

**SEALE, PUTTENHAM & WANBOROUGH
PAROCHIAL CHURCH COUNCIL
ANNUAL REPORT &
FINANCIAL STATEMENTS
For the year ended 31 DECEMBER 2013**



Summary:

- **The Parish** – Electoral Roll numbers increased and Rector cycled to all members within 20 miles
- **The Sands** – Miraculous Roof Appeal
- **Seale** – new heating
- **Wanborough** – numbers still dropping
- **Puttenham** – start of Children's services
- **Puttenham School** – new Headteacher
- **Service attendance** – appears to have levelled-off
- **Finance:** Unrestricted Income - £109,267; Expenditure - £111,183
- **Diocese** – has generously halved our debt

**You are invited to
the Annual Meeting of Parishioners (for the election of Wardens)
and the Annual Parochial Church Meeting
(for the election of Deanery Synod and PCC members
and to review the work of the PCC)
at St Bartholomew Church, Wanborough
on Tuesday, 29th April, 2014 at 7.30 pm**

St. Laurence Church, Seale, GU10 1HZ
The Good Shepherd Church, The Sands, GU10 1LJ
St. John the Baptist Church, Puttenham, GU3 1AR
St. Bartholomew Church, Wanborough GU3 2JR

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PARISH OF SEALE, PUTTENHAM & WANBOROUGH ANNUAL REPORT 2013

INTRODUCTION

In compliance with the Church Accounting Regulations 2006, the Parochial Church Council (PCC) of Seale, Puttenham & Wanborough have prepared this report and the attached financial statements.

The report summarises the activities and plans of the PCC, who now submit it for review by parishioners at the Annual Parochial Church Meeting (APCM) to be held in St Bartholomew Church, Wanborough at 7.30 pm on Tuesday, April 29th 2014.

ADMINISTRATIVE INFORMATION

Parochial Church Council

The Parochial Church Council is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure (1956). The PCC is now a registered Charity (Charity No: 1129466). During 2013, the following were members:

Priest-in-charge: The Ven Adrian Harbidge - Chairman
Associate Minister: The Revd Delia Orme

Churchwardens

- Seale: Bridget Biddell – Vice Chairman
Ann Payne
- Puttenham: Andrew Baxter
Clive Webster
- Wanborough: Anne Concanen - also Deanery Synod Representative
[Vacancy]

Elected Members: Marcus Bateman – also LLM (*elected 2011*)
Sarah Barker (*elected 2013*)
Cilla Batters (*elected 2013*)
Susie Felix – also Deanery Synod Representative (*elected 2011*)
Jutta Johnson – also LLM (*elected 2013*)
George Kingston (*elected 2011*)
Mike Randell – Treasurer (*elected 2011*)

Co-opted Members: Jane Randell - Administrator
Bridget Turner
Vicki Lyon Taylor

PCC Secretary Dee Bramley (*non voting*)

The appointment of members of the PCC is governed by and set out in the Church Representation Rules.

Meetings

There were 5 regular meetings of the PCC during the year 2013, together with an "Awayday" planning meeting in November at Elam Ministries, Shackleford.

The three church sub-committees, the Finance Committee and the Fundraising Committee met regularly during the year, concentrating on Mission and Outreach (noting the success of the Tower Café at St John the Baptist and seeking to reach new people through the Café in The Sands), the maintenance and repair of each church with the re-roofing of the Church of the Good Shepherd, and significant stonework repairs at St Laurence, and on Parish financial matters (including the Rector's 1000 miles sponsored cycle ride), under powers delegated by the PCC.

Ministry Team

As well as co-ordinating the staffing of our regular services, the Ministry Team (the Ven Adrian Harbidge, the Revd Delia Orme and the Rev. Norman Evans, with Chris Tuckwell, Marion Thorpe, Jutta Johnson and Marcus Bateman (Licensed Lay Ministers), Susie Felix (Pastoral Assistant) and Geoff Graham (Seale and Sands Organist) and Evelyn Gaff (representing Puttenham Choir), have:

- Provided a Lent course on Human Sexuality
- Introduced a Children's Service at Puttenham
- Continued the light revision of our current service booklets.

