



**Warfield Church**  
**Annual Parochial Church Meeting**  
**2<sup>nd</sup> April 2019**

## **WARFIELD PARISH**

Annual meeting of Parishioners  
to be held at 7.30pm on Tuesday 2 April 2019  
at St Michael's Church, Church Lane, Warfield RG42 6EE  
to lead into the 2019 Annual Parochial Church meeting

### **PART 1 – ANNUAL MEETING OF PARISHIONERS**

1. Welcome
2. Worship and Dwelling in the Word
3. Appointment of Clerk to the meeting
4. Minutes of meeting held on 25 April 2018
5. Appointment of two Churchwardens (by prayerful agreement)
6. Appointment of Assistant Wardens (proposed by Church Wardens)
7. Prayer for the Churchwardens led by Catharine Mabuza

### **PART 2 – ANNUAL PAROCHIAL CHURCH MEETING**

1. Apologies for absence
2. Minutes of meeting held on 25 April 2018
3. Keynote address
4. Elections
  - (i) Election of four members to serve on the Deanery Synod
  - (ii) Election of six members to serve on the PCC (4 x 3 yrs; 1x 2 yrs; 1x 1 yr appointments)
5. Church membership and leadership
  - (i) Presentation of Electoral Roll
  - (ii) Licenced Lay Ministers to be PCC members
  - (iii) Approval of the list of Sidespeople
6. Audited accounts 2018
7. Appointment of independent examiner for 2019
8. Wardens' report
9. Report on proceedings of the Deanery Synod and of the PCC
10. Opportunity for any questions on matters not covered by earlier items
11. Presentations
12. Closing prayers

**WARFIELD PARISH  
ANNUAL PAROCHIAL CHURCH MEETING**

Minutes of the Annual Parochial Church meeting held at 8.45pm on Wednesday 25 April 2018 at St Michaels Church, Church Lane, Warfield RG42 6EE

**Present:** Catharine Morris (Chair) and 88 members of the electoral roll (see Appendix).

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

**Apologies:** Emmanuel Acquah; Mark Andrews; John Banstead; Sue Banstead; Thelma French; Richard Hardyman; Stuart Ingwell; Andy Medlicott; Amanda Palethorpe; Brenda Slack; Fred Slack; Katie Urban; and Wendy Wickens.

**18.00 Minutes**

The minutes of the Annual Parochial Church meeting held on 26 April 2017 were agreed as a true a record and signed by the Chair.

**18.01 Key note address**

Catharine Morris addressed the congregation, thanking members for their welcome and encouraging them to participate in Warfield's journey of discovery into the new thing God plans for the Parish.

**18.02 Appointments to Deanery Synod**

3 nominations had been received for a maximum of five places; Adam Brown, Amanda Palethorpe and David Ritchie were duly elected.

**18.03 Appointments to PCC**

3 nominations had been received for a maximum of five places; Marion Drew, Will Lindsay and Sharon Wignall were duly elected.

**18.04 Electoral roll**

The electoral roll comprised 618 names (2016 figures shown in brackets), made up of members of the congregations as follows:

St Michaels – 279 (270)

All Saints – 97 (103)

Encounter - 23

Eternity Bullbrook – 46 (46)

St Andrews – 43 (42)

St Peters – 130 (128)

The Chair thanked Annie Stok, Electoral Roll Officer, and Katie Urban for their work on updating the Roll.

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

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

**18.06 Approval of the list of sidespeople**

Sidespeople were appointed as follows:

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

**All Saints** - Liviu Abalonin, Steve Hookings, Wayne Wignall, Yatrik Unadkat;

**Encounter**:- Paul Crowhurst, Kevin Meeks, Kevin Slaughter;.

**Eternity Bullbrook:-** Paul Allen, Cheryl Bradford, James Bradford, Rosemary Buckingham, Liam Doherty, Vicky Doherty, Rachel Emmett, Rob Emmett, Elaine Faluyi, Osas Faluyi, Bridget Godding, Faye Noel, Leon Noel, Sarah Russell, Andy Russell and others who attend life groups;

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

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

**18.07 Audited accounts 2017**

Catriona Cappleman, Treasurer, presented the accounts for 2017 and outlined the budget for 2018, highlighting the need for an increase in giving if Warfield was to be able to continue and expand its ministry.

**18.08 Appointment of independent examiner**

On the recommendation of the PCC, Radford and Sargeant were appointed as independent examiner for 2018.

**18.09 Wardens' report**

Alan Ridell presented the Wardens' report. He paid tribute to all involved in leadership at Warfield and the various areas of church ministry, thanking his wife and family and Andy and Jan Glaze for the support they had given him personally in his role as Church Warden. The meeting received the annual report.

**18.10 Deanery and PCC reports**

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

**18.11 Question and answer session**

One question had been received in advance of the meeting: Anna Ryan had asked how much the Parish spent on disposable coffee cups in a year. The Chair reported that, in 2017, the spend had been £1,056.67, which equated to £2.54 per service. She hoped that environmental issues and stewardship of resources would be an area which would be reviewed within Warfield over the coming years.

**18.12 Presentations**

The Chair thanked the senior leadership team and members of the congregations, children's and youth ministries, PCC and subcommittees, those involved in maintaining the buildings and grounds and the staff team for their contributions to Warfield's ministries. She paid tribute to the Church Wardens for their dedication and support and presented their wives with flowers to thank them also for their support for this work.

**18.13 Close**

The meeting closed with sung worship and prayer.

Chair:

Date:

**THE PAROCHIAL CHURCH COUNCIL FOR THE ECCLESIASTICAL  
PARISH OF WARFIELD  
REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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## Legal and Administrative Information

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

## Council Membership

Members of the PCC (Trustees) are either ex officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. The following served as members of the PCC during 2018:

Vicar	Rev Catharine Mabuza (from 3.1.18)
Assistant Minister:	Rev Nigel Richards (until 16.9.18)
Churchwardens:	Mr Andy Glaze Mr Alan Ridell (until 22.5.18) Mrs Annie Street (from 22.5.18)

### **PCC 2017/2018**

Licensed Lay Ministers on PCC:  
Sam Mortimer  
Katie Urban

### **PCC 2018/19**

Licensed Lay Ministers on PCC:  
Sam Mortimer  
Katie Urban (until 31.10.18)

### Deanery Synod members:

Michael Bentley  
Jan Glaze  
Richard Page  
Maggie Walker  
Richard Walker

### Deanery Synod members:

Michael Bentley  
Adam Brown  
Jan Glaze  
Amanda Palethorpe  
David Ritchie  
Maggie Walker  
Richard Walker

### Elected members:

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

### Elected members:

Ted Auld  
Elizabeth de Bell  
Catriona Cappleman  
Paul Crowhurst  
Marion Drew  
Elaine Faluyi  
Will Lindsay  
Tim Street  
Ric Vicary  
Sharon Wignall

Co-opted member (until 25.4.18):  
David Ritchie

PCC Secretary: Anne Harling

Electoral Roll Officer: Annie Stok (until 22.9.18); Fay Philp (from 24.11.18)

Treasurer: Catriona Cappleman



# Warfield PCC Trustees Annual Report for the year 2018

## Aims and Purposes

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

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

### Aim

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

### Purpose

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

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

## Objectives and Activities

### Strategic Objectives

In 2013 the Warfield Strategic Plan was endorsed by the Parochial Church Council; it set out four strategic priorities which were extant for 2018:

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

## 2018 Overview

2018 was a year of transition for Warfield Church. Revd Catharine Morris was inducted as Vicar of the parish on January 3<sup>rd</sup> 2018. She subsequently became Revd Catharine Mabuza when she married on May 26<sup>th</sup> 2018.

