>

### 12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 December 2017 are represented by:			
Tangible fixed assets	461,012	25,446	486,458
Investments	169,217	-	169,217
Current assets	193,409	20,209	213,618
Creditors: amounts falling due within one year	<u>(14,172)</u>	<u>-</u>	<u>(14,172)</u>
	<u>809,466</u>	<u>45,655</u>	<u>855,121</u>

# WARFIELD PAROCHIAL CHURCH COUNCIL

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2017 (continued)

### 13. Financial commitments

The PCC gives 10% of the previous year's unrestricted income to mission organisations, namely £48,000 in 2018. At the date these accounts are approved £30,500 of this has been committed and the recipients informed.

The PCC has agreed to spend £80,000 on capital projects in 2018.

### 14. Prior period comparative SOFA restated following transition to FRS 102

	Unrestricted funds £	Restricted funds £	Total 2016 £
INCOME			
Voluntary income	482,625	6,250	488,875
Income from investments	12,947	-	12,947
Church activities	<u>45,113</u>	<u>-</u>	<u>45,113</u>
TOTAL INCOME	<u>540,288</u>	<u>6,250</u>	<u>546,935</u>
EXPENDITURE			
Church activities	<u>453,663</u>	<u>4,986</u>	<u>458,649</u>
TOTAL EXPENDITURE	<u>453,663</u>	<u>4,986</u>	<u>458,649</u>
NET INCOME BEFORE INVESTMENT GAINS	87,022	1,264	88,286
NET GAINS ON INVESTMENTS	<u>57,706</u>	<u>-</u>	<u>57,706</u>
NET INCOME AND MOVEMENT IN FUNDS	144,728	1,264	145,992
TOTAL FUNDS BROUGHT FORWARD	<u>608,807</u>	<u>44,221</u>	<u>653,028</u>
TOTAL FUNDS CARRIED FORWARD	<u>753,535</u>	<u>45,485</u>	<u>799,020</u>

So, we come to the end of another year in the life of Warfield Church; what a year! For most of the year we continued in a vacancy, but we had Revd Sir Phil Watts with us as Senior Interim Priest until September. He was of enormous help to us in the time he spent here, both as a minister and as the Chair of the PCC. We are very grateful to him and to his wife Jan for all the help, experience and hospitality they gave us. In the end, Phil decided to step back, but by that time Revd Nigel Richards had also joined us as Interim Associate Priest, and we were delighted to welcome him, his wife Rosie, and their family. We thank +Andrew for all the help and support we have received from him throughout the year.

Warfield Church is quite a BIG organisation, and running it is not a small task. Although it is always a bit dangerous to single individual people out for special mention, and there is always the risk of leaving someone out who should have been included, we feel it is important to highlight a few names.

Nigel Richards and David Ritchie have worked tirelessly in their ministries, and have quite frequently gone without days off, but they have never failed to rise to each demand that has been made of them. They have been amazing. They have been wonderfully supported by Katie Urban, Sandra Barron and Alison Burt in the office, and they, in turn, have been greatly assisted by volunteer helpers.

As you probably realise, every Sunday we have eight congregations meeting in six different places. We also have a congregation that meets every month in Warfield Park. This simply wouldn't happen were it not for our wonderful congregational leadership teams. Please pause for a moment and think about that statement; *'it simply wouldn't happen'* but for those leaders. They are incredible; week-in, week-out, they lead our congregations in Sunday worship, Life Groups, pastoral care, youth and children's work, and social activity. They spread the word of God's kingdom in their local communities and invite and welcome new people. And remember; it isn't just the people you see out at the front each week. There is also that band of people in the background who work so hard pulling together rotas, organising days out and trips away, and guiding the work with children and young people. We see hundreds of children and young people coming to Warfield every month because of **Little Starz, All Starz** and **Relentless!** Also, in each congregation, we churchwardens are ably supported by Assistant Wardens, and at St Andrew's and St Michael's we also have Assistant Wardens for Fabric, (Richard Emery and David Milnthorpe respectively). We thank them all for taking such a big load off our shoulders.

It was wonderful to be able to welcome Adam Brown to Warfield as our new Youth Pastor in September. His work under David Ritchie's lead is being aided by Nathan Holbrough and Tom Holloway who have both given a year of their lives to work at Warfield Church. We pray that their ministry to the young people in our midst will flourish and bear much fruit.

