

ST PETER & ST PAUL TESTON



**THE REPORTS FOR THE
ANNUAL PAROCHIAL CHURCH MEETING
24TH APRIL 2018**

A Message from the Churchwardens

We are pleased to provide this booklet, comprising our Annual Reports, in advance of our Annual Parochial Church Meeting on **Tuesday 24th April 7.30pm** here at St Peter & St Paul, Teston.

Please make an effort to read the reports and this will save us a great deal of time at the meeting and allow for a more meaningful discussion to take place on issues which warrant more of our attention.

If you have any queries or comments to make there will be ample opportunity during the course of the evening.

We hope that once you have finished reading this report you will be very impressed by all that is taking place and we hope it will provide you with some real food for thought!

It may prompt that question “Is there anything I could be doing for my Church?”

There is such a great deal happening within our church life and we trust that you will continue to pray for each other as we serve Christ in all that we do!

Dawn Page and Ros Hutchins

Annual Parochial Church Meeting 2018

**To be held on
Tuesday 24th April 2018
At 7.30pm in the Church**

AGENDA

Annual Vestry Meeting

1. Prayers
2. Presentation of Notice convening the meeting
3. Minutes of the Vestry Meeting of 25th April 2017
4. Election of Churchwardens

Annual Parochial Church Meeting

1. Presentation of Notice convening the meeting
2. Apologies for absence
3. Minutes of the Annual Meeting of 25th April 2017
4. Electoral Roll Report - Janet Gorin
5. Annual Reports;
Vicar's Report
Church Wardens
Worship & Mission Committee
Fundraising Crew
Fabric Committee
Deanery Synod
Benefice Mothers Union
The Choir
Children's Church
Teston CMS Pioneers
Refreshments after Services
Cleaning Team
DBS & Safeguarding
Accounts for 2017
6. Election of Independent Examiner for 2018
7. Elections to Deanery Synod
8. Elections to PCC
9. Elections of Sidepersons
10. Any Other Business
11. Date of 1st PCC Meeting

PARISH OF ST. PETER & ST. PAUL CHURCH, TESTON

Minutes of the Annual Parochial Church Meeting

**Held at Teston Church on
Monday 25th April 2017 at 8pm**

ATTENDEES:

Rev Nicholas Williams, Dawn Page, Ros Hutchins, Sandra Corby, Janet Gorin, Rita Bourlet,
Diane Tench, Lisa Glasscote

Annual Vestry Meeting

Meeting opened with prayer at 8pm

The Meeting Notice was presented and had been displayed for the statutory period.

Minutes of the Annual Vestry Meeting

Minutes of the Vestry Meeting held on 25th April 2017 for the re-election of the Church Wardens were considered approved, proposed by Dawn Page, seconded by Janet Gorin, and signed accordingly by Rev Nick.

Election of Churchwardens 2017: Two applications/nominations had been received; one for Dawn Page and one for Ros Hutchins, both properly proposed and seconded.

Rev Nick therefore declared that Ros Hutchins and Dawn Page are duly elected to continue as Church Wardens for the coming year.

Meeting closed 8.05pm

Dated

Chairman

Annual Parochial Church Meeting

Meeting opened at 8.05pm

Minutes of the Annual Parochial Church Meeting (APCM)

The Meeting Notice was presented and had been displayed for the statutory period.

Apologies: Linda Hoskins, Jackie Wall

1. **Minutes** of the APCM held on Monday 26th April 2016 were considered approved, proposed by Rita Bourlet, seconded by Ros Hutchins, and signed by Rev Nick.
2. **Electoral Roll Report:** Janet advised that we now have 25 on the roll, up one from last year. The roll generally reflects those who attend church regularly, and all but one live in the parish.
3. **Annual Reports:** A booklet containing all the reports had been circulated prior to the meeting.

Items raised from the reports list;

i) **CMS Pioneers:** Dawn mentioned that the report says 55 years, it should read 57. Sandra to amend accordingly.

j) **Refreshments after Services:** Rev Nick said he appreciated the quality of the refreshments, especially the Simnel cake!

l) **Accounts for 2016:** The Accounts have been agreed by the PCC and examined by an independent auditor. Funds are healthy at present - £5000 income over expenditure. Sandra thanked Ros for all that she does.

6. **Election of Independent Examiner for 2017:** Peter Mitchell in Watringbury has agreed to be our examiner. Proposed by Dawn Page, seconded by Kirstie Martin.

