

**SEALE, PUTTENHAM & WANBOROUGH PAROCHIAL CHURCH COUNCIL
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 DECEMBER 2016**



Welcome
to the
Parish of Seale
Puttenham and Wanborough

Summary:

- **Young People** – Holiday Club even better than 2015
- **The Parish** – Friends and connections - Parish cafés reach out to whole community; Parishioners ideas are first step in Church Development Plan
- **The Congregations** – Numbers lower – deaths of several leading lights
- **Services** – Developing interactive children’s services, new services like Taizé, successful “Special” services show potential areas of growth
- **Puttenham School** – Increased links with the Community and Church; refurbishment of reception class toilets
- **Finance** - New Parish Scheme is a success but giving needs to keep up with rising costs
- **Diocese** – Launch of new Diocesan strategy “Transforming Church Transforming Lives”

**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 Seale Village Hall, School Hill, Seale, GU10 1HS on
Wednesday 26th April 2017 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 2016

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 Seale Village Hall, School Hill, Seale at 7.30 pm on Wednesday 26th April 2017.

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 2016, the following were members:

Rector:	The Ven. Adrian Harbidge - Chairman
Associate Minister:	The Revd. Delia Orme
Churchwardens	
- Seale:	Ann Payne Ann Grundy
- Puttenham:	Sarah Webster <i>Vacancy</i>
- Wanborough:	Anne <i>Concanen</i> - Vice Chair / Deanery Synod Representative (elected 2014) <i>Vacancy</i>
Elected Members:	Marcus Bateman – also LLM (<i>elected 2016</i>) Andrew Baxter (elected October 2016 for 6 months) Dee Bramley (<i>elected 2014</i>) Susie Felix – also Deanery Synod Representative (<i>elected 2014</i>) Evelyn Gaff (elected for 3 years 2016) Mike Randell – Treasurer (<i>elected 2014</i>) Bob Payne (elected October 2016 for 2½ years)
Co-opted Members:	Nina Jex
PCC Secretary:	Dee Bramley

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

FAREWELL TO THE RECTOR

Sadly, 2016 marked the last year of the Ven. Adrian Harbidge's ministry to our Parish. It was also the end of his ministry as he retired in December. His last service was Compline in Wanborough Great Barn when 170 people gathered to say good bye to him and his wife, Bridget.

Adrian wanted to finish his ministry as a parish priest so we hope he enjoyed his last 6 years with us. We are very grateful to both Adrian and Bridget for all the time and effort they have given to this Parish and we wish them well for the future.

PCC MEETINGS

There were 4 regular meetings of the PCC during the year 2016, together with the Away Day in February at the Clockhouse in Milford.

The three church sub-committees, the Finance Committee and the Fundraising Committee met regularly during the year together with a new Outreach Committee. This was set up in response to the Away Day and developed from the working parties of 2015. It's mission statement - "Church Growth the next generation – finding and nurturing new and existing church members".

The Away Day - This was led by Alan Hulme, the Diocesan Director for Parish Development, and was arranged as a first step towards producing a church development plan for the Parish. Attendees considered: the purpose of our church; God's plan for us and the community we serve; how we might grow.

PCC Meetings - In the first half of the year, thought was given on how best to develop the key issues and ideas explored at the Away Day and what actions might be taken, considering we would be awaiting a new Rector in 2017. It was decided to continue developing ideas especially as there was momentum going to engage with younger members of the Parish.

The second half of the year, saw the launch of Bishop Andrew's new Diocesan Strategy "Transforming Church Transforming Lives" and thought was given to how the Parish might respond to the 12 goals and how the Parish's development planning could be linked to the strategy. The first draft of a Parish Profile was produced.

Some other issues discussed and noted - links to the Strategy – The reordering of the west end of St John the Baptist Church, to make it more flexible and more welcoming, was completed with great success. Plans to extend the Good Shepherd Church were also being considered (Goal 12 Improving Church Buildings). The increasing success of the Shepherd's Rest Café at the Church of the Good Shepherd, The Sands, and the Tower Café at the Church of St John the Baptist, Puttenham, had been noted at Deanery Synod and held up as a good example of outreach to the Community through hospitality and friendship (Goal 6 Cultivating Community Partnerships). The Advent course held in 2016 was on prayer as that was part of our development ideas (Goal 1 Making Disciples). It was decided to investigate "Open the Book" training with a view to taking a regular assembly at Puttenham School (Goal 8 Nurturing Education / Goal 3 Growing Youth and Children's Ministry)

MINISTRY TEAM *Revd. Delia Orme*

Members of the Ministry Team are: the Ven. Adrian Harbidge, the Revd. Delia Orme and the Rev. Norman Evans, with Chris Tuckwell and Marcus Bateman (Licensed Lay Ministers), Susie Felix (Pastoral Assistant) and Geoff Graham (Parish Director of Music).