At the induction service, The Rt Revd Andrew Proud, Bishop of Reading, encouraged Warfield Church to pause (in the midst of our activity) to look (to what God is doing amongst us) and to listen (for what God might have in store for Warfield Church next). Through the year, we sought to do this by Dwelling in the Word at most of our meetings and by increasing the number of opportunities for corporate prayer. Themes that came through included a belief that God wanted to do a new thing amongst us (Isaiah 43, especially v.19) and that he wanted to release a new joy across Warfield Church (Isaiah 35). As we moved through the year, we became aware of new shoots of life and hope coming up in a number of different places, like new life in a dry land.

Whilst seeking to heed Bishop Andrew's charge to pause and to watch and listen and pray, there was also a great need to pay attention to the staffing provision as it was, and as it developed through the year, and to begin to look at the shape of Warfield Church going forwards. There was already intention to recruit a Children and Families Pastor but in May 2018 the PCC agreed to increase this provision from part time to full time, which in turn led to the successful appointment of Adrian Laws in August 2018.

Meanwhile, there were also changes in the administrative staffing, detailed below. This left a situation whereby four out of the five agreed support staff posts were left unfilled, which gave opportunity for a full review of staffing needs during the Autumn of 2019, before recruiting to the posts as they had been. In January 2019, the PCC agreed a new staffing structure, which included the immediate recruitment of a Church Administrator for 20 hours per week and a Facilities Co-ordinator for 30 hours per week.

In July 2018, Revd Nigel Richards was appointed to be the next Vicar of Dedworth, and we said farewell to Nigel and Rosie in September 2018. This gave opportunity for us to recruit two Associate Ministers at the same time, and to look as a whole at what their responsibilities should be. We agreed that one new Associate Minister would lead St Michael's and St Peter's congregations, and that one would lead St Andrew's and Eternity Bullbrook congregations. David Ritchie, the current lay Associate Minister would continue to lead the congregations of All Saints and Encounter. There followed one unsuccessful round of advertising, and then after re-advertising, we successfully recruited Revd David Brown and Revd Michelle Porter-Babbage, who were licensed to the parish on March 10<sup>th</sup> 2019.

Leadership structures remained largely unchanged during the year, with the Senior Leadership Team (Vicar, Wardens, Associate Ministers and, until October 2018, the Operations Manager); the Warfield Leadership Team, as set up during the vacancy and detailed in the 2017 report, and congregational Leadership Teams

## Activities

The activities at Warfield Church can be described as 'Warfield church-wide' and local to congregations and aim to implement our strategic objectives by providing activities for members and non-members, of all ages and abilities, engaging with the community and supporting churches beyond our parish boundaries, in this country and across the world. The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

### 1. Warfield Church-wide:

- a. **Occasional Offices** – Baptisms, weddings and funerals.
- b. **Closer** - Church-wide evening service was held at 6.30pm at St. Andrew's until July 2018. Closer offered a variety of styles of service but with a focus on drawing closer to God through sung worship, testimonies, prayer and in-depth teaching.
- c. **Mid-week Communion Services** – There is a mid-week communion service at St Andrew's every Wednesday. There are three monthly communion services: "God in Quiet" in St Michael's; Communities Communion in Bullbrook Community Centre; and on Warfield Park, the static mobile home site where outreach work started in 2016.

- d. **Joint Services** – when all the Warfield congregations come together to meet in one location. These are held two to three times a year.
- e. **Youth & Children's Work** - Warfield Church has lots of opportunities for young people and children, many of which are outreach to non-church families:
  - i. Little Starz is a toddler group for under 5's which meets on Mondays and Tuesdays at St. Michael's. Activities include a bouncy castle, play, craft, songs, musical instruments, ribbons, parachutes, puppets, prayer and story. We usually see around 30 – 40 toddlers at each session.
  - ii. All Starz is our Friday night Kids Club with an average weekly attendance of around 80 primary age children - over 140 different children attended at least once during 2018. It is jam-packed with fun, games, prizes, crafts, bouncy castle, tuck, fantastic songs and the Christian message.
  - iii. Primary School Assemblies. We have contact with 8 local primary schools that are keen to engage with Warfield Church. Assemblies and lessons are part of the Children and Families' Pastor's job description, and our congregations are vital in ministering in the schools in 'their patch'.
  - iv. Kidzchoir is for children aged 5 and over and gives kids the opportunity to sing and learn in a fun and relaxed atmosphere. It runs fortnightly with an average of around 10 children each week.
  - v. Year 6 Events. Year 6 is a year of transition from primary to secondary school and the church has a vital role to play at this time. We provide many year 6 social events, jointly run by our children and youth leaders, to help build relationships between the youngsters and the leaders who will be investing in them next. During each summer term, all of our year 6's can attend both our children's and youth programmes. These events normally have 15 – 40 young people attending.
  - vi. Relentless. Relentless is for young people of secondary school age and meets on a Friday night from 7.45pm to 9.30pm. It starts with a free choice of games, crafts, games consoles, pool, table tennis, spa, etc. then moves into a time of fun, worship and a talk. Around 60 young people attend each week.
  - vii. Year 10+ Events. Every month we run a life group for our year 10+ young people, alternating between meeting in a home and a social event elsewhere. 5-15 young people attend this group.
  - viii. Youth Life Groups. We now have a life group meeting weekly which has around 15 young people attending. One of our congregations also run a year 6 life group for their young people.
  - ix. Forums. The leaders of each of these ministries are all part of a parish-wide children or youth forum who meet regularly to share, bless and encourage one another as well as plan future events and programmes.
  - x. Secondary Schools and College - Adam our Youth Pastor is also involved with Ranelagh C of E school and Bracknell and Wokingham College on a weekly basis and is currently talking to Garth about how best to get involved with them.
  - xi. Relentless split streams - We noticed that fewer and fewer of our older young people were coming to Relentless so we created a split stream. This means that after the free time at the beginning of the night we then gather the year 11's and under into the church and the year 12 -13 into the parish rooms. This way they have their own sessions, we also run a year 12 & 13's afterhours twice a month where they can chill out and eat waffles together. This has been a great success and we now have more year 12 & 13's than ever.
  - xii. Year 10-13 Socials - As well as the above we also run monthly socials for the year 10-13's so they can bond together and build deeper relationships with our youth team.
- f. **Autumn Club** - This is an afternoon tea in the parish room for older folks and is open to all. It runs every 4-6 weeks. In the summer, Autumn Club runs 'Holiday at Home', providing a few days of fun without going away.

- g. **Pilgrim Hearts** - Founded in 2000 by Warfield members, Pilgrims Hearts is an inter-denominational Christian charity which uses creative arts to open up the hearts of all. They work through many churches in the Bracknell area and currently engage with the homeless in Bracknell - running a drop-in centre based at St Andrew's and night shelter hosted by many local churches of all denominations.
  - h. **Cameo** is a group that provides worship and teaching specifically to meet the needs of adults with learning disabilities and is jointly supported by Warfield Church and Easthampstead Baptist Church.
  - i. **CBS** - Warfield Church hosts weekly CBS groups ([www.communitybiblestudy.org](http://www.communitybiblestudy.org)) for structured Bible Study (daytime and evening).
  - j. **Support to Bracknell Deanery and Oxford Diocese** - Members of Warfield Church have acted as Deanery Lay Chair and Deanery Secretary, been members of the Deanery Standing and Pastoral committees, been a Deanery Lay representative on Diocesan Synod and a Berkshire Area Lay representative on Bishop's Council.
  - k. **Support to the world-wide church** - Warfield Church has a strong emphasis on developing partnerships with overseas mission partners, whom we uphold through prayer, financial giving and visits, both of teams to partners and of partners to Warfield. This enables us not only to support the work directly, but also fosters a culture of generous and unselfish concern for other parts of Christ's body. Mission partners are decided upon at congregational leadership level. In 2018 a budget of £48,000 was spent on the world-wide church, which represents 10% of unrestricted church income. 80% went to mission partners, with the remainder spent on requests for support on a short-term basis.
2. **Local to Congregations:** Warfield Church has many congregations meeting in different locations and with their own leadership teams and budgets. These congregations engage with their communities to "do church". It is important to note that this is much more than just meeting for a church service on Sundays. The members of the congregations build strong, caring relationships with each other, and have active social and pastoral care networks, and have their own Life Groups. They meet in six locations on a Sunday for church services. These locations are:
- a. St Michael the Archangel, Warfield – two congregations
  - b. St Andrew's, Priestwood
  - c. All Saints, Warfield School in All Saints Rise
  - d. St Peter's, Whitegrove School
  - e. Eternity Bullbrook, Holly Spring Junior School
  - f. Encounter Church, Warfield School in Woodhurst Park – Sunday afternoon

All our congregations run children's work on a Sunday and most run youth work too. Each has a vibrant programme which aims to teach and disciple our children in the Christian faith and help them to develop their own relationship with God.