With the permission of Bishop Andrew we had established the Warfield Leadership Team and this meets about six times a year. It draws together our ministry team, our LLM's, the Operations Manager and representatives of every congregational leadership team. It is an excellent forum for the exchange of ideas and news, and for mutual support and encouragement. We have seen great examples of good ideas being discussed and passed across from one team to others, and have been truly inspired by people's commitment and originality.

We also have the Parochial Church Council (the PCC), our 'Board of Governors', if you like. They are the trustees of the charity that is Warfield Church, and they carry great responsibility. It is their job to ensure that we run the church in accordance with the law, and that we handle our financial affairs openly, honestly and justly. They are a wonderful group, made up almost entirely of volunteers, and they give their time all through the year to ensure that we are complying with charity law, employment law, data protection law, and health and safety law; that we have adequate and proper insurance cover for all that we do; and that we are caring for our church buildings. They scrutinize our finances and work with the leaders to discern the vision for what we should be doing as a church, and then do their best to set a budget that will allow it to happen.

In the background of the PCC we have a number of sub-committees; Finance (Chair - Andy Glaze; Treasurer – Catriona Cappleman); Fabric (Chair – Richard Walker); HR (Chair – Phil Durbin); Health

## WARDENS' REPORT APRIL 2018

& Safety (Chair – Iain Rillie), and Mission (Chair – Sam Mortimer). Each of these sub-committees has done a huge amount of work over the last twelve months, and it has all been done very thoroughly and with great care. We commend them and thank them for it.

And, members of Warfield Church, we would also like to thank you. Countless numbers of you beaver away in the background, making this gathering of God's people tick, ensuring that youth and children's work happens, that teas and coffees are made, that wonderful music is played, that our buildings and grounds are maintained, that the school buildings we use are set up and packed down neatly, etc, etc. Thank you.

And 'Thank you' too for the way you have given financially. We think it's remarkable that in a period of such uncertainty and change, so many people have remained so faithful to the work of God's church in this place. Your commitment to remain consistent in your giving has been absolutely central to everything we have wanted and tried to do. All the things we wish to do are dependant on us having the resources to do them, and this means not only people's willingness to join in, but money as well, so thank you.

We're pleased to report that we've had a number of great events through the year ranging from a 'Curry and Comedy' night, through to Barn Dances, our Joint Service in July, Christmas in the Community, an evening Bible course, and a really thought-provoking Winder Lecture.

On the other hand, we're sad to report that Dennis and Gill Wildman have left Warfield and moved to South Wales. Dennis did a vast array of jobs here at Warfield and we miss him and Gill greatly. We also had to say farewell to Steve and Sally Whatley, who have moved to Cornwall. They had been here for many years, and had made a massive contribution to Warfield Church in so many ways. We wish them all every blessing in their new homes.

Through the generosity of a donor we have modernized our accounting system in the office and the change has proved to be very worthwhile. The new system is easier to use, and gives us reports and information much more effectively. Because of the need to make this change, and because of the new Workplace Pension Scheme, (and the fact that our bank accounts were frozen for a few weeks!), life in the office has been quite hard this year! Well done, team!

A Good News story; on 17th September 2017 we launched a new church plant! Warfield C of E Primary School now has two sites; one in Warfield, and a brand new one in the embryonic new community of **Woodhurst Park**. With encouragement and support from the staff and governors of the school, a wonderful team under the leadership of David Ritchie and Paul and Rosie Crowhurst has established a new congregation there that meets at 4.30 on Sunday afternoons. As this new Woodhurst community is built, and as it grows, we will be there at its heart. Praise God!

And another Good News story; [a very Good News story!] On 3rd January 2018 we celebrated the Institution, Induction and Installation of Revd Catharine Morris as Vicar of Warfield. The service itself was a tremendous, joyous occasion, and her first few months with us have been a wonderful time. At Catharine's installation, +Andrew spoke of his conviction that God wants to do a new thing at Warfield, and of our need to take time to listen to God; to enquire of God what it is that He wants us to do. At the same time, we are being led by +Steven to be a Contemplative, Compassionate and Courageous church, and so it seems only right that Catharine is asking us to try to spend more time in quiet contemplation, seeking God's will. Let's try to spend time listening, so we might hear what His plans are, (rather than always telling Him what ours are!).