The Ministry Team work together exceptionally well particularly in planning and then taking over as Adrian retired, (you would be surprised how far in advance we started planning the rotas). A special thanks to Chris and Philippa Tuckwell who have taken on the administrative burden of the rotas during the vacancy so that we can carry on, stretched but confident, in providing the huge variety of services in each of the 4 church buildings.

In addition, we have:

- Provided an Advent Course on prayer led by Revd. Jane Hulme;
- Celebrated Easter and Christmas in a variety of ways across the parish;
- Provided interactive children's services including Big Fish at the Marwick Hall and faced the challenge of truly "All Age" Worship;
- Assisted with pastoral visits and funerals for parishioners and regular members of the congregations with great skills and sympathy;
- Faced an increased number of requests for baptism and responded to all enquiries for weddings;
- Adrian provided a Lent course based on Words TO the Cross;
- Launched the Diocesan New strategy "Transforming Church, Transforming Lives"
- Kept all of the above and much more besides in faithful prayer to God who gives us the strength and inspiration to serve as we do;

In return we ask that you remember us in your prayers from time to time.

"SUMMING UP":

Occasional Offices:

Baptisms: 11 took place over the year and 1 thanksgiving for the birth of a child.

Weddings: 7 were celebrated over the year and 1 blessing.

Funerals: 17 funerals took place over the year which included 7 services conducted by the Ministry Team at Aldershot and Guildford Crematoria

ATTENDANCE IN 2016

- The total parish attendance in 2016 was 5892, 4% lower than in 2015. There were however 3% fewer services in the Parish than in 2015.
- The attendance of children fell by 6% and it accounted for 12% of the total. However, the Big Fish services introduced in 2015 have been a continuing success in getting more children into Christian worship.
- 22% of services were "special" services but they accounted for 45% of the annual attendance. The relatively much higher attendance at the popular "special" services shows the potential catchment in the Parish.
- Puttenham's share of the total attendance rose slightly to 33% and Seale's share fell a little to 38%. The shares of Wanborough and The Sands were little changed at 13% and 16% respectively.
- The annual attendance at normal services in the parish was similar to that in 2015, even though there were 3% fewer services. At Puttenham there was a strong increase in attendance of 22%. At the other churches, there were reductions: 6% at Seale, 20% at Wanborough and 8% at The Sands. In the cases of Seale and Wanborough the falls can be largely explained by fewer normal services having been held (7% and 17% fewer respectively).

THE ELECTORAL ROLL

The Electoral Roll had 191 members in 2016, (our thanks to Jane Randell for keeping the figures up to date).

Seale and The Sands 109(up from 106), including 49 who do not live in the parish;

Puttenham 51, including 13 who do not live in the parish

Wanborough 31(up from 30) with 16 not living in the parish.

RECTOR'S REPORT *Revd. Delia Orme*

Adrian has retired so I have volunteered to give a report on our church activity in 2016.

Our Outreach Committee has continued their sterling work in building relationships in the community, particularly with young families. We had maximum numbers for the second year of the Holiday Club and supported our growing community events including two Welly Walks and Village Lunches.

Puttenham children's service has a solid foundation of committed families and draw in friends for special events. The new arrangement of movable chairs, tables and a carpet has certainly helped us to be more welcoming and user friendly, with crafts and coffee both easily provided.

Seale continues to thrive and offer a great mix of all ages at the variety of services and events. Our All Souls service and Remembrance Sunday services stand out as we give to our parishioners what they need in times of great sadness. This is balanced by the joyful services at Christmas and Easter which continue to draw large numbers at Seale.

Wanborough has suffered much ill health amongst the regulars and proved a great support to each other through this. They have also encouraged a number of new regular members and are talking about how to advance their unique place in the type of services and prayerful atmosphere to develop a mission plan of their own.