As well as Sunday congregations, there is the Warfield Park congregation on the mobile home site, where there is a monthly Communion service in the Community Centre.

There are two church buildings in the parish, St Michael the Archangel and St Andrew's. The St Michael's site also includes the Parish Rooms, which contain a large meeting hall, kitchen, toilets, a small meeting room and, not least, the church office. The church also owns a house in Warfield, currently rented to a private tenant.

## Achievements and Performance

### Staff Vacancies, Appointments and Recruitment

The following staff changes occurred during the year:

- Alison Burt finished employment as Occasional Offices Administrator (50% salaried) in April 2018.
- Tom Holloway and Nathan Holbrough were Youth Work Year-Out Workers (60% volunteers) until July 2018.
- Sandra Barron finished employment as Finance Administrator (40% salaried) in August 2018.

- Alison Wilkins took over the Finance role immediately, beginning in August 2018.
- Adrian Laws began work as Children and Families' Pastor in August 2018.
- Revd Nigel Richards served as Interim Associate Priest from April 2017 to September 2018, serving in many ways, especially alongside the Eternity Bullbrook and St Peter's congregations.
- Katie Urban finished as Operation Manager (full time salaried) in October 2018.
- There were three temporary staff, recruited through an agency, between April 2018 and October 2018.
- Richard Page began employment as Temporary Office Administrator in October 2018 and finished in January 2019.
- From October to Christmas, eight volunteers helped to provide office cover.
- There were interviews for two Associate Minister post in December 2018, leading to appointments for 2019.

### Average Sunday Attendance

Warfield Church's Average Sunday Attendance figures for 2018 were as follows:

- Child: 130 (compares with average for 2013-2018 of 165)
- Adult: 312 (compares with average for 2013-2018 of 345)

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

Year	2014	2015	2016	2017	2018
Electoral roll	561	584	632	589	618
Average Sunday Attendance – adult	316	364	363	331	312
Average Sunday Attendance – child	264	167	139	133	130

### Into 2019 and beyond

On the first Sunday of 2019, Revd Catharine Mabuza preached a sermon which was delivered by video to all congregations, launching 2019 as a year of HOPE, and giving a verse for the year from Ephesians 1:18-19:

*I pray that the eyes of your heart may be enlightened  
in order that you may know the hope to which he has called you,  
he riches of his glorious inheritance in his holy people,  
and his incomparably great power for us who believe.*

2019 will also be a year of much transition, as was 2018, but by the end of the year, we expect to be in a much more settled state, with a fuller staff team than there has been since the end of 2016.

On the agenda for 2019 are:

- Continuing to wait upon God to seek his direction
- Welcoming new team members to the posts of Associate Minister (two), Church Administrator, Facilities Co-ordinator, and office volunteers
- Working at team development especially within the Senior Leadership Team, the staff team, and the congregational leadership teams
- Re-connecting with the mission of
  - Connecting people to Jesus (Luke 19:10),
  - Equipping those people for works of service (Ephesians 4:12) and
  - Releasing them into their God-given calling (Ephesians 2:10)
- Establishing a Giving Group to lead on increasing giving across Warfield Church
- Providing an Alpha Course – to create an opportunity for people to explore the meaning of life and a new (or renewed) relationship with God the Father through Jesus Christ and the working of the Holy Spirit
- Growing Leaders Course – to develop leadership skills and confidence for our lay leaders

### Risk Management

The PCC regularly reviews any major risks encountered by the church and takes appropriate action to manage and minimise those risks in accordance with best practice.

## Review of Financial Activities and Affairs 2018

In 2018, income was down compared with 2017 and expenditure up, resulting in a deficit of £15,000. The reduction in income was mainly due to fewer one-off donations and the rise in expenditure mainly to higher staff costs.

In the summer we introduced the Parish Giving Scheme, whereby regular giving is made by direct debit and gift aid received on a monthly basis. About half of our regular donors transferred to the scheme and a number of people started to give regularly, which improved our cash flow management. The scheme was introduced as part of a month-long giving initiative.

### Income

In 2018, Warfield Church's total income was £527,565, a significant fall from the £571,000 received in 2017, when a significant amount in one-off gifts was received. £342,527 of this was from planned and one-off gifts on which £87,125 gift aid was claimed.

The giving initiative held in the middle of the year helped to increase monthly regular giving following a decrease in the first half of the year. At the end of the year, the amount we received from this regular monthly giving equalled the amount received in 2017. To sustain and grow our mission and ministry, further increases in giving are needed.

### Expenditure

Total expenditure was £558,157. This was up from £534,129 in 2017. Substantial factors in this increase are higher staff costs, a significant increase in parish share, and expenditure on property maintenance. Our Youth Pastor, who started in September 2017, was employed for the full year and we hired a Children and Families Pastor in August. Due to a lack of permanent office staff, we spent £13,436 on temporary agency staff. Expenditure on property maintenance included work on an extension to the graveyard and to trees in the churchyard and repairs to the St Michael's heating system.

The net result is a deficit of £14,998; this includes a gain in the value of the house in Portia Grove of £12,500 and a gain on the CBF investment account of £3,094.

### Reserves

Our cash reserves amount to £162,815, made up of £137,929 in unrestricted funds and £24,886 in restricted funds. The investment fund, valued at £172,311 at 31/12/2018, is also relatively easily accessible, giving total unrestricted reserves of £310,240.

The value of the investment fund increased less than in 2017 and the value actually fell between July and December 2018. Because of this and the uncertainties surrounding Brexit, the PCC agreed in the autumn to sell and invest the proceeds in safer, fixed rate savings accounts. This was done in February 2019.

### Reserves Policy

The PCC seeks to maintain at least two months' average expenditure in reserves. This currently amounts to around £100,000. In 2018 it was agreed to put £5,000 a year into a designated fabric fund for unexpected fabric expenditure.

As our total cash reserves are well in excess of the two months' average expenditure figure, since 2018 we have planned significant amounts of one-off and capital expenditure. In 2019, we plan to spend £77,000 on capital projects, including several of the projects originally planned for 2018. A small operating deficit is budgeted for 2019 and further increases in giving will be sought to break even.

In summary:	Cash reserves	£162,815		
	Investment account	£172,311	Total	£335,126
Of which	Restricted funds	£ 24,886		
	Two month's expenditure	£100,000		
	Fabric fund	£ 10,000		
	2019 one-off/capital expend.	£ 77,000		
	2019 budget deficit	£ 9,763	Total	£220,949
	Unallocated unrestricted reserves			£114,177

### Risks and uncertainties

There is a risk that expenditure continues to exceed income. The 2019 budget has been drawn up to include a £10,000 operating deficit, which can be met out of current unallocated unrestricted reserves. A giving group is being set up to look at ways of increasing income.