"Summing Up":

Occasional Offices:

- **Baptisms:** 19 took place over the year (6 in Puttenham, 12 in Seale and 1 at The Sands)
- **Weddings:** 7 were celebrated over the year (5 in Seale, 2 in Puttenham, together with 3 Services of Prayer and Dedication after a Civil Marriage (1 in Seale and 2 in Puttenham).
- **Funerals:** 5 funerals took place at Seale and 1 Funeral at Puttenham; there were also 2 services of Thanksgiving at Puttenham. The Ministry Team conducted 5 funerals at Aldershot and Guildford Crematoria. Following these services there were 8 interments of cremated remains (7 at Seale and 1 at Puttenham).

Attendance in 2013

- Total attendance dropped slightly in 2013 to 7148, a decrease of 4% on 2012.
- The decrease can partly be accounted for by the adverse weather and Power Cuts around the Christmas Services.
- However, annual attendance at normal services in the parish rose by 3% relative to 2012, even though the number of services was 5% fewer. At Seale it rose by 12% for broadly the same number of services. The attendance fell by 11% at Puttenham, but there was a reduction of 25% in the number of services, and by 3% at Wanborough (same number of services). At The Sands there was an increase of 12%; however, there were 15% more services.
- Attendance of children declined by 11%, despite higher attendance at the Toddler Service in The Sands. Children accounted for 13% of the total.
- Seale was the most frequented church. Seale 38% (up from 37%); Puttenham 28% (down 3%); Wanborough 13% (down 1%); at 20% The Sands continued to rise (up from 18%) largely due to the Toddlers and Teddies Service

The Electoral Roll had 181 members at the beginning of 2013; the entire roll was renewed in April 2013 and increased by the end of the year to **190** – a remarkable achievement.

Seale and The Sands 103 (up from 83)

Puttenham 55 (down from 64)

Wanborough 32 (down from 34)

Rector's Report

By accident, as it were, the PCC found itself being required to define what can and cannot happen in a church: having decided to allow the Church of the Good Shepherd to be used for two days a week as a café, I think we were all amazed at how successful it became (all credit to Sarah Wilson, its proprietor). However, the local Planners were asked to assess whether this was an appropriate use of a church building. It was possible to point to many churches and cathedrals that have cafes within their buildings (some services are even run as "Café Church"), not to mention post offices, keep fit, libraries and social clubs.

Thanks to the diocese we were able to take advice from Church House, Westminster and, of course, the importance of using our buildings to bring the community together was accepted by all concerned. [Sadly there weren't enough customers for the café to continue on a commercial footing, but we are planning to open our own "Shepherd's Rest" there from May, one day a week.]

With the new Church Electoral Roll I decided to visit all the members by bicycle (except the ones in London and Bournemouth) – thank you very much for welcoming me in to so many lovely homes. We then turned that into a sponsored 1000 mile Bike Ride; you were all amazingly generous (more than £3,000 - thank you) but of course it reflected the slightly worrying state of our General Fund. I have to declare an interest here, in that via the diocese this pays for my stipend, house and pension, together with the ongoing training of new clergy and the support staff who can tell us how to respond to Guildford Planners!

Which leads on to the incredible response to the appeal for the re-roofing of the Church of the Good Shepherd – more than £28,000 in less than six months. Very grateful thanks to everyone who gave, and especially to the anonymous donor of a loan that saved us having to delay the start of the work and Ann Payne's undying optimism that it would all be completed.

As well as working for and with the community, we should be widening our own horizons. Inadvertently we have hit on a way to combine these, by way of our monthly evening sessions: "SPWS in 100 Lives". What have people done with their lives, how have they reached decisions about the right way to carry things forward – this is constantly full of surprises and allows us to learn from people we know well, people of other faiths, and people of no faith. Do let me know of anyone you think I should approach for the future.

Fabric Maintenance 2013 Church Architect

Our Inspecting Architect during 2013 was David Jewel, R.I.B.A. of Godalming; when he retired in August, his projects were taken over *pro tem* by Adam Hieke. [Subsequently, following an interview in March, Adam was appointed to this post.]

Seale and The Sands St Laurence:

This year has seen substantial work to the fabric including the provision of new central heating, new pipework, radiators, gas boiler and new gas supply from the road at a cost £32,000. We are extremely grateful to Bob Payne for supervising this work.

Nye Saunders have arranged and supervised substantial repairs to the external chalk clunch walls identified as requiring urgent attention in last year's QI report. The contract sum was £22,000 and the work has been undertaken by Chris Anstey. We are very grateful to The Friends of St Laurence who continue to raise funds to help maintain the fabric and have contributed £14,000 to these repairs.