Rector's Report Cont.

Sands hosts a new experimental Family service which is going through a tricky development phase as we try to offer a home for the Teens and the Toddlers. The extension plans have advanced well, and the Good Shepherd Café is a wonder to behold and greatly valued by many.

There was the usual mayhem at the Seale and Puttenham Christmas Crib Services with bumper attendance, and it felt a well-developed ride from the Posada launches with Gift services moving seamlessly into the Christmas festivities.

Our traditional services continue to be well supported with our usual Common Worship and BCP Communion service across the parish, Compline a regular fixture at Wanborough and Matins at Puttenham.

Our Outreach Committee decided their Mission objective is:

**"Church Growth the next generation
finding and nurturing new and existing church members".**

I can see this task has been picked up by all corners of our church family and am confident we will find much joy working together on this objective, hopefully with our new incumbent bringing new skills and experience to the team very soon.

FABRIC MAINTENANCE 2016

Church Architect Our Inspecting Architect during 2016 was Adam Hieke, R.I.B.A. of Godalming.

Seale and The Sands *Ann Grundy*

The external notice boards for both churches were renovated. Moveable internal display/notice boards were also provided in both churches

St Laurence: A carved wooden plaque in memory of Sir Richard Thornton was erected in the north transept and dedicated in November.

The flag post near the lych-gate in the graveyard was replaced.

Church of the Good Shepherd:

Plans for the extension of the church have been approved and are being submitted to Guildford BC. A stone memorial plaque to Lady Alison Ball was positioned on the south wall.

Glebe Cottage:

The Cottage is to be inspected in January 2017.

Puttenham *Sarah Webster*

Puttenham church has completed the reordering of the nave this year. A faculty was obtained to allow the disposal of pews and old wooden chairs and replacement with stackable aluminium chairs and a new carpet to allow a more flexible style of worship for family services and other events.

Other improvements associated with this, are the new wooden skirting boards, iron ventilation grilles and handrail. The flaking plaster on the pillars has been replaced and painted with a suitable breathable paint as has the south porch.

We are very grateful to John Hewitson for his work in ensuring that the costs have been largely been met through sponsorship of the new chairs, the Friends of Puttenham Church and the generosity of other village organizations.

Wanborough *Anne Concanen*

The East wall of the Church is still being monitored for damp but there has been continued improvement during the year. Hopefully this will mean that we will be able to redecorate soon.

The flat Vestry roof was a cause for concern at the beginning of the year with water dripping from the ceiling due to extreme condensation. However, as it remained dry for the rest of the year, the roof and humidity has been monitored to try to understand the issues involved with the condensation. Various options for a new flat roof have been considered. The Vestry will need to be reroofed in 2017.

MUSIC IN THE PARISH *Geoff Graham*

We are still fortunate in that we manage to maintain two choirs in our Parish, although both are somewhat depleted, and I'm always keen to welcome new singers. Speaking of which, we were delighted to welcome new member Catherine into Puttenham choir during 2016. I would like to thank all who sing in our choirs for their contribution to our worship; not forgetting our accompanists: Peter Holt, John Belcher, Juliana Baxter, Bridget Harbidge, David Melville and Stuart Mayes.

BELL TOWERS REPORT

Puttenham *Andrew Baxter*

We have rung for three funerals this year at Puttenham, with the help of visitors. We were also pleased to allow the bells to be used for a successful peal attempt in October.

The band currently has too few members to ring regularly for service, and we would welcome any new interest.

We continue to operate with Seale band, with regular joint practices at each tower.

Seale *Kevin Green*

The bells at St Laurence church have unfortunately been relatively quiet for the past six months.

In November 2016, after twenty years of teaching and training Tim & Sheila Wellen moved away to start a new life in Shropshire which left us with just four ringers. On behalf of all the Seale bell ringers past and present I would like to thank them both for all their hard work and commitment over the past twenty years and wish them all the very best in their new life.

With only four remaining ringers from Seale and Andrew Baxter from St John the Baptist, Puttenham, practise nights and Sunday service ringing depended on the support from Andrew, and Frank Rice coming from All Saints Witley.

However, the past four weeks 'the situation has improved. We have gained three new recruits that have joined us on Monday practise and for a tied practise on Wednesday evenings.