### Other creditors

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

## **Structure, Governance and Management**

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

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The full PCC met ten times during 2018, including two Saturday away-days.

Warfield PCC does a lot of its work through sub-committees. The Standing Committee carries on any business required between meetings. The HR committee looks after all matters relating to paid staff employed by the PCC. The finance committee keeps an eye on all financial matters and prepares the budget and accounts each year. The mission committee is responsible for the budget allocated to mission partners and organisations outside the parish. There is also a Staff Remuneration Committee.

### **Related parties**

In 2018, a donation of £2,000 was made from the mission budget to Christian Concern for One World, of which Catriona Cappleman (PCC Treasurer) is a trustee. In 2017 a donation of £600 was made from the mission budget to the son of a PCC member, Jeremy Mortimer (son of Sam Mortimer). Neither PCC member took part in the decision to grant these sums. The decisions to make these grants were made by the mission committee.

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

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

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

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

## WARFIELD PAROCHIAL CHURCH COUNCIL

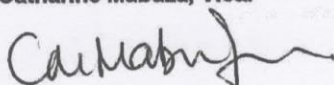
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed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

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

On behalf of Members of the PCC:

Catharine Mabuza, Vicar

Date: 19 March 2019





## WARFIELD PAROCHIAL CHURCH COUNCIL

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

I report on the accounts of the church for the year ended 31 December 2018 which are set out on pages 14 to 26.

#### Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

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

#### Basis of Independent Examiner's report

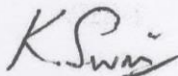
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

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

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

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kim Swain MA (Oxon) FCA

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

20 March 2019

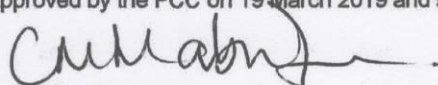
		Unrestricted TOTAL	Restricted	TOTAL
		funds 2017	funds	2018
		£	£	£
	£			
	Note			
INCOME				
Voluntary income	2(a) 510,952	461,247	8,000	469,247
Income from investments	2(b) 14,432	14,505	-	14,505
Church activities <u>45,680</u>	2(c)	<u>43,813</u>	<u>-</u>	<u>43,813</u>
TOTAL INCOME		<u>519,565</u>	<u>8,000</u>	<u>527,565</u>
	<u>571,064</u>			
EXPENDITURE				
Church activities	3 <u>534,129</u>	<u>550,286</u>	<u>7,871</u>	<u>558,157</u>
TOTAL EXPENDITURE		<u>550,286</u>	<u>7,871</u>	<u>558,157</u>
	<u>534,129</u>			
NET INCOME/(LOSS) BEFORE INVESTMENT GAINS		(30,721)	129	(30,592)
	36,935			
NET GAINS ON INVESTMENTS		<u>15,594</u>	<u>-</u>	<u>15,594</u>
	<u>19,166</u>			
NET INCOME/(LOSS) AND MOVEMENT IN FUNDS		(15,127)	129	(14,998)
	56,101			
TRANSFER BETWEEN FUNDS		689	(689)	-
	-			
TOTAL FUNDS BROUGHT FORWARD		<u>809,466</u>	<u>45,655</u>	<u>855,121</u>
	<u>799,020</u>			
TOTAL FUNDS CARRIED FORWARD		<u>795,028</u>	<u>45,095</u>	<u>840,123</u>
	<u>855,121</u>			

# WARFIELD PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AT 31 DECEMBER 2018

			2018	2017
			£	£
	Notes			
<b>FIXED ASSETS</b>				
Tangible	7		499,661	486,458
Investments	8		<u>172,311</u>	<u>169,217</u>
			671,972	655,675
<b>CURRENT ASSETS</b>				
Debtors and prepayments	9	19,164		31,134
Cash at bank and in hand		<u>162,815</u>		<u>182,484</u>
		181,979		213,618
<b>LIABILITIES</b>				
Creditors – amounts falling due within one year	10	(13,828)		(14,172)
<b>NET CURRENT ASSETS</b>			<u>168,151</u>	<u>199,446</u>
<b>TOTAL NET ASSETS</b>			<u>840,123</u>	<u>855,121</u>
<b>PARISH FUNDS</b>				
Unrestricted			795,028	809,466
Restricted	11		<u>45,095</u>	<u>45,655</u>
			<u>840,123</u>	<u>855,121</u>

Approved by the PCC on 19 March 2019 and signed on its behalf by:



Revd Catharine Mabuza  
PCC Chair

## CASH FLOW STATEMENT AT 31 DECEMBER 2018

	2018	2017
	£	£

<b>Net cash from operating activities</b>	(12,840)	
41,729		
<b>Cash flows from investing activities</b>		
Interest and rent from investments	14,505	14,432
Fixed asset investments	(21,334)	(39,762)
<b>Net cash (used in) investing activities</b>	(6,829)	
(25,330)		
<b>Change in cash and cash equivalents in the reporting period</b>	(19,669)	
16,399		
<b>Cash and cash equivalents at 1 January</b>	<u>182,484</u>	
166,085		
<b>Cash and cash equivalents at 31 December</b>	<u>162,815</u>	
182,484		
<b>Reconciliation of net income to net cash flow from operating activities</b>		
<b>Net income for the period</b>	(14,998)	
56,101		
<b>Adjustments for:</b>		
Depreciation charges	19,948	
16,876		
Gains on investments	(15,594)	
(19,166)		
Interest and rent from investments	(14,505)	
(14,432)		
Loss on disposal of fixed assets	683	845
Decrease/(increase) in debtors	11,970	
(8,185)		
(Decrease)/Increase in creditors	(344)	
<u>9,690</u>		
<b>Net cash provided by operating activities</b>	<u>(12,840)</u>	
41,729		
<b>Analysis of cash and cash equivalents</b>		
Cash in hand	166	104
Cash at bank	<u>162,649</u>	
182,380		
	<u>162,815</u>	
182,484		

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 December 2018

### **1. ACCOUNTING POLICIES**

#### **1.1 Basis of preparation**

Warfield Parochial Church Council ("The PCC") is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions and the Charities SORP(FRS102).

#### **1.2 Income recognition**

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

Income from investments is recognised when receivable.

#### **1.3 Expenditure recognition**

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

### **1.4 ASSETS**

#### **1.4.1 Consecrated and benefice property**

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

#### **1.4.2 Moveable church furnishings**

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

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

#### **1.4.3 Tangible fixed assets**

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

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

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

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

#### **1.4.4 Investments**

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

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

#### **1.4.5 Stock**

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

#### **1.4.6 Pensions**

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

### **1.5 FUNDS**

#### **1.5.1 Unrestricted Funds**

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

#### **1.5.2 Restricted Funds**

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

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018 (continued)

## 2. INCOME

	Unrestricted TOTAL funds 2017 £	Restricted funds £	TOTAL 2018 £
<b>2(a) Voluntary income</b>			
Planned giving: Gift Aid donations 369,360	337,092	5,435	342,527
98,913 Tax recoverable	85,560	1,565	87,125
16,579 Other	18,811	-	18,811
Collections: (open plate) 23,432	19,784	-	19,784
Grants:	-	1,000	1,000
<u>2,668</u>	<u>461,247</u>	<u>8,000</u>	<u>469,247</u>
<u>510,952</u>			
<b>2(b) Income from investments</b>			
Rent received 14,400	14,400	-	14,400
Bank interest	105	-	105
<u>32</u>	<u>14,505</u>	<u>-</u>	<u>14,505</u>
<u>14,432</u>			
<b>2(c) Income from church activities</b>			
Fees for occasional services 21,157	18,425	-	18,425
Under 30s 17,321	18,979	-	18,979
Church and Parish Room lettings 1,902	725	-	725
Parish-wide events 2,058	1,055	-	1,055
Other	4,629	-	4,629
<u>3,242</u>	<u>43,813</u>	<u>-</u>	<u>43,813</u>
<u>45,680</u>			