7. **Elections to Deanery Synod:** this Parish has entitlement to 1 place on the Synod. Dawn Page continuing to stand as there is no vacancy this year, but an election is due in 2018.
8. **Elections to PCC:** All willing to stand again so Sandra Corby, Freddie Cumber, Linda Hoskins, Rita Bourlet, Janet Gorin and Kirstie Martin were voted on to the PCC on a bulk basis.
9. **Elections of Sidepersons:** Current list; Neil & Hilary Fisher, Wendy Waygood, Sandra Corby, Phil & Jackie Wall, Ed Bennett, Linda Hoskins, Janet Gorin, Diane Tench, Rita Bourlet, and Kirstie Martin. No changes.
10. **Any Other Business:** Sandra had been thinking about the services and suggested the following for a trial run; Children's Church to be held 2 weeks in a month, not 3, to allow for a morning Parish Communion service, and a pattern along the lines of 1st Sunday Family Service, 2nd Morning Communion (would need clergy cover), 3rd Children's Church & 6.30pm Evening Praise/Evensong and 4th Sunday Children's Church & 6.30pm Parish Communion. Diane Tench questioned the continuity of Children's Church being disrupted and that the children don't usually attend a normal service. Lisa Glasscote said she likes taking Communion with her family and a morning suits families better. Rev Nick said there was no reason why we couldn't run

something for the children during the Communion service - it was pointed out that we had done that already at Easter and it had worked well. Lisa asked if the Village Hall could be used for the children during a morning Communion service - sadly we have to pay for its use, and Rev Nick mentioned the safeguarding issue of them being outside the church. Kirstie raised the issue of those adults who can't get to church for the 6.30pm service - they need provision too. Freddie asked how long we would try it for? All agreed around 6 months. Another of Sandra's suggestions was a time for modern worship songs and prayer once a month, maybe "Worship Hour" on a Friday evening (7.30pm-9pm) where people can come and go as they please. Ros Hutchins mentioned that someone needs to be in charge i.e. a licensed person who is available. Rev Nick agreed and mentioned that there are plenty of them in the Benefice to utilise. Sandra's other suggestion was that when Children's Church is on holiday in the summer, something similar could happen, Songs & Prayer (?), on Sunday mornings, maybe 10.30am-noon. Rev Nick said in essence that would be Morning Prayer and could be tried. Dawn raised the issue of Messy Church and Prayer Walking, and didn't remember it being in the notices so wasn't sure how people would know how to volunteer. Sandra will put it in the Notices in future. Lisa said she had been prayer walking for many years, starting in Wateringbury with only a couple of people. They had a map, would choose a route, walk along praying, about whatever God put on your heart to pray about. Not structured. People have asked for prayer after enquiring what they were doing. It can be structured. A booklet has hints and tips and prompts etc to help. Ideally no more than 8 in a group is recommended. Prayer is sometimes said out loud, some quietly, some silently, just personal preference. Our Benefice has volunteered to do prayer walking "Praying for our Streets" as part of the Bishop's "10 Days of Prayer" initiative, whether that's walking the streets, praying at home, just wherever and whenever you like, which will be talked about at the Benefice service. Kirstie asked if we had a Prayer Chain. Dawn said not specifically, the person leading prayers uses the names in the book. Rev Nick said that Prayer Chains are usually used for crisis/emergency prayers and are often separate from intercessions. Prayer Triangles are another option where each person calls three people. Something to consider. Lisa Glasscote spoke of her use of Wateringbury's prayer chain last year for a family issue, and how things started to change for the family. Rev Nick spoke about the runaway success of Messy Church for churches' growth, and plans to start one. They are rarely held on a Sunday or in a church. Parents come along with the children and join in. There is praise, singing, crafts, and a meal, which needs a team for it to work. Rev Nick is hoping to use one of the schools in the Benefice. Diane didn't think people in the village would object to coming in to the church for it. There is a formal structure to Messy Church, with books issued with good quality teaching. Barming and Aylesford run one but our Benefice does not. Wateringbury and East Malling are keen to get one going in their parishes. Diane asked if it works better in more deprived areas, but Rev Nick assured her that it works in all types of areas. Statistically, it is proven to work. Diocese say that Messy Church leaders don't need to be DBSd as the parents are there with the children, but it's wise to have some DBS people there. Rev Nick said he is hoping to start Messy Church in September, Prayer Walking at the end of May, and Prayer for our Streets launched next week. Lisa has Messy Church books for people to borrow. Rev Nick is also

looking to introduce Godly Play - telling stories from a bag or box using objects and few words, and asking leading questions. Dawn asked Rev Nick how he thought he would get to know the children and parents as he doesn't come along to Family Service? Half of our children don't go to Wateringbury school so Rev Nick would not see them. Rev Nick said to wait and see what suggestions come in from the service patterns.