Stuart, Lynda & Sarah are all local residents and very keen to 'learn the ropes', so hopefully within the next few weeks we will have a sufficient number of ringers to ring most Sundays and on other occasions when requested.

VILLAGE NEWS *Jane Randell*

The Village News continues to be produced monthly but the numbers being distributed have again had to be reduced in both Seale and Puttenham. Of the 630 printed (down from 650 last year), 280 are distributed in Puttenham and 340 in Seale.

There are now four regular Editors – Simon Prichard, Christine Hollingworth, Dee Bramley and Jane Randell working with Andrew Parrot who is being trained up. Dee Bramley also deals with the advertisers and produces the advert pages as well as looking after the finances. Jane Randell co-ordinates the whole process and stands in as editor if required.

The year-end accounts are produced at the end of June when all the income has been collected. At the end of June 2016 there was £5,397 in the account. Up to the end of December 2016 the expected printing costs are £2,900 and expenses £200. As a result, the editors agreed to donate £1,000 to SPW PCC, £500 to Phyllis Tuckwell and £100 each to Seale Village Hall, the Marwick Hall, Wanborough Village Hall and The Sands Room.

It is expected that there would be about £400 in the account by the end of December if no advertising income had come in.



Achievements

I am pleased to report that we have continued to maintain high standards in pupils' achievements as our Key Stage 1 SATs and Early Years assessment results 2016 were high in comparison to national and Surrey schools.

Admissions and transition

We currently have 107 on roll. We have had 103 applicants for reception this year for 40 reception places, 35 of which are first choice. We await confirmation of offers for next year. The majority of our year 2 children went to Waverley Abbey Junior School last September.

Links with Community

We have continued to increase our work with other local schools, focusing on maths teaching, sporting fixtures, music festival and curriculum enrichment programmes for the more able. We have also supported a peer school successfully to be graded good by Ofsted.

We have been well-supported by Puttenham Church with the Big Fish family service, Open the Book assemblies in planning for the period without a rector and other events in school. Church services that have taken place include Harvest, Christmas, Candlemas, Ash Wednesday, St John the Baptist, Easter and our Leavers' Service.

We welcomed the new Director of Education Canon Dr Steve Green last term to school.

Events in school

Annual and seasonal events have taken place in school including enrichment learning weeks such as science and book weeks. In the last year class trips have included visits to Painshill Park, Wisley, Bocketts Farm, The Look Out, the seaside and Hampton Estate woodlands as well as visitors and drama workshops in school. Forest school learning at Puttenham was launched last summer with the support of the Parish Council in providing a site.

Building Programmes

The refurbishment of our reception class toilets was completed in 2016.

PUTTENHAM SCHOOL HOUSE *John Hewitson*

The Management Committee was established in 1987 by the PCC to look after School House and supervise its letting when not required for the use of the Head Teacher of Puttenham Church of England School. It reported a cash balance of £12,959 in its sinking fund at the end of 2016, having made a contribution of £2,000 towards the cost of reordering the rear nave of St. John the Baptist Church during the year - a project also of benefit to the School. *(N.B. Funds mentioned here are not reported as part of the Annual Accounts)*

There were three meetings of Synod in 2016. At the March meeting, feedback was requested from the parishes on how and whether Godalming Deanery should organise a common deanery response in 2016 for the Samara Refugee Appeal. Feedback was given on Common Purpose a presentation given by Bishop Andrew and archdeacon Paul Bryer. A series of questions had been posed about Parish Life including- "Where is God already at work in your Parish?" "What is holding back growth?" "What is God challenging us to change?" Bishop Andrew outlined some of the responses and then went on to talk about the next steps of compiling a Diocesan Strategy to be launched in September 2016.

In July, the main subject was the "Two Minute Topic". Synod members were invited to give a short two-minute report on an example of a good idea or good practice that was being developed in their own Parish. This was an absorbing and inspiring session where many exciting and challenging ideas were floated. The reports covered many areas and topics including prayer weeks, work with the young and different types of outreach. Some members talked about activities which helped people to meet and talk with others, particularly through hospitality. The report from our Parish was about hospitality and outlined the importance of the Tower and Shepherd's Rest Cafés in forming and developing friendships.