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018 (continued)

## 3. EXPENDITURE

		Unrestricted TOTAL funds 2017 £	Restricted funds £	TOTAL 2018 £
£	Notes			
<b>Church activities</b>				
Missionary and charitable giving 46,580	4	49,434	-	49,434
Diocesan parish share 173,250		184,563	-	184,563
Staff employment costs 117,518	5	143,148	-	143,148
St Michael's/Parish Rooms utilities 9,243		11,916	-	11,916
Congregational costs 45,710		35,716	-	35,716
Staff & Leadership Training 2,992		1,417	-	1,417
Clergy expenses 827		3,372	-	3,372
Clergy house upkeep 5,000		(2,888)	-	(2,888)
Hardship Fund 530		-	580	580
Under 30s 21,526		19,624	206	19,830
Parish-wide events 29,331		13,162	-	13,162
Occasional service fees paid to Diocese 9,333		12,245	-	12,245
Independent examiner's fees 3,180		3,120	-	3,120
Financial software consultancy 6,000		-	-	-
CCLI licences 3,459		2,530	-	2,530
Office and administration 23,374		25,113	-	25,113
Property maintenance 10,590		25,329	1,849	27,178
Insurance 7,965		7,773	-	7,773
Depreciation 16,876		14,712	5,236	19,948
Disposal of fixed assets 845		-	-	-
		<u>550,286</u>	<u>7,871</u>	<u>558,157</u>
<u>458,649</u>				



## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018 (continued)

### 4. MISSIONARY AND CHARITABLE GIVING

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

TOTAL	Unrestricted	Restricted	TOTAL
	funds	funds	2018
	£	£	£
2017			
£			
Milan & Shusma Adhikari Nepal 6,500	6,000	-	6,000
Krasif Aid 6,500	5,250	-	5,250
Christians Against Poverty (CAP) 1,900	2,000	-	2,000
St Peter's Life Line Kenya 4,750	5,000	-	5,000
Compassion 600	600	-	600
Clemisons (YWAM) 9,250	7,000	-	7,000
Debs Fenton (Metro Church) 3,000	2,000	-	2,000
Hands On Houses (Australia) 2,900	3,919	-	3,919
2 the Nations 4,000	4,000	-	4,000
Aanandit Church Nepal 2,250	1,030	-	1,030
Go MAD 2,900	1,750	-	1,750
Royal British Legion Poppy Fund 330	472	-	472
Rabia Aalam (CMS) -	3,000	-	3,000
Joel & Fiona Kelling (CMS) -	3,000	-	3,000
CCOW -	2,000	-	2,000
Tear Fund (toilet twinning) -	123	-	123
Paul Scott (football mission Uganda) -	500	-	500
Bishop's Outreach Fund -	1,460	-	1,460
The Children's Society -	10	-	10

	Berkshire Clergy Charity	320	-	320
-				
	Jeremy Mortimer (Bethshan Church internship)	-	-	-
	600			
	A Rocha	-	-	-
	1,000			
	Aanandit Children's Home Nepal	-	-	-
	1,000			
	M Howell (Guide trip to Kenya)	-	-	-
<u>500</u>				
		<u>49,434</u>	-	<u>49,434</u>
	<u>42,455</u>			

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018 (continued)

### 5. STAFF

#### Employment costs

	Unrestricted	Restricted	TOTAL
TOTAL	funds	funds	2018
2017			
£	£	£	£
Wages and salaries 103,974	110,032	-	110,032
Employer's NI 5,054	10,013	-	10,013
Pension contributions 5,755	8,108	-	8,108
Expense claims 2,735	1,559	-	1,559
Temporary staff	<u>13,436</u>	<u>-</u>	<u>13,436</u>
=	<u>143,148</u>	<u>-</u>	<u>143,148</u>
<u>117,518</u>			

#### Numbers of employees

The average monthly number of employees (including temporary staff) during the year was:

	2018
2017	
Administration 2.0	2.3
Operations/Management 1.0	0.8
Youth and Children 0.4	1.4
Minister (directly employed)	<u>1.0</u>
<u>1.0</u>	<u>5.5</u>
<u>4.4</u>	

### 6. MEMBERS OF THE PCC

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

Donations were made from the mission budget to Christian Concern for One World, a charity of which Catriona Cappleman is a trustee, of £2,000 in 2017, and to Jeremy Mortimer (son of Sam Mortimer) - £600 in 2017. The decision was made by the mission committee but neither PCC member, who are members of the mission committee, took part in the decisions to grant these sums.

# NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018 (continued)

## 7. Tangible fixed assets

	Land and Buildings	Investment Property	Fixtures, Fittings and equipment
Total			
£	£	£	£
<b>Cost or valuation</b>			
At 1 January 2018	31,390	412,500	229,502
673,392			
Additions	-	12,500	21,334
33,834			
Disposals	-	-	(13,994)
<u>(13,994)</u>			
At 31 December 2018	<u>31,390</u>	<u>425,000</u>	<u>236,842</u>
<u>693,232</u>			
<b>Depreciation</b>			
At 1 January 2018	2,504	-	184,430
186,934			
Charge for the year	2,504	-	17,444
19,948			
Written back on disposals	-	-	(13,311)
<u>(13,311)</u>			
At 31 December 2018	<u>5,008</u>	<u>-</u>	<u>188,563</u>
<u>193,571</u>			
<b>Net book value</b>			
At 31 December 2018	<u>26,382</u>	<u>425,000</u>	<u>48,279</u>
<u>499,661</u>			
At 31 December 2017	<u>28,886</u>	<u>412,500</u>	<u>45,072</u>
<u>486,458</u>			

### Investment Property

2 Portia Grove, Warfield

Market value

At 31 December 2018  
£425,000

At 31 December 2017  
£412,500

At 31 December 2016  
£412,500

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

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018 (continued)

### 8. Investments

	2018 £	2017 £
CBF Church of England Investment Fund – Accumulation shares		
Market value at balance sheet date of 4,675.35 shares	<u>172,311</u>	<u>169,217</u>

### 9. Debtors

	2018 £	2017 £
Income tax recoverable	16,985	29,428
Prepayments and accrued income	<u>2,179</u>	<u>1,706</u>
	<u>19,164</u>	<u>31,134</u>

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

	2018 £	2017 £
Accruals	9,279	11,205
Other creditors	<u>4,549</u>	<u>2,967</u>
	<u>13,828</u>	<u>14,172</u>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018 (continued)

### 11. Restricted funds

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

	Balance at 1			Transfer to	Balance at
31					
2018	January 2018	Income	Expenditure	Unrestricted	December
Church Bells	530	-	-	-	530
Reordering	19,585	-	3,917	-	15,668
St Andrews	5,948	-	1,218	689	4,041
St Andrew's Devt	8,186	6,250	-	-	14,436
Hardship fund	5,750	-	580	-	5,170
Roof protection	750	-	250	-	500
Churchyard	156	1,000	1,156	-	-
St Michaels's organ AV	3,750	-	-	-	3,750
St Michaels's AV	-	544	544	-	-
Youth	-	206	206	-	-
Furniss legacy	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
	<u>45,655</u>	<u>8,000</u>	<u>7,871</u>	<u>689</u>	<u>45,095</u>

### 12. Analysis of net assets between funds

	Unrestricted	Restricted	Total
	funds	funds	
	£	£	£
Fund balances at 31 December 2018 are represented by:			
Tangible fixed assets	479,452	20,209	499,661
Investments	172,311	-	172,311
Current assets	157,093	24,886	181,979
Creditors: amounts falling due within one year	<u>(13,828)</u>	<u>-</u>	<u>(13,828)</u>
	<u>795,028</u>	<u>45,095</u>	<u>840,123</u>

### 13. Financial commitments

The PCC has agreed to give £49,000 to mission organisations in 2019. At the date these accounts are approved £39,250 of this has been committed and the recipients informed.