11. Date of 1st PCC Meeting: 23rd May, 7.30pm in the church

Rev Nicholas Williams, closed the meeting with the grace, at 9.15pm.

Dated

Chairman.....

REPORTS

VICAR

The Chairman endorsed the thanks given by the Wardens to all those who undertake the work of the Church, including the bread makers.

According to the guidance given to incumbents, the Vicar's report should contain a retrospective of the previous year and an indication of hopes for the future.

Firstly the positives;

You have three people going forward to explore whether they have a vocation to ministry - this is a good thing and there is still time if anyone else wants to join in, this is not a commitment to ministry, merely an exploration as to where God may be calling you.

You have managed to raise the money to have the outstanding repairs to the Church completed, again a testimony to the fundraising activities of the Church and the generosity of the villagers.

You have a steady if not large congregation, again a positive.

You have some enthusiastic and talented congregation members whose skills we can utilise, if they agree, during worship which will help make our future worship even more vibrant.

I was pleased to have one volunteer for Teston to join the Benefice Visitors Team, alongside people from the other two parishes, and also three volunteers to join the new Messy Church Team, again signs that the Holy Spirit is at work amongst you.

The enthusiastic commitment of some of your congregation members to the "Prayer for our Streets" initiative and their enthusiasm for Prayer Walking - I'm looking forward to joining them.

Now the challenges;

I note the comment from your Wardens that I have yet to attend a PCC meeting, and have asked Sandra to ensure that in future PCC aren't scheduled so they fall on my day off or clash with other meetings taking place. I've also asked that they start at 7.30pm, take place in church, and I get to see the minutes and agenda. I hope this will resolve the matter.

I've also spent some time reading the minutes of Jim's last APCM with you and the comments about evening service times being a possible barrier to attendance for some of your more elderly residents, indeed your increased numbers at the Easter Day service would seem to support this idea.

In your section of the Parish profile that brought me here, you also said you wanted to increase the size of your congregation and I acknowledge that it has been remiss of me not to have come up with a more radical solution to this need sooner.

You will be aware we have just completed a review of services in the Benefice with a new pattern due to start in May. Your Wardens said you didn't want any changes here so you weren't factored into those changes. On reflection, that was the wrong decision and the service pattern here needs to be looked at, if only as an experiment to see if numbers can be increased. If we don't try anything, then how will we know whether or not it works? I therefore look forward to hearing suggestions from everyone as to how this might be done.

I'm aware that this is not what some of you might have wanted to hear, but in all honesty if we don't address the relatively low numbers of worshippers in a village where the Church is so clearly well supported in all other things it does, then in a few years time there will be no one left sitting on the pews irrespective of what time the service takes place.

Lastly we come to the question of PCC Secretary. Sandra has advised me she will be standing down in September and a new PCC secretary will be needed. That person needs to be in place sooner than September, so we can have an effective hand over. Sandra will be a difficult act to follow, but please consider whether this might be your calling, particularly if you're someone who has just retired from an office environment.

Overall, I think there is considerable potential for Teston to become a vibrant and thriving Church that serves all of the people who live here and in the villages around you, but to utilise that potential we need to acknowledge the need for experimentation and change, never mind how worrying that might be on the surface. As Archbishop Temple once said the Church of England is the only society that exists for the benefit of those who are not its members, so lets see what we can do to reach out to them.

Rev Nicholas Williams

CHURCHWARDENS

In many ways, this has been an unsettling, and somewhat disappointing year.

We should reflect on the highs - the continuing support of the Church by the Villagers through our fund raising activities, and the appreciation of the provision of a place to come together at times of loss and celebration, and yet a time of small weekly congregations. How we balance these two different strands is something that we need to unravel.

During the year an experimental pattern of new services and times has not led to greater numbers, or commitment, but rather revealed individual preferences can be very strong. We are feeling the pressures of "The Market Economy"! Nevertheless we are committed to seeking the way forward together in Jesus' name.

The Consultation on the proposed re-organisation of the Deanery has proven interesting and unsettling, and we await its outcome.

We thank those who have given unwavering support to the worship and the wellbeing of the Church here in Teston throughout the year.