The Lych gate has been repaired following damage by a passing car. The cost of repair was met by insurers.

The availability of grave space in the Churchyard has been reduced as the grave diggers have confirmed that some areas of the Church yard will not support double depth graves. Previously it had been estimated that we had at least 10years space. We are very grateful to Richard Dance and others for help in mowing and maintaining the Churchyard.

Church of the Good Shepherd:

Due to the generosity of the local people and applied grants, the church was reroofed in autumn 2013.

The spotlight bulbs inside the church have been replaced with LED lights.

The Sands garden has been renovated with the addition of a new rowan tree and several shrubs.

An outside sensory light has been installed on the left wall of the outside door

Glebe Cottage:

The electrical wiring in the cottage has been improved and certified.

Glebe Field:

The Glebe Field owned by the Diocese but used by the parish has been substantially improved by a working party and the hard work of Adrian Harbidge. It is hoped that it can now be used as 4 allotments as well as continuing to meet the needs of St. Laurence.

Puttenham

The installation of the new heating system was the main work reported last time, and this seems to have worked very effectively. Before leaving the subject finally we should note that over £3,000 of the reported cost of £18,000 was recovered as a VAT reclaim during 2013.

This year started with the issue of the report of the Quinquennial Inspection carried out towards the end of 2012. No serious major issues were identified and our church building was described as being 'well cared for and remaining in generally good condition'. Some minor urgent issues were dealt with in the early part of the year, but further progress with other recommended works has been delayed by the absence for much of 2013 of a church architect.

In August the church was pleased to receive a folding wheelchair from the Community Group. This has been put to good use on occasion and is an extremely useful facility for the church to have to hand. It is stored currently in the toilet area.

With the introduction of the Children's Service in the autumn, a carpeted area for 'quiet play' was created at the rear of the church.

In December a number of external maintenance works were undertaken before the bad weather set in. The failing top step on the church approach was reset, and walling that was breaking up was repaired. The flagstones on the lower wheelchair path were re-laid where necessary, and a hard path continuation to the west door created by the use of proprietary honeycomb slabs in the gravel. This solution seems to work very well and provides for much easier progress across the gravel. Finally the south porch outer door was rehung and freed from where it had been catching on the porch floor for several years.

[Since the turn of the year we have hung the new Charles Bone original painting and a print in the church, and installed new lights for the picture, the entrance doorway, and the altar. The lights are all very low wattage LED fittings, and the intention is that they may be left on for extended periods to enhance the church interior whilst it is open to visitors.]

Wanborough

An outstanding recommendation of the Quinquennial Report was for a stone mason to examine cracked stones on the Church buttresses. A quote of £1900 has been accepted and work is expected to commence shortly.

An ongoing damp problem in the vestry has recurred and various remedies have been proposed and tried including the introduction of a dehumidifier and cleaning out the guttering.

A new notice board in the front of the church was erected a few months ago, to replace the rather dilapidated notice board that had been there for some years.

Puttenham School House *John Hewitson*

School House was donated to the church in 1955 on trust that it be available for the use of the Puttenham Church of England School's Headteacher. The church management committee, established by Puttenham PCC in 1987 to look after the house, continues to be responsible for its maintenance and supervising its tenancy when not required by the Headteacher. The committee maintains a sinking fund (built up from net rental revenue) to meet all repair and maintenance costs of this listed building. At 31 December 2013 the sinking fund stood at £20,609.

Church Choirs

Seale Choir *Geoff Graham*

2013 saw the introduction of Choral Evensong, in a joint venture with Puttenham Choir. This has been very successful, although congregational turnout has sometimes been a little disappointing. In the past year we are delighted to have welcomed Keith Waters into the choir. There is – as ever – room for more voices. I'm always keen to hear from enthusiastic singers.