The PCC has agreed to spend £77,000 on capital projects in 2019.

## Churchwardens Report APCM 2019

The Common Vision that Bishop Steven is rolling out across the churches in our diocese encourages us all to be a “Christ-like church”. As we know from Philippians 2 verse 5, the apostle Paul says to us “Your attitude should be the same as that of Christ Jesus ... who made himself nothing taking the very nature of a servant”. Bishop Steven is encouraging us to strive to be more contemplative, compassionate and courageous in our service of God, to those around us and to each other.

This is a big challenge for us as Christians to serve each other and our communities here at Warfield, across Bracknell and beyond. In this Wardens report for 2019 Annie and I would like to encourage you to meet Bishop Steven’s challenge, by hearing the things God is doing in and through us and working out what each of our parts should be in our exciting ministry moving forward.

In the past year, we, as a church, have thanked God for the faithful service of those who have moved away or sadly passed away; and we have celebrated the appointment of new staff and as God has brought new people to worship and serve with us. In particular we praise God for those folk who have entered into a relationship with Jesus for the first time this last year and for those whose lives have been renewed.

These joys are what makes serving God so rewarding, but of course there are many members of Warfield Church who perform acts of service for His kingdom – most of these will be through the week and unseen by many of us. We think of those who serve in our youth and children’s work activities – All Starz Sundays, Little Starz, All Starz and Relentless – and of those who make our worship services happen. On behalf of the senior leadership and all our church members and parishioners we would like to thank you for all that you do – seen and unseen. To everyone, including all those we can’t begin to list now, your work does not go unnoticed. God is pleased with you.

Since Nigel and Katie left, the senior leadership team has consisted of Catharine, David R, Annie and myself. We now welcome our new churchwarden, together with David B, Michelle, David R, Catharine and Annie as our new the senior leadership team and with them we look forward to an exciting time ahead! Please pray for, support these servants and their families, and remember a key part their ministry is to enable your ministry to flourish. To misquote President John F Kennedy “My fellow members of Warfield Church, ask not what God’s church can do for you, ask what you can do for God’s church”.

Thank you for all your service in the last year and please continue to serve and encourage others to serve in the year ahead. Time is short and the harvest needs harvesters, we are on a mission to “connect people to Jesus” so they too can be re-created, live transformed lives and allow God to work through them.

**Annie Street and Andy Glaze**  
**Church Wardens**  
**19<sup>th</sup> March 2019**





## Youth and Children's Ministry Report APCM 2019

2018 has been a great year for most of the youth and children's ministries of Warfield Church. In August we employed Adrian Laws, our full-time children's and families' Pastor who has got off to a great start and so now we have Adrian and Adam to help run all that we do for children and young people throughout the parish and to lead and support the teams of volunteers who make all these things possible.

Every year the youth leaders' forum and children's leader's forum meet 3 to 4 times a year to discuss, review and plan all that we are doing and hope to do in the future. In those meetings there is a chance for the children's/youth leaders of each department and congregation to share how things are going, some of our congregation's youth and kids ministries are going well but some are struggling, this is usually because of a lack of volunteers. If you would like to help out in this area, then please do talk to your congregational leader and they will point you in the right direction.

Many of our parish wide ministries have continued to grow and flourish this last year

- All Starz continues to attract lots of children on a Friday night, especially those who have little church connection.
- Little Starz continues to grow both numerically and spiritually. We have even seen family's transition from this toddler group into Sunday congregations.
- The Kidz choir were rushed off their feet over the Christmas period and seemed to be popping up at every special event to sing their hearts out and bring the spirit of Christmas to all those gathered.
- The gathering continues to meet every week to discuss and discover faith and how it impacts our lives.
- Relentless is always rammed with lots of young people
- Schools work is thriving, we are heavily involved with 7 primary schools in our parish and are knocking on the door of the 8th!. Adam is also in Bracknell and Wokingham College and frequently at Ranelagh

However, on top of all this there are some key areas in which we have seen significant breakthrough and development and for this we give God the glory.

### Ranelagh

This year we have seen a growing relationship develop between the church and Ranelagh School. I have been invited to speak at some of their assemblies and Holy Communion Services and Adam has been in to school every second Thursday to provide support and to explore what a chaplaincy role would look like. Discussions are taking place with the Diocese, Deanery, Ranelagh and other secondary schools about the potential of a shared chaplaincy role which would be overseen by the Deanery. Please do pray for these discussions and for this chaplaincy post to become a reality.

### Transitions

As a youth and children's team we recognise the important of key stages in children and young people's lives where it is easier for them to walk away from church and God and so we are working hard on addressing these areas. We therefore run the following events too:

### Relentless Split Streams

We noticed that less and less of our older young people were coming to Relentless so we created a split stream, this means that after the free time at the beginning of the night we then gather the year 11s and under into the church and the year 12 -13s into the parish rooms. This way they have their own sessions, we also run a year 12 & 13s after hours a few times a month where they can chill out and eat waffles together!! This has been a great success and we now have more year 12 & 13s than ever.

## **Year 10-13 Socials**

As well as the above we also run monthly socials for the year 10-13s so they can bond together and build deeper relationships with our youth team.

## **Year 6 Socials**

The transition from primary to secondary school can be really scary for some and so we run year 6 socials allowing children from different schools to get to know each other and it also helps the youth team to meet the children who will be joining the youth ministry after Easter.

## **UNITED**

Our latest plan is to create some parish wide events which we are calling UNITED, these will mostly be on Sundays from lunch time and are being introduced so that we can bring our young people together from every congregation for a time of worship, message and chill out.

Looking back, we ran a great youth weekend away for about 50 young people and we also took a group of them to Soul Survivor. We have lots more lined up for 2019 which is shown in the flyer below.

Please continue to pray for the staff team, our volunteers and all those who we partner with to impact the lives of children and young people in this area. Thank you for all your love and support and we look forward to seeing all that God is going to do in and through Warfield Church in 2019.

Much Love,

**David Ritchie**  
**Associate Minister**  
**19<sup>th</sup> March 2019**

# Safeguarding Report APCM 2019

## Safeguarding

Safeguarding is an area of care that is designed to do everything possible to protect the young and the vulnerable from harm whether that be harm of an emotional, sexual, physical or spiritual nature.

To this end Warfield Church follows the guidelines and recommendations set out by the Diocese of Oxford.

Ever-changing documentation in this area means that up-to-date information is best sought on the Diocesan website, the Churches Agency for Safeguarding and Government websites.

Vulnerable adults are those who are vulnerable due to their physical or mental status (e.g. elderly people or those with learning difficulties) or due to their current circumstances (e.g. those seriously ill in hospital).

## Disclosure and Barring Service (DBS)

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

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

## 'Umbrella Organisation'

Our DBS applications must be processed through an 'umbrella' organisation. Checks are done by Access Personal Checking Services Ltd (APCS).

The cost for DBS applications last year was £227.54 (admin charge made by APCS) and we have processed 57 applications.

## Role of PCC

Each year the PCC are asked to approve the Safeguarding policy.

They are held responsible if DBS checks are asked for inappropriately.

## Parish Safeguarding Officer

Part of the remit of the Parish Safeguarding Officer is:

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

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

Marion Drew and Sez Vicary are authorised to complete the online DBS application process by verifying applicants' documentation and when the new Church Administrator is in post he/she will also be authorised as a verifier.