It has been a privilege to be wardens at Warfield over the last twelve months, and to see God being able to move because so many people have been willing to do what they believe He has been asking of them. Let's make sure we always remember to show a warm welcome to everyone who comes here; let's remember to love, support and pray for all those who lead here; and let's all listen for what God might be saying to us. (+Andrew was keen to stress that we all have a part to play, and God just might pick the most unexpected people to do something for Him; so watch out – it might be you!).

Alan Ridell & Andy Glaze  
Churchwardens

## **Deanery Synod Report: APCM 25.04.18**

The Deanery Synod has Clergy and Laity representatives from 9 parishes (21 churches / congregations). Warfield Parish has been represented on the Bracknell Deanery Synod as well as the Deanery to Warfield PCC this year by Jan Glaze, Michael Bentley, Richard Page, Richard Walker and Maggie Walker.

There are usually 3 evening meetings a year and an Away Day.

The purpose of the synod is to:

- Bring together the views of the parishes of the deanery on common problems
- Discuss and formulate common policies for those problems
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The broad intentions for each meeting are to:

- Pray, read scripture and worship together
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- Share expertise and knowledge between local churches as well as raise concerns and problems
- Agree individual parish share as part of the deanery contribution to diocesan funding
- Aim to cooperate over projects and support each other

Throughout 2017 and the start of 2018, the 3 meetings and Away Day have focused on Bishop Stephen's call to be a more Christ Like Church. The areas of being more contemplative, compassionate and courageous were openly discussed and practical ways that as a deanery we could serve our community. Local activities that currently take place include Pilgrim's Hearts Drop - In Centres, Night Shelters, food and clothing banks. Other areas to look into include how churches could work together to combat loneliness in all ages.

A rebate of £24,000 has been returned to the Diocese for the first time in many years. All parishes in our Deanery met their parish share. This will be distributed to each parish in proportion to how much they gave.

Other reports throughout the year include feedback on PACT's 'Bounce Back for Kids' and the Deanery Mission Plan.

The Synod has a deficit of 26 members, including 3 for Warfield.

If you would like to know more or serve on the Synod, please do speak to one of the representatives.

Maggie Walker



## APCM Fabric report 2017

### Works carried out:

#### St Michaels

- 1) Gas tank upgrade. The single tank was replaced with a pair of synchronised gas tanks extending the capacity to last through the winter. The work required extending the concrete plinth. Cost £
- 2) Car park extension. The surface of the ground being used as a car park overflow was replaced with a plastic matrix with a grass surface. It was opened for use in November 2017 and is in regular use. A partial fence has been erected to discourage over use and minimise wear to the grass surface. A significant some of money was saved by using the spoil to create a bund which now separates the new graveyard extension from the adjacent ground beyond the car park extension.
- 3) Graveyard extension. Owing to the autumn and winter rains, it was not possible to get heavy equipment into the field. The work (which is nearly complete) has been done by many work parties supported by members of the congregations. The land is due to be consecrated on the 24<sup>th</sup> April.
- 4) Under-floor heating. The under-floor heating seemed not to be working and the radiators were unable to bring the temperature in the church during activities to a satisfactory level. The installation was inspected and work carried out to replace a pump, blender-valve and perform a power flush of the radiators and under-floor pipework. This work has improved the situation.
- 5) South West boundary wall. The wall has been compromised by a sycamore tree. The trees along the wall have been felled and the wall is due to be dismantled, bricks recovered or replaced and the wall rebuilt.
- 6) Roof alarm. On the recommendation of Ecclesiastical (our insurers) a roof alarm to detect unauthorised access to the church roof has been installed.
- 7) Quinquennial inspection and report. DLK architects conducted a 5-year inspection of the church and reported several items that require attention, notably the tiles and leadwork in the roof.
- 8) A memorial bench has been approved on request by the family of a young man recently recently interred in the graveyard.
- 9) There are numerous items on the active workstack including replacement of a window in the Parish Office, the church noticeboard, plans for the server and AV desk.

#### St Andrews

- 1) A larger Expansion / Pressure Vessel to cope with the increase in water volume when the system was fully heated.
- 2) A stored hot-water system was installed to replace the system that was retired.