Dawn Page & Ros Hutchins

MISSION & WORSHIP COMMITTEE

The committee has met on occasions throughout the year. Special services have been planned e.g. we repeated the "James Ramsay Day" with the inclusion of the laying of a wreath in his memory during the service . The introduction of "Food for Thought " in an attempt to satisfy the mix of all ages in a more contemporary setting proved controversial. The Epifest has once

again provided both interest, and a special space for personal meditation. The Patronal Weekend provided much interest. With help from many people of a whole range of ages, we were once again able to give a hand-decorated token to hang on their Christmas trees to everyone who came to the Christmas Services. Harvest gifts were distributed, and Harvest celebrated with worship and a hearty Supper. The Tea at Three and Open Church projects which complement our mission statement of hospitality, continue to prove very popular, with numbers increasing. They provide weekly opportunities for social interaction in a comfortable and relaxed atmosphere which is really appreciated by those who come along. Many thanks to all who have helped in any way, with special thanks to Linda and also the "Tea Ladies Team."!

Dawn Page

FUND RAISING CREW

We are indebted to this group of volunteers who come together to run a full programme of Events. We have run the usual programme of Plant Sale, Jumble Sales, a Flower Festival with a cracking concert, the Fete On The Green, a Garden Safari, and a Christmas Fayre, and also a Pasta and Plonk Party. The Testonites also have played their part, presenting their annual Revue this year entitled "Silver Stars" and "The Rummage Sale" both of which were sell-outs! This year we were once again grateful to the generosity of Barham Court, when we enjoyed the novelty of "Dining At Barham Court." This was a special experience, and it would have been good to see more people supporting what is always a delightful evening. The Teas'n Craftees Group have worked away at providing items to stock the stalls at our Events.

So many people have helped us throughout the year that it would be impossible to thank them individually here, although we do have a lovely social Event to thank them. It is hard work, but it is also great fun, and provides much social interaction within the Village. Thank you one and all.

Dawn Page

FABRIC COMMITTEE

The main issues facing us are still the repairs to windows in the South Transept, for which we have quotations; the placing of the Nestor plaque; and the arrival of a shed for storage. There are other items from the Quinquennial of a less pressing nature.

The Conservation Officer ruled against the removal of the American Oak, and we have other tree work pending.

A slight alteration to the positioning of two non-fixed pews has created a useful seating area for informal worship, refreshments, and committee meetings.

The annual church clean took pace in February.

Dawn Page & Freddie Cumber

DEANERY SYNOD

The Minutes of the meetings of the Malling Deanery Synod have been presented at the PCC meetings, and are available for perusal, should you so wish. The presentation of the consultation document "Future Strategy For Mission And Ministry In Malling" was presented at the February gathering. The discussions in individual Parishes are still ongoing at the time of writing.

Dawn Page

THE MOTHERS' UNION

East Malling, Watringbury & Teston Benefice Branch

- Our branch currently has 20 members, on average we have around 10-12 members at our monthly meetings.
- We have been making blankets for babies in Malawi and knitting for premature babies
- We have raised funds for AFIA (Away From It All caravan holidays for families in Rochester
- We continue to support the work of Mothers' Union around the world with daily prayers

We have had a number of interesting meetings some with speakers on a variety of topics:

2017

- Feb: Talk on Dementia by Min Stacpoole, tea, bring & buy & raffle
- Mar: A talk from "Women at the Well" by Caroline Hattersley from London
- Apr: "Diocesan Links" by Canon Brian Stevenson
- May: "From Cell to Ward" A talk on Prison Chaplaincy by Jean Brown
- June: Healing Service and lunch at Burrswood
- July: Julia Jamieson came to talk to us at our annual garden party and fund raising even at Audrey Allen's house, Larkfield
- Sept: Discussion Afternoon with Poems, Prayers and Hymns
- Oct: A talk on the work of Kent Association for the Blind
- Nov: A talk on Hospital Chaplaincy by Jean Brown
- Dec: Christmas lunch with partners and friends at Spadework in Offham

2018

- Jan: New Year's lunch at the North Pole Pub, Teston

- Feb Afternoon of Bible Reflection with Fr Nick Williams

My thanks go to Audrey Allen (Committee member) & Liz Allen (Treasurer) for helping to plan and run our Benefice Branch of Mothers' Union, and also to Rachel Arundell who has undertaken a number of administration tasks in the last year. Also to all those who tirelessly help with opening up the churches and providing refreshments at our meetings.