### **Changes During the Year**

During the year we have organised training sessions to conform with new C of E requirements. As a result of this we are looking at some changes that are needed in relation to the recruitment of volunteers and some updates to our policies.

We continue to review how we handle data relating to DBS applications to ensure we comply with new data protection legislation.

**Marion Drew**  
**Safeguarding Officer**  
**19<sup>th</sup> March 2019**

## Mission Committee Report APCM 2019

The mission committee thanks Chris Frame, who stepped down from PCC in April 2018, for his devoted service and wise support. At the same time we welcomed Elaine Faluyi as a new member.

Warfield Church aims to encourage the growth of the Kingdom of God across the world working with Mission Partners who share our vision and values by:

- Building strong and lasting relationships with our Mission partners through regular contact, including visits, mutual prayer and offering them financial support.
- Fostering a culture of generosity across Warfield churches by demonstrating the value of such support.
- Ensuring that Warfield Church gives generously to mission outside the parish, based on a budget of at least 10% of our unrestricted income.

The Mission Subcommittee of the PCC facilitates the Church in meeting this aim and manages mission giving. In 2018 we worked with a budget allocation of £48,000, which represents 10% of unrestricted church income in 2016.

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

Mission Partners are decided upon at congregational leadership level. For the year 2018, these were as follows:

### St Michaels'

- Milan and Shusma Adhikari (Nepal)
- Peter and Becky Clemison (YWAM - Philippines)
- [Name withheld for security reasons] (CMS Turkey)
- Joel and Fiona Kelling (CMS Jordan)
- The remainder was donated to the Clemisons and to Milan and Shusma Adhikari for work they are involved in

### St Andrews'

- Compassion (child sponsorship)
- Hands-on-houses (India)

### All Saints'

- Ron & Joanna Domingo (Kalayaan Community Ministries / 2 The Nations - Philippines)

### St Peters'

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

### Eternity Bullbrook

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

Throughout 2018 the Mission Committee has continued to work hard to create and implement policies that reflect our values and give clear guidelines to how we support both existing and future Mission Partners.

## Discretionary Fund

As in previous years, a discretionary fund was used to provide one-off donations to individuals. This year we have made donations to:

- Eden Football Charity (Uganda)
- Christians Against Poverty (CAP)
- Christian Concern for One World (CCOW)

Along with additional donations to St Peter's Lifeline and Tear Fund for toilet twinning.

## Individual Fundraising

Paul and Rosie Crowhurst rode their bikes from Land's End to John O'Groats and raised about £4,500 on behalf of 2 The Nations/KCM.

Steve Curtis raised a total of approximately £7,000 (including contributions from his work colleagues) for St Peter's Lifeline by cycling up le Mont Ventoux in France – several times.

Many congratulations and thanks to all three of them!

I would like to note my heartfelt thanks to the members of the Mission Committee for their dedicated service and devotion to Mission and Outreach locally, nationally and overseas, and their heart to serve others and relieve misery in challenging situations around the planet. It is an honour to serve the Lord alongside these people.

**Sam Mortimer**

**Chair of Mission Committee**

**19<sup>th</sup> March 2019**

## **PCC HR Committee Report APCM 2019**

When Phil Durbin stepped down from PCC at the last APCM, Liz de Bell was appointed as Chair of the HR committee.

The pace of work for the HR Committee has not diminished this year.

3 staff members left during the year: Katie Urban and Alison Burt and Sandra Barron. This left the office unstaffed by administration.

With the departure of the office staff, the HR Committee was asked by the PCC to review the support structures and processes. This was a major piece of work, largely carried out by Abi Marchant. Individual consultations took place with Catharine Mabuza, Andy Glaze, David Ritchie, Katie Urban, Rosemary Wood, Rupert Benbrook, Phil Durbin, Liz de Bell, and Jenny Bentley. The survey was sent to all congregational leaders but only one response was received. Data was gathered from exit interviews, informal interviews of previous Warfield church office managers, and online research for salary benchmarking; an expert in PA/Administrative roles was consulted to review role scopes and proposed structures.

Recommendations were made to the senior leadership team and to PCC. Whilst there was support for the recommendations, these could not be fully implemented due to financial constraints. A further revision of the proposal was given in line with a revised budget.

Since September, the office has been manned by volunteers and we are indebted to Richard Page for the hours that he put in to the office, writing procedures to assist subsequent post holders. We recognise that Richard worked far in excess of the hours that he was paid for this role. We are also very grateful to all the volunteers who have helped out on a regular basis during the time that the office has been unstaffed.

Adrian Laws joined us in August 2018 as Children and Families Pastor. Alison Wilkins joined us in August 2018 to replace Sandra as finance administrator; from January 2019 she increased her hours and responsibilities and is now finance and general administrator.

Appointing 2 new staff members involved the HR Committee in assisting with the writing of job descriptions, person specifications, shortlisting, interviewing and ensuring that induction took place. Liz de Bell was also involved in the recruitment of the new assistant ministers.

The Committee continues to update our HR policies, procedures and guidelines.

**Jenny Bentley**

**HR Committee member**

**19 March 2019**

## **Fabric Report APCM 2018**

### **St Michael's**

Abbreviations:

Diocesan Advisory Committee (DAC)

Bracknell Forest Borough Council (BFBC)

#### **1) Graveyard Extension**

The material extracted from the car park extension was used to erect a 'bund' to mark the boundary of the graveyard extension. This was completed with the installation of a post and rail fence with gate.

Planning approval for 'change of use of land' was obtained from BFBC and a working party of volunteers made the final preparations in January. Bishop Andrew consecrated the ground for burials in February 2018.

#### **2) Car Park Extension**

A fence was installed to separate the main car park from the newly laid car park extension to limit unnecessary access.

#### **3) South West Boundary Wall**

Since the wall lies within a conservation area, permission was sought from both BFBC and DAC to remove the problematic trees. Permission to repair the wall was done under a Faculty and the work was completed in September.

#### **4) Parish Office Window Replacement**

For Health & Safety reasons a fixed window in the Parish Office was replaced with one that provided a means of escape in the event of a fire.

#### **5) Under Floor Heating**

Extensive maintenance was required to improve the effectiveness of the under-floor heating during the winter months. This included a power flush of the radiators and under-floor heating. During the power flush it was discovered that there was a leak in the roof.

Additional work included the fitting of a condensate neutraliser.

#### **6) Interior Lighting**

Work has begun on the plan agreed with the DAC to address the issue with the interior lighting. Interested parties were consulted to gather their requirements across all activities taking place in the church. The requirements are being sent out to lighting consultants with invitations to submit their proposals.

#### **7) Quinquennial Inspection and Report**

2017 was the year in which the Quinquennial (5-yearly) inspection and report was due. The report, delivered in Feb 2018, stated that the church building is in good general repair but requires some works to maintain its condition.

#### **8) Video Camera – Monitor**

Former members of St Michaels congregation who have moved away from Warfield left a gift to provide better wireless connections for the microphone sound system and to install a video camera in the church entrance and monitor screen for the organist. A faculty has been approved for the camera-monitor to be installed. The installation of the camera-monitor is due to be completed by March 2019.

#### **9) Leak in Roof Near Tower**

A firm of specialists were called in to inspect the roof and a detailed schedule of works was provided. DAC required us to instruct the Quinquennial architects to confirm this schedule of works before granting a Faculty.



### **10) Upgrade of Heating System**

More attention will be required to attend to the many on-going concerns with the condition of the heating systems in the church.

### **11) Memorial Bench**

The family of a young man interred in the open graveyard requested permission to install a memorable bench. A Faculty application was submitted to Diocese and was approved.