#### Portia Grove

Some minor repairs were undertaken to the fencing and door frames.

## **Health and Safety Sub-committee Report to the APCM**

Warfield Church relies on a small core of permanent staff supported by an army of volunteers. The range of activity undertaken by the church and PCC is wide-ranging both in terms of activity and geography, with each year the scale of work growing larger.

The legal responsibility for ensuring the safety of our people, members of the public who are affected by what we do and those who use our buildings falls to the PCC and by law cannot be delegated. Instead, in 2016 the PCC directed that a small committee of specialist advisors should be appointed to support the PCC on health and safety matters.

The 2017-18 subcommittee has only been three-strong (two health and safety specialist advisors and one of the churchwardens) . The committee supports the PCC in developing health and safety policy and also undertakes investigations into accidents when they take place, using the results from any and all investigations to advise the PCC of what went wrong and what needs to be done to update how safety is managed.

In the last year the committee has continued with the work needed to bring health and safety management up-to-date, developing new systems and requirements in close consultation with the PCC as the body formally responsible for health and safety. Noteworthy events include:

- Re-ratification of the Health and Safety Policy by the new PCC and incorporating changes into it to reflect the resignation of our Verger, Dennis Wildman
- Addressing the challenges presented by Dennis' departure and the need to reassign the many duties which he undertook to competent people
- Review of the safety culture within the PCC, including understanding of health and safety matters
- Support to the Fabric Committee to aid understanding of the Construction (Design and Management) Regulations and requirements for demonstration of competency
- Development and finalisation of an incident reporting framework to support accident and incident reporting (including major incidents)

- Request to contribute to the Parish Profile, indicating the seriousness with which health and safety matters were viewed by the Churchwardens
- A health and safety audit of the office, leading to significant action to install a fire escape window of a size suitable for use by the office staff
- Accident and incident investigations, including submission of formal accident reports and action logs to the PCC

As a church, the good news is we continue to work safely and have had no serious or reportable incidents in the past year. We must continue to be wise in how we work and develop what we do, in order to make sure that our health and safety management is effective, compliant with the PCC's legal and moral duties to those who work for it and use its premises and is as simple as possible for staff and volunteers.

Iain Rillie, Rhiannon Lewis-Williams and Alan Ridell, PCC Health and Safety sub-committee.

## HR sub-committee Report

### PCC members

Phil Durbin (Chair), Liz de Bell

### Non-PCC members

Jenny Bentley, Abi Marchant

### **Background and Purpose**

The HR sub-committee was formed out of an HR Review commissioned by the PCC in December 2015 to have delegated responsibility for all HR matters for all paid and unpaid staff working within Warfield Parish, including HR welfare matters for clergy in Warfield Parish. The Committee exists to allow the PCC to exercise its duty of care to all staff, and to ensure the wellbeing of all its staff. In everything it does it ensures that current employment law is adhered to. It endeavours to act in line with the views of the PCC, and in such a way as to promote the vision and mission of Warfield Church. The overriding purpose is to help create a work culture and framework where all staff and volunteers flourish, whether in ministry or support and whether lay or clergy.

### **Staff**

When the sub-committee was formed the PCC employed four people in Ministry roles and six people in Admin & Facilities. The PCC currently employs two people in Ministry (David Ritchie and Adam Brown) and three in Admin (Katie Urban, Sandra Barron and Alison Burt). During the last year, two people have left (Dennis Wildman and Bev Rees). There is currently one vacancy in Admin, one in Facilities and one in Ministry. There are also two year-out placements in young people's ministry (Tom Holloway and Nathan Holbrough).

### **General Activities**

The main activities of the sub-committee are:

- Ensure appropriate HR policies are in place and are reviewed regularly;
- Available to give staff support, encouragement and advice;
- Establish staff benefits on offer and benchmark with other organisations;
- Educate staff in all HR related matters incl. content and application of HR Policies;
- Setup procedures to ensure HR policies are followed;
- Conduct an annual staff survey as a means to measuring continuous improvement in all HR related matters including best practice monitoring and reporting to the PCC;
- Establish, monitor and review effective and consistent supervision and appraisal processes;
- Establish, monitor and review recruitment processes;
- Conduct exit interviews of staff leaving;
- Set the generic content of Job Descriptions;
- Manage grievances and complaints;
- Conduct HR process audits;
- Prepare staff contracts of employment;
- Serve as an interface with Diocese on all HR matters;
- Manage the relationship with the Occupational Health partner;
- Conduct mutuality on all appraisals.