Frances Selman
Mothers' Union Secretary

THE CHOIR

The choir continues to lead the music at services throughout the year. It consists of five ladies whose enthusiasm and dedication shines through, learning new pieces for festival times, and extending their repertoire of hymns of all genres. The Choir have adapted well to using backing tracks for accompaniment, and are becoming adept at singing unaccompanied! We are delighted to have obtained the help of two Organists who will play for some services. The Choir form the backbone of all that happens within the church. We thank them for all that they do.

Dawn Page

CHILDREN'S CHURCH

The Children's Church continues in good heart. We are pleased to have been able to maintain our Class for "The Pioneers" and "Just Us" as well as our younger members. Having the whole church at 9.45am on two Sundays out of four each month, and in the Children's Corner during the services on the other two, except in August when we are "on holiday". We usually follow the syllabus provided by the "Roots" team week by week, with plenty of craft, music and dramatic presentation thrown in! This follows the lectionary, and provides good teaching material for all ages, and is both stimulating, and fun. Of course we also give it our own "twist"! Much fun and celebration is integral to our brief—parties and fun for all the family at Epiphany and Harvest, an outing to Dymchurch, and of course our special Nativity Play, presented by "The Church Family". The willingness of the accompanying mothers, especially Emily and Tina, has been much appreciated. I should especially like to thank Sandra and for all her support and dedication.

Dawn Page

TESTON CMS PIONEERS

This Youth Group for young people of eleven years and over continues to flourish after 58 years of continuous existence! We have also incorporated members of "Just Us" who are 10 years old, and attend Children's Church. We meet weekly during term time, following a

programme devised from suggestions provided by the members. Its content is mainly social, but includes a starter prayer followed by open discussion. Most meetings are in the Village Hall, but about every third Wednesday we go out for an activity evening - swimming, climbing, golf, ice skating to name but a few! Fund Raising for the Church Mission Society and Christian Aid is undertaken, and the Pioneers help at various Church Events. We have been delighted to welcome Lucy back as a Junior Leader. I should like to thank Nina, for her dedication, hard work and enthusiasm, without which Pioneers would not be able to continue! Thanks also to the Parish Council for their grant towards the cost of hiring the Village Hall, the cost of which is shared with the Parochial Church Council.

Dawn Page

REFRESHMENTS AFTER SERVICES

The small team of ladies continue to provide refreshment after services. We thank them for this.

Dawn Page

CLEANING TEAM

We are continuing to do our monthly church clean with plenty of gusto and elbow grease! Linda also checks things are looking ok after her Open Church tea duties on a Tuesday, with a quick 'top and tail' where necessary. Additional cleaning is undertaken for any seasonal/special services & events, such as a wedding, memorial service or funeral which we hope makes the church look (and smell!) fresh, clean, and welcoming for anyone walking through the door, whether it be regularly or for a one-off visit. Also, a small but well-armed band of volunteers literally swept through the church for the annual Spring Clean recently. This deep clean gets to those areas our usual cleaning routine cannot address and Freddie Cumber deftly cleaned away the cobwebs that are so annoyingly out of reach, whilst others busily polished, tweaked, hoovered (including under the floor grating!), made welcome & much needed refreshments, and undertook a whole host of other jobs, ensuring the church is ready for the year ahead.

Thanks go to everyone involved in maintaining our clean Church, with special thanks to Diane Tench, our purchaser of all things that polish, clean and kill 99.9% germs!

Hilary Fisher & Linda Hoskins

DISCLOSURE & BARRING SERVICE (DBS) & SAFEGUARDING

This coming year is going to be a busy one for all those involved in Safeguarding and DBS applications; myself as Lead Recruiter, and Linda Hoskins as St Peter & St Paul's Safeguarding Representative.

Up until now, I have been responsible for a total of 3 DBS for St Peter & St Paul, (35 in all for the Benefice) via the Churches Child Protection Advisory Service (CCPAS) ensuring that best practice is always used for our application and checking processes.

As you may be aware, this number is due to increase to include those on the PCC who currently do not have a DBS. Based on the PCC members at present, this will take the total DBS required to 7.

DBS certificates do not expire, but the Diocesan rules state that all DBS must be renewed every 5 years. Linda will now be responsible for handing out the relevant application forms for renewals, and new applicants, when needed (ensuring they are completed correctly) and will then forward them to me, where I will obtain the references and take the DBS application forward.

In addition to the extra roles that now require a DBS, the roles that require a level of Safeguarding awareness has also been added to, and now includes roles such as Choir members, Refreshment helpers, Bell ringers, Sidespersons, PCC members, etc.