In November, the Area Dean led a discussion on Bishop Andrew's new Diocesan Strategy - Transforming Church, Transforming Lives. The Synod looked at how the best practices shared at the last Deanery Synod fitted in with the Strategy's 12 goals and what part the Deanery could play in achieving them. By using the Synod as an arena to discuss initiatives and ideas and to pass on expertise and resources, the Deanery achieved Goal 10 Sharing expertise. Activities and initiatives discussed at the last Synod Meeting showed that the Parishes in the Deanery were covering several Transforming Goals including: - Youth and Children's Ministry, Nurturing Education and Cultivating Community Partnerships. Some Parishes thought that they were ill equipped to develop youth work further but if resources could be shared or activities planned in clusters or on a Deanery wide scale progress could be made.

FUND RAISING EVENTS DURING 2016

The parish fundraising committee met throughout the year to advise and promote fundraising events which spanned the four churches and would appeal to all members of the Seale, The Sands, Puttenham and Wanborough communities.

The **Ride in the Park** proved as popular as ever, held in May at the Hampton Estate, and saw many families with young children pedalling furiously along the drives on their way to the garden and then back to Myrtles Courtyard for an excellent tea. A total of £1,173 was raised.

The **Queen's 90th Birthday Community Barn Dance Bash** in June raised a magnificent £2,814 and everyone had a wonderful time.

The **Holiday Club** held in September was in its second year and was not only more successful than 2015 but there are funds for activities for the 2017 Holiday Club.

The **Christmas Fair** at the end of November was a sell out for stalls and attracted lots of visitors in search of that special present. Another hugely successful event which raised £2,725.

Throughout the year, the **Shepherd's Rest Café** in The Sands has been masterminded by Ann Payne and has become a regular weekly lunchtime venue for many. Themed lunches have proved very popular and the standard of cuisine is extremely high. The success of the venture has been proven by raising a magnificent £3,000 for parish funds over the year.

Another favourite is the **Tower Café** in Puttenham Church which has opened for teas fortnightly. Takings have doubled in 2016 and it has raised a very much appreciated £350.

There have been other events and activities which have raised £121 which contributes to the total amount raised through fundraising ventures for the financial year to April 2017 of £10,513.

We are so grateful to the committee for their deliberations and advice, the event organisers who worked so hard to produce such high quality and enjoyable events and for the support of so many in attending and enjoying what was put on.

REVIEW OF FINANCE *Mike Randell*

The Parish Giving Scheme which was introduced in 2015, has certainly improved our cashflow problem with the tax refund being paid at the same time as the donations without any effort on our part and we are hoping that those people who have not joined will consider doing so this year.

Our new Gift Aid Co-ordinator, Mike Cloughley, is finding the work load much reduced and is able to process the claims in a more timely manner such that all the gift aid claims for 2016 have been received and are included in this year's accounts.

Our income was some £3,000 less than last year and while our costs were also some £5,000 less we still had a deficit of £3,000 at the year end. I believe we have hit the buffers with respect to a reduction in our costs, and the vacancy, coming upon us early this year, is going to increase our costs by an estimated £4,000. It is thus essential that our level of giving is increased otherwise we will be forced to dig deeper into our dwindling reserves.

Once again, thanks are due to all those who work to keep the finances in order, not least the fund-raising team whose efforts brought in nearly £7,000, the Shepherds Rest Café which brought in £3000, those who count and bank collection monies, our independent examiner Jeremy McIlroy and of course our congregations!

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 the Guildford branch of Investec Wealth Management to manage our investment assets. During the year in discussions with their adviser the PCC agreed that our general reserve should be invested on a medium risk capital growth basis and that the restricted reserves invested on a medium risk income basis. Members of the PCC Finance Committee meet our stockbrokers on a regular basis to discuss investment strategy.

General Reserves Policy: the PCC aims to hold general unrestricted funds, ideally, sufficient to meet six months running costs. It looks to fundraising and donations to meet the majority of normal running costs; however, due to increases in running costs, our general income is insufficient for the day to day expense so we need a reserve to fall back on. This year our portfolio has been updated to improve capital growth.

Restricted Reserves Policy: These funds are from historical legacies which are restricted to the upkeep of Seale and Puttenham churches and are held in secure investments with the aim of achieving a good income, this pays for the general maintenance of these churches. The investments are held such that should there be a cash requirement it can be readily realised.

The Annual Accounts for 2016 are published separately.