Puttenham Choir *Evelyn Gaff*

The Choir, and its music, have aimed to continue and maintain their standard over this last year despite the lack of a new Choirmaster/Organist. Given the situation, I have continued to take the lead with music, very much supported by others. Philippa Tuckwell, Juliana Baxter and I in turn plan hymns and anthems for the formal services in Puttenham and at Evensong in Wanborough. Major services eg Carol Services have been so far largely planned by myself. I have also taken responsibility for finding organists to play on a Sunday by Sunday basis, provide them with music, service details etc and ensure they are happy with the music, meeting up with them beforehand if appropriate. Geoff Graham plays for us at Choir Practices, helping parts to be learnt and giving advice when needed. We are grateful for this and for his willingness to play for occasional and evening services in Puttenham and Wanborough. Choral Evensongs, where the two choirs combine, are largely planned by him.

We have been very fortunate to have several local organists of a high standard who play for us on a fairly regular basis, and we are very grateful for their support. From our own Parish we have, of course, Juliana Baxter who frequently plays for us (sometimes at rather short notice !), David Melville, who is always so willing to help when he can, and Stuart Mayes who will help when he is in the country. To all of these we are extremely grateful.

Our Choir continues to work hard at providing thoughtful music and a clear lead to the congregation. It is a friendly and loyal choir and new members are particularly welcome – do come along on a Tuesday evening at 7pm if you would like to know more. Sadly, last month Jo Waldron decided to stand down from the choir after many years of service, and very recently we lost a major strength in the Bass part at the death of Walter Chattaway – such a knowledgeable man regarding classical and church music. Both these friends will, in their separate ways, be very much missed.

Bell Towers Report:

Puttenham *Andrew Baxter*

We have rung for one wedding this year at Puttenham, with the help of visitors, and welcomed several visiting bands to our tower. We ring as often as we can for Sunday services.

However, Puttenham tower band currently has only four members. We are unable to ring for services much of the time because one or more band member is unavailable; unfortunately the enthusiasm and commitment of the current band, for which I am very grateful, cannot make up for the present lack of numbers.

Seale *Tim Wellen*

2013 has been a busy year for the members of the bell tower at St. Laurence. We managed to ring for the majority of Sunday services, and all requests were met for weddings and funerals this year. The band was particularly busy over the Christmas period with Carol services, Crib Service and Midnight Mass.

The band had tower outings enabling them to ring at 8 other bell towers and, as enjoyable and social as these outings are, they are primarily to improve our skills. The band also attended a ringing practice at Guildford Cathedral. Two social events were held: a BBQ and Christmas party.

Bellringing in Seale is in good shape: those members who joined a couple of years ago are now in a position to help the more experienced ringers to bring on new members to the band, which are vital. We are also extraordinarily fortunate to be taught by an ex-Tower Captain of Guildford Cathedral who has also rung at St Pauls and Westminster Abbey – needless to say his experience speaks volumes for what he can offer to any learner. He is ably assisted by two talented teachers – between them over 100 years of experience! However we now need new members. Anyone 8 years upwards should contact Tim Wellen on 01252 345529



**Puttenham
Church of England School**

Sarah Rowlands

This year has seen has been my first year as new Headteacher at Puttenham and the first year in post for my chair of governors Mrs Georgie Knaggs. We have had a busy year working together with our team of

governors and staff to plan strategically for our school and our children's education. We have worked in partnership with our parents and local community to develop the school's vision and values. Our core purpose of teaching and learning has been central to all our decisions so that we continue to provide the very best education for all our children. We have also continued to plan to be sustainable by growing in numbers and making our learning environment both inside and outside attractive and updated. Some of the aspects we have worked on have been increasing our pupil admission number for 2015, developing our library, planning a refurbishment of our home lodge and developing an outdoor learning area for our youngest pupils. All of these projects would not have been possible without the support and generosity of our School Association, residents of our local villages, local Parish Councils and the Church.

We have also set up a working party to encourage better parking and road safety awareness at school drop-off times. We invited local representatives as well as parents, staff and governors to help with this and have begun to implement some of the ideas shared.

A few staff will be leaving this year for professional development and personal reasons and whilst they will be sorely missed we have successfully recruited replacements. Every month, sometimes with the help of children in school I have written articles for the Village News updating our community of these events and more.

Village News

With a circulation of 680, the Village News goes from strength to strength. After 7 years as Editor, Jane Randell is stepping back and an editorial board of several volunteers is being taught the ropes. It is certainly our hope that this publication will continue to serve the needs of all the residents and community groups.

Godalming Deanery Synod 2013:

There were three meetings of Synod in 2013.