The first two levels of Safeguarding, C0 Basic Awareness and C1 Foundation, are predominantly done online. The C2 Leadership Training and C3 Clergy & Lay Ministers Training courses are run by the Diocese in various locations.

The level of Safeguarding that will need to be obtained will depend on the role carried out within the church. I will be contacting everyone individually to tell them what level/course they need to complete.

Those 3 people with existing DBS have already been advised of the courses relevant to them. At the time of writing this report, 1 has partially completed, and the remaining 2 have yet to confirm. Admittedly, the online courses can take some time to complete, but it is possible to dip in and out of them, at a pace that suits, if it is not possible to complete them in one go.

In view of the additional roles now requiring Safeguarding training, I will be contacting an additional 12 people at St Peter & St Paul to advise them what Safeguarding course(s) they need to do. As you can imagine this will be quite a task, as I also have to do the same for East Malling and Watlington, so everyone's co-operation would be greatly appreciated.

I am aware that some people do not have access to a computer, and those people are more than welcome to come along to "Parish Office" at my home, to use the Benefice iMac to do their course(s). Please contact me on 01622 815218 if this will be of help to you.

Finally, I would like to say a big thank you to everyone for their help, support, friendship, and kind words throughout the year.

Sandra Corby
Lead Recruiter and Administrator for the Benefice

In accordance with CofE Church Representation Rule 9.2A;

The Parochial Church Council of St Peter & St Paul, Teston, confirms that it has complied with the duty mentioned relating to the safeguarding of children and adults who are vulnerable.

Signed Date:

Mrs Sandra Corby

Benefice Lead Recruiter and Secretary to, and on behalf of, Teston PCC

The Church of St Peter & St Paul Teston

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ending 31st December 2017

PAROCHIAL CHURCH COUNCIL OF ST PETER & ST PAUL'S CHURCH, TESTON

Annual Report for the Year Ended 31 December 2017

Structure, Governance and Management

The PCC is a charity excepted from registration under Statutory Instrument 2002 No.1598. 'The Charities (Exception from Registration) (Amendment) Regulations 2002'.

The function and purposes of the PCC is outlined in the Parochial Church Councils (Powers) Measure 1956.

The PCC has adopted a draft constitution drawn up by the Diocese and based on a model trust deed provided by the Charity Commission.

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules 2001.

Members of the Sub Committees are appointed by the PCC after the APCM.

In order to understand the full range of responsibilities of the PCC concerning matters such as compliance with health and safety, disability discrimination legislation and child protection, the PCC is comprised of a suitable cross section of persons with such knowledge. It also liaises with the Diocese and the Deanery and if necessary attends training courses, but it consistently keeps up to date with the dissemination of reading matter and discussion at PCC meetings as appropriate.

The major risks to which the PCC is exposed, as identified by the PCC members, have been reviewed and systems or procedures have been established to manage those risks.

Objectives and Activities

St Peter & St Paul's PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St Peter & St Paul, Teston.

The main activities of the PCC are the provision of church services, baptisms, funerals, youth and children's work, teaching adults through weekly home groups.

Achievements and Performance

The main achievements of the PCC during the year were:

- * Continuing the successful annual fund raising activities.
- * Continuing the follow up of the Stewardship Campaign of November/December 2005.
- * Supporting the other Parishes in the formal Benefice structure.
- * Maintaining the regularity of the services held in the church and the attendance levels.

PAROCHIAL CHURCH COUNCIL OF ST PETER & ST PAUL'S CHURCH, TESTON

Annual Report for the Year Ended 31 December 2017

Reference and Administrative Information

The Church of St. Peter and St. Paul is situated in Church Street, Teston.

It is a part of the Diocese of Rochester within the Church of England

Registered Charity Number: 249339 Being part of the Diocese of Rochester Registration.

Registered Office: The Parish Office
The Benefice of East Malling with Wateringbury and Teston
The Vicarage, 2 The Grange, East Malling, Kent ME19 6AH

Priest in Charge: The Revd Nicholas Williams
The Vicarage, 2 The Grange, East Malling, Kent ME19 6AH

Bank: Lloyds Bank, Sevenoaks Branch
83 High Street, Sevenoaks, Kent TN13 1LG

Independent Examiner: Mr Peter Mitchell ACMA CGMA
18 Leney Road, Wateringbury, Kent

During the year the following served as members of the PCC:

Ex-officio:

Priest in Charge: The Revd Nicholas Williams

Reader: Miss Dawn Page
Wardens: Miss Dawn Page
Mrs Ros Hutchins

Elected to Deanery Synod: Miss Dawn Page

Elected Members: Mrs Sandra Corby
Mrs Linda Hoskins
Mr Freddie Cumber
Mrs Rita Bourlet
Mrs Janet Gorin (co-opted)
Mrs Kirstie Martin

Sub Committees: the following smaller committees report to the PCC.