### **12) Main Notice Board**

A List A approval has been given by DAC for the restoration of the notice board at the main entrance to the church. This will involve the removal of the existing panel and the repair of the four notice panels. New requirements are being considered to improve the presentation of information to the general public.

### **13) Upgrade to Served**

Work has begun to address the issue with the served at the back of the church. Interested parties have been consulted and a draft design has been produced. Matters of safety, convenience and accessibility have been addressed. The functional requirements are being considered along with the aesthetic requirement that any proposal should be in keeping with the setting.

### **14) Upgrade A/V Desk**

In conjunction with served, the sound desk will be upgraded in a similar style. The design will address the usability, storage of equipment and accessibility of external connectors.

### **15) Oak Tree in Open Graveyard**

It was reported by the Highways Dept. that an oak tree near the entrance to the open graveyard needed cutting back to avoid the risk of damage to road users. A firm of tree surgeons undertook the job of reducing the weight in some of the upper limbs.

### **16) Faithfull Family Grave Stone**

The family gravestone is located by the Parish Office. Following a visit by descendants from Australia, they have offered to pay for the relocation of the gravestone to the site in the open graveyard where the graves have been relocated. A faculty application is awaiting approval.

### **17) Parish Rooms Heating**

The under-floor heating in the Parish Office is not responding to control and an investigation is required to determine what remedial action should be taken.

### **18) Bin Storage Area**

A project is in place to investigate the options available to locate and install a suitable base for the refuse bins.

### **19) Graveyard Gate Post**

The gate that provides access between the open graveyard and the car park was repaired. Access will still be required after the open graveyard is closed.

### **20) Grave Family Grave Tomb**

It was reported that a grave tomb in the NE of the closed churchyard was in a poor state of repair and potentially unsafe. On advice from DAC, the grave tomb has been cordoned off. Some of the loose items have been removed. The grave tomb is classed as a Grade II listed building and will require professional masons to complete the repairs. Further advice has been sought from DAC and the Registrar's office. We are required to make 'reasonable efforts' to try and identify the 'living descendants' of the owners of the grave tomb. The Berkshire Records Office has been consulted but they do not undertake the type of tracing to determine descendants. Letters have been sent to two addresses identified as belonging to two possible descendants. The record of communications will need to be shown to the consistory court before they can approve a faculty to undertake the repairs. PCC have passed a motion to undertake the repairs at a provisional cost of £3,120 in order that the faculty application may be submitted to DAC.

## **St Andrews'**

There is very little to report regarding the fabric at St Andrews, but this is not to say that there isn't much that needs doing.

In July 2017 Richard Emery (ACW Fabric for St Andrew's) wrote a paper identifying potential developments for the building but it was agreed at the time that all development and capital expenditure should be put on hold until the new Vicar had been appointed and a new vision for St Andrew's had been developed and agreed.

We have now arrived at the point where Catharine is with us and Michelle is settling in, so it looks as though this might be the right time for those in St Andrew's, and everyone across the parish, to be praying for a clear sense of God's plan for the ministry(s) that He is calling us to develop to reach the community of Priestwood and to support the wider ministries across the parish.

## **2 Portia Grove**

- 1) The wardens reported that, following a visit to the tenants of 2 Portia Grove that some windows and doors needed replacement.
- 2) Some minor tree surgery was done to a rear garden tree.

**Richard Walker**  
**Chair of Fabric Committee**  
**19<sup>th</sup> March 2019**

## Bracknell Deanery Synod Report APCM 2019

The Bracknell Deanery is part of the Diocese of Oxford.

The Deanery Synod has Clergy and Laity representatives from 9 parishes (Ascot Heath, Binfield, Bracknell, Cranbourne, Easthampstead, Sunningdale, Sunninghill & South Ascot, Warfield and Winkfield), representing 20 churches / congregations.

The Area Dean is Revd Darrell Hannah, Associate Area Dean is Revd Guy Cole and the Lay Chair is Caroline Kallipetis. For more information visit:

<https://www.oxford.anglican.org/who-we-are/reading/deaneries/bracknell/>

Warfield Parish has been represented on the Bracknell Deanery Synod as well as the Deanery to Warfield PCC this year, by Richard Walker, Maggie Walker, Jan Glaze, Michael Bentley and Amanda Palethorpe (who replaced Richard Page).

Catharine Mabuza, Adam Brown and David Ritchie are also present at the Synod meetings:

There are usually 3 evening Synod meetings a year (February, July and December) as well as an Away Day.

The purpose of the synod is to:

- Bring together the views of the parishes of the deanery on common problems
- Discuss and formulate common policies for those problems
- Foster a sense of community and interdependence among those parishes
- Promote within the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The broad intentions for each meeting are to:

- Pray, read scripture and worship together
- Receive information from Diocesan and General Synod
- Discern deanery priorities and plan strategies for joint action
- Share expertise and knowledge between local churches as well as raise concerns and problems
- Agree individual parish share as part of the deanery contribution to diocesan funding
- Aim to cooperate over projects and support each other

Continuing from 2017 into 2018 and further into 2019, the focus has continued to be on Bishop Stephen's call, where over the last two and a half years the Diocese of Oxford has been reflecting and rebuilding a common vision, centred around our vocation to be '*a more Christ-like Church for the sake of God's world : more contemplative, more compassionate and more courageous.*' In short, we will shape a clearer and more compelling story to God's call and why we are doing what we are doing.

The Oxford Diocese has explored this Common vision through three biblical passages so far: the Beatitudes of Matthew 5; the raising of Lazarus in John 11 and 12 and the Letter to the Colossians. We believe this vocation and these values are widely and deeply owned.

In response to Bishop Stephen's call, the areas of being more contemplative, more compassionate and more courageous were openly discussed by the Bracknell Deanery Synod and as a response, in October 2018 there was a gathering held at the Ascot Priory focused on "Living Compassionately". All parishes and churches were invited to attend. The purpose of the event was to provide an opportunity to see what is happening in the parish and challenge us to do more. Various charities who support our communities, presented (PACT, Samaritans, Pilgrim Hearts, Binfield Lighthouse and CAP Christians Against Poverty). The event was a success, attended by 40 people. Stephen Johnson organised an excellent opening worship. After the worship attendees were able to choose to attend a workshop or workshops held by the aforementioned charities.

There will be another gathering during 2019, focused on “Living Courageously” and discussions have begun on the structure of this event. The discussions brainstormed what does it mean to “Live Courageously” and considered a wide range of factors.

Again in 2018, as was the case in 2017, the Parish Share target was met and the full rebate secured. In order to achieve this, £8000 was paid from Deanery reserves to meet the full amount, this supported the Winkfield Parish in meeting their share and this will be treated as a loan to Winkfield. The 2019 Parish share figures have been circulated to Parish Treasurers.

The Deanery continues to support PACT’s ‘Bounce Back for Kids’ and the Deanery Mission Plan.

During the December Synod meeting, a talk by Generous Giving Adviser - Jonathan de Bernhardt Wood was given, about the Parish Giving Scheme and reported 182 churches in the Diocese had registered and there were an additional 13 positive enquiries. Donations had increased in these churches. He said that there was information available to help us – Conferences, training and also a list of funding companies. Warfield became a member of this scheme during 2018 and Bracknell Deanery was ‘best in class’ in the Parish Giving Scheme for having more churches signed up than any other Deanery in the Diocese.

As we look forward to 2019, becoming a more Christ-like church for the sake of God’s world - stepping out in faith, we discover God already there waiting for us often in and through others. In this encounter we find we are being changed, our churches begin to change, all for the sake of God’s mission. This bring us back to discernment, hope and faith.

The Synod has a deficit of 26 members, including 4 for Warfield.

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

**Amanda Palethorpe & Adam Brown**  
**Deanery Synod representatives**  
**19<sup>th</sup> March 2019**