The sub-committee is also involved in:

- The whole recruitment cycle from creating Job Descriptions / Person Specs to interviewing and Contract preparation;
- Staff Handbook content;
- Annual review of performance and salaries.

### **Outputs**

The sub-committee generates the following outputs:

- Written reports to every PCC of activities and decisions taken since the last report;
- Report of results coming out of the annual staff survey;
- HR Policies as and when created and reviewed;
- Annual APCM report (*this is the first year a report has been requested*).

**Specific outcomes:** (in addition to generic activities)

The sub-committee has achieved the following specific outcomes:

- Signed up an Occupational Health provider;
- Reviewed Attendance Management, Performance Development Plan, Dignity at Work & Equality, Disciplinary, Grievance and Appeals policies;
- Trained staff in line management and personal development;
- Involved in the new pension auto-enrollment scheme;
- Involved in creating generic staff induction programmes;
- Created Volunteer guidelines for Ministry and Admin posts;
- Taken on the learning from staff exit interviews;
- Involved in forming the Staff/Remuneration sub-committee whose job is to deal with pay and awards;
- Involved in onboarding the two year-out gap year placements.

Phil Durbin – Chair (April 2018)

## Mission Committee Report

Sam Mortimer (Chair), Catriona Cappleman (Treasurer), Michael Bentley (Secretary), Jan Glaze, Chris Frame

Our main driver, as an evangelical church, is encouraging the growth of the Kingdom of God in the world. To this end, we have a strong emphasis on developing partnerships with overseas Mission Partners, who we uphold through prayer, financial giving and visits, both of teams to partners and of partners to Warfield.

This enables us not only to support this work directly, but also to help foster a culture of generous and unselfish concern for other parts of Christ's body.

The Mission Committee, which is a subcommittee of the PCC, manages giving; it is made up of the above members. In 2017 we worked with a budget allocation of £46,000, which represents 10% of unrestricted church income in 2016.

The amount is divided between the individual congregations pro-rata to their giving, with minor adjustments for parity. It is used to provide financial support for each congregation's Mission Partners, alongside the ongoing prayer support and encouragement. A remaining portion goes into a discretionary fund for one-off donations.

Mission Partners are decided upon at congregational leadership level. For the year 2017, these were as follows:

### St Michaels

- Milan and Shusma Adhikari (Nepal)
- Peter and Becky Clemison (YWAM - Philippines)
- An additional mission partner is still to be selected by St Michael's
  - A portion of this allocation was donated to support Ella Lewis (daughter of former Warfield Church members) on a mission trip
  - The remainder was donated to the Clemisons (arriving at a time when they were praying for such a sum to attend a conference) and to work done by Milan and Shusma Adhikari (as opposed to a gift for personal support)

### St Andrews

- *Compassion* (child sponsorship)
- *Handsonhouses* (India)

### All Saints

- Ron & Joanna Domingo (2 *The Nations* - Philippines)

### St Peters

- *Krasif Aid* (Bulgaria)
- A portion of St Peter's' allocation was donated to *St Peters Life Line*

### Eternity Bullbrook

- *St Peters Life-Line* (Kenya)
- Debs Fenton (Metro Church, New York)

Throughout 2017 the Mission Committee has continued to work hard to create and implement policies that reflect our values and give clear guidelines to how we support both

existing and future Mission Partners. This included a review of accountability in our mission partners.

As in previous years, a discretionary fund was used to provide one-off donations to individuals. This year we have offered additional support to Debs Fenton (New York), and donations to:

- Jeremy Mortimer (Durham)
- Shell Howell (trip to Kenya)
- Ron and Joanna Domingo (*2 The Nations*) on their visit to Warfield
- *A Rocha*, on the presentation of the Winder Lecture by Dave Bookless
- We also gave a donation to Christians Against Poverty.

I would like to record my heartfelt thanks to the members of the Mission Committee for their dedicated service and devotion to Mission and Outreach locally, nationally and overseas, and their heart to serve others and relieve misery in challenging situations around the planet. I would particularly like to recognise Chris Frame, who will be standing down from the PCC in 2018. It is an honour to serve the Lord alongside these people.