Standing Committee: Overall Organisation and Finance.
Mission Committee: Services and Preparation, Children's Church and Youth Groups.
Fund Raising Committee: Organising various Functions and Events.
Fabric Committee: Church Building and Churchyard.

Electoral Roll: There were 23 Parishioners on the Electoral Roll at 31 December

Annual Report for the Year Ended 31 December 2017

Financial Review

The PCC continued to minimise its expenditure and to optimise on Fund Raising. A deficit of £1129 was reported on the Unrestricted Funds due to the exceptional costs for the upkeep of the Churchyard and the balance of the cost of work on the Window and Spire repairs after contributions from other Funds. The profile of the individual Receipts and Payments accounts otherwise followed the trends of previous years.

The church was able to fulfil its share of the Benefice costs and was able to pay a small sum of £600 to the Diocese under the new Parish Contribution Scheme. Thanks to the Fund Raising Team a large contribution was made towards income from the many and varied activities and events.

The result of the Stewardship Campaign in 2005, continues to provide revenue but at a declining trend. However new planned giving has been forthcoming.

Reserves Policy

It is the policy of the PCC to maintain unrestricted funds, which are free reserves of the charity, at a level which equates to approximately six months unrestricted expenditure. This would provide sufficient funds to cover management and administration and support cost to respond to emergency applications for grants which arise from time to time.

Plans for Future Periods

The need for consolidation and good housekeeping will continue in the short term.

To maintain a Reserve Fund in accordance with Prudency Regulation Policy levels.

Funds held as Custodian on behalf of Others

The PCC holds cash in its bank accounts on behalf of the Testonites. This Fund is managed at the discretion of the Testonites who raise monies as a Group of Parishioners, mainly the choir and their friends presenting an annual stage production in the Village Hall. The Fund is used from time to time when they decide to spend a specific sum of money, normally on Capital Items.

Financial Statements

These are attached and include Receipts and Payments accounts for all the Funds, and a Statement of Assets and Liabilities with appropriate notes.

Independent Examiners Report

This is attached.

Approved by the PCC on 20th March ²⁰¹⁸ 2017 and signed on their behalf by The Reverend Nicholas Williams.

Dave Page (Vice Chair)
20.3.18

*(Revd. Nicholas Williams
absent from Meeting)*

PAROCHIAL CHURCH COUNCIL OF ST PETER & ST PAUL'S CHURCH, TESTON

Financial Statements for the Year Ended 31 December 2017

Movements in Designated and Restricted Funds during year	2017 £	2016 £
Reserve Fund - Designated Fund		
Receipts - Transfer from General Fund	0	2500
Payments - Transfer to General Fund	0	600
Excess Receipts over Payments	0	1900
Bank Current and Deposit Accounts at 1 January 2017	7500	5600
Bank Current and Deposit Accounts at 31 December 2017	<u>7500</u>	<u>7500</u>
.....		
Parish Share Fund - Designated Fund		
Receipts - Transfer from General Fund	0	0
Payments - Parish Share Contribution to Diocese	0	600
Excess Receipts over Payments	0	-600
Bank Current and Deposit Accounts at 1 January 2017	0	600
Bank Current and Deposit Accounts at 31 December 2017	<u>0</u>	<u>0</u>
.....		
Church Repair Fund - Designated Fund		
Receipts - Annual Interest	10	9
Payments	0	0
Excess Receipts over Payments	10	9
Bank Current and Deposit Accounts at 1 January 2017	3090	3081
Bank Current and Deposit Accounts at 31 December 2017	<u>3100</u>	<u>3090</u>
.....		
Total Designated Fund Balances -Included in Unrestricted	<u>10600</u>	<u>10590</u>
Organ & Window Fund - Restricted Fund		
Receipts - Restricted Donations for Organ and Window Repairs	542	3000
Payments - Contribution towards Window Refurbishment	3000	0
Excess Payments over Receipts	-2458	3000
Bank Current and Deposit Accounts at 1 January 2017	4140	1140
Bank Current and Deposit Accounts at 31 December 2017	<u>1682</u>	<u>4140</u>
.....		
Churchyard Fund - Restricted Fund		
Receipts -	0	0
Payments -	0	0
Excess Receipts over Payments	0	0
Bank Current and Deposit Accounts at 1 January 2017	2479	2479
Bank Current and Deposit Accounts at 31 December 2017	<u>2479</u>	<u>2479</u>
.....		
Testonites Fund - Restricted Fund		
Receipts - Restricted Fund Raising and Interest	1014	907
Payments	2400	0
Excess Payments over Receipts	-1386	907
Bank Current and Deposit Accounts at 1 January 2017	3014	2107
Bank Current and Deposit Accounts at 31 December 2017	<u>1628</u>	<u>3014</u>
.....		
Total Restricted Fund Balances	<u>5789</u>	<u>9633</u>