At the April meeting the main discussion of the evening was a presentation on Parish Strategies for Growth, given by Rev Preb Stephen Cox, the Diocesan Local Mission Advisor who works with the Diocesan Parish Development and Evangelism Team. He talked about the decline in worshippers and then Church Growth which offers encouragement suggesting ways we might help our parishes to grow, Stephen spoke about the fact as a church we need to stop thinking in terms of "getting them back"; increasingly, we never had them! A different approach is needed. We must look for leadership from the unreached generations and cultures.

In July the meeting focused on Safeguarding and Inclusion. Our speaker was Ian Berry the Diocesan Safeguarding Officer, advising parishes to have Ian Berry's contact details alongside the Parish Safeguarding Advisor on the church noticeboard. Parishes are advised on using non personal emails addresses for the clergy and churchwardens and many other details which are available on the Diocesan web site.

Our meeting in November was all about food banks. St Mark's Godalming food bank provides three days emergency food parcels for individuals and families in crisis. Access to the food banks is normally through referrals by health professionals, schools, police, community and voluntary organisations. Parcels are carefully made up bearing in mind the weight and nutritional and religious requirements. All local churches have a list of requirements needed for the parcels. A lively debate followed about how other parishes could help.

Fund Raising Events during 2013 *Bill Biddell*

The fundraising committee met throughout the year and provided inspiration and hard work which resulted in a number of fundraising events. None of these could compare with the massively successful Sands church roof appeal which in the space of four months raised over £28000 for the church to be reroofed during the summer of 2013. This was a one off specific appeal which provoked a very generous response.

The annual Ride in the Park in May on the drives of the Hampton Estate attracted more numbers than ever and with the garden open and excellent teas approximately £1345 was raised.

The initiative to raise £2013 by walking/cycling 2013 miles collectively was not a success but The Rector saved the day by cycling a cool 1000 miles during the summer raising £3083.

The inaugural Parish Tennis Tournament saw four courts in action at the end of August followed by an excellent final and memorable coaching session at Puttenham. £414 was raised and this event I am sure will go from strength to strength.

The annual Farm Walk at the end of September was well supported as ever and £455 was raised through the local produce Hampton lunch.

This year's spectacular Christmas Fair at Myrtles Courtyard at the end of November saw more shoppers and stalls than ever before and raised in excess of £2500.

Throughout the year The Tower Café in Puttenham church has been open and serving delicious teas and coffee and made a contribution of £450.

So many people have been involved in organising, helping, donating, masterminding, lugging, and attending all these events and to you all I am eternally grateful

REVIEW OF FINANCE

2013 was a year of differing fortunes. On the one hand our regular income did not increase to meet the needs of our increasing expenditure such that, at the end of the year we had a deficit of £1,880; whereas on the other the funds for the re-roofing of Sands Church came in without the need for special events – the required £28,000 was raised in less than six months. The PCC would like to thank all who donated.

During the year, to overcome a cash flow problem, we had to realise £8,000 from our investments. However, at the year end the value of our investments was down by only £3,000. We are taking the necessary steps to reduce our debt to the Diocese and we expect this to be repaid in full within the next two years.

This year it was Seale's turn for major works, with the heating system being totally replaced and some major repairs being carried out to the external stonework. This was partly paid for by the Friends, for which we are very grateful. At the year end the investments in the reserves had been reduced to £64,600. At Puttenham very little major work was carried out over and above the regular maintenance which is charged to the restricted reserves and, with the improving stock markets, the investments had increased to £81,000.

RESERVES POLICY

In accordance with Charity Commission rules we are required to state our policy for the management of our reserves:

- **Investment policy:** the PCC have appointed Investec Wealth Management, to manage our investment assets.
- **General Reserves Policy:** the PCC aim to hold general unrestricted funds at all times sufficient to meet six months' general running costs; it looks to fundraising and specific donations for items of major maintenance. The funds are held in cash or 'near cash' investments. However, following the sale of some shares to meet debts in 2009, and although the value of the shares has risen, the value of our reserves is still below our desired threshold.
- **Restricted Reserves Policy:** the various restricted-purpose funds are held in part in cash and part in secure investments. The aim is to hold sufficient cash to meet likely expenditure in the foreseeable future, with the balance of the assets – some 60% - being held in secure investments providing an element of capital growth. Members of the PCC Finance Committee meet our stockbrokers on a regular basis to discuss investment strategy.

The Annual Accounts for 2013 are published separately.