Sam Mortimer  
Chair of Mission Committee

## **SAFEGUARDING REPORT**

### **SAFEGUARDING**

Safeguarding is an area of care that is designed to do everything possible to protect the young and the vulnerable from harm whether that be harm of an emotional, sexual, physical or spiritual nature. To this end Warfield Church follows the guidelines and recommendations set out by the Diocese of Oxford. Ever-changing documentation in this area means that up-to-date information is best sought on the Diocesan website, the Churches Agency for Safeguarding and Government websites. Vulnerable adults are those who are vulnerable due to their physical or mental status (eg elderly people or those with learning difficulties) or due to their current circumstances (eg those seriously ill in hospital).

### **DISCLOSURE AND BARRING SERVICE (DBS)**

The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. The DBS is responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing on or removing people from the DBS children's barred list for England, Wales and Northern Ireland

#### **'Umbrella Organisation'**

Our DBS applications must be processed through an 'umbrella' organisation and during the year the diocese changed the provider used. Checks are now done by Access Personal Checking Services Ltd (APCS).

Cost for DBS applications last year was £476.50 (admin charge made by APCS) and there are about 80 current volunteer helpers.

### **ROLE OF PCC**

Each year the PCC are asked to approve the Safeguarding policy. They are held responsible if DBS checks are inappropriately asked for

### **PARISH SAFEGUARDING OFFICER**

Part of the remit of the Parish Safeguarding Officer is:

- to ensure that in the applicable circumstances helpers working with children/vulnerable adults hold a DBS certificate
- to oversee the application process by making sure that applications are made only after eligibility guidelines have been assessed.
- to raise awareness of safeguarding responsibilities by training and the issuing of the good practice guides (compiled by the Diocese) to all helpers
- to give team leaders additional information as required
- to report annually to the PCC.

Marion Drew is the Parish Safeguarding Officer and also provides safeguarding training.

Katie Urban, Marion Drew and Sez Vicary are authorised to complete the online DBS application process by verifying applicants' documentation.

### **CHANGES DURING THE YEAR**

During the year we have updated our forms and processes to ensure we comply with diocesan policies and to make the roles of our volunteers clearer.



We will shortly be reviewing how we handle data relating to DBS applications to ensure we comply with new data protection legislation.

We will also be assessing training needs in the light of new guidance from the Diocese

Marion Drew  
Safeguarding Officer 29/3/18

## **Deanery Synod Report: APCM 25.04.18**

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Maggie Walker

**Warfield Church**  
**Electoral Roll April 2018**

<b>Electoral Roll April 2017 - 589</b>	<b>Electoral Roll April 2018 - 618</b>
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	<b>St Michael's Members</b>	<b>St Andrew's Members</b>	<b>All Saints Members</b>	<b>St Peter's Members</b>	<b>Eternity Bullbrook Members</b>	<b>Encounter Members</b>	<b>Total</b>
<b>2018</b>	<b>279</b>	<b>43</b>	<b>97</b>	<b>130</b>	<b>46</b>	<b>23</b>	<b>618</b>
<b>2017</b>	<b>270</b>	<b>42</b>	<b>103</b>	<b>128</b>	<b>46</b>	<b>0</b>	<b>589</b>

<b>April 2018</b>	<b>St Michael's</b>	<b>St Andrew's</b>	<b>All Saints</b>	<b>St Peter's</b>	<b>Eternity Bullbrook</b>	<b>Encounter</b>	<b>Total</b>
<b>Add</b>	<b>+11</b>	<b>+1</b>	<b>+4</b>	<b>+13</b>	<b>+1</b>	<b>+9</b>	<b>+39</b>
<b>Remove</b>	<b>-3</b>		<b>-5</b>	<b>-2</b>			<b>-10</b>
<b>Total</b>	<b>+8</b>	<b>+1</b>	<b>-1</b>	<b>+11</b>	<b>+1</b>	<b>+9</b>	<b>+29</b>

<b>Transition</b>	<b>+1 (-5 +6)</b>	<b>0</b>	<b>-5 (-9 +4)</b>	<b>-9</b>	<b>-1</b>	<b>+14</b>	<b>0</b>
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