PAROCHIAL CHURCH COUNCIL OF ST PETER & ST PAUL'S CHURCH, TESTON

Financial Statements for the Year Ended 31 December 2017

Receipts & Payments Accounts

	Unrestricted Funds £	Restricted Funds £	TOTAL 2017 £	TOTAL 2016 £
RECEIPTS				
<i>Voluntary Receipts</i>				
Planned Giving	3747		3747	3344
Collections at Services	1356		1356	1413
All Other Giving - Donations	321		321	3424
Grant Parish Council	250		250	250
Legacy			0	0
Gift Aid Recovered	787		787	800
	<u>6461</u>	0	<u>6461</u>	<u>9231</u>
<i>Activities for Generating Funds</i>				
Fund Raising Events	9116	1549	10665	10131
<i>Investment Income</i>				
Bank and CRF Interest	0	17	17	12
<i>Church Activities</i>				
Fees - Weddings & Funerals	2293		2293	3296
Total Receipts	17870	1566	19436	22670
PAYMENTS				
<i>Church Activities</i>				
Diocesan Parish Contribution	600		600	600
Benefice Ministry Costs Salaries/Stipend	6480		6480	2694
Church Running Expenses	8124	5400	13524	5577
Church Utility Bills	2382		2382	3081
	<u>17586</u>	<u>5400</u>	<u>22986</u>	<u>11952</u>
<i>Cost of Generating Funds</i>				
Fund Raising Events	1413		1413	1604
Total Payments	18999	5400	24399	13556
Excess Payments over Receipts	-1129	-3834	-4963	9114
Transfers between Funds			0	0
Bank & Other Accounts at 1 January 2017	7490	20223	27713	18600
Bank & Other Accounts at 31 December 2017	6361	16389	22750	27714

PAROCHIAL CHURCH COUNCIL OF ST PETER & ST PAUL'S CHURCH, TESTON

Financial Statements for the Year Ended 31 December 2017

Statement of Assets and Liabilities

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Monetary Assets				
Lloyds Bank Current Account	6361		6361	7490
Lloyds Bank Deposit Account	7500	5789	13289	17133
Rochester Diocesan Savings Account	3100		3100	3091
Total	16961	5789	22750	27714

Fixed Assets

Moveable Church Furnishings are included in the Inventory and are vested in the wardens on special trust.

Debtors and Sundry Assets

It is estimated that there is £900 in tax to be recovered from the Inland Revenue. The Tax Claim will be made in January 2017.
There is a small amount of oil in the bank.

Creditors & Sundry Liabilities

There is a small accrual for Electricity.

NOTES :

- Accounting Policies - the Financial Statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- Charitable Aid monies of £669 were collected from services; door-to-door collections and boxes. Cheques were issued by the Treasurer to the respective Charities. The PCC acts as agent.

Approved by the PCC on 20th March 2017 and signed on their behalf by The Reverend Nicholas Williams. Prepared by Rosalind Hutchins Churchwarden

Independent Examiners Report to the PCC of St Peter and St Paul, Teston

I report on the accounts for the year ended 31st December 2017 attached to the Annual Report.

Respective responsibilities of the Trustees and Independent and Independent Examiner

The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- # examine the accounts under section 145 of the 2011 Act;
- # follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- # state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

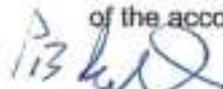
My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of accounting records kept by the PCC 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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

- 1 which give me reasonable cause to believe that in any material respect the requirements
 - # to keep accounting records in accordance with s.130 of the 2011 Act; or
 - # to prepare accounts which accord with these accounting records 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.


Peter Mitchell ACMA CGMA
18 Leney Road
Wateringbury
Kent M

23rd March 2018